



ORDINARY MINUTES

DATE: Tuesday, 26 March 2013

TIME: 3:00pm

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

Rob Stewart
CHIEF EXECUTIVE OFFICER

MEMBERSHIP – Quorum (5)

Membership:

Cr K Clements – Shire President
Cr M Skinner – Deputy Shire President
Cr S Etherington JP
Cr B Bell
Cr C Pavlovich
Cr J Moir
Cr A Budrikis
Cr G Messmer
Cr L Handasyde

Information and recommendations are included in the reports to assist the Council in the decision making process and may not constitute the Council's decision until considered by the Council.

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

3:02pm The Presiding Member declared the meeting open.

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

Members Present:

Cr K Clements	Shire President
Cr M Skinner	Deputy Shire President (Left the Chambers at 3:33pm, returned at 3:43pm)
Cr B Bell	Councillor
Cr A Budrikis	Councillor
Cr S Etherington	Councillor
Cr L Handasyde	Councillor
Cr G Messmer	Councillor (Left the Chambers at 3:33pm, returned at 3:43pm)
Cr J Moir	Councillor
Cr C Pavlovich	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
Mr Vincent Jenkins	Planning Officer

There were three members of the public present.

Previously Approved Leave of Absence:

Cr G Messmer – 30 July 2013

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.'

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 MR K CROFTS – LOT 752 WARBURTON ROAD, MOUNT BARKER – 31 LOT SUBDIVISION

Mr Crofts spoke to the Officer's recommendation on Item 9.2.1, questioning the need for hotmix and also seeking clarification on who would be responsible for the work required.

5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Section 5.25 Local Government Act 1995

Cr C Pavlovich requested Leave of Absence for 30 April 2013.

Moved Cr B Bell, seconded Cr G Messmer:

That Cr C Pavlovich be granted Leave of Absence for 30 April 2013.

CARRIED (9/0)

NO. 48/13

7 CONFIRMATION OF MINUTES

Moved Cr L Handasyde, seconded Cr G Messmer:

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 26 February 2013 as circulated, be taken as read and adopted as a correct record.

CARRIED (9/0)

NO. 49/13

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President distributed notes separately

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 DEVELOPMENT SERVICES REPORTS

9.1.1 LOT 661 SIXTH AVENUE, KENDENUP - VERANDAH WITH REDUCED SIDE BOUNDARY SETBACK

File No:	N25854
Attachments:	Location Plan Site Plan Elevation
Responsible Officer:	Peter Duncan Manager Development Services
Author:	Vincent Jenkins Planning Officer
Proposed Meeting Date:	26 March 2013
Applicant:	John Hall

PURPOSE

The purpose of this report is to consider an application for a verandah addition with a reduced side boundary setback at Lot 661 Sixth Avenue, Kendenup.

BACKGROUND

Council records show the registered owner of Lot 661 Sixth Avenue, Kendenup is J Hall.

This proposal is for a verandah addition to the existing house with a side boundary setback of 0.5m where a boundary setback of 1.5m is required by the Residential Design Codes (RCodes).

The reason provided by the proponent for the proposed verandah is for additional protected outdoor living space and to protect the existing cedar clad house from the weather.

STATUTORY ENVIRONMENT

Shire of Plantagenet Town Planning Scheme No 3 (TPS3) - Zoned Residential (R5).

Clause 6.3.2 of TPS3 states:

'The Council having regard to any matter which it is required by the Scheme to consider, to the purpose for which the land is reserved, zoned or approved for use under the Scheme, to the purpose for which land in the locality is used, and to the orderly and proper planning of the locality and the preservation of the amenities of the locality may refuse to approve any application for planning consent or may grant its' approval unconditionally or subject to such conditions as it thinks fit.'

Residential Design Codes (RCodes).

The RCodes – discretion exists for the Council to vary standards at clause 2.5.2 as follows:

‘Discretion shall be exercised having regard to the following considerations:

- a) the stated purpose and aims of the scheme;*
- b) the provisions of parts 1-7 of the codes, as appropriate;*
- c) the performance criterion or criteria in the context of the coding for the locality that corresponds to the relevant provision;*
- d) the explanatory guidelines of the codes that correspond to the relevant provisions;*
- e) any local planning strategy incorporated into the scheme;*
- f) a provision of a local planning policy pursuant to this policy and complying with clause 2.5.3; and*
- g) orderly and proper planning.’*

The variation required here relates to 2.5.2(b) above as the verandah requirements are in part 6 of the RCodes.

EXTERNAL CONSULTATION

Adjoining Lot 662 to the south is owned by the proponent meaning that adjoining owner support is not required.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

OFFICER COMMENT

The property is located within the Kendenup Townsite where the boundary setbacks for buildings are to be in accordance with the R10 standards in the RCodes. Lot 661 is 1,012m² in area and existing development at the lot consist of a house constructed by the owner in 2007.

The proposed verandah will be 55.2m² (2.3m x 24.0m) in area and will be attached to the south elevation of the existing house. The proposed verandah will be constructed in timber and the roof and gutters will be Colorbond® Classic Cream.

The proposed verandah will not cause privacy or overshadowing issues and is not considered to have any significant adverse effect on the amenity of the locality or neighbouring property.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Moir, seconded Cr M Skinner:

That in accordance with clause 2.5.2 of the Residential Design Codes and clause 6.3.2 of the Shire of Plantagenet Town Planning Scheme No. 3, the application for a verandah with a reduced side boundary setback of 0.5m at Lot 661 Sixth Avenue, Kendenup be approved subject to the development being in accordance with the plans dated 11 February 2013.

CARRIED (9/0)

NO. 50/13

9.1.2 LOT 752 WARBURTON ROAD, MOUNT BARKER - 31 LOT SUBDIVISION

File No:	N25858
Attachments:	Location Plan Subdivision Guide Plan Plan of Subdivision
Responsible Officer:	Peter Duncan Manager Development Services
Author:	Vincent Jenkins Planning Officer
Proposed Meeting Date:	26 March 2013
Applicant:	Ayton Baesjou Planning

PURPOSE

The purpose of this report is to consider a proposal for a 31 lot rural residential subdivision at Lot 752 Warburton Road, Mount Barker and respond to the Western Australian Planning Commission (WAPC).

BACKGROUND

Shire records indicate the owners of Lot 752 are K and M Comer.

This land was zoned to Rural Residential through Amendment No. 46 to Shire of Plantagenet Town Planning Scheme No. 3, which was gazetted on 16 February 2010.

The subject land is 42.68ha in area and is located within the south eastern area of Mount Barker on Warburton Road.

This subdivision proposes to stage the development of Lot 752 by creating 30 lots ranging from 4,000m² to 3.6ha in area in the first stage. The western balance of the 10.58ha property (Lot 31) can potentially be subdivided into 11 additional lots in the future.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Shire of Plantagenet Town Planning Scheme No. 3 (TPS3) – zoned Rural Residential.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

Council Delegation LG 035 – As the subdivision involves more than five lots, the matter needs to be determined by the Council.

STRATEGIC IMPLICATIONS

Shire of Plantagenet Strategic Community Plan 2012-2022 at Outcome 2.2 Strategy 2.2.5:

'Encourage industry, business and residential development that is consistent with the individual character of towns.'

OFFICER COMMENT

The Plan of Subdivision (copy attached) conforms to the minimum site area requirements set out in TPS3 for this Rural Residential zone. The subdivision is generally in accordance with the approved Subdivision Guide Plan (copy attached) for this zone with minor changes proposed for proposed lots 1, 2 and 3 to ensure for a greater setback for houses to remnant vegetation.

All roads within the development are serviced by 20m wide road reserves. A Right of Way is provided for a future linkage to adjoining Lots 3 and 4815 to the south should these properties be developed. Warburton Road will need to be upgraded to a hot mix seal from its intersection with Martin Street up to the western boundary of Lot 2 as part of this subdivision. The hot mix seal is a requirement of the Rural Residential zone standards. The intersection of Warburton Road and Martin Street may also need to be upgraded. Temporary cul-de-sac heads will need to be constructed at the western ends of proposed roads at proposed lots 6 and 7 and lots 7 and 23 to facilitate motor vehicle turning until the stage two subdivision takes place.

Aerobic Treatment Unit (ATU) systems are to be used on all lots for on-site effluent disposal. All lots will be connected to underground power and reticulated water.

The Plan of Subdivision is acceptable subject to the imposition of appropriate conditions.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Cr C Pavlovich, seconded Cr G Messmer:

That:

- 1. The Western Australian Planning Commission be advised that the proposed 31 lot subdivision of Lot 752 Warburton Road, Mount Barker (WAPC 147464) is supported subject to:**
 - a) All lots being provided with access to a 6.0m wide sealed (hot mix) road, designed, constructed and drained to the satisfaction of the Manager Works and Services.**
 - b) Warburton Road being constructed, drained and sealed (hot mix) from the western boundary of Lot 2 Warburton Road to the intersection of Warburton Road with Martin Street to the satisfaction of the Manager Works and Services.**

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- c) **The intersection of Warburton Road and Martin Street being upgraded to the satisfaction of the Manager Works and Services.**
 - d) **A nutrient stripping sediment retention drainage management plan for storm water being prepared to the satisfaction of the Manager Works and Services.**
 - e) **A Creek/Waterway Foreshore Management Plan being prepared which will address amongst other things: remnant vegetation protection, fencing of foreshore and buffer areas, no fencing through the foreshore area, weed removal and revegetation where necessary and the ongoing management of the foreshore to the satisfaction of the Manager Works and Services.**
 - f) **Temporary cul-de-sac heads being designed, constructed, drained and sealed at the western ends of the proposed roads at proposed lots 6 and 7 and lots 7 and 23 to the satisfaction of the Manager Works and Services.**
 - g) **Crossovers to all lots being constructed, drained and sealed to the satisfaction of the Manager Works and Services.**
 - h) **Truncations being provided at all intersections and junctions of public roads and the Right of Way.**
 - i) **Construction not commencing until the Manager Works and Services has approved detailed engineering plans and specifications of works, including earth works, roads and paths, drainage, clearing, landscaping/rehabilitation and soil stabilisation measures, both during and after construction.**
 - j) **Drainage basins being designed and constructed to the satisfaction of the Manager Works and Services.**
 - k) **All lots being provided with underground power and reticulated water.**
 - l) **All cleared vegetation remaining on site being processed (mulched) and spread over disturbed areas within the site.**
 - m) **Revegetation being installed and maintained for a period of three years as shown on the Subdivision Guide Plan in Amendment No 46 in accordance with the Mount Barker Townscape Review 2002 species list to the satisfaction of the Manager Development Services.**
 - n) **Compliance with the relevant provisions of the Fire Management Plan in Amendment No 46 to the satisfaction of the Manager Community Services.**
 - o) **Strategic fire breaks/emergency access being constructed to a 6.0m wide with a 4.0m wide gravel hard surface to the satisfaction of the Manager Community Services.**

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- p) Fire hydrants being installed to the satisfaction of the Manager Works and Services.
 - q) A 1.8m high dog/stock proof fence being erected along the south boundary to the satisfaction of the Manager Development Services.
 - r) An easement being provided over the Bolganup water main.
 - s) The subdivider making arrangements to the satisfaction of the Manager Development Services ensuring that prospective purchasers and successors in title are aware of the following in writing that:
 - i) the Rural Residential zone special provisions;
 - ii) the requirement for Aerobic Treatment Unit (ATU) systems are to be used on all lots; and
 - iii) the Fire Management Plan and the Bushfire Survival Manual.
2. If required as a result of a Western Australian Planning Commission condition of approval, authority be granted to the Shire President and the Chief Executive Officer to affix the Common Seal of the Council to a Notification under Section 70A of the Transfer of Land Act 1893 (as amended) and/or Section 165 of the Planning and Development Act 2005 (as amended).

AMENDMENT

Moved Cr L Handasyde, seconded Cr B Bell:

That:

1. In sub paragraph a) the word '(hotmix)' be deleted;
2. In sub paragraph b) the word '(hotmix)' be deleted; and
3. The words in sub paragraph c) be deleted and replaced with the words: 'The intersection with Warburton and Martin Street and the subdivisional roads being upgraded to hotmix to the satisfaction of the Manager Works and Services.'

CARRIED (9/0)

NO. 51/13

COUNCIL DECISION

That:

1. The Western Australian Planning Commission be advised that the proposed 31 lot subdivision of Lot 752 Warburton Road, Mount Barker (WAPC 147464) is supported subject to:
 - a) All lots being provided with access to a 6.0m wide sealed road, designed, constructed and drained to the satisfaction of the Manager Works and Services.
 - b) Warburton Road being constructed, drained and sealed from the western boundary of Lot 2 Warburton Road to the intersection of

- Warburton Road with Martin Street to the satisfaction of the Manager Works and Services.
- c) The intersections with Warburton and Martin Street and the subdivisional roads being upgraded to hotmix to the satisfaction of the Manager Works and Services
 - d) A nutrient stripping sediment retention drainage management plan for storm water being prepared to the satisfaction of the Manager Works and Services.
 - e) A Creek/Waterway Foreshore Management Plan being prepared which will address amongst other things: remnant vegetation protection, fencing of foreshore and buffer areas, no fencing through the foreshore area, weed removal and revegetation where necessary and the ongoing management of the foreshore to the satisfaction of the Manager Works and Services.
 - f) Temporary cul-de-sac heads being designed, constructed, drained and sealed at the western ends of the proposed roads at proposed lots 6 and 7 and lots 7 and 23 to the satisfaction of the Manager Works and Services.
 - g) Crossovers to all lots being constructed, drained and sealed to the satisfaction of the Manager Works and Services.
 - h) Truncations being provided at all intersections and junctions of public roads and the Right of Way.
 - i) Construction not commencing until the Manager Works and Services has approved detailed engineering plans and specifications of works, including earth works, roads and paths, drainage, clearing, landscaping/rehabilitation and soil stabilisation measures, both during and after construction.
 - j) Drainage basins being designed and constructed to the satisfaction of the Manager Works and Services.
 - k) All lots being provided with underground power and reticulated water.
 - l) All cleared vegetation remaining on site being processed (mulched) and spread over disturbed areas within the site.
 - m) Revegetation being installed and maintained for a period of three years as shown on the Subdivision Guide Plan in Amendment No 46 in accordance with the Mount Barker Townscape Review 2002 species list to the satisfaction of the Manager Development Services.
 - n) Compliance with the relevant provisions of the Fire Management Plan in Amendment No 46 to the satisfaction of the Manager Community Services.

- o) Strategic fire breaks/emergency access being constructed to a 6.0m wide with a 4.0m wide gravel hard surface to the satisfaction of the Manager Community Services.
 - p) Fire hydrants being installed to the satisfaction of the Manager Works and Services.
 - q) A 1.8m high dog/stock proof fence being erected along the south boundary to the satisfaction of the Manager Development Services.
 - r) An easement being provided over the Bolganup water main.
 - s) The subdivider making arrangements to the satisfaction of the Manager Development Services ensuring that prospective purchasers and successors in title are aware of the following in writing that:
 - i) the Rural Residential zone special provisions;
 - ii) the requirement for Aerobic Treatment Unit (ATU) systems are to be used on all lots; and
 - iii) the Fire Management Plan and the Bushfire Survival Manual.
2. If required as a result of a Western Australian Planning Commission condition of approval, authority be granted to the Shire President and the Chief Executive Officer to affix the Common Seal of the Council to a Notification under Section 70A of the Transfer of Land Act 1893 (as amended) and/or Section 165 of the Planning and Development Act 2005 (as amended).

CARRIED (9/0)

NO. 52/13

**9.1.3 TOWN PLANNING SCHEME NO. 3 - AMENDMENT NO. 59 – LOT 151
MUIR HIGHWAY AND VACANT CROWN LAND BOURKE STREET,
MOUNT BARKER – SUBMISSIONS RECEIVED**

File No: N25815
Attachments: [Summary of Submissions](#)
[Location Plan](#)
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Peter Duncan
Manager Development Services
Proposed Meeting Date: 26 March 2013

PURPOSE

The purpose of this report is to consider submissions received on a proposed Amendment to Town Planning Scheme No. 3 to rezone Lot 151 Muir Highway (Council depot) from Special Industrial to Industrial and to rezone vacant Crown land south of Bourke Street from Industrial to Recreation Local Scheme Reserve.

BACKGROUND

Lot 151 Muir Highway is owned by the Shire of Plantagenet and the vacant land south of Bourke Street is owned by the Crown. Lot 151 Muir Highway and Langton Road is occupied by the Council depot. Muir Highway divides the lot into two portions.

Lot 151 Muir Highway is zoned Special Industrial in the Shire of Plantagenet Town Planning Scheme No. 3 (TPS3). This Special Industrial zoning category was introduced many years ago and was created primarily for the yet to be developed Yerriminup special industrial area located south of Mount Barker on Albany Highway.

The Special Industrial zoning category was created with the intent of catering for the larger industries that have the potential to require extensive buffer requirements and land use constraints such as pulp mills, tanneries, abattoirs and so on.

The second part of this Amendment involves 4.87ha of vacant Crown land with no lot number, but with the Crown property identifier of PIN 622543. This land is located south of Bourke Street and east of Taylor Road and is zoned Industrial under Town Planning Scheme No. 3. The land is well vegetated.

In work carried out by consultants for LandCorp in December 2008, an Environmental Opportunities and Constraints Assessment found there were areas of P3 and P4 priority flora species present on this vacant Crown land. The Assessment did state these particular species may be well represented in bushland to the south of Langton Road but more work would be needed to determine this. The main obstacle with this land is that there were some 19 trees with recorded Black Cockatoo habitat. This bird is a threatened species and the Federal Department of Environment has very onerous requirements to be achieved before any areas with

such habitat can be cleared. It is highly likely approval would never be obtained to clear this vegetated area to create Industrial lots.

