



ORDINARY MINUTES

DATE: Tuesday, 13 October 2015

TIME: 3:00pm

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

Rob Stewart
CHIEF EXECUTIVE OFFICER

Resolution numbers: 195/15 to 220/15

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

3:01pm The Presiding Member declared the meeting open.

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

Members Present:

Cr K Clements	Shire President
Cr B Bell	Councillor
Cr A Budrikis	Councillor
Cr S Etherington	Councillor
Cr L Handasyde	Councillor (Left the Chamber at 4:12pm, returned 4:24pm)
Cr G Messmer	Councillor (Left the Chamber at 3:55pm, returned 3:56pm)
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 Kaye Skinner	Administration Officer

Apologies:

Nil

Members of the Public Present:

There were 17 members of the public present.

Previously Approved Leave of Absence:

Nil

Emergency Evacuation Procedures/Disclaimer:

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

Mr Stewart then read aloud the following disclaimer:

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

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

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

3 PUBLIC QUESTION TIME

3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

3.2 PUBLIC QUESTION TIME - SECTION 5.24 LOCAL GOVERNMENT ACT 1995

Nil

4 PETITIONS / DEPUTATIONS / PRESENTATIONS

4.1 MR DARREL DRAGE – EFFIE DALE ROAD

Mr Drage gave a presentation to the Council seeking the consideration of a road name change of portion of Pardelup Road to Effiedale Road. (A copy of this presentation is attached to these Minutes)

Response: The Shire President advised that he would ask the CEO to prepare a report on this matter to present to the Council.

4.2 LISA BARROW - KENDENUP COMMUNITY RECREATION CENTRE

Ms Barrow addressed the Council relating to Item 9.1.1. (A copy of this presentation is attached to these Minutes)

4.3 MURRAY WALLINGER –KENDENUP AGRICULTURAL GROUNDS COMMITTEE

Mr Wallinger, President of the Kendenup Agricultural Grounds Committee spoke in support of the Officer's Recommendation at Item 9.1.1. (A copy of this presentation is attached to these Minutes).

5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

Cr G Messmer

Item: 9.2.2
Type: Proximity (Section 5.60 (B) LGA)
Nature: Neighbour to adjoining property
Extent: Not required

Cr L Handasyde

Item: 9.5.4
Type: Closely Associated Person (Section 5.62 LGA)
Nature: Daughter is an employee of the Council.
Extent: Not required

6 APPLICATIONS FOR LEAVE OF ABSENCE

Section 5.25 Local Government Act 1995

Nil

7 CONFIRMATION OF MINUTES

Moved Cr L Handasyde, seconded Cr S Etherington:

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 15 September 2015 as circulated, be taken as read and adopted as a correct record.

CARRIED (9/0)

NO. 195/15

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President distributed notes separately.

The Shire President congratulated and thanked Ms Nicole Selesnew on the successful organisation of the function celebrating 50 years since the establishment of the wine industry in the Great Southern Region.

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 DEVELOPMENT SERVICES REPORTS

9.1.1 LOT 150 BEVERLEY AND CHAUVEL ROADS, KENDENUP - SUPPORT FOR PLANS FOR RENOVATIONS TO AGRICULTURAL HALL

File Ref:	N35349
Attachments:	Location Plan Kendenup Agricultural Grounds Integrated Master Plan - Draft June 2015 Renovations Plans dated 27 August 2015 KCRC Plan – September 2015 KCRC Option 24.09.15 Gerard Healy Development Plan Draft – September 2015 Gerard Healy Draft Landscape Analysis – September 2015 Gerard Healy Photomontages – September 2015
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Peter Duncan Manager Development Services
Proposed Meeting Date:	13 October 2015

PURPOSE

The purpose of this report is to obtain support for concept plans for renovations to the Kendenup Agricultural Hall at Lot 150 Beverley and Chauvel Road, Kendenup.

BACKGROUND

Lot 150 Beverley and Chauvel Roads, Kendenup is owned freehold by the Council and was previously Lots 15 and 16 Chauvel Road. Both lots have been amalgamated to form Lot 150.

Councillors have discussed the future development/redevelopment of the Kendenup Agricultural Grounds at two workshops held on 26 May 2015 and 23 June 2015. These workshops were generally discussing the option of renovating the existing Agricultural Hall building and establishing a low key nature based camping facility nearby. The Agricultural Hall is the subject of a lease to the Kendenup Community Grounds Committee Inc.

Councillor Budrikis, at the Council meeting held on 23 June 2015, put forward a notice of motion in respect to the proposal for the Kendenup Agricultural Grounds. The Council at that meeting resolved:

‘That with regard to development proposals at the Kendenup Agricultural Grounds, the following issues be noted:

1. *Significant administration time is being allocated and some funds are being expended on consultants towards the development of plans for the:*
 - a) *Refurbishment of the Kendenup Agricultural Hall;*
 - b) *Development of a Nature Based Camping Ground; and*
 - c) *Potential rationalisation of other facilities in Kendenup.*
2. *The Council has been successful in attracting \$120,000.00 of external funding for the development of the Nature Based Camping Ground.*
3. *The Council has previously allocated \$125,000.00 towards the development of an ablution block, such funding being still available.*
4. *The KCRC (Kendenup Community Recreation Centre) has indicated they could put \$150,000.00 towards a suitable re-development at the Agricultural Grounds*
5. *That the creation of a working group involving three Councillors, two staff and one member each from the Agricultural Grounds Committee and the Kendenup Community Recreation Centre be endorsed.*
6. *That the amount of \$10,000.00 be recommended for planning of these projects at this stage.*
7. *The Chief Executive Officer be requested to prepare a report addressing:*
 - a) *the brief of the working group;*
 - b) *the membership of the working group; and*
 - c) *budget requirements for consideration of the Council.'*

The Council at its meeting held on 21 July 2015 resolved:

'That:

1. *The Kendenup Agricultural Grounds Working Group be established consisting of Councillor A Budrikis, Councillor K Clements, Councillor J Oldfield, and Councillor C Pavlovich to act as deputy for any other Councillor, the Manager Development Services, the Principal Building Surveyor, Mr Murray Wallinger from the Kendenup Community Grounds Committee Inc and Mr Jim Kirkwood from the Kendenup Community Recreation Centre Inc.*
2. *The brief of the Kendenup Agricultural Grounds Working Group is:*
'To provide guidance to the Council on the future development of the Kendenup Agricultural Grounds located at Lot 150 Beverley/Chauvel Roads, Kendenup. That development is to include:
 - a) *the refurbishment of the Agricultural Hall;*
 - b) *the development of a Nature Based Camping Area; and*
 - c) *the potential rationalisation of other Council facilities in Kendenup.'*

3. *The essential facilities for the Nature Based Camping Facility including the ablutions and the camping bay set out area are to be treated as an urgent priority to ensure Tourism WA funding is expended before 30 June 2016.'*

The Working Group met on Wednesday 12 August 2015 and Friday 11 September 2015. At those meetings various versions of the renovations to the Agricultural Hall were discussed culminating in a revised version dated 27 August 2015 being accepted as the desired floor plan (copy attached) for recommendation to the Council.

The Working Group discussed matters such as raising the floor of the building by some 300mm, relocating the kitchen to the north east end of the hall and building other rooms on the western side of the building. Due to extremely tight budgetary limitations, the matter of floor raising was discussed extensively and the KCRC president was to provide funding of \$100,000.00 to the Council by Friday 18 September 2015. After contact by Mr Terry Waldren MLA and at the request of Mr Kirkwood of the KCRC that date was extended by the Chief Executive Officer by one week to Friday 25 September 2015. That funding was not received. The additional rooms to the west side as shown on a KCRC plan were considered to be a future project that the Agricultural Grounds Committee Inc could take on should the demand be shown and external funding become available. The relocation of the kitchen to the northern end of the hall at the entry was not supported by the Working Group.

The revised hall renovation plans dated 27 August 2015 were supported by the Working Group on 11 September 2015 and if the KCRC provided its \$100,000.00 by 18 September 2015 (now 25 September 2015) then the floor level could be raised by approximately 300mm.

Mr Jim Kirkwood of the KCRC requested a meeting be held on site involving Cr Oldfield, the Chief Executive Officer and the Manager Development Services on 24 September 2015. That meeting was held and together with the above people a further seven Kendenup residents attended. At that meeting the KCRC provided their plan for the building together with notes. Those notes and the plan are attached. The first sheet proposes the KCRC \$100,000.00 contribution and the stage one refurbishment list consisting of eight points. Points 1, 3, 6, 7 and 8 all relate to the issue of raising the floor height by 300mm.

The second sheet of the KCRC proposal is a list of 20 points supporting the relocation of the kitchen to the north east end of the hall adjacent to the main entry. The third sheet lists seven points in respect to the raising of the floor level by 300mm. The fourth sheet shows the KCRC proposed costings.

As mentioned above the \$100,000.00 funding was not provided by the KCRC. However, the group's notes tabled at the meeting held on 24 September 2015 state '*The KCRC would like to propose a contribution of \$100,000 to develop part of the Agricultural Hall in Kendenup.*'

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Shire of Plantagenet Town Planning Scheme No. 3 (TPS3) - Recreation Local Scheme Reserve. The use of Lot 150 Beverley/Chauvel Roads for recreation purposes is in accordance with the Local Scheme Reserve.

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 member of which are not enlisted or permitted to receive a pecuniary profit from the body’s transactions.’

Lot 150 is the subject of a lease to the Kendenup Community Grounds Committee Inc and that lease is an exempt disposition.

Building Act 2011 – An independent Building Surveyor will need to certify the Building Permit.

Local Government Act 1995 and Local Government (Functions and General) Regulations 2006.

All contracts above \$100,000.00 (ex GST) must be tendered for.

EXTERNAL CONSULTATION

The Kendenup Agricultural Grounds Working Group includes one representative from the Kendenup Community Grounds Committee Inc (KCGC) and one representative from the Kendenup Community Recreation Centre Inc (KCRC). Both of these representatives have been liaising with members of the Kendenup community.

Mr Kirkwood, at the meeting held on 24 September 2015 also noted his intention to contact Councillors individually prior to the 13 October 2015 Ordinary Council Meeting.

FINANCIAL IMPLICATIONS

The Council has \$125,000.00 in its 2015/2016 Annual Budget for works at the Kendenup Agricultural Grounds (funded from the Shire Development Reserve).

