

Minutes

TABLE OF CONTENTS

	Page
1 DISCLAIMER	
1 DECLARATION OF OPENING.....	4
2 RECORD OF ATTENDANCE.....	4
PRESENT.....	4
APOLOGIES.....	4
LEAVE OF ABSENCE (Previously Approved).....	4
3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	4
4 PUBLIC QUESTION TIME.....	5
5 APPLICATIONS FOR LEAVE OF ABSENCE.....	5
6 PETITIONS, DEPUTATIONS AND PRESENTATIONS..	5
6.1. A Citizenship Ceremony will be held at 9:45am, prior to morning tea for Mrs. Bridie Kikeros.....	5
6.2. Mr. Norm Skogland, Mr. Richard Notley, Chairman and Mr. Neil Butterworth, Business Facilitator of the NMBEC, will be speaking to Council at 10:30am.....	5
7 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION.....	5
8 CONFIRMATION OF MINUTES.....	5
313532 8.1 ORDINARY MEETING 12 TH APRIL 2006 (ATTACHMENT A).....	5

9	MANAGEMENT REPORTS.....	5
9.1	COMMUNITY AND DEVELOPMENT REPORT.....	5
9.2.	MANAGER OF PARKS & GARDENS REPORT.....	5
9.3.	WORKS ADMINISTRATION REPORT.....	5
9.4.	ADMINISTRATION AND FINANCE REPORT.....	5
313533	9.4.1. FINANCIAL REPORTS TO 30 APRIL 2006..... FILE: A4/9.1, B4/1 (MARKED ITEM 9.4.1.)	6
313534	9.4.2. ACCOUNTS FOR PAYMENT..... FILE: A4/7 (MARKED ITEM 9.4.2.)	7
313535	9.4.3. INVESTMENTS, OPERATING AND CASH MANAGEMENT ACCOUNTS AS AT 30 APRIL 2006..... FILE: A4/9.1, B4/1. (MARKED ITEM 9.4.3.)	8
313536	9.4.4. WOODADA GAS FLARING – EXEMPTION SECTION 25A OF BUSH FIRES ACT..... FILE: B5/1	10
313537	9.4.5. PROPOSED ADDITIONS TO CARNAMAH TOWN HALL..... FILE: H11/1	12
313538	9.4.6. ENEABBA ADMINISTRATION OFFICE..... FILE: S4/100	14
313539	9.4.7. REQUEST FOR ANNUAL LEAVE – CHIEF EXECUTIVE OFFICER..... FILE: S4/38	17
313540	9.4.8. REVIEW OF COUNCIL COMMITTEES..... FILE: M4/1	18
	9.5. CONFIDENTIAL REPORTS.....	21
	9.5.1. MOTION TO CLOSE THE MEETING TO THE PUBLIC.....	21
313541	9.5.2. ENEABBA CLEANING CONTRACT..... FILE: S4/100, LEG DOCS (MARKED ITEM 9.5.2.)	21
313542	9.5.3. ENEABBA SWIMMING POOL CONTRACT..... FILE: S11/2 (MARKED ITEM 9.5.3 A & B)	22
	9.5.4. MOTION TO RE-OPEN THE MEETING.....	22
10	ORDERING THE COMMON SEAL.....	22
313543	10.1. Ordering the Common Seal.....	22
11	REPORTS OF COMMITTEES AND MEMBERS.....	23
313544	11.1. Minutes of the Eneabba Ward Meeting Held 3 rd April 2006..... File: E4/6 (Marked Item 11.1)	23
313545	11.2. Minutes of Coastal Districts (Eneabba) State Emergency Services Unit (Inc) Meeting Held on Wednesday 5 th April 2006.....	25

12	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	25
13	NOTICE OF MOTIONS..... (For consideration at the following meeting, if given during the meeting)	26
14	NEW BUSINESS OF AN URGENT NATURE ADMITTED BY COUNCIL.....	26
14.1	ELECTED MEMBERS.....	26
14.2	OFFICERS.....	26
14.2.1	MOTION TO ADMIT LATE BUSINESS.....	26
313546 14.2.2.	DRAFT PLAN FOR THE FUTURE OF THE DISTRICT..... FILE: B4/6 (BOOKLET)	26
313547 14.2.3.	APPOINTMENT OF BUSH FIRE CONTROL OFFICERS..... FILE: R11/2.13	29
313548 14.2.4.	APPOINTMENT OF THREATENED FLORA RECOVERY TEAM REPRESENTATIVE FOR THE SHIRE OF CARNAMAH – MOORA DISTRICT..... FILE: F10/1 (ATTACHMENT 14.2.4)	31
313549 14.2.5.	REGIONAL PART-TIME TOURISM OFFICER..... FILE: R10/8.1, T13/5.1	33
15	CLOSURE OF MEETING.....	35

SHIRE OF CARNAMAH

Minutes

ORDINARY COUNCIL MEETING

HELD IN THE COUNCIL CHAMBERS, CARNAMAH

ON WEDNESDAY 17TH MAY 2006

1

DECLARATION OF OPENING

Deputy President Cr. Forsyth welcomed members and declared the meeting open at 9:00am.

MOVED: CR. MILLS
SECONDED: CR. FORSYTH

That in order to allow free flowing debate, that Standing Orders be suspended.

CARRIED: 7 - 0

Cr. Heinrich thanked Cr. Forsyth (Deputy President) for filling in for her whilst absent from the April meeting of Council.