The Council, when it considered this Amendment at its meeting held on 11 December 2012, resolved:

'That:

- 1. Amendment No. 59 to Town Planning Scheme No. 3 be initiated and referred to the Environmental Protection Authority in accordance with legislative requirements.*
- 2. Once authorised by the Environmental Protection Authority, the Amendment be advertised for a period of 42 days to enable comment to be made.*
- 3. After advertising, a further report be prepared for the Council to be presented no later than its meeting to be held in April 2013.*
- 4. Staff prepare an application for funding assistance to Landcorp as part of the Regional Development Assistance Program for the 2013 round.'*

All Councillors were provided with a copy of the Amendment document with the 11 December 2012 Agenda.

The Amendment was referred to the Environmental Protection Authority (EPA) and on 16 January 2013 that agency authorised the Amendment to proceed to public advertising.

The Council, at its meeting held on 26 February 2013 when considering a report on the involvement of LandCorp in the subdivision of industrial lots on Lot 151 Muir Highway, resolved:

'That:

- 1. In order to effect the development of Lot 151 Muir Highway, Mount Barker for multiple industrial lots, the Council will:*
 - a. Agree to cede up to six lots as marked on the possible subdivision layout plan (attached) to LandCorp on the undertaking that LandCorp will fund the necessary work to enable the subdivision and sale of those industrial lots.*
 - b. In the event that LandCorp is not agreeable to the proposal to undertake the first stage of the subdivision, the Council will not cede the subject land to LandCorp.*
- 2. Authority be granted to the Shire President and Chief Executive Officer to affix the Common Seal of the Shire of Plantagenet to any paperwork relevant to this matter to enable the land transfer to occur once LandCorp has agreed to fund the work needed.'*

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Town Planning Regulations 1967 – these have set procedures for amending a Town Planning Scheme including, once initiated by the Council, referral to the EPA for 28 days. Once cleared by the EPA a 42 day advertising period applies. The Council must consider any submissions lodged within 42 days of the close of formal advertising and refer its recommendation to the Western Australian Planning Commission (WAPC) and the Minister within 28 days.

EXTERNAL CONSULTATION

Consultation has taken place between Council officers, LandCorp and the Department of Regional Development and Lands.

The Amendment was advertised for 42 days with letters to affected landowners and government agencies, newspaper notices and a notice on site and on the Council's notice board. The advertising period concluded on 14 March 2013 and a total of nine submissions were received (see Summary of Submissions attached).

FINANCIAL IMPLICATIONS

The existing and proposed zoning maps were prepared by the Department of Planning in Perth for \$121.50.

The cost of advertising in the press was met by the town planning advertising budget. If finalised there will be the cost of publishing a notice in the Government Gazette.

Any future subdivision of the north western portion of Lot 151 Muir Highway will require financial assistance from Landcorp as part of its Regional Development Assistance Program. That application has been lodged.

POLICY IMPLICATIONS

Lot 151 Muir Highway is shown as existing Special Industrial zone and the vacant Crown land south of Bourke Street is shown as Industrial in the Council's Town Planning Scheme Policy No. 18 (Planning Vision) and the draft Local Planning Strategy.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2012-2022 provides at Outcome 2.2: (Appropriate development which is diverse in nature and protects local heritage) the following Strategies:

'Strategy 2.2.1 – Provide supportive planning and development guidance and liaison on major land development;' and

'Strategy 2.2.5 - Encourage industry, business and residential development that is consistent with the individual character of towns.'

OFFICER COMMENT

The majority of the depot infrastructure (buildings and equipment) is located in the south eastern portion of the lot. The north western portion of the lot is used as a storage area for bulk commodities such as gravel, sand, blue metal, timber and bricks.

Two new vehicular entries to the site were provided as part of the construction of the new portion of Muir Highway. There is also an entry and an exit to the south eastern portion of the lot from Langton Road.

The Council has no intention of using any of the present depot site for the kinds of industries envisaged in the Special Industrial zone hence this proposed Amendment to Town Planning Scheme No. 3 will change the zoning to Industrial. The depot will be retained in its present location. The Industrial zone is therefore considered a more appropriate zoning for this Lot 151 Muir Highway.

The second part of the Amendment involves the vacant Crown land to the south of Bourke Street and east of Taylor Road. With the vegetation consisting of priority flora species and the identified habitat for the threatened black cockatoo, clearing of the land would not be permitted by the Federal Environment Department. It is appropriate in this instance to rezone the land from Industrial to Recreation Local Scheme Reserve.

In terms of future industrial land in this area, the Council's Planning Vision and the draft Local Planning Strategy show the adjoining Lot 152 Muir Highway to the north and east as being rezoned from Rural to Industrial. When the owner of Lot 152 wishes to have that property rezoned to Industrial, it will be a decision that owner makes. In the interim this proposal will rezone the Council's Lot 151 Muir Highway from Special Industrial to Industrial.

With Lot 151 Muir Highway being zoned Industrial, the Council will then be in a position to consider the possible subdivision of the north western section to create a variety of lots for industrial use. Discussions have taken place with LandCorp and the Department of Regional Development and Lands on this matter and both agencies are supportive of the concept. The Manager Works and Services has confirmed the north west section is not critical to the depot operations with a rationalisation of the storage of bulk goods and better use of the south east section where the main infrastructure is located.

As a result of the public advertising, nine submissions were received and these are detailed in the Summary of Submissions. The submissions are all from State government agencies and none raised concerns with the Amendment and no modifications are required.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr G Messmer:

That:

- 1. The submissions lodged on Amendment No. 59 to Town Planning Scheme No. 3 be noted.**
- 2. Amendment No. 59 to Town Planning Scheme No. 3 be adopted without modification and be forwarded to the Western Australian Planning Commission for the final approval of the Minister for Planning.**
- 3. Authority be granted to the Shire President and the Chief Executive Officer to affix the Common Seal of the Council to Amendment No. 59 once approved by the Honourable Minister.**

CARRIED (9/0)

NO. 53/13

9.1.4 WATER MAIN UPGRADE - ALBANY TO MOUNT BARKER - REPORT TO DEVELOPMENT ASSESSMENT PANEL

3:33pm Cr G Messmer and Cr M Skinner withdrew from the meeting.

File No: N25824
Attachments: [Preliminary Water Corporation plans](#)
[Responsible Authority Report](#)
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Peter Duncan
Manager Development Services
Proposed Meeting Date: 26 March 2013

PURPOSE

The purpose of this report is to enable the Council to endorse a Responsible Authority Report to the Great Southern Joint Development Assessment Panel (DAP) regarding a development application for the Albany to Mount Barker water main upgrade.

BACKGROUND

The Council for a number of years has been requesting the Water Corporation to progress the upgrading of the Albany to Mount Barker water main. The Corporation is moving to start construction on the new main in May 2013 with completion expected in approximately 24 months (2015).

The existing Albany to Mount Barker water main is located within the Albany Highway road reserve. Main Roads WA no longer allows agencies such as the Water Corporation to place infrastructure within its road reserves and as such, the majority of the new water main will be located in private properties abutting the highway.

Attached are Water Corporation preliminary plans showing the water main route from Albany to Mount Barker.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Shire of Plantagenet Town Planning Scheme No. 3 (TPS3) – The majority of the land affected is zoned Rural, one lot is zoned Special Industrial (Yerriminup) and one lot is zoned Special Site (Yerriminup buffer).

The water main falls into the land use category of 'Public Utility' and such a use is discretionary 'AA' in all three zones.

Where the water main is to be located within road reserves in Mount Barker, the public utility does not require Planning Consent as it is within Crown road reserves.

Clause 6.3.2 of TPS3 states:

'The Council, having regard to any matter which it is required by the Scheme to consider, to the purpose for which the land is reserved, zoned or approved for use under the Scheme, to the purpose for which land in the locality is used, and to the orderly and proper planning of the locality and the preservation of the amenities of the locality, may refuse to approve any application for planning consent or may grant its' approval unconditionally or subject to such conditions as it thinks fit.'

Planning and Development (Development Assessment Panels) Regulations 2011 (DAP Regulations).

Regulation 5 sets out what is a mandatory DAP application and in this case part (c) is relevant as the cost of the development is over \$7 million. Regulation 5 reads:

'Mandatory DAP applications (Act s. 171A(2)(a))

Any development application that –

- (a) is not an excluded development application; and*
- (b) in the case of an application for development in the district of the City of Perth – is for the approval of development that has an estimated cost of \$15 million or more; and*
- (c) in the case of an application for development in a district outside of the district of the City of Perth – is for the approval of development that has an estimated cost of \$7 million or more,*

is of a class prescribed under section 171A(2)(a) of the Act.'

Regulation 12 requires each responsible authority to provide a Responsible Authority Report to enable the DAP to determine the application. In this instance two DAP applications have been lodged, one with the Shire of Plantagenet and the other with the City of Albany.

The DAP in this region is the Great Southern Joint Development Assessment Panel which consists of three specialist members and two local government members. The present two local government members for the Shire of Plantagenet are Councillors Clements and Messmer and their deputy members are Councillors Skinner and Handasyde.

A Department of Planning Practice Note 6 (Conduct of Local Government DAP Members) states *'Councillors are strongly encouraged to avoid participating or voting in a prior Council decision in relation to a DAP application'* which is the situation of this report.

EXTERNAL CONSULTATION

The Water Corporation has advertised the water main proposal in the press, held public information meetings and has been liaising with all affected landowners.

FINANCIAL IMPLICATIONS

The total application fee of \$25,065.00 has been paid. Of this the Council received \$19,393.00 and the DAP receives \$5,672.00.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2012 – 2022 provides at Outcome 2.2 (Appropriate development which is diverse in nature and protect local heritage) the following Strategy:

Strategy 2.2.2 – Ensure quality, consistent and responsive development and building assessment approval processes and enforcement.'

OFFICER COMMENT

The required Responsible Authority Report to the DAP is attached. In that report approval is recommended subject to conditions.

The Council may 'endorse' the Responsible Authority Report prepared by the relevant officer.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Cr L Handasyde, seconded Cr A Budrikis:

That the Responsible Authority Report to the Great Southern Joint Development Assessment Panel in respect to the application for the water main upgrade from Albany to Mount Barker by the Water Corporation be endorsed.

AMENDMENT

Moved Cr J Moir, seconded Cr B Bell:

That a part 2) be added to the motion 'That the Council strongly supports minimal adverse impact on private property to the satisfaction of the affected land owners. ' and the motion be recast accordingly.

CARRIED (6/1)

NO. 54/13

COUNCIL DECISION

That:

- 1. The Responsible Authority Report to the Great Southern Joint Development Assessment Panel in respect to the application for the water main upgrade from Albany to Mount Barker by the Water Corporation be endorsed.**

2. The Council strongly supports minimal adverse impact on private property to the satisfaction of the affected land owners.

CARRIED (7/0)

NO. 55/13

3:43pm Cr G Messmer and Cr M Skinner returned to the meeting.

9.2 WORKS AND SERVICES REPORTS

9.2.1 POLICY REVIEW - STOCK ON LOCAL ROADS

File No: N25202
Attachments: [I R 18 Stock on Roads](#)
Responsible Officer: Dominic Le Cerf
Manager Works and Services
Author: Kaye Skinner
Works and Services Administration Officer
Proposed Meeting Date: 26 March 2013

PURPOSE

The purpose of this report is to review Council Policy No. I/R/18 – Stock on Local Roads.

BACKGROUND

This policy was last reviewed by the Council on 14 December 2010.

STATUTORY ENVIRONMENT

Road Traffic Code 2000
Road Traffic (Vehicle Standards) Regulations 2002
Main Roads Act 1930

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.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2012-2022, provides at Outcome 2.4 (Safe and reliable transport infrastructure) the following Strategy 2.4.4:

‘Investigate and respond to road safety and traffic issues throughout the District.’

OFFICER COMMENT

The current policy has been updated with changes in line with Main Roads WA Technical Guidelines Amended on 7 November 2012. A number of minor grammatical changes have also been made.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr A Budrikis:

That amended Council Policy No. I/R/18 Stock on Local Roads as follows:

OBJECTIVE:

The purpose of this Policy is to provide reasonable precautions that should be taken when moving stock on local roads, and to outline the Council's requirements for provision of stock underpasses on local roads.

POLICY:**1. POLICY STATEMENT**

Main Roads will provide guidance on reasonable precautions that should be taken when droving stock across or along a state road and will also permit stock underpasses under state roads subject to the underpass meeting Main Roads' requirements.

The Council will provide guidance on reasonable precautions that should be taken when droving stock across or along a local road and will also permit stock underpasses under local roads subject to the underpass meeting Main Roads' requirements.

These guidelines do not address the issue of straying stock in unfenced pastoral areas.

2. APPLICATION & APPROVAL GUIDELINES**2.1. Definitions**

Unless otherwise indicated in the text of this Policy:

- | | | |
|-------------------------------|---|---|
| AS | - | means Australian Standards. |
| Livestock Waybill | - | means a form completed by the livestock owner recording details of the animal movement (Contact Department of Agriculture and Food). |
| Local Road | - | means a road under the control of a Local Government. |
| Main Roads | - | means Main Roads of Western Australia. |
| RTC 2000 | - | means Road Traffic Code 2000. |
| Special Permit to move | - | means a permit issued by a Department of Agriculture and Food Inspector approving the movement of stock between two properties without a waybill. |
| State Road | - | means a highway and main road under the control of Main Roads WA and includes national highways; |
| Traffic signs | - | means a sign as recognised in the Australian Standards or Main Roads' Signs Index. |

2.2. Background

The purpose of this Policy is to provide reasonable precautions that should be taken by a person when moving stock on local roads, and to outline the Council's requirements for provision of stock underpasses on local roads.

The person in charge of moving stock across or along a road does not need formal permission from the Council except for the following statutory requirements:

- For roads with declared Control of Access the consent of Main Roads is required; (Main Roads Act 1930, Section 28A (4)); and
- For roads within a town the permission of the Director General is required. (RTC 2000 Regulation 277).

A person in charge of moving stock across or along a road must carry either a:

- Livestock Waybill; or
- Special Permit to move.

Further information can be obtained from the local Department of Agriculture and Food.

A person driving stock on roads shall:

- Not leave stock unattended (RTC 2000 Regulation 275); and
- Provide reasonable warning and not cause unreasonable delay to approaching traffic (RTC 2000 Regulations 276).

The RTC 2000 allows the person in charge of moving stock on a road to install temporary road warning signs (Regulations 297 & 276), and to display a yellow flashing warning light on a vehicle (Regulation 289).

2.3 APPLICATION

2.3.1. Precautions for Taking Stock onto a Local Road

2.3.1.1 General

The RTC 2000 requires the person in charge of stock on a road to:

- Take all reasonable precautions to warn approaching traffic of the presence of the stock; and
- Arrange the moving of the stock at such times, and in such numbers, and establishes such control of the stock on the road, as is likely to prevent it causing unreasonable delay to the passage of other traffic.

2.3.1.2 Reasonable Warning

Reasonable precautions to warn approaching traffic with warning signs and devices is provided in the Technical Guideline (Part C).

2.3.1.3 Unreasonable Delay

The following circumstances are considered to be cause for unreasonable delay:

- The duration of road closure is greater than five minutes; and for multiple crossing movements, all queued vehicles are not cleared before the commencement of the next crossing movement;
 - The stock movement is on a dual carriageway road;
 - The crossing is closer than one km to a stock underpass servicing the same landowner; or
-

- The road's annual average daily traffic volume is greater than 2,500 vehicles per day.

2.3.1.4 Costs

The person in charge of the stock is responsible for the supply, installation and removal of the road traffic signs and devices associated with the stock movement on a road.

2.3.1.5 Roads with High Traffic Volumes

Where a road's annual average daily traffic volume is greater than 2,500 vehicles per day, a stock underpass is the preferred method of moving stock across the road.

2.3.2. Stock Underpasses under Local Roads

2.3.2.1 General

A stockowner may install an underpass under a local road subject to compliance with the requirements of these guidelines. There are conditions on the design, construction, and maintenance.

2.3.2.2 Costs

There is no fee for the Council to process an application. The applicant shall be responsible for all costs associated with the design, construction and maintenance of the underpass structure.

2.3.2.3 Design and Construction

For sections of the underpass that are within and at the boundary of the road reserve, the design shall be approved by the Council and the construction shall be undertaken by the Council or Council approved consultants and / or contractors.

2.3.2.4 Maintenance

The applicant shall maintain the underpass. The maintenance of the underpass by the applicant includes removal of fouling and repair of any damage to the road infrastructure within the road reserve.

2.4. APPROVAL - STOCK UNDERPASSES

2.4.1. Applications

A person wishing to install a stock underpass must submit an application to the Council.

2.4.2. Approval

Approval of an application shall include a condition that a Stock Underpass Agreement be signed by both the applicant and the Council before commencement of any work in the road reserve and shall indicate the extent, if any, of the Council's contribution to funding the underpass.

3. TECHNICAL GUIDELINES

3.1. General

The removal or covering of stock crossing signs when not in use is mandatory. Signs that are displayed while not in use may bring all signing into

disrepute and may result in motorists disregarding important warnings. Signs should be covered such that they are not visible in all light conditions.

3.2. STOCK CROSSINGS

3.2.1. Stock Crossings with Sight Distance greater than 300m

Where a stock crossing is located such that approaching motorists can see the stock crossing point from more than 300m away, signing should be as per Figure 1.

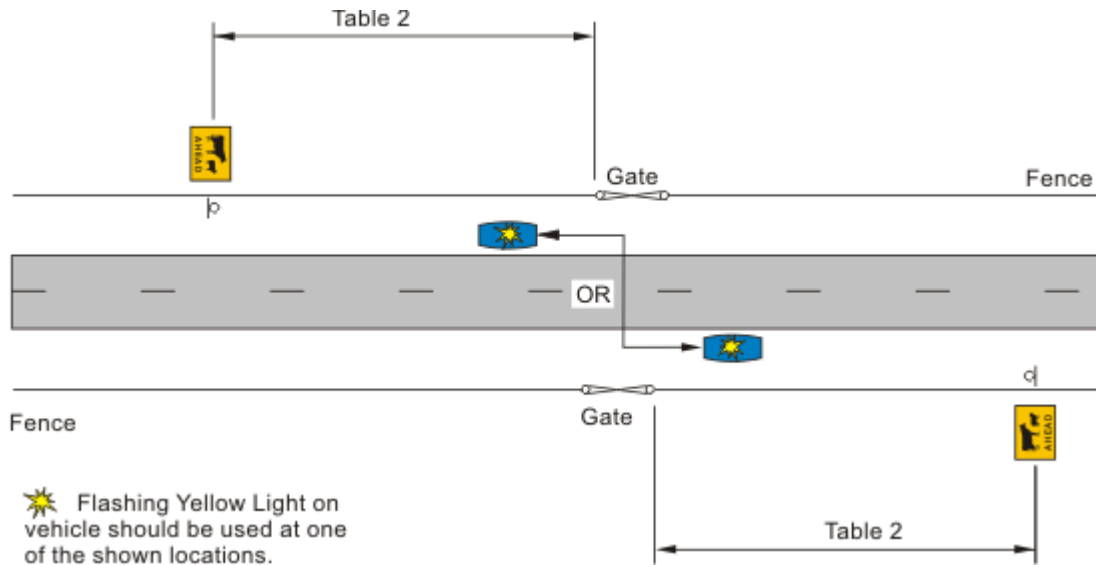


FIGURE 1 - Typical Stock Crossing Site.

