



ORDINARY MINUTES

DATE: Tuesday, 13 September 2016

TIME: 3:00pm

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

Rob Stewart
CHIEF EXECUTIVE OFFICER

Resolution No 167/16 to 182/16

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

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

Members Present:

Cr K Clements	Shire President
Cr S Etherington	Councillor
Cr L Handasyde	Councillor
Cr M O'Dea	Councillor
Cr J Oldfield	Councillor
Cr C Pavlovich	Councillor

In Attendance:

Mr Rob Stewart	Chief Executive Officer
Mr John Fathers	Deputy Chief Executive Officer
Mr Peter Duncan	Manager Development Services
Mr Dominic Le Cerf	Manager Works and Services
Ms Fiona Saurin	Manager Community Services
Mrs Linda Sounness	Executive Secretary

Apologies:

Cr J Moir

Approved Leave of Absence:

Cr B Bell

Cr J Hamblin

Members of the Public Present:

Nil

Previously Approved Leave of Absence:

Cr B Bell – 28 July 2016 to 19 September 2016 inclusive.

Cr J Hamblin – 13 September 2016

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 and staff 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 L Handasyde, seconded Cr M O'Dea:

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 16 August 2016 as circulated, be taken as read and adopted as a correct record.

CARRIED (6/0)

NO. 167/16

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President's Report will be circulated under separate cover.

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 DEVELOPMENT SERVICES REPORTS

Nil

9.2 WORKS AND SERVICES REPORTS

9.2.1 STAFF ESTABLISHMENT - ADDITION OF A TURF APPRENTICE

File Ref:	N38871
Attachments:	Staff Establishment Chart Draft Memorandum of Understanding
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Dominic Le Cerf Manager Works and Services
Proposed Meeting Date:	13 September 2016

PURPOSE

The purpose of this report is to recommend an amendment to the existing staff establishment for an additional fixed 1.0 Full Time Equivalent (FTE) position of Turf Apprentice and to note proposed changes to the Memorandum of Understanding with the Frost Park User Group.

BACKGROUND

In November 2015 the Mount Barker Turf Club had its second race meeting cancelled for the season due to the track not meeting required standards. The track had areas where there was no coverage and the south/west section of the turf was water logged.

Taking into consideration the importance of thoroughbred racing to Mount Barker and the region, an offer was made to assist the Turf Club with turf maintenance at Frost Park Race Track. This was to be a temporary arrangement to get the track to the required standard before the scheduled December race meeting.

Whilst this arrangement was in place, the Turf Club and the Chief Executive Officer (CEO) discussed the possibility that the Shire permanently take over the turf management of the race track. At a Council Workshop in December 2015 it was acknowledged that the economic benefits generated by racing were at risk if the Shire did not consider the proposal.

A workshop was held with the Council on 14 June 2016 to discuss the Mount Barker Turf Club and the race track maintenance requirements. This occurred as a result of the Council requesting a review at the conclusion of the race season to study the costs and staff requirements to maintain the track to the standard required. The Council also discussed the possible employment of a specialist Turf Management Officer to cater for the increased workload at the race track and also at the Sounness Park Recreation facility.

The consensus of the Council at the workshop was that an apprentice is required.

STATUTORY ENVIRONMENT

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

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

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

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

Therefore, once the Council has amended the Staff Establishment, the Chief Executive Officer becomes responsible for all other matters relating to those employees.

EXTERNAL CONSULTATION

Consultation has occurred with stewards from Racing and Wagering Western Australia (RAWWA), the Mount Barker Turf Club and the Great Southern Institute of Technology.

FINANCIAL IMPLICATIONS

For the new position recommended in this report, the FTE would increase by 1.0 with an increase in the cash component of \$47,646.00 a year. This is to be funded in the existing Parks and Gardens budget allocation.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 1.5 (Recreation, sporting and leisure facilities that support the wellbeing of the community) the following Strategy:

Strategy 1.5.3:

'Develop Sounness Park as the primary ball sports facility in the District.'

And further at Strategy 1.5.4

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

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

Strategy 2.6.1:

'Develop and implement long-term Service and Asset Management Plans for all Council assets, having regard for current future asset needs and the Shire's long-term financial plan.'

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

REGIONAL IMPLICATIONS

Discussion has been held with the City of Albany and the Shire of Denmark to gauge interest in having an apprentice carry out tasks relating to turf management at each local government. At this stage it is considered that there is no regional need for a Turf Management Apprentice.

OFFICER COMMENT

The Shire continues to maintain the race track with advice from RAWWA. Some voluntary labour is provided by members of the Turf Club. Shire staff are however carrying out the bulk of the work. This extra effort has impacted on existing Parks and Gardens schedules and service levels resulting in the appearance of the town declining in some areas. For example, the roundabout at the intersection of Albany Highway and Woogenellup Road needs upgrading, the old cemetery in Mount Barker is looking tired and median islands on Albany Highway are often overgrown.

The Parks and Gardens team, consisting of five staff have experienced an increased workload in the following areas:

Race Track

- Weekly mowing using 72" Hustler mower with catcher - three days. Clippings are stockpiled for later removal with a backhoe and six wheel truck - two and a half hours;
- The inside of the track areas are mowed/slashed fortnightly - two days. The grass under the running rail needs to be whipper snipped and cannot be poisoned;
- Manual watering of sections of the track is three hours per week, dependent on wind and temperature;
- Fertilising of the track and infield - two hours per fortnight;
- Verti-draining the track - two hours per fortnight;
- Plant and equipment maintenance, pre-checks and cleaning - two hours per week;
- Spraying drains in the infield area is done three times per year - half a day each time;
- Broad leaf spraying of the track - two hours per month;
- Renovations carried out immediately after the race season;
- Low mow (scalp to ground and pick up clippings) - two tractors, five days, two staff;
- Verti-drain 25mm hollow tynes 100mm-150mm deep with three passes over the entire track - one tractor, four days, one staff member;
- Sweeping of core plugs from verti-drainer - one tractor, three days, one staff member;
- Top dressing/smudging with coarse washed sand - two tractors, five days, two staff; and
- Waste removal including core plugs and lawn clippings - two days with semi and loader for one staff member per month.

Other works required at the race track site are:

- Ongoing irrigation audits at approximately one hour per week for one staff member (system is over 30 years old and may require an overhaul);
- Water testing is conducted mid-year; and
- Sawdust removal and replacement on the vehicle crossover two times per year for two days with semi and loader with one staff member.

