

## **MINUTES**

# **ORDINARY COUNCIL MEETING**

**23 JULY 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

23 JULY 2013

## 1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, Mayor Ennis declared the meeting open at 8:00pm.

**Visitors:** Mr Shane Jacobs- Avonbrook

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

Mayor, Don Ennis, Presiding Member  
Cr R Madson - Deputy Mayor  
Cr Archibald – from 8:05pm  
Cr Ballard  
Cr M Kain – from 8:05pm  
Cr J Muller  
Cr A Paternoster  
Cr D Russell  
Mr A Cook – CEO  
Mr C Bastow - Director Corporate and Community Services  
Mr B Robinson – Director Technical & Environmental Services  
Ms E Nock – Minute Taker

**Apologies:**  
Nil

**Leave of Absence:**  
Cr J McKenzie

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

|              |          |                           |
|--------------|----------|---------------------------|
| Cr L Ballard | 10.1.807 | Financial Interest (5.61) |
| Cr D Russell | 10.2.913 | Body Corporate (5.62d)    |

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

Nil

## 5. PUBLIC QUESTION TIME

Mr Shane Jacobs requested to add to the officers' information by stating that the Havelock Street site included a residence and would be utilised as a caretaker's cottage once refurbished housing the drive of one of the buses.

Mayor Ennis stated that this information would be taken on notice for the item.

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

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

**Council Resolution: 0713.144**

**Moved: Cr Madson**

**Seconded: Cr Muller**

That Council:

Accept the minutes of the Ordinary Council Meeting held on 9<sup>th</sup> July 2013 and be confirmed as an accurate record of proceedings.

**CARRIED: 6/0**

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

The Mayor advised that two meetings have been booked in for the coming weeks, being the Fees and Charges workshop on the 29<sup>th</sup> July at 7:30pm and the Budget Deliberation Meeting on the 5<sup>th</sup> August at 6:00pm with and working dinner.

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

Nil

## 10. MATTERS WHICH REQUIRE DECISIONS

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## **10.1 DEVELOPMENT AND TECHNICAL SERVICES**

### **10.1.805 PROPOSED HOME BASED BUSINESS – LIFETIME BOOK DISTRIBUTORS – NO 30 (LOT 30 of 651) PARRY COURT, NARROGIN**

**File Reference:** A327500  
**Disclosure of Interest:** Nil  
**Applicant:** Lorraine Shepherd  
**Previous Item Nos:** Item 10.1.774 – February 2013  
**Date:** 18<sup>th</sup> July 2013  
**Author:** Brian Robinson - Director of Technical & Environmental Services

#### **Attachments:**

Application for Planning Consent to Home Based Business for No 30 Parry Court and Development Services Policy No 4.

#### **Summary:**

Council previously resolved to advertise the application for public comment. Council is now requested to consider granting conditional approval to the application, in light of the fact no submissions were received during advertising of the application.

#### **Background:**

Planning Consent is being sought for the operation of Lifetime Book Distributors from the property, being a 829m<sup>2</sup> single residential lot. The property is located on the northern side of portion of Odgers Road, commonly known as Parry Court, in the south west corner of the Townsite. The site is developed with a single residence and associated outbuildings.

Details submitted with the application, indicate that the applicant is already operating from the property, using the existing shed for the storage and packing of display boxes of books and other products that are then distributed throughout the central Wheatbelt area for display at numerous business locations.

The application also indicates that two staff (not members of the family) are employed at the premises at any one time. A copy of the submitted details is shown as attached.

Council previously considered this proposal at its meeting held on the 12<sup>th</sup> February 2013, whereby it resolved to advertise the proposed Home Business for public comment over a 21 day period. The advertising period has now closed, with no submissions being received.

#### **Comment:**

The provisions of Town Planning Scheme No 2 include the subject land within the Single Residential Zone. Within this zone, the scheme identifies that a number of business activities may be undertaken with the approval of Council, provided that they are incidental to the residential use of the property.

In order to guide the establishment and ongoing operation of residential based business activity within the Single Residential and other zones, Council adopted Development Services Policy No 4 – Home Based Business.

Assessment of the application against the requirements of the Scheme and Development Services Policy No 4, has identified that the use is best classified as a Home Business, which is not a listed use within the Scheme. In accordance with part 2.2 of the Scheme, Council may, by Absolute Majority, grant approval to a use not listed, following advertising of the application.

Given that advertising of the application has now been completed, with no submissions received, it is the author's opinion that it would now be appropriate for Council to grant conditional approval to the application. Appropriate conditions are recommended to ensure that the activity will be managed, so as not to detrimentally impact on the amenity of the adjacent properties or the area in general.

**Consultation:**

Advertisement for public comment over a 21 day period – No submissions received.  
Chief Executive Officer – Aaron Cook and the applicants.

**Statutory Environment:**

In accordance with clauses 2.2.5, 2.2.6 and 2.2.7 of Town Planning Scheme No 2, Council may grant consent to a use not listed. However, as prescribed by clause 2.2.7, applications for a use not listed, may only be approved by an Absolute Majority of Council, following advertising of the application.

As advertising of the application has now been completed, it is appropriate for Council to determine the application.

**Policy Implications:**

Development Services Policy No 4 identifies several forms of home based business, including Cottage Industry, Home Business, Home-Occupation and Home Office. Assessment of the application confirms that the use is consistent with the following definition for a Home Business as identified in the Policy:

*Home Business: means a business, service or profession carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which –*

- (a) does not employ more than 2 people not members of the occupier's household;*
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood;*
- (c) does not occupy an area greater than 50 square metres;*
- (d) does not involve the retail sale, display or hire of goods of any nature;*
- (e) in relation to vehicles and parking, does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood,*

*and does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight; and*

*(f) does not involve the use of an essential service of greater capacity than normally required in the zone;*

Development Services Policy No D4 recommends that “Home Business” be restricted to land zoned Rural-Residential and Rural. The intention behind this approach was to ensure that larger home based business is located on larger properties, limiting the potential for neighbouring properties to be impacted.

The above said, Policies should be treated as a guide only, which unlike the provisions of the Town Planning Scheme, are flexible and may be varied by Council on a case by case basis.

In this case, given the size of the property and the types of activities being undertaken, there is limited potential for detrimental impacts to occur. Given that the activity is already being undertaken on the property, the fact no objections were received demonstrates that the activity can be undertaken without detrimentally impacting on the adjacent land. Conditional approval is therefore recommended.

**Financial Implications:**

The required application fee of \$203 has been paid in accordance with Council’s adopted budget. The applicant will be responsible for the costs associated with advertising of the proposal in addition to this fee.

**Strategic Implications:**

Should the application be approved, there is potential for a precedent to be set allowing other businesses to seek approval to operate from a residential property, under the classification of Home Business. It must, however, be noted that the precedent would only exist for similar proposals.

**Voting Requirements:**

Absolute Majority.

**Council Resolution: 0713.145**

**Moved: Cr Madson**

**Seconded: Cr Archibald**

That:

- 1) Council grant approval the proposed Home Business at No 30 (Lot 30 of 651) Parry Court, Narrogin subject to compliance with the following conditions:
  - a) The development hereby approved shall occur, in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council. (P)

- b) All parking associated with the activity hereby approved, shall be wholly contained on site to the satisfaction of the Director of Technical and Environmental Services.
- c) The use hereby permitted, shall not cause injury to, or prejudicially affect the amenity of the locality by reason or appearance, or the emission of noise, vibration, odour, vapour, dust, waste water, waste products or otherwise.
- d) The activity must not display a sign exceeding one fifth of a square metre in area. No signs shall be permitted for a home office, unless otherwise approved by Council;
- e) The business hereby approved shall not employ more than two persons, not being members of the family residing on site, at any one time.
- f) This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to Council, is granted by it in writing.

**CARRIED: 8/0**

**ABSOLUTE MAJORITY**



Mr. Brian Robinson  
Town of Narrogin  
89 Earl Street  
NARROGIN WA 6312  
13<sup>th</sup> January 2013



Dear Brian

**RE: Home Based Business – Application for Planning Consent**

**Operation of Lifetime Distributors Franchise – NO 30 Parry Court, NARROGIN**

Please find enclosed our application for planning consent for the council's consideration.

As a background, John & I are the franchise distributors for lifetime products for the **Central Wheatbelt Area** which basically involves a visit each fortnight to deliver a display box of products to a business within that Franchise Area – I have attached a business card which shows the towns in our Central Wheatbelt area that we visit.

We use our existing shed on the property to store the goods and pack the display boxes that we distribute each week. We employ 2 staff (not members of family) at any one time when we require the boxes to be prepacked and also for help with repacking returned stock. We do not conduct any business from the property and there is no advertising on the property at all. Basically our franchise is mobile retailing supplying products direct into the hands of customers via their workplace; John currently travels approximately 1500km per week to visit the businesses.

Should you require any further information please do not hesitate to contact me?

Kind Regards

Lorraine Shepherd

30 Parry Court

NARROGIN WA 6312

9881 3149 (Home)

9881 1866 (Work)

0406 449 323 (Mobile)

APPLIC FEE \$203

A# 327600



Town of Narrogin

TOWN PLANNING SCHEME NO. 2  
DISTRICT SCHEME

Planning Application  
paid \$ 203

**APPLICATION FOR PLANNING CONSENT**

I/We JOHN WAYNE SHEPHERD & LORRAINE CARMEN SHEPHERD  
(Full Name of Applicant)

of P.O. Box 566 NARROWGIN WA Postcode 6312  
(Address for Correspondence)

hereby apply for planning consent to:

- (1) use the land described hereunder for the purpose of  
Home Business - Book distribution
- (2) erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached).

The existing use of the land is: Residential / Home Business

The approximate cost of the proposed development is: \$ NIL.

The estimated time of completion is: ASAP.

The approximate number of persons to be housed/ employed when the development is completed is: 2 persons not members of family at any one time.

**TITLES OFFICE DESCRIPTION OF LAND**

**LOCALITY PLAN** (Indicate distance to nearest intersecting street)

HOUSE NO: 3 STREET: PARRY COURT

LOT NO: 30 PLAN OR DIAG: 57560

LOCATION NO: \_\_\_\_\_

CERTIFICATE OF TITLE: VOLUME: 1581 FOLIO: 036

**LOT DIMENSIONS**

SITE AREA: \_\_\_\_\_ square metres

FRONTAGE: \_\_\_\_\_ metres

DEPTH: \_\_\_\_\_ metres

**AUTHORITY**

SIGNATURE OF APPLICANT: *J.W. Shepherd* DATE: 13.1.13

NOTE: WHERE THE APPLICANT IS NOT THE OWNER THE OWNER'S SIGNATURE IS REQUIRED.  
NOTE: NOTE: ALL OWNERS OF THE PROPERTY MUST SIGN THIS APPLICATION FORM. WHERE PROPERTY IS OWNED BY A COMPANY, AT LEAST TWO DIRECTORS OF THE COMPANY MUST SIGN THE APPLICATION.

SIGNATURE OF OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTE: THIS FORM IS TO BE SUBMITTED IN DUPLICATE, TOGETHER WITH THREE COPIES OF PLANS, COMPRISING THE INFORMATION SPECIFIED IN THE PARTICULARS REQUIRED WITH APPLICATION OUTLINED BELOW.

**THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE**

**PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT**

Where an application involves the erection or alteration of a building or a change in levels of a site, the plans accompanying an application for planning consent shall, unless specifically exempted by the Council:

- (a) indicate the position and describe the existing buildings and improvements on the site and indicate those which are to be removed;
- (b) indicate the position and describe the buildings and improvements proposed to be constructed, their appearance, height and proposed uses in relation to existing and proposed contours;
- (c) indicate the position, type and height of all existing trees on the site and indicate those to be retained and those to be removed;
- (d) indicate the areas to be landscaped and the location and type of shrubs, trees and other treatment proposed;
- (e) indicate site contours and details of any proposed alteration to the natural contour of the area;
- (f) indicate car parking areas, their layout and dimensions and accessways and the position of existing and/or proposed crossovers; and
- (g) indicate site dimensions and be to metric scale.

**FOR OFFICE USE ONLY**

File Reference: \_\_\_\_\_

Application Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date of Approval / Refusal: \_\_\_\_\_

Date of Notice of Decision: \_\_\_\_\_

## 10.1.806 PROPOSED BUS DEPOT – NO 62 (LOT 678) HAVELOCK STREET, NARROGIN

**File Reference:** Da1/13-14 & A237200  
**Disclosure of Interest:** Nil  
**Applicant:** Shane & Sue Jacobs  
**Previous Item Nos:** Nil  
**Date:** 18<sup>th</sup> July 2013  
**Author:** Brian Robinson, Director Technical & Environmental Services

**Attachments:** Copy of Application for Planning Consent as submitted

### **Summary:**

Council is requested to determine an application for planning consent which seeks approval to the construction of a 320m<sup>2</sup> shed for the housing of two buses.

### **Background:**

The subject land is a 3,907m<sup>2</sup> rural zoned property, being the most southern property located on the western side of Havelock Street, just north of the Booth Street railway crossing. Currently, the property is developed with a single storey dwelling of framed construction.

Approval is being sought for the construction of a 16m by 20m shed, south west of the existing home, for the storage of two school buses. At the time of writing this report, no information had been provided in respect of the proposed wall height.

