

**MINUTES
ORDINARY COUNCIL MEETING**

10 MAY 2016

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

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

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

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

Disclaimer:

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

These minutes were confirmed at the Ordinary Council Meeting held on 24 May 2016

Signed:  Date

(Presiding Member at the meeting at which minutes were confirmed)

Council Minutes are 'Unconfirmed' until they have been adopted at the following meeting of Council.

ORDINARY COUNCIL MEETING MINUTES 10 MAY 2016

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

7.30 pm – Mayor Ballard declared the meeting open.

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

Elected Members

Mayor L Ballard
Deputy Mayor Cr A Paternoster
Cr C Bartron
Cr C Ward
Cr J McKenzie
Cr M Kain
Cr D Russell

Staff

Mr A Cook – Chief Executive Officer
Mr A Awang – Executive Manager Development & Regulator Services
Mr C Bastow – Director Corporate and Community Services
Mr T Evans – Executive Manager Technical Services
Ms C Thompson – Executive Assistant

Apologies

Cr P Schutz
Cr M Fisher

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

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COUNCIL RESOLUTION 0516.062 AND OFFICER'S RECOMMENDATION

Moved: Cr Russell

Seconded: Cr Ward

That Council:

Accept the minutes of the Ordinary Council Meeting held on 26 April 2016 and be confirmed as an accurate record of proceedings.

CARRIED 7/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

10. MATTERS WHICH REQUIRE DECISIONS

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10.1 DEVELOPMENT AND TECHNICAL SERVICES

10.1.050 PROPOSED REMOVAL OF INTERNAL OFFICE IN COURTHOUSE MUSEUM – 37 EGERTON (LOT 1699), NARROGIN

File Reference: A143450, 5.4.7, ICR167780
Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos: No
Date: 4 May 2016.
Author: Azhar Awang, Executive Manager Development & Regulatory Services.

Attachments

- Locality plan
- Floor plan
- Photos of internal office
- Copy of letter from the State Heritage Office dated 21 April 2016.

Summary

Council's consideration is requested for the proposed removal of the Internal Office to the Courthouse Museum as the building is included in the State Register and the Town of Narrogin's Town Planning Scheme No 2 as Significant and Historic Places.

Background

The Old Courthouse Museum is located on Lot 1699 (no 37) Egerton Street, at the south east corner of Egerton Street and Earl Street in Narrogin.

The Joint Committee of the Museum has requested the removal of the internal office to allow the groups additional space to showcase locally made products by local groups.

A referral has been sent to the State Heritage Office for this request and have provided the following advice:

The proposed development, in accordance with the plans submitted, is supported subject to the following conditions:

1. A photographic archival record is made of the structure prior to its removal according to the *Guide to Preparing an Archival Record*.
2. The surfaces shall be made good to match the existing in terms of material, profile and finish.

The letter also asked for a copy of the Council's determination for their record.

Comment

To assist Council in determining the application, the following comments are offered.

Current Zoning & Permissibility

The provisions of Town Planning Scheme No 2 identified Lot 1699 (no 31) Egerton Street, Narrogin as falling within the zoning for "Special Use – Museum and Car Park".

The property is also listed in clause 2.6 – *Significant and Historic Places* which is described as a Museum (Former Courthouse) comprising of a single story stone building with brick quoins and CGI roof used as a former school and courthouse which was erected in 1894 and converted in 1905.

Clause 2.6.1 Development Standards states:

1. *No person shall without the special approval of the Council at or on a Significant and Historic Place:*
 - (a) *carry out any development;*
 - (b) *demolish a building or structure or damage the significant and historic place.*
2. *Without affecting the generality of any other provision of the Scheme specifying the manner in which the Council is obliged or permitted to deal with an application for development approval, the Council in dealing with any application for development approval may for reasons related to the conservation of a place of cultural heritage significance:*
 - (a) *refuse approval;*
 - (b) *grant approval without conditions; or*
 - (c) *grant approval with conditions including conditions aimed at the conservation of the place.*
3. *The provisions of Clause 6.3.2 of the Scheme shall with the necessary modifications having been made, apply to applications under paragraph 1(a) and 1(b) for the special approval of the Council in respect to Significant and Historic Places.*

Clause 6.3.2 Applications for Special Approval:

Where the Council is required or decides to give notice of an application the Council shall cause:

- (a) *notice of the proposed use and development to be sent by post or delivered to the owners and occupiers of land within an area determined by the Council as likely to be affected by the granting of the application;*
- (b) *notice of the proposed use and development to be published in a newspaper circulating in the Scheme Area and in the State of Western Australia stating that submissions may be made to the Council within 21 days from the publication thereof; and*
- (c) *a sign displaying notice of the proposed use and development to be erected in a conspicuous position on the land for a period of 21 days from the date of publication of the notice referred to in paragraph (b) hereof.*

Clause 6.3.5 states:

A resolution to grant special approval must be passed by an absolute majority of the Council.

