



ORDINARY MINUTES

DATE: Tuesday, 15 June 2010

TIME: 2:45pm

VENUE: Council Chambers, Lowood
Road, Mount Barker WA 6324

Rob Stewart
CHIEF EXECUTIVE OFFICER

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2:48pm The Presiding Member declared the meeting open.

Emergency Evacuation Procedures/Disclaimer:

Working to Occupational Safety and Health Best Practices, Mr Rob Stewart - Chief Executive Officer, read aloud the emergency evacuation procedures for Councillors, staff and members of the public present in the Council Chambers.

Mr Stewart then read aloud the following disclaimer:

'No responsibility whatsoever is implied or accepted by the Shire of Plantagenet for any act, omission or statement or intimation occurring during Council / Committee meetings or during formal / informal conversations with staff.

The Shire of Plantagenet disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, or statement of intimation occurring during Council / Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation or approval made by a member or officer of the Shire of Plantagenet during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Plantagenet. The Shire of Plantagenet warns that anyone who has an application with the Shire of Plantagenet must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Plantagenet in respect of the application.'

2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Members Present:

Cr K Clements	Shire President (withdrew at 4:34pm and returned at 4:35pm)
Cr M Skinner	Deputy Shire President (withdrew at 4:34pm and returned at 4:35pm)
Cr B Bell	Councillor
Cr A Budrikis	Councillor (withdrew at 4:34pm and returned at 4:35pm),(withdrew at 4:36pm and returned at 4:37pm)
Cr S Etherington	Councillor (withdrew at 4:12pm and returned at 4:13pm)

Cr S Grylls	Councillor (withdrew at 4:34pm and returned at 4:35pm)
Cr L Handasyde	Councillor (withdrew at 3:32pm and returned at 3:39pm), (withdrew at 4:34pm and returned at 4:35pm)
Cr G Messmer	Councillor
Cr J Moir	Councillor (withdrew at 4:34pm and returned at 4:35pm)

In Attendance:

Mr Rob Stewart	Chief Executive Officer
Mr John Fathers	Deputy Chief Executive Officer
Ms Nicole Selesnew	Manager Community Services
Mr Peter Duncan	Manager Development Services
Mr Dominic Le Cerf	Manager Works and Services
Mr Vincent Jenkins	Planning Officer
Mrs Linda Sounness	Executive Secretary
Mrs Kaye Skinner	Executive Secretary

There were six (6) member(s) of the public in attendance.
There were nil (0) member(s) of the media in attendance.

Previously Approved Leave of Absence:

Cr Len Handasyde 9 July to 6 August 2010 (inclusive)

Cr Gert Messmer 28 September 2010

3 PUBLIC QUESTION TIME

3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

3.2 PUBLIC QUESTION TIME - SECTION 5.24 LOCAL GOVERNMENT ACT 1995

Nil

4 PETITIONS / DEPUTATIONS / PRESENTATIONS

4.1 PETITION - KENDENUP SKATE PARK – DAVID WILLIAMSON

'We the undersigned urge the Plantagenet Shire Council to reconsider their decision regarding the lease of land along the railway reserve adjacent to Hassell Avenue, in Kendenup, for the proposed Kendenup Skate Park. Council voted against leasing this land at their Council meeting dated 25 May 2010. Kendenup kids want a skate park that is central and safe and feel that this is the most suitable location for such a facility.'

Moved Cr B Bell, seconded Cr J Moir:

That the petition from Mr David Williamson in relation to the Kendenup Skate Park be received and a further report be presented to the Council at its meeting to be held on 6 July 2010.

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CARRIED (9/0)

NO. 132/10

4.2 KENDENUP COMMUNITY DEVELOPMENT ASSOCIATION INC - PRESENTATION TO COUNCIL MEETING – DAVID WILLIAMSON

'It was four years ago, with the population in Kendenup rapidly increasing, that it was realised that the 300 children under the age of 18 needed to be given facilities to allow them to play near their home. The Agricultural Grounds provided organised sporting facilities like tennis, cricket and in-door activities in the recently renovated hall. The Primary School had sporting facilities but these were out-of-bounds after school hours and in weekends. The kids enjoyed riding their bikes and skate boards but where could this be done with few footpaths and predominantly gravel roads in the town. An initial survey confirmed the need. May we provide some history for new Councillors.

At the beginning of 2007 the Kendenup Skate Park Steering Committee was formed with Keith Hart as the Shire representative. A community petition was signed by 172 residents (two thirds over the age of 20) and a survey completed by 92 young people under 18 encouraged the committee to do whatever was necessary to establish a skate park in Kendenup. Their preferred location was on the railway reserve adjacent to Hassell Avenue. To support the idea, petitions, surveys and letters of support from clubs and businesses in Kendenup were presented to the Shire. Conversations were held with Chris Thompson at Department of Sport and Recreation, Nicole Selesnew, Manager Community Services, and contact made with Robert Hollaway, CEO of the Public Transport Authority, who supported the use of the railway land for passive recreation.

Early in 2007 it was obvious that Kendenup was needing more than just a skate park to support and encourage passive outdoor recreation activities by the community. It was agreed to think for the future with the skate park being the first phase of a passive recreation precinct including the skate park, a larger picnic area than the current area, a natural playground, a half-court basketball area, a nature walking track and a BMX track. Supported by the Kendenup community an application was submitted through the Shire to the Department of Sport and Recreation.

Unfortunately that application was not successful. The importance of getting the recreation precinct in the right location involved more meetings and more discussions about the various options. Issues to consider were contributed from many people and organisations. A community meeting about recreation

needs in Kendenup, organised by the Kendenup Skate Park Steering Committee in March 2008, provided a guide to the priorities in the town. A grant application was made to the Great Southern Development Commission (GSDC) for Royalties for Regions funding for the skate park but was not successful. The Shire Council decided to investigate recreation needs in Mount Barker and Kendenup. The Healy Recreation Precinct Plan was endorsed by the Shire Council in October 2009, with the passive recreation precinct located on the west side of the railway reserve. The Shire Council was able to obtain a grant of \$100,000 as a contribution to construction of skate parks in Kendenup and Mount Barker. This year, two grant applications have been submitted – one to Lotteries WA, by the Shire and the other to GSDC by the newly formed Kendenup Community Development Association which was incorporated in 2009. These grants are supported by about \$70,000 of in-kind support from the Kendenup Community.

The most difficult issue has been to achieve agreement with the Council for the safest and most appropriate place to put the passive recreation facilities which include the skate park. Consideration of all options has led to many discussions with the Healy Plan confirming our conclusion that the west side of the railway reserve along Hassell Avenue is the best site. Commencing from the intersection of Beverley Road, Carbarup Road and Hassell Avenue, the preferred arrangement would be to retain the existing carpark (a great help for big trucks, caravans and cars with trailers), then the picnic area, then the children's natural playground and then the Skate Park. This puts the Skate Park about opposite the Community Church. This plan meets the requirements for a safe and accessible location for passive recreations activities. It also allows for the facilities to be integrated into the natural native bush existing in the railway land.

