

PLAN FOR THE FUTURE

The Shire of Plantagenet's Plan for the Future has been prepared pursuant to Section 5.56 of the Local Government Act 1995 which provides that:

'(1) A local government is to plan for the future of the district.'

With regard to the Local Government Act, 'district' refers to a local government area (Section 2.1) which divides the state into districts and sets the boundaries of that district. Section 2.4 then provides for districts to be designated either a city, town or a shire.

Further the Local Government (Administration) Regulations provide for, at 19C and 10D, among other things, that the Plan for the Future is to be adopted by the Council and that the electors and ratepayers of the district are consulted during the development of the plan.

Once adopted, local public notice of the plan is to be given.

The Shire of Plantagenet's Draft Plan for the Future has been shaped with reference to the Council's Community Needs Study undertaken in 2002 and the resulting Strategic Plan.

Notification that a draft plan for the future was available for public input and that a public meeting was to be held on 15 June 2010 was given in the Plantagenet News dated 26 May and 9 June 2010 and the Albany Advertiser dated 27 May 2010.

The plan covers the period 1 July 2010 to 30 June 2012 and addresses the objectives of the Council over that period and action plans to achieve those objectives.

In planning for the future of the district there is a need to realistically examine the resources available and therefore, wherever specific funds have been allocated, this is cross-referenced to the appropriate budget program.

It is intended to review the plan annually on a rolling basis to ensure the plan is current. This review will take place in conjunction with the Council's annual budget adoption process.

It is proposed that the plan will be presented to the Council for adoption on 6 July 2010, allowing members of the public at least 40 days for input.

Rob Stewart
CHIEF EXECUTIVE OFFICER

PLAN FOR THE FUTURE

Executive Services

Sub- Program	Objective	Action	By Whom	Due Date
Business and Regional Development (Program 13)	<i>Develop strategic partnerships and foster regional co-operation to assist the development of the Great Southern financially, economically and socially.</i>	<ul style="list-style-type: none"> Encourage ongoing development and support of Southern Link Voluntary Regional Organisation of Councils. 	CEO	Ongoing
		<ul style="list-style-type: none"> Actively investigate resource sharing initiatives with VROC partners. 	CEO	Ongoing
		<ul style="list-style-type: none"> Actively liaise with and inform GSDC regarding State initiatives that may benefit the region and Council initiatives that may benefit the region. 	CEO	Ongoing
		<ul style="list-style-type: none"> Encourage the creation of a peak body for business development in Plantagenet. 	CEO	December 2010
Community Safety (Program 5)	<i>Encourage mechanisms to ensure Plantagenet provides an adequate degree of community safety.</i>	<ul style="list-style-type: none"> Maintain and expand CCTV initiative, including Mount Barker Railway Station. 	CEO	Ongoing
		<ul style="list-style-type: none"> Develop actions in response to community safety survey. 	CEO	Ongoing
		<ul style="list-style-type: none"> Develop and maintain positive relationships with Police Service. 	CEO	Ongoing
		<ul style="list-style-type: none"> Develop program to ensure street lights are maintained in an operational state. 	MCS	Ongoing
		<ul style="list-style-type: none"> Encourage review of safety house program. 	MCS	December 2010
		<ul style="list-style-type: none"> Ensure subdivisions comply with designing out crime guidelines and CPTED. 	MDS	Ongoing
		<ul style="list-style-type: none"> Develop program to ensure parks are adequately lit. 	MCS	December 2010
		<ul style="list-style-type: none"> Support RoadWise Steering Committee. 	CEO	Ongoing

PLAN FOR THE FUTURE

Executive Services

Sub- Program	Objective	Action	By Whom	Due Date
		<ul style="list-style-type: none"> Support RoadWise Safety Officer Program. 	CEO	Ongoing
Corporate and Strategic Planning (Program 4)	<i>Undertake planning for the future, recognising the need to react where appropriate to opportunities.</i>	<ul style="list-style-type: none"> Comply with legislation for Plan for the Future. 	CEO	Ongoing
Economic Development / Marketing / Public Relations (Program 13)	<i>To ensure that Plantagenet is an attractive district to undertake business.</i>	<ul style="list-style-type: none"> Develop a Strategic Public Relations / Marketing Plan that establishes and maintains mutually beneficial relationships between the Shire and its various publics. Prepare an economic development plan Encourage Landcorp to develop industrial areas in Mount Barker (McDonald avenue and Yerriminup). Liaise with utility providers to ensure that adequate power, water and sewer services are available in Plantagenet. Investigate development options for: <ul style="list-style-type: none"> ➤ Martin Street subdivision; ➤ Building new premises for CEO and DCEO; ➤ Former depot site in Marion Street. ➤ Old depot site in Narpund Road. ➤ Existing depot site in Langton Road. ➤ Old saleyards site in Woogenellup Road. 	CEO CEO MDS CEO CEO CEO	December 2010 December 2010 Ongoing Ongoing December 2010 December 2010

PLAN FOR THE FUTURE

Executive Services

Sub- Program	Objective	Action	By Whom	Due Date
		<ul style="list-style-type: none"> Investigate re-publication of 'Rich and beautiful' 		
Internal Audit (Program 4)	<i>To improve the effectiveness, efficiency and economy of the management practices, control and information systems associated with Shire activities and to confirm that the Shire has implemented the appropriate systems, procedures, resources, internal controls and other measures to meet its objectives.</i>	<ul style="list-style-type: none"> To review the results of the compliance audit to ensure positive change is effected where necessary. Ensure all staff are aware of the importance of internal control procedures. Undertake spot checks on administrative and financial processes. 	CEO DCEO CEO	Ongoing Ongoing Ongoing
Legal Services (Program 4)	<i>To ensure that the Council's legitimate corporate interests are protected by seeking legal advice where appropriate, but to recognise that litigation for its own sake may not always be the best option and to adopt appropriate risk mitigation strategies through due diligence, negotiation and consultation.</i>	<ul style="list-style-type: none"> Undertake a realistic assessment in March each year as to possible legal advice (litigation) and to budget accordingly or seek other settlement options. Seek expressions of interest from legal practitioners interested in providing legal advice to the Council. Seek copies of legal advice from other authorities where appropriate. 	CEO CEO CEO	Annually Prior to budget Ongoing
Monitoring (Program 4)	<i>To monitor the external environment as it pertains to the roles and responsibilities of the Shire of Plantagenet.</i>	<ul style="list-style-type: none"> Encourage CEO liaison group. Encourage membership of professional organisations for senior staff. Subscribe to appropriate industry newsletters and magazines. Review corporate membership of LGMA. 	CEO CEO CEO CEO	Ongoing Ongoing Ongoing June 2012