### **Comment:**

Town Planning Scheme No 2 (TPS No 2) includes the subject land within the Rural Zone. The provisions of the Scheme identify that a Transport Depot (refer to definition below) is a prohibited use within the Rural Zone, that is a use which cannot be permitted.

*“Transport Depot – means land and buildings used for the garaging of motor vehicles used, or intended to be used for carrying goods or persons for hire or reward or for any consideration, or for the transfer of goods or persons from one such motor vehicle to another such motor vehicle, and includes maintenance, management and repair of the vehicles used, but not of other vehicles”*

It should be noted that, in accordance with TPS No 2, the parking of commercial vehicles does not always fall within the classification of a Transport Depot. For example, clause 3.16 of TPS No 2 prescribes those circumstances where a commercial vehicle may be parked in a Residential Zone where a Transport Depot is a prohibited use.

Development Services Policy No 9 of the Town of Narrogin Policy manual outlines those circumstances in which the Town of Narrogin may be prepared to conditionally approve the parking of Commercial Vehicles. As detailed in the assessment criteria section of the Policy,

*“Council will only approve the parking of a commercial vehicle where that vehicle forms an essential part of the occupant’s occupation”.*

In this case, the submitted application form indicates that the proponents do not reside on the property. Furthermore, the construction of a 320m<sup>2</sup> shed, as proposed, indicates that there would be potential for additional buses to be accommodated on site.

Given the above, the parking of two buses as proposed may only be classified as a Transport Depot, which cannot legally be approved on the subject property.

**Consultation:** Nil

**Statutory Environment:**

Given that the proponents do not reside on the subject land, the parking of two buses as proposed falls within the land use classification of a Transport Depot.

Although a Transport Depot may be permitted within the General Industry Zone, in accordance with clause 2.2.3 and 2.2.4 of the Scheme, a Transport Depot is a prohibited use within the Rural Zone. Accordingly it is the author’s opinion that the application cannot be legally approved.

**Policy Implications:**

As detailed in the comment section above, the parking of two buses as proposed would be contrary to the assessment criteria (e) as set out within Development Services Policy No 9 relating to the parking of commercial vehicles.

**Financial Implications:**

The required application fee of \$135.00 has been paid.

**Strategic Implications:**

The parking and/or storage of commercial vehicles such as school buses is best classified as a Transport Depot, unless the vehicles are only being driven by occupants residing on the property. Pursuant to the provisions of TPS No 2, the location of Transport Depots should be limited to the General Industry Zone.

**Voting Requirements:** Simple Majority

## OFFICERS RECOMMENDATION

That Council:

1. Refuse the application for consent to the proposed shed for storage of two buses on No 62 (Lot 678) Havelock Street, Narrogin for the following reasons.
  - a) The storage of school buses is classified as a Transport Depot which in accordance with the provisions of Town Planning Scheme No 2 is a prohibited use within the Rural Zone;
  - b) Approval to the application would be contrary to the provisions of Town Planning Scheme No 2 and the requirements of the Town of Narrogin's Development Services Policy No 9, relating to the parking of commercial vehicles.

### Advice to Applicant:

- a) The applicant is advised that, as detailed in Development Services Policy No 9, the Town of Narrogin is not prepared to support the parking of commercial vehicles (including buses) within the Residential, Other Residential, Rural Residential or Rural zones unless those vehicles:
  - i. form an essential part of the occupants occupation;
  - ii. are necessary for the use and management of the land; and
  - iii. are driven only by bona-fide residents on the property which the vehicles are to be stored.
- b) Pursuant to the provisions of Town Planning Scheme No 2, a Transport Depot may only be approved within the General Industrial Zone.

**Moved: Cr Madson**

**Seconded: Cr McKenzie**

That Council suspend Standing Orders no 9.1, 9.5 and 9.6 to facilitate discussion.

**CARRIED: 8/0**

**Moved: Cr Muller**

**Seconded: Cr Archibald**

Motion moved to facilitate discussion; however, later withdrawn by Cr Muller with acceptance of the seconder.

**Moved: Cr Ballard**

**Seconded: Cr Kain**

That the item be deferred to August Meeting for an alternative motion to be prepared.

**CARRIED 8/0**



Town of Narrogin

TOWN PLANNING SCHEME NO. 2  
DISTRICT SCHEME

APPLICATION FOR PLANNING CONSENT

We Shane and Sue Jacobs  
(Full Name of Applicant)  
of 49 Felspar St Narrogin WA Postcode 6312  
(Address for Correspondence)

hereby apply for planning consent to:

- (1) use the land described hereunder for the purpose of school bus storage 2 buses
- (2) erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached).

The existing use of the land is: zoned rural with a small cottage

The approximate cost of the proposed development is: \$ 30 000

The estimated time of completion is: 2 months

The approximate number of persons to be housed/ employed when the development is completed is: 2

**TITLES OFFICE DESCRIPTION OF LAND**

**LOCALITY PLAN**

(Indicate distance to nearest intersecting street)

HOUSE NO: 62

STREET: Havelock Street

LOT NO: 678

PLAN OR DIAG: 83822

LOCATION NO: \_\_\_\_\_

CERTIFICATE OF TITLE: VOLUME: 853 FOLIO: 7

**LOT DIMENSIONS**

SITE AREA: 3904 square metres

FRONTAGE: \_\_\_\_\_ metres

DEPTH: \_\_\_\_\_ metres

**AUTHORITY**

SIGNATURE OF APPLICANT: [Signature] DATE: 11/7/13

NOTE: WHERE THE APPLICANT IS NOT THE OWNER THE OWNER'S SIGNATURE IS REQUIRED.  
NOTE: NOTE: ALL OWNERS OF THE PROPERTY MUST SIGN THIS APPLICATION FORM. WHERE PROPERTY IS OWNED BY A COMPANY, AT LEAST TWO DIRECTORS OF THE COMPANY MUST SIGN THE APPLICATION.

SIGNATURE OF OWNER: [Signature] DATE: 11/7/13

NOTE: THIS FORM IS TO BE SUBMITTED IN DUPLICATE, TOGETHER WITH THREE COPIES OF PLANS, COMPRISING THE INFORMATION SPECIFIED IN THE PARTICULARS REQUIRED WITH APPLICATION OUTLINED BELOW.

**THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE**

**PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT**

Where an application involves the erection or alteration of a building or a change in levels of a site, the plans accompanying an application for planning consent shall, unless specifically exempted by the Council:

- (a) indicate the position and describe the existing buildings and improvements on the site and indicate those which are to be removed;
- (b) indicate the position and describe the buildings and improvements proposed to be constructed, their appearance, height and proposed uses in relation to existing and proposed contours;
- (c) indicate the position, type and height of all existing trees on the site and indicate those to be retained and those to be removed;
- (d) indicate the areas to be landscaped and the location and type of shrubs, trees and other treatment proposed;
- (e) indicate site contours and details of any proposed alteration to the natural contour of the area;
- (f) indicate car parking areas, their layout and dimensions and accessways and the position of existing and/or proposed crossovers; and
- (g) indicate site dimensions and be to metric scale.

**FOR OFFICE USE ONLY**

File Reference: \_\_\_\_\_

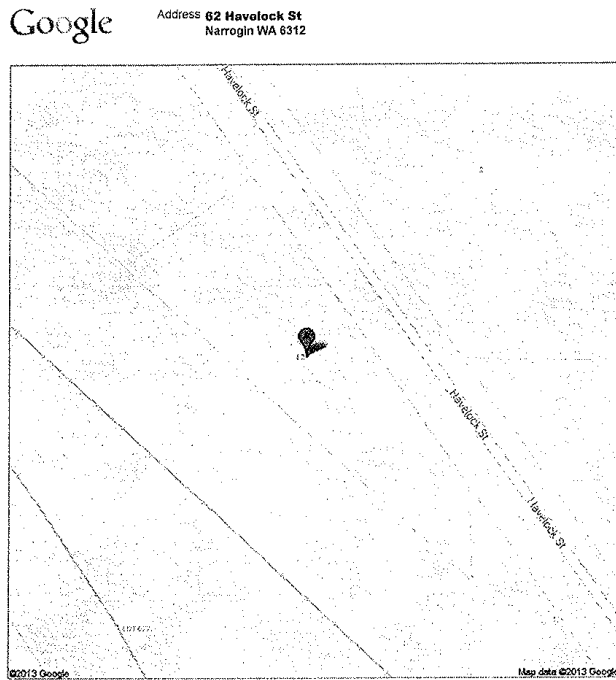
Application Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date of Approval / Refusal: \_\_\_\_\_

Date of Notice of Decision: \_\_\_\_\_



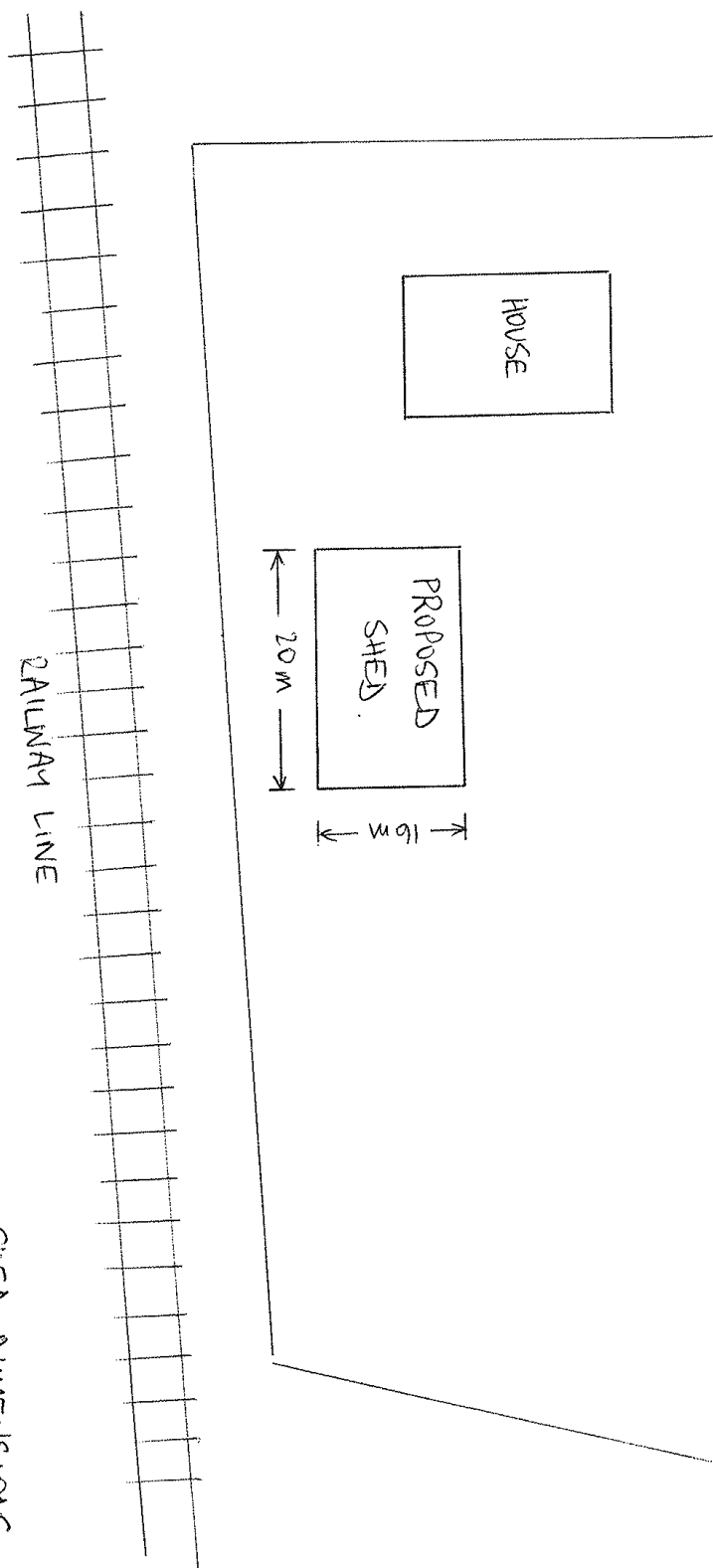


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62 HAVELOCK ST, NARBOROTH

HAVELOCK STREET



SHED DIMENSIONS.  
20m LENGTH  
16m DEPTH  
4m HEIGHT  
TOTAL 320 m<sup>2</sup>

**Note: Cr Ballard departed meeting at 8:24pm due to a Declaration of Financial Interest in Item 10.1.807**

**10.1.807 PROPOSED SHED WITH OVERHEIGHT WALLS – NO 92 (LOT 5)  
CLAYTON ROAD, NARROGIN**

**File Reference: A263165**  
**Disclosure of Interest: Nil**  
**Applicant: Kingsley Michael Moulds**  
**Previous Item Nos: Nil**  
**Date: 19<sup>th</sup> July 2013**  
**Author: Brian Robinson, Director Technical & Environmental Services**

**Attachments:** Application for Planning Consent and associated Plan

**Summary:**

Council is requested to consider approving an application for planning consent seeking to construct a 54m<sup>2</sup> shed with a 4 meter wall height on the subject land.

**Background:**

The subject land is a single residential property located on the northern side of Clayton Road with an area of 874m<sup>2</sup> in area. Currently the property is developed with a single storey dwelling with a small shed attached.

