

SHIRE OF CARNAMAH

Ordinary Meeting of Council

17 April 2019

Notice of Meeting

Dear Councillor,

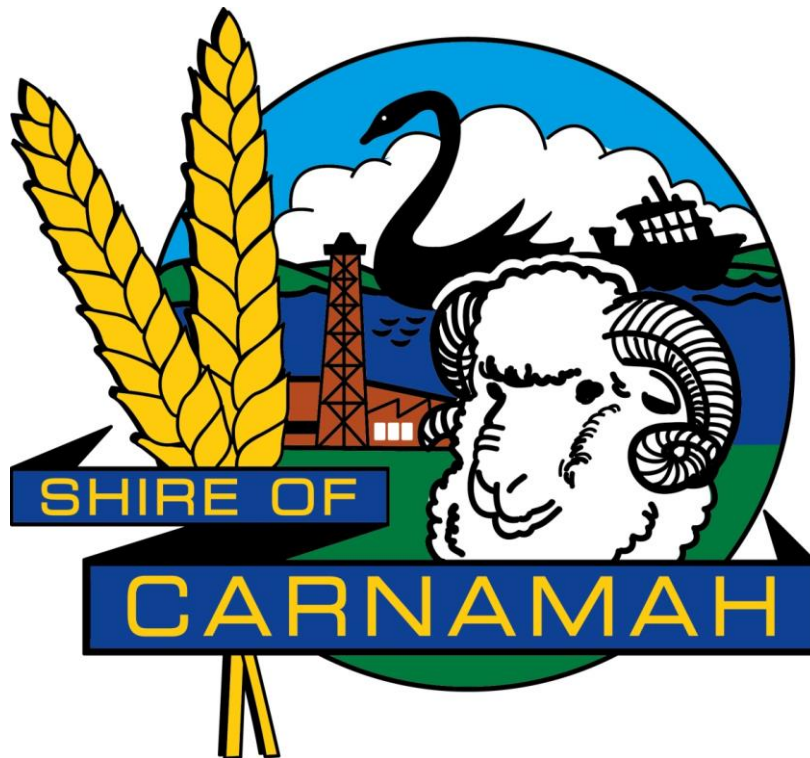
The next Ordinary Meeting of the Carnamah Shire Council is to be held:

On: Wednesday - 17 April 2019

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

Commencing at: 4:00pm

.....
K L OBORN
CHIEF EXECUTIVE OFFICER



AGENDA

Ordinary Meeting of Council

17 April 2019

SHIRE OF CARNAMAH
ORDINARY MEETING OF COUNCIL - 17 April 2019
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 6517
On Wednesday 17 April 2019
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 20 March 2019

As Circulated

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

Item 9.1

That the Minutes of the Ordinary Meeting of Council held on 20 March 2019 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:	
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 12 March 2019 to 9 April 2019, 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 12 March 2019 to 9 April 2019; 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>022595 - 022598</i>
<i>Municipal cheques:</i>	<i>Nil</i>
<i>Municipal EFT's:</i>	<i>12215 - 12273</i>
<i>Trust Cheques:</i>	<i>300435 - 300436</i>
<i>Payroll direct debits:</i>	<i>#19 - #20</i>
<i>Municipal Direct Debits</i>	<i>31/03/2019</i>

Totalling \$315,519.57 be approved and passed for payment.

10.1.2 FINANCIAL REPORTS TO 31 MARCH 2019

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0075
Disclosure of Interest:	Nil
Date:	
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 2018 to 31 March 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 2018 to 31 March 2019;
- Summary Rates Trial Balance Report as at 31 March 2019;
- 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 2018 to 31 March 2019; and other supplementary financial information as presented.

10.1.3 ADOPTION OF 2018 / 2019 BUDGET REVIEW

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0267
Disclosure of Interest:	Nil
Date:	8 th April 2019
Author:	Ian Walsh, Deputy Chief Executive Officer
Attachments:	Budget Review Report

SUMMARY

To consider and adopt the Budget Review as presented for the period 1 July 2018 to 28 February 2019.

BACKGROUND

Statements of Budget Review as at the 28th February 2019, by nature & type and by program, incorporating year to date budget variations and forecasts to 30 June 2019 are being presented for council consideration. The *Local Government (Financial Management) Regulations 1996*, regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

COMMENT

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. Council adopted 10% as the materiality variances to be used in the statements of financial activity and the annual budget review.

CONSULTATION

Chief Executive Officer
Manager Works & Services.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

33A. Review of budget

- (1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
 - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local government's financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*

- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

POLICY IMPLICATIONS

The budget is based on the principles contained in the Strategic Plan and Long Term Financial Plan.

