

Council

PLANTAGENET COMPANY OF ARCHERS -
MEMORANDUM OF UNDERSTANDING - RESERVE
27184 MCDONALD AVENUE, MOUNT BARKER

Archery Memorandum of Understanding

Meeting Date: 5 December 2017

Number of Pages: 4



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Plantagenet
Company of Archers
RESERVE 27184

29/11/2017

1:2437



Memorandum of Understanding

between

The Shire of Plantagenet and the Plantagenet Company of Archers

Introduction

This Memorandum of Understanding (the Agreement) is between the Shire of Plantagenet (the Council) and the Plantagenet Company of Archers (PCA).

It reflects the desire of both parties to allow community access to Reserve 27184 on McDonald Avenue, Mount Barker 6324. However, it does allow PCA to undertake the activity of archery as the primary user of this reserve.

The archery facility is the entirety of the Reserve 27184 as shown on Plan One attached.

Purpose

This Agreement creates a framework for the management and use of Reserve 27184.

Key commitments

1. The PCA acknowledges that the Archery facility is to remain for community use. The Council requires public access through the reserve at all times other than when archery is being carried out when it is reasonable to restrict access for public safety.
2. The PCA will prominently display indications such as red flags at ingress and egress points, to notify members of the public when archery is in progress and public access is prohibited.
3. The PCA, subject to normal Council approvals, will be permitted to build structures such as permanent targets and storage for moveable equipment. These structures will remain the property of the PCA and as such insurance of that property will be the responsibility of the PCA.
4. The Shire reserves the right to direct removal of any built infrastructure at the sole discretion of the Council.
5. The PCA agrees to maintain any built infrastructure in the Archery facility such as sheds and targets.
6. The Shire of Plantagenet will maintain the grassed area of Reserve 27184 to current maintenance standards.
7. Should the Shire of Plantagenet terminate the agreement for use of the land with the PCA, it will be required to give two years' notice of termination in writing. After termination of land use, the PCA may remove all infrastructure built by the group.
8. This Memorandum of Understanding will expire five years after the date of signing. However, it is expected that a similar arrangement will remain in place subject to regular review.

EXECUTION

Signed by the parties hereto as a Deed this _____ day of _____ 2017

Cr Chris Pavlovich
Shire President
Shire of Plantagenet

John Fathers
Acting Chief Executive Officer
Shire of Plantagenet

Jim Rhind
On behalf of
Plantagenet Company of Archers.

