

# SHIRE OF CARNAMAH

## Ordinary Meeting of Council

16 May 2018

### Notice of Meeting

Dear Councillor,

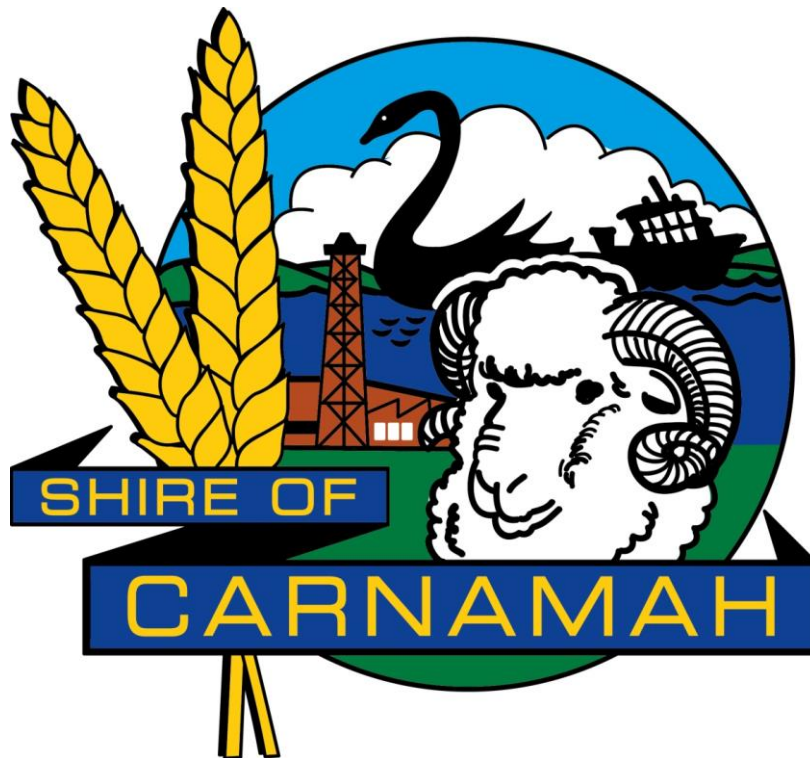
The next Ordinary Meeting of the Carnamah Shire Council is to be held:

On: Wednesday 16 May 2018

At: Shire of Carnamah Council Chambers  
33-37 Macpherson Street, Carnamah WA 6517

Commencing at: 4:00pm

.....  
**K L OBORN**  
**CHIEF EXECUTIVE OFFICER**



# AGENDA

Ordinary Meeting of Council

16 May 2018

**SHIRE OF CARNAMAH**  
**ORDINARY MEETING OF COUNCIL – 16 May 2018**

**AGENDA**

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## 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

## AGENDA

### ORDINARY MEETING OF COUNCIL

To be held at the Council Chambers, 33-37 Macpherson Street, Carnamah  
on Wednesday 16 May 2018  
commencing at 4:00pm

1. DECLARATION OF OPENING
2. RECORD OF ATTENDANCE
  - Present
  - Apologies
  - Leave Of Absence (Previously Approved)
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
8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION
9. CONFIRMATION OF MINUTES

**9.1 Minutes of Ordinary Meeting of Council held 18 April 2018**

*As Circulated*

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

**Item 9.1**

***That the Minutes of the Ordinary Meeting of Council held on 18 April 2018 be accepted as a true and correct record.***

## 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:	10 May 2018
Author:	Ian Walsh - Deputy Chief Executive Officer
Attachments:	10.1.1 - Cheque & EFT Listing

#### SUMMARY

Council to confirm the payment of creditors for the period 7 April to 2 May 2018, 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 7 April to 2 May 2018; 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:***

<b><i>Manual Municipal cheques:</i></b>	<b><i>022537 – 022539</i></b>
<b><i>Municipal cheques:</i></b>	<b><i>28110 – 28112</i></b>
<b><i>Municipal EFT's:</i></b>	<b><i>11163 – 11244</i></b>
<b><i>Trust Cheques:</i></b>	<b><i>300420 – 300421</i></b>
<b><i>Payroll direct debits:</i></b>	<b><i>#21 - #22</i></b>
<b><i>Municipal Direct Debits</i></b>	<b><i>30/04/2018</i></b>

***Totalling \$ 1,025,476.08 be approved and passed for payment.***

## 10.1.2 Financial Reports to 30 April 2018

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0075
Disclosure of Interest:	Nil
Date:	10 May 2018
Author:	Ian Walsh - 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 July 2017 to 30 April 2018 (Attachment 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 July 2017 to 30 April 2018;
- Summary Rates Trial Balance Report as at 30 April 2018;
- 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 July 2017 to 30 April 2018; and other supplementary financial information as presented.***

