



ORDINARY MINUTES

DATE: Tuesday, 18 August 2015

TIME: 3:00pm

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

Rob Stewart
CHIEF EXECUTIVE OFFICER

Resolution numbers: 167/15 to 178/15

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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 K Clements	Shire President
Cr B Bell	Councillor
Cr A Budrikis	Councillor
Cr S Etherington	Councillor
Cr L Handasyde	Councillor (Left the Chambers 3:40pm, returned 3:48pm)
Cr G Messmer	Councillor
Cr J Moir	Councillor
Cr J Oldfield	Councillor
Cr C Pavlovich	Councillor (Left the Chambers 3:32pm, returned 3:33pm)

In Attendance:

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

Apologies:

Nil

Members of the Public Present:

There were four members of the public present

Previously Approved Leave of Absence:

Cr C Pavlovich – 5 to 28 September 2015 inclusive

Emergency Evacuation Procedures/Disclaimer:

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

Mr Stewart then read aloud the following disclaimer:

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

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

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

3 PUBLIC QUESTION TIME

3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

3.2 PUBLIC QUESTION TIME - SECTION 5.24 LOCAL GOVERNMENT ACT 1995

Nil

4 PETITIONS / DEPUTATIONS / PRESENTATIONS

4.1 MOUNT BARKER PLAYGROUP

Libby O'Malley, Secretary Mount Barker Playgroup and Kylie Wood, Development Officer Playgroup WA Great Southern, gave a presentation about Playgroup. The Council's consideration was sought for an adjournment of Item 9.1.3. to allow the Playgroup Committee to develop a business plan.

5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

Cr C Pavlovich

Item: 9.3.1
Type: Proximity (Section 5.60(B) LGA)
Nature: Proximity to Frost Oval
Extent: Not applicable

Cr L Handasyde

Item: 9.5.2
Type: Closely Associated Person (Section 5.62 LGA)
Nature: Daughter works at the Council offices
Extent: Not applicable

6 APPLICATIONS FOR LEAVE OF ABSENCE

Section 5.25 Local Government Act 1995
Nil

7 CONFIRMATION OF MINUTES

Moved Cr G Messmer, seconded Cr B Bell:

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 21 July 2015 as circulated, be taken as read and adopted as a correct record.

CARRIED (9/0)

NO. 167/15

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President distributed notes separately.

The Shire President on behalf of all Councillors congratulated Cr Len Handasyde on his appointment to the Board of the Great Southern Development Commission.

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 DEVELOPMENT SERVICES REPORTS

9.1.1 LOT 2191 DENMARK-MOUNT BARKER ROAD, DENBARKER - TWO SEA CONTAINER HOUSES

File Ref:	N34908
Attachments:	Location Plan Site Plan Residence Existing & Demolition Plan Residence Floor Plan Residence Frame & Truss Plan Residence North & South Elevations Residence East & West Elevations Manager's Existing & Demolition Plan Manager's Floor & Roof Plan Manager's East & West Elevations Manager's North & South Elevations
Responsible Officer:	Peter Duncan Manager Development Services
Author:	Vincent Jenkins Planning Officer
Proposed Meeting Date:	18 August 2015
Applicant:	Jeremy and Josephine Keam

PURPOSE

The purpose of this report is to consider a proposal for a house and farm manager's house both constructed out of sea containers at Lot 2191 Denmark-Mount Barker Road, Denbarker

BACKGROUND

Council records show the registered owners of the property are JC and JD Keam.

The Council at its meeting held on 4 February 2014 resolved at Resolution No. 8/14:

'That:

1. *In accordance with clause 5.6.2 of the Shire of Plantagenet Health Local Law 2008 and clause 6.3.2 of the Shire of Plantagenet Town Planning Scheme No. 3, the proposed rotational outdoor piggery operation with reduced separation distances from one isolated rural dwelling at Lot 2191 Denmark-Mount Barker Road, Denbarker be approved subject to:*
 - a. *A revised Environmental Management Plan for the rotational outdoor piggery on these properties being submitted to the satisfaction Manager Development Services showing:*

