



ORDINARY MINUTES

DATE: Tuesday, 11 September 2018

TIME: 4:00pm

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

Rob Stewart
CHIEF EXECUTIVE OFFICER

Resolution numbers: 187/18 to 207/18

MEMBERSHIP – Quorum (5)

Members:

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

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

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

4.01pm The Presiding Member declared the meeting open.

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

Members Present:

Cr J Oldfield	Deputy Shire President (Acting)
Cr B Bell	Councillor
Cr S Etherington	Councillor
Cr L Handasyde	Councillor
Cr B Lang	Councillor
Cr J Moir	Councillor
Cr M O'Dea	Councillor

In Attendance:

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

Guests

Mr Jamie Rutter	Former Principal Gardens Supervisor
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Apologies:

Cr C Pavlovich
Cr K Clements

Members of the Public Present:

There were nine members of the public present.

Previously Approved Leave of Absence:

Cr C Pavlovich
Cr K Clements

Emergency Evacuation Procedures/Disclaimer:

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

Mr Stewart then read aloud the following disclaimer:

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

The Shire of Plantagenet disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any

such act, omission, or statement of intimation occurring during Council / Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

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

3 PUBLIC QUESTION TIME

3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

3.2 PUBLIC QUESTION TIME - SECTION 5.24 LOCAL GOVERNMENT ACT 1995

Nil

4 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Section 5.25 Local Government Act 1995

Nil

7 CONFIRMATION OF MINUTES

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

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 14 August 2018 as circulated, be taken as read and adopted as a correct record.

CARRIED (7/0)

NO. 187/18

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Acting Shire President distributed notes separately.

The Acting Shire President made a formal presentation to former Principal Gardens Supervisor Mr Jamie Rutter. The Acting Shire President acknowledged and thanked Mr Rutter for his many years of dedicated service and hard work. Mr Rutter commenced employment with the Shire on 30 November 1992.

Mr Rutter responded with thanks to the Council and the staff of the Shire of Plantagenet.

4.15pm Nine members of the public present left the meeting.

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 DEVELOPMENT SERVICES REPORTS

Nil

9.2 WORKS AND SERVICES REPORTS

9.2.1 CONFERENCE ATTENDANCE - 2018 WA TRANSPORT AND ROADS FORUM

File Ref:	N46362
Attachments:	WALGA Roads Forum Flyer
Responsible Officer:	David Lynch Manager Works and Services
Author:	Amy Chadbourne Senior Administration/Project Officer Works and Services
Proposed Meeting Date:	11 September 2018

PURPOSE

The purpose of this report is to recommend the attendance of Cr Chris Pavlovich at the 2018 WA Transport and Roads Forum. The event is scheduled to be held at Crown, Perth on Tuesday 16 October 2018.

BACKGROUND

Organised by the Western Australian Local Government Association (WALGA) and Main Roads WA (MRWA), the WA Transport and Road Forum is held every two years. Cr Clements, Cr Handasyde and Cr Pavlovich attended the event in 2016 on behalf of the Council.

Shire President Cr Pavlovich is the Council's representative on the Regional Road Group.

FINANCIAL IMPLICATIONS

Registration to attend the conference is \$50.00 per person. Accommodation, meals and transport are expected to be in the vicinity of \$400.00 for Cr Pavlovich with costs being charged to the account Members of Council – Councillor Conferences, Training and Accommodation.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2016-2027 provides at Outcome 4.1 (Effective governance and leadership) the following:

Strategy 4.1.5:

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

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

OFFICER COMMENT

Representation at the WA Transport and Roads Forum will ensure the Council remains up to date on current issues regarding road safety, heavy vehicle access and natural disaster funding.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr B Bell:

That:

- 1. Authority be granted to Cr Chris Pavlovich to attend the 2018 WA Transport and Roads Forum to be held at Crown, Perth on Tuesday 16 October 2018.**
- 2. Pursuant to Council Policy CE/CS/1 – Elected Members Expenses to be Reimbursed, all accommodation, meals, transport and parking costs be met from account Members of Council – Councillor Conferences, Training and Accommodation.**

CARRIED (7/0)

NO. 188/18

9.2.2 POLICY REVIEW - GATE PERMITS

File Ref:	N38567
Responsible Officer:	David Lynch Manager Works and Services
Author:	Amy Chadbourne Senior Administration/Project Officer Works and Services
Proposed Meeting Date:	11 September 2018

PURPOSE

The purpose of this report is to recommend that Council Policy RS/G/1 – Gate Permits be revoked

BACKGROUND

This policy was initially adopted by the Council at its meeting held on 25 May 1999. Since that time it has been renewed a number of times, with the last review taking place on 19 August 2014.

STATUTORY ENVIRONMENT

Local Government Act 1995, Schedule 9.1 Clause 5 – ‘Gates across public thoroughfares’

Local Government (Uniform Local Provisions) Regulations 1996 as follows:

Regulation 9 – ‘Permission to have gate across public thoroughfare’

Regulation 10 – ‘Gate across thoroughfare not to be left open’

FINANCIAL IMPLICATIONS

There are no financial implications for this report, however, it should be noted that in the current fees and charges a gate permit application (five year period – pro-rata) of \$66.00 applies.

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 2.4 (Safe and reliable transport infrastructure) the following:

Strategy 2.4.1:

‘Maintain and further develop roads and pathways at appropriate standards’

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

The Shire of Plantagenet Corporate Business Plan 2016/2017 – 2020/2021 has no specific reference to gate permits, hence there are no strategic implications for this report.

OFFICER COMMENT

Since 2010, only two contacts with Shire staff to discuss gate permits have been formally recorded. The first enquiring about requirements for a gate permit and the second a paid application for a gate permit across a track on a section of unconstructed road. The former enquiry didn't go any further and the latter resulted in a report to the Council in October 2016 where the request was approved and the gate was installed by the applicant. This particular gate is currently the only entry on the Shire's Gate Permit Register.

The Local Government Act 1995 and the Local Government (Uniform Local Provisions) Regulations 1996 provide clear and detailed direction to a local government for when application is made to install a gate across a 'thoroughfare' or a road reserve. The guidelines in the Shire's Gate Permit Policy have been taken from these directions.

It is therefore recommended that the Gate Permit Policy be revoked due to the very limited application from members of the public for a gate permit and the supporting direction provided in the Local Government Act 1995. The Manager Works and Services believes that the regulations provide sufficient guidelines to Shire staff on the rare occasion an enquiry or an application is made.

It should be noted that approved gate permits are recorded on the respective property's notes in the rates database so a new owner can be informed of the permit when purchasing a property and can decide whether they wish the gate to remain or be removed.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr B Lang:

That Council Policy RS/G/1 Gate Permits as follows:

OBJECTIVE

To provide clear guidelines to the Council, its staff and residents of the Shire of Plantagenet regarding gates on road reserves within the Shire.

POLICY

1. The erection of a gate across a road reserve requires Council approval.
2. That the erection of gates across road reserves will be considered on unconstructed roads and in alignment with property boundaries only.
3. On applying for a gate permit, written consent from affected landowners shall be provided by the applicant.
4. Renewal of each gate permit shall be required every five years and be subject to a common expiry date, the first such expiry date being 31 October 2017 with any fees being applied on a pro-rata basis.
5. The Council Register required pursuant to Local Government (Uniform Local Provisions) Regulations 1996 shall be maintained in accordance with those regulations.
6. Gates, the subject of this policy, shall not be locked at any time.
7. All maintenance and associated expenses relating to a gate shall be the responsibility of the applicant.
8. Any clearing of the road reserve beyond the gate by any party other than the Council or Government Agencies is prohibited.
9. In accordance with the Environmental Protection (Clearing of Native Vegetation) Regulations 2004, clearing of no more than 1.5m outside of boundary fences is permitted.
10. The Shire of Plantagenet reserves the right to carry out random inspections of gates and to revoke permits if conditions are not met.
11. All gates, the subject of expired or revoked permits, shall be removed by the applicant.
12. Current permits shall be noted on the Shire of Plantagenet's electronic rates database, referenced to the assessment number of the applicant.
13. Gate permits may be revoked by the Council at any time.'

be revoked.

