



Town of Narrogin

MINUTES ORDINARY COUNCIL MEETING

13 OCTOBER 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 27 October 2015

Signed: [Signature] Date 27/10/15
(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

13 OCTOBER 2015

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

7.33PM – The Presiding Member 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 (from 7.33 to 8.18 pm)
Cr J McKenzie
Cr M Kain
Cr D Russell
Cr P Schutz

Staff

Mr A Cook – Chief Executive Officer
Mr B Robinson – Director Technical and Environmental Services
Ms T Nicholls – Acting Executive Assistant

Visitors

Ms Deb Owen-Hughes – ARtS Narrogin / DCVC
Ms Susan Guy – Town of Narrogin
Mr P & M Hetherington
Mr Niel Mitchell – Town of Narrogin
Mr Murray Fisher - Councillor

Absent

Cr C Ward – Approved Leave
Mr C Bastow – Director Corporate and Community Services – Annual Leave

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

10.2.124 – Mayor Ballard – Financial Interest
10.1.125 – Cr Bartron – Financial Interest
10.1.136 – Cr Shutz – Noted Interest
10.2.135 – All Staff other than the CEO – Potential Financial Interest

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 1015.152 OFFICERS RECOMMENDATION
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Moved: Cr Shutz

Seconded: Cr Paternoster

That Council:

Accept the minutes of the Ordinary Council Meeting held on 22 September 2015 and be confirmed as an accurate record of proceedings.

CARRIED 7/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Mayor Ballard advised the Cr Bartron will be attending part of the meeting only as he is on call and as such is in his work uniform.

The Mayor accepted late agenda item 10.2.136 and advised of closed agenda item 10.2.135.

The Mayor also advised that Mr Murray Fisher has been asked to join the meeting at the Council table as he is a Councillor elect.

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

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10.1 DEVELOPMENT AND TECHNICAL SERVICES

10.1.122 VARIOUS MATTERS – NARROGIN AIRPORT COMMITTEE

File Reference:	Project File 7000
Disclosure of Interest:	Nil
Applicant:	Not Applicable
Previous Item Nos:	Item 10.1.798 – 25 June 2015 (Airport Masterplan)
Date:	2 October 2015
Author:	Brian Robinson, Director Technical & Environmental Services

Attachments

- Copy of Airport Committee Agenda and Minutes from meeting held on 15 September 2015.

Summary

Council is requested to consider three recommendations passed by the Narrogin Airport Committee on the 15th of September 2015 in respect of:

- a) Navigational Aids;
- b) Expansion of the current lease area for the Narrogin Gliding Club;
- c) A new patient Transfer Facility.

Background

The Narrogin Airport is located approximately 10km west of the Narrogin town site within the Shire of Narrogin. The facility is jointly owned by the Town and Shire of Narrogin under freehold title.

At its meeting held on the 25th of June 2013, Council resolved to endorse a new Airport Master Plan prepared by Forte Airport Management. Amongst other things, the Master Plan contained recommendations relating to:-

- Future Navigational Aids; and
- Future Development of the site, including 8.1ha of additional land purchased from the adjacent landowner to the west.

At its meeting held on the 15th of September 2015, the Narrogin Airport Committee was requested to consider three (3) matters relating to the future development of the airport, which are summarised as follows:

- a) Engagement of a consultant to prepare a report on the costs and statutory requirements relating to the installation of a Navigational Aid in the form of a Global Navigation Satellite System;
- b) Extension of the Gliding Club lease area to facilitate the installation of additional hangers; and
- c) The establishment of a new Patient Transfer facility.

Council is now requested to consider the recommendations of the Airport Committee in respect of these matters. A copy of the Airport Committee Minutes is shown attached.

Comment

To assist Council in determining its position on the three matters, the following comments are offered:

Navigational Aids

Dr Peter Maguire, Chair of the Medical Advisory Committee at the Narrogin Regional Hospital has brought to the attention of the Shire of Narrogin, difficulties the Royal Flying Doctors Service (RFDS) is having in respect of landing at the Narrogin Airfield.

Statistics obtained from the RFDS identify that numerous patient transfer flights have been deferred or cancelled due to difficulties in landing. Whilst the installation of a navigational aid will not guarantee that aircraft can land in fog or low cloud, an aid would give pilots more information on whether to land.

A copy of the statistics obtained from the RFDS is included in the attached Airport Committee Minutes.

In order to assess the potential for installation of a Global Navigation Satellite System, an approach was made to Aerodrome Management Services (AMS) seeking a quote for the preparation of a detailed assessment report identifying the costs and statutory requirements for installation and ongoing management of such a system. AMS is a WALGA Preferred Supplier.

The Airport Committee has resolved to recommend that AMS be appointed to prepare the assessment report at a total cost of \$5,216.

Provided that both the Shire and Town can identify appropriate funds within their respective adopted budgets, it is recommended that the Town support completion of this report. Further details regarding the funding are provided in the Financial Implication section of this agenda item.

Gliding Club Lease Area

The Narrogin Gliding Club was well established prior to the Airport being acquired by the Narrogin Shire and Town of Narrogin in 1983.

In 1998 a formal lease was entered into for that area occupied by the Gliding Club. Today this area contains the Club Facilities, a series of hangers for storage of gliders and a caravan park. The 21 year lease is due to expire on the 30th of September 2019.

The Gliding Club has approached the Shire of Narrogin seeking approval to the installation of two additional hangers. Plans submitted in support of the request detailed that it was proposed to install the two new hangers in between the two rows of existing hangers.

Through subsequent discussions with the club, it was identified that it was the clubs preference to locate the new hangers to the west of the existing infrastructure, utilising portion of the newly acquired airport expansion area.

In order to accommodate the proposed hangers to the west of the existing infrastructure, it is now proposed to expand the current lease area by 30m. In response, the Airport Advisory Committee has resolved to recommend the following:

The Shire and Town of Narrogin approve the extension of the area leased by the Narrogin Gliding Club, with the addition of 30m to the western boundary of the current leased area. Further, approval to the use of the additional land for development of infrastructure is granted for the remaining term of the current lease.

The proposal to extend the Gliding Club lease area is consistent with the adopted Airport Management Plan. It is therefore recommended that the Town support the Airport Committees recommendation and increase the current lease area by 30m.

It is however recommended that prior to approving the development of additional infrastructure the Gliding Club be required to submit an overall plan for development of the additional land. It is also recommended that the Club be advised that Building Licenses must be obtained prior to the construction of any new buildings on the site.

Patient Transfer Facility

The final matter considered by the Airport Committee at its meeting on the 15th of September was a request from the Narrogin St John Ambulance Sub Centre, seeking support for the construction of a new RFDS Patient Transfer Facility at the Airport.

The current Patient Transfer Facility consists of a relatively small addition to the Narrogin Flying Club headquarters. As reflected in the Committee a significant number of issues with this facility have been highlighted in relation to the size of the facility, lack of facilities and ability to provide an appropriate level of patient care.

The Sub Centre is now proposing a two bay shed with drive through capability, improved access, parking, lighting and provision of a climate controlled waiting room. As detailed in the Airport Committee minutes, there is potential for this facility to be located in the newly acquired airport expansion area and as a regional facility there may be opportunities for external funding.

The Airport Committee resolved to recommend that:

The Shire and Town of Narrogin offer in principal support for the development of a new Patient Transfer Facility at the Narrogin Airport and agree to investigate funding opportunities in partnership with the St John Ambulance, Narrogin Sub Centre.

The Patient Transfer facility at the Narrogin Airport is an important facility for the care of patients requiring transportation by the RFDS. Given the issues with the current facility, it is recommended that the Town support the committee recommendation.

Consultation

- Narrogin Airport Advisory Committee;
- Town of Narrogin CEO – Aaron Cook; and
- Shire of Narrogin CEO – Geoff McKeown

Statutory Environment

Section 3.58 of the Local Government Act 1995 – Disposing of Property and Regulation 30 of the Local Government (Functions and General) Regulations 1996.

Section 6.8 of the Local Government Act 1995 – Expenditure from Municipal Fund not included in annual budget. Absolute Majority required.

Policy Implications

Nil

Financial Implications

The Town of Narrogin adopted 2015/16 annual budgets have identified funds for the completion of the proposed report on possible installation of additional navigational aids at the Narrogin Airport. Given the importance of this matter, it is recommended that the Town identify its portion of the required funding (\$2,600) as part of the budget review process.

In the interim, the Shire CEO – Geoff McKeown has advised that the Shire is able to meet this cost within their adopted budget. The Town would then repay the Shire once the suitable funds have been identified.

Strategic Implications

As detailed in the background section of this report, Council previously endorsed an Airport Master Plan to guide the future development and use of the Narrogin Airport. The installation of Navigational Aids, expansion of the Gliding Club lease area and development of a new Patient Transfer facility are all consistent with the recommendations of the Master Plan.

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 1015.153 OFFICER'S RECOMMENDATION

Moved: Cr McKenzie

Seconded: Cr Paternoster

That Council:

1. Receive and note the Minutes from the Narrogin Airport Committee meeting held on 15 September 2015.
2. Advise the Shire of Narrogin that it supports the Airport Committee recommendation to appoint Aerodrome Management Services to prepare a report on the costs and statutory

requirements for to be registered or certified by the Civil Aviation Safety Authority and to install and maintain a Global Navigation Satellite System at a cost of \$5,216 (including GST). As per section 6.8 of the Local government Act 1995 authorise the out of budget expenditure of \$2,608 (inc GST) being the Towns 50% share of the expense.

3. Approve the extension of the area currently leased by the Narrogin Gliding Club with the addition of 30m under the current lease subject to:-
 - a. The Narrogin Gliding Club submitting an overall development plan for the additional land prior to the development of additional infrastructure; and
 - b. The Narrogin Gliding Club being advised that the required Building License must be obtained prior to the construction of the additional proposed hangers.
4. Offer 'in-principal' support for the development of a new Patient Transfer Facility at the Narrogin airport and investigate opportunities for funding, in consultation with the Shire of Narrogin and St John Ambulance, Narrogin Sub Centre.

CARRIED 7/0
Absolute Majority

Shire of Narrogin and Town of Narrogin Airport Committee Meeting



NOTICE AND AGENDA

Meeting to be held 15th September 2015

Dear Councillors,

Notice is hereby given that a Meeting of the Narrogin Airport Committee is to be held in the Council Chamber at the Town of Narrogin, 89 Earl Street, Narrogin on Tuesday, 15th September, 2015; commencing at 4.00 p.m.

Geoff McKeown
Chief Executive Officer
Shire of Narrogin

AGENDA

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE GRANTED

3. PUBLIC QUESTION TIME

Response to previous public questions taken on notice, general enquiries or disputes.

4. CONFIRMATION OF MINUTES

Minutes of the previous meeting of the Narrogin Airport Committee meeting held on the 18th May 2015.

5. ANNOUNCEMENTS BY THE PRESIDING MEMBER OR COUNCILLORS

6. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

7. REPORTS OF OFFICERS

8. MATTERS WHICH REQUIRE DECISIONS

- 8.1 Navigational Aids
- 8.2 Extension of Glider Club Leased Area
- 8.3 Patient Transfer Facility

9. NOTICE OF MOTION

10. NEW BUSINESS OF AN URGENT NATURE

11. DECLARATION OF CLOSURE

8.1 NAVIGATIONAL AIDS

Author

Geoff McKeown – Chief Executive Officer

Disclosure of Interest

Nil

Background

Dr Peter Maguire, Chair, Medical Advisory Committee at the Narrogin Regional Hospital wrote to the Shire of Narrogin raising the issue of the Royal Flying Doctor Service (RFDS) having difficulty landing at the Narrogin Airport during periods of fog and low cloud. The Medical Advisory Committee is concerned that if the RFDS is unable to land, a seriously ill patient will be at significant risk. It asks that the Shire of Narrogin investigate the licensing of the airport and installation of navigational aids

Comment

This matter was discussed at the last Airport Committee Meeting on the 18th May 2015 and the following resolution was passed:

“The Shire and Town of Narrogin are requested to approve the inviting of expressions of interest from suitably qualified airport consultants to prepare a report on the costs and statutory requirements for the Narrogin Airport to be registered or certified by the Civil Aviation Safety Authority and to install and maintain a Global Navigation Satellite System.”

In response to that decision an approach was made to Aerodrome Management Services (AMS) seeking a quote to investigate the following matters:

1. The costs and statutory requirements for the Narrogin Airport to be registered or certified by the Civil Aviation Safety Authority;
2. The potential costs of upgrading the airport infrastructure to meet the initial registration or certification;
3. The costs and statutory requirements to install and maintain a Global Navigation Satellite System; and
4. Any other matters relevant to this process.

AMS responded with a proposal and quote. AMS will provide the following information:

1. Initial regulatory requirements for registration or certification of the airport such as the application process and documentation;
2. Ongoing regulatory requirements for the airport such as inspections and staff training;
3. A gap analysis of the physical characteristics of the airport versus the requirements of CASA’s Manual of Standards Part 139 (MOS139) for the nominated aircraft size and the use of an RNAV-GNSS approach;
4. Basic plans showing the extent of work required, including clear areas around the airport, both at ground level and airspace;
5. Process and likely timeframe of RNAV-GNSS design;
6. RNAV-GNSS maintenance and ongoing costs;
7. Full costing of all the requirements identified in the previous points.

In its proposal AMS indicates that it is a member of the WALGA Preferred Supplier Panel and can offer discounted rates to the Shire. Its quote follows:

Item	Hours	Hourly Rate	Total Cost
Site Visit by Engineer	8	\$245	\$1,960
Travel from Perth (km)	400	\$0.50	\$200
Drafting	8	\$190	\$1,520
Reporting and Costing	4	\$245	\$980
Total ex GST			\$4,660
GST 10%			\$466
TOTAL COST			\$5,216

It has been stated that installation of a navigational aid will not guarantee an aircraft can land in periods of fog or low cloud, but it does give the pilot more information to make the decision whether to land or not. The Mayor has obtained some statistics from the RFDS on the number of patients transported from Narrogin and the deferred and cancelled flights.

2012/13	199
Deferred due WX:	5
Cancelled due WX:	3
2013/14	254
Deferred due WX:	18
Cancelled due WX:	4
2014/15	282
Deferred due WX:	11
Cancelled due WX:	3

STATUTORY ENVIRONMENT:	Nil
POLICY IMPLICATIONS:	Nil
FINANCIAL IMPLICATIONS:	The Shire and Town will need to confirm available funding from 2015/16 Budgets
STRATEGIC IMPLICATIONS:	Nil

Recommendation

The Shire and Town of Narrogin approve the engagement of Aerodrome Management Services to prepare a report on the costs and statutory requirements for the Narrogin Airport to be registered or certified by the Civil Aviation Safety Authority and to install and maintain a Global Navigation Satellite System.

VOTING REQUIREMENTS: Simple Majority

8.2 EXTENSION OF GLIDING CLUB LEASED AREA

Author

Geoff McKeown – Chief Executive Officer

Disclosure of Interest

Nil

Background

At the last meeting of the Airport Committee consideration was given to a request from the Narrogin Gliding Club seeking approval to construct additional glider hangars on land that it currently leases from the Shire and Town of Narrogin.

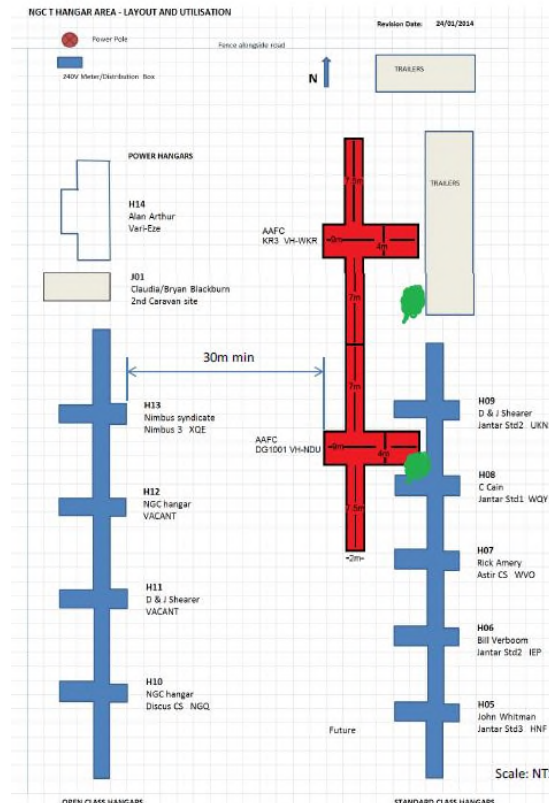
Following discussion with the Club it became evident that the preferred location for the hangars was to the west of the existing infrastructure and outside the current area leased to the Club.

Comment

At the last Airport Committee the following resolution was passed:

“The Shire and Town of Narrogin are requested to approve the application by the Narrogin Gliding Club to construct two new glider hangars on the site currently leased by the Club, subject to it obtaining a Building Permit prior to works commencing and the location of the hangars being outside the required distance from the runway centreline.”

The layout plan included with the application is copied below, showing the proposed location of the hangars in red.



As mentioned, discussion was held with the Club regarding the best location for the new hangars. The Club proposed to build between existing hangars but this was with the expectation that land was not available outside of its current leased area. The Shire and Town have since purchased land to the west of the Club.

The plan below identifies the boundary of the current lease and what could be a 30m extension to accommodate the new hangars.

The existing lease with the Club commenced on the 1st October 1998 and will conclude on the 30th September 2019. The Councils may wish to grant an extension to the leased area for the balance of the lease term on the understanding that a new lease is likely to be negotiated prior to the cessation of the current lease. It is also likely that further negotiation will be held with the Club over future access to more land for expansion of its infrastructure.

The process around the leasing of land by a local government is contained in s3.58 of the *Local Government Act 1995* and Regulation 30 of the *Local Government (Functions and General) Regulations 1996*. The legislation does permit the disposition of property via a lease to a sporting or recreational organisation without having to follow the auction, tender or private treaty arrangement contained in the *Local Government Act 1995*.



STATUTORY ENVIRONMENT:

s3.58 Local Government Act and Regulation 30(2)(a)(ii) Local Government (Functions and General) Regulations

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Nil

Recommendation

The Shire and Town of Narrogin approve the extension of the area leased by the Narrogin Gliding Club with the addition of 30m to the western boundary of the current leased area. Further, approval to use the additional land for development of infrastructure is granted for the remaining term of the current lease with the Club.

VOTING REQUIREMENTS: Simple Majority

8.3 PATIENT TRANSFER FACILITY

Author

Geoff McKeown – Chief Executive Officer

Disclosure of Interest

Nil

Background

The St John Ambulance, Narrogin Sub Centre has written to the Shire of Narrogin requesting support for the construction of a new RFDS Patient Transfer Facility at the Narrogin Airport.

Comment

The current Patient Transfer Facility consists of a single bay brick addition to the Narrogin Flying Club Headquarters. The Narrogin Sub Centre advises that the number of patients being transferred to Perth via the RFDS is increasing, particularly with the growth in activity at the Narrogin Hospital and it taking more patients from outlying communities.

It has listed a number of issues with the current facility, including:

- *The shed is small and a very tight fit for the current ambulance type.*
- *There is room for only one ambulance at a time to transfer patients. There have been numerous occasions with multiple patients where the ambulances are “ramped”.*
- *The shed has a one way single vehicle access, ambulances have to be reversed in.*
- *Internal lighting is insufficient for best practice when treating patients, RFDS doctors have in the past resorted to using torches for some medical procedures.*
- *The main entrance is open to the weather, there is no climate controlled area for patient comfort.*
- *The rear roller door through which the patient is stretchered to the aircraft is too low. Stretchers equipped with IV poles will not fit and require dismantling when using the rear door.*
- *Patient privacy has been compromised when members of the public have entered the shed via the open doorway,*
- *The area surrounding the facility is becoming cramped, moving ambulances are in very close proximity to hangared aircraft.*
- *The area is also designated as a refilling point for water bombers, during a large fire incident there will be aircraft congestion issues if a RFDS transfer is required.*
- *There is no specific waiting area for aircrew. Facilities are borrowed from the Aero Club. Some patient transfers require a long period of time to complete, eg neo natal patients. The air crew are sometimes required to wait for several hours and access has to be arranged for them to rest in some comfort.*

The Narrogin Sub Centre believes that patient numbers are likely to increase and a new purpose built facility is warranted. It would alleviate the issues with the current facility and provide a better level of patient care and a more comfortable environment for aircraft crew.

It proposes a two bay shed with drive through capability. Attached to the transfer area would be a climate controlled waiting room. Parking and lighting should also be considered as part of the project.

If this project has support it could be constructed on the newly acquired land and be the centrepiece of the development.

As it will be a regional facility there may be opportunities for external funding.

STATUTORY ENVIRONMENT:	Nil
POLICY IMPLICATIONS:	Nil
FINANCIAL IMPLICATIONS:	Funding sources to be explored.
STRATEGIC IMPLICATIONS:	Nil

Recommendation

The Shire and Town of Narrogin offer in-principle support for the development of a new Patient Transfer Facility at the Narrogin Airport and agree to investigate funding opportunities in partnership with the St John Ambulance, Narrogin Sub Centre.

VOTING REQUIREMENTS: Simple Majority

MINUTES OF THE NARROGIN AIRPORT COMMITTEE MEETING
HELD AT THE TOWN OF NARROGIN COUNCIL CHAMBER
ON TUESDAY 15th SEPTEMBER 2015; COMMENCING AT 4.15 PM

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member, Mayor Ballard welcomed members to the meeting.

2. ATTENDANCE APOLOGIES AND LEAVE OF ABSENCE GRANTED

Mayor Leigh Ballard (Presiding Member), Cr Arthur Paternoster, Brian Robinson – Town of Narrogin, Cr Barry Hardie, Cr Keiran Quartermaine and Geoff McKeown - Shire of Narrogin.

Apologies were received from Cr Colin Ward and Aaron Cook - Town of Narrogin and Cr Richard Chadwick – Shire of Narrogin.

3. PUBLIC QUESTION TIME

Nil

4. CONFIRMATION OF MINUTES

Moved Cr Quartermaine

Seconded Cr Hardie

The minutes of the previous meeting of the Narrogin Airport Committee, held on the 18th May 2015, be received as a true and correct record.

CARRIED 4/0

5. ANNOUNCEMENTS BY PRESIDING MEMBER OR COUNCILLORS

Nil

6. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

7. REPORTS OF OFFCERS

Nil

8. MATTERS WHICH REQUIRE DECISION

8.1 NAVIGATIONAL AIDS

Moved Cr Quartermaine

Seconded Cr Hardie

The Shire and Town of Narrogin approve the engagement of Aerodrome Management Services to prepare a report on the costs and statutory requirements for the Narrogin Airport to be registered or certified by the Civil Aviation Safety Authority and to install and maintain a Global Navigation Satellite System.

CARRIED 4/0

8.2 EXTENSION OF GLIDING CLUB LEASED AREA

Moved Cr Hardie

Seconded Cr Quartermaine

The Shire and Town of Narrogin approve the extension of the area leased by the Narrogin Gliding Club with the addition of 30m to the western boundary of the current leased area. Further, approval to use the additional land for development of infrastructure is granted for the remaining term of the current lease with the Club.

CARRIED 4/0

Mayor Ballard advised that he will be declaring an interest in the following matter when it comes before the Town Council for consideration. The nature of the interest will be financial as the Narrogin Sub Centre has approached him for pricing on the shed structure.

8.3 PATIENT TRANSFER FACILITY

Moved Cr Paternoster

Seconded Cr Quartermaine

The Shire and Town of Narrogin offer in-principle support for the development of a new Patient Transfer Facility and the Narrogin Airport and agree to investigate funding opportunities in partnership with the St John Ambulance, Narrogin Sub Centre.

CARRIED 4/0

THERE BEING NO FURTHER BUSINESS, THE PRESIDING MEMBER THANKED MEMBERS FOR THEIR ATTENDANCE AND CLOSED THE MEETING AT 4.56PM

10.1.123 PROPOSED CARPORT – NO 75 (LOT 100) NARRAKINE ROAD, NARROGIN

File Reference: IPA156361, A278000 & DA9/15-16
Disclosure of Interest: Nil
Applicant: PG Hetherington
Previous Item Nos: Nil
Date: 30 September 2015
Author: Brian Robinson, Director Technical & Environmental Services

Attachments

- Copy of plans submitted in support of application for planning consent.

Summary

The Town is in receipt of an application for planning consent relating to the construction of a carport between the home and an existing shed on the subject land. Council is requested to determine the application as the carport (if approved) will result in the total area of outbuildings exceeding the total area which may be considered under delegated authority.

Background

The subject land is a single residential property located on the eastern side of Narrakine Road, being the second property south of Dellar Street.

With an area of 1,644m², the property is currently developed with a single dwelling and a substantial outbuilding (135m² in area). The existing shed being 9m deep and 15m wide is located at the rear of the property in the south eastern corner of the site.

Approval is now being sought for a 7.5m wide and 8.6m deep (64.5m²) carport extension to the north western corner of the shed. Plans submitted in support of the application detail that the shed extension will be setback approximately 9m from the southern side boundary, immediately behind the existing home in an area currently used as a driveway between the home's garage (under main roof) and the rear shed.

If approved, the total area of outbuildings located on the property will be 199.5m², equating to 12.14% of the property.

Comment

Clause 3.4.9 of Town Planning Scheme No 2 stipulates that Council's prior planning consent will be granted for non-masonry outbuildings where the total outbuilding area does not exceed 75m² or a 3m wall height.

In accordance with clause 3.4.9(vii), any development application that does not comply with the above shall be referred to Council for consideration.

Council previously adopted Development Control Policy No D7 to guide the establishment of outbuildings that exceed the maximum specifications set out by the Scheme. As detailed in this policy, applications for outbuildings totalling not more than 10% of the site may be

assessed and approved under delegated authority. All applications not complying with the policy may only be determined by Council.

In accordance with Part 6.2 of Town Planning Scheme No 2, Council may relax a standard or requirement of the scheme provided that it is satisfied that the variation will not detrimentally impact on the amenity of the property, adjacent land or area in general.

Consultation

- Chief Executive Officer – Aaron Cook

Statutory Environment

The need to obtain planning consent from the Town of Narrogin prior to the commencement of development is prescribed by Part 6.1 of Town Planning Scheme No 2. In this case Council's prior approval is required as the proposed development is not consistent with the requirements of clause 3.4.9 in respect of the maximum area of outbuildings that may be permitted.

As outlined in the background section of this report, Council may (by absolute majority) relax a requirement prescribed by the Scheme provided that it is satisfied that:

- a) Approval to the development would be consistent with the orderly and proper planning of the area;
- b) The resultant development will not detrimentally impact on the amenity of the area or adversely impact on the inhabitants of the locality or the area's future development;
- c) The spirit and purpose of the requirements will not be unreasonably be departed from.

It is the author's opinion that the maximum sizes for outbuildings were included in Town Planning Scheme No 2 to ensure that outbuildings established within residential zones were consistent with the residential amenity (ie avoid Industrial style development) and that their use did not detrimentally impact on the amenity of adjacent land.

Given the large size of the property and the location of the proposed carport, the development as proposed will not detrimentally impact on the visual amenity of the subject land or adjacent properties. It is therefore recommended that approval be conditionally granted.

It is also recommended that the landowners be advised that the Town of Narrogin is unlikely to support any further outbuildings on the land.

Policy Implications

In accordance with Development Policy No 7, the CEO has delegated authority to approve outbuildings resulting occupying not more than 10% of the site. Given that the proposed carport will result in some 12% of the land being occupied by outbuildings, the application may only be approved by resolution of Council by absolute majority.

Financial Implications

The required application fee has been paid in accordance with the Town of Narrogin's Schedule of Fees and Charges adopted as part of the 2015/16 budget.

Strategic Implications

Nil

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 1015.154 OFFICER'S RECOMMENDATION

Moved: Cr McKenzie

Seconded: Cr Kain

That Council:

Grant planning consent to the proposed outbuilding extension on No 75 (Lot 100) Narrakine 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 All 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:

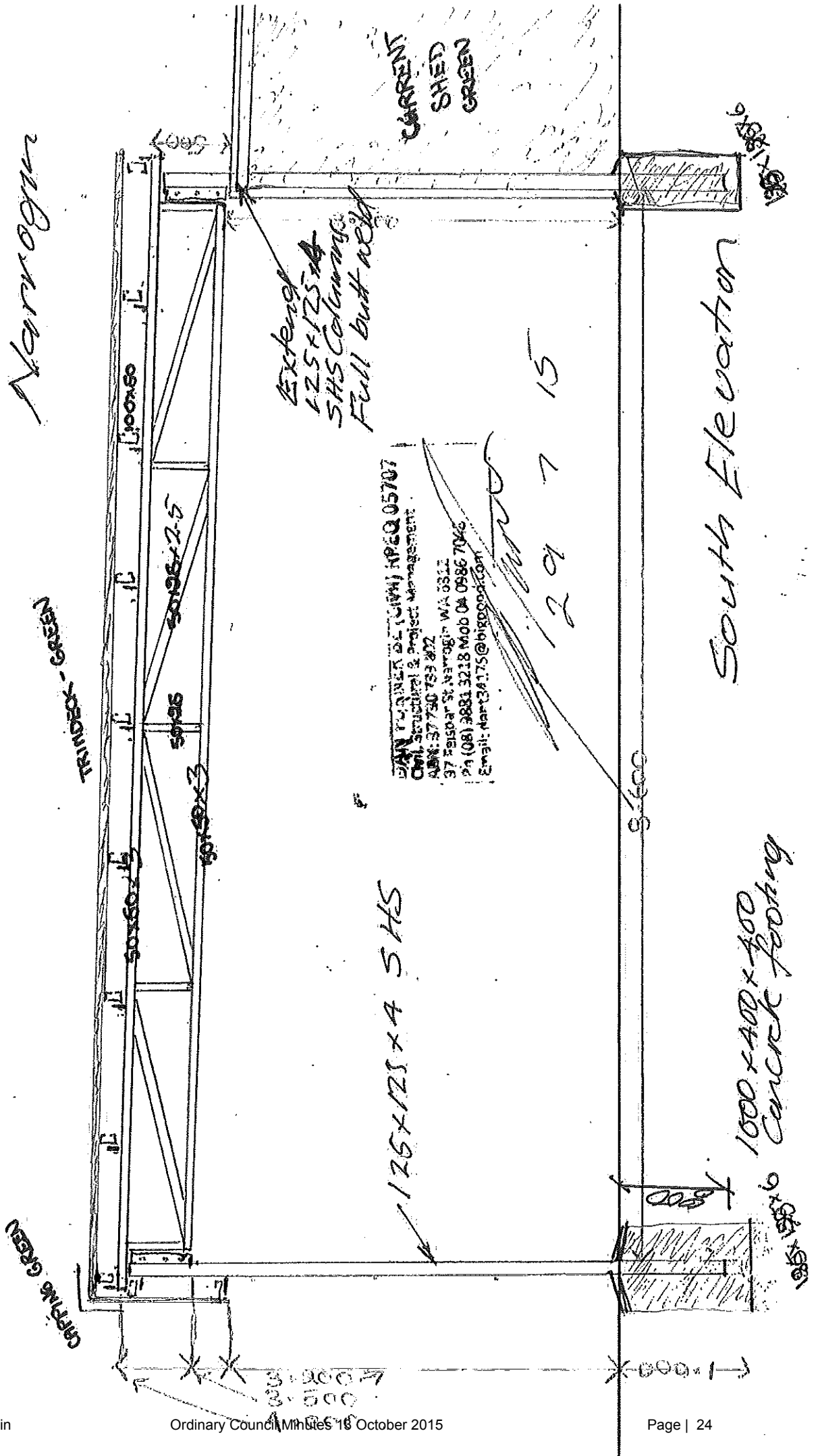
- 1 Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
- 2 The applicant is encouraged to consider connecting the roof of the proposed outbuilding to an appropriate size rainwater storage tank to limit the impact of stormwater.
- 3 The landowners are advised that given the existing area of outbuildings located on the property (including the carport subject of this approval), it is highly unlikely that the Town of Narrogin will be prepared to support any additional outbuildings being established within the property.

