

SHIRE OF CARNAMAH

Ordinary Meeting of Council

21 March 2018

Notice of Meeting

Dear Councillor,

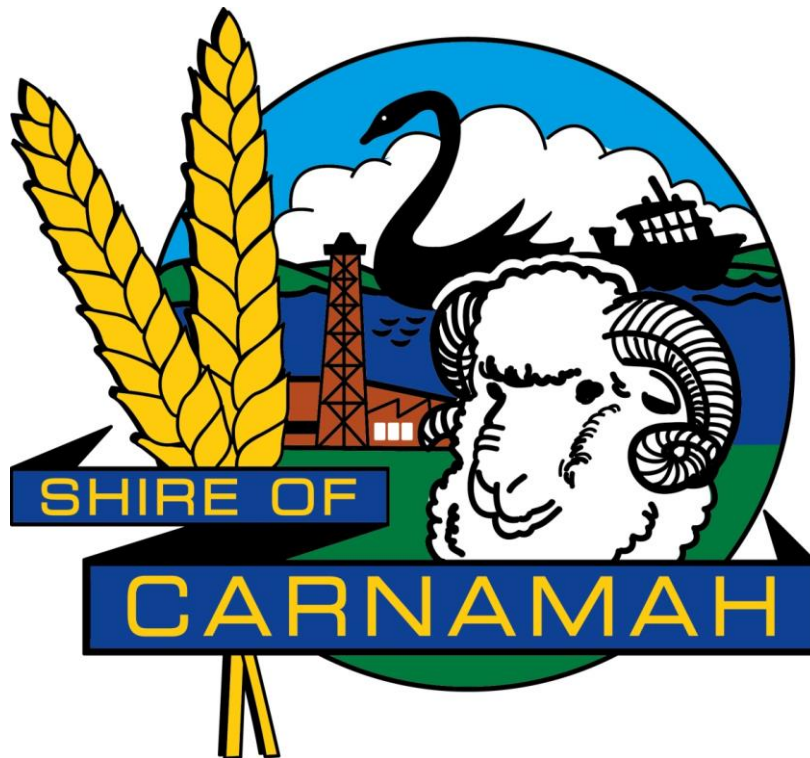
The next Ordinary Meeting of the Carnamah Shire Council is to be held:

On: Wednesday 21 March 2018

At: Eneabba Sportsman's Club
Eneabba Drive, Eneabba WA 6518

Commencing at: 3:00pm

.....
KAREN OBORN
CHIEF EXECUTIVE OFFICER



AGENDA

Ordinary Meeting of Council

21 March 2018

SHIRE OF CARNAMAH

ORDINARY MEETING OF COUNCIL – 21 March 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

AGENDA

ORDINARY MEETING OF COUNCIL

To be held in the Eneabba Sportsman's Club, Eneabba Drive, Eneabba

On Wednesday 21 March 2018

Commencing at 3.00pm

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 21 February 2018 (*as circulated*)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

Item 9.1

That the Minutes of the Ordinary Meeting of Council held on 21 February 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:	14 March 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 10 February 2018 to 8 March 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 10 February 2018 to 8 March 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:

Manual Municipal Cheques:	022529 – 022534
Municipal Cheques:	28101 – 28107
Municipal EFT's:	10996 – 11076
Trust Cheques:	300418 – 300419
Payroll Direct Debits:	#17 - #18
Municipal Direct Debits	28/02/2018

Totalling \$ 1,212,663.05

10.1.2 Financial Reports to 28 February 2018

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0075
Disclosure of Interest:	Nil
Date:	14 March 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 28 February 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 28 February 2018;
- Summary Rates Trial Balance Report as at 28 February 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 28 February 2018; and other supplementary financial information as presented.

10.1.3 Establishment of Reserve Fund for Special Projects

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0167
Disclosure of Interest:	Nil
Date:	14 March 2018
Author:	Ian Walsh - Deputy Chief Executive Officer
Attachments:	Nil

SUMMARY

It is proposed to establish a Special Projects Fund to be used to fund future projects.

COMMENT

Given the Council is currently in a good financial position it may be prudent to establish a new reserve fund to enable Council to take advantage of funding opportunities or undertake specific projects in the future when finances may be limited.