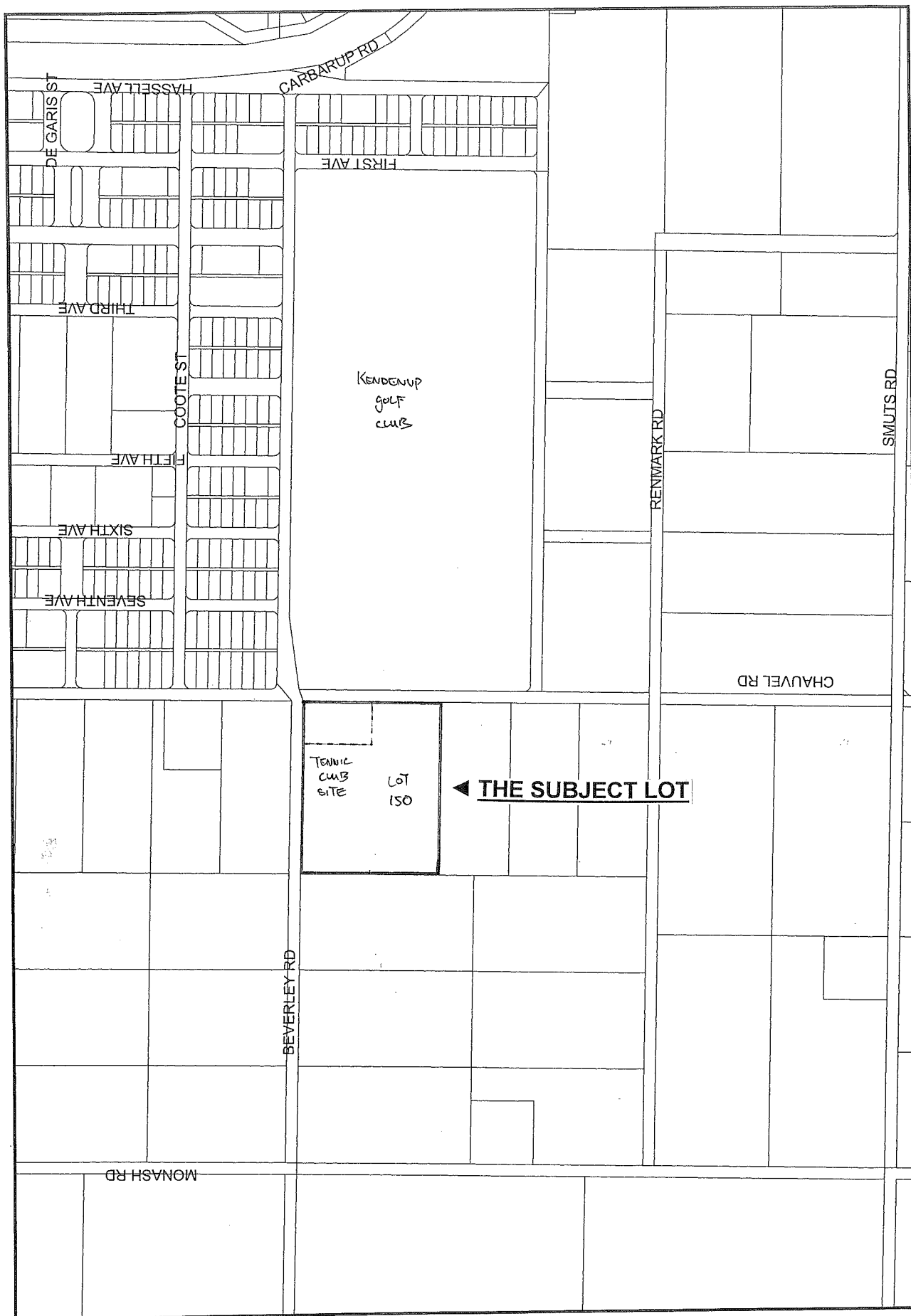
Council

LOT 150 BEVERLEY AND CHAUVEL ROADS,
KENDENUP - PROPOSED SIGNAGE AND SHADE
SAIL - KENDENUP TENNIS CLUB

Location Plan
Site Plan
Sign Artwork
Sign Frame

Meeting Date: 5 December 2017

Number of Pages: 5



LOCATION PLAN

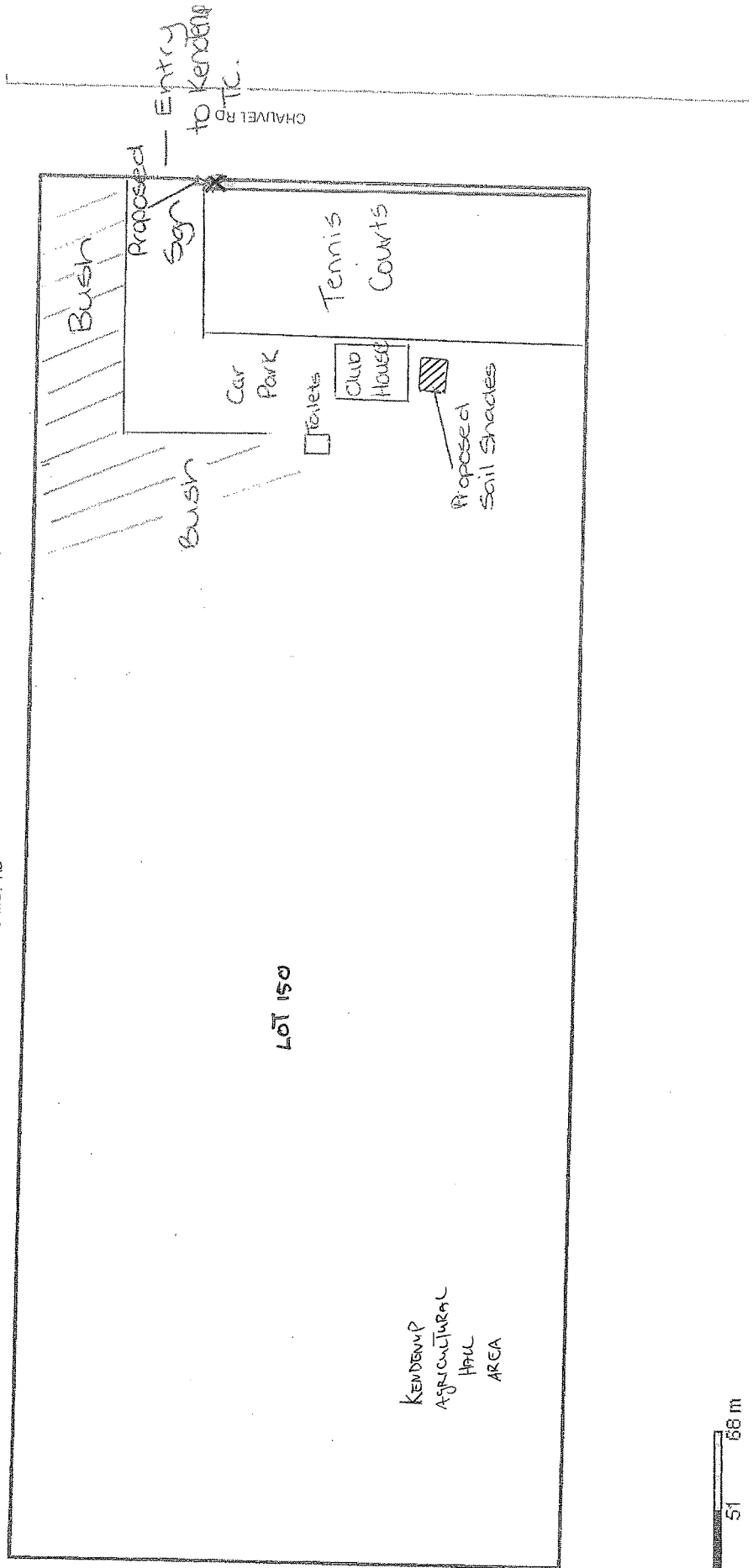
SITE PLAN

Lot 25

Lot 26

Lot 22

BEVERLEY RD



RECEIVED

09 NOV 2017

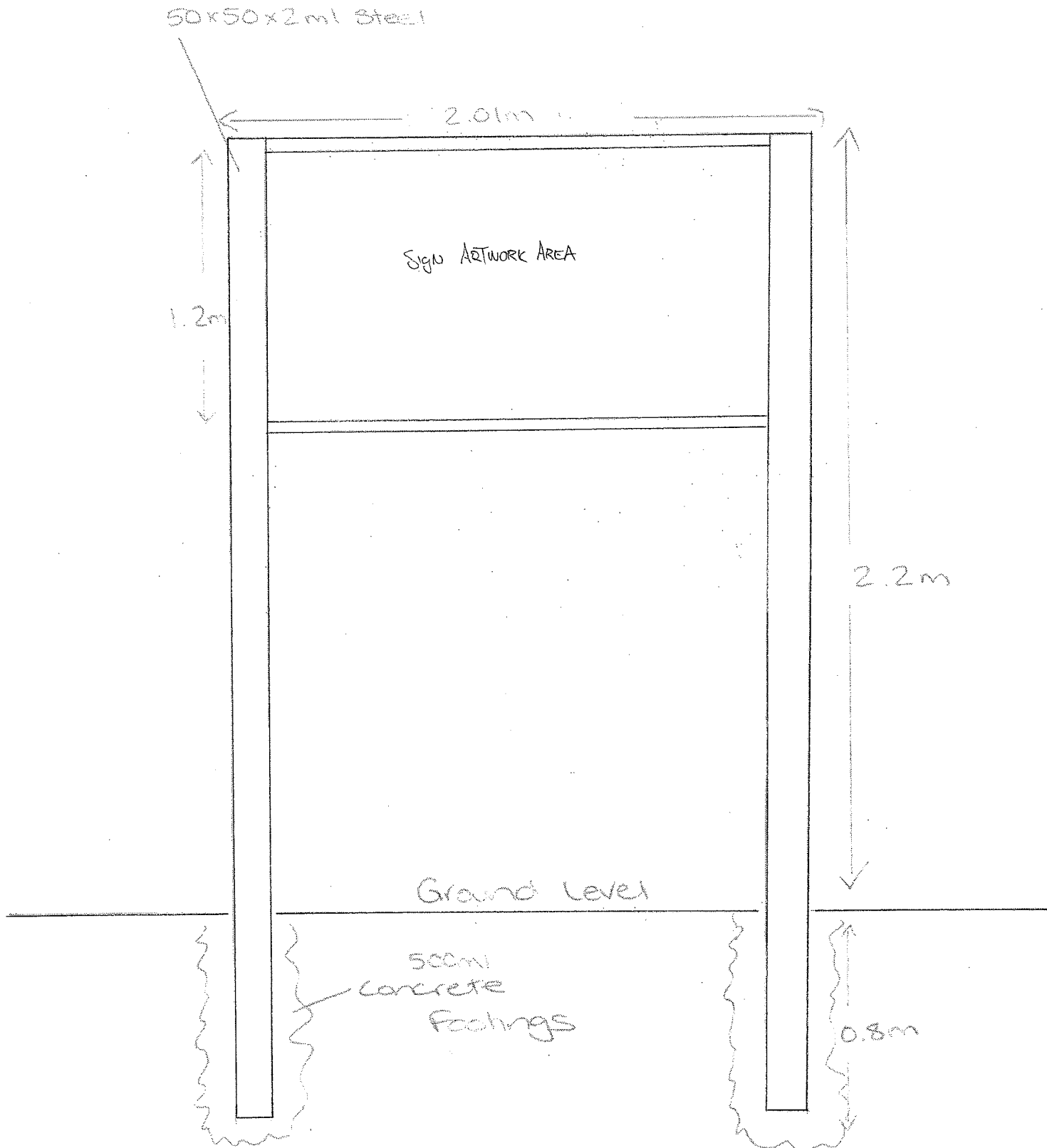
ET
YES

KENNEDY TENNIS CLUB



CLUB TENNIS: SATURDAYS FROM 2PM, OCTOBER - APRIL
VISITORS WELCOME

Kenderup Tennis Club



SIGN FRAME

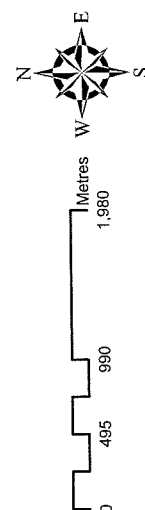
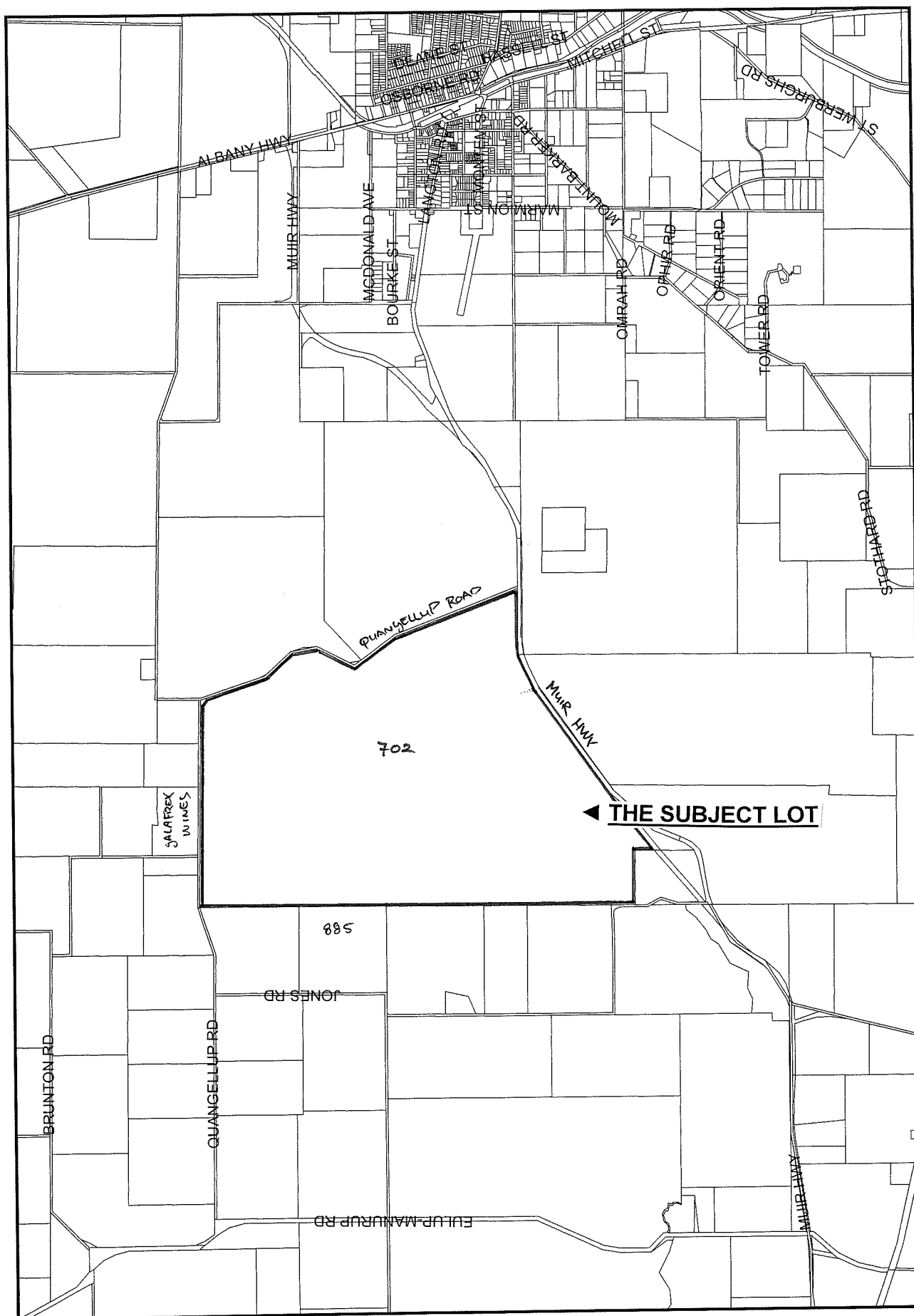
Council

LOT 702 MUIR HIGHWAY CORNER QUANGELLUP
ROAD, MOUNT BARKER - ROTATIONAL
OUTDOOR PIGGERY - BREEDING

Location Plan
Site Location
Property Layout and Proposal
APL Fact Sheet
Summary of Submissions