- i) *All remnant vegetation areas abutting Rotational Outdoor Piggery Sites being fenced.*
 - ii) *A 10m strip of vegetation being planted along the waterway abutting Rotational Outdoor Piggery Sites 2 and 3.*
 - iii) *The 10m strip of vegetation at ii) above including the soak being fenced.*
 - iv) *Pesticides being managed pursuant to the Health (Pesticides) Regulations 2011 at clause 5.8 (Chemicals and Fuels).*
 - b. *The revised Environmental Management Plan being submitted within 30 days of the Council granting Planning Consent.*
 - c. *The piggery being registered and operated in accordance with the Australian Pork Industry Quality Assurance Program (APIQ®).*
 - d. *Burial trenches being designed, constructed and maintained in accordance with the National Environmental Guidelines for Piggeries Second Edition (Revised) 2010.*
 - e. *All Rotational Outdoor Piggery Sites being adequately fenced to contain all pigs to the satisfaction of the Manager Development Services.*
 - f. *No stormwater, effluent or contaminated liquids entering the Main Roads WA drainage system.*
 - g. *No additional access driveways from Denmark-Mount Barker Road to the property being constructed and approval being obtained from Main Roads WA prior to any modifications being carried out to the existing access driveway at Denmark-Mount Barker Road.*
2. *Staff arrange a schedule of twice-yearly inspections of this piggery operation for a period of three years to ensure compliance.'*

The landowners now wish to construct a five bedroom house and a two bedroom farm manager's house at the property. Both these houses will be constructed using sea container modules.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

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

Clause 6.3.2 of TPS3 states:

'The Council having regard to any matter which it is required by the Scheme to consider, to the purpose for which the land is reserved, zoned or approved for under the Scheme, to the purpose for which land in the locality is used, and the orderly and proper planning of the locality and the preservation of the amenities of the locality may refuse to approve any application for planning consent or may grant its' approval unconditionally or subject to such conditions as it thinks fit.'

Building Code of Australia

FINANCIAL IMPLICATIONS

The application fee of \$147.00 has been paid.

POLICY IMPLICATIONS

Town Planning Scheme Policy No. 14 (TPS Policy No. 14) (Rural Tourist Accommodation and Additional Houses) contains a range of planning criteria to provide for additional houses in the rural areas of the shire.

Policy criteria 11 reads as follows:

'The applicant of an additional house will be required to substantiate that the house is needed for management purposes of an existing rural enterprise or for a family member. A maximum of two additional houses will be permitted on any one Rural zoned lot over 10ha.'

Policy criteria 12 reads as follows:

'In considering additional houses, specifically for a rural enterprise, the Council will require the applicant to substantiate that progress has been made towards bringing the rural venture into operation.'

Lot 2191 is approximately 400ha in area and is currently used for pine and blue gum plantations and a rotational outdoor piggery.

Town Planning Scheme Policy No. 17.1 (TPS Policy No. 17.1) (Sea Containers) regulates the use of sea containers to ensure they do not detract from the visual amenity of the locality. TPS Policy No. 17.1 contains a range of planning criteria to provide for the use of sea containers throughout the shire.

Policy criteria 5 reads as follows:

'A sea container shall be deemed to be an outbuilding and is subject to Town Planning Scheme Policy 16 – Outbuildings.'

Policy criteria 7 reads as follows:

'Sea containers are not to be used for habitable purposes.'

In this instance the landowners wish to construct their house and the farm manager's house using sea container modules. The construction of both houses will be in accordance with the Building Code of Australia.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 2.2 (Appropriate development which is diverse in nature and protect local heritage) the following Strategy:

Strategy 2.2.2:

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

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

OFFICER COMMENT

Lot 2191 is approximately 400ha in area and is currently used for pine and blue gum plantations and a rotational outdoor piggery. At present there is no house or farm manager's accommodation at Lot 2191.

The proposed owners' single storey gable roof house will be constructed using eight sea container modules. The house includes five bedrooms, bathroom and laundry areas and an open plan kitchen/living area. The house will have a rural appearance with covered verandah and alfresco areas. The house design further includes two undercover carport areas. The house including the verandah and alfresco areas is 483m² in area. The cumulative floor area for the two covered carport areas is 200m². The house location is in excess of 500m from all property boundaries and in excess of 1km from the Denmark-Mount Barker Road.

The proposed farm manager's gable roof house will be constructed using two sea container modules. The house includes two bedrooms, bathroom and laundry areas, an open plan kitchen/living area and a covered alfresco area. The house design further includes one 48m² undercover carport area. The farm manager's house location is in excess of 500m from all property boundaries and in excess of 1km from the Denmark-Mount Barker Road.