The establishment of the proposed reserve fund would ensure that these monies could be quarantined for the purpose intended, and also eliminate potential claims in the future having to be funded in any one year.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.11 *Reserve accounts*.

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.
- (5) Regulations may prescribe the circumstances and the manner in which local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve.

POLICY IMPLICATIONS

Policy 8.1 – Definition of Cash Reserve Accounts

FINANCIAL IMPLICATIONS

The 2017-2018 Budget Review has highlighted several significant savings and if some of this was utilised to establish the reserve there would be no adverse financial implications.

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

Item: 10.1.3

That Council -

Resolve to create a reserve fund as follows:

- | | |
|----------------------------------|--|
| <i>(a) Reserve Account Name:</i> | <i>“Special Projects Reserve”</i> |
| <i>(b) Purpose:</i> | <i>To be used to fund future projects and assist with attracting grant funding for suitable projects</i> |

10.1.4 Adoption of 2017-2018 Budget Review

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0267
Disclosure of Interest:	Nil
Date:	14 March 2018
Author:	Ian Walsh - Deputy Chief Executive Officer
Attachments:	10.1.4 – Budget Review

SUMMARY

To consider and adopt the Budget Review as presented in the Statement of Financial Activity for the period 1 July 2017 to 28 February 2018.

COMMENT

A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2018 for the period ending 28 February 2018 is 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.

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 of Works and Services

STATUTORY ENVIRONMENT

Regulation 33A of the *Local Government (Financial Management) Regulations 1996*.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

Item: 10.1.4

That Council adopt the Budget Review for the period 1 July 2017 to 28 February 2018, as presented.

10.1.5 Amendments to 2017-2018 Budget Review

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0267
Disclosure of Interest:	Nil
Date:	14 March 2018
Author:	Ian Walsh - Deputy Chief Executive Officer
Attachments:	Nil

SUMMARY

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 \$1,088,683 as at 30 June 2018.

The predicted carryover variance (totalling \$912,388) comprise the following projects that for one reason or another have been deferred to the 2018-2019 financial year:

- Fencing of the extension to the Carnamah Refuse Site
- Fencing of the extension to the Eneabba Refuse Site
- New water tanks for storm water re-use
- Renewal works on Council's housing stock

The review has also highlighted the fact that income account #112020 (Grants & Subsidies – Roads to Recovery) was showing a budget figure of \$100,000 more than Councils' allocation for 2017-2018 and that these funds had been allocated to expenditure account #U063 (Caron Street – Upgrade). These funds haven't been spent and it is recommended that a budget amendment be approved to correct the error.

It is also recommended that the following amendments be made to the 2017-2018 budget:

- Transfer \$50,000 back into the Refuse Site Reserve
- Transfer \$20,000 back into the Computer Reserve
- Transfer \$50,000 back into the Fair Value Asset Reserve
- Transfer \$100,000 into the Roadworks Reserve
- Transfer \$100,000 into a new Special Projects Reserve

STATUTORY ENVIRONMENT

Local Government Act 1995 - Section 6.8

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

Item: 10.1.5

That Council notes and amends the 2017-2018 Budget as follows:

- (a) Transfer \$50,000 into the Refuse Site Reserve*
- (b) Transfer \$20,000 into the Computer Reserve*
- (c) Transfer \$50,000 into the Fair Value Asset Reserve*
- (d) Transfer \$100,000 into the Roadworks Reserve*
- (e) Transfer \$100,000 into the Special Projects Reserve*
- (f) Reduce the budgeted income for Account #112020 by \$100,000*
- (g) Reduce the budgeted expenditure for Account #U065 by \$100,000*

10.2 ADMINISTRATION REPORTS

10.2.1 2017 Compliance Audit Return

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0057
Disclosure of Interest:	Nil
Date:	14 March 2018
Author:	Ian Walsh – Deputy Chief Executive Officer
Attachments:	10.2.1 – 2017 Compliance Audit Return

SUMMARY

The 2017 Compliance Audit Return was presented to the Audit Committee for endorsement and/or amendment. The 2017 Compliance Audit Return is now presented for the Councils' endorsement and/or amendment.

BACKGROUND

Council is required to complete and submit the attached Compliance Audit Return by 31 March 2018. The return covers the twelve months to 31 December 2017.