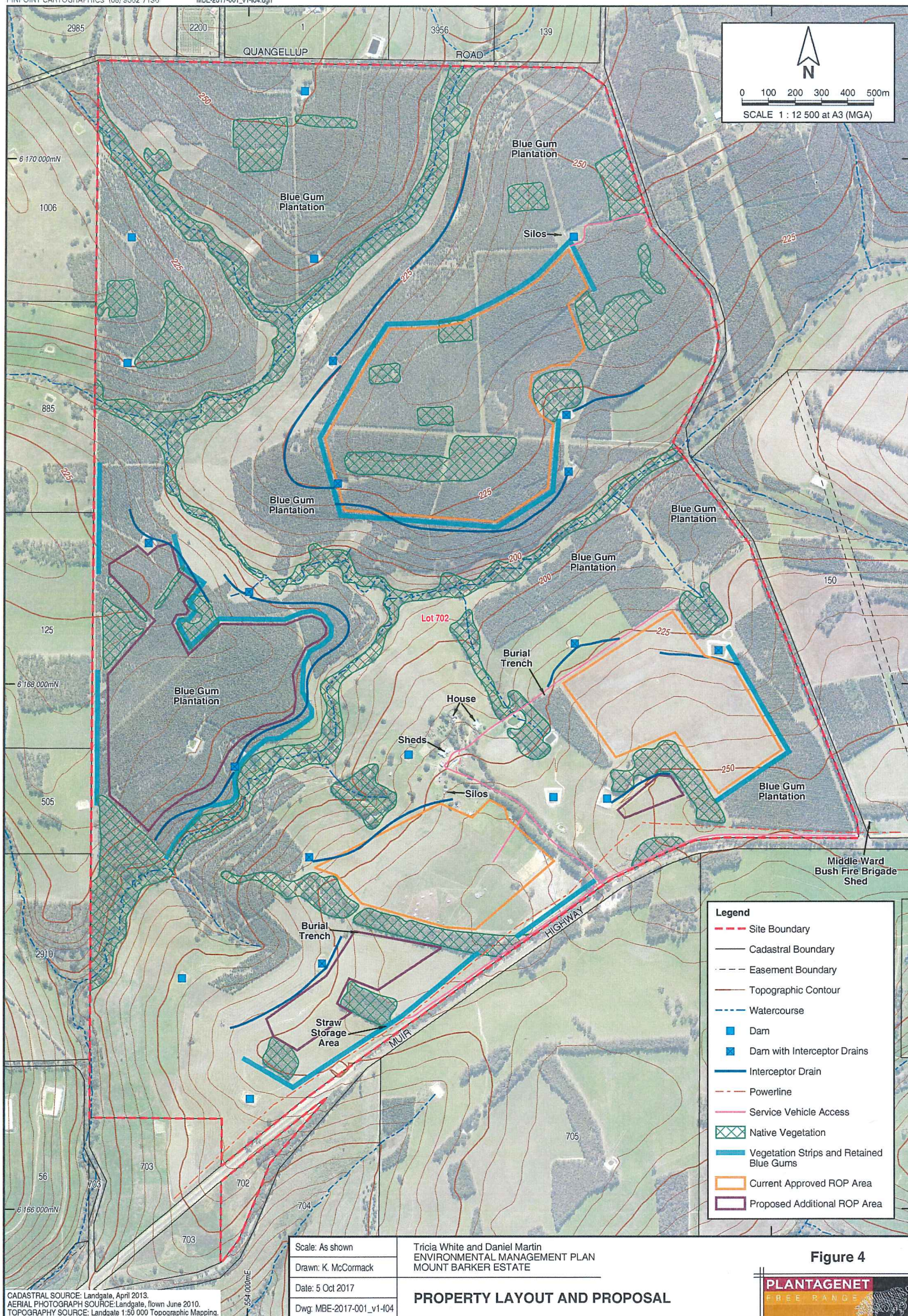
Meeting Date: 5 December 2017

Number of Pages: 10



LOCATION PLAN







July 2011

FACT SHEET

DESIGN AND MANAGEMENT OF OUTDOOR FREE RANGE AREAS FOR PIGS

Free Range (FR) pig production is often promoted on the basis of improved animal welfare and environmental performance compared to conventional pork production. However, if not managed well, outdoor production systems pose different and sometimes higher risks than indoor (conventional / deep litter) piggeries such as nutrient overloading and subsequent losses, soil structure issues (e.g. compaction), vegetation degradation and soil erosion.

Site selection factors important in applying good agricultural practices outdoor free range areas include:

- Finding a site with an annual rainfall of less than 750 mm, a mean maximum January temperature of less than 28°C and a mean minimum July temperature exceeding 3°C;
- Providing sufficient land for a sustainable system to operate;
- Protecting surface waters by providing a buffer at least:
 - i. 800 m wide between the piggery and a major water supply storage, and
 - ii. 100 m wide between the piggery and a defined watercourse;
- Protecting sensitive land uses such as by providing separation distances between the FR piggery and sensitive land use of at least:
 - i. 200 m to a public road carrying >50 vehicles per day, and
 - ii. 100 m to a public road carrying <50 vehicles per day, and
 - iii. 750 m to a town, and
 - iv. 500 m to a rural residential area, and
 - v. 250 m to a rural dwelling, and
 - vi. 20 m to a property boundary;
- Selecting a site with soils that are well drained but which contain sufficient clay to retain nutrients in the root zone. Sites with light soils are subject to wind erosion (and nutrient removal) when groundcover is denuded. Sites with heavy soils may be difficult to traffic during wet weather; and
- Selecting a site with gently sloping land to minimise the likelihood of local flooding.

Design and management factors important in applying good agricultural practices within outdoor free range areas include:

- Nutrient budgeting. While N, P and K accumulate in soils of FR piggeries, the nutrient accumulation rate is generally not high unless an area has been stocked continuously for more than two years. Consequently, rotations should be planned such that pigs are not continuously stocked on an area for longer than two years. Following the pig stocking phase, crops should be grown to utilise accumulated N, P and K.
- Encouraging even spreading of manure nutrients. A major challenge of FR systems is that manure, and consequently nutrients, is not spread evenly across the paddock. This increases the risk of nutrient overloading, leaching and/or runoff. Moving pig housing and feeding facilities regularly during the stocked phase will help spread nutrients more evenly.
- Adopting strategies to minimise uncontrolled movement of nutrients from FR piggery paddocks. These including regular spelling from pig production, with a plant growth and harvest phase to remove the nutrients added through the stocked phase and provision of a physical barrier and / or a good hardy vegetative cover around the piggery perimeter.
- Providing wallows on soils that allow for minimal nutrient leaching (alternatively clay can be added to the wallows to reduce the leaching rate through the base). Wallows need to be frequently emptied and cleaned to avoid heavy contamination. Wallows should be remediated by ripping; applying gypsum as needed; and proper refilling and levelling.
- Undertaking routine environmental monitoring, particularly soil monitoring during the cropping phase of the rotation.

Disclaimer: The opinions, advice and information contained in this publication have not been provided at the request of any person but are offered by Australian Pork Limited solely for informational purposes. While the information contained on this publication has been formulated in good faith, it should not be relied on as a substitute for professional advice. Australian Pork Limited does not accept liability in respect of any action taken by any person in reliance on the content of this publication.

Summary of Submissions
Lot 702 Muir Highway corner Quangellup Road, Mount Barker
Noxious Industry - Rotational Outdoor Piggery

	Name/Address	Submission	Comment
1.	Kim Tyrer Galafrey Wines 432 Quangellup Road Mount Barker	<p>Thank You for inviting us to comment regarding this application.</p> <p>However, I must give the shire a little naughty slap on the wrist as it really isn't a "minor Modification" and found this term to be misleading in the cover letter.</p> <p>Anyhow, moving on. Galafrey Wines has no real objections to this planning application and wish Daniel and Patricia all the best. I do however have some small concerns regarding the application.</p> <p>Galafrey Wines is a well established winery of 40 years. 20% of our business is export and we expect this to increase in the coming years. We also entertain many VIP guests throughout the year. In fact, on 8th November I have a group of 10 VIP Journalists coming to my cellar door. It is therefore paramount that 1. We are perceived to have a clean and green image regarding export and 2. That I can neither see or more importantly smell the neighbouring industry. As you can imagine to entertain a group of VIP Journalists or guests with the pungent smell of a piggery would do neither of us (Galafrey, The Shire, Plantagenet Pork or Mt Barker Estate.) any favours.</p> <p>Therefore, I can see in the current application and encourage the Shire to be firm that the 13 recommendations from the application in August 2013 are upheld. Please refer to Page 9 and 10 of the Shire of Plantagenet Ordinary Agenda Tuesday 27th August 2013. The reference to the area requiring an established 10m vegetation strip around the ROP area 3 to the satisfaction of Manager Development Services, all remnant vegetation areas to be fenced to the satisfaction of Manager Development Services, All ROP areas to be adequately fenced to contain all pigs to the satisfaction of the Manager Development Services and to continue bi annual inspections to ensure compliance.</p>	<p>Noted.</p> <p>Noted.</p> <p>1. The Draft Environmental Assessment Guideline - Separation Distances between Industrial and Sensitive Land Uses September 2015 (EPA 2015) identify rotational outdoor piggery as an extensive piggery. This guideline requires a minimum buffer distance of 1,000m to a sensitive site for risk of dust and odour impacts. The most northern ROP Area will be setback more than 1,000m from the most southern Galafrey Wines property boundary. The proposal conforms to the EPA 2015.</p> <p>It is unlikely adverse odour impacts will be experienced as the most northern ROP Area at Lot 702 will be located approximately 1.3km from the cellar sale building at Galafrey Wines.</p> <p>Noted.</p>

		<p>Regarding the application of a service access off Quangellup Rd I commend the current guidelines to minimise transport impacts however ask that signage be put in place warning drivers of truck entering as there two blind corners in the vicinity.</p> <p>It is difficult to foresee, if any, problems regarding ROP area 3, in particular odour and therefore simply ask that we all work together if any issue should arise. The fact is while there have been no issues with compliance for the last four years, they do seek to increase pig population by more than double, and again it is difficult to forecast the real impact. It is not my intention to be difficult or restrict my neighbours and their business success. However, if issues are to arise I would be concerned if faced with a simple, it has been approved so tough luck. I would prefer to work together so both parties are able to reach their full potential without impacting the other.</p> <p>I wish Mt Barker Estate and Plantagenet Pork all the best with their endeavours and look forward to eating the results!</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>
2.	Bevan and Tracey Lang 428 Jones Road Mount Barker	<p>In relation to the Noxious Industry Planning Application Lot 702 Muir Highway, Mt Barker, We do not have any objections to the proposed plans. Our only request is that the tree buffer to not extend past our boundary as the view/landscape of Mt Barker would be interrupted.</p> <p>We wish the proponents good luck in their proposal.</p>	2. The loss of view is not a material planning consideration.
3.	Main Roads WA Great Southern Albany	<p>From the information presented, Main Roads has no in principle objection to the upgrade to farming density or production.</p> <p>Main Roads will not approve storm water entering our drainage system. All storm water must be retained on the subject land.</p> <p>The number of truck movements into the property will increase, but not significantly for MRWA to require an upgrade to the road network, however, if the Category or class of truck changes MRWA will review the access to the subject lot.</p>	<p>Noted</p> <p>Noted – apply appropriate condition.</p> <p>Noted.</p>
4.	Mr & Mrs Lamble 228 Jones Road Mount Barker	<p>We believe the 10.2ha expansion would be visible and subtract from our rich and beautiful view. We believe that this could negatively impact the value of our property in years to come, as well as subtract from the view we so enjoy every day.</p> <p>While we don't want to stand in the way of their progress and development, we are asking that they consider the relocation of this 10.2ha expansion to somewhere else on their property less visible as with the other proposed expansions shown.</p>	<p>See comment 2.</p> <p>See comment 2.</p>
5.	Department of Biodiversity, Conservation and Attractions	Parks and Wildlife Service have no comments or objections to this proposal.	Noted.