FINANCIAL IMPLICATIONS

Whilst the review shows that it is likely that there will be a surplus of around \$1,520,000, approximately \$600,000 of this is for projects that have been deferred to the 2019/20 financial year and the balance as a result of some permanent variation to the original budget either as a result of projects being completed under budget or additional income being generated.

Council has already been requested to allocate \$95,855 of the estimated surplus to sealing the entire length of Winchester West Road

It is recommended that balance of the estimated surplus be allocated the following reserve funds:

• Fair Value Asset Reserve	\$205,000
• Coastal Initiatives Reserve	\$300,000
• Eneabba Pool Reserve	\$ 30,000
• Refuse Site Reserve	\$ 50,000
• Roadworks Reserve	\$300,000
• Community Precinct Reserve	\$100,000
• Council Housing Reserve	\$100,000
• Long Service Leave Reserve	\$ 40,000
• Plant Reserve	\$200,000
• Factory Units Reserve	\$100,000

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

Item: 10.1.3

1) That Council adopt the 2018/19 budget review as presented

2) That Council amend the 2018/19 budget by increasing transfers to reserves as follows:

i) Fair Value Asset Reserve	\$205,000
ii) Coastal Initiatives Reserve	\$300,000
iii) Eneabba Pool Reserve	\$ 30,000
iv) Refuse Site Reserve	\$ 50,000
v) Roadworks Reserve	\$300,000
vi) Community Precinct Reserve	\$100,000
vii) Council Housing Reserve	\$100,000
viii) Long Service Leave Reserve	\$ 40,000
ix) Plant Reserve	\$200,000
x) Factory Units Reserve	\$100,000

10.1.4 AMENDMENTS TO THE 2018 / 19 BUDGET

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0167
Disclosure of Interest:	Nil
Date:	4 April 2019
Author:	Ian Walsh, Deputy Chief Executive Officer
Attachments:	Nil

SUMMARY

This report recommends that the 2018/19 budget be amended inline with the surplus forecast in the 2018/19 budget review.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996*, regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year.

COMMENT

The review has now been completed and shows a forecasted surplus of \$1,520,855 at the 30th June 2019.

The predicted carryover variances (totaling \$643,296) comprise the following projects that for one reason or another have been deferred to the 2019/20 financial year:

- Disability access inclusion plan
- Cleanup of coastal reserve
- Lake Inoon windmill replacement
- Fencing of the extension to the Carnamah refuse site
- Fencing of the extension to the Eneabba refuse
- Improvements to Carnamah & Eneabba pools
- Re-roof building trades shed Carnamah depot
- Replacement of SES and Acting Manager Works & Services
- Cemetery niche wall extension
- New water tanks for storm water reuse
- Eneabba Coolimba road upgrade
- Repainting interior of administration building.

The review has also highlighted the fact that significant savings have been made in operating expenses on those that were budgeted.

It is recommended that the following amendments be made to the 2018/19 budget:

- a) Upgrade and seal Winchester West Road \$95,855
- b) transfer \$ 50,000 back into the Refuse Site reserve
- c) transfer \$ 30,000 back into the Eneabba Pool reserve
- d) transfer \$ 40,000 back into the Long Service Leave reserve
- e) transfer \$205,000 back into the Fair Value Asset reserve
- f) transfer \$300,000 back into the Coastal Initiatives reserve
- g) transfer \$300,000 into the Road works reserve
- h) transfer \$100,000 into the Community Precinct reserve
- i) transfer \$100,000 into the Council Housing reserve
- j) transfer \$200,000 into the Plant reserve
- k) transfer \$100,000 into the Factory Units reserve

CONSULTATION

Chief Executive Officer
Acting Manager Works & Services

STATUTORY ENVIRONMENT

Local Government Act 1995 6.8 Expenditure from municipal fund not included in annual budget.

STRATEGIC IMPLICATIONS

Civic Leadership Objective 4: Responsibly manage the organisation's assets and financial resources -

- 2. To responsibly manage Council's financial resources to ensure optimum value for money and sustainable asset management*

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

Item: 10.1.4

That Council notes and amends the 2018/19 budget as follows:

- a) Upgrade and seal Winchester West Road \$95,855***
- b) transfer \$ 50,000 to the Refuse Site reserve***
- c) transfer \$ 30,000 to the Eneabba Pool reserve***
- d) transfer \$ 40,000 to the Long Service Leave reserve***
- e) transfer \$205,000 to the Fair Value Asset reserve***
- f) transfer \$300,000 to the Coastal Initiatives reserve***
- g) transfer \$400,000 to the Road works reserve***
- h) transfer \$100,000 to the Community Precinct reserve***
- i) transfer \$100,000 to the Council Housing reserve***
- j) transfer \$200,000 to the Plant reserve***
- k) transfer \$100,000 to the Factory Units reserve***

10.2 ADMINISTRATION REPORTS

10.2.1 APPOINTMENT OF REDUCED AUDIT COMMITTEE TO OCT 2019

Applicant:	
Location / Address:	N/A
File Ref:	ADM0198
Disclosure of Interest:	Nil
Date:	8 April 2019
Author:	Chief Executive Officer
Attachments:	Nil

SUMMARY

This report recommends the appointment of Council's Audit Committee be reduced from all Councillors to a group of 3 Councillors.

