



ORDINARY MINUTES

DATE: Tuesday, 14 July 2020

TIME: 3:00pm

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

Rob Stewart
CHIEF EXECUTIVE OFFICER

Resolution numbers: 186/20 to 217/20

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

3:00pm The Presiding Member declared the meeting open.

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

Members Present:

Cr C Pavlovich	Shire President (left the meeting at 4:14pm, returned at 4:20pm)
Cr J Oldfield	Deputy Shire President
Cr K Clements	Councillor
Cr S Etherington	Councillor
Cr L Handasyde	Councillor
Cr J Moir	Councillor
Cr M O'Dea	Councillor (via videoconference/Perth)
Cr K Woltering	Councillor

Attendance by electronic means in state of emergency.

The State of Western Australia, pursuant to Section 170 of the Public Health Act 2016 (WA) has been declared a state of emergency on 23 March 2020.

The Presiding Member advised that he had authorised Cr O'Dea to attend the meeting by electronic means pursuant to Regulation 14C(2)(a)(b)(c) of the Local Government (Administration) Regulations 1996 and consequently Cr O'Dea is taken as being present at the meeting.

In Attendance:

Mr Rob Stewart	Chief Executive Officer
Mr Andrus Budrikis	Executive Manager Strategic Development
Mr John Fathers	Executive Manager Corporate Services
Mr David Lynch	Executive Manager Works and Services
Ms Nolene Wake	Executive Officer

Apologies:

Cr B Bell	Councillor
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Members of the Public Present:

There were two members of the public present.

Previously Approved Leave of Absence:

Nil

Emergency Evacuation Procedures/Disclaimer:

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

Mr Stewart then read aloud the following disclaimer:

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

The Shire of Plantagenet disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, or statement of intimation occurring during Council / Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

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

3 PUBLIC QUESTION TIME

Nil

3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Mr Kevin Collins, representing the Friends of Mondurup Reserve at the Ordinary Meeting of the Council held on 16 June 2020, asked:

'When will the Shire publicise plans for the 4.4 ha of pristine native bush to be cleared on Ingoldby Street. Need details urgently as closure of appeal period is 24 June 2020.'

The Executive Manager Works and Services met with Mr Collins on 17 June 2020 and the CEO followed up with a letter of response to Mr Collins on 24 June 2020 (attached).

3.2 PUBLIC QUESTION TIME - SECTION 5.24 LOCAL GOVERNMENT ACT 1995

4 PETITIONS / DEPUTATIONS / PRESENTATIONS

4.1 PRESENTATION – MRS WENDY DILETTI

Mrs Diletti addressed the Council in support of the Tourism Futures Forum Business Sundowner to be held at the Mount Barker Community Resource Centre on 28 July 2020.

4.2 PRESENTATION – MS KIRSTEN BEIDATSCH – REPRESENTING MOUNT BARKER VISITOR CENTRE

Ms Beidatsch presented to the Council on behalf of the Mount Barker Visitor Centre (attached).

5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

Cr C Pavlovich

Item: 9.2.1

Type: Financial/Indirect Financial Interest (Section 5.60(A) and Section 5.61 LGA)

Nature: Logging Contractor

Extent: N/A

Cr M O'Dea

Item: 9.4.2

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

Nature: Treasurer – Plantagenet Arts Council

Extent: N/A

Cr K Clements

Item: 9.4.3

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

Nature: Wife is the Honorary Treasurer.

Extent: N/A

6 APPLICATIONS FOR LEAVE OF ABSENCE

Section 5.25 Local Government Act 1995

Nil

7 CONFIRMATION OF MINUTES

Moved Cr L Handasyde, seconded Cr J Moir:

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 16 June 2020 as circulated, be taken as read and adopted as a correct record.

CARRIED (8/0)

NO. 186/20

Moved Cr J Moir, seconded Cr K Woltering:

That the Minutes of the Special Meeting of the Shire of Plantagenet, held on 7 July 2020 as circulated, be taken as read and adopted as a correct record.

CARRIED (8/0)

NO. 187/20

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President noted the occasion of this, the last meeting of retiring CEO Robert John Stewart. It was acknowledged that Mr Stewart was well recognised as a true professional throughout his long and distinguished local government career.

Moved Cr J Moir, seconded Cr L Handasyde:

That the Council's thanks and recognition be extended to retiring Chief Executive Officer Robert John Stewart for over 19 years of excellent service to the Shire of Plantagenet.

CARRIED (8/0)

NO. 188/20

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 STRATEGIC DEVELOPMENT REPORTS

9.1.1 DROUGHT COMMUNITIES PROGRAMME - EXTENSION

File Ref:	N51921
Attachment:	<u>Drought Communities Programme – Extension guidelines</u>
Responsible Officer:	Andrus Budrikis Executive Manager Strategic Development
Author:	Laura Adams Economic Development Officer
Proposed Meeting Date:	14 July 2020

PURPOSE

The purpose of this report is to update the Council on the progress of the Shire of Plantagenet's application for Drought Communities Programme – Extension funding.

BACKGROUND

In a letter received 20 February 2020, David Littleproud MP informed Shire President Cr Pavlovich of the Shire of Plantagenet's eligibility to apply for up to \$1 million of funding under the Drought Communities Programme (DCP) Extension. This letter also advised that guidelines for the DCP Extension were currently being updated and would be released via the Business Grants Hub. Dave Kelly MLA (Minister for Water) wrote to the CEO concurrently, advising that although full guidelines were not yet clear and there was no set deadline for submissions, Shires were encouraged to submit applications as soon as possible to encourage project completion by June 2021.

At a Council workshop held on 25 February 2020, project options were tabled for consideration for this funding and rated against the criteria from previous funding rounds. From these proposals, it was decided to progress the Tower Hill component of the Sesquicentennial Townscape Plan, the Old Police Station Museum Archive Repository and the Mount Barker Swimming Pool redevelopments.

Once portal access was granted, an application was initiated regarding the Museum Archive Repository. Contact was made with a Department of Industry, Science, Energy and Resources representative administering the funding, who confirmed that the application as it stood would not be sufficient for the grant.

Rather than submitting in a piecemeal fashion, it was determined essential to group all of the intended projects into one coherent development with the individual construction projects as 'activities' and submit them together.

Some local authorities in our region have submitted their projects to the DCP in lockstep. As the Shire of Plantagenet needed detailed design work to be delivered to make projects 'shovel ready' a group submission was not within a feasible timeframe.

STATUTORY ENVIRONMENT

The project proposals are required to be compliant with all relevant laws and regulations.

Under State and Territory legislation, it is a requirement for people in roles that have direct, unsupervised contact with children to undertake a working with children/vulnerable people check. The application process for this funding will require a risk assessment regarding harm or abuse of children and vulnerable people.

EXTERNAL CONSULTATION

External consultation has occurred in developing the individual projects for consideration under this funding.

FINANCIAL IMPLICATIONS

It has been indicated that the current delay between the application being accepted and the initial payment is eight weeks. This payment will account for 50% of the total. A further 40% will be paid at a six-month update and the remaining 10% in arrears after the final report is submitted as an acquittal.

BUDGET IMPLICATIONS

At the first quarterly budget review there will be a need to incorporate actual expenditures with regard to the discrete components within the Drought Communities Programme Extension, including the Adverse Events Plan.

POLICY IMPLICATIONS

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

LEGAL IMPLICATIONS

Applying for this funding will entail entering into a grant agreement with the Commonwealth. This will be a standard form Commonwealth grant agreement. Funds will not be payable until the signed agreement is executed.

STRATEGIC IMPLICATIONS

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

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

Strategy 1.3.5:

'Improve the amenity of community spaces and Shire facilities to promote participation and wellbeing';

Outcome 1.4 (Opportunities for development and participation of our youth) provides the following Strategy:

Strategy 1.4.2:

'Provide and promote appropriate and accessible facilities and activities for youth';

Outcome 1.5 (Recreation, sporting and leisure facilities that support the wellbeing of the community) provides the following Strategy:

Strategy 1.5.6:

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

Outcome 3.1 (Diverse, profitable and sustainable local business) provides the following Strategy:

Strategy 3.1.1:

'Promote the District as a good business destination';

and Outcome 3.4 (A strong tourism region) provides the following Strategy:

Strategy 3.4.2:

'Provide infrastructure and services to support tourism'.

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

REGIONAL IMPLICATIONS

The proposals that have been chosen will complement GSCORE's Regional Trails Masterplan, in addition to the Regional Destination Marketing Strategy.

OFFICER COMMENT

It is key to note that a prerequisite for drought funding is to have an Adverse Event Plan covering certain aspects of natural resource management (particularly water security) and other locally-specific issues. The executive staff have assessed that developing a plan would require significant data gathering and additional resources will be required to complete this plan.

If we do not have an Adverse Event Plan, a requirement of the funding is to use part of the fund to engage a consultant to produce one. Initial enquiries have estimated we would need to budget around \$20,000.00 of the grant funding to have this plan produced. An additional prerequisite is inclusion of a budget for an independent audit of the DCP projects. Following examination of the DCP application guidelines it has been determined that the Adverse Event Plan and audit can be combined as one project, and the minimum allowed value of a project is \$25,000.00.

Aside from the \$25,000.00, which will need to be deducted from one or more of these projects, the following initial allocations were made:

1. \$250,000.00 to Tower Hill developments.
2. \$150,000.00 to the Albany Highway Beautification project.
3. \$600,000.00 to the swimming pool renovations.

However, on Friday 3 July 2020 Corporate Services received notification that the Local Roads and Community Infrastructure Program (LRCIP), a grant initially intended to contribute towards both the Albany Highway Beautification and Tower Hill developments, could not be combined with other Australian, state or territory government funding on any project. In order to rationalise the 'Mount Barker infrastructure project' suite to comply with this requirement, these funding sources have been separated. The LRCIP application will now include the Albany Highway Beautification project and not the Tower Hill developments, and the DCP application will be vice-versa.

The full guidelines for DCP funding are attached to this report. The timescale requirements are very specific; projects need to be completed by 30 June 2021, with a possibility of a maximum three month extension if the applicant can evidence extenuating circumstances.

Section 6 sets out the requirements of projects to be eligible for this funding. Projects have to meet at least one of the following requirements:

1. The project is expected to lead to the employment of locals
 - The extent to which farmers and/or farm labourers/staff/contractors are expected to be employed
 - How the project is expected to lead to the employment of locals and over what period of time they are expected to be employed
 - The employment expected to be created beyond the immediate construction phase of the project and into the longer-term
 - The indirect employment expected to be created through the potential flow-on effects to local businesses, suppliers, and services.
2. The project is expected to contribute to the economic activity of communities/regions
 - Local businesses, suppliers and services are expected to be used to complete the projects
 - The project will encourage investment, business activities and other economic benefits to communities/regions.
3. The project is expected to lead to the retention of businesses, services and facilities
 - The benefits that should be delivered as a result of the project, such as increased tourism, increased trade for local businesses, improved services result from the enhanced facilities
 - The number of people that are expected to benefit from the approved project.