Tourism WA has agreed to provide \$120,000.00 towards works for a nature based camping facility at the Agricultural Grounds. That funding is to be used for ablutions and the camping area set out and design. That funding must be utilised by 30 June 2016 or it will need to be returned to Tourism WA.

The KCRC has accrued donated community funding of in the order of \$150,000.00 which may possibly be put towards upgrades of the Agricultural Hall provided the KCRC is supportive, however, that commitment is yet to be made. The KCRC did not provide the \$100,000.00 needed to cover the cost of raising the floor by 300mm by 25 September 2015.

Costings have been prepared for renovations to the Agricultural Hall and the camping area and it is likely the works will be required to be carried out in stages. This will ensure the Tourism WA funding is expended quickly and definitely before the end of June 2016.

The renovation works to the Agricultural Hall will be well in excess of \$100,000.00 and as such tenders will need to be called.

POLICY IMPLICATIONS

Purchasing and Tender Guide Policy No. F/FM/7 applies.

ASSET MANAGEMENT IMPLICATIONS

As Lot 150 Beverley/Chauvel Roads is Council owned, all the buildings are the responsibility of the Council.

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'

Further at Outcome 2.5 (Council building and facilities that meet community needs) the following Strategies:

Strategy 2.5.1

'Ensure Council buildings, facilities and public amenities are provided and maintained to an appropriate standard' and

Strategy 2.5.3

'Continue to investigate opportunities to rehabilitate or devolve obsolete buildings and other assets'

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

OFFICER COMMENT

Gerard Healy and Associates has prepared a draft landscape analysis plan and development plan (copies attached) for the agricultural grounds and these plans were well received by the Working Group on 11 September 2015. The final Development Plan is attached.

As stated earlier, the renovations to the Agricultural Hall plans dated 27 August 2015 were supported by the Kendenup Agricultural Grounds Working Group at its meeting held on 11 September 2015. In summary, the plans include new ablutions to the

south west, a new kitchen to the south east and the creation of the large hall space into a lesser hall and major hall divided by folding doors. The ablutions will be accessible from within the hall and from the outside for persons staying at the nature based camping facility. Mr Kirkwood of the KCRC insisted on the floor being raised by approximately 300mm. The KCRC did not provide the \$100,000.00 by 25 September 2015 but rather on 24 September 2015 provided an alternative plan and notes relative to that plan and their proposed costings if the work was done by the KCRC.

When considering the very tight budget for the renovations, the spending of \$100,000.00 to raise the floor by 300mm is not a wise use of community funds.

The nature based camping facility was discussed at the two earlier Councillor workshops and the two meetings of the Working Group. It will consist of seven unpowered and four powered camp sites. The sites will be provided with a greywater disposal system of a line of gully traps linked to a septic tank and leach drain system. Eleven camp sites have been created.

As stated under financial implications, the works will need to be carried out in stages to ensure the Tourism WA funding is expended before 30 June 2016. Stage one will include the new ablutions, verandahs, store, internal lining of walls and creation of ceilings, air-conditioning to lesser hall area, carpet to lesser hall, electrical upgrades, reclad west pitch of roof, demolition of existing ablutions and installation of new septic system, plan documentation and fees and a contribution to the KCGC proposed water tank to ensure better water pressure to the hall. Stage one totals \$245,000.00 (this does not include raising the floor level). Stage two will consist of the divider folding doors (semi acoustic type), new windows to the east side of the hall and a gable light window above the new northern entry porch together with a floating timber floor to the major hall. Stage two totals \$71,900.00. Presently no funds exist in the Council's Budget for Stage two. Stage three will consist of a kitchen fit-out and documentation fees totalling \$186,400.00.

It is noted should the KCGC Inc (the lessee) wish to carry out the kitchen and its fit-out with volunteer labour and in-kind work the kitchen could be completed for less than the \$186,400.00 which would be the case if the Council agreed to call for tenders for that component. As stated above, the KCRC has not committed any of its funding of approximately \$150,000.00 to this project.

Timing is particularly important in respect to the expenditure of the Tourism WA \$120,000.00. With this in mind, detailed working drawings and tender specifications will need to be completed by the end of October 2015. This will enable tenders to be called in early November 2015 to enable a report on the tenders received to be placed before the Council for a decision on 8 December 2015. This timing will enable construction works to be completed before the cut off of 30 June 2016. The Principal Building Surveyor of another Council will need to certify the building permit to meet the requirements of the Building Commission.

The KCRC proposed plan, costings and eight point proposal show the group has spent considerable time researching this. Having said this, of the eight points, five relate to the issue of raising the floor. The rationale for raising the floor cannot be supported and the costings are questioned. Full detailed working drawings and costings would be needed to verify.

As part of the proposals for Tourism WA funding of \$120,000.00 the concept for the hall and the campground were provided along with the costing estimates provided by Mr Maxwell. This level of certainty was required for the Tourism funding. To then break the overall renovations up into separate components brings into question conflict with the anti-avoidance provisions of the Local Government (Functions and General) Regulations.

The timing for this renovation is very important and to then go to get another design prepared and costed would mean the Tourism Funding would possibly need to be refunded.

The rationale for placing the kitchen inside the hall at the north east end cannot be justified and consists mainly of opinion and incorrect assumptions. Officers quickly researched hall and community facilities that have kitchens located near the front door. Only one (Narrikup Hall) was found to have this configuration and that location actually creates conflict with hall users when the kitchen is active. Another 16 were found to have the kitchen located well away from the front entrance. The Kendenup Agricultural Grounds Working Group concluded the kitchen should be located on the south east corner as shown on the plans dated 27 August 2015.

At the site meeting held on 24 September 2015, the issue of a 'non-conforming tender' was discussed. Such a form of tender would need to include full working drawings and a detailed costing by a quantity surveyor. Such a form of tender is not considered appropriate when considering the legal requirements of the tender process set by the Regulations.

The plans showing the Agricultural Hall renovations dated 27 August 2015 matching the existing hall floor level will deliver an appropriate upgrade to the Agricultural Hall considering the budgetary limitations.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Cr G Messmer, seconded Cr A Budrikis:

That:

- 1. The Kendenup Agricultural Hall renovations plans dated 27 August 2015 based on the existing hall floor level be supported for the purpose of progressing tender documentation for the upgrading of the Agricultural Hall located at Lot 150 Beverley Road, Kendenup.**
- 2. A report be placed before the Council no later than its meeting held on 8 December 2015 on the Tenders received.**

AMENDMENT

Moved Cr J Oldfield, seconded Cr C Pavlovich:

That a new part 2 be added to the motion as follows:

‘The working group be reconvened to examine the tender documentation prior to advertising’,

and the motion be recast accordingly.

CARRIED (5/4)

NO. 196/15

COUNCIL DECISION

That:

1. The Kendenup Agricultural Hall renovations plans dated 27 August 2015 based on the existing hall floor level be supported for the purpose of progressing tender documentation for the upgrading of the Agricultural Hall located at Lot 150 Beverley Road, Kendenup.
2. The working group be reconvened to examine the tender documentation prior to advertising.
3. A report be placed before the Council no later than its meeting held on 8 December 2015 on the Tenders received.

CARRIED (9/0)

NO. 197/15

**9.1.2 LOT 150 FELLOWS STREET, MOUNT BARKER - OUTBUILDINGS
EXCEEDING CUMULATIVE FLOOR AREA FOR RESIDENTIAL ZONE**

File Ref:	N35477
Attachments:	Location Plan Site Plan Floor Plan Elevation
Responsible Officer:	Peter Duncan Manager Development Services
Author:	Vincent Jenkins Planning Officer
Proposed Meeting Date:	13 October 2015
Applicant:	David Downing

PURPOSE

The purpose of this report is to consider a proposal for an additional outbuilding at Lot 150 Fellows Street, Mount Barker. This outbuilding, combined with two other existing outbuildings, means the cumulative floor area set by Council policy is exceeded.

BACKGROUND

Council records show the registered owners of Lot 150 are DM and JV Downing.

This proposal is for an additional outbuilding of 45m² (4.5m x 10m) with a wall height of 3.2m. Two other existing outbuildings have a combined floor area of 196m². However, the smaller of the two outbuildings (27m²) located near the rear property boundary will be demolished resulting in a maximum outbuilding floor area of 169m² at Lot 150. The cumulative floor area of all outbuildings (including the additional outbuilding) will total 214m². The 214m² cumulative floor area exceeds the 100m² floor area set by Council policy for the Residential zone. In addition, the wall height of 3.2m exceeds the 3.0m wall height set by the policy.

The reason provided by the proponent for the additional outbuilding is to protect their caravan from the weather.

STATUTORY ENVIRONMENT

Shire of Plantagenet Town Planning Scheme No 3 (TPS3) - Zoned Residential (R2.5).

Clause 6.3.2 of TPS3 states:

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

Residential Design Codes (R-Codes).

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

'In making a determination on the suitability of a proposal, the decision-maker shall exercise its judgement, having regard to the following:

- a) *any relevant purpose, objectives and provisions of the scheme;*
- b) *any relevant objectives and provisions of the R-Codes;*
- c) *a provision of a local planning policy adopted by the decision-maker consistent with and pursuant to the R-Codes; and*
- d) *orderly and proper planning.'*

The variation required here relates to 2.5.2(b) above as outbuilding requirements are in part 5 of the R-Codes.

FINANCIAL IMPLICATIONS

The application fee of \$147.00 has been paid.

POLICY IMPLICATIONS

Town Planning Scheme Policy No. 16.2 (Outbuildings) limits outbuildings to a maximum wall height of 3.0m and a maximum cumulative floor area of 100m² for Residential zones. The cumulative floor area of all outbuildings onsite including the additional outbuilding will total 214m². The wall height of the proposed outbuilding is 3.2m. The Council must have regard to a Town Planning Scheme Policy but is not bound to adhere to it where a variation is considered reasonable.

STRATEGIC IMPLICATIONS

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 process and enforcement.'

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

OFFICER COMMENT

Lot 150 Fellows Street is 3,492m² in area and is zoned Residential (R20). The proposed outbuilding is setback 14m from the west property boundary and 2.4m from the north property boundary. The proposed outbuilding location meets the setback requirements of the Residential (R20) zone.

The proposed outbuilding will be constructed in cream Colorbond® external walls and green Colorbond® roof to match the existing house colour scheme. The cumulative floor area of all outbuildings on the property including the proposed outbuilding will total 214m². The wall height of the proposed outbuilding will be 3.2m.

No difficulties are seen with the maximum cumulative floor area of outbuildings being 214m² and the wall height of the outbuilding being 3.2m given the size of the lot being 3,492m².