2

RECORD OF ATTENDANCE

PRESENT

Councillors

B. Heinrich (President)
D. Forsyth (Deputy President)
D P Mills
E Cockin
R. Launer
M. Isbister
J. Read

Chief Executive Officer A G Nottle
Deputy Chief Executive Officer S. Appleton
Executive Secretary R V Miller

APOLOGIES

LEAVE OF ABSENCE (Previously Approved)

3

RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4 PUBLIC QUESTION TIME

There were no members of the public present.

5 APPLICATIONS FOR LEAVE OF ABSENCE**6 PETITIONS, DEPUTATIONS AND PRESENTATIONS**

6.1. A Citizenship Ceremony will be held at 9:45am, prior to morning tea for Mrs. Bridie Kikeros.

6.2. Mr. Norm Skogland, Mr. Richard Notley, Chairman and Mr. Steve Moir, Director of Business Facilitation Services of the NMBEC, will be speaking to Council at 10:30am.

Cr. Heinrich advised the meeting that the representatives of the NMBEC would again not be attending Council meeting.

7 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION.

Councillor Heinrich asked that the school children that participated in the 2006 Quiet Lion Tour be invited to the June meeting of Council for morning tea.

8 CONFIRMATION OF MINUTES**313532 8.1. ORDINARY MINUTES OF COUNCIL MEETING HELD 12TH APRIL 2006.**

MARKED APPENDIX A

MOVED: CR. LAUNER

SECONDED: CR. COCKIN

That the minutes of the Ordinary meeting of Council held on the 12th April 2006 be accepted as a true and correct record.

VOTING REQUIREMENT: SIMPLE MAJORITY

CARRIED: 7 - 0

9 MANAGEMENT REPORTS

- 9.1 COMMUNITY AND DEVELOPMENT REPORT
- 9.2 MANAGER OF PARKS & GARDENS REPORT
- 9.3 WORKS ADMINISTRATION REPORT

9.4. ADMINISTRATION AND FINANCE REPORTS

313533 9.4.1. Financial Reports to 30 April 2006.
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Applicant:	N/A
Location / Address:	N/A
File Ref:	A4/9.1, B4/1
Disclosure of Interest:	Nil
Date:	9 th May 2006
Author:	S. Appleton, Deputy Chief Executive Officer
Signature of Author:	
Attachments:	Item 9.4.1.

Summary

A Statement of Financial Activity and Rates Trial Balance is produced monthly as part of the Council meeting agenda.

Background

The attached financial report for the period 1 July 2005 to 30 April 2006 (marked 9.4.1.) 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 2005 to 30 April 2006;
- Rates Trial Balance Report as at 30 April 2006;

The Statement of Financial Activity has been prepared using a new template provided by the Department of Local Government and Regional Infrastructure. This is their recommended format.

Consultation Nil

Statutory Environment

Financial Management Regulation 34 prescribes which financial reports are to be presented to Council.

Policy Implications Nil

Financial Implications Nil

Voting Requirement – Simple Majority

OFFICER RECOMMENDATION

ITEM 9.4.1.

MOVED: CR. MILLS
SECONDED: CR. ISBISTER

That Council receive the following reports as presented:

- *Statement of Financial Activity as at 30 April 2006*

- Rates Trial Balance Report as at 30 April 2006

CARRIED: 7 – 0

313534 9.4.2. Accounts For Payment

Applicant:	N/A
Location / Address:	N/A
File Ref:	A4/7
Disclosure of Interest:	Nil
Date:	9 th April 2006
Author:	Samantha Appleton, Deputy Chief Executive Officer
Signature of Author:	
Attachments:	Item 9.4.3. Cheque & EFT Listing

Summary

As part of the monthly reporting procedures a full listing of cheques and EFT payments made is submitted to Council.

Background

Attached is a listing of accounts paid since the last Council meeting in April 2006 (marked 9.4.2., Appendix x).

Comment Nil

Consultation Nil

Statutory Environment

Financial Management Regulations 12 (1) (a) provides that payment may only be made from the Municipal Fund or the Trust Fund when a local government has delegated to its CEO the power to make payments from those funds. Such delegation to the Shire of Carnamah's Chief Executive Officer exists.

Financial Management Regulation 13 (1) itemises the requirement for reporting to Council the payments made by the CEO.

Policy Implications Nil

Financial Implications Nil

Voting Requirement – Simple Majority

OFFICER RECOMMENDATION

ITEM: 9.4.2.

MOVED: CR. MILLS

SECONDED: CR. READ

That accounts totalling \$462,149.50 on Municipal vouchers: 26012 to 26041, 26043 to 26045 and EFT1167 to EFT1197;

as per the attached listing - 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 - be approved and passed for payment.

CARRIED: 7 – 0

313535 9.4.3. Investments, Operating and Cash Management Accounts As At 30 April 2006

Applicant:	N/A
Location / Address:	N/A
File Ref:	A4/9.1, B4/1
Disclosure of Interest:	Nil
Date:	9 May 2006
Author:	Samantha Appleton, Deputy Chief Executive Officer
Signature of Author:	
Attachments:	Item 9.4.4 Investment Report

Summary

Every month a report on balances of investments, operating and cash management accounts is presented to Council.

Background

The attached investments, operating and cash management accounts report for April 2006 was prepared as per Council Policy and the Local Government Financial Management Regulations (marked 9.4.3).

Comment

Included with this report are the following:

- Report on Investments; and
- Cash Management and Operating Accounts,

at 30 April 2006.

Consultation

Nil

Statutory Environment

Financial Management Regulation 19 requires that local governments implement procedures that enable the identification of the nature and location of all investments, and the transactions related to each investment.