The intended outcomes of the DCP are to increase employment in regions by providing work for locals, improve levels of economic activity and productivity in regions and enable retention of businesses, services and facilities.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Cr S Etherington, seconded Cr K Woltering:

That the following projects and grant fund allocations for the Drought Communities Programme – Extension grant application be endorsed:

1. Mount Barker Infrastructure Projects - \$375,000.00.
2. Mount Barker Swimming Pool Redevelopment - \$600,000.00.
3. Adverse Event Plan and audit - \$25,000.00.

AMENDMENT

Moved Cr J Moir, seconded Cr C Pavlovich:

That part 3. 'Adverse Event Plan and audit - \$25,000.00' be deleted and the amount of '\$375,000.00' in part 1 be amended to read '\$400,000.00.'

LOST (2/6)

Crs Oldfield, Clements, Etherington, Handasyde,
O'Dea and Woltering voted against the motion

COUNCIL DECISION

The motion was put.

CARRIED (8/0)

NO. 189/20

9.1.2 LOT 71 MORPETH STREET, MOUNT BARKER - ADDITIONAL OUTBUILDING

File Ref:	N51918
Attachments:	<u>Location Plan</u> <u>Site Plan</u> <u>Outbuilding Plan</u>
Responsible Officer:	Andrus Budrikis Executive Manager Strategic Development
Author:	Vincent Jenkins Planning Officer
Proposed Meeting Date:	14 July 2020
Applicant:	Plantagenet Sheds and Steel for Shaun Dayman

PURPOSE

The purpose of this report is to consider a proposal for one additional outbuilding at Lot 71 Morpeth Street, Mount Barker. This outbuilding combined with two existing outbuildings means the cumulative floor area set by Council policy is exceeded.

BACKGROUND

Council records show the registered owners of Lot 71 Morpeth Street are S and D Dayman. The landowners have granted authority to the applicant to submit this application.

This proposal is for an additional outbuilding of 216m² (12m x 18m) with a wall height of 4.0m. Two other existing outbuildings have a combined floor area of 137.5m². The cumulative floor area of all outbuildings (including the additional outbuilding) will total 353.5m². The 353.5m² cumulative floor area exceeds the 100m² floor area set by Council policy for the Residential zone. In addition, the 4.0m outbuilding wall height exceeds the 3.0m wall height set by Council policy for the Residential zone.

The reason provided by the proponent for the additional outbuilding is to provide further storage for vehicles and garden equipment for private use. The number of motor vehicles to be parked at the property will increase given the applicants have three developing sons.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Shire of Plantagenet Town Planning Scheme No. 3 (TPS3) – zoned Residential (R5/15).

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

State Planning Policy 7.3 - Residential Design Codes (R-Codes).

The R-Codes – discretion exists for the Council to vary standards at clause 2.5.2 as follows:

‘In making a determination on the suitability of a proposal, the decision-maker shall exercise its judgement, having regard to the following:

- a) any relevant purpose, objectives and provisions of the scheme;*
- b) any relevant objectives and provisions of the R-Codes;*
- c) a provision of a local planning policy adopted by the decision-maker consistent with and pursuant to the R-Codes; and*
- d) orderly and proper planning.’*

The variation required here relates to 2.5.2(b) above as outbuilding requirements are in part 5 of the R-Codes.

The site plan for the proposed development shows an existing poolroom. The R-Codes defines a fully enclosed swimming pool as a habitable room/space. Accordingly, the existing poolroom is not included in the calculation of the cumulative outbuilding floor area for this site.

EXTERNAL CONSULTATION

The applicants, as part of lodging this application, sought comment from five adjoining landowners affected by the proposal. No adjoining landowner raised any objection to the proposal.

FINANCIAL IMPLICATIONS

The application fee of \$147.00 has been paid.

POLICY IMPLICATIONS

Town Planning Scheme Policy No. 16.3 (Outbuildings) limits outbuildings to a maximum wall height of 3.0m and a maximum cumulative floor area of 100m² for Residential zones. The combined floor area of this outbuilding and the two existing outbuildings is 353.5m². The proposed outbuilding wall height is 4.0m. The Council must have regard to a Town Planning Scheme Policy but is not bound to adhere to it where a variation is considered reasonable.

STRATEGIC IMPLICATIONS

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

Strategy 2.2.2:

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

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

Further, the Council's Corporate Plan, Goal 2 – Enhanced Natural and Built Environment notes an outcome of 2.2 *'Appropriate development which is diverse in nature and protects local heritage'*. The Key Performance Indicator (KPI) is *'Percentage of Council planning decisions in line with the Planning Vision'*.

By supporting the officer recommendation, the KPI will be met.

OFFICER COMMENT

Lot 71 Morpeth Street is 1.34ha in area and located in the Residential (R5/15) zone.

The present development at Lot 71 involves a house, a fully enclosed swimming pool, one 37.5m² games room and one 100m² outbuilding.

The proposed outbuilding addition is set back approximately 55m from the rear property boundary, approximately 75m for the street property boundary and approximately 20m and 56m from the side property boundaries. The proposed additional outbuilding location meets the boundary setback requirements of the Residential (R5/15) zone.

The proposed additional outbuilding will be finished in woodlands grey and classic cream Colorbond® to match the existing development at the site. The cumulative floor area of outbuildings (including the existing two outbuildings) will total 353.5m². The wall height of the proposed outbuilding addition will be 4.0m.

No difficulties are seen with the maximum cumulative floor area of outbuildings being 353.5m² and the wall height of the additional outbuilding being 4.0m given the size of the lot being 1.34ha.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr L Handasyde:

That in accordance with clauses 66 to 68 and 70 to 74 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 approval be granted for the proposed additional outbuilding at Lot 71 Morpeth Street, Mount Barker. A maximum floor area for outbuildings of 353.5m² will be in excess of the 100m² specified in Town Planning Scheme Policy 16.3 (Outbuildings) and approval will be subject to the development being in accordance with plans dated 25 and 27 May 2020.

CARRIED (8/0)

NO. 190/20

9.1.3 MOUNT BARKER HILL ADVISORY COMMITTEE - ENDORSEMENT OF RECOMMENDATIONS

File Ref:	N51920
Responsible Officer:	Andrus Budrikis Executive Manager Strategic Development
Author:	Laura Adams Economic Development Officer
Proposed Meeting Date:	14 July 2020

PURPOSE

The purpose of this report is to present the outcomes and recommendations of the Mount Barker Hill Advisory Committee meeting, held on 25 June 2020, and to seek Council endorsement of the Committee's recommendations in the attached minutes.

BACKGROUND

At the Council's Meeting held on 3 December 2019, it was resolved:

'That:

1. *A committee, to be known as the Mount Barker Hill Advisory Committee be formed pursuant to Section 5.9 (2) (a) of the Local Government Act 1995;*
2. *The duties of the committee are to advise the Council with regard to:*
 - a) *The mechanisms needing to be employed to light the communication tower;*
 - b) *Working with the Trails Advisory Committee regarding integration of trails into other Mount Barker Hill proposals; and*
 - c) *Further development of the present Rotary lookout and the potential for other lookouts, including information boards.*
3. *The committee shall comprise of four Councillors;*
4. *The committee shall disband on or before 31 October 2020;*
5. *Cr Pavlovich, Cr Clements, Cr Etherington and Cr Woltering be appointed as members to the Mount Barker Hill Advisory Committee; and*
6. *Cr Oldfield be appointed as Deputy to act on behalf of any individual member appointed in part 5 when that member is unable to attend.'*

The membership of the committee was amended at the Council's meeting held on 25 February 2020, where it was resolved:

'That:

1. *The resignation of Cr C Pavlovich from the Mount Barker Hill Advisory Committee be noted.*
1. *{sic} Cr J Oldfield be appointed as a member of the Mount Barker Hill Advisory Committee.*
2. *{sic} Cr L Handasyde be appointed as Deputy to act on behalf of any individual member when that member is unable to attend.'*

The Mount Barker Hill Advisory Committee has progressed three concept plans which consider separate aspects of developing Mount Barker Hill. Although they

have been produced separately, their development has involved collaboration between the consultants to ensure the plans complement each other. The concept plans are:

- Lighting of the Communication Tower, produced by BCA Consultants, lighting concept designers;
- Mount Barker Hill Mountain Bike (MTB) trails, design of a downhill trail network produced by Great Southern Centre for Outdoor Recreation Excellence (GSCORE) and Magic Dirt, trail designers and builders; and
- Mount Barker Hill Landscape Concept Plan, design of a boardwalk and leisure trail, facilities and infrastructure improvements produced by Emerge Associates.

STATUTORY ENVIRONMENT

The Shire of Plantagenet has a Management Order over the reserve of Tower Hill, which is vested for use as Parklands. These potential developments are congruent with this purpose. The vesting excludes the parcel of land where the Communication Tower is, which is vested in BAI Communications Australia (formerly Broadcast Australia).

EXTERNAL CONSULTATION

The individual development of these concept plans has involved external consultation, particularly the MTB trail plan. Magic Dirt has consulted local mountain bike clubs, and GSCORE has commissioned environmental and dieback surveys. Taking this concept design further will involve community consultation as per the Trail Development Framework.

FINANCIAL IMPLICATIONS

A Regional Economic Development Scheme (REDS) grant application has been submitted to the Great Southern Development Commission (GSDC) for \$100,000.00 towards construction of Stage 1 of the Mount Barker Hill Concept Plan (Emerge Associates).

The Shire's Drought Communities Programme funding application incorporates a provisional allocation of \$240,000.00 for the Mount Barker Hill facilities project.

BUDGET IMPLICATIONS

The Advisory Committee's recommendation requires an amount of \$15,600.00 plus GST to enable the lighting of the tower on Mount Barker Hill project to progress to the design and testing stage. This amount has yet to be allocated and will need attention at the Council's first quarterly budget review.

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 Council already has infrastructure on the reserve. The lookout itself, the carpark and historical cairns all are part of the Council's asset inventory. The Council also has a smaller tower which is at present leased and is used by a number of groups.

Actioning these concept plans will create additional infrastructure and chattels on the reserve for entry onto the Council's asset inventory.

STRATEGIC IMPLICATIONS

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

Strategy 2.3.4:

'Plan and seek funding for the development of trails in line with the Trails Master Plan.'

Outcome 3.2 (A strong and diverse economic base) provides the following strategy:

Strategy 3.2.1:

'Identify and attract value adding and compatible new industries to the region.'

and Outcome 3.4 (A strong tourism region) provides the following strategy:

Strategy 3.4.4:

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

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

REGIONAL IMPLICATIONS

GSCORE has progressed the concept design of the Tower Hill MTB trails as an extension of their Regional Trails Masterplan, which contains the Tower Hill trails as a priority trail. This feeds in to a strategy of making the lower Great Southern a mountain bike destination of regional significance through developing different trail offerings that are complementary to each other in Plantagenet, Albany and Denmark. Development of the concept plan is funded by GSCORE.

The wider development of the hill is strategically aligned with GSDC's Strategic Blueprint, which in addition to providing an additional asset for the Regional Destination Marketing Strategy opens up the possibility for their support with potential events held on the hill.

The trails and facilities plans have been discussed as suitable for Alliance endorsement.