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr S Etherington:

That in accordance with Clause 6.3.2 of the Shire of Plantagenet Town Planning Scheme No. 3, the proposed outbuilding at Lot 150 Fellows Street, Mount Barker be approved which will mean a maximum floor area for the outbuilding being 214m² and a wall height of 3.2m which is in excess of the 100m² and 3.0m wall height stated in Town Planning Scheme Policy 16.2 (Outbuildings), subject to:

1. The development being in accordance with plans dated 21 September 2015.
2. The existing outbuilding of 27m² adjacent to the rear boundary of the property be demolished before the new outbuilding is erected.

CARRIED (9/0)

NO. 198/15

9.2 WORKS AND SERVICES REPORTS

9.2.1 POLICY REVIEW - STANDPIPE LOCATION AND REGULATION OF WATER SUPPLY TO USERS

File Ref:	N35476
Responsible Officer:	Dominic Le Cerf Manager Works and Services
Author:	Amy Chadbourne Senior Administration/Project Officer Works and Services
Proposed Meeting Date:	13 October 2015

PURPOSE

The purpose of this report is to review Council Policy No I/OA/1 – Standpipe Location and Regulation of Water Supply to Users.

BACKGROUND

This policy was last reviewed by the Council at its meeting held on 8 October 2013.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

FINANCIAL IMPLICATIONS

Pricing of water taken from standpipes in the Shire of Plantagenet is set annually and is included in the Council's fees and charges. The fees for the 2014/15 financial year increased from 2013/14 and then again in 2015/16 as follows:

Standpipe Location	2013/14	2014/15	2015/16
Kendenup, Narrikup and Marmion Street (potable)	\$2.25	\$2.50	\$2.60
Warburton Road, Mount Barker (non-potable)	\$2.25	\$2.50	\$2.60

A standpipe card costs \$16.50 to purchase. A card is necessary to access water and for billing purposes.

The following table shows the Council's expenditure and cost recovery for water usage from the Council owned and managed standpipes for the two last two financial years.

Financial Year	Cost to Council of Actual Water Consumption*	Costs Recovered by the Council	Recovered (%)
2013/14	\$54,871.00	\$46,689.00	85.10%
2014/15	\$46,292.00	\$41,626.00	90.00%

* Note – This includes the service fees charged by the Water Corporation.

The difference in the costs to the Council of actual water consumption versus costs recovered is due to water usage at the standpipe on Warburton Road. The Warburton Road standpipe provides non-potable water and is used by local Bush Fire Brigades, the Council's Parks and Gardens staff and for Council road works.

It should be noted that during the summer months of 2014 the football oval turf at Sounness Park was established and water was used from the Warburton Road standpipe to facilitate its growth. A pipe was laid by Works and Services staff from the standpipe to Sounness Park to enable the extra water use. The football oval was watered daily during a period approximately two and a half months.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 2.10 (Efficient use and management of water resources) the following:

Strategy 2.10.1:

‘Support development of sustainable potable water infrastructure’

Further, at Outcome 4.6 (Effective and efficient corporate and administrative services) the following:

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.

OFFICER COMMENT

During the 2014/15 financial year the software package linked to the standpipe swipe card system was upgraded. The upgrade now means the Accounts Officer can download standpipe user readings remotely, reducing the need to take swipe card readings directly from the standpipe. The upgrade has also allowed an increase to the number of users of the standpipe.

The current policy is considered to be adequate, works well and should be retained.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council Policy No I/OA/1 – Standpipe Location and Regulation of Water Supply to Users as follows:

OBJECTIVE

To provide clear guidelines regarding the facilitation, monitoring and management of water standpipes in order to:

1. Introduce a fair and equitable system for measuring and charging standpipe water use, thereby encouraging better water management practices in the Shire of Plantagenet.

2. Provide guidance and service to customers who wish to use water from Shire standpipes.
3. Monitor and review water consumption patterns and assist in the planning of water supply infrastructure.
4. Achieve full cost recovery.
5. Eliminate water theft.

POLICY

1. The Shire of Plantagenet provides water standpipes for public use in the following locations:
 - a) Kendenup – corner of Jutland Road and Carbarup Road;
 - b) Narrikup – corner of Hannan Way and Beech Road;
 - c) Mount Barker – Marmion Street; and
 - d) Mount Barker – Warburton Road.
2. Standpipe controllers are installed on all standpipes, which ensures water can only be taken by approved customers using a swipe card.
3. Pricing per kilolitre is to be set annually and included in the Council's fees and charges. Pricing shall be fixed for the full financial year and is to be reviewed annually.
4. Fire/Emergency Services have access to standpipes free of charge for the provision of emergency services only.
5. Standpipe stations are to be left in a tidy condition after use.
6. The Council encourages all unit failures and leaking outlets to be reported to the Shire of Plantagenet as soon as possible.
7. The Council reserves the right to deny access to the standpipes if a user is found to have caused damage to, or tampered with a standpipe.
8. Accounts for electronic standpipe cards are to be paid within 30 days. The Council reserves the right to cancel a card if the account is not paid.'

be endorsed.

ALTERNATIVE MOTION

Moved Cr J Moir, seconded Cr B Bell:

That Council Policy No I/OA/1 – Standpipe Location and Regulation of Water Supply to Users as follows:

'OBJECTIVE

To provide clear guidelines regarding the facilitation, monitoring and management of water standpipes in order to:

1. **Introduce a fair and equitable system for measuring and charging standpipe water use, thereby encouraging better water management practices in the Shire of Plantagenet.**

2. Provide guidance and service to customers who wish to use water from Shire standpipes.
3. Monitor and review water consumption patterns and assist in the planning of water supply infrastructure.
4. Achieve full cost recovery including:
 - a) the actual cost of water used for Council purposes and fire fighting and other volunteer brigade activities; and
 - b) with the implementation of a 10% loading on standpipe charges, future costs of maintenance and upgrades, such funds being placed in a Standpipe Reserve Account.
5. Eliminate water theft.

POLICY

1. The Shire of Plantagenet provides water standpipes for public use in the following locations:
 - a. Kendenup – corner of Jutland Road and Carbarup Road;
 - b. Narrikup – corner of Hannan Way and Beech Road;
 - c. Mount Barker – Marmion Street; and
 - d. Mount Barker – Warburton Road.
2. Standpipe controllers are installed on all standpipes, which ensures water can only be taken by approved customers using a swipe card.
3. Pricing per kilolitre is to be set annually and included in the Council's fees and charges. Pricing shall be fixed for the full financial year and is to be reviewed annually.
4. Fire/Emergency Services have access to standpipes free of charge for the provision of emergency services only.
5. Standpipe stations are to be left in a tidy condition after use.
6. The Council encourages all unit failures and leaking outlets to be reported to the Shire of Plantagenet as soon as possible.
7. The Council reserves the right to deny access to the standpipes if a user is found to have caused damage to, or tampered with a standpipe.
8. Accounts for electronic standpipe cards are to be paid within 30 days. The Council reserves the right to cancel a card if the account is not paid.'

be endorsed.

CARRIED (9/0)

NO. 199/15

Reason for Change

Councillors were of the opinion that the alternative motion would allow full cost recovery to be obtained.

**9.2.2 ROAD RESERVE CLOSURES AND AMALGAMATIONS (PROPOSED) -
LOTS 103, 108, 702 AND 703 MUIR HIGHWAY, MOUNT BARKER**Cr G Messmer

Type: Proximity (Section 5.60 (B) LGA)
Nature: Neighbour to adjoining property
Extent: Not required

3:55pm Cr G Messmer withdrew from the meeting.

File Ref: N34631
Attachments: [Proposed Road Reserve Closures and Amalgamations](#)
Responsible Officer: Dominic Le Cerf
Manager Works and Services
Author: Amy Chadbourne
Senior Administration/Project Officer Works
and Services
Proposed Meeting Date: 13 October 2015

PURPOSE

The purpose of this report is to consider submissions received following the advertising of the proposal to permanently close a portion of three unused road reserves and their amalgamation into four adjoining lots on Muir Highway and adjoining roads (see Attachment One).

BACKGROUND

Main Roads WA (MRWA) contacted the Shire in January 2015 with a request to rationalise tenure and close redundant roads that were created as a result of the realignment of sections of Muir Highway in 2009.

The Council, at its meeting held on 28 April 2015 resolved:

'That:

1. *Pursuant to Section 58 of the Land Administration Act 1997, local public notice be given of the proposal to permanently close portions of road reserves as follows and shown at Attachment 1:*
 - a) *A portion of road reserve formerly Denmark Mount Barker Road intersection with Muir Highway adjacent to Lot 103 Muir Highway – amalgamation into adjoining Lot 103 Muir Highway – (labelled 'A');*
 - b) *A portion of road reserve formerly St Werburghs Road intersection with Muir Highway adjacent to Lot 108 Muir Highway – amalgamation into Lot 108 Muir Highway – (labelled 'B');*
 - c) *A portion of road reserve formerly Muir Highway between Jones Road and Quangellup Road – adjacent to Lots 703 and 704 Muir Highway – amalgamation into Lot 703 Muir Highway (labelled 'C');* and

- d) *A portion of road reserve formerly part of Muir Highway between Jones Road and Quangellup Road and adjacent to Lots 702 and 704 Muir Highway – amalgamation into Lot 702 Muir Highway (labelled 'D).*
2. *At the conclusion of advertising a further report be prepared for the Council's consideration no later than the Ordinary Meeting of the Council scheduled for 21 July 2015.'*

A report was prepared for presentation at the Council meeting of 21 July 2015, however, was adjourned after some concern was expressed by a landowner adjacent to the realigned St Werburghs Road intersection.

Memos dated 11 August and 14 September 2015 advised Councillors that research was being undertaken by MRWA who were looking into the history of the realignment of Muir Highway and MRWA's dealings with the landowners of Lot 107 and Lot 108 adjacent to the St Werburghs Road intersection.

STATUTORY ENVIRONMENT

Land Administration Act 1997 – Section 58 relates to the permanent closure of roads.

EXTERNAL CONSULTATION

As required by Section 58 of the Land Administration Act 1997, public notice of the proposal was placed in the Albany Advertiser on 28 May 2015. No submissions to the proposal were received from members of the public prior to the submission end date.

Written notice of the proposal inviting submissions to be forwarded to the Shire in writing by 3 July 2015 was provided to various parties as detailed in Section 58 of the Land Administration Act 1997. Responses were received from Telstra, Western Power and ATCO Gas each of which raised no objection to the proposal.