The gable roof design, verandah, alfresco and carport additions gives both the structures the appearance of regular houses. In addition, Lot 2191 is large and the proposed houses are located well away from the boundaries. As both structures are located well away from lot boundaries and they will not look like sea containers, approval is recommended.

The intensive operation of the piggery means a manager's house is warranted for this rural lot and approval is appropriate.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr A Budrikis, seconded Cr J Oldfield:

That in accordance with clause 6.3.2 of the Shire of Plantagenet Town Planning Scheme No. 3, Town Planning Scheme Policy No. 17.1 (Sea Containers) be varied and the house and farm manager's house involving sea containers be approved subject to the development being in accordance with the plans dated 15 and 28 July 2015.

CARRIED (9/0)

NO. 168/15

9.1.2 LOT 352 (RESERVE 20876) ALBANY HIGHWAY MOUNT BARKER - PROPOSED SIGNAGE

File Ref:	N34943
Attachments:	Location Plan Site Plan Pylon Sign
Responsible Officer:	Peter Duncan Manager Development Services
Author:	Vincent Jenkins Planning Officer
Proposed Meeting Date:	18 August 2015
Applicant:	Metro Signs for the Seventh-Day Adventist Church

PURPOSE

The purpose of this report is to consider an application for one pylon sign at Lot 352 (Reserve 20876) Albany Highway, Mount Barker.

BACKGROUND

This proposal involves the replacement of an existing sign with a new illuminated pylon sign for the Seventh-Day Adventist Church at Lot 352. The new sign will include the church and congregation names and the church logo. The new sign is part of the Seventh-Day Adventist Church's nationwide standardisation signage program.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Shire of Plantagenet Town Planning Scheme No. 3 (TPS3) – zoned Residential (R12.5/20).

Clause 6.3.2 of TPS3 states:

'The Council having regard to any matter which it is required by the Scheme to consider, to the purpose for which the land is reserved, zoned or approved for use under the Scheme, to the purpose for which land in the locality is used, and to the orderly and proper planning of the locality and the preservation of the amenities of the locality may refuse to approve any application for planning consent or may grant its' approval unconditionally or subject to such conditions as it thinks fit.'

Clause 5.6.5 and Schedule 10 - detail where planning consent is not required for advertising signs. In this instance planning consent is required.

Local Government (Miscellaneous Provisions) Act 1960 – A building permit is required to be issued by the Principal Building Surveyor under delegated authority for the footings of the proposed sign.

Residential Design Codes (R-Codes) August 2013

EXTERNAL CONSULTATION

Advertising included a letter to Main Roads WA for comment for a 21 day period closing on 8 July 2015.

The Main Roads WA submission confirms that the proposed sign conforms to panel size and clear zone requirements set in Main Roads' 'Policy and Application Guidelines for Advertising Signs Within and Beyond State Road Reserves' (Document No. D12#21074).

FINANCIAL IMPLICATIONS

The planning consent fee of \$147.00 has been paid.

POLICY IMPLICATIONS

Town Planning Scheme Policy No. 22 (Advertising Signs) (TPS Policy 22) is relevant. Planning consent for the proposed sign is required as TPS Policy 22 does not permit pylon signs in the Residential zone. However, as the church use (Place of Public Worship) is an approved use and the sign will be replacing an existing one, the proposed sign may be appropriate in this instance.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 2.2 (Appropriate development which is diverse in nature and protects local heritage) the following Strategy:

Strategy 2.2.3:

'Control advertising signage'

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

OFFICER COMMENT

This proposal involves one pylon advertising sign with a maximum height of 3.6m, a maximum width of 1.15m and a total signage area of 4.06m². The sign ground level clearance will be 66mm. The sign will be fluorescent tube illuminated showing the church and congregation names and the church logo.

TPS Policy No. 22 (Advertising Signs) sets a maximum sign height of 4.0m, a minimum 2.4m ground level clearance and a maximum 2.0m² advertising area. The policy further sets maximum 2.0m length and width dimensions for the advertising area. This sign will replace an existing 1.2m x 2.2m sign with a 1.68m² (1.2m x 1.4m) signage area.

The proposed sign location is 6m from the Albany Highway front boundary, 15m from the side property boundary with Lot 353 Albany Highway to the south and 21m from the side property boundary with Lot 351 to the north. The sign location conforms to boundary setback requirements for structures in areas coded less than R30 set in the R-Codes. The proposed sign location will not obscure driver visibility when exiting the property.