PLAN FOR THE FUTURE

Executive Services

Sub- Program	Objective	Action	By Whom	Due Date
Risk Management <i>(Program 4)</i>	<i>To address risk management practices within the Council.</i>	<ul style="list-style-type: none"> Progress risk management initiatives following meeting with LGIS representatives. 	CEO	Ongoing
Strengthening Rural Communities <i>(Program 13)</i>	<i>To recognise and develop Plantagenet's unique rural character.</i>	<ul style="list-style-type: none"> Actively encourage development that will create educational and job opportunities. Seek funding to undertake a cultural survey in Plantagenet. 	CEO MCS	Ongoing June 2011
Governance <i>(Program 4)</i>	<i>To ensure that a system of processes through which the Shire conducts its decision making and directs, controls and monitors the operation of the organisation is implemented and maintained.</i>	<ul style="list-style-type: none"> Review every two years the Shire's Governance Manual. Undertake ongoing training for Councillors and senior staff emphasising the role of corporate governance. Benchmarking - development Collective Workplace Agreement 	CEO CEO CEO CEO	December 2011 December 2011 Ongoing September 2011

PLAN FOR THE FUTURE

Corporate Services

Sub-Program	Objective		By Whom	Due Date
Administration Services (Program 4)	<i>To ensure that the administrative functions are managed in an efficient and effective manner whilst also ensuring compliance with the philosophical and statutory requirements of the Local Government Act 1995.</i>	<ul style="list-style-type: none"> Develop Procedure Manuals for all legitimate activities organisation wide. Review all Forms and information sheets (internal and external) to ensure statutory compliance and currency. Review Delegations annually. Review Policies every two years. 	RO ES ES ES	January 2011 January 2011 Annually Every two years
Elections (Program 4)	<i>To ensure that the election of Councillors is conducted in accordance with the Local Government Act (1995) and other appropriate legislation.</i>	<ul style="list-style-type: none"> Review policy as to the method of conducting all Council Elections (in person or postal) every two years. Ensure that responsible officer is aware of all statutory and procedural requirements in the running of the election. 	CEO DCEO	Every two years Ongoing
Cemetery Administration (Program 10)	<i>To administer the Shire's cemeteries in accordance with relevant legislation and modern practices and maintain accurate burial records.</i>	<ul style="list-style-type: none"> Remain a member of the Metropolitan Cemetery and Crematoria Association. Review cemeteries local law and develop guidelines for extension of Mount Barker cemetery. 	SAO SAO	Ongoing September 2010
Insurance (Program 4)	<i>To ensure that the Shire's infrastructure is prudently insured and that the Council possesses adequate coverage for risks such as public liability and workers compensation.</i>	<ul style="list-style-type: none"> Revalue all Council fixed assets every five years. Review insurance provider every five years. Review insurance schedules and associated coverage annually with insurance provider. Develop policies regarding risk mitigation. 	DCEO DCEO DCEO DCEO	June 2011 June 2011 Ongoing December 2010
Legislation (Program 4)	<i>To maximise compliance with relevant legislation.</i>	<ul style="list-style-type: none"> All staff to have access to State Law Publisher (www.slp.wa.gov.au) website. Ensure all staff/Councillors are aware of up-to-date legislation. Develop procedure to ensure all legislation quoted is checked for currency. 	DCEO CEO CEO	Ongoing Ongoing Ongoing
Nomenclature (Program 4)	<i>To ensure that the names of streets, parks, building and other Council infrastructure is appropriately named and where possible reflect the names of people and things</i>	<ul style="list-style-type: none"> To maintain a register of proposed names in accordance with the relevant Council policy and co-ordinate any proposals for naming or changing the name of roads, buildings, parks or other Council 	ES/SAO- WORKS	Ongoing

PLAN FOR THE FUTURE

Corporate Services

Sub-Program	Objective		By Whom	Due Date
	<i>(including flora and fauna) that are important to the community in the opinion of the Council.</i>	infrastructure.		
Office Equipment (Program 4)	<i>To provide appropriate types and amounts of office equipment to enhance the efficiency and effectiveness of the organisation.</i>	<ul style="list-style-type: none"> • The purchase of office equipment be centralised • Develop the concept of key operators for the use of office equipment. • Maintain a register of office equipment other than consumables. • Sound Visual System - Council Chambers - no budget allocation for 2010/2011 financial year. 	DCEO DCEO DCEO DCEO	Ongoing Ongoing Ongoing Ongoing
Policies, Delegations (Program 4)	<i>To provide the Council and staff with policies that cover a range of issues that are not binding but provide a basis for determining individual applications or requests. To provide through delegation a mechanism to enable day to day business of the Council to be handled by the administration.</i>	<ul style="list-style-type: none"> • To maintain a Delegation Register in accordance with appropriate legislation. • To maintain a policy register which shall be reviewed on a rolling basis such that each policy is reviewed every two years. 	ES ES	Annually Every two years
Property Administration (Program 4)	<i>To maintain the Council's records of its freehold, vested and leased land.</i>	<ul style="list-style-type: none"> • Implement GIS Map of freehold and vested land. • Maintain a schedule of lease and licence renewal dates. • Ensure that the Council's legal documents are recorded electronically and placed on Intranet for staff access. • Identify Council properties that don't have a current lease or licence and take appropriate action. 	DCEO SAO ES SAO	June 2011 Ongoing Ongoing June 2011
Purchasing (Program 4)	<i>To ensure that the Shire's purchasing practises are in accordance with the Council's Purchasing Policy, relevant legislation and appropriate internal controls.</i>	<ul style="list-style-type: none"> • Develop a plan for presentation to the Council recommending optimum purchasing procedures. • Investigate joint purchasing opportunities with neighbouring Councils. • Utilise where appropriate the WALGA list of recommended suppliers. 	CEO CEO DCEO	June 2011 June 2011 Ongoing

PLAN FOR THE FUTURE

Corporate Services

Sub-Program	Objective		By Whom	Due Date
Registers (Program 4)	<i>To ensure that the systems, registers and documents that the Council is legally obliged to keep are maintained.</i>	<ul style="list-style-type: none"> Develop a process for maintaining registers. 	DCEO	December 2010
Agendas and Minutes (Program 4)	<i>To ensure that all Council and Committee Meetings are held in accordance with the appropriate legislation, local law and policies.</i>	<ul style="list-style-type: none"> Maintain electronic agenda format. Ensure members of the public have access to minutes and agendas including attachments. 	ES ES	Ongoing Ongoing
Record Management (Program 4)	<i>To maintain accurate and complete documentation of the policies and transactions of the Shire, establish and maintain mechanisms of control with respect to records creation and appropriate preservation and disposal of records in accordance with legislative requirements.</i>	<ul style="list-style-type: none"> Maintain electronic filing system. Recommend improvements to vendors of proprietary software. Train all staff in electronic filing system. Provide electronic filing system available to all relevant staff. Investigate joint records management systems with other Councils. Undertake regular reviews of efficiency and effectiveness of records system. Rocky Gully, Narrikup and Kendenup House Numbering Program 	RO RO RO DCEO CEO RO DCEO	Ongoing Ongoing Ongoing December 2010 December 2010 Ongoing Ongoing
Accounting Systems (Program 4)	<i>To ensure accounting systems provide accurate recording, management, security and the reporting functions required by staff.</i>	<ul style="list-style-type: none"> Continue to develop Crystal and Excel reports to provide accounting information required by staff in a format relevant to organisational goals and which enables them to continuously improve processes. Monitor compliance of accounting systems with legislative and audit requirements. Aim to adequately fund and continuously improve software patch and update procedures. Aim to continuously improve security and business continuity / disaster recovery procedures. 	DCEO DCEO DCEO DCEO	Ongoing Ongoing Ongoing Ongoing
Asset	<i>Ensure that the Council's non-current</i>	<ul style="list-style-type: none"> Identify any lists of non-current assets which the Civica 	DCEO	June 2011

