

# **SHIRE OF CARNAMAH**

Ordinary Meeting of Council  
15<sup>th</sup> March 2017

## **Notice of Meeting**

**Dear Councillor,**

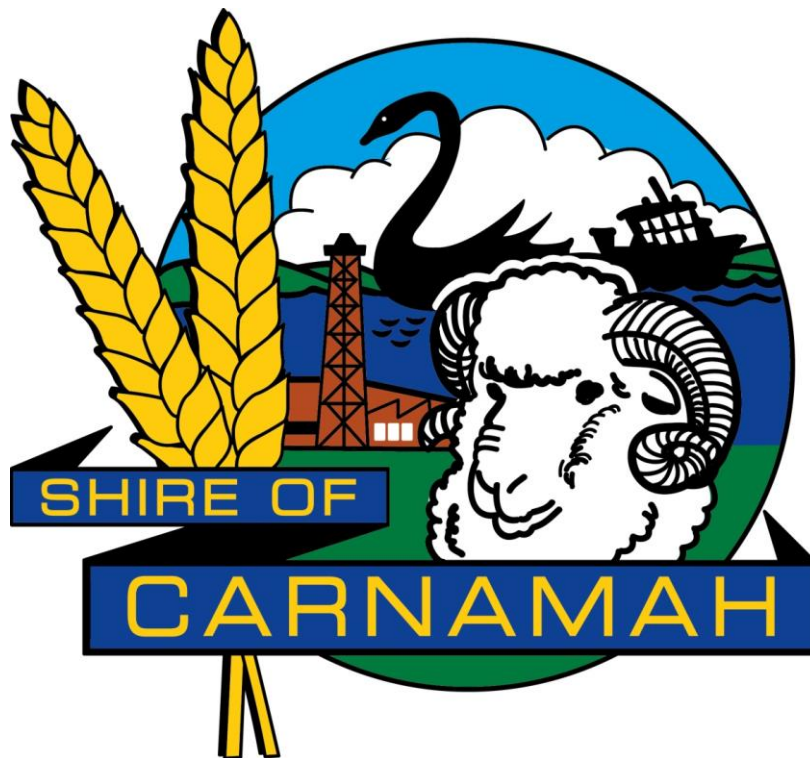
**The next Ordinary Meeting of the Carnamah Shire Council is to be held**

**On: Wednesday 15<sup>th</sup> March 2017**

**At: Carnamah Council Chambers  
33-37 Macpherson Street, Carnamah**

**Commencing at: 3:00pm**

.....  
**W T Atkinson  
CHIEF EXECUTIVE OFFICER**



# AGENDA

Ordinary Meeting of Council

15<sup>th</sup> March 2017

# SHIRE OF CARNAMAH

ORDINARY MEETING OF COUNCIL – 15<sup>th</sup> MARCH 2017

## AGENDA

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#### **APPENDICES**

APPENDIX “A”	Minutes of Ordinary Meeting of Council – 15 <sup>th</sup> March 2017 (As circulated)
APPENDIX “B”	Minutes of Audit Committee Meeting – 15 <sup>th</sup> March 2017 (As circulated)
APPENDIX “C”	Minutes of CEO Recruitment & Selection Committee Meeting – 1 <sup>st</sup> March 2017 (As presented)
APPENDIX “D”	Minutes of CEO Recruitment & Selection Committee Meeting – 8 <sup>th</sup> March 2017 (As presented)

## SHIRE OF CARNAMAH

### DISCLAIMER

No responsibility is implied or accepted by the Shire of Carnamah for any act, omission or statement or intimation occurring during Council or committee meetings.

The Shire of Carnamah disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Shire of Carnamah during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Carnamah.

The Shire of Carnamah advises that anyone who has any application lodged with the Shire of Carnamah shall obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Carnamah in respect of the application.

Signed: \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER**

**SHIRE OF CARNAMAH**

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**AGENDA**

**ORDINARY MEETING OF COUNCIL**

**To be held in the COUNCIL CHAMBERS, 33-37 MACPHERSON STREET,  
CARNAMAH**

**On WEDNESDAY 15<sup>th</sup> March 2017**

**Commencing at 3.00 pm**

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**1. DECLARATION OF OPENING**

**2. RECORD OF ATTENDANCE**

**Present**

**Apologies**

**Leave Of Absence (Previously Approved)**

Cr Ian Bowman (approved 15<sup>th</sup> February 2017)

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN  
ON NOTICE**

**4. PUBLIC QUESTION TIME**

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

**6. DISCLOSURE OF INTEREST**

**7. PETITIONS, DEPUTATIONS AND PRESENTATIONS**

North Midlands Project will make a presentation to Council, and an invitation has been extended to visit the 'Bank' premises to view the renovation that has been carried out.

