

SHIRE OF CARNAMAH

Ordinary Meeting of Council
9th December 2016

Notice of Meeting

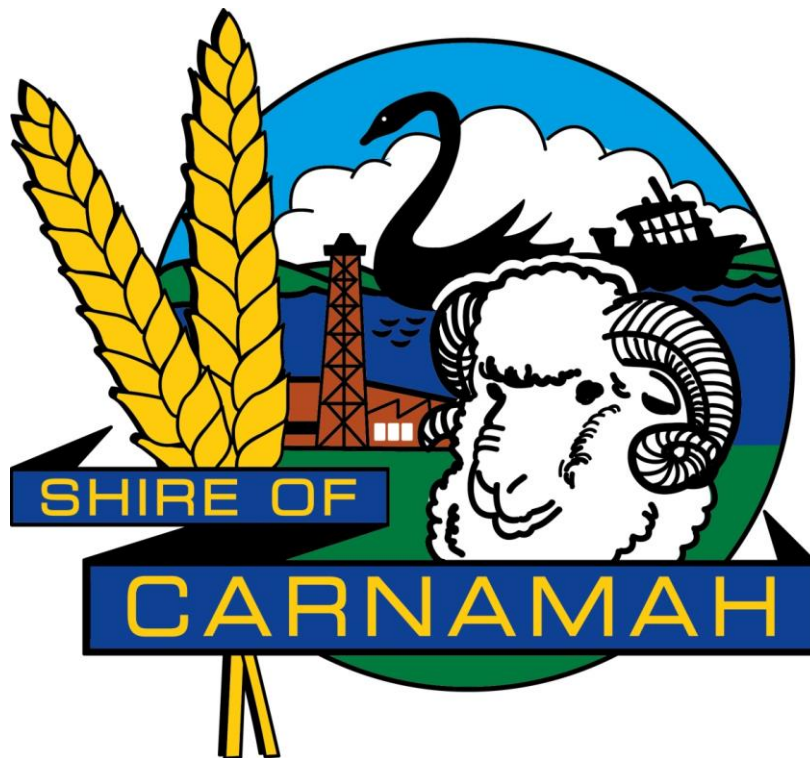
Dear Councillor,

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

On: Wednesday 9th December 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

9th December 2016

SHIRE OF CARNAMAH

ORDINARY MEETING OF COUNCIL 9th DECEMBER 2016

AGENDA

TABLE OF CONTENTS

	Page
DISCLAIMER	6
1. DECLARATION OF OPENING	7
2. RECORD OF ATTENDANCE	7
Present.....	7
Apologies.....	7
Leave of Absence (Previously Approved).....	7
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	7
4. PUBLIC QUESTION TIME	7
5. APPLICATIONS FOR LEAVE OF ABSENCE	7
6. DISCLOSURE OF INTEREST	7
7. PETITIONS, DEPUTATIONS AND PRESENTATIONS	7
8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION	7
9. CONFIRMATION OF MINUTES	7
9.1 Ordinary Meeting of Council 16 th November 2016 (as circulated).....	7
9.2 Audit Committee Meeting – 16th November 2016 (as circulated).....	7
10. MANAGEMENT REPORTS	9
10.1 FINANCE REPORTS	9
10.1.1 Accounts for Payment.....	9
File: ADM0075 (Attachment 10.1.1)	

10.1.2	Financial Reports to 30 th November 2016..... File: ADM0075 (Attachment 10.1.2)	11
10.1.3	Closure of Administration Office on 27 th of January 2017..... File: ADM0063	12
10.2	ADMINISTRATION REPORTS.....	13
10.2.1	Proposal to purchase a tandem axle dolly converter..... File: ADM0264	13
10.2.2	Australia Day WA – Community Citizen of the Year Award..... File: ADM0203 (Attachment: 10.2.2 – Selection Guidelines – Council Policy)	14
10.2.3	Shire of Carnamah – Draft Community Strategic Plan File: ADM0202 (Attachment: 10.2.3 – Draft Community Strategic Plan)	16
10.3	CONFIDENTIAL REPORTS.....	20
10.3.1	Motion to close the Meeting to the Public; consideration of Confidential Report	20
10.3.2	Scope, cost and resourcing of employing an Emergency and Ranger Services Officer	
10.3.3	Tender 13/16 – Hire of a Prime Mover	
10.3.4	Motion to re-open the Meeting	22
11.	ORDERING THE COMMON SEAL.....	22
12.	REPORTS OF COMMITTEES AND MEMBERS.....	22
13.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	22
14.	NOTICE OF MOTIONS..... (For consideration at the following meeting, if given during the meeting)	22
15.	NEW BUSINESS OF AN URGENT NATURE ADMITTED BY COUNCIL.....	22
16.	CLOSURE OF MEETING.....	22