The crossing should desirably not be used when sun glare will interfere with drivers' view of the traffic signs or stock on the road.

Where stock movements are adjacent to or encompass an intersection, STOCK AHEAD and ON SIDE ROAD signs should be used on the side roads, to alert motorists entering the road that there is stock on the road. The location of the STOCK AHEAD sign should be based on a distance from the stock crossing as shown in Table 2.

POSTED SPEED LIMIT KM/H	MINIMUM SPACING DISTANCE METRES
60	120 m
70	140 m
80	160 m
90	180 m
100	200 m
110 / STATE LIMIT	220 m

Table 2 – Placement of STOCK AHEAD Signs

3.2.2. Stock Crossings with Sight Distance less than 300m

If the stock crossing site is positioned such that approaching motorists cannot see the stock crossing point from at least a minimum of 300m away during the day, then signage should be as shown in figure 2.

The REDUCE SPEED and the STOCK AHEAD signs should be visible at the same time to the approaching motorist.

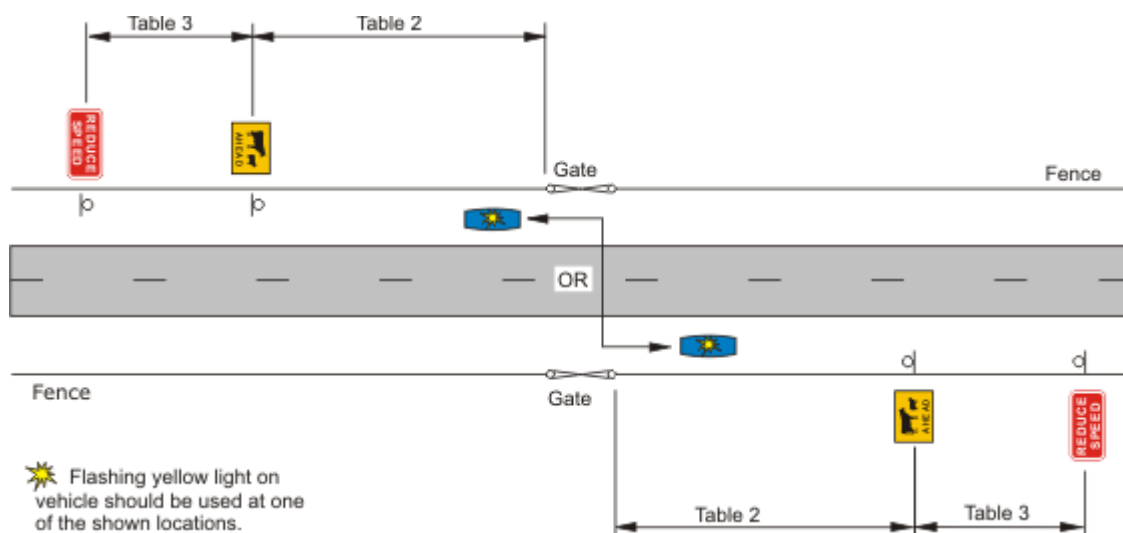


FIGURE 2 - Signing at stock crossings with sight distance less than 300m

POSTED SPEED LIMIT KM / H	MINIMUM SPACING DISTANCE
60	30 m
70	35 m
80	40 m
90	45 m
100	50 m
110 / State Limit	55 m

TABLE 3 - Placement of REDUCE SPEED Signs

3.2.3. Use of Stock Crossings during Night-Time, Periods of Poor Visibility or Hazardous Locations.

Daylight use of stock crossings is preferred. Where the stock crossing is proposed to be used during night-time, periods of poor visibility or in a hazardous location, the following actions should be taken:

- Signing and flashing rotating yellow light should be carried out in accordance with Figure 2 (See also Sections 3.4 and 3.5);
- Any person standing on or adjacent to the road for the purposes of controlling stock should wear clothing with reflective strips;
- Floodlighting shall be provided at the crossing point. The lighting should be sufficient to clearly illuminate stock on the road formation in the vicinity of the crossing point. If the road reserve is wider than 30m then floodlights should be placed on both sides of the road reserve; and
- The Council sign STOCK AHEAD PREPARE TO STOP (MR-WAW-6) should be considered for use.

With reference to Figure 1, the STOCK AHEAD PREPARE TO STOP sign should be positioned in place of the STOCK AHEAD sign.

3.3. DROVING OF STOCK ALONG A ROAD

Where it is necessary to move stock more than 100m along a road reserve, signs should be erected along the road shoulder in accordance with Figure 3. In addition, a lead vehicle and / or a tail vehicle should be placed in front and/or at the rear of the stock to warn approaching motorists. The vehicles should be located at a distance from the stock as shown in Table 2.

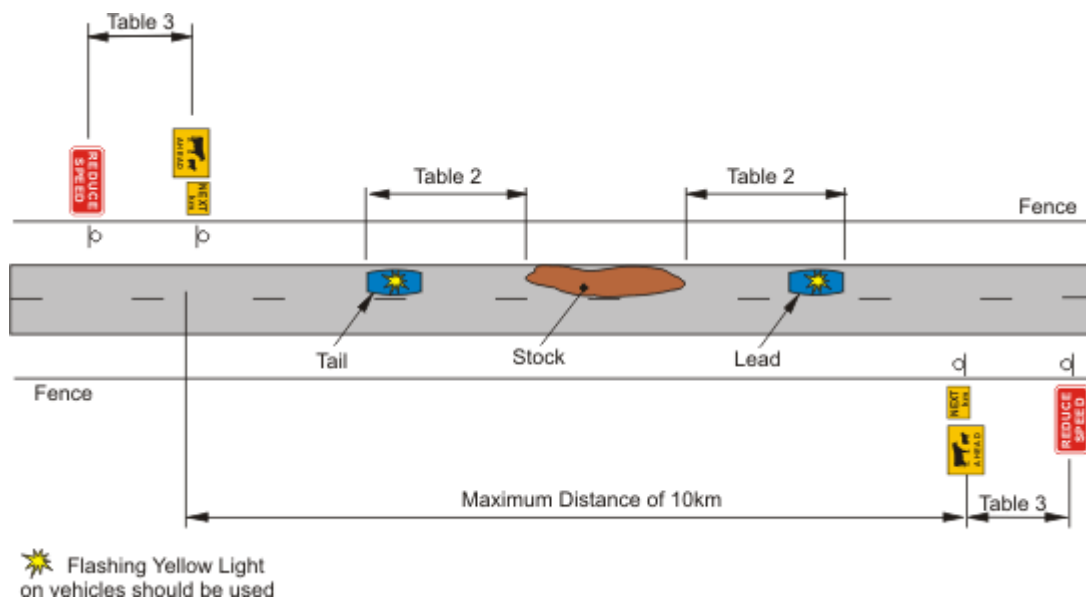


FIGURE 3 - Signing for droving of stock

NOTE: When using the NEXT...Km sign, the value for the distance should be 1km and 10km.

NOTE: Where stock can be moved along the road reserve without stock or vehicles travelling on the carriageway, it remains necessary to adhere to the signage shown in Figure 3.

3.4. SIGNS

The conditions of the following publications have been described in this guideline:

- Main Roads Signs Index and relevant guidelines;
- Occupational Safety and Health Regulations 1996 Act; and
- Relevant Australian Standards.

This policy provides sufficient guidance for a person wanting to take stock onto a road to comply with the necessary standards. If required, further information can be obtained by contacting Main Roads.

Signs should be erected in accordance with this policy and the Main Roads Standard.

Drawings 9548 - 0106 and 8720 -0762. All signs shall be rigid. The class of retro reflective material used shall be Class 1.

Signing should be displayed prior to and during the stock movement. Signs and flashing yellow warning lights should be positioned and erected so that:

- They are properly displayed and firmly secured so as to prevent them being blown over by the wind or passing traffic; and
- Signs may be placed on the roadside or road shoulder and should be at least one m clear of the road lanes.

The signs and any flashing yellow lights should be displayed or installed immediately prior to the stock being driven on to the road reserve and folded over or removed as soon as the stock are no longer in the road reserve, as per Section 3.1 .

Signs are a specified treatment in this policy, and typical signs are listed in Table 4.






<p>'STOCK AHEAD' AS 1742.2 Designation T1-19B Sign Size: 1200 x 900mm (sealed roads) OR 900 x 600mm (unsealed roads)</p>	
<p>'REDUCE SPEED' AS 1742.2 Designation G9-9A Sign Size: 1500 x 750mm</p>	
<p>'NEXT ... KM' AS 1742.2 Designation W8-17-1B Sign Size: 750 x 450mm</p>	
<p>'ON SIDE ROAD' AS 1742.2 Designation W8-3B Sign Size: 750 x 500mm</p>	
<p>'STOCK AHEAD PREPARE TO STOP (With Flashing Yellow)' Main Roads Designation MR-WAW-6B (See Section 2.3) Sign Size: 1100 x 1600mm Sign Dimensions Sign Post Dimensions</p>	

TABLE 4 - List of typical signs for Stock Crossings and Droving of Stock.

3.5. VEHICLE MOUNTED WARNING DEVICE

The flashing yellow warning light shall comply with the equipment described in the Road Traffic (Vehicle Standards) Regulations 2002. Vehicle indicator lights do not constitute a flashing yellow warning light.

3.6. STOCK UNDERPASSES

Stock underpasses generally consist of reinforced concrete box culverts of a size suitable to allow safe passage of the stock and the farmer. Sizes for these structures may, for example, be:

- 1200 x 1200mm Sheep movements;
- 1500 x 1500mm Sheep movements where the stock owner may access the underpass; or
- 1800 x 1800mm Cattle movements and where the stock owner may utilise a vehicle in the underpass.

Fencing details for the underpass to prevent stock from entering the road is available (in the Guide to Design of Fencing and Walls from Main Roads.)' be endorsed.

CARRIED (9/0)

NO. 56/13

9.2.2 ROADWISE COMMITTEE – APPOINTMENT OF MEMBER – MOUNT BARKER COMMUNITY COLLEGE REPRESENTATIVE

File No: N25998
Responsible Officer: Dominic Le Cerf
Manager Works and Services
Author: Vanessa Ward
Senior Administration Officer
Proposed Meeting Date: 26 March 2013

PURPOSE

The purpose of this report is to consider the appointment of a Mount Barker Community College Representative to fill the vacancy on the Council's RoadWise Committee.

BACKGROUND

At its meeting held on 25 September 2007 the Council resolved as follows:

'That

1. *A Committee of the Council be formed pursuant to Section 5.9(2)(c) of the Local Government Act to be named the RoadWise Committee.*
2. *The functions of the committee shall be:*
 - a) *To provide a structured forum for stakeholders to consider and discuss road safety issues; and*
 - b) *To discuss and make recommendations regarding the identification and appropriate counter measures to negative attitudinal, behavioural and environmental factors linked to enforcement, engineering, encouragement and evaluation of road safety initiatives.*
3. *Membership of the Committee shall be:*
 - i *One Local Government Elected Member*
 - ii *One Local Government Officer – Works and Services*
 - iii *One RoadWise Safety Officer*
 - iv *One Police Representative*
 - v *One Main Roads Representative*
 - vi *One Department of Education Representative*
 - vii *One Parents and Citizens Representative; and*
 - viii *One Community Representative*
4. *Nominations for membership be sought by the Chief Executive Officer and a further report be presented to the Council at its meeting to be held on 23 October 2007.'*

At its meeting held on 7 March 2013 the RoadWise Committee received a letter of resignation from Mr Wes Beck, relating to his position as representative of the Mount Barker Community College.

The Mount Barker Community College has nominated Mr Roger Barratt as a replacement representative on the RoadWise Committee.

At its meeting held on 7 March 2013 the RoadWise Committee resolved:

'That it be a recommendation to the Council:

That Mr Roger Barratt be accepted as a representative of the Mount Barker Community College to the Shire of Plantagenet RoadWise Committee'

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

STATUTORY IMPLICATIONS

Committees of the Council are established pursuant to Section 5.8 of the Local Government Act 1995.

The RoadWise Committee was formed under Section 5.9(2)(c) of the Local Government Act 1995 which provides that a committee is to comprise '...Council Members, Employees and Other Persons...' These appointments must be adopted by an Absolute Majority.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2012-2022 provides at Outcome 2.4 – Safe and reliable transport infrastructure – the following Strategy 2.4.4:

'Investigate and respond to road safety and traffic issues throughout the District.'

OFFICER COMMENT

Mr Barratt's appointment to the RoadWise Committee as a representative of the Mount Barker Community College has been supported by the RoadWise Committee.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Moir, seconded Cr B Bell:

That Mr Roger Barratt be appointed as the Mount Barker Community College Representative member on the RoadWise Committee.

CARRIED (9/0)

NO. 57/13

Absolute Majority

9.2.3 POLICY REVIEW - COUNCIL POLICY I/FM/2 - VEHICLE SPECIFICATIONS

File No:	N25862
Attachments:	Policy I-FM-2 - Vehicle Specifications
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Rob Stewart Chief Executive Officer
Proposed Meeting Date:	26 March 2013

PURPOSE

The purpose of this report is to review (in part) Council Policy No I/FM/2 – Vehicle Specifications.

BACKGROUND

This policy was last reviewed by the Council on 1 May 2012.

STATUTORY ENVIRONMENT

Motor Vehicle Standards Act 1989 governs the national standards for vehicle safety and environmental requirements.

Some vehicles are covered in employee contractual requirements.

EXTERNAL CONSULTATION

There has been no external consultation in regard to this report.

FINANCIAL IMPLICATIONS

The purpose in bringing this report before the Council earlier than it would normally come before the Council is to recommend the CEO be authorised to take advantage of market conditions if this is warranted regarding the residual value of vehicles.

As part of the Council's preliminary budget process, indicative trade-in prices are sought relating to vehicles that will most likely be disposed of in the coming financial year.

That research indicates that the present changeover at 80,000 kilometres is negatively impacting trade-in prices.

When the Council altered changeover times from 40,000 kilometres to 80,000 kilometres, it was based on a market that encouraged longer term ownership due to a market decrease in value over 40,000 kilometres and a plateauing after 60,000 kilometres.

The present second-hand market, due to the static prices of new cars (making second-hand vehicles depreciate faster) and the high Australian dollar (increasing purchasing power) is indicating that there should be some leeway for the CEO to test the market and dispose of cars at the most opportune time. (Although the present

policy indicates this process in the wording, it nevertheless restricts changeover to the 80,000 kilometre rule.

Our current research indicates that vehicles with 40,000 kilometres will have changeover values between \$5,000.00 and \$10,000.00. Putting a further 20,000 to 40,000 kilometres on those vehicles will increase the changeover cost by as much as \$20,000.00 to \$25,000.00.

Further, these extra kilometres will almost certainly require one new set of tyres.

POLICY IMPLICATIONS

The review of this policy is presented outside of the Council's normal policy review cycle in order to advise the Council of advantageous market conditions.

STRATEGIC IMPLICATIONS

The Council's Strategic Community Plan (2012-2022) under Goal 2 (Enhancing Natural and Built Environment) provides at Outcome 2.6 (Assets and Infrastructure Managed over the long term to meet current and future needs) the following Strategy 2.6.1:

'Develop and implement long-term Service and Asset Management Plans for all Council assets, having regard for current and future asset needs and the Shire's long-term financial plan.'

OFFICER COMMENT

As noted under the Financial Implications heading, the current Council Policy regarding vehicle specifications (including vehicle changeover) restricts the CEO's ability to take advantage of market conditions.

Part 11 of the Policy presently reads:

'Vehicle Disposal

Vehicle disposal should occur where the cost of ownership of the vehicle is optimised. Generally, vehicles will be disposed of at 80,000km or three years (whichever occurs first) unless vehicles are under other contractual arrangements for purchase/changeover.'

It is suggested that this section should now read:

Vehicle disposal should occur where the cost of ownership of the vehicle is optimised. Generally, vehicles will be disposed of at between 40,000 kilometres and 80,000 kilometres or three years (whichever occurs first) where the CEO is of the opinion that the time of disposal maximises the financial advantage to the Council, unless vehicles are under other contractual arrangements or purchase/changeover.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Cr S Etherington, seconded Cr G Messmer:

That amended Council Policy I/FM/2 – Vehicle Specifications:

OBJECTIVE

To provide a balanced light vehicle fleet (as far as practicable) which:

- a) Is fit for purpose and addresses the needs of specific roles of the Shire;
- b) Minimises vehicle ownership costs;
- c) Minimises the impact of the light vehicle fleet on the environment;
- d) Enhances the safety of staff and other road users;
- e) Addresses the requirements of individual employment contracts; and
- f) Takes advantage of the ability to tailor vehicle acquisition to attract and retain staff.

POLICY**Vehicle Selection**

The overriding principle in the selection of vehicles for inclusion in the Shire's light vehicle fleet is 'fit for purpose'. The light vehicle fleet should be functional and versatile with vehicles tailored to the needs of specific positions where required. The light vehicle fleet should include utilities, sedans and wagons. After considering 'fit for purpose', specific vehicle selections should have regard for the following.

