



ORDINARY MINUTES

DATE: Tuesday, 8 December 2015

TIME: 3:00pm

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

Rob Stewart
CHIEF EXECUTIVE OFFICER

Resolution numbers: 267/15 to 297/15

MEMBERSHIP – Quorum (5)

Membership:

Cr K Clements Shire President
Cr B Bell
Cr S Etherington JP
Cr J Hamblin
Cr L Handasyde Deputy Shire President
Cr J Moir
Cr M O’Dea
Cr J Oldfield
Cr C Pavlovich

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

3:05pm The Presiding Member declared the meeting open.

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

Members Present:

Cr K Clements	Shire President (Left the Chambers at 4:32pm, returned 4:50pm)
Cr B Bell	Councillor
Cr S Etherington	Councillor
Cr J Hamblin	Councillor
Cr L Handasyde	Councillor
Cr J Moir	Councillor
Cr J Oldfield	Councillor
Cr C Pavlovich	Councillor

In Attendance:

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

Apologies:

Nil

Members of the Public Present:

There were 4 members of the public present.

Previously Approved Leave of Absence:

Cr M O'Dea – 8 December 2015

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

3.2.1 OLD YERRIMINUP ROAD TURN-OFF ALBANY HIGHWAY MOUNT BARKER.

Asked by: Ms Carol Ahern

Ms Ahern spoke regarding her recent involvement in an accident where her vehicle was struck from another vehicle behind as she waited to turn right into Old Yerriminup Road off Albany Highway. Ms Ahern asked Council to assist her with an approach to Main Roads WA to widen Albany Highway at this location and include an access turning lane to prevent this from happening again.

Response by: Cr Ken Clements Shire President

The Shire President advised that Albany Highway comes under the jurisdiction of Main Roads (WA) but would seek further advice.

4 PETITIONS / DEPUTATIONS / PRESENTATIONS

4.1 MR DAVID WILLIAMSON – KENDENUP COMMUNITY DEVELOPMENT ASSOCIATION INC – UPGRADING OF HASSELL AVENUE, KENDENUP

At the end of October the Kendenup Community was sent a notice from the Shire indicating that work was to commence on the drainage issue in Hassell Avenue. Reconstruction of the pathway from Beverley Road to Coote Street was identified as part of the plan, and other footpaths in the town with focus on access to the Agricultural Grounds.

Consequently, on 8 November 2015 we sent an email message to the Works Manager with copy to the CEO. A copy of that email is attached. A reply was received from the Works Manager on 16 November suggesting that we could meet and view the plans. One of the criticisms was that the plans had not been made public to the community during any stage of the planning. The Works Manager suggested meeting on site to view the plans. This has not eventuated. In the last week, the chair of the KCDA, Mrs Val Saggars, has emailed all councillors informing them of the issues which we see with the works programme, and the work needing to be done, in Hassell Avenue.

The issue of dealing with the drainage problem outside the Ridge Bros shop in Hassell Avenue has been brought to the attention on many occasions over the last 10 to 15 years. The owner of the store, Luke Buffham, has approached the council on numerous occasions over the last 10 to 15 years asking for some action to deal with the problem. The KCDA has made some detailed suggestions about the drainage options in the last few years. However, what was surely only a temporary solution was carried out two or three years ago but has been an abysmal failure. The cost of those works has not been ascertained.

The email we sent to the Works Manager and the CEO on 8 November made 10 points in relation to establishing a Kendenup Townscape Planning Committee similar to the Townscape Committee set up some years ago for Mount Barker. This committee would consider footpaths, verges, curbs and gutters to aid drainage, establishing a mixed bike-pedestrian footpath of about 2 kilometres through the town to provide a good and safe surface for people to use for walking exercise, other footpaths for access to the Agricultural Grounds, and other landscaping and facility development.

The immediate need, however, is for a re-examination of the plans for the current construction of drainage and footpath in Hassell Avenue. I understands that the drainage will deal with the flatness of the avenue especially outside Ridge Bros shop down to Beverley Road. There is a drainage sump outside the shop which was suggested by us in submissions made some years ago. It took a couple of years and a drainage engineer's report to come to the same answer.

The plan apparently is for the footpath in Hassell Avenue to be hot-mix bitumen. What irritates us is that Mount Barker has been provided with lovely brick paving for footpaths (from curb to building). Why is this style not good enough for Kendenup? It would make the appearance of the main street much more attractive using brick paving from Beverley Road to Coote Street now and eventually extending it to de Garis Street just passed the Community Church. Luke Buffham supports this idea privately, but for fear of the current work being stopped, he says openly that he is happy with what I being done. There is extra cost for brick paving compared to what is currently planned but it cannot be that great. But is Kendenup going to continue to be treated as the poor sister to Mount Barker. Side streets in Mount Barker are even given brick paving, but brick paving seems to be too good for Kendenup.

The trees in Hassell Avenue need to be preserved, and rings put around them to allow summer watering. Is this in the current plans?

There is also the matter of the parking area opposite the Ridge Bros Store. Will there be curbing added to this to make it more attractive. There has been a suggestion by users that there should be angle parking marked in that area. This would make better use of the area available which, at times, can be quite busy. The angle parking has been tried and seems to work very well. Will this parking area get another bitumen top added to it during the current works programme?

There are questions here which need answers, and urgently, before work is done which would need to be altered, at a cost, to do a proper job of improving Hassell Avenue. I ask the councillors to make a decision today about the improvement in the proposed works for Hassell Avenue.

5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

Cr K Clements

Item: 12.1.1

Type: Closely Associated Person (Section 5.62 LGA)

Nature: Wife works at company who has submitted a tender.

Extent: Not required

6 APPLICATIONS FOR LEAVE OF ABSENCE

Section 5.25 Local Government Act 1995

6.1 APPLICANT: CR J HAMBLIN

Cr J Hamblin requested Leave of Absence for the period 1 April to 31 May 2016.

Moved Cr L Handasyde, Cr B Bell:

That Cr J Hamblin be granted Leave of Absence for the period 1 April to 31 May 2016.

CARRIED (8/0)

NO. 267/15

7 CONFIRMATION OF MINUTES

Moved Cr J Oldfield, seconded Cr S Etherington:

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 10 November 2015 as circulated, be taken as read and adopted as a correct record.

CARRIED (8/0)

NO. 268/15

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 66 BRAIDWOOD ROAD, MOUNT BARKER – HOUSE, RAINWATER TANK AND RELOCATION OF BUILDING ENVELOPE

File Ref:	N35706
Attachments:	Location Plan Site Plan Subdivision Plan Floor Plan Elevations Elevation and Section
Responsible Officer:	Peter Duncan Manager Development Services
Author:	Vincent Jenkins Planning Officer
Proposed Meeting Date:	8 December 2015
Applicant:	Plunkett Group for Michael and Carolyn Jones

The Manager Works and Services Dominic Le Cerf advises that he owns property directly adjacent to the subject location.

PURPOSE

The purpose of this report is to consider a proposal to relocate the building envelope and construct a house and rainwater tank at Lot 66 Braidwood Road, Mount Barker.

BACKGROUND

Council records show the registered owners of Lot 66 Braidwood Road are ME and CJ Jones.

Lot 66 Braidwood Road is located in the Rural Residential No. 8 zone under the Shire of Plantagenet Town Planning Scheme No. 3 and as such the Council is required to determine the application.

The proponents have submitted a letter explaining the request to relocate the building envelope. The proponents wish to make the most of the views from the property towards Albany. This proposal involves the relocation of the building envelope up the hill to an area with somewhat more dense vegetation to the west. The proponents also submitted a site assessment report prepared by Southwest Fire Services in support of the proposed building envelope relocation from a fire safety perspective.

The Southwest Fire Services Bushfire Attack Level Assessment Form dated 8 November 2015 for Lot 66 Braidwood Road includes a Bushfire Attack Level (BAL) assessment in accordance with the Australian Standard for the '*Construction of buildings in bushfire-prone areas (AS3959-2009)*'.

The proponents further wish to construct a three bedroom house and a rainwater tank at the property.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 deemed provisions

Shire of Plantagenet Town Planning Scheme No. 3 (TPS3) – Rural Residential Zone No. 8.

Clause 5.2 of TPS3 provides the Council with the ability to vary development standards for development other than residential development. That power may only be exercised by the Council if it is satisfied that:

- ‘(a) approval of the proposed development would be consistent with the orderly and proper planning of the locality and the preservation of the amenities of the locality;*
- (b) the non-compliance will not have any adverse effect upon the occupiers or users of the development or the inhabitants of the locality or upon the likely future development of the locality; and*
- (c) the spirit and purpose of the requirement or standard will not be departed thereby.’*

Schedule V, Rural Residential No. 8 Zone – Special Provisions include:

‘7.8 All habitable buildings are to be constructed to AS3959.’

FINANCIAL IMPLICATIONS

The application fee of \$652.35 has been paid.

POLICY IMPLICATIONS

There is no relevant policy for this report. It is the opinion of the author that policy development is not needed.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 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’

and

The Shire of Plantagenet Strategic Community Plan 2013-2023 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'

Accordingly, the recommended outcome for this report aligns with the Strategic Community Plan.

Further, the Council's Corporate Plan, Goal 2 – Enhanced Natural and Built Environment notes an outcome of 2.2 *'Appropriate development which is diverse in nature and protects local heritage'*. The Key Performance Indicator (KPI) is *'Percentage of Council planning decisions in line with the Planning Vision'*.

By supporting the officer recommendation the KPI will be met.

OFFICER COMMENT

The proponent engaged Southwest Fire Services to prepare a site assessment and bushfire protection report for Lot 66. Mr Peter Bidwell is a fire consultant and the principal of Southwest Fire Services.

