



ORDINARY MINUTES

DATE: Tuesday, 6 November 2018

TIME: 4:00pm

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

Rob Stewart
CHIEF EXECUTIVE OFFICER

Resolution numbers: 240/18 to 267/18

MEMBERSHIP – Quorum (5)

Members:

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

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

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

4.00pm The Presiding Member declared the meeting open.

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

Members Present:

Cr C Pavlovich	Shire President
Cr B Bell	Councillor
Cr K Clements	Councillor
Cr L Handasyde	Councillor
Cr B Lang	Councillor
Cr J Moir	Councillor
Cr M O'Dea	Councillor
Cr J Oldfield	Deputy Shire President

In Attendance:

Mr Rob Stewart	Chief Executive Officer
Mr John Fathers	Deputy Chief Executive Officer
Mr David Lynch	Manager Works and Services
Ms Fiona Pengel	Manager Community Services
Mr Vincent Jenkins	Planning Officer
Ms Nolene Wake	Executive Officer

Apologies:

Cr S Etherington

Members of the Public Present:

There were two 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

Nil

5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

Cr C Pavlovich

Item: 9.1.1
Type: Proximity (Section 5.60 (B) LGA) and Closely Associated Person (Section 5.62 LGA)
Nature: Father part owner of neighbour's property
Extent: N/A

Item: 9.4.1
Type: Financial/Indirect Financial Interest (Section 5.60 (A) and Section 5.61 LGA))
Nature: Landowner
Extent: Financial

Cr M O'Dea

Item: 9.4.2
Type: Proximity (Section 5.60 (B) LGA)
Nature: Operate on adjacent land
Extent: N/A

Item: 12.1.1
Type: Financial/Indirect Financial Interest (Section 5.60(A) and Section 5.61 LGA)
Nature: In-laws own the land at Sanders Road
Extent: Partner operates on the land

6 APPLICATIONS FOR LEAVE OF ABSENCE

Section 5.25 Local Government Act 1995

6.1 APPLICANT: CR M O'DEA

Cr M O'Dea requested Leave of Absence from 22 November 2018 to 2 December 2018 (inclusive).

Moved Cr B Bell, seconded Cr K Clements:

That Cr M O'Dea be granted Leave of Absence from 22 November to 2 December 2018 (inclusive).

CARRIED (8/0)

NO. 240/18

7 CONFIRMATION OF MINUTES

Moved Cr J Oldfield, seconded Cr L Handasyde:

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 9 October 2018 as circulated, be taken as read and adopted as a correct record.

CARRIED (8/0)

NO. 241/18

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President distributed separately Attendance Register and report on attendance at the WA Road Transport and Roads Forum on 16 October 2018.

A formal presentation was made to recently retired long serving staff member Mr Geoffrey Scott. Mr Scott was acknowledged and thanked for 39 years of dedicated service and hard work by the Shire President.

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 DEVELOPMENT SERVICES REPORTS

9.1.1 RESERVE 1790 AND LOT 81 MCDONALD AVENUE MOUNT BARKER - WATER RETICULATION AND POWER CONNECTION WORKS

Cr C Pavlovich

Item: 9.1.1
Type: Proximity (Section 5.60 (B) LGA) and Closely Associated Person (Section 5.62 LGA)
Nature: Father part owner of neighbour's property
Extent: N/A

4.09pm Cr C Pavlovich withdrew from the meeting and Cr J Oldfield assumed the Chair:

File Ref: N46834
Attachments: [MBTC Option](#)
[Preferred Option](#)
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Vincent Jenkins
Acting Manager Development Services
Proposed Meeting Date: 6 November 2018
Applicant: Mount Barker Turf Club Inc.

PURPOSE

The purpose of this report is for the Council to consider support for water reticulation and power connection works for the Mount Barker Turf Club Inc (MBTC) at Reserve 1790 (Frost Park) and Lot 81 McDonald Avenue, Mount Barker.

BACKGROUND

Reserve 1790 is vested with the Shire of Plantagenet for the purpose of 'Recreation'. Lot 81 McDonald Avenue, Mount Barker is owned in fee simple by the Shire of Plantagenet.

At its meeting held on 13 October 2009, the Council endorsed the Frost and Sounness Parks – Precinct Development Plan. This plan identified Lot 81 as a future equestrian training track.

At the time, there was a lease in place with Integrated Tree Cropping Limited for an established tree farm. The trees were harvested in December 2010 and the lease was thereupon terminated.

At its meeting held on 8 February 2011, the Council approved a proposal by the MBTC to construct a horse stable complex on the property, subject to a number of conditions. It was indicated that the stables would be used by race horse trainers

wishing to locate to the Great Southern region for the summer racing season. A licence was entered into for that use.

In 2015, the MBTC was permitted to enlarge an existing dam on the property to enhance the water supply to the Frost Park race course, for which it received a grant from the Great Southern Development Commission. The MBTC also installed the equine training track at the property.

At its meeting held on 14 August 2018 the Council resolved:

'That:

- 1. Authority be granted to the Shire President and Chief Executive Officer to affix the Common Seal of the Council to the lease agreement between the Shire of Plantagenet and the Mount Barker Turf Club Incorporated for Lot 81 McDonald Avenue, Mount Barker, for the purpose of an equine training track; and*
- 2. For the purposes of interpreting Council Policy A/PA/14 'Sporting and Community Organisations using Council and Vested Land – Rateability', a 50% waiver of annual levied land rates shall apply.'*

The Council is currently in the process of negotiating with the MBTC a licence agreement for use of the Frost Park race track, track tower, stables, Skinner Pavilion, tote room and the sea container cool room.

The MBTC on 10 October 2018 submitted an application to carry out water reticulation and power connection works at Lot 81 McDonald Avenue and Frost Park. The purpose for the proposed works is to pump water from the MBTC dam at Lot 81 to the existing race track reticulation at Frost Park.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

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

Shire of Plantagenet Town Planning Scheme No. 3 (TPS3) – Reserve 1790 is zoned Local Scheme Reserve (Recreation) and Lot 81 is zoned Rural. An Application for Development Approval is not required in this instance.

Section 3.58 of the Local Government Act 1995 relates to the disposition of property. In that Section dispose includes to sell, lease or otherwise dispose of whether absolutely or not.

FINANCIAL IMPLICATIONS

Think Water Albany will carry out the water connection works and Mount Barker Electrics will carry out the power connection works on behalf of the MBTC at no cost to the Council.

POLICY IMPLICATIONS

Policy implications do not apply for this report and it is the opinion of the author that policy development is not required.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 1.5 (Recreation, sporting and leisure facilities that support the wellbeing of the community the following Strategy:

Strategy 1.5.4:

'Promote the development of Frost Park as a major equine centre in the Great Southern Region'

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

The Shire of Plantagenet Corporate Business Plan 2016/2017 – 2020/2021 includes Action 1.5.4.1:

'Work in conjunction with the Mount Barker Turf Club and Frost Park User Group to prepare a capital development plan and explore potential management / lease option.'

OFFICER COMMENT

The MBTC proposal involves the installation of an 11kv 3-phase variable speed centrifugal pump mounted on a pontoon on its dam at Lot 81. Water will be pumped from the dam using a 90mm poly feeder pipe which will be connected to the existing race track reticulation system.

The provision of electrical power to the pump will be from the outdoor power outlet box located next to the race track which is approximately 33m north of the Exhibition Hall/Childrens Pavilion building. The trench connecting the power cable and water pipe from the outdoor power outlet box to the dam to will be 170m in length and 1m in depth.

The MBTC will also irrigate the race track using the Council's reticulation network which is also connected to the race track reticulation. The MBTC advised that the club's primary irrigation water source will be the Council's dam at Frost Park. Once this water source is exhausted, the MBTC will draw water from its dam at Lot 81 during the summer season.

The MBTC water reticulation and electrical power connection works proposal have a number of deficiencies.

Mount Barker Electrics advises that a race horse event at Frost Park uses approximately 60% of the facility's power capacity which include the use of the sea container cool room and the male and female jockey hot water systems. The installation of an 11kw pump will result in the Frost Park complex operating at full power capacity on race day. The risk associated with operating at full capacity is overloading the power supply, which will result in a power failure.

The MBTC President has advised that the club intends to only irrigate between the hours of 12:00 midnight and 04:00 to reduce the risk of power failures on a race day. However, multiple users such as other user groups and food vendors will have

access to the outdoor power outlet box. This means secure management of the outdoor power outlet box is not possible which risks an inadvertent power overload and a power failure. The proposal also does not provide for the installation of a sub-meter to measure pump power usage.