LATE SUBMISSION		
6.	<p>Department of Water and Environmental Regulation</p> <p>Water Resource Advice Only</p> <p>The Department of Water has recently merged with the Department of Environment Regulation and Office of the Environmental Protection Authority to create the new agency Department of Water and Environmental Regulation. The former agencies are in the process of amalgamating their functions. Until this fully occurs, please note that the advice in this correspondence pertains only to water resource matters previously dealt with by the Department of Water. It is recommended that where appropriate, advice is obtained from environmental regulation to confirm if development requires licencing as a prescribed premises under the <i>Environmental Protection Act (1986) Regulations (as amended)</i>. For further assistance, please contact Caron Goodbourne, DWER - Environmental Regulation on 9724 6135.</p> <p>Thank you for referring the <i>Mount Barker Estate Environmental Management Plan (EMP)</i> (Aurora Environmental, 2013 WK-2017-001 25 September 2017) to the department for comment. The department provides the following comments.</p> <p>As part of the piggery's expansion, the current version of the EMP is considered to generally meet the standards of the <i>National Environmental Guidelines for Outdoor Piggeries</i> 2015 and <i>Environmental Guidelines for New and Existing Piggeries Bulletin 4416 May 2000</i>. The department does have some concerns, however, regarding proposed buffers to waterways on the property. In relation to vegetation buffers for managing nutrient export off-site, amendments are recommended to the EMP and further information on this is provided under 'Vegetated buffer strips' below.</p> <p>Stocking rate</p> <p>Proposed stocking density is slightly higher than the <i>Western Australian Environmental Guidelines for Piggeries</i>, however, this is not considered to be a significant issue.</p> <p>Surface water management</p> <p>The proposed approach to surface water management is considered to meet the standards set for design of surface water retention. The use of nutrient stripping vegetated buffers within the EMP should enhance surface water management.</p> <p>Dam overflow</p> <p>The EMP should ensure winter dam levels for dams downslope of ROPs are regularly monitored to ensure dam capacity is not exceeded. To avoid overflow of these dams, measures should be in place to ensure that when dam capacity meets a critical level water is pumped into other storage. It is recommended that contingency measures are put in place for this purpose.</p>	<p>Noted</p> <p>3. This standard should be the APL <i>Rotational Outdoor Piggeries and the Environment 2015</i> or the APL <i>National Guidelines for Rotational Outdoor Piggeries (Revised) 2013</i>.</p> <p>Noted.</p> <p>Noted, the <i>National Guidelines for Rotational Outdoor Piggeries (Revised) 2013</i> is the relevant guideline.</p> <p>Noted.</p> <p>4. The proposal conforms to the APIQ Standard Manual 2012 'Land and Water Protection Standard' requirement for terminal ponds sized located to catch the first 12 mm of runoff from the piggery paddocks and other land within the same local catchment area</p>

	<p>Vegetated buffer strips</p> <p>Although 10 m wide strategic vegetation buffers around the ROPs are considered to be an adequate barrier for minimising nutrient runoff from this type of intensive land use, the use of blue gums is not considered best practice for either effective buffer or screening purposes. Blue gums should not be used as a substitute for vegetation with high nitrogen requirements, or a suitable ground cover which can trap sediment and nutrients and enhance infiltration from first rains. Vegetation which is densely planted and uses mixed species of native, perennial vegetation which provides a more suitable root mass and ground cover for maximising infiltration and thereby reducing overland flow should be used.</p> <p>Native vegetation should be used to replace blue gums which have been planted adjacent to ROP areas and which will be removed as well as for screening purposes.</p> <p>As a site visit has not been undertaken by the department to assess the width or condition of buffers on the waterways it is recommended that site photos are provided as part of the EMP. Site photos should show the condition of the vegetated buffers on the proposed western ROP area which is in closest proximity to a waterway. These should be taken at the locations shown on the attached map where the proposed interceptor drain and dams cross the vegetated buffers.</p> <p>Given that in the past there has previously been issues of compliance with implementation of the EMP and, in particular, in relation to vegetation buffers, it is recommended that a compliance plan is developed to ensure that conditions of the EMP are enforced by the Shire through inspection.</p> <p>It is recommended that the location of ROP areas is shown within the EMP property layout map (Figure 4).</p>	<p>5. The Water Corporation has used this method for nutrient management very successfully at their wastewater treatment site in Albany for many years.</p> <p>Noted.</p> <p>6. It is important for officers to carry out site inspections as part of assessing applications for development approval. Especially for intensive animal industries.</p> <p>7. One instance of non-compliance concerning the lack of vegetated buffer was identified during the first bi-annual inspection of the piggery. The non-compliance matter was brought to the operators attention and the matter was resolved to the satisfaction of the Council..</p> <p>8. Annual inspections are carried out as part of licensing Offensive Trades pursuant to the Shire of Plantagenet Health Local Law 2008.</p> <p>9. All existing and propose rotational outdoor piggery areas are shown on the Property Layout and Proposal Map (Figure 4).</p>
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	<p>Additional buffers</p> <p>While smaller stormwater events will be captured and retained, larger events will bypass interceptor drains and dam. Land use intensification is likely to increase nutrient and sediment loads entering waterways on the property. It is therefore recommended that existing plantation and native vegetation buffers located between ROP interceptor drains and waterways is retained. This will provide an additional buffer to waterways on the property and assist with reducing sediment and nutrient loads from the ROPs into the Hay River/Wilson Inlet catchment.</p> <p>While the EMP states that no native vegetation will be removed as part of the proposal, it is unlikely that the areas shown within the ROPs will survive due to land intensification. As such it is recommended that native vegetation areas within the ROPs are protected through fencing.</p> <p>Areas shown in Figure 4 as 'Native Vegetation' along waterways, appear from aerial photography (source Landgate, June 2010) to be degraded and sparsely vegetated. Given this, it should be considered that without rehabilitation, this vegetation is unlikely to constitute an effective buffer for waterways to the ROP areas concerned.</p> <p>Groundwater</p> <p>A number of bores exist on the property and are located within or in the vicinity of the proposed ROP areas (10.2 ha). Bore information from two of the bores on the department's Water Information Reporting System indicates depth to groundwater is less than 0.8 m and 1.8 m. It is important that burial trenches meet national and state guidelines which require a 1.5 m separation from highest known groundwater level. Other bores exist in the vicinity of the proposed 45.5 ha ROP although there is no depth to water level information available for these. The soil type contains 'wet soil', however, and there is potential for high groundwater levels within this ROP area as well. As the extent of groundwater and surface water interaction at the site is not known, it should be assumed that leaching of nutrients via groundwater is occurring and will have a cumulative effect on downstream surface water quality. Retention of existing vegetation between interceptor drains and waterways is important to mitigate this.</p>	<p>10. Native species regrowth between interceptor drains and waterways will occur once blue gum trees are removed. The regrowth will assist with reducing sediment and nutrient loads from the rotational outdoor piggery areas.</p> <p>11. All rotational outdoor areas are fenced when active.</p> <p>See comment 6.</p> <p>Noted.</p>
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Council