The Southwest Fire Services report includes a BAL assessment of Lot 66 in accordance with the Australian Standard for the *'Construction of buildings in bushfire-prone areas (AS3959)'*. This report recommends that the proposed house at Lot 66 be constructed to a minimum BAL 12.5 standard. The report further provides solutions to reduce risk in a fire event at Lot 66, the proposed building envelope location and proposed house.

The findings and recommendations offered by the Southwest Fire Services report are:

1. *'A BPZ of 25 metres around the building must be cleared.....'*
2. *'The Mt Barker Town Planning Scheme #3 requires that the clearing of remnant vegetation is not permitted except to comply with the Bush Fires Act 1954. Some of the remnant trees to the south of the building site fall within the BPZ. None of these trees need to be removed as there is sufficient separation of the trees and the crowns to avoid any crown fires establishing.'*
3. *'All grassed areas are to be kept mowed to less than 50 mm during the fire season.'*
4. *'Any plantings of additional trees within the BPZ (25 metres around all buildings) must comply with the Shire fire regulations for this sub-division.'*
5. *'Ground fuels in the woodland to the west of the building site must be maintained below 8 tonnes per hectare of litter. This can be achieved by several methods:-*
 - (a) *Annual raking and burning of leaves,*
 - (b) *Mulching of the leaves and understorey every 2 - 3 years or*
 - (c) *Burning of the woodland area every 5 years or less depending on litter accumulation.'*

6. *'All 3 methods are suitable and in conjunction with mowing of the pasture areas, cleaning gutters of leaves regularly and irrigation of lawns around the house, the site will be well protected for wildfire emergencies.'*
7. *'Failure to comply with the recommendations set out in this report may result in the site not meeting the BAL set.'*

The Fire Hazard Assessment set in the revised Fire Management Plan dated March 2007 for the Braidwood Road (formerly Marmion Street) subdivision show the location of Lot 66 and surrounding area to be within a medium fire hazard area. Review of the Southwest Fire Services report by the Council's Community Emergency Services Manager has concluded the proposed minimum BAL 12.5 construction standard for the proposed house at Lot 66 is appropriate.

Subject to compliance with the revised Fire Management Plan for this Rural Residential Zone, the Shire of Plantagenet Annual Bush Fire Mitigation Notice and findings and recommendations included in the Southwest Fire Services Bushfire BAL assessment report for Lot 66 Braidwood Road, the proposed relocation of the building envelope is not likely to adversely affect privacy, amenity or bushfire safety of the location. The proposal to relocate the building envelope is supported.

The proposed house is a three bedroom single storey building. The house is 203.03m² in area which includes porch and alfresco areas. The house roof will be finished in grey Colorbond® and the external walls will be finished in cream colour brick. The rainwater tank will be finished in grey Colorbond® to match the house. The proposed grey-cream colour scheme for the proposed development is sympathetic to the surrounding area.

The application submitted complies with the majority of the provisions for this Rural Residential Zone set in TPS3 except for the proposed building envelope relocation.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That in accordance with clause 5.2 of the Shire of Plantagenet Town Planning Scheme No. 3 and clauses 66, 67, 68 and 70 to 74 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, the application to relocate the building envelope and construct a house and rainwater tank at Lot 66 Braidwood Road, Mount Barker be approved subject to:

1. Development being in accordance with the plans dated 5 and 20 October 2015.
2. Compliance with the document 'Shire of Plantagenet Fire Management Plan Location 4813 Marmion Street, Mount Barker, March 2007' to the satisfaction of the Manager Community Services.
3. Compliance with the 'Southwest Fire Services Bushfire Attack Level (BAL) Assessment Form, 8 November 2015' for Lot 66 Braidwood Road, Mount Barker to the satisfaction of the Manager Community Services.

4. Compliance with the Shire of Plantagenet Bush Fire Mitigation Notice to the satisfaction of the Manager Community Services.

COUNCIL DECISION

Moved Cr J Moir, seconded Cr B Bell:

That in accordance with clause 5.2 of the Shire of Plantagenet Town Planning Scheme No. 3 and clauses 66, 67, 68 and 70 to 74 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, the application to relocate the building envelope and construct a house and rainwater tank at Lot 66 Braidwood Road, Mount Barker be approved subject to:

- 1. Development being in accordance with the plans dated 5 and 20 October 2015.**
- 2. Compliance with the document 'Shire of Plantagenet Fire Management Plan Location 4813 Marmion Street, Mount Barker, March 2007' to the satisfaction of the Manager Community Services.**
- 3. Compliance with the 'Southwest Fire Services Bushfire Attack Level (BAL) Assessment Form, 8 November 2015' for Lot 66 Braidwood Road, Mount Barker to the satisfaction of the Manager Community Services.**
- 4. Compliance with the Shire of Plantagenet Bush Fire Mitigation Notice to the satisfaction of the Manager Community Services.**

Advice Note:

In addition to complying with fire mitigation requirements, it is the land owner/occupier who is ultimately responsible for the protection of their property.

CARRIED (8/0)

NO. 269/15

Reason for Change

Councillors were of the opinion that an Advice Note as written was necessary.

9.2 WORKS AND SERVICES REPORTS

9.2.1 CONFERENCE ATTENDANCE - 2016 WA TRANSPORT AND ROADS FORUM

File Ref:	N36003
Attachments:	Brochure
Responsible Officer:	Dominic Le Cerf Manager Works and Services
Author:	Amy Chadbourne Senior Administration/Project Officer Works and Services
Proposed Meeting Date:	8 December 2015

PURPOSE

The purpose of this report is to recommend the attendance of Cr Ken Clements, Cr Len Handasyde and Cr Chris Pavlovich at the 2016 WA Transport and Roads Forum. The event is scheduled to be held at El Caballo Resort, Woorloo, Western Australia.

BACKGROUND

Organised by the Western Australian Local Government Association (WALGA) and Main Roads WA (MRWA), the WA Transport and Road Forum is held annually. The Shire of Plantagenet sent representatives in 2012 and Cr Clements, Cr Handasyde and Cr Pavlovich attended the event in 2014 on behalf of the Council.

Cr Handasyde is the Council's representative on the Regional Road Group and Chairperson of the Council's RoadWise Committee. Shire President Cr Clements is the Council's Deputy Representative on the Regional Road Group and Cr Pavlovich is Chairperson of the Council's Heavy Haulage Committee.

FINANCIAL IMPLICATIONS

Registration to attend the conference is \$50.00 per person. Accommodation, meals and transport are expected to be in the vicinity of \$1,000.00 for the three attendees with costs being charged to the account Members of Council – Councillor Conferences, Training and Accommodation.

POLICY IMPLICATIONS

Council Policy No CE/CS/1 - Elected Member Expenses to be Reimbursed, states that elected members can receive reimbursement of expenses whilst attending *'conference and training session specifically authorised by the Council.'*

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 4.1 (Effective governance and leadership) the following:

Strategy 4.1.5:

'Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting the role.'

Accordingly, the recommended outcome for this report aligns with the Strategic Community Plan.

OFFICER COMMENT

Representation at the Forum will ensure the Council remains up to date on current issues regarding road funding, planning and heavy haulage matters. It is also a valuable networking opportunity for Councillors and the Shire of Plantagenet.

The Manager Works and Services will seek approval from the Chief Executive Officer to attend the Forum.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr B Bell:

That:

- 1. That authority be granted to Cr Ken Clements, Cr Len Handasyde and Cr Chris Pavlovich to attend the 2016 WA Transport and Roads Forum to be held at El Caballo Resort Woolaroo on 12 February 2016.**
- 2. All expenses including accommodation, meals, transport and parking costs be met from account Members of Council – Councillor Conferences, Training and Accommodation pursuant to Council Policy CE/CS/1 – Elected Members Expenses to be Reimbursed.**

CARRIED (8/0)

NO. 270/15

9.2.2 PETITION TO RENAME A PORTION OF PARDELUP ROAD

File Ref:	N36033
Attachments:	Location Map
Responsible Officer:	Dominic Le Cerf Manager Works and Services
Author:	Amy Chadbourne Senior Administration/Project Officer Works and Services
Proposed Meeting Date:	8 December 2015

PURPOSE

The purpose of this report is to formally consider a petition put forward by Mr Darrel Drage to the Council at its meeting held on 13 October 2015, asking that a portion of Pardelup Road be renamed Effiedale Road.

BACKGROUND

At its meeting held on 13 October 2015, the Council received a petition from Mr Darrel Drage to rename a portion of Pardelup Road.

In his submission, Mr Drage stated:

'My grandfather Jo Drage came to Mount Barker in 1899 and was encouraged by the Muir Family to come and farm next door to them. So Joe took up a virgin block, location no 79. The Drage family's first child born on the farm was a girl. They named her Effie, so they called their property Effiedale (see attached map)

Both the Muir and Drage families had large pastoral leases south of their properties and put in a road between their farms, giving them access to their leases. This road was called Effiedale Road.

The Belfield Family arrived in the area in 1924. Frank and Lucy Belfield and their children, along with many others used Effiedale Road to work at Effiedale, picking fruit on the 80 acres of orchard and helping with other family activities.

In 1927 the Muir family sold their farm to the Prison Department. At the time the Blackwood Road went through the Muir farm, past the homestead and came out 4km west of the farm onto what is now Muir Highway. The Blackwood Road was diverted to bypass the Pardelup Prison Farm and the original road to location no 502 was then named Pardelup Road and went straight into the prison.

Jeff Mather now owns the Effiedale property and is passionate about keeping the history of the farm and road names alive, as are the many members of the Drage Family.

So with respect I am asking the Shire to rename the road in question back to its original name Effiedale Road.'

Five supporting letters accompanied the request from Mr Drage.

STATUTORY ENVIRONMENT

The Land Administration Act 1997 – Section 26 relates to the road naming process.