OFFICER COMMENT

At its meeting held on 25 June 2020 the Mount Barker Hill Advisory Committee discussed the following:

Tower Lighting

The projected equipment costs for illuminating the tower were received, and BCA's consultancy proposal considered. The exclusions were noted, with many of them able to be carried out in-house. The next stage of developing the project would be BCA producing a detailed design and testing the proposed equipment on site.

Since the meeting, light pollution concerns have been discussed with the lighting engineers. As part of the concept a programmable remote control system is included, which enables scheduled shut-offs as well as immediate remote shut-off. The lighting equipment would be dimmable and able to be programmed to do many different displays, including colour variations and direction of the light. Initial concerns around affecting aircraft have been assuaged by assurances that laser technology would not be utilised on Tower Hill.

Mountain Bike Trails

The MTB trails plan as presented to the Committee had been updated on 24 June 2020 to incorporate the GSCORE Working Group feedback, primarily around the following:

1. Balance – especially between cross country and enduro/all mountain
2. Stacked loop design - should there be more progression from green/blue to black on the same trails?
3. The need for a staged approach
4. Consideration of events and spectators
5. Shuttle access
6. Budget/costing.

Mount Barker Hill Landscape Concept Plan

The Mount Barker Hill Advisory Committee recommends that the Council endorse the Mount Barker Hill Landscape Concept Plan. The Committee recommends that the project be broken into three stages:

1. The boardwalk and walking trail, excluding the section for access to the mountain bike trail head.
2. The car park improvements.
3. Ablutions.

This feedback has been given to the landscape architect, who will amend the plan's Preliminary Cost Estimate to allow for a staged approach. This updated document will assist in applying for grant funding.

The Committee has made the following recommendations:

1. That sufficient funds be allocated in the 2020/2021 budget to enable the lighting of the tower on Mount Barker Hill project to progress to design and testing.
2. That the GSCORE Tower Hill Mountain Bike Trail Network Concept Plan dated June 2020 be received.
3. The Mount Barker Hill Landscape Concept Plan dated 18 June 2020 be endorsed.
4. Priority funding be allocated to boardwalk and walking trail construction.
5. The intention of the CEO to seek REDS funding of \$100,000.00 be noted.
6. Action be taken to include this project as a South Coast Alliance project.

VOTING REQUIREMENTS

Simple Majority

COMMITTEE RECOMMENDATION

Moved Cr K Woltering, seconded Cr L Handasyde:

That:

1. Sufficient funds be allocated in the 2020/2021 budget to enable the lighting of the tower on Mount Barker Hill project to progress to design and testing.
2. The Great Southern Centre for Outdoor Recreation Excellence Tower Hill Mountain Bike Trail Network Concept Plan dated June 2020 be received.
3. The Mount Barker Hill Concept Plan dated 18 June 2020 be endorsed.
4. Priority funding be allocated to boardwalk and walking trail construction.
5. The intention of the CEO to seek Regional Economic Development Scheme funding of \$100,000.00 be noted.
6. Action be taken to include the Mount Barker Hill project as a South Coast Alliance project.

AMENDMENT

Moved Cr K Clements, seconded Cr J Oldfield:

That in part 6. of the motion, the words 'Bike Trails' be inserted after the word 'Hill'.

CARRIED (8/0)

NO. 191/20

COUNCIL DECISION

That:

1. Sufficient funds be allocated in the 2020/2021 budget to enable the lighting of the tower on Mount Barker Hill project to progress to design and testing.
2. The Great Southern Centre for Outdoor Recreation Excellence Tower Hill Mountain Bike Trail Network Concept Plan dated June 2020 be received.
3. The Mount Barker Hill Concept Plan dated 18 June 2020 be endorsed.
4. Priority funding be allocated to boardwalk and walking trail construction.
5. The intention of the CEO to seek Regional Economic Development Scheme funding of \$100,000.00 be noted.
6. Action be taken to include the Mount Barker Hill Bike Trails project as a South Coast Alliance project.

CARRIED (8/0)

NO. 192/20

9.1.4 MOUNT BARKER MEMORIAL SWIMMING POOL - RECREATION ADVISORY COMMITTEE RECOMMENDATION - ENDORSEMENT

File Ref:	N51944
Attachment:	<u>Mount Barker Memorial Swimming Pool Notional Design Study Plans</u>
Responsible Officer:	Andrus Budrikis Executive Manager Strategic Development
Author:	Andrus Budrikis Executive Manager Strategic Development
Proposed Meeting Date:	14 July 2020

PURPOSE

The purpose of this report is to endorse the Recreation Advisory Committee's recommendations regarding the schematic and detailed design phases for the Mount Barker Pool Redevelopment.

BACKGROUND

The Council at its meeting held on 26 February 2019 confirmed the process to undertake a feasibility study into the redevelopment of the Mount Barker Memorial Swimming Pool by resolving that:

- '1. *The Terms of Reference for the Feasibility Study into the refurbishment of the Mount Barker Memorial Swimming Pool, as follows:*

SCOPE OF WORKS

- a) *To Investigate and report on the social and financial viability of upgrades to the Mount Barker Memorial Swimming Pool facilities.*
- b) *To consider Mount Barker Swimming Pool as a regional facility and how upgrades meet the needs of the Great Southern region.*
- c) *Identify the upgrade option that will maximise access to the facility*
- d) *To investigate and report on any special facility needs that should be incorporated into the design (access and participation for seniors, disability access)*
- e) *To analyse planning and construction costs of alternative sites, designs and management models and make a recommendation for the best long term option.*
- f) *To provide concept plans appropriate for progression with funding bodies.*

METHODOLOGY

A number of research methods will be required to be undertaken during the development of the feasibility study. The methods used will include, but not limited to:

- *Literature search;*
 - *Technical data, usage patterns;*
 - *Community surveys;*
 - *Direct interviews with key groups and individuals;*
 - *Community meetings/workshops;*
 - *Liaison with neighbouring local governments;*
-

- *Site visits to other facilities;*
- *Discussions with experienced facility managers.*

EXISTING DOCUMENTATION

The following documentation is to be referred to in the development of the Feasibility Study as a minimum requirement:

- *Shire of Plantagenet – Strategic Community Plan 2017 – 2026*
- *Shire of Plantagenet – Corporate Business Plan - 2016-17 - 2020-21*
- *Shire of Plantagenet Long Term Financial Plan 2017/18 to 2032/2033*
- *Shire of Plantagenet Strategic Asset Management Plan 2018/19 – 2027/28*
- *Mount Barker Swimming Pool – Stage 1 – Condition Assessment (GHD Engineers)*
- *Great Southern Regional Sport and Recreation Plan 2018*
- *Shire of Plantagenet – Sport and Recreation Needs Analysis 2008*

be endorsed; and,

2. *The intention of the CEO to call for expressions of interest from suitable consultants for the feasibility study be noted with a further report to be submitted no later than 23 April 2019.'*

Consulting Great Southern was commissioned to undertake the Feasibility Study for the Mount Barker Memorial Swimming Pool redevelopment with the final version completed in March 2020. The following reports were produced by Consulting Great Southern:

- Phase One Report: Community and Stakeholder Engagement, 29 August 2019.
- Needs Assessment Report, October 2019.
- Phase Three Report: Development Options Analysis.

A separate report was also commissioned from GHD to investigate the structural integrity of the pool concrete shell. The GHD report, '*Mount Barker Swimming Pool Stage 2 Investigation – Remaining Life Assessment, December 2019*' confirmed that corrosion in the reinforcement would not commence for at least 50 years and based on the tests undertaken the remaining life expectancy was expected to be at least 20+ years.

The Council at its meeting held 3 December 2019 resolved:

'That the Recreation Advisory Committee recommendation that:

1. *Option One based on the retention of the existing 50 metre pool be authorised for further development in conjunction with the consultant;*
2. *The inclusion of a learn to swim pool be incorporated into the planning, the exact site of such pool to be determined;*
3. *Future clubrooms, gymnasium, cafe, hydro-therapy pool and parking options also be incorporated;*
4. *Funding options be investigated;*
5. *A further report be prepared for consideration by 21 April 2020; and*
6. *The consultant consider the following points as part of their report:*

- a) *The entrance be from the south;*
- b) *Refer to the Wagin pool development;*
- c) *Elevate the administration/kiosk areas to enhance observation of the pool deck;*
- d) *Consider parking options; and*
- e) *Consider staging options so as to minimise the closing of the pool.*

be endorsed.'

The final version of the Feasibility Study was completed in February 2020.

The Council at its meeting held on 24 March 2020 resolved:

'That:

- 1. The Mount Barker Memorial Swimming Pool Feasibility Study prepared by Consulting Great Southern be received.*
- 2. The detailed design phase of the project be authorised.*
- 3. The Entry, Change rooms and associated buildings and site works be prioritised.*
- 4. The construction phase commence in the 2020/21 financial year, subject to funding availability.'*

At its most recent meeting held on 26 June 2020, the Recreation Advisory Committee resolved:

'That it be a recommendation to the Council:

That:

- 1. The project group to work with the architects on the schematic design and detailed design phases of the Mount Barker Pool Redevelopment consist of the members of the Recreation Advisory Committee, Executive Manager Strategic Development, Swimming Pool Manager, and other experts as may be required;*
- 2. The Executive Manager Strategic Development is to provide a detailed time line for the Mount Barker Pool Redevelopment through to construction completion of the first construction stage as soon as is practicable; and*
- 3. The schematic design and cost estimate will be presented to Council for adoption at a Special Council Meeting to be held on 1 September 2020.'*

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

EXTERNAL CONSULTATION

Consultation has taken place with Chris Thompson, Great Southern Regional Manager, Department of Local Government Sport and Cultural Industries (DLGSC).

FINANCIAL IMPLICATIONS

The draft 2020/21 budget includes capital expenditure of \$1.6m for the swimming pool redevelopment with funds sourced from Community Sporting and Recreation Facilities Fund (CSRFF) (\$500,000.00), Drought Communities Programme - Extension (\$600,000.00), and a loan (\$500,000.00).

BUDGET IMPLICATIONS

The schematic and detailed design phase costs were included in the 2019/20 budget and are being carried forward to the 2020/21 budget (\$92,321.00 carry-over item 20196.0030). The draft 2020/21 budget includes an additional \$160,000.00 for this item to cover further documentation and development costs of the swimming pool.

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 capital cost of redevelopment of the swimming pool and associated buildings will be added to the Shire's asset register.

STRATEGIC IMPLICATIONS

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

Strategy 1.5.6:

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

And Strategy 1.5.7:

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

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

REGIONAL IMPLICATIONS

Consulting Great Southern consulted widely across the region during the Feasibility Study phase.

OFFICER COMMENT

Request For Quote (RFQ) DS 06-2020, *Mount Barker Memorial Swimming Pool Design Phases*, was conducted in May 2020 and closed on 4 June 2020. Following assessment of the submissions H+H Architects has been appointed as the lead consultant to develop schematic plans for the pool development. The plans (attached) reflect the notional design study plans included in the *Mount Barker Memorial Swimming Pool Redevelopment Feasibility Study* adopted by Council at the 24 March 2020 meeting. The RFQ calls for the design to be developed in two phases. This initial phase of design (schematic design) will develop the design for the whole development of the site. The schematic design phase is scheduled to be completed by the end of August 2020.