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

## 9. CONFIRMATION OF MINUTES

### 9.1 MINUTES OF ORDINARY MEETING OF COUNCIL HELD 15<sup>th</sup> FEBRUARY 2017

*As Circulated*

#### VOTING REQUIREMENT

Simple Majority

#### OFFICER RECOMMENDATION

Item 9.1

*That the Minutes of the Ordinary Meeting of Council held on the 15<sup>th</sup> February 2017 be accepted as a true and correct record and that Council adopt the recommendations therefrom.*

### 9.2 MINUTES OF AUDIT COMMITTEE MEETING HELD 15<sup>th</sup> FEBRUARY 2017

*As Circulated*

#### VOTING REQUIREMENT

Simple Majority

#### OFFICER RECOMMENDATION

Item 9.2

*That the Minutes of the Audit Committee Meeting held on the 15<sup>th</sup> February 2017 be accepted as a true and correct record and that Council adopt the recommendations therefrom.*

### 9.3 MINUTES OF CEO RECRUITMENT & SELECTION COMMITTEE HELD 1<sup>st</sup> MARCH 2017

*As Presented*

#### VOTING REQUIREMENT

Simple Majority

#### OFFICER RECOMMENDATION

Item 9.3

*That the Minutes of the CEO Recruitment & Selection Committee Meeting held on the 1<sup>st</sup> March 2017 be accepted as a true and correct record and that Council adopt the recommendations therefrom.*



**9.4 MINUTES OF CEO RECRUITMENT & SELECTION COMMITTEE HELD 8<sup>th</sup> MARCH 2017**

*As Circulated*

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

**Item 9.4**

*That the Minutes of the CEO Recruitment & Selection Committee Meeting held on the 8<sup>th</sup> March 2017 be accepted as a true and correct record and that Council adopt the recommendations therefrom.*

## 10 MANAGEMENT REPORTS

### 10.1 FINANCE REPORTS

#### 10.1.1 ACCOUNTS FOR PAYMENT

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0075
Disclosure of Interest:	Nil
Date:	9 <sup>th</sup> March 2017
Author:	Deputy Chief Executive Officer
Attachments:	10.1.1 - Cheque & EFT Listing

#### SUMMARY

Council to confirm the payment of creditors for the period 8<sup>th</sup> February 2017 to 7<sup>th</sup> March 2017, in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

#### ATTACHMENT

Copy of list of accounts paid (EFT & cheque payments), which will enable Council to confirm the payment of its creditors in accordance with Local Government (Financial Management) Regulations 1996, Section 13(1).

#### BACKGROUND

Financial Regulations require a schedule of payments made through the Council bank accounts to be presented to Council for their inspection. The list includes details for each account paid incorporating the payee's name, amount of payment, date of payment and sufficient information to identify the transaction.

#### COMMENT

Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the provision of services and as to prices, computations and costings, and that the amounts shown were due for payment.

#### CONSULTATION

Nil

#### STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.4 *Financial Report*  
Local Government (Financial Management) Regulations 1996 -  
*Section 12 Payments from municipal fund or trust fund;*  
*Section 13 Lists of accounts; and*  
*Section 15 Rounding off figures*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

**Item: 10.1.1**

*That payment listed as attachment 10.1.1. List of Accounts Due and Paid for the period 8<sup>th</sup> February 2017 to 7<sup>th</sup> March 2017; and paid by the Chief Executive Officer under delegated authority of Council, or by the Deputy CEO (in the Chief Executive Officer's absence) as delegated by the Chief Executive Officer including:*

<i>Manual Municipal cheques:</i>	<i>022475 - 022479</i>
<i>Municipal cheques:</i>	<i>28028 - 28035</i>
<i>Municipal EFT's:</i>	<i>9929 - 10008</i>
<i>Trust Cheques:</i>	<i>300397 - 300398</i>
<i>Payroll direct debits:</i>	<i>#16 - #17</i>
<i>Municipal Direct Debits</i>	<i>28/02/2017</i>

*Totalling \$443,885.06 be approved and passed for payment.*

## 10.1.2 FINANCIAL REPORTS TO 28<sup>th</sup> FEBRUARY 2017

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0075
Disclosure of Interest:	Nil
Date:	9 <sup>th</sup> March 2017
Author:	Deputy Chief Executive Officer
Attachments:	10.1.2 Monthly Statement of Financial Activity,

### SUMMARY

A Statement of Financial Activity and other supplementary financial information is produced monthly as part of the Council meeting agenda.