Policy Implications

The reports were prepared in accordance with Policies:

13.3 - that reserve interest be transferred to the reserve account on which the interest was earned; and

14.2 – that authority to invest surplus funds is delegated by Council to the Chief Executive Officer, policy requiring that monthly investment reports include amount invested, interest rate, security provided and transactions during the period if any.

Financial Implications

Nil

Voting Requirement – Simple Majority**OFFICER RECOMMENDATION****ITEM: 9.4.3.****MOVED: CR. LAUNER****SECONDED: CR. FORSYTH***That Council receive the following reports as presented:*

- *Report on Investments as at 30 April 2006 as invested by the Chief Executive Officer under delegated authority of Council; and*
- *Operating and Cash Management Accounts as at 30 April 2006*

CARRIED: 7 - 0

NOTE: *Council are concerned that monies are not being put into Plant Reserve. CEO advised that unless provision is made in future budgets, this is unlikely to change.*

313536 9.4.4. Woodada Gas Flaring – Exemption Section 25A of Bush Fires Act

Applicant: ARC Energy
Location / Address: Woodada
File Ref: B5/1
Disclosure of Interest: Nil
Date: 27th April 2006
Author: Tony Nottle, Chief Executive Officer
Signature of Author:
Attachments: Nil

Summary

ARC Energy has applied for an exemption under Section 25A of the Bush Fires Act 1954 for Council consideration.

Background

Andrea Smith, HSE Advisor for ARC Energy writes:

“Woodada Gas Field is located west of Eneabba on the Eneabba-Coolimba Road in the Shire of Carnamah. Arc Energy Limited (“ARC”) own and operate the Woodada Gas Field in Production Licenses L4 and L5 regulated by the Department of Industry and Resources. As part of the routine operation of the field, on occasion, gas is diverted into a flare pit during maintenance activities and assists with gas recovery. Routine maintenance is carried out throughout the year and so flaring will be required during the restricted and prohibited burning period. As such, ARC requests approval from the shire for a “Fire Ban Exemption Certificate” under section 25A of the Bushfires Act, for the entire 2006/2007 restricted and prohibited burning periods.”

Council has approved of this flaring activity annually over a number of years. The approval is however only annual and the Minister must approve all applications on an annual basis also.

The conditions of the license have been as follows:

From 17th September to 15th March and in accordance with specified conditions as set out by FESA.

Comment

None required. This approval is subject to conditions as set out by FESA as mentioned above.

Consultation

Nil

Statutory Environment

Section 25A of the Bush Fires Act 1954.

Policy Implications Nil

Financial Implications Nil

Voting Requirement Simple Majority

OFFICER RECOMMENDATION

ITEM 9.4.4.

MOVED: CR. FORSYTH

SECONDED: CR. LAUNER

That Council has no objections to ARC Energy Ltd's application to flare their gas during the 2006 and 2007 restricted and prohibited burning period provided FESA approve of an exemption under Section 25A of the Bush Fires Act.

CARRIED: 7 - 0

9:21am The Community / Youth Development Officer, Mr. Bill Cochrane, joined Council meeting.

31357	9.4.5. Proposed Additions to Carnamah Town Hall
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Applicant:	N/A
Location / Address:	N/A
File Ref:	H11/1
Disclosure of Interest:	Nil
Date:	9 th May 2006
Author:	Bill Cochrane, Community and Youth Development Officer
Signature of Author:	
Attachments:	Nil

Summary

Plans of the Carnamah Town Hall upgrade are presented for Council's consideration and adoption.

Background

Over the past six months, Council has been seeking funding through various Government and Commonwealth bodies to enable the upgrade of the Carnamah Town Hall into a Community and Arts Centre.

Horizon Designs were commissioned to compile working drawings for the renovations and are now available for Council's approval.

Comment

These drawings are the working plans and will need to be referred to the Manager of Community Services for the necessary building permits to be issued. This will enable the tendering process to be undertaken by Borrell Rafferty, Quantity Surveyors.

Consultation

Horizon Design
Borrell Rafferty
Funding Bodies
Contractors for quotations

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Funding for the working drawings will be taken from Council's contribution of \$105,000.00.

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION**ITEM 9.4.5.**

MOVED: CR. LAUNER
SECONDED: CR. ISBISTER

That Council accept and endorse working plans of the Carnamah Hall renovations.

CARRIED: 5 – 2 AGAINST

Cr. Read and Cr. Mills voted against the motion.

9: 43am **The Community / Youth Development Officer, Mr. Bill Cochrane, left the meeting.**

Councillor Heinrich advised the meeting that Council would adjourn the Council meeting in order that a Citizenship Ceremony be conducted followed by morning tea.

9:45AM **MOVED:** **CR. FORSYTH**
SECONDED: **CR. ISBISTER**
That Council adjourns for morning tea.

CARRIED: 7 – 0

A Citizenship Ceremony for Mrs. Bridie Kikeros was conducted.

10:30AM **MOVED:** **CR. FORSYTH**
SECONDED: **CR. READ**
That Council meeting resume.

CARRIED: 7 – 0

313538 9.4.6. Eneabba Administration Office

Applicant:	N/A
Location / Address:	Eneabba
File Ref:	S4/100
Disclosure of Interest:	Nil
Date:	3 rd May 2006
Author:	Tony Nottle, Chief Executive Officer
Signature of Author:	
Attachments:	Nil

Summary

Council is requested to consider an adjustment to the staff structure to minimise costs involved in staffing the Eneabba office one day per week, while not compromising the service.