Cricket Oval/Hockey Field/Football Oval

- Twice weekly mowing using a five gang TORO Reel mower - five hours each time (ten hours per week);
- Quarterly weed spraying - one tractor, three hours, one staff member;
- Installation of cricket wicket covers - one tractor, one and a half hours, one staff member; and
- Weekly blowing/sweeping of cricket nets and hockey field - one tractor, four hours, one staff member.

Since the Shire has maintained the race track, the Supervisor Parks and Gardens has often had to 'borrow' staff from the construction and maintenance crews to meet the scheduled activities. This has resulted in the Principal Works Supervisor needing to employ casual staff.

It is expected that the cost to maintain the race track to the existing standard would cost the Shire in the vicinity of \$86,000.00. Current staffing levels are unable to service the requirements at the race track, cricket oval and football oval whilst continuing to maintain the town sites at the expected high levels.

It is the opinion of both the CEO and the Manager of Works that should the Shire continue to maintain the Frost Park Race Track, cricket ovals and football oval to the current standard, an additional staff member is required.

It is recommended that an Apprentice in Turf Management be appointed to aid in the delivery of the maintenance of the Frost Park Race Track and the turf areas at Sounness Park.

As a result of the additional works being undertaken by the Council, changes will be required to the existing Memorandum of Understanding (MOU) with the Frost Park User Group. The attached MOU has the proposed changes and they relate to the responsibilities of both the Mount Barker Turf Club and the Shire. These changes will need to be discussed with the group and be the subject of a further report to be presented to the Council at its meeting to be held 11 October 2016.

Further changes relate to the existing cricket oval and the responsibilities of the Mount Barker Cricket Club. Another report will be presented to the Council meeting to be held on 13 September 2016 recommending that the cricket pitch at Frost Park be removed. Should this be endorsed then the MOU would then have the section relating to the cricket oval removed.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

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

That:

- 1. The attached Organisation Staff Establishment Chart showing the addition of a Turf Management Apprentice (1.0 FTE) be adopted.**
- 2. The total of the Staff Establishment Funded Positions be set at 62.9 FTE.**

3. The attached changes to the draft Memorandum of Understanding between the Mount Barker Turf Club, Mount Barker Cricket Club and the Shire of Plantagenet be noted.
4. That a further report be presented to the Council relating to the Frost Park User Group Memorandum of Understanding no later than the meeting to be held on 11 October 2016.

CARRIED (5/1)

NO. 168/16

9.2.2 CONFERENCE ATTENDANCE - 2016 NATIONAL LOCAL ROADS AND TRANSPORT CONGRESS

File Ref:	N38861
Responsible Officer:	Dominic Le Cerf Manager Works and Services
Author:	Amy Chadbourne Senior Administration/Project Officer Works and Services
Proposed Meeting Date:	13 September 2016

PURPOSE

The purpose of this report is to recommend the attendance of a Councillor at the 2016 National Local Roads and Transport Congress. The event is scheduled to be held in Toowoomba, Queensland from 9 to 11 November 2016.

BACKGROUND

Cr Handasyde is the Council's representative on the Regional Road Group and is the Deputy Presiding Member of the Council's RoadWise Committee

Organised by the Australian Local Government Association (ALGA), the National Local Roads and Transport Congress is held annually. Cr Oldfield attended the conference held in Ballarat last year on behalf of the Council.

The Manager Works and Services has registered interest in attending the 2016 Congress.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

FINANCIAL IMPLICATIONS

The cost of early registration for the two day conference is \$890.00 which includes a ticket to the Welcome Reception and the Congress Dinner.

Flights, accommodation, transport and meal costs for attendance at the Congress will be in the vicinity of \$2,000.00 with costs being charged to account Members of Council - Councillor Conferences, Training and Accommodation.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 4.1 (Effective governance and leadership the following Strategy:

Strategy 4.1.5:

'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

Organised by ALGA, this year's National Local Roads and Transport Congress is being held in Toowoomba at the Empire Theatre.

The Conference's theme 'Local Infrastructure – Developing Regions' will focus on the value and importance of strong regional and local collaboration and how those connections contribute to Australia's economic competitiveness.

The Congress will feature national and international speakers including Martin Matthews, former Ministry of Transport Chief Executive, New Zealand, the Hon Darren Chester MP, Minister for Infrastructure and Transport and the Hon Anthony Albanese MP, Shadow Minister for Infrastructure, Transport, Cities and Regional Development.

The Shire has sent delegates to this conference over the past twelve years and feedback has been positive regarding road funding policies and direction.

The Manager Works and Services has expressed interest in attending the 2016 National Local Roads and Transport Congress.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr J Oldfield:

That:

- 1. Authority be granted to Cr Handasyde to attend the 2016 National Local Roads and Transport Congress in Toowoomba from 9 to 11 November 2016.**
- 2. All costs including flights, accommodation, transport, meals and registration costs be met from account Members of Council – Councillor Conferences, Training and Accommodation pursuant to Council Policy CE/CS/1 – Elected Members Expenses to be Reimbursed.**

CARRIED (6/0)

NO. 169/16

9.2.3 HEAVY HAULAGE COMMITTEE - APPOINTMENT OF MEMBER

File Ref:	N38895
Responsible Officer:	Dominic Le Cerf Manager Works and Services
Author:	Amy Chadbourne Senior Administration/Project Officer Works and Services
Proposed Meeting Date:	13 September 2016

PURPOSE

The purpose of this report is to note the resignation of a member from the Heavy Haulage Committee and appoint a new member.

BACKGROUND

The Heavy Haulage Committee was created with the following functions:

- (1) *Advise the Council relating to heavy haulage movement within the Shire of Plantagenet; and*
- (2) *Make recommendations to the Council relating to the use of local roads by classes of heavy vehicles.*

Cr Pavlovich has advised the Council of his resignation.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 5.8 'Establishment of committees'

The Heavy Haulage Committee was formed under Section 5.9(2)(a) which provides that a Committee is to comprise '...council members only'. These appointments must be adopted by an Absolute Majority.

Sections 5.10 and 5.11 refer to 'Appointment of committee members' and 'Tenure of committee membership' respectively.

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 2013-2023 provides at Outcome 2.4 (Safe and reliable transport infrastructure) the following Strategy:

Strategy 2.4.4:

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

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

OFFICER COMMENT

Cr Pavlovich, pursuant to Section 5.11 of the Local Government Act 1995, has vacated the office of Heavy Haulage Committee member.

It is recommended that a Councillor be appointed to the vacant committee member position on the Heavy Haulage Committee.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr J Oldfield:

That:

1. The resignation of Cr Chris Pavlovich from the Heavy Haulage Committee be noted.
2. Cr Moir be appointed as a member of the Heavy Haulage Committee.