COMMENT

The 2017 Compliance Audit Return is attached to this report. The return demonstrates that there has been a strong level of compliance and there is confidence that there have not been any material departures with respect to the Shire meeting its compliance requirements.

CONSULTATION

Chief Executive Officer
Deputy Chief Executive Officer
Executive Support Officer

STATUTORY ENVIRONMENT

Local Government Act 1995 – section 7.13(i) – *audit of compliance*.
Local Government Act Regulations 1996 – *compliance audit of statutory requirements*.

STRATEGIC IMPLICATIONS

Corporate Business Plan

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

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

Item: 10.2.1

That Council adopt the Compliance Audit Return as the official return of Council for the period 1 January 2017 to 31 December 2017.

10.2.2 Ordinary Meeting of Council December 2018 – Change of Date

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0198
Disclosure of Interest:	Nil
Date:	14 March 2018
Author:	Karen Oborn – Chief Executive Officer
Attachments:	Nil

SUMMARY

This report recommends that the scheduled date for the Ordinary Meeting of Council to be held on Friday 14 December 2018 be moved to Wednesday 19 December 2018. This report also recommends that the scheduled date for the Annual General Meeting of Electors be moved to 5pm on Friday 8 February 2019.

BACKGROUND

Council meetings are generally held on the third Wednesday of each month (with the exception of January and December).

COMMENT

Previously, December Council meetings were held on the second Friday of the month, followed by the Annual General Meeting of Electors straight after. However, in the event that the Ordinary Meeting of Council is a lengthy meeting, members of the public are left waiting in the adjoining room for the Annual General Meeting of Electors to commence and Councillors do not have adequate time to prepare. It is also thought that leaving the Annual General Meeting of Electors until the first week of February the following year, will be more inclusive and provide opportunity for more community members to attend.

For example, it is proposed that the Ordinary Meeting of Council be held on 19 December 2018 when the 2017-2018 Annual Report will be adopted, prior to the 31 December annual deadline. The Annual General Meeting of Electors is proposed to be held at 5pm on Friday 8 February 2019. This will be 52 days from Council adopting the Annual Report, meeting the requirement to hold the meeting within 56 days from accepting the Annual Report.

CONSULTATION

Chief Executive Officer
Deputy Chief Executive Officer
Shire President

STATUTORY ENVIRONMENT

Local Government Act 1995 section 5.26 **Subdivision 4 — Electors' meetings**

Electors' general meetings

5.27. (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.

Local Government Act 1995 section 5.54 **Division 5 — Annual reports and planning principal activities**

Acceptance of annual reports

- 5.54. (1) Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.
- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

STRATEGIC IMPLICATIONS

Corporate Business Plan

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

Nil

FINANCIAL IMPLICATIONS

Only the cost of advertising the change of date for the relevant meetings.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

Item: 10.2.2

1. ***That the Ordinary Meeting of Council scheduled for Friday 14 December 2018 be moved to Wednesday 19 December 2018, enabling the Annual General Meeting of Electors to be held on a different day, and***
2. ***That the Annual General Meeting of Electors be held on Friday 8 February 2019 to potentially increase the level of community engagement.***

10.2.3 Recruitment of a Community Development Officer

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0305
Disclosure of Interest:	Nil
Date:	12 March 2018
Author:	Karen Oborn – Chief Executive Officer
Attachments:	10.2.3 – Draft Position Description (CDO)

SUMMARY

This report seeks Council’s approval for the CEO to recruit and employ a ‘Community Development Officer’, who will also engage in economic development activities and assist with office administration. This will be a new position within the Shire of Carnamah and will be focused on employing a person already residing within the Shire if practicable. It is envisaged the role will fill the current need that has arisen in a number of areas including a formalised approach to projects designs to facilitate regional capacity building, applying for and acquitting grant funding, improving community engagement coordinating community projects, events and promoting Carnamah, as well as collaborating with key service providers. There is also a need to have a fourth officer familiar with administrative matters in the Shire office.

Whilst this role would initially commence on a part time basis, there is capacity for it to develop into a full time role as the Shire of Carnamah seeks to continuously improve it delivering a number of key areas such as; asset management planning through programs such as the NAMAFA project; OH&S governance; and structured economic development through existing working groups and WALGA’s intended toolbox project.