CARRIED (7/0)

NO. 189/18

9.2.3 POLICY REVIEW - VEHICLE SPECIFICATIONS

File Ref:	N46410
Attachments:	Policy with Changes
Responsible Officer:	David Lynch Manager Works and Services
Author:	Amy Chadbourne Senior Administration/Project Officer Works and Services
Proposed Meeting Date:	11 September 2018

PURPOSE

The purpose of this report is to review Council Policy I/FM/2 – Vehicle Specifications.

BACKGROUND

This policy was last reviewed by the Council at its meeting held on 13 September 2016.

STATUTORY ENVIRONMENT

The Motor Vehicle Standards Act 1989 governs the national standards for vehicle safety, anti-theft and environmental requirements.

Councillors should note that some Shire vehicles are covered by employee contractual requirements.

FINANCIAL IMPLICATIONS

The Council's Fringe Benefit Tax (FBT) liability will ensure the Chief Executive Officer (CEO) continues to review the allocation of light vehicles.

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

Strategy 2.6.1:

'Implement maintenance, servicing and renewal of Council assets in a timely manner that maximises its life and performance, with a focus on infrastructure and core buildings.'

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 2.6.1.2:

'Ensure the Council has an efficient and cost effective light fleet management program.'

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

OFFICER COMMENT

A number of layout and formatting changes have been made to the policy to ensure it is clear, reads well and is consistent with other Council policies.

Reference to using service centres within the district has been removed as this practice is not adhered to. Shire vehicles are serviced at the Shire Depot except where in the case of the CEO's car, specialised technical equipment is required. In addition, the first service of a vehicle when newly purchased is carried out at the place of purchase.

Point 4 was also removed as mention is made of vehicle type as defined by an employee's contract at point 8 – Vehicle Designation and at point 3 (e).

Various items have been removed from point 3 listing standard inclusions as they are standard in all basic vehicles. The items remaining are those which may need to be added depending on the type of vehicle purchased.

Changes have been made in point 8 Vehicle Designation. The Supervisor Parks and Gardens has been removed as the position is now redundant and vehicle options have been further clarified under Vehicle Class. As a result, the CEO will review whether the dual cab 4x4 utility is required for Parks and Gardens staff.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

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

That amended Council Policy I/FM/2 – vehicle specifications as follows:

'OBJECTIVE

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

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

POLICY

1. Scope

This policy applies to the purchase of vehicles for use as part of the Shire's light vehicle fleet.

2. Application of Policy

The overriding principle in the selection of vehicles for inclusion in the Shire's light vehicle fleet is 'fit for purpose'.

When selecting vehicles, the following factors should be considered.

a) **Cost of Ownership**

The cost of ownership is determined through consideration of purchase price and likely disposal price, Fringe Benefit Tax liabilities, running costs (maintenance and fuel) and costs of required accessories. In determining the cost of ownership, consideration should be given to the benefits of standardising a vehicle fleet, in order to permit vehicle rotation and decrease servicing times

b) **Safety**

All vehicles within the light vehicle fleet should have a minimum Australasian New Car Assessment Program (ANCAP) rating of five (5) stars.

c) **Fuel Consumption / Vehicle Ratings**

Whilst preference will be given to diesel vehicles rather than petrol vehicles, consideration will be given to Electric or Plug-in Hybrid Electric Vehicles (PHEV) if practicable. All vehicles purchased are to have fuel consumption of no more than 12L/100km, according to the Australian Government Green Vehicle Guide, unless otherwise approved by the Chief Executive Officer (CEO) (or the Council as contained in the Australian Government Green Vehicle Guide (www.greenvehicleguide.gov.au)).

d) **Standardisation of Vehicles**

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

e) **Contractual Negotiations**

All vehicles/accessories purchased in accordance with contractual negotiations are to be approved by the CEO.

3. **The following items should be standard inclusions for every new vehicle purchased:**

- a) **Laminated tinted windscreens;**
 - b) **Window tinting;**
 - c) **Rubber floor mats;**
 - d) **Lockable fuel cap;**
 - e) **Headlight protectors;**
-

- f) **Seat covers for all seats;**
- g) **Current year compliance plates;**
- h) **Registration expiry of 30 June;**
- i) **Automatic transmission;**
- j) **Daytime running lights;**
- k) **Standard spare tyre; and**
- l) **Steel drop side tray or well body with either a tonneau cover or lockable canopy wherever appropriate.**

The items below are fit for purpose and should be approved by the CEO:

- a) **Manual transmission;**
- b) **Carpet floor mats;**
- c) **Cargo barriers;**
- d) **Bull bar;**
- e) **Roof rack;**
- f) **Tipping tray; and**
- g) **Spotlights.**

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

- a) **PL registration plates (low plates only);**
 - b) **Dog cages (where practical);**
 - c) **Hoist; and**
 - d) **Specialised radio communication equipment (VHF sets).**
4. **The purchasing of vehicles is to occur by quotation in accordance with Council Policy F/FM/7 Purchasing and Tender Guide. Only vehicles available at a Government price shall be purchased (State Government Vehicle Tender).**
 5. **Vehicle disposal should occur where the cost of ownership of the vehicle is optimised. Generally, vehicles will be disposed of where the CEO is of the opinion that the time of disposal maximises the financial advantage to the Council, unless vehicles are under other contractual arrangements or purchase/changeover.**
 6. **Vehicle rotation between officers, where the vehicle type is the same, shall be applied where possible when a vehicle is travelling too few or too many kilometres annually to achieve optimal ownership/changeover cost.**
 7. **The administration and management of the Council's light vehicle fleet is assigned as a responsibility of the Council's Manager Works and Services.**

8. Vehicle Designation

Position	Vehicle Class
Shire President, Chief Executive Officer	Prestige large or medium sedan/wagon
Deputy Chief Executive Officer, Manager Development Services, Manager Works and Services, Environmental Health Officer, Building Surveyor, Planning Officer	Medium to large sedan, wagon, utility or SUV in accordance with the respective employee's contract of employment
Principal Works Supervisor, Assistant Works Supervisor, Ranger, Community Emergency Services Manager	Dual cab 4x4 utility
Saleyards Manager	Single or space cab 4x4 utility with tipping tray
Engineering Technical Officer	Single or space cab 4x4 utility
Building Maintenance Officer, Parks and Gardens Team, Depot/Traffic Control Team, Workshop Supervisor	Single or space cab one tonne 4x4 utility or a dual cab 4x4 utility at the discretion of the CEO
Cleaner	Utility van (panel van)'

be endorsed.

CARRIED (7/0)

NO. 190.18

9.2.4 POLICY REVIEW - PROPOSED FUTURE STREET AND RESERVE NAMES

File Ref:	N46370
Attachments:	Attachment 1 Attachment 2 Policy with Changes
Responsible Officer:	David Lynch Manager Works and Services
Author:	Amy Chadbourne Senior Administration/Project Officer Works and Services
Proposed Meeting Date:	11 September 2018

PURPOSE

The purpose of this report is to review submissions made for new street names to be added to the Shire's Future Street and Reserve Name Register.

BACKGROUND

The Council at its meeting held on 27 March 2018 resolved at the following two points that:

- 2. Public consultation be conducted in an attempt to expand the Future Road Name and Reserves Register to demonstrate more consideration and regard has been given to the history, natural environment, culture and character of the Plantagenet Shire area.*
- 3. The results of the consultation to be reported back to the Council in a workshop on or before the Council Meeting date of 11 September 2018.'*

An advertisement was placed in the Plantagenet News on 13 June 2018 requesting public submissions for street and reserve names. The same request was placed on the Shire of Plantagenet Website and the notice board. Submissions closed on 16 July 2018.

