

## **MINUTES**

### **ORDINARY COUNCIL MEETING**

**28 MAY 2013**

**COMMENCING AT 8PM**

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

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

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

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

**Disclaimer:**

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

# ORDINARY COUNCIL MEETING MINUTES

28 MAY 2013

## 1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, Rob Madson, Deputy Mayor, opened the meeting at 8:03pm and welcomed the visitors to the Gallery.

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

Mayor, Don Ennis, Presiding Member by telephone 8:47pm to 9:31pm.  
Deputy Mayor, Cr R Madson, Presiding Member 8:00pm – 8:47pm and 9:31pm to 10:00pm.

Cr L Ballard

Cr J McKenzie

Cr A Paternoster

Cr D Russell

Mr A Cook - Chief Executive Officer

Mr C Bastow - Director of Corporate and Community Services

Ms T Columb – Executive Assistant (Minutes)

### Apologies:

Cr J Muller - Leave of Absence

Cr M Kain - Apologies

Cr L Archibald

Brian Robinson, Director of Technical & Environmental Services

### Visitors:

Mr Peter White, NRRRA

Mr Mark Regan, Vice President of Upper Great Southern Hockey Association.

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

Cr J McKenzie	10.1.793	Proximity Interest (5.60)
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Cr A Paternoster	10.1.793	Proximity Interest (5.60)
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Cr D Russell	10.1.793	Proximity Interest (5.60)
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Cr J McKenzie	10.2.999	Impartiality 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**

<b>Council Resolution: 0513.093</b>
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**Moved: Cr Ballard**

**Seconded: Cr Paternoster**

That Council:

Accept the minutes of the Ordinary Council Meeting held on 14 May and be confirmed as an accurate record of proceedings.

**CARRIED: 5/0**

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

Nil

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

Mr Mark Regan, Vice President of the Upper Great Southern Hockey Association (UGSHA) gave a presentation to address the spectator fee and increase of fees. Mr Regan pointed out the Club contributes to grow in that there has been a 50% increase in members and the Association is strong. In addition, the Club members maintain and improve facilities on a self-funded basis, despite it being a Council asset. Mr Regan requested that the increase in fees not be implemented as it causes hardship for many families, who cannot afford to pay and already donate time and money towards the upkeep and improvement of the Club.

## **10. MATTERS WHICH REQUIRE DECISIONS**

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## 10.2 CORPORATE AND COMMUNITY SERVICES

**Note: This item was brought forward due to the absence of an absolute Majority for Item 10.1.793.**

### 10.2.997 RAILWAY INSTITUTE HALL

**File Reference:** 5.6.12  
**Disclosure of Interest:** Nil  
**Date:** 20 May 2013  
**Author:** Mr Colin Bastow Director Corporate & Community Services

**Attachments:** - Nil

#### **Summary:**

To approve the advertising for expressions of interest to lease the Railway Institute Hall.

#### **Background:**

The previous Lessee of the Railway Institute Hall, who operated an Antique Store called Steptoe's, has vacated the property and handed the Keys to the Manager of the Dryandra Visitors Centre.

The Town needs to find a suitable lessee or interested party to facilitate activities from and as part of the agreement take over the day to day maintenance of the building.

#### **Comment:**

The Railway Institute Hall is in a very visual location in town as it is located within the main street; however, its current condition could be termed as being tired.

It is seen as being important for the Town to avoid having the building being vacant, as vacant buildings encourage vandalism.

The Town has secured grant funding for the replacement of the asbestos roof which is estimated to be done at the beginning of next month. Once the reroofing works have been undertaken, the Town will be in a position to lease the building.

A number of community groups/organisations have expressed an interest in leasing the building and this could potentially be a good non-commercial lease that may provide additional benefits to the Town.

A further report will be prepared for Council upon the closure of the period to ensure that the proposed activity and rental arrangement is suitable to Council.

#### **Consultation:**

Mr Aaron Cook – CEO

#### **Statutory Environment:**

Local Government Act 1995

**Policy Implications:** Nil

**Financial Implications:**

The previous lease was for around \$12,000 p.a. plus outgoings.

**Strategic Implications:** Nil.

**Voting Requirements:**

Simple Majority.

<b>Council Resolution: 0513.094</b>
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**Moved: Cr Paternoster**

**Seconded: Cr Russell**

That Council:

Approve the CEO to advertise locally for expressions of interest to lease the Railway Institute Hall.

**CARRIED: 5/0**

## 10.2.1000 ACCOUNTS FOR AUTHORISATION – APRIL 2013

**File Reference:** 12.1.1  
**Disclosure of Interest:** Nil  
**Applicant:** Nil  
**Previous Item Nos:** Nil  
**Date:** 15 May 2013  
**Author:** Aimie Allinson – Finance Officer

### Attachments:

Accounts for Authorisation – April 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 – April 2013” is presented to Council for approval. Below is a summary of activity.

Total Payments April 2013	\$545,843.88
Total Payroll Payments April 2013 (included above)	\$195,750.23
Total Payments April 2012	\$453,727.60
Percentage paid by EFT April 2013	73%
Percentage paid by Cheque April 2013	27%
Percentage of Local Suppliers April 2013	57%
Dollar Value spent with Local Suppliers April 2013	\$292,402.53

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

**Council Resolution: 0513.095**

**Moved: Cr Ballard**

**Seconded: Cr Paternoster**

That Council:

Approve the Accounts for Authorisation for the month of April 2013 for the Municipal Fund totalling \$545,843.88.

