



ORDINARY MINUTES

DATE: Tuesday, 9 October 2018

TIME: 4:00pm

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

Rob Stewart
CHIEF EXECUTIVE OFFICER

Resolution numbers: 208 to 239

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 S Etherington	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:

Nil

Members of the Public Present:

There were five 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 PRESENTATION – MR AIDAN O'BRYAN – WBMC (PRODUCTION COMPANY FOR THE FEATURE FILM 'RAMS')

Mr O'Bryan addressed the Council to express his appreciation for the support the film has received from both the Shire and the townspeople. Mr O'Bryan commented that the 'welcome from the region has been phenomenal' and the 'feedback received has been positive'.

In response to a question from Cr Bell, Mr O'Bryan confirmed that there was a meet the public day planned with the date to be advised.

4.2 PRESENTATION – MR IAIN MACKIE – MIDDLE WARD BRIGADE CAPTAIN, DEPUTY CHIEF BUSHFIRE CONTROL OFFICER ITEM 12.2.2 - KARRI OAK AIRSTRIP

Mr Mackie addressed the Council in support of the Karri Oak Airstrip being used as an emergency water bomber refilling site.

5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

Cr K Clements

Item: 9.1.2

Type: Code of Conduct Disclosure (S5.103 LGA/Reg 34C Local Government Administration Regulations) Perceived interests (Clause 2.3 Code of Conduct)

Nature: Wife unpaid Treasurer – Historical Society

Extent: No Financial interest

6 APPLICATIONS FOR LEAVE OF ABSENCE

Section 5.25 Local Government Act 1995

Nil

7 CONFIRMATION OF MINUTES

Moved Cr L Handasyde, seconded Cr J Moir:

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 11 September 2018 as circulated, be taken as read and adopted as a correct record.

CARRIED (9/0)

NO. 208/18

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President distributed notes separately.

The Shire President noted the passing of long-standing community member David (Dave) Stewart OAM CSTJ AFSM, offering condolences to his wife Daphne and his family. Mr Stewart was awarded the Council's Citizen of the Year in 1986.

Moved Cr C Pavlovich, seconded Cr K Clements:

That the Council's condolences be extended to the family of Mr David Stewart.

CARRIED (9/0)

NO. 209/18

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 DEVELOPMENT SERVICES REPORTS

9.1.1 LOT 50 SHELDERTON ROAD, KENDENUP - AFFIX COMMON SEAL

File Ref:	N46538
Attachments:	Location Plan Deposited Plan 414668
Attachments:	Location Plan Deposited Plan 414668
Responsible Officer:	Vincent Jenkins Acting Manager Development Services
Author:	Cobie MacLean Administration Officer (Planning)
Proposed Meeting Date:	9 October 2018

PURPOSE

The purpose of this report is to seek authority for the Shire President and Chief Executive Officer to affix the Common Seal of the Council to an Application for New Title, Notification Under Section 70A for proposed Lot 50 on Deposited Plan 414668 Shelderton Road, Kendenup.

BACKGROUND

Council records show the registered owner of Lots 2971 and 3808 Shelderton Road is J Erikson. The two lots were subject to a boundary realignment application, creating two new lots.

Lot 50 and Lot 51 mentioned above (shown on the deposited plan) are the new lot numbers proposed for a boundary readjustment plan to allow for rationalisation to improve land management.

The Acting Manager Development Services considered the proposed two lot rural boundary realignment subdivision of Lots 2971 and 3808 Shelderton Road in June 2018 in accordance with Council Delegation 7.1.

The subdivision application was supported with no condition required.

The subdivision application was approved by the Western Australian Planning Commission (WAPC) on 26 July 2018 subject to a number of conditions including:

- ‘1. A notification pursuant to section 70A of the Transfer of Land Act 1893 is to be placed on the certificate of title of proposed Lot B. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:*

‘A network electricity supply is not available to the lot/s’. (Local Government)’.

(Lot B mentioned above will become Lot 50.)

STATUTORY ENVIRONMENT

Land Administration Act 1997

Local Government Act 1995

Transfer of Land Act 1893 – Section 70A refers to factors that affects the use and enjoyment of land and notification on the title.

Planning and Development Act 2005

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

FINANCIAL IMPLICATIONS

The subdivision clearance fee of \$146.00 has been paid.

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.

OFFICER COMMENT

Condition 1 of the WAPC approval requires a Notification under Section 70A of the Transfer of Land Act 1893. The notification on the deposited plan and the certificates of title will inform prospective owners that network electricity supply is not available to Lot 50.

The Council must resolve that the Shire President and Chief Executive Officer are to affix the Shire of Plantagenet Common Seal to the Notification under Section 70A of the Transfer of Land Act 1893.

Authority is now sought for the Common Seal to be applied in order that a subdivision clearance can be issued.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Moir, seconded Cr B Bell:

That authority be granted to the Shire President and Chief Executive Officer to affix the Common Seal of the Council to the Notification under Section 70A of the Transfer of Land Act 1893 (as amended) pertaining to the creation of proposed Lot 50 Shelderton Road, Kendenup on Deposited Plan 414668.

CARRIED (9/0)

NO. 210/18

9.1.2 RESERVE 29661 ALBANY HIGHWAY, MOUNT BARKER - ARCHIVE REPOSITORY ADDITION AT THE POLICE STATION MUSEUMCr K Clements

Item: 9.1.2
Type: Code of Conduct Disclosure (S5.103 LGA/Reg 34C Local Government Administration Regulations) Perceived interests (Clause 2.3 Code of Conduct)
Nature: Wife unpaid Treasurer – Historical Society
Extent: No Financial interest

File Ref: N46495
Attachments: [Location Plan](#)
[Site Plan](#)
[Floor Plan](#)
[East and South Elevations](#)
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Vincent Jenkins
Acting Manager Development Services
Proposed Meeting Date: 9 October 2018
Applicant: Plantagenet Historical Society Inc

PURPOSE

The purpose of this report is to obtain support for concept plans for the construction of an archive repository for the Police Station Museum at Reserve 29661 Albany Highway, Mount Barker.

BACKGROUND

The Crown owns Reserve 29661 and the care, control and management of the Reserve is vested with the Shire of Plantagenet for the purpose of 'Historical Museum and Art Centre'.

The catalyst for the proposed archive repository has come about due to a recent fire at the Historical Society in Busselton. The fire destroyed many of their irreplaceable records and a similar event in Mount Barker would be devastating.

The Plantagenet Historical Society identified the need to create an archive repository with an appropriate fire rating so that historical records can be kept onsite for their ongoing work (such as provenance and cataloguing) as well as ensuring that visitors can easily access historical records for their own research.

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 (Public Purpose).

Heritage of Western Australia Act 1990 – the Second Police Station/Student Hostel building is entered in the State Register and is protected under the Act, which warrants any proposed development to respect the building's heritage significance.

Heritage of Western Australia Regulations 1991 - Works, acts or things excluded from definition of development.

EXTERNAL CONSULTATION

Any application for development approval will need to be referred to the Department of Planning, Lands and Heritage for their consideration and comment.

FINANCIAL IMPLICATIONS

The estimated costs for the construction of the repository will be approximately \$100,000.00.

POLICY IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

As care, control and management of the Reserve 29661 is vested with the Shire of Plantagenet the new building will be the responsibility of the Council.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 2.2 (Appropriate development which is diverse in nature and protects local heritage) the following Strategy:

Strategy 2.2.2:

'Ensure quality, consistent and responsive development and building assessment approval processes and enforcement'

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

The Shire of Plantagenet Corporate Business Plan 2016/2017 – 2020/2021 includes Action 2.2.2.1:

'Guide local development in accordance with the Planning Scheme.'

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

OFFICER COMMENT

The proposed repository works will involve the construction of an addition to the south elevation of the existing Second Police Station/Student Hostel building to link with the existing records room.

The proposed addition will be 7.5m long and 3.2m wide and the height of the addition will be below the eave line of the existing Second Police Station/Student Hostel building.

The proposed internal alterations will involve replacement of the current door to the entrance of the existing records room with a fire rated door. Further alterations will involve the two existing windows at the toilets to be removed and the resulting window openings to be brick-filled. The windows will be replaced by two skylights to allow natural light to flow into the toilet areas.