Background

At present, the Shire office in Eneabba is staffed by one person from Carnamah, travelling to Eneabba every Thursday. The office provides the following services:

- Library services
- Rate paying
- Bill paying
- Collection of revenue (Lake Indoon, swimming pool income)
- General Enquiries

In order to supply this service, an employee from Carnamah uses a shire vehicle to travel approximately 150 kilometres and a casual employee is brought in to replace the staff member in Carnamah. The Eneabba office is opened between the hours of 10.00 – 12.00pm and 1.00pm to 4.00pm. Therefore the officer still works from 8.00am to 5.00pm with travel.

Due to the costs and logistics involved in supplying this service a review has been undertaken to determine the best possible scenario to supply the service to Eneabba.

Comment

In the past, the Shire has actually employed a person from Eneabba to open the office. The main problem with this arrangement was the ability (or lack of) to transfer cash, documentation etc. from Eneabba to Carnamah. These minor issues are easily remedied.

It is clear that by employing a person for the sole purpose of the Eneabba office would prove more efficient for service delivery and costs involved. (See financial implications.)

In the initial “starting up” period, some training will be required and therefore costs will be associated with travel and wages for the training officer. This however, should not take any more than 2 – 3 days. (2 – 3 weeks due to office opening times.)

Consultation

The Carnamah and Eneabba communities will be informed by both advertising in the local newspapers and the latest edition of the “Shire Shorts.”

Statutory Environment

The employment of staff is the responsibility of the Chief Executive Officer under the Local Government Act 1995. Section 5.41 (g) The CEO is to:

be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);

However, the officer’s recommendation requests Council to consider employing (technically) a “new” position, Council’s consideration is desired.

Policy Implications

Appropriate changes to the staff structure in Policy 2.1 will need to be considered.

Financial Implications

For Council to continue with the status quo, the following costs are relevant:

Wages (Incl. O/heads)	\$200.00
Fuel	\$21.00
Running Costs (tyres, depreciation, wear and tear)	\$54.79
Wages for Carnamah casual	\$200.00
Lost time due to travel = 2 hrs	\$N/A
Total	\$475.79 p/w

If Council were to employ a staff member specifically for the purpose of staffing the Eneabba office the following costs would be relevant:

Wages (Incl. O/heads)	\$200.00
Total	\$200.00

This option frees up a staff vehicle and does not require staff to be travelling during work hours.

Saving per week	\$275.79
Saving per annum (based on 46 weeks)	\$12,686.34

There would be some minor costs associated with postage of documentation and bank depositing in Eneabba which may be apparent. However these are minimal administration costs.

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

ITEM 9.4.6.

MOVED: CR. MILLS

SECONDED: CR. FORSYTH

1. *That Council authorise the CEO to create a new position of Administration Officer to be based in Eneabba.*
2. *That Council authorise the CEO to advertise the Administration Officer position in the local newspapers.*

CARRIED: 7 – 0

313540	9.4.8.	Review of Council Committees
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Applicant: N/A
 Location / Address: N/A
 File Ref: M4/1
 Disclosure of Interest: Nil
 Date: 9th May 2006
 Author: Tony Nottle, Chief Executive Officer
 Signature of Author:
 Attachments: Nil

Summary

A report regarding Council Committees is tabled for Councillor information.

Background

Council will recall in a recent meeting that there was some confusion as to who was supposed to be represented on the recent “Inspection Committee.”

The CEO was requested to investigate further and advise of the committees currently in operation and who were on what committee.

At Council’s May Meeting the following was adopted:

<i>MANAGEMENT REVIEW COMMITTEE</i>		<i>Cr. HEINRICH</i>	<i>President</i>
		<i>Cr. Forsyth</i>	<i>Deputy President</i>
		<i>Councillor Isbister</i>	
<i>CARNAMAH SINGLE UNITS MANAGEMENT COMMITTEE</i>		<i>Cr. Launer</i>	
		<i>Cr. Heinrich</i>	
		<i>Finance Manager</i>	
		<i>Manager Community Services</i>	
		<i>Homeswest representative</i>	
<i>WINCHESTER CEMETERY COMMITTEE</i>	<i>CA</i>	<i>Cr. Launer</i>	
		<i>Chief Executive Officer</i>	
		<i>Community member (Mr. M Wellington)</i>	
	<i>CW</i>	<i>(1) Councillor (Councillor B O’Callaghan)</i>	
		<i>Manager Works and Services</i>	
<i>GROUP BUSH FIRE ADVISORY COMMITTEE</i>		<i>Chief Bush Fire Control Officer (Mr. A. Griffith)</i>	
		<i>Deputy BFCOs – Carnamah and Eneabba</i>	
		<i>FESA Liaison Officer</i>	
		<i>Fire Weather Officer (E. Sector) (Mr. A. Griffith)</i>	
		<i>Fire Weather Officer (Western Sector) (Mr. R. Auld)</i>	
		<i>Cr. Forsyth</i>	
		<i>Chief Executive Officer</i>	
		<i>Manager Works and Services</i>	
<i>GROUP FIRE PREVENTION COMMITTEE</i>		<i>C/Bush Fire Control Officer (Mr. A. Griffith)</i>	
		<i>Deputy BFCOs – Carnamah and Eneabba</i>	
		<i>Brigade Captains – Carnamah and Eneabba</i>	
		<i>FESA Liaison Officer</i>	