Two new street names submissions were received and a request for a current road name to be reassigned.

STATUTORY ENVIRONMENT

Land Administration Act 1997, Section 26A – 'New subdivision, names of roads and areas in;'

Council Delegation 7.3 – Crown Reserves and Street Names authorises the Chief Executive Officer (CEO) to forward recommendations of road names to the Geographic Names Committee, Western Australia.

EXTERNAL CONSULTATION

Consultation has occurred with Landgate's Geographic Names Committee (GNC).

FINANCIAL IMPLICATIONS

There are no direct financial implications for this report.

It should be noted that the Council has a fee for road re-naming applications of \$250.00 per application plus actual costs. There is no fee for applications made for new road names

POLICY IMPLICATIONS

The update of this policy has occurred outside the normal review framework due to a request for public submissions of street and reserve names.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2016-2027 provides at Outcome 4.1 (Effective governance and leadership) the following:

Strategy 4.1.6:

'Provide a community orientated organisation that delivers high quality services and delivers outcomes that are in the best interests of our ratepayers.'

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 4.1.6"

'Provide the Council and staff with policies that cover a range of issues that are not binding but provide a basis for determining individual applications or requests.'

And further at Action 4.1.6.3:

'Provide through delegation a mechanism to enable day to day business of the Council to be handled by the administration.'

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

OFFICER COMMENT

Two submissions were received to add names to the Shire's Future Street and Reserve Names Register – Hickling and Greenslade.

Mrs Stella Greenslade was a Mount Barker resident who raised a family on a farming and orchard property just north of Mount Barker, was involved with a number of local volunteer associations and was a Justice of the Peace (see Attachment One).

Mr Reginald Hickling immigrated from the United Kingdom to Australia in 1911, joined the AIF in 1915 and was killed in action in World War I (WWI) in 1917 (Attachment One).

A checklist based on Landgate's GNC, *Policies and Standards for Geographical Naming in Western Australia* was used to ensure the two names submitted were suitable. The applications did not include permission from an immediate family member and the applicant would need to provide this approval subject to the Council accepting any new names to the register. It is also suggested that Mr Hickling did not have a direct and long-term association with the Shire and despite making the ultimate sacrifice in WWI did not make a significant contribution to the area. Keeping this in mind, it should be noted that in a report to Council of 4 May 2010, names of servicemen and servicewomen from the Memorial Boards at the Plantagenet District Hall were added to the register at the request of Cr Bell. Therefore, in this instance Councillors may need to consider previous actions in their decision making.

Councillors should note that the GNC has the final say for the approval of any new road names when submissions are made to them.

Whilst it wasn't a submission for a new road name, a request was received from two members of the Collins family (Attachment Two). The applicants requested the name 'Collins' be reassigned to a more 'modern road' or a 'decent street' in Mount Barker. Councillors should note that currently there are two Collins Roads in the Shire of Plantagenet; a gravel road running east off Carbarup Road in Kendenup and a named unconstructed road reserve running between Mitchell Street and Hambley Road in the townsite of Mount Barker.

Consultation with staff from the GNC confirmed the understanding that road name duplication is not supported. The request that the unconstructed road reserve be unnamed and Collins reapplied to an existing road within the Mount Barker townsite would not be supported by the GNC due to the distance between Kendenup and Mount Barker – too close in a rural Shire.

The example of Effiedale Road can be cited here. A request was made to the GNC by the Council in November 2015 to rename a portion of Pardelup Road to the historical 'Effiedale'. The GNC advised that support would not be given to this request due to the GNC Policies and Standards and advice was received from them which stated that, *'Road Names are intended to be enduring. Any change to an existing name is discouraged unless it has been deemed to be in the public interest or for safety reasons. The changing of a name merely to correct or re-establish historical usage shall not be considered in itself a reason to change a name.'*

It is therefore recommended that Collins not be reassigned to an already named street in Mount Barker due to the lack of support from the GNC and Shire staff time required to undertake unnamings and renaming of an existing road within the Mount Barker townsite.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr B Lang:

That:

- 1. Council Policy I/RR/1 Future Street and Reserve Names be amended as follows:**

OBJECTIVE

To provide the Council, staff, the local community and developers with clear information on the requirements for the naming and renaming of roads and reserves within the Shire of Plantagenet.

This includes ensuring that road and reserve names comply with relevant legislation and requirements and that consideration and regard is given to the history, natural environment, culture and character of the area when determining road and reserve names.

POLICY

- 1. Scope**

This policy applies to roads and reserves under the care, control and management of the Shire of Plantagenet. It extends to new roads and reserves for which a name is required and to existing roads and reserves where a request is made for the name to be changed.

2. Legislation

Land Administration Act 1997, Part 2, Division 3

3. Application of Policy

- 3.1 A Future Road Names and Reserves Register will be maintained which contains Council approved names for future roads and reserves.**
- 3.2 Additions to the Future Road Names and Reserves Register shall only be by Council decision provided the proposed name meets the requirements of Landgate's Policy and Standards for Geographical Naming in Western Australia. Deletions from the register shall also only be by Council Decision.**
- 3.3 Applications for inclusion on the Future Road Names and Reserves Register shall be accompanied by appropriate supporting evidence from the applicant to meet the requirements of Landgate's Policy and Standards for Geographical Naming in Western Australia.**
- 3.4 An applicant who is applying to have a road renamed is responsible for obtaining the necessary written support from the owners/residents, providing supporting evidence to meet the requirements of Landgate's Policy and Standards for Geographical Naming in Western Australia and paying the Road Renaming Application Fee as detailed in the Council's Annual Fees and Charges.**
- 3.5 Roads and reserves will not be named or renamed for business or promotional purposes.**
- 3.6 No road shall be named until it is constructed.**
- 3.7 Developers of new subdivisions shall advise the Council of their preference of names for new roads within subdivisions prior to lodgement of clearance of subdivision.**
- 3.8 Pursuant to Delegation 7.3 Crown Reserves and Street Names, the Chief Executive Officer is authorised to forward to the Geographic Names Committee road and reserve names from the Future Road Name and Reserves Register.**
- 3.9 The Geographic Names Committee makes the final decision on road and reserve names from those listed on the Future Road Names and Reserves Register.**

Future Road Name and Reserves Register

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

ROAD NAME	RELEVANCE	REQUESTED BY	USED
BAESJOU	Long serving family in the Woogenellup area.	GP & SR Richardson	
BARNACLE	The Great War		
BARTLETT	World War 2		Bartlett Close – October 2017 Valley Views Strata.
BEECH	First teacher in Narrikup later given charge of the school at Martigallup.	CE Nicholls	Beech Road - 12 January 2011 Realignment of Spencer Road.
BOVELL	The Great War		
BOWLES	The Great War		
BURNELL	Freeman of the Shire and ex Councillor.	H Reeves	Burnell Street - 11 November 2008 Was Hockley Street.
CHESTER	The Chester Family built the original abattoirs and were tremendous contributors to St John's and the Hospital.	H Reeves	Chester Road - 10 February 2009 Construction of northern bypass. Formerly part of Taylor Road.
CLOTHIER	Old established family	H Reeves	
CROFTS	Old established family	H Reeves	Crofts Rise - 14 July 2010 Subdivision in Porongurup.
CROSS	The Great War		
DOREY	The Great War		
DUFF (Kendenup)	In 1921, shortly after the DeGaris settlement started, Mr Duff ran a general store on the Kendenup Estate at the Homestead. He built Kendenup Stores in 1922 from locally made bricks. Situated in the main street, Mr Duff ran the shop as a general store until his retirement	RA Kelly	

ROAD NAME	RELEVANCE	REQUESTED BY	USED
	<p>in the 1950s.</p> <p>He extended large amounts of credit to early settlers until their newly cleared blocks could be planted with orchards and some income generated. Without his financial assistance many settlers would not have been able to stay on their farms after the collapse of the Kendenup Development Company in 1923 and later through the Depression.</p> <p>Mr Duff owned one of the few vehicles in the district (a one tonne truck) which was often lent to the community for transport to picnics, sporting events, shows etc.</p>		
DUFTY	<p>Councillor between 1971 to 1974.</p> <p>The Dufty family bought the land known as Mount Barker Hill in the mid-1960s and farmed it for over 20 years before it was subdivided.</p> <p>The Dufty family also built the Valley Views Motel and ran it along with Mr and Mrs Pickens for some 15 years. The Dufty family also built the BP Road House and ran it for a few years before selling.</p>	CE Nicholls	Dufty Place – October 2017 Valley Views Strata.
EBSARY	The Great War		
ENRIGHT	The Enright family has been in the district for 100 years (refer to the brochure 'Five Shillings for a Fox' in the local section of the Mount	H Reeves	Enright Way - 14 July 2010 Subdivision in Porongurup.