Approval is sought to erect a new shed within the rear yard being a 6m by 9m shed with a 4 metre wall height. Details submitted with the application, confirm that the shed will be setback a minimum of 1m setback from the rear and 3 metres from the western side boundary.

**Comment:**

The provisions of Town Planning Scheme No 2 (TPS No 2) include the subject land within the Single Residential Zone. In accordance with Clause 3.4.9 of the Scheme, outbuildings with a maximum wall height of 3.0 metres are permitted where the proposal complies with the following:

- (a) a non-masonry outbuilding that does not exceed 55m<sup>2</sup> in area, with a total of 75m<sup>2</sup>; and
- (b) a masonry outbuilding having the same appearance of the house that does not exceed 75m<sup>2</sup>, provided such outbuildings do not have a wall length of more than 8 metres or involve a parapet wall (ie nil setback to boundary).

Pursuant to Part 6.2 of the Scheme, the Council may relax a requirement or standard prescribed by the Scheme, provided that it is satisfied that approval to the variation will not detrimentally impact on the amenity of the area, or adversely impact on the inhabitants of the locality amongst other things. Development Policy No 8 details how applications seeking a relaxation of the above standards are to be assessed.

Assessment of the application against the requirements of TPS No 2 and Development Policy No 8 confirms that the proposed shed complies with the maximum floor area and normal setback requirements.

In terms of the proposed wall height, the application must be considered against clause 6.10.1 of the Residential Design Codes which requires new development to meet the following performance criteria:

*Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties.*

In this case, inspection of the site has confirmed that the property to the rear of the subject land contains a substantially larger shed than the proposed outbuilding on the subject land. Having regard to this, and the fact that the proposed side setback is in excess of normal requirements, the author of this report considers that the proposed development will not detrimentally impact on the amenity of the area, or adjacent properties. Conditional approval is therefore recommended.

**Consultation:-** Nil

**Statutory Environment:** Town Planning Scheme No 2

**Policy Implications:**

The application has been assessed against the requirements of Development Policy No 8 relating to outbuildings. Although the application complies with setback and area requirements prescribed within the Policy, the proposed wall exceeds normal requirements.

Given that the proposed wall height will not, in the author's opinion, detract from the amenity of the streetscape or adjacent properties, conditional approval is recommended.

**Financial Implications:**

The required application fee of \$135.00 has been paid.

**Strategic Implications:** Nil

**Voting Requirements:**

**Council Resolution: 0713.146**

**Moved: Cr Madson**

**Seconded: Cr Archibald**

That Council approve the proposed residential outbuilding (Shed) on No 92 (Lot 5) Clayton Road, Narrogin subject to compliance with the following conditions:

1. This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Town, is granted by it in writing.

2. The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Town of Narrogin.
3. Unless otherwise approved by Council, the outbuilding hereby approved shall be used for domestic purposes only including the storage, garaging of vehicles or other approved purposes associated with the property, excluding human habitation.
4. Building materials to be of a colour not detrimental to the character of the natural landscape of the locality, that is colours to be non-reflective and of muted tones, ie. muted tones of colour not zinalume.

**Advice to Applicant:**

1. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.

**CARRIED: 7/0**

\$135 —

IPA 131580



**TOWN PLANNING SCHEME NO. 2  
DISTRICT SCHEME**

**APPLICATION FOR PLANNING CONSENT**

I/We KINGSLEY MICHAEL MOULDS.  
(Full Name of Applicant)  
of 54 PALMER ST NARROWIN Postcode 6312  
(Address for Correspondence)

hereby apply for planning consent to:

- (1) use the land described hereunder for the purpose of \_\_\_\_\_
- (2) erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached).

The existing use of the land is: PRIVATE

The approximate cost of the proposed development is: \$ 10000 —

The estimated time of completion is: 3 MONTHS.

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

**TITLES OFFICE DESCRIPTION OF LAND**

**LOCALITY PLAN**

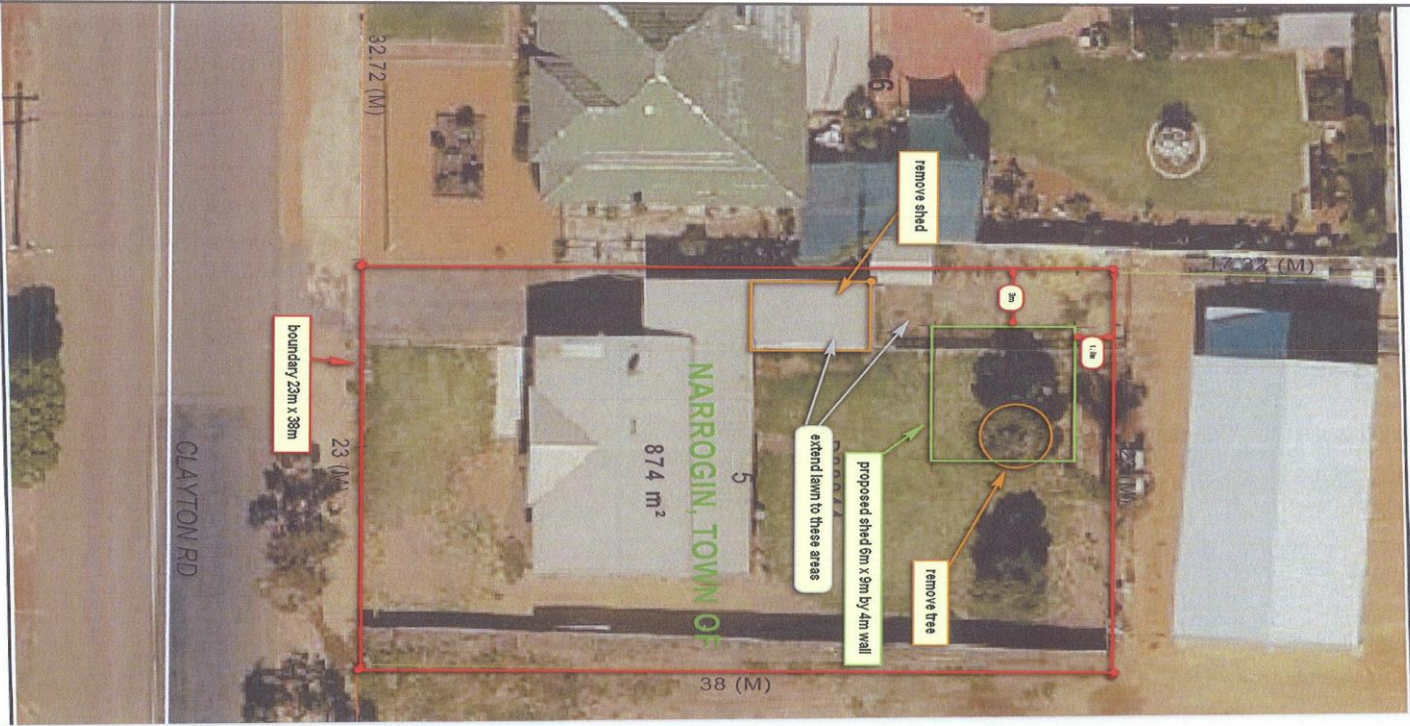
(Indicate distance to nearest intersecting street)

HOUSE NO: 92 STREET: CLAYTON RD NARROWIN 6312.  
 LOT NO: \_\_\_\_\_ PLAN OR DIAG: \_\_\_\_\_  
 LOCATION NO: \_\_\_\_\_  
 CERTIFICATE OF TITLE: VOLUME: \_\_\_\_\_ FOLIO: \_\_\_\_\_

**LOT DIMENSIONS**

SITE AREA: 874 m<sup>2</sup> square metres  
 FRONTAGE: 23 metres  
 DEPTH: 38 metres

# view



**Note: Cr Ballard returned to the meeting at 8:27pm.**

## **10.2 CORPORATE AND COMMUNITY SERVICES**

### **10.2.1015 PETITION NARROGIN LEISURE CENTRE SPECTATOR FEE**

File Reference:

Disclosure of Interest:

Nil

Date:

17 July 2013

Author:

Mr Colin Bastow Acting CEO

#### **Summary:**

To respond to the Petition received about Narrogin Regional Recreation Centre (NRRC) Spectator Fees.

#### **Background:**

The Town has received a Petition from the community about its Spectator Fees at the Narrogin Regional Recreation Centre (NRRC).

#### **Comment:**

The petition which states the following:

*“We, the undersigned, want the Town of Narrogin Council to: change the spectator fees. There should be no spectator fees for parents/guardian a while attending junior training. Children classed as juniors should not be required to pay a spectator fee.”*

The petition has been sign by 90 persons. It is interesting to note that, while on the first page the petitioners where asked from an email address or phone number, while the remaining five pages, their address was requested.

There appears to be 23 petitioners who come from outside of the Town, and 21 who only supplied an email address. Therefore it is more difficult to determine if they are local residents or not.

In general, the author does support the removal of spectator fees ,due to the additional staff that may be required to collect the fees and the negative impact it can cause towards the Town. The Town has recently incorporated this fee into the court hire fee it charges user groups when they play actual games.

Unfortunately, the Town’s current fee structure for training is still based on individual users and not a court hire fee. Therefore no compensation will be received by the Town for the loss of spectator fees at this stage.

The use of spectator fees can be useful with controlling bad behaviour at the NRRC, as has was the case with the new basketball spectator fee. Council should consider when a particular sport is having issues with spectators, that a fee be imposed to assist with the reduction or removal of the problem. However, the fee may only be activated when the need arises.



The purpose of imposing a Spectator Fee, which is a common practice in most leisure facilities, is to assist with funding required to operate the facility. There is always the question of how much should the users of a facility pay, compared to how much the rate payer should contribute. Facilities, such as the NRR,C are always provided to the community at a subsidised rate to its users.

The more people within the NRRC, regardless if they are actively involved in sport or not, do increase the cost of running the facility. Therefore, there is a valid argument that they should also contribute towards the facilities' upkeep.

An alternative approach could be, that if the person purchases an item, such as a coffee, then they gain spectator entry. However, this method would be more difficult to enforce by the NRRC staff and still require spectators to pay something towards entry.

A better way of achieving the removal of the training spectator fee would be to include it in a court hire fee, as has been done with the actual games. The reason this was not done before, was due to the unpredictable nature of training, where it is more difficult to determine the total numbers of players who will show up each week.

Council resolved (0513.101) at its 28 May Meeting 2013 the following:

*“Immediately remove the \$1 Spectator Fee for all outdoor and court sports, not including Senior 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.”*

Therefore, Council has already removed the Spectator Fee from its Schedule of Fees and Charges. Consequently, no further action is required by Council in regards to this Petition.

**Consultation:**

Mr Brian Robinson – DTES

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:** Nil

**Financial Implications:**

Nil as the Spectator Fee has previously been removed from the Town Schedule of Fees and Charges.

**Strategic Implications:** Nil

**Voting Requirements:** Simple Majority

## OFFICER'S RECOMMENDATION

That Council:

1. Thank Lisa Heal (Lead Petitioner) for her petition, and
2. Advise her that from the 29 May 2013 the Town no longer charged a Spectator Fee for persons who attend junior training at the NRRC.

### **Council Resolution: 0713.147**

**Moved: Cr Archibald**

**Seconded: Cr Kain**

That Council:

1. That due to a previous motion already having been moved, Council thank Lisa Heal (Lead Petitioner) for her petition and advice will be provided after the budget adoption.

**CARRIED: 8/0**

Lisa Heal  
PO Box 510  
Narrogin WA 6391

Email: [heal\\_lisa@yahoo.com.au](mailto:heal_lisa@yahoo.com.au)

3 July 2013

To Mayor Ennis, CEO and Councillors

As I have two young children it's not possible to attend the Councillors meeting to present my issue at Public Question time.

I have attached a copy of a letter addressed to CEO dated 13 May 2013.

I am submitting to the Council a Petition regarding the Spectators Fee at the Narrogin Leisure Centre.

I received an overwhelming response from the public with 92 people signature against Spectators Fees for parents/guardian while attending junior training sessions and juniors 3 years old above having to pay a spectator fee.

I meet with Mayor Ennis to discuss the issue. I was advised to write another petition but this time only stating that juniors shouldn't be required to pay the spectator fee and to present my petition at the next Council meeting.

After discussing the issue with some parents I decided to stand by my petition and also for the 92 people who signed the petition.

Some of the responses from parents were:

- : I didn't pay today as the staff was too busy with other customer's
- : Happy for adults to pay spectator fee while watching games
- : Family entrance fee to cover all parents and siblings
- : Needs to rethink entrance/payment process at kiosk
- : Ask the public there views and suggestions on the NLC
- : Inform the public of the cost of running the NLC to help understand why fees are so high

I have been informed some teams are now training at local school grounds or they are not training as a team this year due to the cost of having to pay training fee plus a spectator fee for each child they have.

Another issue with the Spectator Fee is our children are attending swimming lessons during school hours. Parents are volunteering to help the teachers assist the children with changing after the lessons. Parents are having to pay the spectators fee for 10 minutes while helping the teachers. My daughter's school will be doing swimming lessons next term. At this stage unfortunately I won't be helping the teachers while having to pay a spectator fee.

This is the last week of Net-Set-Go. Have the NLC notice a drop in spectators? I have as parents are asking other parents to supervise their children due to the spectator's fee.