The proposed addition will be contemporary in design but will use materials and colours that complement the Second Police Station/Student Hostel building.

Should the Council agree to allow the Plantagenet Historical Society to proceed, they will carry out further research for the submission of an application for development approval.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Lang, seconded Cr L Handasyde:

That the Second Police Station/Student Hostel building addition plans dated 28 August 2018 for the construction of an archive repository for the Police Station Museum at Reserve 29661 Albany Highway, Mount Barker be supported.

CARRIED (9/0)

NO. 211/18

9.2 WORKS AND SERVICES REPORTS

9.2.1 MARMION STREET, MOUNT BARKER - PROPOSED OBSTRUCTION TO PREVENT VEHICULAR MOVEMENT

File Ref:	N46616
Attachments:	Location Map
Responsible Officer:	David Lynch Manager Works and Services
Author:	Amy Chadbourne Senior Administration/Project Officer Works and Services
Proposed Meeting Date:	09 October 2018

PURPOSE

The purpose of this report is to consider submissions received in relation to the advertising of the proposal to place obstructions at the north and south end of the gravel section of Marmion Street, Mount Barker for a period of five years.

BACKGROUND

The Council at its meeting held on 17 July 2018 resolved:

‘That:

- 1. Pursuant to Section 3.50 of the Local Government Act 1995, local public notice be given of the proposal to place obstructions at the north and south end of the gravel section of Marmion Street, Mount Barker (see Attachment Two) to restrict the passage of vehicles for a period of five (5) years and that each person who is prescribed for the purposes of Section 3.50 be given written notice of the proposal and that submissions be invited for a period of 28 days.*
- 2. A further report be prepared for the Council’s consideration at the conclusion of advertising on or before the Ordinary Council Meeting of 9 October 2018.’*

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 3, Division 3, Section 3.50 – ‘Closing certain thoroughfares to vehicles’

Local Government (Functions and General) Regulations 1996, Part 2, Section 4 – ‘Persons prescribed to be notified of road closure’.

EXTERNAL CONSULTATION

As required by Section 3.50 of the Local Government Act 1995, public notice of the proposal was placed in the Albany Advertiser on 7 August 2018 and the Plantagenet News on 8 August 2018. Information was also placed on the Shire of Plantagenet website and the public notice board within the Shire Administration Office. One submission was received from a member of the public who objected to the proposed placement of the obstructions.

Written notice of the proposal inviting submissions to be forwarded to the Shire in writing by 12 September 2018 was provided to various parties as detailed in Section

4 of the Local Government (Functions and General) Regulations 1996. Responses were received from Western Power, Water Corporation, Department of Planning, Lands and Heritage, Main Roads WA and the Chief Bushfire Control Officer for the Shire of Plantagenet. No objection was raised in the responses received.

FINANCIAL IMPLICATIONS

If approval is given for obstructions to be placed on Marmion Street then the Council will incur a cost to supply and install the bollards and fire gates. It is estimated the cost to do so will be in the vicinity of \$4,000.00 with the costs to be charged to the Road Maintenance account.

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 2.4 (Safe and reliable transport infrastructure) the following:

Strategy 2.4.4:

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

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 2.4.4.2:

'Ensure both temporary and permanent road closures are processed and approved in accordance with all necessary legal and administrative requirements.'

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

OFFICER COMMENT

Submissions received from prescribed persons did not provide any objections to the proposal, however, the following requests should be noted.

The Chief Bushfire Control Officer requested that fire vehicle access be considered and that the barriers installed are the unlockable type with a universal key, the same as other gates used at Shire reserves.

The Water Corporation requested that a safe and practical means of access be provided if an asset needed to be repaired and the Department of Planning, Lands and Heritage noted the situation would need reviewing if a change in the vesting of the land was to occur during the five year period. The land referred to is Unallocated Crown Land as shown on Attachment One. The lots in this section of land currently are uncleared bush.

One response to the proposal was received from a member of the public. The resident, who lives on Langton Road, claims that the volume of traffic on the western end of Langton Road near the Marmion Street intersection will increase as will the number of speeding vehicles as a direct result of the proposed placement of obstructions on Marmion Street. The resident claims that many vehicles are already

speeding when heading out of town and that traffic noise would also increase. In the email received, it was suggested the installation of a roundabout be considered to slow traffic down.

Traffic counters were recently installed at the 50 and 70 speed signed sections of Langton Road for four weeks from 29 August to 25 September and the following information was recorded.

Langton Road – 50m east of Marmion Street (50km/hr zone)

- 801 vehicles per day with approximately 30% travelling at more than 50km/hr

Langton Road – 70m east of Taylor Road (70km/hr zone)

- 597 vehicles per day with approximately 50% travelling at more than 70km/hr

The traffic counter placed near the Marmion Street intersection has recorded more vehicles than the other due to its positioning, where it is to be expected vehicles would be travelling to and from the medical centre.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr B Lang:

That:

- 1. After considering all submissions to the proposal that obstructions be placed at the north and south end of the gravel section of Marmion Street, Mount Barker (see Attachment One) to restrict the passage of vehicles for a period of five (5) years pursuant to Section 3.50 of the Local Government Act 1995, that closure is now ordered.**
- 2. Local public notice of the order referred to in (1) above be given.**
- 3. All prescribed persons relating to the proposal pursuant to Section 3.50 of the Local Government Act 1995 be notified of the order.**

CARRIED (9/0)

NO. 212/18

9.3 COMMUNITY SERVICES REPORTS

9.3.1 COMMUNICATIONS AND SOCIAL MEDIA POLICY

File Ref:	N46318
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Kirsten Perrin Community Development Officer
Proposed Meeting Date:	09 October 2018

PURPOSE

The purpose of this report is to recommend the adoption of new policy IT/I/2 – Communications and Social Media Policy, which establishes protocols governing communications and the use of social media as an official communication tool for the Shire of Plantagenet.

BACKGROUND

The Council does not currently have an official social media presence or related social media policy covering the use of social media by its Elected Members and officers as an official communication tool of Shire of Plantagenet. The Council also does not have a communications policy.

At the Council meeting held on 14 August 2018, a key performance indicator identified in the annual performance review of the Chief Executive Officer was adopted, namely: *'Social Media. Stage one: Create a Shire Facebook presence with adequate monitoring and responses.'*

STATUTORY ENVIRONMENT

Criminal Code Act 1995 (Commonwealth)

Defamation Act 2005 (Western Australia)

Electronic Transactions Act 2011 (Western Australia)

Freedom of Information Act 1992 (Western Australia)

Local Government Act 1995 (Western Australia)

Local Government (Rules of Conduct) Regulations 2007 (Western Australia)

Spam Act 2003 (Commonwealth)

State Records Act 2000 (Western Australia).

EXTERNAL CONSULTATION

The City of Albany, Shire of Cranbrook, and Shire of Denmark were consulted in the preparation of the draft policy.

The draft policy is based on the Communications and Social Media Policy developed by the WA Local Government Association (WALGA).

FINANCIAL IMPLICATIONS

The financial implications for this report are difficult to estimate, as the required amount of staff time to manage a social media presence is yet to be determined. As an estimate only, the staff time required would be 0.5 FTE, subject to review after 12 months.

To ensure compliance with the State Records Act 2000 and the Shire of Plantagenet Record Keeping Plan, it will be necessary to purchase an external social media record management service and social media management platform. This is likely to cost between \$5,000.00 and \$10,000.00 per annum.

POLICY IMPLICATIONS

This report recommends the adoption of a new Council policy.

However, other Council Policies, as follow, relate:

Internal Policy CS-4 – Internet and Email Usage

OP/HRP/2 – Code of Conduct

A/RM/1 – Record Keeping

Customer Service Charter

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides:

At Outcome 4.2 (Effective engagement with the community and stakeholders) the following Strategy:

Strategy 4.2.1:

‘Keep the community well informed on Council initiatives.’

and;

Strategy 4.2.5:

‘Aim to use communication methods and tools preferred by stakeholders and our community.’

It further provides at Outcome 4.3 (Innovative and accessible customer services and information) the following Strategy:

Strategy 4.3.4:

‘Increase use of new technology to engage with the public and keep them informed.’