### BACKGROUND

The attached financial report for the period 1<sup>st</sup> July 2016 to 28<sup>th</sup> February 2017 (marked 10.1.2) has been prepared in accordance with the Local Government Financial Management Regulations.

### COMMENT

Included with this report is the following:

- Statement of Financial Activity for the period 1<sup>st</sup> July 2016 to 28<sup>th</sup> February 2017;
- Summary Rates Trial Balance Report as at 28<sup>th</sup> February 2017;
- Cash and Investment Listing;
- Debtors Listing;
- Other Supplementary Information;

### CONSULTATION

Nil

### STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulation 34 - *Financial activity statement report* — s. 6.4

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

Nil

### VOTING REQUIREMENT

Simple Majority

### OFFICER RECOMMENDATION

Item: 10.1.2

*That Council receive the Statement of Financial Activity for the period 1<sup>st</sup> July 2016 to 28<sup>th</sup> February 2017; and other supplementary financial information as presented.*

## 10.2. ADMINISTRATION REPORTS

### 10.2.1 REQUEST FOR DONATION – ENEABBA PRIMARY SCHOOL

Applicant:	Eneabba Primary School
Location / Address:	N/A
File Ref:	ADM0051
Disclosure of Interest:	Nil
Date:	28 <sup>th</sup> February 2017
Author:	Chief Executive Officer
Attachments:	10.2.1 – Letter of Request from Eneabba Primary School

#### SUMMARY

A request for a donation has been received from the Eneabba Primary School towards the cost of sending students to Canberra and the Snowy Mountains.

#### BACKGROUND

The tour will take place in August this year. It has been ascertained that 8 students will be participating in the tour.

#### COMMENT

Council has previously donated to requests of this nature. A donation of \$50.00 per participating student would fall within previous precedent.

#### CONSULTATION

Nil

#### STATUTORY ENVIRONMENT

Nil

#### POLICY IMPLICATIONS

Council Policy 2.1 “Contributions and Donations” generally precludes the making of donations but does not allow applications to be reviewed prior to budget adoption annually.

#### FINANCIAL IMPLICATIONS

The timing of this request will allow Council to make budget provision accordingly.

#### VOTING REQUIREMENT

Simple Majority

#### OFFICER RECOMMENDATION

Item: 10.2.1

*That Council contributes \$400.00 toward the cost of the proposed tour to Canberra and the Snowy Mountains by participating students from the Eneabba Primary School.*

## 10.2.2 EVALUATION OF TENDERS – SCORING SYSTEMS

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0264
Disclosure of Interest:	Nil
Date:	1 <sup>st</sup> March 2017
Author:	Chief Executive Officer
Attachments:	10.2.2 – Tender Scoring Sheet

### SUMMARY

This report recommends that Council either endorse or amend the tender scoring systems used when evaluating tenders for gravel pushing, hire of prime movers, and for the provision of other services associated with the construction and maintenance of roads.

### BACKGROUND

Over the last two years when tenders have been called for gravel pushing and prime mover hire and have been awarded to parties that are not resident within the Shire of Carnamah there has been a degree of dissension and suggestions that the Shire should be (better) supporting locally based businesses. In order to determine whether the scoring systems applied to tenders of this nature are fair to all parties and promote value for money for ALL ratepayers it is appropriate to assess the current scoring systems and to amend them if required.

It is an opportune time to examine this, as the CEO intends to prepare some draft tender documentation for the 2017/18 Financial Year with respect to gravel pushing works and prime mover hire. It would be of assistance to the incoming CEO to have the assurance that the scoring system agreed to is supported by Council, especially if complaints about tenders being awarded to parties that live outside of the Shire are received.