The proposal does not consider the MBTC use and maintenance of the Council's pump at the Frost Park dam and the use and maintenance of the Council's reticulation system for the purpose of race track irrigation. The proposal further does not consider the measuring of power usage at the Council's pump or measuring the total volume of water being pumped from the Frost Park dam for race track irrigation.

A more appropriate solution will be for the Council and the MBTC to establish independent equipment and water reticulation networks, which will simplify management and maintenance matters. In addition, power sub-meters and water flow meters will ideally be installed at appropriate locations to record power and water usages for cost recovery purposes.

It is suggested that the MBTC install the following equipment and infrastructure, which would be independent of the Council's pump equipment and oval reticulation:

- Water transfer pump on the MBTC dam at Lot 81 to transfer water from that dam to the Council's dam at Frost Park and reduce power usage to more acceptable levels;
- Water reticulation network to connect the MBTC dam to the Frost Park dam and to connect Frost Park dam to the MBTC race track reticulation;
- Water pump at the Frost Park dam to pump water to the race track reticulation
- Water flow meter between the MBTC dam and the Frost Park dam;
- Water flow meter between the Frost Park dam and the race track reticulation;
- Power sub-meter to record Lot 81 dam pump power usage; and
- Power sub-meter to record Frost Park dam pump power usage.

It is further suggested the MBTC water usage from the Frost Park dam is limited to taking no more than the volume of water that the MBTC transfers from its dam at Lot 81.

When these matters are finalised, a licence for Reserve 1790 can be concluded.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Cr B Bell, seconded Cr L Handasyde:

That water reticulation and power connection works for the Mount Barker Turf Club Inc at Reserve 1790 Frost Park and Lot 81 McDonald Avenue, Mount Barker be supported subject to:

1. Lower output water pump being installed on the Mount Barker Turf Club Inc dam at Lot 81 McDonald Avenue, Mount Barker.
2. Water reticulation network being connected from the Mount Barker Turf Club Inc dam at Lot 81 McDonald Avenue, Mount Barker to the Frost Park dam at Reserve 1790.
3. Water reticulation network being connected from the Frost Park dam to the race track reticulation at Reserve 1790.
4. Water flow meter being installed between the Mount Barker Turf Club Inc dam at Lot 81 McDonald Avenue, Mount Barker to the Frost Park dam at Reserve 1790.
5. Lower output water pump being installed at the Frost Park dam at Reserve 1790.
6. Water flow meter being installed between the Frost Park dam and the race track reticulation at Reserve 1790.
7. Power sub-meter being installed to record the power usage of the pump located at the Mount Barker Turf Club Inc dam at Lot 81 McDonald Avenue, Mount Barker.
8. Power sub-meter being installed to record the power usage of the Mount Barker Turf Club Inc pump at Frost Park dam at Reserve 1790.

MOTION TO SUSPEND STANDING ORDERS

Moved Cr K Clements, seconded Cr L Handasyde:

That those sections of Standing Orders that would prevent a Councillor from speaking more than once to an item be suspended.

CARRIED (7/0)

NO. 242/18

MOTION TO RESUME STANDING ORDERS

Moved Cr K Clements, seconded Cr B Lang:

That Standing Orders be resumed.

CARRIED (7/0)

NO. 243/18

MOTION TO ADJOURN THE QUESTION

Moved Cr L Handasyde, seconded Cr M O'Dea:

That the question be adjourned for consideration at an information sharing session to be held on 4 December 2018.

CARRIED (7/0)

NO. 244/18

4.25pm Cr Pavlovich returned to the meeting and resumed the Chair.

9.2 WORKS AND SERVICES REPORTS

9.2.1 POLICY REVIEW - PLAYGROUND EQUIPMENT MAINTENANCE AND IMPROVEMENT

File Ref:	N46886
Attachments:	Policy with Changes
Responsible Officer:	David Lynch Manager Works and Services
Author:	Amy Chadbourne Senior Administration/Project Officer Works and Services
Proposed Meeting Date:	06 November 2018

PURPOSE

The purpose of this report is to review Council Policy No I/PRP/1 – Playground Equipment Maintenance and Improvement.

BACKGROUND

This Policy was last reviewed by the Council at its meeting held on 21 July 2015.

Two of the Shire's Parks and Gardens staff are accredited Playground Operational Safety Inspectors and attended a Kidsafe Playground Inspection Workshop earlier this year.

STATUTORY ENVIRONMENT

In Australia there are no regulatory requirements to comply with the Australian Standards relating to playgrounds.

The following standards apply to playgrounds:

Australian Standards AS 4685 - Playground Equipment and Surfacing

Australian and New Zealand Standard AS 4422 – Playground Surfacing.

FINANCIAL IMPLICATIONS

There are no financial implications for this report, however, it is worth noting that the 2018/19 Council budget has an allowance for playground maintenance of \$5,000.00.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 2.3 (Pleasant streetscapes, open spaces, parks and gardens) the following:

Strategy 2.3.1:

'Manage and maintain the Council's parks, gardens and open space at appropriate standards.'

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

The Shire of Plantagenet Corporate Business Plan 2016/2017 – 2020/2021 includes Action 2.3.1.4:

‘Establish outdoor amenities that suit the needs of the community in a safe and pleasant manner.’

Accordingly, the recommended outcome for this report aligns with the Corporate Business Plan.

OFFICER COMMENT

The intent of this policy is relevant and should be retained.

Changes have been made to the layout of the document to improve clarity and flow and to ensure it reads well.

Reference to the position of Supervisor Parks and Gardens has been removed at point 3.2 as the position no longer exists within the Shire of Plantagenet.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr B Lang:

That the amended Council Policy I/PRP/1 Playground Equipment Maintenance and Improvement as follows:

‘OBJECTIVE

To ensure the safety and serviceability of all public playground equipment throughout the Shire of Plantagenet is maintained to a high standard.

POLICY

1. Scope

This policy applies to playgrounds located within the Shire of Plantagenet as follows:

- a) Narrikup Hall;**
- b) Rocky Gully Hall;**
- c) Kendenup Hall;**
- d) Nature Play, Kendenup;**
- e) Apex Park;**
- f) Bonnyup Park;**
- g) Sounness Park; and**

h) **Wilson Park.**

2. Legislation/Standards

Australian Standards AS 4685 – Playground Equipment and Surfacing

Australian and NZ Standard AS 4422 – Playground Surfacing

3. Application of Policy

3.1 The Manager Works and Services or a suitably qualified person nominated by the Manager Works and Services shall carry out a safety inspection of all public playground equipment on a regular basis to determine compliance with relevant Australian Standards for playground equipment and surfacing.

3.2 A register shall be maintained of each playground inspection. Any maintenance required shall be promptly attended to by a suitably qualified person nominated by the Manager Works and Services.

3.3 If any item of equipment is found to be dangerous, it shall be deemed unsafe and made inoperative until such time as repairs are carried out. If it cannot be repaired in sufficient time, it shall be removed.'

be endorsed.

CARRIED (8/0)

NO. 245/18

9.3 COMMUNITY SERVICES REPORTS

9.3.1 ART LOAN AGREEMENT RENEWAL

File Ref:	N46802
Attachments:	Art Loan Agreement 2018/19 - MBCRC Acquisitives
Responsible Officer:	Fiona Pengel Manager Community Services
Author:	Kirsten Perrin Community Development Officer
Proposed Meeting Date:	06 November 2018

PURPOSE

The purpose of this report is to recommend the renewal of the amended Art Loan Agreement for the Acquisitive Art Collection at the Mount Barker Community Resource Centre (MBCRC).

BACKGROUND

The Art Loan Agreement between the Shire of Plantagenet and the MBCRC to display the Acquisitive Art Collection expired on 19 October 2018.

The agreement allows the MBCRC to display 23 pieces of art at the centre.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

EXTERNAL CONSULTATION

Consultation has occurred with Martina Meinen, Manager of the MBCRC.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

Policy implications do not apply for this report and it is the opinion of the author that policy development is not required.

ASSET MANAGEMENT IMPLICATIONS

The review date has been set annually to ensure that the Council's Art Collection is subject to a physical stocktake on a yearly basis. This audit was undertaken on 29 March 2018 and no issues were highlighted.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 1.8 (Cultural, arts and learning opportunities that contribute to vibrancy and diversity in the community) the following Strategy:

Strategy 1.8.3:

‘Support the provision of appropriate, accessible arts facilities and activities to encourage artistic and cultural expression.’