## 10.2 ADMINISTRATION REPORTS

### 10.2.1 Application for Planning Approval – Proposed use of Shire of Carnamah property for North Midlands Project initiatives

Applicant:	The Shire of Carnamah (Landowner)
Location / Address:	Lot 200 Macpherson Street, Carnamah, and O'Grady Lane between Lot 9 and Lot 31 Macpherson Street, Carnamah
File Ref:	ADM0316
Disclosure of Interest:	CEO, employed to oversee management of Shire of Carnamah properties
Date:	1 May 2018
Author:	Karen Oborn – Chief Executive Officer
Attachments:	10.2.1(a) – App for Planning Approval (O'Grady Lane) 10.2.1(b) – Map Showing O'Grady Lane 10.2.1(c) – App for Planning Approval (Lot 200 Macpherson St) 10.2.1(d) – Map Showing Lot 200 Macpherson St 10.2.1(e) – Bush Tucker Aboriginal Medicine Trail Proposal 10.2.1(f) – Cultural Laneway Proposal

#### SUMMARY

This report recommends that an application for planning approval submitted by the Shire of Carnamah on behalf of the North Midlands Project (NMP), for proposed additional uses in O'Grady Lane for cultural events; as well as the proposal for the NMP to be allowed to use Lot 200 Macpherson Street, Carnamah, for the purpose of creating an extension of the Bush Tucker and Aboriginal Medicine Garden town trail, be approved subject to conditions.

#### BACKGROUND

The North Midlands Project (NMP) is an NFP organisation that is delivering some very successful community engagement and development projects through the arts, heritage and culture, in the district. These activities are shaping Carnamah as a central cultural gateway between Perth and Geraldton, creating services and opportunity. The NMP is now seeking Council's planning approval to use Shire of Carnamah property to facilitate the delivery of some of the NMP initiatives.

The NMP would like to use O'Grady Lane, which is located between the two Lots (9 and 31 Macpherson Street, Carnamah), currently utilised by the NMP. The lane would remain as an access and service lane, with the addition of the installation of lantern lighting for evening events, art installations, not blocking the laneway and soft piped music, at a low volume so as not to be intrusive.

The NMP would also like to use Lot 200 Macpherson Street, Carnamah, for the purpose of creating an extension of the Bush Tucker and Aboriginal Medicine Garden town trail, to be installed and maintained by the NMP.

## COMMENT

- O'Grady Lane, which is located between the two Lots (9 and 31 Macpherson Street, Carnamah) is not subject to a zone as it is for the purposes of housing utility service and the provision of property access.
- Lot 200 Macpherson Street, Carnamah, is zoned commercial. In this zone 'community purpose' is a permitted use.

This item is presented to Council as both parcels of land belong to the Shire of Carnamah and require Council approval to be utilised by a third party.

## CONSULTATION

Stuart Fraser, Principal Advisory Officer – Local Government, DLGSC.  
DCEO

## STATUTORY ENVIRONMENT

- Planning and Development Act 2005 (as amended)
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Carnamah Local Planning Scheme No.2
- **Local Government Act 1995 s. 3.58. Disposing of property; And Regulation 30 of the Local Government (Functions & 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 —*

*(a) the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and —*

*(i) its market value is less than \$5 000; and (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;*

*or*

*(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;*

## STRATEGIC IMPLICATIONS (COMMUNITY PLAN 2027)

**Social - Objective 1: Continuity and improvement of existing services and facilities in the Shire -**

*3. To plan and implement town beautification programs; 5. To encourage the level of participation in sport and recreation whilst improving facilities and access; and 6. To promote and facilitate the development of a wide variety of artistic and cultural pursuits that forge connections between residents of the district and their natural and built environments.*

## POLICY IMPLICATIONS

Council Policy 2.1: Contributions and Donations, requires this matter to be presented for consideration by Council.

## FINANCIAL IMPLICATIONS

Nil

## VOTING REQUIREMENT

Simple majority

### OFFICER RECOMMENDATION

Item 10.2.1

That Council -

1. In accordance with Regulation 30 of the Local Government (Functions & General) Regulations 1996; **30 Dispositions of property excluded from Act s. 3.58, clauses 1 & 2a(i) APPROVE** the application for planning submitted by the Shire of Carnamah on Behalf of the North Midlands Project (NMP) for proposed additional uses in O'Grady Lane, subject to the following conditions and advice notes; and
2. In accordance with Regulation 30 of the Local Government (Functions & General) Regulations 1996; **30 Dispositions of property excluded from Act s. 3.58, clauses 1 & 2b(i)(ii), APPROVE** the application for planning submitted by the Shire of Carnamah on Behalf of the North Midlands Project (NMP) for proposed for the use of Lot 200 MacPherson Street, Carnamah, subject to the following conditions and advice notes:

#### Conditions

1. The proposed development shall be undertaken in a manner consistent with the information and plans submitted in support of the application unless otherwise approved by Council.
2. The proposed additional use of O'Grady Lane shall not cause access the lane to be blocked, nor shall the use of O'Grady Lane cause the utility services housed below the lane surface to be interfered with, or damaged.
3. The playing of piped music in the lane shall be kept at a low volume, so not to be intrusive and in a music style in keeping with the cultural amenity of the location.
4. The installation of the lantern lighting will be to provide ambiance in the laneway and must not shine into private properties belonging to other land owners adjoining the laneway, without their consent.
5. The proposed Bush Tucker and Aboriginal Medicine Garden at Lot 200 Macpherson Street, Carnamah, is to be installed, operated and maintained at the North Midlands Project's cost, and shall be maintained in good condition at all times to the specifications and satisfaction of the Shire's Chief Executive Officer so it remains effective for the purpose for which it is designed.
6. The North Midlands Project will not remove &/or interfere with, the BOM weather station located on Lot 200 Macpherson Street, Carnamah, and any vegetation that could shade the station or block rain fall from reaching the station for monitoring, must not be planted within the vicinity of the station, ensuring the BOM weather station continues to provide valid weather data.

#### Advice Notes

1. The development is to be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period the approval will lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the Shire of Carnamah having first been sought and obtained.

2. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
3. This is a development approval of the Shire of Carnamah under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
4. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Carnamah Local Planning Scheme No.2 and may result in legal action being initiated by the local government.
5. If the applicant / landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted within 28 days of the determination.

## 10.2.2 Request to waive hire fees – Salvation Army Blanket Appeal

Applicant:	Mrs Carole Rayner
Location / Address:	N/A
File Ref:	ADM0051
Disclosure of Interest:	Nil
Date:	24 April 2018
Author:	Karen Oborn – Chief Executive Officer
Attachments:	Nil

### SUMMARY

This report recommends that the Shire waive the hire fees for the Function Room and Kitchen at the Niven Park Recreation Centre by way of support for the local ladies participating in this year's *Salvation Army Blanket Appeal*.

### BACKGROUND

The applicant has forwarded the following letter of request:

*Hi Karen*

*Our local ladies have once again been busy knitting, crocheting & making patchwork rugs to donate to the Salvation Army Blanket Appeal. Last year our small group provided 83 blankets for this worthy cause. I am writing to you to request permission from the Carnamah Shire to be able to use the Niven Park Complex free of charge on Wednesday 6th June so that we can all get together to sew the remaining knitted squares together and enjoy each other's company.*

*Carnamah is well known for its support of this cause which has been going for approx 20 years. Last year it was a fun day with 24 ladies & gents attending from Carnamah, Three Springs and Coorow. We also receive donations of squares & rugs from Eneabba, Perenjori, Mandurah & as far away as Albany.*

*A representative (Robin Falloon) from the Salvation Army will be driving up from Perth for the day to meet with us and collect the blankets for distribution to the needy.*

*Kind Regards  
Carole Rayner*

### COMMENT

Council has waived fees for this event in the past. As the amount involved could exceed the CEO's discretionary donation threshold, Council approval is sought to make the Niven Park Complex available for the stated purpose without charge.

## CONSULTATION

Nil

## STATUTORY ENVIRONMENT

Nil

## STRATEGIC COMMUNITY PLAN 2027 IMPLICATIONS

### Social

#### Objective 1: Continuity and improvement of existing services and facilities in the Shire -

*5. To encourage the level of participation in sport and recreation whilst improving facilities and access; and 6. To promote and facilitate the development of a wide variety of artistic and cultural pursuits that forge connections between residents of the district and their natural and built environments.*

## POLICY IMPLICATIONS

Council Policy 2.1: Contributions and Donations, requires donations over \$200 of value to be considered by Council.

## FINANCIAL IMPLICATIONS

Revenue not collected.

## VOTING REQUIREMENT

Simple Majority

## OFFICER RECOMMENDATION

Item: 10.2.2

***That Council waive the hire fees for the Niven Park Recreation Centre Complex by way of support for the local ladies participating in this year's Salvation Army Blanket Appeal.***



### 10.2.3 Vexatious Customer Procedure – Proposed Policy

Applicant:	Shire of Carnamah
Location / Address:	N/A
File Ref:	ADM0072
Disclosure of Interest:	Nil
Date:	1 May 2018
Author:	Karen Oborn – Chief Executive Officer
Attachments:	10.2.3 – Vexatious Customer Procedure (Policy)

#### SUMMARY

This report recommends that the Council endorse the Vexatious Customer Procedure (policy) as presented.

#### BACKGROUND

Council undertakes an annual review of its policies and determines new or updated policies to guide its day to day operations and responsibilities in regard to its adopted structure and legislative requirements. The annual review process ensures Council has current and applicable policies. This process takes place no later than October each year. As the need arises new policy may be presented for Councils consideration.