PLAN FOR THE FUTURE

Corporate Services

Sub-Program	Objective		By Whom	Due Date
Management Reporting (Program 4)	<i>assets are identified and recorded in our books of account and registers in accordance with legislation and user requirements, that they are properly depreciated, that they are identifiable and that reporting is in place to facilitate planning for their maintenance and replacement or disposal.</i>	asset register may duplicate.	DCEO	July 2011
		<ul style="list-style-type: none"> Identify the data types required for a master list of non-current assets incorporating cost, location and maintenance scheduling. 	DCEO	August 2011
		<ul style="list-style-type: none"> Reconcile the asset register, insurance list and any other relevant corporate documents to ensure accuracy and consistency. 	DCEO	October 2011
		<ul style="list-style-type: none"> Identify any non current assets which should be on the list. This to be through meetings with staff and stock take if necessary. 	DCEO	December 2011
		<ul style="list-style-type: none"> Adjust asset register to meet the requirements where possible and phase out any lists which can be. Set up user reports as identified in this process. 	DCEO	January 2012
Auditing (Program 4)	<i>To obtain an opinion on the financial position and the results of the operations of the Shire and to identify any material matters that indicate significant adverse trends in the financial position or the financial management practices of the Shire or any matters indicating non-compliance with relevant legislation.</i>	<ul style="list-style-type: none"> Ensure the Audit function is carried out in accordance with legislative requirements. 	DCEO	Ongoing
		<ul style="list-style-type: none"> Undertake expanded scope activities with regard to management and accounting functions. 	DCEO	Ongoing
		<ul style="list-style-type: none"> Ensure that the auditor is appointed not on cost basis alone. 	DCEO	Ongoing
		<ul style="list-style-type: none"> Develop key result areas for audit functions. 	DCEO	Ongoing
		<ul style="list-style-type: none"> Ensure that scheduled visits by the Auditor are communicated to all staff for preparation. 	DCEO	Ongoing
Budgeting (Program 4)	<i>To ensure that annual budgets are realistic, accurate, comply with legislation and achieve the aims established by the Council in its Long Term Planning documents.</i>	<ul style="list-style-type: none"> Finalise the Long Term Financial Plan and review on an annual basis. 	DCEO	Ongoing
		<ul style="list-style-type: none"> Adopt the budget in accordance with relevant legislation. 	DCEO	Ongoing
		<ul style="list-style-type: none"> Adopt the budget by mid July each financial year. 	DCEO	Ongoing
		<ul style="list-style-type: none"> Hold a public information session prior to the adoption of the budget (and plan for the future). 	ES	Ongoing
		<ul style="list-style-type: none"> Develop policies and procedures to ensure that a budget is adopted in line with the objective. 	DCEO	Ongoing
Credit Control	<i>To ensure that all moneys owed to the</i>	<ul style="list-style-type: none"> Develop Policy regarding the actions that will be taken 	DCEO	June 2010

PLAN FOR THE FUTURE

Corporate Services

Sub-Program	Objective		By Whom	Due Date
<i>(Program 4)</i>	<i>Shire are collected in a reasonable period and all debtors are treated in a fair and equitable manner.</i>	<ul style="list-style-type: none"> against delinquent debtors. Review Payment Authorisations annually. 	DCEO	Ongoing
Debt Control, Investing, Rating, Infringements, Fees and Charge <i>(Programs 3 and 4)</i>	<i>To responsibly manage the Council's financial resources.</i>	<ul style="list-style-type: none"> Publicly acknowledge the limits of the potential for the Council's indebtedness to lending agencies and satisfy the Western Australian Treasury Corporation in that any new borrowings will not place financial stress on the local government. Generate a reasonable return on the investment of surplus funds and to support the local community bank, provided that other fiduciary responsibilities are complied with. Set fair and reasonable property rating levels, which aim to achieve equity in the maintenance of infrastructure between generations and maintain accurate rating roll records. Set appropriate levels for fees and charges which balance a user pays philosophy and the desire to maximise usage of Shire facilities. Set appropriate levels for infringements which balance a fair cost and a deterrent factor. 	DCEO DCEO DCEO DCEO DCEO	Ongoing Ongoing Ongoing Ongoing Ongoing
Reporting <i>(Program 4)</i>	<i>To provide the Council, staff and stakeholders with financial and other information relating to the operations of the Shire to satisfy legal requirements, facilitate an efficient decision making process and to assist managers and other staff in managing their business areas more effectively and efficiently.</i>	<ul style="list-style-type: none"> Aim to continuously improve format and quality of information provided in corporate reports. Develop Crystal reporting where needs are identified. 	DCEO DCEO	Ongoing Ongoing
Great Southern Regional Cattle Saleyards	<i>To use the Council's best endeavours to sell or otherwise dispose of the Great Southern Regional Cattle Saleyards.</i>	<ul style="list-style-type: none"> Lobby the State Government to purchase or provide debt relief. Ensure that the operations of the Great Southern 	CEO DCEO	Ongoing Ongoing

PLAN FOR THE FUTURE

Corporate Services

Sub-Program	Objective		By Whom	Due Date
(Program 13)	<i>Actively run the Great Southern Regional Cattle Saleyards at full cost recovery by increasing throughput and developing positive relationships with our customers, agents, buyers and cattle producers.</i>	<p>Regional Cattle Saleyards runs at full cost recovery on an annual basis defined as total expenditure plus 10%.</p> <ul style="list-style-type: none"> • Ensure that all staff are adequately trained and skilled. • Ensure operations of the Great Southern Regional Cattle Saleyards are undertaken pursuant to the National Association Saleyards Service Organisation (NAS). • Market the Great Southern Regional Cattle Saleyards as the best in Western Australia. • Continuous monitoring and improvement to environmental impacts due to saleyards operations are carried out. • Ensure Animal Welfare is a high priority. • National Saleyards Quality Assurance (NSQA) • De-sludging of ponds. 	<p>Saleyards Mgr Saleyards Mgr</p> <p>Saleyards Mgr</p> <p>Saleyards Mgr</p> <p>Saleyards Mgr Saleyards Mgr Saleyards Mgr</p>	<p>Ongoing Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing Ongoing Ongoing</p>
Information Technology - Capital Replacement (Program 4)	<i>To ensure that the Council continuously maintains and upgrades its IT infrastructure to appropriate standards.</i>	<ul style="list-style-type: none"> • Develop appropriate three year hardware replacement program. • Develop information technology strategic plan including disaster recovery / Business Continuity plan. • Pursue Automated Bank Reconciliation, GIS, Customer Relationship Management and e-Services. 	<p>DCEO</p> <p>DCEO</p> <p>DCEO</p>	<p>February 2011</p> <p>June 2011</p> <p>Ongoing</p>
Internet and Intranet (Program 4)	<i>To enable staff to gain quick access to information, research material, government documentation and organisations. In addition, to provide a presence on the internet through the Shire and Saleyards web sites in order to provide information to stakeholders, accept payment of accounts and general enquiries and to market the Shire and its activities.</i>	<ul style="list-style-type: none"> • Intranet to be updated. • Publicise and promote Internet and email usage Policy. • Ensure that Internet and email usage Policy is reviewed every two years. 	<p>DCEO DCEO DCEO</p>	<p>Ongoing Ongoing Every two years</p>
Security (Program 4)	<i>To protect the Shire's IT Infrastructure from infection by computer viruses and theft,</i>	<ul style="list-style-type: none"> • Undertake nightly and monthly backup of servers. • Ensure virus software is updated automatically. 	<p>DCEO DCEO</p>	<p>Ongoing Ongoing</p>