APPENDICES

APPENDIX "A"

MINUTES OF ORDINARY MEETING OF COUNCIL
16th NOVEMBER 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 9th DECEMBER 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 16th NOVEMBER 2016

As Circulated

VOTING REQUIREMENT:

Simple Majority

RECOMMENDATION

ITEM: 9.1

That the Minutes of the Ordinary Meeting of Council held on the 16th November 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:	30 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 10th November 2016 to 30th 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 10th November 2016 to 30th 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>022465 – 022466</i>
<i>Municipal cheques:</i>	<i>28004 – 28008</i>
<i>Municipal EFT's:</i>	<i>9672 - 9747</i>
<i>Trust Cheques:</i>	<i>Nil</i>
<i>Payroll direct debits:</i>	<i>#10 - #11</i>
<i>Municipal Direct Debits</i>	<i>30/11/2016</i>

Totalling \$595,595.70 be approved and passed for payment.

10.1.2 FINANCIAL REPORTS TO 30th NOVEMBER 2016

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0075
Disclosure of Interest:	Nil
Date:	1 st December 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 2015 to 30 June 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 30 November 2016;
- Summary Rates Trial Balance Report as at 30 November 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 30 November 2016; and other supplementary financial information as presented.

10.1.3 CLOSURE OF ADMINISTRATION OFFICE ON 27th of JANUARY 2017

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0063
Disclosure of Interest:	Nil
Date:	1 st December 2016
Author:	Deputy Chief Executive Officer
Attachments:	Nil

SUMMARY

This report seeks Council's permission to close the Administration Office on Friday 27th January 2017.

BACKGROUND

As the Australia Day public holiday falls on a Thursday next year, permission is sought to close the Carnamah Administration Office the following day (Friday 27th of January 2017).

COMMENT

As school doesn't resume until Wednesday 1st of February 2017, it is unlikely that there will be many people in town.

Should Council approve the request it would allow those staff not on Annual Leave, the opportunity to have a four day break. Staff would either take the day as Annual Leave, or approved Leave Without Pay.

CONSULTATION

Chief Executive Officer and Office Staff

STATUTORY ENVIRONMENT

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

ITEM: 10.1.3

That the Carnamah Administration Office be closed on Friday the 27th of January 2017.

10.2. ADMINISTRATION REPORTS

10.2.1 PROPOSAL TO PURCHASE A TANDEM AXLE DOLLY CONVERTER

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0264
Disclosure of Interest:	Nil
Date:	24 th November 2016
Author:	Chief Executive Officer
Attachments:	Nil

SUMMARY

This report recommends that the Shire purchase a tandem axle dolly converter to further improve efficiencies when carrying out roadworks.

COMMENT

The proposal is for one of the Shires 6x4 tip trucks to tow a rear tipping semi-trailer to increase efficiencies when carting gravel. The tip truck has a capacity of 12.5 tonnes and the semi-trailer, 26 tonnes. By purchasing a dolly to accommodate the towing of the semi-trailer, there would be a 200% increase in carrying capacity.

Two quotes have been obtained from equipment suppliers being \$21,780 and \$23,336 (inclusive of GST) respectively.

Whilst this item has not been provided for in the Shires 2016/2017 Financial Year budget, the underspend on the two trucks that Council has recently ordered will easily accommodate the cost of purchasing a dolly.

CONSULTATION

Manager of Works and Services

STATUTORY ENVIRONMENT

Local Government Act 1995 – s 6.8(1)(b) – *Expenditure from municipal fund not included in annual budget.*

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There would be no adverse financial implications to the Shires 2016/17 Financial Year budget if this transaction proceeds.

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

ITEM: 10.2.1

That the Shire purchase a tandem axle dolly converter to further improve efficiencies when carrying out roadworks.