CARRIED (6/0)

NO. 170/16

Absolute Majority

9.2.4 POLICY REVIEW - VEHICLE SPECIFICATIONS

File Ref:	N36767
Attachments:	I-FM-2 - Vehicle Specifications
Responsible Officer:	Dominic Le Cerf Manager Works and Services
Author:	Amy Chadbourne Senior Administration/Project Officer Works and Services
Proposed Meeting Date:	13 September 2016

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 4 February 2014.

STATUTORY ENVIRONMENT

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

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

FINANCIAL IMPLICATIONS

As the Mechanic's vehicle is to be upgraded to a three tonne lightweight truck, it is to be re-allocated to the Heavy Plant Replacement Program. The cost of replacing the light truck is expected to be within a net changeover of \$35,000.00.

A recent review of the Council's Fringe Benefit Tax liability has caused the CEO to also 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 2013-2023 provides at Outcome 2.6 (Assets and infrastructure managed over the long term to meet current and future needs) the following Strategy:

Strategy 2.6.1:

'Develop and implement long-term Service and Asset Management Plans for all Council assets, having regard to current and future asset needs and the Shire's long-term financial plan.'

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

OFFICER COMMENT

Some minor formatting and changes to Vehicle Designations should be noted. Where previously the Mechanic was to receive a single cab one tonne 2x4 utility, the position is now to be assigned a three tonne lightweight truck. As discussed with the Heavy Plant Committee at a meeting held on 10 May 2016, this will enable the Mechanic to operate more efficiently. Due to weight restrictions the current one tonne vehicle cannot carry enough equipment to effectively service heavy machines remotely. As the Mechanic's vehicle has been upgraded to a truck, it has been removed from the Policy (applies to light vehicles only) and has been re-allocated to the Heavy Plant Replacement Program.

The Cleaner's vehicle has been changed from a single cab one tonne 2x4 utility to a utility van (or panel van). The vehicle is still large enough to carry equipment to work sites and ensures cleaning products which can be stored in the vehicle when not in use.

Additional wording relating to Fringe Benefit Tax has been added in point 1 – Cost of Ownership.

Further, a sentence has been added to acknowledge the potential for the Council to consider Electric and Plug-in Hybrid Electric Vehicles (PHEV) in the light vehicle fleet. It is noted that a PHEV is being leased currently on behalf of the VROC.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr J Oldfield:

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**Vehicle Selection**

The overriding principle in the selection of vehicles for inclusion in the Shire's light vehicle fleet is 'fit for purpose'. The light vehicle fleet should be functional and versatile with vehicles tailored to the needs of specific positions where required. The light vehicle fleet should include utilities,

sedans and wagons. After considering 'fit for purpose', specific vehicle selections should have regard for the following.

1. Cost of Ownership

This 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. The ability to service vehicles at recognised service centres (without voiding warranties) within the district should also be considered as a benefit in reducing cost of ownership.

2. Safety

Setting a minimum standard for vehicle safety is considered appropriate on the basis of organisational risk management as well as corporate responsibility. Minimum safety standards address pedestrian safety and also ensure safe cars are available to the community on disposal by the Shire. As a minimum, all sedans and wagons within the fleet are to be fitted with:

- a. Antilock Braking Systems (ABS);
- b. Electronic Stability Control (ESC); and
- c. Dual airbags.

In the case of four wheel drive utility vehicles, these should be fitted with ABS and dual airbags, with preference for utilities with ESC. All vehicles within the light vehicle fleet should have a minimum Australasian New Car Assessment Program (ANCAP) rating of four stars.

3. Fuel Consumption / Vehicle Ratings

Consideration will be given to Electric or Plug-in Hybrid Electric Vehicles (PHEV) if practicable. Preference will be given for diesel vehicles rather than petrol vehicles. All vehicles purchased are to have fuel consumption of no more than 10L/100km, according to the Australian Government Green Vehicle Guide, unless otherwise approved by the Chief Executive Officer (or the Council). Preference will be given to vehicles with lower fuel consumption ratios and higher vehicle ratings contained in the Australian Government Green Vehicle Guide (www.greenvehicleguide.gov.au).

4. Contractual Requirements and Attraction and Retention of Staff

In determining vehicles for inclusion in the light vehicle fleet, consideration should be given to contractual obligations to individual staff (as approved by the Chief Executive Officer or the Council), as well as industry standards for individual positions and the level of positions. Any changes to contractual arrangements relating to vehicles should be referred to the Manager Works and Services by either the Chief Executive

Officer or Senior Administration/Human Resources Officer once the contract is signed. Positions and vehicles types are identified below.

5. 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.

6. Contractual Negotiations

All vehicles/accessories purchased in accordance with contractual negotiations are to be approved by the Chief Executive Officer or the Council.

7. Standard Inclusions

The following items should be standard inclusions for every new vehicle purchased (unless otherwise approved by the Chief Executive Officer or the Council):

- a. Laminated tinted windscreens;
- b. Window tinting;
- c. Factory air conditioning;
- d. Mud flaps;
- e. Rubber floor mats;
- f. Lockable fuel cap;
- g. Electric windows;
- h. Cruise control;
- i. Headlight protectors;
- j. Seat covers for all seats;
- k. Current year compliance plates;
- l. Registration expiry of 30 June;
- m. Automatic transmission;
- n. Power steering;
- o. Approved immobiliser;
- p. Daytime running lights;
- q. Seatbelt alert system;
- r. Active head restraints;
- s. Standard spare tyre; and
- t. Steel drop side tray or well body with either a tonneau cover or lockable canopy wherever appropriate.

8. Fit for Purpose Inclusions (as approved by Chief Executive Officer or the Council)

- a. Manual transmission;
- b. Tow bar and ball with electric plug;
- c. Carpet floor mats;
- d. Cargo barriers;
- e. Bull bar;
- f. Roof rack;
- g. Tipping tray; and
- h. Spotlights.

9. Items to Retain and Re-fit

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

- a. First aid kit;
- b. Fire extinguisher;
- c. PL registration plates;
- d. Flashing lights;
- e. Dog cages (where practical);
- f. Hoist; and
- g. Radio communication equipment.

***Note:** In a new vehicle purchased outright (where there is not a trade vehicle to remove items from), items a to c above become 'Standard' inclusions and items d to g become 'Fit for Purpose' inclusions.

10. Vehicle Purchase

The purchasing of vehicles is to occur by quotation in accordance with the Council's Purchasing Policy. Only vehicles available at a Government price shall be purchased (State Government Vehicle Tender).

11. Vehicle Disposal

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.

12. Vehicle Rotation

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.