The Department of Planning also had no objection but requested that it be noted the St Werburghs Road intersection with Muir Highway has an Aboriginal Site (WA) relating to Infant Burial.

FINANCIAL IMPLICATIONS

The fee of \$1,785.00 has been paid by Main Roads WA.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 2.4 (Safe and reliable transport infrastructure) the following:

Strategy 2.4.1:

'Maintain and further develop roads and pathways at appropriate standards';

Further, at Outcome 2.6 (Assets and infrastructure managed over the long term to meet current and future needs) the following:

Strategy 2.6.1:

'Maintain effective liaison with other levels of government and regional bodies to ensure coordinated provision of regional infrastructure.'

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

OFFICER COMMENT

This matter has been delayed significantly due to concern expressed by the landowners of Lot 107 to Cr Messmer and to MRWA. As stated above, the landowners of Lot 107 requested the portion of the old road reserve (labelled 'B') be amalgamated into the triangular portion of land between the old St Werburghs Road reserve and the new alignment of the St Werburghs Road intersection otherwise known as the 'severance' by MRWA.

Additional research into the history of the realignment of the St Werburghs intersection has satisfied Shire administration staff that MRWA is correct in its statement that the portion of old road reserve (labelled 'B') will be amalgamated into Lot 108 and the objection from the landowners of Lot 107 is not supported by MRWA.

Councillors should note that the landowners of Lot 107 signed a contract of sale with MRWA on 4 September 2009. This document confirmed MRWA would purchase 2.9722ha from the landowners of Lot 107 for a mutually agreed price. This amount of land was required by MRWA to construct the realignment of St Werburghs Road and excluded the triangular portion of land.

Councillors should also note that a significant amount of staff time has been spent communicating with MRWA on this matter.

Correspondence received from the Department of Planning during the submission period for objections advised of the location of an Aboriginal Site. The Department of Aboriginal Affairs (DAA) was contacted. The DAA advised that as the proposal is administrative and does not require any groundworks, there are no requirements for heritage approval. This information was forwarded to MRWA which advised that approvals had already been obtained from the DAA prior to the construction works for the realignment of Muir Highway and intersections.

As there has been no further objection to the proposal it is recommended that the Council resolve to request the Minister for Lands to permanently close the three unused road reserves and support their amalgamation into four adjoining lots as described in Attachment One.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr J Oldfield:

That pursuant to Section 58 of the Land Administration Act 1997, the Minister for Lands be requested to permanently close a portion of three unused road reserves and their amalgamation into four adjoining lots shown at Attachment One:

1. A portion of road reserve formerly Denmark Mount Barker Road intersection with Muir Highway adjacent to Lot 103 Muir Highway – amalgamation into adjoining Lot 103 Muir Highway – (labelled ‘A’);
2. A portion of road reserve formerly St Werburghs Road intersection with Muir Highway adjacent to Lot 108 Muir Highway – amalgamation into Lot 108 Muir Highway – (labelled ‘B’);
3. A portion of road reserve formerly Muir Highway between Jones Road and Quangellup Road – adjacent to Lots 703 and 704 Muir Highway – amalgamation into Lot 703 Muir Highway (labelled ‘C’); and
4. A portion of road reserve formerly part of Muir Highway between Jones Road and Quangellup Road and adjacent to Lots 702 and 704 Muir Highway – amalgamation into Lot 702 Muir Highway (labelled ‘D’).

CARRIED (8/0)

NO. 200/15

3:56pm Cr G Messmer returned to the meeting.

9.3 COMMUNITY SERVICES REPORTS

9.3.1 MOUNT BARKER COMMUNITY GARDEN – ADDITIONAL INFRASTRUCTURE

File Ref:	N35544
Attachments:	Project Brief Site Plan
Responsible Officer:	Fiona Saurin Manager Community Services
Author:	Isabelle Draffehn Community Development Officer
Proposed Meeting Date:	13 October 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.

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 MTCG 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

Moved Cr S Etherington, seconded Cr A Budrikis:

That the Mount Barker Community Garden be given approval to proceed with stages one and two as outlined in the Project Brief dated 29 September 2015 for the construction of additional infrastructure at Lot 119, Albany Highway, Mount Barker subject to the following conditions:

- 1. That all structures comply with the Shire of Plantagenet Town Planning Scheme and Building Act.**
- 2. The Mount Barker Community Garden Committee be responsible for all costs associated with this project including any licences required in part 1 above.**
- 3. The Mount Barker Community Garden Committee be responsible for all maintenance requirements on the site.**
- 4. All improvements placed on the site by the Mount Barker Community Garden Committee shall remain the property of the Committee and shall be removed at the conclusion of the Lease or earlier determination.**

MOTION TO ADJOURN THE QUESTION

Moved Cr B Bell, seconded Cr L Handasyde:

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.

CARRIED (7/2)

NO. 201/15

9.4 CORPORATE SERVICES REPORTS

9.4.1 BUDGET REVIEW - SEPTEMBER 2015

File Ref:	N35554
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	13 October 2015

PURPOSE

The purpose of this report is to review and adjust the adopted 2015/2016 Annual Budget to recognise variations in actual income and expenditure.

BACKGROUND

The 2015/2016 annual budget was adopted by the Council at a special meeting on 7 July 2015. This is the first quarterly review of the 2015/2016 Annual Budget.

STATUTORY ENVIRONMENT

Local Government Act 1995

There is no specific section of the Act that deals with the reallocation of funds however Section 6.2(1) governs budget requirements for local governments.

Local Government (Financial Management) Regulations 1996

Regulation 33A states:

- '(1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
- (2A) The review of an annual budget for a financial year must -*
- (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) consider the local government's financial position as at the date of the review; and*
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*
- *Absolute majority required.*
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.'*

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

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

In terms of operating result, operating income is currently in line with (year to date) budget and operating expenditure is 25% below (year to date) budget, due to the second tranche of insurance invoices not yet being received for payment.

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

- The estimated actual surplus carried forward at 30 June 2015, as detailed in the draft audited 2014/2015 annual financial report, was \$1,333,300.00. The budgeted surplus carried forward was \$1,341,743.00. A variance of \$8,443.00 exists between the budgeted and actual balance carried forward, which resulted mainly from a higher value in the pre 30 June invoices being received after 1 July 2015 than expected. Adjustments identified in this budget review can be used to offset this.
- Untied Commonwealth Financial Assistance Grants were somewhat different to that estimated in the budget. The Equalisation Grant is \$23,160.00 higher than budget, however the Road Maintenance Grant is \$55,209.00 lower than budgeted. Adjustments identified in this budget review can also be used to offset this.
- Budget amounts relating to capital grant funding for Sounness Park were impacted by end of year balance adjustments and late transactions not reflected in the budget. An amount included in the ‘CSRFF’ budget item should also have been included in the ‘CLGF’ budget item.
- A number of adjustments are sought to amounts and / or descriptions of capital road projects. An additional Roads to Recovery grant of \$136,833.00 has been received which the Council (in a Council workshop) has previously indicated should be directed to Perillup Road SLK 9.40 to 12.45. In addition, some

originally incorrect budget descriptions and end of year adjustments have resulted in the following budget amendment recommendations:

GL Account	Description (with amendments were applicable)	Original Budget	New Budget
Regional Road Group			
51590.0250	Frankland / Rocky Gully Road - SLK 0.97 to 7.00	(\$56,421)	\$0
Roads to Recovery			
51592.0250	Montem Street/Marmion Street - Intersection	(\$48,456)	\$0
51593.0250	St Werburghs Road - SLK 3.10 to 8.20	(\$31,066)	\$0
51615.0250	St Werburghs Road - SLK 6.23 to 9.67 amended to SLK 9.67 to 12.55	(\$139,870)	(\$139,870)
51616.0250	Ormond Road- Entire length amended to 0.00 to 1.09	(\$141,235)	(\$141,235)
51617.0250	Ingoldby Street - Entire length amended to 0.00 to 0.96	(\$124,600)	(\$138,654)
51618.0250	Bloxidge Road - SLK 0.00 to 10.80 amended to SLK 0.00 to 7.30	(\$161,335)	(\$161,335)
51619.0250	Syred Road - SLK 0.00 to 10.23 amended to SLK 0.00 to 6.00	(\$128,450)	(\$128,450)
51622.0250	Hannan Way South - Albany Highway to Townsite	(\$50,000)	(\$70,000)
51631.0250	Perillup Road - SLK 9.40 to 12.45	\$0	(\$136,833)
51650.0250	O'Neill Rd - Albany Hwy - Slip Lanes (Additional to Blackspot Funds)	\$0	(\$31,259)

In regard to the Hannan Way project, an additional \$20,000.00 is sought for deeper cement stabilisation (200mm to 300mm). In regard to the slip lanes at the intersection of O'Neill Rd and Albany Hwy, additional Roads to Recovery funding of \$31,259.00 has been allocated to create a northbound passing lane, which will facilitate improved entry and exit at this intersection. This funding will supplement the existing Blackspot funding of \$44,220.00 for the southbound passing lane.

