




MINUTES

NARROGIN AIRPORT COMMITTEE MEETING 23 April 2020

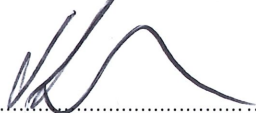
Commencing at 5:30 pm

Via Skype

The Chief Executive Officer recommends the endorsement of these minutes at the next Meeting of the Narrogin Airport Committee.

Signed:  Date 24/04/2020
(CEO)

These minutes were confirmed at the Narrogin Airport Committee Meeting held on 6 October 2022.

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

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NARROGIN AIRPORT COMMITTEE MEETING

23 APRIL 2020

1 OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

This meeting held as an electronic meeting using skype for Business. Being the inaugural meeting of this Committee post the October 2019 Local Government elections Torre Evans – Executive Manager Technical and Rural Services (EMTRS) presided and opened the meeting at 5:33 pm.

The EMTRS called for nominations for the position of Presiding Member and received a nomination for Shire President Leigh Ballard from Mr Doug Harrington, this was seconded by Mr Humphrey Leach.

As there were no other nominations President Ballard was declared to be Presiding Member of the Narrogin Airport Committee until October 2021.

2 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Committee Members

Mr L Ballard – Shire President

Cr T Wiese – Deputy Shire President

Cr S Lushey

Cr M Fisher

Mr G Hansen – St John Ambulance

Mr H Leach – Narrogin Flying Club

Mr D Harrington – Narrogin Gliding Club

Visitors

Cr B Seale

Staff

Mr T Evans – Executive Manager Technical & Rural Services

Mrs W Russell – Executive Support Officer (Minutes)

Apologies

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Officers' Recommendation and Committee Resolution

Moved: Cr T Wiese Seconded: Mr G Hansen

That the minutes of the Airport Committee Meeting held on 11 February 2019 be confirmed as an accurate record of proceedings.

CARRIED 7/0

4 MATTERS WHICH REQUIRE DISCUSSION

The EMTRS mentioned that there was no declaration of impartiality interest included with the agenda but that Mr Hansen, Mr Harrington and Mr Leach in his view all had an impartiality interest in the next item. It was advised by the EMTRS that they could still discuss and vote on the item.

4.1 ST JOHN AMBULANCE AIRPORT LEASE APPLICATION

File Reference	A391
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	St John Ambulance: Narrogin Sub Centre
Previous Item Numbers	Nil
Date	25 March 2020
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	<ol style="list-style-type: none">1. St John Ambulance Letter of Request for Lease.2. Diagram of Intended Lease Area.3. Letter of Support from Narrogin Flying Club to Administration.4. Letter of Support from Narrogin Flying Club to St John Ambulance.5. Narrogin Flying Club Proposed Amended Lease Area.

Summary

The Narrogin Airport Committee is requested to support St John Ambulance's application for a lease arrangement at the Narrogin Airport and recommend to Council as such.

Background

On 20 February 2020, St John Ambulance, represented by Mr Grant Hanson, submitted a letter of request for Council to consider a lease arrangement with St John Ambulance at the Narrogin Airport for the purpose of constructing a new Royal Flying Doctor Service (RFDS) transfer station (Attachment 1).

Comment

Over many years, St John Ambulance (SJA) have used a section of the Narrogin Flying Club (NFC) – Club House to facilitate patient transfers to the RFDS so critical patients can be taken via aircraft to receive specialist emergency treatment at specialised facilities in Perth. This service is of great importance to the Narrogin and Regional community as community members are flown to Perth for life saving treatment.

The arrangement at the NFC - club rooms has not been ideal due to the exposure to weather in some instances and also that the club rooms were never intended to serve as a patient transfer station.

To the credit of the NFC, they have accommodated SJA for many years without too much disruption to their activities.

The concept of a new RFDS transfer station for SJA has been around for a number of years and due to SJA Narrogin Sub Branch being successful with grant funding to build a patient transfer facility, the concept has now become a reality hence the request from SJA to enter into a lease arrangement with the Shire (lessor of the Narrogin Airport) for land to construct the facility.

The requested lease area is approximately 15 metres by 18 metres with an area of 270 m², see Attachment 2.