	<p><i>Cr. Forsyth</i> <i>Fire Prevention Officers–Carnamah & Eneabba</i> <i>Beekeeper Representatives – 1 and 2</i> <i>CALM Representative</i></p>
<i>CARNAMAH FACTORY UNITS COMMITTEE</i>	<p><i>Cr. Launer</i> <i>Chief Executive Officer</i> <i>Community Member (Mr T Haeusler)</i> <i>Community Member (Mr H Walton)</i> <i>Community Member</i></p>
<i>Carnamah Retirement Homes Committee</i>	<p><i>Cr. Heinrich</i> <i>Cr. Mills.</i> <i>Chief Executive Officer</i> <i>Community Member (I. Davies)</i> <i>Community Member (M. Isbister)</i> <i>Community Member (A. Grierson)</i> <i>Community Member (T. Haeusler)</i> <i>Community Member (J. Dring)</i></p>
<i>CULTIVATING CARNAMAH</i>	<p><i>Cr. Heinrich</i> <i>Chief Executive Officer</i> <i>Toy Library Member (N. Green)</i> <i>Education (K. Chambers)</i> <i>Seniors (R. White/C. Haeusler)</i> <i>Youth (S. Sivyer)</i> <i>Job Creation/New Industry (S. Porter)</i> <i>Tourism (C. Bennier)</i></p>
<i>CARNAMAH HOUSING COMMITTEE</i>	<p><i>Cr. Heinrich</i> <i>Cr. Launer</i> <i>Cr. Isbister</i> <i>Chief Executive Officer</i> <i>Manager of Community Services</i></p>
<i>Eneabba Consultative Committee</i>	<p><i>Cr. Forsyth (Eneabba Ward)</i> <i>Cr. Read (Yarra Ward)</i> <i>Cr. Mills (Indoon Ward)</i> <i>Cr. Cockin (Eneabba Ward)</i> <i>Chief Executive Officer</i> <i>Iluka, Mid West Mining Manager</i> <i>Eneabba Business Representative</i></p>
<i>Audit Committee</i>	<p><i>Cr. Heinrich</i> <i>Cr. Forsyth</i> <i>Cr. Isbister</i></p>
<i>Community Safety and Crime Prevention Committee</i>	<p><i>Chief Executive Officer</i> <i>Cr. Isbister</i> <i>(1) High School Representative</i> <i>(1) P&C Representative</i> <i>(1) Seniors Group Representative</i> <i>(2) Police Representative</i> <i>(1) Church Representative</i> <i>(2) Business Representatives</i> <i>(1) Aboriginal Representative</i> <i>(1) Shire Representative</i></p>

As can be seen above, there is no “Inspection Committee” or anything similar that may indicate that the Annual Building Inspections will be undertaken by certain Councillors or staff

Comment

It is unclear as to how the “Inspection Committee” evolved when no official committee exists. What is also unclear is the purpose of the Carnamah Housing Committee.

It is generally believed that the Carnamah Housing Committee deliberate on items that relate to the construction of new housing and the inspection of such housing. If the responsibilities of the Carnamah Housing Committee are to include the inspection of all properties on an annual basis, then it should be made clear to all involved.

If the Carnamah Housing Committee were to be the Councillors that also undertake the annual building inspections, then it is unclear why Councillor Forsyth was required to take part.

I therefore suggest that in future, that the members on the Carnamah Housing Committee also undertake the Annual Building Inspections.

Consultation None Required

Statutory Environment Nil

Policy Implications Nil

Financial Implications Nil

Voting Requirement Absolute Majority

OFFICER RECOMMENDATION	ITEM 9.4.8.
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That Council resolve to include “Annual Building Inspections” to the duties of the Carnamah Housing Committee.

Council discussed the Officer Recommendation and the role of the Carnamah Housing Committee and the Annual Building Inspection Committee.

The Annual Building Inspection Committee is not a committee but a representation of Councillors and staff who conduct inspections of Council houses, buildings and roads.

Council made the following amendment to the recommendation:

COUNCIL DECISION	ITEM 9.4.8.
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MOVED: **CR. FORSYTH**

SECONDED: **CR. LAUNER**

That Council agreed to keep the Carnamah Housing Committee separate from the ‘Building Inspection Representation’.

CARRIED: 7 – 0

9.5 CONFIDENTIAL REPORT.**9.5.1. Motion To Close The Meeting To The Public:
Consideration of Confidential Report.****File:**

Author: A G Nottle, Chief Executive Officer
Disclosure of Interest: Nil

Date 10th May 2006**Background:**

Items 9.5.2 of the Agenda of 17th May 2006 deals with matters affecting Council, of which the meeting may be closed to the public.

Council considered a separate confidential report, marked 9.5.2.

Comment: Nil

Statutory Environment:

Section 5.23(2)(a)(c)(d)(e) of the Local Government Act 1995.

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Voting Requirement : Simple Majority

OFFICER RECOMMENDATION:**ITEM 9.5.1.**

MOVED: CR. ISBISTER

SECONDED: CR. FORSYTH

That the meeting be closed to the public to consider Confidential Item of 17th May 2006 Agenda Item 9.5.2.