**CARRIED 7/0
Absolute Majority**

SIDE VIEW

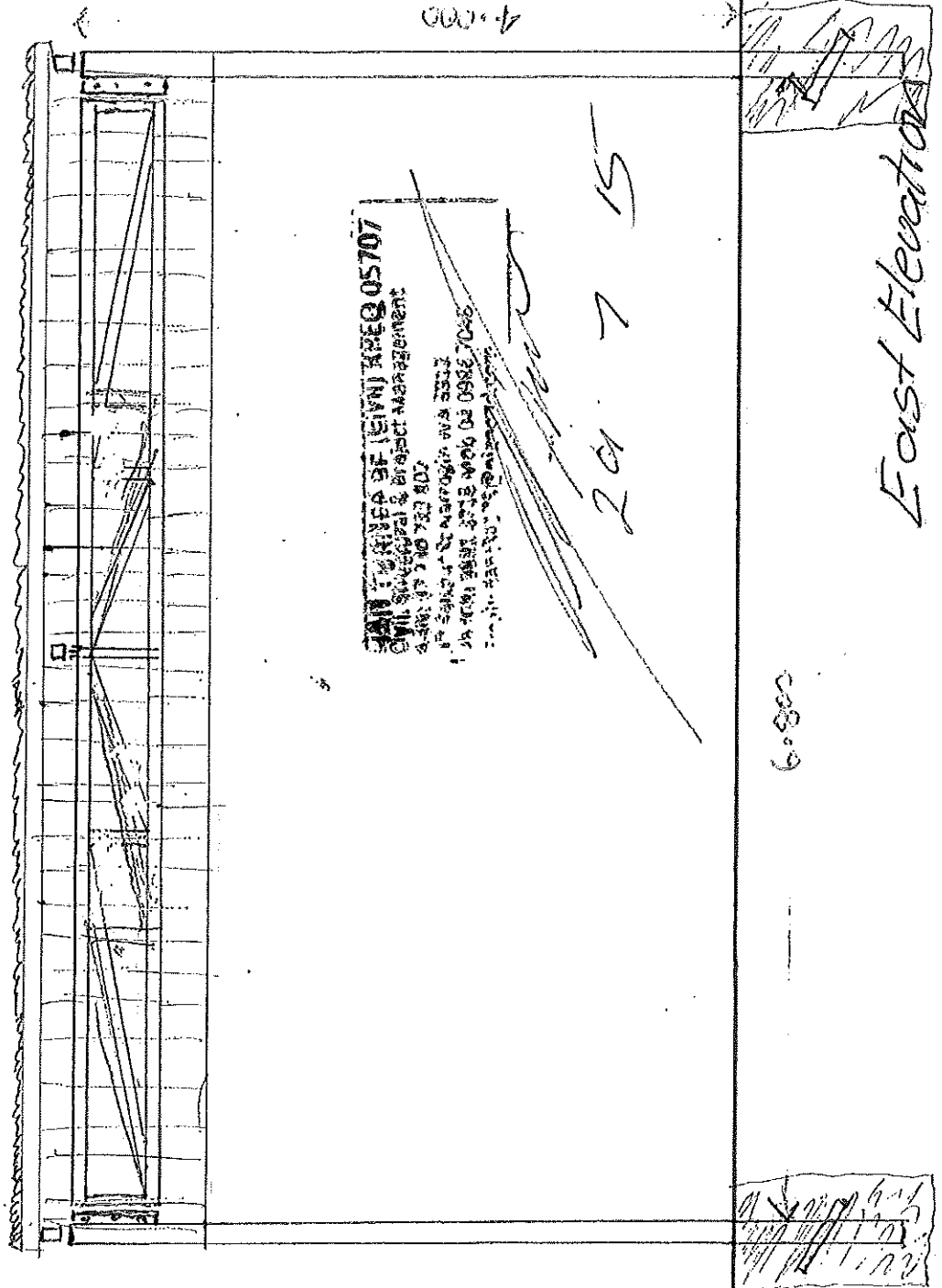
SCALE 1 METRE

Carport for
P4M Hetherington
75 Narrogin Rd
Narrogin



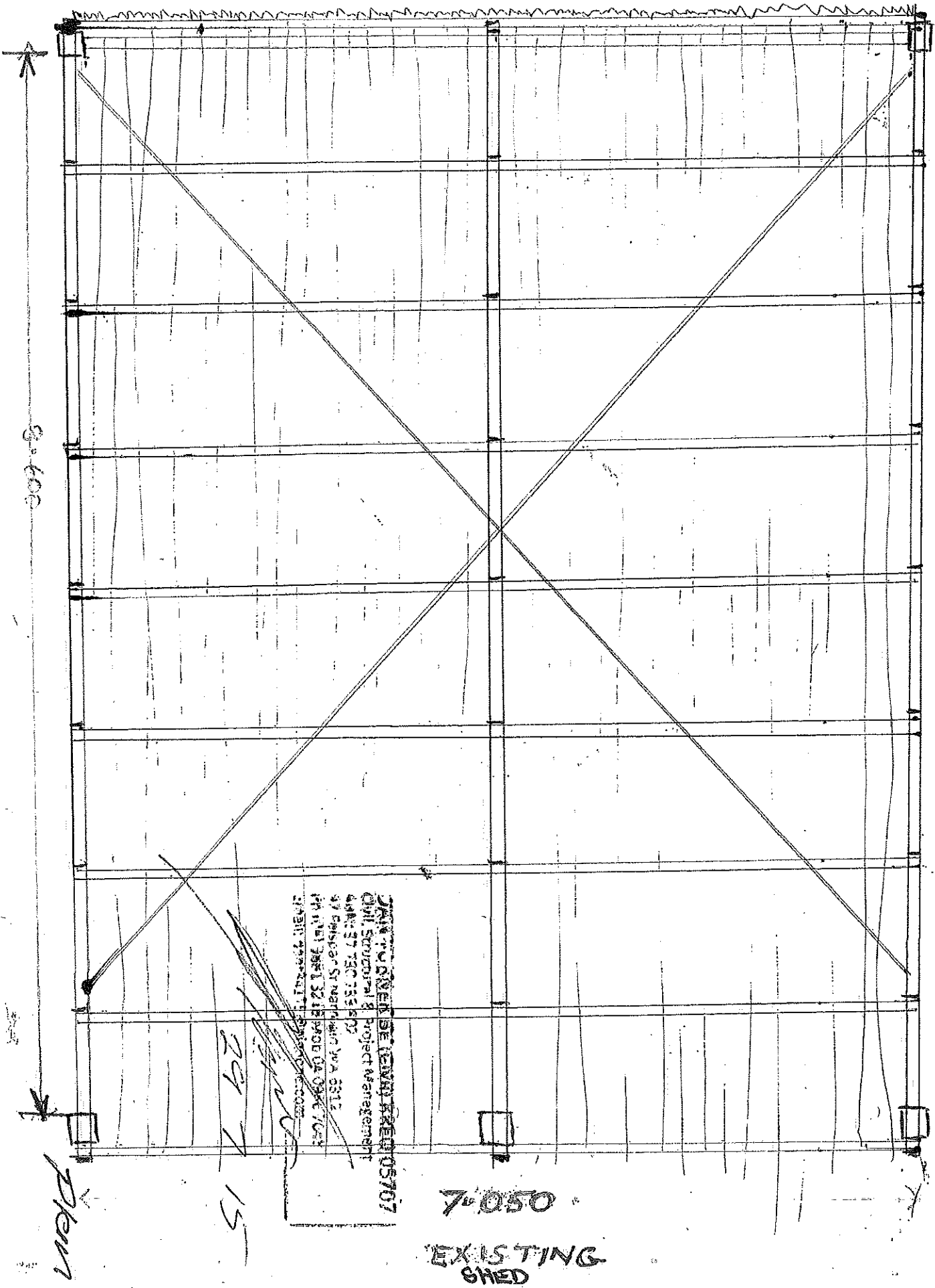
Carport for
P & M. Hetherington
75 Narrogin Rd
Narrogin

FRONT VIEW
FROM ROAD



TOP VIEW

ROAD





NARRAGIN RD

NARRAGIN TOWN RD

75

Shed
ext

DAVID JONES BE (CIVIL) RPEQ 05707
Civil, Structural & Project Management
Ph: 37 730 733 802
7 Felspar St Narrogin WA 6312
Ph (08) 9881 3218 Mob 04 0986 7048
Email: david@bigpond.com

[Signature]
2017 15

79

4

7.44pm Mayor Ballard left chambers due to declaration of financial interest.

**10.1.124 PROPOSED INDUSTRIAL DEVELOPMENT INCLUDING
CARETAKERS ACCOMMODATION – LOT 273 LYDEKER WAY,
NARROGIN**

File Reference: IPA156307 & A33600
Disclosure of Interest: Nil
Applicant: Sime Building Construction
Previous Item Nos: Nil
Date: 9 October 2015
Author: Brian Robinson, Director Technical & Environmental Services

Attachments

- Copy of submitted application for planning consent.

Summary

Council is requested to consider granting conditional planning consent to the construction of an Industrial Storage/Workshop and Caretakers Accommodation on the subject land.

Background

The subject land is a 4,550m² parcel of land located on the southern side of Lydeker Way in the Narrogin Industrial Area. Currently the site is vacant of improvements with the exception of chain mesh boundary fencing.

The owners of the land are now seeking approval to develop the land for industrial purposes. Details submitted in support of the application outline the proposal to construct a 28m by 15m colour bond industrial shed consisting of:

- A 20m by 15m industrial workshop/store;
- An office and small storeroom; and
- Caretaker's accommodation in the forms of a two bedroom, one bathroom self-contained unit located at the rear under the main roof.

A copy of the submitted application for planning consent, including the submitted plans, is shown attached.

Comment

The provisions of Town Planning Scheme No 2 (TPS No 2) include the subject land within the General Industry Zone. As detailed in the Zoning and Development Table for the Industrial Zone, Warehouse and General Industrial Uses are Permitted Uses. The use "Caretakers Dwelling" is not a listed use within the General Industry Zone.

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

Proposed Land Use

In accordance with the provisions of TPS No 2, a Caretakers Dwelling is defined as "a building used as a dwelling by a person having the care of the building, plant equipment

or grounds associated with an industry, business, office or recreation area carried or existing on the same site.”

A Caretaker’s Dwelling is listed as an “IP” use within the Light Industry Zone. That is a use which is permitted, provided that it is incidental to the predominant use. Despite the definition of a Caretakers Dwelling referring to various associated uses, the use is not listed as being permitted in any other zone.

In accordance with clause 2.2.3 of the Scheme, “*Where in the Development Table a particular use is mentioned it is deemed to be excluded from any other use class by which its more general terms would otherwise include the particular use*”. Given that Caretakers Accommodation is listed in the Light Industry Zone, but not the General Industry Zone, the application may only be approved through a relaxation of the scheme requirements.

Setbacks

Development is to be setback a minimum of 11m from the front, 10m from the rear and 5m from one side.

The submitted application complies with these requirements.

Landscaping

As identified in the zoning and development table, a minimum of 20% of the site is normally required. Where a proposed development utilises less than 50% of the allowable plot ratio (50%) the Council may reduce the landscaping requirement, provided that the additional landscaping is required proportionate with subsequent development.

Plans submitted with the application indicate that a 5m wide strip of landscaping is proposed along the front boundary of the property. Inspection of the Industrial Area indicates that this exceeds the landscaping area currently provided on the majority of other properties in the area.

Should Council wish to approve the current application, it is recommended that appropriate conditions be imposed in respect of establishment of the landscaping area, including a requirement for the landscaping to be reticulated.

Car parking

TPS No 2 stipulates that car parking is required to be provided at a rate of 1 bay per 100m² of gross floor area for warehouse and general industrial uses. Given the floor area of the proposed building a total of five parking bays are required.

Unless otherwise approved by Council, car parking bays and their associated accessways are required to be of paved construction.

A revised site plan submitted by the applicant has indicated that these bays will be formally constructed immediately adjacent to the property entrance.

Storage

In accordance with clause 3.2.5 of the Scheme, the use of land for open air storage is not permitted unless it is screened from public view by a fence, wall or appropriate landscaping.

Relaxation of Standards

Where an application for planning consent does not comply with a requirement or standard prescribed by the scheme, Council may approve that application in accordance with Part 6.2 of the Scheme. In accordance with clause 6.2.1 of the Scheme. Council is required to be satisfied that:

- i) the approval is consistent with order and proper planning of the area;
- ii) the non-compliance will not adversely impact on the occupiers/users of the development or the likely future development of the locality; and
- iii) the spirit and purpose of the requirements or standards will not be unreasonably departed from thereby.

A relaxation of the scheme may only be granted if passed by an absolute majority of Council.

Consultation

- Chief Executive Officer – Aaron Cook

Statutory Environment

Applications for planning consent are determined in accordance with Part VI of Town Planning Scheme No 2. As prescribed by the Scheme, in considering applications for planning consent, Council shall take into account various matters, including, but not limited to:

- a) The provisions of the Scheme;
- b) The size, shape and character of the land; and
- c) The existing and likely future character and amenity of the neighbourhood.

In the author's opinion, the development as proposed is consistent with these requirements. Conditional approval is therefore recommended.

Policy Implications

The proposed development and subsequent use are classified as permitted uses within the General Industry Zone. In accordance with Council's adopted Policy D1, applications for permitted uses may be processed under delegated authority, provided that the application complies with all scheme requirements.

In this case, approval to the proposed Caretakers Dwelling requires a relaxation of requirements prescribed by the Scheme. Approval may therefore only be granted by Council through a resolution passed by absolute majority.

Financial Implications

The required application fee has been paid in accordance with the Town of Narrogin's Schedule of Fees and Charges contained within the adopted 2015/16 annual budget.

Strategic Implications

Although the current Town Planning Scheme does not list Caretakers Accommodation as a permissible use within the General Industry Zone, draft Town Planning Scheme No 3 lists a Caretakers Dwelling as an "IP" use within the General Industry Zone. Approval to the application as proposed is therefore consistent with the future requirements and direction for the Narrogin Industrial Area.

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 1015.155 OFFICER'S RECOMMENDATION

Moved: Cr Schutz

Seconded: Cr Kain

That Council grant planning consent to the proposed construction of a warehouse/general industry development, including Caretakers Accommodation subject to compliance with the following conditions:

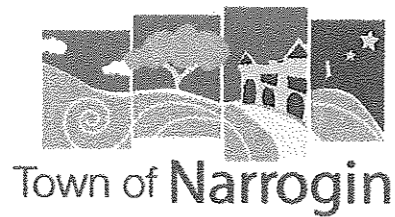
1. This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Town, is granted by it in writing.
2. The development 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. The area set aside for the parking of vehicles, together with the associated access lanes as delineated on the endorsed plan shall:
 - i. Be designed, constructed, drained and marked to the satisfaction of the Council prior to the occupation of the development hereby permitted.
 - ii. Thereafter be maintained to the satisfaction of the Council.
 - iii. Be made available for such use at all times and not used for any other purpose.
 - iv. Be properly formed to such levels that it can be used in accordance with the plan.
4. Parking areas are not to be used for general storage or any purpose other than the parking of motor vehicles.
5. Vehicle crossovers to be designed and constructed to the satisfaction and specifications of Council.
6. All stormwater and drainage run off to be contained on site or connected to a council stormwater legal point of discharge.
7. The proposed development being connected to the Water Corporations reticulated Sewer.
8. Material storage areas to be screened from public view to the satisfaction of the Town of Narrogin.
9. Submission and approval of a detailed landscaping plan. Such plans to specify details of the vegetation and the landscaping, as shown and approved, to be established within 60 days of the practicable completion of the building and from then on maintained to the specification and satisfaction of the Town of Narrogin. Such landscaping is to be fully reticulated.

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.
2. The applicant is advised that given the location of the proposed development within the Narrogin Industrial Area, some impacts on the amenity of the proposed caretaker's accommodation should be anticipated.

3. In order to minimise the potential impact of additional stormwater run-off being generated by the proposed development, the applicant is requested to consider connecting the proposed development to rainwater collection tanks.
4. The applicant is encouraged to consider utilising water from the rainwater tank(s) identified in advice note No 3 above for non-potable purposes including the flushing of toilets and garden requirements.

CARRIED 6/0
Absolute Majority



Town of Narrogin

Town of Narrogin RECEIVED	
Directed to	brian
25 AUG 2015	
Ref No.	IPA 156307
Property File	R336000
Subject File	
C-Point No.	

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

APPLICATION FOR PLANNING CONSENT

I/We Sime Building Co Pty Ltd
(Full Name of Applicant)

of PO BOX 1870, ESPERANCE WA Postcode 6450
(Address for Correspondence)

hereby apply for planning consent to:

- (1) use the land described hereunder for the purpose of
Storage and Caretakers accommodation
- (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: vacant

The approximate cost of the proposed development is: \$ 120,000

The estimated time of completion is: 30 December 2015

The approximate number of persons to be housed/ employed when the development is completed is: 1 - 3

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN (Indicate distance to nearest intersecting street)

HOUSE NO: _____ STREET: LYDEKER WAY, NARROGIN

LOT NO: 273 PLAN OR DIAG: 220227

LOCATION NO: _____

CERTIFICATE OF TITLE: VOLUME: 2220 FOLIO: 294

LOT DIMENSIONS

SITE AREA: 4,550 square metres



FRONTAGE: 70 metres

DEPTH: 65 metres

AUTHORITY

SIGNATURE OF APPLICANT:  DATE: 25-08-15

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: 25-08-15

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: _____



CARTMAN DESIGNS

SUITES 21-22 ESPERANCE BUSINESS CENTRE, 75-77 DEMPSTER STREET
PH (08) 90711265 FAX (08) 90716255
e-mail: info@cartman.net.au

CARTMAN (WA) PTY. LTD.

ACN : 117 623 739 ABN : 45 117 623 739 P.O. Box 1888

BDWA: 276



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Area :

Project : **Commercial Development**

Drawing Title : **Site Plan - Feature Survey**

Scale : **1 : 500** Sheet Size : **A3**

Drawn : **LT** Date : **4/08/2015**

Checked : **TJC / LGT**

Rev. Date : Description :

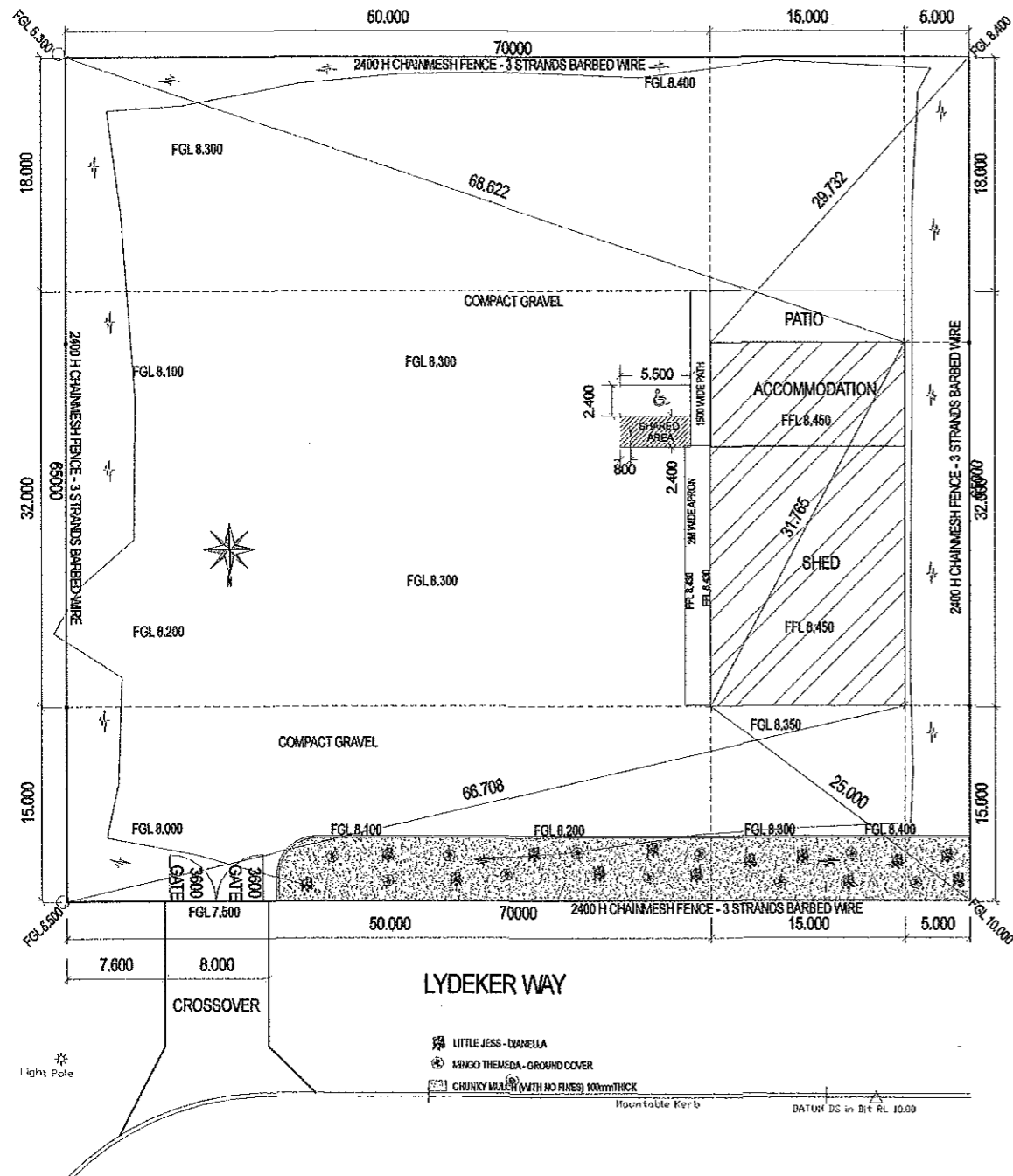
A 25/08/15 Issued for DA

Job No: **1904** Sheet: **1 of 3**

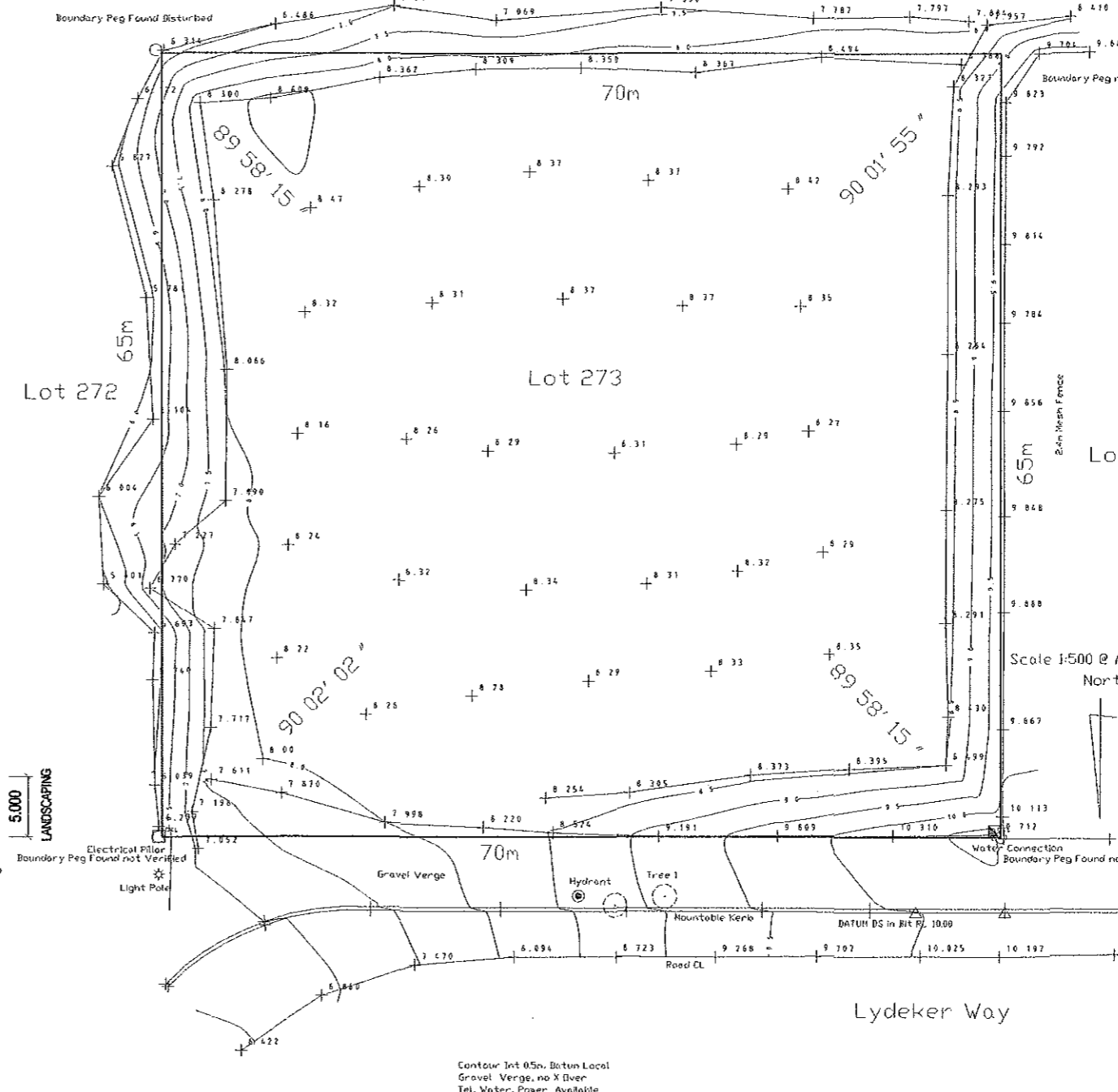
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Client : **SIME**

Address :
**LOT 273 LYDEKER STREET
NARROGIN** Page | 35

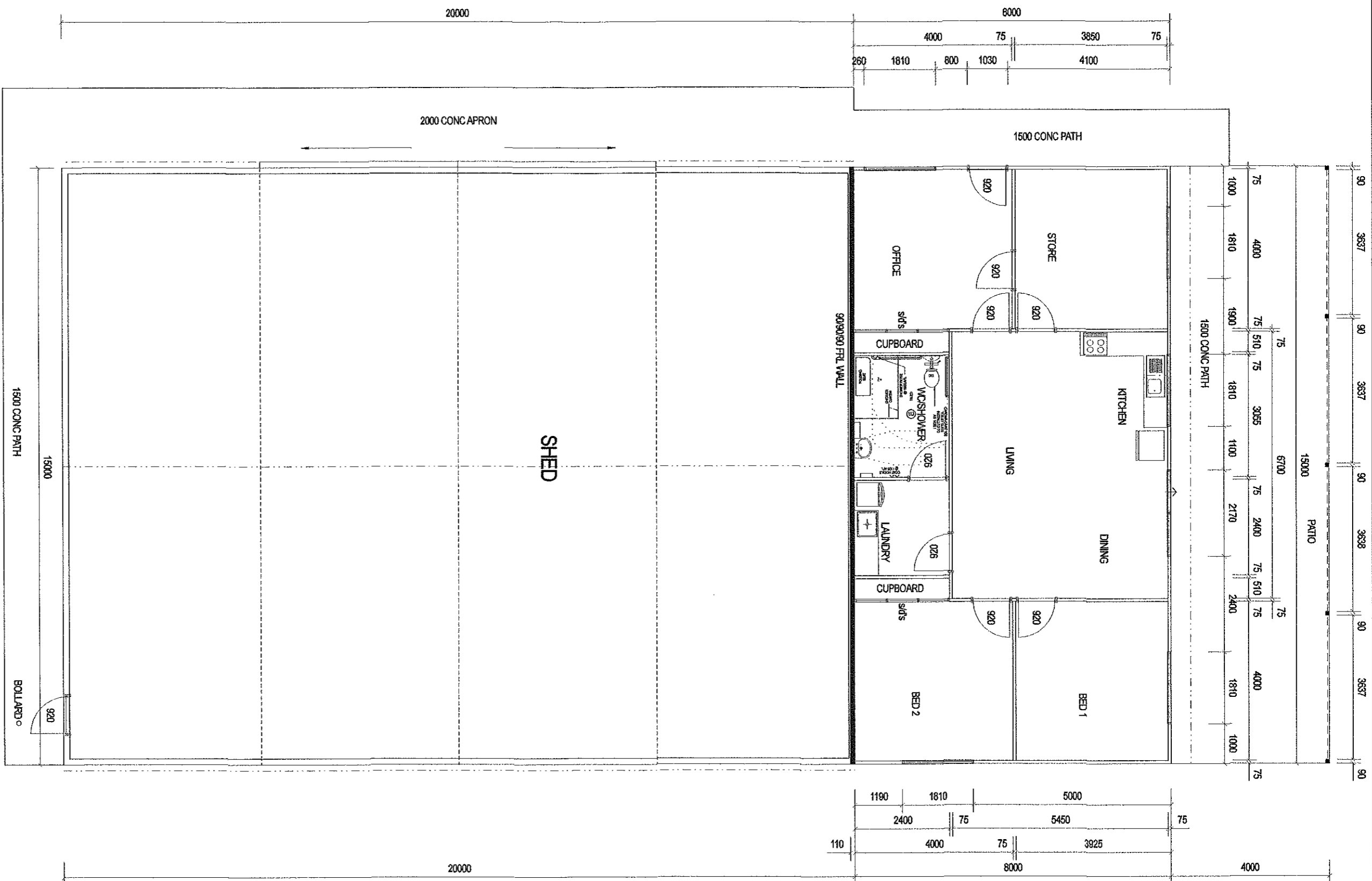


SITE PLAN 1:500



FEATURE SURVEY 1:500

PH and KE Gow (Licensed Surveyors) 98815140 20/08/15



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CARTMAN DESIGNS
 SITES 2/1-2 ESPERANCE BUSINESS CENTRE, 75-77 DEPERSTER STREET
 PH (08) 9071235 FAX (08) 9071235
 Email: info@cartman.net.au

CARTMAN (WA) PTY. LTD.
 ACN : 117 623 739 ABN : 45 117 623 739 P.O. Box 1888

MASTERS BUILDERS
 75-77 DEPERSTER STREET
 PERTH WA 6000
 B.D.A.M.A. 276

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Area:
 SHED 300,000m²
 OFFICE 120,000m²
 TOTAL AREA 420,000m²

Drawn: **LT** Date: **4/08/2015**
 Checked: **TJC/LGT**

Rev. Date: **A** Issued for DA

Job No: **1904** Sheet: **2 of 3**

Client: **SIME**
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Address: **LOT 273 LYDEKER STREET NARROGIN**

Project: **Commercial Development**
 Drawing Title: **Floor Plan**
 Scale: **1 : 100** Sheet Size: **A3**



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Area :

Project : **Commercial Development**

Drawing Title : **Elevations**

Scale : **1 : 100** Sheet Size : **A3**

Drawn : **LT** Date : **4/08/2015**

Checked : **TJC / LGT**

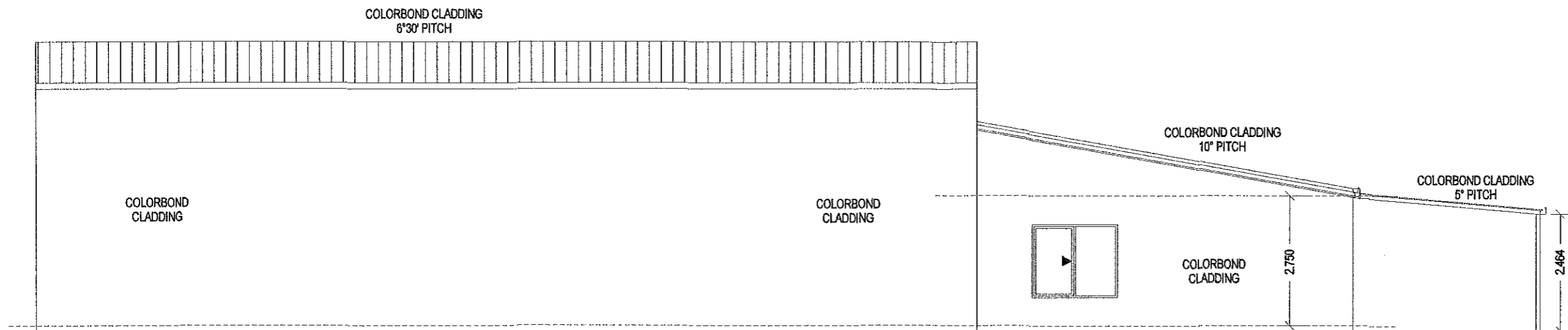
Rev.	Date	Description
A	25/08/15	Issued for DA

Job No : **1904** Sheet : **3 of 3**

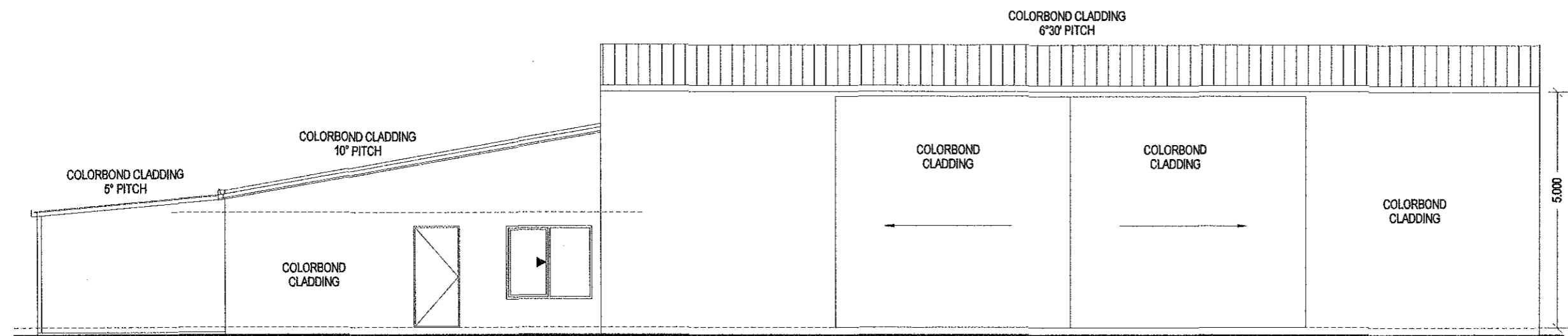
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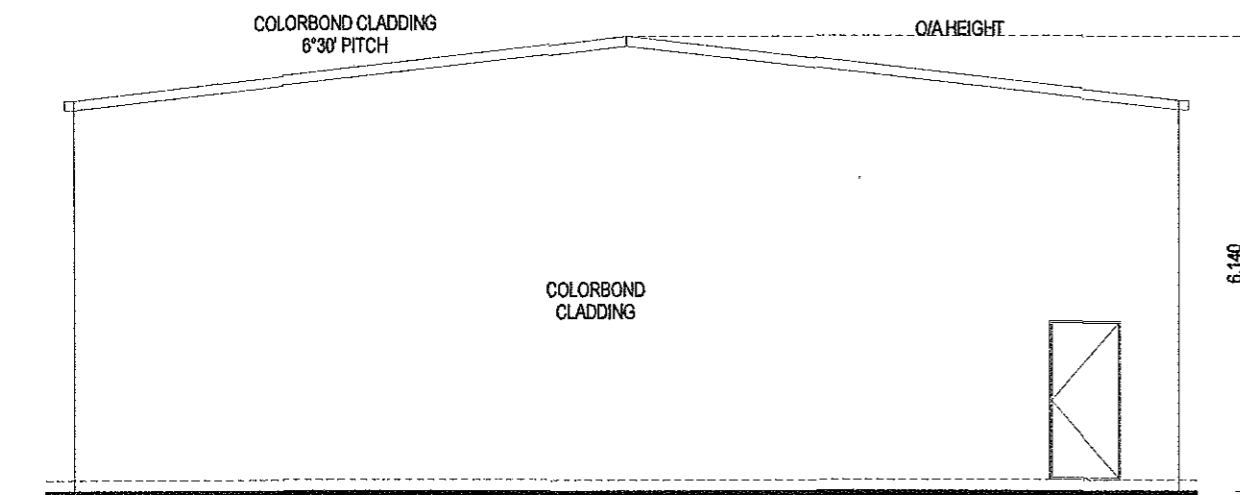
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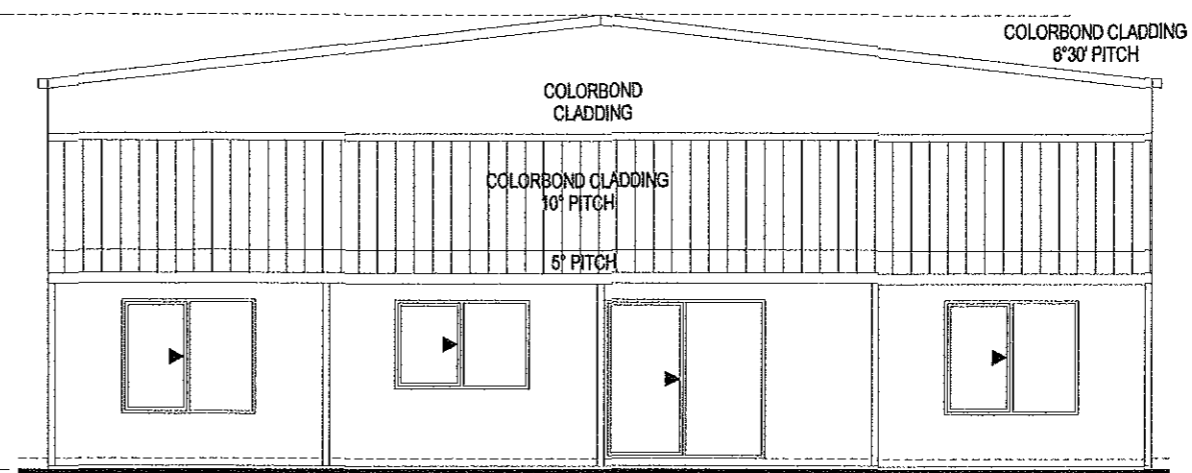
ELEVATION 3



ELEVATION 4



ELEVATION 2



ELEVATION 1

7.50pm – Mayor Ballard returned to Chambers and Cr Bartron left chambers due to declared financial interest

10.1.125 PROPOSED ALFRESCO DINING – NO 40 (LOT 2) FEDERAL STREET, NARROGIN

File Reference: IPA156423 & A167000
Disclosure of Interest: Nil
Applicant: Susan Elyse Bicknell
Previous Item Nos: Nil
Date: 9 October 2015
Author: Brian Robinson, Director Technical & Environmental Services

Attachments

- Copy of submitted application for planning consent.

Summary

Council is requested to consider granting conditional approval to the establishment of alfresco dining associated with the Three Monkeys Café on the corner of Federal and Egerton Streets.

Background

The subject land is located on the south western corner of the intersection of Federal and Egerton Streets within the Narrogin Central Business District.

The premises, previously used as a music store was recently converted to a café. The owner of the Café is now seeking approval to the establishment of alfresco dining consisting of two tables and four chairs on the adjacent footpath.

Comment

When established correctly, alfresco dining can add to the amenity, vitality and ambience of business areas.