#### COMMENT

In relation to the Policy Manual the Shire may develop procedure for staff to follow in given circumstances. In addition, the Shire of Carnamah has a responsibility to maintain a safe working environment for all staff and customers. This safety is paramount.

This procedure (in conjunction with relevant training supplied to employees) will aid in;

- Identifying vexatious customers
- Identify how and when to terminate their visit or call
- Empower relevant employees to carry out the above

#### CONSULTATION

Deputy Chief Executive Officer

Acting Manager of Works and Services

Emergency Management and Ranger Services Officer

Executive Support Officer

Administration Team

#### COMMUNITY CONSULTATION

Nil.

Council has a legislative requirement to consider and determine its Policies and the associated operational procedures.

## STATUTORY ENVIRONMENT

Local Government Act 1995 (as amended)

### Section 2.7. The role of the council

- (1) The council —
  - (a) directs and controls the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

## STRATEGIC COMMUNITY PLAN 2027 IMPLICATIONS

### Civic Leadership

#### Objective 4: To be a professional, customer focussed organisation, which

- *effectively engages (with) the community to determine strategic direction,*
- *responsibly manages the organisation's assets and financial resources,*
- *is a strong advocate for the community.*

## POLICY IMPLICATIONS

This policy is to be read in conjunction with Policy Numbers: 9.8 Harassment and 11.1 Occupational Safety and Health.

## FINANCIAL IMPLICATIONS

Relevant training may have financial implications on Council's Budget depending upon the selected delivery methods.

## VOTING REQUIREMENT

Simple Majority

## OFFICER RECOMMENDATION

Item: 10.2.3

***That Council endorse the Vexatious Customer Procedure (policy) as presented.***

## 10.2.4 Garage Sale Trail

Applicant:	N/A
Location / Address:	Lot 200 Macpherson Street, Carnamah, and O'Grady Lane between Lots 9 & 31 Macpherson Street, Carnamah
File Ref:	ADM0227
Disclosure of Interest:	Nil
Date:	7 May 2018
Author:	Karen Oborn – Chief Executive Officer
Attachments:	10.2.4 – Carnamah Garage Sale Trail letter

### SUMMARY

This report recommends that Council give approval for the Shire to participate in the Garage Sale Trail for 2018/2019 and 2019/2020.

### BACKGROUND

The Garage Sale Trail Foundation has been awarded a two-year contract to deliver its program in Western Australia, following a procurement process supported by the Department of Finance. Garage Sale Trail is a national initiative in waste diversion from landfill through reuse, by allowing the community to buy and sell goods they no longer require. This year, Garage Sale Trail will take place on the weekend of 20-21 October. Registrations will close on 15 June 2018.

### COMMENT

The Garage Sale Trail is quite successful when a Shire gets behind it, and the Garage Sale Trail supply all advertising locally and nationally, as well as all the promotional material for the Shire and any community members who register their sales. I would recommend the Shire coordinate the project in partnership with the North Midlands Project, who has agreed to the collaboration pending Council approval. If the project is approved it is likely the NMP will run a wearable art &/or recycled material art show at the same time.

### CONSULTATION

North Midlands Project

### STATUTORY ENVIRONMENT

Nil

### STRATEGIC COMMUNITY PLAN 2027 IMPLICATIONS

**Social Objective 1: Continuity and improvement of existing services and facilities in the Shire -**

*6. To promote and facilitate the development of a wide variety of artistic and cultural pursuits that forge connections between residents of the district and their natural and built environments.*

### POLICY IMPLICATIONS

Council Policy 2.1: Contributions and Donations, requires this matter to be presented for consideration by Council.

### FINANCIAL IMPLICATIONS

This will need to be included in the 2018/2019 and 2019/2020 budgets. It usually costs \$2000 a year.

**VOTING REQUIREMENT**

Simple majority

**OFFICER RECOMMENDATION**

**Item 10.2.4**

*That Council give in-principle approval for the Shire to participate in the Garage Sale Trail for 2018/2019 and 2019/2020, pending confirmation of the cost.*

## 10.2.5 Carnamah Caravan Park Upgrade

Applicant:	N/A
Location / Address:	Carnamah Caravan Park (King Street, Carnamah)
File Ref:	ADM0123
Disclosure of Interest:	Nil
Date:	7 May 2018
Author:	Karen Oborn – Chief Executive Officer
Attachments:	10.2.5 – Caravan Park Plan (May 2018)

### SUMMARY

The 2017/2018 budget includes an allocation of \$85,000 for the refurbishment of the Carnamah Caravan Park. Following on from the study that was undertaken in an effort to prioritise works, a site visit was undertaken by the executive management team to assess the most urgent works and those that would increase visitor satisfaction.

This report provides details of the prioritised works suggested, and recommends a staged approach be taken to ensure the overall project remains within budget limitations.