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

STRATEGIC RISK IMPLICATIONS

The Shire’s Strategic Risk Register provides at Risk No. 4.2.2 (Failure to effectively engage stakeholders).

The control processes and mitigation for Risk 4.2.2 include media releases, Shire website, Shire flyer, community satisfaction monitoring, and proactively manage and engage relationships with community groups.

Social media is not identified as an action for Risk 4.2.2 but using social media to effectively engage stakeholders was recently discussed by Councillors as a possible action.

OFFICER COMMENT

The Shire of Plantagenet has only a limited social media presence and no related communications/social media policy. It is reported that almost eight in 10 people in Australia use social media and 94% of those users are on Facebook (Sensis Social Media Report June 2018).

The value of engaging with our community using social media cannot be underestimated, particularly with a variety of demographics on their chosen platforms. Social media provides an opportunity to share the positive actions of the Shire and the Council, whilst building our brand and participating in genuine two-way communication, which will enhance our community relationships.

The Council identified the need for a social media presence and addressed this need by adopting a key performance indicator (KPI) for the CEO, namely, '*Social Media. Stage one: Create a Shire Facebook presence with adequate monitoring and responses.*'

The new Communications and Social Media policy will support the achievement of this KPI by providing guidelines for the appropriate use of social media by Elected Members and authorised officers. It will also provide broader guidance for all Shire of Plantagenet communications.

Once a Facebook presence has been established, the Shire social media presence may be expanded to include an Instagram account. Any further social media platform additions can be identified during the regular policy review.

As this is a new form of communication and engagement for the Shire, estimating staff resourcing is difficult. For this reason, a review of the required staff resources should take place after 12 months.

The use of external social media management tools will ensure that all relevant legislation is complied with, and the standard of content created, scheduled and shared will be controlled.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

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

That:

1. New Council Policy IT/I/2 – Communications and Social Media Policy, as follows:

OBJECTIVE:

This policy establishes protocols for the Shire of Plantagenet's official communications with its public to ensure the Shire of Plantagenet is professionally and accurately represented, and to maximise a positive public perception of the Shire.

To ensure that all the Shire's social media interactions are preserved and available as corporate knowledge in accordance with the *State Records Act 2000*.

POLICY:

1.0 Scope

1.1. This policy applies to:

- a) Communications initiated or responded to by the Shire of Plantagenet with the public; and
- b) Elected Members when making comment in either their role as a Councillor or in a personal capacity.

2.0 Official Communications

2.1. The purposes of the Shire of Plantagenet's official communications include:

- a) Sharing information required by law to be publicly available;
- b) Sharing information that is of interest and benefit to the community;
- c) Promoting Shire of Plantagenet events and services;
- d) Promoting public notices and community consultation/engagement opportunities;
- e) Answering questions and responding to requests for information relevant to the role of the Shire of Plantagenet; and
- f) Receiving and responding to community feedback, ideas, comments, compliments and complaints.

2.2 The Shire of Plantagenet's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council, where applicable. Our communications will always be respectful and professional.

2.3 The Shire of Plantagenet will use a combination of different communication modes to suit the type of information to be

communicated and the requirements of the community or specific audience, including:

- a) Website;
- b) Advertising and promotional materials;
- c) Media releases;
- d) Public Electronic Notice Board;
- e) Social media; and
- f) Community newsletters, letter drops and other modes of communications at the discretion of the CEO.

3.0 Speaking on behalf of the Shire of Plantagenet

3.1 The Shire President is the official spokesperson for the Shire of Plantagenet and may represent the Shire in official communications, including; speeches, comment, print, electronic and social media. *(s2.8 (1) (d) of the Local Government Act 1995).*

3.2 Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson. *(s.2.9 and s.5.34 of the Local Government Act 1995).*

3.3 The CEO may speak on behalf of the Shire of Plantagenet, where authorised to do so by the Shire President. *(s.5.41 (f) of the Local Government Act 1995).*

3.4 The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the Local Government.

4.0 Responding to Media Enquiries

4.1 All enquiries from the media for an official Shire of Plantagenet comment, whether made to an individual Elected Member or employee, must be directed to the Shire President, CEO or a person authorised by the Shire President or CEO. Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire of Plantagenet.

5.0 Website

5.1 The Shire of Plantagenet will maintain an official website, as our public's online resource to access the Shire's official communications and publicly available information.

6.0 Social Media

6.1 The Shire of Plantagenet uses social media to facilitate interactive information sharing and to provide responsive feedback to our public. The use of social media does not replace traditional forms of communication but provides another avenue to engage the community.

- 6.2 Social media will not, however, be used by the Shire of Plantagenet to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.
- 6.3 The Shire of Plantagenet will ensure that social media activities are adequately resourced by staff to allow for content development, monitoring, interpreting the volume and content of messages, and responding as required. This includes using a social media management platform to ensure a high standard of content creation and delivery.
- 6.4 Access to social media platforms by employees, during work time, will only be for the purposes of managing the Shire of Plantagenet accounts. Access to personal accounts is not permitted.
- 6.5 The Shire of Plantagenet will maintain social media accounts approved by the CEO.
- 6.6 All Shire of Plantagenet social media pages will be branded using the Shire of Plantagenet logo, slogan, symbol, and/or colour combination ensuring a clearly identifiable and consistent presentation of the Shire brand.
- 6.7 The Shire of Plantagenet may also post and contribute to social media hosted by others, so as to ensure that the Shire of Plantagenet strategic objectives are appropriately represented and promoted.
- 6.8 The Shire of Plantagenet actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The Shire of Plantagenet will moderate its social media accounts to address and where necessary delete content which is deemed as:
- a) Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
 - b) Promotional, soliciting or commercial in nature;
 - c) Unlawful or incites others to break the law;
 - d) Information which may compromise individual or community safety or security;
 - e) Repetitive material copied and pasted or duplicated;
 - f) Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
 - g) Content that violates intellectual property rights or the legal ownership of interests or another party; and
 - h) Any other inappropriate content or comments at the discretion of the Shire of Plantagenet.

6.9 An opportunity exists to take part in social media conversations about the Plantagenet area and the Shire of Plantagenet, and will help us:

- a) Respond faster to the public's concerns;**
- b) Be more accessible when people want to be heard;**
- c) See what matters most to our public; and**
- d) Reduce the risk and impact of negative comments and bad publicity.**

6.10 Where a third party contributor to a Shire of Plantagenet social media page is identified as posting content which is deleted in accordance with the above, the Shire of Plantagenet may at its complete discretion block that contributor for a specified period of time or permanently.

7.0 Content

7.1 When using social media platforms, Elected Members and Shire employees will:

- a) Abide by the Code of Conduct Policy OP/HRP/2 and Customer Service Charter;**
- b) Adhere to Shire policies and procedures;**
- c) Uphold the values of the Shire of Plantagenet;**
- d) Act in a timely and appropriate manner;**
- e) Be transparent, accurate, professional, fair, respectful, responsible, aware of confidentiality and privacy, and be careful at all times;**
- f) Ensure that all relevant legislation has been complied with;**
- g) Avoid political bias; and**
- h) Take steps to avoid real or perceived conflicts of interest.**

7.2 Content uploaded to social media must only disclose information which is classified as suitable for the public domain. Information posted must be accurate and not misleading in any way. When developing or posting content, staff must not:

- a) Use abusive, profane or sexually explicit language;**
- b) Undertake commercial solicitations or transactions;**
- c) Use copyright or ownership protected materials without appropriate approvals;**
- d) Be discriminatory, defamatory, or encourage law breaking behaviour;**
- e) Compromise the Council, its employees, or safety;**
- f) Reference clients, partners or suppliers without approval;**
- g) Promote or create spam; or**

h) **Air personal campaigns.**

7.3 Content which is subject to copyright (applications, audio, video, graphics, images, photographs, publications) will not be used unless prior written consent is obtained from the creator or copyright owner and the original author or source of the material is acknowledged. Employees will be diligent in their consideration of brand, copyright, fair use and trademarks.

8.0 Record Keeping and Freedom of Information

8.1 Official communications undertaken on behalf of the Shire of Plantagenet, including on the Shire's social media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

9.0 Personal Communications

9.1 Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media have the potential to be made public, whether it was intended to be made public or not.