Our plea is for the Council to endorse the concept of this longer term plan, knowing that grants and strong support and in-kind contribution from the community will be needed to achieve the goal over future years. We would appreciate the Council accepting our invitation to come out to Kendenup and talk about this on-site. Thank you for this opportunity to share our history.'

4.3 TONY MOORE – LOWOOD ROAD UPGRADE

'I do not wish to start a public slinging match regarding the Lowood Rd alterations but I would like you to be factual regarding your statements.

After speaking to N J Healy, Mt Barker Hire, Croft Automotive, Mt Barker Bakery, Mt Barker Electrics and Plantagenet Sheds they have no recollection of a meeting with the Shire prior to construction of the intersection.

Do you have documented proof of this meeting? If there is no proof I think it indicates a meeting was not held.

The flyer handed out on 8 December 2009 was not dated. Construction had commenced by the 16 November 2009. This indicates the flyer was handed out after construction commenced.

Why can't the footpath be located on the south and west side of the road? This would allow pedestrians, prams, wheelchairs and gofers access to the existing businesses and people living in Pugh Street, Mondurup Street and the proposed new sub division access to the town centre.

I would appreciate a meeting with you at your convenience to discuss these issues.'

Response By: Mr Rob Stewart - Chief Executive Officer

Mr Stewart advised that he had received a letter from Mr Moore on Friday 11 June 2010 and had penned a response which he then read and handed to Mr Moore. Mr Stewart then advised that he would contact Mr Moore in the next couple of days to arrange a meeting.

4.4 LINDA HARRIS - TOURISM. 'IT IS EVERYONE'S BUSINESS'

'I operate my own tourism business in Plantagenet and this is my personal opinion and not necessarily an opinion of the Board of the Mount Barker Tourist Bureau (MBTB).

"Visitor servicing", as stated by Kate Lamont in Albany last week, is very important in any community large or small. She did also say that visitor servicing needs to be self sustaining. A comment I don't disagree with albeit almost impossible for a small town.

Tourism in Plantagenet, and indeed the Great Southern, is in its infancy. This means that a lot of growing pains are to be experienced as natural growth occurs within the industry.

How disappointed I felt when hearing that all funding had been withdrawn for the Visitor Centre (VC) here in Mount Barker and with no real turnaround time allowed. No consultation with immediate industry? Maybe not obligatory as we do understand that you have a responsibility to your rate payers, but consultation with industry may have avoided this devastation and confusion.

As we now believe that your decision was made weeks prior to our last presentation to you when it was requested that the Shire take over the management of the VC and visitor servicing... not its demise.

I propose, for your consideration before finally passing judgement on the withdrawal of funding, that a co-operative approach be adopted.

Visitor servicing in any area is of importance to all local businesses. How we service our visitors in the 21st Century is different to how we will did it in the 20th Century... this needs to be looked at.

Therefore I propose...

The Plantagenet Shire re-consider withdrawal of all funding for the VC and consider partial funding for this oncoming financial year AT THE VERY LEAST and embark on a cooperative approach to visitor servicing in Plantagenet.

This would involve Shire Councillors, Mount Barker Tourist Bureau Board members, Tourism Council Representative, possible business sponsors and chosen tourism operators to workshop the eventual long term outcome of the future of the VC. Allow three months.

A further three months would be needed to allow time to implement a new structure.

Responsibilities could include:

- Shire councillors learning more about the day to day of tourism in their electorates;
- Mount Barker Tourist Bureau Board members reporting regularly, and in a format previously set down, to Shire, members and sponsors;
- Tourism Council to monitor activities until such time as they felt the industry is back on track; and
- Tourism operators to pledge to working towards a positive outcome for tourism in Plantagenet and help where possible to enable this rather than hinder.

Funding:

- Initially from the Shire for say three months to allow completion and implementation of web site and ongoing advertising on same;
- Planned marketing activities to enable exposure of the area not to be broken;
- Handing over a lease to MBTB to ensure a prime location for the VC is maintained;
- Establish a project which will be income earning for the Tourist Bureau (TB) eg. Apple Packing Shed;
- TB continue to produce visitor guide;
- To enable the continuation of telephone services to visitors;
- To enable the continuation, in some form, of one on one visitor servicing; and
- Facilitation of initial workshop.

Tourism WA is offering marketing funding when a cooperative approach is in place.

Whilst this proposal is certainly in its early stages I formally request that our Councillors, who are our representatives after all, meet with the tourism industry forum (MBTB) to begin to embark on a positive and ongoing change to the way we approach tourism in Plantagenet. Please check your diaries and let us know.

This is not just about today it is very much about tomorrow.'

4.5 BEV GILBERT – MOUNT BARKER VISITOR CENTRE

'My question to Councillors is:

Can you reconsider the motion placed at the last Shire Council meeting:

"..to stop funding of \$43,000.00 to the Mt Barker Visitor Centre"

I ask this question as an: * individual business owner in this Shire

*As the chair of the Great Southern Tourism Network :(A non incorporated body of Individual tourism operators from around the Great Southern who meet every six weeks and who are supported by The Great Southern Development Commission.

I ask this question because:

There have been major changes to the tourism industry in the last few weeks. The WA Tourism Commission have announced major changes to how they will fund tourism around the State. This had dire consequences to regional areas and in particular the Great Southern.

Please take note of some of their announced top priorities (*reference was made to page eight Tourism WA presentation which would be made available to Councillors after the meeting*).

What is there for tourism in Plantagenet?

The fantastic realignment of Albany Highway and our new roundabout now directs tourists with a destination to Denmark around our town and not through it.

The WA Tourism Commission has announced a new business model that includes closing regional offices and redirecting it's funding through existing government agencies like main roads/development commissions/small business advisory centres.

The one constant item that has survived the previous WA Tourism realignment of regional boundaries, and this new business model is VISITOR CENTRES. Throughout the State, visitor centres represent the home of tourism in that particular region. I predict that when there will be redistribution of the State's allocation of Tourism dollars, the Visitor Centre will be the point of contact.

It is for these reasons that I find it strange that when a request for assistance from the Mount Barker Tourist Board is made, it is met with a total withdrawal of funding...

The Council's timing of this decision is not indicative of its understanding of what is happening in tourism within this State.

I also would like to address with some concern the fact that some Councillors state that the industry does not support the Visitor Centre.

Please do not judge the support for the Visitor Centre merely by the number of paid up members.

Examples of support are: a recent action by the Mount Barker Wine Producers; We took out a large one page, highly visible advert in the "Amazing Albany Tour guide". This advert advertises our industry web page and the Visitor Centre as a telephone contact, thus directing those interested in our region to our Visitor Centre.