### BACKGROUND

The Carnamah Caravan Park is in need of some refurbishment attention to ensure it continues to present in a suitably positive way to Carnamah's visitors and adequately accommodates the Park Managers. The Caravan Park provides a good standard facility and whilst Carnamah in itself is not a "tourism destination" for most tourists, caravan park numbers are very good in the winter/spring time, during our wildflower season.

Council allocated \$85,000 in the 2017/18 budget to undertake refurbishment works and to establish the most beneficial way to allocate that funding. The assessment was based largely around the requirements of the Western Australian Caravan Parks and Camping Grounds Regulations 1997 and findings are as outlined below -

#### General

- A portion of the legislation is not applicable as it pertains only to nature based parks.

#### Position of caravans, annexes and camps

- The caravan park currently has a 'cluster' type layout and additional 'drive through' sites for very long vehicles. The cluster sites have one-way roads around each cluster. These sites are not well demarcated and so are difficult for a driver to discern.

#### Roads and parking

- Upon entering the caravan park it may not be immediately apparent to the driver where to go in terms of parking and reporting to the reception area.
- It is not clear which roads are one-way roads and which are two-way roads.
- Roads are not clearly differentiated from caravan stands.

#### Recreational Areas

- The park does not have recreational facilities as described in the legislation, however guests generally use the camp kitchen area as a recreational area and older children often use the neighbouring oval and open space to recreate (there is

direct access to the open space and oval from the caravan park). Few guests have visited the caravan park with young children in the past.

#### **Ablution and toilet facilities**

- Doors to showers and toilets open inward. The requirement is for doors to open outward or be easily removed in case of an emergency.
- Sink plugs are not permanently available at basins as they have historically been “tourism trophies” (guests need to therefore request them from the manager).
- Towel rails or hooks, mirrors and shelving are not available at hand.

#### **Laundry facilities**

- Cold water laundry facilities are available. Should guests require hot water they are required to contact the manager who can connect the hot water supply.
- Sink plugs are not permanently available at laundry basins/troughs. Guests need to request them from the manager.
- A slop hopper (often used to pre-wash cloth nappies) is not available although the manager highlights that the typical guest no longer requires such a facility.

#### **Fire fighting**

- Fire hose reels currently reach all stands.

#### **Electricity**

- Long stay sites ideally require a separate meter to record electricity usage.

#### **Telephones**

- The requirement is for at least one telephone to be available at all times for the use of guests at the facility in an emergency. This is currently not in place. Widespread use of mobile phones may be perceived as rendering this requirement redundant, but it is noted that not all mobile phone networks have coverage in Carnamah and that the lack of access to a telephone could have serious results in the case of an emergency.
- Long stay sites are required to have telephone connections available. There is currently only one working connection point.
- A park manager with a phone that has coverage is in attendance.

#### **Solid fuel fires**

- The regulations state that solid fuel fires can only be made in areas designated for this purpose. Some guests have enquired about such a facility in the past but it is not a specific requirement that such a facility be provided.

#### **Drainage**

- Storm-water enters the site mostly from the east and drains towards the north west of the caravan park.
- The table drains adjacent to the road located on the southern boundary of the caravan park are silted up and this can result in storm-water entering the caravan park at the point of the access road.
- Storm-water flowing on site at the northern end of the caravan park has been eroding existing batters.
- Between the office and the caretaker’s property there is a concrete footpath with an opening to let storm-water through. A table drain runs east to west at this location. During a storm event, damming occurs at this point. The table drain ends at the north western corner of the property and needs to be directed off the property.

From the above findings a prioritised listing of suggested actions is proposed (based largely on operational/safety considerations) namely -

<b>Issue</b>	<b>Recommended Action</b>	<b>Priority</b>
1. Poorly demarcated roads around caravan 'cluster' sites and roads not clearly differentiated from stand sites.	Raise the stand areas and use mountable kerb as edging	Medium
2. Car park	Signage	Low
3. Recreational facilities (including solid fuel fires)	A designated fire pit for solid fuel fires with appropriate seating nearby could be provided. This would ideally be in close proximity to the camp kitchen and would be functional as recreational space for the current typical guest. It is not practical to install a costly playground for young children especially as few guests have visited the caravan park with young children in the past.	Low
4. Shower and toilet doors	Adjust doors to open outward.	High
5. Plugs for basins and hot water for laundry	Signage informing guests that plugs and hot water is available upon request.	Low (but easily addressed)
6. Fire fighting	Annual inspection & test - ongoing	High
7. Metered electricity for long stay sites	Separate meters to be installed	Low
8. Telephone connection for long stay sites	Existing connections to be repaired	Low
9. Telephone – minimum of one required at all times	To be installed (or alternative solution to be considered). A park manager with a phone that has coverage is in attendance	Low
10. Drainage	Drainage has been repaired by the Works and Services team- this will be monitored on an ongoing basis	Medium
11. Trees	Some tree species are a hazard as they drop large limbs these should be replaced by large shrubs and shade trees that do not have this habit	High
12. Caretakers Facilities	The caretaker's residence has a number of issues that need addressing; Bathroom, Kitchen cupboards, Front verandah, Storage shed and dust/dirt.	High

## **COMMENT**

The survey was undertaken to ensure that the legislative requirements and other expected standards of operating a caravan park were being met (and in the main they are). The prioritised listing provides a good guide as to how best to allocate the budgeted funds and it is suggested that the priority hierarchy be followed.