Therefore, on the basis that personal or private communications may be shared or become public at some point in the future, Elected Members must ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct, and the *Local Government (Rules of Conduct) Regulations 2007*.

10.0 Elected Member Statements on Shire of Plantagenet Matters

10.1 An Elected Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Plantagenet.

It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had an opportunity to speak on behalf of the Shire of Plantagenet.

10.2 Any public statement made by an Elected Member, whether made in a personal capacity or in their Local Government representative capacity, must:

- a) Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of the Shire of Plantagenet;
 - b) Be made with reasonable care and diligence;
 - c) Be lawful, including avoiding contravention of copyright, defamation, discrimination or harassment laws;
 - d) Not contain factually incorrect statements;
-

- e) **Avoid damage to the reputation of the local government;**
 - f) **Not reflect adversely on a decision of the Council;**
 - g) **Not reflect adversely on the character or actions of another Elected Member or employee;**
 - h) **Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Elected Member, employee or community member.**
- 10.3 Communications by Elected Members, whether undertaken in an authorised official capacity or as a personal communication, must not:**
- a) **Bring the Shire of Plantagenet into disrepute;**
 - b) **Compromise the person's effectiveness in their role with the Shire of Plantagenet;**
 - c) **Imply the Shire's endorsement of personal views; or**
 - d) **Disclose, without authorisation, confidential information including matters discussed in Council workshops.**
- 10.4 Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Plantagenet.**
- 10.5 Elected Member communications must comply with the Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007.**
- 10.6 An Elected Member who is approached by the media for a personal statement may request the assistance of the CEO.**
- 10.7 Comments which become public and which breach this policy, the Code of Conduct, or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a serious breach of the *Local Government Act 1995* and may be referred for investigation.**

REVIEW

This policy will initially be reviewed 12 months after Council adoption to ensure that staff resourcing is sufficient.

Subsequent review of this policy will occur every two years as part of the normal review process.'

be endorsed.

CARRIED (8/1)

NO. 213/18

Cr J Moir voted against the motion

9.3.2 FROST PARK OVAL - MAINTENANCE AND SERVICE LEVELS

File Ref:	N46604
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Fiona Pengel Manager Community Services
Proposed Meeting Date:	09 October 2018

PURPOSE

The purpose of this report is to recommend that the synthetic cricket wicket located at Frost Park remains in place until an additional cricket field at the Mount Barker Community College (MBCC) is established.

BACKGROUND

The Mount Barker Cricket Club was based at Sounness Park prior to the Sounness Park redevelopment.

The Sounness Park facility redevelopment commenced in 2013 as the result of several recreation plans that identified the need for a primary outdoor ball sports complex at Sounness Park. Frost Park was then to become the equine facility precinct.

In April 2014, the Sounness Park Community Recreation Facility Stage One, was opened, consisting of an AFL oval, change rooms and club house.

Stages Two and Three were opened in March 2016 which completed the development of Sounness Park as the primary ball sport facility in the Shire of Plantagenet.

During construction at Sounness Park, the Shire accessed funds to provide a synthetic wicket at Frost Park to enable cricket to be played while the new facilities were developed.

Following completion of the facilities at Sounness Park, the Council resolved at its meeting on 13 September 2016;

'That:

- 1. The synthetic cricket wicket at Frost Park remain in place and be maintained to the same level as the rest of the Frost Park playing surfaces.*
 - 2. The Mount Barker Cricket Club be advised of this decision and of the maintenance standard employed for this playing surface.*
 - 3. That Frost Park be used for cricket as a last resort as Sounness Park is the preferred venue for cricket in Mount Barker.*
 - 4. It is the position of the Council that Frost Park should be used primarily for equine activities rather than ball sports.*
 - 5. This decision be reviewed prior to the Council Meeting in October of 2018.'*
-

The numbers of cricket players have continued to increase and the Frost Park cricket oval has been used for junior, and mens 'B' Grade cricket matches in the 2016/2017 and 2017/2018 seasons.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

EXTERNAL CONSULTATION

Consultations have taken place with the MBCC and the Mount Barker Cricket Club.

FINANCIAL IMPLICATIONS

There are no financial implications for this report. However, funding will be sought to resource the development of a second cricket field at MBCC.

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.

OFFICER COMMENT

As Frost Park is primarily an equine facility, the playing surface at Frost Park has gradually deteriorated as it is no longer being maintained to the high standards required when it was used as the main cricket oval.

Several discussions have taken place with the MBCC and the Mount Barker Cricket Club to investigate options for an alternative second cricket field at the MBCC.

Discussions have been fruitful and a recent survey of the MBCC sports oval has identified that there is sufficient space for a Cricket Australia compliant Open Age (Community Club) cricket field. The MBCC oval will cater for the cricket players using the existing cricket facilities at Frost Park.

Western Australia Cricket Association (WACA) has also changed its project eligibility criteria to include community cricket facilities on Department of Education land. This opens a potential funding source for the development of a second cricket pitch at MBCC.

Having a second community cricket field at MBCC will provide additional facilities for the students, potentially increasing participation in the sport and provide an

opportunity for the MBCC and the Shire to share the costs of maintaining the cricket field.

Any resource sharing arrangement will be subject to a Memorandum of Understanding between the Shire and the MBCC which will require a further report to the Council.

Relocating the secondary cricket field to the MBCC will also enable the Shire to remove the synthetic cricket wicket from Frost Park, allowing equestrian sports to safely take place on the oval without the need for fencing off the central section of the oval.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr K Clements:

That:

- 1. The synthetic wicket at Frost Park remain in place for the next two cricket seasons (2018/2019 and 2019/2020).**
- 2. The playing surface continue to be maintained to the same level as the rest of the Frost Park playing surfaces.**
- 3. The Mount Barker Cricket Club be advised of this decision and of the maintenance standard employed for this playing surface.**
- 4. Funding for a second cricket field, to be located at the Mount Barker Community College, be pursued.**
- 5. This decision be reviewed prior to the Council Meeting in October of 2020, or after a cricket wicket is installed at the Mount Barker Community College, whichever comes first.**

CARRIED (9/0)

NO. 214/18

9.3.3 GREAT SOUTHERN OUTDOOR RECREATION STRATEGY - ENDORSEMENT

File Ref:	N46608
Attachments:	<u>Great Southern Outdoor Recreation Strategy 2018-2021.</u>
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Fiona Pengel Manager Community Services
Proposed Meeting Date:	09 October 2018

PURPOSE

The purpose of this report is to seek Council endorsement of the Great Southern Outdoor Recreation Strategy 2018 - 2021 (the strategy).

BACKGROUND

The Great Southern Outdoor Recreation Strategy has been developed by the Great Southern Centre of Outdoor Recreation Excellence (GSCORE). The GSCORE resulted from collaboration between the Department of Local Government, Sport and Cultural Industries, the Albany Chamber of Commerce and Industry (ACCI) and the Great Southern Development Commission (GSDC).

The objective of the GSCORE is to maximise the economic and tourism potential of the outdoor recreation sector in our region. To this end, the strategy seeks to provide clear direction for the industry and to guide a collaborative approach to investment in the sector.

Through the 2018/2019 budget process, the Council has allocated \$5,000.00 towards the development of a Great Southern Regional Trails Master Plan which is a key priority identified in the strategy.

GSCORE has been providing regular updates of the project to the 11 local governments in the Great Southern region through the Great Southern Recreation Advisory Committee.

At its meeting on 14 September 2018, the Council endorsed the Great Southern Sport and Recreation Plan which provides strategies for developing and maintaining sport and recreation facilities in the Great Southern region.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

EXTERNAL CONSULTATION

State government departments, local governments, tourism organisations, training providers, community groups and outdoor recreation industry stakeholders have been consulted through the development of this strategy.

Following endorsement by the Council, the Plan will be released for public comment.

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

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 4.1 (Effective governance and leadership) the following Strategy:

Strategy 4.4.1:

‘Support strategic alliances, stakeholder forums and advisory committees that assist Shire in policy development and service planning.’

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

REGIONAL IMPLICATIONS

The strategy will provide regional direction for the development of infrastructure and industry support for outdoor recreation in the Great Southern.