EXTERNAL CONSULTATION

Consultation has occurred with the Geographic Names Committee (GNC).

The GNC 'Policies and Standards for Geographical Naming in Western Australia' manual suggests a genuine effort must be made to inform the public of the proposed road name via public notice in a local newspaper. Further it states any local land owners to be effected by the change are to be consulted in writing.

FINANCIAL IMPLICATIONS

The GNC has advised that as this name change may be deemed an unnecessary road name change, a fee of \$271.00 may be required. In addition, any costs involved with advertising and signage will be the responsibility of the Shire. It is estimated these costs will be in the vicinity of approximately \$500.00 and this amount does not include substantial staff time.

POLICY IMPLICATIONS

Council Policy I/RR1 – Future Street and Reserve Names details the Road Name Register. Effiedale Road is not listed on this register.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

OFFICER COMMENT

The GNC discourages the renaming of roads unless it has been deemed to be in the public interest or for safety reasons. Further, the policy manual states that the changing of a name merely to correct or re-establish historical usage shall not be considered in itself a reason to change a name.

The policy manual suggests, however, if there is enough community support for the change and it is compliant with GNC naming policies and standards, it may be approved but it shall incur a service charge.

Prior to Mr Drage making the formal presentation to the Council, the same petition was received by Shire administration staff. Attached to this petition were five letters supporting the road renaming from local residents who had lived along or nearby Pardelup Road and had used 'Effiedale Road' (named so at the time) as an access route.

Two residents are currently listed as having their address on Pardelup Road – Pardelup Prison Farm and a private landowner. Neither address is in the portion proposing to be renamed. Each is in the section that would remain as Pardelup Road. Therefore, no landowners would be affected by a possible change of rural street address. However, for information purposes letters would be sent to all six landowners whose property abuts Pardelup Road.

Pardelup Road can be divided into two sections. From Muir Highway to the Prison Farm entrance the road is bitumen. When accessing the Prison Farm from Muir Highway it appears to motorists as if the road leads directly to this site. Pardelup Road, however, actually veers off to the south but as this remaining section of Pardelup Road is gravel it would be assumed to be another road – due to its being unsealed and the sealed portion (entrance to Prison Farm) going straight ahead just before the Prison Farm entrance. Renaming this gravel portion of Pardelup Road would result in less confusion with motorists, particularly tourists.

As part of the road renaming process, two new road signs would need to be installed, the cost of which is included in the financial implications above.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Cr J Moir:

That local public notice, including letters to adjoining landowners, be given of the proposal to rename a portion of Pardelup Road (see attached map) as Effiedale Road and a further report be prepared at the conclusion of advertising on or before the ordinary meeting of the Council to be held on 1 March 2016.

The motion lapsed for want of a seconder.

ALTERNATIVE RECOMMENDATION

Moved Cr B Bell, seconded Cr J Oldfield:

That:

- 1) The email dated 7 December 2015 from Landgate relating to the proposed renaming of part of Pardelup Road Forest Hill to Effiedale Road be received.**
- 2) As the email referred to in a) above notes that '*... Geographic Names would not be supportive of such an unnecessary road name change*' the proposal to rename part of Pardelup Road to Effiedale Road be not proceeded with.**
- 3) Mr Darrel Drage be advised of the Council's resolution and the reasoning behind the decision.**

MEETING ADJOURNED

3:32pm The Presiding Member adjourned the meeting for members, staff and visitors to participate in an Evacuation Drill.

RESUMPTION

3:38pm The Presiding Member reconvened the meeting.

Members Present:

Cr K Clements	Shire President
Cr B Bell	Councillor
Cr S Etherington	Councillor
Cr J Hamblin	Councillor
Cr L Handasyde	Councillor
Cr J Moir	Councillor
Cr J Oldfield	Councillor

Cr C Pavlovich

Councillor

In Attendance:

Mr Rob Stewart

Chief Executive Officer

Mr John Fathers

Deputy Chief Executive Officer

Mr Peter Duncan

Manager Development Services

Mr Dominic Le Cerf

Manager Works and Services

Ms Fiona Saurin

Manager Community Services

Mrs Linda Sounness

Executive Secretary

Mr Vincent Jenkins

Planning Officer

AMENDMENT**Moved Cr L Handasyde, seconded Cr J Moir:**

That a part 4 be added to the motion: 'Road signs be erected at the intersection of Pardelup road and the private road to Pardelup Prison Farm and at the intersection of Pardelup Road and Pile road to identify Pardelup Road and to include the wording 'formerly known as Effiedale Road'.

CARRIED (8/0)**NO. 271/15****COUNCIL DECISION****That:**

- 1) The email dated 7 December 2015 from Landgate relating to the proposed renaming of part of Pardelup Road Forest Hill to Effiedale Road be received.**
- 2) As the email referred to in a) above notes that '*... Geographic Names would not be supportive of such an unnecessary road name change*' the proposal to rename part of Pardelup Road to Effiedale Road be not proceeded with.**
- 3) Mr Darrel Drage be advised of the Council's resolution and the reasoning behind the decision.**
- 4) Road signs be erected at the intersection of Pardelup road and the private road to Pardelup Prison Farm and at the intersection of Pardelup Road and Pile road to identify Pardelup Road and to include the wording 'formerly known as Effiedale Road'**

CARRIED (8/0)**NO. 272/15**

9.3 COMMUNITY SERVICES REPORTS

9.3.1 COMMITTEE MEMBERSHIP - PLANTAGENET SPORTING CLUB

File Ref:	N36039
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Fiona Saurin Manager Community Services
Proposed Meeting Date:	8 December 2015

PURPOSE

The purpose of this report is to consider the appointment of the Chairperson and external representatives to the Plantagenet Sporting Club (PSC) executive committee.

BACKGROUND

During the development of the Sounness Park Community Recreation Facility, the establishment of a combined sporting association had been planned to manage the clubroom facility.

The Sounness Park Working Group, made up of members of the Football, Hockey, Cricket and Soccer Clubs has been meeting to develop the constitution for the combined sports association and is now ready to commence the incorporation process for the PSC pursuant to the Associations Incorporation Act 2015.

STATUTORY ENVIRONMENT

Associations Incorporation Act 2015.

EXTERNAL CONSULTATION

Extensive consultation has taken place with the sporting clubs through the Sounness Park Working Group.

FINANCIAL IMPLICATIONS

The cost to submit an application for incorporation is \$145.00 and an estimated \$150.00 will be required to advertise the formation of the Sporting Club.

POLICY IMPLICATIONS

There are no policy implications for this report. It is the opinion of the author that policy development is unnecessary.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 1.3 (A cohesive and supportive community) the following Strategy:

Strategy 1.3.3:

'Actively promote and assist community groups and clubs'

Accordingly, the recommended outcome for this report aligns with the Strategic Community Plan.

OFFICER COMMENT

The Constitution for the PSC requires 10 members be appointed to the executive committee. The membership of the committee is:

Two representatives from each of the four 'founding clubs', being Mount Barker Football Club, Mount Barker Hockey Club, Mount Barker Cricket Club and Mount Barker Soccer Club;

One representative from the Social Membership; and,

One Shire appointed representative.

The persons elected by their respective clubs as representatives are;

Football – Dane McGill and Grant Lubke

Hockey – Rachel Wright and Karen Stirling

Soccer – Melanie Greeney and Frank Kelly

Cricket – Geoff Richardson and Stuart Duggin

At a meeting of the social members held on 24 November 2015, Stephen Fink was elected as the social member's representative with Lisa Barrow being appointed as proxy.

The Shire is required to appoint its representative on the executive committee. The Constitution is silent on whether the shire representative is an elected member. However, to demonstrate the Council's strong commitment to supporting the new sporting club, the appointment of the Shire President to the committee would be beneficial.

Due to historical differences between the clubs, the independence of the Shire representative will be critical to building good working relationships between the executive committee membership. Cr Clements has no past or present affiliations with any of the founding member clubs eliminating any perception of bias from other members of the committee.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Cr Clements be appointed as the Shire representative to the Plantagenet Sporting Club (Inc) Executive Committee.

ALTERNATIVE RECOMMENDATION

Moved Cr C Pavlovich, seconded Cr B Bell:

That all Councillors be given the opportunity to nominate as the Shire's representative on the Plantagenet Sporting Club (Inc) Executive Committee and, if necessary, a ballot be held.

CARRIED (8/0)

NO. 273/15

Reason for Change

It was considered that a ballot allowing all Councillors the opportunity to nominate was necessary.

BALLOT

A secret ballot was then held with the Chief Executive Officer acting as Returning Officer.

Nominations received for the appointment of Shire representative to the Plantagenet Sporting Club (Inc) Executive Committee were Cr Clements and Cr Pavlovich.

Following the secret ballot, the Returning Officer declared Cr K Clements duly elected.

MOTION

Moved Cr B Bell, seconded Cr C Pavlovich:

That Cr K Clements be appointed as the Shire representative to the Plantagenet Sporting Club (Inc) Executive Committee.

AMENDMENT

Moved Cr J Moir, seconded Cr S Etherington:

That after the word 'Committee' the following words be added 'and, pursuant to Rule 10(5) of the draft Constitution, be appointed as Chairperson.'

LOST (3/5)

COUNCIL DECISION

The motion was put.

CARRIED (8/0)

NO. 274/15

9.3.2 MOUNT BARKER COMMUNITY GARDEN – ADDITIONAL INFRASTRUCTURE

File Ref:	N36078
Attachments:	Site Plan Project Brief
Responsible Officer:	Fiona Saurin Manager Community Services
Author:	Isabelle Draffehn Community Development Officer
Proposed Meeting Date:	8 December 2015

PURPOSE

The purpose of this report is to seek approval for the construction of additional infrastructure in three stages for the Mount Barker Community Garden at Lot 119, Albany Highway, Mount Barker.