ROAD NAME	RELEVANCE	REQUESTED BY	USED
	Barker Library). George Enright was a long time farmer and Road Board Member.		
FALCK	The Great War		
FENTON	The Great War		Fenton Heights - 23 August 2010 Subdivision Williams Road.
GOODLET	The Great War		
GREENSLADE	Stella Greenslade - Long time resident of Mount Barker who raised a family on a farming and orchard property just north of Mount Barker, was involved with a number of local volunteer associations and was a Justice of the Peace	Cr Bell	
GRIBBLE	The Great War		
HAMBLEY	The Hambley family's association with the southern end of Lowood Road from Mondurup Street corner to Warburton Road started in the 1880s. Albert Hendy Hambley, an employee of the railways took up a parcel of land south of Mondurup Street which would cover the approximate area, Mondurup Street to Pugh Street and Lowood Road to Mitchell Street (originally Albany Highway)	Cr Clements	Hambley Street - 9 March 2010 Realignment of Lowood Road and Mondurup Street.
HARBUTT	The Great War		
HICKLING	Reginald Hickling – immigrated to Australia from the UK in 1911, soldier in the AIF, killed in action in WWI in 1917	Cr Bell	
JENKINS	The Great War		
LAWRIE	The Great War		
LE FORT	The Great War		
LIEBECK	World War 2		

ROAD NAME	RELEVANCE	REQUESTED BY	USED
MCLEAN	<p>Charlie McLean operated a small orchard of his own on the north side of Wilson Road. This area was believed to be the Albany Highway end of Wilson Road.</p> <p>At the end of the war, Charlie returned to Wilson Road and purchased 317 acres on the south side of the road. This property is the subject of the subdivision and road naming request. Charlie developed this mostly bushland and lived in a timber hut for many years until he eventually built the first house on the property.</p> <p>He was also a successful racing enthusiast, bred winning racehorses and with other Mount Barker identities regularly attended races in Perth. Charlie passed away on 15 February 1991.</p>	K & L Forbes	McLean Close - 29 January 2013 Subdivision Wilson Road.
MCCLURE	Councillor between 1951 to 1963 and 1965 to 1977.	CE Nicholls	
McQUAT	Vietnam		
MILLONS	The Great War		
NORTHEY	The Great War		Northey Retreat – October 2017 Valley Views Strata.
ORTIS	The Great War		
PESCOD	The Great War		
PHIPPS (Rocky Gully)	Mrs Gwen Phipps held the role of storekeeper, post mistress, money lender and organiser for the Rocky Gully community.	H Reeves	
PICKLES	Established family	H Reeves	Pickles Road – December 2016 Subdivision off

ROAD NAME	RELEVANCE	REQUESTED BY	USED
			Spencer Road
PULLEN	World War 2		
RAINBIRD	World War 2		Rainbird Rise – October 2017 Valley Views Strata.
SQUIRE	The Squire brothers Frank, Wally, Cliff and Albert were local business men.	H Reeves	Squire Court - 23 June 2010 Subdivision – West Beattie Road.
WALLER	The Great War		
WILBY	The Great War		
WILKINS	World War 2		
WOOLMAN	The Great War		
WORTH	World War 2		Worth Court – October 2017 Valley Views Strata.

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

ROAD NAME	RELEVANCE	REQUESTED BY	USED
BAVIN	World War 2		
BAXTER	World War 2		
BOARD	World War 2		
BREEN	The Great War		
CARTER	The Great War		
CROUCH	World War 2		Crouch Court – October 2017 Valley Views Strata.
DAWSON	The Great War		
FAULKNER (Porongurup)	<p>Bob Faulkner was a Shire Councillor between 1962 and 1982.</p> <p>The Faulkner family has owned Bolganup Homestead in the Porongurup for over a century. The following excerpt is taken from www.bolganup.com.au on 19 May 2015.</p> <p>Bolganup ‘... guest house</p>	H Reeves	

ROAD NAME	RELEVANCE	REQUESTED BY	USED
	<p>was started by Lizzie and Gilbert Faulkner in the 1920s and buildings were added as demand grew. During the Second World War it closed as the sons enlisted and the daughters left. Plans were made for it to be taken over as a hospital in the event of an invasion.</p> <p>The guest house never re-opened after the war as Gilbert had died and Lizzie handed over to the eldest son Harry. Harry and Gwendoline brought up their family, Annette, Kingsley, Sharon and Russell here with Lizzie living in the Fernbrook and Burnley section until she died in 1955.'</p> <p>Bolganup is still owned by Kingsley and Kathleen Faulkner and managed by their daughter Sharon and her husband Bill Bird.</p>		
GLOVER	The Great War		
HARDEN	The Great War		
HERON	The Great War		
HICKS	First blacksmith in Mount Barker. His shop was opposite the Police Station.	CE Nicholls	Hicks Close - 13 October 2009 Rationalisation of Reserve between Shire Office and FESA.
HOTCHIN (Perillup)	Early War Service Land Settlement – store and post office.	H Reeves	
LAMBERT	The Great War		
MOIR	World War 2		
NICOL	The Great War		
PRESTON	Lieutenant William Preston original owner of 'Preston Park' in January	H Reeves	

ROAD NAME	RELEVANCE	REQUESTED BY	USED
	1839.		
REEVES	<p>Sid Reeves was a businessman. He was involved in the building of the original saleyards, introduction of regular stock sales, the first fuel delivery service and was one of the very earliest school bus contractors.</p> <p>He was also a pioneer of the beef industry and has been acknowledged by the Australian Poll Hereford Society.</p>	H Reeves	
RYAN	World War 2		
SLATER	World War 2		
THORN	<p>Compiled by Millicent Thorn (daughter of Albert and Charlotte).</p> <p>'The Thorn family first moved to Mount Barker in 1943 and purchased a home and land in Inglesby (<i>sic</i>) Street. They lived there until after Mr Thorn's death in 1993.</p> <p>The family consisted of Albert William Thorn and his wife Charlotte, a son and four daughters. Bert Thorn worked as a cabinet maker for Duckett's Timber and Trading Co until his retirement.</p> <p>Albert was for many years active in several community groups, the two main ones being St John Ambulance where he was made a life member for his services, and the Methodist (now Uniting) Church. He was</p>	M Thorn	

ROAD NAME	RELEVANCE	REQUESTED BY	USED
	<p>also a member of the Masonic Lodge and a leader of the Boy Scouts group. The large wooden table used by the Plantagenet Council was made by Bert while he was working at Ducketts and he employed his wood working skills in many other ways for the benefit of the district's organisations and individuals.</p> <p>Mrs Thorn was also an active church worker. She was secretary of the Aged Pensioner's League and a long time helper in the Red Cross Branch for which she was made a life member.'</p>		
TIMBWELL	The Great War'		

be endorsed subject to point 2.