**CARRIED: 5/0**

## Accounts for Authorisation - April 2013

Chq/EFT	Date	Name	Description	Amount	Funded
EFT362	02/04/2013	Hesta Superannuation	Superannuation contributions	\$ 326.50	
EFT363	02/04/2013	John Warburton - Town Of Narrogin Social Club	Payroll deductions	\$ 200.00	
EFT364	03/04/2013	Ballards of Narrogin	Oxygen Bottle - NLC	\$ 71.55	
EFT365	03/04/2013	Bob Wardell Consultant	Assistance with preparation for merger including setup of monthly reporting & travel	\$ 7,150.00	F
EFT366	04/04/2013	Bob Wardell Consultant	Assistance with merger preparation & travel costs	\$ 7,975.00	F
EFT367	05/04/2013	Narrogin Fruit Market	NHLP - Feb 2013	\$ 100.00	F
EFT368	05/04/2013	Don Ennis	Meeting fees April 2013	\$ 6,840.00	
EFT369	05/04/2013	Leigh Ballard	Meeting allowance April 2013	\$ 1,750.00	
EFT370	05/04/2013	Robert John Madson	Meeting fees - April 2013	\$ 2,500.00	
EFT371	05/04/2013	David Arthur Russell	Meeting allowance -April 2013	\$ 1,750.00	
EFT372	05/04/2013	Arthur Reginald Paternoster	Meeting allowance - April 2013	\$ 1,750.00	
EFT373	05/04/2013	Jan Elizabeth McKenzie	Meeting allowance -April 2013	\$ 1,750.00	
EFT374	11/04/2013	Narrogin Hire & Reticulation	Purchase of various retic items - Narrogin Park, Mackie Park, Clayton Road, Thomas Hogg	\$ 1,942.60	
EFT375	11/04/2013	Ray White Narrogin	Water consumption - 79 Forrest	\$ 279.10	
EFT376	11/04/2013	Best office	Hire & rent for photocopier	\$ 95.40	



### Accounts for Authorisation - April 2013

EFT377	11/04/2013	Narrogin Electrical Appliance Testing	Testing electrical appliances - Homecare	\$ 99.00	F
EFT378	11/04/2013	Kleenheat Gas	LPG for Centenary Park - 26/3/13	\$ 207.33	
EFT379	11/04/2013	Knightline Computers	Repairs to computers in admin office	\$ 85.00	
EFT380	11/04/2013	Narrogin Earthmoving & Concrete	Bulk Purchase of sand -Depot	\$ 1,371.70	
EFT381	11/04/2013	WALGA	Advertising for Finance manager	\$ 4,047.58	
EFT382	11/04/2013	Bibby Financial Services Australia Pty Ltd	Purchase of signs for industrial estate	\$ 770.00	
EFT383	11/04/2013	Commander Australia Ltd	Network charges for Homecare - 4/3/13	\$ 211.93	F
EFT384	11/04/2013	Liquor Barons	Carton of beer for Council function	\$ 55.00	
EFT385	11/04/2013	The Royal Life Saving Society Australia	Swim school certificates	\$ 106.50	
EFT386	11/04/2013	Orica Australia Pty Ltd	Bulk supply of chlorine - WWTP	\$ 2,354.00	
EFT387	11/04/2013	Tj & Ea Lynch	Service Washing Machines	\$ 88.00	
EFT388	11/04/2013	P & F Kulker Building contractors	Half costs of hot mixing footpath - Furnival Side of Federal St	\$ 1,496.00	
EFT389	11/04/2013	Public Transport Authority	Trans WA ticket Sales -March 2013	\$ 1,346.45	
EFT390	11/04/2013	Clever Cleaning Solutions Pty Ltd	Purchase of Vacuum cleaners & equipment	\$ 1,560.64	
EFT391	11/04/2013	Cy O'connor Institute	Text books for training -NLC staff	\$ 127.95	
EFT392	11/04/2013	Air Response	Repairs to air cons after electrical storm	\$ 150.01	
EFT393	11/04/2013	Toll Priority	Transport service for	\$ 46.39	

### Accounts for Authorisation - April 2013

			chlorine for WWTP - 22/3/13		
EFT394	11/04/2013	Shire of Narrogin	Rent for DCCS - AS PER CONTRACT	\$ 1,400.00	
EFT395	11/04/2013	COMMAND A COM	Rental renewal charges till 5/6/13	\$ 478.50	
EFT396	11/04/2013	Wormald	Check and service fire equipment at Narrogin Caravan Park including Install of Fire Extinguisher and Fire Blanket at Campers Kitchen	\$ 630.30	
EFT397	11/04/2013	Ashley Blyth Tree Lopping	Remove Xmas lights -Tree lopping & waste removal	\$ 440.00	
EFT398	11/04/2013	Pro-Met Express	Freight for NLC	\$ 164.26	
EFT399	11/04/2013	Peerless Jal Pty Ltd	Cleaning goods for homecare - 14/3/13	\$ 310.37	F
EFT401	11/04/2013	JP PROMOTIONS Pty Ltd	Safety vest - NHLP - PPE	\$ 259.60	F
EFT402	11/04/2013	Community Arts Network W.A Ltd	Reimburse CAN WA to cover costs for NAIDOC event	\$ 2,200.00	R
EFT403	18/04/2013	Best Office Systems	Cash Register replacement plus printer rolls	\$ 660.91	
EFT404	18/04/2013	Ray White Narrogin	Rent for 20 Forrest - ending 16/4/13	\$ 3,648.39	
EFT405	18/04/2013	Great Southern Fuels	Fuel For March 2013	\$ 7,207.07	
EFT406	18/04/2013	Narrogin Retravision	Homecare-washing machine filter	\$ 24.00	F
EFT407	18/04/2013	Knightline Computers	CCTV Camera for Admin Centre	\$ 778.50	
EFT408	18/04/2013	Coca-Cola Amatil (Aust) PTY LTD	Kiosk supplies for resale- drinks	\$ 3,151.61	
EFT409	18/04/2013	Trisley's Hydraulic Services Pty Ltd	Magic sponges for NLC	\$ 165.00	