PLAN FOR THE FUTURE

Corporate Services

Sub-Program	Objective		By Whom	Due Date
	<i>vandalism, or breach of confidentiality by computer hackers. In addition, to ensure that corporate electronic records are adequately backed up and protected and able to be restored and re-deployed if required.</i>	<ul style="list-style-type: none"> Develop appropriate back up procedures for branch offices. 	DCEO	October 2010
IT Strategies (Program 4)	<i>To provide a cost effective IT solution which supports and provides efficiencies in internal procedures and work practices, enhances communication between staff, elected members and external stakeholders.</i>	<ul style="list-style-type: none"> Develop IT Strategic Plan. Investigate e-commerce implementation. Investigate GIS link into Authority. 	DCEO DCEO DCEO	June 2011 Ongoing Ongoing
Benchmarking (Program 4)	<i>To enable comparison of key performance indicators and overall performance with organisations undertaking comparable roles</i>	<ul style="list-style-type: none"> Develop organisational KPI's. Identify other organisations undertaking comparable roles. 	CEO CEO	June 2011 June 2011
Contracting / Tendering (Program 4)	<i>To ensure that the Shire's tendering and contracting practices are in accordance with the Council's Purchasing Policy, relevant legislation and appropriate internal controls and that the Shire is achieving value for money.</i>	<ul style="list-style-type: none"> Review the Purchasing and Tender Guide Policy every two years. Review the Tendering procedures every two years. 	DCEO MWS	Ongoing Every two years
Human Resources – Training and Development (Program 4)	<i>To attract retain and develop those people that are best suited to the Shire of Plantagenet.</i>	<ul style="list-style-type: none"> Develop a Human Resource Plan. Create a safer working environment for all personnel, ensuring legislative and internal compliance and reducing the number of accidents in the workforce. Reduce Workers Compensation Claims cost and improve the level of workplace based rehabilitation. Ensure that recruitment, selection and induction of personnel is carried out efficiently in accordance with the merit principle and EEO Management Plan. Undertake annual development reviews of all staff. Develop annual training plan and budget from annual 	SAO OH&S Committee OH&S Committee CEO CEO SAO	December 2010 Ongoing Ongoing Ongoing Ongoing Ongoing

PLAN FOR THE FUTURE

Corporate Services

Sub-Program	Objective		By Whom	Due Date
		development reviews.		
Freedom of Information (FOI) (Program 4)	<i>To operate a system which meets the legislative requirements in respect to public access to information or records held by the Shire and ensure transparent, accountable, compliant and sustainable governance.</i>	<ul style="list-style-type: none"> • Appoint and adequately train a Freedom of Information Officer. 	DCEO	Ongoing
Customer Service (Program 4)	<i>To provide outstanding customer service to internal and external customers, deliver timely, accurate and consistent information to our customers, ensure customer service is accessible and convenient to the whole community and maintain a positive image of the Shire.</i>	<ul style="list-style-type: none"> • Review Customer Service Charter every two years. • Maintain the Complaints Register. 	ES ES	September 2010 Ongoing
Quality Management (Program 4)	<i>To strive to achieve best practice in all organisational processes.</i>	<ul style="list-style-type: none"> • When reviewing processes incorporate best practice standards, using results from benchmarking studies. 	DCEO	Ongoing

PLAN FOR THE FUTURE

Community Services

Sub-Program	Objective	Action	By Whom	Due Date
Bushfire (Program 5)	<i>To educate the community in matters of fire prevention and fire preparedness and ensure the Shire adopts fire prevention and management practices which are applicable to the environment and community.</i>	<ul style="list-style-type: none"> • Deliver a minimum of one community fire preparedness program each year. • Promote the role of Volunteer Fire Brigades throughout the Shire. • Establish a program to encourage small landholders to develop strategic firebreaks around adjoining parcels of land. • Prepare a Strategic Firebreak installation and maintenance schedule for Council owned and vested land within the Shire which is listed for adoption in the annual budget. • Annual Firebreak Notice and Fire Control Officer Authorisation. • Implement and annually review the Bushfire Management Plan. • Work with FESA to ensure the appropriate replacement of fire fighting equipment and additional resources such as brigade sheds. 	CESM CESM CESM CESM CESM CESM CESM	Ongoing Ongoing June 2011 June 2010/Ongoing Annually December 2010 July 2009/Ongoing
Community and Grant Funding (Program 13)	<i>To identify and promote various grant programs throughout the community. To identify and apply for grant funding applicable to Council's activities and goals.</i>	<ul style="list-style-type: none"> • Place notices on the Shire website promoting various grant programs available from Local, State and Federal groups. • Liaise with community groups, businesses and industry to identify projects and activities that fit within the Shire's Plan for the Future and Strategic Plan and identify grant programs to match the activities. • Limited assistance for community groups, businesses and industry to apply for grant funding with the provision of research information (where applicable), network contacts and editorial comment for completed funding applications. • Match the Council's Plan for the Future, Budget and Strategic Plan with different grant programs to identify possible funding sources. 	MCS MCS MCS MCS	Ongoing Ongoing Ongoing Annually