Alfresco dining options are currently limited within the Narrogin Townsite. Given the width of the footpath available, it is considered that Alfresco Dining could be established without compromising pedestrian movement in the area.

Consultation

- Chief Executive Officer

Statutory Environment

Applications for planning consent are determined in accordance with Part 6 of Town Planning Scheme No 2.

Policy Implications

Nil

Financial Implications

The required application fee has been paid in accordance with Schedule of Fees and Charges adopted as part of the 2015/16 annual budget.

Strategic Implications

The proposal as submitted is consistent with the aims and objectives of the Town of Narrogin's Strategic Plan, particularly in respect of objective 6.5 which is aimed at revitalisation of the Central Business District.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1015.156 OFFICER'S RECOMMENDATION

Moved: Cr Paternoster

Seconded: Cr Kain

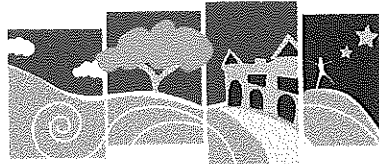
That Council grant planning consent to the proposed Alfresco Dining at No 40 (Lot 2) Federal Street, Narrogin subject to compliance with the following conditions.

1. 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.
2. Notwithstanding condition No 1 above, customer seating associated with the business, both internal and external, shall be limited so as to cater for a maximum of 20 patrons (including alfresco dining).
3. A minimum 2.0 metre wide footpath being maintained clear of all obstructions at all times.
4. Alfresco seating associated with the business shall be limited to a maximum of two tables, catering for a maximum of two seats each.
5. Prior to the commencement of Alfresco Dining, the applicant shall obtain a public liability insurance policy for a maximum of \$10 million dollars and ensure that the insurance policy is maintained at all times to the satisfaction of the Town of Narrogin.
6. The applicant shall ensure that any alfresco tables/seating:
 - a. Are maintained in good serviceable condition at all times;
 - b. Is placed so as not to impede pedestrian flow of access; and
 - c. Is removed at the conclusion of the operating hours each day.
7. The applicant shall ensure that the alfresco dining area is kept in a clean and tidy condition at all times.
8. 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.

Advice to Applicant:

1. Further to condition No 2 above, the applicant is advised that the maximum seating permitted in association with the business is 20 seats. In accordance with Health Regulations, any premises which provided for more than 20 patrons is required to provide public toilet, which includes the need to provide facilities for persons with a disability.
2. All activities undertaken on site, including food preparation are required to comply with the requirements of Health Act 1911 and Food Act 2008.
3. Prior to commencement of the use hereby approved, the premises are to be inspected and approved by the Town of Narrogin's Environmental Health Officer.
4. The applicant is requested to liaise with Council's Environmental Health Officer over any changes to the premises.

CARRIED 6/0



Town of Narrogin

Town of Narrogin
RECEIVED

Directed to Brian Torre

10 SEP 2015

Ref No. IPA156423

Property File A167000

Subject File _____

C-Point No. _____

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

APPLICATION FOR PLANNING CONSENT

I/We SUSAN ELYSE BICKNELL
(Full Name of Applicant)

of 28 HOMER ST NARROGIN Postcode 6312
(Address for Correspondence)

hereby apply for planning consent to:

- (1) use the land described hereunder for the purpose of 4
PLACING 2 TABLES + 2 CHAIRS
- (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: PAVED FOOTPATH

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

The estimated time of completion is: AS SOON AS PERMISSION GRANTED

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

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

(Indicate distance to nearest intersecting street)

HOUSE NO: 40

STREET: FEDERAL

LOT NO: _____

PLAN OR DIAG: _____

LOCATION NO: _____

CERTIFICATE OF TITLE: VOLUME: _____ FOLIO: _____

LOT DIMENSIONS

SITE AREA: _____ square metres

FRONTAGE: _____ metres

DEPTH: _____ metres

AUTHORITY

SIGNATURE OF APPLICANT: Bicknell DATE: 10/9/15

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: Bicknell 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: _____



Town of Narrogin

PO Box 188
NARROGIN WA 6312
Ph: 08 9881 1944 Fax: 08 9881 3092
Email: enquiries@narrogin.wa.gov.au
Web: www.narrogin.wa.gov.au

RECEIPT / TAX INVOICE

ABN 48 564 681 944

Susan Bicknell

Receipt Number: 28416
Receipt Date : 09.09.15

Receipt Type Amount
Detail

Miscellaneous \$147.00

Planning Application Fee
Not more than \$50,000
Susan Bicknell
40 Federal St
Account: 131006000

* GST Exclusive Charge \$147.00
* GST \$0.00

Cash Cheque Other
\$0.00 \$0.00 \$147.00

Total \$147.00
Tendered \$147.00
Change Given \$0.00
Round Amount \$0.00

Thank you for your payment

7.55pm Cr Bartron returned to chambers.

10.1.126 TENDER – SUPPLY OF BITUMEN SEALS

File Reference: 28.1.1
Disclosure of Interest: Nil
Applicant: N/A
Previous Item Nos: Nil
Date: 8 October 2015
Author: Brian Robinson, Director Technical & Environmental Services

Attachments

- Spreadsheet detailing the tenders received for the 2015/16 road reseal program.

Summary

Council is requested to consider accepting a Tender for the 2015/16 road sealing program

Background

In adopting the 2015/16 annual budget, Council allocated a total of \$444,852 worth of capital expenditure on local and significant roads within the Town. With the majority of these works to be completed by external contractors, it was determined that tenders would be sought.

Given the imminent amalgamation of the Town and the Shire of Narrogin, the tender was advertised as a joint tender. With the Shire's road program containing significantly more road works than the Town, the Shire co-ordinated the tender process.

Council is now requested to consider awarding the tender for these works.

Comment

The tender documentation provided prospective tenderers with a list of the proposed jobs, detailing the square metre area, aggregate size and application rates. This was done to ensure a consistent approach to the tender pricing. The following is a list of the reseal projects included in the tender:

Shire of Narrogin

ROAD	Work	length	width	area
Yilliminning Road	Reseal	2,000	7.2	14,400
Tarwonga Road	Reseal	2,370	6.2	14,694
Wandering Narrogin Road	Reseal	2,000	7.2	14,400
Whinbin Rock Road	Reseal	1,166	7.2	8,395
Boundain North Road	Reseal	6,250	4.0	25,000
Wanerie Road	Reseal	3,200	8.0	25,600
Narrogin Valley Road	Primerseal	1,650	7.2	11,880

Yilliminning Road	Primerseal	328	7.2	2,362
Narrogin Dongolocking Road	Primerseal	1,000	7.2	7,200
Wagin Wickepin Road	Primerseal	1,000	7.2	7,200
Wanerie Road	Primerseal	3,200	8.0	25,600
Whinbin Rock Road	Primerseal	3,000	2.5	7,500
			TOTAL AREA	164,231

Town of Narrogin

ROAD	Work	length	width	area
Daglish Street	Reseal	520	10.3	5,356
Falcon Street	Reseal	370	8.1	2,997
Jersey Street	Reseal	179	12.1	2,166
Jersey Street	Reseal	190	9.0	1,710
Francis Street	Reseal	150	8.0	1,200
Dellar Street	Reseal	325	8.1	2,633
Gray Street	Reseal	410	12.0	4,920
Gray Street	Reseal	140	10.0	1,400
Gray Street	Reseal	100	6.5	650
Havelock Street	Reseal	675	10.5	7,088
Johnston Street	Reseal	453	12.0	5,436
Sydney Hall Way	Reseal	663	9.0	5,967
Forrest Street	Reseal	630	11.6	7,308
Argus Street	Reseal	310	8.7	2,697
Argus Street	Reseal	380	11.5	4,370
			TOTAL AREA	55,897

The Tender document also detailed that the successful tenderer would be required to supply all required traffic management control during the required works.

Following state wide advertising of the Tender, responses were received from six (6) companies. A spreadsheet detailing the tenders received is shown as attachment no 1.

As shown in attachment no 1, three companies have priced their work within a few thousand dollars of each other, being Bitutek, Colas and Downer. The remaining three are markedly higher. If consideration is given to the three lowest prices it should be noted that two have tendered using basalt aggregate with Downer opting on granite aggregate. There is a preference to use basalt as it is a harder material with a more even shape. Downer has

advised it will cost more to use basalt as the price of this material is higher and its coverage per tonne is less than granite. Currently Downer has the lowest tender price, but opting for basalt will take its cost higher than Bitutek and Colas.

The selection criteria outlined in the tender specifications indicate that, in determining the successful supplier, the following factors will be taken into consideration:

- Price.
- The demonstrated ability of the Company to complete the works within the specified timeframes.
- Demonstrated experience in completing similar works.

All tenderers have been supplied with dates that the work needs to be undertaken by. Similarly, all have experience in completing works of this size and nature. Therefore price is the significant determining factor in selecting the successful tenderer.

Bitutek have the second lowest price and have tendered using the preferred basalt aggregate. The Shire of Narrogin has advised that the company has previously performed work for the Shire to a satisfactory standard. It should be noted that it has supplied a flat \$3.90 per m² price for Town reseals using 10mm aggregate. Shire reseals using the same sized aggregate are set at \$2.95 per m². The difference was clarified by Bitutek with the following response:

“A couple of factors for this difference:

1. *Achievable productivity differs – we can reseal more per day on shire roads as compared to town roads due to different traffic volumes, kerbing / existing structures, length of spray runs etc.*
2. *Crew size – town streets will require additional personnel.”*

On the basis of the information supplied and further explanation on the different aggregate properties and pricing, it is recommended that the tender from Bitutek be accepted.

Consultation

- Aaron Cook – CEO Town of Narrogin
- John Warburton – Town Foreman, Town of Narrogin
- Geoff McKeown – CEO Shire of Narrogin
- Gary Rasmussen – Works Manager, Shire of Narrogin

Statutory Environment

Tenders for the proposed reseal program were called for in accordance with the requirements of section 3.57 of the Local Government Act.

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.”*

As detailed in the Financial and Strategic Implications sections of this agenda item, Council is requested to consider amending the adopted budget to reflect an additional funding allocation from the Roads to Recovery Program and the inclusion of additional roads within the 2015/16 road program.

Policy Implications

Nil

Financial Implications

During preparation of the Town of Narrogin’s 2015/16 annual budget, the Federal Government had advised that the Town of Narrogin would be allocated \$146,000 per the 2015/16 roads program. The road construction program contained in the adopted budget was based on this figure.

Subsequently it was announced that additional funding was being allocated from the Fuel Excise program. For the Town of Narrogin this resulted in the allocated funding increasing to \$212,711, an increase of \$66,711. The additional funding does not require the allocation of additional funds from the Town, but must be spent within the financial year.

The Roads to Recovery program has also made an additional allocation for the 2016/17 financial, with the Town being allocated \$245,744.

Given the need to identify an additional \$66,711 of road works, two additional roads were included within the tender being Dellar Street and Argus Street, which were originally identified for consideration in the 2016/17 annual budget. With the Tender prices received, it has been confirmed that both Dellar Street and Argus Street can be brought into the program using the original funding allocation only.

Given the above, there is a need for the Town to identify an additional \$66,711 of road works. Examination of the endorsed road program has identified that Doney Street would be the most appropriate additional road to reseal given its current state and the fact it is a major local road within east Narrogin. On the basis of the rates provided through the Tender process it is anticipated that resealing Doney Street would cost in the vicinity of \$43,000. The balance of the monies could then be used for the replacement of kerbing within that street.

It is therefore recommended that Council amend the adopted 2015/16 annual budget to include Dellar, Argus and Doney Streets.

Strategic Implications

By including Dellar, Argus and Doney Streets within the current road program, there is an opportunity for additional roads to be included within the 2016/17 program. This opportunity is further increased by the additional funding being allocated by Roads to Recovery for the 2016/17 financial year.

Given the above, it is now appropriate for Council to reconsider the adopted roads program. An agenda item on this issue will be prepared for Council consideration for the second meeting in October.

Voting Requirements

Absolute Majority.

COUNCIL RESOLUTION 1015.157 OFFICER'S RECOMMENDATION

Moved: Cr Schutz

Seconded: Cr McKenzie

That Council:

1. The tender for the supply of bitumen seals for road projects in the 2015/16 financial year be awarded to Bitutek Pty Ltd, subject to endorsement also being obtained from the Shire of Narrogin.
2. Pursuant to clause 6.8 (1)(b) of the Local Government Act 1995, amend the 2015/16 adopted budget to:
 - a. Reflect a \$66,711 increase in funding to be received from the Federal Roads to Recovery Program; and
 - b. Include Doney Street, Argus Street and Dellar Street as additional roads within the 2015/16 road program.

**CARRIED 7/0
Absolute Majority**

**SCHEDULE OF RATES
DELIVERY OF SEAL WORKS 2015/2016 - SHIRE OF NARROGIN**

ROAD	Work	length	width	area	Bitutek Pty Ltd					Boral			Colas			Downer			Fulton Hogan			Malatesta			
					app. Rate (L/sq.m)	Aggregate size	Aggregate type	Cost (\$/sq.m)	Cost (total)	Aggregate type	Cost (\$/sq.m)	Cost (total)	Aggregate type	Cost (\$/sq.m)	Cost (total)	Aggregate type	Cost (\$/sq.m)	Cost (total)	Aggregate type	Cost (\$/sq.m)	Cost (total)	Aggregate type	Cost (\$/sq.m)	Cost (total)	
1 Yilliminning Road	Reseal	2,000	7.2	14,400	1.8	7mm	Basalt	2.45	35,280.00	Granite	2.45	35,280.00	Basalt	2.59	37,296.00	Granite	2.96	42,624.00	Basalt	2.94	42,336.00	Basalt	2.87	41,328.00	
2 Tarwonga Road	Reseal	2,370	6.2	14,694	2.0	14mm	Basalt	3.30	48,490.20	Granite	4.14	60,833.16	Basalt	3.34	49,077.96	Granite	3.75	55,102.50	Basalt	4.02	59,069.88	Basalt	3.86	56,718.84	
3 Wandering Narrogin Road	Reseal	2,000	7.2	14,400	1.8	10mm	Basalt	2.95	42,480.00	Granite	3.38	48,672.00	Basalt	3.05	43,920.00	Granite	3.14	45,216.00	Basalt	3.42	49,248.00	Basalt	3.45	49,680.00	
4 Whinbin Rock Road	Reseal	1,166	7.2	8,395	1.8	10mm	Basalt	2.95	24,765.84	Granite	3.38	28,375.78	Basalt	3.05	25,605.36	Granite	3.25	27,284.40	Basalt	3.42	28,711.58	Basalt	4.09	34,335.55	
5 Boundain North Road	Reseal	6,250	4.0	25,000	1.4	7mm	Basalt	2.45	61,250.00	Granite	2.45	61,250.00	Basalt	2.59	64,750.00	Granite	2.46	61,500.00	Basalt	2.94	73,500.00	Basalt	2.63	65,750.00	
6 Wanerie Road	Reseal	3,200	8.0	25,600	1.4	7mm	Basalt	2.45	62,720.00	Granite	2.45	62,720.00	Basalt	2.59	66,304.00	Granite	2.44	62,464.00	Basalt	2.94	75,264.00	Basalt	2.61	66,816.00	
7 Narrogin Valley Road	Primerseal	1,650	7.2	11,880	2.0	14mm	Basalt	3.40	40,392.00	Granite	4.06	48,232.80	Basalt	3.38	40,154.40	Granite	3.72	44,193.60	Basalt	3.74	44,431.20	Basalt	4.11	48,826.80	
8 Yilliminning Road	Primerseal	328	7.2	2,362	2.0	14mm	Basalt	3.40	8,029.44	Granite	4.06	9,588.10	Basalt	3.72	8,785.15	Granite	3.45	8,147.52	Basalt	3.74	8,832.38	Basalt	6.55	15,471.10	
9 Narrogin Dongolocking Road	Primerseal	1,000	7.2	7,200	2.0	14mm	Basalt	3.40	24,480.00	Granite	4.06	29,232.00	Basalt	3.72	26,784.00	Granite	3.82	27,504.00	Basalt	3.74	26,928.00	Basalt	4.65	33,480.00	
10 Wagin Wickepin Road	Primerseal	1,000	7.2	7,200	2.0	14mm	Basalt	3.40	24,480.00	Granite	4.06	29,232.00	Basalt	3.72	26,784.00	Granite	3.82	27,504.00	Basalt	3.74	26,928.00	Basalt	4.65	33,480.00	
11 Wanerie Road	Primerseal	3,200	8.0	25,600	2.0	14mm	Basalt	3.40	87,040.00	Granite	4.06	103,936.00	Basalt	3.33	85,248.00	Granite	3.47	88,832.00	Basalt	3.74	95,744.00	Basalt	3.76	96,256.00	
12 Whinbin Rock Road	Primerseal	3,000	2.5	7,500	2.0	14mm	Basalt	3.40	25,500.00	Granite	4.06	30,450.00	Basalt	3.72	27,900.00	Granite	3.78	28,350.00	Basalt	3.74	28,050.00	Basalt	4.58	34,350.00	
TOTAL AREA					164,231	TOTAL COST: 484,907.48					TOTAL COST: 547,801.83			TOTAL COST: 502,608.87			TOTAL COST: 518,722.02			TOTAL COST: 559,043.05			TOTAL COST: 576,492.29		
						GST COMPONENT: 48,490.75					GST COMPONENT: 54,780.18			GST COMPONENT: 50,260.89			GST COMPONENT: 51,872.20			GST COMPONENT: 55,904.30			GST COMPONENT: 57,649.23		
						TOTAL INC. GST: 533,398.23					TOTAL INC. GST: 602,582.01			TOTAL INC. GST: 552,869.76			TOTAL INC. GST: 570,594.22			TOTAL INC. GST: 614,947.35			TOTAL INC. GST: 634,141.52		

DELIVERY OF SEAL WORKS 2015/2016 - TOWN OF NARROGIN

ROAD	Work	length	width	area	Bitutek Pty Ltd					Boral			Colas			Downer			Fulton Hogan			Malatesta			
					app. Rate (L/sq.m)	Aggregate size	Aggregate type	Cost (\$/sq.m)	Cost (total)	Aggregate type	Cost (\$/sq.m)	Cost (total)	Aggregate type	Cost (\$/sq.m)	Cost (total)	Aggregate type	Cost (\$/sq.m)	Cost (total)	Aggregate type	Cost (\$/sq.m)	Cost (total)	Aggregate type	Cost (\$/sq.m)	Cost (total)	
1 Daglish Street	Reseal	520	10.3	5,356	1.8	10mm	Basalt	3.90	20,888.40	Granite	3.38	18,103.28	Basalt	3.70	19,817.20	Granite	3.34	17,889.04	Basalt	3.42	18,317.52	Basalt	3.58	19,174.48	
2 Falcon Street	Reseal	370	8.1	2,997	1.8	10mm	Basalt	3.90	11,688.30	Granite	3.38	10,129.86	Basalt	3.70	11,088.90	Granite	2.89	8,661.33	Basalt	3.42	10,249.74	Basalt	4.48	13,426.56	
3 Jersey Street	Reseal	179	12.1	2,166	1.8	10mm	Basalt	3.90	8,447.01	Granite	3.38	7,320.74	Basalt	3.70	8,013.83	Granite	3.08	6,670.97	Basalt	3.42	7,407.72	Basalt	4.21	9,118.86	
4 Jersey Street	Reseal	190	9.0	1,710	1.8	10mm	Basalt	3.90	6,669.00	Granite	3.38	5,779.80	Basalt	3.70	6,327.00	Granite	3.26	5,574.60	Basalt	3.42	5,848.20	Basalt	4.21	7,199.10	
5 Francis Street	Reseal	150	8.0	1,200	1.8	10mm	Basalt	3.90	4,680.00	Granite	3.38	4,056.00	Basalt	3.70	4,440.00	Granite	3.63	4,356.00	Basalt	3.42	4,104.00	Basalt	6.96	8,352.00	
6 Dellar Street	Reseal	325	8.1	2,633	1.8	10mm	Basalt	3.90	10,266.75	Granite	3.38	8,897.85	Basalt	3.70	9,740.25	Granite	2.96	7,792.20	Basalt	3.42	9,004.86	Basalt	5.05	13,296.65	
7 Gray Street	Reseal	410	12.0	4,920	1.8	10mm	Basalt	3.90	19,188.00	Granite	3.38	16,629.60	Basalt	3.70	18,204.00	Granite	3.27	16,088.40	Basalt	3.42	16,826.40	Basalt	3.73	18,351.60	
8 Gray Street	Reseal	140	10.0	1,400	1.8	10mm	Basalt	3.90	5,460.00	Granite	3.38	4,732.00	Basalt	3.70	5,180.00	Granite	3.45	4,830.00	Basalt	3.42	4,788.00	Basalt	3.73	5,222.00	
9 Gray Street	Reseal	100	6.5	650	1.8	10mm	Basalt	3.90	2,535.00	Granite	3.38	2,197.00	Basalt	3.70	2,405.00	Granite	4.67	3,035.50	Basalt	3.42	2,223.00	Basalt	3.73	2,424.50	
10 Havelock Street	Reseal	675	10.5	7,088	1.8	10mm	Basalt	3.90	27,641.25	Granite	3.38	23,955.75	Basalt	3.70	26,223.75	Granite	3.41	24,168.38	Basalt	3.42	24,240.96	Basalt	3.71	26,296.48	
11 Johnston Street	Reseal	453	12.0	5,436	1.8	10mm	Basalt	3.90	21,200.40	Granite	3.38	18,373.68	Basalt	3.70	20,113.20	Granite	3.71	20,167.56	Basalt	3.42	18,591.12	Basalt	3.99	21,689.64	
12 Sydney Hall Way	Reseal	663	9.0	5,967	1.8	10mm	Basalt	3.90	23,271.30	Granite	3.38	20,168.46	Basalt	3.70	22,077.90	Granite	3.36	20,049.12	Basalt	3.42	20,407.14	Basalt	3.85	22,972.95	
13 Forrest Street	Reseal	630	11.6	7,308	1.8	10mm	Basalt	3.90	28,501.20	Granite	3.38	24,701.04	Basalt	3.70	27,039.60	Granite	2.50	18,270.00	Basalt	3.42	24,993.36	Basalt	3.59	26,235.72	
14 Argus Street	Reseal	310	8.7	2,697	1.8	10mm	Basalt	3.90	10,518.30	Granite	3.38	9,115.86	Basalt	3.70	9,978.90	Granite	2.95	7,956.15	Basalt	3.42	9,223.74	Basalt	3.84	10,356.48	
15 Argus Street	Reseal	380	11.5	4,370	1.8	10mm	Basalt	3.90	17,043.00	Granite	3.38	14,770.60	Basalt	3.70	16,169.00	Granite	3.38	14,770.60	Basalt	3.42	14,945.40	Basalt	3.84	16,780.80	
TOTAL AREA					55,897	TOTAL COST: 217,997.91					TOTAL COST: 188,931.52			TOTAL COST: 206,818.53			TOTAL COST: 180,279.85			TOTAL COST: 191,171.16			TOTAL COST: 220,897.82		
						GST COMPONENT: 21,799.79					GST COMPONENT: 18,893.15			GST COMPONENT: 20,681.85			GST COMPONENT: 18,027.98			GST COMPONENT: 19,117.11			GST COMPONENT: 22,089.78		
						TOTAL INC. GST: 239,797.70					TOTAL INC. GST: 207,824.67			TOTAL INC. GST: 227,500.38			TOTAL INC. GST: 198,307.83			TOTAL INC. GST: 210,288.27			TOTAL INC. GST: 242,987.60		

Tenders opened in the presence of:
Geoff McKeown
Lorraine Shepherd

Combined Total 773,195.68 810,406.68 780,370.14 768,902.05 825,235.62 877,129.12

10.1.127 PROPOSED STAGE 4 OF REDEVELOPMENT – NARROGIN TOYOTA/MAZDA DEALERSHIP – NO 160-162 FEDERAL STREET, NARROGIN

File Reference: IPA144375 & A170300
Disclosure of Interest: Nil
Applicant: Wally Cybula
Previous Item Nos: Item 10.1.350 – 14 October 2015
Date: 9 October 2015
Author: Brian Robinson, Director Technical & Environmental Services

Attachments

- Plans detailing proposed stage 4 of the redevelopment plans.

Summary

Council is requested to consider granting conditional planning consent to the final stage of redevelopment for the Narrogin Toyota/Mazda dealership.

Background

The subject property is a 7,588m² lot, located on the western side of Federal Street just south of Felspar Street. Whilst land immediately north of the site is zoned and developed for residential purposes, land to the rear is a Water Corporation reserve. Land abutting the southern side boundary forms part of the Town Commonage Reserve.

The site is currently developed with the Narrogin Toyota/Mazda Car Dealership, which is the subject of a major redevelopment.

In July 2014, Council resolved to grant conditional planning consent to Stage 1 of the redevelopment, which consisted of a new workshop/service department, new vehicle wash down, oils and general storage facilities.

Subsequently, Council granted conditional approval to Stages 2 and 3 of the redevelopment at its meeting held on 14 October 2014. Stage 3 related to a new 680m² car display yard, whilst Stage 2 consisted of a new 605 m² building containing:

- A Main Showroom for vehicle display;
- A reception, lounge,
- Three sales offices;
- Administration offices for the Dealer Principal, Finance/Insurance and Administrative functions;
- A Car Delivery bay
- A 44m² retail area for Stihl and waiting area for the service department;
- A 30m² meeting room; and
- Male, Female and Disabled Ablutions.

The initial plans submitted for Stage 2 detailed a slightly larger building that would encroach on land to the north, then known as No 160 (Lot 3). As this land was a separate lot, zoned for

residential purposes, the applicants were required to revise the proposal to ensure that all of the commercial use was wholly contained within then Lot 5.

Since that time, Council has initiated, advertised and adopted for final approval Amendment No 34 seeking to rezone Lot 3 from “Single Residential” to “Other Commercial”. The Western Australian Planning Commission has also granted approval to the amalgamation of Lots 3 and 5 into a single title. The new title is currently in the process of being issued by the Titles Office.

With the properties now amalgamated into a single lot and the scheme amendment nearing completion, the applicant is seeking approval to proceed with Stage 4, which is described as:

- Minor expansion of the previously approved workshop and showroom into Lot 3,
- an expanded car display yard and car parking.

Comment

Town Planning Scheme No 2 currently includes the land within the “Other Commercial Zone”, with the exception of that portion previously known as Lot 3, which is zoned “Single Residential”.

As detailed in the background section of this report, the subject land has now been amalgamated into a single parcel and an amendment to Town Planning Scheme No 2 to include all of the land within the “Other Commercial Zone” is currently being finalised. “Motor Vehicle & Marine Sales Premises” are a permitted use within the Other Commercial Zone. That is a use which is permitted subject to compliance with the identified development standards.

In assessing the previous stages of the development, it was identified that the design complied with all requirements of Town Planning Scheme No 2 including carparking, landscaping, and setbacks.

Stage 4 representing a minor expansion of the previously approved showroom, workshop and open air car display yard also complies with these requirements. It is therefore recommended that conditional approval be granted.

Consultation

- Chief Executive Officer – Aaron Cook

Statutory Environment

Council’s prior planning consent is required for the development in accordance with the provisions of Town Planning Scheme No 2.

Policy Implications

Nil

Financial Implications

The required application fee has been paid in accordance with the Schedule of Fees and Charges adopted as part of the 2015/16 annual budget.

Strategic Implications

The Narrogin Toyota site is a strategic one located on the southern entrance to the Town. Given the age and appearance of the current development, continued support of the sites redevelopment is strongly encouraged.

Approval to the development of Stage 4 is consistent with the objectives of the Town of Narrogin Strategic Plan, with particular reference to Key Objective 1 relating to the promotion and encouragement of the local economy.

Voting Requirements

Simple majority.

COUNCIL RESOLUTION 1015.158 OFFICER'S RECOMMENDATION

Moved: Cr Bartron

Seconded: Cr Kain

- A. Approve the proposed expanded Showroom, workshop, and Open Air Display Area forming Stage 4 of the redevelopment of Narrogin Toyota/Mazda at No 160-162 Federal Street, 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 Council, is granted by it in writing.
 2. The area set aside for the parking of vehicles, together with the associated access lanes as delineated on the endorsed plan shall:
 - i. Be designed, constructed, drained and marked to the satisfaction of the Council prior to the commencement of the use hereby permitted.
 - ii. Thereafter be maintained to the satisfaction of the Council.
 - iii. Be made available for such use at all times and not used for any other purpose.
 - iv. Be properly formed to such levels that it can be used in accordance with the plan.
 3. If lighting is to be installed to the car parking or car display areas then it is to be installed to the satisfaction of the Town of Narrogin.
 4. Parking areas are not to be used for general storage or any purpose other than the parking of motor vehicles.
 5. All stormwater and drainage run off to be contained on site or connected to a council stormwater legal point of discharge.
 6. The proposed development being connected to the Water Corporations reticulated Sewerage service.
 7. Submission and approval of a detailed landscaping plan. Such plans to specify details of the vegetation and the landscaping, as shown and approved, to be

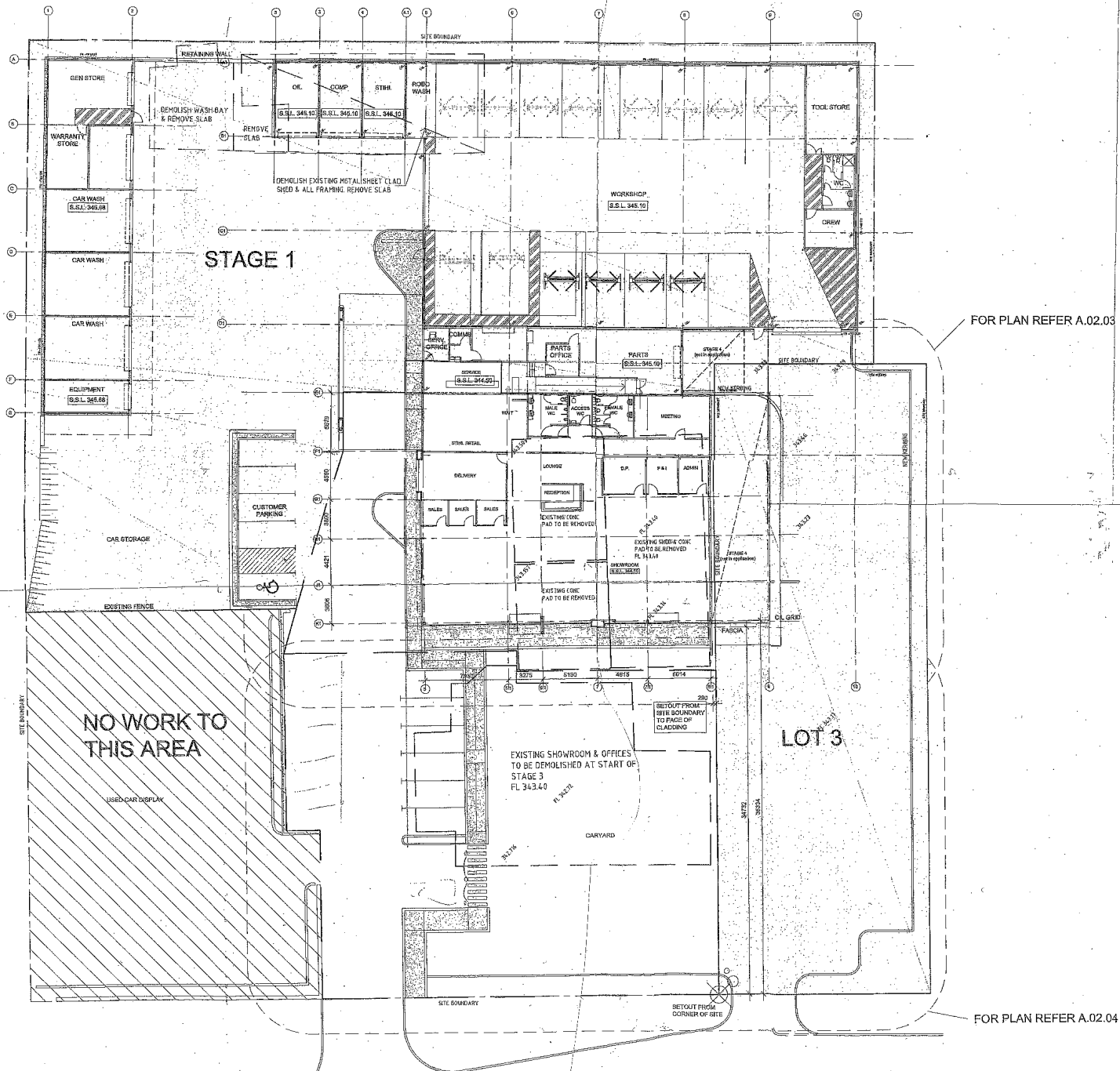
established within 60 days of the practicable completion of the building and from then on maintained to the specification and satisfaction of the Town of Narrogin. Such landscaping is to be fully reticulated.

8. 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 smoke, fumes, noise, vibration, odour, vapour, dust, waste water, waste products or otherwise.
9. No polluted drainage shall be discharged beyond the boundaries of the land from which it emanates or into watercourse or easement drain, but shall be so treated and/or absorbed on that lot to the satisfaction of Council.

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.
2. It is recommended that prior to the commencement of works on site, the boundaries should be established by a suitably qualified surveyor.