This advert will send out a very wrong message to those who try and use this phone number as the Visitor Centre will close in July, the phone will not be answered.

What a shame! When a copy of this advert was distributed only last weekend in every "West Australian Newspaper" my industry has just wasted a large amount of money!

Another example of support is: There is a popular motion by the Wine Producers of Mount Barker that they are to purchase a flat screen TV and use a video of this region as an interactive item in the Visitor Centre (similar to the Walpole Visitor Centre). This item could then generate income to the Visitor Centre when others place their media on the screen.

These are indicators of support for the Visitor Centre.

I also wish to question why the Council signed a Memorandum of Understanding (MOU) with the Visitor Centre that indicates funding for the 2010-2011 year and why the Council signed a renewal of lease for the 2010-2011 year and then moved a motion to cease funding of \$43,000.00 to the Visitor Centre?

It is my understanding that other aspects of the MOU were satisfactory to the Council?

I thank you for your time.

For Councillors information: an interesting example to consider: (page 9,10,11) of "Visitor Servicing and Local Government: A guide".'

4.6 LARISSA SEAH - VISITOR CENTRE

'I share the views presented by Mrs Linda Harris and Mrs Bev Gilbert.

I would like the Council to reconsider its recommendation of the 25 May 2010 and allocate transitional money to allow the Bureau and the Council time to develop a plan that will facilitate the travelling visitor.

I wish to re-emphasise the last paragraph of the Mount Barker Tourist Bureau's (MBTB) presentation to the Council on 25 May 2010 which states, "the MBTB Board would like to once again acknowledge their shared vision with the Shire of Plantagenet in promoting and developing tourism as a social and economic force in our wonderful region, and ask Shire's consideration in ensuring the successful operation and development of the Mount Barker Visitor Centre".'

5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

Cr J Moir declared a Financial/Indirect Financial Interest (Section 5.60(A) and Section 5.61LGA) – Cattle Farmer and casual employee of Elders - in Item 11.4.4 and Item 11.4.5.

Cr Michael Skinner declared a Financial/Indirect Financial Interest (Section 5.60(A) and Section 5.61(LGA) – Farming 400 head cattle – in Item 11.4.4.

Cr Michael Skinner declared a Financial/Indirect Financial Interest (Section 5.60(A) and Section 5.61LGA) – use Landmark and Elders as Stock Agents in farming - in Item 11.4.5.

Cr Andrus Budrikis declared a Code of Conduct Disclosure (S5.10C LGA/Reg 34C Local Government Administration Regulations) Perceived Interests (Clause 2.3 Code of Conduct) – Perceived – in Item 11.1.1.

Cr Andrus Budrikis declared a Financial/Indirect Financial Interest (Section 5.60(A) and Section 5.61 LGA) – Relative of land owner of land adjacent to the existing Tourist Bureau Land zoned commercial, also business partner of land owner – in Item 11.5.1.

Cr Andrus Budrikis declared a Financial/Indirect Financial interest (Section 5.60(A) and Section 5.61 LGA) – use Elders/Landmark for farm supplies – in Item 11.4.5.

Cr Len Handasyde declared a Financial/Indirect Financial Interest (Section 5.60(A) and Section 5.61 LGA) – Use Landmark as an Agent in Farming – in Item 11.4.5.

Cr Len Handasyde declared a Financial/Indirect Financial Interest (Section 5.60(A) and Section 5.61 LGA) – have a proposal for accommodation blocks – in Item 11.1.2.

Cr Simon Grylls declared a Financial/Indirect Financial interest (Section 5.60(A) and Section 5.61 LGA) – use Elders for sale of stock – in Item 11.4.5.

Cr Ken Clements declared a Financial/Indirect Financial Interest (Section 5.60(A) and Section 5.61 LGA) – Deal with Elders and a Director of Mount Barker Cooperative – in Item 11.4.5.

6 APPLICATIONS FOR LEAVE OF ABSENCE

Section 5.25 Local Government Act 1995

7 CONFIRMATION OF MINUTES

Moved Cr G Messmer, seconded Cr L Handasyde:

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 25 May 2010 as circulated, be taken as read and adopted as a correct record.

CARRIED (9/0)

NO. 133/10

8 COMMITTEE MINUTES

Moved Cr M Skinner, seconded Cr J Moir:

That the Minutes of:

[Audit Committee Meeting - Minutes - 25 May 2010](#)

[Recreation Advisory Committee Meeting - Minutes - 11 May 2010](#)

[Great Southern Regional Cattle Saleyards Advisory Committee Meeting - Minutes May 4 2010](#)

be received.

CARRIED (9/0)

NO. 134/10

9 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10 ANNOUNCEMENTS BY COUNCILLORS WITHOUT DISCUSSION

Cr J Moir

- Attended Recreation Advisory Committee meeting.

Cr A Budrikis

- Attended UWA Foundation meeting.
- Recreation Advisory Committee meeting.

Cr G Messmer

- Kendenup Fundraisers Inc – Annual General Meeting.

11 REPORTS OF COMMITTEES AND OFFICERS

11.1 DEVELOPMENT SERVICES REPORTS

11.1.1 KENDENUP VILLAGE - CREATION OF TOWNSITE

Cr Andrus Budrikis declared a Code of Conduct Disclosure (S5.10C LGA/Reg 34C Local Government Administration Regulations) Perceived Interests (Clause 2.3 Code of Conduct) – Perceived

File No:	N14980
Attachments:	Kendenup Rural Village - Conceptual Structure Plan Proposed Townsite Boundary
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Peter Duncan Manager Development Services
Proposed Meeting Date:	15 June 2010

PURPOSE

The purpose of this report is to agree to a boundary for the 'townsite' of Kendenup and to request the Hon Minister for Regional Development and Lands to make an order for the creation of the townsite.

BACKGROUND

The Kendenup village was created in the early 1920's. Presently there are approximately 595 lots and reserves in the village.

The Council's Town Planning Scheme Policy No. 18 (Planning Vision) (TPS Policy No. 18) at 7.1.5 of Appendix 2 states:

'7.1.5 It is also recommended that the village is to become a Townsite which needs to be formalised by publishing in the Government Gazette once processes set under the Land Administration Act 1997 have been carried out to the satisfaction of the Minister.'

STATUTORY ENVIRONMENT

Land Administration Act 1997

Section 26(2) states:

- '(2) Subject to section 26A, the Minister may by order –*
- (a) constitute land districts and townsites;*
 - (b) define and redefine the boundaries of, name, rename and cancel the names of, and, subject to this section, abolish land districts and townsites; and*
-

- (c) *name, rename and cancel the name of any topographical feature, road or reserve.'*

EXTERNAL CONSULTATION

As part of the preparation of the draft Local Planning Strategy and the Council's Planning Vision, workshops were held in 2005 and public advertising carried out in 2008. As part of that process, the creation of a 'townsite' over the village area arose as an issue of concern to the community.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

The creation of a townsite would satisfy one of the recommendations in the Council's TPS Policy No. 18 (Planning Vision).