The cost of a dollar isn't the issue here. It's the principle of the matter. The parents are being charged a spectator fee for supervising their children while attending junior training and also having to pay for siblings to entry the NLC.

As on behalf of the 92 signatures I hope council can resolve this issue and change the NLC Spectator Fee for parents who are supervising their children during training and not have to pay for the siblings as well.

Regards  
Lisa Heal

**Petition Narrogin Leisure Centre Spectator Fees**

Cause of Petition: Change the Spectator Fees at NLC

*Details of Lead Petitioner*

Name: Lisa Heal  
 Address: PO Box 510 Narrogin WA 6312  
 Mobile: 0428 992 627  
 E-mail: heal\_lisa@yahoo.com.au







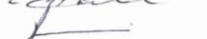
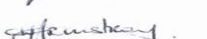












We, the undersigned, want the Town of Narrogin Council to: change the spectator fees. There should be no spectators fees for parents/guardian a while attending junior training. Children classed as juniors should not be required to pay a spectator fee.

Signature of Lead Petitioner: *Lisa Heal*

*Signatures of Other Petitioners*

| Sr. No. | Name                        | Email / or Phone Number                            | Signature                |
|---------|-----------------------------|----------------------------------------------------|--------------------------|
| 1       | LISA HEAL                   | heal_lisa@yahoo.com.au                             | <i>Lisa Heal</i>         |
| 2       | Sue Harin                   | geoff.sue.96@westnet.com.au                        | <i>Sue Harin</i>         |
| 3       | Katie Monaghan              | klweus_31@hotmail.com                              | <i>K Monaghan</i>        |
| 4       | Matthew Corner              | corners@treco.net.au                               | <i>M Corner</i>          |
| 5       | Michele Cicisanti           | michel.jose@bigpond.com                            | <i>Michele Cicisanti</i> |
| 6       | Lee Conlan                  | conlan@westnet.com.au                              | <i>Lee Conlan</i>        |
| 7       | Rebecca Wild                | rebecca.reese@westnet.com.au                       | <i>Rebecca Wild</i>      |
| 8       | Ndia Day                    | ndia.day@hotmail                                   | <i>Ndia Day</i>          |
| 9       | LORRAINE STAINSON           | 92212579                                           | <i>L Stainson</i>        |
| 10      | Dennis Allinson             | djallinson@live.com.au                             | <i>D Allinson</i>        |
| 11      | Sue Molcahy                 | miciemolcahy@big.com                               | <i>Sue Molcahy</i>       |
| 12      | Gillian Sevier<br>via Stott | Gillian.sevier@hotmail.com<br>tiastott@hotmail.com | <i>Gillian Sevier</i>    |

| Sr. No. | Name            | Address                    | Signature                |
|---------|-----------------|----------------------------|--------------------------|
| 13      | JO-ANNE BATT    | LOT 132 SPRING RD          | <i>J Batt</i>            |
| 14      | JO THOMAS       | 36 HUGHES ST               | <i>Jo Thomas</i>         |
| 15      | KAREN CHIVELL   | 43 CIVAY ST                | <i>Karen Chivell</i>     |
| 16      | Vanessa McLeod  | 15 GYDE ST                 | <i>Vanessa McLeod</i>    |
| 17      | Jo Corke        | 1383 Tealibin sth rd WAGIN | <i>Jo Corke</i>          |
| 18      | JODEE YOUNG     | RMS 911 NARROGIN           | <i>Jodee Young</i>       |
| 19      | Kylie Bradford  | 1430 Milliminy Rd          | <i>K Bradford</i>        |
| 20      | Kristy King     | 21A HANSARD ST             | <i>Kristy King</i>       |
| 21      | Michael Lange   | RMS 822 Narrogin           | <i>Michael Lange</i>     |
| 22      | Lisa Bradford   | Millcroft Farm Benjamin    | <i>Lisa Bradford</i>     |
| 23      | Bree Mumby      | lot 99 Cuballing           | <i>Bree Mumby</i>        |
| 24      | LINDSAY ERWORTH | PO Box 360 NARROGIN        | <i>L Lindsay Erworth</i> |
| 25      | Andrea Sevier   | 5 ELLIOTT ST NARROGIN      | <i>Andrea Sevier</i>     |
| 26      | NARELLE WEBB    | 15 MARSH ST NAR            | <i>Narelle Webb</i>      |
| 27      | MARK PASCOE     | 17 FELSAPARK ST NAR        | <i>Mark Pascoe</i>       |
| 28      | MARISA ATKINS   | 291 Quigley St Nyn         | <i>Marisa Atkins</i>     |
| 29      | MARIE REIDAN    | 6 HALE ST NAR              | <i>Marie Reidan</i>      |
| 30      | LYN JAMIESON    | 17 HANSARD ST, NAR         | <i>Lyn Jamieson</i>      |

| Sr. No. | Name            | Address                      | Signature                                                                           |
|---------|-----------------|------------------------------|-------------------------------------------------------------------------------------|
| 31      | Julie Thompson  | P.O. Box 14 Tincurbin        |  |
| 32      | Sheree Watt     | P.O. Box 233 Williams        |  |
| 33      | Alex Watt       | P.O. Box 233 Williams        |  |
| 34      | Verity Harris   | P.O. Box 28 Libraling        |  |
| 35      | Naim Steer      | 60 Avon St Narragin          |  |
| 36      | Sarah Corner    | P.O. Box 165 Narragin        |  |
| 37      | MELISSA Hill    | P.O. Box 520 Narragin        |  |
| 38      | JENNIFER HARRIS | P.O. Box 63 Williams         |  |
| 39      | JOAN ARMSTRONG  | 127 MICHAEL BROWN RD         |  |
| 40      | MAARTEV HETZEL  | 127 MICHAEL BROWN RD         |  |
| 41      | Stephen Rowe    | 111 Watt St                  |  |
| 42      | Jo Pascoe       | 14 Felspar St Narragin       |  |
| 43      | Natalie Major   | 13886 Albany Hwy<br>Williams |  |
| 44      | Ross Mitchell   | 13556 Albany Hwy             |  |
| 45      | Mike Barr       | 3 Hesper St Narragin         |  |
| 46      | Shawn Hair      | 21 Mansard St                |  |
| 47      | Heidi Oats      | 100 Northwood St             |  |
| 48      | Gina Trivella   | Lot 1 O'Connor St            |  |
| 49      | Sarah Hankstey  | RMB921 NAIN                  |  |
| 50      | Jess White      | 3 Watt St                    |  |

| Sr. No. | Name                    | Address                | Signature               |
|---------|-------------------------|------------------------|-------------------------|
| 51      | Judith Gardner          | PO Box 233 Williams    | J. Gardner              |
| 52      | Travis Banks            | 10 Albany Hwy Williams | <del>Travis Banks</del> |
| 53      | Karen Vestey            | 13 Burns St Ngn        | K. Vestey               |
| 54      | Adam King               | 21 Howard St -         | A. King                 |
| 55      | Bert Jones              | 50 DUNEY ST, NGR       | B. Jones                |
| 56      | Kevin O'Brien           | Box 145 Wickham        | K. O'Brien              |
| 57      | Desiree Forrest         | 43 Ensign St Ngn       | D. Forrest              |
| 58      | Ann Horley              | 20 Shire St, Prigella  | A. Horley               |
| 59      | Claine Shepherd         | RMB 811 Narrigin       | C. Shepherd             |
| 60      | Sue Lee                 | 49 Sydney Hall Way     | S. Lee                  |
| 61      | Erica McGuire           | 51 Sydney Hall Way     | E. McGuire              |
| 62      | Victoria Yuen           | 31 Argus Street.       | V. Yuen                 |
| 63      | Michelle Healy          | 25 Furnival St         | M. Healy                |
| 64      | Jude Jones              | 50 DUNEY ST            | J. Jones                |
| 65      | Michael Hebb            | 7 Butler St            | M. Hebb                 |
| 66      | <del>Travis Banks</del> | 60 Sydney Hall Way     | <del>Travis Banks</del> |
| 67      | Dani Rowe               | 84 Clayton Rd          | D. Rowe                 |
| 68      | Tanya Todd              | 47 Grant St            | T. Todd                 |
| 69      | ANDREW ZBASNIK          | 26 GRAY ST             | A. Zbasnik              |
| 70      | Lana Grzanic            | 5 Sagar St.            | L. Grzanic              |

LISA Heal 98815016.

We the undersign went the town of Ngn Council to change the spectator fees. There should be no spectators fees for parents.



| Sr. No. | Name               | Address                    | Signature |
|---------|--------------------|----------------------------|-----------|
| 71      | EMMA HAY           | emmaripar3yt@hotmail.com   |           |
| 72      | KRISTINE BERESFORD | asesa@westnet.com.au       |           |
| 73      | Belynde Smith      | belynde.smith@gmail.com    |           |
| 74      | Joanne Blyth       | joanne_medlen@hotmail.com  |           |
| 75      | JOSH HEAL          | joshheal@g7mail.com        |           |
| 76      | Tara Lanciano      | glanciano@hotmail.com      |           |
| 77      | Nannie Coates      | navineds@yahoo.co.uk       |           |
| 78      | Lynne Hewett       | Residential College        |           |
| 79      | Renae Shepherdson  | Grant St Narragin          |           |
| 80      | Julie Davies       | darrenjulie@westnet.com.au |           |
| 81      | Scott Fowler       | chooky74@live.com          |           |
| 82      | Cheryl Wame        | 103 Fox Street Ngn         |           |
| 83      | LEANNE COPELAND    | 388 GRAHAM NGN             |           |
| 84      | TRACEY PALMER      | 15 SHONET HALL WAY NGN     |           |
| 85      | Chelsea McCann     | 144 Clayton Rd Ngn         |           |
| 86      | Sascha Keppel      | 29 FURNIVAL ST Ngn.        |           |
| 87      | Vanessa McLeod     | 15 Glyde St Ngn            |           |
| 88      | Alex Graham        | 1 Smiths cuballing         |           |
| 89      | Jo Annear          | 51 Palmer St Narragin      |           |
| 90      | Amanda Watts       | c/- Popanyinning           |           |

| Sr. No. | Name         | Address             | Signature |
|---------|--------------|---------------------|-----------|
| 91      | Shavan Khand | 15 Harsard St       | DW        |
| 92      | Dean Watts   | 4 Lakeside Marnagey | D. Watts  |
| 93      |              |                     |           |
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| 110     |              |                     |           |

**Note: Cr Russell departed the meeting room at 8:33pm due to a Declaration of Interest Body Corporate.**

## **10.2.1016 PART RESERVE 49048 (LOT 1721) - LEASE 22**

**File Reference:** Part Reserve 49048  
**Disclosure of Interest:** NIL  
**Previous Item Nos:** 10.2.72  
**Date:** 19 July 2012  
**Author:** Susan Guy

**Attachments:** Hotham Personnel Letter with Advice of Rescinding Lease 22  
Part Reserve 49048 ( Lot 1721) Map

### **Summary:**

Council is requested to consider:

1. Terminating is lease with Hotham Personnel (Community Gardens).
2. Apply to the appropriate State Minister to amend its Management Order to include the Power to Lease Reserve 49048.

### **Background:**

On 24 August 2010 Council endorsed the Lease of Lot 1721 ( Lease 22) for a term of ten years commencing 25 August 2010 for \$1.00 per annum payable upon request and with a Further Term of ten years, with renewal dependent on Council approval.

On 10 July 2013 the Town received correspondence from Hotham Personnel advising that as of 30 June 2013 Hotham will rescind the lease

### **Comment:**

Reserve 49048 (Lot 1721) on Deposited Plan 2681 is in total a 5.6342 ha parcel of Crown Land under Management Order and lies to the east of the By Pass Road It encompasses all of Gnarojin Park and extends eastwards to Hale Street, with its southern boundary being Herald Street.

The Town of Narrogin was registered as the primary interest holder of Lot 1721 on 31 January 2007. The Crown Land Title's Second Schedule sets out it is a reserve (Reserve 49048) for the purpose of recreation.

The site Hotham Personnel leased is commonly known as the Old Railways Bowling Club site and is part of the 5.6342 ha parcel of Crown land. The site is approximately .266 ha in size.

The current status of the Management Order does not give the Town the power to grant a lease over the whole or any part of the reserve. Unfortunately it appears the Town was not aware it did not have this power at the time it entered into Lease 22.

### **Consultation:**

Director of Technical and Environmental Services.

**Statutory Environment:**

Section 46 (3) (a) of the Land Administration Act 1997, states that the Minister may by order confer on a management body power, subject to Section 18, to grant a lease or sublease or licence over the whole or any part of the Crown land within the reserve.

Section 18 (2) (a) sets out that: A person must not without authorisation under subsection (7) of said Act grant a lease or licence under this Act, or a licence under the Local Government Act 1995, in respect of Crown land in a managed reserve.

Section 18 (7) sets out that: A person or lessee may make a transaction under Section 18 (2), (a) with the prior approval in writing of the Minister.