RESERVE 27607 WOOGENELLUP ROAD
KAMBALLUP AND RESERVE 10003 O'NEILL ROAD
MOUNT BARKER – EXCHANGE OF LAND

Diagrams and Maps

Meeting Date: 5 December 2017

Number of Pages:5



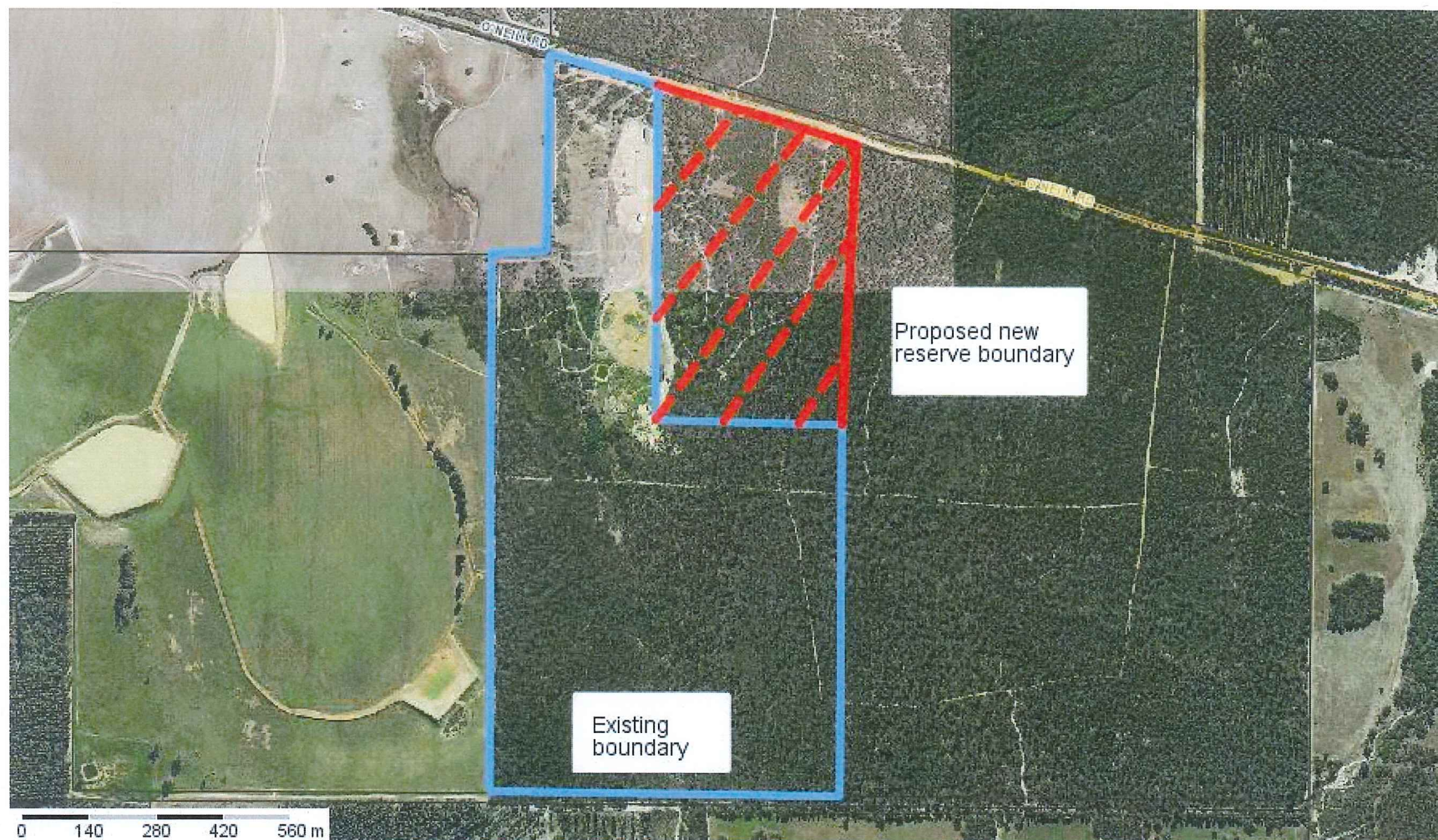
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O'Neill Road Waste
Management Facility
Land Encroachment

19/02/2015

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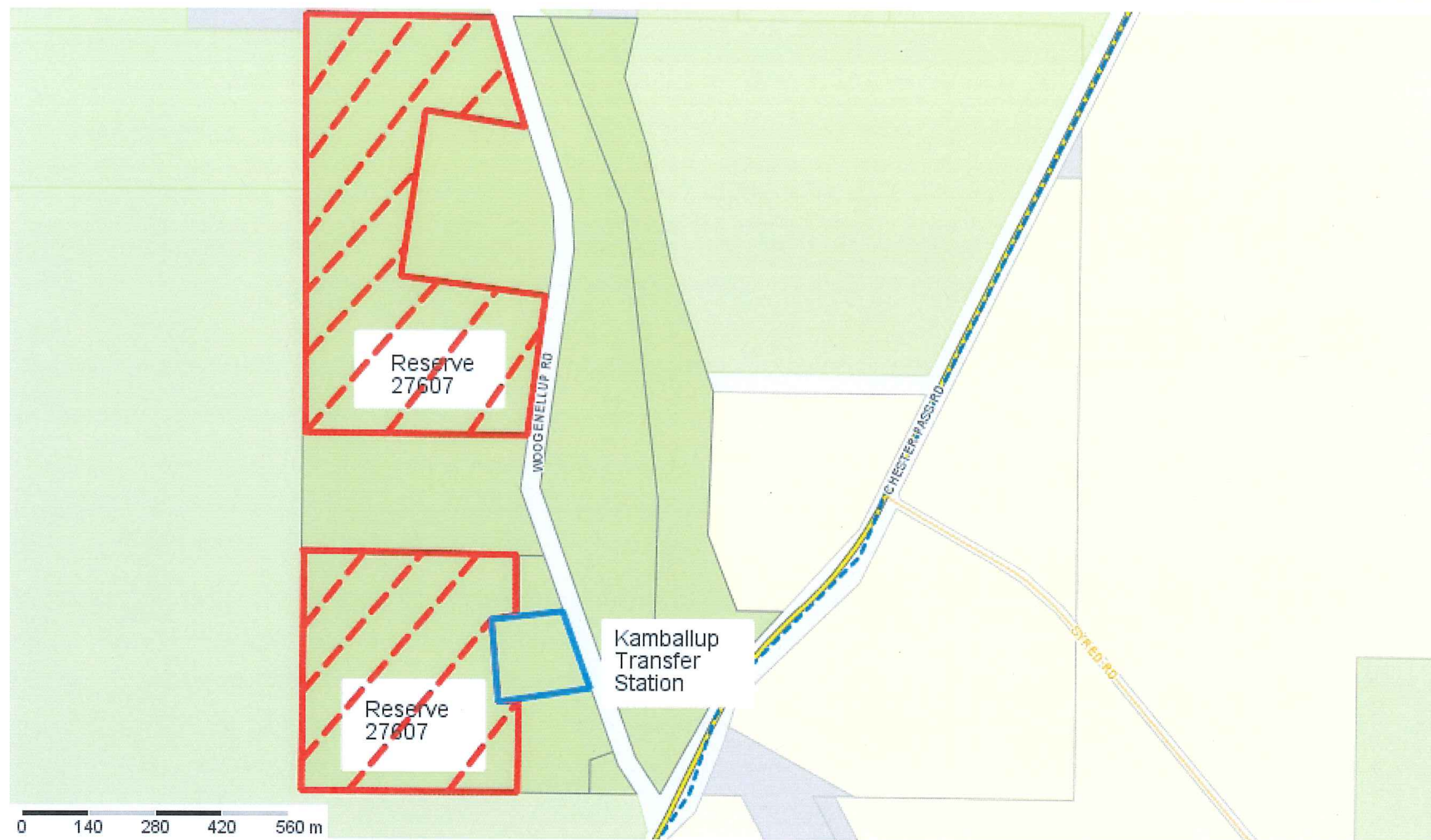
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O'Neill Road Waste Management Facility Proposed New Reserve Boundary

20/02/2015

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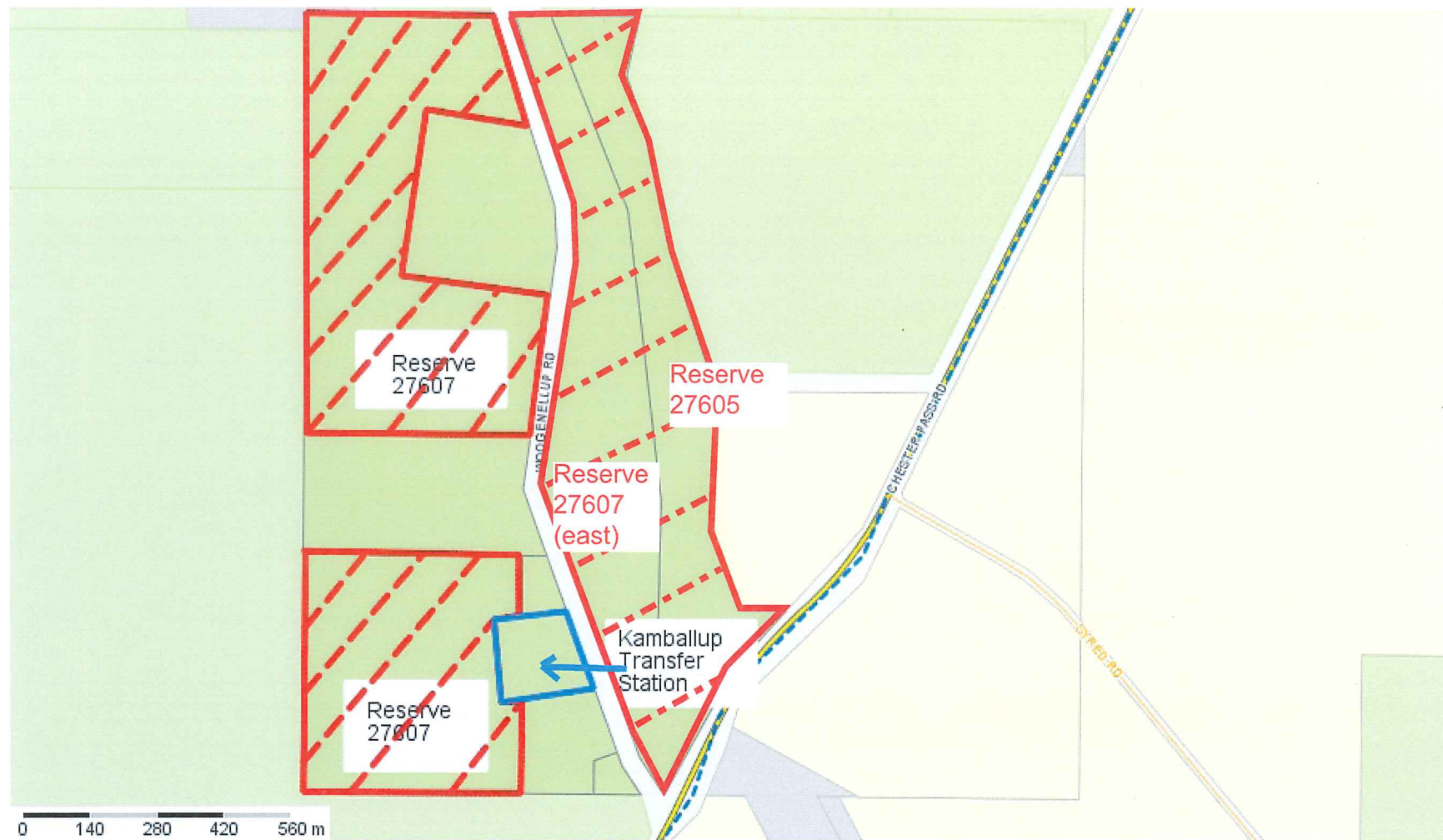
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O'Neill Road Waste Management Facility
Land Swap - Original

19/02/2015

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O'Neill Road Waste
Management Facility
Land Swap - Revised

19/02/2015

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Council

AUDIT REPORT – YEAR ENDING 30 JUNE 2017

2016/17 End of Year Report

Meeting Date: 5 December 2017

Number of Pages: 7

23 November 2017

Mr John Fathers
Acting Chief Executive Officer
Shire of Plantagenet
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Dear John

AUDIT OF SHIRE OF PLANTAGENET FOR THE YEAR ENDED 30 JUNE 2017

We advise that we have completed the audit of your Shire for the year ended 30 June 2017 and enclose our Audit Report and a copy of the Management Report.