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

OFFICER COMMENT

The plan attached shows the proposed townsite boundary which reflects the Kendenup village boundary as contained in the Council's Planning Vision.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr G Messmer, seconded Cr M Skinner:

That the Minister for Regional Development and Lands be requested to make an order for the creation of the townsite of Kendenup as shown on the attached plan entitled 'Proposed Townsite Boundary'.

CARRIED (9/0)

NO. 135/10

11.1.2 POLICY REVIEW - HOUSING - RELOCATION OF SECOND HAND HOUSES

A Financial/Indirect Financial Interest (Section 5.60(A) and Section 5.61 LGA) was disclosed by Cr L Handasyde.

3:32pm Cr Handasyde withdrew from the meeting.

File No: N14997
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Peter Duncan
Manager Development Services
Proposed Meeting Date: 15 June 2010

PURPOSE

The purpose of this report is to review Council Policy No. TP/SDC/5 – ‘Housing – Relocation of Second Hand Houses’.

BACKGROUND

Council Policy No. TP/SDC/5 – ‘Housing – Relocation of Second Hand Houses’ reads as follows:

OBJECTIVE:

To set guidelines to ensure second hand houses that are to be relocated are of a standard acceptable to the Council.

POLICY:

Second hand houses will only be approved at the Council's discretion and be subject to:

- 1. A bond being paid to ensure a good standard of completion. Such bond amounts will be set annually in the Council's Budget.*
- 2. An engineer's structural certification that the house is appropriate to be moved being submitted.*
- 3. Coloured photographs of the external facades of the house being supplied with the application.*
- 4. Asbestos wall and roof cladding being removed and disposed of correctly before the house is transported.*
- 5. Any other conditions considered appropriate by the Council.’*

This policy was last reviewed by the Council at its meeting held on 14 April 2009.

A workshop with Councillors was held on 25 May 2010 to discuss possible options for a review of the policy.

STATUTORY ENVIRONMENT

Local Government Act 1995

Shire of Plantagenet Town Planning Scheme No. 3 (TPS3)

Building Code of Australia

FINANCIAL IMPLICATIONS

As part of the annual Budget deliberations it will be proposed to increase the present bond amount of \$5,000.00 to \$10,000.00.

POLICY IMPLICATIONS

This policy review is presented to the Council to strengthen some aspects of the policy.

STRATEGIC IMPLICATIONS

The Council's Strategic Plan Key Result Area 1, New Initiatives 1.4 provides the following:

'1.4 Ensure the Administrative system and framework of the organisation efficiently and effectively permit the functions of the organisation to be undertaken.

To achieve this we will:

Revise all policies, procedures and delegations to ensure internal consistency and convergence; and

Promote and provide access to policies, procedures, standards and legislation.'

OFFICER COMMENT

At the workshop held with Councillors on 25 May 2010, further strengthening of aspects of the policy were discussed. Also some editorial improvements to the policy were suggested.

The main changes proposed to the policy are as follows:

- Remove reference to 'second hand';
- Strengthen the objective to refer to within Mount Barker and the rural villages;
- Introduce a new point 1 to refer to such houses being completed to an acceptable standard compatible to houses nearby;
- Introduce a new point 2 advising the policy does not apply to new transportable houses;
- Introduce a new point 4 not allowing 'dongas';
- Modifying new point 5 d) explaining how the bond required will be released including a satisfactory external visual appearance;
- Introduce a new point 6 limiting approval time to 12 months;

- Introduce a new point 7 advising a notice may be issued requiring site clean up; and
- Introduce a new point 8 covering the rural districts.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr J Moir:

That amended Council Policy No. TP/SDC/5 – Housing – Relocation of Houses as follows:

OBJECTIVE:

To set guidelines to ensure houses that are to be relocated to within Mount Barker and the rural villages are completed to a standard acceptable to the Council.

POLICY:

1. The increased use of relocated houses to within Mount Barker and the rural villages in some instances creates difficulties which are encountered in ensuring the house is completed to an acceptable standard and is compatible to those houses in the immediate locality.
2. This policy will not apply to new transportable houses.
3. The relocation of houses referred to as 'park homes' will not be supported by the Council unless they are to be in an authorised caravan park.
4. The relocation of buildings referred to as 'dongas' will not be supported by the Council.
5. Relocated houses (excluding 'park homes' and 'dongas') will only be approved at the Council's discretion and be subject to:
 - a) An engineer's structural certification that the house is appropriate to be moved being submitted with the application.
 - b) Coloured photographs of the external facades of the house being supplied with the application.
 - c) Asbestos wall and roof cladding being removed and disposed of correctly before the house is transported.
 - d) A bond being paid to ensure a good standard of completion. Such bond amounts will be set annually in the Council's Budget. The bond will only be released upon staff being satisfied the building is completed to a suitable standard in respect to the Building Code of Australia, health standards and the external visual appearance.
 - e) Any other conditions considered appropriate by the Council.
6. Approval for relocated houses will be limited to 12 months.
7. When a relocated house is not completed to an acceptable standard within the specified time, the Principal Building Surveyor may issue a Notice

requiring the incomplete structure be removed and the site left in a clean and tidy condition.

8. Relocated houses outside of Mount Barker and the rural villages will be at the discretion of the Council and the standards at part 5. above, will be required when appropriate.'

be endorsed.

CARRIED (8/0)

NO. 136/10

3:39pm Cr Handasyde returned to the meeting.

11.2 WORKS AND SERVICES REPORTS

Nil

11.3 COMMUNITY SERVICES REPORTS

11.3.1 CENTENARY AND WILSON PARK DEVELOPMENTS

File No:	N15051
Attachments:	Centenary and Wilson Park Development Plan
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Nicole Selesnew Manager Community Services
Proposed Meeting Date:	15 June 2010

PURPOSE

The purpose of this report is to authorise the Chief Executive Officer to sign a 'Medium Works Contract' to commence construction of a public toilet block and to recognise the proposed skate park and Nature Play playground development, all proposed for Centenary and Wilson Park, Mount Barker.

BACKGROUND

The Centenary and Wilson Park Precinct Plans were completed in July 2008 by Landscape Planners Pty Ltd. The plans were prepared following a series of community workshops which included representatives from local businesses, the Shire of Plantagenet Townscape Committee, Councillors and interested community members.