**Policy Implications:** Nil

**Financial Implications:**

The Author notes that Clause 4.4 of Lease 22 states that Hotham Personnel is responsible for all costs associated with electricity, gas and water. Hotham transferred the water account into its name sometime in late 2012 or early 2013. Hotham Personnel does not have accounts outstanding with the Town at the time of writing

**Strategic Implications:**

Over the time Hotham Personnel leased the site, two of its clients with the assistance of some volunteers, established a vegetable garden. Of late that vegetable garden has been supported by a growing number of volunteers, some of whom have formed a working group or steering committee. This group is currently unincorporated but has a strong interest in ensuring that the work and resources Hotham invested in the gardens to date can form the foundation of a thriving community garden for the wider Narrogin community. The author has informed Council in the past months through Monthly Information Meetings of the initiatives taken by this group including drafting a Management Plan and a constitution with the intent of becoming incorporated and leasing the site for the purposes of a community garden. The Town, ideally, would be looking to maximise the use of the site as a recreational asset and to aim to ensure that it is used to the benefit of the Narrogin community. However should it wish to lease the site, the Town will need to request the appropriate Minister to amend the Management Order and grant the Town the power to lease a part of Lot 1721.

**Voting Requirements:** Simple Majority

**Council Resolution: 0713.148**

**Moved: Cr Ballard**

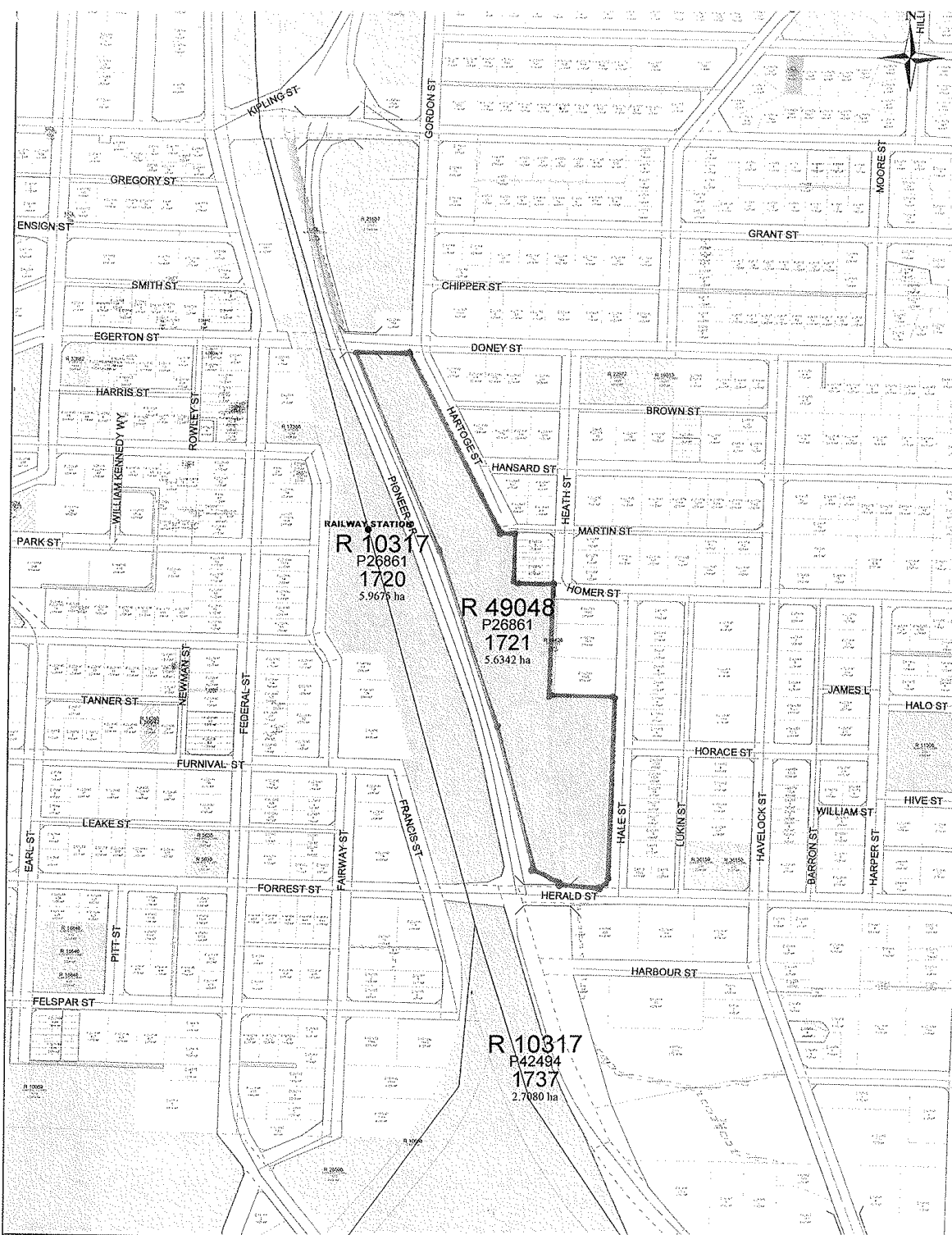
**Seconded: Cr Muller**

That Council:

1. Agree to terminate the lease of Lot 1721 to Hotham Personnel effective immediately.
2. Authorise the CEO to seek the power to lease part or all of Reserve 49048 (Lot 1721).

**CARRIED: 7/0**

**Note: Cr Russell returned to the Meeting at 8:38pm.**



Scale : 1:5000 (Geographical)  
 MGA : SW=516447.9E,6354942.5N Zone 50 / NE=517457.3E,6356499.2N Zone 50  
 Lat/Long : 117°10'33.455", -32°56'37.261" / 117°11'12.223", -32°55'46.653" H 263mm by W 201mm

Printed : 10:08 Fri 30/Mar/2007  
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HOTHAM  
Personnel  
*community gardens*

Aaron Cook  
C.O.  
Town of Narrogin  
Earl Street  
NARROGIN WA 6332

Dear Aaron


I am grateful and heartened by your response on the developing management plan for the community gardens. The board has discussed the recent Memorandum of Understanding and Lease between the Town of Narrogin and Hotham Personnel. I greatly appreciate that your advisory group will discuss forming their own constitution or other strategies to draft a management plan that will drive the community gardens to it next level.

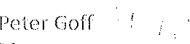
As from the June 30<sup>th</sup> 2013 Hotham Personnel will rescind the Memorandum of Understanding and the lease between the Town of Narrogin and we should assist you in an early transition to form your own separate management group by this same date.

We will assist and cooperate with you to complete the transition. The utilities water and electricity will need to be transferred to the new entity as soon as possible.

I especially appreciate that through regular meetings this has connected us to other interested people. I plan on following up with all contacts.

Best Regards

  
Dee Kirby  
Project Manager

  
Peter Goff  
Manager  
Hotham Personnel

## 10.2.1017

## WRITE OFF DEBTS

**File Reference:** 12.7  
**Disclosure of Interest:** Nil  
**Applicant:** Nil  
**Previous Item Nos:** Nil  
**Date:** 18 July 2013  
**Author:** Rhona Hawkins  
Manager Finance

**Attachments:** Nil

### **Background:**

The Finance Department has recently carried out a review of all outstanding debts. Statements and copies of invoices were posted to all customers with overdue accounts, together with a letter requesting the customer make contact with myself should they be experiencing any difficulty in making payment or if payment was made, and advise the date and method of payment so our records could be amended.

### **Comment:**

It is pleasing to advise that a good response was received resulting in the recovery of 75% of "very old" outstanding debts and the resolution of incorrectly raised invoices and/or duplicate invoices.

The debts requested to be written off in this report are deemed "irrecoverable" as all avenues utilised to locate the customer have been exhausted or it is suspected the payment has been receipted incorrectly as a "Miscellaneous Receipt" instead of a "Payment" off the invoice.

It is disappointing when Council is requested to make such write offs, however a thorough reconciliation of outstanding debts has now been completed. All debts remaining on the Aged Receivables report are recoverable.

Procedures for raising invoices and following up outstanding debts have been developed. Invoices which are raised on a regular basis have been created as a "Recurring Transaction" in Synergy Soft, so staff are reminded when they fall due. Specific "Charge Types" are being created to ensure the correct fees are being charge and this will have the added benefit of ensuring transactions are coded to the correct account.

The debts are relatively small in nature and any further effort to recover them would cost Council more than the income received.



**Council Resolution: 0713.149****Moved: Cr Ballard****Seconded: Cr Muller**

That Council authorise the write-off of the following outstanding invoices totalling \$409.25.

| Invoice Date | Invoice No | Debtor Name                   | Amount | Reason for Write-off                                                                                                                                                 |
|--------------|------------|-------------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2012/13      | Various    | Narrogin Carpets and Curtains | 109.00 | Scrutiny of the Debtor record highlights they consistently pay their monthly account. Possible payment put through as Miscellaneous Receipt not allocated to Invoice |
| 26/04/13     | 5585       | B White                       | 31.25  | Debtor does not reside in Narrogin and state they have never used the tip or know where it is.                                                                       |
| 23/01/12     | 3682       | Chris Holt                    | 6.00   | No response                                                                                                                                                          |
| 09/03/10     | 1136       | Down Town Smash Repairs       | 11.00  | No response                                                                                                                                                          |
| 06/11/12     | 4864       | J & M Renos                   | 14.00  | No response                                                                                                                                                          |
| 16/08/10     | 1840       | Jet Kleaning                  | 132.00 | No response                                                                                                                                                          |
| 16/08/10     | 1839       |                               | 55.00  |                                                                                                                                                                      |
| 20/09/10     | 2009       | Modern Bathrooms              | 22.00  | No response                                                                                                                                                          |
| 06/11/12     | 4868       | W McLaren                     | 15.00  | No response                                                                                                                                                          |
| 01/12/11     | 3469       | P Brannan                     | 14.00  | No response                                                                                                                                                          |
|              |            | TOTAL                         | 409.25 |                                                                                                                                                                      |

**CARRIED: 8/0****ABSOLUTE MAJORITY**

## 10.2.1018 ACCOUNTS FOR AUTHORISATION – JUNE 2013

**File Reference:** 12.1.1  
**Disclosure of Interest:** Nil  
**Applicant:** Nil  
**Previous Item Nos:** Nil  
**Date:** 18 June 2013  
**Author:** Aimie Allinson – Finance Officer

### Attachments:

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

|                                                   |              |
|---------------------------------------------------|--------------|
| Total Payments June 2013                          | \$495,453.86 |
| Total Payroll Payments June 2013                  | \$208,536.11 |
| Total Payments June 2013                          | \$703,989.97 |
| Percentage paid by EFT June 2013                  | 82.8%        |
| Percentage paid by Cheque June 2013               | 17.2%        |
| Percentage of Local Suppliers June 2013           | 45.0%        |
| Dollar Value spent with Local Suppliers June 2013 | \$317,012.03 |

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

### **Council Resolution: 0713.150**

**Moved: Cr Madson**

**Seconded: Cr Archibald**

That Council:

Approve the Accounts for Authorisation for the month of June 2013 for the Municipal Fund totalling \$ 703,989.97

**CARRIED: 8/0**

**Accounts for  
Authorisation  
JUNE 2013**

| <b>Chq/EFT</b> | <b>Date</b> | <b>Name</b>                                  | <b>Description</b>                                                                 | <b>Amount</b> | <b>Funded</b> |
|----------------|-------------|----------------------------------------------|------------------------------------------------------------------------------------|---------------|---------------|
| EFT595         | 07/06/2013  | Narrogin Fruit Market                        | ADMIN STAFF AMENITIES April 2013                                                   | 34.85         |               |
| EFT596         | 07/06/2013  | Dynamic Print                                | ADMIN STATIONERY Envelopes 5000 x DL Window faced                                  | 1019.01       |               |
| EFT597         | 07/06/2013  | Kleenheat Gas                                | NLC LPG Bulk Supply 21/5/13                                                        | 3835.70       |               |
| EFT598         | 07/06/2013  | Halanson Earthmoving                         | REFUSE SITE Excavate Pit for asbestos removal High School. Costs offset by income. | 3740.00       |               |
| EFT599         | 07/06/2013  | DFES-Department of Fire & emergency services | FESA ESL Option B 4th Quarter Contribution 2012/2013                               | 14354.67      |               |
| EFT600         | 07/06/2013  | Ballards of Narrogin                         | MEMORIAL PARK Soil conditioner                                                     | 125.00        |               |
| EFT601         | 07/06/2013  | Narrogin Electrical Services                 | MACKIE PARK PUBLIC TOILETS Vandalism labour to replace lights in Male Toilets      | 477.73        |               |
| EFT602         | 07/06/2013  | S. Williams Plumbing                         | ADMIN MAINTENANCE Plumbing Unblock Drain under building                            | 350.00        |               |
| EFT603         | 07/06/2013  | Narrogin and District Senior Citizens Centre | HACC HIRE Senior Citizens Hall 1, 6 ,15 & 29 May 2013                              | 840.00        | F             |
| EFT604         | 07/06/2013  | Orica Australia Pty Ltd                      | WWTP - Chlorine rental charge                                                      | 634.26        |               |
| EFT605         | 07/06/2013  | Edwards Motors Pty Ltd                       | 15,000 KM Service                                                                  | 255.80        |               |