1. Cost of Ownership

This is determined through consideration of purchase price and likely disposal price, running costs (maintenance and fuel) and costs of required accessories. In determining the cost of ownership, consideration should be given to the benefits of standardising a vehicle fleet, in order to permit vehicle rotation and decrease servicing times. The ability to service vehicles at recognised service centres (without voiding warranties) within the district should also be considered as a benefit in reducing cost of ownership.

2. Safety

Setting a minimum standard for vehicle safety is considered appropriate on the basis of organisational risk management as well as corporate responsibility. Minimum safety standards address pedestrian safety and also ensure safe cars are available to the community on disposal by the Shire. As a minimum, all sedans and wagons within the fleet are to be fitted with:

- a. Antilock Braking Systems (ABS);
- b. Electronic Stability Control (ESC); and
- c. Dual airbags.

In the case of four wheel drive utility vehicles, these should be fitted with ABS and dual airbags, with preference for utilities with ESC. All vehicles within the light vehicle fleet should have a minimum Australasian New Car Assessment Program (ANCAP) rating of four stars.

- 3. Fuel Consumption / Vehicle Ratings**

Preference will be given for diesel vehicles rather than petrol vehicles. All vehicles purchased are to have fuel consumption of no more than 10L/100km, according to the Australian Government Green Vehicle Guide, unless otherwise approved by the Chief Executive Officer (or the Council). Preference will be given to vehicles with lower fuel consumption ratios and higher vehicle ratings contained in the Australian Government Green Vehicle Guide (www.greenvehicleguide.gov.au).
 - 4. Contractual Requirements and Attraction and Retention of Staff**

In determining vehicles for inclusion in the light vehicle fleet, consideration should be given to contractual obligations to individual staff (as approved by the Chief Executive Officer or the Council), as well as industry standards for individual positions and the level of positions. Any changes to contractual arrangements relating to vehicles should be referred to the Manager Works and Services by either the Chief Executive Officer or Senior Administration/Human Resources Officer once the contract is signed. Positions and vehicles types are identified below.
 - 5. Standardisation of Vehicles**

Where possible the purchase of new vehicles should be standardised across the organisation including the general use of base 'mid' range vehicles with similar features in accordance with this policy.
 - 6. Contractual Negotiations**

All vehicles/accessories purchased in accordance with contractual negotiations are to be approved by the Chief Executive Officer or the Council.
 - 7. Standard Inclusions**

The following items should be standard inclusions for every new vehicle purchased (unless otherwise approved by the Chief Executive Officer or the Council):

 - a. Laminated tinted windscreens;
 - b. Window tinting;
 - c. Factory air conditioning;
 - d. Mud flaps;
 - e. Rubber floor mats;
 - f. Lockable fuel cap;
 - g. Electric windows;
 - h. Cruise control;
 - i. Headlight protectors;
 - j. Seat covers for all seats;
 - k. Current year compliance plates;
 - l. Registration expiry of 30 June;
 - m. Automatic transmission;
 - n. Power steering;
 - o. Approved immobiliser;
 - p. Daytime running lights;
 - q. Seatbelt alert system;
 - r. Active head restraints;
 - s. Standard spare tyre; and
-

- t. **Steel drop side tray or well body with either a tonneau cover or lockable canopy wherever appropriate.**
8. **Fit for Purpose Inclusions (as approved by Chief Executive Officer or the Council)**
- a. **Manual transmission;**
 - b. **Tow bar and ball with electric plug;**
 - c. **Carpet floor mats;**
 - d. **Cargo barriers;**
 - e. **Bull bar;**
 - f. **Roof rack;**
 - g. **Tipping tray; and**
 - h. **Spotlights.**

9. **Items to Retain and Re-fit**

The following existing items shall be retained at changeover, to be re-fitted into the new vehicle:

- a. **First Aid Kit;**
- b. **Fire Extinguisher;**
- c. **PL Registration Plates;**
- d. **Flashing lights;**
- e. **Dog cages (where practical);**
- f. **Hoist; and**
- g. **Radio Communication Equipment.**

***Note: In a new vehicle purchased outright (where there is not a trade vehicle to remove items from), items a to c above become 'Standard' inclusions and items d to g become 'Fit for Purpose' inclusions.**

10. **Vehicle Purchase**

The purchasing of vehicles is to occur by quotation in accordance with the Council's Purchasing Policy. Only vehicles available at a Government price shall be purchased (State Government Vehicle Tender). Consideration will be given to Australian built vehicles.

11. **Vehicle Disposal**

Vehicle disposal should occur where the cost of ownership of the vehicle is optimised. Generally, vehicles will be disposed of at between 40,000 kilometres and 80,000 kilometres or three years (whichever occurs first) where the CEO is of the opinion that the time of disposal maximises the financial advantage to the Council, unless vehicles are under other contractual arrangements or purchase/changeover.

12. **Vehicle Rotation**

Vehicle rotation between officers, where the vehicle type is the same, shall be applied where possible when a vehicle is travelling too few or too many kilometres annually to achieve optimal ownership/changeover cost.

13. **Policy Implementation**

The administration and management of the Council's light vehicle fleet is assigned as a responsibility of the Council's Manager Works and Services.

14. Vehicle Designation

Position	Vehicle Class
Shire President, Chief Executive Officer	Prestige large or medium sedan/wagon
Deputy Chief Executive Officer, Manager Development Services, Manager Community Services, Manager Works and Services, Environmental Health Officer, Building Surveyor, Planning Officer	Medium to large sedan, wagon, utility or SUV
Principal Works Supervisor, Assistant Works Supervisor, Supervisor Parks and Gardens, Ranger, Community Emergency Services Manager	Dual cab 4x4 utility
Engineering Technical Officer, Building Maintenance Officer	Space cab 4x4 utility
Saleyards Manager	Single cab 4x4 utility
Parks and Gardens Utility, Depot Utility, Mechanic, Workshop Supervisor, Cleaner	Single cab one tonne 2x4 utility

be endorsed.'

AMENDMENT

Moved Cr L Handasyde, seconded Cr J Moir:

At part 11 of the policy the words 'at between 40,000 kilometres and 80,000 kilometres and three years (whichever occurs first)' be deleted.

CARRIED (9/0)

NO. 58/13

COUNCIL DECISION

That amended Council Policy I/FM/2 – Vehicle Specifications:

OBJECTIVE

- a) To provide a balanced light vehicle fleet (as far as practicable) which:
- b) Is fit for purpose and addresses the needs of specific roles of the Shire;
- c) Minimises vehicle ownership costs;
- d) Minimises the impact of the light vehicle fleet on the environment;

- e) Enhances the safety of staff and other road users;
- f) Addresses the requirements of individual employment contracts; and
- g) Takes advantage of the ability to tailor vehicle acquisition to attract and retain staff.

POLICY

Vehicle Selection

The overriding principle in the selection of vehicles for inclusion in the Shire's light vehicle fleet is 'fit for purpose'. The light vehicle fleet should be functional and versatile with vehicles tailored to the needs of specific positions where required. The light vehicle fleet should include utilities, sedans and wagons. After considering 'fit for purpose', specific vehicle selections should have regard for the following.

1. Cost of Ownership

This is determined through consideration of purchase price and likely disposal price, running costs (maintenance and fuel) and costs of required accessories. In determining the cost of ownership, consideration should be given to the benefits of standardising a vehicle fleet, in order to permit vehicle rotation and decrease servicing times. The ability to service vehicles at recognised service centres (without voiding warranties) within the district should also be considered as a benefit in reducing cost of ownership.

2. Safety

Setting a minimum standard for vehicle safety is considered appropriate on the basis of organisational risk management as well as corporate responsibility. Minimum safety standards address pedestrian safety and also ensure safe cars are available to the community on disposal by the Shire. As a minimum, all sedans and wagons within the fleet are to be fitted with:

- a. Antilock Braking Systems (ABS);
- b. Electronic Stability Control (ESC); and
- c. Dual airbags.

In the case of four wheel drive utility vehicles, these should be fitted with ABS and dual airbags, with preference for utilities with ESC. All vehicles within the light vehicle fleet should have a minimum Australasian New Car Assessment Program (ANCAP) rating of four stars.

3. Fuel Consumption / Vehicle Ratings

Preference will be given for diesel vehicles rather than petrol vehicles. All vehicles purchased are to have fuel consumption of no more than 10L/100km, according to the Australian Government Green Vehicle Guide, unless otherwise approved by the Chief Executive Officer (or the Council). Preference will be given to vehicles with lower fuel consumption ratios and higher vehicle ratings contained in the Australian Government Green Vehicle Guide (www.greenvehicleguide.gov.au).

4. **Contractual Requirements and Attraction and Retention of Staff**
In determining vehicles for inclusion in the light vehicle fleet, consideration should be given to contractual obligations to individual staff (as approved by the Chief Executive Officer or the Council), as well as industry standards for individual positions and the level of positions. Any changes to contractual arrangements relating to vehicles should be referred to the Manager Works and Services by either the Chief Executive Officer or Senior Administration/Human Resources Officer once the contract is signed. Positions and vehicles types are identified below.
 5. **Standardisation of Vehicles**
Where possible the purchase of new vehicles should be standardised across the organisation including the general use of base 'mid' range vehicles with similar features in accordance with this policy.
 6. **Contractual Negotiations**
All vehicles/accessories purchased in accordance with contractual negotiations are to be approved by the Chief Executive Officer or the Council.
 7. **Standard Inclusions**
The following items should be standard inclusions for every new vehicle purchased (unless otherwise approved by the Chief Executive Officer or the Council):
 - a. Laminated tinted windscreens;
 - b. Window tinting;
 - c. Factory air conditioning;
 - d. Mud flaps;
 - e. Rubber floor mats;
 - f. Lockable fuel cap;
 - g. Electric windows;
 - h. Cruise control;
 - i. Headlight protectors;
 - j. Seat covers for all seats;
 - k. Current year compliance plates;
 - l. Registration expiry of 30 June;
 - m. Automatic transmission;
 - n. Power steering;
 - o. Approved immobiliser;
 - p. Daytime running lights;
 - q. Seatbelt alert system;
 - r. Active head restraints;
 - s. Standard spare tyre; and
 - t. Steel drop side tray or well body with either a tonneau cover or lockable canopy wherever appropriate.
 8. **Fit for Purpose Inclusions (as approved by Chief Executive Officer or the Council)**
 - a. Manual transmission;
 - b. Tow bar and ball with electric plug;
 - c. Carpet floor mats;
 - d. Cargo barriers;
-

- e. Bull bar;
- f. Roof rack;
- g. Tipping tray; and
- h. Spotlights.

9. Items to Retain and Re-fit

The following existing items shall be retained at changeover, to be re-fitted into the new vehicle:

- i. First Aid Kit;
- j. Fire Extinguisher;
- k. PL Registration Plates;
- l. Flashing lights;
- m. Dog cages (where practical);
- n. Hoist; and
- o. Radio Communication Equipment.

***Note:** In a new vehicle purchased outright (where there is not a trade vehicle to remove items from), items a to c above become 'Standard' inclusions and items d to g become 'Fit for Purpose' inclusions.

10. Vehicle Purchase

The purchasing of vehicles is to occur by quotation in accordance with the Council's Purchasing Policy. Only vehicles available at a Government price shall be purchased (State Government Vehicle Tender). Consideration will be given to Australian built vehicles.

11. Vehicle Disposal

Vehicle disposal should occur where the cost of ownership of the vehicle is optimised. Generally, vehicles will be disposed of where the CEO is of the opinion that the time of disposal maximises the financial advantage to the Council, unless vehicles are under other contractual arrangements or purchase/changeover.

12. Vehicle Rotation

Vehicle rotation between officers, where the vehicle type is the same, shall be applied where possible when a vehicle is travelling too few or too many kilometres annually to achieve optimal ownership/changeover cost.

13. Policy Implementation

The administration and management of the Council's light vehicle fleet is assigned as a responsibility of the Council's Manager Works and Services.

14. Vehicle Designation

Position	Vehicle Class
Shire President, Chief Executive Officer	Prestige large or medium sedan/wagon

Deputy Chief Executive Officer, Manager Development Services, Manager Community Services, Manager Works and Services, Environmental Health Officer, Building Surveyor, Planning Officer	Medium to large sedan, wagon, utility or SUV
Principal Works Supervisor, Assistant Works Supervisor, Supervisor Parks and Gardens, Ranger, Community Emergency Services Manager	Dual cab 4x4 utility
Engineering Technical Officer, Building Maintenance Officer	Space cab 4x4 utility
Saleyards Manager	Single cab 4x4 utility
Parks and Gardens Utility, Depot Utility, Mechanic, Workshop Supervisor, Cleaner	Single cab one tonne 2x4 utility

be endorsed.'

CARRIED (9/0)

NO. 59/13

9.2.4 POLICY REVIEW - FUTURE STREET AND RESERVES NAMES

File No: N25899
Responsible Officer: Dominic Le Cerf
Manager Works and Services
Author: Amy Chadbourne
Administration Officer Works and Services
Proposed Meeting Date: 26 March 2013

PURPOSE

The purpose of this report is to review Council Policy No. I/RR/1 Future Street and Reserves Names.

BACKGROUND

This policy was last reviewed by the Council on 8 February 2011.

At its meeting held on 29 January 2013 the Council resolved to add the name 'McLean' to the Future Road Name and Reserves Register.

STATUTORY ENVIRONMENT

Part 2, Division 3 of the Land Administration Act 1997.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2012-2022, at Outcome 4.1 (Effective governance and leadership) the following Strategy 4.1.6:

'Provide administrative support to Shire for Governance functions.'

OFFICER COMMENT

No changes are necessary for this policy, however 'McLean' has been added to the Register.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Moir, seconded Cr L Handasyde:

That Council Policy No. I/RR/1 Future Street and Reserves Names as follows:

OBJECTIVE:

1. To provide the Council, staff, the local community and developers with clear information on the requirements for the naming and renaming of roads and reserves.
2. To ensure that road names comply with relevant legislation and requirements.
3. To ensure consideration and regard to the history, natural environment, indigenous culture and character of the area is duly given when determining road and reserve names.

POLICY:

That:

1. A Road and Reserves Register be maintained which shall be maintained as a record of names for future roads and reserves.
2. Additions to and deletions from the Road and Reserves Register shall only be by Council decision.
3. Applications for inclusion on the register shall be accompanied by sufficient information from the applicant to include that name on the register, in addition to any further information being required by the Geographic Names Committee.
4. The Geographic Names Committee makes the final decision from those listed on the Road and Reserves Register.
5. No road shall be named until it is constructed, except where construction by Main Roads WA is scheduled and the State Government has requested such naming and the project involves the extension of existing, named roads.
6. Roads and reserves will not be named or renamed for business or promotional purposes.
7. Developers of new subdivisions shall advise the Council of their preference on names for new roads within subdivisions prior to lodgement of clearance of subdivision.
8. Proposed road and reserve names should be appropriate to the history, natural environment, indigenous culture and/or character of the area.
9. An applicant who is applying to have a road renamed is responsible for obtaining the necessary written support from the owners/residents.
10. Applicants are advised to have regard for the document 'Geographical Names Committee W.A. – Principles, Guidelines and Procedures' when suggesting a road or reserve name.

11. The Chief Executive Officer is authorised to forward to the Geographical Names Committee road/reserve names from the Future Road Name and Reserves Register.

12. Future Road Name and Reserves Register

The following names can be used anywhere in the Shire of Plantagenet.

ROAD NAME	RELEVANCE	REQUESTED BY	USED
BAESJOU	Long serving family in the Woogenellup area.	GP & SR Richardson	
BARNACLE	The Great War		
BARTLETT	World War 2		
BEECH	First teacher in Narrikup later given charge of the school at Martigallup.	CE Nicholls	12 January 2011 Realignment of Spencer Road
BOVELL	The Great War		
BOWLES	The Great War		
BURNELL	Freeman of the Shire and ex Councillor	H Reeves	11 November 2008 Change Hockley Street to Burnell Street
CHESTER	The Chester Family built the original abattoirs, tremendous contributors to St John's and the Hospital	H Reeves	10 February 2009 Construction of northern bypass. Formerly part of Taylor Road.
CLOTHIER	Old established family	H Reeves	
CROFTS	Old established family	H Reeves	14 July 2010 - Subdivision - Porongurup
CROSS	The Great War		
DOREY	The Great War		

ROAD NAME	RELEVANCE	REQUESTED BY	USED
DUFF (Kendenu)	<p>Mr Duff ran a general store on the Kendenu Estate at the Homestead, in 1921 as the DeGaris settlement started. In 1922 as soon as the locally made bricks were available he built Kendenu Stores in the main street and ran this as a general store until his retirement in the 1950s. He extended large sums on credit to early settlers until their newly cleared blocks could be planted with orchards and some income generated. Without his financial assistance many settlers would not have been able to stay on their farms after the collapse of the Kendenu Development Co in 1923 and later through the Depression. Mr Duff owned one of the few vehicles (a one ton truck) in the district which was often lent to the community for transport to picnics, sporting events, shows etc.</p>	RA Kelly	
DUFTY	<p>Councillor between 1971-74</p> <p>The Dufty family bought the land (known as Mount Barker Hill) in mid 1960's and farmed it for over 20 years before it was subdivided.</p> <p>The Dufty family also built the Valley Views Motel and ran it along with Mr and Mrs Pickens for some 15 years. The Dufty family also built the BP Road House and ran it for a few</p>	CE Nicholls	

	years before selling.		
EBSARY	The Great War		

ROAD NAME	RELEVANCE	REQUESTED BY	USED
ENRIGHT	The Enright family has been in the District for 100 years (refer to brochure "Five Shillings for a Fox" in the local section of the Library). George Enright was a long time farmer and Road Board Member.	H Reeves	14 July 2010 - Subdivision – Porongurup
FALCK	The Great War		
FENTON	The Great War		23 August 2010 - Subdivision – Williams Road
GOODLET	The Great War		
GRIBBLE	The Great War		
HAMBLEY	Hambley Family's association with the southern end of Lowood Road from Mondurup Street corner to Warburton Road started in the 1880s when Albert Hendy Hambley, an employee of the railways took up a parcel of land south of Mondurup St which would cover the approximate area, Mondurup St to Pugh Street and Lowood Road to Mitchell Street (originally Albany Hwy)	Cr Clements	9 March 2010 Realignment of Lowood Road /Mondurup Street
HARBUTT	The Great War		
JENKINS	The Great War		
LAWRIE	The Great War		
LE FORT	The Great War		
LIEBECK	World War 2		

ROAD NAME	RELEVANCE	REQUESTED BY	USED
MCLEAN	<p>Charlie McLean operated a small orchard of his own on north side of Wilson Road. This area was believed to be Albany Hwy end of Wilson Road.</p> <p>At the end of the war, Charlie returned to Wilson Road and purchased 317 acres on the south side of the road. This property is the subject of this subdivision and road naming request.</p> <p>Charlie developed this mostly bush land and lived in a timber hut for many years until he eventually built the first house on the property.</p> <p>He was also a successful racing enthusiast, bred winning horses and with other Mt Barker identities regularly attended races in Perth. Charlie passed away on 15 Feb 1991.</p>	K & L Forbes	29 January 2013 – Subdivision – Wilson Road.
MCCLURE	Councillor between 1951-63 and 1965-77.	CE Nicholls	
McQUAT	Vietnam		
MILLONS	The Great War		
NORTHEY	The Great War		
ORTIS	The Great War		
PESCOD	The Great War		
PHIPPS (Rocky Gully)	Mrs Gwen Phipps held the role of storekeeper, post mistress, money lender and organiser for the Rocky Gully community.	H Reeves	
PICKLES	Established family.	H Reeves	
PULLEN	World War 2		
RAINBIRD	World War 2		
SQUIRE	The Squire brothers, Frank, Wally, Cliff and Albert were local business men.	H Reeves	23 June 2010 - Subdivision – West Beattie Road

ROAD NAME	RELEVANCE	REQUESTED BY	USED
WALLER	The Great War		
WILBY	The Great War		
WILKINS	World War 2		
WOOLMAN	The Great War		
WORTH	World War 2		

The following names have been used in neighbouring shires, but could be used in the Shire of Plantagenet if sufficiently distanced from the used name.