CARRIED 7/0



FOR PLAN REFER A.02.03

FOR PLAN REFER A.02.04

DA ISSUE

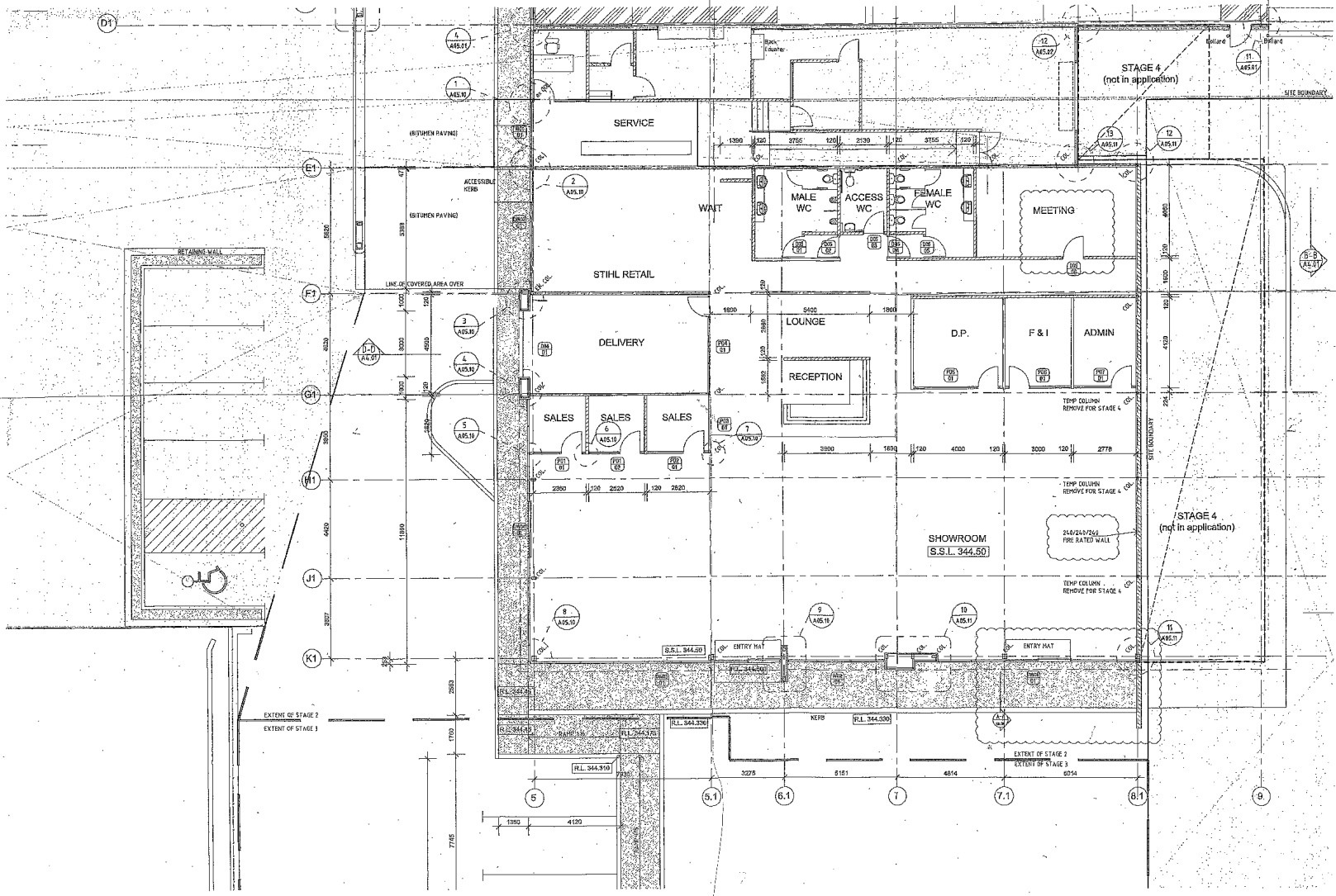
REVISIONS	
C	13/09/14 DA ISSUE
B	03/09/14 CONSULTANT ISSUE
A	11/08/14 REVIEW

roxby
Architects
ROXBY ARCHITECTS
1/20 HERGEBY ST, JOLIMONT WA 6014
Ph (08) 9380 4045 Fax (08) 9380 4044
THESE DOCUMENTS ARE COPYRIGHT AND REMAIN THE PROPERTY OF ROXBY ARCHITECTS ORRA PTY LTD

CLIENT :
WALLY CYBULA
LOCATION :
162 FEDERAL ST
NARROGIN WA
PROJECT TITLE :
NARROGIN
TOYOTA STAGE 2.
DRAWING NAME :
PROPOSED
SITE PLAN, STAGE 2 & 3

SCALE: 1:200 @ A1 PLOT SCALE:
DRAWN: APPROVED:
CHECKED: CAD FILE No.:

JOB No.: 12312 DRAWING No.: A01.01 ISSUE: C



REVISIONS	
B	15/09/14 DA ISSUE
A	05/08/14 CONSULTANT ISSUE- STAGE 2 ONLY
 roxby Architects ROXBY ARCHITECTS 162 JERSEY ST, HOLLIMONT WA 6244 PH (08) 9399 4646 FAX (08) 9399 4644 THESE DRAWINGS ARE COPYRIGHT AND REMAIN THE PROPERTY OF ROXBY ARCHITECTS PTY LTD	
CLIENT: WALLY CYBULA LOCATION: 162 FEDERAL ST NARROGIN WA PROJECT TITLE: NARROGIN TOYOTA STAGE 2 DRAWING NAME: PROPOSED FLOOR PLAN 3 SHOWROOM, STAGE 2	
SCALE: 1:100 @ A1 DRAWN: [Signature] DATE: AUG 2014	APPROVED: [Signature] CAD FILE No.:
JOB No.: 12312 DRAWING No.: A02.03 ISSUE: B	DATE: AUG 2014



10.2 CORPORATE AND COMMUNITY SERVICES

10.2.128 PROPOSED RAILWAY INSTITUTE WALL MURAL DESIGN

File Reference:	26.3.7, 26.3.8
Disclosure of Interest:	Nil
Applicant:	ARtS Narrogin Inc.
Previous Item Nos:	10.2.120
Date:	9 October 2015
Author:	Susan Guy, Manager of Leisure and Culture

Attachments

Summary

Council is requested to consider and approve the design for a mural to be painted on the north facing wall of the Railway Institute building at the corner of Park Street and Fairway.

Background

At the 22 September 2015, Ordinary Council Meeting, Council authorised ARtS Narrogin Inc. to engage a qualified builder to render the northern wall of the Railway Institute Building to the satisfaction of the Chief Executive Officer, and in accordance with a design submitted by ARtS Narrogin.

The request to render was made as part of a proposed project titled "Stories off the Wall" by ARtS Narrogin. This is a community arts project led by artist Rebecca Cool and funded by a \$15,000 grant from Country Arts WA received by Arts Narrogin. Rebecca is a regional West Australian visual artist, with extensive experience with mural painting projects involving large community groups.

Comment

Community input and consultation took place for the mural through a series of workshops held in mid-September. Rebecca Cool collated the material from these workshops into a final mural design which celebrates local culture, identity and history. The artistic benefits of the project include providing local artists with professional development in mural design and production, and children and youth with the opportunity to have worked with a professional artist on a design that has meaning for them and to produce a large scale, unique art work that will be highly visible in town. This proposed project can be viewed as part of the Town's plans to improve the CBD aesthetics and revitalise public places through visual art.

It is planned to paint the mural from 19 to 30 October this year. It will include the Saturday morning of the Spring Festival with a community street party planned to celebrate its completion on 31 October 2015.

The sketch of the mural's design was presented to the Townscape Advisory Committee on 8 October 2015. The Committee resolved that Council endorse the mural design with some addition to content, for instance, representing more sporting groups such as tennis, cricket and bowls, as well as depicting both male and females in some of the sporting scenes and including a ferris wheel representing the Narrogin Agricultural Show.

The sketch of the mural design is available for viewing by Council.

Consultation

- Townscape Advisory Committee
- ARtS Narrogin Inc.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

The Town's Strategic Community Plan 2012-22 includes the following strategies.

1.4 Promote Narrogin to the Business Community, State Government and the general public as a strong and positive economic entity;

2.1 Continue to expand the Town's capacity and reputation as a venue for events, sports and seminars of local and regional significance;

2.5 Further develop and encourage and support youth activities and initiatives within Narrogin;

2.6 Encourage and assist local Arts Groups to facilitate the development of the arts culture in Narrogin; and

2.10 Provide support and encouragement for volunteers and local service groups.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1015.159 OFFICER'S RECOMMENDATION

Moved: Cr Bartron

Seconded: Cr Shutz

That Council:

Endorse the mural design for the north facing wall of the Railway Institute Hall, with some addition to content, for instance, representing more sporting groups such as tennis, cricket and bowls, as well as depicting both male and females in some of the sporting scenes and including a Ferris wheel representing the Narrogin Agricultural Show.

CARRIED 7/0

10.2.129 PROPOSED SUBMISSION FOR FUNDING FOR TOWN HALL DRAPES

File Reference: 5.4.2
Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos: Nil
Date: 8 October 2015
Author: Susan Guy Manager Leisure and Culture

Attachments

Nil

Summary

Council is requested to approve:

- a) The submission of an application for a grant of up to \$21,000, with matching funding from Council, being for the production and installation of drapes to function as sound curtains for the Town Hall auditorium; and
- b) Matching expenditure to be made from the Municipal fund in accordance with Local Government Act s.6.8 (1)(b); and
- c) The expenditure to be funded from the Building Reserve, in accordance with Local Government Act s. 6.8. (1)(b).

Background

The Western Australian Department of Culture and the Arts (DCA) is currently inviting grant applications for funding for projects up to \$50,000 for Minor Technical Equipment Upgrades from its Regional Venue Improvement Fund (RVIF). Applications close 29 October 2015 and all projects must be completed by 17 June 2016.

The conditions of the Minor Technical Equipment Upgrades grant include:

- Matching funding required in the amount of 50% of the overall project cost;
- Council approval for the grant application to be submitted for the proposed project; and
- Two written quotes be supplied with the grant application.

The RVIF is part of the State Government Royalties for Regions \$24 million investment in culture and the arts. A key aim of the Fund is to provide WA regional performing arts and entertainment venues with funding assistance to improve the quality of performing arts and cultural infrastructure in WA.

Comment

The Town Hall's auditorium has a legacy as a venue for many balls, dinners, dances, theatrical and musical performances, including the Central South Eisteddfod annual events since 1985. Schools and various not for profits engaged in arts and cultural activities have utilised the Hall many times over the years. The Hall has been reopened for just over 2 years following major renovations.

Currently, ARtS Narrogin develops an annual program of arts and cultural activities for the enjoyment of members of the local as well as the regional community and looks to negotiate the purchase of various touring shows which may require the facilities on offer at the Town Hall particularly the lighting and sound equipment. One of the most notable touring performances was the Ten Sopranos concert in July 2013 which celebrated the re-opening of the Town Hall. The Soprano's lead vocalist, is a principal artist with Opera Australia, with over 10,000 performances on major world stages. Since the Ten Sopranos concert, ARtS Narrogin has presented an impressive line-up of concerts at the Hall including a WASO touring concert, ACO2, international pianist Roman Rudnytsky and the Australian Chamber Ensemble.

While the Town Hall has a long history as a venue for cultural and social functions, its auditorium's acoustics have always been compromised due to factors such as lack of floor coverings, high ceilings and bare walls and windows. Addressing the Hall's auditorium's acoustical challenges at this point in time, would move the Town Hall closer to being recognised as a first class regional venue for audiences and performers alike. The opportunities for arts and cultural activity in the region will be increased by offering greatly enhanced functionality and aesthetics by installing custom made drapes. The drapes will reduce the reverberation from the rear auditorium wall by countering the reflective sound aspects.

The author has discussed with DCA, the Town's proposal to install custom made drapes for the rear wall of the auditorium and its 12 windows (two of which have been bricked in) and DCA has advised that this proposal would be viewed as a "minor technical equipment upgrade" and would be an eligible project in terms of the RVIF's guidelines.

At the time of writing, the Town has received a formal written quote from one supplier of \$39,330 (Ex GST). A second supplier has provided a cost estimate of \$33,000 (Ex GST). This estimate is indicative only and subject to confirmed site measurements and assessment.

With a built in contingency of 5% and based on the quote and estimate the project cost is estimated to be up to \$42,000 (Ex GST). The quote and cost estimate both include the production and installation of the rear wall curtains, 12 bi-parting window curtains, tracking, draw cords, valances, and tie back collars.

The author has been advised that a velvet fabric will have a reasonable life expectancy of at least ten years and depending on conditions, the Town could possibly expect a life of twenty years. Cleanliness and the condition of the air are major factors determining durability. Dust tends to hold moisture and rot fabric, however it is considered the Town Hall is very clean. While the drapes can be dry cleaned, it has been recommended by one potential supplier that the fabric be maintained by vacuuming perhaps once every 12 to 18 months depending on conditions within the venue.

Consultation

- Mr Aaron Cook – Chief Executive Officer, Town of Narrogin
- Ms Michelle Nicholson – RVIF Project Officer, Department of Culture and the Arts
- Ms Deborah Hughes – Owen, Chair ARtS Narrogin Inc.

Statutory Environment

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

Section 6.11 and schedule 9.3 (30) of the Local Government Act 1995 – Reserve Accounts.

Policy Implications

Nil

Financial Implications

Up to be \$21,000 to be allocated from the Building Reserve for matching funding.

Strategic Implications

The following strategies from the Town's Community Strategic Plan 2012-22 are considered relevant:

1.5 Support Tourism, Arts and sport initiatives, recognising the economic impact that they provide to the businesses and general community.

2.1 Support Tourism, Arts and sport initiatives, recognising the economic impact that they provide to the businesses and general community.

2.6 Encourage and assist local Arts Groups to facilitate the development of the arts culture in Narrogin.

Voting Requirements

Absolute Majority.

COUNCIL RESOLUTION 1015.160 OFFICER'S RECOMMENDATION

Moved: Cr Bartron

Seconded: Cr Shutz

That Council:

Approve:

- a) The submission of an application for a grant of up to \$21,000, with matching funding from Council; being for the production and installation of drapes for the Town Hall auditorium; and
- b) Matching expenditure to be made from Municipal fund in accordance with Local Government Act s.6.8 (1)(b); and
- c) The expenditure to be funded from the Building Reserve, in accordance with Local Government Act s. 6.11 and Schedule 9.3(30).

**CARRIED 7/0
Absolute Majority**

10.2.130 DRYANDRA COUNTRY VISITORS CENTRE

File Reference: 8.1.4 ICR156560
Disclosure of Interest: Nil
Applicant: Treasurer Mrs Deborah Hughes-Owen
Previous Item Nos: Nil
Date: 7 October 2015
Author: Mr Aaron Cook – Chief Executive Officer

Attachments

- Letter from the Dryandra Country Visitors Centre (DCVC) Treasurer, Mrs Deborah Hughes-Owen

Summary

It is presented to Council to consider facilitating the statutory employment obligations of the DCVC Manager to reduce this burden on the Committee and volunteers.

Background

Over recent months there have been issues within the DCVC. Elected Members are aware that this has created tension and issues within its operations and the committee.

From these issues there have been employment problems with the termination payment for the previous manager and with the changing of the treasurer has become a larger issue than required.

The contributing Local Governments met several weeks ago to discuss the future of the Centre and the issues and resolved to take these matters and potential resolutions to the Annual General Meeting (AGM) that was held several days after.

Comment

At the AGM it was decided to request the Town of Narrogin to facilitate the statutory aspects of the payroll for the DCVC Manager. This essentially means that the Town will become the Manager's employer but will not manage the position as this will be the responsibility of the DCVC committee.

The facilitation of the payroll will result in the Town receiving a time card from the Manager signed off by a member of the Committee authorising payment to be made. All leave entitlements will be accrued and invoiced either on application for the leave or each quarter as accrued. There will be no cash cost to the Town in regards to the facilitation of the payroll and employment as all costs are to be covered by the DCVC.

In the instance of a future vacancy within the position the DCVC would recruit with the clear understanding that the Town will facilitate the employment on behalf of the Committee. The Town will not be held responsible for any employment costs like superannuation, training or termination expenses but will include the employee on the Town's insurance policies removing this impact from the DCVC.

It is suggested that a simple letter of agreement be entered into between the CEO, on behalf of Council and the Chairperson of the DCVC and that the agreement commences on a date to be set in the near future if approved.

Consultation

- Member Local Governments
- DCVC Treasurer

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

1.5	Support Tourism, Arts and sport initiatives, recognising the economic impact that they provide to the businesses and general community.
2.10	Provide support and encouragement for volunteers and local service groups.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1015.161 OFFICER'S RECOMMENDATION

Moved: Cr McKenzie

Seconded: Cr Bartron

That Council:

Approve the request from the Dryandra Country Visitors Centre for the Town of Narrogin to facilitate the statutory employment of the Centre Manger and authorise the Chief Executive Officer to execute a letter of agreement with the following conditions:

All costs incurred by the Town in regards to the employment of the Manager including wages, superannuation and leave costs are to be billed directly to the DCVC other than the minor increases in the Workers Compensation insurance expense. All management of the Manager including appointment, termination, performance reviews and training, to name a few, are to be facilitated by the Committee.

CARRIED 7/0

Commonly-used abbreviations:	
DCVC	Dryandra Country Visitors Centre
CEO	Chief Executive Officer
AGM	Annual General Meeting



Dryandra Country Visitor Centre Inc.

Corner Park and Fairway Streets

Narrogin, WA 6312

Phone 08 9881 2064

dryandracountry1@westnet.com.au

www.dryandratourism.org.au

Mr A Cook
CEO
Town of Narrogin
PO Box 188
Narrogin, WA 6312

1 October 2015

Dear Aaron

Re. Bookkeeping Support for the Visitor Centre

The Dryandra Country Visitor Centre (DCVC) held its AGM last Thursday, 24 September and elected the following committee to guide the Association during the next 12 months.

Chair	Lyn Chadwick
Vice Chair	Janice Sieber
Secretary	Tanya French
Treasurer	Deborah Hughes-Owen
Members	Lizette Carlse, Rex Hayes, Coral Mahony, Jeanette Robb, Elaine Searle.

In addition, representatives from the Shires of Cuballing, Narrogin, Pingelly and Wickepin as well as from the Town of Narrogin are invited to attend all committee meetings. Meetings will be held monthly on the fourth Thursday, the next scheduled meeting being on Thursday, 22 October at the DCVC.

I have been asked by the incoming committee to respond to the offer made by Mayor Leigh Ballard at the commencement of the AGM. The DCVC would like to accept the Town's offer to undertake the payroll responsibilities of employing its single member of staff – centre manager Ms Geire Kami. As Geire is now working without a contract, we would like to expedite this and wonder who we should contact in order to provide the relevant information. The DCVC understand that Geire will be employed under a contract with the Town but that her role will be managed by the Association.

Mayor Ballard also offered the Town's further assistance with the financial affairs of the Association as required, possibly in preparation of EOY accounting records ready for audit and so on. Maybe we could discuss how this might operate in practical terms once I have had time to acquaint myself with the current bookkeeping systems.

Thank you for your support of the DCVC during this transitional phase.

Kind regards

Deborah Hughes-Owen
Treasurer

8.17pm Cr Bartron left meeting due to work commitments.

10.2.131 NARROGIN LINK ROAD NAME

File Reference: 14.9.11
Disclosure of Interest: Nil
Applicant: Main Roads
Previous Item Nos: Nil
Date: 8 October 2015
Author: Mr Aaron Cook – Chief Executive Officer

Attachments

- Nil

Summary

It is presented to Council to consider the name of the Narrogin Link Road once the works are finished to either remain as Pioneer Drive or to be Great Southern Hwy.

Background

The Narrogin Link Road project has been underway now for an extended period of time and with the works coming to an end Main Roads need to commence ordering the signs for the road.

Comment

It is presented to Council to consider the name of the Narrogin Link Road once the project is completed. With the road being named Great Southern Hwy from the North and South, Main roads have requested if Council want the two middle sections to remain named Pioneer Drive or incorporate these sections into Great Southern Hwy.

Having been discussed internally it was agreed to recommend to Council to have the two sections named Great Southern Hwy so that the road name was consistent.

Consultation

- Main Roads

Statutory Environment

From the Town's perspective there are no statutory or regulatory actions required as this is a Main Road they are required to make any changes required.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1015.162 OFFICER'S RECOMMENDATION

Moved: Cr Kain

Seconded: Cr Schutz

That Council:

Advise Main Roads of Narrogin that support is provided for the existing section of Pioneer Drive and the New Section of the Narrogin Link Road to be incorporated into and named Great Southern Hwy.

CARRIED 6/0

10.2.132 OFFICE EXTENSION PRELIMINARY DESIGN

File Reference:	15.4.38
Disclosure of Interest:	Nil
Applicant:	Mr Aaron Cook – Chief Executive Officer
Previous Item Nos:	Nil
Date:	8 October 2015.
Author:	Mr Aaron Cook – Chief Executive Officer

Attachments

- Preliminary designs for the administration centre extension towards the carpark.

Summary

It is proposed to endorse the preliminary design for the administration office extension to enable the Chief Executive Officer to finalise the construction drawings and commence the tender process for the construction.

It is also presented to Council that if the approval is provided to progress to the construction drawings that the CEO is approved to remove the large pine tree to enable the ground to settle as much as possible prior to the construction commencing.

Background

The Town has been working through the merger process with the Shire of Narrogin for a considerable period of time. With the formal announcement being made by the Minister of Local Government the two entities are now committed to the merger.

As at, or before 1 July 2016, the staff from the Shire of Narrogin will commence work within the Town office. This will place additional pressure on already cramped office space. The extension to the building is to create a dedicated Chamber and meeting room that will greatly increase office security. The relocation of the chambers will then allow stage two to commence being the redesign and creation of additional office space within the administration area and the old chambers area.

Comment

The Plans attached outline the proposed extension to the administration building. The extension is building on the centre to the east and will sit where the large pine tree is currently.

Noted within the background is the reasoning for the plans to be prepared. This impetus to proceed with this project is provided due to the merger date of the 1 July 2016 fast approaching. It would be preferred if this extension is completed prior to the merger date; however, it is likely that this will not occur and may be completed several months after.

If the endorsement of the plans are provided the CEO will progress the design to the full construction drawings allowing the Tender to be called prior to Christmas.

It is not a desired outcome to have to remove the tree; however, this is the only logical area to expand into to create the dedicated Chambers. With the construction looming either prior to Christmas or in the New Year it is best to remove this tree as soon as possible to allow for the

ground to settle and be less reactive. It is planned that the main stump of the tree is to be removed by large machinery to lessen the impact and wood material left in the ground.

Consultation

- Mayor Ballard
- Mr Geoff McKeown – Shire of Narrogin CEO
- Mr Niel Mitchell – Merger Project Manager

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The works contained within this item are wholly contained within the budget.

Strategic Implications

Although the merger is not listed in the Community Strategic Plan the merger has been a long term ongoing strategic outcome for both Councils.

The proper housing of staff within the administrative building is essential to ensure that the organisation is productive and a healthy environment to work within. The more secure Council chambers and meeting room will also provide for growth of the organisation and the future increased interaction with community members.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1015.163 OFFICER'S RECOMMENDATION

Moved: Cr McKenzie

Seconded: Cr Russell

That Council:

- 1) Endorse the preliminary design for the extension to the administration centre and authorise the full construction drawing to be prepared.
- 2) With the commitment to the extension project being provided authorise that the large pine tree, sitting within the extension footprint, be removed to allow the ground to settle as much as possible prior to the construction date.

CARRIED 6/0

Commonly-used abbreviations:	
CEO	Chief Executive Officer



1 PROPOSED SITE PLAN
A03 1 : 200

GENERAL NOTES:

SITE VISIT:

- THE CONTRACTOR IS REQUIRED TO VISIT THE SITE TO ACQUAINT HIMSELF WITH ALL VISIBLE SITE CONDITIONS.

DIMENSIONS:

- ALL DIMENSIONS ARE IN MILLIMETERS. WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALE.
- LARGE SCALE DRAWINGS SHALL TAKE PRECEDENCE OVER SMALL SCALE DRAWINGS.
- THE CONTRACTORS SHALL CHECK AND VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF ANY BUILDING WORK OR MANUFACTURE.
- ANY DISCREPANCIES SHALL BE NOTIFIED TO SUPERINTENDENT OR ARCHITECT IMMEDIATELY.

ELECTRICAL:

- ALL ELECTRICAL WORK TO BE CARRIED OUT ACCORDING TO ALL RELEVANT AUSTRALIAN STANDARDS, BYLAWS AND REQUIREMENTS OF LOCAL AUTHORITIES.

PRELIMINARY ISSUE
NOT FOR CONSTRUCTION PURPOSES

No.	DATE	AMENDMENT

ARCHITECT
ALEXANDER PLANNING CONSULTANTS

PROPOSED COUNCIL OFFICE EXTENSION

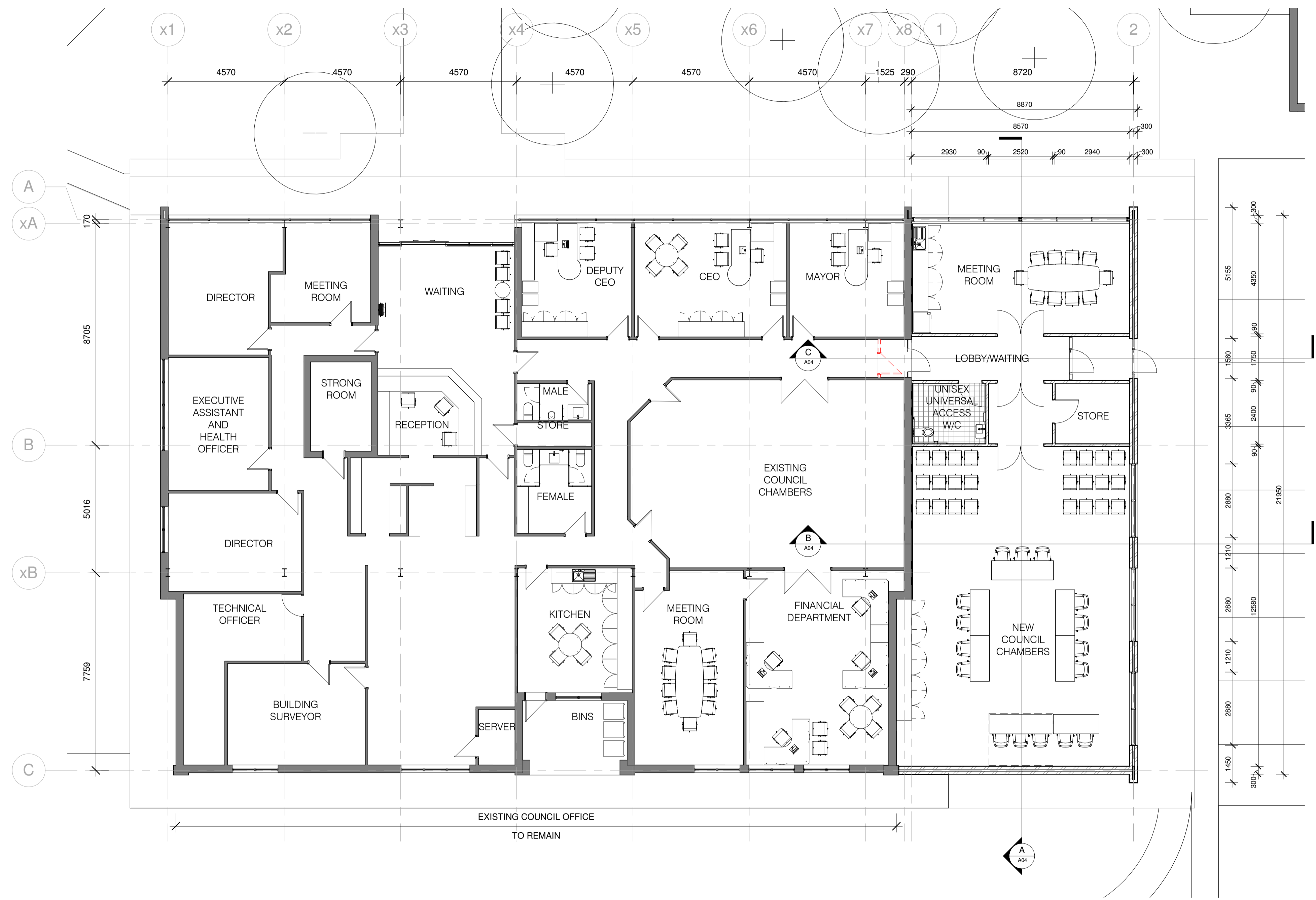
TOWN OF NARROGIN

TITLE
SITE PLAN

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SCALE	DATE	DRAWN	CHECKED	JOB NO.	DWG NUMBER	REV.
1 : 200	05/10/2015	mo	ja	1507	A00	

PLOT DATE 09/27/15
Page 1 of 2



1 GROUND FLOOR OVERALL
1 : 100

GENERAL NOTES:

SITE VISIT:
THE CONTRACTOR IS REQUIRED TO VISIT THE SITE TO ACQUAINT HIMSELF WITH ALL VISIBLE SITE CONDITIONS.

DIMENSIONS:
ALL DIMENSIONS ARE IN MILLIMETERS. WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALE.
LARGE SCALE DRAWINGS SHALL TAKE PRECEDENCE OVER SMALL SCALE DRAWINGS.
THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF ANY BUILDING WORK OR MANUFACTURE.
ANY DISCREPANCIES SHALL BE NOTIFIED TO SUPERINTENDENT OR ARCHITECT IMMEDIATELY.

ELECTRICAL:
ALL ELECTRICAL WORK TO BE CARRIED OUT ACCORDING TO ALL RELEVANT AUSTRALIAN STANDARDS, BYLAWS AND REQUIREMENTS OF LOCAL AUTHORITIES.

PRELIMINARY ISSUE
NOT FOR CONSTRUCTION PURPOSES

No.	DATE	AMENDMENT

ARCHITECT
ALEXANDER PLANNING CONSULTANTS

PROPOSED COUNCIL OFFICE EXTENSION

TOWN OF NARROGIN

TITLE
OVERALL FLOORPLAN

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SCALE	1 : 100	DWG NUMBER	REV.
DATE	05/10/2015	A01	
DRAWN	mo		
CHECKED	ja		
JOB NO.	1507	PLOT DATE	09/26/15

Page | 79

GENERAL NOTES:

SITE VISIT:

- THE CONTRACTOR IS REQUIRED TO VISIT THE SITE TO ACQUAINT HIMSELF WITH ALL VISIBLE SITE CONDITIONS.

DIMENSIONS:

- ALL DIMENSIONS ARE IN MILLIMETERS.
- WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE DO NOT SCALE.
- LARGE SCALE DRAWINGS SHALL TAKE PRECEDENCE OVER SMALL SCALE DRAWINGS.
- THE CONTRACTORS SHALL CHECK AND VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF ANY BUILDING WORK OR MANUFACTURE.
- ANY DISCREPANCIES SHALL BE NOTIFIED TO SUPERINTENDENT OR ARCHITECT IMMEDIATELY.

ELECTRICAL:

- ALL ELECTRICAL WORK TO BE CARRIED OUT ACCORDING TO ALL RELEVANT AUSTRALIAN STANDARDS, BYLAWS AND REQUIREMENTS OF LOCAL AUTHORITIES.

CEILING NOTES:

- PROVIDE 10mm SHADOWLINE ANGLE THROUGHOUT UNLESS NOTED OTHERWISE.
- FLUSH IN REINFORCING EX-ANGLES TO ALL EXTERNAL CORNERS OF CEILINGS AND BULKHEADS. ALL STEEL CORNERS, STOPPING AND CASING BEADS, ETC TO BE SPRAYED WITH RONDO XTROLL PROTECTIVE TREATMENT PRIOR TO INSTALLATION.
- THIS DRAWING TO BE READ IN CONJUNCTION WITH MECHANICAL, HYDRAULIC AND ELECTRICAL SERVICES DRAWINGS.
- ALL CEILINGS TO BE COVERED WITH R2.0, 100mm FIBREGLASS INSULATION.

LEGEND

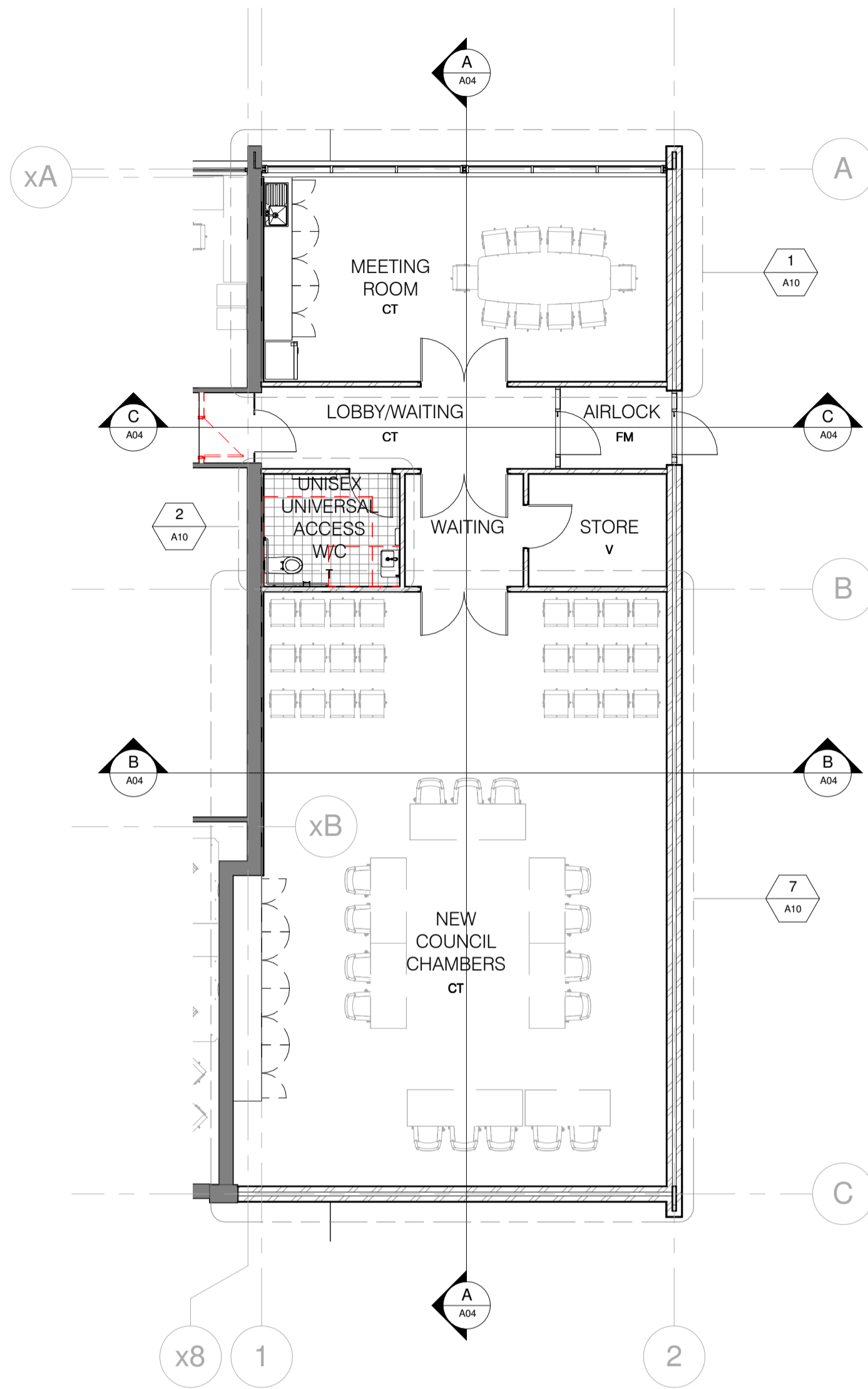
- FP** 1 x 13mm SUSPENDED FLUSHED PLASTERBOARD, 100mm R2.0 INSULATION OVER.
 - FP2** 2 x 13mm SUSPENDED FLUSHED PLASTERBOARD, 100mm R2.0 INSULATION OVER.
 - MFP** 1 x 13mm SUSPENDED FLUSH MOISTURE RESISTANT PLASTERBOARD, 100mm R2.0 INSULATION OVER.
 - MFT** 600x600 SUSPENDED MINERAL FIBRE TILES ON EXPOSED GRID, 100mm R2.0 INSULATION OVER.
 - VER** 12mm FLUSH VERSILUX LINING FIXED TO TOPHATS
- FP DENOTES CEILING TYPE.
2700 DENOTES CEILING HEIGHT.