The plans include a public toilet block and children's playground site (please refer to Attachment One) but do not recognise a skate park. The skate park development was not considered as several skate park sites were being researched at the time, including Sounness Park and a site adjacent to the Swimming Pool. A community and local business survey, conducted by the Mount Barker Skate Park committee, provided overwhelming support for the Centenary and Wilson Park site. After further research into the suitability of all the proposed sites and consultation with the Recreation Advisory Committee it was recommended that Centenary and Wilson Park be the preferred location for a skate park development.

Since the completion of the Centenary and Wilson Park Precinct Plans, more detailed planning has occurred for the public toilets, children's playground and skate park.

The section of Centenary and Wilson Park relevant to the proposed developments falls within Reserve 6454. The Shire of Plantagenet has the Management Order for the Reserve, with the proposed land use being park lands and recreation.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

EXTERNAL CONSULTATION

Several workshops were held during the preparation of the Centenary and Wilson Park Precinct Plans including representatives from local businesses, the Shire of Plantagenet Townscape Committee, Councillors and interested community members.

The Mount Barker Skate Park Committee has distributed surveys throughout the Mount Barker townsite including all businesses to gauge the level of support for a skate park. Surveys were also received from the Primary and High School students which offered suggestions for different skate park sites and skate park components.

A dedicated group of young mothers has consulted with the community regarding the construction of a Nature Playground site in the children's playground area, including a presentation in the foyer of the Mount Barker Co-operative. Children at the Primary School were involved with a series of workshops to identify preferred playground equipment and a workshop was also held to gauge the level of interest from parents and community members.

FINANCIAL IMPLICATIONS

A \$99,378.00 quote for the construction of a five pan public toilet block has been received. Additional site works such as sand pad, retaining walls and landscaping are also required which will be co-ordinated by the Shire. Estimated total project cost is \$123,000.00.

The Council has budgeted \$90,000.00 from the Royalties for Regions funding and \$40,000.00 from a Public Open Space transfer, of which \$32,500.00 is presently available and the remaining funds are tied to a Strata Development which has not proceeded to date. By the date of the Council meeting, further information will be available regarding this.

A \$23,000.00 grant has been received for the progress of the Nature Play development which has been supported by a \$35,000.00 allocation from Municipal funds. A total budget is being prepared for this project however it is anticipated that the existing funds, coupled with assistance from Pardelup Prison Camp and volunteer community groups, will be sufficient to complete the basic landscaping and install major play items and plantings.

The Council has allocated \$50,000.00 of Royalties for Regions funds for the Mount Barker skate park and has submitted applications to Lotterywest and the Regional Grant Scheme (administered by the Great Southern Development Commission) to meet the \$220,000.00 project cost.

It should be noted that the Council will incur an increase in costs for maintenance and cleaning for the public toilet block and skate park and an increase in park maintenance around the Nature Play site. These costs have been incorporated into the 2010 / 2011 draft budget.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Plan 2003, Community Services, aims to deliver, or facilitate the delivery of a range of services which respond to, and reflect, the physical, social and cultural well being of the community.

OFFICER COMMENTPublic Toilet Block

The public toilet block plans have been prepared using the 'Designing Out Crime - Crime Prevention through Environmental Design' principals of minimising hidden areas and creating an open space around the building. The structure and internal fittings have been designed to be sturdy to minimise vandalism. The site plan for the toilet block shows the floor level of the toilet block matching the height of the adjacent footpath to maximise accessibility by people with disabilities.

The building comprises two female toilets, one uni-sex disabled toilet and two male toilets. It is anticipated that the building will remain open at all times however locks will be installed on the doors so they may be closed during the evenings if necessary.

The location of the toilet block is marginally north of the site identified in the Centenary and Wilson Park Precinct Plans. The location has been altered to accommodate the necessary soil type to suit the septic system and to better link with the existing bbq and picnic table site while still remaining central to the playground and skate park sites.

A copy of the public toilet building and site plan is provided in Attachment One.

Two quotations were received for the construction of the toilet block, one from Mount Barker Building Service for \$99,378.00 and one from Landmark Engineering for \$103,980.00.

Children's Playground

The Nature Play playground initiative was first suggested in response to the Australian Early Development Index tests commissioned on behalf of the Department of Education, which tests the school readiness of children. The test covered five key elements of childhood development, these being:

1. Physical health and wellbeing;
2. Social competence and wellbeing;
3. Emotional maturity;
4. Language and cognitive skills; and
5. Communication skills and general knowledge.

The Plantagenet / Cranbrook district scored badly in the tests, with a large proportion of the children in the district considered developmentally vulnerable on one or more of the key elements of childhood development.

One strategy to assist improve the development of children is to build play spaces that engage children, developing physical, cognitive, language, emotional and social skills.

Mrs Tracy Blaszkow, Playground Advisor for KidSafe Western Australia was approached to research different playground styles to find one that would engage children and encourage childhood development. Mrs Blaszkow worked with local community members to identify the preferred style of playground development for Centenary and Wilson Park including workshops with the children at the Primary School and an open community forum.

Community advocates for Nature Play playgrounds also made a presentation at the Mount Barker Co-operative at which they had different examples of Nature Play playground equipment and they gauged the level of community support for the concept and different playground designs.

The results from the workshops and public display were forwarded to a landscape planner to integrate Nature Play inspired play equipment with plants which would evoke the different senses, require minimum maintenance and water and be suited to the environment.

A copy of the Nature Play playground design is provided in Attachment One.

Skate Park

A draft skate park design plan has been prepared based on the feedback received from community and school surveys regarding preferred skate park components. The draft design plan was prepared by a skate park construction company to support two grant applications, however it is also acknowledged that once funding has been received and the project tendered, that the successful company will be required to finalise the design plans in conjunction with the local skate park users.

The proposed composition of the skate park is a fixed, concrete structure which was acknowledged as the preferred construction style by the Recreation Advisory Committee at its meeting held on Tuesday 11 May 2010 due to the following reasons:

- The park components are fixed and cannot be easily moved (often causing damage or safety concerns);
- The structure requires minimum maintenance compared to modular designs; and
- Fixed, concrete designs are the optimum facility for skate park, roller blader and bike riding users.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Cr M Skinner, seconded Cr S Etherington:

That:

1. Authority be granted to the Chief Executive Officer to sign a 'Medium Works Contract' to the value of \$99,378.00 (excluding GST) to commence construction of a public toilet block in Centenary and Wilson Park, Mount Barker.
2. Support be given for the installation of a Nature Play playground and skate park in Centenary and Wilson Park, Mount Barker.

MOTION TO ADJOURN QUESTION

Moved Cr J Moir, seconded Cr B Bell:

That the question be adjourned until the meeting of 6 July 2010 to enable the Chief Executive Officer to prepare a report on an alternative location for the public toilet block in Centenary and Wilson Parks and consideration of alternative playground equipment.