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

OFFICER COMMENT

The display of the Acquisitive Art Collection at the MBCRC complements the Sir Claude Hotchin pieces which are permanently displayed at the Mount Barker Public Library. It also ensures that the art is accessible to both the local community and visitors to the area.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr M O’Dea, seconded Cr L Handasyde:

That:

- 1. The renewal of the amended Art Loan Agreement (Acquisitive Collection) with the Mount Barker Community Resource Centre as attached be endorsed.**
- 2. The Chief Executive Officer be authorised to sign the agreement referred to in part 1. above.**

CARRIED (8/0)

NO. 246/18

9.3.2 MOUNT BARKER MEMORIAL SWIMMING POOL UPGRADE - ENDORSEMENT OF CONCEPT PLANS

File Ref:	N46798
Attachments:	Plans and Aerial Photos Mount Barker Memorial Swimming Pool.pdf
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Fiona Pengel Manager Community Services
Proposed Meeting Date:	06 November 2018

PURPOSE

The purpose of this report is to endorse the basic concept plans for the proposed refurbishment of the Mount Barker Memorial Swimming Pool (the pool) facilities and to seek Council endorsement to further progress the refurbishment.

BACKGROUND

In the 2016/2017, a budget allocation was made for an engineering report into the pool bowl structure, built infrastructure and plant room equipment at the pool. This was requested to assist with assessing future pool maintenance requirements and to investigate the life expectancy of the pool structure.

In April 2017, the pool was emptied to allow for an engineering inspection of the bowl and to commence work on painting and tiling of the pool bowl, which had last been painted 13 years previously.

The resulting Mount Barker Swimming Pool Condition Assessment Report – April 2017, recommended the following actions;

6.1 Immediate works (within 6 months)

- *Commence “Stage 2 – Detailed Investigations” to compile a full defects list and repair design, suitable for repair contractor(s) to complete remediation, including minor concrete repairs and joint sealants to the pool floor and walls, prior to reapplication of protective coating.*
- *As part of Stage 2, electrical earth bonding of all pool metal elements should be assessed and remediation designed by an Electrical Engineer, with a suitable contractor carrying out specified electrical earth bonding repairs.*
- *As part of Stage 2, CCTV survey of buried pipe services should be completed by specialist plumbing contractor and then assessed by a suitable qualified Hydraulics Engineer to formulate a repair design.*
- *Existing defective coating and tiles should be removed and new protective coating applied and tiles installed after appropriate concrete and joint repairs are completed.*

6.2 Short-to-medium term works (1-3 years)

- *Repairs and/or replacement of buried pipework needs to be completed to reduce leakage and settlement issues.*
- *Pool mechanical services need to be assessed by a suitably qualified Hydraulic Engineer and an appropriate design to replace the existing filtration tanks, pipes and pump services.*
- *Full design for upgrade or replacement of the pool centre support buildings needs to be undertaken by an appropriately qualified Architect and Engineer.'*

6.3 Medium-to-long term works (3-10 years)

- *Upgrade or replacement of the pool centre support buildings.*
- *Carry out reinspection of the pool and associated services and support buildings on a regular basis, say every 10 years, prior to recoating pools.'*

Investigations have been undertaken by the Recreation Advisory Committee with two tours in two years to visit pools that are, or were, similar in operation to the Mount Barker pool.

In May 2016 the previous Recreation Advisory Committee (the committee) members visited the Gnowangerup, Katanning, Bridgetown and Manjimup pools. Following these visits, the committee developed some basic design layouts for the pool for further development.

In April 2018, current committee members visited Collie, Wagin and Katanning pools all of which are seasonally operated 50-metre pools that had been recently updated. From this tour, the committee has developed alternative plans that include a design with a southern entrance.

The resulting plans have been considered at the committee meeting on 23 October 2018.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

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

Shire of Plantagenet Town Planning Scheme No. 3 (TPS3) – zoned Local Scheme Reserve (Recreation)

Building Code of Australia

Health Act 1911

Health (Aquatic Facilities) Regulations 2007

Health (Public Buildings) Regulations 1992.

Code of practice for the design, construction, operation, management and maintenance of aquatic facilities (December 2015).

EXTERNAL CONSULTATION

Informal external consultation has taken place with the Mount Barker Swimming Club in regards to club facilities at the pool.

FINANCIAL IMPLICATIONS

It is estimated that \$50,000.00 will be required for a feasibility study and concept plans. Of that total, one third may be funded through the Department of Local Government, Sport and Cultural Industries (DLGSC) Small Grants program.

The estimated costs, based on the current plans are in the region of \$ 2.2 million to \$2.3 million (not allowing for landscaping or a contingency) and funding would be sought to assist the Council with this cost.

POLICY IMPLICATIONS

Policy A/PA/15 – Asset Management applies.

ASSET MANAGEMENT IMPLICATIONS

The buildings at the pool are almost 50 years old, with the facility having opened in 1971.

Pardelup prisoners undertake a large amount of work on the buildings each year to maintain the attractiveness of the facility. Without Pardelup prisoners, the costs of maintenance would increase.

However, the work undertaken by the prisoners is only aesthetic and it should be noted that they are only able to paint over rust and cracks. The current budget allocation would need to be increased to resolve the more substantial issues with the facilities.

It could be argued that new infrastructure will require less maintenance attention, at least initially, though the costs for cleaning may increase as the building area will be larger than what is currently in place.

Costs such as electricity costs may be reduced with energy efficient variable speed pumps in the plant room, installation of photo-voltaic cells and updated water heating for showers. However, servicing and maintenance of new technologies are often carried out by specialists which comes at an added cost.

The lifelong asset cost will form part of any feasibility study undertaken.

The Shire's Asset Management Policy states;

'Where the Council proposes to build or otherwise take on responsibility for a building with a cost greater than \$100,000.00, the proposal will be assessed under the Council's adopted Business Case Guidelines for New Buildings. All other capital works projects in excess of \$100,000.00 will be subject to a cost / benefit analysis.'

Projects will also be assessed against the objectives and priorities within corporate planning documents, including the Strategic Community Plan, Corporate Business Plan and Asset Management Plans.'

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 1.5 (Recreation, sporting and leisure facilities that support the wellbeing of the community) the following Strategy:

Strategy 1.5.6:

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

And:

Strategy 1.5.7:

'Renew the parts of the Mount Barker swimming pool infrastructure that are at the end of their economic life.'

Accordingly, the recommended outcome for this report aligns with the Strategic Community Plan in regards to those elements of the plan that are at the end of their economic life.

The Community Strategic plan is, however, silent in regards to the toddler pool that is in sound condition and can be argued as being fit for purpose.

STRATEGIC RISK IMPLICATIONS

The Shire's Strategic Risk Register provides at Risk No.1.6.1 Failure to manage assets for the future.

REGIONAL IMPLICATIONS

The Great Southern Sport and Recreation Plan (GSSRP) was endorsed by the Council at its meeting held on 11 September 2018. The plan provides strategies for developing and maintaining sport and recreation facilities that not only meet the needs of the local community, but also provide access to recreation for residents across the Great Southern Region.

The pool is identified in the GSSRP with the key facility investment on;

'The renewal of the parts of the Mount Barker swimming pool infrastructure, maintenance, servicing and renewal of the asset.'

OFFICER COMMENT

The infrastructure at the pool is ageing with the facility approaching 50 years old. Due to its age, the facility is requiring ever-increasing levels of maintenance to keep the buildings looking attractive.

The engineer's (GHD) report of April 2017 indicated that the pool bowl was essentially sound. It was noted however, that there were cracks in the deck edge coping that was evidence of settlement of the bowl.

The Shire accessed the then Department of Sport and Recreation Country Pool Revitalisation Program to cover the costs of repairs, repainting and tiling of the pool. Therefore, it can be assumed the pool bowl will require minimal structural maintenance in the near future, barring a catastrophic failure.

The GHD Condition Assessment Report also indicated that the associated buildings were showing signs of structural damage and ablution facilities were inadequate for current building requirements. The plant room equipment was assessed as aged with mostly limited life expectancy.

The toddler pool is small and uninteresting and would benefit from an upgrade to improve the amenity for younger children.

At the meeting of the Recreation Advisory Committee held on 23 October 2018, two options were considered:

Option 1 provides for a southern entry off Mead Street re-aligning the road to allow for six parking bays adjacent to the entrance. Two of these bays would be assigned for Disability parking. To achieve the required number of parking bays pursuant to the building codes, the eastern car park would need to extend some way into Apex Park (the Park).

Option 1 also moves the change rooms from their current position and allows for new buildings to be constructed on the southern side of the pool in the elevated position where the current shade structures are situated.

The toddler pool for this option would be located in the south east corner of the facility and would be close to the position of the existing plant room that would be rebuilt and extended to allow for new plant and equipment.

Option 2 has a north entry off Apex Park with the existing car park significantly extended into the Park. The Toddler pool, plant room and change rooms would stay in their current locations, though each would be rebuilt and extended.