## **CONSULTATION**

GHD Consultants  
Manager, Carnamah Caravan Park  
Acting Manager Works & Services  
Deputy Chief Executive Officer

## **STATUTORY ENVIRONMENT**

Western Australian Caravan Parks and Camping Grounds Regulations 1997.

## **STRATEGIC IMPLICATIONS**

The Community Strategic Plan includes a Tourism area *“to promote and develop a sustainable tourism industry in the Shire of Carnamah”*, and the action to *“continue to improve the Carnamah Caravan Park and Eneabba Short Stay Facility to cater for changing demand in the accommodation industry”*. The Corporate Business Plan compliments this with a similar action.

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

The 2017/18 budget includes an allocation of \$85,000 for the project.

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER RECOMMENDATION**

**Item: 10.2.5**

***That Council –***

- 1. Notes the listing of refurbishment items for the Carnamah Caravan Park;***
- 2. Supports in the first instance, the undertaking of the works (identified at the site visit as plan attached); and***
- 3. Supports in the second instance, the undertaking of the other works subject to remaining available budget funds.***



## 10.2.6 Astro Tourism Towns (One Road Film Project)

Applicant:	Lee Loraine, Visage Productions
Location / Address:	N/A
File Ref:	ADM0201
Disclosure of Interest:	Nil
Date:	7 May 2018
Author:	Karen Oborn – Chief Executive Officer
Attachments:	Nil

### SUMMARY

This report recommends that Council consider the request from Lee Loraine at Visage Productions, to contribute to the making of an episode of ONE ROAD Great Australian Road Trips - New Television Series 2018.

### BACKGROUND

Visage Productions have asked the Shire of Carnamah to contribute to the making of an episode of ONE ROAD Great Australian Road Trips - New Television Series 2018;

*Good afternoon Merle*

*I just wanted to check in .... with regards to possibly covering the Wildflower Way in the new series. I'm familiar with the region as I've travelled to and through the area on numerous occasions over the years, so I know what's on offer from a tourism POV. I also lived in Geraldton for a few years in the 1990's. I understand that the drive route takes in the LGA's/Shires of Dalwallinu, Mingenew, Perenjori, Carnamah, Coorow, Three Springs, Moora, Mullewa, Morawa and Greater Geraldton, comprising 10 destinations, and this collaborative scenario is an ideal fit for the series. Collaborations between LGA's, RTO's and local tourism are what's bringing each of the episodes together, and The Wildflower Way certainly fits this model. Each 30 minute episode ends up being 20 minutes after commercials, opening and closing sequences, stings and intros, and I'm sure there's a good story to tell that would fit into a stand-alone episode on the Wildflower Way. We allocate five to six days filming for each episode, as we make our way through the region and this particular road trip would fit in very nicely into the series.*

*Based on conversation to-date each episode is brought together by funding from each region, and from an Australia-wide perspective this has ranged from \$35,000 to \$55,000 to-date, which is inclusive of the below mentioned benefits:*

- Australia-wide coverage on their product/destination on Australia's most popular free-to-air digital television multichannel, 7TWO.*
- Each episode will be encored on one of Seven's other multi-channels and added to the on-line catch-up service.*
- Unlimited access to the final edited story and full episode, which can be forwarded in various sizes and formats, across multiple mediums.*
- Included access to the filmed high definition raw footage files, inclusive of drone footage, which can be further promoted through other promotional mediums such as television commercials, websites and social media (conditions apply).*

*I guess what we need to look at is who you think would be able to contribute from the region. Let's initially base our budget aim on \$50,000 (example base only) for a six day film trip taking in the region. If all of the 10 LGA's contributed financially you're looking at \$5,000 each, ex GST, that's if we could get everyone on-board, who would each receive a two-minute story, plus the above add-on benefits, as part of their contribution. That's a start-up Merle and open to discussion if you think that sort of money could be raised as a group. If you suggest the interest may be there from a group perspective, we can fine-tune costs, which I suggest would be lower than this figure. I'm happy to work out some more accurate costings if you think it's viable. If not everyone is*

interested the cost to participate is obviously higher per LGA, so ideally, a group collaborative effort would be the way to go.

FYI, we actually had Geraldton in an episode of the OUR TOWN television series, a series we also produced, which included some wildflower coverage. This episode can be viewed at <https://vimeo.com/115507806> and will give you some ideas from a content POV. I'm interested in looking at all options of how we could bring such an episode together, and I'd be interested in your thoughts and feedback Merle. It's a great story to tell so hopefully we can have the region involved.