CARRIED: 7 – 0**313541 9.5.2. Eneabba Cleaning Contract****File: S4/100, Leg Docs**

Author: A G Nottle, Chief Executive Officer
Disclosure of Interest: Nil

Date: 10th May 2006

Voting Requirement : Simple Majority

OFFICER RECOMMENDATION:**ITEM 9.5.2.**

MOVED: CR. LAUNER

SECONDED: CR. ISBISTER

1. *That Council resolve to cancel the cleaning contract for Lake Indoon and Eneabba facilities between Julie Jocelyn and the Shire of Carnamah on the 30th June 2006.*
2. *That Council approve the second full-time position of a general hand at Eneabba.*
3. *That Council resolve to create a Lake Indoon Caretaker position in the 2006/07 budget to include the period between November and April.*

CARRIED: 7 – 0

313542 9.5.3. Eneabba Swimming Pool Contract**File: S11/2, Leg Docs**

Author: A G Nottle, Chief Executive Officer
 Disclosure of Interest: Nil

Date: 10th May 2006**Voting Requirement : Simple Majority****OFFICER RECOMMENDATION:****ITEM 9.5.3.****MOVED: CR. FORSYTH****SECONDED: CR. ISBISTER**

That Council receive the legal advice supplied by Civic Legal regarding contractual arrangements with the Eneabba Swimming Pool.

CARRIED: 7 – 0**9.5.4. Motion To Re-Open The Meeting:****File:**

Author: A.G. Nottle, Chief Executive Officer
 Disclosure of Interest: Nil.

Date: 10th May 2006**MOVED: CR. FORSYTH****SECONDED: CR. LAUNER**

That the meeting be re-opened to the General Public and Council come 'out of camera'.

Voting Requirement: Absolute Majority**CARRIED: 7 – 0****10 ORDERING THE COMMON SEAL.****313543 10.1 ORDERING THE COMMON SEAL:****FILE: S4/38, S4/25, G3/3, C4/9**

AUTHOR: A.G. NOTTLE, CHIEF EXECUTIVE OFFICER
 DISCLOSURE OF INTEREST: NIL

DATE: 10TH MAY 2006**BACKGROUND:**

The Council has entered into a contract for the following:

- Ms. S. Appleton – Contract of Employment
- Mr. A.G. Nottle – Contract of Employment
- Regional Partnership Funding Agreement

OFFICER COMMENT: NIL**STATUTORY ENVIRONMENT:** NIL**POLICY IMPLICATIONS:** NIL**FINANCIAL IMPLICATIONS:** NIL**STRATEGIC IMPLICATIONS:** NIL

OFFICER RECOMMENDATION:**MOVED: CR. ISBISTER****SECONDED: CR. COCKIN**

That the President and Chief Executive Officer action signing the Contracts between:

- Ms. S. Appleton – Contract of Employment
- Mr. A.G. Nottle – Contract of Employment
- Regional Partnership Funding Agreement

and the Shire of Carnamah and use of the common seal be endorsed by Council.

VOTING REQUIREMENT: ABSOLUTE MAJORITY**CARRIED: 7 – 0****11****REPORTS OF COMMITTEES AND MEMBERS**

313544	11.1. Minutes of Eneabba Ward Meeting Held Monday 3rd April 2006.
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Applicant:	N/A
Location / Address:	N/A
File Ref:	E4/6
Disclosure of Interest:	None
Date:	26 th April 2006
Author:	Tony Nottle, Chief Executive Officer
Signature of Author:	
Attachments:	Item 11.1.

Summary

The Minutes of the Eneabba Ward meeting held on Monday 3rd April 2006 are attached marked Item 11.1.

Background

Minutes of each meeting are to be tabled at the next meeting of Council

Comment

None Required

Consultation

None Required

Statutory Environment Nil

Policy Implications Nil

Financial Implications Nil

Voting Requirement Simple Majority

OFFICER RECOMMENDATION

ITEM 11.1.

MOVED: CR. ISBISTER

SECONDED: CR. COCKIN

That the Minutes of the Eneabba Ward Meeting held Monday 3rd April 2006 be accepted by Council.

CARRIED: 7 – 0

313545 11.2. Minutes of Coastal Districts (Eneabba) State Emergency Service Unit (Inc) Meeting Held Wednesday 5th April 2006.

Applicant:	N/A
Location / Address:	N/A
File Ref:	S5/2
Disclosure of Interest:	None
Date:	27 th April 2006
Author:	Tony Nottle, Chief Executive Officer
Signature of Author:	
Attachments:	Item 11.2.

Summary

The Minutes of the coastal Districts (Eneabba) State Emergency Service Unit (Inc) meeting held on Wednesday 5th April 2006 are attached marked Item 11.2.

Background

Minutes of each meeting are to be tabled at the next meeting of Council

Comment None Required

Consultation None Required

Statutory Environment Nil

Policy Implications Nil

Financial Implications Nil

Voting Requirement Simple Majority

OFFICER RECOMMENDATION

ITEM 11.2.

MOVED: CR. FORSYTH

SECONDED: CR. ISBISTER

That the Minutes of the Coastal Districts (Eneabba) State Emergency Service Unit meeting held Wednesday 5th April 2006 be received by Council.

CARRIED: 7 – 0

12 **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

13 **NOTICE OF MOTIONS**
(For consideration at the following meeting, if given during the meeting)

14 **NEW BUSINESS OF AN URGENT NATURE ADMITTED BY COUNCIL**

14.1. ELECTED MEMBERS

14.2. OFFICERS

14.2.1 Motion To Admit Late Business

An Addendum to the Agenda for the Ordinary Meeting of 17th May 2006 was circulated to Council. Council may resolve that the late business be admitted to the meeting.

MOVED: CR ISBISTER
SECONDED: CR LAUNER

That Items 14.2.2., to Item 14.2.5 be admitted to the meeting as late business.

Voting Requirement: Simple Majority

CARRIED: 7 – 0

313546 14.2.2. DRAFT PLAN FOR THE FUTURE OF THE DISTRICT.