### COMMENT

The current scoring system is weighted as follows:

- Price 80%
- Compliance 10%
- Availability 5%
- Experience in the Carnamah Shire and/or the North Midlands area 5%
- Resident within the Shire of Carnamah 5%

Due to the competitive environment that has prevailed since the downturn in the mining construction work in WA, tenders for works of this nature have been attracted from many parts of the State. Notwithstanding the fact that some of these tenderers are disadvantaged by up to 10% (experience in the area and/or local residents), some prices have come in at well below

those submitted by locally based contractors. The cost saving to the ratepayers has been upward of 20% on some occasions which translates into tens of thousands of dollars.

Even though the tender process is open and transparent, the local government tender regulations stringently adhered to and all documentation being made available to independent auditors, complaints are circulated within the community that the Shire is not treating local contractors fairly. There have been suggestions that the price weighting of 80% should be reduced and the weighting for being resident in the Shire being lifted to a greater percentage. This would clearly provide an improved advantage to local contractors, notwithstanding the fact that in reality the advantage would be heavily subsidised by ratepayers. There could also be a logical consequence of non-resident contractors being reluctant to compete in an environment that is heavily weighted in favour of local contractors and not bothering to submit tenders at all. Any consequential lack of competition could in turn result in a disincentive for local contractors to submit competitive tenders.

The Shire has an overarching obligation to provide services to the community that represent value for money and optimum efficiencies. It also needs to treat its local business community with fairness and respect and providing the best outcomes for the majority stakeholders.

The question of whether or not the current scoring system should be adjusted to better meet these objectives is presented to Council for determination.

## **CONSULTATION**

Nil

## **STATUTORY ENVIRONMENT**

Local Government (Functions & General) Regulations 1996

R(2a) If a local government –  
(a) is required to invite a tender; or  
(b) not being required to invite a tender, decides to invite a tender,

*the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.*

## **STRATEGIC IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

An adjustment of tender evaluation scoring ratings is likely to have some impact with respect to financial implications.

## **VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

**Item: 10.2.2**

*That the current criteria for deciding which tenders should be accepted for gravel pushing tenders, hire of prime movers and for the provision of other services associated with constructing and maintaining roads be retained;*

*or*

*That the criteria for deciding which tenders should be accepted for gravel pushing tenders, hire of prime movers and for the provision of other services associated with constructing and maintaining roads be as follows:*

*Price .....%*

*Compliance .....%*

*Availability .....%*

*Experience in the Carnamah Shire and/or in the North Midlands area .....%*

*Resident within the Shire of Carnamah .....%*



### 10.2.3 REQUEST TO ERECT FENCE – 6 & 8 MACPHERSON STREET, CARNAMAH

Applicant:	Mr Andrew Bowman-Bright
Location / Address:	6 & 8 Macpherson Street, Carnamah
File Ref:	A97 and A98
Disclosure of Interest:	Nil
Date:	2 <sup>nd</sup> March 2017
Author:	Chief Executive Officer
Attachments:	10.2.3 – Diagram showing location of proposed fence

#### SUMMARY

This report recommends that:

- Approval be granted for the proposed screen fencing between 6 & 8 Macpherson Street, to be erected,
- or
- That subject to no objections being received after a two week submission period, that approval be granted for the proposed screen fencing between 6 & 8 Macpherson Street to be erected.

*We are keen to erect a 2100mm Colorbond fence along Macpherson Street set back 1.5m from the street, running between the Bank building at 8 Macpherson Street and the shed at 6 Macpherson Street. The setback is to allow for the creation of a garden to be planted with native hibiscus. The ground between the present and proposed fences would be levelled prior to the erection of the fence, which will be professionally installed.*

*Please find attached a plan showing the proposed fence and its measurements.*

*If you could kindly let me know whether the fence is acceptable to the Shire?*

#### COMMENT

The Shire of Carnamah Fencing Local Law 2013 provides the requirements to be adhered to with respect to the construction of fences. The application does not fit within the parameters of the Local Law which provides amongst other things:

(On sufficient fences on a commercial lot) –

*a fence constructed of aluminium sheeting when supported on posts and rails provided that it is used behind a building line and is of a minimum height of 1800mm but no greater than 2400mm.*

(On corrugated steel sheeting) –

*the height of the fence to be 1800mm except with respect to the front set back area for which there is no minimum height.*

Given that the buildings on the south side of Macpherson Street between Caron Street and Yarra Street effectively do not have a setback (their frontage is on the footpath), it would be reasonable to construe that the building line is the frontage of the lots. The fence that is to be replaced (galvanised linkmesh) is on; and not behind the interpreted building line which is the proposed alignment of the replacement fence. Additionally, even though the local law (when alluding to “sufficient fences”) refers to “aluminium” sheeting no greater than 2400mm, it would not be unreasonable to accept that *Colorbond* sheeting would be equally acceptable and to note that the height of the fence at 2100mm falls within the specified height criteria.