A CSRFF annual and forward planning grant application will be lodged with the Department of Local Government, Sport and Cultural Industries for the first construction stage. The deadline for applications is 11 September 2020.

It is proposed that a Special Council meeting be held on 1 September 2020 to review and endorse the proposed construction stage 1 and CSRFF grant application details.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Moir, seconded Cr K Woltering:

That:

- 1. A project group to work with the architects on the schematic design and detailed design phases of the Mount Barker Pool Redevelopment be formed.**
- 2. The project group consist of the members of the Recreation Advisory Committee, Executive Manager Strategic Development, Swimming Pool Manager and the Committee be authorised to co-opt other experts as may be required.**
- 3. The Executive Manager Strategic Development shall provide a detailed time line for the Mount Barker Pool Redevelopment through to construction completion of the first construction stage as soon as is practicable.**
- 4. The schematic design and cost estimate will be presented to the Council for adoption at a Special Council Meeting to be held on 1 September 2020.**

CARRIED (8/0)

NO. 193/20

9.1.5 COMMUNITY SPORTING AND RECREATION FACILITIES FUND - SMALL GRANTS ROUND 2020/2021 - GRANT PRIORITISATION

File Ref: N51923
Responsible Officer: Andrus Budrikis
Executive Manager Strategic Development
Author: Isabelle Draffehn
Community Development Officer
Proposed Meeting Date: 14 July 2020

PURPOSE

The purpose of this report is to seek support for the submission of an application to the Department of Sport and Recreation's 2020/2021 Community Sporting and Recreation Facilities Fund (CSRFF) – Small Grants Round.

BACKGROUND

The CSRFF grant scheme is managed by the Department of Local Government, Sport and Cultural Industries (DLGSC) and provides grant funding for facility and infrastructure provision/upgrades to sport and recreation clubs and local government. CSRFF is provided in three categories: Small Grants (for projects of a total budget up to \$300,000), Annual Grants (for projects of a total project cost of \$300,001–\$500,000) and Forward Planning Grants (for projects of a total project cost of \$500,001 and over).

The CSRFF grant scheme generally funds projects on a basis of one third of the total project cost. Applications are required to be submitted to the local government for endorsement and ranking prior to review by the regional DLGSC office, then final consideration by the DLGSC's State Office.

The Shire of Plantagenet has received two CSRFF Small Grant applications for consideration, one being from the Mount Barker Golf Club Inc and the other being from the Kendenup Tennis Club.

The Mount Barker Golf Club is requesting funding for the renewal of one of their bowling greens and the Kendenup Tennis Club is seeking funding to replace the hit up wall area at the Kendenup Tennis Club.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

EXTERNAL CONSULTATION

External consultation has occurred with Don Pomery (Secretary, Mount Barker Golf Club), Marcus McPharlin (President, Kendenup Tennis Club) and Chris Thompson (Reginal Manager, DLGSC).

FINANCIAL IMPLICATIONS

The total cost for the renewal of the Mount Barker Golf Club bowling green is \$159,800.00. The Mount Barker Golf Club has applied for a self-supporting Shire

loan (\$70,000.00) to enable the purchase of the new carpet. This application is the subject of a separate report. The Club is contributing \$63,167.00 in cash and volunteer labour, and \$26,633.00 is requested through the CSRFF fund.

The Kendenup Tennis Club's total cost for a new hit up wall is \$22,270.00. The Club is requesting approximately one third of the total cost through CSRFF (\$7,423.00), \$7,000.00 through the Shire of Plantagenet Community Grant and the Kendenup Tennis Club is contributing \$7,847.00 in cash and in-kind to the total project cost.

BUDGET IMPLICATIONS

The Kendenup Tennis Club, through the Shire of Plantagenet Community Grants Program, has sought an allocation of \$7,000.00.

POLICY IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report. Both assets will be managed and maintained by the respective clubs. The hit up wall though would be situated on Council property.

STRATEGIC IMPLICATIONS

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

Strategy 1.5.1:

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

Strategy 1.5.2:

'Promote sporting, recreation and leisure facilities and programs in the District'.

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

OFFICER COMMENT

The CSRFF guidelines state that resurfacing of existing sport surfaces projects are eligible for funding, however: *'It is expected that facility managers will budget for these items as part of the ongoing operation of the facility, frequently over 7 to 10 years, and will be considered a low priority for funding. If successful the project is likely to attract reduced funding of 16.66%. In competitive rounds it is unlikely that these projects will receive funding.'*

Discussions with DLGSC Regional Manager Chris Thompson confirmed that the Golf Club's request will attract maximum funding of one sixth of the total project cost and that it is considered a low priority project.

The Mount Barker Golf Club enquired about a self-supporting loan with the Shire of Plantagenet which has not yet been applied for. It is uncertain if the loan will eventuate on time to make the project feasible within the timeframes set by DLGSC. It is further expected by the Department that clubs establish a sinking fund by setting aside revenue over a period of time to meet future capital expenses and replacement costs.

The Kendenup Tennis Club's request is considered a medium priority by DLGSC and the Club has demonstrated an equal financial commitment to the project.

Although it is recommended that the Council support both applications, the hit up wall at the Kendenup Tennis Club should be recommended as higher priority project for this funding round, based on discussions held with DLGSC and the clubs.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr J Oldfield:

That the applications submitted to the Community Sports and Recreation Facilities Fund Small Grant Round 2020/2021 be supported and prioritised as follows:

1. Priority One:

Applicant: Kendenup Tennis Club Inc

Project: Replacement of hit up wall

Total Cost: \$22,270.00 (GST inclusive)

2. Priority Two:

Applicant: Mount Barker Golf Club

Project: B Green Bowling Carpet Replacement

Total Cost: \$159,800.00 (GST inclusive)

CARRIED (8/0)

NO. 194/20

9.1.6 PROPOSED REMOVAL OF THE CRICKET PITCH AT FROST PARK OVAL

File Ref: N51935
Responsible Officer: Andrus Budrikis
Executive Manager Strategic Development
Author: Isabelle Draffehn
Community Development Officer
Proposed Meeting Date: 14 July 2020

PURPOSE

The purpose of this report is to recommend the removal of the existing cricket pitch at Frost Park oval.

BACKGROUND

On 11 April 2016 the Shire of Plantagenet hosted the opening of Sounness Park Stages 2 and 3 consisting of high quality hockey and cricket facilities, making Sounness Park the primary venue for cricket in Plantagenet.

On 13 September 2016 the Council resolved at resolution 175/16:

‘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.’*

Further, on 9 October 2018 the Council resolved at resolution 214/18:

‘That:

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

As a result, participation in cricket rapidly grew within the Shire. Further, by Council resolution, Frost Park was to be used primarily for equine activities rather than ball

sports. The need for a secondary cricket oval for junior, lower senior and community cricket grades was identified. A stakeholder working group was formed in 2018 to discuss the relocation of cricket from Frost Park to the Mount Barker Community College (MBCC) oval. The group consisted of representatives from the Mount Barker Cricket Club, the Mount Barker Community College and the Shire of Plantagenet.

The Shire of Plantagenet coordinated the project and secured funding through Cricket Australia's Australian Infrastructure Cricket Fund (AICF) in 2019. The project was well supported on a local and regional level. A new cricket pitch was installed on the MBCC oval, and the existing practice nets which were in structurally sound condition were re-surfaced. The project was successfully completed in June 2020.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

EXTERNAL CONSULTATION

External consultation has occurred with Mr Stuart Duggin, President of the Mount Barker Cricket Club.

FINANCIAL IMPLICATIONS

It is anticipated that the cost of the removal of the existing cricket pitch at Frost Park will be in the vicinity of \$1,100.00 which would be charged to account 20212.0066 (Frost Park Facilities Maintenance).

BUDGET IMPLICATIONS

There are no budget implications for this report.

POLICY IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

The new infrastructure will be managed and maintained by the MBCC through their annual oval maintenance program. Rubber mats were purchased to ensure that the oval is fit for multi-purpose use and to protect the new wicket.

There are no asset management implications for Frost Park following the removal of the pitch, other than ensuring the regrowth of grass where the pitch was located.

STRATEGIC IMPLICATIONS

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

Strategy 1.5.2:

'Promote sporting, recreation and leisure facilities and programs 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

It is the Council's strategic direction to focus on the development of Frost Park as a major equine centre in the Great Southern. In order to achieve this goal, the relocation of the cricket oval is inevitable. The MBCC oval was identified as an ideal secondary cricket venue due to the provision of existing infrastructure such as change rooms, toilets and parking facilities. It will not only accommodate existing junior, lower senior and community cricket grades but will also encourage the development of and foster junior and girls cricket due to the exposure at the College.

Further, co-location of sporting facilities is strongly encouraged and supported by regional sporting associations, funding bodies and the DLGSC. The new facility will be managed and maintained by the MBCC, therefore saving the Shire funds and resources.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Cr K Clements, seconded Cr J Oldfield:

That the cricket pitch situated at Frost Park Oval be removed and the area be appropriately reinstated.

MOTION TO ADJOURN THE QUESTION

Moved Cr J Moir, seconded Cr L Handasyde:

That the question be adjourned to seek more information and clarification regarding Frost Park Oval usage from all stakeholders and the matter be referred back to the Council on or before the Ordinary Meeting of the Council scheduled for 6 October 2020.

and Mount Barker Community College Oval

CARRIED (6/2)

NO. 195/20

Crs Pavlovich and Clements voted against the motion

9.2 WORKS AND SERVICES REPORTS

9.2.1 POLICY REVIEW - ROADS - LOG HAUL REQUIREMENTS

Cr C Pavlovich

Item: 9.2.1

Type: Financial/Indirect Financial Interest (Section 5.60(A) and Section 5.61 LGA)

Nature: Logging Contractor

Extent: N/A

4:14pm Cr C Pavlovich withdrew from the meeting and
Cr J Oldfield assumed the Chair.

File Ref: N51922

Attachments: Policy with amendments

Responsible Officer: David Lynch
Executive Manager Works and Services

Author: Nicole Selesnew
Administration Officer / Project Officer Works
and Services

Proposed Meeting Date: 14 July 2020

PURPOSE

The purpose of this report is to review Council Policy I/R/6 – Roads - Log Haul Requirements.

BACKGROUND

This policy was last reviewed by the Council at its meeting held on 17 July 2018.

STATUTORY ENVIRONMENT

Road Traffic (Vehicles) Act 2012

Road Traffic Code (2000)

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 2.4 (Safe and reliable transport infrastructure) the following Strategy:

Strategy 2.4.1:

‘Maintain and further develop Shire roads, drainage and pathways at appropriate standards and continue to seek to maximise grant funding to support this aim.’

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

The Shire of Plantagenet Corporate Business Plan 2019/2020 – 2022/2023 includes Action 2.4.1.6:

‘Construct and maintain Shire roads and associated infrastructure to the standard adopted by the Council and in accordance with requirements of State agencies.’