The cost of car parking of each of the options is comparable with approximately \$40,000.00 difference between the two. Whilst the Mead Street option requires less construction, the cost of road re-alignment makes this the more costly option especially as there will also be the need to extend into the Park to meet the parking requirements.

The approximate cost for each option is:

Option One: \$2,249,800.00

Option Two: \$2,214,200.00

Each option does have advantages and disadvantages, as follows;

Option 1

Advantages:

- Good street presence fronting onto Mead Street.
- Natural elevation of entrance and lifeguards post.

- Allowance for future expansion to the north.
- Staged approach possible to minimise disruption to service.

Disadvantages:

- Realignment of Mead Street is costly for limited benefit.
- Northern facing lifeguards post may cause fatigue over long shifts due to the passage of the sun.
- Buildings may impinge on popular grassed spectator area.

Option 2

Advantages:

- Safe off street parking options.
- South facing lifeguards post will minimise sun glare for most of the day.
- Design leaves southern grassed area for spectators.
- Good use of under-utilised area to the north of the pool.

Disadvantages:

- Car park will take up a large portion of Apex Park.
- Limitation to options for facility expansion into Apex Park.
- Limited options to stage refurbishment.

The existing pool facility is located on that portion of Lot 3 fronting Mead Street, which is freehold land owned by the Shire of Plantagenet. Development of a car park to the north of the facility would be located on the northern portion of this lot.

Discussions with the Great Southern Regional Manager, DLGSC have revealed that the upgrade of the pool would be eligible for Community Sport and Recreation Facilities Fund (CSRFF). This may cover up to one third of the overall cost of the project. DLGSC has suggested that the Shire access CSRFF funding to undertake a feasibility study into the upgrade which meet the DLGSC requirement to demonstrate a robust planning process, and would support other funding opportunities.

The committee discussed both options at its meeting on 23 October 2018 and it was agreed that both options should be explored through a feasibility plan, taking a strategic approach to the planning process. The feasibility study would include wider community consultation and consider needs for 30 and 50 years in the future with options to expand the facility as required.

The following recommendation reflects the Committee's recommendation to the Council.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr J Moir:

That:

- 1. Concept plans for Options 1 and 2 as attached, be endorsed for further progression of the Mount Barker Memorial Swimming Pool upgrade.**
- 2. A budget allocation of \$50,000.00 be recommended for inclusion in the 2019/2020 draft budget to fund a feasibility study that will include detailed plans and accurate costings.**

CARRIED (8/0)

NO. 247/18

9.3.3 SWIMMING POOL - WAIVER OF ENTRY FEE AND DONATION OF INDIVIDUAL SEASON PASS - WATCH AROUND WATER DAY EVENT

File Ref: N46877
Responsible Officer: Fiona Pengel
Manager Community Services
Author: Isabelle Draffehn
Community Development Officer
Proposed Meeting Date: 06 November 2018

PURPOSE

The purpose of this report is to obtain council approval for the waiving of Swimming Pool admission fees for parents and children under the age of ten years and to offer a 2018/2019 Individual Season Pass as a door prize to assist in the promotion of Watch Around Water Day.

BACKGROUND

Watch Around Water (WAW) is an education and public awareness raising program to address the growing concern regarding supervision of young children at public swimming pools. Over 95% of public swimming pools in Western Australia run the WAW program and it is regarded as one of the key factors of zero incidents of drowning death in Group One Aquatic Facilities since 2003. WAW Day is an annual event that facilities run in the lead up to school holidays to promote the importance of constant supervision of children around water.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.12 (1) (b) permits a local government to waive or grant concessions in relation to any amount of money owed to a local government.

EXTERNAL CONSULTATION

The day is supported by the Royal Lifesaving Society of Western Australia (RLSSWA) who will assist in the promotion of the day and make available a number of WAW resource packs.

FINANCIAL IMPLICATIONS

It is anticipated that based on previous attendances to this event, the revenue being waived will be between \$200.00 and \$300.00. The cost of the individual season pass is \$100.00.

POLICY IMPLICATIONS

Policy implications do not apply for this report and it is the opinion of the author that policy development is not required.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 1.5 (Recreation, sporting and leisure facilities that support the wellbeing of the community) the following Strategy:

Strategy 1.5.6:

'Maintain a safe pool facility and enhance aquatic programs to encourage increased patronage'

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

OFFICER COMMENT

The Swimming Pool is planning to run WAW day on the morning of Friday 21 December. To attract as many patrons as possible and to fully promote the WAW message the Swimming Pool was hoping to offer free admission to all parents and children under the age of ten years whilst the event was in progress.

It should be noted that children over the age of ten years can attend the pool without a parent.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That:

1. Admission fees for children under the age of ten years and their accompanying parents during the Watch Around Water Day event on 21 December 2018 be waived to a maximum of \$300.00 and the expenses be charged to Community Programs – account 20221.0356.
2. An individual season pass be donated as a door prize to encourage attendance at the Watch Around Water event.

ALTERNATIVE RECOMMENDATION

Moved Cr J Moir, seconded Cr B Lang:

That admission fees for children under the age of ten years and their accompanying parents during the Watch Around Water Day event on 21 December 2018 be waived to a maximum of \$300.00 and the expenses be charged to Community Programs – account 20221.0356.

AMENDMENT

Moved Cr L Handasyde, seconded Cr M O'Dea:

That a Part 2 be added to the motion as follows:

‘An individual season pass be donated as a door prize to encourage attendance at the Watch Around Water event.’

and the motion be re-cast accordingly.

CARRIED (7/1)

Cr J Moir voted against the motion

NO. 248/18

COUNCIL DECISION

That:

1. Admission fees for children under the age of ten years and their accompanying parents during the Watch Around Water Day event on 21 December 2018 be waived to a maximum of \$300.00 and the expenses be charged to Community Programs – account 20221.0356.
2. An individual season pass be donated as a door prize to encourage attendance at the Watch Around Water event.

CARRIED (8/0)

NO. 249/18

9.4 CORPORATE SERVICES REPORTS

9.4.1 LOT 150 (31672) ALBANY HIGHWAY, MOUNT BARKER – CHANGE IN BASIS OF VALUATION

Cr C Pavlovich

Item: 9.4.1
Type: Financial/Indirect Financial Interest (Section 5.60 (A) and Section 5.61 LGA))
Nature: Landowner
Extent: Financial

4.44pm Cr C Pavlovich withdrew from the meeting and Cr J Oldfield assumed the Chair as Presiding Member.

File Ref: N46842
Responsible Officer: John Fathers
Deputy Chief Executive Officer
Author: Pam Chambers
Rates Officer
Proposed Meeting Date: 6 November 2018

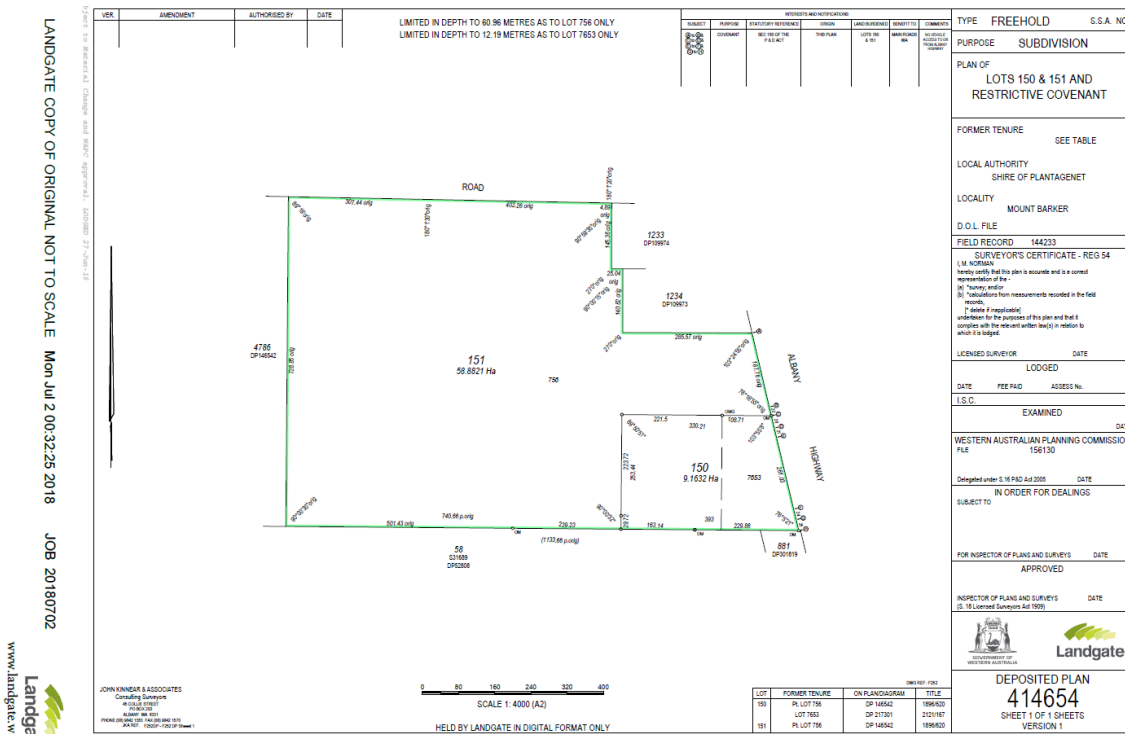
PURPOSE

The purpose of this report is to make a recommendation to the Minister for Local Government that the method of valuation of Lot 150 (31672) Albany Highway, Mount Barker be designated as gross rental value (GRV) for the purposes of rating.