OFFICER COMMENT

The purpose of the strategy is to encourage collaboration across the Great Southern region local government areas to improve the provision of outdoor infrastructure and to increase levels of participation in outdoor recreation activities.

The Strategy provides for an integrated approach to outdoor recreation across the Great Southern over a three-year period. It will enable stakeholders to plan, develop, manage and promote outdoor recreation in the Great Southern.

The objectives of the Strategy are to:

- Establish strong partnerships that will guide infrastructure development and management.
- Build and manage world-class trails and facilities.
- Promote the Great Southern as an adventure tourism destination.
- Build capacity and capability amongst outdoor recreation providers.
- Ensure all people have more opportunities to participate in outdoor recreation.

The strategy requires endorsement by all 11 local governments in the region before a four week consultation period is undertaken.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr B Lang:

That the Great Southern Outdoor Recreation Strategy 2018 – 2021 be endorsed.

CARRIED (9/0)

NO. 215/18

9.4 CORPORATE SERVICES REPORTS

9.4.1 FINANCIAL STATEMENTS – SEPTEMBER 2018

File Ref:	N46617
Attachment:	Financial Statements
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Alison Kendrick Senior Administration Officer - Finance
Proposed Meeting Date:	09 October 2018

PURPOSE

The purpose of this report is to present the financial position of the Shire of Plantagenet for the period ending 30 September 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 J Oldfield:

That the Financial Statement for the period ending 30 September 2018 be received.

CARRIED (9/0)

NO. 216/18

9.4.2 LIST OF ACCOUNTS – SEPTEMBER 2018

File Ref:	N46674
Attachment:	List of Accounts - September 2018
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Emma Gardner Accounts Officer
Proposed Meeting Date:	09 October 2018

PURPOSE

The purpose of this report is to present the list of payments that were made during the month of September 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 B Bell, seconded Cr B Lang:

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 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 \$796,549.91;
2. Municipal Cheques 46298 to 46309 and 46311 to 46321 totalling \$42,967.95;
3. Cancelled Cheques 46310 to be noted.

CARRIED (9/0)

NO. 217/18

9.4.3 POLICY REVIEW - HALL HIRE DONATIONS

File Ref: N46619
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: John Fathers
Deputy Chief Executive Officer
Proposed Meeting Date: 9 October 2018

PURPOSE

The purpose of this report is to review Council Policy A/PA/4 – Halls – Hall Hire Donations.

BACKGROUND

The policy was last reviewed by Council at its meeting held on 11 October 2016.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

FINANCIAL IMPLICATIONS

This policy provides proper fiscal control of hiring of Council controlled venues.

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 4.6.6:

'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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Moir, seconded Cr M O'Dea:

That Council Policy A/PA/4 – Halls – Hall Hire Donations:

‘OBJECTIVE

To enable the Council to encourage use of Council venues, properly account for both hall and equipment hire charges and to protect assets from misuse or inadvertent damage.

POLICY:

1. That for any hire of a Council facility or Council owned equipment, the appropriate bond, as adopted by the Council shall be paid by the hirer.
2. As the Council has set hall hire fees at a rate designed to encourage greater use of such facilities the Council will not consider further donations of hall hire except during the budget grants process.’

be endorsed.

CARRIED (9/0)

NO. 218/18

9.4.4 NEW FEE - ADDITIONAL RECYCLING BIN COLLECTION

File Ref: N46621
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: John Fathers
Deputy Chief Executive Officer
Proposed Meeting Date: 09 October 2018

PURPOSE

The purpose of this report is to recommend the adoption of a new fee for an additional recycling bin service.

BACKGROUND

A request has been received from a resident of Mount Barker for an additional recycling bin service. The young family generates a lot of 'glass' recycling. They have used the recycling options at the tip but it is not as convenient as the recycling has to be separated.

The Shire currently has one fee for each service (rubbish bin and recycling bin combined). Agreeing to this request would necessitate a new fee for an additional recycling bin service.

STATUTORY ENVIRONMENT

Waste Avoidance and Resources Recovery Act 2007

Subsection 1 of this Act states that *'A local government may, in lieu of, or in addition to a rate under section 66, provide for the proper disposal of waste, whether within its district or not, by making an annual charge per waste receptacle, payable in one sum or by equal monthly or other instalments in advance, in respect of premises provided with a waste service by the local government.'*

The provisions of the Local Government Act 1995 relating to the recovery of general rates apply with respect to a charge referred to in subsection 1.

Local Government Act 1995

Sections 6.16 – 6.19 inclusive of the Local Government Act 1995 determine the procedure for setting fees and charges. Section 6.16 (3) states:

'Fees and charges are to be imposed when adopting the annual budget but may be

–

(a) imposed during a financial year;*

(b) amended from time to time during a financial year.*

**Absolute majority vote required.'*

Section 6.19 states:

'If a local government wishes to impose any fees and charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of –

- (a) its intention to do so; and
(b) the date from which it is proposed the fees or charges will be imposed.'*

The amended fee will need to be advertised for a minimum period of seven days in accordance with the definition of 'Local Public Notice' at Section 1.7 of the Local Government Act 1995.

FINANCIAL IMPLICATIONS

The new fee would more than meet the cost of the additional service.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 2.9 (Integrated waste management) the following Strategy:

Strategy 2.9.5:

'Where possible, implement recycling capability and encourage proactive recycling of household waste

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

OFFICER COMMENT

The current charges for collection of bins under the contract with Cleanaway are as follows:

- 120 litre rubbish bins (weekly) \$1.261 (Annual cost \$65.57);
- 240 litre recycling bins (fortnightly) \$2.913 (Annual cost \$75.74).

Given that the current fee for the domestic rubbish and recycling service is \$205.00, the proportion attributable to recycling is 53.6%. On this basis, a 'stand alone' additional recycling fee should be \$110.00.

It is recommended that the new fee be established following the required advertising.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

Moved Cr M O'Dea, seconded Cr J Oldfield:

That:

1. A new fee for an additional recycling bin service of \$110.00 be introduced effective from 18 October 2018.
2. The amendment to the Council's schedule of fees and charges be advertised in accordance with the provisions of Section 6.19 of the Local Government Act 1995.

AMENDMENT

Moved Cr J Moir,

That the figure of '\$110.00' be replaced with the figure '\$80.00' in Part 1. of the motion.

The motion lapsed for want of a seconder.

COUNCIL DECISION

The Motion was put.

CARRIED (8/1)

NO. 219/18

Cr J Moir voted against the motion

Absolute Majority

9.4.5 POLICY REVIEW - HIRE OF COUNCIL CONTROLLED PROPERTY

File Ref: N46620
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: John Fathers
Deputy Chief Executive Officer
Proposed Meeting Date: 9 October 2018

PURPOSE

The purpose of this report is to review Council Policy A/PA/1 – Hire of Council Controlled Property.

BACKGROUND

The policy was last reviewed by the Council at its meeting held on 11 October 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

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 2.5 (Council buildings and facilities that meet community needs) the following Strategy:

Strategy 2.5.1:

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

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

OFFICER COMMENT

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

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr J Moir:

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

‘OBJECTIVE

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

POLICY:

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

be endorsed

CARRIED (9/0)

NO. 220/18

9.4.6 POLICY REVIEW - REGIONAL PRICE PREFERENCE

File Ref:	N46618
Attachments:	Policy with Changes
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	9 October 2018

PURPOSE

The purpose of this report is to review Council Policy Regional Price Preference Policy F/FM/14.

BACKGROUND

This policy was last adopted by the Council on 11 October 2016.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

Regulations 24A to 24G provide that a local government located outside the metropolitan area may give a regional price preference to a 'regional' tenderer and specifies the process for implementing this. Statewide public notice must be given of the intention to have a price preference policy. The applicable region needs to be defined in the policy, which must be (or include) the entire district of the local government.

Regulation 24D states that:

- (1) *A preference may be given to a regional tenderer by assessing the tender from that regional tenderer as if the price bids were reduced by —*
- (a) *up to 10% — where the contract is for goods or services, up to a maximum price reduction of \$50 000; or*
 - (b) *up to 5% — where the contract is for construction (building) services, up to a maximum price reduction of \$50 000; or*
 - (c) *up to 10% — where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500 000, if the local government is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the local government.*
- (2) *Although goods or services that form a part of a tender submitted by a tenderer (who is a regional tenderer by virtue of regulation 24B(2)(b)) may be —*
- (a) *wholly supplied from regional sources; or*
 - (b) *partly supplied from regional sources, and partly supplied from non-regional sources, only those goods or services identified in the tender*

as being from regional sources may be included in the discounted calculations that form a part of the assessments of a tender when a regional price preference policy is in operation.