Applicant:	N/A
Location / Address:	N/A
File Ref:	B4/6
Disclosure of Interest:	None
Date:	15 TH May 2006
Author:	Samantha Appleton, Deputy Chief Executive Officer
Signature of Author:	
Attachments:	Draft Plan for the Future of the District

Summary

A Plan for the Future of the District is to be reviewed by a local government at least every two years, with the plan covering a period of no less than two years. A draft Plan for the Future of the District has been prepared for the period 2006/07 to 2009/10.

Background

The Plan for the Future of the District has been introduced to replace the Principal Activity Plan previously issued by Council. The plan for the period 2006/07 to 2009/10 is a continuation of the document prepared last year. It is written in accordance with the State Sustainability Strategy and includes all major aspects of Council's own Strategic Plan as well as a four-year forward financial plan. The Draft Plan for the Future of the District of the Council was initially put to Council at the March meeting and then public submissions were sought for a period of 42 days with the submission period closing on 12 May 2006.

The requirement to adopt a Plan for the Future of the District is part of the Local Government Amendment Act 2004.

Comment

There is no guidance as to the format of the Plan for the Future of the District; however the format used is that of the previous plan presented to Council last year.

Consultation

Input has been sought from the community during the initial stages of drawing up the plan during 2004/05. The plan has been revised and input from the community has again been sought.

One public submission was received during the recent 42 day submission period from Mr. Adrian Price of Carnamah. His letter is in the information bulletin. He has requested that the Shire of Carnamah address recycling and waste management as part of the Plan for the Future. Following consultation with Council's Manager of Community Services Mr. Garry Agnew, this has been addressed within the Plan for the Future of the District. The addition of recycling and waste management to the Plan for the Future of the District while resulting in some additional costs will result in savings to the amount of landfill space required in the future.

At the March Council meeting Councillors requested that Eneabba townsite development and the acquisition of land for resale be added to the Plan for the Future of the District. These have also been included.

Statutory Environment

Sections 5.56 to 5.58 of the Local Government Act, 1995, cover the compilation and consideration of the plan for the future of the district.

Policy Implications

Nil

Financial Implications

The plan includes projects identified as principal activities (or major initiatives as they are to be referred to in the future) as follows:

- Town Dam, Niven Park and School Oval Reticulation;
- Fire & Emergency Services;
- Residential Housing;
- Self-funded retirement Housing;
- Dual use paths;
- Carnamah Townsite Upgrade;
- Coastal Development;
- Carnamah Community & Arts Centre;
- Land Acquisition;
- Eneabba Development;
- District Road Programme;
- Road Plant Purchases;

As in previous years each of these projects has been costed and incorporated into a four-year forward financial plan that is “affordable” in terms of estimated revenues and expenses.

Voting Requirement – Simple Majority

OFFICER RECOMMENDATION	ITEM 14.2.2.
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That Council adopts the modified Draft Plan for the Future of the District covering the period 1 July 2006 to 30 June 2010.

Council discussed the Officer Recommendation and agreed that the recommendation needed to be expanded upon. Council made the following decision.

COUNCIL DECISION	ITEM 14.2.2.
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Moved: CR. FORSYTH
Seconded: CR. ISBISTER

That Council adopts the modified Draft Plan for the Future of the District covering the period 1 July 2006 to 30 June 2010 as its ‘Plan for the Future of the District..

CARRIED: 7 – 0

313547 14.2.3. Appointment of Bush Fire Control Officers

Applicant:	Group fire Advisory Committee
Location / Address:	N/A
File Ref:	B5/10
Disclosure of Interest:	Nil
Date:	15 th May 2006
Author:	Mr. A.G. Nottle, Chief Executive Officer
Signature of Author:	
Attachments:	Nil

Summary

Council is requested to endorse the recommendation of the Group Fire Advisory Committee to appoint its Fire Control Officers under section 38 of the Bush Fires Act 1954.

Background

The Group Fire Advisory Committee met on the 10th May 2006 at its annual meeting.

During this meeting, the Fire & Emergency Services Regional Manager advised the committee that its current procedure in electing its Chief Bush Fire Control Officer (CBFCO) and the Deputy Bush Fire Control Officers (DBFCO) was not correct.

As a result, the committee recommended (rather than an election from the individual brigades) the following:

<i>Mr. Allan Griffith</i>	<i>Chief Bush Fire Control Officer</i>
<i>Mr. Andrew Forsyth (West)</i>	<i>Deputy Chief Bush Fire Control Officer</i>
<i>Mr. Ashley Armstrong (East)</i>	<i>Deputy Chief Bush Fire Control Officer</i>

Comment

All nominated applicants have undergone the required training and are more than capable of carrying out the duties expected of them.

I also recommend that Council endorse the recommendation of the Group Fire Advisory Committee.

Consultation

- Group Fire Advisory Committee
- Regional Manager FESA (Carnamah District)

Statutory Environment

Section 38 Bush Fires Act 1954

Policy Implications

Policy 3.6 (11) will need to be amended in light of the information provided by the FESA officer during the meeting.

Financial Implications Nil

Voting Requirement Simple Majority

OFFICER RECOMMENDATION	ITEM 14.2.3.
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MOVED: CR. LAUNER

SECONDED: CR. READ

That Council endorse the appointment of the following:

- *Mr. Allan Griffith Chief Bush Fire Control Officer*
- *Mr. Andrew Forsyth Deputy Chief Bush Fire Control Officer (West)*
- *Mr. Ashley Armstrong Deputy Chief Bush Fire Control Officer (East)*

for the Shire of Carnamah under Section 38 of the Bush Fires Act 1954.