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

OFFICER COMMENT

A number of changes were made to the policy at the 2018 review following consultation with the Heavy Haulage Advisory Committee and the Timber Roads Operations Group.

The changes included:

- Extending the permit period to six months.
- Incorporating new conditions to enable the construction of temporary crossovers to streamline the entry and exit points for plantation haulage.
- Removing the requirement to notify adjoining landholders along the haulage access routes.

These changes have been implemented successfully and the policy content is considered appropriate.

Some grammatical changes are proposed, including amending the title of the Executive Manager Works and Services, updating the legislation and minor punctuation and wording changes.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Cr L Handasyde, seconded Cr K Woltering:

That amended Policy I/R/6 – Roads – Log Haul Requirements as follows:

‘OBJECTIVE

To provide clear guidelines to the Council, its staff, and plantation companies regarding log/woodchip haulage on roads within the Shire of Plantagenet.

POLICY

1. Scope

This policy applies to plantation companies who wish to use roads under the care, control and management of the Shire of Plantagenet for the purposes of transporting logs/woodchips from plantations.

2. Legislation

Road Traffic (Vehicles) Act 2012

Road Traffic Code 2000

3. Application of Policy

Plantation companies may request use of a classified road on the Restricted Access Vehicle (RAV) Network by applying to the Chief Executive Officer (CEO) for approval. If the desired route includes an unclassified road, an application must be made by the plantation company to Main Roads WA (Heavy Vehicles Section). For further information on heavy vehicle access to roads within the Shire, refer to Policy I/R/17 Roads – Heavy Vehicle Access.

Approvals will be for a duration of six months and may be extended upon request by the plantation company. The Executive Manager Works and Services must be satisfied with the proposed haulage route(s) and the following conditions are to be adhered to by the plantation company:

- a) School bus operators are to be notified of the commencement date and the anticipated duration, at least one week prior to the commencement of harvest.
- b) If no maximum speed is specified as a condition of use of the applicable road, speeds are to be limited to a maximum of:
 - 100km/hr (as per the Road Traffic Code 2000), or
 - The posted speed limit,whichever is the lesser.
- c) Suitable sign posting for traffic in accordance with Australian Standard AS1742.3-2009, with signs identifying truck movements is to be placed at the entrance and exit of the property.
- d) All vehicles must adhere to any road closure prescribed by the Council due to inclement or persistent wet weather.
- e) Cartage through townsites is to be limited to 12 hours daily between the hours of 6.00am and 6.00pm.
- f) All gravel roads covered under the letter of approval are to be graded by the relevant plantation company during haulage when requested by the Council.
- g) The Council is to be advised of any seal failures on bitumen roads within 24 hours so that repairs can be carried out.

- h) **Cartage must cease on Christmas Day and New Year's Day.**
 - i) **Post haulage inspections of roads listed in the letter of approval will be carried out by Shire of Plantagenet staff. If required, works to reinstate roads to pre-haulage condition are to be undertaken by the plantation company.**
- 4. Temporary crossovers to access timber plantations may be installed by plantation companies provided that approval is obtained from the Shire of Plantagenet as per Council Policy I/R/13 – Vehicle Crossovers. The following conditions would apply to the temporary crossover construction:**
- a) **Installation to be for a maximum of 12 months and infrastructure must be removed within 30 days of harvest completion. Road shoulders to be returned to the pre-existing state.**
 - b) **Stone or concrete headwalls are not required, however, sandbags and rock walls may be used to protect any Council infrastructure as determined by the Executive Manager Works and Services.**
 - c) **The position of the crossover should comply with Main Roads WA (MRWA) requirements for sightlines and gradients for approved RAV or Accredited Mass Management Scheme (AMMS) access. The Council may require a formal traffic management plan be implemented by the plantation company if compliance to sightline guidelines cannot be met, provided the position of the crossover is such that it is in the best interests of public safety to do so, ie the existing access or entry from side roads is worse than the proposed access.**

Applications that have a definite commercial gain (ie being able to access a section of road with a higher RAV/AMMS category) may also be considered provided all improvements and safety requirements are met by the plantation company.
 - d) **Any damage to the road surface (sealed and un-sealed) caused as a result of the temporary crossover is to be made good within 30 days of harvest completion to the satisfaction of the Executive Manager Works and Services.**

The Council reserves the right to revoke support if any of the above conditions are not adhered to, or road condition/user safety is in question.'

be adopted.

AMENDMENT

Moved Cr J Moir,

That part 3(e) be deleted and the motion be re-cast accordingly.

The motion lapsed for want of a seconder.

COUNCIL DECISION

The motion was put.

CARRIED (7/1)

NO. 196/20

4:20pm Cr C Pavlovich returned to the meeting and resumed the Chair.

9.2.2 RESERVE 9729 AND UNALLOCATED CROWN LAND - TAKALARUP ROAD DEDICATION

File Ref: N49886
Attachment: [Site Map](#)
Responsible Officer: David Lynch
Executive Manager Works and Services
Author: Nicole Selesnew
Administration / Project Officer Works and Services
Proposed Meeting Date: 14 July 2020

PURPOSE

The purpose of this report is to obtain a Council resolution to initiate the process to dedicate land that runs through Reserve 9729 and Unallocated Crown Land (UCL) as road reserve, informally known as Takalarup Road.

BACKGROUND

Takalarup Road was listed for gravel re-sheeting and drainage improvements in the 2016 / 2017 Capital Works Program. While planning for the work it became apparent that the Takalarup Road alignment extended into private property (Lot 1432 Takalarup Road), Reserve 9729 and a portion of UCL (Land Identification Number 3091826).

A subdivision was required to excise a portion of land from Lot 1432 Takalarup Road to rectify the road encroachment. At its Ordinary Meeting held on 6 November 2018, the Council resolved to enter into negotiations with the owner of Lot 1432 Takalarup Road to acquire 1.40ha of land. The acquisition is complete, the Certificate of Title has been issued and a formal road reserve has been established.

The encroachment into Reserve 9729 UCL still requires rectification for the road alignment to be corrected.

Reserve 9729 is a C Class Reserve, vested with the Department of Planning, Lands and Heritage (DPLH) for the purpose of 'Watering Place for Travellers and Stock'.

STATUTORY ENVIRONMENT

Land Administration Act 1997, Section 56 (1) (a) and (c) - relates to the dedication of land as a road

Land Administration Regulations 1998, Regulation 8 – 'Local government request to dedicate land as a road (Act s.56), requirements for

Native Title Act 1993 will likely apply given the road has been constructed through unmanaged Reserve (Reserve 9729) and UCL.

EXTERNAL CONSULTATION

Consultation has occurred with staff from DPLH around the Native Title considerations associated with the road dedication.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 2.4 (Safe and reliable transport infrastructure) the following:

Strategy 2.4.4:

‘Investigate and respond to road safety and traffic issues throughout the district.’

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

The Shire of Plantagenet Corporate Business Plan 2019/2020 – 2022/2023 includes Action 2.4.4.3:

‘Effectively communicate with external agencies as required.’

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

OFFICER COMMENT

The original construction of Takalarup Road appears to have followed an old stock route. Consequently, a section of road was constructed in Lot 1432 (private property) and through a section of Reserve 9729 and some UCL.

The section of road that was developed in Lot 1432 has been formerly rectified.

The 229.4m section of road that travels through Reserve 9729 and UCL needs to be addressed. To rectify the encroachment, approximately 4,800m² of land will need to be excised from Reserve 9729 and an estimated 4,600m² of land will be required from UCL to formalise a road reserve. The attached map titled shows the excisions required.

Reserve 9729 was gazetted in 1905 as a ‘Watering Place for Travellers and Stock’. No management order was issued and because the status of land is unmanaged reserve, Native Title will need to be addressed before the land can be dedicated as a road.

The parcel of land through UCL, adjacent to Reserve 9729, will also be subject to Native Title.

DPLH has advised that Section 24KA of the Native Title Act 1993 may apply. This Section allows for facilities which are of service to the public and that provide a benefit of the community, such as a road, may retain native title rights and interests. However, while the facility exists those native title rights and interests have no effect on the construction, operation, use maintenance or repair of that facility.

If Section 24KA is to be pursued, basic procedural rights must be granted to the relevant Registered Native Title Claimants for the particular area. This includes notifying the claimant/s of the Shire's intention (notification is coordinated by DPLH) and the claimant/s be given an opportunity to comment in relation to the proposed future act.

DPLH has used the provisions of Section 24KA when addressing road dedications in the past and have received no comment, enabling the dedication to proceed without negotiations for compensation. If a submission is made against the application of Section 24KA for a road dedication, it is likely the section of land will become subject to a Native Title compensation claim. In this event, the Shire of Plantagenet will be responsible for compensation negotiations with the relevant land body.

To initiate the road dedication process the Shire needs to consult with the community and relevant public utility service providers. The outcome of the consultation process, including any Shire responses to submissions, are then forwarded to DPLH along with an indemnity in favour of the Minister for Lands against any claims for compensation and costs.

DPLH will determine the most appropriate way to address Native Title implications before administering the road dedication. DPLH has advised that the process may take up to 12 months to finalise.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Oldfield, seconded Cr J Moir:

That:

- 1. Pursuant to Section 56 of the Land Administration Act 1997, the Minister for Lands be requested to dedicate the land which runs through Class C Reserve 9729 and Unallocated Crown Land (Land Identification Number 091826) as illustrated on the map titled 'Site Map – Road Dedication Reserve 9729 and UCL 30918260' dated 29 June 2020.**
- 2. The Minister for Lands be indemnified against any costs, including any claims for compensation and costs that may reasonably be incurred by the Minister in considering granting the request to dedicate the land as a road.**

CARRIED (8/0)

NO. 197/20

9.3 CORPORATE SERVICES REPORTS

9.3.1 FINANCIAL STATEMENTS – JUNE 2020

File Ref: N51600
Attachment: Financial Statements
Responsible Officer: **John Fathers**
Deputy Chief Executive Officer
Author: **Alison Kendrick**
Senior Administration Officer - Finance
Proposed Meeting Date: **14 July 2020**

PURPOSE

The purpose of this report is to present the preliminary financial position of the Shire of Plantagenet for the period ending 30 June 2020.

STATUTORY ENVIRONMENT

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

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

The Statement is to be accompanied by:

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

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr L Handasyde:

That the Financial Statements for the period ending 30 June 2020 be received.

CARRIED (8/0)

NO. 198/20

9.3.2 LIST OF ACCOUNTS – JUNE 2020

File Ref: N51591
Attachment: List of Accounts – June 2020
Responsible Officer: John Fathers
Executive Manager Corporate Services
Author: Vanessa Hillman
Accounts Officer
Proposed Meeting Date: 14 July 2020

PURPOSE

The purpose of this report is to present the list of payments that were made during the month of June 2020.

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 (19 May 2020). Relevant staff have also been issued with delegated authority to issue orders for the supply of goods and services subject to budget limitations.