- (3) *Despite subregulation (1), price is only one of the factors to be assessed when the local government is to decide which of the tenders it thinks would be most advantageous to that local government to accept under regulation 18(4).'*

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

It is considered that the policy is still relevant and appropriate. However, when the policy was adopted, in line with the spirit of regional co-operation with the Southern Link Voluntary Regional Organisation of Councils (VROC) and Lower Great Southern Alliance, the 'Prescribed Area' was deemed to include the Shire of Plantagenet as well as local governments within those regions, namely:

- Southern Link VROC - Broomehill-Tambellup, Cranbrook and Kojonup; and
- Lower Great Southern Alliance – Albany, Denmark and Jerramungup.

It was also considered appropriate to also include the other local government areas which share a border with the Shire of Plantagenet, namely Gnowangerup and Manjimup.

There may be some benefit in adding the three remaining Great Southern local government areas to the prescribed area, namely the Shires of Katanning, Kent and Woodanilling. In particular, vehicle dealerships in Katanning are potential suppliers of plant and machinery to the Shire of Plantagenet and it may be useful to provide an incentive for them.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

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

That amended Council Policy F/FM/14 – Regional Price Preference, as follows:

OBJECTIVE:

To encourage the use of competitive local businesses in goods, services and works purchased or contracted on behalf of the Shire of Plantagenet.

POLICY:**1. Policy Statement**

1.1 A price preference will apply to quotations of \$30,000.00 value or greater and all tenders invited by the Shire of Plantagenet, for the supply of goods and services and construction services, unless the Council resolves that this policy not apply to a particular quotation or tender.

1.2 The following levels of preference will be applied under this policy:

(a) Goods or services up to a maximum price reduction of \$50,000.00:

10% to businesses located within the Prescribed Area.

(b) Construction (building) services up to a maximum price reduction of \$50,000.00:

5% to businesses located within the Prescribed Area.

(c) Goods or Services, including construction (building) services, up to a maximum price reduction of \$500,000.00, if the Council is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the Council:

10% to businesses located within the Prescribed Area.

2. The levels of preference outlined in 1.2 above, will be applied as either a regional business preference or as a regional content preference, as follows:

2.1 Regional Business Preference

(a) This preference enables businesses/contractors within local governments in the Prescribed Area to claim a price preference for their whole bid, regardless of the origin of the labour or materials, as all labour and materials are deemed to be regional content.

(b) The price of the bids from the local businesses/contractors will be reduced (for evaluation purposes only), by the amounts set out in section 1.2 of this policy.

2.2 Regional Content Preference

(a) This preference provides an incentive for businesses/contractors outside the Prescribed Area to purchase goods, services and construction from within the

Prescribed Area. The preference applies to the value of the goods, materials or services purchased from within the Prescribed Area and used in the Shire of Plantagenet and are referred to as “Regional Content”. The preference percentages are as set out in section 1.2 of this policy.

- (b) Travel and accommodation costs associated with sending staff or sub-contractors from outside the Prescribed Area to work on a regional contract, are not considered regional content and are not eligible for the “Regional Content Preference”.**
- (c) Materials and labour items for which the Regional Content Preference is requested are to be specifically itemised and quantified in the tender / quotation;**
- (d) Businesses outside the Prescribed Area, who claim that they will use regional businesses (Regional Content) in the delivery of the contract outcomes, will be required, as part of the contract conditions, to demonstrate that they have actually used them. A penalty for non-compliance will be included in the contract conditions.**

2.3 Businesses wishing to claim a price preference in Clause 2 must complete a preference questionnaire/response form that is distributed with each quotation of \$30,000.00 value or greater and which is also included in tender documentation. Eligible businesses within the Prescribed Area must clearly state their full business location and postal address.

3. Price is only one factor to be considered when assessing quotations and tender submissions. Consideration will also be given to the principles outlined in Council Policy F/FM/7 – Purchasing and Tendering.

4. Definitions

4.1 A “Local Business/Contractor” must meet the following conditions:

- (a) Be locally established and have two years’ prior, direct experience in the business of the subject matter in the tender / quotation;**
- (b) Have a permanent office in the Prescribed Area for at least six months prior to bids being sought;**
- (c) Have permanent staff based in the Prescribed Area; and**
- (d) That bidding and management/delivery of the majority of the contract outcomes will be carried out from the business location in the Prescribed Area.**

4.2 Prescribed Area: The local government areas of Albany, Broomehill-Tambellup, Cranbrook, Denmark, Katanning, Kent Kojonup, Plantagenet, Jerramungup, Gnowangerup, Manjimup and Woodanilling.’

be endorsed.

AMENDMENT

Moved Cr J Moir, seconded Cr J Oldfield:

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

‘The Chief Executive Officer be requested to seek reciprocal regional price preference policies from other Councils within the Great Southern and advise the Council the outcome of responses received.’

and the motion be re-cast accordingly.’

CARRIED (9/0)

NO. 221/18

COUNCIL DECISION

That:

- (1) Amended Council Policy F/FM/14 – Regional Price Preference, as follows:

OBJECTIVE:

To encourage the use of competitive local businesses in goods, services and works purchased or contracted on behalf of the Shire of Plantagenet.

POLICY:

1. Policy Statement

- 1.1 A price preference will apply to quotations of \$30,000.00 value or greater and all tenders invited by the Shire of Plantagenet, for the supply of goods and services and construction services, unless the Council resolves that this policy not apply to a particular quotation or tender.

- 1.2 The following levels of preference will be applied under this policy:

- (a) Goods or services up to a maximum price reduction of \$50,000.00:

10% to businesses located within the Prescribed Area.

- (b) Construction (building) services up to a maximum price reduction of \$50,000.00:

5% to businesses located within the Prescribed Area.

- (c) Goods or Services, including construction (building) services, up to a maximum price reduction of \$500,000.00, if the Council is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the Council:

10% to businesses located within the Prescribed Area.

2. The levels of preference outlined in 1.2 above, will be applied as either a regional business preference or as a regional content preference, as follows:

2.1 Regional Business Preference

- (a) This preference enables businesses/contractors within local governments in the Prescribed Area to claim a price preference for their whole bid, regardless of the origin of the labour or materials, as all labour and materials are deemed to be regional content.**
- (b) The price of the bids from the local businesses/contractors will be reduced (for evaluation purposes only), by the amounts set out in section 1.2 of this policy.**

2.2 Regional Content Preference

- (a) This preference provides an incentive for businesses/contractors outside the Prescribed Area to purchase goods, services and construction from within the Prescribed Area. The preference applies to the value of the goods, materials or services purchased from within the Prescribed Area and used in the Shire of Plantagenet and are referred to as “Regional Content”. The preference percentages are as set out in section 1.2 of this policy.**
- (b) Travel and accommodation costs associated with sending staff or sub-contractors from outside the Prescribed Area to work on a regional contract, are not considered regional content and are not eligible for the “Regional Content Preference”.**
- (c) Materials and labour items for which the Regional Content Preference is requested are to be specifically itemised and quantified in the tender / quotation;**
- (d) Businesses outside the Prescribed Area, who claim that they will use regional businesses (Regional Content) in the delivery of the contract outcomes, will be required, as part of the contract conditions, to demonstrate that they have actually used them. A penalty for non-compliance will be included in the contract conditions.**

2.3 Businesses wishing to claim a price preference in Clause 2 must complete a preference questionnaire/response form that is distributed with each quotation of \$30,000.00 value or greater and which is also included in tender documentation. Eligible businesses within the Prescribed Area must clearly state their full business location and postal address.

3. Price is only one factor to be considered when assessing quotations and tender submissions. Consideration will also be given to the principles outlined in Council Policy F/FM/7 – Purchasing and Tendering.