PLAN FOR THE FUTURE

Community Services

Sub-Program	Objective	Action	By Whom	Due Date
		<ul style="list-style-type: none"> Subscribe to the Grants Directory and Grants Finder programs. 	MCS	Annually
Leisure Programs (Program 11)	<i>To encourage the establishment, promotion and resourcing of social and recreational leisure programs that are sustainable and result in a positive community benefit.</i>	<ul style="list-style-type: none"> Prepare Strategic Plans for the Swimming Pool, Recreation Centre and Library. Encourage sport and recreation clubs to utilise the Club Development Officer services. Address recommendations from the precinct plan including development of new infrastructure. Prepare a playground maintenance and equipment replacement program. Coordinate the redevelopment of Wilson/Centenary Park. 	MCS MCS MCS MCS MCS	December 2010 Ongoing Ongoing May 2010 December 2010
Libraries (Program 11)	<i>To maintain the library service which contains a variety of well used resources that suits the needs of the community. To actively encourage new library users into the facility and to maintain the use of the facility by existing library users through a variety of programs, events and services.</i>	<ul style="list-style-type: none"> Review donated stock to ensure only modern or relevant information is retained. Review borrowing statistics to determine popular resources and/or genre and reflect these choices during the State Library returns. Promote library services to the community. Prepare monthly statistics for Council review. Research the most effective method of providing outreach Library services. Manage the development of a new library in conjunction with the Mount Barker Community Centre project. 	Librarian Librarian MCS Librarian MCS MCS	Annually Annually Ongoing Ongoing May 2010 December 2010
Museums and Art Gallery (Program 11)	<i>To protect, restore, maintain, display and promote the Shire's art collection. To support the preservation, restoration, maintenance, display and promotion of items of historical significance to the Shire.</i>	<ul style="list-style-type: none"> Seek funding to undertake art restoration plan. Ensure all art is appropriately insured. Review the most advantageous location for all Council art to be displayed / stored. Support the Historical Society to maintain and promote the Museum and grounds. 	MCS MCS MCS MCS	Ongoing Annually October 2009 Ongoing
People Programs – Child Care,	<i>To respond to a significant demand for the delivery of various 'people</i>	<ul style="list-style-type: none"> Meet with community groups and government agencies to investigate programs currently occurring 	MCS	Ongoing

PLAN FOR THE FUTURE

Community Services

Sub-Program	Objective	Action	By Whom	Due Date
Family Services, Older Persons Services, people with Disabilities (Program 8) (Program 11)	<i>programs'. Programs must be of positive benefit to a range of community members. To facilitate the provision of child care services in the Shire of Plantagenet. To ensure appropriate facilities and services are available for all members of the community, for example seniors, people with disabilities, infants etc through partnerships with relevant agencies and encouraging services into the district.</i>	<p>throughout the Shire and identify gaps in program delivery.</p> <ul style="list-style-type: none"> Implement the Shire's Disability Access and Inclusion Plan and review annually. 	MCS	Ongoing
Sporting Clubs (Program 11)	<i>To support sport and recreation clubs that operate throughout the Shire. To maintain Council owned and managed sporting facilities to ensure the facilities are safe, relevant to users requirements and are well maintained.</i>	<ul style="list-style-type: none"> Maintain positive relations with the Department of Education and Training regarding joint management of Recreation Centre. 	MCS	Ongoing
Swimming Pool (Program 11)	<i>To maintain a family friendly, safe environment where people come to socialise, recreate, exercise and learn to swim.</i>	<ul style="list-style-type: none"> Comply with all relevant legislation associated with pool activities. Audit compliance with legislation every two years. Support the continuation of the VacSwim Program. Identify programs to encourage more people to use the pool facility for recreation and exercise purposes. Utilise external consultants to advise of effective life of pool once every five (5) years. 	MCS P/Manager P/Manager MCS	Ongoing Ongoing Ongoing December 2010
Youth Programs (Program 11) Skate Parks	<i>To form dialogue between the Council and the young population within the Shire to identify programs, services and facilities that would provide a positive benefit to the Shire's youth.</i>	<ul style="list-style-type: none"> Continue to support the School Chaplaincy program Review the construction of a skate park in Mount Barker and Kendenup including site and scope. 	CEO MCS	Ongoing July 2011
Animal Control (Program 5)	<i>To ensure that animals in urban and rural areas are managed in a manner</i>	<ul style="list-style-type: none"> Educate the community regarding rules and requirements associated with keeping animals in 	Ranger	Ongoing

PLAN FOR THE FUTURE

Community Services

Sub-Program	Objective	Action	By Whom	Due Date
	<i>that does not negatively impact on the community, the environment and animals.</i>	<ul style="list-style-type: none"> rural and urban areas. Act in and ensure compliance with relevant legislation to ensure animal control throughout the Shire. 	Ranger	Ongoing
Emergency Services (Program 5)	<i>To reduce injury, loss of life and destruction of property by appropriate emergency management planning.</i>	<ul style="list-style-type: none"> Comply with the requirements of the relevant legislation. Support the Local Emergency Management Committee. Prepare Control Room procedures and maintain the Control Room. 	CESM CESM CESM	Ongoing Ongoing October 2010
Events and Festivals (Program 11)	<i>To encourage events and festivals to be hosted within the Shire of Plantagenet by providing network contacts, information on promotion opportunities, assistance to apply for relevant Shire approvals and provide information on applicable grant programs.</i>	<ul style="list-style-type: none"> Prepare an event / festival establishment information pack providing information such as network contacts, marketing and promotion contacts, Shire approvals that may be required and grant programs. 	MCS	November 2009
Fire Protection (Program 5)	<i>To maximise community safety through the management of the Bush Fire Brigade network and community enforcement.</i>	<ul style="list-style-type: none"> Manage the Shire's Bush Fire Brigades in accordance with the Bush Fire Local Law and FESA requirements through the Emergency Services Levy program. Prepare and distribute the Annual Firebreak Notice. Distribute an annual Training Calendar for Brigade members. Annual firebreak inspection program and action to be taken against property owners that do not comply. Complete and implement the Strategic Bushfire Management Plan. 	CESM CESM CESM CESM/Ranger CESM	Ongoing Annually Ongoing Ongoing October 2010
Parking Control (Program 5)	<i>To ensure that parking throughout the Shire occurs in compliance with the Parking and Parking Facilities Local Law 2008</i>	<ul style="list-style-type: none"> Shire Ranger to conduct regular inspections throughout Mount Barker to ensure parking compliance. Investigate the implementation of Fines Enforcement 	Ranger DCEO	Ongoing September 2010

PLAN FOR THE FUTURE

Community Services

Sub-Program	Objective	Action	By Whom	Due Date
		Registry.		
Road Signage – Banners (Temporary) (Program 11)	<i>To encourage the display of promotion banners on the light poles along Lowood Road and other places as necessary.</i>	<ul style="list-style-type: none"> • Review the Shire Banners policy every second year. • Prepare a procedure for booking and displaying banners on Lowood Road. 	MCS MCS	Every two years September 2009
Parking Limits (Programs 5 and 10)	<i>To ensure the Council enforces parking restrictions for the Lowood Road redevelopment area.</i>	<ul style="list-style-type: none"> • Ensure the Ranger is trained to carry out the role efficiently. • Ensure the Ranger is aware of the importance of fair enforcement. and ensure the public is aware of restrictions. 	MCS MCS	Ongoing Ongoing