CARRIED (5/4)

NO. 137/10

11.3.2 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

File No:	N14825
Responsible Officer:	Nicole Selesnew Manager Community Services
Author:	Andrew Buchanan Community Emergency Services Manager
Proposed Meeting Date:	15 June 2010

PURPOSE

The purpose of this report is to approve the Local Emergency Management Arrangements for the Shire of Plantagenet.

BACKGROUND

The Local Emergency Management Arrangements (LEMA) is an overarching document defining the process of planning, preparedness, response and recovery for emergencies within this Shire. The Emergency Management Act states that:

'A local government is to ensure that arrangements ("local emergency management arrangements") for emergency management in the local government's district are prepared.'

The Arrangements follow the latest format defined by Emergency Management Western Australia (a division of the Fire and Emergency Services Authority) which is to be utilised by all Local Governments ensuring consistency and operability across the region. At the meeting of the Local Emergency Management Committee (LEMC) held on 30 March 2010 the Committee recommended that the LEMA be adopted.

In an emergency event the LEMC will be responsible for implementing the LEMA under the guidance of the Incident Controller. The LEMA will be supported by several individual and specific plans which will define a process to be followed in such areas as evacuation, bush fire response and welfare of evacuees.

STATUTORY ENVIRONMENT

Emergency Management Act 2005

EXTERNAL CONSULTATION

The LEMA has been developed in consultation with:

- Adam Smith - Community Emergency Management Officer Fire and Emergency Services Authority / Emergency Management Western Australia;
- Sergeant Allan Spicer - West Australian Police Force;
- Sarah Evans - District Emergency Services Officer Department for Child Protection; and
- The Shire of Plantagenet Local Emergency Management Committee.

FINANCIAL IMPLICATIONS

While the adoption of the LEMA will not have any financial implications, it is possible that the implementation of risk mitigation strategies may require financial resources.

Should this be the case, allocations will be sought through the normal budget process.

POLICY IMPLICATIONS

There are no policy implications for this report.

OFFICER COMMENT

The LEMA is an overarching document that provides guidance for the Shire's LEMC in the event of a major incident. The document will be supported by a number of sub-plans (yet to be completed) including:

- Evacuation Plan;
- Welfare Plan;
- Communication Plan;
- Recovery Plan; and
- Incident Command Centre Procedure.

The LEMA has been developed in consultation with all relevant persons / organisations and are aligned with the Australasian Interagency Incident Management System (AIIMS) utilised by all Emergency Services. The Arrangements will be tested by the LEMC to facilitate familiarisation whilst ensuring operability and efficiency.

The Arrangements, once adopted by the Council, will be forwarded to the District Emergency Management Committee and the State Emergency Management Committee for endorsement in accordance with the Emergency Management Act 2005.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr S Etherington:

That the Local Emergency Management Arrangements dated 14 May 2010 be adopted.

CARRIED (9/0)

NO. 138/10

11.4 CORPORATE SERVICES REPORTS

11.4.1 FINANCIAL STATEMENTS - MAY 2010

File No:	N14978
Attachments:	Financial Statements May 2010
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Cherie Delmage Accountant
Proposed Meeting Date:	15 June 2010

PURPOSE

The purpose of this report is to present the financial position of the Shire of Plantagenet for the period ending 31 May 2010.

STATUTORY ENVIRONMENT

Regulation 34 of the Financial Management Regulations 1996) requires a Statement of Financial Activity to be prepared each month which is to contain the following details:

- a) annual budget estimates;
- b) budget estimates to the end of the month;
- c) actual amount of expenditure and revenue;
- d) material variances between comparable amounts in b) and c) above; and
- e) the net current assets at the end of the month to which the statement relates ie: surplus/deficit) position).

The Statement is to be accompanied by:

- a) explanation of the composition of net current assets, less committed assets and restricted assets;
- b) explanation of the material variances; and
- c) such other information considered relevant by the local government.

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr B Bell:

That the Financial Statements for the period ending 31 May 2010 be received.

CARRIED (9/0)

NO. 139/10

11.4.2 LIST OF ACCOUNTS - MAY 2010

4:12pm Cr Etherington withdrew from the meeting.

File No: N14987
Responsible Officer: John Fathers
Deputy Chief Executive Officer
Author: Emma Gardner
Accounts Officer
Proposed Meeting Date: 15 June 2010

PURPOSE

The purpose of this report is to present the list of payments that were made during the month of May 2010.

STATUTORY ENVIRONMENT

Regulation 12(1)(a) of the Local Government (Financial Management) Regulations 1996 provides that payment may only be made from the municipal fund or trust fund if the Local Government has delegated the function to the Chief Executive Officer.

The Chief Executive Officer has delegated authority to authorise payments (10 May 2009). Relevant staff have also been issued with delegated authority to issue orders for the supply of goods and services subject to budget limitations.

Regulation 13 of the Local Government (Financial Management) Regulations 1996 provides that if the function of authorising payments is delegated to the Chief Executive Officer then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

Council Policy F/FM/7 – Purchasing and Tender Guide applies.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

OFFICER COMMENT

If Councillors have any queries in relation to any of these payments, please contact the Deputy Chief Executive Officer, John Fathers or Accountant, Cherie Delmage prior to the Council meeting.

VOTING REQUIREMENTS

Simple Majority

4:13pm Cr Etherington returned to the meeting.

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr J Moir:

That in accordance with Regulation 13 (1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority for the month ended 31 May 2010 be received and recorded in the minutes of the Council, the summary of which is as follows:

- a) Electronic Payments and Direct Debits totalling \$569,159.57;
- b) Municipal Cheques 41042 - 41121 totalling \$187,723.35; and
- c) Trust Cheques 296 – 299 totalling \$5635.38;

be received.

CARRIED (9/0)

NO. 140/10

11.4.3 POLICY - HIRE OF COUNCIL CONTROLLED PROPERTY

File No: N15041
Responsible Officer: John Fathers
Deputy Chief Executive Officer
Author: Donna Jo Fawcett
Senior Administration/Human Resources
Officer
Proposed Meeting Date: 15 June 2010

PURPOSE

The purpose of this report is to review Council Policy No. A/PA/1 'Hire of Council Controlled Property'.

BACKGROUND

Council Policy A/PA/1 'Hire of Council Controlled Property' reads:

OBJECTIVE:

To establish a time limit on the hire of Council controlled property.

POLICY:

No function shall be continued after 1:00am on Council controlled property except by special permission of the Council.'

The policy was last reviewed by the Council at its meeting held on 24 June 2008.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

The review of this policy is presented to the Council as part of the ongoing Council policy review cycle.

OFFICER COMMENT

It is considered that the current policy is sufficient and should be endorsed.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Moir, seconded Cr G Messmer:

That Council Policy A/PA/1 Hire of Council Controlled Property:

OBJECTIVE:

To establish a time limit on the hire of Council controlled property.

