

**MINUTES
ORDINARY COUNCIL MEETING**

12 MAY 2015

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

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


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

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

Disclaimer:

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

These minutes were confirmed at the Ordinary Council Meeting held on 26 May 2015

Signed:  Date 26/5/15
(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

12 MAY 2015

1. OFFICIAL OPENING / ANNOUNCEMENT OF VISITORS

7:30 pm — The Presiding Person 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 D Russell
Cr P Schutz

Staff

Mr A Cook – Chief Executive Officer
Mr B Robinson – Director Technical and Environmental Services
Mr C Bastow – Director Corporate and Community Services
Ms C Thompson – Executive Assistant

Apologies

Cr M Kain

Members of Public

Mr Mike Francis – Narrogin

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

Cr Schutz declared an interest in item 10.1.042. The nature of the interest was Proximity.

Cr Schutz declared an interest in item 10.2.048. The nature of the interest was Impartiality.

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 0515.050 and Officer’s Recommendation

Moved: Cr Ward

Seconded: Cr McKenzie

That Council

Accept the minutes of the Ordinary Council Meeting held on 28 April 2015 and be confirmed as an accurate record of proceedings.

CARRIED 7/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

The Presiding Member announced that Cr Bartron is in his work attire this evening whilst he is on his work break.

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

10. MATTERS WHICH REQUIRE DECISIONS

Contents

10.1	DEVELOPMENT AND TECHNICAL SERVICES.....	4
10.1.042	PROPOSED CARPORT – NO 4 (LOT 90) WILLIAMS ROAD, NARROGIN.....	4
10.1.043	PROPOSED OUTBUILDING – NO 57 (LOT 51) HAVELOCK STREET, NARROGIN.....	9
10.1.044	TAXI BAYS WITHIN NARROGIN CENTRAL BUSINESS DISTRICT.....	15
10.1.045	PROPOSED BUDGET AMENDMENT - REALLOCATION OF FUNDS FROM DECORATIVE STREET LIGHTING BUDGET.....	17
10.2	CORPORATE AND COMMUNITY SERVICES.....	20
10.2.046	CENTRAL SOUTH EISTEDDFOD LEASE EARLY TERMINATION.....	20
10.2.047	2015 POSTAL ELECTION.....	22
10.2.048	COMMUNITY CHEST ALLOCATIONS.....	27

10.1 DEVELOPMENT AND TECHNICAL SERVICES

7.32pm – Cr Schutz declared an interest in this item and departed Chambers.

10.1.042 PROPOSED CARPORT – NO 4 (LOT 90) WILLIAMS ROAD, NARROGIN

File Reference: A302500, IBA155598 & DA30/14-15
Disclosure of Interest: Nil
Applicant: Jayridge Pty Ltd
Previous Item Nos: Nil
Date: 7 May 2015
Author: Brian Robinson, Director Technical & Environmental Services

Attachments

- Copy of submitted site plan and elevations.

Summary

Council is requested to determine an application for planning consent seeking approval to the construction of a carport over existing parking bays on the subject land.

Background

The subject land is a 1,109m² property located on the corner of Williams Road and Earl Street adjacent to the Narrogin Central Business District.

Currently the property is developed with a single storey brick and colourbond mixed-use in commercial development. Parking on site is provided in two locations, being customer parking abutting Williams Road and staff car parking in the North West corner (rear) of the property, utilising access of the rear laneway. The eastern portion of the staff parking area contains an existing carport.

Land to the west and north is developed for single residential purposes, although in accordance with Town Planning Scheme No 2, land to the west may be used for professional offices. The Narrogin Police Station is located on the opposite side of Williams Road and the CBD is located opposite the site on the eastern side of Earl Street.

Approval is now being sought to erect a new skillion roof carport over the western half of the staff carpark. Plans submitted with the application indicate that the carport will be 29.3 metres long and 6 metres deep. If approved, the roof and associated supporting columns will be setback 0.5m 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 and the Additional Use Zone (A20).

In accordance with the Additional Use Zoning, the following uses are permitted to be undertaken on the site, in addition to those uses normally permissible within the Single Residential Zone:

- Art Studio;
- Teaching;

- Ceramics; and
- Professional Offices

A condition applicable to the site stipulates that Special Approval of Council is required for any changes proposed on site. To assist the Council in determining the application, the following comments are offered:

Scheme Setbacks

As prescribed by the Zoning and Development Table, development within the Single Residential Zone is required to comply with the following boundary setbacks:

Front: 7.5m

Rear: 7.5m (average); and

Sides As per R12.5 of the Residential Design Codes of WA.

However, application of these setbacks is not recommended in this case on the basis that the existing development does not comply and the Residential Design Codes of WA apply to residential and not commercial development.

Existing Staff Carpark

The existing staff carpark has been established with parking bays having a nil setback to the western side boundary. The proposed carport has been designed to facilitate ongoing use of the car parking bays.

Proposed Setbacks

As detailed in the Background section of this report, the applicants are proposing that the carport roof and associated supporting column will be setback 0.5m from the western side boundary.

In the author's opinion this setback is adequate given that the footings will be wholly contained in the property and there is sufficient room to ensure stormwater is retained on site.

Matters to be Considered

In accordance with clause 6.3, Council must have regard to various matters when determining an application for planning consent. These matters include, but are not limited to:

- The provisions of the Scheme;
- The existing and likely future amenity of the area; and
- The position of proposed buildings and their effect on adjoining buildings or land.

In respect of this application, approval to the application will require a relaxation of the setbacks prescribed by the Scheme. Approval of this relaxation is supported on the basis of the existing development and the fact that approval to the building as proposed will not detrimentally impact on the adjacent land.

Consultation

Chief Executive Officer – Aaron Cook

Statutory Environment

Applications for Planning Consent are determined under with Part VI of Town Planning Scheme No 2.

In accordance with clause 6.2 of the Scheme, Council may approve a development despite it not complying with a standard or requirement of the scheme, provided that Council is satisfied

that approval to the development would be consistent with the orderly and proper planning of the area and the non-compliance will not have an adverse effect on the amenity of the area.