ROOF NOTES:

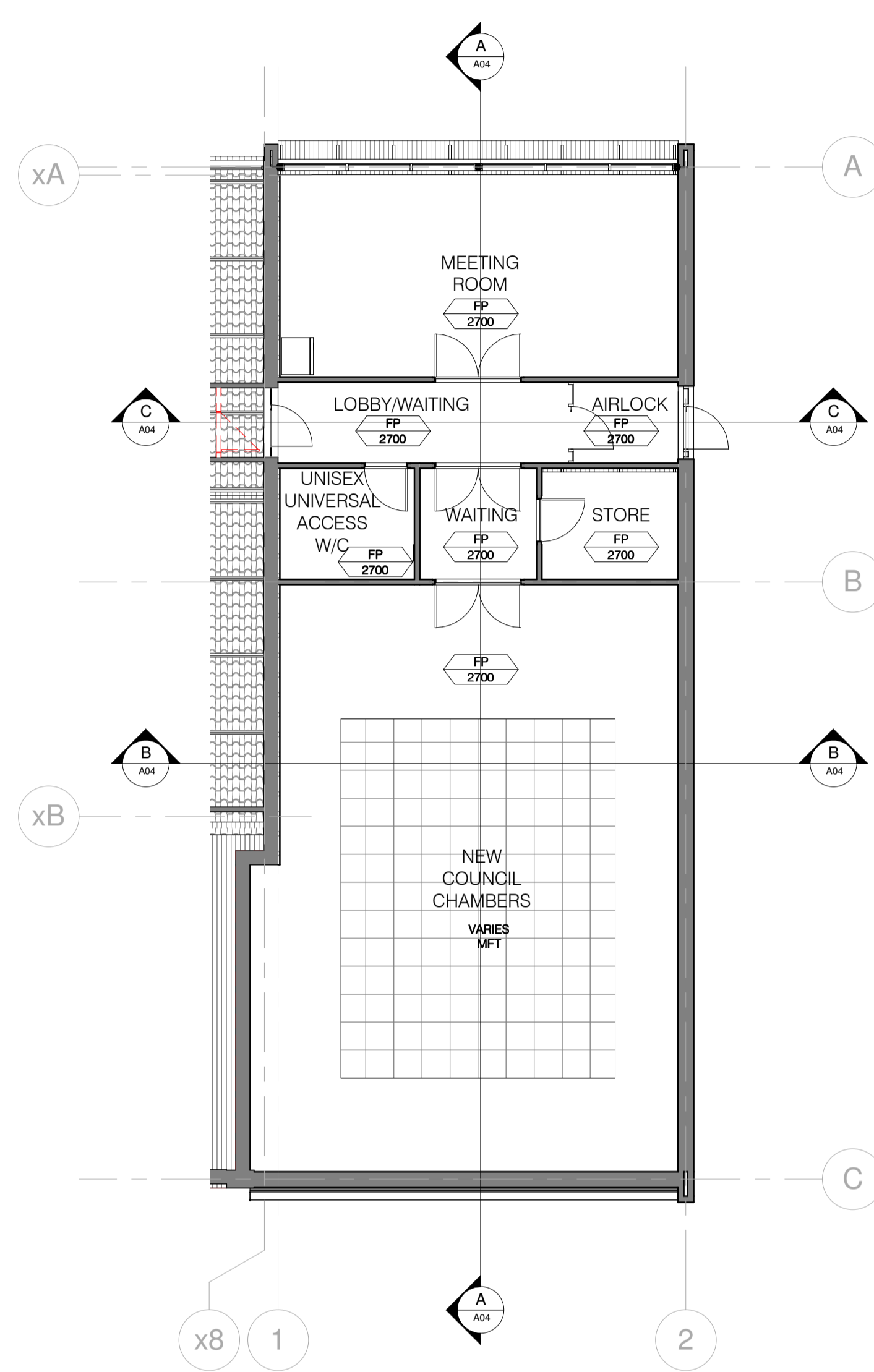
- UNLESS OTHERWISE NOTED ALL NEW ROOFING SHALL BE LYSAGHT CUSTOM ORB COLORBOND ROOF AT PITCH SHOWN ON PLAN. COLORBOND COLOUR TO BE SELECTED.
- ALL DP OUTLETS TO BE COLORBOND UNLESS OTHERWISE NOTED.
- ALL FLASHINGS, TRIMS, GUTTERS AND WALL CLADDING SHALL BE COLORBOND UNLESS OTHERWISE NOTED.
- R2.5, 100MM ANTICON INSULATION ON SAFETY MESH UNDER ALL ROOF SHEETING.
- UNLESS OTHERWISE NOTED PROVIDE COLORBOND RIDGE CAPPING, 95MM GIRTH.
- REFER SPECIFICATION AND ENGINEERS DRAWINGS FOR STATIC LINE ROOF ANCHOR POINTS.

FLOOR FINISHES:

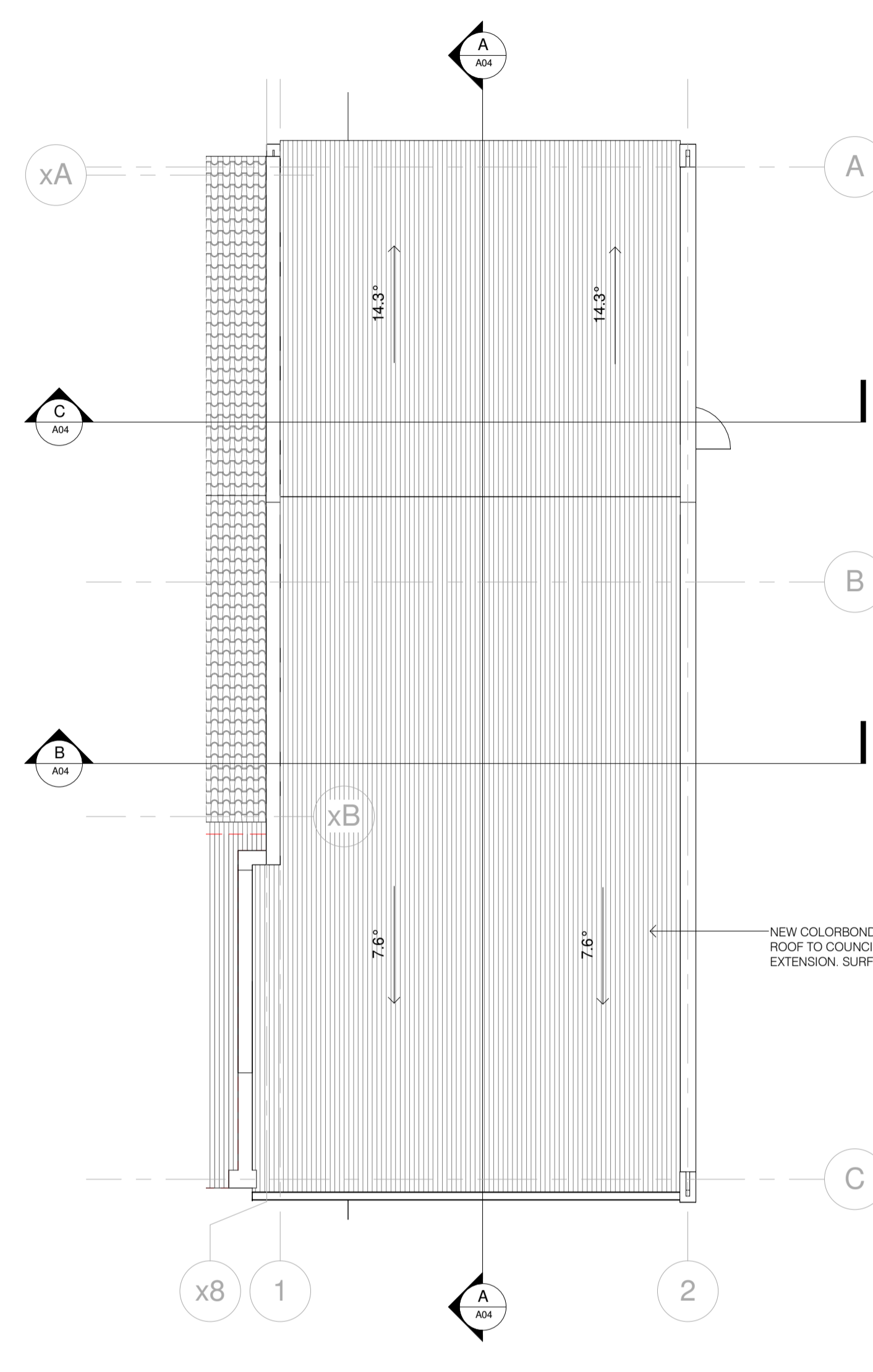
- CT** 600x600 CARPET TILES DIRECT STICK TO CONCRETE FLOOR SLAB
- T** 150x150 TILED CERAMIC FLOOR FINISH LAID ON SCREED TO FALLS
- V** VINYL SHEET FLOOR DIRECT STICK TO CONCRETE FLOOR SLAB
- F** PROPRIETARY ENTRY FLOOR MAT STICK TO CONCRETE FLOOR SLAB



1 GROUND FLOOR DETAIL
1 : 100



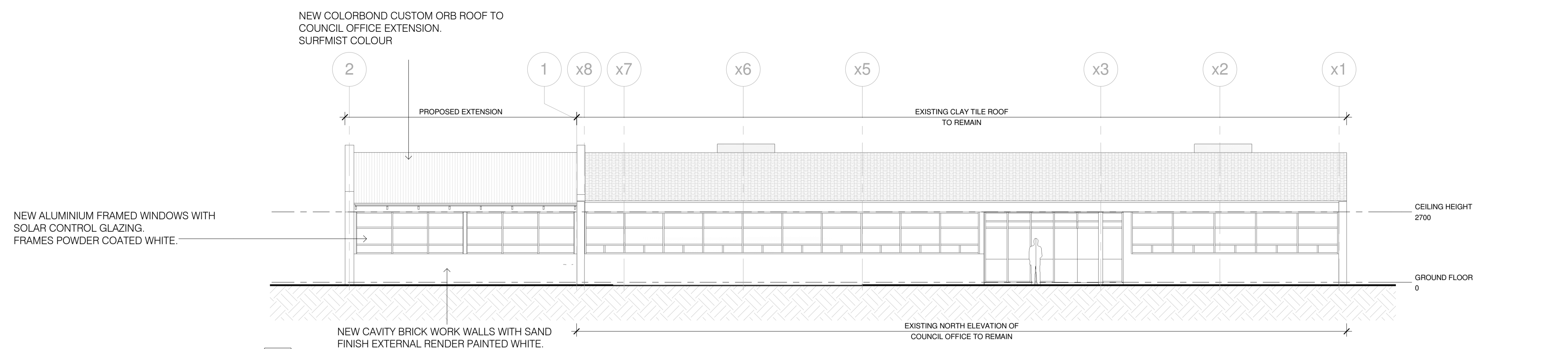
2 REFLECTED CEILING PLAN
1 : 100



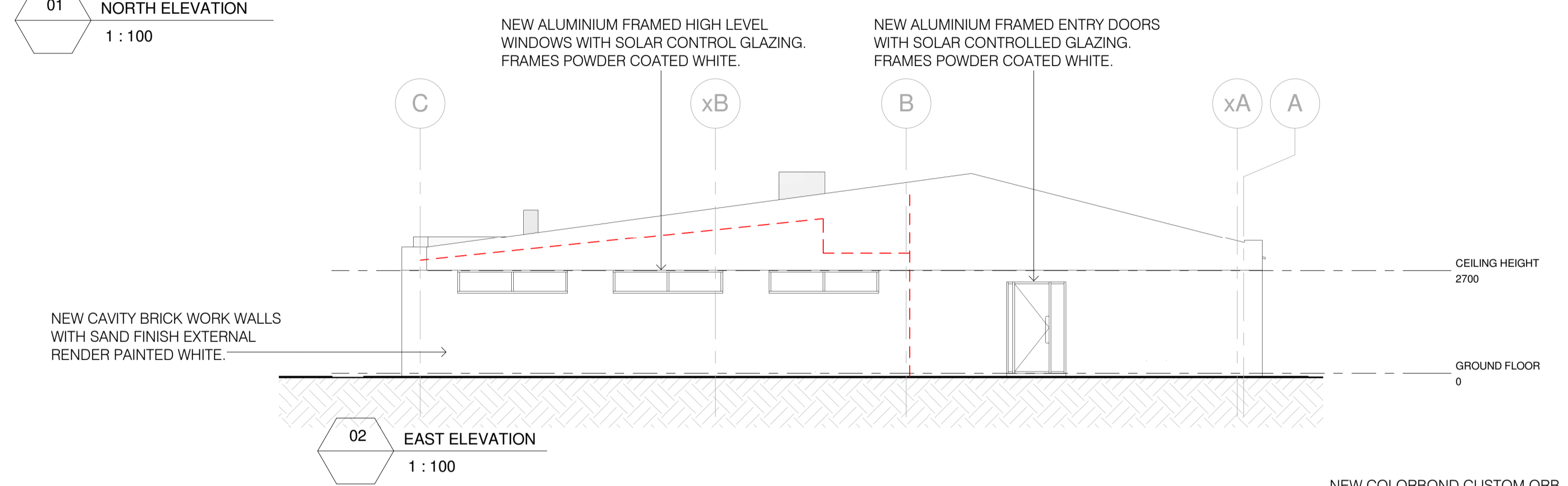
3 ROOF PLAN
1 : 100

PRELIMINARY ISSUE
NOT FOR CONSTRUCTION PURPOSES

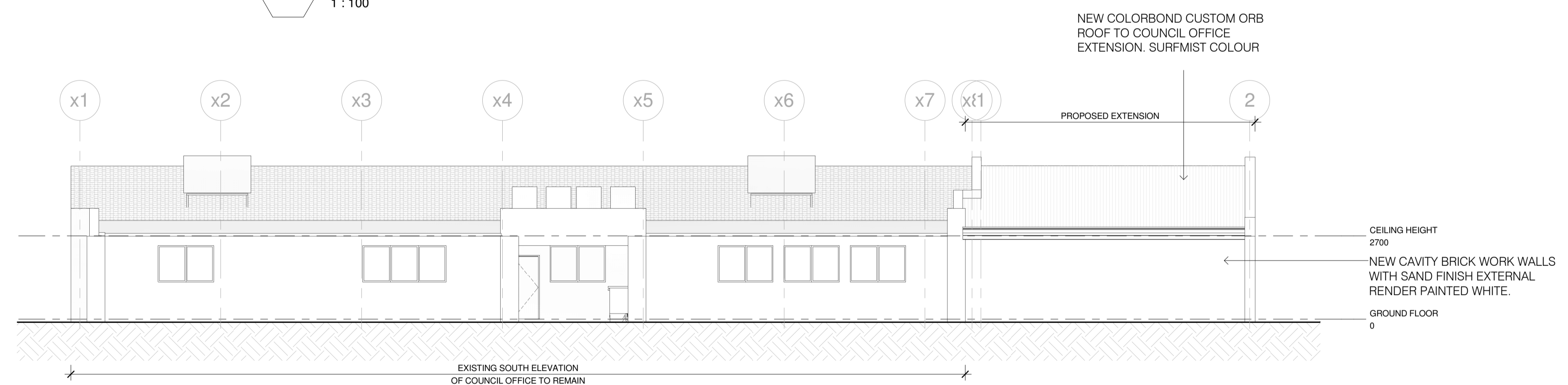
No.	DATE	AMENDMENT
ARCHITECT		
ALEXANDER PLANNING CONSULTANTS		
PROPOSED COUNCIL OFFICE EXTENSION		
TOWN OF NARROGIN		
TITLE DETAILED FLOOR, CEILING AND ROOF PLAN		
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SCALE	1 : 100	DWG NUMBER
DATE	05/10/2015	REV.
DRAWN	mo	A02
CHECKED	ja	
JOB NO.	1507	PLOT DATE
		09/27/15



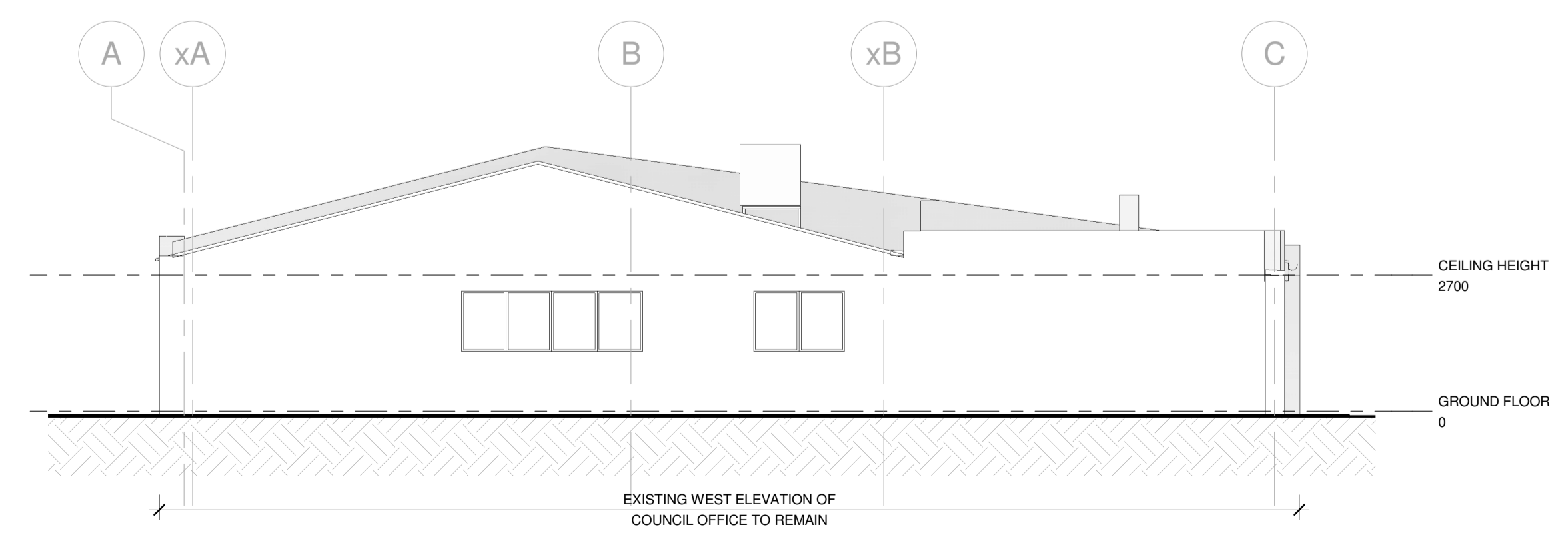
01 NORTH ELEVATION
1 : 100



02 EAST ELEVATION
1 : 100



03 SOUTH ELEVATION
1 : 100

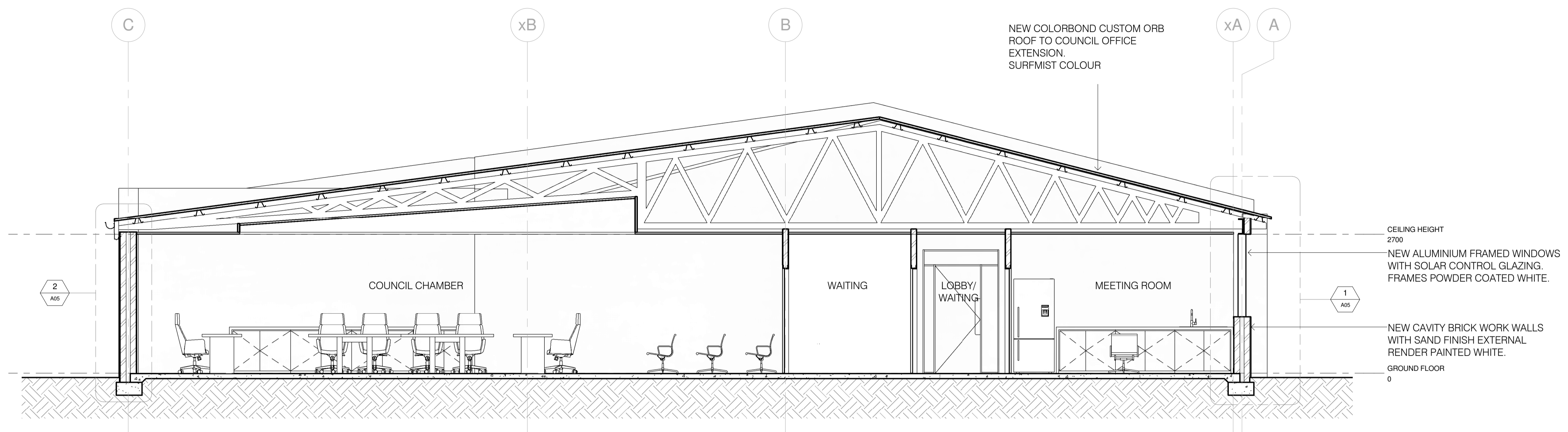


04 WEST ELEVATION
1 : 100

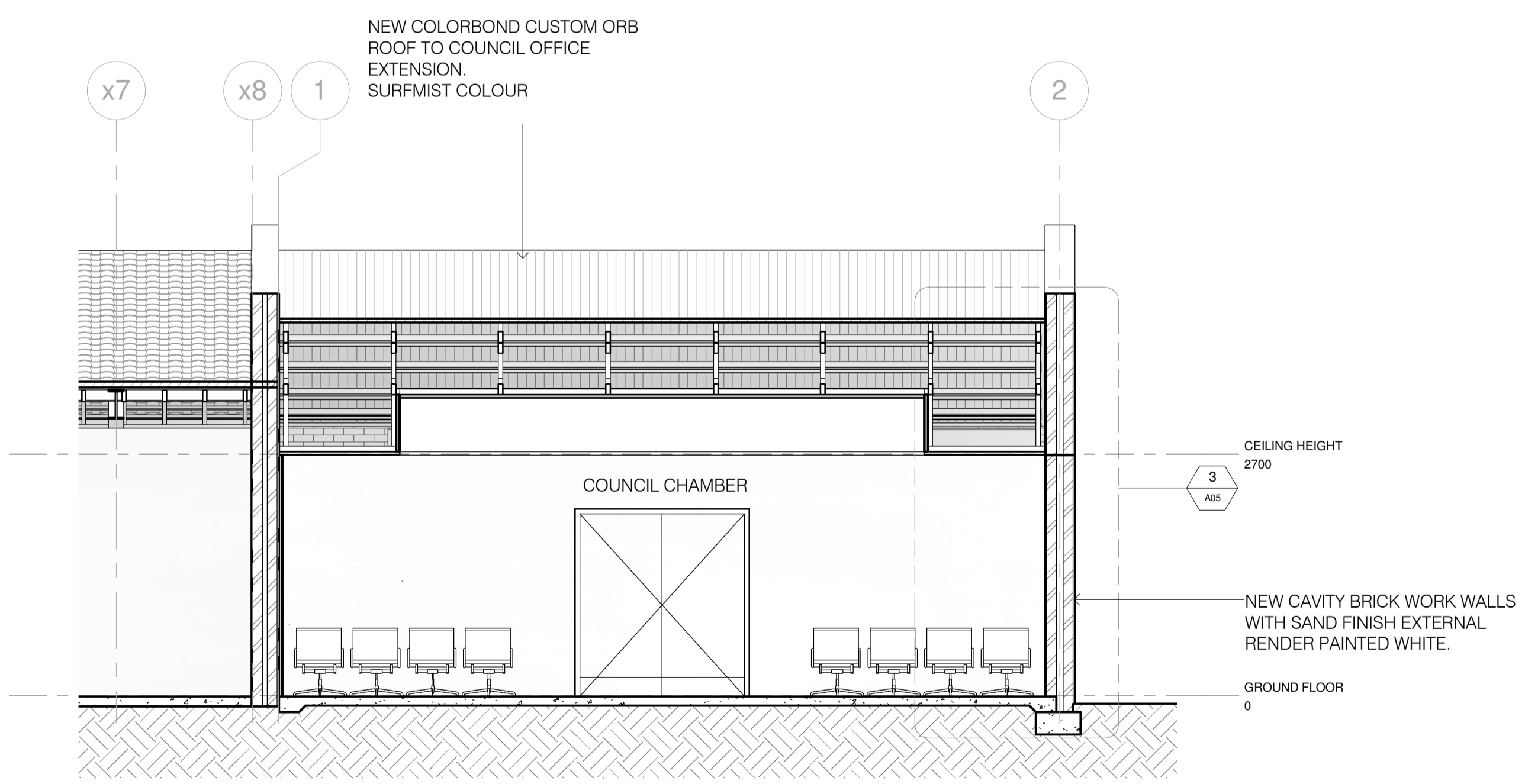
PRELIMINARY ISSUE
NOT FOR CONSTRUCTION PURPOSES

No.	DATE	AMENDMENT
ARCHITECT		
ALEXANDER PLANNING CONSULTANTS		
PROPOSED COUNCIL OFFICE EXTENSION		
TOWN OF NARROGIN		
TITLE ELEVATIONS		
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SCALE	1 : 100	DWG NUMBER
DATE	05/10/2015	A03
DRAWN	mo	
CHECKED	ja	
JOB NO.	1507	PLOT DATE
		09/27/15

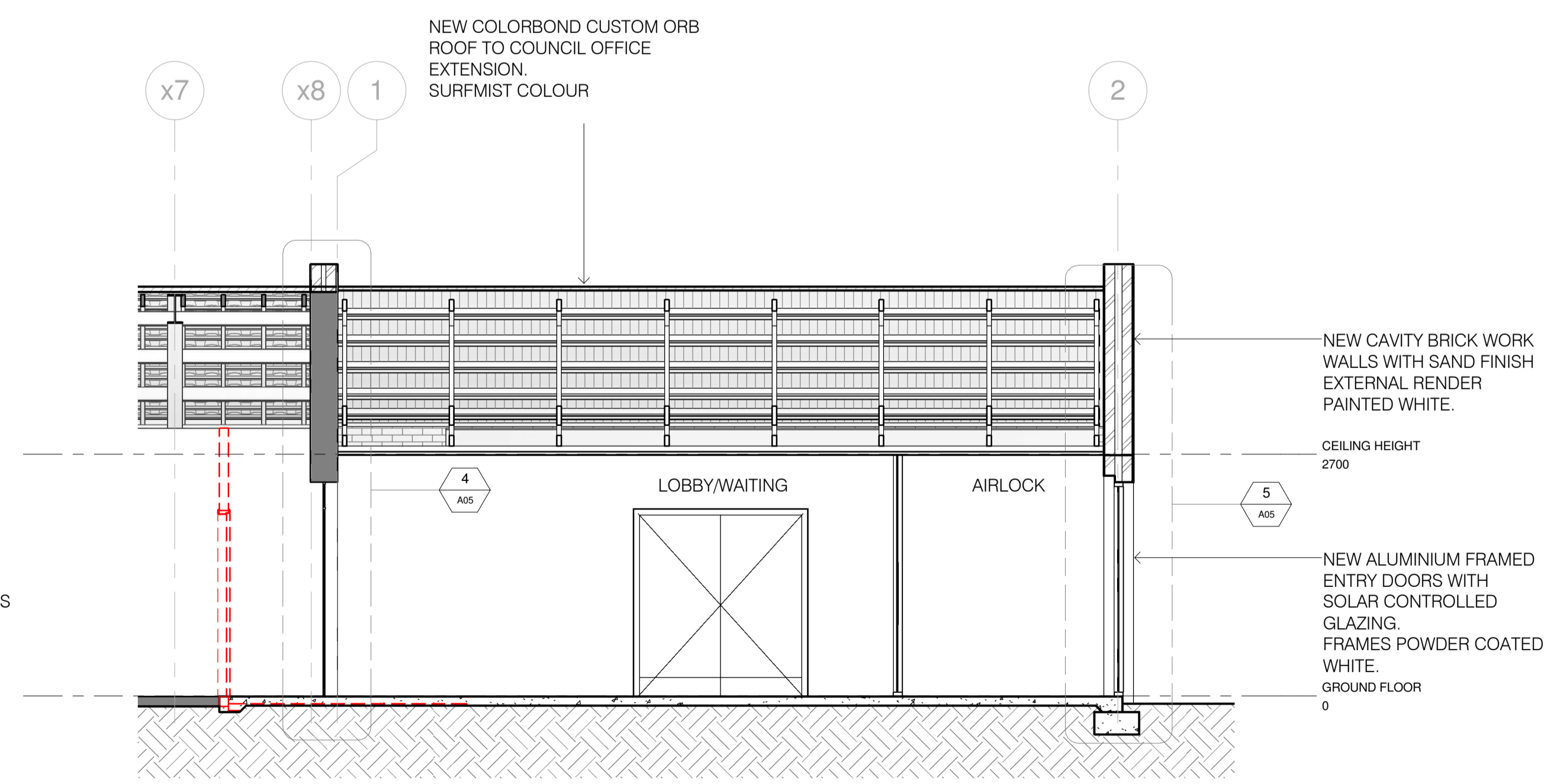
Page 1 of 75



A SECTION A-A
A01 1 : 50



B SECTION B-B
A01 1 : 50

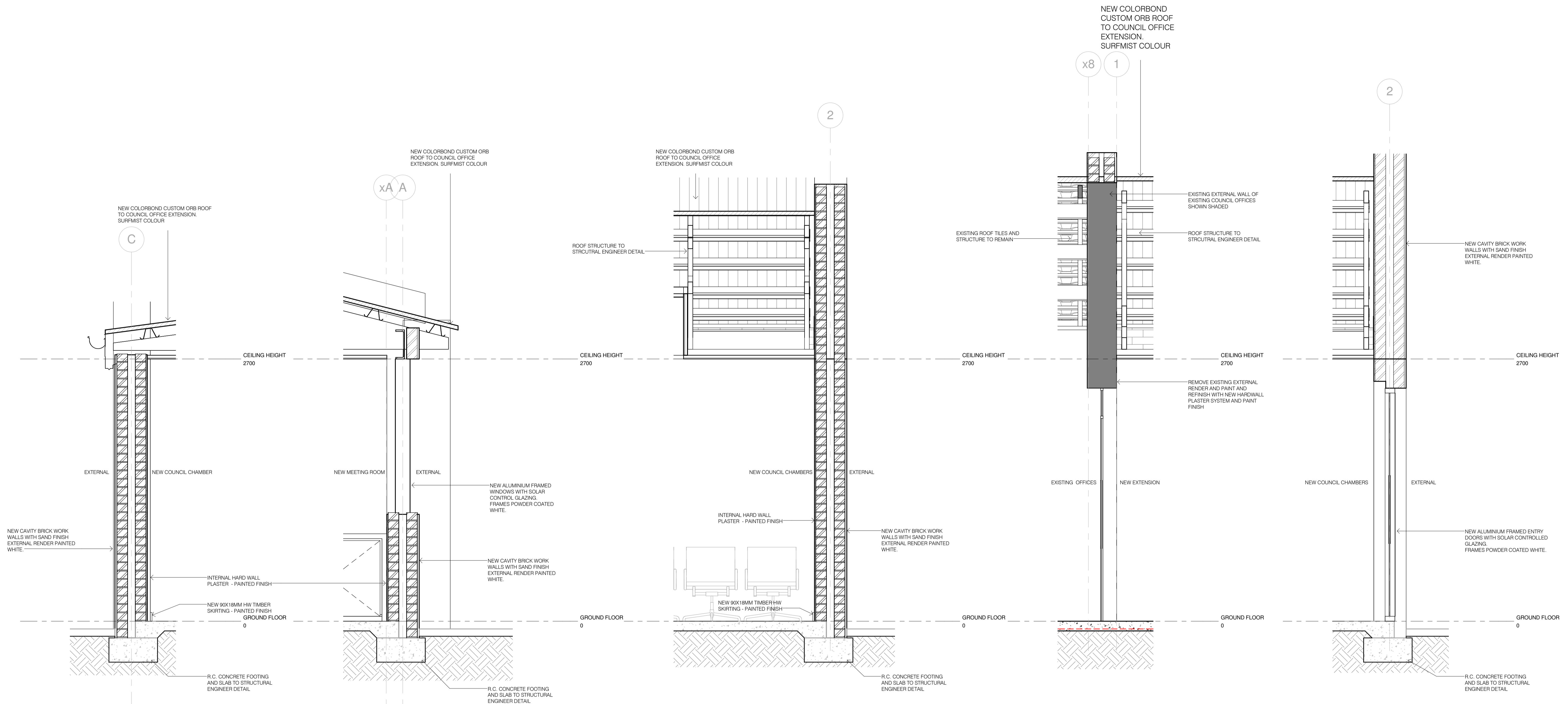


C SECTION C-C
A01 1 : 50

PRELIMINARY ISSUE
NOT FOR CONSTRUCTION PURPOSES

No.	DATE	AMENDMENT
ARCHITECT		
ALEXANDER PLANNING CONSULTANTS		
PROPOSED COUNCIL OFFICE EXTENSION		
TOWN OF NARROGIN		
TITLE SECTIONS		
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SCALE	1 : 50	DWG NUMBER
DATE	05/10/2015	A04
DRAWN	mo	
CHECKED	ja	
JOB NO.	1507	PLOT DATE
		09/27/15

Page 1 of 76



2 SECTION A-A - Callout 2
A04 1 : 20

1 SECTION A-A - Callout 1
A04 1 : 20

3 SECTION B-B - Callout 1
A04 1 : 20

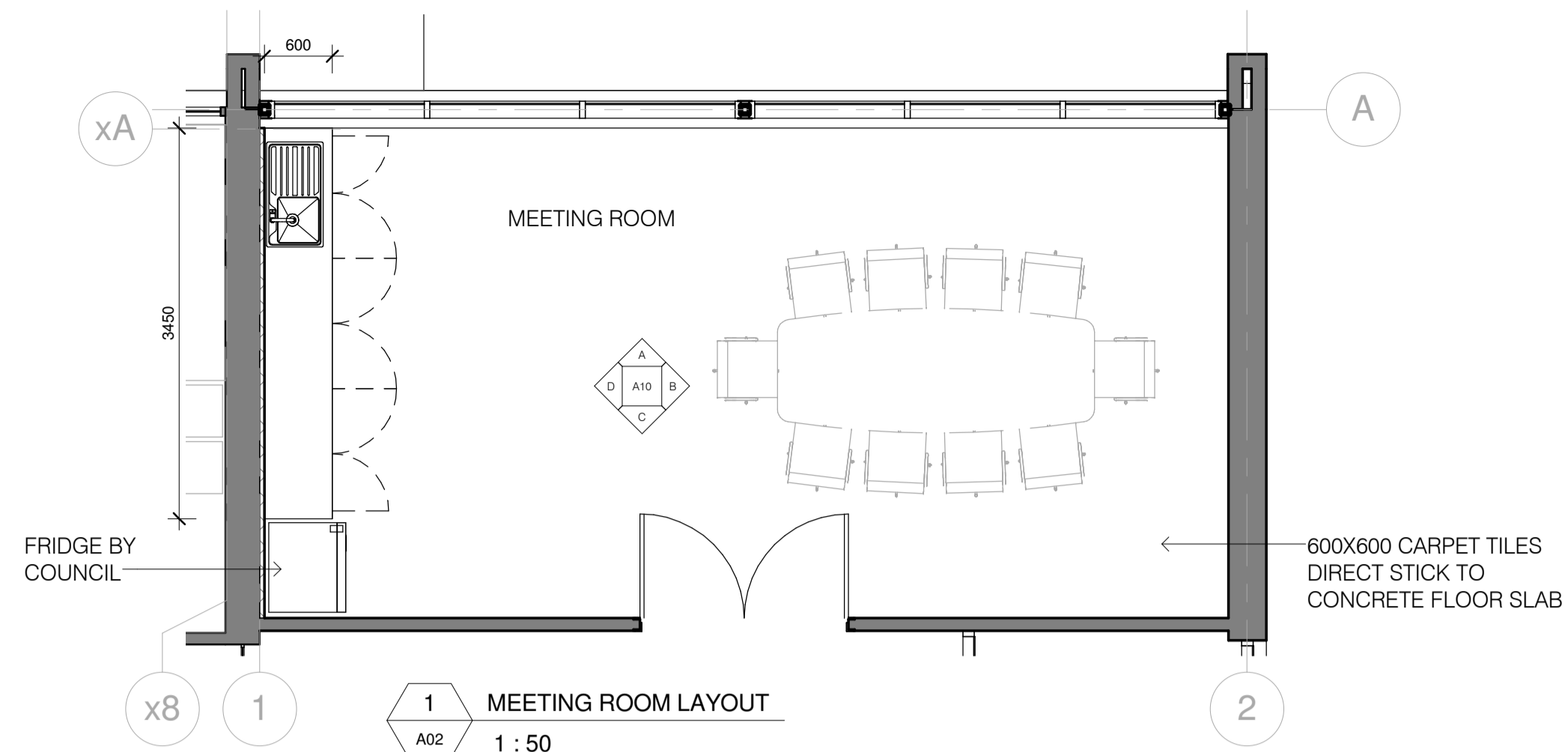
4 SECTION C-C - Callout 1
A04 1 : 20

5 SECTION C-C - Callout 2
A04 1 : 20

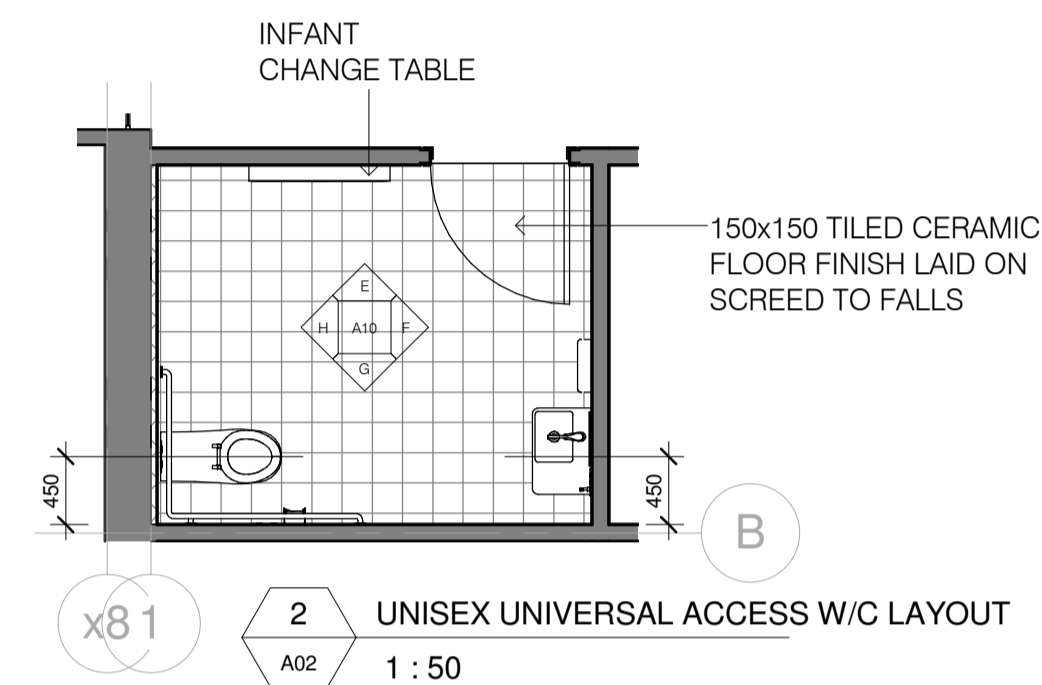
PRELIMINARY ISSUE
NOT FOR CONSTRUCTION PURPOSES

No.	DATE	AMENDMENT
ARCHITECT		
ALEXANDER PLANNING CONSULTANTS		<small>18 "N" Street, Perth 9111 WA P: 08 9447 1111 F: 08 9447 1112 E: alexander@alexanderplanning.com.au</small>
PROPOSED COUNCIL OFFICE EXTENSION		
TOWN OF NARROGIN		
TITLE SECTION DETAILS		
<small>THIS DOCUMENT AND CONTENTS ARE COPYRIGHT (C). DO NOT RETAIN, COPY AND/OR USE WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECTS. VERIFY ALL THE DIMENSIONS AND CHECK ON SITE. DETAILS TAKE PRECEDENCE OVER SMALL SCALE DRAWINGS. CONCERNS, COMMENTS AND DOUBTS SHOULD BE BROUGHT TO THE ATTENTION OF THE SUPERINTENDENT.</small>		
SCALE	1 : 20	DWG NUMBER
DATE	05/10/2015	REV.
DRAWN	mo	A05
CHECKED	ja	
JOB NO.	1507	PLOT DATE
		09/28/15