BACKGROUND

Every two years, after the ordinary local government elections, Council appoints its delegates and representatives to other organisations for two year terms (unless specified otherwise).

Following proclamation of the Local Government Amendment (Auditing) Act 2017, the Local Government sector in WA is now audited by the "Office of the Auditor General" (OAG). The 2017 -2018 year was the first of a 4-year transition of local government financial auditing to the Office of the Auditor General.

Early March 2019 OAG released their report summarising the results of 42 local government entities' annual financial report audits completed by the OAG to date for the year ending 30 June 2018. The 42 audits completed in 2017-18 represent approximately one third of all WA local government entity audits. During the audits, the OAG have made other observations about what they found is working well in the sector, where improvements may be considered and where opportunities exist.

One such stark governance-related opportunity relates to audit committees. Audit committees play a key role in assisting boards, councils and chief executive officers with financial management, control, and reporting. In their report, they have included a few preliminary observations about the role of audit committees in the annual reporting and audit process.

In March 2019 Council adopted the review recommendations of the Shire's Financial and Audit Management governance and practices outlined in the March 2019 OAG report, which included a recommendation that "As far as is practicable, the audit committee will now only include a maximum of three council members, rather than the entire council (Page 18)".

COMMENT

The OAG believes having a smaller size committee will result in improved annual audit entrance meetings being held with the audit committee, as well as audit exit meetings, which provide the auditor the opportunity to highlight the key audit issues, in a structured manner, and give the CEO adequate opportunity to comment.

CONSULTATION

Councillors, DCEO

STATUTORY ENVIRONMENT

Local Government Act (WA) 1995

Subdivision 2 - Committees and their meetings

5.8. **Establishment of committees**

A local government may establish* committees of **3** or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* *Absolute majority required.*

5.9. **Committees, types of**

- (1) In this section —
other person means a person who is not a council member or an employee.
- (2) A committee is to comprise —
 - (a) council members only; or
 - (b) council members and employees; or
 - (c) council members, employees and other persons; or
 - (d) council members and other persons; or
 - (e) employees and other persons; or
 - (f) other persons only.

5.10. **Committee members, appointment of**

- (1) A committee is to have as its members —
 - (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
 - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

* *Absolute majority required.*

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.

- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
 - (a) to be a member of the committee; or
 - (b) that a representative of the CEO be a member of the committee,
 the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

5.11A. Deputy committee members

- (1) The local government may appoint* a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.

* *Absolute majority required.*

- (2) A person who is appointed as a deputy of a member of a committee is to be —
 - (a) if the member of the committee is a council member — a council member; or
 - (b) if the member of the committee is an employee — an employee; or
 - (c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or
- (d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.
- (3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.
- (4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.

[Section 5.11A inserted by No. 17 of 2009 s. 20.]

5.11. Committee membership, tenure of

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —
 - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
 - (b) the person resigns from membership of the committee; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day,
 whichever happens first.

- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
- (a) the term of the person's appointment as a committee member expires; or
 - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day,

whichever happens first.

FINANCIAL IMPLICATIONS

Reimbursement of travel expenses to Councillor appointees in carrying out their duties as representatives of the Council will be met by the Shire on the submission of the relevant claim form to the Chief Executive Officer.

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

ITEM: 10.2.1

That Council appoint its delegates and representatives to the Audit Committee, for the current term, to expire in October 2019 unless specified otherwise.

- 1. Shire President: Cr M Isbister**
- 2. Deputy President: Cr D Wooltorton**
- 3. Councillor: Cr**

10.2.2 REQUEST TO ADVERTISE IN THE CORAL COAST FEATURE

Applicant:	Jennifer Green, Business Development Executive for SEVEN WEST MEDIA (WA)
Location / Address:	
File Ref:	ADM0062
Disclosure of Interest:	Nil
Date:	8 April 2019
Author:	Karen Oborn, Chief Executive Officer
Attachments:	Att 10.2.2 - Pricing Guide Att 10.2.2 - Sample Feature

SUMMARY

This report recommends that Council approves placing an advertisement in the planned Coral Coast features, costing up to \$1,000.