ROAD NAME	RELEVANCE	REQUESTED BY	USED
BAVIN	World War 2		
BAXTER	World War 2		
BOARD	World War 2		
BREEN	The Great War		
CARTER	The Great War		
CROUCH	World War 2		
DAWSON	The Great War		
FAULKNER (Porongurup)	The Faulkner family has owned Bolganup Homestead in the Porongurup for over a century. The following exert is taken from www.bolganuphomestead.iinet.net.au on 10 April 2008. Bolganup ...'guest house was started by Lizzie and Gilbert Faulkner in the 1920s and buildings were added as demand grew. During the second world war it closed as the sons enlisted and the daughters left. Plans were made for it to be taken over as a hospital in the event of an evasion. The guest house never re-opened after the war as Gilbert had died and Lizzie handed over to the eldest son Harry. Harry and Gwendoline brought up their family, Annette, Kingsley, Sharon and Russell here with Lizzie living in the Fernbrook	H Reeves	

	and Burnley section until she died in 1955.' Bolganup is owned by Kingsley and Kathleen Faulkner and managed by their daughter Sharon. Bob Faulkner was also a Shire Councillor between 1962 and 1982.		
GLOVER	The Great War		
HARDEN	The Great War		
HERON	The Great War		
HICKS	1 st blacksmith in Mount Barker. His shop was opposite the Police Station.	CE Nicholls	13 October 2009 Rationalisation of Reserve between Shire Office and FESA
HOTCHIN (Perillup)	Early War Service Land Settlement – store and post office	H Reeves	
LAMBERT	The Great War		
MOIR	World War 2		
NICOL	The Great War		
PRESTON	Lieutenant William Preston original owner of 'Preston Park' in January 1839.	H Reeves	
REEVES	Sid Reeves was a businessman. He was involved in the building of the original saleyards, introduction of regular stock sales, the first fuel delivery service and one of the very earliest school bus contractors. He was also a pioneer of the beef industry and has been acknowledged by the Australian Poll Hereford Society.	H Reeves	
RYAN	World War 2		
SLATER	World War 2		

ROAD NAME	RELEVANCE	REQUESTED BY	USED
THORN	<p>Complied by Millicent Thorn (Daughter of Albert and Charlotte).</p> <p>'The Thorn family first moved to Mount Barker in 1943 and purchased a home and land in Inglesby (<i>sic</i>) Street. They lived there until after Mr Thorn's death in 1993. The family consisted of Albert William Thorn and his wife Charlotte, a son and four daughters. Bert Thorn worked as a cabinet maker for Duckett's Timber and Trading Co until his retirement.</p> <p>He was for many years, active in several community affairs, the two main ones being St John Ambulance where he was made a life member for his services, and the Methodist (now Uniting) Church. He was also a member of the Masonic Lodge and a leader on the Boy Scouts group. The large wooden table used by the Plantagenet Council was made by Bert while he was working at Ducketts and he employed his wood working skills in many other ways for the benefit of the district organisations and individuals.</p> <p>Mrs Thorn was also an active church worker. She was secretary of the Aged Pensioner's League and a long time helper in the Red Cross Branch for which she was made a life</p>	M Thorn	

	member.		
TIMBWELL	The Great War'		

be endorsed.

CARRIED (9/0)

NO. 60/13

9.3 COMMUNITY SERVICES REPORTS

9.3.1 13 OSBORNE RD, MOUNT BARKER - APPROVAL TO KEEP FOUR DOGS IN A TOWNSITE

File No:	N25723
Attachments:	Aerial Location Neighbour Survey Reference Reference
Responsible Officer:	Nicole Selesnew Manager Community Services
Author:	Isabelle Draffehn Community Development Officer
Proposed Meeting Date:	26 March 2013

PURPOSE

The purpose of this report is to consider a request to keep four dogs at 13 Osborne Road, Mount Barker.

BACKGROUND

Ms Katherine Chapman's request was made preceding her intended move from Perth to Mount Barker. Ms Chapman has four dogs: two four months old puppies and two adult dogs. Ms Chapman approached the Shire seeking approval to keep the four dogs in the townsite and has made an offer on the above mentioned property with intended purchase depending on the Council's decision regarding her four dogs.

STATUTORY ENVIRONMENT

Dog Act 1976

Shire of Plantagenet Dogs Local Law 2008

The Shire of Plantagenet Dogs Local Law 2008 states that the limit on the number of dogs which may be kept within a townsite is two dogs over the age of three months and the young of those dogs under that age.

Exemptions to this law apply if the dog owner has been granted an exemption under section 26(3) of the Dog Act 1976.

Section 26(3) of the Dog Act 1976 allows for a local government to approve more dogs than the limited amount at a property provided that the approval is only applicable to the dogs at the property in question, that no more than six dogs are allowed at the property in total. The approval may be varied or revoked at any time.

EXTERNAL CONSULTATION

Ms Chapman has visited all of the immediate neighbouring properties seeking support for the request. Each neighbour has indicated support. Ms Chapman has also provided reference letters from her previous landlords. These are attached.

OFFICER COMMENT

Ms Chapman is planning to relocate from Perth to Mount Barker with her four dogs. Ms Chapman has been living in Perth for the past five years. Ms Chapman has supplied reference letters from previous landlords to underline the dogs friendly nature and good behaviour. The dogs include the following breeds and ages: one Labrador (three years old), one White Swiss Shepherd (eleven months old) and two Cairn Terriers (five months old). Ms Chapman has further 'introduced' her dogs to all prospective neighbours who happily provided letters of support to strengthen her application.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That an exemption from the requirements of the Shire of Plantagenet Dogs Local Law 2008, section 3.2 (1) 'Limitation on the number of dogs' be granted to Ms Katherine Chapman, such that approval be given to keep four dogs at 13 Osborne Road, Mount Barker, subject to:

- a) The approval being limited to the following dogs;
 - 'Grace': three year old female Labrador,
 - 'Alfred': eleven months old male Swiss Shepherd,
 - 'Hope': five months old female Cairn Terrier, and
 - 'Sunny': five months old male Cairn Terrier.
- b) No additional dogs being housed at the property should the dog numbers reduce by either death of a dog or other means,
- c) The exemption being reconsidered if the dogs are found to be causing a public nuisance;
- d) No more than four dogs being kept at the premises at any one time; and
- e) All dogs being registered with the Shire of Plantagenet.

MOTION TO ADJOURN THE QUESTION

Moved Cr S Etherington, seconded Cr B Bell:

That the question be adjourned until such time that the applicant has confirmed the support of all neighbours.

CARRIED (9/0)

NO. 61/13

9.3.2 POLICY REVIEW - ARSON REWARD

File No:	N25579
Attachments:	Arson Reward Policy
Responsible Officer:	Nicole Selesnew Manager of Community Services
Author:	Isabelle Draffehn Community Development Officer
Proposed Meeting Date:	26 March 2013

PURPOSE

The purpose of this report is to review Council Policy RS/V/2 – Arson Reward.

BACKGROUND

This policy was last reviewed by the Council at its meeting held on 1 March 2011.

STATUTORY ENVIRONMENT

Bush Fire Act 1954, Section 32 defines an act of arson.

Local Government Act 1995

FINANCIAL IMPLICATIONS

There are no immediate financial implications in this report.

An allocation of \$3,000.00 is provided in the 2012/2013 Annual Budget under Security and Vandalism. These funds are used to rectify vandalism and are also available for the policy.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2012 – 2022 provides at Outcome 1.9 (A safe Plantagenet) the following strategy:

‘Strategy 1.9.2 - Support the community in emergency and fire management planning, preparedness, response and recovery.’

OFFICER COMMENT

This policy has been utilised once since its implementation in 2006. A payment of \$500.00 has been made to a person that provided information to the police in relation to arson, which led to the conviction of two offenders.

An amendment has been made to the policy reference from RS/V/2 to RS/A/2. It is considered that the current policy is sufficient and should be endorsed.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr B Bell:

That amended Council Policy No. RS/A/2 – Arson – Reward:

OBJECTIVE

To encourage the sharing of information relating to acts of arson and to enable conviction of persons committing arson.

POLICY

That:

1. A reward be offered, up to \$1,000.00, for information leading to the conviction of persons committing arson within the Plantagenet district.
2. An allocation be included annually in the budget by the Council to cover rewards for arson.'

be endorsed.

CARRIED (9/0)

NO. 62/13

9.3.3 POLICY REVIEW - CLOSED CIRCUIT TV

File No: N25653
Attachments: [CCTV Policy](#)
[CCTV Camera Location Plans](#)
Responsible Officer: Nicole Selesnew
Manager Community Services
Author: Isabelle Draffehn
Community Development Officer
Proposed Meeting Date: 26 March 2013

PURPOSE

The purpose of this report is to review Council Policy CS/PP/1 – Closed Circuit TV.

BACKGROUND

This policy was last reviewed by the Council at its meeting held on 8 February 2011.

STATUTORY ENVIRONMENT

The Council adopted a comprehensive Closed Circuit Television (CCTV) Management and Operations Manual on 8 February 2011 which ensures best practice is followed and relevant Australian Standards are met.

FINANCIAL IMPLICATIONS

The Council has allowed a total of \$60,000.00 in the 2012/13 budget for the CCTV upgrade, comprising of \$36,000.00 municipal and \$24,000.00 grant funding.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2012 – 2022 provides at Outcome 1.9 (A safe Plantagenet) the following Strategy:

‘Strategy 1.9.6 - Continue to develop CCTV coverage in Mount Barker.’

OFFICER COMMENT

The Council installed six CCTV cameras in 2006. The replacement of these six with new cameras and an additional ten cameras will provide a complete coverage of the northern section of the main CBD shopping strip and the rear of the Council’s Administration Centre (see attached plan demonstrating the proposed positioning of all new cameras).

The Shire is registered in the Western Australian Police Department’s Blue Iris Program. This program registers those organisations that operate CCTV cameras in public areas.

The Closed Circuit Television (CCTV) Management and Operations Manual adopted in 2011 by the Council is a condensed version of the Office of Crime Prevention Manual relating to Closed Circuit Television Management and it reflects the Council's responsibilities. It defines responsible officers, access to images, confidentiality, key performance indicators, Australian Standards and roles and responsibilities.

An amendment to the policy reference from CS/PP/1 to CS/PPCCTV/1 has been made. It is considered that the current policy is sufficient and should be endorsed.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr J Moir:

That amended Council Policy No. CS/PPCCTV/1 – Closed Circuit TV:

OBJECTIVE:

To provide clear guidelines relating to the installation and use of Closed Circuit Television (CCTV) in public places in Plantagenet.

POLICY:

That the installation of operation of CCTV by the Shire of Plantagenet in public places will be based on the attached CCTV Management and Operations Manual /Policy as prepared by the Office of Crime Prevention in Western Australia and adopted by the Shire of Plantagenet.'

be endorsed.

CARRIED (9/0)

NO. 63/13

9.3.4 POLICY REVIEW - SWIMMING CARNIVALS

File No: N25651
Responsible Officer: Nicole Selesnew
Manager Community Services
Author: Isabelle Draffehn
Community Development Officer
Proposed Meeting Date: 26 March 2013

PURPOSE

The purpose of this report is to review Policy CS/SP/1 – Swimming Carnivals.

BACKGROUND

This policy was last reviewed by the Council at its meeting held on 1 March 2011.

STATUTORY ENVIRONMENT

The Department of Health 'Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities' is silent on matters relating to Swimming Carnivals.

The Code of Practice does stipulate the maximum bather numbers for a 'school pool' at one person per 2.5m².

FINANCIAL IMPLICATIONS

The policy provides for the exclusion of members of the public during swimming carnivals. This may cause a decrease in revenue, however this is compensated by paying attendees and spectators at swimming carnivals.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2012 – 2022 provides at Outcome 1.5 (Recreation, sporting and leisure facilities that support the wellbeing of the community) the following strategy:

'Strategy 1.5.6 - Maintain a safe pool facility and enhance aquatic programs to encourage increased patronage.'

OFFICER COMMENT

The Mount Barker swimming pool holds an average of three to five swimming carnivals per year with participation of local and regional schools. The pool staff advertise carnival dates at the pool so pool users are generally aware of pool closures.

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

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr J Moir:

That Council Policy No. CS/SP/1 – Swimming Carnivals:

‘OBJECTIVE

To assist the Pool Manager in making suitable arrangements during Swimming Carnivals.

POLICY

That school and other similar type swimming carnivals are permitted at the Mount Barker Swimming Pool, subject to:

- 1) The host organisation holding appropriate and adequate insurance for the event;
- 2) The host organisation providing adequate supervision for the event; and
- 3) Exclusion of members of the public from the main pool during such events.’

be endorsed.

CARRIED (9/0)

NO. 64/13

9.4 CORPORATE SERVICES REPORTS

9.4.1 BUDGET REVIEW – FEBRUARY 2013

File No:	N25218
Attachment:	Loan Schedule
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	26 March 2013

PURPOSE

The purpose of this report is to review and adjust the adopted 2012/2013 Annual Budget to recognise variations in actual income and expenditure. A further purpose of this report is to seek authority to enter into a loan agreement with the Western Australian Treasury Corporation for \$340,000.00 for the redevelopment of Sounness Park.

BACKGROUND

The 2012/2013 annual budget was adopted by the Council at its meeting on 3 July 2012. This is the second quarterly review of the 2012/2013 Annual Budget. The Local Government (Financial Management) Regulations 1996 require that local governments conduct a budget review between 1 January and 31 March in each financial year.

STATUTORY ENVIRONMENT

There is no specific section of the Local Government Act 1995 that deals with the re-allocation of funds however Section 6.2(1) of the Local Government Act 1995 governs budget requirements for local governments.

The Local Government Act (1995) and Local Government (Financial Management) Regulations 1996 control borrowing by local governments.

Local Government (Financial Management) Regulations 1996. Regulation 33A states:

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
- (2A) The review of an annual budget for a financial year must -*
- (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) consider the local government's financial position as at the date of the review; and*
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.*
-

- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.'*

Section 6.20 of the Act relates to borrowings by local authorities. This section requires one month's local public notice and submission period if the proposal to borrow was not included in the annual budget. Advertising for the loan for the Sounness Park redevelopment would not need to be undertaken in this instance as the proposal was included in the 2012/2013 budget.

FINANCIAL IMPLICATIONS

The purpose of a budget review is to ensure that the income and expenditure for the current year is monitored in line with the adopted budget and, where exceptions to the adopted budget occur, make amendments to the budget or work scope as necessary. The overall recommended effect on the budget is \$nil.

POLICY IMPLICATIONS

The Council's Borrowing and Asset Financing Policy is relevant to the proposed loan for the redevelopment of Sounness Park. It states as follows (in part):

- '4. The Council may consider borrowing proposals on their merits from time to time and give favourable consideration to borrowing money for the acquisition or construction of an asset under the following circumstances:*
- a) Where the asset to be acquired is a new addition to the Council's asset base and the project contributes to the achievement of an identified strategic objective; or*
 - b) Where the asset replaces an existing asset and has a useful life of greater than 10 years; or*
 - c) Where the asset is required urgently and unexpectedly or a significant community need for the asset has been identified; and*
 - d) One of the following funding conditions exists:*
 - i) The project will reduce operating costs to an extent sufficient to cover the cost of the project and generate further savings to the Shire;*
 - ii) The borrowing cost could be supported by additional revenue over the effective life of the project;*
 - iii) All alternative options for undertaking the project without borrowing have been investigated and proven less advantageous to the Council;*
 - iv) The income stream from the asset to be acquired or constructed exceeds the cost of borrowing over the life of that asset;*

- v) *Repayments will be met by a third party such as self supporting loans and the financial stability of that party meets the criteria as set out in the Self Supporting Loans Policy;*
- vi) *To save for the acquisition or construction will result in the actual cost being greater than the cost of borrowing the money and acquiring it today; or*
- vii) *To delay a project would jeopardise it due to grant funding restrictions or opportunities.'*

It is considered that this partial loan funding proposal for a significant regional asset meets the policy guidelines.