As the proposal is to remove an internal office and does not pose a structural nor an amenity issue to the surrounding area it is recommended that notice to Clause 6.3.2 (a) is not required.

It is recommended that Council proceed with clause 6.3.2(b) and (c) in terms of notice in the Local Paper and State Paper and that sign be placed on site notifying of the proposal.

A referral to the State Heritage Office raised no objection to the proposal and recommended that a photographic archival record is made of the structure prior to its removal. This can be included as a condition of approval.

Consultation

- State Heritage Office
- Public Notification will be required in accordance with Clause 6.3.2(b) and (c) of the Town Planning Scheme No. 2 for a period of 21 days.

Statutory Environment

State – Section 11 of the *Heritage of Western Australia Act 1990*.

Public Authorities to Assist in Conservation of registered places.

Local – *Town of Narrogin Town Planning Scheme No 2.*

Clause 2.6 – *Significant and Historic Places.*

Clause 6.3.2 – *Application for Special Approval.*

Policy Implications - Nil.

Financial Implications

There may be some financial implications to remove the office and refurbish the area. It is proposed to source the funding from Lotterywest grants applications.

Strategic Implications

The Corporate Business Plan 2012-2022

6.7	Create a development, heritage and maintenance plan for all of Councils current and future building asset requirements.	DTES/CEO	2016
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Actions Key Objective 6.7	2012-13	2013-14	2014-15	2015-16	2016-17	Est Budget
Finalise the Draft Asset Management Plan.		✓				
Review Councils Asset Management Plan taking into account the Asset Management Plan.			✓			
Prepare a combined Asset Development and Maintenance Plan for all of Councils Current and Future/Proposed Infrastructure Assets.					✓	

Voting Requirements

Absolute Majority in accordance with clause 6.3.5 of the Town of Narrogin Town Planning Scheme No. 2.