CARRIED: 7 – 0

313548	14.2.4.	Appointment of Threatened Flora Recovery team Representative for the Shire of Carnamah – Moora District.
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Applicant:	Gina Broun, Conservation Officer CALM
Location / Address:	PO Box 208 Jurien Bay 6518
File Ref:	F10/1
Disclosure of Interest:	Nil
Date:	15 th May 2006
Author:	Tony Nottle, Chief Executive Officer
Signature of Author:	
Attachments:	Nil.

Summary

Council is requested to nominate a representative on the Moora District Threatened Rare Flora Recovery Team (TRFRT).

Background

The TRFRT comprises of representatives from all the Shires in the Moora CALM district, utility groups such as Westnet Rail, Telstra etc. as well as CALM staff to assist in the issues relating to threatened rare flora in the district.

Council's Manager of Works & Service, is the current representative for the Shire of Carnamah. Due to work schedules the Manager of Works & Services has not been able to attend the bi-annual meetings.

Council's Manager of Parks & Gardens has been invited to be Council's representative in place of the Manager of Works & Services due to his experience and interest in threatened rare flora.

Comment

Council's Manager of Parks & Gardens is best suited for the appointment due to his knowledge and experience in horticulture.

It would be the decision of the Manager of parks & Gardens to allocate time to attend any meetings if he deems them beneficial.

Consultation

- Manager Parks & Gardens – Robert Tobiassen
- Conservation Officer CALM – Gina Broun
- President

Statutory Environment Nil

Policy Implications Nil

Financial Implications

There may be minimal costs in travel and time associated with the attendance of meetings.

Voting Requirement Simple Majority

OFFICER RECOMMENDATION

ITEM 14.2.4

MOVED: CR. FORSYTH

SECONDED: CR. ISBISTER

That:

1. *Council appoint the Manager of Parks & Gardens as its representative on the Moore District Threatened Rare Flora Recovery Team; and*
2. *All other appointments be cancelled.*

CARRIED: 7 – 0

313549 14.2.5. Regional Part – Time Tourism Officer

Applicant:	NMVROC
Location / Address:	N/A
File Ref:	R10/8.1, T13/5.1
Disclosure of Interest:	Nil
Date:	15 th May 2006
Author:	Tony Nottle, Chief Executive Officer
Signature of Author:	
Attachments:	Nil

Summary

Council is requested to advise the North Midlands VROC of its position to contribute to a part - time Regional Tourism Officer for the Midlands Region.

Background

At the meeting of the North Midlands VROC (NMVROC) 6th April 2006, it was decided that the Councils be requested to consider allocating an amount of \$3,000 per annum for the purposes of supporting a part time employee for tourism promotion for the North Midlands Region.

In the past, the North Midlands Tourism Working Group (NMTWG) had a passionate volunteer who organised a lot of the projects that were undertaken. This person is now no longer available.

The proposal put forward at the NMVROC was that each Shire commit \$3,000 out of its annual budget to employ the part time officer. (Total \$21,000) This officer would work with each of the Shires, NMTWTG and attempt to locate funding opportunities to assist the region in developing tourism strategies and locations.

Comment

When the idea was originally mooted at the NMVROC meeting, the proponent was met with mixed reaction, with a 50/50 ratio of support / lack of support from the other Shires.

Both the President and the CEO advised that they were in support of the motion and would like to see the proposal developed further.

I believe that Council would benefit greatly by supporting this proposal, however it may be a position best managed by the Wildflower Country Regional Council.

Consultation

- Shire President
- CEO Mullewa, Gavin Treasure

Statutory Environment Nil

Policy Implications Nil

Financial Implications

If Council were to support this proposal the cost to Council would be \$3,000 per annum.

Council spends approximately \$5,350 per annum on area promotion (includes advertising and tourism support).

Voting Requirement Simple Majority

OFFICER RECOMMENDATION	ITEM 14.2.5.
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MOVED: CR. FORSYTH

SECONDED: CR. ISBISTER

That Council:

1. *Support the proposal of the North Midlands Voluntary Regional Organisation of Councils (NMVROC) to employ a part – time officer as the Regional Tourism Officer” for the North Midlands Region;*
2. *Make provision in its 2006/07 budget of \$3,000 towards the Regional Tourism Officer position; and*
3. *Advise the NMVROC that the Shire of Carnamah would promote the Regional Tourism Officer to be established and managed by the Wildflower Country Regional Council.*

CARRIED: 7 – 0

ADDITIONAL ITEMS OF DISCUSSION:

1. **Shire Housing in Eneabba:** A survey will need to be carried out to determine what houses are available for rent, sale and which blocks are available for sale in Eneabba.
2. **Councillor Isbister** advised that she had further investigated the issuing of Dispirin. It was advised that only St. John Ambulance trained and certified personnel were to administer dispirin.

The CEO will write up a Policy and bring back to Council for adoption.

3. **Influenza Immunisation:** It was asked if Council had in place, flu injections for staff. Immunisation would save ‘down time’ by staff and other Shires had in place, a policy for annual injections.

**The CEO will write up a Policy and bring back to Council for adoption.
The CEO will make contact with the Community Health Nurse to assist
in this procedure.**

15

CLOSURE OF MEETING.

Presiding Member Cr. Heinrich declared the meeting closed at 12:05pm

SHIRE OF CARNAMAH

THESE MINUTES WERE CONFIRMED AT A MEETING ON THE 21ST JUNE 2006.

.....
PRESIDING PERSON AT THE MEETING
AT WHICH THE MINUTES WERE CONFIRMED

.....
Date