2. The names Greenslade and Hickling be added to the Shire of Plantagenet's Future Street and Reserve Names Register subject to Cr Bell obtaining permission from immediate family members in support of the application.
3. Support for the request for Collins Road in Mount Barker to be unnamed and reassigned to a named road within the townsite not be given due to advice received from Landgate's Geographic Names Committee that the request would not be supported.
4. Brad and Joanne Collins be advised of the Council's resolution and the reasoning behind the decision.

CARRIED (7/0)

NO. 191/18

9.3 COMMUNITY SERVICES REPORTS

9.3.1 GREAT SOUTHERN REGIONAL SPORT AND RECREATION PLAN – ENDORSEMENT

File Ref:	N46403
Attachments:	Great Southern Regional Sport and Recreation Plan Executive Summary - Great Southern Regional Sport and Recreation Plan
Responsible Officer:	Fiona Pengel Manager Community Services
Author:	Fiona Pengel Manager Community Services
Proposed Meeting Date:	11 September 2018

PURPOSE

The purpose of this report is to seek Council endorsement of the Great Southern Regional Sport and Recreation Plan (the Plan).

BACKGROUND

In its 2014/2015 budget the Council allocated the sum of \$2,000.00 as contribution to the development of a regional plan for recreation infrastructure in the Great Southern. Contributions were made by all members of the Great Southern Recreation Advisory Committee that comprises the 11 local governments in the Great Southern Region.

The then Department of Sport and Recreation also contributed substantial funds to the project and provided contract management for the project.

The Plan was commenced in May 2016. However, due to contractual issues, a new consultant was engaged in May 2017, which has delayed the project's completion.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

EXTERNAL CONSULTATION

State and regional sporting associations, local clubs and facility managers were consulted throughout the development of the plan.

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 Plan will provide a regional strategy for the development and maintenance of sport and recreation infrastructure for the Great Southern.

OFFICER COMMENT

The project brief was to produce a plan that would provide strategies for developing and maintaining sport and recreation facilities that not only meet the needs of the local community, but also provide access to recreation for residents across the Great Southern Region.

The Plan provides strategies to address the challenges faced by local governments of meeting the increasing cost of managing ageing assets and increasing community expectations for improved facilities.

The plan will provide valuable guidance to funding organisations to ensure proposed future projects align with regional priorities set by the Great Southern Recreation Advisory Committee.

Endorsement of the Plan is required by each of the 11 local governments in the Great Southern Region prior to release for public comment in November 2018.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr M O’Dea:

That the Great Southern Regional Sport and Recreation Plan be endorsed.

CARRIED (7/0)

NO. 192/18

9.4 CORPORATE SERVICES REPORTS

9.4.1 BUDGET REVIEW - AUGUST 2018

File Ref:	N46373
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	11 September 2018

PURPOSE

The purpose of this report is to review and adjust the adopted 2018/2019 Annual Budget to recognise variations in actual income and expenditure.

BACKGROUND

The 2018/2019 annual budget was adopted by the Council at a special meeting on 10 July 2018. This is the first review of the budget, which is considered to be prudent following some end of year adjustments and Roads to Recovery project adjustments.

STATUTORY ENVIRONMENT

Local Government Act 1995

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

Local Government (Financial Management) Regulations 1996

Regulation 33A states:

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

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 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

Following the adoption of the budget, a number of issues have come to light that are worthy of a budget amendment and the following action is recommended:

- The following adjustments are sought due to differences between estimates of end of year expenditure and actual expenditure, mainly due to accrued expenditure invoices which were unknown at the time of preparing the budget. The estimated balance carried forward position (net current assets) should be adjusted accordingly.

Description	Account	Budget Estimated Actual 2017/2018	Actual 2017/2018	Original Budget 2018/2019	New Budget 2018/2019
Net Current Assets at End of Financial Year				1,179,764	\$834,824
CCTV - Upgrade	51485.0006	(\$5,317)	\$0	(\$13,226)	(\$18,543)
Lesser Hall - Repair Termite Damage	51728.0252	\$0	(\$2,540)	(\$10,000)	(\$7,460)
Frost Park - Pavilion Upgrade	51691.0251	(\$31,912)	(\$36,055)	(\$105,994)	(\$101,851)
Jutland / Fisher Road Intersection	51655.0250	(\$49,538)	(\$51,338)	(\$18,883)	(\$17,083)
Langton Road - Lowood Rd to Marmion St	51606.0250	(\$181,923)	(\$192,823)	(\$28,077)	(\$17,177)
Road Maintenance - Storm Damage	20225.0039	(\$1,080,859)	(\$1,411,733)	(\$1,119,141)	(\$788,267)

- The 2018/2019 budget includes a sum of \$688,059.00 for Roads to Recovery (RTR) projects. The Shire has been advised that the RTR 'Road Replenishment Project' is non-compliant as it is comprised of multiple roads. Individual projects need to be nominated instead.

Therefore, it is recommended that this project be deleted and the following road jobs be added to the works program. In addition, the Roads to Recovery income is expected to be \$22,262.00 higher than forecast in the budget due to carry forward RTR amounts from previous years within the five year program.

Description	Account	Original Budget 2018/2019	New Budget 2018/2019
Road Replenishment Project	51740.0250	(\$205,980)	\$0
Road Replenishment - Boyup Road - SLK 0.00 to 13.71	51740.0250	\$0	(\$60,093)
Road Replenishment - Sturdee Road - SLK 0.00 to 10.72	51762.0250	\$0	(\$37,874)
Road Replenishment - Pile Road - SLK 0.00 to 9.34	51763.0250	\$0	(\$44,659)
Road Replenishment - Chillinup Road - SLK 0.00 to 17.75	51764.0250	\$0	(\$85,616)
Direct Road Grants - Roads to Recovery Grants	41201.0204	\$421,527	\$443,789

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

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

That the budget review for the period 1 July 2018 to 31 August 2018 be adopted and the 2018/2019 Annual Budget be amended as follows:

Description	Account	Original Budget	New Budget	Net Cash Amount
Net Current Assets at End of Financial Year		1,179,764	\$834,824	(\$344,940)
CCTV - Upgrade	51485.0006	(\$13,226)	(\$18,543)	(\$5,317)
Lesser Hall - Repair Termite Damage	51728.0252	(\$10,000)	(\$7,460)	\$2,540
Frost Park - Pavilion Upgrade	51691.0251	(\$105,994)	(\$101,851)	\$4,143
Jutland / Fisher Road Intersection	51655.0250	(\$18,883)	(\$17,083)	\$1,800
Langton Road - Lowood Rd to Marmion St	51606.0250	(\$28,077)	(\$17,177)	\$10,900
Road Maintenance - Storm Damage	20225.0039	(\$1,119,141)	(\$788,267)	\$330,874
Road Replenishment Project	51740.0250	(\$205,980)	\$0	\$205,980
Road Replenishment - Boyup Road - SLK 0.00 to 13.71	51740.0250	\$0	(\$60,093)	(\$60,093)
Road Replenishment - Sturdee Road - SLK 0.00 to 10.72	51762.0250	\$0	(\$37,874)	(\$37,874)
Road Replenishment - Pile Road - SLK 0.00 to 9.34	51763.0250	\$0	(\$44,659)	(\$44,659)
Road Replenishment - Chillinup Road - SLK 0.00 to 17.75	51764.0250	\$0	(\$85,616)	(\$85,616)
Direct Road Grants - Roads to Recovery Grants	41201.0204	\$421,527	\$443,789	\$22,262
TOTAL		99,990	99,990	\$0

CARRIED (7/0)

NO. 193/18

Absolute Majority

9.4.2 FINANCIAL STATEMENTS – AUGUST 2018

File Ref:	N46382
Attachment:	Financial Statements
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Alison Kendrick Senior Administration Officer - Finance
Proposed Meeting Date:	11 September 2018

PURPOSE

The purpose of this report is to present the financial position of the Shire of Plantagenet for the period ending 31 August 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 M O'Dea, seconded Cr B Bell:

That the Financial Statement for the period ending 31 August 2018 be received.