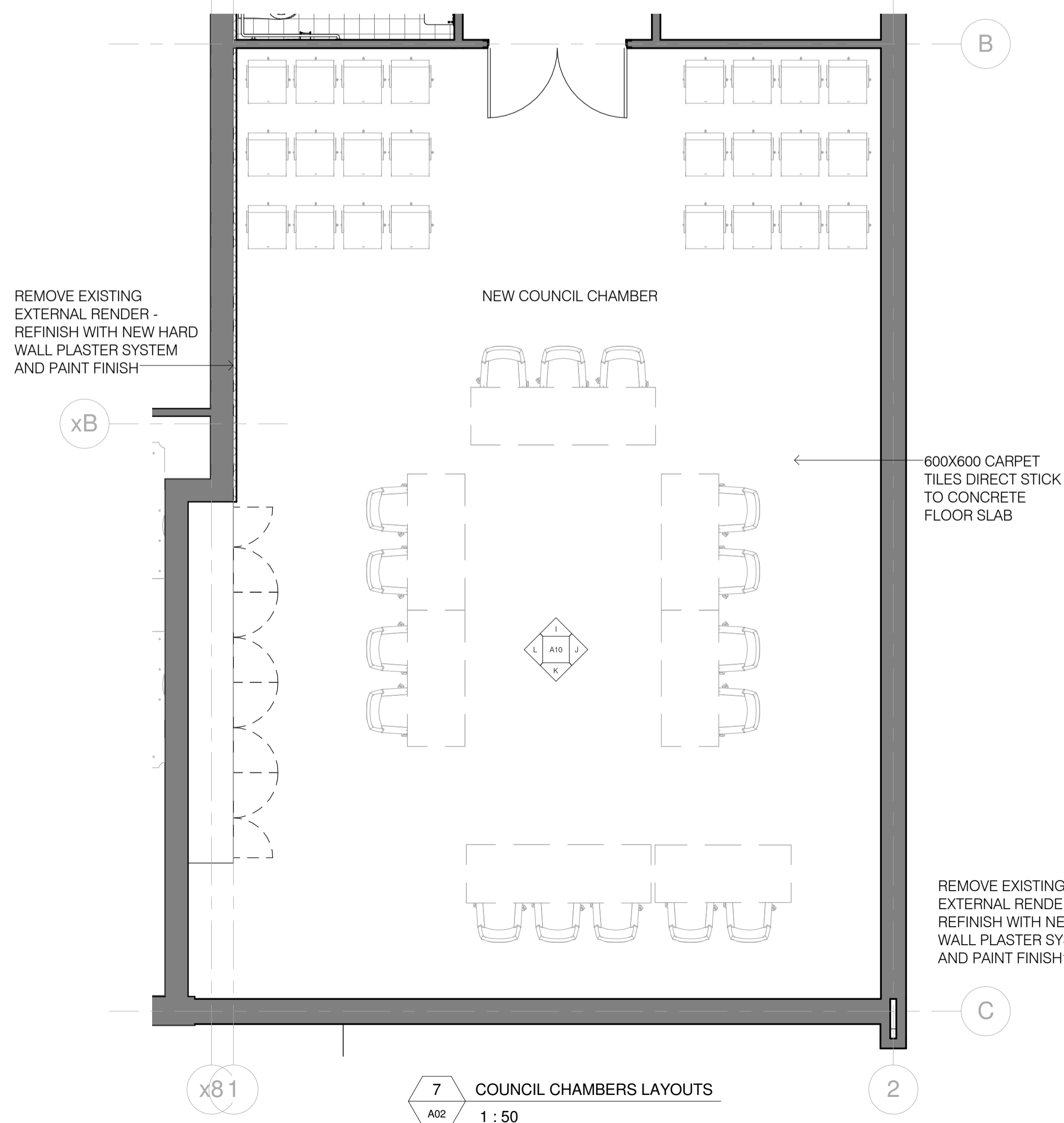
Page 1 of 77



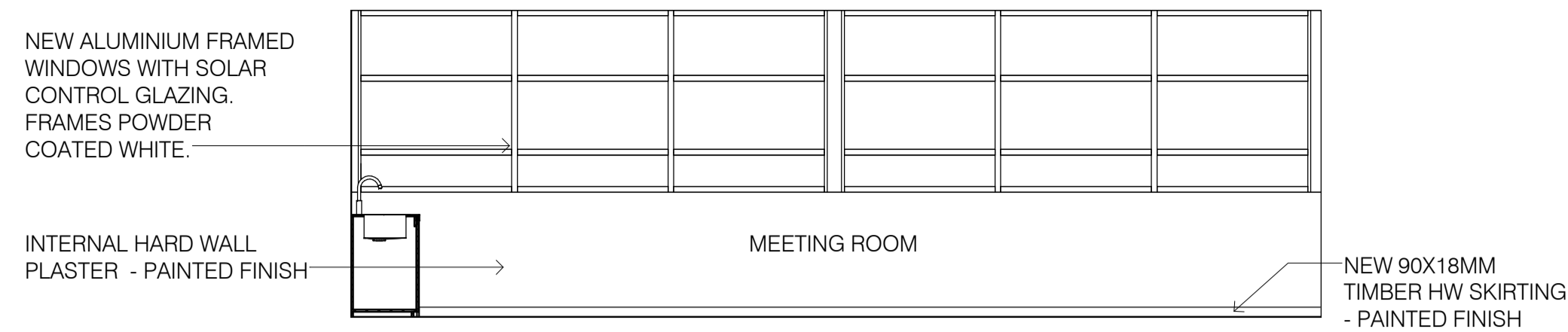
1 MEETING ROOM LAYOUT
1:50



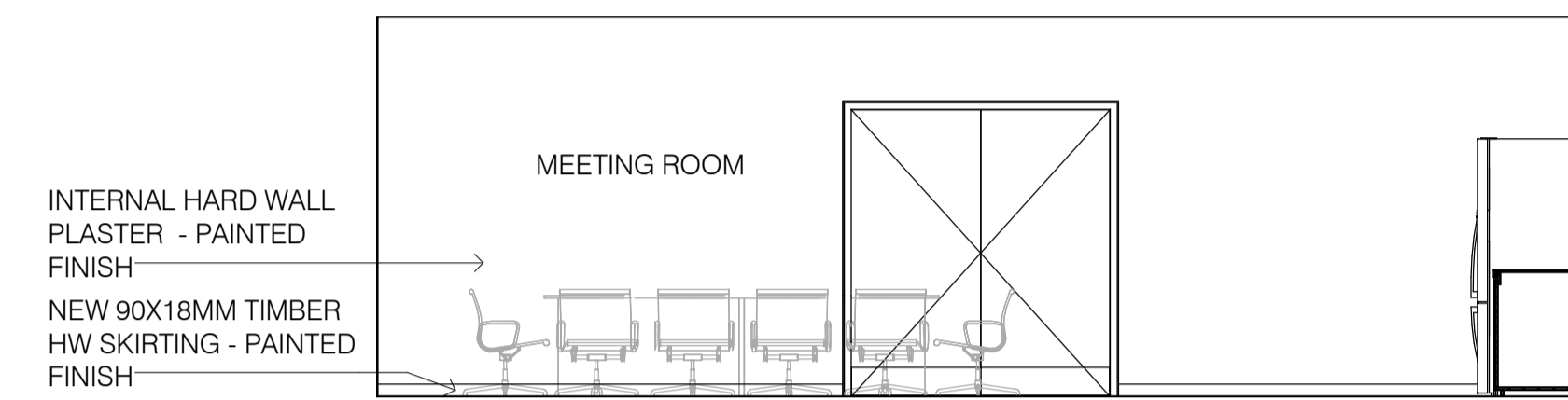
2 UNISEX UNIVERSAL ACCESS W/C LAYOUT
1:50



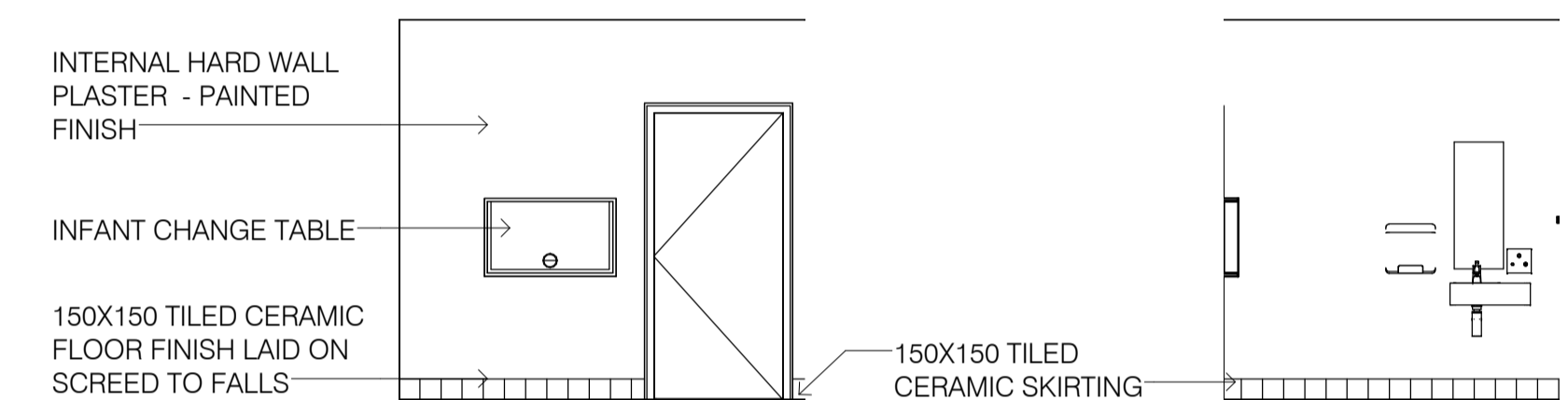
7 COUNCIL CHAMBERS LAYOUTS
1:50



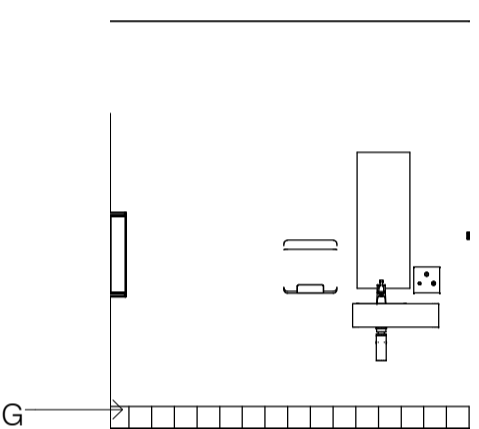
A MEETING ROOM ELEVATION A
1:50



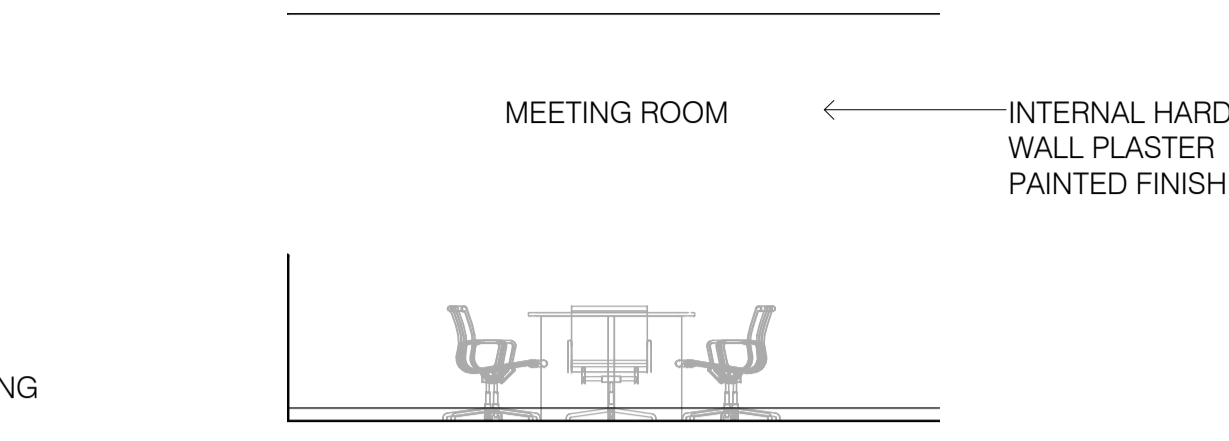
C MEETING ROOM ELEVATION C
1:50



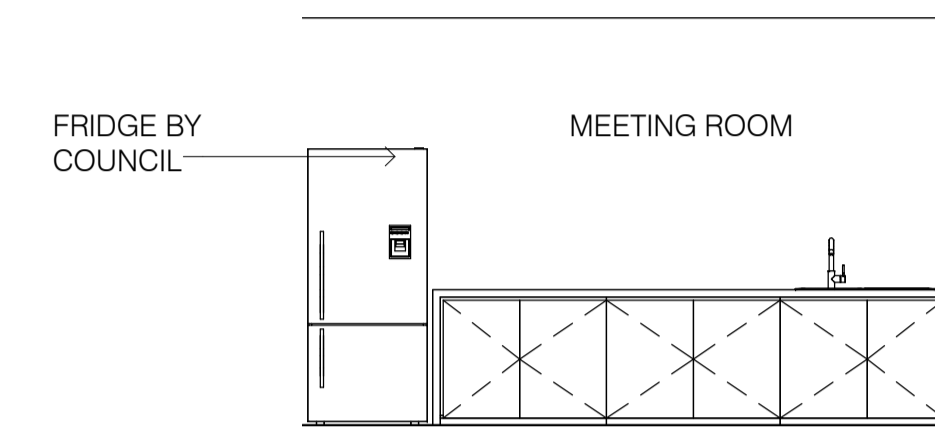
E DISABLED ELEVATION E
1:50



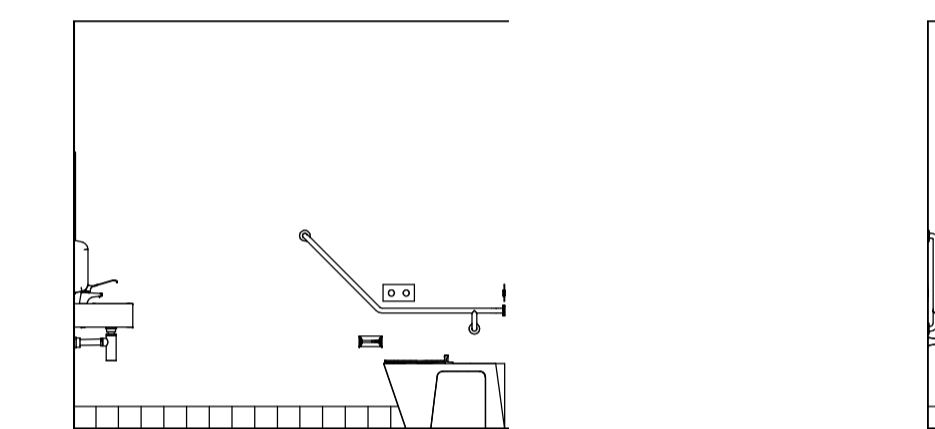
F DISABLED ELEVATION F
1:50



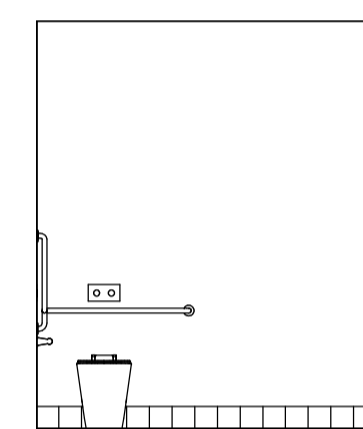
B MEETING ROOM ELEVATION B
1:50



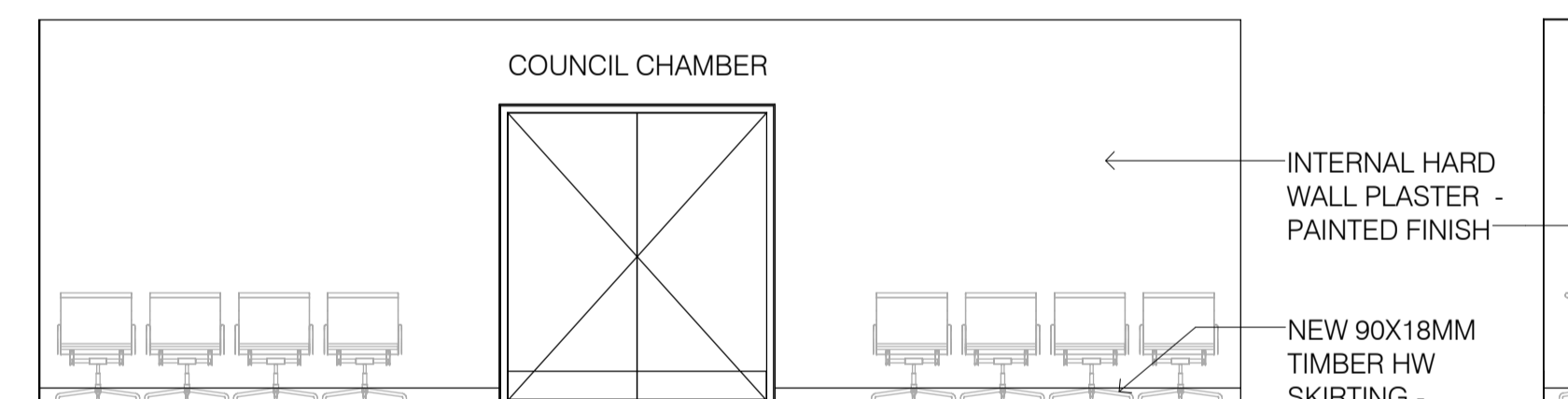
D MEETING ROOM ELEVATION D
1:50



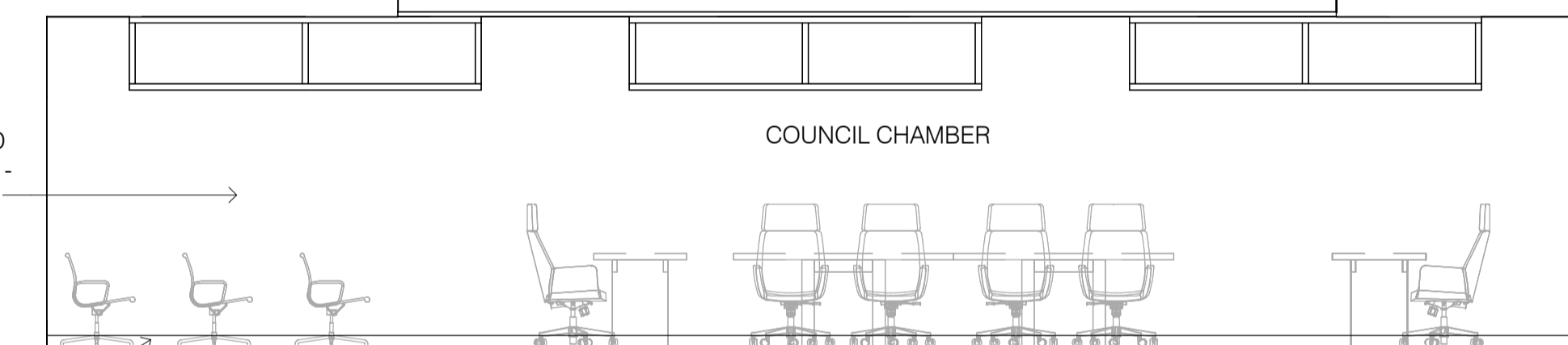
G DISABLED ELEVATION G
1:50



H DISABLED ELEVATION H
1:50



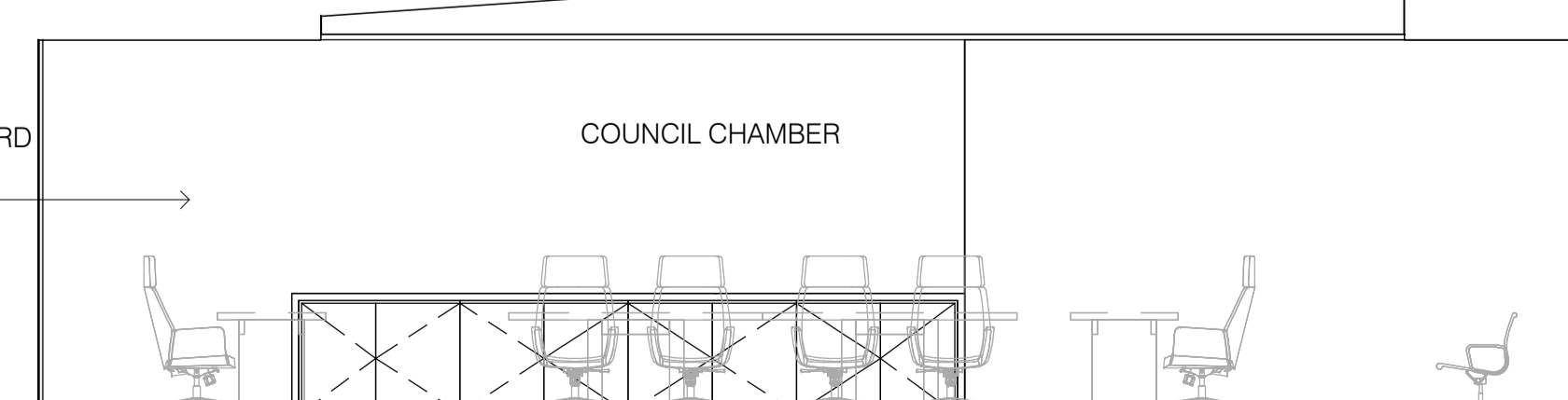
I COUNCIL CHAMBER ELEVATION I
1:50



J COUNCIL CHAMBER ELEVATION J
1:50



K COUNCIL CHAMBER ELEVATION K
1:50



L COUNCIL CHAMBER ELEVATION L
1:50

GENERAL NOTES:

SITE VISIT:

THE CONTRACTOR IS REQUIRED TO VISIT THE SITE TO ACQUAINT HIMSELF WITH ALL VISIBLE SITE CONDITIONS.

DIMENSIONS:

ALL DIMENSIONS ARE IN MILLIMETERS.
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ALL ELECTRICAL WORK TO BE CARRIED OUT ACCORDING TO ALL RELEVANT AUSTRALIAN STANDARDS, BYLAWS AND REQUIREMENTS OF LOCAL AUTHORITIES.

PRELIMINARY ISSUE
NOT FOR CONSTRUCTION PURPOSES

ARCHITECT
ALEXANDER PLANNING CONSULTANTS

PROPOSED COUNCIL OFFICE EXTENSION

TOWN OF NARROGIN

TITLE
ROOM LAYOUTS AND ELEVATIONS

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SCALE	1:50	DWG NUMBER	REV.
DATE	05/10/2015	A10	
DRAWN	mo		
CHECKED	ja		
JOB NO.	1507	PLOT DATE	09/27/15

10.2.133 REPEAL OF LOCAL LAWS

File Reference:

Disclosure of Interest: Nil

Applicant: Not Applicable

Previous Item Nos:

Date: 7 October 2015

Author: Niel Mitchell, Project Manager Merger.

Attachments

- Draft Town of Narrogin Repeal Local Law 2015 – revised
- Summary of Submission

Summary

The purpose of this report is –

- 1) consider the submissions received on the proposed Town of Narrogin Repeal Local Law 2015 and determine if any drafting amendment(s) are required to the local law as a result of the submissions received;
- 2) give notice of the purpose and effect of the Town of Narrogin Repeal Local Law 2015;
- 3) make the Town of Narrogin Repeal Local Law 2015, incorporating all amendments;
- 4) authorise the local law's publication in the *Government Gazette*;
- 5) give local public notice, (after Gazettal), of the date the Town of Narrogin Repeal Local Law 2015 will come into effect; and
- 6) authorise the affixing of the Common Seal to the local law.

Background

At its ordinary meeting held on the 14 July 2015 Council resolved to commence the process to make a Town of Narrogin Repeal Local Law 2015.

The procedure for making local laws requires Council to advertise state-wide, advising of its intention to make a local law, and invite submissions to be made on the proposed local law for a six-week period. At the closure of the submission period, Council is to consider all submissions before making a local law.

Comment

Council advertised, both locally and state-wide, for public comment on the proposed Repeal Local Law 2015.

An advertisement was placed in the West Australian on 29 July 2015 and the Narrogin Observer on 30 July 2015, with the submission period for public comment closing on 11 September 2015.

At the close of the submission period, submissions had been received from Department of Local Government & Communities, and one public submission as per the attached summary.

The Departmental submission covered multiple areas, however, no substantive matters were raised with the items being of a context or technical nature, punctuation and grammar. Some of the suggested changes did require minor consequential amendment, however none have altered the intent of the provision amended.

Despite the number of corrections, it is considered that the amendments are not of a significant nature that requires re-advertising. The amendments relate to wording or style, are intended to simplify the repeal local law, and have the same intent and effect as the draft.

Once formally adopted by Council, the local law –

- is to be published in the Government Gazette
- copies are sent to the Parliamentary Joint Standing Committee on Delegated Legislation together with other required documentation, within 10 days of publication,
- signed copy is sent to Minister for Local Government,
- local public notice given of adoption (as opposed to proposal previously advertised).

Please note –

- disallowance of the local law may be made by Parliament, and could take some time depending on sitting days,
- takes effect immediately on publication in the Government Gazette.

Consultation

- Mr Aaron Cook, Chief Executive Officer
- Mr Brian Robinson, Director Development and Technical Services
- Mr Steven Elliott, Department of Local Government and Communities

Statutory Environment

Local Government Act s.3.12 – process for making local laws

Policy Implications

Nil

Financial Implications

Preparation and advertising costs – covered by merger grant funding

Strategic Implications

Nil

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 1015.164 OFFICER'S RECOMMENDATION

Moved: Cr Russell

Seconded: Cr Kain

That Council:

- 1) notes the submissions from the Department of Local Government and Communities and Mr Seale in relation to the proposed Town of Narrogin Repeal Local Law 2015;
- 2) resolves to make the Town of Narrogin Repeal Local Law 2015, as per the attachment, incorporating amendments outlined by the Department of Local Government,
- 3) publish the Town of Narrogin Repeal Local Law 2015, in the Government Gazette and provide copies of the local law to the Minister for Local Government;
- 4) forward a copy of the Gazetted local law, explanatory memoranda and associated documentation to the Parliamentary Joint Standing Committee on Delegated Legislation for review; and
- 5) authorise the affixing of the Common Seal to the Town of Narrogin Repeal Local Law 2015.

**CARRIED 6/0
Absolute Majority**

LOCAL GOVERNMENT ACT 1995

TOWN OF NARROGIN

REPEAL LOCAL LAW 2015

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Town of Narrogin resolved on 13 October 2015 to make the following local law.

1. Citation

This local law may be cited as the *Town of Narrogin Repeal Local Law 2015*.

2. Commencement

This local law will come into operation 14 days after publication in the *Government Gazette*.

3. Repeal

The following local laws are repealed –

- (a) *Town of Narrogin Bylaw Relating to the Conduct of Proceedings and the Business of the Council*, published in the *Government Gazette* on 28 November 1975, and amended in the *Government Gazette* on 12 April 1979 and 26 June 1981;
- (b) *Town of Narrogin By-laws Relating to Pest Plants*, published in the *Government Gazette* on 30 October 1987; and
- (c) *Town of Narrogin By-law Relating to the Keeping of Bees*, published in the *Government Gazette* on 24 December 1996.

Dated this _____ day of _____ 2015

The Common Seal of the Town of Narrogin was affixed by authority of a resolution of Council in the presence of –

L.N. BALLARD, Mayor.

A.J. COOK, Chief Executive Officer.

Proposed Town of Narrogin Repeal Local Law 2015 – Summary of submissions received

Submissions received –

- Department of Local Government and Communities
- Public – Mr B Seale

Dept of Local Government and Communities –

Item	Clause	Comment	Review Comment
1	General 3(a) 3(b) 3(c) 3(d) General	<p>No major issues have been detected in the local law. However, the following minor edits are suggested:</p> <ul style="list-style-type: none"> • Citation titles should be in italics; • In clause 3(a) change citation to “<i>Municipality of Narrogin By-laws</i>”; • In clause 3(b) change citation to “<i>Municipality of the Town of Narrogin By-law Relating to the Conduct of Proceedings and the Business of the Council</i>”. • In clause 3(b) change citation to “<i>Town of Narrogin By-laws Relating to Pest Plants</i>” or “<i>Town of Narrogin Pest Plant By-laws</i>”. • In clause 3(d) change citation to “<i>Town of Narrogin By-law Relating to the Keeping of Bees</i>”. <p>The Town should also check to ensure that all gazettal references are accurate and all relevant amendments are mentioned.</p>	<p>Checked Amended Amended Amended Amended Gazette references checked</p>

Mr B Seale –

Item	Clause	Comment	Review Comment
1	n/a	<p>Submission comment</p> <p><i>The proposal to adopt a Repeal Local Law for the town of Narrogin 2015 and also for the Repeal of Health Local Law 2015 for the Town of Narrogin is supported as justified, conditional that the provisions of section 3.12(3.)(a.) of the Local Government Act 1995 have been complied with.</i></p>	<p>Mr Seale also made comment regarding process, which has been responded to separately by the CEO.</p> <p>As the submission comment is in support of the repeal, no amended is required.</p>

10.2.134 REPEAL OF HEALTH LOCAL LAWS

File Reference:

Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos:
Date: 7 October 2015
Author: Niel Mitchell, Project Manager Merger.

Attachments

- Draft Town of Narrogin Health Repeal Local Law 2015 – revised
- Summary of Submission

Summary

The purpose of this report is –

- 1) consider the submissions received on the proposed Town of Narrogin Health Repeal Local Law 2015 and determine if any drafting amendment(s) are required to the local law as a result of the submissions received;
- 2) give notice of the purpose and effect of the Town of Narrogin Health Repeal Local Law 2015;
- 3) make the Town of Narrogin Health Repeal Local Law 2015, incorporating all amendments;
- 4) authorise the local law's publication in the *Government Gazette*;
- 5) give local public notice, (after Gazettal), of the date the Town of Narrogin Health Repeal Local Law 2015 will come into effect; and
- 6) authorise the affixing of the Common Seal to the local law.

Background

At its ordinary meeting held on the 14 July 2015 Council resolved to commence the process to make a Town of Narrogin Health Repeal Local Law 2015.

The procedure for making local laws requires Council to advertise state-wide, advising of its intention to make a local law, and invite submissions to be made on the proposed local law for a six-week period. At the closure of the submission period, Council is to consider all submissions before making a local law.

Comment

Council advertised, both locally and state-wide, for public comment on the proposed Health Repeal Local Law 2015.

An advertisement was placed in the West Australian on 29 July 2015 and the Narrogin Observer on 30 July 2015, with the submission period for public comment closing on 11 September 2015.

At the close of the submission period, submissions had been received from Dept of Local Government & Communities, Dept of Health, and one public submission as per the attached summary.

Both Departmental submissions covered multiple areas, however, no substantive matters were raised by either department with the items being of a context or technical nature, punctuation and grammar. Some of the suggested changes did require minor consequential amendments, however none have altered the intent of the provision amended.

Despite the number of corrections, it is considered that the amendments are not of a significant nature that requires re-advertising. The amendments relate to wording or style, are intended to simplify the repeal local law, and have the same intent and effect as the draft.

Once formally adopted by Council, the local law –

- is to be published in the Government Gazette
- copies are sent to the Parliamentary Joint Standing Committee on Delegated Legislation together with other required documentation, within 10 days of publication,
- signed copy is sent to Minister for Local Government and Minister for Health,
- local public notice given of adoption (as opposed to proposal previously advertised).

Please note –

- disallowance of the local law may be made by Parliament, and could take some time depending on sitting days,
- takes effect immediately on publication in the Government Gazette.