|        |            |                                                      |                                                                                                                     |         |   |
|--------|------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------|---|
| EFT606 | 07/06/2013 | Ga & Cj Froome                                       | CCTV<br>INSTALLATION<br>Locate and mark<br>Telstra and<br>Western Power<br>services for<br>installation of<br>power | 88.00   | F |
| EFT607 | 07/06/2013 | Environmental<br>Monitoring Systems<br>PTY LTD       | HEALTH<br>Environmental<br>Health Services<br>January 2013                                                          | 4108.50 |   |
| EFT608 | 07/06/2013 | Cy O'Connor<br>Institute                             | HACC TRAINING<br>Books Phyllis Van<br>Der Reit                                                                      | 99.00   | F |
| EFT609 | 07/06/2013 | Toll Priority                                        | WWTP FREIGHT<br>Chlorine                                                                                            | 46.39   |   |
| EFT610 | 07/06/2013 | LGISWA                                               | ADMIN<br>OCCUPATIONAL<br>HEALTH Health<br>Risk Assessments<br>2013                                                  | 1650.00 |   |
| EFT611 | 07/06/2013 | Golden West<br>Network Pty Ltd                       | TOURISM<br>PROMOTION<br>April 2013 Town<br>Council                                                                  | 746.90  |   |
| EFT612 | 07/06/2013 | Ashley Blyth Tree<br>Lopping                         | FEDERAL STREET<br>Tree Lop &<br>remove                                                                              | 2200.00 |   |
| EFT613 | 07/06/2013 | Nicholls Bus Service                                 | HACC HIRE Bus<br>Narrogin to<br>Williams<br>20/05/2013                                                              | 154.00  | F |
| EFT614 | 07/06/2013 | Upper Great<br>Southern Junior<br>Hockey Association | KIDSPORT<br>VOUCHERS -<br>UGSH JNR ASN                                                                              | 330.00  | F |
| EFT615 | 07/06/2013 | Dianne Grammer                                       | REIMBURSEMENT<br>- Accommodation<br>expenses                                                                        | 377.00  | R |
| EFT616 | 07/06/2013 | Department of<br>Environment and<br>conservation     | REFUSE SITE<br>LICENCE Waste<br>Management<br>Facility Annual<br>Fee                                                | 700.80  |   |
| EFT617 | 07/06/2013 | Raeco                                                | LIBRARY<br>STATIONERY<br>Labels for Books                                                                           | 301.29  |   |

|        |            |                                                  |                                                                             |         |   |
|--------|------------|--------------------------------------------------|-----------------------------------------------------------------------------|---------|---|
| EFT618 | 07/06/2013 | Antonietta Tania Genco                           | Rates refund for assessment<br>A130600 34 Dellar Street<br>NARROGIN WA 6312 | 1051.75 | R |
| EFT619 | 07/06/2013 | Monique Wendy Potter                             | Rates refund for assessment<br>A131000 7 Dellar Street<br>NARROGIN WA 6312  | 397.97  | R |
| EFT620 | 07/06/2013 | Green Ability                                    | TOWN HALL PAINTING Parlour<br>- Doors, Doorways and Ceilings                | 4000.00 | F |
| EFT621 | 07/06/2013 | Animal Care Equipment & Services (Australia) P/L | Animal control - Ranger equipment                                           | 424.90  |   |
| EFT622 | 07/06/2013 | Kulker Plumbing Service                          | GLYDE ST - Plumbing<br>22/5/13                                              | 233.75  |   |
| EFT623 | 07/06/2013 | Wickepin Ladies Hockey club                      | KIDSPORT VOUCHERS - WICKEPIN Hockey Club                                    | 150.00  | F |
| EFT624 | 07/06/2013 | Narrogin Gymnastics Club                         | KIDSPORT VOUCHERS                                                           | 550.00  | F |
| EFT625 | 14/06/2013 | Best Office Systems                              | HACC PHOTOCOPIER<br>Black Copies May 2013                                   | 77.43   | F |
| EFT626 | 14/06/2013 | Best office                                      | LIBRARY PHOTOCOPIER<br>Colour Copies                                        | 129.95  |   |
| EFT627 | 14/06/2013 | Great Southern Fuels                             | FUEL COSTS May 2013 - WORKS                                                 | 8500.26 |   |
| EFT628 | 14/06/2013 | Narrogin Fruit Market                            | ADMIN Consumables for May 2013                                              | 39.75   |   |
| EFT629 | 14/06/2013 | Kleenheat Gas                                    | NRLC BULK SUPPLY OF LPG<br>27/5/13                                          | 3043.22 |   |
| EFT630 | 14/06/2013 | Knightline Computers                             | HACC IT Repairs<br>9/4/13                                                   | 170.00  | F |
| EFT631 | 14/06/2013 | Landgate                                         | GRV INTERIMS<br>G2013/14                                                    | 129.97  |   |
| EFT632 | 14/06/2013 | Coca-Cola Amatil (Aust) PTY LTD                  | NRLC Kiosk Stock<br>29/5/13                                                 | 219.16  |   |

|        |            |                               |                                                                               |          |   |
|--------|------------|-------------------------------|-------------------------------------------------------------------------------|----------|---|
| EFT633 | 14/06/2013 | Ballards of Narrogin          | PARKS & GARDENS Garden Mix                                                    | 165.00   |   |
| EFT634 | 14/06/2013 | Narrogin Electrical Services  | DEPOT MAINTENANCE Fit Floodlight to NW corner of Building                     | 1870.22  |   |
| EFT635 | 14/06/2013 | Kulker Plumbing Service       | HACC Plumbing & Repairs                                                       | 98.15    | F |
| EFT636 | 14/06/2013 | The Polished Plate            | COUNCIL MEETING Supper 28/5/13                                                | 147.00   |   |
| EFT637 | 14/06/2013 | Narrogin Smash Repairs        | HACC NGN10179 windscreen replacement                                          | 2581.80  | F |
| EFT638 | 14/06/2013 | Great Southern Waste Disposal | REFUSE SITE Management Fees 29/4/13-27/5/13                                   | 29136.92 |   |
| EFT639 | 14/06/2013 | Public Transport Authority    | TRANS WA Ticket Sales May 2013                                                | 1516.69  | R |
| EFT640 | 14/06/2013 | Cy O'connor Institute         | HACC TRAINING Phyllis Van Der Riet                                            | 163.80   | F |
| EFT641 | 14/06/2013 | Country Paint Supplies        | TOWN HALL UPGRADE Paint supplies                                              | 1566.08  | F |
| EFT642 | 14/06/2013 | Air Response                  | NRLC REPAIRS Air conditioner & Cooler 23/5/13                                 | 150.00   |   |
| EFT644 | 14/06/2013 | Market Creations              | ADMIN ADVERTISING 13-14 Narrogin Directory Home Care Services                 | 2904.00  |   |
| EFT645 | 14/06/2013 | Techlay                       | NRLC Flooring Upgrade 2013                                                    | 26339.50 | F |
| EFT647 | 21/06/2013 | Narrogin Fruit Market         | NHLP CATERING 11/4/13 & 16/4/13                                               | 120.15   | F |
| EFT648 | 21/06/2013 | Don Ennis                     | MEMBER SITTING FEES State Council Dec 2012 - May 2013 (Reimbursed from WALGA) | 1767.00  | R |
| EFT649 | 21/06/2013 | Narrogin Auto Electrics       | 00NGN PARTS Amber Beacon and Globe                                            | 172.00   |   |

|        |            |                                 |                                                                        |         |   |
|--------|------------|---------------------------------|------------------------------------------------------------------------|---------|---|
| EFT650 | 21/06/2013 | Knightline Computers            | NHLP IT REPAIRS<br>Removal of viruses, system check                    | 264.00  | F |
| EFT651 | 21/06/2013 | MAKIT Narrogin hardware         | NCP ABLUTION<br>BLOCK Lockwood<br>Indicator Bolts                      | 2638.25 | F |
| EFT652 | 21/06/2013 | Frank Weston & Co               | WWTP<br>SEWERAGE box<br>for effluent<br>valves.                        | 1833.69 |   |
| EFT653 | 21/06/2013 | Coca-Cola Amatil (Aust) PTY LTD | NRLC KIOSK Stock<br>for resale<br>19/6/13                              | 1411.56 |   |
| EFT654 | 21/06/2013 | Narrogin Earthmoving & Concrete | CEMETERY Yellow<br>Sand                                                | 1100.00 |   |
| EFT655 | 21/06/2013 | Westrac Equipment               | LOADER PARTS<br>Remove and<br>Install Frame<br>1CYQ644                 | 7535.41 |   |
| EFT656 | 21/06/2013 | Aaron Joseph Cook               | REIMBURSEMENT<br>RENT 6/4/13 -<br>29/6/13 Cook                         | 6000.00 | R |
| EFT657 | 21/06/2013 | Narrogin Electrical Services    | TOWN HALL<br>Install Electrical<br>Parts                               | 159.50  | F |
| EFT658 | 21/06/2013 | S. Williams Plumbing            | NCP FIRE HOSE<br>Reel<br>Replacement 6 x<br>Fire Hoses and<br>Cabinets | 9770.00 | F |
| EFT659 | 21/06/2013 | Great Southern Waste Disposal   | NRLC JHCC pump<br>out grease trap<br>as per water corp<br>regulations  | 175.00  | F |
| EFT660 | 21/06/2013 | RJ Smith Engineering            | MOWER TRAILER<br>Repairs 24/5/13<br>NGN12070                           | 1183.20 |   |
| EFT661 | 21/06/2013 | Narrogin Toyota & Mazda         | WHIPPER<br>SNIPPER PARTS<br>Cable                                      | 141.39  |   |
| EFT662 | 21/06/2013 | Country Paint Supplies          | OVAL<br>MAINTENANCE<br>Spray Cans White                                | 121.80  |   |
| EFT663 | 21/06/2013 | Air Response                    | NRLC Air<br>conditioner<br>repairs to ducted<br>system                 | 1900.12 |   |

|        |            |                                                           |                                                                    |           |   |
|--------|------------|-----------------------------------------------------------|--------------------------------------------------------------------|-----------|---|
| EFT664 | 21/06/2013 | Toll Priority                                             | FREIGHT<br>CHLORINE WWTP<br>24/5/13                                | 46.39     |   |
| EFT665 | 21/06/2013 | Farmers Centre<br>(Narrogin) Pty Ltd                      | JD LOADER<br>REPAIRS Replace<br>hose for bucket<br>grabber NO4141  | 385.72    |   |
| EFT666 | 21/06/2013 | Narrogin Daly<br>Security                                 | NRLC SECURITY<br>alarm response                                    | 404.64    |   |
| EFT667 | 21/06/2013 | Pro-Met Express                                           | NRLC Freight<br>Kiosk Stock<br>31/5/13                             | 243.00    |   |
| EFT668 | 21/06/2013 | Austcycle Pty Ltd                                         | NHLP AUSTCYCLE<br>Licence May 2013                                 | 99.00     | F |
| EFT669 | 21/06/2013 | Green Ability                                             | TOWN HALL<br>PAINTING Back<br>Rooms                                | 2000.00   | F |
| EFT670 | 21/06/2013 | Infinite Energy -<br>Efficient Homes<br>Australia PTY LTD | NRRC SOLAR<br>POWER<br>Installation<br>Leisure Centre<br>Section 1 | 112143.68 | F |
| EFT671 | 24/06/2013 | Accountants Super                                         | Superannuation<br>contributions                                    | 125.52    |   |
| EFT672 | 24/06/2013 | Concept One the<br>Industry<br>Superannuation<br>Fund     | Superannuation<br>contributions                                    | 365.87    |   |
| EFT673 | 24/06/2013 | Hesta<br>Superannuation                                   | Superannuation<br>contributions                                    | 940.06    |   |
| EFT674 | 24/06/2013 | WA Local<br>Government Super<br>Plan                      | Superannuation<br>contributions                                    | 17931.79  |   |
| EFT675 | 24/06/2013 | AustralianSuper                                           | Superannuation<br>contributions                                    | 567.22    |   |
| EFT676 | 24/06/2013 | John Warburton -<br>Town Of Narrogin<br>Social Club       | Payroll<br>deductions                                              | 200.00    |   |
| EFT677 | 28/06/2013 | Best Office Systems                                       | NRLC FURNITURE<br>Cash Drawer<br>(Casio)                           | 826.00    | I |
| EFT678 | 28/06/2013 | Best office                                               | PHOTOCOPIER<br>ADMIN Black<br>Copies x 5291                        | 87.30     |   |
| EFT679 | 28/06/2013 | Don Ennis                                                 | MAYOR Travel<br>Claim 17/6/13                                      | 300.00    | R |
| EFT680 | 28/06/2013 | Kleenheat Gas                                             | NRLC LPG Bulk<br>Supply 4/6/13                                     | 8926.26   |   |
| EFT681 | 28/06/2013 | Narrogin<br>Newsagency                                    | ADMIN BUILDING<br>stationary May<br>2013                           | 49.10     |   |