Given that approval to the application as submitted would not result in detrimental impacts and is consistent with the use of the area for parking, it is recommended that the normal setback requirements for the single residential zone be relaxed and the application be approved.

Policy Implications

Nil

Financial Implications

The required application fee of \$147.00 has been paid in accordance with Council's schedule of fees and charges adopted as part of the 2014/15 annual budget.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0515.051 and Officer's Recommendation

Moved: Cr Paternoster

Seconded: Cr Bartron

That Council

Grant planning consent to the proposed Carport No 4 (Lot 90) Williams Road, corner of Earl Street, subject to compliance with the following conditions:

1. This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Town, is granted by it in writing.
2. The development hereby approved shall occur generally in accordance with the submitted in support of the application and these shall not be altered or modified without the prior written approval of the Town of Narrogin.
3. All stormwater and drainage run-off associated with the development hereby approved shall be contained on site or connected to the Council's stormwater drainage system to the satisfaction of the Town of Narrogin.

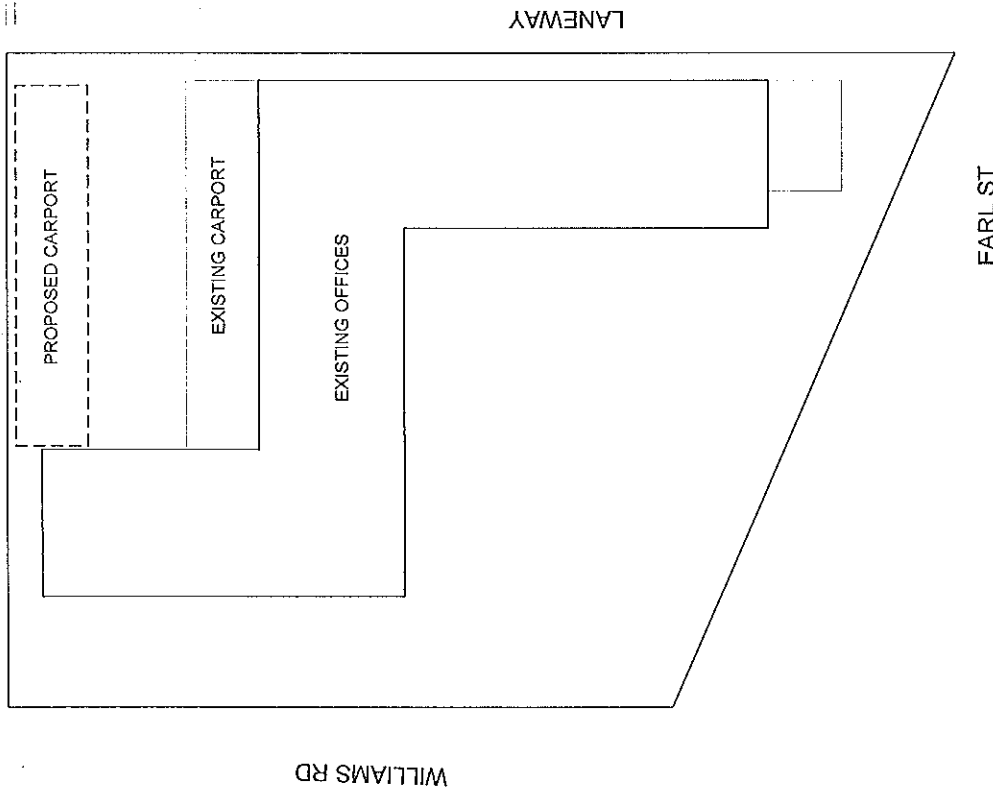
Advice to Applicant:

1. 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 may be subject to a further development application and consent for that use.

CARRIED 6/0

FRANK WESTON & CO. (Metaland)
Build & Erect.