Consultation

- Mr Aaron Cook, CEO
- Mr Brian Robinson, Director Development and Technical Services
- Mr Don Howell, Environmental Health Directorate, Department of Health
- Mr Steven Elliott, Dept of Local Government and Communities

Statutory Environment

Local Government Act s.3.12 – process for making local laws

Health Act s.342 – process for making local laws

Policy Implications

Nil

Financial Implications

Preparation and advertising costs – covered by merger grant funding

Strategic Implications

Nil

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 1015.165 OFFICER'S RECOMMENDATION

Moved: Cr Russell

Seconded: Cr McKenzie

That Council:

- 1) notes the submissions from the Department of Local Government and Communities, Department of Health and Mr Seale in relation to the proposed Town of Narrogin Health Repeal Local Law 2015;
- 2) resolves to make the Town of Narrogin Health Repeal Local Law 2015, as per the attachment, incorporating amendments outlined by the Department of Local Government and Department of Health,
- 3) publish the Town of Narrogin Health Repeal Local Law 2015, in the Government Gazette and provide copies of the local law to the Minister for Local Government and Minister for Health;
- 4) forward a copy of the Gazetted local law, explanatory memoranda and associated documentation to the Parliamentary Joint Standing Committee on Delegated Legislation for review; and
- 5) authorise the affixing of the Common Seal to the Town of Narrogin Health Repeal Local Law 2015.

**CARRIED 6/0
Absolute Majority**

HEALTH ACT 1911
LOCAL GOVERNMENT ACT 1995

TOWN OF NARROGIN

HEALTH REPEAL LOCAL LAW 2015

Made by the local government of the Town of Narrogin under section 342 of the *Health Act 1911* in accordance with subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995*, the local government of the Town of Narrogin resolved on 13 October 2015 to make the following local law.

1. Citation

This local law may be cited as the *Town of Narrogin Health Repeal Local Law 2015*.

2. Commencement

This local law comes into operation on the day of publication in the *Government Gazette*.

3. Repeal

The following local laws are repealed –

- (a) The Health Local Laws made by the Council of the Municipality of Narrogin adopting the *Model By-Laws Series 'A'* at a meeting of the Council on 25 July 1934 and published in the *Government Gazette* on 21 September 1934 and amended from time to time; and
- (b) The Health Local Laws made by the Council of the Municipality of Narrogin adopting the *Model By-Laws Series 'A'* at a meeting of the Council on 12 August 1958 and published in the *Government Gazette* on 17 October 1958 and amended from time to time.

This Local Law was made by the Town of Narrogin at an Ordinary Meeting held on 13 October 2015.

The Common Seal of
the Town of Narrogin
was hereunto affixed by
authority of Council in
the presence of –

on this _____ day of _____ 2015

L.N. BALLARD, Mayor

A.J. COOK, Chief Executive Officer.

Consented to

**EXECUTIVE DIRECTOR
PUBLIC HEALTH**

dated this..... day of 2015

Proposed Town of Narrogin Health Repeal Local Law 2015 – Summary of submissions received

Submissions received –

- Department of Health
- Department of Local Government and Communities
- Public – Mr B Seale

Dept of Health –

Item	Clause	Comment	Review Comment
1	2	Commencement is superfluous and can be deleted. Section 3.14 of the <i>Local Government Act 1995</i> (the LG Act) does not apply in relation to local laws made under the <i>Health Act 1911</i> (the Health Act). [See Section 342(3) of the Health Act]. Commencement is the date of publication in the <i>Government Gazette</i> , unless a later date is stated but there is no benefit in delaying the commencement of this local law.	Retained stating commencement on publication
2	3	When repealing existing health local laws, be careful that the wording does not attempt to revoke the <i>Model By-Laws Series</i> ". No Council can do this. What they can do is revoke their health local laws, which were made by adopting Model By-Laws. Once adopted, the local laws are no longer "model",	Amended. Simplified text suggested inserted
3	Consent	On the consent page the reference to the 'Common Seal of the Shire of Narrogin', should be a reference to the 'Common Seal of the Town of Narrogin'.	Amended
4	Sealing	No provision has been made on the consent page for recording the date on which Council makes the local law, nor is there any provision made for recording the consent of the Executive Director Public Health.	Amended Example text suggested inserted

Dept of Local Government and Communities –

Item	Clause	Comment	Review Comment
1	3	This clause appears to have several inaccurate gazette dates. Among other matters: <ul style="list-style-type: none"> • Paragraph (a) refers to the Governor's model gazetted on 16 December 1932, but this appears to be an amendment to a model which was gazetted on 3 June 1927; and • Paragraph (a) states the model was adopted in the Gazette of 24 September 1934, when it was actually adopted in the Gazette of 21 September 1934. The clause should be checked to ensure all gazettal information is correct. If an error is present, the validity of the local law may be affected.	Not required as amended to simplified text suggested by HDWA Incorrect date from HDWA Verified and corrected Dates of Gazettal checked

2	3	<p>In the circumstances, it is suggested that paragraphs (a) and (b) be simplified so they only refers to:</p> <ul style="list-style-type: none"> • The citation title of the local law that originally adopted the Governor's model; and • The gazettal date of that local law. <p>While it is very helpful to mention amendment dates, this is not legally required and can be skipped when a significant number of amendments have occurred. Given the large number of amendments involved, the risk of error may outweigh the benefits of listing them all.</p>	<p>Amended as per Health Dept recommendation</p> <p>Noted and amended as per Health Dept recommendation</p>
3	2	<p>By email 7 October 2015 – <i>.... it is suggested that clause 2 be retained. While a health local law can come into effect on the day of gazettal, it is open for the Town to specify a later date if it wishes. A commencement clause ensures that whoever reads the local law can clearly identify when it came into force</i></p>	<p>Although removal is suggested by Health Dept, clause has been retained stating immediate commencement</p>

Mr B Seale –

Item	Clause	Comment	Review Comment
1	n/a	<p>Submission comment</p> <p><i>The proposal to adopt a Repeal Local Law for the town of Narrogin 2015 and also for the Repeal of Health Local Law 2015 for the Town of Narrogin is supported as justified, conditional that the provisions of section 3.12(3.)(a.) of the Local Government Act 1995 have been complied with.</i></p>	<p>Mr Seale also made comment regarding process, which has been responded to separately by the CEO.</p> <p>As the submission comment is in support of the repeal, no amended is required.</p>

10.2.135 WALGA DISCUSSION PAPER – OPTIONS TO INCREASE ELECTED MEMBER TRAINING PARTICIPATION.

File Reference: ICR156530
Disclosure of Interest: Nil
Applicant: Western Australian Local Government Association
Previous Item Nos: Nil
Date: 1 October 2015
Author: Mr Aaron Cook – Chief Executive Officer.

Attachments

- WALGA discussion paper.

Summary

The Western Australian Local Government Association (WALGA) is seeking submissions from Local Governments in regards to Elected Member Training participation.

Background

For many years there has been discussion on how to best educate Elected Members on their role within Local Government. Several Ministers have raised the lack of training as being an issue for Local Governments and how they function through the decision making processes of Elected Members and their understanding of the implications and regulations governing over Local Government.

WALGA have been advocating in this space now for a long period of time and have actively assisted and promoted Elected Member training. The current Minister for Local Government has again raised this issue and the potential for forced training of selected core units to raise the awareness and understanding through the sector.

Comment

It is presented to Council to consider the discussion paper and provide WALGA with a submission as to how to best achieve greater participation of Elected Member Training.

The background to this item is clearly provided within the discussion paper attached so will not be reproduced in this agenda.

Councils are invited to make general submissions; however, WALGA have provided five questions that they would like Councils to provide comment on. These are:

- 1. Best Practice Induction Programs** – does Council support Local Governments adopting and delivering a structured and thorough Council induction program? a. If so, should legislation be changed for this to be a requirement, or should it remain voluntary?

It is recommended that Local Governments continue to conduct in house Induction Programs once the Elected Member has been elected. Although these can be and should be encouraged to be personalized for each Council

they should be required to follow and cover a set amount of information and this guidance be provided by the Department of Local Government. A signed form of completion should be filled in by the CEO, Elected Head and the Newly Elected Member and returned to the Department.

- 2. Training and Development Policy** – does Council support legislative amendments to require all Councils to review and adopt an Elected Member Training and Development Policy following every biennial election?

Adopting a policy requiring Elected Member Training should be the decision of each Local Government and be encouraged but should not be a legislative requirement. If a policy sits in place, required by legislation, and the Elected Member fails to attend training for one reason or another, who will be held responsible and what ramifications will be set in place to deal with this situation? Any policy needs to be flexible to allow for vastly differing situations of rural and remote Local Governments and their Elected Members.

- 3. Candidate Requirements** – does Council support legislative amendment to require candidates to attend an information session or complete an equivalent online information session prior to nominating for election?

It is felt that this recommendation has a large amount of merit. The Elected Member would have some knowledge of Local Government prior to becoming an Elected Member. The Training needs to be interactive and have some form requirement to address rather than a simple view and acknowledge. Once this is completed the person would then be able to nominate for a vacancy. This simple requirement may reduce the number of people nominating but greater understanding will allow the new Elected Member to be an effective member quicker.

- 4. Incentivised Training** – does Council support legislative amendments to enable Elected Members to be paid additional allowances commensurate with the level of training undertaken?

- a. If so, how should the fees and allowances framework be structured? I.e. should Elected Members be paid a specified annual amount, a percentage bonus or using some other method?

It is felt that Elected Members should be reimbursed appropriately for their effort and responsibility. Additional payments should not be made in addition for recognition of training but rather not pay the Elected Members fees until the training is completed. The Salaries and Allowances Tribunal should set a base minimum, untrained allowance if any, and then allow the Local Government to set the limits within the determination.

- 5. Mandatory Training** – does Council support legislative amendment to require Elected Members to be required to undertake foundation training (such as the Elected Member Skill Set or equivalent)?

- a. Should mandatory training be applied to all Elected Members or only to newly Elected Members?
- b. For newly Elected Members, what is the appropriate timeframe within which training should be completed?
- c. What is the appropriate penalty for non-completion of the required training?

It is felt that all Elected Members should be required to complete training. Newly Elected Members should be required to complete the training within a set time frame; however, existing Elected Members should be provided a longer period of time, for example to the end of their period and in addition have previous training recognised.

The training required needs to be provided in multiple flexible formats to enable Elected Members with many varying circumstances the ability to complete the required modules. For example, in person training in metro and regional centres, on line training through skype or other formats etc. In addition to this, would a third party provider not be best to provide this service on behalf of the Department, WALGA and the Local Government. For example TAFE would be well set up to facilitate this through flexible arrangements and are registered training providers for the course as it would need to be accredited.

In regards to penalties please see comments listed in point 4

Consultation

The author's comments are based on previous discussions with Council and taking consideration of Local Government as the greater entity not just the Town of Narrogin.

Statutory Environment

Nil

Policy Implications

Currently there is no implication in this area.

Financial Implications

Currently there are no implications; however, in the future the Elected Member training budget may need to be substantially reviewed.

Strategic Implications

Elected Member training is not a strategic item; however, the training of Elected Members would potentially facilitate better understanding of strategic implications and the functions of Local Government.

Voting Requirements

Simple Majority.

COUNCIL RESOLUTION 1015.166 OFFICER'S RECOMMENDATION

Moved: Cr Russell

Seconded: Cr Shutz

That Council:

Provide the following submission to the Western Australian Local Government Association in regards to Elected Member training.

- 1. Best Practice Induction Programs** – does Council support Local Governments adopting and delivering a structured and thorough Council induction program? a. If so, should legislation be changed for this to be a requirement, or should it remain voluntary?

It is recommended that Local Governments continue to conduct in house Induction Programs once the Elected Member has been elected. Although these can be and should be encouraged to be personalized for each Council they should be required to follow and cover a set amount of information and this guidance be provided by the Department of Local Government. A signed form of completion should be filled in by the CEO, Elected Head and the Newly Elected Member and returned to the Department.

- 2. Training and Development Policy** – does Council support legislative amendments to require all Councils to review and adopt an Elected Member Training and Development Policy following every biennial election?

Adopting a policy requiring Elected Member Training should be the decision of each Local Government and be encouraged but should not be a legislative requirement. If a policy sits in place, required by legislation, and the Elected Member fails to attend training for one reason or another, who will be held responsible and what ramifications will be set in place to deal with this situation? Any policy needs to be flexible to allow for vastly differing situations of rural and remote Local Governments and their Elected Members.

- 3. Candidate Requirements** – does Council support legislative amendment to require candidates to attend an information session or complete an equivalent online information session prior to nominating for election?

It is felt that this recommendation has a large amount of merit. The Elected Member would have some knowledge of Local Government prior to becoming an Elected Member. The Training needs to be interactive and have some form requirement to address rather than a simple view and acknowledge. Once this is completed the person would then be able to nominate for a vacancy. This simple requirement may reduce the number of people nominating but greater understanding will allow the new Elected Member to be an effective member quicker.

4. Incentivised Training – does Council support legislative amendments to enable Elected Members to be paid additional allowances commensurate with the level of training undertaken?

- b. If so, how should the fees and allowances framework be structured? I.e. should Elected Members be paid a specified annual amount, a percentage bonus or using some other method?

It is felt that Elected Members should be reimbursed appropriately for their effort and responsibility. Additional payments should not be made in addition for recognition of training but rather not pay the Elected Members fees until the training is completed. The Salaries and Allowances Tribunal should set a base minimum, untrained allowance if any, and then allow the Local Government to set the limits within the determination.

5. Mandatory Training – does Council support legislative amendment to require Elected Members to be required to undertake foundation training (such as the Elected Member Skill Set or equivalent)?

- d. Should mandatory training be applied to all Elected Members or only to newly Elected Members?
- e. For newly Elected Members, what is the appropriate timeframe within which training should be completed?
- f. What is the appropriate penalty for non-completion of the required training?

It is felt that all Elected Members should be required to complete the training. Newly Elected Members should be required to complete the training within a set time frame; however, existing Elected Members should be provided a longer period of time, for example to the end of their period and in addition have previous training recognised.

The training required needs to be provided in multiple flexible formats to enable Elected Members with many varying circumstances the ability to complete the required modules. For example, in person training in metro and regional centres, on line training through skype or other formats etc. In addition to this, would a third party provider not be best to provide this service on behalf of the Department, WALGA and the Local Government. For example TAFE would be well set up to facilitate this through flexible arrangements and are registered training providers for the course as it would need to be accredited.

In regards to penalties please see comments listed in point 4.

CARRIED 6/0

Commonly-used abbreviations:	
WALGA	Western Australian Local Government Association



Policy Options to Increase Elected Member Training Participation **Discussion Paper**

Contacts

For further information regarding any of the issues explored in this paper, please contact:

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Training Services Manager
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Executive Manager, Governance & Organisational Services
(08) 9213 2051 or tbrown@walga.asn.au

To inform future policy development and advocacy, feedback from Local Governments is sought on this paper. Please provide general feedback as well as answers to the questions on pages 30-31, by **Friday, 13 November 2015** to:

Timothy Lane

Manager, Strategy and Reform
tlane@walga.asn.au

Executive Summary

In the context of calls for increased participation in Elected Member training in Western Australia and in other Australian jurisdictions, WALGA is undertaking a thorough consultation process with the Local Government sector to explore policy options relevant to this contemporary and important discussion.

This paper, and its associated consultation and policy development process, represents a proactive opportunity for the Local Government sector to shape the debate and develop a policy framework that will increase Elected Member participation in training and professional development, prior to Government imposed policy or legislative change.

Increasing participation in Elected Member training is considered a desirable policy goal for individual Elected Members, for Councils and for the Local Government sector due to the competing demands on Elected Members, the complexity of the Local Government regulatory regime, and importance of Local Government to communities across Western Australia.

To facilitate exploration of policy options to increase Elected Member participation in training, three tiers of currently available training, based on the nationally recognised Local Government Training Package and designed specifically for Elected Members, are discussed:

- i. Introductory training, which aims to provide a fundamental understanding of the role of Local Government;
- ii. Foundation training, which addresses the introductory skills required to operate effectively in a Local Government environment; and,
- iii. Advanced Training, which further enhances the skills required of Elected Members.

Council induction programs, which are often the first point of learning for newly elected Elected Members, are also discussed as complementary to the formal Elected Member training framework.

In addition, three mechanisms which increase accessibility to formal training are discussed: recognition of prior learning, the ability for assessments to be modified to suit individual needs and modes of content delivery.

Utilising the existing training framework for Elected Members, the following six policy options, which are not exhaustive, nor mutually exclusive, are explored in this paper:

1. Enhance the desirability of training offerings;
2. Delivery of best practice Council induction programs;
3. Require Councils to adopt a training policy;
4. Require candidates to attend training prior to nominating for election;
5. Incentivise training through the remuneration framework; and,
6. Mandate training for newly elected Elected Members.

Feedback from the Local Government sector in relation to the policy options listed above, or any other relevant matter, is sought by **Friday, 13 November 2015**.

The policy framework recommendations that stem from this consultation process will be the subject of thorough Zone and State Council consideration during a subsequent Zone and State Council meeting process.

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1. Background

This paper aims to facilitate a discussion about policy options to increase Elected Member training participation. In particular, policy options for mandating or incentivising training through the fees and allowances framework will be explored.

The Local Government sector consultation process accompanying this paper represents an opportunity for the sector to proactively explore options for increasing Elected Member participation in training. In the context of increasing calls from the State Government for policy or legislative changes to increase Elected Member participation in training, not developing a sector-led policy framework risks future Government intervention.

This paper comprises four sections:

- I. **Section One** discusses the role of WALGA, outlines the importance and benefits of training, and explores the policy context in Western Australia and interstate;
- II. **Section Two** outlines the existing training framework for Local Government Elected Members, including Council induction programs and accessibility features of the formal training framework;
- III. **Section Three** explores policy options to increase Elected Member participation in training including options to compel or incentivise training; and,
- IV. **Section Four** summarises the policy options and outlines a process for Local Government and stakeholder feedback.

1.1 Role of WALGA – Training Provider and Advocate

WALGA, as the lead Association for Local Government in Western Australia, advocates and develops policy on behalf of 139 Western Australian Local Governments and offers a diverse range of Local Government specific services.

WALGA has a dual and potentially conflicting position in policy development relating to incentivising or mandating Elected Member training: WALGA is both an advocate for policy change on behalf of the Local Government sector and a provider of Elected Member training as a Registered Training Organisation (RTO). Policy or legislative changes resulting in increased Elected Member participation in training have the potential to financially benefit WALGA as a key provider of Local Government specific training in Western Australia. It is important that this potential conflict of interest is forthrightly acknowledged by WALGA.

To address the potential conflict of interest, this paper will focus on nationally accredited training based on the Local Government Training Package. Any RTO is able to offer training that complies with the Local Government Training Package and it would be expected that increasing demand resulting from policy or legislative change would potentially lead to other RTOs offering specific Elected Member training.

Further, at no stage will WALGA advocate to the Minister for Local Government or the Salaries and Allowances Tribunal that specific WALGA training should be mandated or

incentivised. Instead, policy or legislative changes should only reference nationally accredited training that could be offered by a number of RTOs in a competitive market. On balance, while acknowledging the potential conflict of interest, it is considered appropriate for WALGA to facilitate a dialogue with the sector in relation to policy or legislative changes seeking to increase Elected Member participation in training, as this represents a significant and contemporary policy issue in Local Government nationally. To not proactively develop a policy position on behalf of the sector in relation to this issue would be a disservice to Western Australia's current and future Elected Members and to the communities they serve and represent.

1.2 Benefits of Elected Member Training

Policy development aiming to increase Elected Member participation in training is predicated on the supposition that there are benefits for the individual Elected Member, their Council and the Local Government sector to be realised from training and professional development.

For individuals, training and professional development can be valuable in assisting Elected Members to navigate their increasingly complex and demanding role. Managing competing demands, fully understanding complex issues and working within the confines of a unique legislative and regulatory system can be challenging, particularly for new or inexperienced Elected Members. The complexity and challenge of the role of an Elected Member is demonstrated by the Elected Member Position Description, which was developed by the Department of Local Government and Communities, and is mapped against the Elected Member Skill Set (see Section 2.1.2) in Appendix 1.

Elected Members who have undertaken training are typically very satisfied with the benefits of training and with the applicability of their learnings to their role. During the 2014-15 financial year, 308 Elected Members participated in WALGA delivered training subsidised by the Royalties for Regions Country Local Government Fund. In a post-training survey, participants rated all four courses five out of six or better (on a one to six scale) when asked to what extent they felt their personal learning objectives had been achieved. For individual Elected Members to be able to make a meaningful contribution to their Council, training in the key responsibilities of their role can be extremely beneficial.

Councils also benefit from Elected Member training. As the strategic decision-making body of the Local Government, it is crucial that Councils understand their responsibilities and contain the appropriate skills and understanding to make informed strategic decisions on behalf of their communities.

With \$4.4 billion in annual revenue and \$27.6 billion of non-financial assets under management, the Local Government sector requires competent and well qualified political leadership. It is crucial for the sustainability and reputation of the Local Government sector that Elected Members and Councils fully appreciate the significance of their role and are competent in overseeing complex public organisations.

Given the significance of the role of an Elected Member and the importance of Councils in overseeing complex organisations, coupled with the utility of training and professional development, it is not surprising that state governments and other stakeholders, in Western Australia and elsewhere, have been suggesting policy or legislative change to increase Elected Member participation in training.

1.3 Policy Context in Western Australia and Other States

The Minister for Local Government, the Department of Local Government and Communities, and other stakeholders have, over recent years, suggested that participation in Elected Member training should be mandatory or incentivised through the Elected Member remuneration framework.

Calls for greater Elected Member training are predicated on the belief that Elected Members who undertake training and professional development are better able to perform their role as an Elected Member and are able to offer greater strategic contributions to the Council's decision making processes. Indeed, in all Australian jurisdictions, a common feature of nearly every inquiry into governance failures at an individual Council or a more general review of Local Government capacity and capability is a recommendation for an increase in Elected Member participation in training.

The desire of state governments for increased Elected Member participation in training is not unique to Western Australia. For instance, in 2014, training for Elected Members became mandatory for newly elected Elected Members in South Australia. Further, the New South Wales Local Government Independent Review Panel recommended the introduction of mandatory Elected Member training in its 2013 report.

While mandatory training is one option, some stakeholders argue for a more nuanced policy approach: using the fees and allowances framework to incentivise – rather than compel – training. Others argue for a less interventionist approach, such as encouraging Elected Members to undertake training or requiring Councils to adopt a training policy.

A range of options will be explored in Section Three of this paper and feedback invited from the Local Government sector.

1.3.1 Salaries and Allowances Tribunal

The Salaries and Allowances Tribunal determination, issued in June 2014, stated that the Minister for Local Government has an appetite for Elected Members to be incentivised to undertake training through the fees and allowances framework:

As part of the Tribunal's 2013 inquiry, the Minister for Local Government requested that consideration be given to the possibility of providing incentives for elected

council members who participate in training programs in an effort to increase the capacity of local governments to successfully deliver services to the community.¹

The Salaries and Allowances Tribunal concluded that it was not appropriate to provide incentives or rewards for completion of training as part of its 2014 determination while a program of training for Elected Members, funded by the Royalties for Regions program, is being undertaken in non-metropolitan areas.

In their 2015 determination, the Salaries and Allowances Tribunal reiterated their previous position regarding their openness to providing incentives for training and stated:

While the Tribunal is generally amenable to providing incentives for Elected Members to undertake that will develop skills related to their core responsibilities, it has determined that it is not appropriate to provide incentives until the completion of the pilot program and the training for Elected Members is more generally available.²

Following the completion of the second round of Royalties for Regions training during the 2015-16 financial year, the Minister for Local Government may request the Salaries and Allowances Tribunal to further investigate options for incentivising training.

1.3.2 Inquiry into the City of Canning

The 2014 *Report of the Panel of Inquiry into the City of Canning* discussed issues associated with Elected Member induction training, continuing education and remuneration, and made a number of relevant recommendations to the State Government.

In particular, as per point two of the recommendation below, the Report recommended that newly elected Councillors be required to undertake training within their first three months:

Recommendation Seven

I recommend that:

- 1. Consideration be given to providing newly elected Councillors a period of time after their election (perhaps three months), and prior to officially taking up their role as local government Councillors, to participate as non-voting members in the Council process as remunerated observers.*
- 2. During this period, these newly elected Councillors should be required to complete a formal training program in their new role as per an appropriate, government mandated, local government training program.*
- 3. This training be funded by each local government and be offered to any other Councillor who requests it.*

¹ Salaries and Allowances Tribunal. 2014. *Western Australia Salaries and Allowances Act 1975 Determination of the Salaries and Allowances Tribunal on Local Government Elected Council Members*: p5. Available from: <http://www.sat.wa.gov.au/LocalGovernmentElectedMembers/Pages/Determination18June2014.aspx>

² Salaries and Allowances Tribunal. 2015. *Western Australia Salaries and Allowances Act 1975 Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members*: p7. Available from: <http://www.sat.wa.gov.au/LocalGovernmentCEOsandElectedMembers/Documents/2015-06-17-Local-Government-Combined-Remuneration-Determination.pdf>

4. *The Local Government Act 1995 should be amended accordingly to accommodate these new educational and learning initiatives.*³

Beyond recommending mandatory induction training within three months of election to Council, the Inquirer into the City of Canning argued that, due to the complex and sophisticated Local Government environment, continuing education for Elected Members would be valuable to anyone seeking to become an Elected Member.⁴

The Report recommended that more detailed and involved training should be made compulsory for Elected Members in due course:

Recommendation Eight

*I recommend that the Department of Local Government, in cooperation with the WA Local Government Association and Local Government Managers Australia, investigate the offering of continuing education programs of the sort detailed in this Report and that, in due course, the Local Government Act 1995 be amended to make continuing education and training mandatory for all Elected Members.*⁵

The Inquirer also discussed remuneration for Elected Members and linked Elected Member remuneration with training and further education. The Report recommended that remuneration for Elected Members be reviewed simultaneously with requirements for training:

Recommendation Nine

*I recommend that any changes of the sort suggested above in relation to induction and continuing education be undertaken simultaneously with an investigation of the current remuneration levels for local government members – remuneration levels which are, in my opinion, inadequate given the considerable time requirements now imposed on Elected Members.*⁶

1.3.3 Metropolitan Local Government Review Panel

The Metropolitan Local Government Review Panel's Final Report also discussed Elected Member training and sought to link Elected Member training and remuneration:

*The model for elected members needs to be updated to encourage an increased capacity for strategic decision-making. The Panel believes elected members need to exhibit a higher standard of executive governance, similar to that of a board. This can be reinforced by training which is encouraged by appropriate remuneration.*⁷

³ Kendall, C. N. 2014. *Report of the Panel of Inquiry into the City of Canning: An Inquiry under Division 2, Part 8 Local Government Act 1995*: p366.

⁴ Kendall, C. N. 2014: p366-7

⁵ Kendall, C. N. 2014: p367

⁶ Kendall, C. N. 2014: p368

⁷ Metropolitan Local Government Review Panel. 2012. *Metropolitan Local Government Review: Final Report of the Independent Panel*: p153

1.3.4 South Australia

Training for Elected Members was made compulsory in South Australia in 2014, and newly elected Elected Members must complete the mandatory training requirements within the first 12 months of their four year term 2014-2018.⁸

The mandatory training involves four modules, which are able to be completed in seven and a half hours in total and can be delivered in-person or online via webinar.

The four modules are:

1. Introduction to Local Government;
2. Legal Responsibilities;
3. Council and Committee Meetings; and,
4. Financial Management and Reporting.

While the training is mandatory, it is unclear at this stage what the consequences will be for Elected Members who fail to successfully complete the mandated modules.

It is also a requirement in South Australia for Councils to adopt a Training and Development Policy for Elected Members that is intended to ensure Elected Members are offered opportunities to undertake required training and any other training and development activities relevant and beneficial to their role.

To assist Local Governments to comply with this requirement, the Local Government Association of South Australia provides a model policy to its members that can be adapted by individual Local Governments.

1.3.5 New South Wales – Fit for the Future

Local Government in New South Wales has undergone a thorough review process since the establishment in 2012 of the NSW Independent Local Government Review Panel, led by Professor Graham Sansom.

The Panel reported in 2014 and the NSW Government has responded to the Panel's recommendations. Notably, the Panel recommended that professional development of Elected Members be linked to the remuneration system:

Increase remuneration for councillors and mayors who successfully complete recognised professional development programs.⁹

The Government, in their response to the Panel's report did not accept the above recommendation. However, in response to another recommendation the Government stated

⁸ Further information can be found on the Local Government Association of South Australia website: <http://www.training.lga.sa.gov.au/index.cfm/council-member-training/lga-training-standard/>

⁹ NSW Independent Local Government Review Panel. 2013. *Revitalising Local Government: Final Report of the NSW Independent Local Government Review Panel*: p68

that it would give further consideration to mandating induction training for newly elected Councillors:

Ensuring new mayors and first time councillors undergo induction training. The Government believes in addition to this that councils should encourage all councillors, mayors and candidates to undergo training to ensure they have the necessary information and skills to decide to stand for council and perform their role effectively.¹⁰

Further, the Panel also recommended that candidates be required to attend an information session prior to submitting a nomination:

Before their nomination is accepted, require all potential candidates for election to local government to attend an information session covering the roles and responsibilities of councillors and mayors.¹¹

1.3.6 Systemic Sustainability Study

The 2008 Final Report of the sector's Systemic Sustainability Study (SSS), *The Journey: Sustainability into the Future*, also discussed "Building Councillor Capability" at length. While the SSS Panel Report, published in 2006, recommended mandatory training for Elected Members following their election, this proposition was not supported by the sector during the consultation process relating to the final report.

Consequently, the Final Report of the SSS recommended that Local Governments be required to resource Elected Member training and that Elected Members continue to be encouraged to undertake further training and skill development. Actions 28 and 29 of the SSS Final Report are relevant for this discussion. Action 28 recommends that Local Governments be required to allocate funding for Elected Member training.

Action 28

That the Local Government Act 1995 be amended to require Local Governments to resource the participation of Councillors in professional development.¹²

Action 29 recommends encouraging Elected Members to undertake four core units, similar to the four core units that are now compulsory for newly elected Councillors in South Australia, as discussed in Section 1.2.4.

Action 29

That Councillors be encouraged to undertake the following four core units for professional development in the Councillor's first term:

- *Legal responsibilities*
- *Finance*

¹⁰ NSW Office of Local Government. 2014. *Fit for the Future: NSW Government Response – Independent Local Government Review Panel Recommendations; Local Government Acts Taskforce Recommendations*: p10

¹¹ NSW Independent Local Government Review Panel. 2013: p68

¹² WALGA. 2008. *The Journey: Sustainability into the Future*: p61

- *Corporate Governance / Ethics*
- *Sustainable Asset Management or Land Use Planning, with the selection dependent on the extent to which asset management is a core function of the Local Government concerned.*¹³

¹³ WALGA. 2008: p61

2. Elected Member Training

To assist with the exploration of policy options to increase participation in Elected Member training, which are explored in Section Three, this section outlines existing Elected Member training offerings.

Section 2.1 outlines the existing Elected Member training framework and categorises training into three tiers:

1. Introductory training;
2. Foundation training; and,
3. Advanced training.

Section 2.2 describes a number of important initiatives that ensure that training is as accessible to as many Elected Members as possible. This is particularly important to ensure the widespread applicability of the policy options explored in Section Three in the context of a state as geographically and culturally diverse as Western Australia.

Section 2.3 discusses Council induction programs, which are important for newly elected Elected Members but are considered complementary to the formal Elected Member training framework explored below.

2.1 Elected Member Training Framework

This section outlines the existing training framework for Local Government Elected Members. The training discussed is, where relevant, based on the nationally recognised Local Government Training Package and is able to be offered by other Registered Training Organisations.

To assist with analysis and the exploration of policy options for increasing Elected Member participation in training, this paper discusses three tiers of training, and makes reference to the corresponding WALGA offering.

Table 1: Tiers of Training and Corresponding WALGA Offering

	Type	Purpose	WALGA Offering
1.	Introductory	To understand the role of Local Government.	Fundamentals – Understanding Local Government
2.	Foundation	To address the introductory skills required to operate effectively in Local Government environment.	Elected Member Skill Set – nationally recognised
3.	Advanced	Further enhancement of the skills required of Elected Members.	Diploma of Local Government (Elected Member) – nationally recognised

WALGA's training offerings provide a pathway for Elected Members to progress from introductory training through to the Diploma of Local Government (Elected Member).

WALGA's Elected Member Learning and Development Pathway is represented by the following diagram.



Elected Member Learning and Development Pathway

Further explanation of the training listed above is explored below before Section Three of this paper explores policy options for increasing Elected Member participation in training.

2.1.1 Introductory Training

Introductory training is designed to provide a basic level of understanding about the role, function and constitution of Local Government.

As per Section 1.3.5, the New South Wales Independent Local Government Review Panel recommended that candidates be required to attend an information session about the role of Councillors and Mayors. This is a policy option worthy of exploration and is discussed in Section 3.4 of this paper. WALGA's introductory training course – *Understanding Local Government* – is discussed below.

Understanding Local Government

WALGA offers an online introductory course – *Understanding Local Government* – that can be undertaken in approximately two hours. The course provides an overview of the roles and responsibilities of Elected Members, the Local Government environment and protocols and procedures.

It may be appropriate for the Department of Local Government and Communities to provide this type of training should it become mandatory or incentivised for candidates or newly elected Elected Members.

2.1.2 Foundation Training

To assist with the exploration of policy options in Section Three of this paper, the second tier of training has been categorised as “Foundation Training” and is best represented by the nationally accredited Elected Member Skill Set. The Elected Member Skill Set is similar to the training required to be undertaken by newly elected Councillors in South Australia as detailed in Section 1.3.4.

Elected Member Skill Set

The Elected Member Skill Set contains three units of competency that form the nationally recognised Elected Member training program contained within the LGA04 Local Government Training Package.

The three units of competency are:

- LGAGEN501A – Undertake councillor roles and responsibilities
- LGAGENE503 – Perform the role of an elected member
- LGAGENE302A – Contribute to effective decision making

These three units of competency are targeted at newly elected Elected Members, but are also relevant for serving Elected Members seeking to refresh their knowledge and understanding of their role within Local Government.

As these units of competency are nationally recognised, they are able to be offered by a range of Registered Training Organisations.

WALGA offers two courses that meet the requirements of the nationally recognised Elected Member Skill Set.

Table 2: WALGA’s Elected Member Skill Set

Course Title	Duration	Relationship to Competency Standards
Serving on Council	1 day or 3 hours online	LGAGENE501A LGAGENE503
Decision Making at a Governing Board Level	1 day or 3 hours online	LGAGENE302A

The Department of Local Government and Communities has developed a position description for an Elected Member, which outlines the responsibilities and skills required for the role. To highlight the usefulness and applicability of the Elected Member Skill Set, the three units of competency are mapped against the Elected Member position description in Appendix 1. The charts map the skills, knowledge, accountabilities, standards and values from the position description against the performance, skills and knowledge delivered and assessed in the three units of the Elected Member Skill Set.

The successful completion of this skill set provides a pathway for Elected Members into the Elected Member stream of the Diploma of Local Government. It is important for the Local Government sector to support the Elected Member Skill Set as nationally accredited Local Government specific training.

2.1.3 Advanced Training

To assist with the exploration of policy options in Section Three of this paper, the third tier of training has been categorised as “Advanced Training”, which aims to further build the skills of Elected Members to successfully undertake their role. Examples of advanced training could include the nationally recognised Diploma of Local Government (Elected Member) or the Company Directors Course offered by the Australian Institute of Company Directors (AICD).

Diploma of Local Government (Elected Member)

The Diploma of Local Government (Elected Members) is nationally accredited training and can therefore be offered by other Registered Training Organisations (RTO). WALGA offers its Diploma of Local Government (Elected Member) course in a 10-day format and the first two units comprise the Elected Member Skill Set, discussed in Section 2.1.2 above.