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

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr S Etherington:

That in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority for the month ended 30 June 2020 be received and recorded in the minutes of the Council, the summary of which is as follows:

- 1. Electronic Payments and Direct Debits totalling \$1,332,466.95.**
- 2. Municipal Cheques 46860 – 46884 totalling \$122,450.26.**
- 3. Trust Cheques 502 – 506 totalling \$7,390.05.**

CARRIED (8/0)

NO. 199/20

9.3.3 POLICY REVIEW - CREDIT CARD

File Ref:	N51928
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Alison Kendrick Senior Administration Officer - Finance
Proposed Meeting Date:	14 July 2020

PURPOSE

The purpose of this report is to review Council Policy F/FM/14 - Credit Card.

BACKGROUND

This policy was last reviewed by the Council on 19 June 2018.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996.

The use of Corporate Credit Cards is not specifically mentioned in the Local Government Act 1995. However the impacts of the use and control of corporate credit cards are related to the following sections of the Local Government Act 1995:

1. Section 2.7(2)(a) and (b) requires the Council to oversee the allocation of the local government's finances and resources and determine the local government policies.
2. Section 6.5(a) requires the CEO to ensure that there are kept, in accordance with regulations, proper accounts and records of the transactions and affairs of the local government.

Local Government (Financial Management) Regulation 11(1)(a) requires local governments to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

Strategy 4.6.1:

‘Provide a full range of financial services to support Shire’s operations and to meet planning, reporting and accountability requirements’

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

OFFICER COMMENT

Corporate credit cards are a routine aspect of the Council’s accounts payable and procurement functions. When used appropriately, credit cards provide benefits in the form of streamlined purchasing processes and better utilisation of resources.

However, the use of credit cards involves the potential risk of fraud and misuse. This policy establishes guidelines in order to protect Council funds and to maintain public confidence in the Council’s operations. The Financial Management Review conducted by the Shire’s auditor in April 2018 found that the internal credit card controls are operating effectively. Therefore, the policy can be endorsed without change.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Moir, seconded Cr K Woltering:

That Credit Card Policy F/FM/14, as follows:

‘OBJECTIVE

To ensure that Council staff have access to efficient and alternative means of payment for approved expenses.

POLICY

- 1. The provision of a corporate credit card is a facility offered to officers occupying the positions of Chief Executive Officer and Deputy Chief Executive Officer.**
- 2. The maximum credit limit for a corporate credit card shall be \$10,000.00.**
- 3. Corporate credit cards must only be used for the payment of goods and services associated with Council business, in accordance with the Council’s Purchasing and Tender Guide Policy - F/FM/7.**
- 4. A purchase order and credit card authorisation form is to be completed for every purchase and forwarded with the receipt or other evidence of purchase to the Accounts Officer within five days of the purchase.**
- 5. Corporate Credit Card expenditures are to be reconciled on a monthly basis.**
- 6. All corporate credit card holders are to acknowledge receipt of the corporate card and acknowledge their responsibilities under this policy upon receipt of their card.’**

be endorsed.

CARRIED (8/0)

NO. 200/20

9.3.4 POLICY REVIEW - RATING OF COUNCIL OWNED LAND - SPORTING AND COMMUNITY ORGANISATIONS

File Ref: N51605
Attachments: Policy with amendments
Responsible Officer: John Fathers
Deputy Chief Executive Officer
Author: Donna Fawcett
Senior Administration/Human Resources Officer
Proposed Meeting Date: 14 July 2020

PURPOSE

The purpose of this report is to review Council Policy No A/PA/14 – Sporting and Community Organisations Using Council and Vested Land – Rateability.

BACKGROUND

This policy was last reviewed by the Council at its meeting held on 22 May 2018.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 6.26 refers to the rateability of land. Section 6.26(2)(b) provides that land is not rateable where it is the property of the Crown and is being used or held for a public purpose. There is no definition of ‘public purpose’ in the Act.

FINANCIAL IMPLICATIONS

Since the implementation of the Policy, the Council has raised rates on its leasehold properties, but pays those rates itself. This is a ‘zero sum game’, although the Council would have the right to impose rates on a number of these lessees when the leases are renewed.

In regard to the accounting treatment of such transactions, the Shire’s auditors identified in the 2020 mid year audit that recognising both the rates income and donation expenditure is not in accordance with AASB 101 – Presentation of Financial Statements and has the effect of overstating that revenue and expenditure.

A record can be kept of the transactions for internal management purposes in order to keep track of the cost of the donations. However, for financial reporting purposes, the entries need to be eliminated.

POLICY IMPLICATIONS

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

LEGAL IMPLICATIONS

The Shire received some legal advice in 2014 when it renewed its standard lease for community groups, as follows:

‘The general position is that land occupied by a private club would not be described as being used for “public purpose”. See Swan Yacht Club Inc v Town of East

Fremantle [2005] WASCA99 – which is a decision of the Court of Appeal of the WA Supreme Court.

As you would be aware, a local government Council is authorised under section 6.47 of the Act to waive a rate but that would be a decision taken by the Council from year to year.

Consequently, I think that it is appropriate for the lease to provide that the lessee must pay rates (if there are rates to be paid and they have not been waived).'

Section 6.47 of the Act allows a local government, at the time of imposing a rate or at a later date, to waive a rate or grant other concessions in relation to a rate (An absolute majority is required).

The Council may also donate back to the ratepayer a value equivalent to rates (or part thereof). This is an 'ex gratia' payment, rather than done in accordance with any statutory provision.

STRATEGIC IMPLICATIONS

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

Strategy 1.3.4:

'Actively promote and assist community groups and clubs.'

Further, at Outcome 4.6 (Effective and efficient corporate and administrative services) the following strategies:

Strategy 4.6.3:

'Maintain, develop and monitor rating and property strategies'

and

Strategy 4.6.7:

'Ensure the Shire's property, administration and records systems are managed effectively and efficiently'.

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

OFFICER COMMENT

The Council adopted the current policy position to address anomalies regarding the rating status of sporting and community associations occupying Council land through leasing arrangements.

The policy has been amended as follows. Several leases have been deleted from Part 2 as these have now been renewed. The lease to WA Country Health Service has been deleted as the lease was terminated in 2019.

Several leases which have come into effect since the policy was last reviewed have been added to Part 3d. and 3e. The Mount Barker Community Resource Centre now has separate leases for the upper and lower floor of the premises. This has been noted in the respective leases.

Also, the Council has agreed that the following arrangements shall apply to leases and these can be noted in the policy where applicable:

Facility	Lessee	Waiver	Meeting Date
Training Track, Lot 81 McDonald Ave	Mount Barker Turf Club Inc	50%	14/8/2018
Lot 7 Marmion Street, Mount Barker	Wanslea	100%	29/1/2019
portion of Reserve 16271, Lot 504 Porongurup Road, Mount Barker	Mount Barker Speedway Club Inc	100%	26/2/2019
Lot 150 Beverley Road Kendenup	Kendenup Community Grounds Committee Inc	100%	26/2/2019
Kendenup Tennis Courts	Kendenup Tennis Club	100%	21/5/2019
Part Lot 250 Memorial Road Mount Barker (former HACC building)	Plantagenet News	100%	10/9/2019
Portion of Mount Barker Railway Station	Amazing South Coast Inc	N/A. Lease transferred	8/10/2019
Portion of Mount Barker Railway Station	Wilson Inlet Catchment Committee Inc	100%	3/12/2019
Portion of Mount Barker Railway Station	Oyster Harbour Catchment Group	100%	3/12/2019
Part of Lot 250 Memorial Road, Mount Barker (Lesser Hall)	Empowering Plantagenet Seniors Inc	100%	16/6/2020

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

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

That amended Council Policy A/PA/14 – Sporting and Community Organisations Using Council and Vested Land – Rateability, as follows:

‘OBJECTIVE:

To ensure that all organisations leasing property owned by or vested in the Council are treated equitably with regard to rating and other charges.

POLICY:

- Any organisation leasing or renting land and/or facilities from the Council shall be rateable, unless provisions of the Local Government Act 1995 provide for them to be non-rateable.
- The Shire will be responsible for paying the applicable Shire rates on properties leased to the following until the expiry of the respective leases:

Facility	Lessee
Narpanup Golf Course	Narpanup Golf Club
Mount Barker Communications Tower	Bevan Lang
Mount Barker Railway Station	Amazing South Coast Inc
Arts Centre (Mitchell House)	Plantagenet Arts Council
Lower Floor - Mount Barker Community Resource Centre (excl Library)	Mount Barker Community Resource Centre / Baptist Union of WA

- Following the expiry and renewal of the leases in Part 2 above, the leased properties will be categorised as follows:

a) Charitable Status – 100% Waiver

Annual declaration required to exempt from rates due to charitable or public purpose status.

Facility	Lessee
Kendenup First Responders Building Hall	St John Ambulance
Mount Barker Child Care Centre	Wanslea Early Learning and Development Inc
Cattle Saleyards - Shed	Albany Cattle Association

b) State Government Service or Purpose – 100% Waiver

Annual declaration required to exempt from rates due to charitable or public purpose status.

c) Service to the public on behalf of the Shire – 100% Waiver

Facility	Lessee
Mount Barker Historic Museum	Plantagenet Historical Society
Woogenellup Hall	Woogenellup Progress Association
Porongurup Hall	Porongurup Community Association Inc

d) Other Service Organisation/Sporting Club

Organisations in this category are to be given either a 50% or 100% waiver on their rates to reflect that there is some level of community benefit provided. The decision is to be made by the Council when the respective leases are renewed.

The degree to which rates should be waived for each of these is considered on a case by case basis, but as a guide the following factors are to be considered:

- Benefits to the Shire as a whole of activities being provided.
- Number of active participants or people benefitting.
- Structure of organisation (ie: not for profit or other, membership fees payable, base of operations).
- Ability to recoup costs, such as commercial kitchen, bar or fee for service.
- Exclusion/inclusion of sections of the community.

Facility	Lessee	Waiver
Mount Barker Speedway	Mount Barker Speedway Club	100%
West Plantagenet Pony Club Grounds	West Plantagenet Pony Club	100%
Mount Barker Men's Shed	Plantagenet Men's Shed	100%
Narpanup Golf Course	Narpanup Golf Club	
Mount Barker Communications Tower	Bevan Lang	
Kendenup Golf Course and Country Club	Kendenup Country Club	
Portion of Mount Barker Railway Station	Amazing South Coast Tourism Inc	
Mount Barker Tennis Courts	Mount Barker Tennis Club	100%

Arts Centre (Mitchell House)	Plantagenet Arts Council	
Kendenup Tennis Courts	Kendenup Tennis Club	100%
Lower Floor - Mount Barker Community Resource Centre (excl Library)	Mount Barker Community Resource Centre / Baptist Union of WA	
Lot 150 Beverley Road Kendenup	Kendenup Community Grounds Committee Inc	100%
Sounness Park Clubrooms	Plantagenet Sporting Club	100%
Plantagenet District Hall	Plantagenet Players	100%
Upper Floor – Mount Barker Community Resource Centre	Department of Training and Workforce Development – South Regional TAFE	
Frost Park Training Track	Mount Barker Turf Club Inc.	50%
Part Lot 250 Memorial Road Mount Barker (former HACC building)	Plantagenet News	100%
Part of Lot 250 Memorial Road, Mount Barker (Lesser Hall)	Empowering Plantagenet Seniors Inc	100%
Portion of Mount Barker Railway Station	Wilson Inlet Catchment Committee Inc	100%
Portion of Mount Barker Railway Station	Oyster Harbour Catchment Group	100%

e) Commercial entities or persons running a profit making business – Lessee responsible for rates

Facility	Lessee
Cattle Saleyards - Cattle Yards	M & J Mitchell Pty Ltd
Plantagenet Medical Centre	Prima Stella Pty Ltd trading as Pioneer Health

4. Future leases with sporting and community groups or other persons/organisations will include provision for the lessee to be responsible for paying the applicable Shire rates, however a decision is to be made regarding any waiver applicable in accordance with Clause 3 of this policy.
5. All lessees are responsible for fees and charges otherwise applicable, such as rubbish collection charges and the Emergency Services Levy.
6. Lessees responsible for paying Shire rates are not eligible to apply for an annual donation, in lieu of the rates, as a part of the Shire's annual Financial Assistance Grants process.'

be endorsed.