500

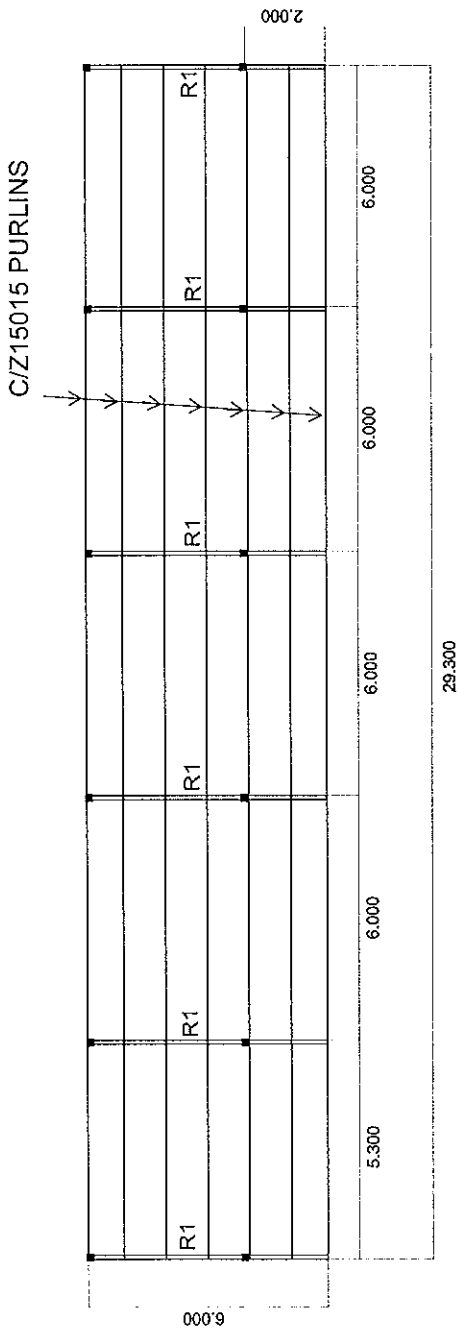


PROPOSED CARPORT FOR
JAYRIDGE PTY LTD AT
PARINGA CENTRE
CNR EARL ST & WILLIAMS RD NARROGIN

EARL ST

BLOCK PLAN

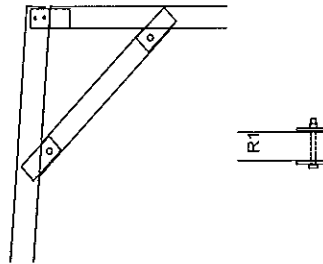
WILLIAMS RD



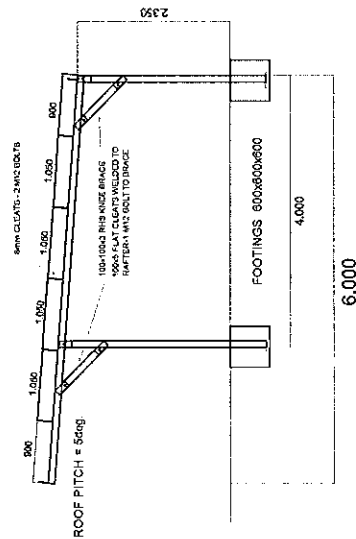
PLAN VIEW

R1 - 100x100x3 RHS
 COLUMNS - 100x100x3 RHS
 PURLINS - Z15015
 CLADDING - CUSTOM ORB

100x5 PLATE - 2 M12 BOLTS
 FULLY WELD TO COL.



CONNECTION DETAIL



ELEVATION

PROPOSED CARPORT FOR
 JAYRIDGE PTY LTD AT
 PARINGA CENTRE
 CNR EARL ST & WILLIAMS RD NARROGIN

7.33pm Cr Schutz returned to Chambers

10.1.043 PROPOSED OUTBUILDING – NO 57 (LOT 51) HAVELOCK STREET, NARROGIN

File Reference: IBA155599, A337006 & Da29/14-15
Disclosure of Interest: Nil
Applicant: Mathew Birrell
Previous Item Nos: Nil
Date: 6 May 2015.
Author: Brian Robinson, Director Technical & Environmental Services

Attachments

- Copy of submitted site and floor plans

Summary

Council is requested to determine an application for planning consent for a proposed outbuilding on the subject land. Approval to the application involves a relaxation of normal setback requirements.

Background

The subject land is a 3,000m² property located on the eastern side of Havelock Street, approximately 85m metres south of Palmer Street. Stretching between Havelock Street and Argus Street, the property is an unusual shape being up to 123m deep and less than 21m wide at its narrowest point.

In addition to the unusual shape, development of the site is further impeded by a 4m wide easement located on the southern boundary.

The land is currently vacant of any improvements with the exception of side boundary fencing.

Approval is being sought to construct a 12m by 9m outbuilding with a 4 metre wall height, being setback 42 metres from Havelock Street. Plans submitted with the application indicate that, if approved, the outbuilding will be setback 1.5 metres from the northern side boundary.

The submitted plans furthermore indicate that a home will be constructed toward the rear of the property adjacent to Argus Street at some point in the future.

Council is requested to determine the application as approval to the proposal involves the relaxation of normal side setback requirements.

Comment

The provisions of Town Planning Scheme No 2 include the land within the Rural-Residential zone. As detailed in the Zoning and Development Table for the Rural Residential Zone, development is required to be setback as follows:

Front: 10m
Rear: 7.5m
Sides: 5m

The location of the proposed shed complies with front and rear setback requirements. However, approval to the proposed side setback of 1.5 metres requires a relaxation of the Scheme requirements.

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

Minimum Required Frontage

In addition to setback requirements, the Zoning and Development Table stipulates that a minimum lot frontage of 30m would normally be required. Setbacks imposed by the Scheme are based on this 30m frontage.

With a frontage of less than 30m, compliance with the normal setback requirements would greatly restrict potential development of the site.

Relaxation of Standards

Council may, pursuant to part 6.2 of the Scheme, approve an application for planning consent that does not comply with a standard or requirement of the scheme, provided that Council is satisfied that:

- (i) The proposed development is consistent with the orderly and proper planning of the locality, the preservation of amenity of the area and is consistent with the scheme objectives;
- (ii) The non-compliance will not adversely affect the amenity of the occupiers of the development or inhabitants of the locality; and
- (iii) The spirit and purpose of the requirements of standards will not be unreasonably departed from.

Development in the locality surrounding the subject land is generally described as rural residential development. Examination of aerial photography of the area has identified that a number of substantial outbuildings have been established with setbacks significantly less than 5 metres from the side or rear boundaries. The development as proposed is therefore consistent with the existing development in the area.

Matters to be considered

Pursuant to clause 6.4 of Town Planning Scheme, Council must have regard to various matters when determining an application for planning consent. These matters include, but are not limited to:-

- *The provision of the scheme;*
- *The size, shape and character of the land to which the application relates and the view from the building and interruption of the view to be cause for development of the locality;*
- *The existing and likely future character of the neighbourhood;*
- *Presence of vegetation, the desirability of retaining portion of that vegetation and provision of adequate landscaping.*

Notwithstanding issues associated with setback compliance, Council is required to have regard to the fact that the outbuilding is to be constructed prior to a dwelling. Whilst clause 3.4.9 (a) (v) of TPS No 2 prohibits this in the residential and other residential zone, no such restriction applies to the Rural Residential Zone in which the subject land is located.

Given this, no objection is raised to the construction of the shed prior to a home provided that appropriate conditions of approval are imposed to ensure that it is not used for human habitation or commercial purposes, unless otherwise approved by Council.

Consultation

- Chief Executive Officer

Statutory Environment

Council's prior planning consent is required pursuant to Town Planning Scheme No 2 given it involves the establishment of a shed with reduced side setbacks.

Policy Implications

Nil

Financial Implications

The required application fee of \$147.00 has been paid in accordance with the Town of Narrogin's adopted schedule of fees and charges forming part of the 2014/15 annual budget.