BACKGROUND

Lot 756 Albany Highway is currently rated using an unimproved value (UV). Lot 7653 Albany Highway is currently rated using a gross rental value (GRV).

The Shire has received from Landgate the subdivision survey plan shown below. The plan indicates that part of Lot 756 (UV rates assessment 101154) will be amalgamated with Lot 7653 (GRV rates assessment 139766) to create Lot 150. The owner of both properties is Mr C Pavlovich.



STATUTORY ENVIRONMENT

Local Government Act, 1995

Section 6.28 requires the Minister for Local Government to determine the method of valuation of land to be used by a local government and publish a notice of the determination in the Government Gazette.

In determining the method of valuation to be used by a local government, the Minister for Local Government is to have regard to the principle that the basis for a rate on any land is to be either:

1. Where the land is used predominantly for rural purposes, the unimproved value of the land; and
2. Where the land is used predominantly for non-rural purposes, the gross rental value of the land.

This authority has been delegated to the Director General of the Department of Local Government, Sport and Cultural Industries.

Planning and Development Act 2005

Shire of Plantagenet Town Planning Scheme No. 3 – Zone Rural.

EXTERNAL CONSULTATION

Consultation has taken place with the owner via a Land Use Declaration Form and a letter.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

Policy A/PA/18 relates to Methods of Valuation of Rateable Properties.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 4.6 (Effective and efficient corporate and administrative services) the following Strategy:

Strategy 4.6.3:

‘Maintain, develop and monitor rating and property strategies’

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

OFFICER COMMENT

Local government has a role in ensuring that the rating principles of the Local Government Act, 1995 are correctly applied to rateable land within their districts.

Guidelines issued by the Department of Local Government, Sport and Cultural Industries recommend that affected property owners be requested to complete a Land Use Declaration Form when there is a proposal or request for a property’s basis for rating to be determined or changed. It is requested that the form be returned within 21 days. If the form is not returned it is assumed that the predominant use of the land is for non-rural purposes.

With regard to the current matter, the Land Use Declaration Form has not been completed and returned to the Shire within the 21 day period as requested.

The eastern portion of new Lot 150 (current Lot 7653) is the site of Southern Haulage Industries. The western portion of the new Lot 150 was the subject of two approved development applications in 2017, being for a transport depot and log storage yard.

It is considered that the entirety of new Lot 150 should be classified as non-rural (GRV) for rating purposes. The new Lot 151 would remain rural (UV) for rating purposes.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr M O'Dea, seconded Cr B Bell:

That:

1. The predominant use of the new Lot 150 Albany Highway, Mount Barker (Deposited Plan 414654) is considered to be non-rural for rating purposes;
2. The Director General of the Department of Local Government, Sport and Cultural Industries be requested to make gross rental value the method of valuation of the whole of the land referred to in Part 1 above, in accordance with Section 6.28 of the Local Government Act 1995; and
3. The effective date of the new method of valuation be the date of gazettal.

CARRIED (7/0)

NO. 250/18

4.45pm Cr C Pavlovich returned to the meeting and resumed the Chair.

**9.4.2 LOTS 893-897; 946-950 AND 2097 PELLEW ROAD, KENDENUP -
CHANGE IN BASIS OF VALUATION**Cr M O'Dea

Item: 9.4.2
Type: Proximity (Section 5.60 (B) LGA)
Nature: Operate on adjacent land
Extent: N/A

4.46pm Cr M O'Dea withdrew from the meeting.

File Ref: N46844
Responsible Officer: John Fathers
Deputy Chief Executive Officer
Author: Pam Chambers
Rates Officer
Proposed Meeting Date: 6 November 2018

PURPOSE

The purpose of this report is to make a recommendation to the Minister for Local Government that the method of valuation of Lots 893-897; 946-950 and 2097 Pellew Road, Kendenup be designated as gross rental value (GRV) for the purposes of rating.

BACKGROUND

Following the sale and group rating of the above-mentioned lots in 2016, it was considered that the property concerned should be rated using a gross rental value (GRV) as the property is used as a quarry. Prior to this, the parcels of land concerned were group rated with an adjacent working farm and were therefore not identified as requiring a GRV valuation.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 6.28 requires the Minister for Local Government to determine the method of valuation of land to be used by a local government and publish a notice of the determination in the Government Gazette.

In determining the method of valuation to be used by a local government, the Minister for Local Government is to have regard to the principle that the basis for a rate on any land is to be either:

1. Where the land is used predominantly for rural purposes, the unimproved value of the land; and
2. Where the land is used predominantly for non-rural purposes, the gross rental value of the land.

This authority has been delegated to the Director General of the Department of Local Government, Sport and Cultural Industries.

Planning and Development Act 2005.

Shire of Plantagenet Town Planning Scheme No. 3.

EXTERNAL CONSULTATION

Consultation has taken place with the owner via a Land Use Declaration Form and a letter.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

Policy A/PA/18 relates to Methods of Valuation of Rateable Properties. This policy reads as follows:

‘OBJECTIVE:

To enable the Council to form an opinion on the predominant use of rateable properties in order to make a recommendation to the Minister for Local Government in relation to the method of valuation of those rateable properties.

POLICY:

1. *Section 6.28 of the Local Government Act 1995 provides that in determining the method of valuation of rateable property, the Minister is to have regard to the general principle that the basis for a rate on any land is to be:
 - a) *Where the land is used predominantly for rural purposes, the UV of the land; and*
 - b) *Where the land is used predominantly for non-rural purposes, the GRV of the land.**
2. *The process for reviewing the method of valuation for any rateable property will be in accordance with guidelines issued by the Department of Local Government, Sport and Cultural Industries. This involves sending a Land Use Declaration Form to each property owner followed by formal consideration by the Council;*
3. *The following factors will be considered in determining its opinion of the predominant use of land:
 - a) *Planning Scheme Zoning;*
 - b) *Activities conducted on the land;*
 - c) *Development on the property; and*
 - d) *Livelihood generated from or on the property.**
4. *Planning Scheme Zoning will be a major influence in determining the valuation method. Properties zoned Rural will generally be valued using the UV method, regardless of the property size.*
5. *Split valuations of rateable properties will not generally be pursued.*
6. *The Council will consider applications from landowners to review previous decisions to adopt or change the method of valuation of property. The process will be in line with Parts 1 to 4 of this policy.’*

Further, Policy A/PA/13 relates to Group Rating. That policy is *‘that the Council will individually rate all separate lots unless the Valuer General’s Office applies a group valuation in accordance with that Department’s policies relating to group valuations.’*

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 4.6 (Effective and efficient corporate and administrative services) the following Strategy:

Strategy 4.6.3:

‘Maintain, develop and monitor rating and property strategies’

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

OFFICER COMMENT

Local government has a role in ensuring that the rating principles of the Local Government Act, 1995 are correctly applied to rateable land within their districts.

Guidelines issued by the Department of Local Government, Sport and Cultural Industries recommend that affected property owners be requested to complete a Land Use Declaration Form when there is a proposal or request for a property’s basis for rating to be determined or changed. It is requested that the form be returned within 21 days. If the form is not returned it is assumed that the predominant use of the land is for non-rural purposes. With regard to the current matter, the Land Use Declaration Form has not been completed and returned to the Shire within the 21 day period.

The land at lots 893-897, 946-950 and 2097 Pellew Road, Kendenup is zoned rural, but is some of the lots are being used as a quarry. It is understood that the quarry was developed in the early 1960s.

The quarry is regulated by the Department of Mines, Industry Regulation and Safety. Due to this, it is classified as an ‘Existing Use’ under Town Planning Scheme No. 3 and permits are not required under the Shire’s Extractive Industries Local Law 2008.