A copy of the Audit Report and Management Report has also been sent directly to the President as is required by the Act.

We would like to take this opportunity to thank you and your staff for the assistance provided during the audit.

Please contact us if you have any queries.

Yours sincerely



David Tomasi
Partner
[Moore Stephens](#)

Encl.

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INDEPENDENT AUDITOR'S REPORT TO THE ELECTORS OF THE SHIRE OF PLANTAGENET

Opinion on the Audit of the Financial Report

We have audited the accompanying financial report of the Shire of Plantagenet (the Shire), which comprises the statement of financial position as at 30 June 2017, statement of comprehensive income by nature or type, statement of comprehensive income by program, statement of changes in equity, statement of cash flows and the rate setting statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the statement by Chief Executive Officer.

In our opinion, the financial report of the Shire of Plantagenet is in accordance with the *Local Government Act 1995 (as amended)* and the *Local Government (Financial Management) Regulations 1996 (as amended)*, including:

- a) giving a true and fair view of the Shire's financial position as at 30 June 2017 and of its financial performance and its cash flows for the year ended on that date; and
- b) complying with Australian Accounting Standards (including Australian Accounting Interpretations).

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Shire in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the "Code") that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Report on Other Legal and Regulatory Requirements

In accordance with the *Local Government (Audit) Regulations 1996*, we also report that:

- a) There are no matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the Shire.
- b) Except as noted above, no matters indicating non-compliance with Part 6 of the *Local Government Act 1995 (as amended)*, the *Local Government (Financial Management) Regulations 1996 (as amended)* or applicable financial controls of any other written law were noted during the course of our audit.
- c) In relation to the Supplementary Ratio Information presented at page 53 of this report, we have reviewed the calculation as presented and nothing has come to our attention to suggest it is not supported by:
 - i. verifiable information; and
 - ii. reasonable assumptions.
- d) All necessary information and explanations were obtained by us.
- e) All audit procedures were satisfactorily completed in conducting our audit.

**INDEPENDENT AUDITOR'S REPORT
TO THE ELECTORS OF THE SHIRE OF PLANTAGENET(CONTINUED)**

Other Information

Management is responsible for the other information. The other information comprises the information included in the Shire's annual report for the year ended 30 June 2017 but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

Responsibilities of Management and Council for the Financial Report

Management is responsible for the preparation of this financial report that gives a true and fair view in accordance with Australian Accounting Standards, the *Local Government Act 1995 (as amended)* and the *Local Government (Financial Management) Regulations 1996 (as amended)* and for such internal control as management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: http://www.auasb.gov.au/auditors_files/ar3.pdf. This description forms part of our auditor's report.

MOORE STEPHENS
CHARTERED ACCOUNTANTS



DAVID TOMASI
PARTNER

Date: 23 November 2017
Perth, WA

23 November 2017

Cr Chris Pavlovich
The Shire President
Shire of Plantagenet
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MOUNT BARKER WA 6324

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Dear Cr Pavlovich

Management Report for the Year Ended 30 June 2017

We advise that we have completed our audit procedures for the year ended 30 June 2017 and enclose our Audit Report.

We are required under the Local Government Audit Regulations to report certain compliance matters in our audit report. Other matters which arise during the course of our audit that we wish to bring to Council's attention are raised in this management report.

It should be appreciated that our audit procedures are designed primarily to enable us to form an opinion on the financial statements and therefore may not bring to light all weaknesses in systems and procedures which may exist. However, we aim to use our knowledge of the Shire's organisation gained during our work to make comments and suggestions which, we hope, will be useful to you.

COMMENT ON RATIOS

Ratios provide useful information when compared to industry and internal benchmarks and assist in identifying trends. Whilst not conclusive in themselves, understanding ratios, their trends and how they interact is beneficial for the allocation of scarce resources and planning for the future. Information relating to the statutory ratios disclosed in the financial report is summarised in the table below and commentary provided on the following pages.

	Target Ratio ¹	Actual 2017	Shire's Adjusted Ratios					Shire's 5 Year Trend ²	5 Year Average ³	
			2017	2016	2015	2014	2013		Regional	State
Current Ratio	≥ 1	0.96	0.43*	0.79	0.69*	0.65	0.77	↓	3.45	2.22
Asset Sustainability Ratio	≥ 1.1	0.64	0.68	0.49	0.49	1.18	0.86	↓	1.08	1.18
Debt Service Cover Ratio	≥ 10	7.25	5.54*	5.31*	5.19*	4.25	6.86	↑	14.45	12.41
Operating Surplus Ratio	≥ 0.15	(0.29)	(0.39)*	(0.50)*	(0.41)*	(0.26)	(0.21)	↓	(0.11)	(0.11)
Own Source Revenue Coverage Ratio	≥ 0.9	0.60	0.60	0.55	0.58	0.68	0.65	↓	0.61	0.67
Asset Consumption Ratio	≥ 0.75	0.52	0.52	0.47	0.62	0.19	0.12	↑	0.77	0.73
Asset Renewal Funding Ratio	≥ 1.05	0.92	0.92	0.66	0.78	0.97	1.02	↑	0.53	0.94

¹ Target ratios per Department of Local Government and Communities (DLGC) Guidelines except the Debt Service Ratio which is a target devised by Moore Stephens (and based on experience). For information, DLGC Guidelines indicate a target Debt Service Cover Ratio of 5.

² The 5-year trend compares the adjusted 2017 ratio to the average of the adjusted ratios for the last 5 years

³ The average in relation to the Regional and State comparisons is a 5-year average of 2012, 2013, 2014, 2015 and 2016.

* Adjusted for "one-off" timing/ non-cash items.

Adjustments relating to 2017

Three of the ratios in the accompanying table were distorted by an item of significant revenue relating to the early payment of 2017/2018 Financial Assistance Grants (FAGs) totaling \$847,071 received before 30 June 2017. The early payment of the grant increased operating revenue in 2017.

This item is considered "one-off" timing in nature and was adjusted when calculating the ratios in the above table (as shown by "**") as were relevant comparative year ratios (which had been affected by similar "one-off" items).

COMMENT ON RATIOS (CONTINUED)

Regional and State 5 Year Averages

Regional and State 5 year averages have not been adjusted for “one-off” items even though these items may have been applicable in prior years as they are based on the statutory ratios which have been reported in published financial reports. However, they still provide a useful reference point as they are indicative of a trend.

Commentary on specific ratios

- **Current Ratio**

The Current Ratio is a measure of short term (unrestricted) liquidity. That is, the ability of the Shire to meet its liabilities (obligations) as and when they fall due.

The adjusted ratio is below the target level and is trending downwards over the last five years.

Notwithstanding this, interpretation of this ratio should be considered in the context of the Shire having a current portion of long-term borrowings of \$350,832 as at 30 June 2017. This will effectively inflate the level of current liabilities when in fact they are not necessarily due at the point of calculation. They are due over the course of the next twelve months and, in accordance with budgeting protocol, are budgeted to be funded from sources in the following financial year i.e. 2017/2018. If they are excluded, the adjusted ratio would improve to 0.56. This is still below target level.

- **Asset Sustainability Ratio**

The Asset Sustainability ratio (ASR) expresses capital expenditure on renewal and replacement of existing assets as a percentage of depreciation costs. This ratio is used to identify any potential decline or improvement in asset conditions. A percentage of less than 100% on an ongoing basis indicates assets may be deteriorating at a greater rate than spending on renewal or replacement.

This ratio has improved in the current year due to a significant increase in capital renewal expenditure and slight decrease of depreciation expense for the year. However, it is still below the target level. Continued improvement to this ratio will assist the Shire maintain its asset base at current levels into the future.

We also note the total depreciation for the current year is at the similar level to last year with a slight decrease following the reviewing of the depreciation rates for plant and equipment as part of the revaluation in 2016. Whilst this has not impacted the ratio as much as in the last year, it still represents a higher amount of depreciation when compared to 2015.

As previously mentioned in our management report for the year ended 30 June 2016, this higher depreciation is attributable to the revaluation of infrastructure assets conducted during the year ended 30 June 2015, which resulted in a significantly higher depreciable asset base. We noted one possible reason relates to the Remaining Useful Life (RUL) assessments performed on individual assets especially roads may not have been comprehensive enough to adjust to more realistic conditions which would have resulted in a lower depreciation expense.

Discussion with management indicated the Shire was unable to implement a plan to review the condition and RUL assessments in time for the current year. They have indicated it is planned to undertake and incorporate this review in the upcoming round of infrastructure assets revaluation which is due in the next financial year.