4. Definitions

4.1 A “Local Business/Contractor” must meet the following conditions:

- (a) Be locally established and have two years’ prior, direct experience in the business of the subject matter in the tender / quotation;**

- (b) Have a permanent office in the Prescribed Area for at least six months prior to bids being sought;
- (c) Have permanent staff based in the Prescribed Area; and
- (d) That bidding and management/delivery of the majority of the contract outcomes will be carried out from the business location in the Prescribed Area.

4.2 Prescribed Area: The local government areas of Albany, Broomehill-Tambellup, Cranbrook, Denmark, Katanning, Kent Kojonup, Plantagenet, Jerramungup, Gnowangerup, Manjimup and Woodanilling.'

be endorsed.

- (2) The Chief Executive Officer be requested to seek reciprocal regional price preference policies from other Councils within the Great Southern and advise the Council the outcome of responses received.

CARRIED (9/0)

NO. 222/18

9.5 EXECUTIVE SERVICES REPORTS

9.5.1 CHRISTMAS CLOSURE 2018/2019

File Ref:	N46634
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Donna Fawcett Human Resources Coordinator
Proposed Meeting Date:	09 October 2018

PURPOSE

The purpose of this report is to seek approval for the closure of Shire facilities between the Christmas/New Year period – December 2018/January 2019.

The facilities are:

- Shire Administration Office;
- Shire Depot;
- Mount Barker Library;
- Mount Barker Swimming Pool;
- The Rec. Centre; and
- Mount Barker Waste 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.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

FINANCIAL IMPLICATIONS

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

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.

OFFICER COMMENT

The closure of specific Council facilities over the Christmas period is an opportunity for all members of staff to use the two days negotiated as holidays provided for in 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 falls on a Tuesday. The Council will be asked to close the Council's facilities from the close of business on Friday 21 December 2018, with normal business resuming on Wednesday 2 January 2019.

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, Depot and Library would be:

- Saturday 22 December 2018 – (library staff to take time in lieu/annual leave)
- Monday 24 December 2018 – Local Government Day in Lieu
- Tuesday 25 December 2018 – Public Holiday (Christmas Day)
- Wednesday 26 December 2018 – Public Holiday (Boxing Day)
- Thursday 27 December 2018 – Local Government Day in Lieu
- Friday 28 December 2018 – (majority of staff on RDO, remainder to take time in lieu/annual leave)
- Saturday 29 December 2018 – (Library staff to take time in lieu/annual leave)
- Monday 31 December 2018 – (some staff on RDO, remainder to take time in lieu/annual leave)
- Tuesday 1 January 2019 – Public Holiday (New Year's Day)

Closure days for The Rec. Centre would be:

- Monday 24 December 2018 to Tuesday 1 January 2019 (inclusive)

Closure day for the Swimming Pool would be:

- Tuesday 25 December 2018

Closure for Waste Management Facilities would be:

- Tuesday 25 December 2018 (Mount Barker Tip Site)

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr B Bell:

That:

1. The Shire of Plantagenet's Administration Office be closed from close of business on Friday 21 December 2018 with the resumption of normal services on Wednesday 2 January 2019.
2. The Depot be closed from close of business on Friday 21 December 2018 with the resumption of normal services on Wednesday 2 January 2019.
3. The Mount Barker Library be closed from close of business on Friday 21 December 2018 with the resumption of normal services on Wednesday 2 January 2019.
4. The Rec. Centre be closed from close of business on Friday 21 December 2018 with the resumption of normal services on Wednesday 2 January 2019.
5. The Mount Barker Swimming Pool be closed on Tuesday 25 December 2018.
6. The Mount Baker Waste Facility be closed on Tuesday 25 December 2018.
7. The closures inclusive of public holidays be advertised locally.

CARRIED (9/0)

NO. 223/18

9.5.2 MOUNT BARKER VISITOR CENTRE - ADVERTISING POLES

File Ref:	N46648
Attachments:	Mount Barker Visitor Centre Plan
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Rob Stewart Chief Executive Officer
Proposed Meeting Date:	09 October 2018

PURPOSE

The purpose of this report is to seek authority from the Council to allow the Amazing South Coast Tourism Inc to charge a fee for the placement of advertising banners on several poles built for that purpose near the Visitor Centre.

BACKGROUND

When the refurbishment of the former Mount Barker Railway Station was being undertaken, along with the development of Centenary Park, several metal poles were erected such that advertising material could be attached.

Although this practice has occurred since the late 1990's no record of Council approval can be found.

The poles are outside of the area leased to the former Mount Barker Tourist Bureau Inc and are situated on land owned by the Council.

With the advent of the new Amazing South Coast Tourism Inc, an opportunity has been noted that these poles could once again be used for advertising purposes.

STATUTORY ENVIRONMENT

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.

Therefore, exclusive use of a pole that is Council property and is to be used for advertising is defined as a disposition.

However, the Local Government (Functions and General) Regulations 1996 provide at Regulation 30(3) that a disposition of property other than land is an exempt disposition if its market value is less than \$20,000.00.

Accordingly, Section 3.58 will not apply to this disposition.

EXTERNAL CONSULTATION

Consultation has occurred with Mr Colin Molloy representing the Amazing South Coast Tourism Inc.

REGIONAL IMPLICATIONS

The Amazing South Coast Tourism Inc is a body incorporated under the Associations Incorporation Act and was an initiative of the Lower Great Southern Economic Alliance, the members of which are the City of Albany, Shire of Denmark and Shire of Plantagenet.

ASSET MANAGEMENT IMPLICATIONS

The poles that are the subject of this report are in good condition and there are no particular Asset Management Implications.

FINANCIAL IMPLICATIONS

It is not proposed that any fee be charged for the hanging of advertising banners. However, it is proposed that one horizontal bar be reserved for the use of the Shire of Plantagenet at no cost.

STRATEGIC IMPLICATIONS

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

Strategy 3.4.3:

'Work with the Lower Great Southern Alliance to develop a Regional Economic and Tourism Strategy and Destination Marketing Strategy.'

and:

Strategy 3.4.4

'Work with the Lower Great Southern Alliance in promoting sustainable tourism investment within the regions.'

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

OFFICER COMMENT

This issue can be settled simply with an exchange of correspondence rather than a more formal licensing procedure.

It appears reasonable that permission be given for the Amazing South Coast Tourism Inc to fly advertising banners from the poles (as identified on the attached plan) such that the advertising is reserved for businesses or events within the Lower Great Southern Economic Alliance area (Albany, Denmark and Plantagenet) provided that the Council is indemnified for this activity and no costs accrue to the Council in relation to the installation or removal of banners.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Cr J Oldfield, seconded Cr L Handasyde:

That permission be granted for the Amazing South Coast Tourism Inc to install promotional banners on the poles identified on the attached plan subject to:

1. One banner placement being reserved for the Shire of Plantagenet at the discretion of the Chief Executive Officer and at no charge to the Shire of Plantagenet.
2. The Shire of Plantagenet being indemnified against all losses, including damages, compensation and costs relating to the use of the poles, being the subject of this resolution, except that pole used by the Shire of Plantagenet for its purposes.
3. No objections being raised should the Amazing South Coast Tourism Inc charge users for flying banners on the poles.
4. The use of the poles by the Amazing South Coast Tourism Inc be at no cost to the Shire.

AMENDMENT

Moved Cr K Clements, seconded Cr B Lang:

That a Part 5. be added to the motion as follows:

5. The Amazing South Coast Tourism Inc be responsible for the hanging and removing of advertising banners.

CARRIED (9/0)

NO. 224/18

COUNCIL DECISION

That permission be granted for the Amazing South Coast Tourism Inc to install promotional banners on the poles identified on the attached plan subject to:

1. One banner placement being reserved for the Shire of Plantagenet at the discretion of the Chief Executive Officer and at no charge to the Shire of Plantagenet.
2. The Shire of Plantagenet being indemnified against all losses, including damages, compensation and costs relating to the use of the poles, being the subject of this resolution, except that pole used by the Shire of Plantagenet for its purposes.
3. No objections being raised should the Amazing South Coast Tourism Inc charge users for flying banners on the poles.
4. The use of the poles by the Amazing South Coast Tourism Inc be at no cost to the Shire.
5. The Amazing South Coast Tourism Inc be responsible for the hanging and removing of advertising banners.