The use and size of the various lots are as follows:

- Lot 893 Vacant farm land 84,402m²;
- Lot 894 Vacant farm land 76,713m²;
- Lot 895 Vacant farm land 76,864m²;
- Lot 896 Vacant farm land 109,770m²;
- Lot 897 Vacant farm land 104,687m²;
- Lot 946 Vacant farm land 111,136m²;
- Lot 947 Farm house and sheds 110,732m²;
- Lot 948 Quarry Site 67,152m²;
- Lot 949 Quarry Site 76,940m²;
- Lot 950 Quarry Site 76,789m²; and
- Lot 2097 Quarry Site 12,140m².

In the absence of a land use declaration, it is assumed that the quarry is the predominant use of the land. Accordingly it is considered the land should be converted to non-rural for rating purposes.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr L Handasyde:

That:

1. The predominant use of the land at Lots 893-897; 946-950 and 2097 Pellew Road, Kendenup is considered to be non-rural for rating purposes.
2. The Director General of the Department of Local Government, Sport and Cultural Industries be requested to change the method of valuation of the land area referred to in Part 1 above from unimproved value to gross rental value, in accordance with Section 6.28 of the Local Government Act 1995; and
3. The effective date of the new method of valuation be 1 July 2018.

CARRIED (6/1)

Cr J Moir voted against the motion

NO. 251/18

5.06pm Cr M O'Dea returned to the meeting.

9.4.3 FINANCIAL STATEMENTS – OCTOBER 2018

File Ref:	N46774
Attachment:	Financial Statements
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Alison Kendrick Senior Administration Officer - Finance
Proposed Meeting Date:	6 November 2018

PURPOSE

The purpose of this report is to present the financial position of the Shire of Plantagenet for the period ending 31 October 2018.

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 (i.e.: 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

Policy implications do not apply for this report and it is the opinion of the author that policy development is not required.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr B Lang:

That the Financial Statements for the period ending 31 October 2018 be received.

CARRIED (8/0)

NO. 252/18

9.4.4 LIST OF ACCOUNTS – OCTOBER 2018

File Ref:	N46898
Attachment:	List of Accounts - October 2018
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Vanessa Hillman Accounts Officer
Proposed Meeting Date:	6 November 2018

PURPOSE

The purpose of this report is to present the list of payments that were made during the month of October 2018.

STATUTORY ENVIRONMENT

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

The Chief Executive Officer has delegated authority to authorise payments (22 May 2018). 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 J Moir:

That in accordance with Regulation 13 (1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority for the month ended 31 October 2018 be received and recorded in the minutes of the Council, the summary of which is as follows:

1. Electronic Payments and Direct Debits totalling \$532,076.41;
2. Municipal Cheques 46324 to 46352 totalling \$69,533.73; and
3. Trust Cheque 469 totalling \$1,756.80.

CARRIED (8/0)

NO. 253/18

9.4.5 POLICY REVIEW - REGISTRATION PLATE PL 1 AND PL 2 ISSUE

File Ref:	N46760
Attachments:	Registration Plate PL 1 and PL 2 with amendments
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Donna Fawcett Human Resources Coordinator
Proposed Meeting Date:	6 November 2018

PURPOSE

The purpose of this report is to review Council Policy No. A/PA/11 – Vehicle Registration Plates PL 1 and PL 2 Issue.

BACKGROUND

This policy was last reviewed by the Council at its meeting held on 6 December 2016.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

OFFICER COMMENT

The vehicle which had been provided for use by the Shire President was sold in June 2018 and registration plate PL 1 has been retained with the Department of Transport.

The policy has been amended to reflect the practice when a vehicle has not been issued to the Shire President of the day, which is to retain the plates while not in use at the Shire administration building. This will enable PL1 to be re-issued if and when a vehicle is provided by the Council to the Shire President in the future.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr B Bell:

That amended Council Policy No. A/PA/11 – Vehicle Registration Plates PL 1 and PL 2 Issue, as follows:

‘OBJECTIVE:

To determine the allocation of Vehicle Registration Plates PL 1 and PL 2.

POLICY:

That the Council will:

1. If a vehicle is provided by the Council, issue to the Shire President of the day whilst that person occupies the office of Shire President Vehicle Registration Plate PL 1;
2. Retain Vehicle Registration Plate PL 1 at the Shire of Plantagenet Administration Office while not in use; and
3. Issue to the Chief Executive Officer of the day whilst that person occupies the office of Chief Executive Officer Vehicle Registration Plate PL 2.’

be endorsed.

CARRIED (7/1)

Cr J Moir voted against the motion

NO. 254/18

9.4.6 POLICY REVIEW - FINANCIAL MANAGEMENT - BORROWING PROGRAM AND ASSET FINANCING

File Ref:	N46775
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	6 November 2018

PURPOSE

The purpose of this report is to review Council Policy F/FM/6 – Financial Management – Borrowing Program and Asset Financing.

BACKGROUND

The policy was last reviewed by the Council at its meeting held on 8 November 2016.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

Regulation 50(1)(e) requires the annual financial report of a local government to include the debt service cover ratio for the financial year covered by the annual financial report and the two preceding financial years.

Western Australian Treasury Corporation Act 1986

In order to be satisfied that borrowings will not place stress on the Local Government, the Western Australian Treasury Corporation (WATC) requires financial information to be provided to the Corporation before approving any loans. Section 7.3 of the Master Lending Agreement between the Shire and the WATC requires that advances are *'subject to the condition that the Corporation's credit criteria in effect at the relevant time for such lending are met by the Borrower.'*

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 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

The Debt Service Cover Ratio measures a local government's ability to service debt out of its uncommitted or general purpose fund available for its operations. The higher the ratio, the greater the ability to cover the debt. It is calculated as follows:

$$\frac{\text{Annual operating surplus before interest and depreciation}}{\text{Principal and interest}}$$

The Net Debt Ratio illustrates a local government's ability to cover its net debt with its revenue in any given year. The lower the percentage of the ratio, the greater the ability to cover the debt. It is calculated as follows:

$$\frac{\text{Gross debt less cash and cash equivalents}}{\text{Available operating revenue}}$$

As a guide, the WATC indicates that the Debt Service Cover Ratio should be a minimum of 3.0 and the Net Debt Ratio should be less than 50%. However, the WATC's policy is not based purely on the ratios alone. Each loan application is assessed on a case by case basis using the required ratios as a starting point.

In considering the borrowing capacity, a number of factors influence the calculation of the ratios. These include the amount of the borrowings and the repayment structure of the loans (for example the term of the loan, short term or long term, interest only repayments or capital and interest repayments). Other items influencing a local government's capacity include the total operating revenue and expenses, and these items are also taken into consideration by the WATC.

The Council's position as at 30 June 2018 sits within these guidelines, with the Debt Service Cover Ratio being 3.85 and the Net Debt Ratio being 13%.

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

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr M O'Dea, seconded Cr L Handasyde:

That Council Policy F/FM/6 as follows:

'OBJECTIVE:

To recognise the degree to which borrowing is acceptable, determine in what circumstances borrowing should and should not be utilised, consider funding strategies for major assets and categories of services and satisfy the Western Australian Treasury Corporation that any new borrowings will not place financial stress on the Council.

POLICY:

- 1. Long-term borrowing will not be used to finance current operations or normal maintenance.**
 - 2. The Shire will strive to achieve a high reliance on pay-as-you-go financing for its capital improvements.**
-

3. All debt issued, including by lease purchase methods, will be repaid within a period not to exceed the expected useful lives of the improvements financed by the debt.
4. The Council may consider borrowing proposals on their merits from time to time and give favourable consideration to borrowing money for the acquisition or construction of an asset under the following circumstances:
 - a) Where the asset to be acquired is a new addition to the Council's asset base and the project contributes to the achievement of an identified strategic objective; or
 - b) Where the asset replaces an existing asset and has a useful life of greater than 10 years; or
 - c) Where the asset is required urgently and unexpectedly or a significant community need for the asset has been identified; and
 - d) One of the following funding conditions exists:
 - i) The project will reduce operating costs to an extent sufficient to cover the cost of the project and generate further savings to the Shire;
 - ii) The borrowing cost could be supported by additional revenue over the effective life of the project;
 - iii) All alternative options for undertaking the project without borrowing have been investigated and proven less advantageous to the Council;
 - iv) The income stream from the asset to be acquired or constructed exceeds the cost of borrowing over the life of that asset;
 - v) Repayments will be met by a third party such as self supporting loans and the financial stability of that party meets the criteria as set out in the Self Supporting Loans Policy;
 - vi) To save for the acquisition or construction will result in the actual cost being greater than the cost of borrowing the money and acquiring it today; or
 - vii) To delay a project would jeopardise it due to grant funding restrictions or opportunities.
5. Where surplus funds are available, the decision to repay or reduce borrowings should be made based on the facts available at the time giving due regard to minimising the overall cost to the Council.
6. The Council will, with regard to setting its annual budget and making decisions on borrowings from external agencies, aim to maintain the following financial ratios within the limits stated:
 - a) Debt Service Cover Ratio – More than 3.0
This ratio means:
Annual operating surplus before interest and depreciation

Principal and interest

b) Net Debt Ratio – Less than 50%

This ratio means:

Gross debt less cash and cash equivalents
Available operating revenue'

be endorsed.