They also anticipate the depreciation charged for the next year should be more reflective of asset consumption once the review is complete and adjustments to RUL made.

Interpretation of this ratio should be considered together with the Asset Consumption Ratio (ACR) (below target at 0.52) and the Asset Renewal Funding Ratio (below target at 0.92).

- **Debt Service Cover Ratio**

The Debt Service Cover Ratio measures the Shire’s ability to service debt out of its uncommitted or general purpose funds available from its operations.

The ratio has slightly improved in the current year, however it is still below both the Regional and State 5 year averages.

This year, this ratio has improved due to an increase in the net result. This movement is a result of an increase in the general level of revenue, mainly rates and fees and charges.

Whilst this ratio is marginally above what we consider the “basic target” range, it is only just, and does need to be considered during funding considerations over the medium to long term.

Analysis of the level of this ratio in relation to Council’s cash flows, financial position and the other ratios would indicate budgeted levels of the Shire’s capital investment program are not attainable at the current operating surplus and debt levels.

COMMENT ON RATIOS (CONTINUED)

Commentary on specific ratios (continued)

MOORE STEPHENS

- **Debt Service Cover Ratio (continued)**

Notwithstanding this, improvement of the operating surplus in the short term and consideration of the effect increased borrowings have on the Shire's ratios over the longer term, will assist Council manage the interaction of its ratio position.

- **Operating Surplus Ratio**

The Operating Surplus Ratio represents the percentage by which the operating surplus (or deficit) differs from the Shire's own source revenue which includes rates and operating grants.

This ratio has improved slightly from the previous year. However, it is still trending downwards marginally over the longer terms and is below the 5 year Regional and State averages.

Again, this ratio is affected by the same factors as the Debt Service Cover Ratio above and has improved slightly in the current year due to an improved net result.

Both Council and management will need to continue to improve the operating position, either via increasing revenue or by decreasing expenditure (or a combination of both). This will be dependent upon Council and management's understanding of the Shire's circumstances and the interaction between the operating surplus, the other ratios and operations in general.

Summary

As a number of the ratios are below the accepted basic industry benchmark and a number of the ratios are trending downwards over the longer term, moving forward, measures/strategies to reverse the downward trends and improve the overall level of the ratios should be considered.

We would also like to take this opportunity to stress one-off assessments of ratios at a particular point in time can only provide a snapshot of the financial position and operating situation of the Shire. As is the case with all ratios and indicators, their interpretation is much improved if they are calculated as an average over time with the relevant trends being considered.

We will continue to monitor the financial position and ratios in future financial years and suggest it is prudent for Council and management to do so also as they strive to manage the scarce resources of the Shire.

If the Shire requires, we have a report available which is able to compare your ratios against other Local Governments across the State and by Region. The report is also able to incorporate a selection of your peer Local Governments, whether they be of near neighbours or similar type in nature. This may be of particular relevance in your case as you are included in the Great Southern region when comparison to other, more similar local governments, may be more relevant.

If you are interested in such an expanded report, please contact us.

UNCORRECTED MISSTATEMENTS

We advise there were no uncorrected misstatements noted during the course of our audit.

We take this opportunity to thank all staff for the assistance provided during the audit.

Should you wish to discuss any matter relating to the audit or any other matter, please do not hesitate to contact us.

Yours faithfully



David Tomasi
Partner
Moore Stephens
Encl.

Council

POLICY REVIEW – GROUP RATING

Valuer General's Office Policy 3.103 and 4.310

Meeting Date: 5 December 2017

Number of Pages:5



Gross Rental Value Valuation Policy 3.103

Land – The Unit of Valuation, Gross Rental Value

Background

The *Valuation of Land Act 1978* requires that a Gross Rental Value be determined for land and entered into a valuation roll. The unit of valuation is determined according to the following policy.

Legislative Authority

Valuation of Land Act 1978 - Sections 4, 24, 26

Policy

Section 4 of the Valuation of Land Act defines land for the purpose of determining Gross Rental Value, taking into account two factors:

1. Rental value relates to an area actually or hypothetically available for occupation (land); and
2. Gross Rental Values are determined for the purpose of levying rates or charges on the owner of land (rateable land).

Gross Rental Values are to be determined on the basis of actual occupation or, where there is no actual occupation, on the most probable occupation.

No Gross Rental Value shall be entered in a valuation roll for less than a lot unless that portion **only** is determined as rateable land by a rating authority.

For Land in Common Ownership

Where there is more than one occupation within a single ownership, individual values are to be determined for each separate occupancy. The separate values are aggregated and entered into the valuation roll as a single composite value.

Where an actual and contiguous occupation extends across more than one lot, a single value shall be determined in relation to that occupation. Examples of contiguous land uses include:

- Open storage used in conjunction with an industrial building.
- Improvements erected across lot boundaries.
- Residential garden, pool, tennis courts etc used in conjunction with a house.



For Land in Differing Ownership

Where a single occupation extends across more than one ownership, the single value is to be apportioned to the separate ownerships and the apportioned values entered as separate values into the valuation roll.

The policy applies to all land regardless of the form of interest in land. For example, fee simple, leasehold or licence including any combination of these.

An occupation may extend across a reserve but not across other separately occupied land.

Strata Titles Act 1985 Section 63 requires that a separate value is determined for each strata lot. Where there is more than one occupancy within a strata lot the occupancies are to be individually valued and the separate values aggregated. Where a single occupation extends across more than one strata lot the single value is to be apportioned to the individual strata lots regardless of ownership.

In this policy a lot has the same meaning as defined under the *Planning and Development Act 2005* and additionally means land for which a separate Certificate of Title exists or could exist on application to the Commissioner of Titles.

Date Policy Came into Force

30 August 2000

Date of Most Recent Review

31 January 2006

Authorising Officer

G Fenner, Valuer General



Unimproved Values - Rural Valuation Policy 4.310

Group Valuations – Unimproved Values in Rural Areas

Legislative Authority

Valuation of Land Act 1978, Sections 4(1), 18, 23

Legal Precedent

Gilbert – v – Hickenbottom – 1956 2.Q.B40
Colonial Sugar Refining Co Ltd - v - Valuer General 1970 QCLR 176

Background

Rural land may be held in common ownership in one or more parcels. Where parcels adjoin, the Valuer General must determine whether a group valuation is to apply.

Policy

Contiguous rural land held in the same ownership used and occupied as one property and which would normally be expected to sell as one holding, is to be valued as a single valuation entity.

Individual values will apply to land except where it can be demonstrated that:

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

Definitions:

"Contiguous"

- a) Where survey boundaries abut or adjoin.
- b) Where locations or lots are separated by a road, drain or watercourse reserve, they may be deemed contiguous.
- c) In exceptional circumstances, some properties may be deemed by the Valuer General to be contiguous, even though their boundaries do not strictly adjoin. In such cases, the matter should be referred to the Valuer General or appropriate Chief Valuer, who may be guided by advice provided by the local government.



"Same Ownership"

- a) Same names as per Certificate of Title.
- b) Ratepayer's name for recording on the Valuation Rolls, advised by the local government authority.

Date Policy Came into Force

14 November 2003

Date of Most Recent Review

31 January 2006

Authorising Officer

A handwritten signature in black ink, appearing to read "G Fenner", written over a light blue horizontal line.

G Fenner, Valuer General

Council

DELEGATIONS REGISTER AMENDMENTS

Register of Delegations Amendments

Meeting Date: 5 December 2017

Number of Pages:12

3.5A Dog Act – General Delegations – Sub Delegation and Appointment Instrument

Reference	Legislative Reference	Delegate/Appointee	Title
	s12A s14 s29 s38 s39 s43 s47	Authorised Persons Manager Works and Services Ranger	Dog Act and Local Law - Appointment of Authorised Persons and Registration Officers
	s12A s14 s16(2) s16(3A) s16(3) s16(3c) s16(6)	Manager Works and Services Ranger Registration Officers Customer Service Officer Telephonist Rates Officer Accounts Officer Records Officer	Registration and related matters
	s26 s33E s33F s33G s33H s39 s43A	Specifically Authorised Persons Manager Works and Services	Dangerous dogs and applications to keep more than 2 dogs for the keeping of dogs within and outside of a townsite.

Delegator/Appointer

Chief Executive Officer

Power or Duty Delegated

Pursuant to s10AA(1) of the Dog Act 1976 the Chief Executive Officer has been delegated all powers and duties of the local government. Pursuant to s10AA(3) of the Dog Act 1976 the Chief Executive Officer is specifically authorised to sub delegate any and all of these powers and duties to other employees

The Chief Executive Officer:

1. Appoints the Manager Works and Services and Ranger as Authorised Persons, and to exercise delegations under the following sections of the Dog Act 1976:

- s12A Entry to premises;
- s14 Registration;
- s29 Power to seize dogs;
- s33G Seizure and destruction;
- s38 Nuisance dogs;
- s39 Dogs causing injury or damage may be destroyed;
- s43A Name and address to be supplied for an offence; and
- s47 Recovery of veterinary service expenses.

2. Appoints the Manager Works and Services and Ranger to undertake the powers of an authorised person under the Dog Act 1976 and the Dog Regulations 2013 for all sections not mentioned in 1 above or 3 below.

3. Appoints the Manager Works and Services as Specifically Authorised Person:

- s26 (and Shire of Plantagenet Dogs Local Law 2008) ~~Keeping more than 2 dogs (and relevant Local Laws) Limitation as to numbers;~~
- s33E Dangerous dogs;
- s33F Dangerous dogs;
- s33G Dangerous dogs;
- s33H Dangerous dogs;
- s39 Dogs causing injury or damage may be destroyed; and
- s43A Name and address to be supplied for an offence.