Strategic Implications

Nil.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0515.052 and Officer's Recommendation

Moved: Cr Ward

Seconded: Cr Bartron

That Council:

Grant planning consent to the proposed shed at No 57 (lot 51) Havelock Street, Narrogin subject to compliance with the following conditions:

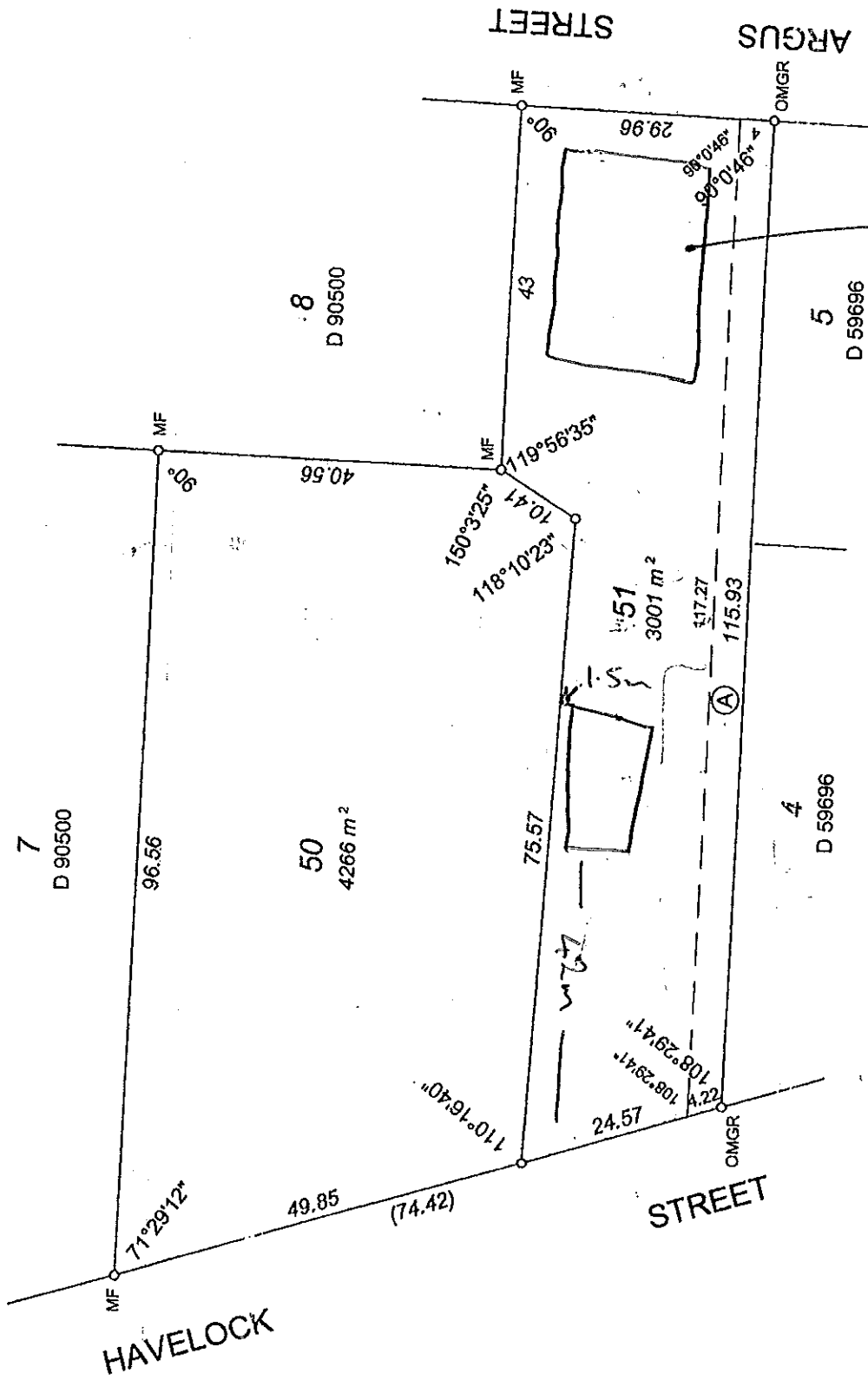
1. The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Town of Narrogin.
2. The development hereby approved being constructed using non-reflective materials of a colour complementary to the amenity of the area (i.e. colourbond) to the satisfaction of the Town of Narrogin.
3. The development being setback a minimum of 1.5 from the northern side boundary.
4. All drainage run-off associated with the development hereby approved shall be contained on site or connected to the Council's storm water drainage system to the satisfaction of the Town of Narrogin.
5. 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.

6. Uses and activities undertaken within the outbuilding shall be undertaken so as not to disturb the residents of the development or the wider locality.
7. This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Town, is granted by it in writing.

Advice to Applicant:

1. Further to condition No 3 above, it is recommended that the land be surveyed to ensure the boundary is correctly identified prior to the commencement of works on site.
2. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
3. The applicant is encouraged to consider connecting the roof of the proposed outbuilding to an appropriate size rainwater storage tank to limit the impact of stormwater.

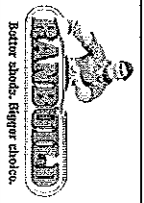
CARRIED 7/0



Approximate proposed house size 3 localia

INTERESTS & NOTIFICATIONS

SUBJECT	PURPOSE	STATUTORY REFERENCE	ORIGIN	LAND BURDENED	BENEFIT TO	COMMENTS
(A)	EASEMENT		DOC H517564	LOT 51	WATER CORPORATION	



Copyright 2015
 Lysaght Building
 Solutions Pty Ltd
 trading as RAMBUILT

CLADDING			
ITEM	PROFILE (min)	FINISH	COLOUR
ROOF	TRIMDEK 0.42 BMT	ZL	ZL
WALLS	TRIMDEK 0.35 BMT	CB	WG
CORNERS	-	CB	WG
BARGE	-	CB	WG
GUTTER	SHEERLINE	CB	WG
DOWNPIPE	100x50	CB	WG