## **COMMENT**

The project may make a significant contribution to the community by showcasing the region if the other Shires are also involved as a regional initiative.

## **CONSULTATION**

Shire President

## **STATUTORY ENVIRONMENT**

Nil

## **POLICY IMPLICATIONS**

Council Policy 2.12 "Proposals Requiring Shire Funding and/or In-Kind Support".

## **FINANCIAL IMPLICATIONS**

Depending 10 LGA's committing to the program, the cost would be around \$5,000.

## **STRATEGIC COMMUNITY PLAN 2027 IMPLICATIONS**

**Social Objective 1: Continuity and improvement of existing services and facilities in the Shire -6.** *To promote and facilitate the development of a wide variety of artistic and cultural pursuits that forge connections between residents of the district and their natural and built environments.*

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER RECOMMENDATION**

**Item: 10.2.6**

***That Council consider the request from Lee Loraine at Visage Productions, to contribute \$5,000 to the making of an episode of ONE ROAD Great Australian Road Trips – showcasing the North Midlands wildflowers and the towns of Carnamah and Eneabba, subject to at least (10) ten Local Government Authorities participating.***

## 10.2.7 Townscape Management Plan and Development Strategy

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0208
Disclosure of Interest:	Nil
Date:	8 May 2018
Author:	Karen Oborn – Chief Executive Officer
Attachments:	10.2.7 - Townscape Management Plan and Development Strategy – includes App.1 & App.2 (Appendices: 3 to 14 not attached)

### SUMMARY

This report recommends Council adopt the attached Townscape Management Plan and Development Strategy, in addition to the actions (App.1) and policy (App.2) “Townscape, Road Verge and Property Amenity”, following a period of public consultation. The other appendices, 3 to 14 are existing plans previously endorsed by Council.

### BACKGROUND

The Shire of Carnamah Townscape, Road Verge, Public Open Space Management Plan & Development Strategy (TRPM) outlines the strategies and actions required to meet the Community of Carnamah’s and Eneabba’s aspirations outlined in the Shire of Carnamah ‘Strategic Community Plan 2017 -2027’ (SCP). As a result of the consultation process, the Community of Carnamah identified a number of strategic priorities appropriate to the management of the Shire’s amenity and services.

These included the delivery of effective services critical to maintaining the Shire as one that will continue to attract residents, businesses and tourists. The Shire will continue to engage with key stakeholders to plan for future needs and deliver the strategy objectives in the SCP. The Shire’s primary objectives are to meet its health and environmental responsibilities, ensure service delivery, cost effectively to improve amenity and promote the attractiveness of the district.

### COMMENT

Providing sustainable cost effective management solutions to address community aspirations is a major challenge for every Australian council. The Shire of Carnamah will undertake consultation to develop this strategy, which is designed to meet the current and future needs of the Shire.

This strategy outlines the current context and issues for the Shire. It identifies objectives and actions that establish the foundations for the Shire to promote a vibrant, safe, attractive district with appropriate amenity for the whole community. Delivering sustainable solutions will require Council working with a wide variety of community groups, residents, businesses and companies within the region.

### CONSULTATION

North Midlands Project  
Carnamah District High School  
Deputy Chief Executive Officer

## STATUTORY ENVIRONMENT

Nil

## STRATEGIC COMMUNITY PLAN 2027 IMPLICATIONS

### Social Objective 1: Continuity and improvement of existing services and facilities in the Shire -

*3. To plan and implement town beautification programs; 5. To encourage the level of participation in sport and recreation whilst improving facilities and access; and 6. To promote and facilitate the development of a wide variety of artistic and cultural pursuits that forge connections between residents of the district and their natural and built environments.*

## POLICY IMPLICATIONS

New Policy Proposed: "Townscape, Road Verge and Property Amenity".

## FINANCIAL IMPLICATIONS

Nil

## VOTING REQUIREMENT

Simple majority

## OFFICER RECOMMENDATION

Item: 10.2.7

*That Council;*

- 1. Advertise the attached Townscape Management Plan and Development Strategy, in addition to the policy, "Townscape, Road Verge and Property Amenity", for a period of 21 days calling for Public Submissions;*  
*and*
- 2. If no submissions are received, adopt the attached Townscape Management Plan and Development Strategy, in addition to the policy (App.2) "Townscape, Road Verge and Property Amenity", following the period of public consultation;*  
*or*
- 3. If submissions are received, consider the adoption of the attached Townscape Management Plan and Development Strategy, in addition to the policy (App.2) "Townscape, Road Verge and Property Amenity", following the period of public consultation at the next Ordinary Meeting of Council.*

## 10.2.8 Amendment to Council Policy 2.7 – Purchasing Policy

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0072
Disclosure of Interest:	Nil
Date:	8 May 2018
Author:	Ian Walsh – Deputy Chief Executive Officer
Attachments:	Nil

### SUMMARY

This report recommends that Council policy 2.7 be amended to include existing SynergySoft purchasing limits for authorised officers.