The requested lease area is contained within the current NFC leased area. Negotiations between SJA and the NFC have been co-operative and amicable.

Mr Doug Harrington, representing the NFC, sent correspondence (Attachment 3) to administration on 12 December 2019 advising that:

“At our committee meeting last Sunday the arrangements for the provision of a sublease for the construction of a new St John Ambulance /RFDS terminal building was discussed.

It was concluded that NFC is prepared to release the required area however the club does not wish to enter into a sublease with St John Ambulance due to the club not having the resources to administer such.

The preferred path by NFC is for Narrogin Shire to excise the appropriate area of land from its current lease and provide an equal area to the East of the lease boundary to compensate.”

Correspondence was also sent to St John Ambulance on 17 February 2020 (Attachment 4) advising:

“Our committee met on Sunday and your building proposal was discussed at length. A motion was moved that the proposed location set out at the meeting between ourselves on Thursday last is acceptable to the club subject to shire approval.”

The NFC have requested the Shire (Airport lessor) to compensate the NFC by amending the area of their current lease area by adding additional land to the east of their current leased area, see Attachment 5. The additional land requested is 456.19m² which is greater than the area of land to be excised from the NFC lease (270m²) however in the authors opinion the difference in area is minimal and it is considered a fair request and should be supported by the Airport Committee and that no additional rent be charged.

St John Ambulance have requested that Council consider a 20 year peppercorn lease with a rental income to the Shire of \$1 per year. Due to SJA being a not for profit organisation and an emergency service for the benefit of the community, it is the authors opinion that the lease duration of 20 years and peppercorn rent of \$1 per annum be recommended by the Committee to Council.

This report is for the purpose of establishing a lease and is not for the approval of any proposed building or processes pertaining too, which will require a development application and building licence application.

Consultation

Consultation to negotiate a lease process has included:

- Chief Executive Officer;
- St John Ambulance Narrogin Sub Branch – Mr Grant Hanson (Airport Committee Representative for SJA);
- Narrogin Flying Club – Mr Doug Harrington (Airport Committee Representative for Narrogin Gliding Club); and
- Narrogin Flying Club President – Mr Cecil Cain (site meeting with the author and Mr Grant Hanson).

Statutory Environment

Should a lease be entered into:

Local Government Act 1995, Section 3.58 – Disposing of property

Local Government (Function and General) Regulations 1996 – 30. Dispositions of property excluded from Act s. 3.58

“(1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.

(2) A disposition of land is an exempt disposition if —

(b) The land is disposed of to a body, whether incorporated or not —

(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;”

Policy Implications

There are no relevant Council policies that relate.

Financial Implications

Should Council resolve to enter into a 20 year peppercorn lease with St John Ambulance at \$1 per annum then this would create an income of \$20 over 20 years.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	2. Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.3 Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2 Engage and support community groups and volunteers
Strategy:	2.3.3 Facilitate and support community events
Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.3 Efficient use of resources
Strategy:	3.3.1 Increase resource usage efficiency

The existing leases at the Airport include the following:

Narrogin Flying Club – expiring 30 September 2040; and
Narrogin Gliding Club – expiring 30 September 2040.

It would be appropriate therefore to have the lease with respect to the SJA expiring on the same date so that any matters can be considered in context with other users at that time.

Voting Requirements

Simple majority.

Cr T Wiese asked for comments from the representatives of the flying Club and the Gliding Club.

Mr Humphrey Leach representing the Narrogin Flying Club advised that they have no problem with the new arrangements. They were not in a position to be able to arrange a sub-lease so the best arrangement is the one being undertaken.

Mr Doug Harrington representing the Narrogin Gliding Club advised that they have no issues with the arrangements and look forward to other improvements to the airport site.

Officers' Recommendation and Committee Resolution

Moved: Cr M Fisher

Seconded: Cr S Lushey

That, with respect to St John Ambulance Airport Lease Application, the Airport Committee recommend that Council:

1. Note the agreement of the Narrogin Flying Club to amend their lease to account for the request; and
2. Authorise the Chief Executive Officer and Shire President to negotiate and make minor amendments to the Flying Club lease, and to sign an addendum amending the lease with respect to the land amendments as depicted in Attachment 5 to this report; and
3. Authorise the Chief Executive Officer to prepare the Shire's standard community group lease and to enter into negotiations with St John Ambulance for a lease of an area of 270m² as depicted in Attachment 2 to this report, based on a lease fee of \$1 per annum, and it being exempt from local government rates, due to the lessee being recognised as a charitable organisation; and
4. Subject to part 3, authorise the Shire President and Chief Executive Officer to sign and affix the Shire's Common Seal to the proposed lease to St John Ambulance.