POLICY:

No function shall be continued after 1:00am on Council controlled property except by special permission of the Council.'

be endorsed.

CARRIED (9/0)

NO. 141/10

11.4.4 SALEYARDS FEE – TRANSIT CATTLE

A Financial Interest was disclosed by Cr M Skinner.

Nature and extent of interest: Cattle Farmer - 400 head of cattle.

A Financial Interest was disclosed by Cr J Moir.

Nature and extent of interest: Cattle Farmer and casual employee of Elders working at the Saleyards.

Authority to participate pursuant to Section 5.69(3)(a) and (b) of the Local Government Act 1995

Approval has been received from the Department of Local Government (formerly the Department of Local Government and Regional Development) via a letter dated 17 December 2009 giving permission for Cr M Skinner and Cr J Moir to participate in matters relating to the Great Southern Regional Cattle Saleyards from 16 December 2009 to 31 December 2010.

Mr R Stewart read aloud the letter, a copy of which is attached to these minutes.

File No: N14463
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: John Fathers
Deputy Chief Executive Officer
Proposed Meeting Date: 15 June 2010

PURPOSE

The purpose of this report is to recommend increasing the fee for transit cattle at the Great Southern Regional Cattle Saleyards (GSRCS).

BACKGROUND

The Council has charged \$1.00 (plus GST) per head per day for transit cattle since 2005/2006. At its meeting held on 23 March 2010, the Great Southern Regional Cattle Saleyards Advisory Committee resolved to recommend to the Council that this fee be raised to \$2.00 (plus GST) per head per day, to be implemented as soon as possible.

At its meeting held on 23 March 2010, the Council resolved that:

1. The question be adjourned to allow the Great Southern Regional Cattle Saleyards Committee to review costs relating to the transit of cattle.
2. A further report be presented to the Council outlining the full review of costs no later than 25 May 2010.

STATUTORY ENVIRONMENT

Section 6.16 - 6.19 of the Local Government Act 1995.

FINANCIAL IMPLICATIONS

The increase in fees is expected to enable the Council to recover the costs of providing a good service for transit cattle.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

EXTERNAL CONSULTATION

The Great Southern Regional Cattle Saleyards Advisory Committee met with representatives of the three agents being Elders, Primaries and Landmark on 19 May 2010. No objection was raised to this charge.

OFFICER COMMENT

There has been an increase in the number of cattle being sold to eastern states buyers this season, resulting in a greater need for the GSRCS to provide space and feed/water for cattle.

The current charge does not fully cover the Council's costs in maintaining transit cattle, which often requires weekend work. The fee of \$2.00 per head per day is in line with the fee charged at other yards within Western Australia.

At its meeting held on 4 May 2010, the Great Southern Regional Cattle Saleyards Advisory Committee reaffirmed the recommendation that this fee be raised to \$2.00 (plus GST) per head per day. Whilst a split fee has been introduced for private / shipping weigh cattle, it was not considered necessary to introduce a split fee for transit cattle, as the majority of cases are 50 cattle and over.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr S Etherington:

That the fee for transit cattle at the Great Southern Regional Cattle Saleyards be increased to \$2.00 (plus GST) per head per day.

CARRIED (9/0)

NO. 142/10

(Absolute Majority)

11.4.5 WRITE OFF OF OUTSTANDING DEBTS

A Financial Interest/Indirect Financial Interest (Section 5.60(A) and Section 5.61 LGA).was disclosed by Cr Grylls – nature of interest - uses elders for sale of stock.

A Financial Interest/Indirect Financial Interest (Section 5.60(A) and Section 5.61 LGA).was disclosed by Cr Clements – nature of interest - deals with Elders.

A Financial Interest/Indirect Financial Interest (Section 5.60(A) and Section 5.61 LGA).was disclosed by Cr Handasyde – nature of interest - use landmark as an agent in farming.

A Financial Interest/Indirect Financial Interest (Section 5.60(A) and Section 5.61 LGA).was disclosed by Cr Skinner – nature of interest - use Landmark and Elders as stock agents in farming.

A Financial Interest/Indirect Financial Interest (Section 5.60(A) and Section 5.61 LGA).was disclosed by Cr Moir – nature of interest – Casual Elders employee.

A Financial Interest/Indirect Financial Interest (Section 5.60(A) and Section 5.61 LGA).was disclosed by Cr Budrikis – nature of interest – uses Landmark and Elders for farm supplies.

4:34pm Crs Grylls, Clements, Handasyde, Skinner, Moir and Budrikis withdrew from the meeting.

File No: N15020
Responsible Officer: John Fathers
Deputy Chief Executive Officer
Author: Emma Gardner
Accounts Officer
Proposed Meeting Date: 15 June 2010

PURPOSE

The purpose of this report is to write off bad debts that have been outstanding for an excessive period of time and are considered unrecoverable.

BACKGROUND

A schedule of sundry debts proposed to be written off is detailed below.

1. Manaday Pty Ltd \$66.48

Outstanding since June 2008. This debt relates to water usage at the Kendenup Standpipe. All attempts to contact Manaday Pty Ltd have been unsuccessful. This debt occurred on the previous manual system.

2. Mr Tregoning \$26.04

Outstanding since June 2008. This debt relates to water usage at the Kendenup Standpipe. All attempts to contact Mr Tregoning have been unsuccessful. This debt occurred on the previous manual system.

3. A Hambley \$733.45

Outstanding since June 2009. This debt relates to childcare fees from the Plantagenet Child Care Centre prior to the change to Wanslea Family Services Inc (Wanslea). The Shire was given no evidence from the Centre in relation to the debt

so is unable to prove liability or pursue legal action. Prior to being transferred to Wanslea, the Child Care Centre carried out all its own invoicing and the only record keeping was that contained in the software database. At around this time, the centre experienced a software crash whereby some data was lost. Ms Hambley has argued that she paid the debt and was issued with a receipt and this assertion cannot be refuted.

4. K Stein \$142.34

Outstanding since June 2009. This debt relates to childcare fees from the Plantagenet Child Care Centre prior to the change to Wanslea Family Services. Refer to explanation above.

5. Primaries of WA \$1,318.47

Outstanding debt carried over from Logis and entered into Civica as of 1 July 2007. Due to receipting limitations in the old Logis software, we cannot fully substantiate what the debts consist of and therefore cannot prove liability or pursue legal action. The former Accounts Officer retrieved and unravelled as much data as possible from the old system in an attempt to recover moneys from the three agents. Efforts were made over a period of two years to recover as much as possible. Approximately \$20,000.00 was outstanding initially amongst the three agents, of which approximately \$11,500.00 was substantiated and recovered. This remaining \$8,500.00 for the three agents was not able to be proven and therefore cannot be pursued any further.

6. Elders \$4,476.74

Refer to explanation above.