13. Policy Implementation

The administration and management of the Council's light vehicle fleet is assigned as a responsibility of the Council's Manager Works and Services.

14. 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
Principal Works Supervisor, Assistant Works Supervisor, Supervisor Parks and Gardens, Ranger, Community Emergency Services Manager	Dual cab 4x4 utility
Engineering Technical Officer	Space cab 4x4 utility
Saleyards Manager	Single cab 4x4 utility
Building Maintenance Officer, Parks and Gardens Team, Depot/Traffic Control Team, Workshop Supervisor, Cleaner	Single cab one tonne 2x4 utility
Cleaner	One tonne utility van (panel van)'

be endorsed.

CARRIED (6/0)

NO. 171/16

9.3 COMMUNITY SERVICES REPORTS

9.3.1 CHILD CARE FACILITIES - FEASIBILITY REPORT

File Ref:	N38733
Attachment:	Pre-Feasibility Report
Responsible Officer:	Fiona Saurin Manager Community Services
Author:	Kirsten Perrin Community Development Officer
Proposed Meeting Date:	13 September 2016

PURPOSE

The purpose of this report is to identify the preferred location of child care facilities for the purpose of undertaking a feasibility study into the provision of child care facilities in the Shire of Plantagenet.

BACKGROUND

Prior to 2008, the Shire of Plantagenet operated child care services from Lot 7, Marmion Street, Mount Barker.

At its meeting on 12 August 2008, the Council resolved that the management of the Plantagenet Day Care Centre be transferred to Wanslea (Inc) from 1 January 2009. The Council also resolved that the premises on Marmion Street, Mount Barker be leased to Wanslea on a peppercorn lease.

The Shire has undertaken maintenance and improvements to ensure the building is compliant with minimum standards set under the Children and Community Services Act 2004, Children and Community Services (Child Care) Regulations 2006 and the National Child Care Accreditation Council.

In February 2016, the Shire was successful in securing funding through the WA Department of Local Government and Communities (DLGC) Regional Child Care Development Fund (RCCDF) to undertake a pre-feasibility report and feasibility study into future facility requirements for child care in the Shire of Plantagenet.

The pre-feasibility report investigated several options for facilities which included:

- *Option A: Status Quo – continue functioning as is with the current facilities;*
- *Option B: Extend the current facilities to allow greater internal space;*
- *Option C: Demolish current facility and provide a purpose built facility at the existing site;*
- *Option D: Buy a residential block and provide a purpose built facility;*
- *Option E: Buy a commercial block and provide a purpose built facility;*
- *Option F: Provide a purpose-built facility as an extension to the Mount Barker Rec.Centre;*

- *Option G: Provide a purpose-built facility located at the Mount Barker Community College adjacent to the Kindy/pre-primary area; and*
- *Option H: Provide a purpose-built facility located at the Mount Barker Community College on the farm area located closer to Woogenellup Road, along the school's main entry.'*

STATUTORY ENVIRONMENT

There are no statutory implications for this report. However, the Children and Community Services Act 2004 and Children and the Community Services (Child Care) Regulations 2006 set out the minimum standards for child care facilities.

EXTERNAL CONSULTATION

Consultation has taken place during the development of the pre-feasibility report. Stakeholders in the project, Mount Barker Community College and Wanslea were consulted as were the following community groups:

- Mount Barker Playgroup;
- Play in the Park;
- Afghani Mothers Group;
- Wriggle, Giggle and Grow; and,
- Great Southern TAFE.

Consultation also took place with the wider community in the form of an online survey which resulted in 41 responses being received.

FINANCIAL IMPLICATIONS

There are no financial implications for this report. The pre-feasibility report and feasibility study recommended to be undertaken in this report have been fully funded by DLGC.

POLICY IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report. However, the cost of maintaining aging infrastructure may be considered when determining the preferred option for child care facilities in the Shire of Plantagenet.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 1.1: (Health and family support services that are accessible and meet the needs of our community) the following Strategy:

Strategy 1.1.3:

'Provide and promote childhood development services and facilities'

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

OFFICER COMMENT

The child care centre on Marmion Street is not a purpose built facility. The aging infrastructure consists of an old house which has undergone several extensions and refurbishments.

The construction of the facility is such that the service operator provides the service in less than ideal circumstances. Reports from the service provider indicate that the configuration and location of the facility impacts on the organisation's ability to provide a flexible service to parents.

The age of the facility will inevitably lead to greater demands for maintenance. Should legislative requirements change in the future, further alterations may be required.

The location of the centre is also less than ideal, being on the outskirts of town. The current service provider is of the opinion that the location is a factor that restricts the accessibility for parents, and growth of the service.

Should the child care centre be located at the Mount Barker Community College (MBCC), it will improve the service's profile. Parents dropping older siblings at school will provide a single drop off point for children of differing ages in a family.

Another advantage of locating the centre at the MBCC is the seamless transition of children throughout their years in education, expanding MBCC's Kindergarten –Year 12 pathway to 0 years –Year 12. There are educational advantages of being on the same site as the school. Children could suffer less disruption as they move from child care through kindergarten and onto primary and high school education.

The Council decided in 2008 to hand over the provision of child care services to Wanslea. Should the operations become unviable at the current facility, the Council runs the risk of coming under community pressure to provide child care services.

Should child care facilities be constructed at MBCC, the Shire would not be party to any future agreements. Arrangements currently in place in other locations are a lease agreement between the child care service provider and the Department of Education.

The pre-feasibility report has investigated all the options for child care facilities and the report recommends:

'Option G: Provide a purpose-built facility located at the Mount Barker Community College adjacent to the Kindy/pre-primary area; and,

'Option H: Provide a purpose-built facility located at the Mount Barker Community College on the farm area located closer to Woogenellup Road, along the schools main entry.'

as the preferred options for further investigation.

These proposed options will be considered in stage two – Feasibility Study.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr C Pavlovich, seconded Cr J Oldfield:

That:

1. The outcomes of the Plantagenet Child Care Centre Pre-Feasibility Report dated 17 June 2016, as attached, be noted.
2. A feasibility study into the option of locating child care facilities at the Mount Barker Community College be undertaken.
3. The feasibility study referred to in part 2 above shall consider opportunities for private sector investment in the construction of the facilities.

CARRIED (6/0)

NO. 172/16

9.3.2 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

File Ref:	N38735
Attachment:	Local Emergency Management Arrangements
Responsible Officer:	Fiona Saurin Manager Community Services
Author:	Joanne Weekes Community Emergency Services Manager
Proposed Meeting Date:	13 September 2016

PURPOSE

The purpose of this report is to recommend the reviewed Shire of Plantagenet Local Emergency Management Arrangements be adopted.