|        |            |                                                |                                                                                 |          |   |
|--------|------------|------------------------------------------------|---------------------------------------------------------------------------------|----------|---|
| EFT682 | 28/06/2013 | Narrogin Electrical Services                   | SECURITY Repair Lights Car Park opposite Coles                                  | 209.00   |   |
| EFT683 | 28/06/2013 | Venue Technical Services                       | TOWN HALL Lighting LED                                                          | 55088.60 | F |
| EFT684 | 28/06/2013 | Wright express-(COLES)                         | COLES ACCOUNT May 2013 -NHLP                                                    | 1803.36  |   |
| EFT685 | 28/06/2013 | Australia Post                                 | ADMIN AUSTRALIA Post account April 2013                                         | 2036.02  |   |
| EFT686 | 28/06/2013 | Knightline Computers                           | NRLC STATIONERY Toner                                                           | 99.00    |   |
| EFT687 | 28/06/2013 | Access Denied                                  | NRLC Security System Repair after break in May including replacement of sensors | 1495.22  | F |
| EFT688 | 28/06/2013 | Narrogin Carpets & Curtains                    | HACC REPAIRS TO Venetian Blinds                                                 | 40.00    | F |
| EFT689 | 28/06/2013 | WALGA                                          | Facility Improvement Projects - Advertisement Narrogin Observer 22 May          | 670.62   |   |
| EFT690 | 28/06/2013 | Narrogin Newsagency                            | LIBRARY BUILDING newsagency account May 2013                                    | 120.85   |   |
| EFT691 | 28/06/2013 | Narrogin Electrical Services                   | ASHWORTH PARK - Replace lighting PE Cell                                        | 489.50   |   |
| EFT692 | 28/06/2013 | Golden West Network Pty Ltd                    | TOURISM & PROMOTION May 2013 Town Council                                       | 412.50   |   |
| EFT693 | 28/06/2013 | Upper Great Southern Junior Hockey Association | NRLC KIDSPORT VOUCHERS                                                          | 1080.00  | F |
| EFT694 | 28/06/2013 | Green Ability                                  | TOWN HALL PAINTING of Country Squire Building                                   | 2000.00  | F |
| EFT695 | 28/06/2013 | Narrogin Gymnastics Club                       | NRLC KIDSSPORT VOUCHERS                                                         | 1426.25  | F |

|        |            |                               |                                                                                                |          |   |
|--------|------------|-------------------------------|------------------------------------------------------------------------------------------------|----------|---|
| EFT696 | 28/06/2013 | Dust & Tulle Dance School     | NRLC KIDSPORT VOUCHERS                                                                         | 710.00   | F |
| EFT697 | 28/06/2013 | Dumbleyung Gymnastics Club    | NRLC KIDSPORT VOUCHERS                                                                         | 2200.00  | F |
| EFT698 | 28/06/2013 | Brookton Junior Football Club | NRLC KIDSPORT VOUCHERS                                                                         | 600.00   | F |
| EFT699 | 28/06/2013 | Shire of Wickepin             | NHLP COMMUNITY Centre Hire 13 , 20 & 27 <sup>th</sup> May 2013                                 | 30.00    |   |
| 43801  | 24/06/2013 | St Andrews Retirement Plan    | Superannuation contributions                                                                   | 69.76    |   |
| 44265  | 07/06/2013 | Synergy                       | STREETLIGHTS - 25/3/13 till the 24/4/13                                                        | 10670.45 |   |
| 44266  | 07/06/2013 | Courier Australia             | TRANSPORT FREIGHT Signs                                                                        | 1153.65  |   |
| 44267  | 07/06/2013 | Library -petty Cash           | Library Petty Cash expenses 18/4/13 - 30/5/13                                                  | 205.97   |   |
| 44268  | 07/06/2013 | Hancocks Home Hardware        | ADMIN MAINTENANCE Light bulbs x 5                                                              | 65.65    |   |
| 44269  | 07/06/2013 | Sportspower Narrogin          | NLC - squash balls for resale                                                                  | 60.00    |   |
| 44270  | 07/06/2013 | PFD Food Services Pty Ltd     | NLC Kiosk Stock for Resale ice creams                                                          | 278.90   |   |
| 44271  | 07/06/2013 | Boral Asphalt                 | ROAD MAINTENANCE Emulsion 4 x 205ltr drums. Send via courier Australia. Account number T740710 | 990.00   |   |
| 44272  | 07/06/2013 | Jane Hollingshead             | NHLP - Reimbursement of costs                                                                  | 156.10   | F |
| 44273  | 07/06/2013 | All Services Roads            | TRANSPORT BRIDGE Annual Inspection and condition report                                        | 300.30   |   |
| 44274  | 07/06/2013 | Startrack Express PTY LTD     | PLANT PARTS Freight Service                                                                    | 16.87    |   |
| 44275  | 07/06/2013 | Flames Netball Club           | KIDSPORT vouchers                                                                              | 2286.00  | F |

|       |            |                                                  |                                                                           |          |   |
|-------|------------|--------------------------------------------------|---------------------------------------------------------------------------|----------|---|
| 44276 | 14/06/2013 | Synergy                                          | ELECTRICITY<br>ADMIN Building<br>21/3/13 -<br>22/5/13                     | 14387.95 |   |
| 44277 | 14/06/2013 | Narrogin Taxis                                   | HACC TAXI<br>Service May 2013                                             | 136.95   | F |
| 44278 | 14/06/2013 | Parrys Pty Ltd                                   | BUILDING<br>SURVEYOR Boots                                                | 201.90   |   |
| 44279 | 14/06/2013 | Narrogin Meals On<br>Wheels                      | HACC MOW 343<br>Meals May 2013                                            | 596.82   | F |
| 44281 | 21/06/2013 | TELSTRA                                          | TELEPHONE May<br>2013 - W/CREW                                            | 1139.95  |   |
| 44282 | 21/06/2013 | Narrogin Packaging                               | NRLC Stock<br>Plastic Cups,<br>Confectionery<br>Bags and Paper<br>Towels  | 258.10   |   |
| 44283 | 21/06/2013 | Staples Australia Pty<br>Ltd                     | STATIONERY May<br>2013                                                    | 1315.63  |   |
| 44284 | 21/06/2013 | St John Ambulance<br>Assoc                       | NRLC TRAINING<br>First Aid<br>Requalification<br>Firman                   | 309.50   |   |
| 44285 | 21/06/2013 | Australian Institute<br>of Building<br>Surveyors | BUILDING<br>SURVEYOR AIBS<br>Membership Fees<br>2013/14                   | 440.00   |   |
| 44286 | 21/06/2013 | Narrogin Bearing<br>Service                      | TORO MOWER<br>TRAILER PARTS<br>Break Cylinder<br>NGN3146                  | 31.74    |   |
| 44287 | 21/06/2013 | IML LOGISTICS                                    | SEWERAGE<br>MAINTENANCE<br>WWTP Chlorine<br>920kg 20/03/13                | 842.43   |   |
| 44288 | 21/06/2013 | The Distributors<br>Perth                        | NRLC Kiosk Stock<br>for Resale                                            | 359.65   |   |
| 44289 | 21/06/2013 | Pictures For<br>Pleasure                         | COUNCIL Photos<br>and Mat                                                 | 50.00    |   |
| 44290 | 21/06/2013 | St Matthews<br>Primary School                    | NHLP Hire Shade<br>tents 26/3/13                                          | 50.00    |   |
| 44291 | 21/06/2013 | John Parry Medical<br>Centre                     | OCCUPATIONAL<br>HEALTH Staff<br>Fluvax Michael<br>Firman                  | 15.00    |   |
| 44292 | 21/06/2013 | Department of<br>Transport                       | NGN752<br>Registration<br>2013/2014<br>Licence & third<br>party insurance | 3811.85  |   |

|       |            |                                                           |                                                            |          |   |
|-------|------------|-----------------------------------------------------------|------------------------------------------------------------|----------|---|
| 44293 | 21/06/2013 | Austral Mercantile Collections Pty Ltd                    | RATES LEGAL FEES Outstanding Ratepayer Assessments 31/5/13 | 8775.07  |   |
| 44294 | 24/06/2013 | Australian Ethical Superannuation                         | Superannuation contributions                               | 553.84   |   |
| 44295 | 24/06/2013 | BT Super For Life                                         | Superannuation contributions                               | 614.14   |   |
| 44296 | 24/06/2013 | Commonwealth Bank                                         | Superannuation contributions                               | 512.30   |   |
| 44297 | 24/06/2013 | Asgard Ewrap Super Account                                | Superannuation contributions                               | 153.18   |   |
| 44298 | 24/06/2013 | IOOF                                                      | Superannuation contributions                               | 264.93   |   |
| 44299 | 24/06/2013 | Macquarie Investment Manager                              | Superannuation contributions                               | 369.03   |   |
| 44300 | 24/06/2013 | MLC Nominees                                              | Payroll deductions                                         | 923.08   |   |
| 44301 | 24/06/2013 | QANTAS Staff Credit Union Limited                         | Superannuation contributions                               | 241.32   |   |
| 44302 | 24/06/2013 | Rest Superannuation                                       | Superannuation contributions                               | 278.99   |   |
| 44303 | 24/06/2013 | Colonial First State Investments                          | Superannuation contributions                               | 111.64   |   |
| 44304 | 24/06/2013 | Host Plus                                                 | Superannuation contributions                               | 219.38   |   |
| 44305 | 24/06/2013 | Prime Super                                               | Superannuation contributions                               | 423.43   |   |
| 44306 | 24/06/2013 | St Andrews Retirement Plan                                | Superannuation contributions                               | 85.31    |   |
| 44307 | 28/06/2013 | TELSTRA                                                   | TELSTRA Landline Account May 2013 - Admin                  | 2415.28  |   |
| 44308 | 28/06/2013 | Narrogin Packaging                                        | NCP CLEANING Various toilet supplies                       | 993.91   |   |
| 44309 | 28/06/2013 | Department of finance shared services State Library Of WA | ROAD MAINTENANCE Premix & Emulsion                         | 11207.30 |   |
| 44310 | 28/06/2013 | Sportspower Narrogin                                      | NHLP EQUIPMENT Hart Water Jogging Dumbbell                 | 490.00   | F |
| 44311 | 28/06/2013 | McLeods Barristers & Solicitors                           | NCP LEGAL ADVICE Transportable Building                    | 553.30   |   |

|       |            |                                  |                                                   |          |   |
|-------|------------|----------------------------------|---------------------------------------------------|----------|---|
| 44312 | 28/06/2013 | J & K Hopkins                    | ADMIN OFFICE<br>FURNITURE Sailor<br>Chair x 2     | 318.00   |   |
| 44313 | 28/06/2013 | Synergy                          | ELECTRICITY<br>CLAYTON RD<br>26/3/13 -<br>11/6/13 | 45421.00 |   |
| 44314 | 28/06/2013 | St John Ambulance<br>Assoc       | NHLP BIKE IT<br>WEEK ambulance<br>attendance      | 229.35   | F |
| 44315 | 28/06/2013 | Department of<br>Transport       | NGN847 LICENCE<br>&THIRD PARTY<br>INSURANCE       | 3380.25  |   |
| 44316 | 28/06/2013 | Coarlie Pinney                   | NRLC REFUND OF<br>Netball training<br>pass        | 60.00    | R |
| 44317 | 28/06/2013 | Narrogin Pony &<br>Riding Club   | NRLC KIDSPORT<br>VOUCHERS                         | 687.00   | F |
| 44318 | 28/06/2013 | Landcorp                         | NRLC BOND<br>Refund                               | 200.00   | R |
| 44319 | 28/06/2013 | Brookton Pingelly<br>Karate Club | NRLC KIDSPORT<br>VOUCHERS                         | 1100.00  | F |

**PAYROLL  
SUMMARY**

|               |                      |
|---------------|----------------------|
| Cheque Total  | \$ 120,782.15        |
| EFT Total     | \$ 374,671.71        |
| Payroll Total | \$ 208,536.11        |
| <b>TOTAL</b>  | <b>\$ 703,989.97</b> |

**June 2013 pay details**

**pay date      nett amount paid**

|              |                      |
|--------------|----------------------|
| 5/06/2013    | \$ 108,971.82        |
| 19/06/2013   | \$ 99,564.29         |
| <b>TOTAL</b> | <b>\$ 208,536.11</b> |

- P**            Partially Funded
- R**            Reimbursement
- I**            Insurance
- PRB**        Partially reimbursement

**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**

**Council Resolution: 0713.151**

**Moved: Cr Ballard**

**Seconded: Cr Paternoster**

That Council

Approve that Mr Aaron Cook, CEO apply for a vacant position on the State Training Provider Governing Council as a Community Member due to his involvement with the TAFE Project in Narrogin and approve some normal work time to be allocated to this duty.

**CARRIED: 8/0**

**Council Resolution: 0713.152**

**Moved: Cr Madson**

**Seconded: Cr Muller**

That Council:

Allow Mr Aaron Cook Chief Executive Officer to be appointed to the Wheatbelt Sub Regional Economic Strategy as a Community Member noting that some workplace time may be required to attend committee meetings.

**CARRIED: 8/0**

***Please note: The information for the above two resolutions are attached following.***

①

~~10-2-2018~~ ~~12-2-18~~ 12.2.7  
LATE ITEM

MOVED BY BALLARD / per PATERA/STEA 8/0.

## STATE TRAINING PROVIDER GOVERNING COUNCIL MEMBERSHIP

### FREQUENTLY ASKED QUESTIONS

#### What are State Training Providers?

State Training Providers are colleges that have been established under section 35 of the *Vocational Education and Training Act 1996* (VET Act). Each State Training Provider is a separate statutory authority as per Schedule 2 of the *Public Sector Management Act 1994*. There are eleven State Training Providers throughout Western Australia with over 50 campuses stretching from Albany in the south to Wyndham in the north.