10.2.2 AUSTRALIA DAY WA – COMMUNITY CITIZEN OF THE YEAR AWARDS

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0203
Disclosure of Interest:	Nil
Date:	1 st December 2016
Author:	Chief Executive Officer
Attachments:	10.2.2 – Selection Guidelines – Council Policy

SUMMARY

This report recommends that Council delegate the selection of recipients of the 2017 Australia Day WA Community Citizen of the Year Awards to a selection panel comprising Deputy President Cr Ian Stirling, Cr Sandra Laundry, and the Chief Executive Officer.

BACKGROUND

Nominations were advertised locally for the following awards:

- 2017 Citizen of the Year Award
- 2017 Citizen of the Year – Youth (under 25 years) Award
- 2017 Community Group or Event Award

Nominations closed on the 30th of November 2016.

COMMENT

Nominations have been received in for all of the above categories. As some Councillors are closely associated with the nominees, it is recommended that rather than Council considering the nominations and determining who the recipients should be, that a small selection panel be delegated the task on this occasion. This will overcome any potential conflict of interest implications.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Council Policy 9.8

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

ITEM: 10.2.2

That Council delegate the selection of recipients of the 2017 Australia Day Community Citizen of the Year Awards to a selection panel comprising:

Deputy President Cr Ian Stirling

Cr Sandra Laundry

Chief Executive Officer

10.2.3 SHIRE OF CARNAMAH – DRAFT STRATEGIC COMMUNITY PLAN

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0202
Disclosure of Interest:	Nil
Date:	6 th December 2016
Author:	Chief Executive Officer
Attachments:	10.2.3 – Shire of Carnamah Strategic Community Plan

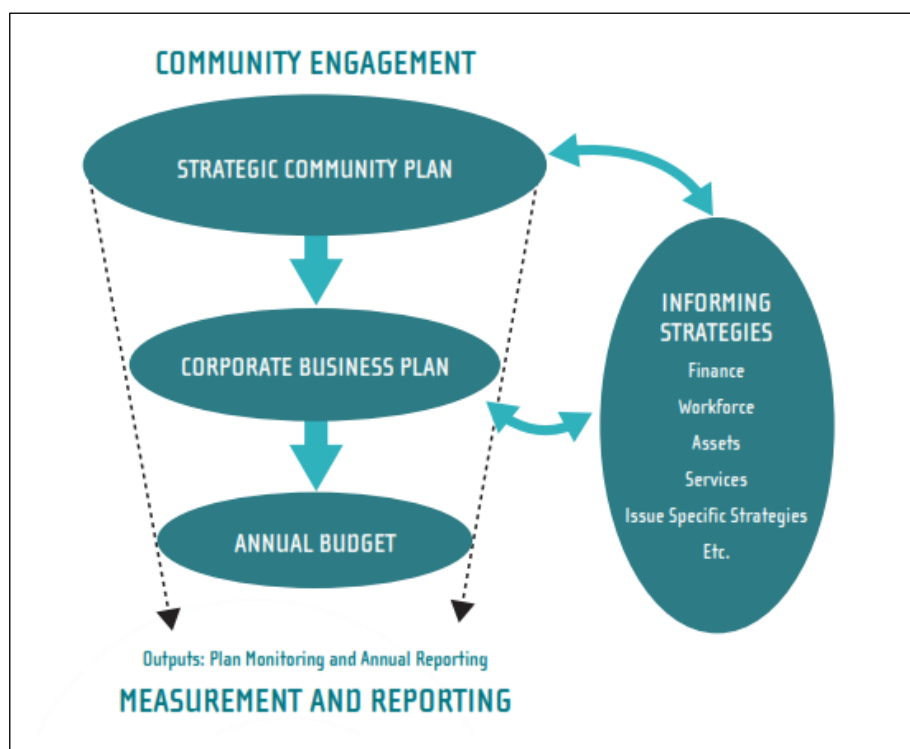
SUMMARY

This report recommends that Council receive the draft *Shire of Carnamah Strategic Community Plan* for the 10 year period commencing the 1st of July 2017, and to invite further comment before the Plan is adopted in February 2017.

BACKGROUND

The *Shire of Carnamah Strategic Community Plan* is the key document underpinning the legislative requirement for the Integrated Planning and Reporting compliance obligations.