The proposed sign in this instance is not likely to adversely affect the amenity of the surrounding area or the locality. The Council must have regard to a Town Planning Scheme Policy but it may vary it if it is considered appropriate. In this case such a variation is supported.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr S Etherington:

That in accordance with clauses 5.6 and 6.3.2 of the Shire of Plantagenet Town Planning Scheme No. 3 and the plans dated 11 June 2015, the pylon sign at Lot 352 (Reserve 20876) Albany Highway, Mount Barker be approved which will mean exceeding the maximum sign area and minimum ground clearance requirements for pylon signs in Town Planning Scheme Policy No. 22 (Advertising Signs).

CARRIED (9/0)

NO. 169/15

9.1.3 LOT 8 MARMION STREET, MOUNT BARKER - FORMER PLAYGROUP BUILDING

File Ref:	N34845
Attachments:	Location Plan Site Plan Letter from Manager Development Services to Playgroup – 15 October 2014
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Peter Duncan Manager Development Services
Proposed Meeting Date:	18 August 2015

PURPOSE

The purpose of this report is to consider options for the future of the building which was previously occupied by the Mount Barker Playgroup Inc at Lot 8 Marmion Street, Mount Barker.

BACKGROUND

The main building on Lot 8 Marmion Street was utilised by the Mount Barker Playgroup for one half day per week up until October 2014 pursuant to a lease. In a letter dated 15 October 2014 (copy attached) the Manager Development Services advised the secretary of the Mount Barker Playgroup that the building was deemed unfit for the permitted use. That letter provided one month's notice of the termination of the lease in accordance with the lease due to the building being unfit for the permitted use. The lease fee of \$451.50 was refunded.

The reason the building was deemed unfit for use was that an infestation of termites had created damage to the ceiling, roof and wall structures to the point there was a serious risk of the ceiling and the walls collapsing internally.

Following comments by the playgroup President that there were termites in the skirting boards the building was inspected by Great Southern Pest and Weed Control on 31 July 2013 and there was no termite activity detected. The building was then put on a bring-up system for regular termite inspections by the pest control company.

When inspected in September 2014 by Great Southern Pest and Weed Control, termite activity was detected and a program of baiting was commenced. The pest controllers advised the baits had to be retained on site until no more termite activity was detected and this baiting can take several months until no activity is detected. If the baits and the termites are disturbed, then the termites will move to another part of the building meaning the process of baiting would need to start again. It could take up to eight months for this baiting process to determine no live activity detected by the pest controllers.

These matters were explained to Libby O'Malley and Tara McCulloch from the playgroup on 9 October 2014 in a meeting with the Manager Development Services and the Principal Building Surveyor (Alan Watkins). At that meeting alternative

options were suggested for them including the RSL building and the Community Resource Centre (CRC). The officers also offered to move any of their equipment from the building and transport it to their new venue and this subsequently occurred when they relocated to the RSL building.

In a letter dated 3 July 2015 to the Manager Community Services, the Secretary of the playgroup questioned the 'true accuracy' of an estimated cost for the repair of the building provided in an email by the Manager Development Services at approximately \$85,000.00. The estimate provided by the Manager Development Services was done at 9:20pm when the actual quote for the repairs was not available to him. The actual quotation provided by Maintco (a registered builder) on 8 December 2014 was for \$89,400.00 ex GST (\$98,340.00 inc GST). The quotation included the following:

'Internal stripout and rebuild.

- *Remove and store kitchen, bathroom, shelving and other fixed items for reuse.*
- *Strip out all existing internal linings and all untreated pine framing work.*
- *Supply and install new gyprock ceilings and walls including framing and insulation.*
- *Supply and install new cornice, skirting and architraves.*
- *Reinstall kitchen, bathroom, shelving etc.*
- *Remove all rubbish etc.*
- *Coordinate with electrician and plumbing etc as needed.*

** does not include electrical work, plumbing, new doors or windows, any other changes to existing building format, asbestos removal, painting or council approvals if required.'*

Due to the presence of termites in the playgroup building, the pest controllers were asked to inspect the day care building on the adjoining Lot 7 Marmion Street and also the toy library building located in front of the playgroup building. No termite activity was detected in either of those buildings.