In addition, the Council's Policy on Borrowings (F/FM/6) recommends that the following financial ratios to be maintained:

	Council Policy	2011/12 Actual	2011/12 plus \$1.2 million (PVH)	2011/12 plus PVH plus \$615,000
1. Debt Service Ratio A	< 10%	3.65%	5.54%	6.48%
This ratio means:				
<u>Debt Service Cost</u>				
<u>Available Operating Revenue</u>				
2. Debt Service Ratio B	< 30%	5.43%	8.25%	9.66%
This ratio means:				
<u>Debt Service Cost</u>				
<u>Total Rate Revenue</u>				
3. Gross Debt to Revenue Ratio	< 60%	30.6%	46.3%	54.1%
This ratio means:				
<u>Gross Debt</u>				
<u>Total Revenue</u>				

The new ratio required by Regulation 50 is also shown below:

	Recommended Level	2011/12 Actual	2011/12 plus \$1.2 million (PVH)	2011/12 plus PVH plus \$600,000
Debt Service Cover Ratio	5.0	16.3	10.7	9.16
This ratio means:				
<u>Annual operating surplus before interest and depreciation</u>				
<u>principal and interest</u>				

All of these ratios are currently being met and will continue to be met, with loans up to \$615,000.00.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

OFFICER COMMENT

This is the main budget review of the year. In terms of operating result, operating income is currently on budget and operating expenditure is 6.5% below (year to date) budget which is a good result. The capital works program is currently 39% under (year to date) budget, with the roadworks program 30% behind, due to a delay in sealing works.

The actual surplus carried forward at 30 June 2012, as detailed in the audited 2011/2012 annual financial report, was \$1,739,317.00. The budgeted surplus carried forward was \$1,918,941.00. A reduction in the 2012/2013 budget for the Short Street Improvement Works of \$155,762.00 is required due to accrued creditors for this project being allocated to the 2011/2012 financial year. Taking this into consideration, a deficit of \$23,862.00 exists between the budgeted and actual balance carried forward. For information, the GST error which was identified by auditors in the 2011/2012 audit has no impact, other than it forming a part of the balance carried forward.

A number of issues are worthy of a budget amendment and the following action is recommended:

- The Rates Legal Costs expenditure budget item is only likely to need approximately \$10,000.00 of the budgeted \$25,000.00. It is recommended that this account and the corresponding reimbursement income account be adjusted by \$15,000.00.
- The Interest paid on Trust Funds has been overspent by \$3,970.00 due the refund of a large subdivisional deposit. This amount will be required to be reallocated.
- The Local Government Convention allocation was overspent and a reallocation will need to be made from Budget Item Members of Council – Conferences and Training.
- Additional audit fees of approximately \$5,000.00 are required, as last year's interim audit was paid from the 2012/2013 financial year. A reallocation can be accommodated from the Additional Audit Fees account.
- A higher than expected advertising requirement has resulted in a need for additional \$5,000.00 in the Administration Advertising budget.
- The legal expenses budget item has almost been fully expended due mainly due a \$9,885.00 claim for costs by the State Solicitor's Office, in regard to the Sounness Park Trust. An additional \$5,000.00 is sought for this account.
- Adjustments are sought to several Bush Fire brigade expenditure accounts, to rectify over and under expenditures. The majority of the annual expenditure is now complete. This is a \$nil impact.
- Costs associated with the hire of machinery for the Pugh Road Fire has resulted in an additional \$6,500.00 being required for Budget Item Fire Control and Hazard Reduction - Emergency Responses. Additional income of \$16,500.00 has been made available in this program from higher than normal fire break infringement fines.
- The recycle bin rollout has now been completed and Budget Item Purchase of Domestic Recycling Bins has been underspent by approximately \$30,000.00. It is suggested that this sum be retained in the New Waste Disposal Site Reserve

fund. Given the current circumstances with the future of waste sites, it will be recommended (in 2013/2014 budget deliberations) that the purpose of this reserve fund be changed to Waste Disposal Site Reserve fund, so that these funds can be spent on capital works improvements at the O'Neill Road site and other sites if required.

- Approximately \$22,000.00 more than budgeted has been received from the sale of surplus material and scrap and this can be made available for reallocation.
- The Waste Disposal program was amended in framing the 2012/2013 budget, so that the wages associated with tip attendants is reflected separately. This is in line with other programs within the budget. However, the split-up was underestimated and a reallocation of \$30,000.00 is required from Waste Disposal Sites – Grounds Maintenance. This budget item can be reduced by a further \$20,000.00 as there will not be such a big requirement for cleanup and improvement works.
- A recent check on a trade-in value of the Manager Development Services' vehicle has indicated that it would be opportune to trade that vehicle in now, rather than wait until next financial year. The net cost of approximately \$10,000.00 can be accommodated from savings in the Municipal Heritage Inventory Review. This review again cannot be carried out due to the absence of budgeted grant funding.
- A sum of \$60,000.00 was budgeted for the expansion of the CCTV system. This incorporated an allowance of \$3,000.00 for power connection, which will in fact cost around \$6,000.00. An additional \$3,000.00 is therefore sought.
- Recreation Centre Salaries and Reimbursable Salaries will exceed budget due to programs such as Active After School, Personal Training and Barkers' Biggest Loser. The additional expenditure will be covered by additional income. Income accounts have been simplified in the general ledger with project costing sub accounts established to better match expenditure with income.
- A grant of \$305,730.00 has been committed by Lotterywest for the Wilson Park nature playground, including site works, pathways, gazebo and seating, reticulation, play equipment, fencing lighting and landscaping. A further grant of \$2,000.00 has been received from the Heart Foundation for that playground. Expenditure and income accounts have been adjusted accordingly.
- Contract documents have now been signed for the redevelopment of Sounness Park. A number of budget changes are recommended:

Additional costs of \$38,130.00 were required for design fees, as detailed below. These costs can be accommodated from savings in loan repayment costs (totalling \$64,552) which will not be required in the current financial year. The remaining savings in loan repayment costs can be directed to the project budget.

	Original Budget	Revised Budget
Design:		
Architect Design Fees as per Tender C01-11/12	\$ 328,503	\$ 310,505
Architect Fees Additional:		
Revise plans to incorporate all sports on one oval		\$ 10,500
BCA Consultant Fees		\$ 2,850

Mechanical Design Fees		\$	8,400
Energy Efficiency Compliance Fees		\$	2,550
Redesign building and change room plans		\$	31,828
Subtotal	\$	328,503	\$ 366,633

The revised project expenditure and income budget is detailed below. It should be noted that the original 2012/2013 project budget was not intended to represent accurate construction amounts. It merely recognised the same level of expenditure against projected grant and loan income for the project.

Construct Stage One:	3,575,500	
Walters Price as per Tender C03-12/13		5,514,400
Project contingency (5%)		275,720
Contract Admin Fees for MCG		78,000
Engineers Fees during construction		86,250
Water Inputs and connections to reticulation system		10,000
Power Connection		4,971
Power Box		18,567
Site Fencing		11,000
Cricket Wicket and Training Nets		40,000
Development Fees		7,025
Sub total	3,575,500	6,045,932
Income		
Action Agenda Funding	1,900,000	1,900,000
CSRFF		875,000
VROC CLGF		790,657
10/11 Shire CLGF	675,500	675,499
11/12 Shire CLGF		593,798
12/13 Shire CLGF		593,798
Shire Loan	1,000,000	615,000
Sub total	3,575,500	6,043,752

The Council included a loan of up to \$1,000,000.00 in its 2012/2013 budget for this project. Given the firm contract costs above, the project will require a loan of at least \$340,000.00 (if none of the contingency is required), or at most \$615,000.00 (if the whole contingency sum is required).

The cash flow for the project will likely require that the minimum loan amount will be needed before the end of the construction period. It is therefore recommended that authority be granted to the Shire President and Chief Executive Officer to take out an initial loan with the Western Australian Treasury Corporation of \$340,000.00 over 10 years. The current interest rate is 4.2% and an indicative loan schedule is attached.

Should the Council approve this request, then the Council's total loan indebtedness would rise from \$3,546,307.00 to a maximum of \$3,886,307.00 with the self supporting loan component being \$1,326,934.00.

- Grants of \$5,000.00 each have been received from the Foundation for Rural and Regional Renewal and the Wilson Inlet Catchment Committee for the Wilson / Centenary Parks Wetlands Development. Expenditure and income accounts have been adjusted accordingly.

Further work has been carried out in regard to the costs required to complete the wetland restoration project. The current budget is \$117,851.00. A total project budget is now estimated to be \$159,415.00. This includes a sum of \$41,606.00 for the installation of a solar pump and power connection to that pump. The pump is required to ensure a continuous flow of water so that it does not become stagnant.

Given the new grants that have been committed, the shortfall is around \$31,564.00. It is recommended that the 2012/2013 budget allocation for Karriok Airstrip (\$35,000.00) be allocated to this project, so that it can be completed in this financial year. If that is not possible, the original grant from the DEC will have to be returned. The Shire is not in a position to carry out the patching of the Karriok Airstrip at the present time as a lease has not yet been signed over the site. This project will be re-listed in the 2013/2014 budget.

- A grant of \$1,000.00 has been from the Department for Communities for the Mount Barker Volunteer Expo. A grant of \$1,000.00 has also been received from the Department for Communities for the Mount Barker Youth Festival Event. Expenditure and income accounts have been adjusted accordingly.
- Some road construction projects have exceeded budget, due in part to increasing plant and overhead unit rates.

Two Roads to Recovery projects (Whitworth Road and Narrakup Road) have exceeded budget in total by \$22,890.00 and there has been savings on Mount Barker Road of \$5,161.00. In order to spend up to the annual Roads to Recovery allocation, it is recommended that the West Beattie Road job be carried forward to 2013/2014.

The Lake Barnes Road job (Council funds) has exceeded budget by \$9,947.00 and it is recommended that the overspend be met by savings in Pre-Construction Works and Quindabellup Road.

- The Feral Pig Eradication Group has overspent on one of its budget items. This has been made up for in the recharge of its services. This is not Council funds.
- District and Area promotion will be underspent, partially due to promotional videos not being undertaken. This budget item can be reduced by \$22,000.00.
- Following the completion of an 1st stage Asset Management Plan and gravel sheeting strategy, Opus International Consultants have been engaged to carry out a state of construction survey of the Shire's road network and update the Shire's Roman 2 Database. This work is important in that the improved data will be used in the Long Term Financial Plan and is required for the new Fair Value accounting requirements. The cost is approximately \$10,000.00 and can be accommodated from savings in Valuation Expenses.
- There has been lower than budgeted private works carried out to date and it is unlikely to reach budget levels by the end of June. The relevant adjustments to expenditure and income accounts are recommended to reflect this.
- The Shire has received Worksafe notices in regard to repairs required to the Mount Barker communications tower and building. A sum of \$6,800.00 was required to make the building safe. An additional sum of \$8,200.00 is sought to renew the guide wires on the tower and make it safe. An offer has been received from the current tenant to pay half of the costs associated with the

tower repairs. An increase has been made to income although this proposal will be subject to negotiation in regard to the lease renewal.

The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards. The Council adopted a 10% and a \$5,000.00 minimum for the reporting of material variances to be used in the statements of financial activity and the annual budget review.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

Moved Cr S Etherington, seconded Cr G Messmer:

That:

1. The budget review for the period 1 July 2012 to 31 December 2012 be adopted and the 2012/2013 Annual Budget be amended as follows:

Account	Description	Original / Amended Budget	New Budget	Net Cash Amount
	Difference between Budget and Actual Balance C/Fwd			(\$179,625)
20009.0071	Other Expenses - Rate Recovery / Legal Costs	(\$25,000)	(\$10,000)	\$15,000
10004.0069	Rates Penalties & Fees - Legal Costs Reimbursed	\$20,000	\$5,000	(\$15,000)
20022.0243	Interest Paid on Trust Funds	(\$500)	(\$4,470)	(\$3,970)
20026.0029	Other Operating Expenses - Conferences & Training	(\$25,000)	(\$20,000)	\$5,000
20026.0032	Other Operating Expenses - Local Government Convention	(\$5,000)	(\$10,000)	(\$5,000)
20033.0260	Other Expenses - Additional Audit Costs	(\$10,000)	(\$5,000)	\$5,000
20033.0259	Other Expenses - Audit Fees	(\$17,000)	(\$22,000)	(\$5,000)
10016.0229	Reimbursements - Other	\$58,000	\$62,000	\$4,000
20048.0003	Office Expenses - Advertising	(\$10,000)	(\$15,000)	(\$5,000)
20049.0071	Other Expenses - Legal Expenses	(\$20,000)	(\$25,000)	(\$5,000)
20513.0064	BFB - Insurances	(\$52,000)	(\$55,000)	(\$3,000)
20513.0085	BFB - Minor Furniture & Equipment Purchases	(\$5,230)	(\$500)	\$4,730
20513.0312	BFB - Other Operating Costs	(\$13,900)	(\$6,000)	\$7,900
20513.0333	BFB - Plant and Equipment (\$1,000-\$3,000)	\$0	(\$750)	(\$750)
20513.0266	BFB - Uniforms, Clothing & Accessories	(\$10,596)	(\$17,169)	(\$6,573)
20511.0010	BFB - Building Maintenance	(\$6,259)	(\$4,000)	\$2,259
20512.0171	BFB - Vehicle Running Costs	(\$12,434)	(\$17,000)	(\$4,566)
20077.0379	Fire Control & Hazard Reduction - Emergency Responses	(\$6,500)	(\$13,000)	(\$6,500)
10043.0049	Fire Prevention - Fines & Penalties	\$2,000	\$18,500	\$16,500
50301.0398	Transfers to Reserve Funds	(\$592,823)	(\$622,823)	(\$30,000)
50850.0006	Purchase of Domestic Recycling Bins	(\$90,000)	(\$60,000)	\$30,000
10094.0406	Other Revenue - Sale of Surplus Materials & Scrap	\$20,000	\$42,000	\$22,000
20160.0130	Waste Disposal Sites - Salaries	(\$150,366)	(\$180,366)	(\$30,000)
20165.0052	Waste Disposal Sites - Grounds Maintenance	(\$333,700)	(\$283,700)	\$50,000
51012.0006	Purchase Vehicle - Mgr Development Services	\$0	(\$51,000)	(\$51,000)
41011.0105	Trade In Vehicle - Mgr Development Services	\$0	\$41,000	\$41,000
20173.0294	Other Expenses - Municipal Inventory Review	(\$25,000)	\$0	\$25,000
10101.0250	Grant Income - Heritage Inventory	\$15,000	\$0	(\$15,000)
51485.0006	CCTV Expansion	(\$60,000)	(\$63,000)	(\$3,000)
21100.0130	Recreation Centre - Salaries	(\$162,455)	(\$174,065)	(\$11,610)

21100.0296	Recreation Centre - Reimbursable Salaries	(\$8,830)	(\$17,220)	(\$8,390)
11101.0232	Recreation Centre - Other Operating Income	\$5,000	\$42,000	\$37,000
11101.0240	Other Income - Appraisals	\$1,000	\$0	(\$1,000)
11101.0477	Other Income - Other Programs and Courses	\$15,000	\$0	(\$15,000)
11101.0239	Other Income - School Holiday Programs	\$1,000	\$0	(\$1,000)
10127.0200	Contributions - Other Contributions	\$0	\$2,000	\$2,000
New	Lotterywest Grant - Nature Playground	\$0	\$305,730	\$305,730
51140.0006	Playground Equipment (Centenary/Wilson Park)	(\$35,000)	(\$342,730)	(\$307,730)
51142.0251	Frost / Souness Parks Improvement Plans	(\$234,012)	(\$272,142)	(\$38,130)
51498.0251	Souness Parks - Implement Recreation Plan	(\$2,900,000)	(\$5,795,175)	(\$2,895,175)
51499.0251	Frost / Souness Parks - Clubrooms (R for R)	(\$675,500)	\$0	\$675,500
41120.0400	CLGF (R for R) - Frost / Souness Parks	\$675,500	\$2,653,753	\$1,978,253
New	CSRFF Grant - Souness Park Oval	\$0	\$875,000	\$875,000
41124.0467	New - Loan Souness Park - Implement Recreation Plan	\$1,000,000	\$340,000	(\$660,000)
51152.0467	Principal Repayments - New Loan - Souness Park	(\$39,069)	\$0	\$39,069
20207.0467	Financial Expenses - New Loan - Souness Park	(\$25,483)	\$0	\$25,483
50510.0252	Karriok Airstrip - Reseal	(\$35,000)	\$0	\$35,000
41120.0438	Wetlands Development Grants	\$40,000	\$50,000	\$10,000
51486.0251	Wilson / Centenary Parks Wetlands Development	(\$117,851)	(\$162,851)	(\$45,000)
21102.0298	Recreation Centre - Courses & Programs	(\$9,500)	(\$10,500)	(\$1,000)
20221.0356	Other Expenses - Community Programs	(\$10,000)	(\$11,000)	(\$1,000)
51308.0250	Whitworth Road - Entire Length	(\$54,672)	(\$62,053)	(\$7,381)
51512.0250	Mount Barker Road - SLK 4.06 to 5.93	(\$21,000)	(\$15,839)	\$5,161
51513.0250	Narrakup Road - SLK 0.00 to 7.03	(\$140,093)	(\$155,602)	(\$15,509)
51514.0250	West Beattie Road - SLK 0.00 to 1.32	(\$17,952)	\$0	\$17,952
51201.0250	Pre Construction Future Works	(\$30,000)	(\$26,053)	\$3,947
51519.0250	Lake Barnes Road - SLK 0.00 to 5.60 (Entire length)	(\$86,160)	(\$96,107)	(\$9,947)
51516.0250	Quindabellup North Road - SLK 0 to 4.99	(\$92,800)	(\$86,800)	\$6,000
51239.0250	Short Street - Townscape Improvement Works	(\$155,762)	\$0	\$155,762
21310.0312	Feral Pig Eradication (PC) - Other Operating Costs	(\$32,000)	(\$45,000)	(\$13,000)
11309.0475	Other Income - Recharge of Services	\$20,000	\$33,000	\$13,000
21311.0370	Other Expenses - District & Area Promotion	(\$80,000)	(\$60,590)	\$19,410
20009.0156	Other Expenses - Valuation Expenses	(\$40,000)	(\$30,000)	\$10,000
21211.0030	Road Maintenance - Professional Services	(\$31,868)	(\$41,868)	(\$10,000)
21350.0321	Private Works Jobs	(\$200,000)	(\$60,000)	\$140,000
10159.0015	Private Works Recoups	\$230,000	\$70,000	(\$160,000)
20273.0323	Other Expenses - Communication Towers	(\$4,000)	(\$19,000)	(\$15,000)
	TOTAL	(4,607,815)	(4,428,190)	0

2. Authority be granted to the Shire President and the Chief Executive Officer to affix the Common Seal of the Council to a Debenture Agreement between the Shire of Plantagenet and the Western Australian Treasury Corporation relating to a loan of \$340,000.00 for the redevelopment of Souness Park.