CARRIED (7/0)

NO. 194/18

9.4.3 LIST OF ACCOUNTS – AUGUST 2018

File Ref:	N46473
Attachment:	<u>List of Accounts - August 2018</u>
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Emma Gardner Accounts Officer
Proposed Meeting Date:	11 September 2018

PURPOSE

The purpose of this report is to present the list of payments that were made during the month of August 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 L Handasyde, seconded Cr M O'Dea:

That in accordance with Regulation 13 (1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority for the month ended 31 August 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 \$1,520,512.42;
2. Municipal Cheques 44652 to 44656, 44662 to 44681 and 44683 to 44688 totalling \$101,917.59;
3. Cancelled Cheques 44657 to 44661 and 44682; and
4. Trust Cheques 467 and 468 totalling \$500.00.

CARRIED (7/0)

NO. 195/18

9.4.4 POLICY REVIEW - FINANCIAL ASSISTANCE (CAPITAL) TO ORGANISATIONS AND CLUBS

File Ref:	N46383
Attachments:	Policy with Changes
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	11 September 2018

PURPOSE

The purpose of this report is to review Council Policy CF/DG/1 – Financial Assistance (Capital) to Organisations and Clubs.

BACKGROUND

The policy was last reviewed at the Council meeting held on 13 September 2016.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

FINANCIAL IMPLICATIONS

Council Policy CF/DG/1 forms part of the annual budget process.

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 1.3 (A cohesive and supportive community) the following Strategy:

Strategy 1.3.4:

‘Actively promote and assist community groups and clubs’

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

OFFICER COMMENT

A number of changes have been made to this policy.

The policy has been amended to clarify that capital works relate to amounts over \$5,000.00. Another amendment provides for the Council to either fund within its budgeted works program or oversee any project applied for under this policy.

A further amendment provides that requests for cosmetic improvements or works to be done earlier than that required by the Council’s forward works plan will not be considered unless there is a funding contribution.

The policy position relating to funding contributions has been simplified and states that where a cash contribution from the applicant or grant from other sources has been secured, will receive a higher priority than requests with no co-contribution.

Other additions have been made to bring the provisions in line with Council Policy CF/DG/2 Financial Assistance (Operating) To Incorporated Organisations and Clubs.

Finally, any bullet points within the policy have been removed and replaced with identifiable numbering.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Moir, seconded Cr B Lang:

That amended Council Policy CF/DG/1 as follows:

‘OBJECTIVE:

To assist clubs and organisations in improving community based facilities.

POLICY:

1. This policy relates to financial assistance by the Council to incorporated organisations and clubs occupying land owned by, or vested in the Council.
 - a) Financial assistance will not be given to clubs and organisations occupying Crown Land not vested in the Council or private property. This policy shall only apply where works of a capital nature over \$5,000.00 are being undertaken.
 - b) Organisations and clubs are not to expect as a right any financial assistance from the Council, as requests will only be considered in respect to the overall priorities of other projects within the Shire and will also be subject to the availability of finance.
 - c) The Council reserves the right to either fund within its budgeted works program or oversee any project applied for under this policy.
 - d) Funds will only be provided for capital works on the subject land and ownership of all infrastructure ultimately vests in the Council on behalf of the Community.
 2. Funding Contributions
 - a) Funding requests where a cash contribution from the applicant or grant from other sources has been secured will receive a higher priority than requests with no co-contribution.
 - b) Eligible organisations must demonstrate, at the time of submission that other contributions will be available for the project.
 3. Pre-requisites of Financial Assistance
-

- a) The group should be actively operating and meeting on a regular basis.
- b) Applications must include a current profit and loss (income and expenditure) statement, or at the least, recent bank statements where a profit and loss statement is not available.
- c) Applications must be made in full with supporting documentation and must be received by the due date. Incomplete applications or applications not received by the advertised deadline, will not be considered.
- d) Funding will not be provided for retrospective works.
- e) Funds will only be released after documentary proof of expenditure is submitted and, where applicable, until the organisation's GST status has been determined.

4. Prioritising Applications

The Council will determine its total financial commitment to community funding for the upcoming financial year, as part of its budget preparation and may exclude projects on the basis that it cannot be accommodated in the budget. The Council reserves the right to refuse to make available funding for projects under the following circumstances:

- a) When the Council believes that the proposal for funding is not a high priority.
- b) When the Council considers that its financial commitments for the upcoming financial year preclude it from making funding available.
- c) When the proposal will lead to an unacceptable ongoing financial commitment by the Council.
- d) When the ongoing management of the capital items is unclear or places an unacceptable burden on Council staff and resources.
- e) When the legal and / or financial status of the organisation or clubs is in doubt.
- f) Where the applicant cannot demonstrate that it can provide adequate expertise to prepare appropriate plans and/or to specify accurately materials and services required for the project, where applicable.
- g) Funding requests for cosmetic improvements or works to be done earlier than that required by the Council's forward works plan will not be considered unless there is a funding contribution.
- h) Applications from groups that operate a facility with sale of alcohol are likely to receive increased scrutiny over other applications.

5. General Conditions

- a) Applicants need to be aware of, and comply with, the funding requirements of third party funding bodies (eg: State and Federal Government) and ensure that the Council is also made aware of those requirements.
- b) Organisations and clubs will be notified of the result of their application immediately following the adoption of the Council's annual budget.'

be endorsed.

CARRIED (7/0)

NO. 196/18

9.4.5 POLICY REVIEW - PURCHASING AND TENDERING

File Ref:	N46380
Attachments:	Policy with Changes
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	11 September 2018

PURPOSE

The purpose of this report is to review Council Policy Purchasing and Tendering - F/FM/7.

BACKGROUND

This policy was last reviewed by the Council on 24 May 2016.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Section 3.57(1) of the Act states that:

'A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.'

Section 5.43 of the Act states that:

'A local government cannot delegate to a CEO any of the following powers or duties:

- (a) ...*
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph.'*

Part 4 of the Local Government (Functions and General) Regulations 1996 regulates and provides the procedures for local government tenders for providing goods or services. Amendments were made to the regulations in September 2015 which require updates to this policy.

Regulation 11A of the Local Government (Functions and General) Regulations 1996 states:

- '(1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less or worth \$150,000 or less.*
 - (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in sub Regulation (1).*
 - (3) A purchasing policy must make provision in respect of –*
 - (a) the form of quotations acceptable;*
-

- (ba) *the minimum number of oral quotations and written quotations that must be obtained; and*
- (b) *the recording and retention of written information, or documents, in respect of –*
 - (i) *all quotations received; and*
 - (ii) *all purchases made.'*

Part 4 of the Local Government (Functions and General) Regulations 1996 contains provisions in respect to the appointment of panels of pre-qualified suppliers. The most relevant sections that relate are:

*24AB. Local government may establish panels of pre-qualified suppliers
A local government may establish a panel of pre-qualified suppliers to supply particular goods or services to the local government in accordance with this Division.*

24AC. Requirements before establishing panels of pre-qualified suppliers

- (1) *A local government must not establish a panel of pre-qualified suppliers unless —*
- (a) *it has a written policy that makes provision in respect of the matters set out in sub regulation (2); and*
 - (b) *the local government is satisfied that there is, or will be, a continuing need for the particular goods or services to be supplied by pre-qualified suppliers.'*

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.

The Shire of Plantagenet Corporate Business Plan 2015/2016 – 2019/2020 includes Action 4.6.1.3 *'Ensure that the Shire's purchasing practises are in accordance with the Council's Purchasing Policy, relevant legislation and appropriate internal controls.'*

OFFICER COMMENT

In reviewing this policy in 2016, following amendments to the Local Government (Functions and General) Regulations 1996, changes were made in relation to the appointment of panels of pre-qualified suppliers.