MOTION TO ADJOURN THE QUESTION

Moved Cr J Moir, seconded Cr J Oldfield:

That the question be adjourned to further investigate the rating status of the Kendenup Golf Course and Country Club and the matter be referred back to the Council on or before the Ordinary Meeting of the Council scheduled for 6 October 2020.

CARRIED (8/0)

NO. 201/20

9.3.5 WRITE OFF OF OUTSTANDING DEBTS

File Ref: N51937

Responsible Officer: John Fathers
Deputy Chief Executive Officer

Author: Alison Kendrick
Senior Finance Officer

Proposed Meeting Date: 14 July 2020

PURPOSE

The purpose of this report is to write off debts that have been outstanding for four years and are considered unrecoverable.

BACKGROUND

A schedule of debts proposed to be written off is detailed below. Attempts have been made to recover the amounts however those efforts have been unsuccessful. In respect to standpipe charges, the cards have since been cancelled.

Name	Debt Date	Description	Amount
Dane Larsen	19/01/2016	Standpipe water	\$202.76
Jacinta Knapp	19/01/2016	Standpipe water	\$28.47
Kerry Ugle	30/06/2016	Towing and impounding vehicle	\$369.30
Sam Hambley	8/08/2016	Disposal of car body	\$62.10
			\$662.63

The following dog infringements were issued prior to participation in the Fines Enforcement Agency and are considered irrecoverable:

Name	Debt Date	Description	Amount
Neil Krakouer	1/06/2016	Dog infringement	\$200.00
Dean Fitzgerald	1/06/2016	Dog infringement	\$200.00
Dean Fitzgerald	30/06/2016	Dog infringement	\$200.00
Mickayla Shaw	1/06/2016	Dog infringement	\$200.00
Duncan Williams	1/06/2016	Dog infringement	\$200.00
Duncan Williams	1/06/2016	Dog infringement	\$200.00
			\$1,200.00

STATUTORY ENVIRONMENT

Section 6.12(1) (c) of the Local Government Act states:

‘(1) Subject to subjection (2) and any other written law, a local government may –
(c) Write off any amount of money, which is owed to the local government.

** Absolute majority required.’*

FINANCIAL IMPLICATIONS

A provision for doubtful debts of \$11,117.00 was allocated for the 2019/2020 financial year.

Australian Accounting Standards Board (AASB 9) now requires an annual calculation of expected credit loss to form part of the annual financial report. All irrecoverable

debts as at 30 June 2020 should be written off as part of this process. Therefore, it is recommended that a total of \$1,862.63 be written off to provide an accurate reflection of the Council's receivables.

POLICY IMPLICATIONS

Policy implications do not apply for this report and it is the opinion of the author that policy development is not required. Delegation 2.5 provides authority to the Chief Executive Officer to write off any outstanding debt less than \$20.00.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

OFFICER COMMENT

Significant attempts were made by the Accounts Officer to recover the outstanding debts. While many have been successful on other debts, those the subject of this report have been unsuccessful and it is considered impractical to engage a debt collection agency due to the low amount of each individual debt.

In 2017, the Shire registered with the Fines Enforcement Agency to collect outstanding parking fines and bush fire infringements that are not paid within 28 days.

There are additional amounts of \$484.00 for debtors where the Shire has done work on land and \$3,295.25 for bush fire infringements, prior to participation in fines enforcement. Efforts are being made to recover these amounts and it is not recommended that any of those amounts be written off. Recovery from landowners will ultimately occur when the property is sold or through the process of rates debt recovery.

No other sundry debtor amounts are considered to be doubtful debts at this time.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

Moved Cr J Oldfield, seconded Cr L Handasyde:

That the following sundry debtors totalling \$662.63 and dog infringements totalling \$1,200.00 be written off as at 30 June 2020:

- | | | |
|----|-----------------|----------|
| 1. | Dane Larsen | \$202.76 |
| 2. | Jacinta Knapp | \$ 28.47 |
| 3. | Kerry Ugle | \$369.30 |
| 4. | Sam Hambley | \$ 62.10 |
| 5. | Neil Krakouer | \$200.00 |
| 6. | Dean Fitzgerald | \$400.00 |
| 7. | Mickayla Shaw | \$200.00 |
| 8. | Duncan Williams | \$400.00 |

AMENDMENT

Moved Cr S Etherington, seconded Cr J Moir:

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

‘2. A media release be drafted for the next edition of the Plantagenet News and is to include, but not limited to, the following:

- a) The names of the outstanding debtors referred to in part 1. above and the amounts owing.
- b) The action of the outstanding debtors is contrary to the values of the Shire of Plantagenet and disrespectful to compliant ratepayers who will ultimately fund any budget shortfall created by non-payment of legitimate debts.’

and the motion be re-cast accordingly.

LOST (1/7)

Crs Pavlovich, Oldfield, Clements, Etherington,
Handasyde, O’Dea and Woltering voted against the motion

COUNCIL DECISION

The motion was put.

CARRIED (8/0)

NO. 202/20

Absolute Majority

9.3.6 POLICY REVIEW - PAYMENT OF COUNCILLORS' ATTENDANCE FEES AND ALLOWANCES

File Ref: N51929
Responsible Officer: John Fathers
Deputy Chief Executive Officer
Author: Donna Fawcett
Senior Administration/Human Resources Officer
Proposed Meeting Date: 14 July 2020

PURPOSE

The purpose of this report is to review Council Policy F/FM/10 – Payment of Councillors' Attendance Fees and Allowances.

BACKGROUND

Council Policy F/FM/10 was last reviewed by the Council at its meeting held on 17 July 2018.

STATUTORY ENVIRONMENT

Local Government Act 1995
Local Government (Administration) Regulations

Sections 5.98 to 5.102 of the Act and Regulations 30 to 34 provide the framework for the payment of expenses and allowances to elected members.

FINANCIAL IMPLICATIONS

The following attendance fees and allowances were paid in 2019/2020. The Council has decided to keep the amounts the same for 2020/2021.

	2019/2020
Councillors' Sitting Fees	\$81,450.00
Shire President's Allowance	\$ 6,790.00
Deputy Shire President's Allowance	\$ 1,697.50

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 4.1 (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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr L Handasyde:

That Council Policy F/FM/10 – Payment of Councillors’ Attendance Fees and Allowances, as follows:

‘OBJECTIVE:

To put in place an equitable system for payment of Councillors’ attendance fees and the Shire President’s and Deputy Shire President’s allowances.

POLICY:

- 1. Councillors’ annual attendance fees and allowances are to be paid on a pro-rata basis, based on time served in the position.**
- 2. Fees and allowances are to be paid monthly in arrears.’**

be endorsed.

CARRIED (8/0)

NO. 203/30

9.4 EXECUTIVE SERVICES REPORTS**9.4.1 GREAT SOUTHERN TREASURES - MEMORANDUM OF UNDERSTANDING**

File Ref:	N51965
Attachment:	<u>Great Southern Treasures Scheme – Memorandum of Understanding Great Southern Treasures Regional Subsidiary Charter Draft</u>
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Rob Stewart Chief Executive Officer
Proposed Meeting Date:	14 July 2020

The CEO advised that this matter was withdrawn from the Agenda.

9.4.2 LEASE - PLANTAGENET ARTS COUNCIL - REQUEST TO VARYCr M O'Dea

Item: 9.4.2

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

Nature: Treasurer – Plantagenet Arts Council

Extent: N/A

File Ref: N51783**Responsible Officer: Rob Stewart
Chief Executive Officer****Author: Rob Stewart
Chief Executive Officer****Proposed Meeting Date: 14 July 2020**

PURPOSE

The purpose of this report is to submit to the Council for decision a request from the Plantagenet Arts Council (PAC) regarding the rental amount paid for Mitchell House.

BACKGROUND

PAC leases from the Shire of Plantagenet, Lot 10 Albany Highway Mount Barker (Mitchell House). This lease has an expiry date of 17 October 2021.

STATUTORY ENVIRONMENT

The lease was granted to PAC pursuant to S3.58 of the Local Government Act (1995).

EXTERNAL CONSULTATION

The CEO has met with a delegation of representatives from Mitchell House to discuss this matter.

FINANCIAL IMPLICATIONS

The annual rent paid to the Council is \$1,215.00 per annum.

PAC is querying why the rent is payable when all other not-for-profit organisations which have leases with the Council pay only a peppercorn if and when demanded.

BUDGET IMPLICATIONS

There are no budget implications for this report.

POLICY IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Mitchell House is listed in the Council's Municipal Heritage Inventory (Place No. 26) as 'Old Post Office/Arts Centre'.

It was designed by Public Works Department of WA architect Charles Laylor-Taylor.

It is in good condition and has recently had a front window replaced and painting completed.

STRATEGIC IMPLICATIONS

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

Strategy 1.8.3:

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

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

OFFICER COMMENT

A lease for Mitchell House between PAC and the Council was not formalised until 2011. Prior to that, PAC was occupying the building based on a November 1986 letter from the then Shire Clerk. That letter provided for an initial annual rental of \$500.00, such rental to increase to \$1,000.00 after two years.

Subsequently, when a more formal arrangement was negotiated the rental of \$1,215.00 per annum was set.

It is unknown whether it was the general policy of the Council in 1986 to charge rental to not-for-profit community organisations. However, the current attitude of the Council is that a \$10.00 per annum rental apply to not-for-profit community organisations and from an equity point of view it is recommended that this also apply to the PAC.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

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

That:

1. Item 4 of Schedule 1 of the Lease between the Shire of Plantagenet and the Plantagenet Arts Council Inc. be amended to read \$10.00 per annum.
2. The effective date for the alteration referred to in part 1 above be the 2020 anniversary date of the lease.

CARRIED (8/0)

NO. 204/20

9.4.3 RENEWAL OF LEASE - PLANTAGENET HISTORICAL SOCIETY

Cr K Clements

Item: 9.4.3

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

Nature: Wife is the Honorary Treasurer.