BACKGROUND

The Shire of Carnamah is currently struggling in a number of areas including the opportunity to help address the following:

- Effective participation in the newly created network of Community (and Economic) Development Officers (CDOs). The Shires in the North Midlands have formed a CDO network group aimed at bringing the sub-region together through identifying and undertaking key community development projects e.g. regional events, community engagement and community resilience (capacity building that addresses a community’s ability to utilise available resources to respond to, withstand and recover from adverse situations). The Shire is in danger of being left behind without participation in this group and the opportunities it presents to both the Carnamah District and the North Midlands. This could be worth for each project from \$20,000 to \$250,000;
- Assisting the Shire improve its level of engagement with the community. CDOs typically focus on improving the level of network connections in a community and encouraging the increase in the active use, or numbers of users, of a local government’s facilities. This also includes improving the understanding the state of the Shire’s relationship with the community;

- Liaison and partnering with key service providers such as the North Midlands Project. This includes how the Shire can effectively engage with organisations that are focused on community resilience. Within the potential partnership with the North Midlands Project, there are the opportunities to build capacity and upskill community members;
- Assisting the Shire to access key funding programs and services. At this point in time the Shire does not have the capacity to take advantage of funding opportunities when they present themselves. This includes a number of recent funding programs regarding historic and heritage listing funding, aged care and population ageing funding, coastal adaptation and protection grants, coach-in-residence schemes (e.g. clubs), community crime prevention fund, country arts and regional events schemes, tourism funding and so on;
- Asset management planning through programs such as the NAMAf project. The Department of Local Government, Sport and Cultural Industries, is hoping it might be possible to complete the program (a training day is planned for 30/04/2018). This is a key precursor to being able to complete the currently voluntary service statements and officer KPI's linked to the Strategic Community Plan. These are likely to be compulsory in the short to medium term and compliance will be needed to secure external funding;
- OH&S governance and the coordinating of a Shire safety team meeting process as well as the systematic completion of the System Improvement Actions that arise from the LGIS safety audit reports based on a recommended implementation plan developed by the assessor. In addition the officer could also be the Carnamah coordination/contact point for the LEMC;
- Structured economic development, through existing working groups such as the Guilderton to Kalbarri Sub-regional Planning Strategy Steering Group, as well as participation in WALGA's intended economic development toolbox project. This project will be designed to give regional Shires the capacity to identify and develop their own Communities economic development initiatives.

COMMENT

A proposal is attached regarding the employment of a part time Community Development Officer (CDO) that will help address the issues in the background section. It is recommended that the CDO is employed for 3 days a week (22.8 hours) and for a period of at least three years.

The cost will be in the order of \$33,850 per annum and is expected to access grants of at least \$110,000 per year. The Shire has a suitable work space with equipment already in place, so there is no further cost involved there.

CONSULTATION

The Shire President
Council - at the February 2018 Briefing Session
The Deputy Chief Executive Officer and Shire Administration Staff

STATUTORY ENVIRONMENT

Nil

STRATEGIC IMPLICATIONS

Corporate Business Plan

Social - Objective 1:

Continuity and improvement of existing services and facilities in the Shire.

Economic - Objective 3:

Business

1. *Retain existing industries and encourage the establishment of new industries to broaden the district's economic base.*

Tourism

5. *To promote and develop a sustainable tourism industry in the Shire of Carnamah*

Civic Leadership - Objective 4:

Communications

1. *To improve communications between Council and the community; and to disseminate information.*

Strategic Planning

3. *Ongoing reviews of the Strategic Community Plan*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

This is a new role for Council's consideration and will need to be included in the Shire wages budget for the next three years minimum. The role could be effective from either 1 May 2018 (as there is current capacity in the budget to fund this position) or 1 July 2018 once the position of the 2018/19 Budget is known.