BACKGROUND

Local Emergency Management Arrangements (LEMA) are the emergency management documentation that will guide operations during, and following, an emergency incident in the Shire of Plantagenet.

The LEMA are the overarching document and associated plans which each local government is responsible for developing, maintaining and testing.

The Emergency Management Act, 2005 states that: *'A local government is to ensure that arrangements ("local emergency management arrangements") for emergency management in the local government's district are prepared.'*

The reviewed LEMA adheres to the format required by the State Emergency Management Committee to ensure consistency across the state.

At its meeting held 4 August 2016, the Local Emergency Management Committee (LEMC) recommended that: *'Council endorse the Shire of Plantagenet Local Emergency Management Arrangements.'*

STATUTORY ENVIRONMENT

Emergency Management Act 2005.

EXTERNAL CONSULTATION

The LEMA has been developed in consultation with:

- The Shire of Plantagenet LEMC; and
- District Emergency Management Advisor - Great Southern Region State Emergency Management Committee Secretariat.

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 2013-2023 provides at Outcome 1.9 (A safe Plantagenet) the following Strategy:

Strategy 1.9.2:

‘Support the community in emergency and fire management planning, preparedness, response and recovery.’

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

STRATEGIC RISK IMPLICATIONS

The Shire’s Strategic Risk Register provides at Risk No.2.1.1 ‘Natural Disaster.’ The implications of this strategic risk include community health, safety and wellbeing.

The Local Emergency Management Arrangements mitigate this risk through:

- Annual exercising of the arrangements;
- Updating relevant information as required; and,
- Conducting a full review every five years.

OFFICER COMMENT

The LEMA is the main document that provides guidance for the Shire’s LEMC in the event of a major incident. The LEMA is supported by a number of documents including:

- Shire of Plantagenet Welfare Plan; and
- Shire of Plantagenet Local Recovery Plan.

The LEMA has been developed in consultation with relevant organisations and are aligned with State Emergency Management Committee guidelines.

In accordance with the Emergency Management Act 2005, the LEMA, once adopted by the Council, will be forwarded to the District Emergency Management Committee and the State Emergency Management Committee for endorsement

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr C Pavlovich:

That the Local Emergency Management Arrangements endorsed by the Shire of Plantagenet Local Emergency Management Committee at its meeting on 4 August 2016, be adopted.

CARRIED (6/0)

NO. 173/16

9.3.3 FROST PARK OVAL - MAINTENANCE AND SERVICE LEVELS

File Ref:	N38862
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Fiona Saurin Manager Community Services
Proposed Meeting Date:	13 September 2016

PURPOSE

The purpose of this report is to recommend that the synthetic cricket wicket on Frost Park be removed in line with the Shire of Plantagenet's Strategic Sport and Recreation Needs Analysis 2008 and the Souness Park Community Recreation Development Needs Analysis August 2013.

BACKGROUND

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

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

In April 2014, the Souness Park Community Recreation Facilities Stage One, was opened. Stage One consisted of an AFL oval, change rooms and club house.

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

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

In the last year, the Mount Barker Cricket Club has expanded and now has one senior team and two junior teams playing in the Albany Cricket Association league.

The Shire has received a request from the Mount Barker Cricket Club to maintain the Frost Park oval for cricket.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

EXTERNAL CONSULTATION

Discussions have taken place with the Mount Barker Cricket Club and Albany Cricket Association.

FINANCIAL IMPLICATIONS

The estimated cost to remove the cricket wicket and reinstate grass would be \$1,800.00.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 1.5 (Recreation, sporting and leisure facilities that support the wellbeing of the community) the following Strategies:

Strategy 1.5.3:

'Develop Sounness Park as the primary ball sports facility in the District'

and

Strategy 1.5.4:

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

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

OFFICER COMMENT

The Mount Barker Cricket Club has increased its membership in the last two years. The club now fields one senior team and two junior teams. To enable junior and senior matches to be played at the same time, the club has requested that the Frost Park oval be maintained as a cricket pitch.

It has always been the intent of the Council that the development of Sounness Park would bring together outdoor ball sports into one location. Maintenance of two cricket ovals has not been budgeted for and the current maintenance schedule for Frost Park oval is limited to mowing every six to eight weeks. This maintenance schedule is conducive to use by equine sports.

The Parks and Gardens team is working at full capacity and a 1.0 FTE Turf Management apprentice has been proposed to address a shortfall in resources required to maintain the race track. It is expected that the extra 1.0 FTE will be fully occupied for race track maintenance.

It had been proposed that the synthetic wicket would be kept at the Frost Park oval to act as a second wicket should the Shire undertake to install a grass wicket at Sounness Park in the future. This wicket would only be used if the grass wicket at Sounness Park was unplayable due to waterlogging. To enable the wicket at Frost Park to be used in these circumstances would require the oval be maintained at cricket oval standards.

To maintain a cricket oval costs in the region of \$65,000.00 per year, which includes all maintenance costs such as fertilising, spraying and irrigation maintenance.

Whilst the Shire supports local sporting clubs, as is evident with the development of the \$9 million Sounness Park facility, ongoing maintenance of additional facilities, and the subsequent over servicing of clubs is not viable without either an increase in revenue, or lowering service levels in other areas.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That:

1. The synthetic cricket wicket at Frost Park be removed; and
2. The Mount Barker Cricket Club be advised of the decision.

ALTERNATIVE RECOMMENDATION

Moved Cr L Handasyde, seconded Cr S Etherington:

That:

1. The synthetic cricket wicket at Frost Park remain in place and be maintained to the same level as the rest of the Frost Park playing surfaces.
2. The Mount Barker Cricket Club be advised of this decision and of the maintenance standard employed for this playing surface.
3. This decision be reviewed prior to the Council Meeting in October of 2018.

AMENDMENT

Moved Cr C Pavlovich, seconded Cr S Etherington:

That new clauses numbered 3 and 4 be added after clause 2 as follows:

- ‘3. That Frost Park be used for cricket as a last resort as Sounness Park is the preferred venue for cricket in Mount Barker.
4. It is the position of the Council that Frost Park should be used primarily for equine activities rather than ball sports.’

and that the motion be recast accordingly.

CARRIED (6/0)

NO. 174/16

COUNCIL DECISION

That:

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

CARRIED (6/0)

NO. 175/16

Reason for Change

Councillors believed that the removal of the cricket wicket at Frost Park was possibly premature.