0.35bmt=0.40ict; 0.42bmt=0.47ict; 0.48bmt=0.53ict

ACCESSORY SCHEDULE & LEGEND

QTY	MARK	DESCRIPTION
1	RD1	B&D, Firmador, R. D. Indust. "R&F", 3525 high x 9050 wide Clear Opening C/B
1	RD2	B&D, Firmador, R. D. Residential "R1F", 2925 high x 3000 wide Clear Opening C/B
1	RB-12	Premium Access Door "KT-820 wide, C/B (D). (Only available in WA)
1	KWN1	790h x 1505w Window Kit, C/B (D)
2	SF1	Translucent Sheeting, 2400gsm Fireglass, Trimdek Profile (SGF/SG/AECB1)

ARCHITECTURAL DRAWING ONLY, NOT FOR CONSTRUCTION USE

WIND DESIGN			
IMPORTANCE LEVEL	REGION	TERRAIN	MS
2	A	2.5	1.0

CLIENT
 Gary Weston

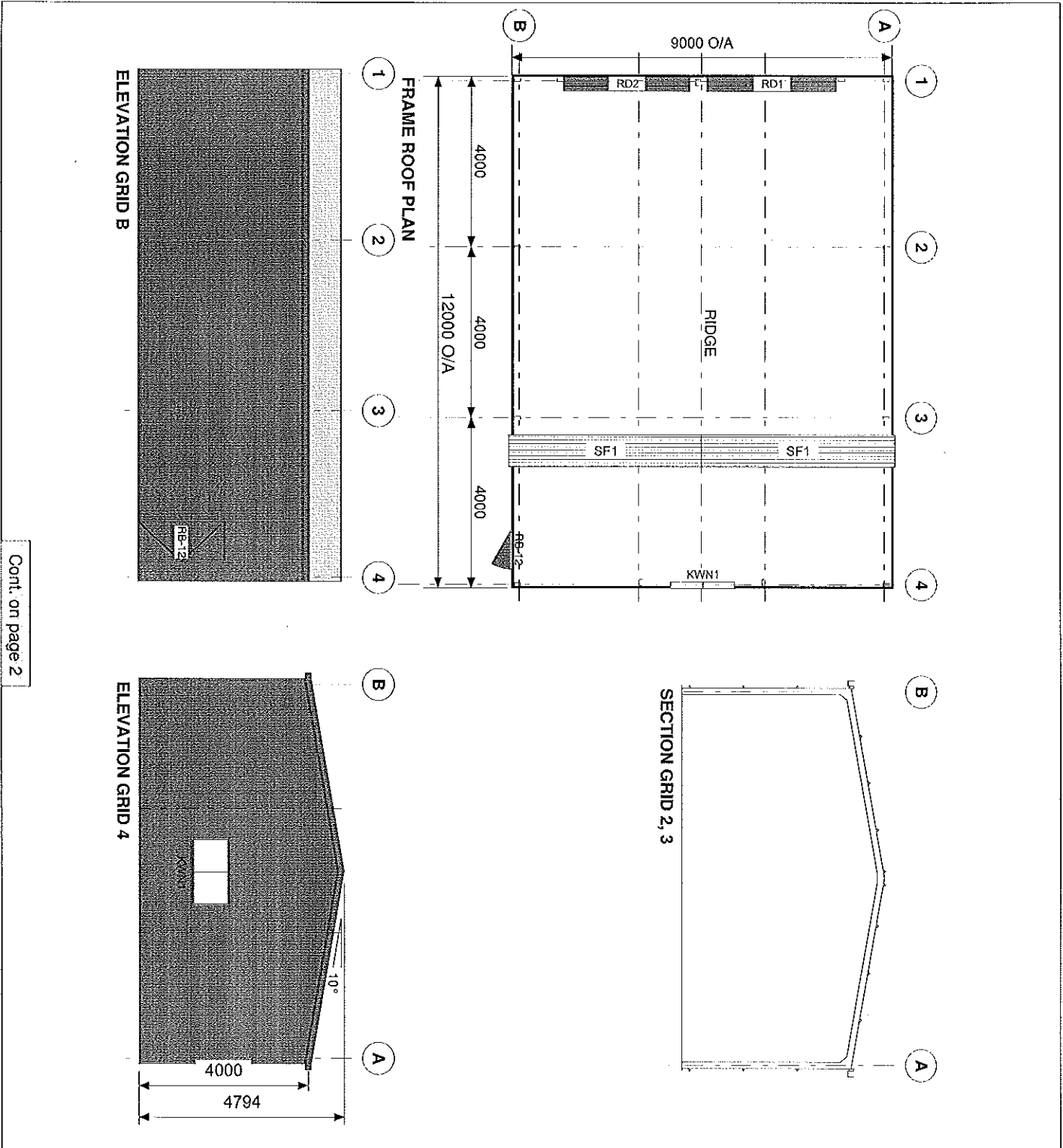
SITE
 Sale Steet

NARROGIN WA 6312

BUILDING
 SUNDOWN DELUXE
 9000 SPAN x 4000 EAVE x 12000 LONG

GENERAL ARRANGEMENT

SCALE A4 SHEET 1:125	DRAWING NUMBER 354561-GA	PAGE 1/2
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Cont. on page 2

10.1.044 TAXI BAYS WITHIN NARROGIN CENTRAL BUSINESS DISTRICT

File Reference: 28.2.1
Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos: Nil
Date: 7 May 2015
Author: Brian Robinson, Director Technical & Environmental Services.

Attachments

- Nil

Summary

Council is requested to consider having existing Taxi Bays within the Narrogin Central Business District identified as short term parking bays, facilitating their use by the general public.

Background

As Elected Members are aware, the Narrogin Taxi service recently ceased operation, leaving the Town without a Taxi Service.

Residents of the Town and surrounding areas, who are aware that that a taxi service no longer exists in Narrogin, are now using those car parking bays identified as 'taxi bays' for parking of private vehicles.

Council is requested to consider redesignating the marked taxi bays for short term parking of say 10 minutes.

Comment

Taxi bays were previously established within the Narrogin Town Centre to facilitate the pickup and drop-off of passengers and to provide taxis with a position to wait for potential customers.