Due to the high cost of repairing the building, for budgetary purposes a quotation for the demolition of the building was obtained from Downrite Demolition. That quotation was for \$25,000.00 ex GST (\$27,500.00 inc GST) and included:

- ' To remove and safely disposal of:*
 - *16m x 9m building*
 - *15m x 4m leanto*
 - *09m x 6m freestanding shade structure*
- Removal of concrete flooring.*
- Removal of septic tank and leech drain.*
- Removal of services.*
- Erection of temporary fencing.*
- Council fees and charges.*
- Hire of truck and bobcat.*
- Notification to Worksafe.'*

The Council in its Annual Budget deliberations agreed to the allocation of \$28,000.00 for the demolition option.

Also in the abovementioned letter dated 3 July 2015 the Secretary of the playgroup referred to her distress when being advised by the Principal Building Surveyor the kitchen was to be removed and asking where they wanted it delivered to. This matter was actually discussed at the abovementioned meeting on 9 October 2014 where the playgroup representatives requested they be allowed to retain the kitchen if the building needed to be removed. That was the reason for the recent contact by the Principal Building Surveyor.

The building to the west of the playgroup building has been leased by the Council to the toy library as a store. The lease for that small building ends in December 2015 and there is no option to renew built into the lease. Once the toy library has vacated, the building will be rejuvenated and used as a store for cleaner's materials and equipment. Presently cleaner's items are stored at the district hall but this will not be possible when the Plantagenet Players upgrade is carried out shortly.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Shire of Plantagenet Town Planning Scheme No. 3 (TPS3) – Lot 8 Marmion Street is zoned Residential (R17.5)

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 member of which are not enlisted or permitted to receive a pecuniary profit from the body's transactions.'

Lot 8 Marmion Street was formerly the subject of a lease to the Mount Barker Playgroup Inc and that lease was an exempt disposition.

EXTERNAL CONSULTATION

The matters regarding the condition of the building have been discussed with members of the playgroup as described above.

Quotations have been obtained from a builder and a demolition contractor.

FINANCIAL IMPLICATIONS

The Council has the sum of \$28,000.00 allocated in its 2015/2016 Annual Budget for the demolition.

A quotation for the rebuild of the structure is described above and is for \$89,400.00 (ex GST). This sum is not included in the Council's Budget.

The Council has a budget allocation of \$5,000.00 for upgrades to the small toy library building for a cleaner's store.

POLICY IMPLICATIONS

There are no policy implications for this report.

ASSET MANAGEMENT IMPLICATIONS

Lot 8 Marmion Street is owned by the Council and all buildings/structures are the responsibility of the Council.

STRATEGIC IMPLICATIONS

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

Strategy 1.1.3:

'Provide and promote childhood development services and facilities'

Further, at Outcome 2.5 (Council buildings and facilities that meet community needs) the following Strategies:

Strategy 2.5.1:

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

Strategy 2.5.3:

'Continue to investigate opportunities to rehabilitate or devolve obsolete buildings and other assets'

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

OFFICER COMMENT

The playgroup building in its present state is not safe to be occupied, particularly by small children, even on a limited basis of one or two half days per week. The lease with the playgroup was terminated and the lease fee of \$451.50 was refunded in October 2014.

The playgroup is concerned that the present arrangement with the RSL in their building in Booth Street corner Osborne Road may come to an end and in a letter dated 3 July 2015 stated 'there are no facilities suitable in the SOP for Playgroup with secure perimeter fencing.' However, it is noted that the CRC building on Lowood Road has a purpose built child day care area with a perimeter fence.

The position of permanency cannot be guaranteed when a group or an individual is leasing premises. The only time there is long term permanency is when the group or individual owns the property in freehold. The playgroup lease of Lot 8 Marmion Street was terminated by the Council due to the unsafe condition of the building.

The funding in the Council's 2015/2016 Annual Budget of \$28,000.00 will enable the building to be demolished. There is no funding to cover the cost of rebuilding the structure at \$89,400.00 (ex GST).

An option with the funding that is available is to completely strip the inside of the building leaving it effectively as a tin shed. The building could then be used for the storage of building materials used by the Council's Building Maintenance Officer. This would be compatible with the use of the toy library building as the cleaner's store building from 2016. Presently building materials and spare furniture are stored in various Council buildings (such as the depot, District hall and Porongurup hall) and to store it all in the one location would be more efficient. To strip the building internally would cost in the order of \$18,000.00. This would leave an amount of \$10,000.00 surplus from the budgeted demolition sum.