9.3.4 RESERVE A1790 MACDONALD AVENUE - FROST PARK - REQUEST TO CONSTRUCT PERMANENT STRUCTURE

File Ref:	N38734
Attachments:	Plans for Frost Park Equine Arena
Responsible Officer:	Fiona Saurin Manager Community Services
Author:	Nicole Selesnew Club Development Officer
Proposed Meeting Date:	13 September 2016

PURPOSE

The purpose of this report is to seek approval for Mount Barker Campdraft Club to construct a permanent campdraft arena, an extension to holding yards, shade sail structures and scorers platform at the Frost Park Equine Facility.

BACKGROUND

In 2004 the shared use equine facility was constructed at Frost Park. The main contributors to the facility were:

- The Shire of Plantagenet;
- Riding for the Disabled (RDA);
- Woogenellup Polocrosse Club; and
- Australian Stock Horse Society (ASHS) – Great Southern Branch.

The facility was designed to cater for the equine groups including polocrosse. Woogenellup Polocrosse Club has since disbanded and the main arena is most frequently used by the Mount Barker Campdraft Club (MBCC) and ASHS. MBCC was formed after the initial construction and has since become a member of the Multi Equine Facility User Group.

The RDA group continue to use the yards for their weekly sessions on fair weather days, and they take cover in the Sheep Pavilion during inclement weather.

West Plantagenet Pony Club and the Mount Barker Agricultural Society use the facility for a total of two or three events per year. The Mount Barker Agricultural Show attracts in the region of 400 horses as it remains one of the few shows in the Great Southern region at which competitors can qualify for the Perth Royal Show.

Currently, the MBCC and ASHS construct a temporary circular arena within the existing square metal structure for their events and training days. The circular arena helps to contain the cattle and provide a clearly defined space for the campdraft activities. This is time consuming to construct and dismantle, and also poses some safety concerns as the fence comprises star pickets and strong netting.

The proposal from the MBCC is to construct a permanent fence in the arena and a scorer's platform adjacent to the smaller yards and 'camp'. The club also wants to

construct additional holding yards and install posts for shade sails that will be erected for events and removed at the end of the day.

The ASHS constructed the initial arena, and additional facilities have been constructed to a high standard by ASHS and MBCC. Maintenance of the structures at the equine facility is also carried out by the groups.

STATUTORY ENVIRONMENT

Building Act 2011, Section 14 and 16.

Building Regulations 2012, Regulation 4 and 16 requires that a Building Permit is granted.

EXTERNAL CONSULTATION

The Frost Park Multi Equine Facility Group, comprising the MBCC, ASHS, Plantagenet RDA, West Plantagenet Pony Club (WPPC) and the Mount Barker Agricultural Society (MBAS), has been consulted about the proposed plans. Mount Barker Turf Club (MBTC) has also been consulted to ensure the construction of the arena, scorer's platform, extension to holding yards adjacent to camp and posts for shade sails do not impact on the televised racing at the track. The MBTC has indicated that it does not have any objections to any of the structures on condition that the Campdraft Club remove the shade sails at the conclusion of their events.

FINANCIAL IMPLICATIONS

There are no financial implications for this report as all costs associated with the construction and upkeep of the structure will be covered by members of the Frost Park Multi Equine Facility Group.

POLICY IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

The MBCC will own and maintain the structures built at the Frost Park Equine Facility.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 1.5 (Recreation, sporting and leisure facilities that support the wellbeing of the community) the following Strategy:

Strategy 1.5.1:

'Maintain and improve sporting and recreation facilities in the District based on catchment needs' and

Strategy 1.5.4:

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

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

OFFICER COMMENT

The original use for the multi equine facility included polocrosse. For this reason the main arena was built in a rectangular shape large enough to accommodate two polocrosse fields, rather than the traditional Campdraft arena shape which is rounded.

Consultation has taken place with the other members of the Multi Equine Facility Group and whilst the MBAS did have some initial concerns, the MBCC has amended its plans to ensure the MBAS requirements are taken into account.

The requirement to construct and dismantle the temporary arena is time consuming and puts added pressure on volunteer time.

The other major concern is that of safety. Campdrafting is a fast paced sport that involves the use of cattle and horses, both of which can be unpredictable. The temporary fencing is constructed of star pickets with strong netting strung between them. Whilst every care is taken, and caps placed on the star pickets, there is always a risk that an animal may run into or over a star picket.

The design of the Campdraft arena as proposed will provide a sturdy fence that meets the requirements of campdrafting associations, and also eliminates the use of star pickets.

The permanent scorer's platform and the extension to holding yards adjacent to the camp will provide for better functionality of the arena. The proposed permanent shade sail poles will be low visibility structures that will not interfere with the televised coverage of racing at the track.

The MBCC has agreed that the shade sails will be removed at the conclusion of each of their events to ensure the shade sails do not interfere with the MBTC operations.

A Building Permit has been applied for by the MBCC.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr C Pavlovich, seconded Cr L Handasyde:

That:

- 1. The construction, by the Mount Barker Campdraft Club, of a permanent fence within the main arena, a scorer's platform and an extension to the holding yards at Frost Park Multi Equine Facility, be approved subject to construction being in accordance with the plans dated August 2016.**
- 2. The installation of posts on the spectators' mound and over the holding yards for shade sails be approved on the condition that the shade sails are only to be in place during campdrafting events.**

CARRIED (6/0)

NO. 176/16

9.4 CORPORATE SERVICES REPORTS

9.4.1 FINANCIAL STATEMENTS - AUGUST 2016

File Ref:	N38227
Attachment:	Financial Statements (separate attachment)
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Alison Kendrick Senior Administration Officer - Finance
Proposed Meeting Date:	13 September 2016

PURPOSE

The purpose of this report is to present the financial position of the Shire of Plantagenet for the period ending 31 August 2016.

STATUTORY ENVIRONMENT

Regulation 34 of the Financial Management Regulations (1996) requires a Statement of Financial Activity to be prepared each month which is to contain the following details:

- a) annual budget estimates;
- b) budget estimates to the end of the month;
- c) actual amount of expenditure and revenue;
- d) material variances between comparable amounts in b) and c) above; and
- e) the net current assets at the end of the month to which the statement relates (ie: surplus/(deficit) position).

The Statement is to be accompanied by:

- a) explanation of the composition of net current assets, less committed assets and restricted assets;
- b) explanation of the material variances; and
- c) such other information considered relevant by the local government.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

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 J Oldfield:

That the Financial Statement for the period ending 31 August 2016 be received.

CARRIED (6/0)

NO. 177/16

9.4.2 LIST OF ACCOUNTS – AUGUST 2016

File Ref:	N38893
Attachment:	August 2016
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Emma Gardner Accounts Officer
Proposed Meeting Date:	13 September 2016

PURPOSE

The purpose of this report is to present the list of payments that were made during the month of August 2016.