CARRIED 7/0

For the Service of Humanity

20th February 2020

Grant Hansen
Narrogin Sub centre
St John Ambulance WA
PO Box 1125 Narrogin WA 6312

Shire of Narrogin
89 Earl Street Narrogin WA 6312
Attn: Mr Torre Evans

Request for Lease

Dear Mr Evans

The St John Narrogin Sub centre has been granted approval to expend funds for the construction of a new RFDS patient transfer facility at the Narrogin Airport.

To this end the St John Narrogin Sub centre is respectfully requesting the Shire of Narrogin to grant permission to obtain a lease for a parcel of land within the Narrogin Flying Club's current lease area. This parcel of land will be used to provide a building envelope and ensure tenure for the new facility. Please refer to the attached documents showing building design and proposed lease location plan.

The lease area is 18 metres x 15 metres, area and location has been formulated in consultation with the Narrogin Flying Club. The St John Narrogin Sub centre requests a peppercorn lease for a tenure of 20 years

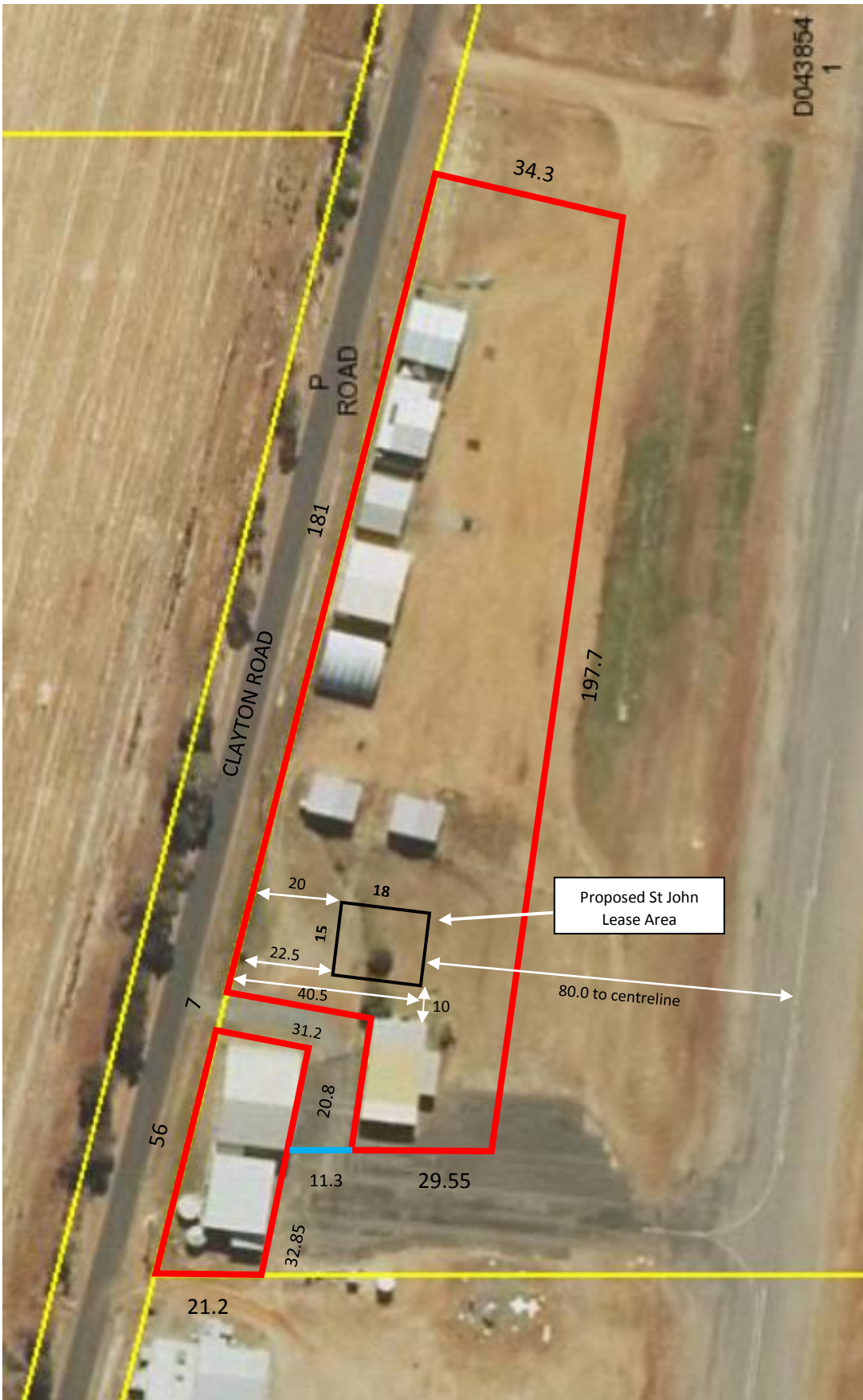
The project will eventually also include new access driveways for ambulances and a sealed taxi way for aircraft. In the past the RFDS have flown out in excess of 280 seriously ill patients per annum from the Narrogin Airport, and a new facility will greatly assist in improved patient care and comfort.