At its meeting held on 21 June 2016, the Council agreed to form a panel of contractors for earth works and road works to support the delivery of the Shire's works program. However, the main impetus was to complete reinstatement works caused by a storm event of 20 and 21 January 2016.

The benefit of having a panel of pre-qualified suppliers is that should one contractor be unavailable, then others on the panel will get the opportunity to supply services for the works program. Nevertheless, it is considered appropriate to amend the policy to restrict the use of panels of pre-qualified suppliers to such events. This will strengthen financial prudence and probity safeguards.

The current panel of pre-qualified suppliers will effective until 30 June 2019.

Another suggested change to the policy relates to Regional Price Preference. At its meeting held on 11 October 2016, Council Policy F/FM/14 – Regional Price Preference was adopted. It is considered that reference should be made within the current policy of those provisions and the rationale behind them. Relevant information has been included in Clause 1.4(f).

A further suggested change at Clause 1.6(b) removes a potential loophole when seeking quotes from the WALGA panel of suppliers, in accordance with Section 11 of the Local Government (Functions and General) Regulations 1996. Currently, it is not explicit that quotations for procurement from suppliers on the WALGA panel must also meet minimum protocols in regard to number of quotations to be obtained.

Finally, any bullet points within the policy have been removed and replaced with identifiable numbering.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Cr B Bell, seconded Cr B Lang:

That amended Purchasing and Tendering Policy F/FM/7, as follows:

‘1.1 OBJECTIVES

- a) To provide compliance with the Local Government Act, 1995 and the Local Government (Functions and General) Regulations, 1996;**
- b) To deliver a best practice approach and procedures to internal purchasing for the Shire of Plantagenet; and**
- c) To ensure consistency for all purchasing activities that integrate within all the Shire of Plantagenet operational areas.**

1.2 WHY DO WE NEED A PURCHASING POLICY?

The Shire of Plantagenet is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- a) Provides the Shire of Plantagenet with an effective way of purchasing goods and services;
- b) Ensures that purchasing transactions are carried out in a fair and equitable manner;
- c) Strengthens integrity and confidence in the purchasing system;
- d) Ensures that the Shire of Plantagenet receives value for money in its purchasing;
- e) Ensures that the Shire of Plantagenet considers the environmental impact of the procurement process across the life cycle of goods and services;
- f) Ensures the Shire of Plantagenet is compliant with all regulatory obligations;
- g) Promotes effective governance and definition of roles and responsibilities;
- h) Upholds respect from the public and industry for the Shire of Plantagenet's purchasing practices that withstands probity examination;
- i) Ensures the Council's Occupational Health and Safety Policy is considered when making purchasing decisions; and
- j) Provides that the Shire of Plantagenet will not pay invoices that do not quote a purchase order number.

1.3 ETHICS AND INTEGRITY

- a) All officers and employees of the Shire of Plantagenet shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Plantagenet.
- b) The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:
 - i) full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public moneys based on achieving value for money;
 - ii) all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Plantagenet policies and Code of Conduct;
 - iii) purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
 - iv) all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
 - v) any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and

- vi) any information provided to the Shire of Plantagenet by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

1.4 VALUE FOR MONEY

- a) Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Plantagenet. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.
- b) An assessment of the best value for money outcome for any purchasing should consider:
 - i) all relevant whole-of-life costs and benefits, whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
 - ii) the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
 - iii) financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
 - iv) a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable; and
 - v) hazard identification, risk assessment and risk control of new products as part of the purchasing evaluation process.
- c) Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.
- d) It should be noted that the Council has a number of preferred suppliers/contractors such as mechanical parts suppliers, plumbers, electricians and I.T. technicians who have developed a good awareness of the Shire's facilities and infrastructure over a period of years. It is acknowledged that day to day expenditures may be made through such suppliers without invoking the need to obtain quotations.
- e) No chemicals or other potentially hazardous materials are to be purchased unless they are already on the Shire's Register of Hazardous Materials, or as approved by the responsible manager.

All such materials are to be accompanied by a Materials Safety Data Sheet at the time of purchase.

- f) The Council's Policy F/FM/14 - Regional Price Preference gives guidance to the Council and staff in relation to the provision of a preference to local suppliers when a purchasing decision is made. The policy:
- i) applies a price preference to quotations of \$30,000.00 value or greater and all tenders for the supply of goods and services and construction services.
 - ii) allows a quoted or tendered price from a 'Local Business/Contractor' to be reduced for the purposes of comparison with submissions from outside the region.
 - iii) aims to stimulate economic activity and growth in the defined regional pricing area by giving added weight to the use of competitive local businesses in supplying goods, services and works purchased or contracted on behalf of the Shire.

1.5 SUSTAINABLE PROCUREMENT

- a) Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.
- b) The Shire of Plantagenet is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Plantagenet's sustainability objectives.
- c) Practically, sustainable procurement means the Shire of Plantagenet shall endeavour at all times to identify and procure products and services that:
 - i) have been determined as necessary;
 - ii) demonstrate environmental best practice in energy efficiency and / or consumption which can be demonstrated through suitable rating systems and eco-labelling;
 - iii) demonstrate environmental best practice in water efficiency;
 - iv) are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
 - v) products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste;

- vi) for motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range; and
- vii) for new buildings and refurbishments – where available use renewable energy and technologies.

1.6 PURCHASING THRESHOLDS

- a) Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

Category	Value (ex GST)	Minimum Protocol
Minor Purchase	\$0-\$2,000	1 Verbal Quote
Minor Quotation	\$2,001-\$5,000	2 Verbal Quotes
Intermediate	\$5,001 to \$30,000	2 Written Quotes
Major Quotation	\$30,001-\$150,000	3 Written Quotes
Major Purchase (Tender)	Over \$150,000	In accordance with Division 2 – Section 11 of the Local Government (Functions and General) Regulations 1996

- b) Quotations for procurement from suppliers on the WALGA panel under Section 11 of the Local Government (Functions and General) Regulations 1996 must also meet these minimum protocols.
- c) If a purchase is made and the minimum protocol for quotations is not met, a file note signed by the Department Manager needs to be completed, detailing the reasons for not meeting the protocol. In this instance a copy of the file note will be kept with the purchase order.

1.7 PANELS OF PRE-QUALIFIED SUPPLIERS

- a) A panel of pre-qualified suppliers will only be used for works associated with the reinstatement of storm damage or other such circumstances specifically endorsed by the Chief Executive Officer.
- b) Should the Shire determine that it is beneficial to create a Panel, it must do so in accordance with Part 4, Division 3 the Local Government (Functions and General) Regulations 1996. This ensures that clear and consistent information is communicated to all suppliers, including selection criteria, conditions of contract, specifications and price schedules (as required).
- c) Pre-Qualified Suppliers will be appointed to the Panel based on their suitability to provide the goods and/or services as per the weighted evaluation criteria. The number of suppliers appointed to a Panel will be dependent on the number of conforming submissions received.
- d) Panelists will be ranked based on value for money and suitability, and engaged based on their ranking as well as other factors such as availability, familiarity with a particular project and/or specialist requirements.

- e) The Shire may engage non Panel members as required, subject to normal quotation and tendering requirements as per the Regulations.

1.8 RECORDS MANAGEMENT

- a) All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:
- i. tender documentation;
 - ii. internal documentation;
 - iii. evaluation documentation;
 - iv. enquiry and response documentation; and
 - v. notification documentation.
- b) For a direct purchasing process this includes:
- i. quotation documentation;
 - ii. internal documentation; and
 - iii. order forms and requisitions.
- c) Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire of Plantagenet's internal records management policy.'

be endorsed.

AMENDMENT

Moved Cr J Moir,

That the table in part 1.6 a) be amended to read:

Category	Value (ex GST)	Minimum Protocol
Minor Purchase	\$0-\$1,000	1 Verbal Quote
Minor Quotation	\$1,001-\$5,000	2 Verbal Quotes
Intermediate	\$5,001 to \$30,000	2 Written Quotes
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Major Purchase (Tender)	Over \$150,000	In accordance with Division 2 – Section 11 of the Local Government (Functions and General) Regulations 1996

The motion lapsed for want of a seconder.