AMENDMENT

Moved Cr J Moir, seconded Cr B Bell:

That:

1. Budget lines:

51142.0251	Frost / Souness Parks Improvement Plans	(\$234,012)	(\$272,142)	(\$38,130)
51498.0251	Souness Parks - Implement Recreation Plan	(\$2,900,000)	(\$5,795,175)	(\$2,895,175)

51499.0251	Frost / Sounness Parks - Clubrooms (R for R)	(\$675,500)	\$0	\$675,500
41120.0400	CLGF (R for R) - Frost / Sounness Parks	\$675,500	\$2,653,753	\$1,978,253
New	CSRFF Grant - Sounness Park Oval	\$0	\$875,000	\$875,000
41124.0467	New - Loan Sounness Park - Implement Recreation Plan	\$1,000,000	\$340,000	(\$660,000)
51152.0467	Principal Repayments - New Loan - Sounness Park	(\$39,069)	\$0	\$39,069
20207.0467	Financial Expenses - New Loan - Sounness Park	(\$25,483)	\$0	\$25,483

be deleted and the table totals be recast accordingly; and

- The words in Part 2) of the recommendation be deleted and replaced with the words 'An interim budget review relating to Sounness Park be prepared for the Meeting of the Council to be held on 30 April 2013.'

CARRIED (8/1)

NO. 65/13

COUNCIL DECISION

- The budget review for the period 1 July 2012 to 31 December 2012 be adopted and the 2012/2013 Annual Budget be amended as follows:

Account	Description	Original / Amended Budget	New Budget	Net Cash Amount
	Difference between Budget and Actual Balance C/Fwd			(\$179,625)
20009.0071	Other Expenses - Rate Recovery / Legal Costs	(\$25,000)	(\$10,000)	\$15,000
10004.0069	Rates Penalties & Fees - Legal Costs Reimbursed	\$20,000	\$5,000	(\$15,000)
20022.0243	Interest Paid on Trust Funds	(\$500)	(\$4,470)	(\$3,970)
20026.0029	Other Operating Expenses - Conferences & Training	(\$25,000)	(\$20,000)	\$5,000
20026.0032	Other Operating Expenses - Local Government Convention	(\$5,000)	(\$10,000)	(\$5,000)
20033.0260	Other Expenses - Additional Audit Costs	(\$10,000)	(\$5,000)	\$5,000
20033.0259	Other Expenses - Audit Fees	(\$17,000)	(\$22,000)	(\$5,000)
10016.0229	Reimbursements - Other	\$58,000	\$62,000	\$4,000
20048.0003	Office Expenses - Advertising	(\$10,000)	(\$15,000)	(\$5,000)
20049.0071	Other Expenses - Legal Expenses	(\$20,000)	(\$25,000)	(\$5,000)
20513.0064	BFB - Insurances	(\$52,000)	(\$55,000)	(\$3,000)
20513.0085	BFB - Minor Furniture & Equipment Purchases	(\$5,230)	(\$500)	\$4,730
20513.0312	BFB - Other Operating Costs	(\$13,900)	(\$6,000)	\$7,900
20513.0333	BFB - Plant and Equipment (\$1,000-\$3,000)	\$0	(\$750)	(\$750)
20513.0266	BFB - Uniforms, Clothing & Accessories	(\$10,596)	(\$17,169)	(\$6,573)
20511.0010	BFB - Building Maintenance	(\$6,259)	(\$4,000)	\$2,259
20512.0171	BFB - Vehicle Running Costs	(\$12,434)	(\$17,000)	(\$4,566)
20077.0379	Fire Control & Hazard Reduction - Emergency Responses	(\$6,500)	(\$13,000)	(\$6,500)
10043.0049	Fire Prevention - Fines & Penalties	\$2,000	\$18,500	\$16,500
50301.0398	Transfers to Reserve Funds	(\$592,823)	(\$622,823)	(\$30,000)
50850.0006	Purchase of Domestic Recycling Bins	(\$90,000)	(\$60,000)	\$30,000
10094.0406	Other Revenue - Sale of Surplus Materials & Scrap	\$20,000	\$42,000	\$22,000
20160.0130	Waste Disposal Sites - Salaries	(\$150,366)	(\$180,366)	(\$30,000)
20165.0052	Waste Disposal Sites - Grounds Maintenance	(\$333,700)	(\$283,700)	\$50,000
51012.0006	Purchase Vehicle - Mgr Development Services	\$0	(\$51,000)	(\$51,000)
41011.0105	Trade In Vehicle - Mgr Development Services	\$0	\$41,000	\$41,000
20173.0294	Other Expenses - Municipal Inventory Review	(\$25,000)	\$0	\$25,000
10101.0250	Grant Income - Heritage Inventory	\$15,000	\$0	(\$15,000)
51485.0006	CCTV Expansion	(\$60,000)	(\$63,000)	(\$3,000)

21100.0130	Recreation Centre - Salaries	(\$162,455)	(\$174,065)	(\$11,610)
21100.0296	Recreation Centre - Reimbursable Salaries	(\$8,830)	(\$17,220)	(\$8,390)
11101.0232	Recreation Centre - Other Operating Income	\$5,000	\$42,000	\$37,000
11101.0240	Other Income - Appraisals	\$1,000	\$0	(\$1,000)
11101.0477	Other Income - Other Programs and Courses	\$15,000	\$0	(\$15,000)
11101.0239	Other Income - School Holiday Programs	\$1,000	\$0	(\$1,000)
10127.0200	Contributions - Other Contributions	\$0	\$2,000	\$2,000
New	Lotterywest Grant - Nature Playground	\$0	\$305,730	\$305,730
51140.0006	Playground Equipment (Centenary/Wilson Park)	(\$35,000)	(\$342,730)	(\$307,730)
50510.0252	Karriok Airstrip - Reseal	(\$35,000)	\$0	\$35,000
41120.0438	Wetlands Development Grants	\$40,000	\$50,000	\$10,000
51486.0251	Wilson / Centenary Parks Wetlands Development	(\$117,851)	(\$162,851)	(\$45,000)
21102.0298	Recreation Centre - Courses & Programs	(\$9,500)	(\$10,500)	(\$1,000)
20221.0356	Other Expenses - Community Programs	(\$10,000)	(\$11,000)	(\$1,000)
51308.0250	Whitworth Road - Entire Length	(\$54,672)	(\$62,053)	(\$7,381)
51512.0250	Mount Barker Road - SLK 4.06 to 5.93	(\$21,000)	(\$15,839)	\$5,161
51513.0250	Narrakup Road - SLK 0.00 to 7.03	(\$140,093)	(\$155,602)	(\$15,509)
51514.0250	West Beattie Road - SLK 0.00 to 1.32	(\$17,952)	\$0	\$17,952
51201.0250	Pre Construction Future Works	(\$30,000)	(\$26,053)	\$3,947
51519.0250	Lake Barnes Road - SLK 0.00 to 5.60 (Entire length)	(\$86,160)	(\$96,107)	(\$9,947)
51516.0250	Quindabellup North Road - SLK 0 to 4.99	(\$92,800)	(\$86,800)	\$6,000
51239.0250	Short Street - Townscape Improvement Works	(\$155,762)	\$0	\$155,762
21310.0312	Feral Pig Eradication (PC) - Other Operating Costs	(\$32,000)	(\$45,000)	(\$13,000)
11309.0475	Other Income - Recharge of Services	\$20,000	\$33,000	\$13,000
21311.0370	Other Expenses - District & Area Promotion	(\$80,000)	(\$60,590)	\$19,410
20009.0156	Other Expenses - Valuation Expenses	(\$40,000)	(\$30,000)	\$10,000
21211.0030	Road Maintenance - Professional Services	(\$31,868)	(\$41,868)	(\$10,000)
21350.0321	Private Works Jobs	(\$200,000)	(\$60,000)	\$140,000
10159.0015	Private Works Recoups	\$230,000	\$70,000	(\$160,000)
20273.0323	Other Expenses - Communication Towers	(\$4,000)	(\$19,000)	(\$15,000)
	TOTAL	(2,409,251)	(2,229,626)	0

2. An interim budget review relating to Souness Park be prepared for the Meeting of the Council to be held on 30 April 2013

CARRIED (9/0)

NO. 66/13

Absolute Majority

9.4.2 FINANCIAL STATEMENTS – FEBRUARY 2013

File No:	N25797
Attachment:	Financial Statement (separate attachment)
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Brendan Webb Accountant / Office Manager
Proposed Meeting Date:	26 February 2013

PURPOSE

The purpose of this report is to present the financial position of the Shire of Plantagenet for the month ending 28 February 2013.

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 C Pavlovich:

That the Financial Statements for the month ending 28 February 2013 be received.

CARRIED (9/0)

NO. 67/13

9.4.3 LIST OF ACCOUNTS - FEBRUARY 2013

File No: N25776
Attachment: [List of Accounts](#)
Responsible Officer: John Fathers
Deputy Chief Executive Officer
Author: Emma Gardner
Accounts Officer
Proposed Meeting Date: 26 March 2013

PURPOSE

The purpose of this report is to present the list of payments that were made during the month of February 2013.

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 (22 May 2012). 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.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr M Skinner:

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 28 February 2013 be received and recorded in the minutes of the Council, the summary of which is as follows:

- a. Electronic Payments and Direct Debits totalling \$363,867.03; and
- b. Municipal Cheques 43562 - 43624 totalling \$107,858.36.

CARRIED (9/0)

NO. 68/13

9.4.4 POLICY REVIEW - ASSET MANAGEMENT

File No:	N22825
Attachments:	Policy A/PA/15 with amendments
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	26 March 2013

PURPOSE

The purpose of this report is to review Council Policy A/PA/15 – Asset Management.

BACKGROUND

Council Policy A/PA/15 was adopted by the Council at its meeting held on 23 June 2009.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

FINANCIAL IMPLICATIONS

There are no direct financial implications for this report. However, the principles contained in the policy and the issues raised in the Stage 1 Asset Management Plan require a lot of work to be undertaken to better understand the condition of the Shire's assets. Improvements are also recommended to the way in which the Shire records, inspects, and plans for the renewal of its assets.

The new 'Fair Value Recording of Assets' requirements will also require a significant amount of work and cost to obtain market valuations of assets every three years. The Asset Management Working Group has not made a lot of progress in these matters to date, mainly due to the current workloads associated with developing the plans required by the Integrated Planning and Reporting Framework.

POLICY IMPLICATIONS

This policy review is presented to the Council as part of the ongoing Council Policy review cycle.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2012-2022 provides at Outcome 2.6 (Assets and infrastructure managed over the long term to meet current and future needs) the following strategy:

'Strategy 2.6.1 – Develop and implement long-term Service and Asset Management Plans for all Council assets, having regard for current and future asset needs and the Shire's long-term financial plan.'

OFFICER COMMENT

The Asset Management Policy provides clear direction as to how the Council, as custodian of community assets, will manage the Shire's infrastructure within an asset management framework. It also provides a strategic approach in decision making in relation to assets.

The Asset Management Policy summarises the responsibilities of the Council and staff, and includes the key principles that will be used to make informed decisions in relation to assets. This policy is needed to demonstrate a strong commitment to care for the Council's assets for present and future communities.

The policy has been amended to reflect that an Asset Management Improvement Strategy has been prepared and that a Core Asset Management Plan has now been delivered by consultant, 'Core Business'. The Stage 1 Asset Management Plan required input from Shire staff and is almost complete.

The policy has also been amended to reflect the new terminology under the State Government's Integrated Planning and Reporting Framework, in particular that the Strategic Plan and Plan for the Future have been superseded by a Strategic Corporate Plan and Corporate Business Plan.

The amended Policy confirms that the aim of the Council to maximise state and federal grants and recognise the need to allocate sufficient local government funds on road projects in each year, is separate from Asset Management Planning principles.

Amendments have also been incorporated as a result of advice from the Department of Local Government in regard to asset management policy requirements. In particular, the identification of processes for meeting training needs for councillors and staff has been included. Also, that asset management outcomes will be achieved through the corporate goal to have a whole of life asset management approach and that asset management planning is informed by the community.

Amendments have also been made to add and clarify definitions and improve the grammar.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr A Budrikis, seconded Cr S Etherington:

That Policy No. A/PA/15 Asset Management, as follows:

'DIVISION	BUSINESS UNIT	RESPONSIBILITY AREA
Corporate Services	Administration	Property Administration

OBJECTIVE:

To ensure that services provided by the Shire of Plantagenet continue to be delivered in a sustainable manner. This will be achieved through the corporate goal of having a whole of life asset management approach and by ensuring that the assets used to support the service delivery continue to function to the level of service determined by the Council.

It will also provide clear direction as to how the Council, as custodian of community assets, will manage those assets within an Asset Management Framework.

POLICY:

The Shire of Plantagenet is committed to ensuring that Asset Management is recognised as a major corporate function within the Council and that staff are committed to supporting the function in line with this policy.

The Shire is committed to making informed decisions in relation to its assets. To achieve this, the Shire has prepared an Asset Management Improvement Strategy (AMIS) and a Stage 1 Asset Management Plan that will guide the implementation of asset management practices across the organisation with the major outcome being the adoption by the Council of an Asset Management Plan (AMP) for the following classes of assets:

- a) Roads, pathways and road drainage;
- b) Buildings;
- c) Parks and reserves (including sporting fields and water bodies);
- d) Waste disposal sites; and
- e) Other assets (including saleyards, cemeteries and radio masts).

The AMP will form part of the Shire's day-to-day business practices. They will define the level of service to be provided and will be used to make informed decisions in relation to considering the need to maintain or renew existing assets, acquire new assets, upgrade existing assets or dispose of assets to support service delivery. AMPs will include financial modelling of the renewal profile of each asset class.

The Council will develop and implement a long term (10 year) 'rolling' financial plan (LTFP) that incorporates infrastructure renewal requirements as identified within the various AMPs.

In making informed decisions in relation to assets, the Shire will consider the following key principles:

1. Philosophy of renewing assets before acquiring new assets.
2. Where possible, rationalising assets that are no longer used or do not provide the necessary level of service defined for that asset.
3. Prior to consideration of any major refurbishment or improvement to an asset, a critical review of the following shall occur as part of the evaluation process:
 - a) Need for the facility (short and long term);
 - b) Legislative requirements;
 - c) Opportunities for rationalisation;
 - d) Future liability including ultimate retention/disposal; and
 - e) Opportunities for multiple use.
4. Where the Council proposes to build or otherwise take on responsibility for a building with a cost greater than \$100,000.00, the proposal will be assessed under the Council's adopted Business Case Guidelines for New Buildings. All other capital works projects in excess of \$100,000.00 will be subject to a cost / benefit analysis. Projects will also be assessed against the objectives and priorities within corporate planning documents,

including the Strategic Plan, Plan for the Future and Asset Management Plans.

5. In addition to the requirements identified in the AMP in respect to road infrastructure, the Council will aim to maximise state and federal grants and recognise the need to allocate sufficient local government funds on road projects in each year to support this aim.

RESPONSIBILITY AND REPORTING

Council - Responsible for approving (including amendments to) this Policy, the AMIS and AMPs. The Council is also responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of the above documents. In adopting AMPs, the Council is also determining the Level of Service for each asset class.

Chief Executive Officer (CEO) - Responsible for ensuring that systems are in place to ensure that this Policy, the AMIS and AMPs are prepared and kept up to date, reviewed at least annually and that recommendations are put to the Council in relation to appropriate resource allocation to fulfil the objectives of the above documents. Responsible for identifying processes for meeting training needs for councillors and staff. The CEO reports to the Council on all matters relating to asset management.

Asset Management Working Group (AMWG) – Responsible for co-ordinating the development of this Policy, the AMIS and AMPs.

All Managers – Responsible for supporting the allocation of staff to the AMWG and ensuring that resources under their control are appropriately allocated to achieving the AMIS. All Managers report to the CEO on all matters relating to the implementation of AMPs under their area of control.

POLICY DEFINITIONS

‘Asset’ means a physical item that is owned or controlled by the Shire of Plantagenet, and provides or contributes to the provision of service to the community (In this context are fixed assets that support the delivery of services to the community such as roads, buildings and parks).

‘Asset Management’ means the processes applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal, to ensure that the assets meet the Council’s priorities for service delivery.

‘Asset Management Plan’ means a plan developed for the management of an asset or asset category (that includes community service, technical and financial considerations) over the lifecycle of the asset.

‘Asset Renewal’ – see renewal.

‘Level of Service’ means the combination of function, design and presentation of an asset. The aim of asset management is to match the asset and level of service to the community expectation, need and level of affordability.

‘Life Cycle’ means the cycle of activities that an asset goes through while it retains an identity as a particular asset.

‘Whole of life cost(s)’ means the total cost of an asset throughout its service life including planning, design, construction, acquisition, operation, maintenance, and rehabilitation and disposal costs.

‘Maintenance’ means regular ongoing day-to-day work necessary to keep the asset operating and to achieve its optimum life expectancy.

‘Operations’ means the regular activities to provide public health, safety and amenities and to enable the assets to function e.g.: road sweeping, grass mowing, cleaning, street lighting and graffiti removal.

‘New’ means creation of a new asset to meet additional level of service requirements.

‘Resources’ means the combination of plant, labour and materials, whether they be external (contractors/consultants) or internal (staff/day labour).