BACKGROUND

The Mount Barker Community Garden (MBCG) Committee was established in 2012. A lease was signed between the Shire of Plantagenet and the Wilson Inlet Catchment Committee Incorporated (WICC) in 2013 who auspice the group. The MBCG Committee has installed some garden beds in the past and ran several courses and programs. The group has become more proactive within the past year and developed a detailed site plan with additional infrastructure to improve the facility.

The Council, when it considered this matter at its meeting held on 13 October 2015 resolved:

‘That the question be adjourned so that the Mount Barker Community Garden Committee may be afforded the opportunity to present at the next meeting of the Council with a further report being presented to the meeting of the Council scheduled 8 December 2015.’

A workshop was held on 10 November 2015 to discuss options to collocate the MBCG with the Mens Shed. It was reported that The Mens Shed had indicated that they had plans for future expansion and therefore a collocation would not be beneficial to the group.

It was agreed that the plans for the community garden are acceptable within the WICC leased area, provided that the committee ensures regular maintenance of the facility to keep it tidy.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

EXTERNAL CONSULTATION

External consultation has occurred with the MBCG Committee and with representatives from the WICC.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

There are no policy implications for this report. It is the opinion of the author that policy development is unnecessary.

ASSET MANAGEMENT IMPLICATIONS

All MBCG assets will be managed by the MBCG Committee. The Shire of Plantagenet is not responsible for any grounds or infrastructure maintenance on the leased area.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 1.3 (A cohesive and supportive community) the following Strategy:

Strategy 1.3.1:

'Promote and support community and cultural events'

Further at Outcome 1.7 (Quality of life for the disabled) the following Strategy:

Strategy 1.7.1:

'Provide and promote services and facilities that meet the needs of disabled persons'.

Accordingly, the recommended outcome for this report aligns with the Strategic Community Plan.

REGIONAL IMPLICATIONS

It is anticipated that the provision of programs facilitated at the improved MBCG facility will benefit not only residents of the Shire of Plantagenet but also participants from the wider region.

OFFICER COMMENT

The MBCG committee has developed an improved site plan (attached) outlining additional infrastructure for the existing garden.

The project will be structured in three stages incorporating:

- Stage One: Construction of garden shed, erection of fence (post and rail, new wood material, painted white, 1 metre height), installation of water tank, garden beds, orchard and gazebo (painted cream timber poles and Colorbond® cottage green roof);
- Stage Two: Installation of reticulation and paving; and

- Stage Three: Establishment of Native Bush Food Garden and construction of garden buildings including toilet blocks.

Funding has been sourced and confirmed for Stage One of the project. Detailed plans for the gazebo and the water tank have been submitted to the Shire in preparation for obtaining a building licence. The committee has further been liaising with external stakeholders to support the initiative. The stakeholders and their roles are listed in the Project Plan attached.

Funding for Stage Two has been applied for. The committee is awaiting confirmation from the funding body. A contingency plan is place in case of funding refusal.

Stage Three of the project requires further planning and will be revised once stages One and Two have been implemented.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Oldfield, seconded Cr C Pavlovich:

That approval be granted for the Mount Barker Community Garden Committee to proceed with stages one and two as outlined in the Site Plan dated March 2015 (attached) and Project Brief dated 30 November 2015 (attached) for the construction of additional infrastructure at Lot 119, Albany Highway, Mount Barker subject to the following conditions:

- 1. All structures shall comply with the Shire of Plantagenet Town Planning Scheme No.3 and Building Code of Australia (2015).**
- 2. The Committee shall be responsible for;**
 - a) all costs associated with the project including any licences required in condition 1 above.**
 - b) all maintenance requirements on the site.**
- 3. All improvements placed on the site by the Mount Barker Community Garden Committee remaining the property of the Committee and shall be removed at the conclusion of the Lease or earlier determination.**

CARRIED (6/2)

NO. 275/15

9.3.3 TOY LIBRARY - MOUNT BARKER - LICENCE AGREEMENT

File Ref:	N36074
Attachments:	Licence Agreement Toy Library Site Plan Lot 8 Marmion Street
Responsible Officer:	Fiona Saurin Manager Community Services
Author:	Isabelle Draffehn Community Development Officer
Proposed Meeting Date:	8 December 2015

PURPOSE

The purpose of this report is to recommend the renewal of the licence agreement between the Shire of Plantagenet and the Mount Barker Toy Library Committee (Toy Library) for the use of part of Lot 8 Marmion Street, Mount Barker.

BACKGROUND

A licence agreement has been in place between the Shire of Plantagenet and the Toy Library Committee for the use of the building situated at the front of Lot 8 Marmion Street, commonly referred to as the 'Old Toy Library' building, since 30 June 2011 and is renewed on an annual basis.

The Toy Library, which operates from the Mount Barker Community Resource Centre, utilises the space at Lot 8 Marmion Street for the storage of toys, equipment and fittings.

The premises will now be shared use. The Shire will utilise the majority of the building for storage and the the Toy Library will use the two back rooms.

The current licence agreement requires no rental fees to be charged.

The Toy Library is also responsible for insuring all toys, equipment and fittings stored in the building and for keeping current the appropriate level of public liability insurance.

The licence agreement expired on 30 November 2015.

STATUTORY ENVIRONMENT

The Local Government Act 1995 – Section 3.58 applies to the disposition of property, including leasing. Under the Local Government (Functions and General) Regulations a disposition of land is an exempt disposition, and is excluded from the application of Section 3.58, if:

'the land is disposed of to a body, whether incorporated or not – the objects of which are charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and the members of which are not enlisted or permitted to receive profit from the body's transactions.'

The Agreement with the Mount Barker Toy Library Committee is an exempt disposition.

EXTERNAL CONSULTATION

Consultation has occurred with the Toy Library Committee.

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 2013-2023 provides at Outcome 1.3 (A cohesive and supportive community) the following Strategy:

Strategy 1.3.4:

'Actively promote and assist community groups and clubs'

Accordingly, the recommended outcome for this report aligns with the Strategic Community Plan.

OFFICER COMMENT

Available space at the Mount Barker Community Resource Centre is limited and the Toy Library Committee requires access to the building at Lot 8 Marmion Street in order to store 'overflow' toys and other equipment.

It is recommended that the licence agreement be renewed for a further one year term under the new terms and conditions as the current agreement.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Moir, seconded Cr B Bell:

That authority be granted to the Chief Executive Officer to sign the licence agreement between the Shire of Plantagenet and the Mount Barker Toy Library Committee (as attached) for a one year term commencing from 1 December 2015, for the use of part of Lot 8 Marmion Street, Mount Barker for Toy Library purposes.

CARRIED (8/0)

NO. 276/15

9.3.4 MOUNT BARKER HOCKEY CLUB - MANAGEMENT OF HOCKEY FACILITY MEMORANDUM OF UNDERSTANDING

File Ref: N36073
Attachments: [MOU and Site Plan](#)
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Fiona Saurin
Manager Community Services
Proposed Meeting Date: 8 December 2015

PURPOSE

The purpose of this report is to consider a Memorandum of Understanding (MOU) between the Shire of Plantagenet and the Mount Barker Hockey Club regarding the management of the hockey facilities at Sounness Park.

BACKGROUND

The Mount Barker Hockey Club has agreed to contribute to replacement of the synthetic surface at the end of its life.

The Mount Barker Hockey Club has agreed to manage the hockey facility at Sounness Park to provide the club with the opportunity to charge usage fees that will assist with asset replacement in the future.

To facilitate this arrangement a MOU has been developed in consultation with the Hockey Club.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

EXTERNAL CONSULTATION

Consultation has taken place with the Mount Barker Hockey Club and with ABS Woodlands to develop the agreed maintenance schedule referred to in the MOU.

FINANCIAL IMPLICATIONS

The cost of replacement of the synthetic surface in 2015 is \$330,000.00. It is reasonable to assume that the Hockey Club, when resurfacing is required, will expect the Council of the day to meet the remaining costs of resurfacing. Conservatively, it could be expected that the total cost of resurfacing in 2030 would be close to \$500,000.00.

POLICY IMPLICATIONS

There are no policy implications for this report. It is the opinion of the author that policy development is unnecessary.

ASSET MANAGEMENT IMPLICATIONS

The aim of the Mount Barker Hockey Club is to raise 50% of the future replacement cost of the synthetic surface. The routine maintenance will be carried out in line with the maintenance schedule to maximise the life of the synthetic surface.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 1.5 (Recreation, sporting and leisure facilities that support the wellbeing of the community) the following Strategy:

Strategy 1.5.1:

'Maintain and improve sporting and recreation facilities in the District based on catchment needs

And,

Strategy 1.5.3:

'Develop Sounness Park as the primary ball sports facility in the District'

Accordingly, the recommended outcome for this report aligns with the Strategic Community Plan.

OFFICER COMMENT

The Mount Barker Hockey Club has agreed to contribute to the future replacement cost of the synthetic surface. The club's main opportunity for revenue raising will be from fees collected from facility users.

The Club will be responsible for the routine maintenance on the synthetic surface and ensuring the hockey facilities are kept in good order.

The MOU sets out the expectations of both parties in relation to facility maintenance, user bookings and revenue raised from fees.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr S Etherington:

That the Chief Executive Officer and Shire President be authorised to sign the Memorandum of Understanding (as attached) setting out certain undertakings and responsibilities of the signatories relating to maintenance and asset replacement between the Shire of Plantagenet and the Mount Barker Hockey Club for the period commencing 15 December 2015 to 14 December 2018.

CARRIED (8/0)

NO. 277/15

9.4 CORPORATE SERVICES REPORTS

9.4.1 ANNUAL REPORT - YEAR ENDING 30 JUNE 2015

File Ref:	N35722
Attachment:	Draft Annual Report – Year End 30 June 2015 (Separate Attachment)
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	8 December 2015

PURPOSE

The purpose of this report is to accept the Shire of Plantagenet's 2014/2015 Annual Report.