### Accounts for Authorisation - April 2013

EFT410	18/04/2013	Narrogin Electrical Services	Repair lighting and replace timers at Gnarogin Skate Park	\$ 3,071.20	
EFT411	18/04/2013	S. Williams Plumbing	Clear Blocked Drain at Caravan Park - Old Ablution Block	\$ 2,018.50	
EFT412	18/04/2013	Albany Advertiser	Advertising for staff -Narrogin Library	\$ 330.00	
EFT413	18/04/2013	The Polished Plate	Catering for council dinner	\$ 120.00	
EFT414	18/04/2013	West Country PRINT SYNC	Copier charges for colour & black & white prints	\$ 1,165.80	
EFT415	18/04/2013	Edwards Motors Pty Ltd	15,000 km service for SV6 commodore being DTES vehicle	\$ 326.85	
EFT416	18/04/2013	Narrogin Glass & Quick Fit Windscreens	Repairs to doors - NLC	\$ 88.00	
EFT417	18/04/2013	Narrogin Sports and Camping	Gazebo 3x3	\$ 200.00	
EFT418	18/04/2013	Great Southern Waste Disposal	Management fees for White Road Refuse Site for period 26/2 to 26/3/13 as per contract	\$ 32,111.20	
EFT419	18/04/2013	Environmental Monitoring Systems PTY LTD	Environmental services for November 2012	\$ 5,148.00	
EFT420	18/04/2013	Narrogin Toyota & Mazda	80,000km service for Hilux tipper ute NGN9722	\$ 853.05	
EFT421	18/04/2013	Cy O'connor Institute	John and Guy to the training for Dogs and Cats at TAFE in Perth	\$ 1,180.00	
EFT422	18/04/2013	Country Paint Supplies	Supplies for community work for Notre Dame students to	\$ 21.00	

## Accounts for Authorisation - April 2013

			undertake community work including paint brushes, dust masks, paint, wire brushes		
EFT423	18/04/2013	Goodyear Dunlop Tyres Pty Ltd	4 new Tyres for sweeper and puncture repairs.	\$ 2,578.36	
EFT424	18/04/2013	Derbahl Pty Ltd	Pump out of Grease trap as per Water Corporation requirements	\$ 175.00	
EFT425	18/04/2013	Farmers Centre (Narrogin) Pty Ltd	Hose for grader blade	\$ 83.69	
EFT426	18/04/2013	Narrogin Panel Beating Service	Insurance excess for repair of Holden Colorado 00NGN estimate 5274	\$ 1,450.00	I
EFT427	18/04/2013	Espresso Essential WA	New filter for coffee machine plus travel and labour	\$ 286.00	
EFT428	18/04/2013	Pro-Met Express	Delivery of vacuum cleaners	\$ 37.95	
EFT429	18/04/2013	Kojonup Veterinary Hospital	Animal destruction - Euthanasia	\$ 220.00	
EFT430	18/04/2013	Supreme Heating	Solar Pool heating for NLC	\$ 50,000.00	F
EFT431	18/04/2013	Greenway Enterprises	Root director's & grate	\$ 2,768.50	
EFT432	18/04/2013	Echelon Australia Pty Ltd	Fee - 19/3/13	\$ 7,053.20	
EFT433	23/04/2013	Shire of Narrogin	Repairs to road traffic counter	\$ 154.00	
EFT434	24/04/2013	Narrogin Hire & Reticulation	Various reticulation items for sports oval	\$ 504.00	
EFT435	24/04/2013	Best Office Systems	Copies of swim school brochure	\$ 8.00	
EFT436	24/04/2013	Australia Post	Australia post account -March 2013	\$ 1,200.10	
EFT437	24/04/2013	Narrogin Retravision	Phone for depot office	\$ 49.00	

### Accounts for Authorisation - April 2013

EFT438	24/04/2013	MAKIT Narrogin hardware	Various hardware items - March 2013	\$ 119.30	
EFT439	24/04/2013	Narrogin Earthmoving & Concrete	Concrete Pad for Caravan Park	\$ 770.00	
EFT440	24/04/2013	WALGA	Advertising - Special projects officer	\$ 524.15	
EFT441	24/04/2013	Vorgee Pty Ltd	Goggles and swim stock for resale.	\$ 574.20	
EFT442	24/04/2013	Westrac Equipment	Service for NGN765	\$ 194.13	
EFT443	24/04/2013	Narrogin Agricultural Repairs	Parts for Homecare - Lawnmower	\$ 104.00	F
EFT444	24/04/2013	Narrogin Newsagency	Newsagency account for March 2013	\$ 262.80	
EFT445	24/04/2013	Narrogin Electrical Services	Providing External Lighting for Campers Kitchen	\$ 627.00	
EFT446	24/04/2013	Borgas Engineering	Repairs to CAT - 19/2/13	\$ 496.10	
EFT447	24/04/2013	Baileys Fertilisers	Soil testing -Soil analysis	\$ 665.50	
EFT448	24/04/2013	Orica Australia Pty Ltd	Chlorine for WWTP & Freight	\$ 842.43	
EFT449	24/04/2013	Burgess Rawson	Water use 21/11/12-18/3/13 -Rail yard	\$ 507.97	
EFT450	24/04/2013	Narrogin Toyota & Mazda	Whipper snipper and tank.	\$ 758.60	
EFT451	24/04/2013	Golden West Network Pty Ltd	Tourism & promotion - Advertising	\$ 325.60	
EFT452	24/04/2013	Ashley Blyth Tree Lopping	Remove trees from around town.	\$ 2,359.50	
EFT453	24/04/2013	Linda Anne White	Catering for CATS volunteers	\$ 100.00	F
EFT454	24/04/2013	Peerless Jal Pty Ltd	NLC - Cleaning supplies	\$ 236.97	
EFT455	24/04/2013	Narrogin Agricultural College	Eggs -Australia day 2013	\$ 45.00	