CARRIED (8/0)

NO. 255/18

9.5 EXECUTIVE SERVICES REPORTS

9.5.1 COUNCIL MEETINGS SCHEDULE 2019

File Ref:	N46718
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Nolene Wake Executive Officer
Proposed Meeting Date:	06 November 2018

PURPOSE

The purpose of this report is to review and schedule ordinary meetings of the Council for 2019.

BACKGROUND

At its meeting held on 7 November 2017, the Council resolved:

'That:

1. *The ordinary meetings of the Council for January to December 2018 inclusive be held at four weekly intervals as follows:*
 - a) *Tuesday 30 January 2018*
 - b) *Tuesday 27 February 2018*
 - c) *Tuesday 27 March 2018*
 - d) *Tuesday 24 April 2018*
 - e) *Tuesday 22 May 2018*
 - f) *Tuesday 19 June 2018*
 - g) *Tuesday 17 July 2018*
 - h) *Tuesday 14 August 2018*
 - i) *Tuesday 11 September 2018*
 - j) *Tuesday 9 October 2018*
 - k) *Tuesday 6 November 2018*
 - l) *Tuesday 4 December 2018*
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.'*

Subsequently, the Council resolved, at its meeting held on 14 August 2018:

'That notwithstanding the decision of the Council dated 17 November 2017 relating to commencement time of Council meetings:

1. *Ordinary Meetings of the Council for the months of September, October, November and December 2018 commence at 4.00pm.*
2. *The change of commencement time of Ordinary Meetings of the Council be advertised pursuant to Regulation 12 of 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 applies.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 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

South Coast Alliance Inc and Southern Link VROC Meetings are scheduled in such a way to avoid any meeting conflicts.

OFFICER COMMENT

It will be recommended that the current four weekly cycles continue with the first meeting of 2018 to be held on 29 January 2018.

The commencement time of meetings may require some discussion. A straw poll of senior staff concluded that 9am starts would be more effective from a staff point of view, allowing council direction from the meeting to be potentially commenced on the day of the meeting, ensuring high client satisfaction.

However, as this is only staff opinion, it has not been reflected in the recommendation. Rather, the traditional 3pm start is mooted.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Cr K Clements, seconded Cr J Moir:

That:

- 1. The ordinary meetings of the Council for January to December 2019 inclusive be held at four weekly intervals as follows:**
 - a) Tuesday 29 January 2019**
 - b) Tuesday 26 February 2019**
 - c) Tuesday 26 March 2019**
 - d) Tuesday 23 April 2019**
 - e) Tuesday 21 May 2019**
 - f) Tuesday 18 June 2019**
 - g) Tuesday 16 July 2019**
 - h) Tuesday 13 August 2019**
 - i) Tuesday 10 September 2019**
 - j) Tuesday 8 October 2019**
 - k) Tuesday 5 November 2019**
 - l) Tuesday 3 December 2019**
- 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.**

AMENDMENT

Moved Cr B Bell, seconded Cr M O'Dea:

That the words 'Tuesday 5 November 2019' in part 1 (k) of the motion be deleted and replaced with the words 'Wednesday 6 November 2019'.

CARRIED (6/2)

Crs J Moir and J Oldfield voted against the motion

NO. 256/18

COUNCIL DECISION

That:

1. The ordinary meetings of the Council for January to December 2019 inclusive be held at four weekly intervals as follows:
 - a) Tuesday 29 January 2019
 - b) Tuesday 26 February 2019
 - c) Tuesday 26 March 2019
 - d) Tuesday 23 April 2019
 - e) Tuesday 21 May 2019
 - f) Tuesday 18 June 2019
 - g) Tuesday 16 July 2019
 - h) Tuesday 13 August 2019
 - i) Tuesday 10 September 2019
 - j) Tuesday 8 October 2019
 - k) Wednesday 6 November 2019
 - l) Tuesday 3 December 2019
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 (8/0)

NO. 257/18

9.5.2 POLICY REVIEW - CE/ED/1 - TOURISM

File Ref:	N46720
Attachments:	Policy with Changes
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Nolene Wake Executive Officer
Proposed Meeting Date:	06 November 2018

PURPOSE

The purpose of this report is to review Council Policy CE/ED/1 Tourism.

BACKGROUND

This Policy was last reviewed on 2 February 2016.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

EXTERNAL CONSULTATION

Regular meetings are held with the South Coast Alliance Inc (Alliance) and the Southern Link VROC to progress Regional Economic Development and Tourism.

Regular communication is also maintained with the Amazing South Coast Tourism Inc.

FINANCIAL IMPLICATIONS

The establishment of a unified industry led Destination Marketing Organisation (DMO) has been a long term aspiration for the region and the current collaboration occurring as part of this process has created a significant opportunity to achieve it.

The following adopted budget figures apply to Tourism and Area Promotion:

Visitor Centre – Building Maintenance	\$10,000.00
Visitor Centre – Building Operating	\$20,049.00
Visitor Centre – Grounds Maintenance	\$ 1,500.00
District and Area Promotion	\$72,000.00
Visitor Signage	\$20,000.00

POLICY IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

The Shire of Plantagenet provides office space to the Mount Barker Visitor Centre for 'visitor servicing' without rental charges.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 3.4 (Strong tourism region) the following Strategy:

Strategy 3.4.1:

'Promote and support local and regional tourism initiatives.'

and;

Strategy 3.4.2:

'Provide infrastructure and services to support tourism.'

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

REGIONAL IMPLICATIONS

The Amazing South Coast Inc (ASC) has now been successfully incorporated and will take on the role of the single DMO for the region.

The agreement for the provision of support for the establishment of a DMO will be between the Amazing South Coast Inc and the three Alliance member councils.

An Executive Officer has been recruited by Amazing South Coast Inc to work with the ASC Board and Alliance members to establish and operate the new DMO in line with the draft agreement.

At its meeting held on 9 October 2018, the Council resolved:

'That:

- 1. The draft agreement outlining support to be provided to Amazing South Coast Inc by the Shire of Plantagenet (and other Alliance members) for the establishment of a regional Destination Marketing Organisation be received, subject to, on Page 3 of the Establishment of Destination Marketing Organisation (DM) Project Funding Agreement 2018, the words 'and improved merchandise offering' be deleted from Point 4, clause 2.3. a) ii).*
- 2. The Chief Executive Officer be authorised to enter into a service contract with the Alliance Members and Amazing South Coast Inc in line with the draft agreement provided.'*

OFFICER COMMENT

The current tourism policy requires the amendments proposed to reflect the current position of the Shire of Plantagenet and the regional focus.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Cr L Handasyde, seconded Cr B Lang:

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

OBJECTIVE

The Council will in relation to tourism in the Shire of Plantagenet:

- a) Recognise tourism as a social and economic force and as a major or potential major employer within the diverse economy of the Shire of Plantagenet and the Great Southern.
- b) Foster and create community awareness of the benefits of tourism within the Plantagenet district.
- c) Guide and influence the development of tourism in the Plantagenet district and on a regional level.
- d) Provide the basic facilities and infrastructure sufficient to encourage development.
- e) Ensure that facilities within the Plantagenet area are adequate to cater for visitors.

POLICY

To achieve these objectives the Council will:

1. Maintain communication with the Mount Barker Visitor Centre and the Amazing South Coast Tourism Inc through board representation with the South Coast Alliance Inc.
2. Assist to foster and create a community awareness of the role and value of tourism within the Great Southern.
3. Work with the WA Tourism Commission, neighbouring Councils (in particular Albany and Denmark through the South Coast Alliance Inc), government departments and industry affiliations (for example Australia's Southwest) in all aspects of tourism development.
4. Assist with the provision of facilities to encourage destination and day trip visitors including infrastructure provision, land use planning, traffic management, environmental protection, recreation and leisure planning.
5. Endeavour to assist (financially or by other means) tourist organisations or events which have the potential to develop tourism in the Plantagenet region and create a non-exclusive benefit.
6. Provide an adequate budget allocation for tourism expenditure (District and Area Promotion).
7. In the formulation and review of its planning instruments, take into consideration policies on tourism and other leisure related issues, and requirements of tourism development.