- Two depreciation budget items (Parks and Recreation Grounds and Footpaths Infrastructure) require additional funding (non cash), due to the 30 June 2015 revaluation of assets.
- With a funding contribution of \$4,829.00 from the Great Southern Development Commission, the Council is making arrangements for a long table dinner to celebrate fifty years of grape growing and the resulting wine industry. The associated income and expenditure accounts have been created, with a resulting net contribution of \$4,829.00 from the Council. This can be funded from over-budget rates income.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr C Pavlovich:

That the budget review for the period 1 July 2015 to 30 September 2015 be adopted and the 2015/2016 Annual Budget be amended as follows:

Account	Amended Description	Original / Amended Budget	New Budget	Net Cash Amount
	Reduction in Balance Carried Forward 1 July 2015	\$1,341,743	\$1,333,300	(\$8,443)
10001.0490	General Rate UV - Interim Rates and Adjustments	\$0	\$8,153	\$8,153
10007.0212	Grants Commission Grant - Equalisation - Untied	\$348,496	\$371,656	\$23,160
10008.0211	Grants Commission Grant - Road Maintenance - Untied	\$447,531	\$392,322	(\$55,209)
41120.0400	CLGF (R for R) - Sounness Park	\$0	\$139,934	\$139,934
41120.0411	CSRFF Grant - Sounness Park	\$373,894	\$135,216	(\$238,678)
20210.0188	Depreciation - Infrastructure - Parks & Rec'n Grounds	(\$101,570)	(\$179,388)	\$0
51590.0250	Frankland / Rocky Gully Road - SLK 0.97 to 7.00	(\$56,421)	\$0	\$56,421
51592.0250	Montem Street/Marmion Street - Intersection	(\$48,456)	\$0	\$48,456
51593.0250	St Werburghs Road - SLK 3.10 to 8.20	(\$31,066)	\$0	\$31,066
51615.0250	St Werburghs Road - SLK 9.67 to 12.55	(\$139,870)	(\$139,870)	\$0
51616.0250	Ormond Road- SLK 0.00 to 1.09	(\$141,235)	(\$141,235)	\$0
51617.0250	Ingoldby Street – SLK 0.00 to 0.96	(\$124,600)	(\$138,654)	(\$14,054)
51618.0250	Bloxidge Road - SLK 0.00 to 7.30	(\$161,335)	(\$161,335)	\$0
51619.0250	Syred Road - SLK 0.00 to 6.00	(\$128,450)	(\$128,450)	\$0
51622.0250	Hannan Way South - Albany Highway to Townsite	(\$50,000)	(\$70,000)	(\$20,000)
51631.0250	Perillup Road - SLK 9.40 to 12.45	\$0	(\$136,833)	(\$136,833)
51650.0250	O'Neill Rd - Albany Hwy - Slip Lane	\$0	(\$31,259)	(\$31,259)
41201.0204	Direct Road Grants - Roads to Recovery Grants	\$916,018	\$1,118,164	\$202,146
20224.0190	Non Cash Expenses - Depreciation - Footpaths	(\$19,546)	(\$74,987)	\$0
21311.0373	Expenses - Anniversary - 50 Years of Grape Growing	\$0	(\$23,600)	(\$23,600)
11312.0232	Income - Anniversary - 50 Years of Grape Growing	\$0	\$18,740	\$18,740
Total		\$2,425,133	\$2,291,874	\$0

CARRIED (9/0)

NO. 202/15

Absolute Majority

9.4.2 FINANCIAL STATEMENTS - SEPTEMBER 2015

File Ref:	N35469
Attachment:	Financial Statements
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Alison Kendrick Senior Administration Officer - Finance
Proposed Meeting Date:	13 October 2015

PURPOSE

The purpose of this report is to present the financial position of the Shire of Plantagenet for the period ending 30 September 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 L Handasyde, seconded Cr G Messmer:

That the Financial Statements for the period ending 30 September 2015 be received.

CARRIED (9/0)

NO. 203/15

9.4.3 LIST OF ACCOUNTS - SEPTEMBER 2015

File Ref:	N35512
Attachment:	September 2015
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Emma Gardner Accounts Officer
Proposed Meeting Date:	13 October 2015

PURPOSE

The purpose of this report is to present the list of payments that were made during the month of September 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 J Oldfield, seconded Cr S Etherington:

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 September 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 \$604,057.82;
2. Municipal Cheques 45336 – 45356 totalling \$39,902.15; and
3. Trust Cheque 382 totalling \$10,000.00

CARRIED (9/0)

NO. 204/15

9.4.4 POLICY REVIEW - SEXUAL HARASSMENT

File Ref:	N35478
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Donna McDonald Senior Administration/Human Resources Officer
Proposed Meeting Date:	13 October 2015

PURPOSE

The purpose of this report is to review Council Policy No. OR/HRE/1 – Sexual Harassment.

BACKGROUND

This policy was last reviewed by the Council at its meeting held on 28 May 2013.

STATUTORY ENVIRONMENT

The Occupational Safety and Health Act 1984 and the Equal Opportunity Act 1984 govern the necessity for employers to provide and maintain a workplace free from harassment.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 4.5 (Skilled, committed and professional staff in a supportive environment) the following Strategy:

Strategy 4.5.2:

‘Ensure safe work practices through implementation of appropriate Occupational, Health, Safety and Welfare Practices.’

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

OFFICER COMMENT

As this policy clearly outlines the Council’s no tolerance view of sexual harassment and outlines the complaint/grievance procedures that should be followed during a harassment report, it is considered that the current policy is sufficient and should be endorsed.

Training for all staff has occurred regarding the law and responsibilities relating to sexual harassment and the Council's policy.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr A Budrikis:

That Council Policy No. OP/HRE/1 – Sexual Harassment as follows:

'OBJECTIVE

The Shire of Plantagenet strongly supports the concept that every employee, elected member and member of the public employed by or engaged in business with the Council, has a right to do so in an environment which is free from sexual harassment and the Council is committed to providing such an environment.

POLICY

1. The Shire of Plantagenet considers sexual harassment to be an unacceptable form of behaviour which will not be tolerated and recognises that sexual harassment is unlawful.

1.1 Sexual harassment is any conduct of a sexual and / or sexist nature (whether physical, verbal or non-verbal) which is unwelcome and unsolicited and/or rejection of which may disadvantage a person in their employment or their life in general. The following examples may constitute sexual harassment when they are considered and expressed as being offensive to an employee, elected member or member of the general public:

- a) Deliberate and unnecessary physical contact such as patting, pinching, fondling, kissing, brushing against, touching;
- b) Subtle or explicit demands for sexual activities or molestation;
- c) Intrusive enquiries into a person's private life;
- d) Uninvited and unwelcome jokes that have a sexual and/or sexist undertone; and
- e) Unsolicited leers and gestures of a sexual nature and the display within the workplace of sexually offensive material.

1.2 The Shire of Plantagenet recognises that sexual harassment can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. The Council is therefore committed to any action which ensures the absence of sexual harassment in the workplace including general training of the workforce and specific training for officers identified

to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct.

- 1.3 Any complaints of sexual harassment made against any person associated with the Council will be viewed seriously, treated confidentially, and thoroughly investigated by appropriately trained persons.
- 1.4 Any person making a claim of sexual harassment will be protected at all times. No transferring of staff or face to face meetings between the complainant and the person whose behaviour has been found to be unwelcome will occur without the prior consent of both parties.
- 1.5 An employee whose health or work performance has been affected by sexual harassment will not have their employment status or conditions disadvantaged in any way, as a result thereof.
- 1.6 A formal complaints/grievance procedure follows and will be utilised to effectively resolve complaints of sexual harassment.

2. COMPLAINTS/GRIEVANCE PROCEDURE

- 2.1 All complaints of sexual harassment will be treated confidentially and resolved promptly.
- 2.2 Wherever possible, the handling of complaints and resolution of such will be at the workplace where they occurred. Care will be taken throughout the investigation to ensure that neither the complainant nor the alleged harasser is victimised.
- 2.3 It is recognised that cases of sexual harassment may occur between supervisor and employee and as such, alternative methods of raising complaints are provided for by this procedure.
- 2.4 A complaint of sexual harassment may be lodged with any of the following persons:
 - a) Immediate Supervisor / Manager (except where this person is the alleged harasser);
 - b) Division Manager (if applicable - except where this person is the alleged harasser);
 - c) Chief Executive Officer (if the alleged harasser is a Divisional Manager or the Shire President); and
 - d) Shire President (only if the alleged harasser is the Chief Executive Officer or Councillor).
- 2.5 A person receiving a complaint of sexual harassment will:
 - a) Decide, in consultation with the complainant, whether the matter can be resolved at this level or whether it should be

referred to a more senior level of management. Assure the complainant that all details of the complaint will be treated confidentially and allow the person to decide on procedure;

- b) Prepare a confidential report for the Chief Executive Officer on the nature of the complaint and ensure follow up reports are provided until the matter is resolved, (or, in the event that the complaint relates to the Chief Executive Officer, the report shall be prepared for the Shire President); and
 - c) Ensure no information regarding the complaint is discussed outside this procedure.
- 2.6 The person handling the complaint, whether it is the person who received the complaint or a more senior person will, with the approval of the complainant:
- a) As soon as possible, advise the alleged harasser of the nature of the complaint and provide an opportunity for that person to comment. Where appropriate the alleged harasser should be invited to discontinue any perceived unwelcome behaviour;
 - b) Advise the alleged harasser of the right to contact his/her Union or advocate for advice and representation;
 - c) Advise the alleged harasser that no disciplinary action will be taken without the person being given the opportunity to be heard; and
 - d) Keep simple, brief notes of the facts of the interviews held with both the complainant and alleged harasser.
- 2.7 If it is not possible to resolve the complaint simply by discussion with the complainant and the alleged harasser:
- a) The matter will be investigated and where the complainant or the alleged harasser is a member of a Union, the Union may be party to the investigation; and
 - b) All documentation relating to the complaint will remain confidential and will not be produced or made available for inspection, except on the order of a Court or a request from the Commissioner of Equal Opportunity.
- 2.8 During the period of the investigation of a case of serious sexual harassment:
- a) The investigation is to be conducted in a manner that is fair to all parties and all parties are to be given a fair and reasonable opportunity to put their case, to have witnesses in attendance and to respond to any proposed adverse findings that may be made against them;

- b) If requested by either party or by management, alternative working arrangements may be made; and
 - c) Any reasonable request by either party for legal or union representation shall not be denied.
- 2.9 If, following investigation and resolution, a complaint is judged to have been proved:
- a) Remedial action will be taken; and
 - b) A record of the detail of the remedial action will remain on the employee's personal file for a period of twelve months, whereupon the record will be destroyed unless otherwise decided by the Chief Executive Officer (or Shire President in the event that the complaint relates to the Chief Executive Officer).
- 2.10 If, following investigation, a complaint is judged to have been unproven, the complainant will be counselled and if it is considered that the complaint was made frivolously or maliciously, disciplinary action may be taken against the complainant.
- 2.11 Continued reference to a complaint and its aftermath could be considered as either a continuing or new incident of harassment.
- 2.12 While it is the Council's wish to attempt to deal with complaints of harassment internally, no employee will be penalised for bringing this complaint to any appropriate external statutory body unless that complaint is ultimately proven to be made frivolously or maliciously.'

be endorsed.

CARRIED (9/0)

NO. 205/15

9.5 EXECUTIVE SERVICES REPORTS

9.5.1 CHRISTMAS CLOSURE 2015/2016

File Ref:	N35477
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Donna McDonald Senior Administration/Human Resources Officer
Proposed Meeting Date:	13 October 2015

PURPOSE

The purpose of this report is to seek approval for the closure of Shire facilities between the Christmas/New Year period – December 2015/January 2016.