7. Landmark \$2,706.42

Refer to explanation above.

STATUTORY ENVIRONMENT

Section 6.12(1) (c) of the Local Government Act states:

'(1) Subject to subsection (2) and any other written law, a local government may:

(c) Write off any amount of money, which is owed to the local government.

(An absolute majority is required)'

FINANCIAL IMPLICATIONS

It is recommended that a total of \$9,469.94 be written off in the 2009/2010 year to provide an accurate reflection of the Council's receivables. It will also ensure that the Council is beginning the new financial year with as accurate and up-to-date information as possible.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

OFFICER COMMENT

It should be noted that staff now have strict procedures in place regarding the recovery of outstanding debts and action is taken quickly and efficiently following standard debt recovery protocols.

Significant attempts have been made to recover all of these outstanding debts. Such attempts include contact both written and verbal and debt collection agencies where appropriate. Despite these repeated attempts, there has been no success and as such, they are considered unrecoverable and if not written off, they will misrepresent the true financial position of the Council.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That the following sundry debtors totalling \$9,469.94 be written off:

1.	Manaday Pty Ltd	66.48
2.	Mr Tregoning	26.04
3.	A Hambley	733.45
4.	K Stein	142.34
5.	Primaries of WA	1,318.47
6.	Elders	4,476.74
7.	Landmark	2,706.42

LOSS OF QUORUM

The Chief Executive Officer advised that a quorum was no longer present and that the meeting stood adjourned until a quorum was available.

RESUMPTION

4.35pm Crs Grylls, Clements, Handasyde, Skinner, Moir and Budrikis returned to the meeting.

Members Present:

Cr K Clements	Shire President
Cr M Skinner	Deputy Shire President
Cr B Bell	Councillor
Cr A Budrikis	Councillor
Cr S Etherington	Councillor
Cr S Grylls	Councillor
Cr L Handasyde	Councillor
Cr G Messmer	Councillor
Cr J Moir	Councillor

In Attendance:

Mr Rob Stewart	Chief Executive Officer
Mr John Fathers	Deputy Chief Executive Officer
Ms Nicole Selesnew	Manager Community Services
Mr Peter Duncan	Manager Development Services
Mr Dominic Le Cerf	Manager Works and Services
Mrs Linda Sounness	Executive Secretary
Mrs Kaye Skinner	Executive Secretary

There were six (6) member(s) of the public in attendance.

There were nil (0) member(s) of the media in attendance.

11.5 EXECUTIVE SERVICES REPORTS

11.5.1 REVIEW OF POLICY CE/ED/1 – TOURISM

Cr Andrus Budrikis declared a Financial/Indirect Financial Interest (Section 5.60(A) and Section 5.61 LGA) – Relative of land owner of land adjacent to the existing Tourist Bureau Land zoned commercial, also business partner of land owner.

4:36pm Cr Budrikis withdrew from the meeting.

File No: N14205
Attachments: [MOU MTB Tourist Bureau](#)
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Kaye Skinner
Executive Secretary
Proposed Meeting Date: 15 June 2010

PURPOSE

The purpose of this report is to review the Council's current Tourism Policy.

BACKGROUND

At its meeting held on 18 September 2006 the Council adopted the following Tourism Policy.

OBJECTIVE:

To provide a position for Council in relation to tourism in the Shire of Plantagenet.

POLICY:

The Council will, with regard to tourism, have, as its major objectives to:

- 1. Recognise tourism as a social and economic force and as a major or potential major employer within the diverse economy of the Shire of Plantagenet;*
 - 2. Foster and create community awareness of the benefits of tourism within the Plantagenet district;*
 - 3. Guide and influence the development of tourism in the Plantagenet district;*
 - 4. Provide basic facilities and infrastructure sufficient to encourage development;*
 - 5. Ensure that facilities within the Plantagenet area are adequate to cater for Visitors and residents.'*
-

FINANCIAL IMPLICATIONS

The Council's allocation in the 2009/2010 annual budget for Tourism is \$82,200.00 which is made up of:

Building Maintenance	\$ 2,000.00
Building Operating	\$20,000.00
Grounds Maintenance	\$ 1,200.00
Council Contribution	\$42,000.00
Donations	\$ 5,000.00
District and Area Promotion	\$12,000.00

The Council receives \$5,200.00 in rent from the Mount Barker Tourist Bureau.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

OFFICER COMMENT

Point 4 has been deleted.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr M Skinner:

That amended Council Policy CE/ED/1 Tourism as detailed below:

OBJECTIVE:

To provide a position for the Council in relation to tourism in the Shire of Plantagenet.

POLICY:

The Council will, with regard to tourism, have, as its major objectives to:

1. Recognise tourism as a social and economic force and as a major or potential major employer within the diverse economy of the Shire of Plantagenet.
2. Foster and create community awareness of the benefits of tourism within the Plantagenet district.
3. Guide and influence the development of tourism in the Plantagenet district.
4. Ensure that facilities within the Plantagenet area are adequate to cater for visitors.'

be endorsed.

CARRIED (8/0)

NO. 143/10

4:37pm Cr Budrikis returned to the meeting.

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12.1 MRS KAYE SKINNER - RETIREMENT

Cr Jeff Moir has given notice pursuant to Clause 3.7 of Standing Orders that he intends to move:

‘That Council recognises the outstanding contribution made by Kaye Skinner during her 31 years of employment at the Shire of Plantagenet. She has displayed the highest level of professionalism and her pleasant disposition has enhanced the work environment.’

COUNCILLOR COMMENT

Kaye commenced employment with the Shire of Plantagenet as Secretary to the Shire Clerk in 1973 under Tom McDonald. Kaye left full time employment in 1975 to have her first child, returned in 1976 and left to have second child in 1978. In the following years to 1982 Kaye worked in a relief capacity. In 1983 Kaye returned to full time employment under Robin Gurney and apart from a small two and a half year break to work at the Cranbrook Shire has remained a loyal employee ever since. Kaye has also worked with former CEO's Nick Nicholls and Chris Jackson and Shire President's Bill Frost AM, Harvey Arnold, Peter Skinner, Will McGowan and Kevin Forbes AM.

The Presiding Member invited Cr Moir to move the motion.

Moved Cr J Moir, seconded Cr B Bell:

That Council recognises the outstanding contribution made by Kaye Skinner during her 31 years of employment at the Shire of Plantagenet. She has displayed the highest level of professionalism and her pleasant disposition has enhanced the work environment.

CARRIED (9/0)

By Acclamation

NO. 144/10

**13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY
DECISION OF THE MEETING**

Nil

14 CONFIDENTIAL

Nil

15 CLOSURE OF MEETING

4:39pm The Presiding Member declared the meeting closed.

CONFIRMED: CHAIRPERSON _____ **DATE:** ____ / ____ / ____