### COMMENT

Policy 2.7 details those staff positions that are authorised to sign purchase orders on behalf of Council.

Whilst Councils accounting software, IT Vision's SynergySoft, has inbuilt security to restrict the issuing of purchase orders exceeding authorised officer limits, those limits are not stipulated in the Purchasing Policy.

Existing purchase authority limits in SynergySoft are as follows:

Position	Limit
CEO	\$1,000,000
Deputy CEO	\$ 100,000
Manager Works & Services	\$ 100,000
Senior Finance Officer	\$ 10,000

### CONSULTATION

Butler Settineri Audit Pty Ltd Director - Marius Van Der Merwe

### STATUTORY ENVIRONMENT

Local Government Financial Management Regulation 1996 Part 2 Section11

### POLICY IMPLICATIONS

Amendment to Policy 2.7 will provide clarity to officers.

### FINANCIAL IMPLICATIONS

Nil

### VOTING REQUIREMENT

ABSOLUTE majority

*That Council amends Policy 2.7 as follows:*

### **PURCHASING POLICY**

This policy has been designed to provide an effective guide for staff in the purchase of goods and services.

The process aims to help avoid pitfalls and ensure a successful outcome is achieved for Council.

Purchases of goods and services have been broken down into a number of price ranges with each requiring different actions and processes to be followed.

#### **1. Direct Purchase - Up to and including \$25,000**

Goods and services valued (in total) up to \$6,000 do not require the conduct of a competitive process. Verbal quotations should be obtained and the purchase should represent value for money.

Opportunity should be given for local suppliers to submit quotations wherever possible. Where considered appropriate, written quotations may be requested.

#### **2. Written Quotations \$25,001 to \$55,000**

The purchase of goods and services valued between \$25,001 and \$55,000 require written quotations to be obtained. Where practicable 2 quotations should be sought; however, depending on the nature of the purchase and the number of suppliers available, more quotations may be sought.

An official Purchase Order shall be raised for all such purchases, with the Chief Executive Officer having delegated authority to approve such purchases where appropriate allowance has been made in the budget or in the event of an emergency purchase. Opportunity should be given for local suppliers to submit quotations wherever possible.

#### **3. Written Quotations - \$55,001 to \$149,999**

The purchase of goods and services valued between \$55,001 and \$149,999 require formal written quotations to be obtained.

For these purchases staff are to formally request in writing that written quotations be submitted to Council for consideration.

Due to the value of such purchases it is expected a minimum of two quotations be obtained.

An official Purchase Order shall be raised for all such purchases with the Chief Executive Officer having delegated authority to approve such purchases where appropriate allowance has been made in the budget. Opportunity should be given for all local suppliers to submit quotations wherever possible.

A copy of all quotations received should be attached to the office copy of the Purchase Order.

Council is to be advised for its information of relevant purchases within this price range.

#### 4. General Requirements

Once the need for the goods or service has been identified:

- a. prepare clear, accurate and concise requirements for the purchase,
- b. where appropriate, prepare a detailed specification with all relevant technical information (e.g. plant purchases, bitumen),
- c. use standardised formats and procedures to minimise cost and assist suppliers and Council with the purchase process,
- d. maintain accurate records for audit and future reference purposes,
- e. ensure all of the process is transparent and accountable.

#### 5. Exemptions

- a. Purchases made with the express approval of Council
- b. Purchases made through the WA Local Government Association E Quotes System

#### 6. Purchase Order Limits

An official Purchase Order should be raised for all such purchases over \$1000.00, with the following officers having authority to sign Purchase Orders up to the stipulated values:

Position	\$ Value
Chief Executive Officer	1,000,000
Deputy Chief Executive Officer	100,000
Manager of Works & Services	100,000
Senior Finance Officer	10,000

#### Summary Table

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Amount of Purchase	Policy
Up to \$25,000	Direct purchase from suppliers requiring only one verbal quotation.
\$25,001 - \$55,000	Obtain at least two verbal or written quotations.
\$55,001 - \$149,999	Obtain at least two written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$150,000 and above	Conduct a public tender process.

**MINUTE NO: 313736**  
**MINUTE NO: 364715**  
**MINUTE NO: 20151106**

**Policy Adopted: 21 February 2007**  
**Policy Amended: 18 September 2013**  
**Policy Amended: 18 November 2015**

### 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:	Nil
Date:	10 May 2018
Author:	Executive Support Officer
Attachments:	Nil

#### BACKGROUND

Item 10.3.2 of the Agenda of 16 May 2018 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 16 May 2018 Agenda.***



### 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:	10 May 2018
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**
  
- 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**