The facilities are:

- Shire Administration Office
- Mount Barker Library
- Mount Barker Swimming Pool
- The Rec.Centre
- O'Neill Road Waste Management Facility

BACKGROUND

The Council has authorised the closure of facilities for the period between Christmas and New Year for a number of years and this has not caused any community disquiet or inconvenience.

FINANCIAL IMPLICATIONS

There is no additional cost to the Council, as staff will utilise accrued annual leave entitlements, rostered days off (RDO) or time in lieu.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

OFFICER COMMENT

The closure of specific Council facilities over the Christmas period is an opportunity for all members of staff to utilise the two days negotiated as holidays as part of the Shire of Plantagenet Enterprise Agreements. The Chief Executive Officer would prefer that these holidays be taken between Christmas and New Year to minimise disruption to normal routine.

This year Christmas Day falls on a Friday. The Council will be asked to close the Council's facilities from the close of business on Thursday 24 December 2015, with normal business resuming on Monday 4 January 2016.

A skeleton staff will be working at the Shire Works Depot over the Christmas/New year closure on the 'normal' working days that are not public holidays.

Emergency phone contacts will be available for all 'out of hours' emergencies.

Standard Department of Transport licence renewals can be conducted over the internet and also via B-Pay.

Closure days for the Administration Office and Library would be:

- Friday 25 December 2015 Public Holiday (Christmas Day)
- Saturday 26 December 2015 Public Holiday (Boxing Day - Library staff)
- Monday 28 December 2015 Public Holiday (Boxing Day – Admin & Depot staff)
- Tuesday 29 December 2015 Local Government Day in Lieu
- Wednesday 30 December 2015 Local Government Day in Lieu
- Thursday 31 December 2015 (staff taking RDO or Annual Leave/Time in Lieu)
- Friday 1 January 2016 Public Holiday (New Years Day)
- Saturday 2 January 2016 (Library staff taking Annual Leave/Time in Lieu)

Closure day for the O'Neill Road Waste Management Facility would be:

- Friday 25 December 2015

Closure day for the Swimming Pool would be:

- Friday 25 December 2015

Closure days for The Rec. Centre would be:

- Thursday 24 December 2015 to Friday 1 January 2016 (inclusive)

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr G Messmer:

That:

- 1. The Shire of Plantagenet's Administration Office and Mount Barker Public Library be closed from close of business on Thursday 24 December 2015 with the resumption of normal services on Monday 4 January 2016.**
- 2. The Rec.Centre be closed on Thursday 24 December 2015 until Friday 1 January 2016 inclusive, with normal services resuming on Monday 4 January 2016.**
- 3. The O'Neill Waste Management Facility be closed on Friday 25 December 2015.**
- 4. The Mount Barker Swimming Pool be closed on Friday 25 December 2015.**
- 5. The closures inclusive of public holidays be advertised locally.**

CARRIED (9/0)

NO. 206/15

9.5.2 COUNCIL MEETINGS SCHEDULE

File Ref:	N35596
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Linda Sounness Executive Secretary
Proposed Meeting Date:	13 October 2015

PURPOSE

The purpose of this report is to review and schedule meetings for the Council for 2016.

BACKGROUND

At its meeting held on 14 October 2014 the Council resolved:

'That:

1. *The ordinary meetings of the Council for February to December 2015 inclusive be held at four weekly intervals as follows:*
 - a) *3 February 2015*
 - b) *3 March 2015*
 - c) *31 March 2015*
 - d) *28 April 2015*
 - e) *26 May 2015*
 - f) *23 June 2015*
 - g) *21 July 2015*
 - h) *18 August 2015*
 - i) *15 September 2015*
 - j) *13 October 2015*
 - k) *10 November 2015*
 - l) *8 December 2015*
 2. *All ordinary meetings of the Council shall commence at 3.00pm and be held in the Council Chambers, Lowood Road Mount Barker.*
 3. *All meeting dates and times be advertised pursuant to Regulation 12 of the Local Government (Administration) Regulations 1996.'*
-

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 5.3 provides that a Council is to hold ordinary meetings and may hold special meetings.

Local Government Act 1995 – Section 5.5 requires the CEO to convene ordinary meetings by giving each Council member at least 72 hours notice of a date, time and place of a meeting and an agenda for the meeting.

Local Government (Administration) Regulations 1996 – regulation 12 requires that ordinary council meetings to be held in the next 12 months shall be advertised.

Further, a local government is to give local public notice of any change to the date, time or place of the meeting.

FINANCIAL IMPLICATIONS

The frequency and timing of meetings and workshops may impact on catering costs.

POLICY IMPLICATIONS

Policy No. CE/CS/3 – Committee Meetings and Workshops – Attendance by Members of the Public and Policy No. CE/CS/6 – briefing Sessions for Councillors apply.

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.

REGIONAL IMPLICATIONS

An attempt to align Plantagenet’s meeting dates with our VROC partners was unsuccessful.

OFFICER COMMENT

It will be recommended that the current four weekly cycle continue and that a meeting not be held in January.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr C Pavlovich, seconded Cr L Handasyde:

That:

1. The ordinary meetings of the Council for February to December 2016 inclusive be held at four weekly intervals as follows:
 - a) 2 February 2016
 - b) 1 March 2016
 - c) 29 March 2016
 - d) 26 April 2016
 - e) 24 May 2016
 - f) 21 June 2016
 - g) 19 July 2016
 - h) 16 August 2016
 - i) 13 September 2016
 - j) 11 October 2016
 - k) 8 November 2016
 - l) 6 December 2016
2. All ordinary meetings of the Council shall commence at 3.00pm and be held in the Council Chambers, Lowood Road Mount Barker.
3. All meeting dates and times be advertised pursuant to Regulation 12 of the Local Government (Administration) Regulations 1996.

CARRIED (9/0)

NO. 207/15

9.5.3 POLICY REVIEW - EQUAL EMPLOYMENT OPPORTUNITY

File Ref:	N35479
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Donna McDonald Senior Administration/Human Resources Officer
Proposed Meeting Date:	13 October 2015

PURPOSE

The purpose of this report is to review Council Policy No. OP/HRE/2 – Equal Employment Opportunity.

BACKGROUND

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

STATUTORY ENVIRONMENT

The Equal Opportunity Act 1984 governs the necessity for employers to provide a workplace that supports the achievement of equity and diversity and is free from bias and unlawful discrimination against employees or potential employees.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 4.5 (Skilled, committed and professional staff in a supportive environment) the following Strategy:

Strategy 4.5.4:

‘Maintain and develop human resource management policies, procedures and systems for current and future workforce needs.’

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

OFFICER COMMENT

It is considered that the policy is sufficient and should be endorsed with alteration. Training of Council staff has occurred with regard to the law and responsibilities relating to equal opportunity employment.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr G Messmer:

That Council Policy No. OP/HRE/2 – Equal Employment Opportunity as follows:

‘OBJECTIVE:

The Shire of Plantagenet recognises its legal obligations under the Equal Opportunity Act, 1984, and actively promotes equal employment opportunity based solely on merit to ensure that neither direct nor indirect discrimination occurs on a ground referred to in the Equal Opportunity Act 1984.

POLICY:

1. All employment training with the Shire of Plantagenet is directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the inherent requirements for such training.
2. All promotional policies and opportunities with the Shire of Plantagenet are directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the inherent requirements for such promotion.
3. All offers of employment within the Shire of Plantagenet are directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the inherent requirements for engagements.
4. The Shire of Plantagenet does not tolerate harassment within its workforce. Harassment is defined as any unwelcome, offensive action or remark concerning a person’s race, sex, colour, language, ethnicity, political or religious convictions, gender, marital status or impairment.
5. The equal employment opportunity goals of the Shire of Plantagenet are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.
6. The Shire of Plantagenet in no way deems the endorsement of this policy as meaning that the Council’s current attitude, or those of its current employees, requires changing or modification.’

be endorsed.

CARRIED (9/0)

NO. 208/15

9.5.4 STAFF ESTABLISHMENT - PROPOSED AMENDMENT

Cr L Handasyde

Type: Closely Associated Person (Section 5.62 LGA)
Nature: Daughter works at the Council offices.
Extent: Not required

4:12pm Cr L Handasyde withdrew from the meeting.

File Ref: N35561
Attachments: [Staff Establishment Chart - October 2015](#)
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Rob Stewart
Chief Executive Officer
Proposed Meeting Date: 13 October 2015

PURPOSE

The purpose of this report is firstly to recommend an amendment to the existing staff establishment for an additional fixed term (minimum 3 years) 1.0 Full Time Equivalent (FTE) position of Environmental Health Officer (EHO).

The second purpose of the report is to recommend a further amendment to the Staff Establishment to include a new permanent part-time position 0.5 FTE of Administration Officer – Environmental (AOE).

BACKGROUND

At its meeting held on 18 August 2015 the Council resolved:

‘That the question be adjourned to enable the Chief Executive Officer to contact all Southern Link VROC Council’s to request that a Member Council other than the Shire of Plantagenet employ the Environmental Health Officer referred to in the motion and that a further report be prepared for consideration on or before the meeting scheduled to be held on 13 October 2015.’

STATUTORY ENVIRONMENT

Pursuant to Section 5.36 1(b) of the Local Government Act 1995, a local government is to employ (other than a Chief Executive Officer):

‘...such persons as the Council believes are necessary to enable the functions of the Local Government and the functions of the Council to be performed.’

Further, Section 5.41 of the Act provides that the Chief Executive Officer’s functions are to (among other things):

‘...be responsible for the employment, management, supervision, direction and dismissal of other employees.’

EXTERNAL CONSULTATION

Consultation has taken place with the CEOs of the Shire of Broomehill/Tambellup, Shire of Kojonup and the Shire of Cranbrook.

FINANCIAL IMPLICATIONS

Environmental Health Officer

The Environmental Health Officer (EHO) position would create an additional 1.0 FTE. The EHO would be (with the appropriate business agreements) made available to the VROC Councils who would fund 0.6 FTE of the Officer's time. The Shire of Plantagenet would fund the balance of 0.4 FTE, of which 0.2 FTE would be covered by the reduction in working hours by the current EHO.

The cost of employment for the EHO position would be \$80,094.00 and would be shared between the VROC Councils as per the following breakdown:

Broomehill-Tambellup	0.1 FTE (\$8,009.00 per year)
Cranbrook	0.1 FTE (\$8,009.00 per year)
Kojonup	0.4 FTE (\$32,038.00 per year)
Plantagenet	0.4 FTE (\$32,038.00 per year)

The Shire of Plantagenet's cost would be offset by the reduction in the current EHO's salary of \$18,800.00 per year.