8. Ensure the welfare of the whole community when supporting tourism development and the provision of facilities.
9. Ensure that where sensitive environmental, historic or cultural areas exist on Council managed land, these areas will be adequately protected in relation to development or usage.
10. Support:
 - a) the establishment of sustainable and viable National Parks.
 - b) enhancement of specific natural features.
 - c) conservation areas of outstanding beauty; and
 - d) recognition of items of heritage significance.
11. Complement and/or enhance individual company effort in product development through local government services, planning and regulation, co-funding and representational means.'

be endorsed.

AMENDMENT

Moved Cr M O'Dea, seconded Cr K Clements:

That:

1. In part d) delete the words 'basic facilities and'.
2. Delete the whole of part 1) and replace with 'Recognise the importance of our Regional Affiliations with the South Coast Alliance (Inc), Southern Link Voluntary Regional Organisation of Councils and Hidden Treasures as a means to further develop tourism as an economic force.'
3. Delete the whole of part 3) and replace with 'Retain membership of Australia's South West to at least Affiliate level.'
4. Add a new part 4) as follows:

'Recognise the value of working with other peak tourism organisations both government and industry bases.'
5. In part 5) delete the words 'Endeavour to assist' and replace with the word 'Encourage'.

and the motion be re-cast accordingly

CARRIED (8/0)

NO. 258/18

COUNCIL DECISION

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

'OBJECTIVE

The Council will in relation to tourism in the Shire of Plantagenet:

- a) **Recognise tourism as a social and economic force and as a major or potential major employer within the diverse economy of the Shire of Plantagenet and the Great Southern.**
- b) **Foster and create community awareness of the benefits of tourism within the Plantagenet district.**
- c) **Guide and influence the development of tourism in the Plantagenet district and on a regional level.**
- d) **Provide the infrastructure sufficient to encourage development.**
- e) **Ensure that facilities within the Plantagenet area are adequate to cater for visitors.**

POLICY

To achieve these objectives the Council will:

- 1. **Recognise the importance of our Regional Affiliations with the South Coast Alliance (Inc), Southern Link Voluntary Regional Organisation of Councils and Hidden Treasures as a means to further develop tourism as an economic force.**
- 2. **Assist to foster and create a community awareness of the role and value of tourism within the Great Southern.**
- 3. **Retain membership of Australia's South West to at least Affiliate level.**
- 4. **Recognise the value of working with other peak tourism organisations both government and industry bases.**
- 5. **Assist with the provision of facilities to encourage destination and day trip visitors including infrastructure provision, land use planning, traffic management, environmental protection, recreation and leisure planning.**
- 6. **Encourage (financially or by other means) tourist organisations or events which have the potential to develop tourism in the Plantagenet region and create a non-exclusive benefit.**
- 7. **Provide an adequate budget allocation for tourism expenditure (District and Area Promotion).**
- 8. **In the formulation and review of its planning instruments, take into consideration policies on tourism and other leisure related issues, and requirements of tourism development.**
- 9. **Ensure the welfare of the whole community when supporting tourism development and the provision of facilities.**
- 10. **Ensure that where sensitive environmental, historic or cultural areas exist on Council managed land, these areas will be adequately protected in relation to development or usage.**
- 11. **Support:**

- a) the establishment of sustainable and viable National Parks.
 - b) enhancement of specific natural features.
 - c) conservation areas of outstanding beauty; and
 - d) recognition of items of heritage significance.
12. Complement and/or enhance individual company effort in product development through local government services, planning and regulation, co-funding and representational means.'

be endorsed.

CARRIED (8/0)

NO. 259/18

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 B Bell, seconded Cr M O'Dea:

That new business of an urgent nature be introduced to the meeting.

CARRIED (8/0)

NO. 260/18

11.1 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION CHIEF EXECUTIVE OFFICER FAREWELL: ATTENDANCE OF CR K CLEMENTS

Moved Cr J Moir, seconded Cr J Oldfield:

That Cr K Clements be authorised to attend the Western Australian Local Government President's Cocktails and CEO Farewell to be held on 26 November 2018 and that accommodation and travel costs be charged to Members of Council Operating Expenses 20026.0029.

CARRIED (8/0)

NO. 261/18

12 CONFIDENTIAL**12.1 WORKS AND SERVICES REPORTS****12.1.1 LAND ACQUISITION - LOT 154 ROGERS ROAD, LOT 1 BANGALUP ROAD, LOT 938 SANDERS ROAD AND LOT 1432 TAKALARUP ROAD**Cr M O'Dea

Item: 12.1.1
 Type: Financial/Indirect Financial Interest (Section 5.60(A) and Section 5.61 LGA)
 Nature: In-laws own the land at Sanders Road
 Extent: Partner operates on the land

File Ref: N46885
**Responsible Officer: David Lynch
 Manager Works and Services**
**Author: Amy Chadbourne
 Senior Administration/Project Officer Works
 and Services**
Proposed Meeting Date: 06 November 2018

PURPOSE

The purpose of this report is to seek authority for the Chief Executive Officer to negotiate purchase of land for inclusion into existing road reserves as follows:

Lot 1432 Takalarup Road	1.40ha	Takalarup Road
Lot 938 Sanders Road	0.0572ha	Sanders Road
Lot 1 Bangalup Road	0.870ha	Bangalup Road
Lot 154 Rogers Road	1.40ha	Rogers Road

MOTION TO PROCEED BEHIND CLOSED DOORS

Moved Cr L Handasyde, seconded Cr K Clements:

5.29pm That in accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

(e) (ii) information that has a commercial value to a person; or

(e) (iii) information about the business, professional, commercial or financial affairs of a person,

CARRIED (8/0)

NO. 262/18

5.29pm Cr M O'Dea withdrew from the meeting

MOTION TO PROCEED IN PUBLIC

Moved Cr L Handasyde, seconded Cr K Clements:

5.40pm That the meeting proceed in public

CARRIED (7/0)

NO. 263/18

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr B Bell:

That:

1. Compensation be negotiated with the landowners below for road encroachments for the acquisition of:
 - a) From Lot 938 Sanders Road, Kendenup 0.0572ha for inclusion into the existing Sanders Road road reserve (Attachment One);
 - b) From Lot 1 Bangalup Road, Rocky Gully 0.870ha for inclusion into the existing Bangalup Road road reserve (Attachment Two);
 - c) From Lot 154 Rogers Road, Porongurup 1.40ha for inclusion into the existing Rogers Road road reserve (Attachment Three); and
 - d) From Lot 1432 Takalarup Road, Takalarup 1.40ha for inclusion into the existing Takalarup Road road reserve (Attachment Four).
2. The Chief Executive Officer be authorised to finalise the arrangements above.
3. The funds required, to a maximum of \$25,000.00 in total, to effect Parts 1. and 2. above be charged to Road Maintenance – Outstanding Land Resumptions - account 21211.0306.

CARRIED (7/0)

NO. 264/18

5.40pm Cr M O'Dea returned to the meeting

12.2 EXECUTIVE SERVICES REPORTS**12.2.1 STAFF ESTABLISHMENT - PROPOSED AMENDMENTS**

File Ref: N45583
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Donna Fawcett
Human Resources Coordinator
Proposed Meeting Date: 06 November 2018

PURPOSE

The purpose of this report is to recommend amendments to the existing staff establishment.

MOTION TO PROCEED BEHIND CLOSED DOORS

Moved Cr L Handasyde, seconded Cr K Clements:

5.42pm That in accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

- (a) a matter affecting an employee or employees.

CARRIED (8/0)

NO. 265/18

MOTION TO PROCEED IN PUBLIC

Moved Cr L Handasyde, seconded Cr K Clements:

5.45pm That the meeting proceed in public

CARRIED (8/0)

NO. 266/18

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr K Clements, seconded Cr B Lang:

That the Staff Establishment be amended by:

1. Creation of an additional 1.80 FTE Transfer Station Operator;
2. Creation of an additional 0.8 FTE Saleyards General Hand;
3. Creation of an additional 0.14 FTE Library Officer;
4. Deletion of the 0.4 FTE position of Grants Officer;
5. Deletion of the 1.0 FTE position of Supervisor Parks and Gardens;
6. Deletion of the 0.6 FTE position of Club Development Officer;
7. Deletion of the 0.15 FTE position of Waste;
8. Deletion of the 1.0 FTE position of Parks and Gardens Apprentice (Horticulture);
9. Deletion of the 0.1 FTE position of Cleaner/Caretaker; and
10. The total staff establishment for the Shire of Plantagenet be amended from 62.9 FTE to 62.39 FTE.

CARRIED (8/0)

NO. 267/18

13 CLOSURE OF MEETING

5.46pm The Presiding Member declared the meeting closed.

CONFIRMED: CHAIRPERSON _____ DATE: ____/____/____