BACKGROUND

The applicant has written to Council to see if there is an interest in advertising in the planned Coral Coast features;

“Coral Coast features will be highly suitable to the Shire of Carnamah. These guides will encourage people to drive through your region – advertising in the feature will ensure that our readers stay longer and engage with your region. Each Coral Coast Guide will be strategically positioned in the Travel Magazine, inserted into the Weekend West. 252,000 travel interested readers read this magazine each week.”

TRAVEL IN THE WEST AUSTRALIAN SATURDAY MAY 4

Back to the Land: Coral Coast

“Journeys benefit from personal connection.” Well, that sounds a bit highfalutin, doesn’t it. But it’s true that our audience increasingly values authentic experiences overseas and at home, and in this new WA Travel Guide, we encourage them to get back to the land. We concentrate on the country and station stays from Dandaragan to Mingenew and across to the Indian Ocean coast, bringing them plenty of real characters along the way.

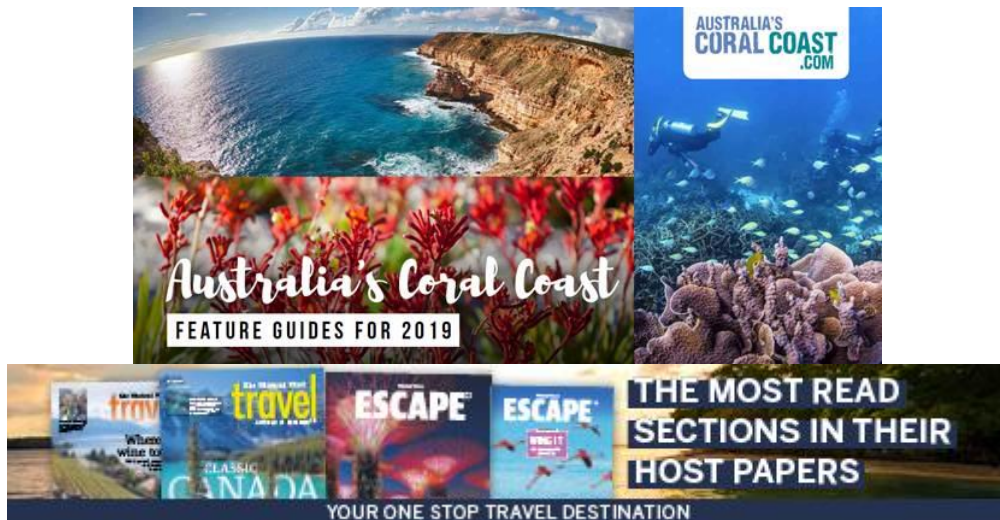
BOOKING DEADLINE: Friday April 26, 2019
MATERIAL DEADLINE: Tuesday April 30, 2019

TRAVEL IN THE WEST AUSTRALIAN SATURDAY AUGUST 3

WA Wildflowers in Australia’s Coral Coast

Year by year, awareness of the WA Wildflower Season grows. It provides an increasingly important moment in which we can prompt our audience to get out and about – and better knowledge of the nature of the wildflower season is providing a longer window of opportunity. We have a successful format for highlighting the Wildflower Season in Australia’s Coral Coast, with a double-spread map printed “on its side” in the centre pages of the Travel supplement – a point of difference that reflects the shape of the region. Our Travel Guide will be full of up to date information on the season and supported by a strong scene-setting story.

BOOKING DEADLINE: Friday July 26, 2019
MATERIAL DEADLINE: Tuesday July 30, 2019



COMMENT

The West/Australia’s Coral Coast are doing a couple of days between Coorow and Mullewa in a piece on the midlands road called ‘back to the land’ around 23/24 April. They are after ‘characters’ and I have suggested George Fowler and the museum &/or Andrew Bowman Bright and the Exchange. They are aware it’s not the most picturesque time of year, but feel they can get some good stories out of it, and some nice town shots. They will also try to get some stock wildflower images in ahead of the season. Additionally, they are contacting Carol at Astrotourism WA, so that should get a mention as well.

CONSULTATION

Deputy Chief Executive Officer
 Councilors
 CEO Mingenew

STATUTORY ENVIRONMENT

Nil

STRATEGIC IMPLICATIONS

Economic Objective 3: Business - Retain existing industries and encourage the establishment of new industries to broaden the district’s economic base.

POLICY IMPLICATIONS

Policy 2.8- Purchasing Policy
Policy 8.5- Fees and Charges Setting Policy

FINANCIAL IMPLICATIONS

There will be a slight increase in area promotion costs if Council does place an advertisement in the Coral Coast Feature.