It is proposed that the EHO would be supplied a lease vehicle at a monthly cost (including insurance and registration) of \$600.00 (excl. GST), the cost of which to be shared by the VROC Councils as per the breakdown above. The monthly rental does not include fuel costs which would be invoiced to the other VROC Councils on a monthly basis.

Administration Officer - Environmental

The Administration Officer – Environmental (AOE) position would create an additional 0.5 FTE, with the cost of employment being \$47,646.00 per year. The costs associated with this position have been included in the adopted 2015/2016 budget and will be allocated across the programs that will be supported such as Transport, Public Works Overheads, Waste Management and Saleyards.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 1.2 (Promote and enforce Public and Environmental Health Requirements) the following Strategies:

Strategy 1.2.1:

'Provide food premises inspections,' and

Strategy 1.2.3:

'Undertake food safety and public health promotion.'

And at Outcome 4.2 (Effective engagement with the community and stakeholders) the following strategy:

Strategy 4.2.3:

'Develop positive relations with other Councils.'

Further, the Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 2.7 (Protection of natural environment) the following Strategy:

Strategy 2.7.1:

'Provide effective environmental management and maintenance of the Council's land and reserves.'

And at Outcome 2.9 (Integrated waste management):

Strategy 2.9.3:

'Develop and implement integrated waste management programs in line with the State Government's waste management principles.'

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

Further, the Southern Link VROC Strategic Plan includes a strategy under Human Resources, to develop professional specialties for each Local Government Authority.

By employing an extra EHO at Plantagenet, this Council will be meeting the Human Resource goal of 'Increase Capacity through Collaboration' and the development of a specialty profession.

OFFICER COMMENT

At a CEO VROC Meeting held on Wednesday 23 September 2015 in Cranbrook, CEO's from Cranbrook and Kojonup confirmed that they did not have capacity to employ and provide office space for the Regional Environmental Health Officer. The CEO from the Shire of Broomehill-Tambellup had previously confirmed this prior to her proceeding on annual leave.

Accordingly, the adjourned recommendation is re-presented without change.

Environmental Health Officer

The Shire of Plantagenet's permanent full time EHO, Mr Eric Howard, has recently commenced a 'Transition to Retirement' and has reduced his hours from 76 hours per fortnight (1.0 FTE) to 60.8 hours per fortnight (0.8 FTE). This equates to a reduction in service of 395.2 hours per year.

The Chief Executive Officer, Rob Stewart, has spoken with the CEOs of the VROC partnership Councils and has determined that the need for further EHO services also extends to other Councils. One Council is facing the imminent retirement of its own EHO and two Councils currently contract in minimal EHO services.

It is recommended that a full time (1.0FTE) EHO be engaged on an initial three year, fixed term contract of employment, the services to be shared between the VROC partnership Councils.

In 2001 an examination of the Shire of Plantagenet by the Department of Health indicated that 2.3 FTE EHOs were required at that stage to ensure that the required statutory responsibilities were being adhered to without risk to public health. These responsibilities have continued to increase over the past few years with no increase in the allocated FTE. Added pressure will come should the Public Health Bill requiring all Local Governments to create a Community Health Plan become an Act of Parliament.

Mr Howard's reduction in hours due to his transition to retirement will also impact on the Shire's ability to meet its responsibilities. Mr Howard has always provided his expertise regarding environmental licensing for the Council's Waste Facilities and Saleyards however, in recent years, this in turn has impacted on his ability to fulfil other statutory obligations. Legislative requirements also continue to grow in this area which has meant that external contractors have been needed to undertake some tasks.

The new EHO would assist in all these areas, reducing the cost of external contractor expenses.

A Service Level Agreement between the Shire of Plantagenet and each of the three other VROC Councils for the provision of the EHO has been prepared, outlining the terms of the service and the cost to each Council.

It is also considered that the provision of the EHO service would strengthen the co-operation and partnership of the VROC member Councils.

Administration Officer – Environmental

Previously, a Project Engineer (Kate McCormack) was employed by the Shire of Plantagenet until November 2005 when Ms McCormack resigned. The position was not renewed, with the majority of duties shared around various departments within the Shire and specialised responsibilities outsourced to consultants.

A permanent part-time Administration Officer - Environmental (AOE) position will provide environmental support and advice to Works and Services, Corporate Services and the Environmental Health Officer (EHO) working in the Development Services area. A position description has been drafted with the position being 0.5 FTE or 19 hours a week. It is projected the EMO would work 2.5 days a week with the basic cost of employment being \$47,646.00 a year (including superannuation and other employee costs).

Costs

Following, are the costs incurred by the Shire in engaging various professionals to consult on environmental projects.

2011/12	\$49,918.53
2012/13	\$32,863.68
2013/14	\$55,350.02
2014/15	\$26,367.97 to date

The 2011/12 and the 2013/14 costs were significantly higher due to Flora and Fauna Surveys requested by the DER before clearing permit applications for road works could be approved. Other costs included in these figures from 2011 to 2015 relate to the investigation, reporting and rehabilitation of the Old Depot Site, management and works approvals for the tip sites/saleyards and planning the coordination of weed eradication.

These costs do not reflect the time spent by the EHO, Corporate Services and Works and Services staff on these and other projects. Following is an estimation of the hours (per week) spent by individual staff members on tasks the AOE could be completing:

Environmental Health Officer	1.0	hours
Corporate Services	4.0	hours
Manager Works and Services	2.0	hours
Works and Services Administration	<u>10.0</u>	hours
	17.0	hours
	====	

It is important to note that previously the EHO was contributing approximately 15 hours per week towards environmental items. This has now been absorbed by the Works and Services Department, where staff are working to capacity. The Manager Works and Services and the Works Administration Staff are working through environmental items where they do not have the knowledge and/or the skills of an AOE.

Works and Services staff have to spend more time on waste statistics, reports and licences which has been passed over to them by the EHO who does not have the time to complete such tasks. In addition, due to some Department of Environment Regulation (DER) process changes, Works and Services Staff are spending more time on clearing permits and management plans.

Corporate Services would like an AOE to provide advice and input on matters relating to the Saleyards which have ongoing compliance and environmental management reporting requirements and works approvals. The AOE would have the knowledge to coordinate environmental improvements and reporting at the Saleyards reducing the need to employ a consultant.

It is envisaged the AOE would have tertiary qualifications in environmental management/science and would be able to plan and coordinate action in areas which staff currently do not have the time or the knowledge to focus on. These are:

- Dieback issues and compliance;
- Natural resource management issues;
- Reserve management;
- Gravel pit rehabilitation management;
- Verge policy management;
- Road reserve salinity issues;
- Waste water reuse;
- Sounness Park water management plan;
- Environmental improvements at the Saleyards; and
- Environmental improvements at the Waste/Transfer stations.

Office space is available for the EMO within the Works and Services section. The position would be seated in the area.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr A Budrikis, seconded Cr B Bell:

That:

1. Authority be granted to the Chief Executive Officer to sign a Contract for the Provision of Services between the Shire of Plantagenet and the Shire of Broomehill/Tambellup, Shire of Kojonup and the Shire of Cranbrook, for the provision of an Environmental Health Officer for a term of three years.
2. The attached Staff Establishment Chart dated 4 August 2015 be adopted noting the addition of:
 - a) 1.0 FTE Environmental Health Officer; and
 - b) 0.5 FTE Administration Officer – Environmental.
3. The total Staff Establishment for the Shire of Plantagenet be amended from 60.4 FTE to 61.9 FTE.

CARRIED (8/0)

NO. 209/15

4:24pm Cr L Handasyde returned to the meeting.

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Moved Cr J Moir, seconded Cr B Bell:

That new business of an urgent nature namely:

11.1 ALMA Board Meeting – Attendance by Mr Michael Skinner

be introduced to the meeting.

CARRIED (9/0)

NO. 210/15

11.1 ALMA BOARD MEETING - ATTENDANCE BY MR M SKINNER

File Ref:	N35469
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	13 October 2015

PURPOSE

The purpose of this report is to authorise Mr Michael Skinner to attend the Australian Livestock Markets Association Inc. (ALMA) Board meeting to be held in Brisbane on 26 - 27 November 2015.

BACKGROUND

At its meeting held on 15 September 2015, the Council resolved to nominate Mr Michael Skinner to the board of ALMA. Mr Skinner was successfully appointed to the Board at ALMA's annual general meeting in September 2015. Mr Skinner is the Industry Representative on the Council's Saleyards Advisory Committee.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

FINANCIAL IMPLICATIONS

Accommodation for an estimated three nights will be approximately \$900.00. Air fares to and from Brisbane will be approximately \$740.00. ALMA provides an annual subsidy of \$2,000.00 towards costs incurred, so this trip will be fully reimbursable.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 3.5 (Appropriate infrastructure that supports sustainable economic development) the following Strategy:

Strategy 3.5.5:

'Manage and maintain the Saleyards to ensure that the facility is successful and self-sustaining'

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

OFFICER COMMENT

This is the first meeting of the ALMA Board since the September 2015 annual general meeting. The Board now has a full complement of 12 members.

ALMA has previously advised that it would expect the Shire's representative to attend only two of the four meetings per year, but there would be an opportunity to attend via teleconference for the other two meetings. Mr Skinner and the Saleyards Advisory Committee are of the view that it would be appropriate to endorse Mr Skinner's personal attendance at this meeting.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Moir, seconded Cr B Bell:

That:

- 1. Mr Michael Skinner be authorised to attend the Australian Livestock Markets Association Inc. Board meeting to be held in Brisbane on 26 - 27 November 2015; and**
- 2. The expenditure be initially charged to Budget Item Saleyards – Conferences and Training – 21320.0029 and recouped from the Australian Livestock Markets Association Inc.**

CARRIED (9/0)

NO. 211/15

12 CONFIDENTIAL**12.1 WORKS AND SERVICES REPORTS****12.1.1 TENDER – SUPPLY AND DELIVERY OF SPRAY BITUMEN SURFACING**

File Ref: N33395
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Dominic Le Cerf
Manager Works and Services
Proposed Meeting Date: 13 October 2015

PURPOSE

The purpose of this report is to consider submissions received for the tender CO2-1516 – Supply and Delivery of Spray Bitumen Surfacing.

MOTION TO PROCEED BEHIND CLOSED DOORS

Moved Cr S Etherington, seconded Cr L Handasyde:

4:28pm 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 9/0

NO.212/15

MOTION TO PROCEED IN PUBLIC

Moved Cr G Messmer, seconded Cr J Oldfield:

4:29pm That the meeting proceed in public.