BACKGROUND

The annual financial audit for 2014/2015 was conducted by representatives of the Council's auditors, Lincolns Accountants and Business Advisors in October 2015.

At its meeting held on 10 November 2015, the Council resolved '*That subject to the timely receipt of the Shire's audit report, a General Meeting of Electors be held at 6.30pm on 8 December 2015 to receive the 2014/2015 Annual Report.*'

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 5.54 (1) states '*subject to subsection (2) the Annual Report for a financial year is to be accepted by the local government no later than 31 December after that financial year.*' (Absolute Majority 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 Annual Report notes that a number of key items of infrastructure and plant were progressed during 2014/2015, including:

- \$2.25 million capital road works program.
 - Completion of Sounness Park Hockey Ground (\$1.75 million) and Cricket Oval (\$540,000.00).
 - Continuation of additional holding pens at the saleyards.
-

- Continuation of refurbishment of Shire houses.
- Commencement of air-conditioning in the administration building.
- Completion of the Mount Barker war memorial.
- Installation of a net curtain barrier at the Rec.Centre.
- Upgrade of the Shire's geographical information system.
- The Shire's 2004 Bomag Roller was replaced with another Bomag Roller and the 12H Caterpillar grader was upgraded to a 12M Caterpillar grader.

Stage One of the Sounness Park Recreation Development was officially opened on 9 May 2015. At the end of the 2014/2015 year, construction of Stages Two and Three comprising a second oval and a synthetic hockey field was largely complete. The second oval which will be used primarily for cricket and soccer has been planted with grass and is now in the growing phase. Stage Three (hockey facilities) was completed on budget and schedule on 30 June 2015.

Stage 1 of the Mount Barker War Memorial was completed ready for the 100th Anniversary of World War 1 and the ANZAC landings at Gallipoli. ANZAC Day 2015 was held at the upgraded site and was one of the largest and most memorable ceremonies ever held at the War Memorial.

In terms of the Shire's financial situation, the Shire's operating net result was \$378,285.00 in 2014/2015. Rate revenue increased from \$5.74 million in 2013/2014 to \$6.03 million in 2014/2015. Outstanding borrowings reduced from \$3.33 million in 2013/2014 to \$3.04 million in 2014/2015.

The Council spent \$211,065.00 on land and buildings and \$2,398,012.00 on parks and ovals infrastructure, a significant part of this being the Sounness Park hockey ground and cricket oval. A total of \$2,251,989.00 was spent on roads and footpaths with \$1,167,474.00 on purchases of plant, furniture and equipment.

The level of reserve funds increased from \$1,291,674.00 in 2013/2014 to \$1,543,537.00 in 2014/2015. The level of unrestricted cash at year end rose from \$412,914.00 to \$1,728,624.00 (due mainly to prepaid commonwealth financial assistance grants) and unspent grant funds on hand increased from \$10,432.00 to \$162,102.00.

The Council received grants and contributions for the development of assets of \$3.05 million in 2014/2015. Total grants and contributions received was \$6.45 million.

Other activities carried out throughout the year have been reported on extensively within the Annual Report.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr B Bell:

That the Annual Report for the year ended 30 June 2015 as attached, be accepted.

CARRIED (8/0)

NO. 278/15

Absolute Majority

9.4.2 AUDIT REPORT - YEAR ENDING 30 JUNE 2015

File Ref:	N35732
Attachment:	2014/2015 End of Year Audit Report
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	8 December 2015

PURPOSE

The purpose of this report is to present the Annual Financial Audit and Management Report for the year ending 30 June 2015.

BACKGROUND

In October 2015, representatives of Lincolns Accountants and Business Advisors attended the Shire office to conduct an end of year audit for 2014/2015. It should be noted that the audit is designed primarily to enable the auditors to form an opinion on the financial statements and therefore does not extend to all of the Council's systems and procedures.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 7.12A (3) and (4) of the Act states the following:

- '(3) A local Government is to examine the report of the auditor prepared under section 7.9 (1), and any report prepared under section 7.9(3) forwarded to it, and is to -
- (a) determine if any matters raised by the report, or reports require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government is to -
- (a) prepare a report on any actions taken under subsection (3) in respect of an audit conducted in respect of a financial year; and
 - (b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.'

EXTERNAL CONSULTATION

Consultation has occurred with the Shire's auditors in regard to this report.

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 2013-2023 provides at Outcome 4.6 (Effective and efficient corporate and administrative services) the following Strategy:

Strategy 4.6.1:

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

Accordingly, the recommended outcome for this report aligns with the Strategic Community Plan.

OFFICER COMMENT

A copy of the Lincolns' Audit and Management Report is attached. The audit letter focuses on the Shire's current position with respect to the statutory financial ratios in Note 19. A comment in regard to the results is as follows:

The trend in regard to the ratios is shown in the table below:

Financial Ratios	2012	2013	2014	2015
Current Ratio	1.489	0.771	0.650	1.020
Asset Sustainability Ratio	1.085	0.928	1.178	0.487
Debt Service Cover Ratio	10.368	6.857	4.250	6.921
Operating Surplus Ratio	-0.156	-0.210	-0.258	-0.319
Own Source Revenue Coverage Ratio	0.680	0.646	0.677	0.579
Asset Consumption Ratio	N/A	0.122	0.188	0.620
Asset Renewal Funding Ratio	N/A	1.024	0.970	0.783

- Current Ratio
$$\frac{\text{Current assets minus restricted assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$$

This ratio gives an indication of short term liquidity, or the ability to meet financial obligations when they fall due. The standard is met if the ratio is greater than 1. The Shire's 2015 result of 1.020 is within acceptable limits, but has been assisted by financial assistance grants received in advance.

- Asset Sustainability Ratio
$$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation expense}}$$

This ratio indicates that to what degree the Shire is replacing or renewing existing assets at the same rate that its overall asset stock is wearing out. The standard is met if the ratio is greater than 0.9. The Shire's 2015 result of 0.487 reflects the unusual situation whereby a large proportion of the 2014/2015 capital expenditure was associated with new projects. It would not be considered within acceptable limits in the long term. This ratio needs to be considered in determining future asset management programs.

- Debt Service Cover Ratio $\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$

This ratio indicates an ability to service debt out of general purpose funds available for operations. A ratio greater than 2 is desirable at a basic level and an advanced standard is met if the ratio is greater than 5. The Shire's 2015 result of 6.921 and trending upwards is acceptable, acknowledging however that the Shire's debt load, including self supporting loans, needs careful attention.

- Operating Surplus Ratio $\frac{\text{operating revenue minus operating expense}}{\text{own source operating revenue}}$

This ratio indicates an ability to cover operational costs and have revenues available for capital funding or other purposes. A basic standard is met between 0 and 0.15. An advanced standard is met over 0.15. The Shire's 2015 result of (0.319) is well below ideal.

Accounting guidelines indicate that a sustained period of deficits will erode the local government's ability to maintain both its operational service level and asset base. This worsening situation is mainly due to increasing depreciation due to asset revaluations. To some degree, this ratio does not accurately represent the local government scenario, whereby a significant proportion of infrastructure renewal (expensed via depreciation) is met by capital grant income.

All local governments are going through the revaluation exercise and presumably, most will reflect this trend. Ideally, future long term plans should achieve a reversal of this trend.

- Own Source Revenue Coverage Ratio $\frac{\text{own source operating revenue}}{\text{operating expense}}$

This ratio indicates an ability to cover costs through own source revenue efforts. A basic standard is met between 0.4 and 0.6. An intermediate standard is met between 0.6 and 0.9. An advanced standard is met over 0.9. Given that asset valuations and the depreciation figure that is thereby created have impacted on this ratio, the Shire's 2015 result of 0.579 is acceptable.

- Asset Consumption Ratio $\frac{\text{depreciated replacement cost of assets}}{\text{current replacement cost of depreciable assets}}$

This ratio measures the extent to which depreciable assets have been consumed by comparing their written down value to their replacement cost. The standard is met if the ratio is greater than 0.5. The standard is improving if the ratio is between 0.6 and 0.75. The Shire's 2015 result is 0.620.

The figures used to calculate this ratio now reflect updated valuation and depreciation values across all assets and can be considered a more reliable measure than past values. This result would indicate that the Shire has been undertaking a sustained capital investment program sufficient to renew assets at a level equal to maintain the average 'aged' condition of the assets.

- Asset Renewal Funding Ratio $\frac{\text{NPV of planned capital renewals over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$

This ratio measures an ability to fund projected asset renewal and replacements in the future. The standard is met if the ratio is between 0.75 and 0.95. The standard is improving if the ratio is between 0.95 and 1.05. The Shire's 2015 result is 0.783 acceptable but it is lower than predicted by the Long Term Financial Plan (LTFP). This ratio requires further work on the LTFP and Asset Management Plan to achieve a better level of confidence.

These final two ratios have only been audited to the extent that the values are accurately represented in the Shire's Asset Management Plan and LTFP. There has been no additional effort in auditing the veracity of those plans or the figures used to determine the ratios. Further work is required on those plans to ensure that, in the long term, the Shire has adequate information to ensure that its plans are robust and that assets are maintained in a responsible and sustainable manner.

The management letter has raised one minor issue as detailed below:

Matter	Present Procedure Finding	Recommendation	Administration Comment
Creditors	The creditors ledger records creditors exclusive of GST. Accounting policy notes and generally accepted accounting principles require that the creditors balance be reported inclusive of GST. We note that this anomaly does not impact on the current ratio because the GST liability is similarly understated.	Whilst we did not consider that the variance was material, we recommend that the creditors and debtors ledger report payables and receivables inclusive of GST.	It was noted last year that the payables and receivables should be inclusive of GST, however unfortunately this was not communicated to the relevant staff member until after the process had been completed. We are now well aware of it for future reports.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Moir, seconded Cr C Pavlovich:

That the Annual Financial Audit and Management Report for the year ending 30 June 2015 as issued by Mr Russell Harrison of Lincolns Accountants and Business Advisors be received.