STATUTORY ENVIRONMENT

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

The Chief Executive Officer has delegated authority to authorise payments (23 June 2015). Relevant staff have also been issued with delegated authority to issue orders for the supply of goods and services subject to budget limitations.

Regulation 13 of the Local Government (Financial Management) Regulations 1996 provides that if the function of authorising payments is delegated to the Chief Executive Officer then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

Council Policy F/FM/7 – Purchasing and Tender Guide applies.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr M O'Dea, seconded Cr C Pavlovich:

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 2016 be received and recorded in the minutes of the Council, the summary of which is as follows:

1. Electronic Payments and Direct Debits totalling \$692,117.40; and
2. Municipal Cheques 45691 – 45724 totalling \$61,636.47.

CARRIED (6/0)

NO. 178/16

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

File Ref:	N38873
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	13 September 2016

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 16 September 2014.

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 2013-2023 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’

OFFICER COMMENT

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

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr C Pavlovich, seconded Cr M O'Dea:

That Council Policy CF/DG/1- Financial Assistance (Capital) to Organisations and Clubs as follows:

OBJECTIVE:

To assist clubs and organisations in improving community based facilities.

POLICY:

This policy relates to financial assistance by the Council to incorporated organisations and clubs occupying land owned by, or vested in the Council. 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 are being undertaken.

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.

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.

1. Funding Contributions

- a) As the proposed facility will benefit the community as well as the group concerned, the Council may assist in three way, equal shares, comprising of the organisation, the Council and another funding body. Under this arrangement the Council's contribution is limited to 33.33% of the total project cost and may include the provision of materials, staff time, and loans of plant and equipment so long as the combination of the dollar value of the in kind support plus financial contribution does not exceed 33.33% of the total project cost;
- b) In other circumstances the Council may consider a contribution larger than the above. It will be the responsibility of the group concerned to prove to the Council that a larger contribution is justified and reasonable and/or that third party funding as in (a) above was not available; and
- c) Eligible organisations must demonstrate, at the time of submission of applications, that their contribution will be available for the project under consideration, and that any in kind contribution is demonstrably a substitute for a component in the project budget, with some evidence that the support will be forthcoming.

2. Pre-requisites of Financial Assistance

- a) Complete requests for financial assistance should be received before the closing date (as advertised in local newspapers each February). Incomplete applications will not be considered;
- b) Funding will not be provided for retrospective works;

- c) Organisations should also make application to the appropriate State or Federal fund for assistance (if applicable);
- d) The organisation or club must demonstrate to the Council that there is sufficient expertise within the organisation, or available to it, to provide appropriate plans and specify accurately materials and services required to complete the project;
- e) Applications must include a current profit and loss (income and expenditure) statement; and
- f) Funds will only be released after documentary proof of expenditure is submitted.

3. 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.

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.

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 (6/0)

NO. 179/16

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

File Ref:	N38872
Attachment:	Financial Assistance (Operating) to Incorporated Organisations Policy with amendments
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	13 September 2016

PURPOSE

The purpose of this report is to review Council Policy CF/DG/2 – Financial Assistance (Operating) to Incorporated Organisations and Clubs.

BACKGROUND

The policy was last reviewed at the Council meeting held on 16 September 2014.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

FINANCIAL IMPLICATIONS

Council Policy CF/DG/2 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 2013-2023 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

For a few years, a number of applications from groups that operate a facility with access to bar takings have not been funded as it was considered that they should have a better financial capacity to fund that those that don't have the same opportunity. This approach has been included in the policy. Apart from this, it is considered that this policy is sufficient and should be endorsed.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That amended Council Policy CF/DG/2 Financial Assistance (Operating) to Incorporated Organisations and Clubs as follows:

OBJECTIVE:

To assist incorporated clubs and organisations in meeting their objectives for the benefit of the residents of Plantagenet.

POLICY:

1. Applications for donations to a maximum of \$200.00 may be submitted at any time throughout the year. Such applications will be referred to the Chief Executive Officer for consideration under delegated authority, for which a budget allocation not exceeding \$3,000.00 will be made.
2. The Council will deal with all other applications only as part of its annual budget process. Such applications will be prioritised based on what the Council believes will provide the greatest overall benefit to the quality of life of the residents of the Shire of Plantagenet. Applicants will be categorised as follows in order to assist in determining priority of funding:
 - a) Category 1 - Groups which can show that they are expending resources in maintaining or overseeing Shire facilities or equipment. Grant amounts will consider savings to the Council as a result of the Group's activities;
 - b) Category 2 – Groups which undertake tourism and economic development activities which have a positive economic benefit to the Shire. Grant amounts will consider the scope of economic benefits provided; and
 - c) Category 3 - All other applications, which should focus on provision of equipment, not administration or general operational costs.
3. With regard to Category 3 applications, the Shire provides and maintains facilities such as the swimming pool, recreation centre, halls, buildings and ovals. Modest fees are charged for the use of these facilities. The general presumption is that each user group will be responsible for operational costs such as equipment, uniforms, administration, membership, umpires, coaching etc.
4. Notwithstanding the categories listed above, the Council may decide to reimburse all or part of an organisation's annual rates and charges in lieu of a donation, unless restricted by Council Policy A/PA/14 – Sporting and Community Organisations using Council and Vested Land – Rateability.
5. Applications from incorporated organisations or clubs must meet the following criteria to be considered:
 - a) The group is to be based in the Shire of Plantagenet, or benefit residents within the Shire;
 - b) Applications should clearly identify the Shire of Plantagenet group(s) who will benefit from the funding;
 - c) The group should be actively operating and meeting on a regular basis;

- d) Applications must include a current profit and loss (income and expenditure) statement;
 - e) 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;
 - f) Applications must state the reason for funding and amount required. Category 3 applications for administration or general operational costs are likely to receive a lower priority than other applications;
 - g) Applications from groups that operate a facility with sale of alcohol are likely to receive a lower priority than other applications;
 - h) Applicants must show that they are actively seeking assistance from other funding bodies. Applicants must also disclose if they are seeking grant funding from other donors for this application.
6. Approved grants will not be disbursed until the organisation's GST status has been determined and proof of expenditure/purchase of approved grant has been provided, where applicable.
7. 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.
8. Organisations and clubs will be notified of the result of their application immediately following the adoption of the Council's annual budget.'

be endorsed.