The established taxi bays are described as follows:

- a) Abutting Coles in Ensign Street;
- b) Abutting the Duke of York in Egerton Street; and
- c) Abutting the Town Hall – which is designated for taxis and Town of Narrogin vehicles only.

Given the convenient location of these car bays, it is recommend that in the absence of a taxi service, the bays adjacent to Coles and the Duke of York Hotel should be identified for short term parking for the setting down and picking up of passengers.

In respect of the bay adjacent to the Town Hall, it is recommended that this bay be set aside for Loading and Council vehicles only.

Consultation

- Chief Executive Officer – Aaron Cook
- Regulatory Services Officer (Ranger) – Guy Maley

Statutory Environment

Parking within the Town of Narrogin is regulated by Local Law No 19 – Parking. In accordance with clause 5 of the local law, Council may control the standing or parking of vehicles through appropriate signage.

Policy Implications

Nil

Financial Implications

Implementation of the OFFICER'S RECOMMENDATION will involve minor expenditure on signage, which will be wholly contained within Council's signage budget identified within the adopted 2014/15 annual budget.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0515.053 and Officer's Recommendation

Moved: Cr Schutz

Seconded: Cr Ward

That Council

Pursuant to the Town of Narrogin Parking Local Law – 19, approve the following modifications to existing taxi bays in the Narrogin Town Centre by:

- a) Designating the existing taxi bays in Ensign and Egerton Streets as short term parking bays with a maximum permitted parking time of 10 minutes; and
- b) Designating the existing Taxi/Council vehicle bay adjacent to the Town Hall in Federal Street to permit use of the bay as a Loading Bay and the parking of Council vehicles only.

CARRIED 7/0

10.1.045 PROPOSED BUDGET AMENDMENT - REALLOCATION OF FUNDS FROM DECORATIVE STREET LIGHTING BUDGET

File Reference: 28.2.3
Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos: Nil
Date: 7 May 2015
Author: Brian Robinson, Director Technical & Environmental Services

Attachments

Nil

Summary

Council is requested to consider reallocating funds from the Decorative Street Lighting Budget to facilitate the installation of bollards and solar powered bollard lighting in Fortune Street.

Background

As Elected Members would be aware, a series of 14 decorative street lights were previously installed in the Narrogin Central Business District as part of previous Townscape works. This infrastructure has been subject to natural deterioration and vandalism.

The lights are located as follows:

- Four lights at the intersection of Egerton and Federal Streets;
- Four lights at the intersection of Fortune and Federal Streets;
- Two lights at the intersection of Fortune and Earl Streets;
- Two lights on Williams Road, just west of the intersection between Egerton and Earl Streets; and
- Two lights immediately north of the intersection between Park and Federal Streets.

Council's adopted 2014/15 Annual Budget identified a total of \$40,000 toward the replacement of these decorative street lights as part of progressive improvement works with the Town Centre.

As the budget allocation was not sufficient to meet the costs of replacing all 14 street lights and their associated poles, an alternative approach was identified using the existing poles (to be painted) and new street light heads. This approach was supported by the Townscape Committee.

By taking this approach, the total expenditure will be considerably less than the budget allocation.

Council is requested to consider approving the reallocation of the balance of the budget allocation to the installation of solar power bollards and other complementary traffic bollards to be incorporated into the redesign/reconstruction of Fortune Street.

Comment

For Elected Members information and reference, the following is a breakdown of those funds currently committed to the Decorative Street Lighting Capital Budget:

- Purchase of sample replacement light head - \$159.00 (incl GST)
- Purchase of 28 new lighting heads (including Delivery) - \$4,462.00 (incl GST)
- Appointment of contractor to disconnect existing lights - \$990.00 (incl GST)

Appointment of Contractor to repair and paint Street Light Poles - \$2,380 (incl GST)
Allocation for reconnection of power to all 14 lights with new heads - \$2,000 (incl GST)

On the above basis, it is anticipated that the total project costs for renewing the decorative street lights and the associated bollards will be \$9,072 (excl GST). With a budget of \$40,000, nearly \$31,000 of the budget allocation will remain unspent.

Given the above, Council is requested to support the reallocation of \$30,000 to the Fortune Street capital works project. These funds will be used to facilitate the installation of solar power bollard lights and other features such as garden beds and seating to be incorporated into the Fortune Street redevelopment.

Consultation

- Chief Executive Officer – Aaron Cook
- Director of Corporate and Community Services – Colin Bastow

Statutory Environment

Expenditure in Western Australia Local Government is regulated by Part 6 of the Local Government Act 1995 and the Local Government Act (Financial Management) Regulations 1996.

In accordance with section 6.8 (1) of the Local Government Act, *“A local government is not to incur expenditure from its municipal fund for an additional purposes except where the expenditure –*

- (a) Is incurred in a financial year before the adoption of the annual budget by the local government;*
- (b) Is authorised in advance by resolution* or*
- (c) Is authorised in advance by the mayor or president in an emergency”.*

** Absolute Majority Required.”*

Council is requested to approve amendment of the budget to increase the allocation for Capital Road Works on Fortune Street pursuant to Section 6.8(1)(b) above.

Policy Implications

Nil

Financial Implications

By reallocating a total of \$30,000 from the adopted budget for capital works – decorative street lighting, Council is ensuring that unspent funds from that account will be appropriately reallocated prior to the end of the 2014/15 financial year.

Strategic Implications

Although the installation of solar powered bollard lights and other decorative bollards is not specifically reflected with the Town of Narrogin’s Strategic Plan 2012-2022, the installation of such infrastructure is consistent with Strategy 6.5 relating to revitalisation of the Narrogin Town site, which reads as follows:

6.5 *Develop a Town Site revitalisation plan focusing on the central business district and additional generic street scape design for residential areas.*

Voting Requirements

Absolute Majority.