The State Training Providers (formerly known as WA TAFE colleges) form part of an integrated system of publicly funded training providers in Western Australia. Funded by the State Government they offer publicly funded vocational education and training (VET) to more than 120,000 people each year and are responsible for implementing the State Government's policy objectives for VET.

State Training Providers provide:

- publicly funded VET in Western Australia targeted to meet the State Government's economic and social development objectives, in particular those of industry sectors and regional areas;
- skills recognition (recognition of prior learning);
- nationally recognised qualifications and accredited courses;
- apprenticeship and traineeship training;
- entry and bridging courses and qualifications leading into mainstream courses and qualifications;
- commercial training (fee for service) including customised training and short courses; and
- Adult Community Education (ACE) courses (accredited and non-accredited training).

The planning, development, monitoring and reporting of publicly funded VET is negotiated with the Department of Training and Workforce Development (the Department) and formalised through a delivery and performance agreement between the Minister and each State Training Provider each year.

#### What is a Governing Council?

The Governing Council is the governing body of the State Training Provider. It is the highest level of decision-making within the State Training Provider and has the authority to perform the functions of the organisation and govern its operations and affairs.

The success of each State Training Provider, both as an educational institution and as a public body, is influenced to a great extent by the effectiveness and efficiency of the Governing Council. The Governing Council is responsible for ensuring that clear

management, effective decision-making and governance frameworks are in place and functioning for the organisation.

It is imperative that each Governing Council member understands both the nature of their responsibilities as well as the organisational and policy-making structures that exist within the State Training Provider.

#### **Why does the State Training Provider need a Governing Council?**

Each State Training Provider is required to have a Governing Council under section 39 of the VET Act.

The State Government wishes to ensure that local industry and the community have a direct input into the strategic development of the State Training Providers. With this in mind, Governing Council members are appointed for their experience and expertise in education and training, industry or community affairs and for their ability to contribute to the strategic direction of the organisation.

#### **What are the functions of a Governing Council?**

Section 42 of the VET Act stipulates that the Governing Council:

- is the governing body of the State Training Provider with authority in the name of the State Training Provider to perform the functions of the State Training Provider and govern its operations and affairs;
- may do all things necessary or convenient to be done for or in connection with the performance of its functions;
- may perform its functions in another State or a Territory if that is necessary or convenient for the performance of the function of the State Training Provider; and
- in performing its functions, must ensure that the State Training Provider's courses, programmes and services are responsive to, and meet the needs of students, industry and the community.

The Governing Council, as the governing body of the State Training Provider, is responsible under Division 2 of the VET Act for the following:

1. Strategic Plan;
2. Annual Business Plans;
3. By-laws;
4. Delegations; and
5. State Training Provider employees.

#### **Does the Governing Council have specified duties?**

Yes, under the VET Act the Governing Council is the governing body of the State Training Provider and has the authority to perform the functions of the organisation and govern its operations and affairs. The Governing Council is responsible for:

- overseeing and governing the general operations and performance of the organisation;
- developing and approving the strategic directions of the organisation;
- ensuring the delivery of VET programs and the provision of related services to students and clients;
- ensuring the organisation performs its functions, as set out in the VET Act; and
- ensuring training programs and services that are provided, are responsive to, and meet the needs of students, industry and the community.



While the Governing Council is the governing body of the State Training Provider, in practical terms (and in accordance with the intent and provisions of the *Public Sector Management Act 1994*), management of the day-to-day operations of the State Training Provider, its students, staff, programs and resources is delegated to the Managing Director. Section 45 of the VET Act is the provision under which a Governing Council may delegate the performance of any or all of its functions under the Act, to the Managing Director.

**What is my role as a Governing Council member?**

As a Governing Council member you have a duty to act in the best interests of the organisation as a whole and not for any particular group or section, even though you may contribute the view of a particular group to the debate.

You have a duty to comply with the Governing Council's rules and regulations and code of conduct and to act with honesty and integrity in the discharge of your duties.

The activities you will be involved in may include (but are not limited to):

- contributing to the formation and/or review of the organisation's strategic plan and the annual business plan;
- contributing to the review and approval of the annual budget and the delivery and performance agreement (DPA);
- participating in Governing Council meetings and sitting on sub-committees of the Governing Council;
- representing the Governing Council at internal and external events, meetings and forums;
- reading reports and researching topics concerning the organisation; and
- undertaking projects on topics and issues concerning the organisation.

**What are the benefits of being a council member?**

As a Governing Council member you have the opportunity to work with a significant public training enterprise; to know that the contribution of your particular expertise is valued by the organisation community, and to have the satisfaction of participating in the growth and development of a vital community and State resource.

**Am I personally liable for Governing Council decisions?**

As a Governing Council member you are not personally liable as long as you have acted in good faith, in the performance of your functions, as outlined in Section 64 of the VET Act.

**What do I need to know about potential or existing conflicts of interest?**

Governing Council members must declare any conflict of interest they may have in any matter coming before the Governing Council or its committees, or in any aspect of the organisation's operations.

Where a Governing Council member's private interests (such as investments, relationships, voluntary work, membership of other groups, the Governing Council member's family or friends) may conflict or even be perceived to conflict with the Governing Council member's public duty as a Governing Council member, then the Governing Council member must declare the matters to the Governing Council and record such issues to ensure they are transparent and capable of review.

Where a Governing Council member has any doubt, it is important to raise the matter with the chairperson and, if a conflict is confirmed, the Governing Council member is then disqualified from Governing Council discussions and decisions on that matter.

Similarly, Governing Council members must declare gifts or other benefits such as fees, favours, hospitality, rewards, gratuities or any form of remuneration which are likely to place members under an actual, potential or perceived obligation to other organisations or individuals who have interests with those of the Governing Council.

A Governing Council member who does have a personal interest in a matter being considered or about to be considered by the Governing Council but who does not disclose this interest is liable for a fine of \$10,000.

**How much time is involved?**

Governing Council meetings typically take two to three hours and may occur in four, six, or eight week cycles, depending on the policy adopted by the Governing Council.

Each Governing Council member is likely to serve on at least one sub-committee. Sub-committee meetings normally occur between (or shortly before) full Governing Council meetings and usually last about two hours.

There is also the time involved in reading agenda papers distributed before Governing Council meetings.

Governing Council members are encouraged to attend social activities and official functions, and to involve themselves in the life of the organisation.

**How long is my term of office?**

As a Governing Council member you will be appointed for a term not exceeding three years and you will be eligible for re-appointment.

**Can I be removed from the Governing Council?**

Whilst this is not a common occurrence, under the VET Act the Minister has the power to terminate the appointment of a Governing Council member at any time.

You may also forfeit your membership if you are an undischarged bankrupt or your property is subject to an arrangement under the laws relating to bankruptcy, or if you are convicted of an indictable offence.

**Has everyone on the Governing Council become a council member in the same way?**

Yes, all members of a Governing Council are appointed by the Minister for Training and Workforce Development and the appointment is endorsed by Cabinet.

**Are all Governing Council members equal in status?**

Yes, all Governing Council members have the same rights and obligations in terms of their membership of the Governing Council.

**What is the relationship between the Governing Council and the Managing Director?**

The Governing Council, as the governing body, is accountable for the performance of the organisation. There is a critical distinction between governance and management, with the Governing Council usually formally delegating its authority to the Managing Director for the day-to-day management of the organisation, its students, staff and programs as well as financial, physical and other resources.

**Are members of Governing Councils remunerated?**

Yes, Governing Council service is remunerated, following amendments to the VET Act in 2009. Section 63 of the VET Act includes provision for remuneration and allowances for Governing Council members.

Governing Council members are remunerated for their attendance at formal Governing Council meetings, based on the rates below. In addition, each Governing Council has a small amount of funding that can be used on a discretionary basis for members' attendance at other agreed formal meetings/events.

Organisations may also cover the costs of travel and accommodation for Governing Council members attending meetings.

|                                                                                                                                                           | Full day meeting (over four hours in duration) | Half day meeting (under four hours in duration) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------|
| Chairperson:                                                                                                                                              | \$540                                          | \$350                                           |
| Deputy Chairperson                                                                                                                                        | \$445                                          | \$290                                           |
| Members:                                                                                                                                                  | \$350                                          | \$230                                           |
| Note: An acting Chairperson is entitled to be paid the Chairperson remuneration rate if undertaking the role of Chairperson in the Chairperson's absence. |                                                |                                                 |

**If I am a Government employee do I receive remuneration as a member of a Governing Council?**

The *Public Sector Commissioner's Circular 2009 - 31* confirms that fees may not be paid to full-time government officers sitting on government boards and committees. The term 'government officer' includes any person who is employed on the public payroll, that is, employed in a government (Commonwealth or state-funded) organisation. This includes local government employees.



LATE ITEM  
10.2.2013  
1020  
12.2.8



CV MADSON / CV MULLER & CO.

Mr Don Ennis  
Mayor of Narrogin  
PO Box 188  
Narrogin 6312

**Avon**  
1<sup>st</sup> Floor, 298 Fitzgerald Street  
(PO Box 250)  
NORTHAM WA 6401  
T: (08) 9622 7222  
F: (08) 9622 7406

Dear Mayor Ennis ,

**WHEATBELT SUB REGIONAL ECONOMIC STRATEGY**

Thank you for taking the time to meet with the Wheatbelt Development Commission to discuss the process for the Wheatbelt Sub Regional Economic Strategy being undertaken by the Wheatbelt Development Commission, RPS Group and LandCorp.

**Central Coast**  
Shire of Dandaragan  
Bashford Street  
(PO Box 657)  
JURIEN BAY WA 6516  
T: (08) 9652 2653  
F: (08) 9652 1310

The Wheatbelt Sub Regional Economic Strategy is one of the WDC's key projects for 2013, and a process that has the support from the Minister for Regional Development. Past and present WDC Board members have been approached to assist us in identifying individuals with broad skills sets to provide oversight of the sub-regional economic strategy and centre growth planning process.

**Central East**  
110 Barrack Street  
(PO Box 420)  
MERREDIN WA 6415  
T: (08) 9041 1445  
F: (08) 9041 2297

The direction undertaken by the Commission in developing these sub regional oversight groups on all five sub regions adheres to the following principles:

**Central Midlands**  
Foundation Centre  
13 Dandaragan Street  
(PO Box 240)  
MOORA WA 6510  
T: (08) 9651 1770  
F: (08) 9651 1910

- Forming a nonpartisan group as a reference point for both processes (sub regional economic planning and regional centre growth planning);
- Nonpartisan group membership to be skills based, non-representative of any specific organisation and having the time to commit to the process, with group members having strong links across the sub region;
- WDC staff to be the key contact point for information on this process;
- Group members to be invited by Chair of nonpartisan group; and
- Leigh Ballard to Chair nonpartisan group.

**Wheatbelt South**  
State Government Offices  
Park Street  
(PO Box 258)  
NARROGIN WA 6312  
T: (08) 9881 5888  
F: (08) 9881 3363

It was important for group membership to be non-organisational specific to provide individuals a free-thinking, regionally focused platform and prevent organisational influence over the direction of this process. It follows a similar process WDC uses for a range of portfolio working groups, utilising board member expertise and co-opting relevant expertise external to our organisation if and when required.

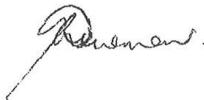
[www.wheatbelt.wa.gov.au](http://www.wheatbelt.wa.gov.au)

It has been brought to the attention of the Wheatbelt Development Commission the need to seek permission from the Narrogin Town Council to invite Councillors and/or Staff to sit on committees, reference groups or Boards. As such the Wheatbelt Development Commission seeks the Narrogin Town Council's permission to invite Aaron Cook, Chief Executive Officer, Town of Narrogin to become a member of the Wheatbelt South Reference Group. Mr Cook's breadth of experience in regional and economic development would be an asset to the reference group. Mr Cook's role would include providing oversight to this planning process as an individual, not as a representative of the Town of Narrogin. It is anticipated that the reference group will be in place until early 2014, and that time commitment would be minimal.

Given the timeframe to complete the Wheatbelt Sub Regional Economic Strategy process, a reply to our request would be greatly appreciated. Please contact Pip Gooding, Regional Manager of the Wheatbelt South Region at P: (08) 9881 5888 E: [pip.gooding@wheatbelt.wa.gov.au](mailto:pip.gooding@wheatbelt.wa.gov.au) if you require further information.

Thank you again to for meeting with the Wheatbelt Development Commission at such short notice to discuss both the oversight group and the consultative process to gain input from a broad range of expertise from the Wheatbelt South. We look forward to hearing from you soon.

Yours sincerely,



**WENDY NEWMAN**  
Chief Executive Officer

25 June 2013

**Cr Paternoster requested to make a statement and was approved by the Mayor.**

“At the last Council meeting I made statements and alluded to actions of a staff member. I would like to apologise for these statements as they were unbecoming of a Councillor and I will ensure that this is not repeated in future Council meetings, thank you Mr Mayor.”

### **13. CLOSURE OF MEETING**

The Presiding Member closed the Meeting at 8:54pm.

|                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>These minutes were confirmed at the Ordinary Council meeting held on 23 July 2013</p> <p>Signed ..... Date.....</p> <p>(Presiding Member at the meeting at which minutes were confirmed)</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|