Some of this surplus \$10,000.00 could, if thought appropriate, be used as a grant to the Mount Barker Playgroup Inc to assist in subsidising a rental agreement with the CRC for a lease of the dedicated child day care area. This money could be used to fund a rental over a period of a few years provided the CRC does not charge an unrealistic rental for the child day care area.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Cr S Etherington, seconded Cr J Oldfield:

That in respect to the former playgroup building at Lot 8 Marmion Street, Mount Barker:

- 1. The interior of the building be stripped of all wall and ceiling materials for the building to be used as a store for building materials for the Building Maintenance Officer.**
- 2. The next Budget review to consider the allocation of \$10,000.00 of the building demolition funds to a separate account to contribute to the playgroup rental of appropriate premises for 10 years at the rate of \$1,000.00 per year.**

MOTION TO ADJOURN THE QUESTION

Moved Cr B Bell, seconded Cr L Handasyde:

That:

- 1. The question be adjourned to enable the Chief Executive Officer to undertake investigations relating to the possibility that the former playgroup building structure be refurbished and suitable for Mount Barker Playgroup use.**
- 2. A report relating to the above be tabled on or before the meeting of the Council to be held on 10 November 2015.**

CARRIED (9/0)

NO. 170/15

9.2 WORKS AND SERVICES REPORTS

Nil

9.3 COMMUNITY SERVICES REPORTS

9.3.1 COMMUNITY SPORT AND RECREATION FACILITIES FUND – SMALL GRANT ROUND 2015/2016 - GRANT PRIORITISATION

Cr C Pavlovich

Type: Proximity (Section 5.60(B) LGA)

Nature: Proximity to Frost Oval

Extent: Not applicable

3:32pm Cr C Pavlovich withdrew from the meeting.

File Ref: N34926
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Fiona Saurin
Manager Community Services
Proposed Meeting Date: 18 August 2015

PURPOSE

The purpose of this report is to seek support for the submission of an application to the Department of Sport and Recreation's 2015/2016 Community Sport and Recreation Facilities Fund (CSRFF) – Small Grants Round.

BACKGROUND

The CSRFF grant scheme is managed by the Department of Sport and Recreation (DSR) and provides grant funding for facility and infrastructure provision / upgrades to sport and recreation clubs and local government. CSRFF is provided in two rounds: a Small Grants Round (for projects with a total budget not exceeding \$150,000.00) and the Annual/Forward Planning Grants Round (for projects of \$150,000.00 and above). The grant scheme is advertised annually by DSR.

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 a ranking prior to a review by the regional DSR office then final consideration by the DSR's State Office.

The CSRFF Small Grants Round applications have closed with two applications received for consideration, one being from Mount Barker Campdraft Club (MBCC) and one from the Shire of Plantagenet. The MBCC has applied for funding to upgrade the cattle loading ramp to improve safety for cattle and handlers. The Shire of Plantagenet is applying for funds to assist with the renewal of shade structures at the Mount Barker Memorial Swimming Pool.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

EXTERNAL CONSULTATION

Consultation has occurred with the Mount Barker Campdraft Club, the Mount Barker Swimming Club and the Department of Sport and Recreation – Great Southern.

FINANCIAL IMPLICATIONS

The total cost of the Mount Barker Campdraft Club project is \$10,377.16. The group has requested an in kind contribution in the form of earthworks and supply of fill for the ramp, valued at \$4,060.00. The remaining funds will be provided by the Mount Barker Campdraft Club and the Australian Stock Horse Society, Great Southern Branch.

The quotations have been sought for the replacement of all the shade structures at the swimming pool which amount to \$25,554.55. As \$10,000 has been allocated to this project in the 2015/2016 Annual Budget, a shortfall of \$15,554.55 will result. If this project does not attract further funding, it is proposed that the replacement of the shade structures be staged over two years with the most corroded structures to be replaced in the 2015/2016 financial year. The remaining shade structures will be replaced when funding becomes available.

POLICY IMPLICATIONS

There are no policy implications for this report.

ASSET MANAGEMENT IMPLICATIONS

Ongoing maintenance for the Frost Park cattle ramp will be the responsibility of the Mount Barker Campdraft Club.

The shade structures at the pool were first installed when the pool was built in 1974 and have been maintained within the building maintenance schedule. The replacement structures will fall within the existing building maintenance schedule for the swimming pool.