### Accounts for Authorisation - April 2013

EFT456	24/04/2013	Bob Wardell Consultant	Assistance with monthly reporting & travel charge	\$ 5,720.00	
44092	02/04/2013	Accountants Super	Superannuation contributions	\$ 119.97	
44093	02/04/2013	Australian Ethical Superannuation	Superannuation contributions	\$ 553.84	
44094	02/04/2013	BT Super For Life	Superannuation contributions	\$ 628.08	
44095	02/04/2013	Commonwealth Bank	Superannuation contributions	\$ 623.33	
44096	02/04/2013	Concept One Superannuation Plan	Superannuation contributions	\$ 277.45	
44097	02/04/2013	Asgard Ewrap Super Account	Superannuation contributions	\$ 203.85	
44098	02/04/2013	Hilldale Superannuation Pty Ltd	Superannuation contributions	\$ 140.64	
44099	02/04/2013	IOOF	Superannuation contributions	\$ 300.71	
44100	02/04/2013	Macquarie Investment Manager	Superannuation contributions	\$ 325.15	
44101	02/04/2013	MLC Nominees	Payroll deductions	\$ 923.08	
44102	02/04/2013	QANTAS Staff Credit Union Limited	Superannuation contributions	\$ 241.32	
44103	02/04/2013	Rest Superannuation	Superannuation contributions	\$ 128.71	
44104	02/04/2013	St Andrews Retirement Plan	Superannuation contributions	\$ 86.20	
44105	02/04/2013	WA Local Government Super Plan	Superannuation contributions	\$ 17,916.00	
44106	02/04/2013	Australian Super	Superannuation contributions	\$ 493.85	
44107	02/04/2013	Colonial First State Investments	Superannuation contributions	\$ 49.99	
44108	02/04/2013	Host Plus	Superannuation contributions	\$ 262.70	
44109	02/04/2013	Prime Super	Superannuation contributions	\$ 337.68	
44110	02/04/2013	AMP Life Limited	Superannuation contributions	\$ 90.45	
44111	03/04/2013	Water Corporation	Water use charges	\$ 1,819.55	

### Accounts for Authorisation - April 2013

			22/11/12 - 20/3/13		
44112	03/04/2013	Narrogin Leisure Centre - Petty cash	Float for NLC	\$ 300.00	
44113	05/04/2013	Les Archibald	Meeting allowance April 2013	\$ 1,750.00	
44114	05/04/2013	Michael Gerard Kain	Meeting allowance -April 2013	\$ 1,750.00	
44115	05/04/2013	John Fisher Muller	Meeting allowance- April 2013	\$ 1,750.00	
44116	10/04/2013	Chancliff Holdings Pty Ltd	Refund of owners share of settlement - Retention & bonds	\$ 30,000.00	
44117	11/04/2013	Synergy	Electricity - Sports ground & Street light's & refuse site	\$ 52,057.15	
44118	11/04/2013	Narrogin Packaging	Cleaning products	\$ 1,766.63	
44119	11/04/2013	Hancocks Home Hardware	Purchase of hardware items for depot	\$ 170.75	
44120	11/04/2013	Parrys Pty Ltd	Boots for Mark.B	\$ 110.45	
44121	11/04/2013	Thing-A-Me-Bobs	Bell for front counter	\$ 12.99	
44122	11/04/2013	Narrogin Pump Sales & Service	Fittings for Pump - Works department	\$ 12.65	
44123	11/04/2013	PFD Food Services Pty Ltd	Kiosk stock for resale	\$ 194.85	
44124	11/04/2013	The Distributors Perth	Kiosk supplies for resale	\$ 1,653.45	
44125	11/04/2013	St Matthews Primary School	Hire of Portable Shade	\$ 50.00	
44126	11/04/2013	Homecraft Textiles	Purchase of Fabric for - Homecare craft group	\$ 268.83	F
44127	11/04/2013	Busselton River Resort	Accommodation - NHLP Training	\$ 300.00	F
44128	18/04/2013	Synergy	Electricity - Town Of Narrogin - 20/3/13	\$ 6,378.40	

### Accounts for Authorisation - April 2013

44129	18/04/2013	Narrogin Packaging	Washing powder - Homecare	\$ 173.65	F
44130	18/04/2013	Water Corporation	Water Use charges -Senior citz -til 15/3/13	\$ 899.20	
44131	18/04/2013	Department of finance shared services State Library Of WA	Recoveries lost and damaged items SLWA - 5 books depreciated amounts invoice 272262	\$ 52.80	
44132	18/04/2013	Parrys Pty Ltd	Safety Boots for two outside staff members	\$ 305.91	
44133	18/04/2013	Courier Australia	Freight charges - Admin	\$ 189.80	
44134	18/04/2013	Geoff Perkins Farm Machinery Centre	Service of Honda Lawnmower to address problems experienced whilst working under load	\$ 67.77	
44135	18/04/2013	McLeods Barristers & Solicitors	Legal Fees for lot 123	\$ 677.60	
44136	18/04/2013	RJ Smith Engineering	Repairs to netball goal posts	\$ 341.50	
44137	18/04/2013	Farmworks Rural PTY LTD	Chlorine for TWIS System	\$ 963.60	
44138	18/04/2013	Local Government Managers Australia	Training course - Building surveyor & works manager	\$ 5,575.00	
44139	18/04/2013	Radiowest Broadcasters Pty Ltd	Interview for Mayor on Radio West after Council Feb 2013	\$ 55.00	
44140	18/04/2013	Ausrecord	Files for records / Records keeping & Freight	\$ 111.75	
44141	18/04/2013	Neil W Butterworth	Sponsorship of LGA award	\$ 220.00	
44142	18/04/2013	Jane Hollingshead	Reimbursement for an electric frypan - NHLP	\$ 77.20	F