COUNCIL RESOLUTION 0516.063 AND OFFICER'S RECOMMENDATION

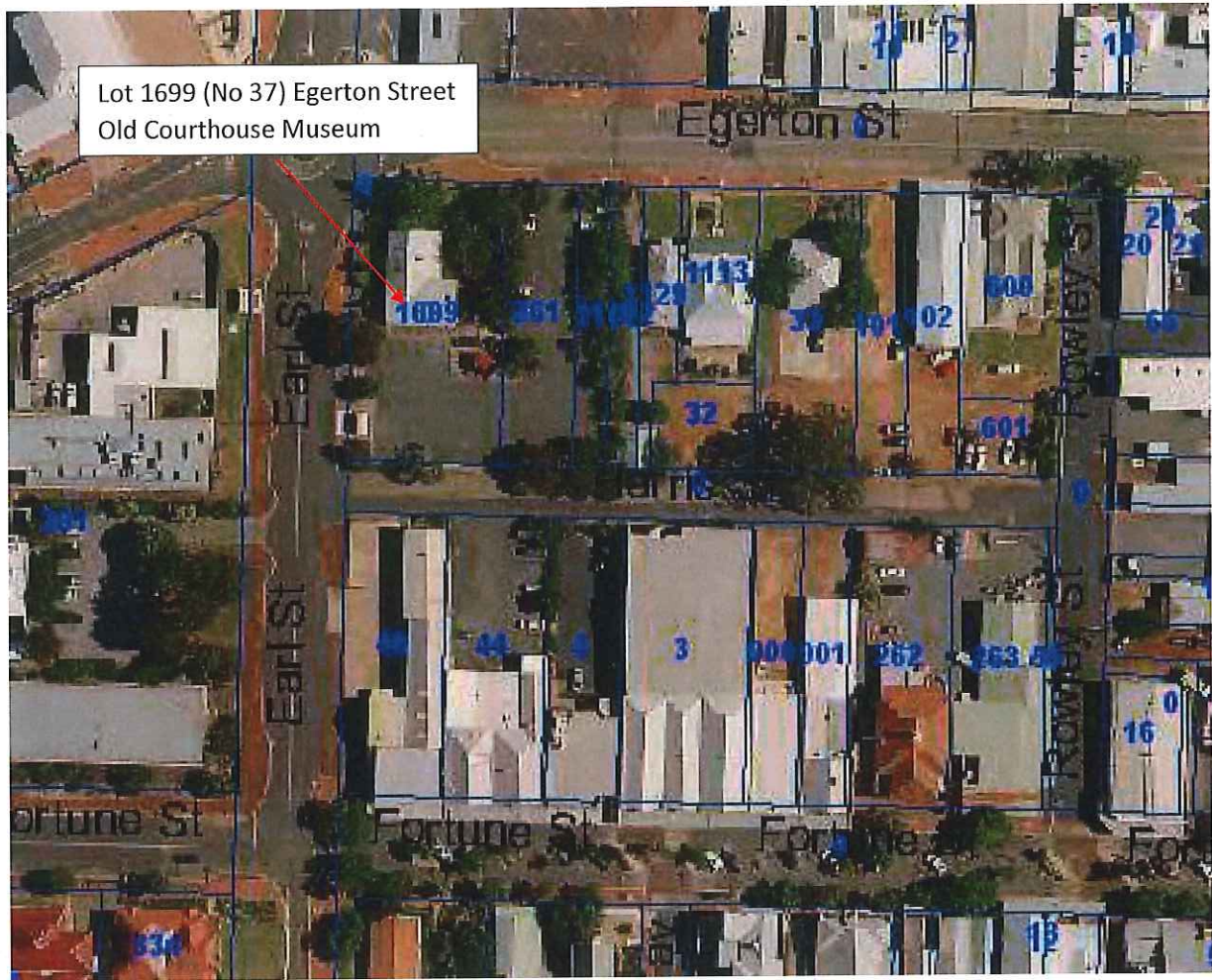
Moved: Cr Russell

Seconded: Cr Ward

That Council:

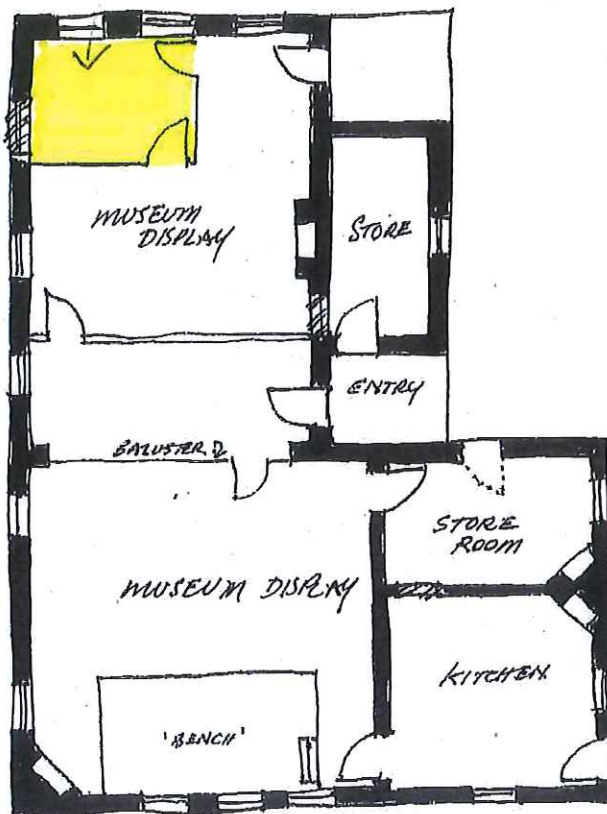
1. In accordance with clause 6.3.2 (b) and 6.3.2 (c) of the Town of Narrogin Town Planning Scheme No 2 give notice of the proposed removal of the internal office in the Old Courthouse Museum at Lot 1699 (no. 37) Egerton Street, Narrogin for public submissions for a period of 21 days;
2. Any submissions received after the submission period will be referred back to Council for its final consideration;
3. In the event that no submission is received, Council grants planning approval for the proposed removal of the internal office in the Old Courthouse Museum at Lot 1699 (no. 37) Egerton Street, Narrogin, subject to the following conditions:
 - a) A photographic archival record is made of the structure prior to its removal according to the *Guide to Preparing an Archival Record*.
 - b) The surfaces shall be made good to match the existing in terms of material, profile and finish.
4. Provide a copy of the above resolution to the State Heritage Office.
5. Upon completion of the above conditions and the successful application of the Lotterywest funding being received, the works shall commence on the removal of the office and refurbishment of the area.