AMENDMENT

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

That part 1.5 c) vii) be deleted.

LOST (2/5)

**Crs B Bell, S Etherington, L Handasyde, B Lang, J Moir
voted against the motion**

AMENDMENT

Moved Cr J Moir, seconded Cr B Lang:

That in part 1.5 c) vii) the words 'where available use' be deleted and replaced with the words 'consider using'.

CARRIED (7/0)

NO. 197/18

COUNCIL DECISION

That amended Purchasing and Tendering Policy F/FM/7, as follows:

1.1 OBJECTIVES

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 - iii) demonstrate environmental best practice in water efficiency;
 - iv) are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
 - v) products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste;
 - vi) for motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range; and
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 - iv. enquiry and response documentation; and
 - v. notification documentation.
- b) For a direct purchasing process this includes:
 - i. quotation documentation;
 - ii. internal documentation; and
 - iii. order forms and requisitions.
- c) Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire of Plantagenet's internal records management policy.'

be endorsed.

CARRIED (7/0)

NO. 198/18

9.5 EXECUTIVE SERVICES REPORTS

Nil

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**10.1 FEDERAL ELECTIONS – MEET THE CANDIDATE NIGHT**

Cr Brett Bell gave notice of his intention to move the following motion at the next Ordinary Meeting of the Council pursuant to Clause 3.7 of Standing Orders:

‘That:

- Prior to the next Federal election, the Shire of Plantagenet host a “Meet the Candidate night”.
- That all candidates in our electorate be invited to participate.
- Council host visitors to light refreshments at the conclusion of the event.’

The Presiding Member invited Cr B Bell to move the Notice of Motion

COUNCIL DECISION

Moved Cr B Bell, seconded Cr L Handasyde:

That:

- 1. Prior to the next Federal election, the Shire of Plantagenet host a ‘Meet the Candidate night’.**
- 2. All candidates in our electorate be invited to participate.**
- 3. Council host visitors to light refreshments at the conclusion of the event.**

CARRIED (7/0)

NO. 199/18

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

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

That new business of an urgent nature, namely:

Seniors Advisory Committee – Appointments

be introduced to the meeting.

CARRIED (7/0)

NO. 200/18

11.1 SENIORS ADVISORY COMMITTEE - APPOINTMENTS

File Ref:	N46486
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Rob Stewart Chief Executive Officer
Proposed Meeting Date:	11 September 2018

PURPOSE

The purpose of this report is to make recommendations to the Council regarding membership of the Seniors Advisory Committee.

BACKGROUND

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

'That:

- 1. A committee, to be known as the Seniors Advisory Committee be formed pursuant to Section 5.9 (2) (c) of the Local Government Act 1995.*
- 2. The duties of the committee are:*
 - a. Examine services provided to seniors in the Shire of Plantagenet.*
 - b. Monitor the change in service providers and actual services to aged care.*
 - c. Report back to the Council by 26 March 2019.*
- 3. The committee shall be made up of two Councillors, the Manager Community Services and three other persons.*
- 4. The committee shall disband on 23 April 2019.'*

STATUTORY ENVIRONMENT

The Seniors Advisory Committee was formed by the Council at its meeting held on 14 August 2018 pursuant to Section 5.9 (2) (c) of the Local Government Act 1995.

A committee formed pursuant to Section 5.9 (2) (c) is to comprise Council members, employees and other persons.

EXTERNAL CONSULTATION

Advertisement for membership of the committee was placed in the edition of the Plantagenet News published on Wednesday 22 August 2018.

FINANCIAL IMPLICATIONS

Although the formation of a committee has no financial implications, the Council should be aware that no funds have been set aside for the operations of the Committee, including any investigations that may occur or secretarial or other staff assistance.

It should also be noted that the committee has no delegated authority and is unable to direct staff except through recommendation to the full Council.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

Strategy 4.1.1:

'Provide effective leadership for the community'

Further, at Outcome 1.6 (Quality of life for the aged) the plan provides at:

Strategy 1.6.1:

'Advocate the provision and promotion of services, home care and facilities that meet the needs of the aged'

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

OFFICER COMMENT

At this meeting, it will be recommended that the Council appoint two Councillors to the committee and three other persons.

At the close of nomination for other persons (5 September 2018) seven nominations for the three other persons positions had been received.

The nominations were received from:

Pamela Morris, Linda Sounness, Val Randall, Jim Thomas, Ron Taylor, Judy Leahy and Bev Mulvihill.

The letters of application from each of the applicants is attached for the consideration of Councillors.

Prior to making any recommendation, Councillors may like to consider adjourning the meeting to discuss the relevant merits of the applications in private.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr B Lang:

That the following Councillors, staff and other persons be appointed to the Seniors Advisory Committee:

- 1. Councillor K Clements and Councillor S Etherington be appointed as Council members.**
- 2. Linda Sounness, Judy Leahy and Bev Mulvihill as other persons, and;**
- 3. The Manager Community Services.**

CARRIED (5/2)

NO. 201/18

Cr J Moir and Cr M O'Dea voted against the motion

Absolute Majority

12 CONFIDENTIAL**12.1.1 LOT 337 MARTIN STREET, MOUNT BARKER - COUNCIL PROPERTY**

File Ref: N46409
Attachment: [2010 Business Plan - Proposal to subdivide Lot 337 Martin Street](#)
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: John Fathers
Deputy Chief Executive Officer
Proposed Meeting Date: 11 September 2018

PURPOSE

The purpose of this report is to consider the options for Council owned land at Lot 337 Martin Street, Mount Barker.

MOTION TO PROCEED BEHIND CLOSED DOORS

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

5.25pm That in accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting be closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

- (a) a matter affecting an employee or employees; and
- (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 (7/0)

NO. 202/18

MOTION TO PROCEED IN PUBLIC

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

5.30pm That the meeting proceed in public.

CARRIED (7/0)

NO. 203/18

OFFICER RECOMMENDATION

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

That the Council property at Lot 337 Martin Street, Mount Barker be offered for sale by public tender.

MOTION TO ADJOURN THE QUESTION

Moved Cr J Moir,

That the question be adjourned to allow further consideration of options.

The motion lapsed for want of a seconder.

COUNCIL DECISION

That the Council property at Lot 337 Martin Street, Mount Barker be offered for sale by public tender.

CARRIED (5/2)

NO. 204/18

Cr J Moir and Cr B Lang voted against the motion

**12.1.2 LOTS 500, 93, 411 - 414 AND 40 MENSTON STREET, MARION STREET
AND LANGTON ROAD, MOUNT BARKER - FORMER DEPOT – RESULTS
OF EXPRESSIONS OF INTEREST**

File Ref: N46359
Attachment: [Map - Former Council Depot Land](#)
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: John Fathers
Deputy Chief Executive Officer
Proposed Meeting Date: 11 September 2018

PURPOSE

The purpose of this report is to note the result of calling expressions of interest in the potential disposal of the former Council depot land.

MOTION TO PROCEED BEHIND CLOSED DOORS

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

5.35pm That in accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting be 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 (7/0)

NO. 205/18

MOTION TO PROCEED IN PUBLIC

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

5.50pm That the meeting proceed in public.

CARRIED (7/0)

NO. 206/18

OFFICER RECOMMENDATION/COUNCIL DECISION

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

That the result on calling of expressions of interest in the potential disposal of the former Council depot land (lots 500, 411, 412, 413 and 414) and lot 40 Langton Road, be noted.

CARRIED (7/0)

NO. 207/18

13 CLOSURE OF MEETING

5.55pm The Presiding Member declared the meeting closed.

CONFIRMED: CHAIRPERSON _____ **DATE:** ___/___/___