### Accounts for Authorisation - April 2013

44143	18/04/2013	OCLC (UK) Ltd	Amlib annual maintenance - Library 2013	\$ 2,550.78	
44144	18/04/2013	Victoria's Place	Local stock purchase - 2x Easter books for special Story time event	\$ 32.98	
44145	18/04/2013	Laura Windsor	Writing /advertising for bike it week - NHLP	\$ 150.00	F
44146	18/04/2013	Aqua Wellbeing	Training -NHLP staff	\$ 550.00	F
44147	24/04/2013	Synergy	Power supply Narrogin Caravan Park - 18/1/13 - 20/3/13	\$ 3,325.45	
44148	24/04/2013	Staples Australia Pty Ltd	Stationary -April 2013	\$ 1,112.00	
44149	24/04/2013	Library -petty Cash	Supplies for Rhymtime	\$ 231.62	
44150	24/04/2013	Sportspower Narrogin	NHLP - Helmet purchase	\$ 499.90	F
44151	24/04/2013	Courier Australia	Freight services for admin	\$ 13.60	
44152	24/04/2013	Telstra	Mobile account - March 2013	\$ 1,536.86	
44153	24/04/2013	IT Vision	IT Support for rates	\$ 214.50	
44154	24/04/2013	Narrogin Nursery, Café & Gallery	Rose food.	\$ 19.50	
44155	24/04/2013	Town of Narrogin	Rates rubbish & ESL 2012-2013 - Narrogin homecare	\$ 4,055.55	F
44156	24/04/2013	Boral Asphalt	3/ 205lt drums of emulsion	\$ 1,204.50	
44157	24/04/2013	Lions Club of Narrogin	food for volunteers provided by Narrogin Lions Club for Bike It! Wheatbelt 2013 Bikeweek Event	\$ 144.00	F
44158	24/04/2013	Medelect Biomedical Services	Service of NRRC defibrillator	\$ 478.50	

### Accounts for Authorisation - April 2013

44159	24/04/2013	Cannon Hygiene Australia Pty Ltd	Town Of Narrogin Sanitary unit/s 2013	\$ 1,657.64	
			Cheque total	\$ 151,536.86	
			EFT total	\$ 198,556.79	
			Payroll total	\$ 195,750.23	
<b>PAYROLL SUMMARY</b>			<b>TOTAL</b>	<b>\$ 545,843.88</b>	
<b>Pay Date</b>	<b>Nett Amount Paid</b>				
10/04/2013	\$ 95,036.32				
	\$ 324.81				
24/04/2013	\$ 100,389.10				
TOTAL	\$ 195,750.23				
<b>P</b>	Partially Funded				
<b>R</b>	Reimbursement				
<b>I</b>	Insurance				
<b>PRB</b>	Partially reimbursement				

## 10.2.1001 MONTHLY FINANCIAL REPORTS – APRIL 2013

<b>File Reference:</b>	12.8.1
<b>Disclosure of Interest:</b>	Nil
<b>Applicant:</b>	Nil
<b>Previous Item Nos:</b>	Various
<b>Date:</b>	22 May 2013
<b>Author:</b>	Rhona Hawkins – Manager of Finance

### **Attachments:**

Monthly Financial Report for the period ended 30 April 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:**

Scrutiny of the accounting system is still being undertaken but it is pleasing that better business practices and procedures are being embraced by staff.

We are still receiving support from IT Vision and Bob Waddell when necessary however staff are becoming more proficient in their roles each month. The Finance team has worked exceptionally hard this month in order to clean up records and meet deadlines.

The April Monthly Financial Report is showing a Revised Budget Closing Funding Deficit of \$205,020 which relates to the purchase of the industrial land in conjunction with the Shire of Narrogin and the purchase of the CEO vehicle and MLC vehicle. This closing position will be reduced once the loan from Treasury Corporation is received. The reason for the remaining deficit is still being examined.

### **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 2012/2013 Annual Budget, or resulting from a Council Motion for a budget amendment.

**Strategic Implications:** Nil

**Voting Requirements:** Simple Majority

**Council Resolution: 0513.096**

**Moved: Cr McKenzie**

**Seconded: Cr Russell**

That Council:

Receive the April 2013 Monthly Financial Reports as presented.

**CARRIED: 5/0**

**Council Resolution: 0513.097**

**Moved: Cr Ballard**

**Seconded: Cr McKenzie**

That Council:

Allow Mayor Ennis to participate in the meeting at 8:47pm via telephone, as it was necessary to have an additional elected member to maintain the quorum and pass Absolute Majority.

**CARRIED: 5/0**

**Cr A Paternoster and Cr D Russell declared a Proximity Interest in Item 10.1.793.**

**Note: Mayor Ennis advised Cr Paternoster and Cr Russell to also declare an Interest in Common and to seek clarification from the Local Government Department as to which Interest would be more appropriate as they jointly own a property close to the road in question.**

**Council Resolution: 0513.098**

**Moved: Cr Ballard**

**Seconded: Mayor Ennis**

That Council:

Allow Cr Paternoster and Cr Russell to remain in the room as their Interest in the matter was Trivial or Insignificant as to be unlikely to influence conduct in relation to the matter.

**CARRIED: 5/0**

## 10.1 DEVELOPMENT AND TECHNICAL SERVICES

**Note:** Item 10.1.793 was delayed until Mayor Ennis could be contacted to participate in the meeting, due to lack of numbers to form a quorum.

### 10.1.793 CLAYTON ROAD UPGRADE TENDER ACCEPTANCE

**File Reference:** 1.2.2  
**Disclosure of Interest:** Nil  
**Applicant:** Chief Executive Officer  
**Previous Item Nos:** Nil  
**Date:** 21<sup>st</sup> May 2013  
**Author:** Mr Aaron Cook - Chief Executive Officer

**Attachments:** - Nil

#### **Summary:**

It is presented to Council to accept a Tender received for the upgrade works proposed on Clayton Road.

#### **Background:**

The Director of Technical Services called the Clayton Road Tender several weeks ago for the upgrade works and a reseal of Hotmix for the length of the repairs. A total of four Tenders were received.