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

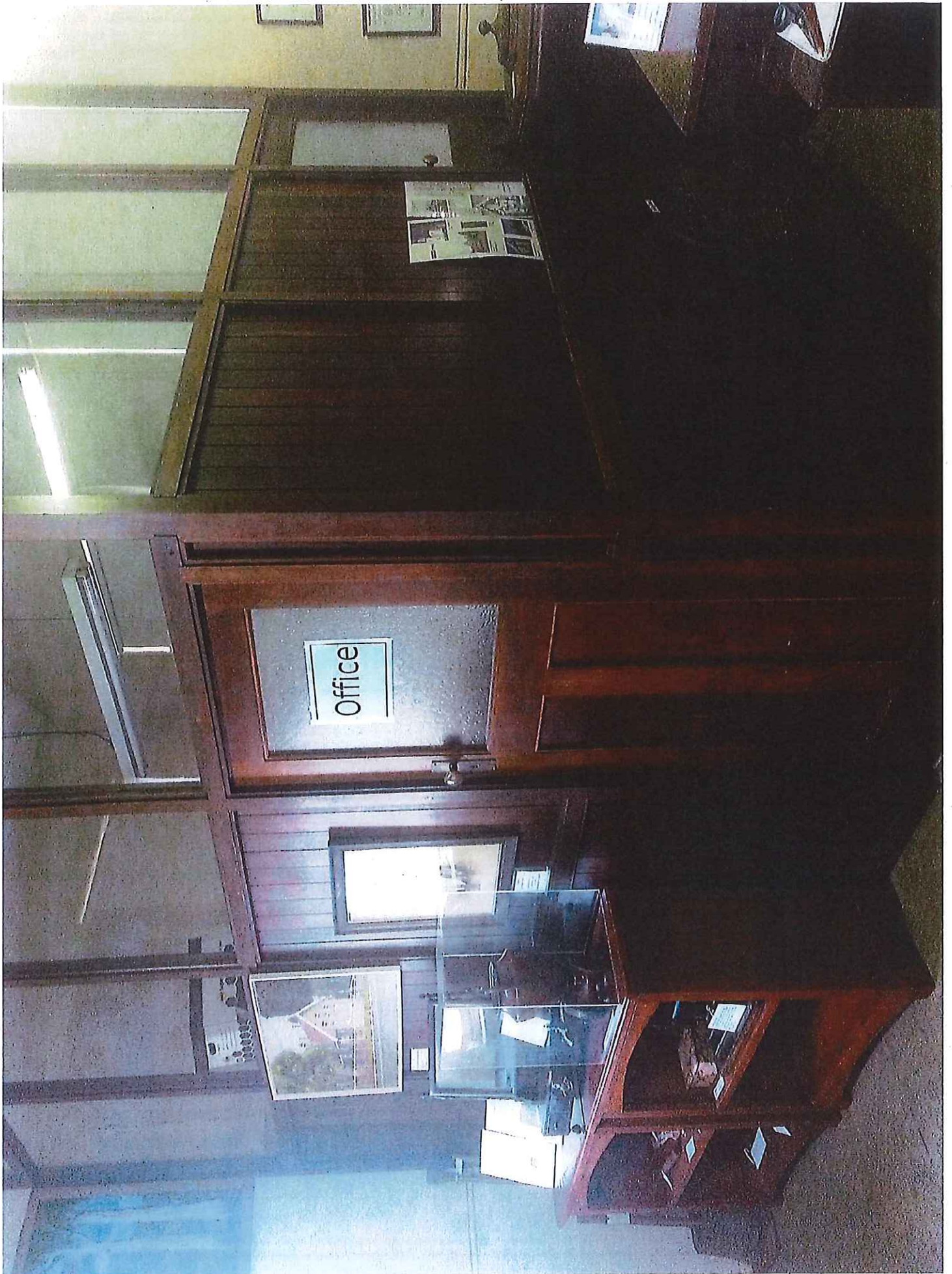


Attachment 1 - Locality Plan

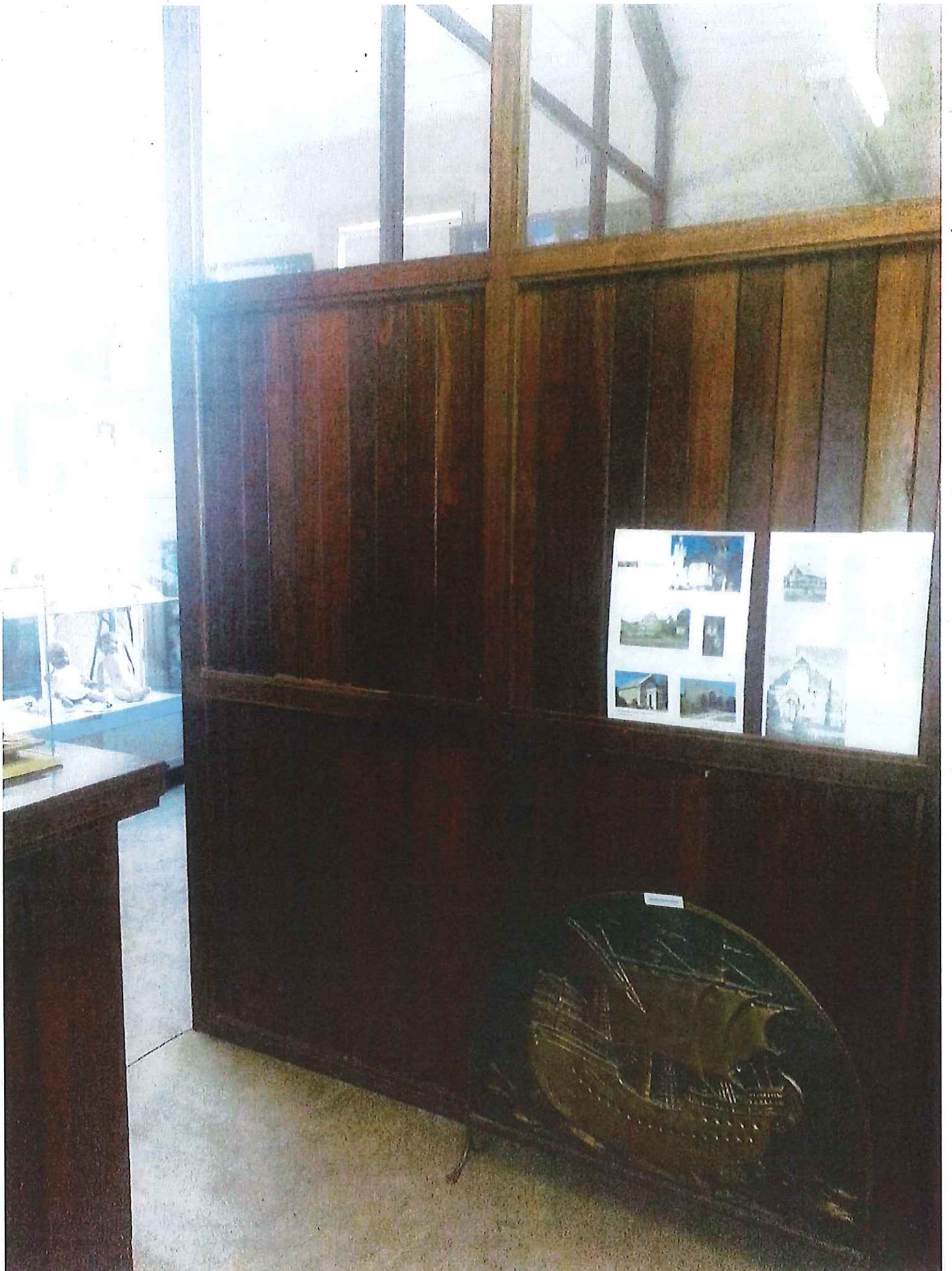
CLERK OF
COURT'S OFFICE



Narrogin Government School (fmr)
SKETCH FLOOR PLAN









STATE
HERITAGE
OFFICE

Working on behalf of the Heritage Council to recognise, conserve, adapt and celebrate our State's unique cultural heritage

21 April 2016

YOUR REF

OUR REF

ENQUIRIES

P1804/40398

Karen Jackson (08) 6552 4150

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

Attention: Azhar Awang

Dear Sir

**Courthouse Museum, Narrogin
Removal of Internal Office**

Under the provisions of Section 11 of the *Heritage of Western Australia Act 1990*, the proposed development as described below has been referred to the Heritage Council for its advice.