RISK IMPLICATIONS

Ref	Risk	Due	Likelihood	Impact	Risk Type	Mitigation	Contingency	Who
1	Ineffective outcomes due to undertaking tasks on behalf of external groups and committees	N/A	Likely	Financial – Moderate (\$10 \$50k) Service Interruption – Backlog of a week or more	M	Reduce risk to low through: Targeted position description and job title Project Plan	The mitigation strategies should prevent the need for other contingencies	CEO
2	Inadequate direction including undertaking irrelevant tasks	N/A	Likely	Financial – Moderate (\$10 \$50k) Service Interruption – Backlog of a week or more	M	Reduce risk to low through: Targeted position description Project Plan Regular meetings between CEO and CDO	The mitigation strategies should prevent the need for other contingencies	CEO
3	Lack of some skills/	N/A	Likely	Service Interruption – Backlog of	M	Reduce risk to low through:		CDO

knowledge	a week or more	CDO Network Support Community Development Workshops/ conference
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VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION	Item: 10.2.3
<i>That Council:</i>	
1. Approves –	
(a) <i>The creation of a new role to carry out the functions outlined in this agenda report, and</i>	
(b) <i>The role will initially be three days per week, pending a review with Council in the future when demand levels warrant a review.</i>	
2. Authorises the Chief Executive Officer to recruit and employ a ‘Community Development Officer’, who will also engage in economic development activities and coordinate Shire events;	
(a) <i>with the job title of ‘Shire Project Officer’;</i>	
(b) <i>for the initial term of three years; and</i>	
(c) <i>at an Officer Level of 4/5 dependent on the successful applicant’s skill level and experience.</i>	

10.2.4 Application for Planning Approval – Proposed Outbuilding (Domestic Storage Shed) and Carport

Applicant:	Nusteel Patios & Sheds on behalf of Ms Shiona Herbert
Location / Address:	Lot 74 (No 10) Robertson Street, Carnamah
File Ref:	A157
Disclosure of Interest:	Nil
Date:	8 March 2018
Author:	Mr Joe Douglas – Exurban Rural & Regional Planning (Town Planning Consultant)
Attachments:	10.2.4 – Application for Planning Approval including plans

SUMMARY

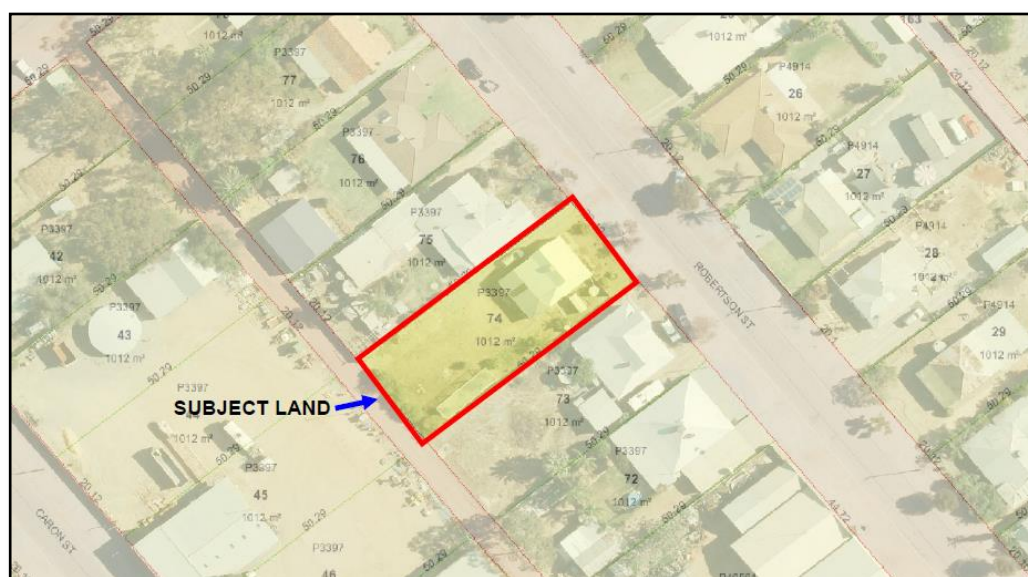
This report recommends that an application for planning approval submitted by Nusteel Patios & Sheds on behalf of Shiona Herbert (Landowner) to construct a new steel framed and clad domestic outbuilding and carport on Lot 74 (No 10) Robertson Street, Carnamah, be approved subject to conditions.

BACKGROUND

The applicant is seeking Council planning approval to construct a new 90m² steel framed and clad outbuilding (ie: domestic storage shed) and combined carport at the rear of Lot 74 (No 10) Robertson Street, Carnamah.

Lot 74 is located in the north-eastern segment of the Carnamah townsite in a well-established residential area. The subject land comprises a total area of approximately 1,012m² and has direct access to Robertson Street along its front boundary and an existing public right-of-way along its rear boundary.