CARRIED (8/0)

NO. 279/15

9.4.3 FINANCIAL STATEMENTS - NOVEMBER 2015

File Ref:	N35974
Attachment:	Financial Statements (separate attachment)
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Alison Kendrick Senior Administration Officer - Finance
Proposed Meeting Date:	8 December 2015

PURPOSE

The purpose of this report is to present the financial position of the Shire of Plantagenet for the period ending 30 November 2015.

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.

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.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr C Pavlovich:

That the Financial Statement for the period ending 30 November 2015 be received.

CARRIED (8/0)

NO. 280/15

9.4.4 LIST OF ACCOUNTS - NOVEMBER 2015

File Ref:	N36083
Attachment:	List of Accounts
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Emma Gardner Accounts Officer
Proposed Meeting Date:	8 December 2015

PURPOSE

The purpose of this report is to present the list of payments that were made during the month of November 2015.

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 (23 June 2015). 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 L Handasyde, seconded Cr B Bell:

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 30 November 2015 be received and recorded in the minutes of the Council, the summary of which is as follows:

1. Electronic Payments and Direct Debits totalling \$544,376.03;
2. Municipal Cheques 45404 – 45420 and 45422 - 45441 totalling \$77,713.07; and
3. Cancelled Cheque 45421.

CARRIED (8/0)

NO. 281/15

9.4.5 POLICY REVIEW - GROUP RATING

File Ref:	N35899
Attachment:	<u>Valuer General's Office Policy 3.103 – Land – The Unit of Valuation, Gross Rental Value</u> <u>Valuer General's Office Policy 4.310 – Group Valuations – Unimproved Values in Rural Areas</u>
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Leanne Briggs Rates Officer
Proposed Meeting Date:	8 December 2015

PURPOSE

The purpose of this report is to review Council Policy A/PA/13 – Group Rating.

BACKGROUND

This policy was last reviewed by the Council at its meeting held on 30 April 2013.

STATUTORY ENVIRONMENT

Group rating of land parcels is covered by the Valuation of Land Act 1978 and is also subject to legal precedent as detailed in Valuer General's Office (VGO) Policies 3.103 and 4.310.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

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 2013-2023 provides at Outcome 4.6 (Effective and efficient corporate and administrative services) the following Strategy:

Strategy 4.6.3:

'Maintain, develop and monitor rating and property strategies.'

Further, the Council's Corporate Business Plan 2015/2016 – 2019/2020 includes Action 4.6.3.1:

'Set fair and reasonable property rating levels, which aim to achieve equity in the maintenance of infrastructure between generations and maintain accurate rating roll records.'

Accordingly, the recommended outcome for this report aligns with the Strategic Community Plan.

OFFICER COMMENT

The VGO provides valuation details to local government for the purposes of applying property rates. The Council has no choice but to apply rates and charges on land parcels as valued by the VGO.

The VGO has policies (3.103 and 4.310 - attached) which require valuing adjoining lots as a single valuation in the following circumstances:

Unimproved Value Properties

- The lots are contiguous and in common ownership.
- The lots are used and occupied as one holding and would normally be expected to sell as one holding.
- The current contiguity and use will continue into the foreseeable future.
- The bases of valuation is confirmed by sales evidence.

Gross Rental Value Properties

- Land in common ownership.
- Actual and contiguous occupation extends across more than one lot.
- Open storage used in conjunction with an industrial building.
- Improvements erected across lot boundaries.
- Residential garden, pool, tennis courts etc used in conjunction with a house.

It is considered appropriate for the Council to reaffirm this policy that reflects the current practice of applying single lot rating to all lots within the Shire, except for situations where the VGO applies a group valuation to them.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr J Hamblin:

That Council Policy A/PA/13 – Group Rating, as follows:

‘OBJECTIVE:

To clarify the situations where group rating of separate lots can be applied.

POLICY:

That the Council will individually rate all separate lots unless the Valuer General’s Office applies a group valuation in accordance with that Department’s policies relating to group valuations.’

be endorsed.

CARRIED (8/0)

NO. 282/15

9.4.6 POLICY REVIEW - ASSET MANAGEMENT

File Ref:	N35898
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	8 December 2015

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 26 March 2013.

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.

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 2013-2023 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.'

Further, the Council's Corporate Business Plan 2015/2016 – 2019/2020 includes Action 2.6.1.1:

'Implement Asset Management Framework and Principles.'

Accordingly, the recommended outcome for this report aligns with the Strategic Community Plan. Further, a program such as that set out in the policy should contribute to the achievement of Council Key Performance Indicator '2.6 - Assets and infrastructure managed over the long term to meet current and future needs'.

OFFICER COMMENT

The Asset Management Policy provides clear direction as to how the Council, as custodian of community assets, manages 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.

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

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr C Pavlovich, seconded Cr B Bell:

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

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 AMPs 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 (8/0)

NO. 283/15

9.5 EXECUTIVE SERVICES REPORTS

9.5.1 LOCAL GOVERNMENT PROPERTY LOCAL LAW – REPEAL AND MODERNISE

File Ref:	N35511
Attachment:	<u>Shire of Plantagenet Local Government Property Local Law</u>
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Linda Sounness Executive Secretary
Proposed Meeting Date:	8 December 2015

PURPOSE

The purpose of this report is to recommend the repeal of the Shire of Plantagenet Local Government Property Local Law 2008 and its replacement with a modernised version.

BACKGROUND

At its meeting held on 31 March 2015 the Council resolved:

‘That:

- 1. A review of local laws be undertaken pursuant to Section 3.16 of the Local Government Act collaboratively with Southern Link VROC partners the Shires of Broomehill-Tambellup, Cranbrook and Kojonup.*
- 2. A further report be submitted to the Council at its meeting to be held on or before 15 September 2015 so that the Council can determine whether any local law should be repealed or amended.’*

Advertising of the Council’s intention to review its local laws occurred on 13 May 2015 with a closing date for submissions being 1 July 2015. No submissions were received.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 3.16 requires that all of the local laws of a local government must be reviewed within an eight year period after their commencement or subsequent review, to determine if they should remain unchanged or be repealed or amended.

Section 3.12 sets out the procedures for making local laws.

A Council may determine (by absolute majority) whether or not it considers that a Local Law should be repealed or amended.

If a Council resolves to repeal and/or amend any Local Law, then the process to do so must be undertaken in the same manner as adoption of a Local Law as required

under s3.12. If a Council resolves not to repeal and/or amend any Local Law, no further action is required and the review process is finalised.

EXTERNAL CONSULTATION

The review of local laws is being undertaken as a joint project with the member Councils of the Southern Link VROC. Consultation has taken place with the Governance Department of the Western Australian Local Government Association.

FINANCIAL IMPLICATIONS

Costs associated with the review will be advertising and gazettal of the reviewed local laws. There is provision within the budget for advertising and no un-budgeted costs will be needed.

POLICY IMPLICATIONS

There is no relevant policy for this report. It is the opinion of the author that policy development is not needed.

LEGAL IMPLICATIONS

Local Laws, once adopted and gazetted, become legally enforceable.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 4.6 (Effective and efficient corporate and administrative services) the following Strategy:

Strategy 4.6.6:

'Ensure the Shire's property, administration and records systems are managed effectively and efficiently'

Accordingly, the recommended outcome for this report aligns with the Strategic Community Plan.

REGIONAL IMPLICATIONS

The Southern Link VROC Strategic Directions 2015-2020 identifies at Goal Four (Increase capacity through collaboration) the following strategy:

Strategy 1 – *'Share systems and processes between member LGAs'*.

OFFICER COMMENT

The state-wide advertising inviting submissions on the review of the local laws concluded on 1 July 2015. No submissions were received for the Shire of Plantagenet Local Laws.

Due to the number of the Local Laws under review, reports and recommendations for the various Local Laws to be repealed/amended and adopted will be submitted individually over a period of approximately 12 months.

At a Southern Link VROC CEO meeting held on 23 September 2015 the CEOs discussed and compared current Local Government Property Local Law with the

Western Australian Local Government Association (WALGA) Model Local Law and were in agreement that the Model Local Law should be recommended for adoption acknowledging some slight differences between Councils.

It will therefore be recommended that the Shire of Plantagenet Local Government Property Local Law 2008 be repealed and modernised with the Model Local Government Local Law.

A copy of the proposed Shire of Plantagenet Property Local Law is attached for consideration. A copy of the existing Shire of Plantagenet Property Local Law 2008 has also been made available.

The current Shire of Plantagenet Local Government Property Local Law 2008 as published in the Government Gazette on Friday 11 April 2008 will be repealed as part of the process in adopting the new Shire of Plantagenet Local Government Property Local Law 2015.

The Act requires that the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law.

The purpose and effect of the Shire of Plantagenet Local Government Property Local Law 2015 is as follows:

Purpose of the local law:

The '**Purpose**' of this Local Law is to regulate the care, control and management of all property of the local government, except on thoroughfares.

Effect of the local law:

The '**Effect**' is to control the use of Local government property, and offenses created for inappropriate behaviour in or on local government property and to repeal the existing Property Local Law 2008.

The local law will be the subject of state wide public notice in accordance with Section 3.12(3) noting a period of at least 6 weeks from the date that notice is given for the public to make submissions.

A copy of the local law will also be provided to the Minister for Local Government.

Following this process, the proposed local law will then be referred back to the Council for consideration of any submissions received in relation to the local law and for the Council to resolve whether or not to make the local law.