Place Number	P1804
Place Name	Courthouse Museum, Narrogin
Street Address	37 Egerton Street, Narrogin
Referral date	30 March 2016
Development Description	Proposed removal of internal office

We received the following information:

Photographs
Sketch Floor Plan indicating location

The referral for the proposed development has been considered in the context of the identified cultural significance of *Courthouse Museum, Narrogin* and the following advice is given:

Findings

- The internal office to be removed is located in the northwest corner of the original 1894 classroom. The assessment document notes that the original floors, plaster walls and ceiling remain intact, and a full height jarrah veneer and glass office partition relating to the R&I era is extant (1925-1947).
- The Statement of Significance states the place was designed by George Temple Poole and reflects changing educational requirements and the rapid growth of the Narrogin district. It is representative of government practice of recycling and adapting buildings for alternate uses, and contributes to the townscape and character of Narrogin.

stateheritage.wa.gov.au
info@stateheritage.wa.gov.au

- The proposed removal of the internal partition will not have an adverse impact on the cultural significance of the place.

Advice

The proposed development, in accordance with the plans submitted, is supported subject to the following conditions:

1. A photographic archival record is made of the structure prior to its removal according to the *Guide to Preparing an Archival Record*.
2. The surfaces shall be made good to match the existing in terms of material, profile and finish.

We would appreciate a copy of your Council's determination for our records.

Should you have any queries regarding this advice please contact Karen Jackson at karen.jackson@stateheritage.wa.gov.au or on 6552 4150.

Yours sincerely



Harriet Wyatt

A/DIRECTOR DEVELOPMENT & INCENTIVES

10.2 CORPORATE AND COMMUNITY SERVICES

10.2.051 DIFFERENTIAL RATING (MERGER)

File Reference: 25.5.6
Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos: Nil
Date: 4 May 2016.
Author: Colin Bastow, Director Corporate & Community Services.

Attachments

- Nil.

Summary

Council to consider the GRV rate in the dollar and minimum payments that will be advertised to invite public submissions.

Background

During the merger negotiations with Shire of Narrogin, the Town agreed to a phasing in period of 10 years to achieve the same rate in the dollar between the Shire and Town ratepayers. It was agreed that the Shire's GRV Minimum would be set to 75% of the Town's Minimum Payments at year 10. To achieve this outcome, the Town will be required to introduce a differential rating in the 2016/17 financial years. The parity rate increase will be in addition to any across-the-board rating increase that will be imposed on all rate payers.

Differential rating is required when a local government wants to have two or more different rates in the dollar for the same rating category e.g. UV and/or GRV. The *Local Government Act 1995* sets out which characteristics must be used to determine how individual rating assessments can be grouped together.

Basically, those approved characteristics can be summarised as follows:

- Town planning zone,
- Purpose or land usage,
- Vacant land, and
- Newly amalgamated/merged local governments.

The *Local Government Act 1995* does place a number of constraints on the setting of both a differential rate in the dollar and minimum payments as well as advertising and other reporting requirements.

The Town has not used the differential rating system before and therefore this methodology is considered to be new. The Town has previously only imposed a general rate, which is a single rate in the dollar that applies to all rateable properties.

To achieve the agreed 10 year rate parity, the Town will need to implement a differential rate on GRV properties based on newly amalgamated/merged characteristics. Council should be aware that this characteristic can only be used for a maximum period of five years. After this time the Town would have the option to use the town planning zone characteristic for the final five years, provided the current draft TPS3 is implemented.

It is not anticipated that Council will be requested to consider imposing differential rate on UV properties as the Town currently does not rate any properties in this rating category.

Comment

The purpose of this report is to determine the rate in the dollar and minimum payments that is required to be advertised for a minimum period of 21 days so the local community will have an opportunity to provide feedback to Council about this matter. There is no obligation for the Council to actually impose the advertised rate in the dollars or minimum payments when adopting the budget. Council must take into consideration any submissions received from the community before any final decision is made about imposing a differential rate.

If Council does impose a different rate in the dollar and/or minimum payments to those advertised, then the Town must inform the rate payer of the reason for this change on either the rate notice or supplementary rating information sheet as well as the budget document.

The Town is currently preparing the Draft 2016/17 Annual Budget document and, at this stage of this process, the rate income that will be required to balance the budget is unknown. An important part of the merger process is yet to be completed as the Shire's rating database has yet to be added to the Town's corporate software. This may make any rate modelling much more difficult to achieve as this task will currently need to be undertaken with two separate rating databases.