4. Appoints the Manager Works and Services, Ranger and Customer Service Officers, Telephonist, Rates Officer, Accounts Officer and Records Officer as Registration Officers under the following sections of the Dog Act 1976:

- s14 Register of dogs; and
- s16(2), s16(3A), s16(3), s16(3c), s16(6) Registration

Conditions

Must comply with relevant Council Policies.

Relevant Council Policies

Keeping of Dogs Within Townsites RS/AC/1

Review Requirements

At least once every financial year.

Review Dates

5 December 2017

Authority

..... (signature) (date)
 John Fathers
 Acting Chief Executive Officer

3.10 Fines, Penalties and Infringement Notices Enforcement Act 1994 – Appointment of Prosecution Officers

Reference	Legislative Reference	Delegate/Appointee	Title
	Section 13(2), Section 16 and Section 22 Fines, Penalties and Infringement Notices Enforcement Act 1994	Chief Executive Officer	Appointment of Designated Officers (also known as Prosecution Officers) under the Fines, Penalties and Infringement Notices Enforcement Act 1994.

Delegator/Appointer

Council

Power or Duty Delegated

The Chief Executive Officer is delegated authority to appoint Designated Officers for the purposes of the Fines, Penalties and Infringement Notices Enforcement Act 1994, Section 13(2), administer the issuing of, and any subsequent proceedings in relation to, the notice.

Conditions/Notes

Appointed Designated Officers give written notice of their designated authority to the Registrar.

Appointed Designated Officers hold a Certificate of Appointment.

Relevant Council Policies

Debt Collection – F/FM/15

Review Requirements

At least once every financial year.

Review Dates

5 December 2017

Authority

..... (signature) (date)

Chris Pavlovich
Shire President

3.10A Fines, Penalties and Infringement Notices Enforcement Act 1994 – Appointment of Prosecution Officers

Reference	Legislative Reference	Delegate/Appointee	Title
	Section 13(2), Section 16 and Section 22 Fines, Penalties and Infringement Notices Enforcement Act 1994	Deputy Chief Executive Officer Senior Finance Officer Accounts Officer	Designated Officers (also known as Prosecution Officers) under the Fines, Penalties and Infringement Notices Enforcement Act 1994.

Delegator/Appointer

Chief Executive Officer

Power or Duty Delegated

Designated Officers are nominated as Prosecution Officers for the purposes of the Fines, Penalties and Infringement Notices Enforcement Act 1994, Section 13(2), administer the issuing of, and any subsequent proceedings in relation to, the notice.

1. For the purpose of this Part, the Registrar may approve a prosecuting authority as a prosecuting authority to which this part applies.
2. The Registrar is not to approve a prosecuting authority unless the authority gives the Registrar written notice of those officers of the authority that are designated as prosecuting officers for the purposes of and in accordance with Section 16 and 22.
3. A prosecuting authority at any time may amend the written notice of designated prosecuting officers.

In relation to local laws the designation allows:

- a) Signing of Enforcement Certificates to initiate prosecution (Section 16); and
- b) Signing of Withdrawal of Proceedings Notices (Section 22) for those matters already registered with Fines Enforcement.

Conditions/Notes

Copies of all decisions made are to be retained on the appropriate file or record.

Relevant Council Policies

Debt Collection – F/FM/15

Review Requirements

At least once every financial year.

Review Dates

5 December 2017

Authority

..... (signature) (date)

John Fathers

Acting Chief Executive Officer

New Delegation

5. ENGINEERING

5.1 Closures of Streets, Thoroughfares, Control of Reserves and unvested facilities

Reference	Legislative Reference	Delegate/Appointee	Title
	s81(c)(2)(b) Road Traffic Act 1974 and Road Traffic (Events on Roads) Regulations 1991.	Chief Executive Officer	Closure of streets, temporary closure of thoroughfares to vehicles and road closures for events.
	s3.50(1) (1a) (4) (5) (6) s3.50A s3.51(3) s3.52 s3.53 s3.54 Sch 3.1, Division 2 Local Government Act 1995		Public Thoroughfares – Public Use and Plans.
	r6(3) Local Government (Functions and General) Regulations 1996		Control of Reserves and unvested facilities
	s12, s13,s15 Local Government (Uniform Local Provisions) Regulations 1996		Crossing from public thoroughfare to private land or private thoroughfare (vehicle crossovers)

Delegator/Appointer
Council

Power or Duty Delegated

The Chief Executive Officer is delegated authority to exercise the powers and discharge the duties of the Shire regarding closing certain thoroughfares to vehicles and partial closure of thoroughfare for repairs or maintenance and temporary closures (including revocation of Orders) for events in accordance with s3.50, 3.50(1), 3.50(1a), 3.50(4), 3.50(5), 3.50(6), 3.50A Local Government Act, r6(3) Local Government (Functions and General) Regulations 1996, s81(c)(2)(b) Road Traffic Act 1974 and Road Traffic (Events on Roads) Regulations 1991 (where relevant).

The Chief Executive Officer is delegated authority to give the required notices as specified in s3.51(3) before fixing or altering the level of, or the alignment of a public thoroughfare and before draining water from a public thoroughfare or other public place onto adjoining land.

The Chief Executive Officer is delegated authority to:

1. Ensure that public thoroughfares are kept open for public use as required under s3.52(2) of the Act.
2. In fixing or altering the level of, or the alignment of a public thoroughfare, ensure that access by vehicle to land adjoining the thoroughfare can be reasonably provided in accordance with s3.52(3).
3. Keep plans of the levels and alignments of public thoroughfares that are under the Council's control or management and make those plans available for public inspection in accordance with s3.52(4).
4. Control and manage otherwise unvested facilities within the Shire in accordance with s3.53 of the Local Government Act.
5. Control and manage land that is vested to the Shire in accordance with s3.54 of the Local Government Act.
6. **Approve the construction of a crossing (vehicle crossover) giving access from a public thoroughfare to:**
 - i) the land; or
 - ii) a private thoroughfare serving the land;**in accordance with Regulations 12, 13 and 15 of the Local Government (Uniform Provisions) Regulations 1996.**

Conditions

Temporary closure of streets must not exceed 28 days.

The Chief Executive Officer, or any employee sub delegated the authority must ensure any applicant has obtained relevant Police approval and provided appropriate indemnities and insurance cover.

Where exercising powers and duties pursuant to s3.50, the following conditions apply:

1. Sufficient measures are in place to advise affected parties, minimise disruption to road users and to protect public and Shire assets.
2. Have regard to the provisions of s3.50(1).

Must comply with relevant Council Policies.

Relevant Council Policies

Vehicle Crossovers

Review Requirements

At least once every financial year.

Review Dates

5 December 2017

Authority

..... (signature) (date)

Chris Pavlovich
Shire President

5.1A Closures of Streets, Thoroughfares, Control of Reserves and unvested facilities – Sub Delegation

Reference	Legislative Reference	Delegate/Appointee	Title
	s81(c)(2)(b) Road Traffic Act 1974 and Road Traffic (Events on Roads) Regulations 1991 s3.50(1) (1a) (4) (5) (6) s3.50A s3.51(3) s3.52 s3.53 s3.54 Sch 3.1, Division 2 Local Government Act 1995 r6(3) Local Government (Functions and General) Regulations 1996 s12, s13, s15 Local Government (Uniform Local Provisions) Regulations 1996	Manager Works and Services	Closure of streets, temporary closure of thoroughfares to vehicles and road closures for events. Public Thoroughfares – Public Use and Plans. Control of Reserves and unvested facilities Crossing from Public thoroughfare to private land or private thoroughfare (vehicle crossovers)

Delegator/Appointer
Chief Executive Officer

Power or Duty Delegated

The Manager Works and Services is delegated authority to exercise the powers and discharge the duties of the Shire regarding closing certain thoroughfares to vehicles and partial closure of thoroughfare for repairs or maintenance and temporary closures (including revocation of Orders) for events in accordance with s3.50, 3.50(1), 3.50(1a), 3.50(4), 3.50(5), 3.50(6), 3.50A Local Government Act, r6(3) Local Government (Functions and General) Regulations 1996, s81(c)(2)(b) Road Traffic Act 1974 and Road Traffic (Events on Roads) Regulations 1991 (where relevant).

The Manager Works and Services is delegated authority to give the required notices as specified in s3.51(3) before fixing or altering the level of, or the alignment of a public thoroughfare and before draining water from a public thoroughfare or other public place onto adjoining land.

The Manager Works and Services is delegated authority to:

1. Ensure that public thoroughfares are kept open for public use as required under s3.52(2) of the Act.
2. In fixing or altering the level of, or the alignment of a public thoroughfare, ensure that access by vehicle to land adjoining the thoroughfare can be reasonably provided in accordance with s3.52(3).
3. Keep plans of the levels and alignments of public thoroughfares that are under the Council's control or management and make those plans available for public inspection in accordance with s3.52(4).
4. Control and manage otherwise unvested facilities within the Shire in accordance with s3.53 of the Local Government Act.
5. Control and manage land that is vested to the Shire in accordance with s3.54 of the Local Government Act.
6. Approve the construction of a crossing (vehicle crossover) giving access from a public thoroughfare to:
 - i) the land; or
 - ii) a private thoroughfare serving the land;in accordance with Regulations 12, 13 and 15 of the Local Government (Uniform Provisions) Regulations 1996.

Conditions

Temporary closure of streets must not exceed 28 days

The Chief Executive Officer, or any employee sub delegated the authority must ensure any applicant has obtained relevant Police approval and provided appropriate indemnities and insurance cover.

Where exercising powers and duties pursuant to s3.50, the following conditions apply:

1. Sufficient measures are in place to advise affected parties, minimise disruption to road users and to protect public and Shire assets; and
2. Have regard to the provisions of s3.50(1).

Must comply with relevant Council Policies.

Relevant Council Policies

Vehicle Crossovers

Review Requirements

At least once every financial year.

Review Dates

5 December 2017

Authority

..... (signature) (date)

John Fathers

Acting Chief Executive Officer