Lot 74 has historically been developed and used for low density residential purposes and contains an older style single storey dwelling, garden shed and rainwater tank in its front half. The rear portion of the land is vacant and contains a few small trees and what appears to be a large cage-like structure that will need to be removed to accommodate the proposed new outbuilding and carport.



Location & Lot Configuration Plan (Source: Landgate)

Immediately adjoining and nearby land uses include:

- Low density residential development (i.e. single houses) to the north and east;
- Low density residential development (i.e. single houses) to the south and a number of established commercial uses beyond; and
- The Shire works depot to the west on the opposite side of the public right-of-way and low density residential development beyond.

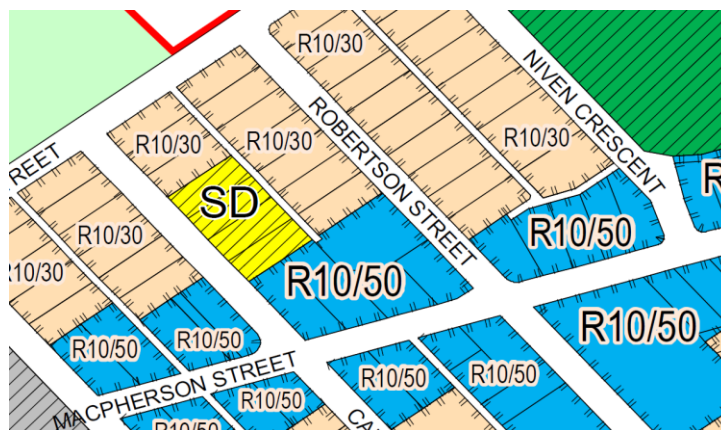
Under the terms of the information and plans submitted in support of the application the following is proposed:

- Construction of a new 15 metre long and 6 metre wide steel framed outbuilding and combined carport at the rear of the property;
- The outbuilding and carport will have a setback of 4 metres from the land's rear boundary and a 1.5 metre setback from its south-eastern side boundary;
- The outbuilding will have a total floor area of 45m² and be used for domestic purposes only;
- The carport will have a total floor area of 45m² and be used for the parking of vehicles;
- The structure will have a gable style roof pitched at 15 degrees with a wall height of 2.5 metres and a ridge height of 3.304 metres above the natural ground level;
- The structure will be clad with 'Classic Cream' coloured steel walls, 'Paperbark' coloured steel doors, contrasting coloured trim and zincalume roof sheeting;
- The floor of the outbuilding and carport will be concrete with a finished floor level of approximately 100mm above the natural ground level;
- All vehicle access to/from the outbuilding and carport will be via an existing unsealed driveway and crossover along the land's Robertson Street frontage (ie: no vehicle access is proposed via the existing public right-of-way at the rear of the property); and
- Two (2) new 14,000 litre rainwater storage tanks and associated piping will be installed at the rear of the outbuilding and carport with a setback of approximately one (1) metre from land's rear boundary to capture and manage all stormwater collected from the roof catchment.

Full details of the application are provided in the attachment to this report.

COMMENT

Lot 74 is classified 'Residential' zone under the Shire of Carnamah Local Planning Scheme No.2 (LPS No.2) and has been assigned a density coding of R10/30.



Current Zoning Plan (Source: Shire of Carnamah Local Planning Scheme No.2)

Under the terms of LPS No.2 and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the development and use of an outbuilding and carport in association with a single dwelling is listed as being permitted ('P') on land classified 'Residential' zone subject to compliance with the relevant development standards prescribed in the Residential Design Codes of Western Australia (i.e. the 'R-Codes') and LPS No.2 including any associated local planning policies.

An assessment of the proposal has confirmed it satisfies the majority of standards prescribed in the relevant sections of the Shire's local planning framework except for the following:

- i) Maximum permitted wall height (2.4 metres required by the R-Codes / 2.5 metres proposed); and
- ii) Maximum permitted collective floor area (60m² required by the R-Codes / 96m² proposed including the existing garden shed and proposed new outbuilding / carport structure).

In considering whether or not to approve these proposed variations to the standards prescribed in the R-Codes, Council must decide whether such variations are likely to have a detrimental impact upon the amenity and character of the immediate locality or any immediately adjoining or other nearby properties.