#### **Comment:**

From assessing the received Tenders, it was apparent that the Tender could not proceed with the inclusion of Hot Mix as the sealer. The remaining portions of the Tender were appropriately priced and fitted into Council's budget.

#### **Tenders Received:**

SuperCivil	\$603,000.00 Including GST
Roadtech Constructions	\$649,171.05 Including GST
Roads 2000	\$727,918.84 Including GST
Downright Kerbing	\$15,439.00 Including GST
	(KERBING ONLY)

As such, a reassessment of the sealer was performed and it was proposed by the author and Works Manager that a Cold Emulsion be utilised as the sealer. Prices were sought and it was determined that this method would fit within Council's budget and expectations.

Due to the Tenders received, SuperCivil and Roadtech were requested to reprice the works, replacing the majority of the Hot Mix with Cold Emulsion. Roadtech declined to reprice and a revised price was received from SuperCivil for \$363,137.00. The total pool of funding that

Council has for this project is \$381,182.50 + GST, leaving Council with some funding to resolve some unforeseen issues should they arise.

It is presented that Council accept the amended Tender price from SuperCivil for total works of \$363,137.00, to perform the contracted works on Clayton Road and reseal utilising Cold Emulsion.

**Consultation:**

- Works Manager - Mr John Warburton
- Mayor Ennis
- Deputy Mayor Cr Madson

**Statutory Environment:**

*Local Government Act 1995 Section 3.57*

**Policy Implications:** - Nil

**Financial Implications:**

There are no adverse financial implications regarding this matter.

**Strategic Implications:**

The upgrade of Clayton Road has been assessed as being a strategic project for Council.

**Voting Requirements:** - Simple Majority.

<b>Council Resolution: 0513.099</b>
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**Moved: Cr Ballard**

**Seconded: Cr Paternoster**

That Council:

Accept the revised Tender for Clayton Road Upgrade from SuperCivil for the amount of \$363,137.00, including GST for the works of re-kerbing, forming a pedestrian island and crossing, parking bays, resealing the road with cold emulsion and utilising Hotmix surface correction at the intersection of Lefroy and Clayton Road.

**CARRIED: 5/0**

Cr McKenzie returned to the room at 8:55pm.

*Note: Item 10.2.998 was put back due to a lack of numbers to form a quorum to pass an Absolute Majority.*

## **10.2.998 NARROGIN CARAVAN PARK - CARETAKER**

**File Reference:** 5.4.26  
**Disclosure of Interest:** Nil  
**Date:** 20 May 2013  
**Author:** Mr Colin Bastow Director Corporate & Community Services

**Attachment:** - Nil

### **Summary:**

Approve the appointment of an onsite temporary Caretaker for the Narrogin Caravan Park.

### **Background:**

At the time when the Town terminated the previous lease of the Narrogin Caravan Park, the following stages were estimated to manage the Park:

1. Short term – Managed from the Administration Office and appoint an afterhours Caretaker (Current)
2. Medium term – Appoint a full time onsite temporary Caretaker, and
3. Long term – determine if the Caravan Park should be operated by the Town or Leased to a third party.

The Town is still in stage 1 as no suitable accommodation has been available to attract the right onsite full time temporary Caretaker.

To facilitate the progression to stage 2 the Town will need to determine what it can afford as a way of remuneration package for an onsite Caretaker or what benefits it will offer to attract the right person or couple. An important component of the package is likely to be free accommodation and utilities.

There has been a lot of interest in taking on the Caretaker role over the many months the Town has managed its Caravan Park. The Town must ensure that only an appropriate and suitable person (or persons) takes on this important role. They will need to have good communication skills and be able to take on the basic maintenance duties. Also they must be trustworthy with money etc.

### **Comment:**

As the Town is still in the recovery stage from the lack of maintenance and neglect of the previous lessee, it is not recommended that the Town enter into another commercial type lease agreement at this time. Any new lease agreement must include clear directions from the Town as to acceptable maintenance programs, capital improvements programs and specific standards for the operation of the caravan Park. Council will be considering a Development Plan for its Caravan Park shortly. Once adopted, the development plan will be the basis for developing a new lease agreement in the future when Council chooses to take this action.



The management of the Caravan Park does require an onsite Caretaker for a number of practical reasons. Firstly no one is there to show patrons where to park their caravans, acceptance of bookings is difficult as patrons can arrive throughout the day and evening and ongoing general maintenance issues. There is an issue with the power to the caravan sites tripping out (this should be fixed shortly) and no one is available onsite to reset the RCD during the day.

The Caretaker will take over duties that are currently done by other staff e.g. cleaners and Maintenance Person and as a result savings made can be redirected to funding the Caretaker's Position.

**Consultation:**

Mr Aaron Cook – CEO

**Statutory Environment:**

- Local Government Act 1995
- Local Government (Financial Management) Regulations 1996

**Policy Implications:** Nil

**Financial Implications:**

Cost of appointing an onsite Caretaker:

Free Accommodation is estimated to be worth (52 weeks x \$300) = \$15,600 pa

Free utilities would be worth around \$3,000 to \$4,000 pa

Possible cash component (\$150 to \$250 per week) = \$7,800 to \$13,000.

Savings from appointing an onsite Caretaker:

Cleaners' Wages (1 to 1.5 hours per day) = \$9,000 to \$12,000

Maintenance person (6 hours per week) = \$8,000 to \$10,000

**Strategic Implications:** Nil

**Voting Requirements:**

Absolute Majority

**Council Resolution: 0513.100**

**Moved: Mayor Ennis**

**Seconded: Cr Ballard**

That Council:

1. Approves the CEO to advertise for and appoint an suitable qualified and experienced onsite Caretaker for the Narrogin Caravan Park for a period not exceeding 12 months, and
2. Approve the Caretaker to have the following conditions, subject to the Approval of the CEO:
  - a. Rent Free
  - b. Free utilities
  - c. Cash payment of up to \$250.00 per week.