VOTING REQUIREMENTS

Absolute Majority

The Presiding Member read aloud the following '*Purpose*' and '*Effect*':

The '***Purpose***' of this Local Law is to regulate the care, control and management of all property of the local government, except on thoroughfares.

The '***Effect***' is to control the use of Local government property, and offenses created for inappropriate behaviour in or on local government property and to repeal the existing Property Local Law 2008.

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr J Oldfield:

That:

1. **Following advertising of the review of the following local laws:**
 - a) **Health Local Law;**
 - b) **Extractive Industry Local Law;**
 - c) **Dogs Local Law;**
 - d) **Cemeteries Local Law;**
 - e) **Local Government Property Local Law;**
 - f) **Standing Orders Local Law;**
 - g) **Landfill and Transfer Station Local Law;**
 - h) **Bushfire Brigade Local Law;**
 - i) **Parking and Parking Facilities Local Law;**
 - j) **Pest Plants Local Law; and**
 - k) **Activities in Thoroughfares and Public Places Trading Local Law**

it is noted that no submissions were received.
2. **State-wide public notice pursuant to Section 3.12 (3) (a), (b), (c) and (3a) of the Local Government Act 1995 of the Council's proposal to make the 'Shire of Plantagenet Local Government Property Local Law' as attached be given.**
3. **After the last day for submissions, a further report be submitted to the Council for consideration of any submissions received on the proposed local law.**

CARRIED (8/0)

NO. 284/15

Absolute Majority

9.5.2 MOUNT BARKER TOURIST BUREAU - SUB-LEASE

File Ref:	N36096
Attachments:	Sub-lease Tourist Bureau 2015
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Linda Sounness Executive Secretary
Proposed Meeting Date:	8 December 2015

PURPOSE

The purpose of this report is to consider the renewal of the sub-lease between the Shire of Plantagenet and the Mount Barker Tourist Bureau Inc for the use of the southern portion of the Mount Barker Railway Station Building located on Albany Highway, Mount Barker.

BACKGROUND

The Shire of Plantagenet currently leases the former Mount Barker Railway Station site from the Public Transport Authority of Western Australia (PTAWA). The Shire sub-leases approximately 211.54m² (the southern portion of the Mount Barker Railway Station building) to the Mount Barker Tourist Bureau Inc. The current sub-lease agreement expired on 30 June 2014.

The Shire of Plantagenet has engaged in negotiations with the Mount Barker Tourist Bureau Inc regarding the sub-lease. The terms of the sub-lease must coincide with any terms and conditions as specified in the head lease that the Shire has with the PTAWA. Should the proposed lease be acceptable, the document will be forwarded to the PTAWA for approval.

STATUTORY ENVIRONMENT

The leasing of Council owned or vested property is classified as a disposition of property pursuant to Section 3.58 of the Local Government Act 1995. However, pursuant to Regulation 30 of the Local Government (Functions and General) Regulations 1996, the proposed disposition can be classified as exempt from the provisions of Section.3.58 as the market value is less than \$5,000.00. The local government does not consider that the property would be of significant benefit to anyone other than the lessee and that the members of the body are not entitled to receive pecuniary profit from the operations of the leasing body.

EXTERNAL CONSULTATION

Consultation has occurred with representatives of the Mount Barker Tourist Bureau Inc.

FINANCIAL IMPLICATIONS

Rental for the premises has been set at a peppercorn since recurrent Council funding was terminated in 2010.

POLICY IMPLICATIONS

Policy CE/ED/1 (Tourism Policy) is considered relevant.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 3.4 (A strong tourism region) the following Strategy:

Strategy 3.4.1:

'Promote and support local and regional tourism initiatives'.

Strategy 3.4.2:

'Provide infrastructure and services to support tourism'.

Accordingly, the recommended outcome for this report aligns with the Strategic Community Plan.

OFFICER COMMENT

The sub-lease will require the endorsement of both the Council and the Mount Barker Tourist Bureau Inc before being forwarded to PTAWA. It is essentially the same as that adopted by the Council at its meeting held on 4 May 2010 except for the rental being reduced to a peppercorn.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr C Pavlovich, seconded Cr J Hamblin:

That authority be granted to the Shire President and the Chief Executive Officer to affix the Common Seal of the Council to the sub-lease of the southern portion of the Mount Barker Railway Station Building located on Albany Highway, Mount Barker to the Mount Barker Tourist Bureau Inc. for the period 1 December 2015 to 30 November 2020.

CARRIED (8/0)

NO. 285/15

9.5.3 POLICY REVIEW – CE/CS/6 - BRIEFING SESSIONS FOR COUNCILLORS

File Ref:	N36019
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Linda Sounness Executive Secretary
Proposed Meeting Date:	8 December 2015

PURPOSE

The purpose of this report is to review Council Policy CE/CS/6 – Briefing Sessions for Councillors.

BACKGROUND

This policy was last reviewed at the Council meeting held 11 December 2012, where the Council voted against the Officer Recommendation to revoke this policy.

Although Council workshops and briefing sessions are treated the same under the requirements of the Local Government Act Section 5.23(2) and the use of workshops is provided for under Policy CE/CS/3, Councillors believed that the need for briefing sessions to discuss complex matters remained.

STATUTORY ENVIRONMENT

Local Government Act 1995 - Section 5.23 (1) and 5.23 (2) applies.

As Council committees and workshops held do not enjoy any delegation of a power or duty, they need not be open to members of the public.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 4.1 (Effective governance and leadership) the following Strategy:

Strategy 4.1.3:

‘Ensure the Council’s decision making process is effective and transparent.’

Accordingly, the recommended outcome for this report aligns with the Strategic Community Plan.

OFFICER COMMENT

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

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr S Etherington:

That Council Policy CE/CS/6 – Briefing Sessions for Councillors, as follows:

OBJECTIVE:

To provide briefing sessions for Councillors to assist Councillors in becoming fully informed on complex matters.

POLICY:

When considering complex matters and where, in the opinion of the Chief Executive Officer in consultation with the Shire President, Councillors will benefit and better decision making will result, the Chief Executive Officer will at least two weeks prior to the matter coming before the Council for decision, arrange a Councillor briefing session.'

be endorsed.

CARRIED (8/0)

NO. 286/15

9.5.4 WA LOCAL GOVERNMENT ASSOCIATION TRAINING OPPORTUNITIES - COUNCILLOR ATTENDANCE

File Ref: N35894
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Linda Sounness
Executive Secretary
Proposed Meeting Date: 8 December 2015

PURPOSE

The purpose of this report is to recommend Councillors' attendance at four WA Local Government Association (WALGA) Training Sessions being held in Albany on 4 February 2016, 5 February 2016, 14 March 2016 and 15 March 2016 and Councillor participation in WALGA online training courses.

BACKGROUND

WALGA has sent an invitation to all Councillors to attend a series of four workshops being held in Albany at subsidised rates. The topics for the sessions are:

- Serving on Council
- Meeting procedures and debating
- Land Use Planning
- Strategy and Managing Risk

WALGA also provides these and six other units online which are elements of the Elected Member Diploma of Local Government.

At a workshop held on 10 November 2015 Councillors discussed their position regarding Elected Member training and support for 'local' or online training opportunities rather than sessions being held in Perth.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

FINANCIAL IMPLICATIONS

The four WALGA sessions being held in Albany will cost \$50.00 (inc GST) per person per session. The total of these sessions will be \$700.00 based on the number of Councillors registered for attendance. Travel costs will be incurred.

WALGA Online sessions cost \$195.00 (inc GST) per unit. Cr Hamblin has indicated she would like to enrol and complete four units towards for the Diploma. This cost would be \$780.00.

POLICY IMPLICATIONS

Council Policy CE/CS/1 – Elected Members Expenses to be Reimbursed, states that elected members can receive reimbursement of expenses whilst attending, *'Conferences and training sessions specifically authorised by the Council'*.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 4.1 (Effective governance and leadership) the following Strategy:

Strategy 4.1.5:

'Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting their role.'

Accordingly, the recommended outcome for this report aligns with the Strategic Community Plan.

REGIONAL IMPLICATIONS

Where possible, the Shire will look to either host regional sessions or join (in this case with Albany) in regional sessions to attract training opportunities in to the region, reduce cost and benefit from networking.

OFFICER COMMENT

Councillor Clements (2 sessions) and Councillors Etherington, Hamblin, Handasyde and Pavlovich (4 sessions) have indicated their willingness to attend the WALGA Albany Sessions. Cr Hamblin has also indicated her desire to enrol in the WALGA online units with a view to completing the Elected Member Diploma of Local Government.

Other Councillors may wish to advise of their intention to participate.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr J Moir:

That:

- 1. Cr S Etherington, Cr L Handasyde and Cr C Pavlovich be authorised to attend the four WA Local Government Association training sessions being held between 4 February and 15 March 2016 in Albany.**
- 2. Cr K Clements be authorised to attend two WA Local Government Association training sessions being held between 4 February and 15 March 2016 in Albany.**
- 3. Cr J Hamblin be authorised to enrol and complete four units of the WA Local Government Association Elected Member Diploma of Local Government through the online facility.**
- 4. Expenses incurred by the above Councillors to attend these training opportunities be charged to Budget Item 'Members of Council – Councillor Conferences Training and Accommodation'.**

CARRIED (8/0)

NO. 287/15

9.5.5 WORKSHOP ATTENDANCE - DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES - CR CLEMENTS

File Ref: N36080
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Linda Sounness
Executive Secretary
Proposed Meeting Date: 8 December 2015

PURPOSE

The purpose of this report is to endorse the registration and attendance of Shire President Cr Clements at a Department of Local Government and Communities Workshop for Mayors and Presidents on 7 December 2015 in Perth.