It is concluded, following detailed assessment of the application by the reporting officer, that the proposed variations to the wall height and floor area requirements of the R-Codes are unlikely to have any adverse impacts and may be supported and approved by Council for the following reasons:

- i) The outbuilding is not considered to be excessively large in its local context either individually or in aggregate with the existing outbuilding proposed to be retained and will be finished using visual appealing materials and colours;
- ii) The outbuilding will be located at the rear of the land with sufficient setbacks from existing development on all immediately adjoining and other nearby properties. As such it is expected to have minimal impact on the visual amenity of the local streetscape or any neighbouring properties.

CONSULTATION

Not required or deemed necessary.

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

POLICY IMPLICATIONS

- State Planning Policy 3.1 – *Residential Design Codes*

FINANCIAL IMPLICATIONS

Nil. All costs associated with the project's implementation will be borne by the landowner.

VOTING REQUIREMENT

Simple Majority

That the application for planning approval submitted by Nusteel Patios & Sheds on behalf of Shiona Herbert (Landowner) to construct a new steel framed and clad domestic outbuilding and carport on Lot 74 (No 10) Robertson Street, Carnamah, be APPROVED 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 wall height of the new outbuilding and combined carport shall not exceed 2.5 metres.***
- 3. The ridge height of the new outbuilding and combined carport shall not exceed 3.304 metres.***
- 4. The finished floor level of the new outbuilding and combined carport shall not exceed 100mm above the natural ground level unless otherwise approved by Council.***
- 5. The new outbuilding and combined carport shall be constructed using new non-reflective materials and comprise a maximum floor area of 90m²;***
- 6. All stormwater generated by the new outbuilding and carport shall be managed and disposed of using two (2) separate 14,000 litre rainwater tanks sited on the land in the location shown on the approved plans with a minimum setback of one (1) metre from the land's rear boundary.***
- 7. The new outbuilding and combined carport shall be used for domestic purposes only (i.e. general storage, a home workshop and the parking of vehicles) unless otherwise approved by Council.***

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. In accordance with the Building Act 2011 and Building Regulations 2012, a suitable building permit application must be submitted to and approved by the Shire's***

Building Surveyor prior to the commencement of any demolition, construction or earthworks on the land.

- 5. The proposed new outbuilding and combined carport is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application.***
- 6. No construction works shall commence on the land prior to 7am without the Shire's written approval. No construction works are permitted on Sundays or Public Holidays.***
- 7. 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.***
- 8. If the applicant or 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.***

10.2.5 Request for Support – Digital Farm Project North Midlands

Applicant:	Country Biz Chick (Jenny Thomas)
Location / Address:	N/A
File Ref:	ADM0067
Disclosure of Interest:	Nil
Date:	12 March 2018
Author:	Karen Oborn – Chief Executive Officer
Attachments:	10.2.5 – Project Briefing Note

SUMMARY

A request for a letter of support for the Digital Farm Project and a future in-kind and financial contribution, subject to grant funding, has been received from Jenny Thomas at 'Country Biz Chick'. As this project is in the very early stages of planning and may take some time to be implemented, if the grant funding is awarded, any support offered by Council at this stage is in principle and subject to organisational budgetary requirements.

The aim of the project is to install local telecommunications network infrastructure that will be owned by the North Midlands Community via an incorporated body structure. The local telecommunications network infrastructure will provide an internet broadband service to the North Midlands farming community that currently the national telecommunication service provider will not, nor plans to provide, through the NBN rollout.

BACKGROUND

The DPIRD launched its Digital Farm Grant in late January. The objective of this grant is to improve connectivity for agricultural businesses in regional WA so as to support the widespread adoption of digital farm technologies, ie: projects that seek to provide fast, reliable, affordable and scalable internet access to farm businesses.

Grants of up to \$500,000 are available - with matching in-kind and cash (can be other grants) required. The money is to be solely used for Capital Costs like – infrastructure / equipment, construction, power connection, regulatory approval costs and related one-off expenses.

Applications for funding close on 13 April 2018 and require letters of support with an intention from Shire to commit to a potential future in-kind and financial contribution, subject to grant funding.

Jenny Thomas at 'Country Biz Chick' is putting together a best of breed project team for the North Midlands area and also working in with Sue Middleton who is heading up the Central Midlands application. This will ensure there is continuity from Perth through to Mullewa.