It would be greatly appreciated if the Shire of Narrogin could assist in the provision of this valuable community project.

Yours Sincerely

Grant Hansen

Grant Hansen
Volunteer Ambulance Officer
Project Manager
St John Ambulance Narrogin Sub centre



NARROGIN FLYING CLUB Inc

PO Box 79 NARROGIN 6312 | 0409104067 | narroginflying@gmail.com

12Dec 2019

Executive Manager
Technical and Rural Services
Shire of NARROGIN

Hello Torre

At our committee meeting last Sunday the arrangements for the provision of a sublease for the construction of a new St John Ambulance /RFDS terminal building was discussed.

It was concluded that NFC is prepared to release the required area however the club does not wish to enter into a sublease with St John Ambulance due to the club not having the resources to administer such.

The preferred path by NFC is for Narrogin Shire to excise the appropriate area of land from its current lease and provide an equal area to the East of the lease boundary to compensate.

Thankyou,



Doug Harrington

Secretary

NARROGIN FLYING CLUB Inc

PO Box 79 NARROGIN 6312 | 0409104067 | narroginflying@gmail.com

17.02.2020

Mr. G. Hansen

Project Manager

St John Ambulance

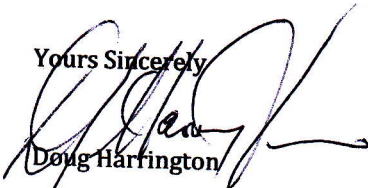
NARROGIN 6312

Dear Grant

Our committee met on Sunday and your building proposal was discussed at length. A motion was moved that the proposed location set out at the meeting between ourselves on Thursday last is acceptable to the club subject to Shire approval. It was also agreed that the use of the club septic system will be available to yourselves subject to any upgrades if required being carried out by St John's. The provision of other services such as water and power will not be available from NFC.

We wish you well in your endeavors to provide this valuable service to the community

Yours Sincerely



Doug Harrington

Secretary

Annexure 1 – Sketch of Premises



5 GENERAL BUSINESS

- Mr Doug Harrington mentioned that there had been some issues with an insurance claim.
 - Mr Torre Evans (EMTRS) advised that the issue has been resolved and that he should be the first point of call for further administrative issues.
- Mr Doug Harrington also asked if works on the gravel runway would be undertaken soon.
 - EMTRS advised that the works crew are waiting for rain before they do any grading. Also the drainage works that also require the grader will be done at the same time. EMTRS stated that he would follow up with the Manager Operations and liaise with Mr Harrington on the matter regarding the scheduled start date however as stated this was dependant on rain.
- EMTRS asked Mr Harrington when the debris on the side of the main runway, left there by the Gliding Club, would be removed.
 - Mr Harrington responded that most of the rubbish has been removed and the last of it will be removed shortly.

6 CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 5:46 pm.