

SHIRE OF CARNAMAH

Ordinary Meeting of Council
16th November 2016

Notice of Meeting

Dear Councillor,

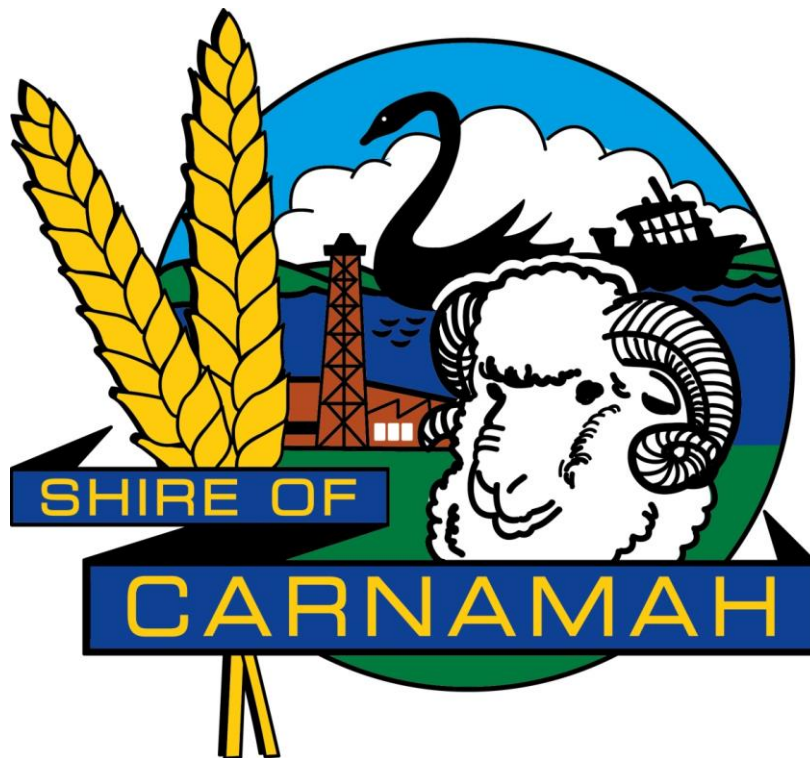
The next Ordinary Meeting of the Carnamah Shire Council is to be held

On: Wednesday 16th November 2016

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

Commencing at: 3:00pm

.....
W T Atkinson
CHIEF EXECUTIVE OFFICER



AGENDA

Ordinary Meeting of Council

16th November 2016

SHIRE OF CARNAMAH

ORDINARY MEETING OF COUNCIL 16th November 2016

AGENDA

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APPENDICES

APPENDIX "A"

MINUTES OF ORDINARY MEETING OF COUNCIL
19th OCTOBER 2016 AS CIRCULATED.

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

On Wednesday the 16th of November 2016

Commencing at 3.00 pm

- 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 19th OCTOBER 2016

As Circulated

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

ITEM: 9.1

That the Minutes of the Ordinary Meeting of Council held on the 19th October 2016 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:	9 th November 2016
Author:	Deputy Chief Executive Officer
Attachments:	10.1.1 Cheque & EFT Listing

SUMMARY

Council to confirm the payment of creditors for the period 6th October 2016 to 9th November 2016, 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 6th October 2016 to 9th November 2016; 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>022458 -022464</i>
<i>Municipal cheques:</i>	<i>27998 - 28003</i>
<i>Municipal EFT's:</i>	<i>9582 - 9671</i>
<i>Trust Cheques:</i>	<i>300389 - 300393</i>
<i>Payroll direct debits:</i>	<i># 8 - # 9</i>
<i>Municipal Direct Debits</i>	<i>31102016</i>

Totalling \$1,145,607.23 be approved and passed for payment.

10.1.2 FINANCIAL REPORTS TO 31st OCTOBER 2016

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0075
Disclosure of Interest:	Nil
Date:	9 th November 2016
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 July 2016 to 31 October 2016 (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 July 2016 to 31 October 2016;

- Summary Rates Trial Balance Report as at 31 October 2016;
- 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 2016 to 31 October 2016; and other supplementary financial information as presented.