CARRIED 9/0

NO. 213/15

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr L Handasyde:

That:

- The tender submitted by Fulton Hogan Industries Pty Ltd for the supply and delivery of spray bitumen surfacing to the Shire of Plantagenet for various projects for a two year period, with an option to extend for a further two years, depending on satisfactory performance and service provided in the opinion of the Shire of Plantagenet, in according with the following pricing schedule, be accepted:

Table 1 – Supply and Spray Volume – (@15°C) – Primer and binders (Items 1 to 4):

			Fulton Hogan				
Item	Supply and Spray Volume – (@15°C) Bituminous Products		Litres/Order Rates - \$/Litre				
			0 to 2,000	2,001 to 5,000	5,001 to 15,000	15,001 to 30,000	> 30,000
1	Primer to AMC0 (55/45)	Ex GST	\$2.73	\$1.65	\$1.35	\$1.12	\$1.11
		Inc GST	\$3.00	\$1.82	\$1.49	\$1.23	\$1.22
2	Medium – Heavy Primer MAC3 (80/20)	Ex GST	\$2.72	\$1.63	\$1.33	\$1.10	\$1.09
		Inc GST	\$2.99	\$1.79	\$1.46	\$1.21	\$1.19
3	Binder (100/00) with adhesion agent)	Ex GST	\$2.70	\$1.61	\$1.31	\$1.08	\$1.07
		Inc GST	\$2.97	\$1.77	\$1.44	\$1.19	\$1.18
4	Binder (90/10) with adhesion agent)	Ex GST	\$2.71	\$1.62	\$1.32	\$1.09	\$1.08
		Inc GST	\$2.98	\$1.78	\$1.45	\$1.19	\$1.18

Table 2. Additives (Item 5)

Additives - Additional cost per litre for percentage volume inclusions							
Supplier		5% Polymer	7% Polymer	10% Polymer	15% Rubber	Detail of Type	Mixing Details
Fulton Hogan	Ex GST	\$0.24	\$0.30	\$0.36	\$0.24	5% S35E 7% S25E 10% S10E Rubber S45R	Pre blended X SAMI Fremantle

Table 3. Supply and Spray Volume – (@15°C) – Bitumen Products (Item 6):

Supply and Spray Volume - (@15°C) Bituminous Products									
Supplier		Litres/Order Rates - \$/Litre					Material Type	Additives	Common Application Rate
		0 to 2,000	2,001 to 5,000	5,001 to 15,000	15,001 to 30,000	> 30,000			
Fulton Hogan	Ex GST	\$2.58	\$1.49	\$1.19	\$0.95	\$0.94	CRS170 Emulsion		0.4 L/m ²

Table 4. Pre-coating Aggregate (Items 7 to 11):

Pre-coat Aggregate		Rate \$/Stockpile Cubic Metre
Item	Metres	Fulton Hogan (Inc GST)
7	0 -20 cubic metres	\$27.00
	21 – 50 cubic metres	\$23.00
	51 – 150 cubic metres	\$19.00
	Greater than 300 cubic metres	\$16.00
		Rate \$/Square Metre
Item	7 mm Medium Primer Cover	Fulton Hogan (Inc GST)
8	0 -2,000 square metres	\$6.37
	2,001 – 5,000 square metres	\$2.77
	5,000 – 15,000 square metres	\$2.02
	15,000 - 30,000 square metres	\$1.20
	> 30,000 square metres	\$1.15
		Rate \$/Square Metre
Item	10 mm Sealing Aggregate	Fulton Hogan (Inc GST)
9	0 -2,000 square metres	\$6.37
	2,001 – 5,000 square metres	\$2.77
	5,000 – 15,000 square metres	\$2.02
	15,000 - 30,000 square metres	\$1.20
	> 30,000 square metres	\$1.15
		Rate \$/Square Metre
Item	14 mm Sealing Aggregate	Fulton Hogan (Inc GST)
10	0 -2,000 square metres	\$6.37
	2,001 – 5,000 square metres	\$2.77
	5,000 – 15,000 square metres	\$2.02
	15,000 - 30,000 square metres	\$1.20
	> 30,000 square metres	\$1.15
Item	Protection of Kerbs/Structures Rate \$/Linear Metre	Fulton Hogan (Inc GST)
11	Protect kerbs or structures with paper as specified	\$2.20

Table 5. General Information (Item 12 to 21):

	Table - Information to be supplied by Tenderer (Prices Ex GST)	Fulton Hogan (Inc GST)
12	Basic cost per litre as at date of closure for tenders for Class 170 Bitumen at the Contractor's point of supply \$ per litre at 15C	\$1.02
13	Basic cost per litre as at date of closure for tenders for Power Kerosene supplied at the Contractor's point of supply \$.per litre at 15°C	\$1.01
14	Tenderer's operational premises located at:	Harris Road, Picton WA 6229 Talbot Road, Hazelmere WA 6055
15	Precoat type proposed and basic cost per litre as at date of closure for tenders for Precoat material at the Contractor's point of supply \$.per litre at 15°C	\$1.32
16	Equipment supplied for Spray/Lift/Spread and Roll Works:	Bitumen Sprayer & Trailers, Spreader Trucks 1-3 depending on job size, Rollers 1-3 depending on job size, Front mounted tractor broom, Service truck, Loader & Precoater.
	Plus No of Contractor's Personnel	6-8
17	Frequency of Visits to Plantagenet	As required
18	Cost each of Mobilisation to Plantagenet (Full Service)	\$3,000.00
19	Cost each of Demobilisation from Plantagenet (Full Service)	\$3,000.00
20	Cost each of Mobilisation to Plantagenet (Sprayer Only)	\$600.00
21	Cost each of Demobilisation from Plantagenet (Sprayer Only)	\$600.00

2. The Chief Executive Officer be authorised to negotiate a suitable start date for the contract.

CARRIED (9/0)

NO. 214/15

12.2 COMMUNITY SERVICES REPORTS**12.2.1 COMMUNITY EMERGENCY SERVICES MANAGER - MEMORANDUM OF UNDERSTANDING AND BUSINESS PLAN**

File Ref: N35545
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Fiona Saurin
Manager Community Services
Proposed Meeting Date: 13 October 2015

PURPOSE

The purpose of this report is to recommend the renewal of the Memorandum of Understanding and Community Emergency Services Manager (CESM) Business Plan between the Shire of Plantagenet and the Department of Fire and Emergency Services (DFES) for the 2015-2018.

MOTION TO PROCEED BEHIND CLOSED DOORS

Moved Cr S Etherington, seconded Cr L Handasyde:

4:30pm That the meeting be closed to members of the public pursuant to Section 5.23 (2) of the Local Government Act as the matter to be considered relates to a matter affecting an employee or employees; the personal affairs of any person.

CARRIED 9/0

NO. 215/15

MOTION TO PROCEED IN PUBLIC

Moved Cr G Messmer, seconded Cr J Oldfield:

4:31pm That the meeting proceed in public.

CARRIED 9/0

NO. 216/15

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr C Pavlovich:

That the Chief Executive Officer be authorised to sign the Memorandum of Understanding and the Community Emergency Services Manager Business Plan, between the Department of Fire and Emergency Services and the Shire of Plantagenet.

CARRIED (9/0)

NO. 217/15

12.3 EXECUTIVE SERVICES REPORTS

12.3.1 CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW

File Ref: N35489
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Rob Stewart
Chief Executive Officer
Proposed Meeting Date: 13 October 2015

PURPOSE

The purpose of this report is to present to the Council the recommendations resulting from the Chief Executive Officer's (CEO) Annual Performance Review which was held on 15 September and 13 October 2015.

MOTION TO PROCEED BEHIND CLOSED DOORS

Moved Cr S Etherington, seconded Cr L Handasyde:

4:33pm That the meeting be closed to members of the public pursuant to Section 5.23 (2) of the Local Government Act as the matter to be considered relates to a matter affecting an employee or employees; the personal affairs of any person.

CARRIED 9/0

NO. 218/15

MOTION TO PROCEED IN PUBLIC

Moved Cr G Messmer, seconded Cr J Oldfield:

4:35pm That the meeting proceed in public.

CARRIED 9/0

NO. 219/15

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr B Bell:

That:

1. The Chief Executive Officer's Performance Review for the 2014/2015 financial year be noted and, apart from the key performance indicators already recorded in the Chief Executive Officer's contract of employment, the following matters be further developed:

- a. Cost Consciousness
-

Provide for the Council an examination of where future cost savings may be found, including, but not limited to:

- i) Leasing compared with purchasing of vehicle, plant and equipment;
- ii) Roadworks (in-house and contract);
- iii) Competitive pricing on contractors and purchasing;
- iv) Whole of life costs for capital purchases both existing and proposed, including fixed assets.

b. **Staff Productivity**

Develop a position for the Council on core business responsibilities of the organisation, emphasising especially any area where the Shire may be taking on responsibilities and tasks that are more appropriately handled by government department or instrumentality.

c. **Southern Link VROC**

Ensure that Councillors are provided with information regarding initiatives and activities of the Southern link VROC including:

- i) Distribution of Minutes of the VROC;
 - ii) Distribution of reports prepared for the VROC, including those of consultants.
- d. Ensure that Councillors are kept abreast of areas of the community needing particular attention, including, but not limited to:
- i) Older people;
 - ii) Younger people; and
 - iii) Government policies that may affect i) and ii) above.
- e) Ensure that the organisation is sourcing and maximising grant funding.
- f) Facilitate this calendar year a Councillor/Senior Staff workshop to develop opportunities for the planning and implementation of appropriate future developments across the District which will include 'shovel' ready projects.

2. That a new clause 6.5.3 be added to the existing Chief Executive Officer Contract of Employment as follows:

'Uniform allowance

The Shire will reimburse the Chief Executive Officer up to a maximum of \$1,000.00 per annum for appropriate business attire.'

3. That clause 6.5.1 be amended to read '*The Shire must provide for the business and private use of the Officer a telephone/internet service at the Officer's home and the Shire must pay all rental and cost of all business related telephone calls.*'
4. Clause 6.7 of the Chief Executive Officer's Contract of Employment be amended to include '*...and the Council shall meet the cost of membership of Local Government Managers Australia.*'

CARRIED (9/0)

NO. 220/15

13 CLOSURE OF MEETING

4:35pm The Presiding Member declared the meeting closed.

CONFIRMED: CHAIRPERSON _____ DATE: ____ / ____ / ____