PLAN FOR THE FUTURE

Development Services

Sub-Program	Objective	Action	By Whom	Due Date
Development Control and Compliance (Program 10)	<i>To encourage and guide development in accordance with the Town Planning Scheme.</i>	<ul style="list-style-type: none"> • Ensure the appropriate fees are charged for development applications in accordance with the schedules of fees and charges in the annual budget. • Ensure planning staff are trained and resourced to carry out the development control role. • Ensure operations of the Planning Section are efficient and accurate. • Ensure the public is aware of the development control requirements of the Town Planning Scheme. • Encourage sustainable development principles are used in development applications wherever possible. • Compliance Checks. • Compliance Register. • Subdivision of Lot 337 Martin Street, Mount Barker - Business Plan and Advertising. • Town Planning Scheme No. 4 preparation 	AOP MDS MDS MDS MDS AOP AOP MDS MDS	Ongoing Ongoing Ongoing Ongoing Ongoing July 2009 July 2009 2011 Ongoing
Advertising Signs (Program 10)	<i>To prepare a comprehensive Town Planning Scheme Policy on advertising signage over the Shire area.</i>	<ul style="list-style-type: none"> • Ensure adequate funding is provided in the annual budget for the preparation of an advertising sign Town Planning Scheme policy. • Ensure the Planning Section has adequate resources to prepare the TPS policy. 	MDS	December 2010
Strategic Land Use Planning (Program 10)	<i>To prepare a Local Planning Strategy that will support sustainable and managed growth for the whole of the Shire for the next 10 to 20 years.</i>	<ul style="list-style-type: none"> • Ensure adequate funding is included in the annual budget for the preparation of the local planning strategy. • Engage expert advice as needed. • Prepare the draft LPS. • Adopt Planning Vision • Involve the local community through advertising once the LPS draft to suit WAPC is adopted by the Council and the WAPC. • Prepare final LPS to suit WAPC following advertising. 	MDS MDS MDS MDS MDS	July 2008 Ongoing July 2008 March 2010 December 2011 March 2011

PLAN FOR THE FUTURE

Development Services

Sub-Program	Objective	Action	By Whom	Due Date
Heritage Conservation (Program 10)	<i>To recognise and protect Aboriginal and European heritage places throughout the Shire.</i>	<ul style="list-style-type: none"> • Ensure adequate funding is included in the annual budget for the necessary review of the Municipal Heritage Inventory (MHI). • Utilise external consultants where necessary for the development of the MHI. • Involve the community in the preparation of the MHI. • Coordinate staff training to ensure awareness of aboriginal heritage issues. 	MDS	December 2010
			MDS	December 2011
			MDS	December 2011
			SAO	December 2010
Design of Public Spaces (Program 10)	<i>To promote and design the upgrading of public spaces in Mount Barker and the rural villages of the Shire.</i>	<ul style="list-style-type: none"> • Ensure adequate funding is included in the annual budget for the design of public spaces. • Engage expert advice as needed. • Prepare a program of public spaces requiring attention. • Involve the local community in the preparation of the upgrading plans for the various public spaces. 	MDS	Ongoing
			MDS	Ongoing
			MDS	December 2010
Outdoor Dining and Trading (Program 7)	<i>To ensure outdoor dining and trading are conducted to the benefit of both retailers and the community.</i>	<ul style="list-style-type: none"> • Regularly monitor operators to ensure applications are lodged and fees paid. • Ensure that the information package relating to outdoor dining and trading is current. • Advertise outdoor dining and trading requirements regularly. 	EHO	Ongoing
			EHO	Ongoing
			EHO	Ongoing
Contaminated Sites (Program 7)	<i>To comply with the requirements of the relevant legislation.</i>	<ul style="list-style-type: none"> • Advise the relevant department of potential contaminated sites owned or vested in the Council. • Maintain a register of contaminated sites. • Coordinate the decontamination of sites where and when required. 	EHO	Ongoing
			EHO	Ongoing
			EHO	Ongoing
Infectious Diseases (Program 7)	<i>To ensure infectious diseases are controlled in accordance with the Shire of Plantagenet Health Local Law 2008.</i>	<ul style="list-style-type: none"> • Ensure there are adequate funds in the annual budget for infectious disease (ID) control. • Ensure the Health Section has adequate resources for ID control. 	EHO	Ongoing
			EHO	Ongoing

PLAN FOR THE FUTURE

Development Services

Sub-Program	Objective	Action	By Whom	Due Date
		<ul style="list-style-type: none"> Ensure the ID part of the Health Local Law is adhered to. Ensure the public is informed and involved in good health practises. 	EHO EHO	Ongoing Ongoing
Health Promotion (Program 7)	<i>To effectively promote public health as an important community issue.</i>	<ul style="list-style-type: none"> Include health promotion in the budget. Consider a program of promotion in the school community in conjunction with the Department of Health. Undertake promotion in partnership with the Department of Health. 	EHO EHO EHO	Ongoing Ongoing Ongoing
General and Public Health (Program 7)	<i>To ensure operational and legislative requirements relative to public health are met.</i>	<ul style="list-style-type: none"> Ensure there is adequate funding in the annual budget to fulfil the legislative requirements relative to public health. Ensure the Health Section has adequate resources to perform its legislative functions. Ensure the EHO carries out the necessary inspections as required by the legislation. Ensure the operators of food premises, public buildings etc are aware of their obligations and provide information, support and advice on health matters. 	MDS MDS MDS EHO	Ongoing Ongoing Ongoing Ongoing
Community Amenities (Program 10)	<i>Develop new cemetery facilities in Mitchell Street.</i>	<ul style="list-style-type: none"> Actual works 	MWS	Ongoing
Education (Program 13)	<i>To ensure the public is aware that building licences are required before construction of buildings is commenced.</i>	<ul style="list-style-type: none"> Ensure building licence applicants are aware that fees are payable at the time of collecting an approved building licence. To ensure building staff are adequately trained. Ensure the public is aware of the need for a building licence before construction is commenced. 	PBS MDS PBS	Ongoing Ongoing Ongoing

PLAN FOR THE FUTURE

Development Services

Sub-Program	Objective	Action	By Whom	Due Date
Enforcement (Program 13)	<i>To ensure all conditions relative to building licences are complied with and that any orders issued are acted on.</i>	<ul style="list-style-type: none"> • Ensure staff are aware of the need to collect fees at the time of issue of the licence. • Adequate training plan to enable the Principal Building Surveyor to be aware of enforcement / compliance procedures. • Where necessary provide training for Administration Officer on enforcement / compliance. • Procedure manual to include steps for enforcement / compliance. • Advise the public on relevant information regarding building licences. 	AOP MDS MDS AOP AOP	Ongoing Ongoing Ongoing June 2009 Ongoing
Issue of Licences (Program 13)	<i>To ensure building licences are issued in a timely and efficient manner.</i>	<ul style="list-style-type: none"> • Adequate training plan to enable the Principal Building Surveyor to keep abreast of new developments in the legislation and practices. • Liaise with the general public at the Council's front counter and over the telephone. 	MDS AOP	Ongoing Ongoing
New Council Buildings (Program 13)	<i>To ensure new Council buildings are constructed to high standards and to budget.</i>	<ul style="list-style-type: none"> • Ensure any new buildings are built to budget. • Ensure the Building Section has adequate resources to perform this function. • Ensure tender and other procedures are followed correctly. • Ensure energy efficiency is a consideration in new building construction. • Ensure in future budgets that maintenance costs for the whole of life of the building are included. • Ensure the Cemetery pavilion construction is supervised. 	PBS MDS MDS PBS PBS PBS	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing
Building	<i>To ensure all Council buildings are maintained</i>	<ul style="list-style-type: none"> • Recommend there is adequate funding in the annual 	MDS	Ongoing