Extent: N/A

File Ref: N51894

Attachments: Draft Lease
Building Condition Report

Responsible Officer: Rob Stewart
Chief Executive Officer

Author: Donna Fawcett
Human Resources Coordinator

Proposed Meeting Date: 14 July 2020

PURPOSE

The purpose of this report is to consider the renewal of the lease agreement for Reserve 29661, being Lot 500 Albany Highway, Mount Barker, to the Plantagenet Historical Society for the management of the Old Police Station Museum.

BACKGROUND

At its meeting held on 16 June 2020, the Council resolved:

'That:

- 1. Authority be granted to the Shire President and the Chief Executive Officer to affix the Common Seal of the Council to the lease agreement (as attached) between the Shire of Plantagenet and the Plantagenet Historical Society for Reserve 29661, being Lot 500 Albany Highway, Mount Barker.*
- 2. For the purposes of interpreting Council Policy A/PA/14 'Sporting and Community Organisations using Council and Vested Land – Rateability' it is determined that a 100% waiver of annual levied rates shall apply*

MOTION TO ADJOURN THE QUESTION

That the question be adjourned for further consideration prior to the meeting of the Council scheduled for 14 July 2020.'

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 3.58 applies to the disposition of property, including leasing. Under the Local Government (Functions and General) Regulations a disposition of land is an exempt disposition and is excluded from the application of Section 3.58, if:

'....the land is disposed of to a body, whether incorporated or not – the objects of which are charitable, benevolent, religious, cultural, educational, recreational,

sporting or other like nature; and members of which are not enlisted or permitted to receive a pecuniary profit from the body's transactions.'

A lease to the Plantagenet Historical Society is an exempt disposition.

EXTERNAL CONSULTATION

Consultation has occurred with the Management Committee and Members of the Plantagenet Historical Society.

FINANCIAL IMPLICATIONS

Rental income of \$10.00 per year will be applicable.

The Council's 2020/2021 Financial Assistance Grants include an amount of \$20,000.00 for the Historical Society and an amount of \$10,000.00 for building maintenance for Heritage buildings.

BUDGET IMPLICATIONS

As it is proposed to include a budget amount of \$10,000.00 building maintenance relating to structures listed on the Register of Heritage Places, the Council will need to acknowledge the allocation of sufficient funds annually to undertake continuing works as necessary.

A preliminary building condition report is attached but this is not costed.

POLICY IMPLICATIONS

Council Policy A/PA/14 'Sporting and Community Organisations using Council and Vested Land – Rateability' applies.

The objective of this policy is *'To ensure that all organisations leasing property owned by or vested in the Council are treated equitably with regard to rating and other charges.'*

Section 3.c. of the policy 'Service to the public on behalf of the Shire' (of which Plantagenet Historical Society is identified) allows for a 100% waiver on rates.

STRATEGIC IMPLICATIONS

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

Strategy 1.3.1:

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

Strategy 1.3.2:

'Promote and support the initiatives and achievements of our volunteers.'

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

Strategy 2.2.6:

‘Support the conservation and maintenance of heritage buildings, heritage items and places of interest.’

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

OFFICER COMMENT

A lease agreement has been drafted using the Shire’s standard template lease. Generally terms and conditions are the same as the current agreement. A new clause has been added to the standard template which provides that the Lessee will be responsible for the cost of any policy excess in the event of an insurance claim and in some cases, the cost of repairs where that cost is less than the policy excess. Public liability insurance requirements have increased from at least \$10 million to \$20 million.

The lease also removes the obligation of the Lessee to maintain those buildings that form part of the Register of Heritage Places administered by the Heritage Council of Western Australia. That is, all buildings except ‘Block G’, a transported timber school building, toilets, general purpose art/community room and the various farm machinery and storage sheds.

The Register of Heritage Places notes a Permanent Entry as *‘Fmr Police Station and Gaol Complex (1867)’* as the listed buildings. A plan of these buildings is attached.

It is recommended that the lease agreement be renewed for a term of five years with an option to renew for a further five years.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr K Woltering:

That:

- 1. Authority be granted to the Shire President and the Chief Executive Officer to affix the Common Seal of the Council to the lease agreement (as attached) between the Shire of Plantagenet and the Plantagenet Historical Society for Reserve 29661, being Lot 500 Albany Highway, Mount Barker.**
- 2. For the purposes of interpreting Council Policy A/PA/14 ‘Sporting and Community Organisations using Council and Vested Land – Rateability’ it is determined that a 100% waiver of annual levied rates shall apply.**

CARRIED (8/0)

NO. 205/20

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Moved Cr J Moir, seconded Cr K Clements:

That new business of an urgent nature, namely Chief Executive Officer Contractual Matters, be introduced to the meeting.

CARRIED (8/0)

NO. 206/20

4:56pm All staff members left the meeting.

11.1 CHIEF EXECUTIVE OFFICER CONTRACTUAL MATTERS - CONFIDENTIAL

File Ref:	N52081
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Rob Stewart Chief Executive Officer
Proposed Meeting Date:	14 July 2020

Report Disclosure: The author of this report advises his interest in the matter the subject of this report. The author would become the owner of the property referred to in the report (S5.70 LGA).

PURPOSE

The purpose of this report is to either authorise the Shire President to finalise certain matters of the Chief Executive Officer's contract of employment regarding the purchase of some items of equipment used by the CEO, or to decide these matters by Council decision.

MOTION TO PROCEED BEHIND CLOSED DOORS

Moved Cr J Moir, seconded Cr L Handasyde:

4.57pm That in accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

(a) a matter affecting an employee or employees;

CARRIED (8/0)

NO. 207/20

MOTION TO PROCEED IN PUBLIC

Moved Cr L Handasyde, seconded Cr S Etherington:

5.15pm That the meeting proceed in public.

CARRIED (8/0)

NO. 208/20

OFFICER RECOMMENDATION

Moved Cr S Etherington, seconded Cr L Handasyde:

That:

1. The following Council property, being below the statutory threshold, be offered for purchase by Robert John Stewart for the following sums:
 - a) Volkswagen Passat Alltrack - \$15,000.00
 - b) Samsung GalaxyS9 mobile phone - \$37.00
 - c) MacBook Air - \$1.00
 - d) Apple iPad Pro - \$255.00
2. Each of the items mentioned above be offered without warranty and on a 'as is where is' basis.

AMENDMENT

Moved Cr J Oldfield, seconded Cr J Moir:

That part 1. a) be deleted from the motion and the motion be re-cast accordingly.

CARRIED (8/0)

NO. 209/20

FURTHER AMENDMENT

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

That each of the communication devices listed in the motion be offered for purchase by Mr Stewart at the sum of \$1.00 each.

CARRIED (8/0)

NO. 210/20

Cr Moir voted against
the motion

COUNCIL DECISION**That:**

1. The following Council property, being below the statutory threshold, be offered for purchase by Robert John Stewart for the following sums:
 - a) Samsung GalaxyS9 mobile phone - \$1.00
 - b) MacBook Air - \$1.00
 - c) Apple iPad Pro - \$1.00
2. Each of the items mentioned above be offered without warranty and on an 'as is where is' basis.

*(7/1)***CARRIED (8/0)****NO. 211/20**

5.15pm All Staff members returned to the meeting.

*Cr Moir voted against
the motion**PB.
Cmty 11/18/20
218/20*

12 CONFIDENTIAL**12.1 CORPORATE SERVICES REPORTS****12.1.1 MOUNT BARKER GOLF CLUB INC – APPLICATION FOR SELF SUPPORTING LOAN**

File Ref: N49545
Responsible Officer: John Fathers
Deputy Chief Executive Officer
Author: Alison Kendrick
Senior Finance Officer
Proposed Meeting Date: 14 July 2020

PURPOSE

The purpose of this report is to consider a request by The Mount Barker Golf Club Inc (The Golf Club) for a self-supporting Loan for \$70,000.00. The term of the loan would be three years, maturing in 2023.

MOTION TO PROCEED BEHIND CLOSED DOORS

Moved Cr J Moir, seconded Cr L Handasyde:

5.16pm That in accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

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

CARRIED (8/0)

NO. 212/20

MOTION TO PROCEED IN PUBLIC

Moved Cr L Handasyde, seconded Cr S Etherington:

5.25pm That the meeting proceed in public.

CARRIED (8/0)

NO. 213/20

OFFICER RECOMMENDATION/COUNCIL DECISION

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

That:

- 1) The Mount Barker Golf Club Inc be offered a self-supporting loan of \$70,000.00 to finance the replacement of the synthetic bowling carpet on B Green, with a three year term to maturity, subject to the following conditions:
 - a) The Council securing a corresponding loan from the Western Australian Treasury Corporation.
 - b) The interest rate is fixed for the term of the loan;
 - c) The Mount Barker Golf Club Inc paying all costs associated with establishing the loan, if any;
 - d) Funds will only be released after documentary proof of significant expenditure (or committed expenditure) is submitted.
 - e) A caveat being lodged on the certificate of title of the Mount Barker Golf Club property during the repayment period.
 - f) No further loans are to be entered into without prior approval of the Council.
- 2) The Shire President and Chief Executive Officer be authorised to:
 - a) Affix the Common Seal of the Council to a Debenture Agreement between the Shire of Plantagenet and the Western Australian Treasury Corporation relating to the self-supporting loan in Part 1 above; and
 - b) Affix the Common Seal of the Council to a Deed of Repayment between the Shire of Plantagenet and the Mount Barker Golf Club Inc relating to the self-supporting loan in Part 1 above, which is to specifically acknowledge the caveat in condition 1(e).

CARRIED (8/0)

NO. 214/20

**12.1.2 TENDER C07-1920 - REPLACEMENT OF CORPORATE BUSINESS
SYSTEM SOFTWARE**

File Ref: N51718
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: John Fathers
Deputy Chief Executive Officer
Proposed Meeting Date: 14 July 2020

PURPOSE

The purpose of this report is to consider eQuotes received for a replacement to the Shire's business system software.

MOTION TO PROCEED BEHIND CLOSED DOORS

Moved Cr J Moir, seconded Cr L Handasyde:

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

(e) a matter that if disclosed, would reveal -

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

where the trade secret or information is held by, or is about, a person other than the local government.

CARRIED (8/0)

NO. 215/20

MOTION TO PROCEED IN PUBLIC

Moved Cr L Handasyde, seconded Cr S Etherington:

5.37pm That the meeting proceed in public.

CARRIED (8/0)

NO. 216/20

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr J Moir:

That:

1. In accordance with Western Australian Local Government Association Contract No. C032_16 (Preferred Supply for Business Systems Software & Services) the Council enter into a contract for the replacement of a corporate software system with IT Vision at the prices detailed in the IT Vision proposal posted on 4 June 2020, subject to the contract details being prepared to the satisfaction of the Chief Executive Officer.
2. The 2020/2021 Annual Budget be amended as follows:

Account	Description	Original / Amended Budget	New Budget	Net Cash Amount
50412.0006	New Business System Software	(\$200,000)	(\$312,000)	(\$112,000)
10019.0486	Transfers from Reserve Funds	\$368,565	\$480,565	\$112,000

CARRIED (8/0)

NO. 217/20

13 CLOSURE OF MEETING

5:38pm The Presiding Member declared the meeting closed.

CONFIRMED: CHAIRPERSON_____ **DATE:**____/____/____