10.2. ADMINISTRATION REPORTS

10.2.1 ADOPTION OF 2015/2016 ANNUAL REPORT and ANNUAL GENERAL MEETING OF ELECTORS 2016

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0057
Disclosure of Interest:	Nil
Date:	7 th November 2016
Author:	Chief Executive Officer
Attachments:	2015/2016 Annual Report

SUMMARY

This report recommends that Council adopts the Shire of Carnamah Annual Report for the financial year ended 30th June 2016.

BACKGROUND

The Annual Report has been prepared and is circulated with this Agenda. Council is required to conduct its Annual General Meeting of Electors within 56 days of the adoption of the Annual Report. Council has previously resolved to conduct its Annual General Meeting of Electors on Friday the 9th of December 2016 at 5.00pm.

COMMENT

Councils Ordinary Meeting in December has been scheduled for 3.00pm, Friday the 9th of December 2016. It is expected that there will be sufficient time to finish the meeting in time to conduct the Annual General Meeting of Electors at 5.00pm; and for this meeting to be concluded in time for Councillors and staff to attend the Shire Christmas Function scheduled for 6.00pm.

CONSULTATION

Council Ordinary Meeting 19th October 2016.

STATUTORY ENVIRONMENT

Local Government Act 1995 – s 5.27 – *Electors General Meetings*

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

ITEM: 10.2.1

That Council adopts the Shire of Carnamah Annual Report for the financial year ended 30th June 2016.

10.2.2 APPOINTMENT OF AUTHORISED OFFICERS

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0305
Disclosure of Interest:	Nil
Date:	1 st November 2016
Author:	Chief Executive Officer
Attachments:	Nil

SUMMARY

This report recommends the appointment of additional authorised persons to carry out the provision of the Dog Act 1976 and the Cat Act 2011, and to revoke a previous appointment.

COMMENT

It is necessary for Council to formally appoint authorised persons to enforce the provisions of various Acts which help to govern the law and order requirements of the Shire. Approved authorisations are subsequently published in the Government Gazette. Should prosecutions end up in court, the Government Gazette is used as evidence that the prosecuting officers have been duly authorised by Council to enforce the provisions of the Acts in question.

CONSULTATION

Consultation has been had with the persons proposed to be authorised by resolution of Council.

STATUTORY ENVIRONMENT

Dog Act 1976 – Registration & Authorised Officers
Cat Act 2011 – Authorised Persons

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

ITEM: 10.2.2

1. *That the following persons be appointed authorised persons in accordance with the relevant Acts hereunder, effective immediately:*

Dog Act 1976 – Registration Officer

- *Mrs Ruth Passmore*
- *Mrs Susanne Levett*

Cat Act 2011 – Authorised Persons

- *Mrs Ruth Passmore*
- *Mrs Susanne Levett*

2. *That the following appointment be revoked:*

Dog Act 1976 – Registration Officer

- *Ms Jennifer Marjorie Hayley*

Cat Act 2011 – Authorised Persons

- *Ms Jennifer Marjorie Hayley*

**10.2.3 CARNAMAH LAND CONSERVATION DISTRICT COMMITTEE –
NOMINATION OF SHIRE REPRESENTATIVES**

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0097
Disclosure of Interest:	Nil
Date:	7 th November 2016
Author:	Chief Executive Officer
Attachments:	Nil

SUMMARY

The term of the Shires two representatives on the Carnamah Land Conservation District Committee expires on the 30th November 2016. The report recommends the nomination of Shire representatives for a three year term expiring on the 30th November 2019.

BACKGROUND

Nominations are required to be submitted on the stipulated form and approved by the Hon Minister for Agriculture and Food.

COMMENT

The current Shire representatives are Cr Con Kikeros and Mr Bill Atkinson.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Soil and Land Conservation Act 1945 – s23 *Constitution of Membership of District Committees.*

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION **ITEM: 10.2.3**

That Council nominate the following representatives to the Carnamah Land Conservation District Committee:

1.
2.

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 th November 2016
Author:	Executive Support Officer
Attachments:	Nil

BACKGROUND

Item 10.3.2 of the Agenda of 16th November 2016, 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

FINANCIAL 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 16th November 2016 Agenda.

10.3.2 CONFIDENTIAL ITEM

File: Tenders 09/16, 10/16, 11/16 and 12/16
Author: Deputy Chief Executive Officer

Date 8th November 2016

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 th November 2016
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