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION	Item: 10.2.2
<i>That Council approves the placement of an advertisement in the planned Coral Coast features, costing up to \$1000.</i>	

10.2.3 AMENDMENT TO COUNCIL POLICY 2.7 - PURCHASING POLICY

Applicant:	N/A
Location / Address:	N/A
File Ref:	Policy Manual
Disclosure of Interest:	Nil
Date:	4 th April 2019
Author:	Deputy Chief Executive Officer
Attachments	Nil

SUMMARY

This report recommends that Council policy 2.7 be amended to increase the purchasing limits of the Deputy CEO and Manager of Works & Services in line with the regulation 11 of the Local Government (Functions and General) Regulations 1996.

COMMENT

Policy 2.7 details those staff positions that are authorised to sign purchase orders on behalf of Council and the limits for those staff as below:

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

The tender limits as set in regulation were increased several years ago and Council is now being requested to increase the limit in line with the regulations for the DCEO & MW&S from \$100,000 to \$150,000

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government Financial Management Regulation 1996 Part 2 Section 11

STRATEGIC IMPLICATIONS

Civic Leadership Objective 4: Responsibly manage the organisation's assets and financial resources - *To responsibly manage Council's financial resources to ensure optimum value for money and sustainable asset management*

POLICY IMPLICATIONS

Amendment to Policy 2.7 will provided clarity to officers.

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

ITEM: 10.2.3

That Council amends Purchasing Policy 2.7 as follows:

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.

10.2.4 HIGHER DUTIES FOR DCEO MAY 2019

Applicant:	N/A
Location / Address:	N/A
File Ref:	PER #101
Disclosure of Interest:	Nil
Date:	9 April 2019
Author:	Chief Executive Officer
Attachments:	Nil

SUMMARY

This report recommends that Council approve the payment of Higher Duties Allowance to the Deputy Chief Executive Officer while filling the role of Acting CEO, whilst the CEO is off site for 5 working days, as per Policy 9.23.

BACKGROUND

The Shire of Carnamah policy states that in the absence of the CEO for periods of 5 or more working days, the Deputy CEO shall be appointed Acting CEO and be authorised to carry out all duties and responsibilities and hold the requisite authority of that office and position.

COMMENT

The CEO will be attending the Country Art WA workshop series from the 20 May 2019 to 24 May 2019 (inclusive), totalling 5 consecutive days, returning on Monday 27 May 2019.

CONSULTATION

Deputy Chief Executive Officer

STATUTORY ENVIRONMENT

Nil

STRATEGIC COMMUNITY PLAN 2017-2027 IMPLICATIONS

Civic Leadership Objective 4: *To be a professional, customer focussed organisation, which responsibly manages the organisation's assets and financial resources.*

POLICY IMPLICATIONS

Council Policy 9.23 – Acting Chief Executive Officer

FINANCIAL IMPLICATIONS

Payment for higher duties to the Deputy CEO in the absence of the CEO is included in budget allocations.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

Item: 10.2.4

That Council appoints the Deputy CEO to be Acting CEO, and approves the payment of higher duties allowance to the Deputy CEO, for the period from 20 May 2019 to 24 May 2019 (inclusive).

10.3 CONFIDENTIAL REPORTS

10.3.1 MOTION: Council declare the meeting closed to the public and move behind closed doors to discuss confidential items; Agenda Item 10.3.2 and Agenda Item 10.3.3.

Moved:

Seconded:

Carried:

10.3.2 - CONFIDENTIAL ITEM: Request to rent access to disabled toilets in the 'Carnamah Town Hall and Performing Arts Centre' by a Commercial Entity.

Applicant:	One L of a Good Feed Catering & Events
Location / Address:	Carnamah Town Hall and Performing Arts Centre
File Ref:	ADM0262
Disclosure of Interest:	Nil
Date:	3 April 2019
Author:	Karen Oborn, Chief Executive Officer
Attachments:	Nil

Moved:

Seconded:

Carried:

10.3.3 - CONFIDENTIAL ITEM: Councillors Confidential Report.

Applicant:	Shire President
Location / Address:	N/A
File Ref:	
Disclosure of Interest:	Nil
Date:	10 April 2019
Author:	Karen Oborn, Chief Executive Officer
Attachments:	Confidential Councillor's Report

Moved:

Seconded:

Carried:

10.3.4 MOTION: Council declare the meeting re-opened to the public and return from behind closed doors.

Moved:

Seconded:

Carried:

11. REPORTS OF COMMITTEES AND MEMBERS

12. 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