The property which the applicant proposes to screen fence has long been an eyesore in a prominent area of the Carnamah CBD. It is unlikely that objections would be received about a screen fence being erected. Council could, however advertise a two week submission period to provide the opportunity for people to object.

Given that the provisions of the *Shire of Carnamah Fencing Local Law 2013* do not encompass the applicant’s request, Council has the option of refusing the application, or of approving it with or without conditions. It is important that if the application is approved that it is not seen as a precedent for a departure from the provisions of the local law and that should other parties in the future request a similar relaxation of the rules around fencing that applications be treated on their merits without reference to this precedent.

## **CONSULTATION**

Nil

## **STATUTORY ENVIRONMENT**

Shire of Carnamah Fencing Local Law 2013

## **STRATEGIC IMPLICATIONS**

The proposed screen fence would improve the appearance of the property in question.

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

**Item: 10.2.3**

*That approval be granted for the proposed screen fencing between 6 & 8 Macpherson Street to be erected;*

*or*

*That subject to no objections being received after a two week submission period that approval be granted for the proposed screen fencing between 6 & 8 Macpherson Street to be erected.*

## **10.2.4 CARNAMAH NETBALL CLUB – PROPOSAL TO RESURFACE NETBALL COURTS**

Applicant:	Carnamah Netball Club (Inc)
Location / Address:	3 Niven Crescent, Carnamah (Recreation Centre)
File Ref:	ADM0153
Disclosure of Interest:	Nil
Date:	8 <sup>th</sup> March 2017
Author:	Deputy Chief Executive Officer
Attachments:	10.2.4(a) – CSRFF Small Grant Application Form 10.2.4(b) – Minutes of Meeting (27 <sup>th</sup> February 2017)

### **SUMMARY**

The Carnamah Netball Club (Inc) proposes to resurface the existing netball courts in Carnamah. This project is dependent on the Department of Sport and Recreation funding one third of the project cost by way of a grant through its *Community Sporting and Recreation Facilities Fund (CSRFF)*.

Part of the application process required the local authority to formally endorse the project and to submit the grant application before the end of March.

### **BACKGROUND**

The courts were last resurfaced in September 2009 and since then have deteriorated and started cracking, resulting in them becoming unsafe to play on.

The Carnamah Netball Club has completed a grant application for CSRFF Small Grants funding (copy attached) and has submitted this to Council for approval and endorsement.

### **COMMENT**

The grant application process required by the Department of Sport and Recreation requires the Shire to assess the application, consider a recommendation for the project to proceed and to lodge the application with the Department.

Grant outcomes are likely to be announced in June 2017, after which work on the project may proceed.

### **CONSULTATION**

Carnamah Netball Club (Inc).

### **STATUTORY ENVIRONMENT**

Nil

## **POLICY IMPLICATIONS**

All information required in accordance with Council Policy 2.12 has been provided.

## **FINANCIAL IMPLICATIONS**

The estimated total cost is \$28,600 (excluding GST), which would be funded as follows:

Carnamah Netball Club (Inc)	Maximum one third of total cost
Department of Sport & Recreation	Maximum one third of total cost
Shire of Carnamah	Maximum one third of total cost

Council would need to make budget provision of \$9,600 in its 2017/18 Budget for its' contribution to the project.

## **VOTING REQUIREMENT**

Simple Majority

### **OFFICER RECOMMENDATION**

**Item: 10.2.4**

*To advise the Department of Sport & Recreation that the proposal to resurface the existing netball courts with Laykold Acrylic, has been assessed as being the principal sport and recreation priority in the current round of CSRFF grant applications and that the project submission be endorsed and submitted to the Department accordingly.*

## 10.2.5 ADOPTION OF COUNCIL POLICY MANUAL

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0072
Disclosure of Interest:	Nil
Date:	8 <sup>th</sup> March 2017
Author:	Chief Executive Officer
Attachments:	10.2.5 – Proposed Policy Manual

### SUMMARY

This report recommends that the updated Shire of Carnamah Policy Manual, as circulated, be adopted.