PLAN FOR THE FUTURE

Development Services

Sub-Program	Objective	Action	By Whom	Due Date
Maintenance and Security (Programs 7, 8, 10, 11, 13 and 14)	<i>and secured to an acceptable standard.</i>	budget to provide for sustainable building maintenance. <ul style="list-style-type: none"> • Ensure the Building Section has adequate resources to perform this function. • Ensure the building maintenance program is current. • Ensure the public is aware the Council has a maintenance program for its buildings. • Ensure master key expansion program continues and funds are budgeted, • Ensure sustainability of buildings is included in the maintenance program and also the point when the building is to be removed is to be identified. 	MDS PBS MDS PBS PBS	Ongoing Ongoing Ongoing Ongoing Ongoing

PLAN FOR THE FUTURE

Works and Services

Sub- Program	Objective	Action	By Whom	Due Date
Contaminates Sites (Program 7)	<i>To comply with the requirements of the relevant legislation.</i>	<ul style="list-style-type: none"> Decontaminate Old Depot Site - DEC require further testing and more funds will be required. 	MWS	Ongoing
Bridges (Program 12)	<i>To convert bridges into culverts on Shire roads wherever possible.</i>	<ul style="list-style-type: none"> No actions identified 		
Cemeteries Maintenance (Program 10)	<i>Maintain Shire owned cemetery facilities.</i>	<ul style="list-style-type: none"> In conjunction with Corporate Services develop a procedures manual for the efficient administration, operation and maintenance of Council cemeteries. 	MWS	December 2010
		<ul style="list-style-type: none"> Construction of stage one of new cemetery 	MWS	September 2010
Council Reserves (undeveloped) (Program 11)	<i>To maintain undeveloped Council reserves to the standard adopted by the Council from time to time.</i>	<ul style="list-style-type: none"> Develop a management plan for Council reserves. 	MWS	December 2010
		<ul style="list-style-type: none"> Carry out regular checks of firebreaks. 	Ranger	Ongoing
		<ul style="list-style-type: none"> Ensure rare flora markers are displayed at all times. 	MWS	Ongoing
		<ul style="list-style-type: none"> Ensure all staff are trained in recognition of protected flora and fauna sites. 	MWS	Ongoing
		<ul style="list-style-type: none"> Ensure Council staff are adequately trained in Aboriginal Heritage Act requirements. 	SAO	July 2010
Constructed Drainage Systems (Program 12)	<i>To identify and record existing drainage systems to provide the basis for future infrastructure requirements.</i>	<ul style="list-style-type: none"> Ensure appropriate staff are trained in weed identification. 	MWS	Ongoing
		<ul style="list-style-type: none"> Develop a dieback management plan. 	MWS	December 2010
		<ul style="list-style-type: none"> Engage consultants to map existing drainage systems utilising Shire data where possible. 09/10 drainage funds to be carried over to cover consultant fees in 10/11. 	MWS	September 2010
Extractive Industries (Roads) (Program 12)	<i>To ensure the Council's ongoing access to materials for the construction and maintenance of its road network.</i>	<ul style="list-style-type: none"> Engage Consultants to identify unrecorded drains. 	MWS	September 2010
		<ul style="list-style-type: none"> Prepare recommendations for drainage upgrade. 	MWS	December 2010
		<ul style="list-style-type: none"> Lobby government to ensure the Council has unrestricted access to material reserves. 	CEO	Ongoing
		<ul style="list-style-type: none"> Identify material reserves on both private and government land. 	MWS	Ongoing
Fleet Management (Program 14)	<i>To manage the vehicle fleet in an efficient and effective manner.</i>	<ul style="list-style-type: none"> Identify the Council's long term need for road building materials including alternatives and compare with known reserves. 	MWS	Ongoing
		<ul style="list-style-type: none"> Cooperate in the development of the Gravel Reserves Strategy. 	MWS	Ongoing
		<ul style="list-style-type: none"> Develop advertising program for purchase of road materials from private citizens. 	MWS	Ongoing
		<ul style="list-style-type: none"> Review the Council's Vehicle Specifications Policy I/FM/2 every two years. 	MWS	May 2012

PLAN FOR THE FUTURE

Works and Services

Sub- Program	Objective	Action	By Whom	Due Date
		<ul style="list-style-type: none"> Ensure that all vehicles are maintained to the manufacturers' specifications. 	MWS	Ongoing
Flooding (Program 12)	<i>To ensure that drainage structures are in place for 1 in 20 year flood events.</i>	<ul style="list-style-type: none"> Ensure that all drainage structures are cleared and in working order. Identify areas where flooding is likely so that mitigation measures can be implemented. Ensure that drainage structures are constructed to the specified standard. 	MWS MWS MWS	Ongoing December 2010 Ongoing
Footpaths – Trails – Cycleways (Program 12)	<i>To provide a safe, direct and stimulating network of footpaths, trails and cycleways.</i>	<ul style="list-style-type: none"> Develop a footpath construction and maintenance program. Ensure sufficient funding for sustainable footpath construction and maintenance is available. Liaise with Manager Community Services to progress the construction of trails in line with the Plantagenet Trails Master Plan. Commence Mount Barker Townsite Footpath Construction 	MWS MWS MWS MWS	September 2010 March 2011 December 2010 February 2011
Outdoor Amenities (Program 10)	<i>To provide useful, safe and aesthetically appealing outdoor amenities.</i>	<ul style="list-style-type: none"> Ensure all park furniture is maintained to a safe standard. 	MWS	Ongoing
Parks and Reserves (Maintenance) (Program 11)	<i>To maintain Parks, Reserves and Public Open Space to the standard adopted by the Council.</i>	<ul style="list-style-type: none"> Seek funding for the reticulation of parks and reserves in accordance with the Recreation Facilities Management Plan. 	MWS	March 2011
Plant and Machinery (Program 14)	<i>To manage plant and machinery in an efficient and effective manner.</i>	<ul style="list-style-type: none"> Review five year Plant Replacement Program. Ensure that all vehicles are maintained to the manufacturers' specifications. 	MWS MWS	Annually Ongoing
Private Works (Program 14)	<i>To carry out Private Works as per the Council's Policy (I/PW/1) where the Shire of Plantagenet's construction and maintenance program permits.</i>	<ul style="list-style-type: none"> Review charge-out rates for private works. 	MWS	Annually
Refuse Sites (Program 10)	<i>To ensure the responsible disposal of waste from businesses and</i>	<ul style="list-style-type: none"> Ensure compliance with legislation and licence conditions. 	MWS	Ongoing