COMMENT

The project would make a significant contribution to the community and allow the agricultural industry to take advantage of the latest technologies coming out of Europe, Canada and the USA. This will enable the sector and North Midlands region to continue to develop and be a competitive contributor to the regional, national and global economies.

Currently the national telecommunication service provider Telstra has indicated it will not, nor plans to provide, appropriate broadband service to the North Midlands through the NBN rollout. This lack of service is the catalyst for the need to develop a local telecommunications network infrastructure to service the region at an appropriate level.

CONSULTATION

Deputy Chief Executive Officer

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The timing of the grant application outcomes and any potential contributions from the Shire of Carnamah, will allow Council to make budget provision in 2018/2019 accordingly.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2012 2022 updated June 2013;

- ***Establish and maintain cost effective, efficient and sustainable community infrastructure and services.*** We will upgrade and efficiently maintain the Shires extensive capital infrastructure and provide a high level of service to the community on a sustainable basis.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

Item: 10.2.5

That Council provide a letter of in-principle support for North Midlands Digital Farm Project and commit to a potential future in-kind contribution of \$35,000 and financial contribution of \$70,000, subject to the consideration of the 2018-2019 (\$35K) and 2019-2020 (\$35K) budget requirements and the DPIRD grant funding application being approved.

10.2.6 Tele-Hub Space Community Lease – Amendment to Schedule 4

Applicant:	North Midlands Project (E/Director – David Bowman-Bright)
Location / Address:	Carnamah Town Hall
File Ref:	ADM0262
Disclosure of Interest:	
Date:	15 March 2018
Author:	Karen Oborn – Chief Executive Officer
Attachments:	10.2.6 – Tele-Hub Space Community Lease – Schedule 4

SUMMARY

This report recommends Council approve the amendment to the Tele-Hub Space Community Facility Lease, to include the use of the office space closest to the back door of the Town Hall, by the North Midlands Project.

BACKGROUND

Due to program expansion and employing Richelle Essers, the North Midlands Project would like to use the office space closest to the back door of the Town Hall, and have that space added to the existing North Midlands Project – Learning Hub Lease, under the same terms. The additional area will enable the organisation to better deliver scheduled arts, culture, heritage and education programs for the community.

COMMENT

Attached is a copy of Schedule 4 of the Tele-Hub Space Community Facility Lease. This shows the floor plan of the Carnamah Town Hall. The area highlighted in green is the area currently leased to the North Midlands Project. The area highlighted in orange is the office that the North Midlands Project would like added to the Tele-Hub Space Community Facility Lease.

CONSULTATION

Deputy Chief Executive Officer

STATUTORY ENVIRONMENT

Nil

STRATEGIC IMPLICATIONS

Corporate Business Plan

Culture and the Arts

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

Nil

FINANCIAL IMPLICATIONS

There is a potential for a minor loss of income as the office would not be available for hire by other parties.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

Item: 10.2.6

That Council approve the amendment to the Tele-Hub Space Community Facility Lease, to include the use of the office space closest to the back door of the Town Hall, by the North Midlands Project, under the current terms contained in the lease document.

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:	14 March 2018
Author:	Executive Support Officer
Attachments:	Nil

BACKGROUND

Items 10.3.2, 10.3.3 and 10.3.4 of the Agenda of 21 March 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 Items 10.3.2, 10.3.3 and 10.3.4 of the 21 March 2018 Agenda.

10.3.2 CONFIDENTIAL ITEM

File: Tender 01-18
Author: Deputy Chief Executive Officer

Date: 14 March 2018

VOTING REQUIREMENT

Simple Majority

10.3.3 CONFIDENTIAL ITEM

File: Tenders 02-18 and 03-18
Author: Chief Executive Officer

Date: 14 March 2018

VOTING REQUIREMENT

Simple Majority

10.3.4 CONFIDENTIAL ITEM

File: Request to write-off penalty interest
Author: Deputy Chief Executive Officer

Date: 14 March 2018

VOTING REQUIREMENT

Absolute Majority

10.3.5 MOTION TO RE-OPEN THE MEETING

Applicant:	N/A
Location / Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	14 March 2018
Author:	Executive Support Officer
Attachments:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

Item: 10.3.5

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