ALTERNATIVE RECOMMENDATION

Moved Cr C Pavlovich, seconded Cr L Handasyde:

That amended Council Policy CF/DG/2 Financial Assistance (Operating) to Incorporated Organisations and Clubs as follows:

OBJECTIVE:

To assist incorporated clubs and organisations in meeting their objectives for the benefit of the residents of Plantagenet.

POLICY:

- 1. Applications for donations to a maximum of \$200.00 may be submitted at any time throughout the year. Such applications will be referred to the Chief Executive Officer for consideration under delegated authority, for which a budget allocation not exceeding \$3,000.00 will be made.**
- 2. The Council will deal with all other applications only as part of its annual budget process. Such applications will be prioritised based on what the Council believes will provide the greatest overall benefit to the quality of life of the residents of the Shire of Plantagenet. Applicants will be categorised as follows in order to assist in determining priority of funding:**

- a) **Category 1 - Groups which can show that they are expending resources in maintaining or overseeing Shire facilities or equipment. Grant amounts will consider savings to the Council as a result of the Group's activities;**
 - b) **Category 2 – Groups which undertake tourism and economic development activities which have a positive economic benefit to the Shire. Grant amounts will consider the scope of economic benefits provided; and**
 - c) **Category 3 - All other applications, which should focus on provision of equipment, not administration or general operational costs.**
3. **With regard to Category 3 applications, the Shire provides and maintains facilities such as the swimming pool, recreation centre, halls, buildings and ovals. Modest fees are charged for the use of these facilities. The general presumption is that each user group will be responsible for operational costs such as equipment, uniforms, administration, membership, umpires, coaching etc.**
 4. **Notwithstanding the categories listed above, the Council may decide to reimburse all or part of an organisation's annual rates and charges in lieu of a donation, unless restricted by Council Policy A/PA/14 – Sporting and Community Organisations using Council and Vested Land – Rateability.**
 5. **Applications from incorporated organisations or clubs must meet the following criteria to be considered:**
 - a) **The group is to be based in the Shire of Plantagenet, or benefit residents within the Shire;**
 - b) **Applications should clearly identify the Shire of Plantagenet group(s) who will benefit from the funding;**
 - c) **The group should be actively operating and meeting on a regular basis;**
 - d) **Applications must include a current profit and loss (income and expenditure) statement;**
 - e) **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;**
 - f) **Applications must state the reason for funding and amount required. Category 3 applications for administration or general operational costs are likely to receive a lower priority than other applications;**
 - g) **Applications from groups that operate a facility with sale of alcohol are likely to receive increased scrutiny over other applications;**
 - h) **Applicants must show that they are actively seeking assistance from other funding bodies. Applicants must also disclose if they are seeking grant funding from other donors for this application.**
-

6. Approved grants will not be disbursed until the organisation's GST status has been determined and proof of expenditure/purchase of approved grant has been provided, where applicable.
7. 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.
8. 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 (6/0)

NO. 180/16

Reason for change

Councillors believed that part 5(g) should reflect higher scrutiny when a Club or group provided for the sale of alcohol.

9.5 EXECUTIVE SERVICES REPORTS

9.5.1 WINE SHOW OF WA AWARDS 2016 - COUNCILLOR ATTENDANCE

File Ref: N38824
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Linda Sounness
Executive Secretary
Proposed Meeting Date: 13 September 2016

PURPOSE

The purpose of this report is to recommend that the Shire President attend the 2016 Perth Airport Wine Show of Western Australia Awards Dinner in Perth on Saturday 29 October 2016.

BACKGROUND

Beginning in 1978 as part of the Mount Barker and District Agricultural Show, the Wine Show of WA has grown to become a distinguished event, now in its 39th year, and which annually determines the best of Western Australian wines.

The Shire of Plantagenet has been a sponsor of this event for many of these years.

The judging of the wine is held at the Mount Barker Recreation Centre between Tuesday 4 and Thursday 6 October 2016.

The Awards Dinner is held at the Hyatt Regency in Perth and involves approximately 300 members of the WA Wine Industry along with media, sponsors and wine enthusiasts.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

FINANCIAL IMPLICATIONS

Costs involve \$535.00 for attendance, accommodation, meals and travel.

POLICY IMPLICATIONS

Council Policy CE/CS/1 – Elected Members Expenses to be Reimbursed, states that elected members can receive reimbursement of expenses whilst attending, ‘Conferences and training sessions specifically authorised by the Council’.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 3.4 (A strong tourism region) the following Strategy:

Strategy 3.4.1:

‘Promote and support local and regional tourism initiatives’

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

REGIONAL IMPLICATIONS

The Wine Show continues to assist in the recognition of Mount Barker and the Shire of Plantagenet within the wine growing regions of WA and also relates to the Regional Destination Marketing Strategy.

OFFICER COMMENT

The Shire President has been invited to attend and present the Trophy for the Most Successful Exhibitor processing under 250 tonnes.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr L Handasyde:

That:

- 1. The Shire President be authorised to attend the 2016 Wine Show of Western Australia Awards Dinner to be held in Perth on 29 October 2016; and**
- 2. All costs including accommodation and meals be met from account Members of Council – Councillor Conferences Training and Accommodation.**

CARRIED (6/0)

NO. 181/16

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 NOTICES OF MOTION

Cr K Clements previously gave notice of his intention to move the following motion pursuant to Clause 3.7 of Standing Orders:

Moved Cr K Clements, seconded Cr L Handasyde:

That any request by a Councillor for the CEO to conduct a study, audit or prepare a report:

1. **Must be submitted to the CEO as a Notice of Motion in accordance with Standing Orders; and**
2. **Must contain:**
 - a) **The subject the CEO is to investigate;**
 - b) **The reason for the report;**
 - c) **The cost centre the report is to be charged to;**
 - d) **An approximate costing;**
 - e) **An approximate time the report is required; and**
 - f) **How the subject of the report helps the Council achieve its Strategic Objectives as adopted in the strategic plan and the Corporate Plan.**

CARRIED (6/0)

NO. 182/16

COUNCILLOR COMMENT

Should the above Notice of Motion be resolved in the affirmative, it will mean that the whole Council will be more aware of the CEO's workload and prevent requests for reports being put forward on an ad hoc basis without any background or costings.

The CEO, as one of his KPIs, was requested to free up his time to develop better relationships with others and explore economic benefits.

By submitting requests as Notices of Motion there will be less chance of 'making decisions on the run' and the CEO and Councillors would be in a better position to evaluate the worth of the request.

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

Nil

12 CONFIDENTIAL

Nil

13 CLOSURE OF MEETING

4:18pm The Presiding Member declared the meeting closed.

CONFIRMED: CHAIRPERSON _____ **DATE:** ____ / ____ / ____