BACKGROUND

The Western Australian Department of Local Government and Communities (DLGC) has invited all new Mayors, Presidents, Deputy Mayors and Deputy Presidents to attend a workshop in Perth on Monday 7 December 2015 from 9.00am to 4.00pm.

The workshop is outlined as follows:

'A variety of presentations are planned for the workshop, including outlining skills for handling public question time, chairing meetings, dealing with standing orders, liaising with the Chief Executive Officer and speaking with the media....

The Hon Tony Simpson MLA, Minister for Local government will open the afternoon session, A number of experienced and well respected Mayors and Presidents, a Chief Executive officer, a representative from the State Records Office, and representatives from the Department will also present throughout the day.'

As this workshop was to be held prior to a report being able to be presented to the Council, this report is now being presented to endorse such action.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

FINANCIAL IMPLICATIONS

This workshop is provided free of charge by the Department. Transport, accommodation and meal costs will be approximately \$400.00, with costs being charged to account Members of Council – Councillor Conferences, Training and Accommodation.

POLICY IMPLICATIONS

Council Policy CE/CS/1 – Elected Members Expenses to be Reimbursed, states that elected members can receive reimbursement of expenses whilst attending, *‘Conferences and training sessions specifically authorised by the Council’*.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 4.1 (Effective governance and leadership) the following Strategy:

Strategy 4.1.5:

‘Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting their role.’

Accordingly, the recommended outcome for this report aligns with the Strategic Community Plan.

OFFICER COMMENT

As advised, *‘This workshop is part of the Department’s ongoing program of support and development for the sector..’*

The Shire President indicated his desire to attend this workshop. As the workshop was held after the meeting of the Council, the CEO now seeks endorsement of his actions in authorising attendance.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr J Hamblin:

That the action of the CEO in authorising the attendance of the Shire President Cr Ken Clements to attend the Department of Local Government and Communities Workshop for new Mayors and Presidents on 7 December 2015 with costs being charged to Budget Item ‘Members of Council – Councillor Conferences Training and Accommodation’ be endorsed.

CARRIED (8/0)

NO. 288/15

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

12.1 DEVELOPMENT SERVICES REPORTS

12.1.1 LOT 150 BEVERLEY AND CHAUVEL ROADS, KENDENUP - TENDERS RECEIVED FOR RENOVATIONS TO AGRICULTURAL HALL

Cr K Clements

Type: Closely Associated Person (Section 5.62 LGA)
Nature: Wife works at company who has submitted a tender.
Extent: Not required

4:32pm Cr K Clements withdrew from the meeting.

Deputy Shire President Cr L Handasyde assumed the Chair.

File Ref: N36005
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Peter Duncan
Manager Development Services
Proposed Meeting Date: 8 December 2015

An interest was disclosed by the Manager Development Services Mr Peter Duncan. Nature and extent of Interest – Mr Duncan advised that he is the author of the Report and is a member of a caravan club which is affiliated with the WA Association of Caravan and Camping Inc.

PURPOSE

The purpose of this report is to consider tenders received for renovations to the Kendenup Agricultural Hall at Lot 150 Beverley and Chauvel Roads, Kendenup.

MOTION TO PROCEED BEHIND CLOSED DOORS

Moved Cr L Handasyde, seconded Cr B Bell:

4:32 pm That the meeting be closed to members of the public pursuant to Section 5.23 (c) of the Local Government Act as the matter to be considered relates to a contract entered into, or which may be entered into, by the local government.

CARRIED (8/0)

NO. 289/15

MOTION TO PROCEED IN PUBLIC

Moved Cr L Handasyde, seconded Cr B Bell:

4:49pm That the meeting proceed in public.

CARRIED (8/0)

NO. 290/15

OFFICER RECOMMENDATION

That:

1. A report from a structural engineer be required to certify the Agricultural Hall structure at Lot 150 Beverley and Chauvel Road is capable of the installation of ceilings. If not, either both ceilings be excluded from the tender or only the ceiling to the lesser hall area be included in the works.
2. The tender of \$239,000.00 (ex GST) submitted by Neil Tears (Countryside Homes) for the renovations to the Agricultural Hall at Lot 150 Beverley and Chauvel Roads, Kendenup be accepted, subject to further negotiation with regard to ceiling installation and Structural Engineer's Report.
3. The Chief Executive Officer be authorised to negotiate a suitable start date for the works.
4. A budget reallocation of \$20,000.00 from the Shire Development Reserve be made to enable the works to be carried out by the successful tenderer along with the adjustments to the septic system.

ALTERNATIVE RECOMMENDATION

Moved Cr C Pavlovich, seconded Cr J Oldfield:

That:

1. The Engineer's Report presented by Wood & Grieve Engineers dated 8 December 2015 in relation to the Kendenup Agricultural Hall be received.
2. The tender of \$239,000.00 (ex GST) submitted by Neil Tears (Countryside Homes) for the renovations to the Agricultural Hall at Lot 150 Beverley and Chauvel Roads, Kendenup be accepted, subject to further negotiation with regard to ceiling installation and Structural Engineer's Report.
3. The Chief Executive Officer be authorised to negotiate a suitable start date for the works.
4. A budget reallocation of \$20,000.00 from the Shire Development Reserve be made to enable the works to be carried out by the successful tenderer along with the adjustments to the septic system.

CARRIED (7/0)

NO. 291/15

Reason for Change

Councillors were advised that the Engineer's Report was now to hand.

4:50pm Cr K Clements returned to the meeting.

Shire President Cr K Clements resumed the Chair.

12.2 WORKS AND SERVICES REPORTS**12.2.1 WASTE SERVICES – PROVISION OF KERBSIDE WASTE AND RECYCLING SERVICES**

File Ref: N36089
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Dominic Le Cerf
Manager Works and Services
Proposed Meeting Date: 8 December 2015

PURPOSE

The purpose of this report is to consider quotations received for the provision of Kerbside Waste/Recycling Collection Service and Transfer Station/Landfill Management Services.

MOTION TO PROCEED BEHIND CLOSED DOORS

Moved Cr L Handasyde, seconded Cr B Bell:

4:51pm That the meeting be closed to members of the public pursuant to Section 5.23 (c) of the Local Government Act as the matter to be considered relates to a contract entered into, or which may be entered into, by the local government.

CARRIED (8/0)

NO. 292/15

MOTION TO PROCEED IN PUBLIC

Moved Cr L Handasyde, seconded Cr B Bell:

4:52pm That the meeting proceed in public.

CARRIED (8/0)

NO. 293/15

OFFICER RECOMMENDATION

Moved Cr L Handasyde, seconded Cr C Pavlovich:

That:

1. The tender submitted by Great Southern Waste for the provision of kerbside waste and recycling collection services for the townsites of Mount Barker, Kendenup, Narrikup and Rocky Gully for a five year period, in accordance with the pricing schedule at Attachment Three, be accepted.
2. That no tender be awarded for Transfer Station and Landfill Management.
3. The Chief Executive Officer be authorised to negotiate a suitable start date for the contract.
4. The Chief Executive Officer be authorised to extend the contract for a further two year period at the conclusion of the initial five year period, subject to the satisfactory performance, in the opinion of the Manager Works and Services, of Great Southern Waste.

MOTION TO ADJOURN THE QUESTION

Moved Cr B Bell, seconded Cr S Etherington:

That the question be adjourned to allow the Chief Executive Officer to undertake further investigation and that the matter be re-considered by the Council at its meeting to be held on 2 February 2016.

CARRIED (8/0)

NO. 294/15

12.3 CORPORATE SERVICES REPORTS**12.3.1 WASTE DISPOSAL AT LANDFILL SITES AND TRANSFER STATIONS –
AMENDED FEES AND CHARGES**

File Ref: N36105
Responsible Officer: John Fathers
Deputy Chief Executive Officer
Author: Alison Kendrick
Senior Administration Officer - Finance
Proposed Meeting Date: 8 December 2015

PURPOSE

The purpose of this report is to recommend the adoption of revised fees for waste disposal at landfill sites and transfer stations.

MOTION TO PROCEED BEHIND CLOSED DOORS

Moved Cr L Handasyde, seconded Cr B Bell:

4:53pm That the meeting be closed to members of the public pursuant to Section 5.23 (2) of the Local Government Act as the matter contains details relating to Section 5.23(2)(e)(iii) - Information about the business, professional, commercial or financial affairs of a person.

CARRIED (8/0)

NO. 295/15

MOTION TO PROCEED IN PUBLIC

Moved Cr L Handasyde, seconded Cr B Bell:

4:54pm That the meeting proceed in public.

CARRIED (8/0)

NO. 296/15

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Hamblin, seconded Cr C Pavlovich:

That:

1. The 2015/2016 adopted Council Budget (Fees and Charges) be amended by implementing the following revised fees for waste disposal at landfill sites and transfer stations:

Item	Token s	Value
Medium Truck (4-6 tonne)	24	\$82.80
Truck - 8 Plus Tonne Single Axle	50	\$172.50
Truck - 8 Plus Tonne Dual Axle	50	\$172.50
Truck (Semi Trailer 20m ³ Capacity)	100	\$345.00
Truck (8 tonne Rubbish Truck - Compacted)	100	\$345.00
Car Body	18	\$62.10
Truck Body/Large Equipment	36	\$124.20
Uncontaminated, Sorted Scrap Metal (This item to be removed)		

2. Prior to the new fees being imposed, Local Public Notice be given pursuant to Section 6.19 of the Local Government Act (1995) of the Council's intention to impose a fee and the date from which those fee will be imposed.

CARRIED (8/0)

NO. 297/15

Absolute Majority

13 CLOSURE OF MEETING

4:54pm The Presiding Member declared the meeting closed.

CONFIRMED: CHAIRPERSON _____ DATE: ____ / ____ / ____