COUNCIL RESOLUTION 0515.054 and Officer's Recommendation

Moved: Cr Russell

Seconded: Cr Schutz

That Council

Pursuant to clause 6.8 (1)(b), authorise the expenditure of an additional \$30,000 on Capital Works on Fortune Street, being Infrastructure Road project No 15 (IR001) under the 2014/15 annual budget and reduce the budgeted expenditure within Infrastructure Capital Works – Decorative Street Lighting (IO015) to \$10,000.

**CARRIED 7/0
Absolute Majority**

10.2 CORPORATE AND COMMUNITY SERVICES

10.2.046 CENTRAL SOUTH EISTEDDFOD LEASE EARLY TERMINATION

File Reference:	5.6.5
Disclosure of Interest:	Nil
Applicant:	Central South Eisteddfod
Previous Item Nos:	10.2.224
Date:	5 May 2015.
Author:	Colin Bastow – Director Corporate & Community Services.

Attachments

Nil

Summary

Council to consider approving an early termination of the Central South Eisteddfod lease agreement.

Background

The Town has been requested by the Central South Eisteddfod Inc. to consider an early termination of their lease on office number 3 in the Town Hall as the Group will be dissolving this year and no further eisteddfods will be held in Narrogin. The Group only want to lease the office space until 30 June 2015.

Comment

It is very disappointing that the Central South Eisteddfod, who has had a long association with the Narrogin Town Hall, will be disbanding.

The author supports the Group's request for an early termination of the lease agreement because it will be disbanding. The office space can be used for other purposes.

Consultation

- Gail Davies – Treasurer Central South Eisteddfod.

Statutory Environment

Nil.

Policy Implications

Nil.

Financial Implications

If Council agrees to an early termination of the current lease agreement. The Town will be waiving around \$330 in rent income from the Central South Eisteddfod Inc. However, the Town will have an opportunity to lease the office space to another group or organisation.

Strategic Implications

Nil.

Voting Requirements

Simple Majority.

COUNCIL RESOLUTION 0515.055 and Officer's Recommendation

Moved: Cr Paternoster

Seconded: Cr McKenzie

That Council

1. Agrees to the Central South Eisteddfod Inc. request for an early termination of its current lease of office number 3 at the Narrogin Town Hall with the amended lease term now ending on the 1 July 2015, and
2. Acknowledges the contribution of the Central South Eisteddfod Inc. to the cultural development of Narrogin residents over the many years it had successfully held Eisteddfod's in Narrogin.

CARRIED 7/0

10.2.047 2015 POSTAL ELECTION

File Reference:	13.5.4
Disclosure of Interest:	Nil
Applicant:	Not Applicable
Previous Item Nos:	Nil
Date:	5 May 2015
Author:	Colin Bastow – Director Corporate & Community Services.

Attachments

- Letter from Electoral Commissioner.

Summary

This report seeks a decision from Council on whether to engage the WA Electoral Commission to carry out a postal election for the Town's elections in October 2015. The alternative is to continue the usual conduct of an in-person elections using Town staff and the CEO as the returning officer.

Background

The Electoral Commissioner advised the Town on 28 April 2015 of his agreement to be responsible for the conduct of the ordinary elections in 2015 for the Town in accordance with section 4.20(4) of the Local Government Act 1995 subject to Council resolving that the Commission undertake the election.

Comment

Postal Election

The benefits of postal elections are:

- Significantly better participation rates than 'in person' elections
- Minimal disruption to day to day operations
- Senior officers can better focus on the pending merger with the Shire of Narrogin
- The election is conducted at 'arm's length' thus minimises any perception of inappropriate staff interference, and
- The election is core business for the Electoral Commission's experienced staff.

The main negative aspect of postal elections is the perceived high cost.

In Person Election

The benefits of an 'in person' election are:

- The social aspect of people turning out on the Saturday, and
- The perception that it is cheaper to have staff conduct the election.

The costs of an 'in person' election are:

- The cost of re-directing staff from their normal core activities, to running an election tends to exceed the cost of paying for a postal election.
- There is a high risk to staff of accusations of bias from unsuccessful candidates or voters, and
- There is a high degree of disruption during the election period that distracts staff from higher priority strategic objectives. This impact is higher for smaller local governments.

The Town must advise the Electoral Commissioner by the 29 July 2015 of its intention to hold a postal election.

The following Information was obtained from the WAEC's website:

The Electoral Commissioner is responsible for conducting postal elections in Western Australia and conducts voting in person elections on request under the Local Government Act 1995. By making the Electoral Commissioner responsible for these elections, the local government concerned ensure that elections are conducted independently and with impartiality. In addition, these local governments have adopted a method of conducting elections that is more convenient for electors and typically achieves a higher rate of voter participation.

Postal elections for local government were first trialled by four local governments in 1995. This increased to eight in 1997, 34 in 1999, 47 in 2001, 55 in 2003, 50 in 2005, 64 in 2007, 69 in 2009, 74 in 2011 and 76 in 2013.

The attachment to this report is the written agreement of the Electoral Commissioner to be responsible for the conduct of an election.

Consultation

- Aaron Cook - CEO
- Phil Richards – Manager Local Government Elections.

Statutory Environment

Local Government Act 1995, Part 4, Division 4:

Section 4.20 (4) - A local government may, having first obtained the written agreement of the Electoral Commissioner, declare the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections*

Section 4.61 (2) - The local government may decide to conduct the election as a postal election.*

**(absolute majority required)*

Policy Implications

Nil.

Financial Implications

A postal election is estimated to cost \$17,000 by the WAEC.

Strategic Implications

Nil.

Voting Requirements

Absolute Majority.

COUNCIL RESOLUTION 0515.056 and Officer's Recommendation

Moved: Cr Ward

Seconded: Cr Bartron

That Council

1. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner is to be responsible for the conduct of the 2015 ordinary elections together with any other election or poll which may be required.
2. Decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election. and
3. Allocates \$17,000 for election expenses in the 2015/16 draft budget.