### BACKGROUND

The Shire Policy Manual was presented in draft form to the ordinary meeting of Council on 15<sup>th</sup> February 2017. Council resolved at that meeting:

*That Council appraise the draft Policy Manual, as presented, with a view to having the manual finalised for adoption at its meeting scheduled for the 15<sup>th</sup> of March 2017.*

### COMMENT

Unless further changes are required, the Policy Manual (which accompanies this agenda) may now be formally adopted by Council.

Given the current concerted focus by the Department of Local Government and Community Services on the Code of Conduct for Elected Members and Staff, and the necessity for Council to demonstrate that this code is regularly reviewed and updated, it is suggested that the resolution of Council, in adopting the Policy Manual, also include specific reference that *Policy 1.2 Model Code of Conduct for Elected Members and Staff* has been reviewed and adopted as part of the process.

### CONSULTATION

Executive Support Officer

### STATUTORY ENVIRONMENT

Nil

### STRATEGIC IMPLICATIONS

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

**Item: 10.2.5**

*That the updated Shire of Carnamah Policy Manual, as circulated, be adopted and that it be noted that the review process has included the review and adoption of Policy 1.2 – Model Code of Conduct for Elected Members and Staff.*

### 10.3 CONFIDENTIAL REPORTS

#### 10.3.1 MOTION TO CLOSE THE MEETING TO THE PUBLIC: CONSIDERATION OF CONFIDENTIAL REPORTS

Applicant:	N/A
Location / Address:	N/A
File Ref:	N/A
Disclosure of Interest:	
Date:	9 <sup>th</sup> March 2017
Author:	Executive Support Officer
Attachments:	Nil

#### BACKGROUND

Item 10.3.2 of the Agenda of 15th March 2017, deals with matters affecting Council, of which the meeting may be closed to the public.

#### COMMENT

Nil

#### STATUTORY ENVIRONMENT

*Local Government Act 1995 Section 5.23 (2) (a) (c) (d) (e) Meetings generally open to the public.*

#### STRATEGIC IMPLICATIONS

Nil

#### POLICY IMPLICATIONS

Nil

#### VOTING REQUIREMENT

Simple Majority

#### OFFICER RECOMMENDATION

**Item 10.3.1**

*That the meeting be closed to the public to consider Confidential Item 10.3.2 of the 15<sup>th</sup> March 2017 Agenda.*



### **10.3.2 CONFIDENTIAL ITEM**

File: ADM0097 – Request for Subsidy (Dr S Risinger)  
Author: Chief Executive Officer

Date: 9<sup>th</sup> March 2017

### **VOTING REQUIREMENT**

Simple Majority

### 10.3.3 MOTION TO RE-OPEN THE MEETING

Applicant:	N/A
Location / Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	9 <sup>th</sup> March 2017
Author:	Executive Support Officer
Attachments:	Nil

#### **VOTING REQUIREMENT:**

Simple Majority

#### **OFFICER RECOMMENDATION**

**Item 10.3.3**

*That the meeting be re-opened to the public.*

## 11. ORDERING THE COMMON SEAL

### 11.1 ORDERING THE COMMON SEAL

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0216
Disclosure of Interest:	Nil
Date:	9 <sup>th</sup> March 2017
Author:	Chief Executive Officer
Attachments:	Nil

#### **BACKGROUND:**

Council has given final approval for the leasing of the Factory Unit located at 75b Forrester Avenue, to Carnamah Tyre Sales, which requires use of the Common Seal.

#### **OFFICER COMMENT:**

Nil

#### **STATUTORY ENVIRONMENT:**

Nil

#### **FINANCIAL IMPLICATIONS:**

Nil

#### **POLICY IMPLICATIONS:**

Policy 2.7 Shire of Carnamah Common Seal

#### **VOTING REQUIREMENT:**

Simple Majority

#### **OFFICER RECOMMENDATION:**

**Item: 11.1**

*That Council endorses the use of the Common Seal on:*

*The lease agreement between the Shire of Carnamah and Carnamah Tyre Sales for the Factory Unit at 75b Forrester Avenue, Carnamah.*

**12. REPORTS OF COMMITTEES AND MEMBERS**

**13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**14. NOTICE OF MOTIONS**

(For consideration at the following meeting, if given during the meeting)

**15. NEW BUSINESS OF AN URGENT NATURE ADMITTED BY COUNCIL**

**16. CLOSURE OF MEETING**