**CARRIED: 6/0**

**ABSOLUTE MAJORITY**

## **10.2.999 NARROGIN REGIONAL LEISURE CENTRE SPECTATORS' FEES AND CHARGES**

**File Reference:** 26.3.4  
**Disclosure of Interest:** Nil  
**Applicant:** Chief Executive Officer  
**Previous Item Nos:** Nil  
**Date:** 21<sup>st</sup> May 2013  
**Author:** Mr Aaron Cook - Chief Executive Officer

### **Attachments:**

Letter from Mrs Lisa Heal and an email from Mr Paice, concerning the current Spectator Fees for sport training sessions. Telephone contact has also been made by Mr Regan from the Narrogin Hockey Association.

### **Summary:**

It is presented to Council to discuss the sport training Spectator Fee of \$1 and resolve to take action.

### **Background:**

As per the two attachments, there has been a push for the removal of the Spectator Fee for the outdoor court training sessions. This fee of \$1 has been in place for several years and has also been in existence for differing amounts for additional years previously.

### **Comment:**

It is requested that Council consider and determine a course of action regarding the current Spectator Fee at the Narrogin Regional Leisure Centre for all sports activities conducted outside of the Pool area and Seniors Basketball nights.

The Spectator Fee was previously removed on "Game" days, due to the implementation of Court Hire Fees and the requirement of employing additional staff to facilitate the collection of the fee. Since this has been implemented, visitors to the Centre on Game Days has increased which creates additional work for staff but has largely resulted in a positive outcome, other than Council's recent implementation of the Spectator Fee for Seniors Basketball which is not proposed to be changed.

The argument from Mrs Heal has value in that the removal of the Spectator Fee would hopefully encourage parents to attend training sessions to supervise their children. However, the potential removal of the fee may encourage many more youths to attend the Centre during these times and, as such, this is also considered in the item.

There are several options available to Council:

- 1) To leave the standing \$1 fee in place for all sporting training sessions.
- 2) To resolve to remove the \$1 Spectator Fee immediately and also resolve that, due to this reduction in revenue, should increase the individual participant rate for seniors and juniors up by \$.50 to cover the loss of income.
- 3) To resolve to remove the \$1 Spectator Fee immediately and to consider increasing the training participant fee by \$.50 in the 2013/14 Budget.
- 4) To resolve to consider the removal of the \$1 Spectator Fee as part of the 2013/14 budget deliberations.
- 5) Should option 2 or 3 be resolved that Council implement the following restriction, that all persons under the age of 10 are not permitted to spectate training sessions without direct adult supervision.

Several weeks ago, the author and the Manager of the Leisure Centre called a meeting and met with the sporting clubs and proposed a set of fees and charges for the upcoming budget. This matter of the Spectator Fee was not raised and considered in the discussions. As such, the potential increase of the \$.50 to the training participant would need to be advised to these clubs.

Mr Jeff Waters spoke with representatives from both Hockey and Netball concerning the removal of the fee and increasing the training fee and this was received positively, it is hoped that responses via email will be received prior to Council meeting.

Depending on the outcome that Council chooses, there will be financial ramifications to the decision. Should Council choose to immediately cease the \$1 Fee, the projected income loss will be an estimated \$120.00 per week for the duration of the sporting season, if the \$.50 increase is not implemented at the same time

**Consultation:**

- Mr Jeff Waters - Manager Narrogin Regional Leisure Centre.

**Statutory Environment:**

*Local Government Act 1995 Section 6.16*

**Policy Implications:** Nil

**Financial Implications:**

Depending on the decision of Council regarding this matter, there may be a minor loss of income until the budget is adopted in July or early August 2013.

**Strategic Implications:** - Nil

**Voting Requirements:** - Absolute Majority

**Council Resolution: 0513.101**

**Moved: Mayor Ennis**

**Seconded: Cr Russell**

That Council:

Immediately remove the \$1 Spectator Fee for all outdoor and court sports, not including Seniors Basketball, and review the individual training fees with the intention of an increase of 50c within the budget process, commencing at the conclusion of the 2013 Winter Sports season.

To ensure the safety of all patrons, especially youths, and the security of the Centre, no spectators under the age of ten are to be allowed to enter the Centre without direct adult supervision.

**CARRIED: 6/0**

**ABSOLUTE MAJORITY**

Lisa and Josh Heal  
PO Box 510 Narrogin WA 6312

(en)

H: 98815016

ILR131283  
5-6-3

10 May 2013

To The Town of Narrogin CEO

My Daughter started Net Set Go at the Leisure Centre this week.

I paid the leisure centre \$4.00 for my daughters playing fee. Then I was left in shock and disbelief when I was asked by a staff member if I was staying as there was a spectator fee. I told the staff that I know they were only doing their job I would pay but also be contacting the CEO as I was not happy with the fee.

My daughter is five and half years old. As a responsible parent I should stay to supervise her and should not have to pay a spectators fee.

There is a fee to play Net Set Go but the ladies who are running the programme are all volunteering their time to teach a group of young children netball skills. I don't think its right to leave young children there and expect the ladies to be sole responsible to these group of young children.

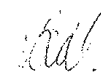
I was talking to other parents there during Net Set Go. They also paid a spectator fee plus a spectator fee for each of their other children. My younger son was with me who is three and half. I wasn't asked for a fee for him (staff must of not seen him)

I understand and would pay a spectator fee when watching adults play sport but I strongly feel there should be no spectator fee for parents who are their while their children play sport who are under ten years old and also no fee for siblings under this age.

As a parent I think it very important to courage our young children to be involved in a sport. Children will learn new skills, meet people, and gain confidence. I feel that it's very important for parents to support and supervise their children.