The content of WALGA’s Diploma of Local Government (Elected Member) course and the relationship of each unit to the competency standards are detailed in the table below.

Table 3: WALGA’s Diploma of Local Government (Elected Member)

Course Title	Duration	Relationship to Competency Standards
Serving on Council	1 day	LGAGENE501A LGAGENE503
Decision Making at a Governing Board Level	1 day	LGAGENE302A
Meeting Procedures and Debating	1 day	LGAGENE304A
Effective Community Leadership	1 day	LGAGENE502A
Strategy and Risk Management	1 day	BSBMGT616A
Policy Development	1 day	LGADMIN527A
Land Use Planning	1 day	DLGLUP501A
Sustainable Asset Management	1 day	DLGSAM501A
CEO Performance Appraisals	1 day	BSBMGT502B
Manage Conflict	1 day	BSBATSIL503C

Participants in the Diploma are assessed and receive a nationally recognised qualification upon completion of the course requirements. To date, 18 Elected Members have completed the Diploma and nine are currently enrolled.

Company Directors Course

When discussing further professional development for Elected Members, a number of stakeholders including the Minister for Local Government, have proposed the Company Directors Course, offered by the Australian Institute of Company Directors, as a potential option that could be incentivised or mandated. The Company Directors Course, while not Local Government specific, focuses on the duties and responsibilities of a director. The Company Directors Course contains 10 modules, each of which is half a day in duration.

Table 4: Company Directors Course Content

Module 1	The role of the Board and the Practice of Directorship
Module 2	Decision Making
Module 3	The Director's Duties and Responsibilities
Module 4	The Board's Legal Environment
Module 5	Risk: Issues for Boards
Module 6	Strategy: The Board's Role
Module 7	Financial Literacy for Directors
Module 8	Driving Financial Performance
Module 9	Achieving Board Effectiveness
Module 10	Learning into Practice

Participants are assessed upon completion of the modules, and must pass a test and submit an essay to a required standard to successfully complete the course. As it is not designed for Elected Members, the Company Directors Course is seen as complementary to Local Government specific training.

2.2 Accessibility of Training

To ensure that training is as accessible as possible, and to ensure that the policy options explored in Section Three are broadly applicable, the following key accessibility issues are discussed:

1. Recognition of Prior Learning;
2. Reasonable Adjustments; and,
3. Modes of Delivery.

It is particularly important that training is widely accessible given the widespread diversity of Western Australian Local Governments in terms of geography, remoteness, culture, language and capacity.

2.2.1 Recognition of Prior Learning

Registered Training Organisations, including WALGA, offer Recognition of Prior Learning (RPL) as a legitimate assessment pathway for Elected Members that have extensive experience in their role. Recognition of Prior Learning enables Elected Members to demonstrate competence from prior experience and learning. The process involves a self-assessment and consideration of additional supporting evidence specified for each individual Elected Member and their particular needs.

2.2.2 Reasonable Adjustments

For assessment purposes, 'reasonable adjustments' should be made, where possible, to support an individual student's learning needs. This may be applicable to Elected Members who live in a remote location, have difficulty with reading, writing or numeracy or with particular cultural or religious needs.

The reasonable adjustment process enables assessments to be adjusted to meet the needs and characteristics of the Elected Members being assessed, taking into account any equity requirements.

Providing a framework for adjusting assessments ensures that training is widely accessible and that policy options in Section Three are able to be broadly applied.

2.2.3 Modes of Delivery

To further ensure training is widely accessible, WALGA and other training organisations deliver training in a range of formats. Training can be offered in person in a central or regional location, or it can be provided at a particular Local Government.

Many courses are also offered online through Electronic Learning (eLearning) platforms, which can enable access to participants anywhere in the world using contemporary technologies. This is particularly important in Western Australia given the remoteness of some Local Governments.

2.3 Local Government Induction Programs

Local Governments typically deliver an induction program for newly elected Elected Members to introduce them to their new role. As Council induction programs are the responsibility of each Local Government, they often vary in the depth and breadth of their content. While important in assisting new Elected Members to understand their role and responsibilities, Council induction programs are considered to be complementary to the formal training programs described in Section 2.1.

The Department of Local Government and Communities has published an Elected Member Induction Guideline, which lists a range of topics that an induction program should aim to address including practical, legislative, operational, and other matters.¹⁴

Some Local Governments deliver a structured and thorough induction program staged over a number of days, which can include mock Council meetings and presentations from guest speakers representing key stakeholders such as WALGA and the Department of Local Government and Communities. Other Local Governments take a less formal approach, providing only basic information and allowing Elected Members to learn from experience during the early part of their first term.

¹⁴ Available from: http://publications.dlg.wa.gov.au/DLGC_LG_Operational-Guideline_4.pdf

To enhance the knowledge and professionalism of Councils, structured and thorough induction programs delivered universally across the Local Government sector would be beneficial and there may be a role for WALGA in promoting a best practice induction program outline. The delivery of best practice Council induction programs, while not a replacement for formal Elected Member training and professional development, is a policy option that is explored in Section 3.2.

3. Policy Options

This section explores policy options to increase Elected Member participation in training with reference to the existing Elected Member training framework outlined in Section Two of this paper.

The discussion regarding increasing Elected Member participation in training occurs in the context of policy discussions in Western Australia and other Australian states, as outlined in Section 1.3.

A range of possible options are discussed below:

1. Enhance desirability of training offerings;
2. Delivery of best practice Council induction programs;
3. Require Councils to adopt a training policy;
4. Require candidates to attend training prior to nominating for election;
5. Incentivise training through the remuneration framework; and,
6. Mandate training for newly elected Elected Members.

The six options listed above seek to increase the participation of Elected Members in training, which is presumed, for the purposes of this discussion, to be a desirable policy goal. Increased participation in training is believed to increase the capacity and capability of Elected Members and therefore Councils in Western Australia.

The options explored below are not exhaustive, nor mutually exclusive, and feedback from Local Governments relating to a combined or amended policy framework is welcome.

3.1 Enhance Desirability of Training Offerings

The first policy option to be explored in attempting to increase Elected Member training participation is for stakeholders to ensure training is offered in desirable locations and formats. This option would not require significant policy or legislative change.

There is evidence that policy interventions of this nature are having an impact, as demonstrated by Elected Member participation in Royalties for Regions subsidised training held in a range of non-metropolitan locations since 2013. In 2014-15, 308 Elected Members participated in training provided by the program in eight different WALGA Zones. As discussed in Section 1.2, participants in this training found it to be extremely valuable in terms of their personal learning objectives.

A key benefit of pursuing this option is that it would require minimal change to legislation or the Elected Member remuneration framework.

The main disadvantage of this approach is that some Elected Members may not seek further training or skill development under a strictly voluntary framework no matter the training offered. Secondly, the training program discussed above relies on funding from the Royalties for Regions program, and such funding may not be consistently forthcoming. Further, given

recent calls from the Minister for Local Government to incentivise or mandate training in Western Australia, coupled with the trend in this direction evident in other states, pursuing this option may not be satisfactory to the Minister and therefore there would be a risk of further Government intervention.

3.2 Best Practice Induction Programs

Another policy option that may not require significant legislative or policy change is for Local Governments to adopt and deliver a best practice Council induction program for newly elected Elected Members.

While Council induction programs should be seen as complementary to formal training programs, they often provide the first point of learning about the role for newly elected Elected Members.

The adoption and delivery of a best practice induction program could either be voluntary or through legislative change requiring Local Governments to provide an induction program to a particular standard. There may be a role for WALGA in the development and publication of a best practice induction guide.

The main advantage of this policy option is that it would be relatively straightforward to implement, particularly if it was not a legislative requirement.

There are a number of disadvantages of this approach. Firstly, an induction program is not a replacement for the formal Elected Member training outlined in Section 2.1. Secondly, if induction programs are delivered by individual Local Governments there is likely to be a significant variance in the content and depth of induction programs across the state. Finally, adoption of this policy option in isolation risks future Government intervention as it may not be considered a sufficient policy response by the State Government.

3.3 Require Councils to Adopt a Training Policy

Another policy option that has been considered previously in Western Australia and other states of Australia is for Councils to be required to adopt a training policy.

As discussed in Section 1.3.6, the Final Report of the Systemic Sustainability Study recommended that Councils be required to allocate funds to Elected Member training or professional development.

Councils in South Australia have been required to adopt a training and development policy for Elected Members for many years (see Section 1.3.4) and a similar policy approach was considered by the New South Wales Independent Local Government Review Panel.

An option for Western Australia could be for the *Local Government Act 1995* to be amended to require Councils to adopt a training policy similar to the policy framework in South Australia. The training policy would outline the training that Elected Members should aim to

complete upon their election and during their first and subsequent terms. It could be a requirement that the training and development policy is reviewed and updated following every biennial election.

This approach would ensure that Elected Members have access to suitable training and skill development, and would ensure that each Council continuously reviews and documents their training and development needs.

Implemented in isolation, this policy approach may not achieve the desired outcomes and would risk further Government legislative or policy intervention. Further, requiring Councils to adopt a training and development policy would add a compliance requirement to the Local Government sector.

3.4 Requirements for Candidacy

Another policy option is for candidates to be required to attend an introductory training session or an information session prior to their nomination for Council being accepted. This was put forward recently by the New South Wales Independent Local Government Review Panel, as detailed in Section 1.3.5.

Proponents of this approach want to ensure that candidates have an awareness of the role and responsibilities of an Elected Member prior to their nomination for election to Council. This approach may even dissuade some 'single issue' candidates from nominating once they have an understanding of the Local Government legislative framework, particularly in relation to conflicts of interest.

In advance of the upcoming 2015 Local Government elections, WALGA is developing a webinar that will be able to be accessed by candidates seeking to gain an understanding of Local Government. Further, WALGA and the Department of Local Government and Communities often speak at candidate information sessions hosted by Local Governments seeking to inform prospective candidates about the role of an Elected Member.

The typical argument against compelling candidates to attend an information session is that such an approach may create a barrier to nominating for some candidates, thereby reducing the potential pool of candidates and undermining the democratic process. Further, ensuring access for all candidates to the training or information session could be a significant practical challenge in Western Australia, notwithstanding the increasing ubiquity of online resources and internet access.

WALGA's introductory training offering, as outlined in Section 2.1.1, is *Understanding Local Government*, which can be completed in two hours online, and could be applied to a regime requiring candidates to undertake specified training prior to acceptance of their nomination for election.

If legislation were to be changed to require potential candidates to attend a training or information session, or complete an online module, it may be considered more appropriate for the material to be provided by the Department of Local Government and Communities.

3.5 Incentivisation of Training

A more nuanced policy approach, being explored in a number of jurisdictions and suggested by the Minister for Local Government (see Section 1.3.1), would be for Elected Members to be incentivised to undertake training through the remuneration framework.

3.5.1 Elected Member Remuneration Framework

Elected Members are remunerated in one of two ways in Western Australia: a meeting attendance fee for each Council, Committee or prescribed meeting attended, or an annual allowance in lieu of meeting fees.

Further, the Mayor or President is entitled to an additional annual allowance that takes into account the additional responsibilities of their role. The Deputy Mayor or Deputy President is entitled to receive 25 percent of the Mayor or President's annual allowance. Logically, it would make sense that a framework seeking to incentivise greater Elected Member participation in training would focus on payments made to all Elected Members, not on payments made to the Mayor, President, Deputy Mayor or Deputy President. Therefore, only the payments for meeting attendance, made on a per-meeting basis or an annual basis, will be discussed in this paper.

The Salaries and Allowances Tribunal categorises Local Governments into four bands based on their relative size in terms of population, operating revenue and other factors, and publishes a range that Local Governments can pay within their attributed band.

The following table applies to Local Governments that choose to pay an annual attendance fee in lieu of Council meeting, Committee meeting and prescribed meeting attendance fees.

Table 5: Elected Member Annual Attendance Fees

Band	For a Council member other than the Mayor or President		For a Council member who holds the office of Mayor or President	
	Minimum	Maximum	Minimum	Maximum
1	\$24,000	\$30,900	\$24,000	\$46,350
2	\$14,500	\$22,660	\$14,500	\$30,385
3	\$7,500	\$15,965	\$7,500	\$24,720
4	\$3,500	\$9,270	\$3,500	\$19,055

The following tables outline the meeting fees payable to Elected Members where the Local Government elects to pay on a per-meeting basis.

Table 6: Council Meeting Fees per Meeting

Band	For a Council member other than the Mayor or President		For a Council member who holds the office of Mayor or President	
	Minimum	Maximum	Minimum	Maximum
1	\$600	\$773	\$600	\$1,159
2	\$363	\$567	\$363	\$760
3	\$188	\$400	\$188	\$618
4	\$88	\$232	\$88	\$477

Where a Local Government pays on a per-meeting basis, Elected Members are also entitled to meeting fees for attendance at Committee meetings and Prescribed meetings.

Table 7: Committee Meeting and Prescribed Meeting Fees per Meeting

Band	For a Council Member (including the Mayor or President)	
	Minimum	Maximum
1	\$300	\$386
2	\$181	\$283
3	\$94	\$200
4	\$44	\$116

3.5.2 Incentivisation Policy Options

There are a range of options that could be applied to the Elected Member remuneration framework to incentivise greater participation in training, some of which may require legislative change.

One option would be for Elected Members to be paid an annual ‘training allowance’ if they have met specified training standards. For example, an Elected Member could receive a specified amount on top of their other allowances for completing the Elected Member Skill Set or equivalent. Then, an additional allowance could be paid for Elected Members who have completed advanced training, such as the Local Government (Elected Member) Diploma or the Company Directors Course.

A second option would be for Elected Members to get a percentage bonus of their meeting fee or annual allowance for completing specified training. Again, this could be tiered with Elected Members who have completed the Elected Member Skill Set or equivalent eligible for a percentage bonus and Elected Members who have completed advanced training, such as the Diploma of Local Government (Elected Member) or the Company Directors Course, eligible for a greater percentage bonus.

A key benefit of the incentivisation approach is that providing a monetary incentive is more likely to successfully increase participation in training than some of the other options discussed above without the need to mandate participation in training. Further, linking training participation with the Elected Member remuneration framework would explicitly

recognise the additional capacity and capability that Elected Members who have undertaken training will bring to their role as an Elected Member.

A major disadvantage of this approach would be the complexity that would potentially be added to the remuneration framework. This would also add to the compliance requirements for Local Governments to ensure that each Elected Member is remunerated appropriately. Further, consideration regarding smaller Local Governments' ability to pay increased remuneration should be considered.

3.6 Mandatory Training

The final policy approach to be explored is the mandating of training for Elected Members. There are options regarding the type of training that could be mandated and the consequences for non-completion. It is suggested that only foundation training (see Section 2.1.2) would be suitable for a mandatory training regime, as is the case in South Australia (see Section 1.2.4), because advanced training, discussed in Section 2.1.3, would be too onerous for a mandatory regime at this stage.

3.6.1 Mandatory Foundation Training

One policy option would be for completion of foundation training, typified by the Elected Member Skill Set, to be a requirement for newly elected Elected Members within a given timeframe. This is similar to the South Australian regime (see Section 1.3.4) and was recommended in the Systemic Sustainability Study report (see Section 1.3.6) and in the NSW Independent Local Government Review Panel Report (see Section 1.3.5).

In pursuing this policy option, consideration is necessary regarding the timeframe within which newly elected Elected Members would be required to complete their training.

Further, consequences for non-completion would also need to be determined. One option would be for an Elected Member's position to be declared vacant at the next available election if they did not complete the training within the required timeframe. Another option would be for allowances and sitting fees to be withheld until the required training has been completed.

Another policy option would be to apply the mandatory training to all Elected Members, not only newly elected Elected Members. Such a policy framework may require completion of a proficiency test or demonstration of prior learning by existing Elected Members to be exempted from completion of the training.

The benefit of mandatory foundation training would be that participation rates would be expected to be very high, and would, if implemented appropriately, provide most newly elected Elected Members with a reasonable level of knowledge soon after commencing their role.

There are advantages and disadvantages associated with a mandatory training regime. In particular, Local Governments would have to resource the provision of training and ensure

compliance with the mandatory training regime and this could present a fiscal challenge for some Local Governments. Further, mandatory training could be a barrier that prevents some people from nominating for election to Council, which could represent an impediment to democracy. It is also argued that, since elected officials in other spheres of government are not subject to a mandatory training regime, training for Local Government Elected Members should not be mandatory. While it is true that training is not mandatory for politicians in State or Federal Parliament, it could be countered that parliamentarians are not often 'executive' – i.e. 'Cabinet' – decision-makers on day one as is the case for Local Government Elected Members.

4. Conclusion

This paper has sought to explore policy options for increasing Elected Member participation in training in the context of increasing calls in Western Australia, and other jurisdictions, for Elected Member training to be mandated or incentivised through the remuneration framework.

Utilising the existing training framework, and in the context of calls for Elected Member participation in training to be increased, six policy options have been explored:

1. Enhance desirability of training offerings;
2. Delivery of best practice Council induction programs;
3. Require Councils to adopt a training policy;
4. Require candidates to attend training prior to nominating for election;
5. Incentivise training through the remuneration framework; and,
6. Mandate training for newly elected Elected Members.

The advantages and disadvantages of each of the six policy options explored in Section Three are summarised in the table below.

Table 8: Advantages and Disadvantages of Policy Options

	Advantages	Disadvantages
Enhance desirability of training offerings	No legislative change.	May not achieve desired results – some Elected Members may not pursue training. Funding for subsidised training may not be forthcoming. Risk of further Government intervention.
Local Governments to adopt and deliver best practice induction program	Potentially no legislative change. Straightforward implementation.	Not a replacement for formal training. Potential variance in standard if Local Government delivered. Risk of further Government intervention without other policy changes.
Require Councils to adopt a training policy	Ensures Councils review, document and resource training.	May not achieve desired results. Compliance requirement for Local Government. Risk of further Government intervention.
Require candidates to attend information session	Ensures candidates have knowledge of the role and responsibilities of being an Elected Member.	Could be a barrier to nomination. Practical challenges for some candidates to access material.
Incentivised training	Monetary incentive expected to raise participation rates. Link between capability and reward.	Added complexity to remuneration framework. Potential compliance requirement.

Mandatory training	Expected to raise participation rates. Would be expected to increase overall Elected Member knowledge.	Compliance requirement for Local Governments. Could be a barrier to nomination. Not consistent with other spheres of government.
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The six policy options explored in this paper are not exhaustive, nor mutually exclusive. In practice, a combination of some of the policy options explored above may be the most suitable framework. Further, there may be other policy options that have not been countenanced by this paper.

The aim of this paper has been to seek feedback and stimulate discussion in the Local Government sector about potential policy options to increase Elected Member participation in training. Accordingly, the policy options have been explored openly and feedback is sought on the how they could be applied in practice. Furthermore, no figures were used regarding annual training bonus payments, or timeframes in which training must be completed. Feedback from the sector is also sought in relation to these types of practical issues.

4.1 Process for Feedback

This paper represents an opportunity for the Local Government sector to proactively shape the debate in relation to increased Elected Member participation in training prior to Government policy or legislative change.

Local Governments are invited to provide feedback on any and all of the policy options explored in this paper, and any other relevant matter, including their preferred policy framework by **Friday, 13 November 2015**.

While the submission of general comments is welcome, the following questions have been prepared to assist in eliciting comparable information from Local Governments.

1. **Best Practice Induction Programs** – does Council support Local Governments adopting and delivering a structured and thorough Council induction program?
 - a. If so, should legislation be changed for this to be a requirement, or should it remain voluntary?
2. **Training and Development Policy** – does Council support legislative amendments to require all Councils to review and adopt an Elected Member Training and Development Policy following every biennial election?
3. **Candidate Requirements** – does Council support legislative amendment to require candidates to attend an information session or complete an equivalent online information session prior to nominating for election?

4. **Incentivised Training** – does Council support legislative amendments to enable Elected Members to be paid additional allowances commensurate with the level of training undertaken?
 - a. If so, how should the fees and allowances framework be structured? I.e. should Elected Members be paid a specified annual amount, a percentage bonus or using some other method?

5. **Mandatory Training** – does Council support legislative amendment to require Elected Members to be required to undertake foundation training (such as the Elected Member Skill Set or equivalent)?
 - a. Should mandatory training be applied to all Elected Members or only to newly elected Elected Members?
 - b. For newly elected Elected Members, what is the appropriate timeframe within which training should be completed?
 - c. What is the appropriate penalty for non-completion of the required training?

Please provide feedback, including general comments as well as answers to the questions above, by **Friday, 13 November 2015** to:

Tim Lane
Manager, Strategy and Reform
tlane@walga.asn.au
+61 8 9213 2029

Following feedback from the sector, an item will be prepared for future Zone and State Council consideration. Outcomes from the State Council meeting will then be put forward as a formal Local Government sector policy position to the Minister for Local Government, the Department of Local Government and Communities or the Salaries and Allowances Tribunal as appropriate.

Appendix 1 – Councillor Position Description Mapped to Skill Set Unit Requirements

Skills and Knowledge Required to Perform Councillor Role (as per DLGC Position Description)	Elected Member Skill Set Units of Competency Requirements of the Elected Member Position Description (vertical axis) mapped against the unit of competency (horizontal axis)	LGAGENE501A Undertake councillor roles and responsibilities												
		Performance Criteria			Skills						Knowledge			
		Demonstrate awareness of roles and responsibilities in the performance of council activities	Conduct productive meetings in line with compliance requirements	Uphold council's legislative responsibilities	decision making	problem solving	conflict resolution	communication	networking	leadership and management	presentation and public speaking	state or territory legislation affecting councils and influencing bodies	councillor, executive, administrative and specialist roles within council structure	policies and protocols governing effective legal and ethical operation of council
1. Role (and responsibilities), as prescribed by the Local Government Act 1995	represent the interests of electors, ratepayers and residents of the district;		✓	✓	✓		✓					✓	✓	
	provide leadership and guidance to the community district;		✓			✓		✓	✓	✓		✓	✓	
	facilitate communication between the community and the council;		✓			✓		✓	✓	✓		✓	✓	
	participate in the local government decision making process at council and committee meetings;		✓			✓	✓	✓	✓	✓	✓	✓	✓	
	perform such other functions as are given to a councillor by the Local Government Act 1995 or any other written law							✓	✓					
2. Accountabilities, as prescribed by the Local Government Act 1995	an understanding of the role and structure of local government as prescribed by the Local Government Act 1995 and Regulations;	✓	✓	✓	✓	✓	✓	✓				✓	✓	✓
	an understanding of the quasi-judicial town planning role of local government, as prescribed by the Planning and Development Act 2005;											✓		✓
	an understanding of Integrated Strategic Planning – the strategic plans for the future of the local government, the processes involved and the strategic role of a councillor;													
	an understanding of the process of managing the Chief Executive Officer's performance;											✓	✓	✓
	ability to read and understand financial statements and reports;													
	a basic understanding of legal processes		✓										✓	✓
3. Governance and ethical standards	an understanding of the 'separation of powers' between councillors and the administration (the difference between governing and managing);	✓	✓	✓	✓			✓				✓	✓	✓
	an understanding of meeting process, including Standing Orders ;	✓	✓		✓	✓						✓	✓	✓
	an appreciation for policy development processes;	✓	✓	✓	✓							✓	✓	✓
	an awareness of risk management strategies;	✓												
	an understanding of the accountability framework prescribed by the Local Government Act 1995 and the Corruption and Crime Commission Act 2003, and other legislation							✓						✓
4. Values, characteristics and commitment to the role	the ability to communicate, debate and actively participate in meetings; ability to enhance discussion and assist discussions to reach closure; ability to disagree, without being disagreeable;	✓	✓					✓	✓	✓				
	the ability to develop and maintain effective working relationships and to manage interpersonal conflicts;	✓	✓	✓	✓			✓	✓	✓				
	ability to exercise independent judgements	✓	✓		✓	✓	✓	✓		✓				

Skills and Knowledge Required to Perform Councillor Role (as per DLGC Position Description)	Elected Member Skill Set Units of Competency Requirements of the Elected Member Position Description (vertical axis) mapped against the unit of competency (horizontal axis)	LGAGENE503 Perform the role of an elected member														
		Performance			Skills					Knowledge						
		Identify the role and working environment of elected members	Provide support to council as an elected member	Function effectively as an elected member	Teamwork to work effectively with elected members	oral and written communication skills for interacting with the community during consultation	contributing to discussions on complex issues: negotiating and influencing others; debating and solving problems in collaboration with other elected members	numeracy and financial literacy skills for budgeting, asset management, strategic planning, financial planning and reporting relevant state/territory Local Government Acts and amendments	code of conduct and relevant policies and procedures	separation of powers of council and administration	rights and responsibilities of elected members	WH&S responsibilities pertaining to elected member operating environment	meeting standing orders	peer support network, including external organisations	Australian constitution	
1. Role (and responsibilities), as prescribed by the Local Government Act 1995	represent the interests of electors, ratepayers and residents of the district;	✓	✓	✓		✓			✓	✓		✓	✓		✓	
	provide leadership and guidance to the community district;	✓		✓		✓			✓	✓		✓			✓	
	facilitate communication between the community and the council;		✓	✓		✓	✓		✓							
	participate in the local government decision making process at council and committee meetings;		✓	✓	✓		✓		✓	✓	✓	✓	✓	✓	✓	✓
	perform such other functions as are given to a councillor by the Local Government Act 1995 or any other written law	✓		✓		✓			✓	✓	✓		✓		✓	
2. Accountabilities, as prescribed by the Local Government Act 1995	an understanding of the role and structure of local government as prescribed by the Local Government Act 1995 and Regulations;	✓	✓	✓			✓		✓		✓	✓		✓	✓	
	an understanding of the quasi-judicial town planning role of local government, as prescribed by the Planning and Development Act 2005;								✓			✓			✓	
	an understanding of Integrated Strategic Planning – the strategic plans for the future of the local government, the processes involved and the strategic role of a councillor;											✓			✓	
	an understanding of the process of managing the Chief Executive Officer's performance;								✓			✓				
	ability to read and understand financial statements and reports;		✓						✓							
	a basic understanding of legal processes								✓			✓	✓			✓
3. Governance and ethical standards	an understanding of the 'separation of powers' between councillors and the administration (the difference between governing and managing);	✓	✓						✓		✓	✓			✓	
	an understanding of meeting process, including Standing Orders ;	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓		
	an appreciation for policy development processes;	✓	✓						✓	✓	✓	✓				
	an awareness of risk management strategies;		✓						✓	✓	✓	✓				
	an understanding of the accountability framework prescribed by the Local Government Act 1995 and the Corruption and Crime Commission Act 2003, and other legislation		✓						✓	✓		✓				
4. Values, characteristics and commitment to the role	the ability to communicate, debate and actively participate in meetings; ability to enhance discussion and assist discussions to reach closure; ability to disagree, without being disagreeable;		✓	✓	✓	✓	✓				✓	✓		✓	✓	
	the ability to develop and maintain effective working relationships and to manage interpersonal conflicts;	✓	✓	✓	✓	✓	✓				✓	✓			✓	
	ability to exercise independent judgements		✓	✓		✓	✓	✓				✓				

Skills and Knowledge Required to Perform Councillor Role (as per DLGC Position Description)	Elected Member Skill Set Units of Competency	LGAGENE302A Contribute to effect decision making												
		Performance Criteria				Skills				Knowledge				
		Identify problems or issues needing response	Develop solutions to problems	Evaluate solutions	Implement decisions	questioning	listening	research	management	lateral thinking	decision making processes	legislation affecting councils	responsibilities conferred upon councillors to act responsibly and ethically	
1. Role (and responsibilities), as prescribed by the Local Government Act 1995	represent the interests of electors, ratepayers and residents of the district;	✓	✓									✓	✓	
	provide leadership and guidance to the community district;	✓	✓	✓				✓	✓			✓	✓	
	facilitate communication between the community and the council;	✓	✓	✓		✓	✓		✓		✓	✓	✓	
	participate in the local government decision making process at council and committee meetings;		✓		✓	✓	✓		✓	✓	✓	✓	✓	
	perform such other functions as are given to a councillor by the Local Government Act 1995 or any other written law							✓			✓	✓		
2. Accountabilities, as prescribed by the Local Government Act 1995	an understanding of the role and structure of local government as prescribed by the Local Government Act 1995 and Regulations;	✓	✓	✓	✓							✓	✓	✓
	an understanding of the quasi-judicial town planning role of local government, as prescribed by the Planning and Development Act 2005;											✓		
	an understanding of Integrated Strategic Planning – the strategic plans for the future of the local government, the processes involved and the strategic role of a councillor;											✓		
	an understanding of the process of managing the Chief Executive Officer's performance;												✓	
	ability to read and understand financial statements and reports;													
	a basic understanding of legal processes													✓
3. Governance and ethical standards	an understanding of the 'separation of powers' between councillors and the administration (the difference between governing and managing);		✓	✓	✓							✓		
	an understanding of meeting process, including Standing Orders ;		✓	✓	✓	✓	✓					✓		✓
	an appreciation for policy development processes;			✓	✓				✓			✓		
	an awareness of risk management strategies;			✓										
	an understanding of the accountability framework prescribed by the Local Government Act 1995 and the Corruption and Crime Commission Act 2003, and other legislation			✓									✓	✓
4. Values, characteristics and commitment to the role	the ability to communicate, debate and actively participate in meetings; ability to enhance discussion and assist discussions to reach closure; ability to disagree, without being disagreeable;	✓		✓		✓	✓		✓	✓	✓		✓	
	the ability to develop and maintain effective working relationships and to manage interpersonal conflicts;			✓		✓	✓		✓		✓		✓	
	ability to exercise independent judgements		✓		✓	✓	✓		✓	✓	✓		✓	

COUNCIL RESOLUTION 1015.167

Moved: Cr Paternoster

Seconded: Cr Russell

That Council:

Bring forward the late item so that it can be considered in an open forum prior to Council going behind closed doors.

Carried 6/0

LATE AGENDA ITEM

10.1.137 **INSTALLATION OF NEW POWER SUPPLY – THOMAS HOGG RESERVE**

File Reference: 5.4.23
Disclosure of Interest: Nil
Applicant: N/A
Previous Item Nos: Item 10.1.376- 16 December 2014
Date: 13 October 2015
Author: Brian Robinson, Director Technical & Environmental Services

Attachments

- Copy of revised quote – Narrogin Electrical

Summary

Council is requested to consider amending the adopted budget to increase the funding allocated toward the installation of a new power supply at Thomas Hogg Oval.

Background

The Thomas Hogg Reserve being Crown Reserve 20442 is located on the northern side of Bannister Street in the north eastern corner of the Narrogin Townsite.

As elected members may recall, in 2011 storms brought down overhead power lines servicing the Thomas Hogg reserve, leaving the reserve with no power for some time. At the request of Western Power, the Town has since that time been progressing a proposal to install an underground power supply.

Preliminary investigations, undertaken by an electrical contractor, in late 2011, advised that provision of an underground power supply from the Bannister Street overhead power lines would result in an unacceptable voltage drop at lights located on the northern side of the oval. As a result, the contractor recommended the establishment of a new underground power supply from the Cuballing Line to the east of the reserve.

Unfortunately the establishment of a new underground supply from the Cuballing Line was not considered viable with the contractor advising that the costs would be over \$130,000 plus Western Power and other associated costs.

As an alternative, by removing portion of the oval lighting from the current network, Council was advised it was possible for a new underground service to be provided from Bannister Street. Following the receipt of quotes at the time, Narrogin Electrical Services were appointed to progress this work on behalf of the Town.

At its Ordinary Meeting held on the 16th of December 2014, Council resolved to accept a quote from Western Power for the installation of a new underground service off the Bannister Street line.

With design work completed and Western Powers engaged, the Towns Contractor has now submitted a revised quotation for completion of the associated works within the reserve. Council is now requested to consider allocating additional funds from the J Hogg Memorial Reserve as the revised quotation exceeds the projects allocation in the adopted 2014/15 budget.

Comment

Narrogin Electrical have now advised that due to engineering design and the size of the Western Power transformer to be installed, a new estimate is required for those works required within the reserve to connect to the new underground power supply.

Works in addition to the installation of the new underground electrical cable and associated pits are now required to include:

- a) Modification of a switchboard to Western Power standards;
- b) Supply and installation of two new switch boards;
- c) Connection of the existing ablution block, which was not originally proposed.

The revised estimate indicates that all works within the reserve will now total approximately \$70,000 plus GST.

Council is requested to modify the adopted 2015/16 annual budget in order to:

- a) Allocate an additional \$50,000 towards the project; and
- b) Increase the proposed transfer from the J Hogg Memorial Trust to offset the additional expenditure.

Further details regarding the expenditure to date is detailed in the financial implications section below.

Consultation

- CEO – Aaron Cook
- Narrogin Electrical
- Mayor Leigh Ballard

Statutory Environment

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 2015/16 budget to increase the allocation for infrastructure project IO170 relating to the installation of a new underground power supply for the Thomas Hogg Reserve.

Policy Implications

Nil

Financial Implications

Although the Town of Narrogin has budgeted an amount of \$35,000 for several financial years, expenditure has only commenced within the 2015/16 financial year.

To date a total of \$14,927 plus GST has been expended from the 2015/16 budget allocation, being the payment to Western Power. This leaves a balance of just over \$20,000 available for the project in the current adopted budget.

To ensure that all necessary works may be completed as soon as possible, it is recommended that Council increase the allocated expenditure by \$50,000. It is also recommended that the transfer from the reserve as detailed within the adopted budget also be increased by \$50,000.

Strategic Implications

Improvements to the existing power supply for the Thomas Hogg reserve are essential to its ongoing use of the reserve by Eagles Sporting club and other community clubs and use of the reserve given that the current power supply arrangements are insufficient.

The establishment of a new underground power supply is consistent with objective 2.7 of Council’s adopted strategic plan, being to *“Assist the local sporting groups to strategically develop their clubs and facilities within Narrogin”.*

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 1015.168 OFFICER'S RECOMMENDATION

Moved: Cr Russell

Seconded: Cr McKenzie

That Council:

1. Pursuant to clause 6.8 (1)(b) of the Local Government Act 1995, amend the 2015/16 adopted budget to:
 - a. Reflect an increase in the allocation for infrastructure project IO170 from \$35,000 to \$85,000; and
 - b. reflect an increase in the transfer from the J Hogg Memorial Reserve account by \$50,000.
2. acknowledge that in this instances, due to factors outside of the officers control and taking into account the works already performed by Narrogin Electrical Services, that the Purchasing Police requirements prescribed within Corporate Services Policy No – C5, will not be met.

**CARRIED 6/0
Absolute Majority**

COUNCIL RESOLUTION 1015.169

Moved: Cr Paternoster

Seconded: Cr Schutz

That Council:

Close the meeting to the general public due to the confidential nature of the item as per s5.23(2) of the Local Government Act 1995.

Carried 6/0

8.34pm All staff and public other than the CEO and Mr Niel Mitchell left chambers due to confidential nature of this agenda item.

**10.2.136 PROPOSED ORGANISATIONAL STRUCTURE FOR THE NEW
“SHIRE OF NARROGIN” – CONFIDENTIAL REPORT**

Due to the confidential nature of this report, it has been removed from this agenda paper and distributed to council separately as per section 5.23 (2) of the Local Government Act 1995.

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

9:00pm - The Presiding Member declared the meeting closed.

Commonly-used abbreviations:	
CEO	Chief Executive Officer
DCCS	Director Corporate & Community Services
DTES	Director Technical & Environmental Services
EFT	Electronic Funds Transfer
EPA	Environmental Protection Authority
LEMC	Local Emergency Management Committee