CARRIED (9/0)

NO. 225/18

9.5.3 RED CROSS MOUNT BARKER - REQUEST FOR ASSISTANCE

File Ref: N46515
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Rob Stewart
Chief Executive Officer
Proposed Meeting Date: 09 October 2018

PURPOSE

The purpose of this report is to recommend assistance be given to Red Cross Mount Barker for the disposal of rubbish.

BACKGROUND

A request has been received from the Mount Barker Red Cross shop relating to the disposal of waste material which has actually been 'donated' to the Red Cross but which is unusable.

The situation is that many people use the Red Cross donation receptacles for disposing of unsaleable items which are effectively waste and which need to be placed into landfill at some cost.

Although in the past Red Cross has received financial support from the Council they have been unable to seek further support over the past two financial years.

STATUTORY ENVIRONMENT

The Council's receptacle pick up charges and other waste charges are raised under the Waste Avoidance and Resource Recovery Act 2007.

EXTERNAL CONSULTATION

There has been no external consultation with regard to this matter.

FINANCIAL IMPLICATIONS

Red Cross advises that for the period October 2017 to June 2018 the costs of disposing of rubbish has been \$3,688.08.

This is made up of charges for a Mount Barker Hire skip bin, two Shire green bins and the purchase of tip passes.

If the Officer's Recommendation is endorsed a donation of \$410.00 would be applicable.

POLICY IMPLICATIONS

Policy CF/DG/2 refers.

The above policy provides that applicants for financial assistance may seek such assistance at any time during the financial year.

The Chief Executive Officer has a delegated authority to deal with such applications. That delegation limits the Chief Executive Officer's authority to a maximum of \$200.00 for any financial assistance grant.

As this request is for an amount of \$410.00 (\$205.00 x 2) the request is outside the Chief Executive Officer's delegation and requires Council consideration.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 1.3 (A cohesive and supportive community) the following Strategy:

Strategy 1.3.1:

'Encourage and support community groups and initiatives to help people to work together for the benefit of our community.'

and:

Strategy 1.3.4:

'Actively promote and assist community groups and clubs.'

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

OFFICER COMMENT

Red Cross Mount Barker provides a valuable community service.

Red Cross advises that the cost of disposing of unwanted 'donations' is increasing.

Although the request now before the Council is outside of the normal Financial Assistance Grant schedule, the request for assistance is sound.

It is recommended that the existing Council kerbside service of 2 x 240litre mobile garbage bins be granted as a donation.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr M O'Dea, seconded Cr J Oldfield:

That:

1. The existing Council kerbside rubbish service provided to the Mount Barker Red Cross situated at 5 Mount Barker Street Mount Barker of 2 x 240litre mobile garbage bins be provided free of charge for the 2018/2019 financial year.
2. Red Cross be advised to apply for assistance in the future based on the Financial Assistance Grants Scheme schedule.

CARRIED (7/2)

NO. 226/18

Cr J Moir and Cr C Pavlovich voted against the motion

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

12 CONFIDENTIAL**12.1 CORPORATE SERVICES REPORTS****12.1.1 CHANGE IN BASIS OF VALUATION - LOT 512 (1416) PORONGURUP ROAD, PORONGURUP**

File Ref: N46631
Responsible Officer: John Fathers
Deputy Chief Executive Officer
Author: Pam Chambers
Rates Officer
Proposed Meeting Date: 09 October 2018

PURPOSE

The purpose of this report is to consider a request from the property owners that the basis for rating for Lot 512 (1416) Porongurup Road, Porongurup be changed.

MOTION TO PROCEED BEHIND CLOSED DOORS

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

5.35pm 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:

- (b) the personal affairs of any person.

CARRIED (9/0)

NO. 227/18

MOTION TO PROCEED IN PUBLIC

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

5.50pm That the meeting proceed in public

CARRIED (9/0)

NO. 228/18

OFFICER RECOMMENDATION

Moved Cr M O'Dea, seconded Cr J Moir:

That:

1. The predominant use of the land at Lot 512 (1416) Porongurup Road, Porongurup is considered to be rural.
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 a split gross rental value to an exclusively unimproved value, in accordance with Section 6.28 of the Local Government Act 1995.
3. The effective date of the new method of valuation be backdated for five years preceding the current financial year in accordance with Section 6.39(2) of the Local Government Act 1995.

MOTION TO ADJOURN THE QUESTION

Moved Cr S Etherington, seconded Cr B Bell:

That the question be adjourned so that a briefing session for Councillors can be held on 6 November 2018 in accordance with Council Policy CE/CS/6.

CARRIED (5/4)

NO. 229/18

Crs C Pavlovich, J Oldfield, B Lang and J Moir voted against the motion

12.2 EXECUTIVE SERVICES REPORTS**12.2.1 FILM PRODUCTION - COUNCIL SUPPORT**

File Ref: N46687
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Rob Stewart
Chief Executive Officer
Proposed Meeting Date: 09 October 2018

PURPOSE

The purpose of this report is to seek formal Council support for the film 'Rams' being produced in the Shire of Plantagenet.

MOTION TO PROCEED BEHIND CLOSED DOORS

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

5.55pm 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;

CARRIED (9/0)

NO. 230/18

MOTION TO PROCEED IN PUBLIC

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

6.10pm That the meeting proceed in public

CARRIED (9/0)

NO. 231/18

OFFICER RECOMMENDATION/COUNCIL DECISION

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

That:

1. A grant of \$60,000.00 be authorised to WBMC to assist with the production of the feature film 'Rams' within the Shire of Plantagenet.
2. The provision of Council infrastructure and private works be authorised pursuant to the Council's normal policies.

CARRIED (9/0)

NO. 232/18

Absolute Majority

12.2.2 KARRI OAK AIRSTRIP

File Ref: N46654
Attachment: [Draft Licence](#)
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Rob Stewart
Chief Executive Officer
Proposed Meeting Date: 09 October 2018

PURPOSE

The purpose of this report is to provide further information regarding investigations that have taken place concerning the Karri Oak Airstrip being used as an emergency water bomber refilling site.

MOTION TO PROCEED BEHIND CLOSED DOORS

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

6.12pm 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;

CARRIED (9/0)

NO. 233/18

MOTION TO PROCEED IN PUBLIC

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

6.25pm That the meeting proceed in public

CARRIED (9/0)

NO. 234/18

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr B Bell:

That the report of the Chief Executive Officer relating to licensing of the Karri Oak Airstrip for the purpose of fire-bombing activities be noted and that a further report be presented to the Council at its meeting scheduled for 6 November 2018.

CARRIED (9/0)

NO. 235/18

12.2.3 REGIONAL DESTINATION MARKETING ORGANISATION

File Ref: N46672
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Rob Stewart
Chief Executive Officer
Proposed Meeting Date: 09 October 2018

PURPOSE

The purpose of this report is to seek authorisation from the Council for the Chief Executive Officer to enter into an agreement with the Amazing South Coast Inc for provision of support to enable the establishment of a regional Destination Marketing Organisation (DMO), subject to further formal approval by respective councils.

MOTION TO PROCEED BEHIND CLOSED DOORS

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

6.30pm 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;

CARRIED (9/0)

NO. 236/18

MOTION TO PROCEED IN PUBLIC

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

6.56pm That the meeting proceed in public

CARRIED (9/0)

NO. 237/18

OFFICER RECOMMENDATION

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

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.
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.

AMENDMENT

Moved Cr J Oldfield, seconded Cr K Clements:

That after the word 'provided' in Part 2 of the motion, the following words be added: 'subject to, on Page 3 of the Establishment of Destination Marketing Organisation (DMO) Project Funding Agreement 2018, the words "and improved merchandise offering" being deleted from Point 4, clause 2.3. a) ii)'.

CARRIED (9/0)

NO. 238/18

COUNCIL DECISION

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.
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, subject to, on Page 3 of the Establishment of Destination Marketing Organisation (DMO) Project Funding Agreement 2018, the words "and improved merchandise offering" being deleted from Point 4, clause 2.3. a) ii).

CARRIED (9/0)

NO. 239/18

13 CLOSURE OF MEETING

7.00pm The Presiding Member declared the meeting closed.

CONFIRMED: CHAIRPERSON _____ DATE: ____ / ____ / ____