The Town is not recommending any further differential rating categories at this stage as any significant changes to the Town's rating methodology should include an appropriate level of public consultation.

As Council would be aware the Town's 2016/17 Annual Budget will require adoption by the Commissioners as the Town (Shire) will not have any elected members from the 1 July 2016 until the October 2016 elections.

Consultation

- Niel Mitchell – Project Manager Merger

Statutory Environment

Local Government Act 1995 –

S6.33 Differential general rate.

S6.36 Local government to give notice of certain rates

Local Government (Financial Management) Regulations 1996

Part 3 - 23 Rates information required

Part 5 - 52A Characteristics prescribed for differential general rates (Act s. 6.33)

Part 5 - 56 Rate notice, content of etc. (Act s. 6.41)

Policy Implications

Nil

Financial Implications

Below is the table showing the two differential rating categories:

% Change	Differential Category	Rate in the Dollar	Minimum Payment
2	GRV Urban	\$0.100570	\$1,026
2	GRV Rural	\$0.056485	\$621
3	GRV Narrogin Townsite	\$0.103587	\$1,036
3	GRV Rural	\$0.570000	\$627
4	GRV Narrogin Townsite	\$0.104593	\$1,046
4	GRV Rural	\$0.057515	\$633
5	GRV Narrogin Townsite	\$0.105599	\$1,056
5	GRV Rural	\$0.058030	\$638

The Town is currently preparing the 2016/17 Draft Budget and therefore the required rate income is still to be estimated. It is therefore recommended that Council lean towards advertising a slightly higher rate increase as this should avoid any potential criticism of Council having misled the community by advertising a lower differential rate than is actually levied.

Please note that the current Shire of Narrogin ratepayers will be paying a higher rate increase than listed above due to required parity rate increases.

Strategic Implications – Nil

Voting Requirements

Simple Majority.

COUNCIL RESOLUTION 0516.064 AND OFFICER'S RECOMMENDATION

Moved: Cr Kain

Seconded: Cr Bartron

That Council:

Seek submissions from the local community with regards to its intention to impose the following differential rates in the 2016/17 for a period of time that is no less than 21 days.

- Urban GRV rate in the dollar of \$0.104593 with a minimum payment of \$1,046, and
- Rural GRV rate in the dollar of \$0.057515 with a minimum payment of \$621.

The Urban GRV rate increase is 4% while the Rural GRV rate increase also includes a 7.68% parity adjustment.

The reason for imposing the above differential rates is to allow for parity rate increase on the previous Shire of Narrogin rateable properties over a 10 years period.

CARRIED 7/0

Commonly-used abbreviations:	
UV	Unimproved Value
GRV	Gross Rental Value
TPS3	Town Planning Scheme 3

10.2.052 BUDGET AMENDMENT - LIBRARY BUILDING RENOVATIONS (STAGE 1)

File Reference: 5.4.3
Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos: Nil
Date: 3 May 2016.
Author: Colin Bastow, Director Corporate & Community Services.

Attachments

- Nil

Summary

Council is requested to consider allocating additional funds towards the renovation of the library building.

Background

Due to the current relocation works which required the replacement and relocation of the library building's electrical board, it was discovered that no earthing wire had been installed to the light fittings. The purpose of the earth wiring is to ensure the lighting fixtures do not conduct electricity and is an important safety feature. The light fittings are constructed from metal material which is an efficient conductor of electricity.

The current library light fixtures are estimated to be around 30 years old and provide poor lighting.

The library renovations electrical subcontractor had indicated to the Town that additional works may be required to the library building's electrical wiring to ensure it compliance to current regulations/code. These works include other electrical earthing issues as well as the way the current electrical cable had been laid in the roof cavity.

Comment

The Town is required to bring the library building's electrical wiring up to the current standards/code for public buildings due to the fact that substantial work has been undertaken to the buildings electrical wiring. Failure to install the required earthing of all light fittings will result in the Town being unable to use any lighting in this building.

As work is required to the lights fittings it would be an opportunity to replace the current light fittings with a more modern, energy efficient lighting systems. The current lighting fixtures are old and more difficult to source spare parts as well as being both unattractive and ineffective. The Town has spent some time and effort in improving the function and attractiveness of the library building over the past three years. The replacing of the Library lighting adds to the aesthetics and functionality of the building.