The Integrated Planning and Reporting components are illustrated hereunder.



Council at its meeting of the 17th February 2016, resolved:

That the following process be adopted for the review of the Shire of Carnamah Strategic Community Plan:

- 1. Introduction paper prepared to initially engage the community in the process (March/April);***
- 2. Fact sheet prepared and circulated to inform the community of the current status of the Community Strategic Plan (March/April);***
- 3. Fact sheet prepared on the current financial environment in which the Shire is operating in terms of government grants and rate levels (March/April);***
- 4. “Round Table” public meetings to be held after the Ordinary Council meetings in May (Carnamah) and June (Eneabba), facilitation of these meetings to be conducted by staff;***
- 5. Outcomes from public meetings to be collated and made public (July/August);***
- 6. Public survey to be circulated along the lines of the survey for the inaugural Community Strategic Plan (August);***
- 7. Community Strategic Plan developed along with other plans and informing strategies and adopted in late 2016/early 2017.***

The following actions have been taken to progress the compilation of the Shire of Carnamah Strategic Community Plan:

March 2016

Introduction paper prepared and circulated in the ‘Carnamah Mat & Eneabba News’. Fact sheet prepared and distributed on the current status of the Community Strategic Plan.

April 2016

Fact sheet prepared and distributed on the financial environment in which the Shire is operating. Public invitation extended for public planning (“Round Table”) meeting in Carnamah.

May 2016

Community planning meeting held in Carnamah. Public invitation extended for the community planning meeting held in Eneabba.

June 2016

Community planning meeting held in Eneabba.

July 2016

Proposed Community Survey tabled at Council Meeting for approved distribution.

August 2016

Surveys sent to all residents and placed on the Shire website. Survey to end on 30/09/16.

October 2016

Survey responses collated.

November 2016

Action initiated for preparation of discussion paper and draft Strategic Community Plan.

December 2016

Draft Strategic Community Plan completed.

COMMENT

There has been a concerted effort to engage the community in establishing priorities for the Shire of Carnamah for the next 10 years. The draft *Strategic Community Plan* has taken into account the ideas and comments that have been received through the community engagement process.

Whilst it is not a mandated requirement to circulate the draft *Strategic Community Plan* for further comment, it is proposed that the draft plan be made available to the community and for the opportunity for final input to be had up to Monday the 6th of February 2017.

It is proposed that Council adopt the *2027 Strategic Community Plan* along with the Corporate Business Plan and associated Informing Strategies at its meeting scheduled for the 15th of February 2017.

CONSULTATION

- Communities of Carnamah and Eneabba
- Ms Jenny Hayley – Consultant
- Mr Ian Walsh – Deputy CEO

STATUTORY ENVIRONMENT

Local Government (Administration) Regulations 1996 – r19C

19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) *A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- (3) *A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- (4) *A local government is to review the current strategic community plan for its district at least once every 4 years.*
- (5) *In making or reviewing a strategic community plan, a local government is to have regard to —*
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and*
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
 - (c) demographic trends.*
- (6) *Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*

- (7) *A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*
**Absolute majority required.*
- (8) *If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*
- (9) *A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
- (10) *A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

ITEM: 10.2.3

That Council receive the draft Shire of Carnamah Strategic Community Plan for the 10 year period commencing the 1st of July 2017 and to invite further comment before the Plan is adopted in February 2017.

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:	1 st December 2016
Author:	Executive Support Officer
Attachments:	Nil

BACKGROUND

Items 10.3.2 and 10.3.3 of the Agenda of 9th December 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 Items 10.3.2 and 10.3.3 of the 9th December 2016 Agenda.

10.3.2 CONFIDENTIAL ITEM

File: Proposed Emergency and Ranger Services Position
File Ref: ADM0030
Author: Chief Executive Officer

Date 1st December 2016

VOTING REQUIREMENT
Simple Majority

10.3.3 CONFIDENTIAL ITEM

File: Tender 13/16 – Hire of a Prime Mover
Author: Chief Executive Officer

Date 1st December 2016

VOTING REQUIREMENT
Simple Majority

10.3.4 MOTION TO RE-OPEN THE MEETING

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

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION

ITEM 10.3.4

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