PLAN FOR THE FUTURE

Works and Services

Sub- Program	Objective	Action	By Whom	Due Date
	<i>dwelling and provide infrastructure for recycling materials to reduce the waste entering landfills and reduce the environmental impact of refuse sites.</i>	<ul style="list-style-type: none"> Purchase / develop new refuse disposal site in consultation with Chief Executive Officer and Principal Environmental Health Officer. New proposed site found investigations now in progress Investigate possibility of 'Tip Shop'. Investigate possibility of regional cooperation for refuse disposal. 	MWS MWS CEO	Ongoing December 2010 Ongoing
Road Closures – Temporary and Permanent (Program 12)	<i>To carry out temporary and permanent road closures as required.</i>	<ul style="list-style-type: none"> Develop procedures to carry out temporary road closures in a safe manner with minimum inconvenience to all road users, according to statutory requirements. Carry out permanent road closures when required in accordance with the relevant legislation. 	MWS MWS	Ongoing Ongoing
Roads – Road Resumptions (Program 12)	<i>To carry out road resumptions for road construction and maintenance in an equitable manner.</i>	<ul style="list-style-type: none"> Identify the Council's needs relating to road resumptions for future road construction and maintenance. Identify outstanding road resumptions and rectify. Ensure that all road resumptions are carried out according to statutory requirements. 	MWS MWS MWS	Ongoing Ongoing Ongoing
Road Signage – Streets, Directional, Service and Tourist (Program 12)	<i>To install and maintain directional, street names and tourist signs on Shire controlled roads.</i>	<ul style="list-style-type: none"> Install and maintain signs as required in accordance with the proposed Directional Signs Policy. Kendenup Street Signs 	MWS MWS	Ongoing August 2010
Roads (Program 12)	<i>Construct and maintain Shire roads to the standard adopted by the Council.</i>	<ul style="list-style-type: none"> Ensure compliance with the Construction and maintenance standards as outlined in the Rural Road Hierarchy Policy I/R/16. Continue to attend meetings of Regional Road Group, TIRES and other relevant groups to pursue all other avenues of funding for road construction. Ensure ROMAN database is kept up to date. Ensure DEC Purpose Permits are obtained. Millinup Road - permit obtained more work for DEC to be carried out before public consultation. 	MWS MWS MWS MWS MWS	Ongoing Ongoing Ongoing August 2010 September 2010
Street Lighting (Program 12)	<i>To ensure that there is adequate street lighting is provided in appropriate areas.</i>	<ul style="list-style-type: none"> Carry out street light patrols when necessary and notify Western Power. Advise members of the public of their ability to contact Western 	MCS	Ongoing

PLAN FOR THE FUTURE

Works and Services

Sub- Program	Objective	Action	By Whom	Due Date
		<ul style="list-style-type: none"> Power for faulty street lights. Developers to provide street lighting in residential areas at the time of subdivision. 	MWS MDS	Ongoing Ongoing
Conservation (Program 11)	<i>To manage natural resources in a sustainable manner on land owned or vested with the Council.</i>	<ul style="list-style-type: none"> To seek funding to implement the actions in the Shire of Plantagenet Weed Strategy. Train staff in procedures to protect the natural environment when undertaking road works. Comply with the requirements detailed in the Shire of Plantagenet Vegetation Management Plan. Liaise with the Roadside Conservation Committee. 	MWS SAO MWS MWS	Ongoing Ongoing Ongoing Ongoing
Salinity (Program 13)	<i>To identify and monitor areas affected by salinity impacting on Council land.</i>	<ul style="list-style-type: none"> Encourage the Local Catchment Committees and / or the Department of Agriculture and Food to complete salinity mapping on the Council's land and make recommendations. Seek funding to carry out recommendations. 	CEO MWS	December 2010 March 2011
Pests – Council Property – Reserves (Program 13)	<i>To control the spread of feral animals.</i>	<ul style="list-style-type: none"> Monitor the occurrence of feral animals on Council land, once complaints have been received. Seek advice from the Agricultural Protection Board and DEC regarding control of feral animals. 	Ranger MWS	Ongoing Ongoing
Rehabilitation – Gravel Pits (Program 13)	<i>To ensure that all Council operated gravel pits are rehabilitated.</i>	<ul style="list-style-type: none"> Prior to gravel extraction, prepare a rehabilitation plan. Where possible, rehabilitate pits as soon as extraction is complete. 	MWS MWS	Ongoing Ongoing
Unauthorised Clearing (Program 5)	<i>To prevent the occurrence of unauthorised clearing within the Shire of Plantagenet.</i>	<ul style="list-style-type: none"> Report occurrences of unauthorised clearing to DEC. Ensure the Council workforce is aware of clearing regulations. Develop a policy which addresses the minimisation of clearing in road design. 	MWS SAO MWS	Ongoing Ongoing December 2010
Gates on Road Reserves (Program 12)	<i>To identify and map existing gates on road reserves.</i>	<ul style="list-style-type: none"> Map all unconstructed road reserves. Locate all gates across road reserves. Ensure all people responsible for gates across road reserves have the necessary permit and pay fees. Advertise the requirement for gate permits to Shire residents. Prepare a gate permit register and update as required. 	MWS MWS MWS MWS DCEO	August 2010 August 2011 January 2012 September 2010 August 2010

PLAN FOR THE FUTURE

Works and Services

Sub- Program	Objective	Action	By Whom	Due Date
Sustainability (Program 12)	<i>To ensure that road construction and maintenance practices are undertaken in a sustainable manner.</i>	<ul style="list-style-type: none"> Ensure that drainage and road design does not adversely impact on the natural environment. 	MWS	Ongoing
Waste Minimisation (Program 10) (Refer Refuse Sites)	<i>To promote waste minimisation through education and improved infrastructure and resources within waste management sites.</i>	<ul style="list-style-type: none"> Promote the existing recycling facilities at the O'Neil Road and Kendenup tip sites. Investigate other waste minimisation practices. O'Neill Road Sullage Pond Replacement. 	MWS CEO MWS	Ongoing Ongoing Ongoing
Septage (Program 10)	<i>To provide suitable areas for appropriate disposal of septage materials.</i>	<ul style="list-style-type: none"> Ensure compliance with the DEC requirements for septage disposal. Upgrade the O'Neil Road site septage disposal area. 	MWS MWS	Ongoing July 2011
Collection / Disposals (Program 10) (Refer Refuse Sites and Minimisation)		Refer to Refuse Sites and Minimisation		
Transport (Program 12)		<ul style="list-style-type: none"> Millinup Road - SLK00 to SLK3.4 Pre Construction Future Works Mount Barker Drainage Improvements Mount Barker Footpath Construction Pre-construction activity future works Rocky Gully Townsite Drainage Upgrade - stage 1 completed June 2009-05-28 Short Street - One Way Application - application sent to MRWA for one way street and advertising has been done - works deferred Spencer Road – SLK5.2 to SLK11 	MWS MWS MWS MWS MWS MWS MWS	September 2010 Ongoing 2010/2011 Ongoing Ongoing 2010/2011 2010/2011
Other Property and Services (Program 14)		<ul style="list-style-type: none"> Old Depot Site - Department of Environment and Conservation require further information and more funds required to complete the task. Security - Loose Tools - tools are locked up in a cage and all tools have an identification stamp. 	MWS MWS	June 2011 Ongoing