If the spectator's fee doesn't change I am sure in time the Leisure Centre will be used as a drop off babysitting venue if parents are allowed to leave their children their unsupervised.

Yours Sincerely



Lisa Heal

**Aaron Cook**

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**From:** Paice, Sheldon <Sheldon.Paice@health.wa.gov.au>  
**Sent:** Thursday, 18 April 2013 12:01 PM  
**To:** Emily Nock  
**Subject:** ICR131126 - Spectator fees Narrogin leisure Centre  
**Categories:** EasyRecordsAutoDisposal

To Whom it may concern,

I would like to express my displeasure of the current structure of charging spectator fees to watch my children train. I can accept the \$4.50 each for them to train I have two children so that's \$9. I can accept the \$1 for me to watch to ensure they are not doing the wrong thing and are listening and being involved with the coach. I choose to participate in their welfare and get involved in their participation and basically be a responsible parent. Instead of dropping them off and not being involved. So this cost me a dollar.

But I draw the line at being charged a \$1 dollar spectator fee because I have 5 and 3 year old children whom I don't want leave at home on their own.

To charge, to bring children whom are not participating and under supervision by a responsible adult so I don't leave my 12 and 10 year unsupervised is crazy. The Town of Narrogin and the sporting organisation operating out of the Narrogin leisure centre should be encouraging parents to watch and participate in their child's sport. How else do you to get the volunteers and support to keep these things running.

I request you review these spectator charges and provided information on whom should be charged (age)

Thank – you

Sheldon Paice  
[cpaice@bigpond.net.au](mailto:cpaice@bigpond.net.au)  
0429800139



**10.2.1002 CONFIDENTIAL ITEM - TRANSPORTABLE RESIDENCE  
(NARROGIN CARAVAN PARK)**

**File Reference:** 22.3.1  
**Disclosure of Interest:** Nil  
**Date:** 21 May 2013  
**Author:** Mr Colin Bastow Director Corporate & Community Services

This item has been omitted due to its confidential nature.

**10.2.1003 CONFIDENTIAL - TOWN AND SHIRE OF NARROGIN POTENTIAL  
REFORM PROGRESSION**

**File Reference:** 14.8.1  
**Disclosure of Interest:** Nil  
**Applicant:** Chief Executive Officer  
**Previous Item Nos:** Nil  
**Date:** 21<sup>st</sup> May 2013  
**Author:** Mr Aaron Cook - Chief Executive Officer

This item has been omitted due to its confidential nature.

**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**

## 12.2.4 REDUCTION OF COUNCILLORS

**Council Resolution: 0513.105**

**Moved: Cr Ballard**

**Seconded: Cr McKenzie**

*This Motion has been endorsed by Don Ennis Mayor, Cr Russell, Cr Madson and Cr Paternoster as per rescission requirements.*

That Council:

Rescinded resolution 0413.073 reducing the number for Councillors from 10 to 9 as a new resolution is required to enact this required outcome.

**CARRIED: 6/0**

**Absolute Majority**

**Council Resolution: 0513.106**

**Moved: Cr Ballard**

**Seconded: Cr McKenzie**

*This Motion has been endorsed by Don Ennis Mayor, Cr Russell, Cr Madson and Cr Paternoster as per rescission requirements.*

That Council:

1. Having received the approval of the Western Australian Electoral Commissioner, allows the vacancy on the Council created by the resignation to remain unfilled;
2. In accordance with Schedule 2.2 clause 5(b) of the Local Government Act 1995 (the Act), in the opinion that the proposal is one of a minor nature and is not one about which public submissions need to be invited, recommends to the Local Government Advisory Board that:
  - (a) an order be made under Section 2.18(3) of the Act to reduce the number of offices of councillor for the Town of Narrogin from nine (9) plus a popularly elected Mayor to eight (8) plus a popularly elected Mayor, and
  - (b) an order be made under Section 2.18(3) of the Act on the basis that the four Councillors with terms expiring in 2015 would continue and four offices of councillor plus the office of the popularly elected Mayor would be filled at the 2013 ordinary local government elections.

**CARRIED: 6/0**  
**ABSOLUTE MAJORITY**

## **12.2.5 SALE OF EXCESS CARAVAN**

**File Reference:** 5.4.26  
**Disclosure of Interest:** Nil  
**Date:** 21 May 2013  
**Author:** Mr Colin Bastow Director Corporate & Community Services

### **Attachment:**

Letter of offer to purchase Caravan from Audrey Parnell

### **Summary:**

Council to consider the sale of the Town's surplus Caravan.

### **Background:**

The Town has received an offer of only \$300 for the Caravan with a Hard Annex in Tender 2013/1, which Council rejected last meeting.

A written offer has since been received by the Town for \$5,000.

### **Comment:**

The offer received by the Town is considered by the Author to be reasonable, considering the age and condition of the Caravan and recommends its sale.

### **Consultation:**

Aaron Cook – CEO

### **Statutory Environment:**

Local Government Act 1995

**Policy Implications:** Nil

### **Financial Implications:**

Sale price is \$5,000 (Inc. GST) or \$4,545.45 (Ex GST)

**Strategic Implications:** Nil

### **Voting Requirements:**

Absolute Majority

**Council Resolution: 0513.107**

**Moved: Mayor Ennis**

**Seconded: Cr McKenzie**

That Council:

1. Approves the sale of the Caravan with Hardcover Annex, which is currently located in the Narrogin Caravan Park, but is not a permanent structure - to Audrey Parnell of 49 Fox Street, Narrogin for \$5,000, and
  
2. Approves the expenditure of \$4,545.45 on capital enhancement at the Narrogin Caravan Park from the money received from the sale of the Caravan with the Hardcover Annex.

**CARRIED: 6/0**

**ABSOLUTE MAJORITY**

**Note: Mayor Ennis terminated the phone call at 9:31pm.**

**13. CLOSURE OF MEETING**

The Presiding Member closed the meeting at 10:00pm