‘Renewal’ means the restoration, rehabilitation or replacement of an existing asset to its original capacity. This may include the addition of new components necessary to meet new legislative requirements in order that the asset may achieve compliance and remain in use.

‘Renewal Profile’ means a predicted future capital expenditure profile necessary to achieve a user-defined asset condition outcome.

‘Risk’ means the probability and consequence of an event that could impact on the Council’s ability to meet its corporate objectives.

‘Service Life’ means the period over which an asset is expected to be usable, with normal repairs and maintenance, for the purpose it was acquired.

‘Stakeholders’ are those people/sectors of the community that have an interest or reliance upon an asset and who may be affected by changes in the level of service of an asset.

‘Upgrade’ means the enhancement of an existing asset to provide a higher level of service.’

be endorsed.

CARRIED (9/0)

NO. 69/13

9.4.5 POLICY REVIEW - NATURAL BURIALS

File No:	N25734
Attachments:	A-CA-1 - Natural Burial AMENDED
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Rayona Evans Administration Officer (Relief)
Proposed Meeting Date:	26 March 2013

PURPOSE

The purpose of this report is to review Council Policy A/CA/1 – Natural Burials.

BACKGROUND

This policy was adopted by the Council at its meeting held 9 February 2010.

STATUTORY ENVIRONMENT

Cemeteries Act 1986
Local Government Act 1995
Shire of Plantagenet Cemeteries Local Law 2008

The Cemeteries Act 1986 provides that local governments perform the functions of a Cemetery Board.

EXTERNAL CONSULTATION

Consultation has occurred with the Albany Cemetery Board which has a functional natural burial section at the Allambie Park Cemetery.

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.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

OFFICER COMMENT

The current policy outlines that the identification of graves will be done through a GPS mapping system. Upon seeking advice from other cemeteries carrying out natural burials, the GPS mapping method can be expensive and unnecessary. It is recommended that the natural burial site be surveyed and mapped instead, in a similar way to the other graves. The policy will need be amended to reflect these changes. The policy has also been amended to incorporate a modified numbering format.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr S Etherington:

That amended Council Policy A/CA/1 - Natural Burials, as follows:

OBJECTIVE:

To provide natural burial opportunities that conserve and enhance local biological diversity, water resources and soil quality, and by doing so, maintain the ecological functions and integrity of the larger regional ecosystem.

POLICY:

1. To reduce the impact of conventional burial and cremations on the environment:
 - a) No embalming of the body will be permitted and the deceased must be conveyed in an approved casket or coffin, constructed of a biodegradable and untreated material derived from a sustainable resource; and
 - b) Burial sites will be planted with indigenous flora.
2. To maintain or enhance the quality of the natural environment:
 - a) Plots may be laid out in a similar way as a conventional cemetery but regeneration will be used in place of traditional memorial practices;
 - b) Additional flora may be grown around the plot to create a green or natural setting that will provide a haven for fauna in the future;
 - c) Natural burials shall only involve a single burial except where two burials are to occur simultaneously during the conduct of the same funeral, in which case a second burial will be permitted. This ensures that the newly created environment remains undisturbed; and
 - d) Plot locations will be surveyed and mapped. A defined survey mark will be placed nearby to indicate grave locations.
3. To achieve rapid and real return of the body to the earth:
 - a) Natural burial is defined as burial that conforms to the ordinary course of nature;
 - b) The aim is to return the body to the soil as quickly as would naturally occur;
 - c) The absence of embalming may assist this; and
 - d) The body is buried to a depth with an active layer of soil to maximise the rate of decomposition and the use of biodegradable coffins or caskets will further enhance this process.

4. To provide a more natural and sustainable alternative to conventional burial:
 - a) Natural burial aims to lower the environmental impact and carbon footprint of burial; and
 - b) In the absence of embalming and through the use of coffins and caskets which are simpler and less ornate certain environmental components attributed to the conduct of conventional funerals may be reduced.
5. To ensure low ongoing sustainable maintenance requirements:
 - a) Less maintenance will be carried out in a natural burial cemetery due to the reduced need for landscaping, plot manicuring, and headstone upkeep and memorabilia management; and
 - b) Natural cemeteries do not require regular mowing and only require minimal upkeep such as initial watering, tending of juvenile trees and weed control.
6. Cremated remains interred in the designated gravesite shall be contained in a biodegradable container that is non-retrievable. Alternatively, cremated remains may be placed directly into the earth.
7. No headstone or memorial, marker, stone, vase, tribute or any structure temporary or otherwise may be placed or erected at the gravesite.
8. Charges for natural earth burials be based on cost recovery.'

be endorsed.

CARRIED (9/0)

NO. 70/13

9.4.6 POLICY REVIEW - VEHICLE REGISTRATION PLATES

File No:	N24744
Attachments:	Vehicle Registration Plates Policy with amendments
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Donna McDonald Senior Administration/Human Resources Officer
Proposed Meeting Date:	26 March 2013

PURPOSE

The purpose of this report is to review Council Policy No. A/PA/12 – Vehicle Registration Plates.

BACKGROUND

This policy was last reviewed by the Council at its meeting held on 19 October 2010.

At its meeting held on 11 December 2012, the Council resolved that the question be adjourned until the meeting of the Council to be held in March 2013 to allow the Chief Executive Officer to undertake investigations and present a report providing the original reasoning behind this policy.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

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.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

OFFICER COMMENT

When vehicle registration plates (Numeral-PL) were originally issued (approximately 1996) they were auctioned to the community to the highest bidder. At the time of auction, it is understood that members of the public believed that these were the only numbers being released and bid for low numbered plates accordingly. It is considered that to later release lower plates (that is, plates with a leading zero) would not be fair to those who originally purchased the plates they believed to be the lowest numbers.

It is considered that the current policy is sufficient and should be endorsed. However the wording has been changed for ease of interpretation.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr L Handasyde:

That amended Council Policy No. A/PA/12 - Vehicle Registration Plates, as follows:

‘OBJECTIVE:

To apply restrictions to the allocation of local authority (Numeral-PL) vehicle registration plates.

POLICY:

That with respect to the issue of local authority vehicle registration plates (Numeral-PL), the Council will not issue plates with a zero prefix.’

CARRIED (9/0)

NO. 71/13

9.4.7 POLICY REVIEW – ALTERNATIVE FLAGS

File No: N25798
Attachments: [Policy – Alternative Flags](#)
Responsible Officer: John Fathers
Deputy Chief Executive Officer
Author: Donna McDonald
Senior Administration/Human Resources
Officer
Proposed Meeting Date: 26 March 2013

PURPOSE

The purpose of this report is to review Council Policy CS/A/PA/15 – Alternative Flags.

BACKGROUND

This policy was last reviewed by the Council at its meeting held on 22 March 2011.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

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.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

OFFICER COMMENT

An amendment has been made to the policy reference from CS/A/PA/15 to A/PA/15. It is considered that the current policy is sufficient and should be endorsed.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr A Budrikis, seconded Cr C Pavlovich:

That amended Council Policy A/PA/15 – Alternative Flags, as follows:

OBJECTIVE:

To give guidance on the flying of alternative flags.

POLICY:

That alternative flags be flown from the Council official masts along with the Australian flag on specific occasions requested by the Protocol Branch of the Department of Premier and Cabinet or the Council.'

be endorsed.

CARRIED (9/0)

NO. 72/13

9.5 EXECUTIVE SERVICES REPORTS

9.5.1 AUDIT COMMITTEE BRIEF - AMENDMENT

File No:	N25808
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Rob Stewart Chief Executive Officer
Proposed Meeting Date:	26 March 2013

PURPOSE

The purpose of this report is to advise the Council of recent legislative amendments that will require the brief of the Audit Committee to be amended.

Further, when Audit Committees were first legislated, their functions were not fully legislated. Therefore it will also be recommended that the whole of the Committee's brief be now changed to the Committee's legislative function.

BACKGROUND

The present brief of the Audit Committee is as follows:

- *'Recommend the appointment of the auditor to the Council;*
- *Assist the auditor to ensure audits are conducted successfully and timely;*
- *Examine the audit report and ensure appropriate action is taken;*
- *Prepare reports on actions taken and forward to the Minister;*
- *Meet with the auditor at least once a year;*
- *Review enhanced scope of audit; and*
- *Development and review of the Shire's Long Term Financial Plan and Forward Capital Works Plan.'*

STATUTORY ENVIRONMENT

An Audit Committee is required to be established by a Local Government pursuant to Section 7.1 A of the Local Government Act 1995.

The Functions of the Audit Committee are set out in Regulation 16 of the Local Government (Audit) Regulations 1996. These are:

'An audit committee—

- (a) is to provide guidance and assistance to the local government -*
 - (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and*
 - (ii) as to the development of a process to be used to select and appoint a person to be an auditor; and*
- (b) may provide guidance and assistance to the local government as to -*
 - (i) matters to be audited; and*
 - (ii) the scope of audits; and*
 - (iii) its functions under Part 6 of the Act; and*

- (iv) *the carrying out of its functions relating to other audits and other matters related to financial management; and*
- (c) *is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to -*
 - (i) *report to the council the results of that review; and*
 - (ii) *give a copy of the CEO's report to the council.'*

Regulation 17 (3) provides:

'The CEO is to report to the audit committee the results of that review.'

EXTERNAL CONSULTATION

No external consultation has occurred with regard to this matter.

FINANCIAL IMPLICATIONS

There are no financial implications with regard to this matter.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

The Council's Strategic Community Plan at Outcome 4.6 (Effective and Efficient Corporate and Administrative Services) provides at Strategy 4.6.1 the following:

'Provide a full range of financial services to support the Shire's operations and to meet planning, reporting and accountability requirements.'

Further at Strategy 4.6.2 the Plan provides:

'Develop and maintain Risk management policies and procedures.'

OFFICER COMMENT

There is little doubt that there is an intent by the State Legislators to increase the responsibilities of the Audit Committee. This is evident with the latest regulatory change. Further, the Audit Committee is charged with reporting to the Council on matters that come before it.

It is now suggested that the Committee brief be amended to represent the functions of the Committee as set out in Regulation 16.

Each of the issues covered in the existing committee brief are covered by the responsibilities set out in the legislation.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr M Skinner, seconded Cr J Moir:

That the functions of the Audit Committee be amended to those set out in Regulations 16 and 17 of the Local Government (Audit) Regulations 1996 as follows:

1. Provide guidance and assistance to the local government -
 - a) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
 - b) as to the development of a process to be used to select and appoint a person to be an auditor; and
2. May provide guidance and assistance to the local government as to -
 - a) matters to be audited; and
 - b) the scope of audits; and
 - c) its functions under Part 6 of the Act; and
 - d) the carrying out of its functions relating to other audits and other matters related to financial management; and
3. Is to review a report given to it by the CEO under Regulation 17(3) (the CEO's report) and is to -
 - a) report to the Council the results of that review; and
 - b) give a copy of the CEO's report to the Council.

CARRIED (9/0)

NO. 73/13

Absolute Majority

9.5.2 LOT 363 ALBANY HIGHWAY MOUNT BARKER - PLANTAGENET MENS SHED

File No: N25820
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Rob Stewart
Chief Executive Officer
Proposed Meeting Date: 26 March 2013

PURPOSE

The purpose of this report is to seek the Council's endorsement of proposed works to the Plantagenet Mens Shed situated at Lot 363 Albany Highway Mount Barker.

BACKGROUND

At its meeting held on 7 February 2012 the Council resolved:

'That subject to the Management Order of the subject land being amended to allow both the required use and giving the Council the power to lease, the Shire President and the Chief Executive Officer be authorised to attach the Common Seal of the Council to the lease of Mount Barker Lot 363 (Reserve 23870) to the Plantagenet Men's Shed Inc. with the following provisions:

- a) *Rental to be set at \$10.00 per annum.*
- b) *The term of the lease be set at five years with a Lessee's option to renew for two further terms of five years.*
- c) *The Lessee being responsible for public risk insurance, contents insurance, building maintenance not of a structural nature, garden maintenance, water usage and electricity charges.'*

At that meeting it was noted in the report that the Plantagenet Mens Shed would be expected to undertake maintenance (other than structural) of the building.

STATUTORY ENVIRONMENT

This matter is presented to the Council as owner of the structure.

EXTERNAL CONSULTATION

No external consultation has occurred in regard to this matter.

FINANCIAL IMPLICATIONS

The Plantagenet Mens Shed is seeking no contribution from the Council.

The Plantagenet Mens Shed is proposing to spend approximately \$65,000.00 to complete the project and will be seeking assistance from Lotterywest and the Community Bank.

POLICY IMPLICATIONS

There are no policy implications for this report.

LEGAL IMPLICATIONS

Health (Asbestos) Regulations 1992
Code of Practice for the Management and Control of Asbestos in Workplaces.

ASSET MANAGEMENT IMPLICATIONS

The maintenance items to be addressed by the Plantagenet Mens Shed will preserve and enhance a Council owned asset.

STRATEGIC IMPLICATIONS

The Council's Strategic Community Plan (2012-2022) under Goal 1 – Community Pride and Wellbeing notes at Outcome 1.3 (A Cohesive and Supportive Community) the following Strategy 1.3.2:

'Promote and support the initiatives and achievements of our volunteers.'

Also at Strategy 1.3.3:

'Work in partnership with community groups to assist in attracting new volunteers'

Further, Strategy 1.3.4 provides:

'Actively promote and assist community groups and clubs.'

At Outcome 1.8 (Cultural, Arts and Learning Opportunities that contribute to vibrancy and diversity in the community) provides the following Strategy 1.8.2:

'Encourage facilities that support lifelong learning opportunities.'

OFFICER COMMENT

The Plantagenet Mens Shed plans to:

1. Remove the asbestos from the internal walls and front wall.
2. Reclad and insulate the roof and front wall.
3. Remove, rebuild and extend the front verandah.
4. Re-align, insulate and reclad the internal walls to make a larger meeting room where the previous kitchen was.
5. Re-locate the kitchen into the front storeroom.
6. Install a universal toilet and shower in the previous southern storeroom.
7. Separate access to the new meeting room via a corridor from a new single front door to the west side of the existing double front doors.
8. Rewire the electrics to improve lighting, bring 3 phase power into the building and install more wall plugs for use in the workshop area and new kitchen.
9. Rebuild the rear access into a wheel-chair usable ramp.
10. Re-cement the front verandah floor and build a side path extending from the verandah down the east side to connect with the rear access ramp and then on to the rear outside toilets.
11. Renovate the east side rear toilet to allow wheel chair access.

The Council's Principal Building Surveyor is working with the group to ensure legislative compliance and that the Council's interests are protected.

The Council's Environmental Health Officer is advising with regard to the correct disposal of asbestos.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr B Bell:

That no objections be raised for the proposed maintenance work to be undertaken by the Plantagenet Mens Shed on the Council owned structure situated at Lot 363 Albany Highway Mount Barker.

CARRIED (9/0)

NO. 74/13

9.5.3 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT 2013 - ATTENDANCE

File No: N25853
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Linda Sounness
Executive Secretary
Proposed Meeting Date: 26 March 2013

PURPOSE

The purpose of this report is to recommend the attendance of the Shire President at the National General Assembly of Local Government scheduled to be held in Canberra 16 to 19 June 2013.

BACKGROUND

The 2013 Assembly's Theme is 'Foundations for the Future Twenty13' with the Theme overview as follows:

'This year's National General Assembly (NGA) is themed Foundations for the Future: Twenty 13. The theme has been selected because it looks forward and captures the opportunities of the federal election to be held on 14 September 2013.'

Local government plays a critical role in Australia's democratic system of government. It represent local communities and plays a key role in planning, coordinating, facilitating and providing services, infrastructure and programs that meet community and regional needs.

While councils can do a lot themselves, many local governments are constrained by lack of resources, expertise and adequate support from other levels of government (and the private sector) to meet all of their communities (sic) needs. There has never been a more important time to fight for our local communities and the capacity of local government to serve them. This year's election will determine the Government for the next three years, and set the nation's direction for the future. It is essential that Australia has a strong national economy, an adequate social safety net and appropriate national support systems and that it plays an active role in the international community. But it is also vitally important that the Australian Government also creates the environment for regions and local communities to prosper.

The lead to up the federal election is an opportunity to seek commitments from all federal political parties about the way in which they will work with and support councils in meeting community needs...'

Keynote speakers at the NGA are Fred Chaney AO, Geraldine Doogue AO and Peter FitzSimons AM. The Prime Minister, Minister for Regional Australia, Regional Development and Local government, the Leader of the Opposition, Shadow Minister for Regional Development, Local Government and Water, the leader of the Nationals and the Leader of the Australian Greens have been invited to address the NGA.

A Regional Cooperation and Development Forum will be conducted in conjunction with the NGA on Sunday 16 June 2013. The brochure distributed relating to the Forum notes: 'This year's Regional Cooperation and Development Forum will present the policy findings that build on the work commenced by national Economics in 2012 rethinking regional development. This work will incorporate the latest Census data and also examine the implications of how Australia is dealing with the ever crowing threats arising from climate change and natural disasters.'

This Assembly has previously been attended by Shire President Cr Ken Clements and the Chief Executive Officer in June 2011.

FINANCIAL IMPLICATIONS

Registration to the Assembly is \$899.00 (Early Bird Registration by 22 April 2013)

Registration to the Forum is \$195.00.

Air Travel costs will be approximately \$750.00.

Accommodation costs will be approximately \$920.00.

POLICY IMPLICATIONS

Council Policy CE/CS/1 – 'Elected Member Expenses to be Reimbursed' applies.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

OFFICER COMMENT

The Chief Executive Officer has registered his interest in attending the Assembly with the Shire President.

Attendance by the Shire President at the National General Assembly is recommended.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr S Etherington:

That:

1. The Shire President be authorised to attend the National General Assembly of Local Government to be held in Canberra from 16 June to 19 June 2013 and all costs relating to registration, travel and accommodation be charged to budget item 20026.0029.
2. The intention of the CEO to accompany the Shire President be noted.

CARRIED (9/0)

NO. 75/13

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

12 CONFIDENTIAL

Nil

13 CLOSURE OF MEETING

4:52pm The Presiding Member declared the meeting closed.

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