The requirement to install earth wiring to all of the current light fixtures gives the Town an opportunity to also replace the current lighting fixtures with flat LED panels that are similar to

those recently installed in the administration building. The Town does need to upgrade the library's light fittings and this work was going to be included in the Town's Draft Budget. However by undertaking this project with the earth wiring works the Town will save on labour costs. LED lighting is very energy efficient and requires less physical globe changes due to their longer operating life. All of this means that the Town will save on power bills and general maintenance costs.

The Town should allocate a contingency for any unexpected works to cover items such as additional electrical works relating to earthing and wiring issues. The Manager of Library Services has expressed a desire to add additional power points to the library building to avoid the need to use long extension cords, as one side of the building does not have a single power point. It is also likely that other unexpected works may be identified due to the age of the building.

To assist with the management of the library as well as discourage further break-ins, the CCTV system will be expanded to eight cameras.

Consultation

- Great Southern Electrical Services
- Narrogin Electrical Services
- Aaron Cook - CEO

Statutory Environment

Local Government Act 1995 – S6.8. Expenditure from municipal fund not included in annual budget

Policy Implications

Nil

Financial Implications

Estimated expenditure for Lighting Upgrade:

• Earth wiring	\$6,720
• Replacement of Lighting	\$4,348
• Other Contingencies	\$8,932
Total	\$20,000

The above works to be funded by a transfer of \$20,000 from the Building Reserve.

The Town has budgeted for \$65,000 for the Stage 1 Renovation of the Library Building. Unfortunately the cheapest of the four local quotes received for this work was for around \$71,000.

Strategic Implications

Nil.

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 0516.065 AND OFFICER'S RECOMMENDATION

Moved: Cr Russell

Seconded: Cr Ward

That Council:

1. Approve an additional expenditure of \$20,000 towards the library building upgrade, which includes the replacement of light fixtures and other electrical works, and
2. Approve the transfer of \$20,000 from the Town's Building Reserve Account to fund the above works.

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

Commonly-used abbreviations:	
CEO	Chief Executive Officer
LED	Light Emitting Diode

10.2.053 CLOSURE OF ADMINISTRATION CENTRE FEDERAL STREET

File Reference: 14.8.1
Disclosure of Interest: Nil
Applicant: Chief Executive Officer
Previous Item Nos: Nil
Date: 6 May 2016
Author: Mr Aaron Cook – Chief Executive Officer.

Attachments

Nil

Summary

It is proposed to endorse the Memorandum of Understanding for the merger that the administration centre located on Federal Street, being the old Shire of Narrogin office and chambers be closed to the members of the public as of the close of business on the 30 June 2016.

Background

The negotiations and structure of the new organisation for the merger was developed over several years. Due to the size of the new organisation it was determined early that services and customer contact would be located within the existing Town of Narrogin administration centre at 89 Earl Street. This is noted in the MOU under clause 14.12.

Comment

It is presented to both Councils to endorse the action of closing the existing Shire of Narrogin administration centre located on Federal Street to ensure that both parties are clear as to the action to be taken.

It must be noted that no services are to be ceased, but rather relocated to the main administration centre at 89 Earl Street. As has been stated this was clearly defined within the Memorandum of Understanding in point 14.12 as this building has the ability to accommodate the required staff. Operating from two administration centres and the works depot was identified as being confusing for customers and complicated to administer whilst segregating staff and creating potential safety and security issues.

Failure to close this administration centre and make this distinction early will confuse members of the public, especially rural residents, as they will be forced to travel to the other centres or call again on the other number creating frustration.

It is planned on 1 July that the signs for the Shire of Narrogin will be removed and the front door locked with a clear sign being erected diverting all visitors to 89 Earl Street. The phone line will also be diverted. If staff remain working within this building for a period after 1 July they will not be accessible to members of the public as the existing staff will reduce to two on 30 June.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0516.066 AND OFFICER'S RECOMMENDATION

Moved: Cr McKenzie

Seconded: Cr Kain

That Council:

Endorse the closing of the old Shire of Narrogin administration centre, located on Federal Street, to members of the public and all "Shire of Narrogin" signage be removed as of close of business on 30 June 2016 and that all customer contact be forwarded both in person and by phone to the main administration centre located at 89 Earl Street.

CARRIED 7/0

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

Nil

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

Nil

13. CLOSURE OF MEETING

7.48 pm – Mayor Ballard declared the meeting closed.