**CARRIED 7/0
Absolute Majority**

Must arrive by 29 July 2015



LGE 028

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

WESTERN AUSTRALIAN Electoral Commission	
RECEIVED	
Directed to	CEO / ACCS
	30 APR 2015
Ref No.	16R155604
Property File	
Subject File	13.5.4
C Postal No	

Attention: Mr Colin Bastow

Dear Mr Cook

Local Government Ordinary Election: 2015

I refer to your email dated 24 April 2015 requesting a cost estimate for the Western Australian Electoral Commission to conduct the Town of Narrogin 2015 Local Government Ordinary election as a postal election.

The estimated cost to conduct the ordinary election as a postal election would be \$17,000 including GST which has been based on the following assumptions:

- 2,675 electors;
- four vacancies;
- appointment of a local Returning Officer;
- response rate of approximately 40%;
- count to be conducted at the offices of the Town of Narrogin; and
- standard Australia Post delivery service to apply.

An additional amount of \$188 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

Costs not incorporated in this estimate include:

- non-statutory advertising (i.e. additional advertisements in community newspapers and promotional advertising);
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns;
- one local government staff member to work in the polling place on election day; and
- any additional postage rate increase by Australia Post.

The Commission is required by the *Local Government Act 1995* to conduct local government elections on a full cost recovery basis. Please note that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for our charges is all materials at cost and a margin on staff time only. Should a significant change in this figure become evident prior to or during the election you will be advised as early as possible.

The current procedure required by the *Local Government Act 1995* is that my written agreement has to be obtained before the vote by Council is taken. To facilitate the process, you can take this letter as my agreement to be responsible for the conduct of the ordinary election in 2015 for the Town of Narrogin in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required.

In order to achieve this, your council will now need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2015 ordinary elections together with any other elections or polls which may be required
- Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

If you have any further queries please contact Phil Richards, Manager Local Government Elections on 9214 0443.

Yours sincerely



David Kerslake
ELECTORAL COMMISSIONER

28 April 2015

7.58pm – Cr Schutz declared an interest in this item and departed Chambers.

10.2.048 COMMUNITY CHEST ALLOCATIONS

File Reference: 15.1.1
Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos: 10.2.319, 10.2.904
Date: 5 May 2015
Author: Susan Guy, Manager Culture and Leisure

Attachments

Nil

Summary

Council is requested to endorse the following recommendations from the Community Chest Committee:

1. That the maximum \$2,000 allocation to Community Chest applicants be increased to \$2,500 and;
2. That the four community based organisations running annual and major events, namely; Narrogin Rev Heads, Narrogin Spring Festival, Narrogin Agricultural Society and the Dryandra Art, Food & Wine Trail Committee receive an annual allocation of \$2,000 in cash without a need to submit a written application.

Background

Council's Community Chest Fund provides financial assistance of up to \$2,000 on an annual basis to eligible (incorporated not for profit) community organisations for events or projects which benefit the Narrogin community. This amount can be a combination of cash and in-kind.

The maximum amount on offer by Council from the Community Chest along with eligibility criteria, the application guidelines and the application form had not been reviewed for over five years prompting the author to call a Community Chest Committee meeting prior to the annual call for applications for the 2015/16 financial year.

The Committee met on 21 April this year and considered that two recommendations be made to Council:

1. That the financial assistance on offer from the Fund on an annual basis be increased from \$2,000 to \$2,500; and
2. That the four organisations; Narrogin Rev Heads, Narrogin Spring Festival, Narrogin Agricultural Show and the Art, Food & Wine Trail running major events be allocated \$2,000 in cash each without a need to apply for this allocation.

Comment

The Committee considered that the increase in annual assistance from \$2,000 to \$2,500 could be justified given the number of years the amount has stood at \$2,000 and taking into

account CPI increases and the general cost of running events, purchasing equipment etc. at current prices.

The annual in-kind allocation to Narrogin Rev Heads, Narrogin Spring Festival, Narrogin Agricultural Society and the Art, Food & Wine Trail Committee for their respective events was taken into account by the Committee when recommending that the four major events receive \$2,000 cash without application.

The in-kind allocation was set at \$7,500 for each organisation for the 2014/15 financial year, however the actuals at the time of the 21 April Committee meeting were unknown but were estimated to be no more and probably less than the \$7,500 for each organisation. The \$2,000 cash allocation was therefore recommended on the basis that each organisation's total financial assistance from Council be a combination of \$2,000 cash and up to \$5,500 in-kind.

The approximate in-kind allocation to these organisations (established after the Committee meeting) is as follows:

Rev Heads	\$5,000 approximately
Spring Festival	\$3,500 approximately
Narrogin Agricultural Society	\$0 recorded
Dryandra Arts Food and Wine Trail	\$0*

**(The Dryandra Arts Food and Wine Trail Weekend is scheduled for 9/10 May 2015 and therefore at the time of writing, actuals were not available).*

Consultation

- Community Chest Committee - Mayor Leigh Ballard
- Cr McKenzie
- Cr Ward
- Director of Corporate and Community Services
- Chief Executive Officer

Statutory Environment

Nil

Policy Implications

Policy CS28 to be amended.

Financial Implications

The Committee must approve all applications out of a total annual budget allocation. In 2014/15 this was \$25,000 and the author will request the same allocation for the 2015/16 financial year.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0515.057 and Officer's Recommendation

Moved: Cr McKenzie

Seconded: Cr Ward

That Council:

Endorse the following recommendations from the Community Chest Committee

1. To amend the Town of Narrogin's Community Chest Policy CS28 to read that the maximum annual amount of financial assistance to eligible Community Chest applicants be increased from \$2,000 to \$2,500 and:
2. Include within its draft budget an allocation for \$2,000 in cash from the Community Chest and up to \$5,500 of in-kind to the following major events:
 - Narrogin Rev Heads;
 - Narrogin Spring Festival;
 - Narrogin Agricultural Society; and
 - Dryandra Art, Food & Wine Trail committee,

without a need to submit a written application and that this be noted within the policy for future reference. These recipients are to be advised that they cannot apply for additional Community Chest funding.

CARRIED 6/0

8.03pm– Cr Schutz returned to Chambers.

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

8.04 — The Presiding Person declared the meeting closed.