STRATEGIC IMPLICATIONS

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

Strategy 1.5.1

“Maintain and improve sporting and recreation facilities in the district based on catchment needs.”

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

OFFICER COMMENT

The DSR Small Grants funding provides sport and recreation groups and local governments with an opportunity to fund projects which do not exceed a total value of \$150,000.00. Up to one third of total project cost may be requested from DSR.

Cattle Loading Ramp – Frost Park

The Mount Barker Campdraft Club (MBCC) is applying for funding in partnership with the Australian Stock Horse Society (ASHS), Great Southern Branch. The clubs work closely together and between them running a minimum of three competition events per year and in excess of 12 training days at the facility.

An estimated 2,500 cattle are used each year for events and training and the existing cattle ramp causes concern amongst cattle handlers and owners in regards to public safety and animal welfare. The cattle are provided on the goodwill of local producers, without charge, so the clubs are very aware that animal welfare is a priority and providing facilities that reduce animal injuries is critical to the ongoing sustainability of their sport.

The new loading ramp will provide improved footing for cattle being loaded into trucks with the new concrete ramp construction as the existing ramp has a metal floor. A flat extension is to be constructed on the top end of the ramp to slow the cattle as they are unloaded from trucks to minimise injury.

The new loading ramp will also allow for cattle handler safety with the provision of an external platform for handlers. Presently, cattle handlers are required to climb up on the ramp railings to move cattle up or down the ramp.

The MBCC and ASHS have undertaken numerous projects from their own funds to improve the facilities for the equine user group, such as additions to yards for Riding for the Disabled use, installation of horse yards and installation of water points around the arena.

The MBCC is requesting assistance from the Shire in the form of provision of fill for the ramp and plant time to put the fill in place within the ramp formwork. The value of this assistance is estimated to be \$4,466.00.

Shade Structures – Swimming Pool

The shade structures at the swimming pool were installed when the pool was built in 1974. The existing structures have been maintained on a regular basis and routinely repainted when required. However, the shade structures have corroded badly and now pose a safety risk to patrons and are in need of urgent replacement.

The cost of replacing all the shade structures has been quoted as \$25,554.55 which includes \$4,850.91 for installation and \$2,240.91 for removal of existing structures. The structures will need to be painted which will be undertaken by swimming pool staff.

There is a budget allocation of \$10,000.00 for this project which will limit the amount of fund the Shire can apply for. As DSR funding is limited to 30% of the project, with the Shire's contribution being \$10,000.00, the DSR funding is limited to \$5,000.00. The total of \$15,000.00. would enable the Shire to replace the worst of the structures this year.

Whilst the Shire will apply for funding through the Country Pool Revitalisation Fund (CPRF) which could amount to \$96,000.00 over the next three years, the pool bowl is in need of repainting and the Shire has received a quote of \$66,000.00. This quote does not include Shire staff time to empty and refill pool, or the cost of the water to

refill. Bearing this in mind, a large proportion of the (CPRF) will be utilised for the repainting of the pool, hence the need to apply for funding through the CSRFF small grants round.

Both projects are required for safety reasons. However, the MBCC has been very proactive with investing their own funds into infrastructure improvements at Frost Park that have benefitted other equine users.

The Shire has allocated funds to the replacement of the most corroded shade structures at the Mount Barker Memorial Swimming Pool in the 2015/2016 budget. Discussions with DSR Great Southern have indicated that whilst shade structures are eligible for funding through the CSRFF Small Grants Round, they will be assessed as low priority through their process.

Therefore the MBCC project is allocated as priority one.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr G Messmer:

That:

- 1. The applications submitted to the Community Sports and Recreation Facilities Fund Small Grant Round 2015/2016 be supported and prioritised as follows:**

Priority One:

Applicant: Mount Barker Campdraft Club Inc.

Project: Replacement of temporary cattle ramp to permanent structure.

Total Cost: \$10,377.16 (GST exclusive)

Priority Two:

Applicant: Shire of Plantagenet

Project: Replacement of shade structures at Mount Barker Memorial Swimming Pool.

Total Cost: \$25,554.55 (GST exclusive)

- 2. The Council's in kind contribution of \$4,466.00 towards the earthworks for the permanent cattle ramp be noted and if the CSRFF funding is successful, the expenditure be addressed in the next budget review.**

CARRIED (8/0)

NO. 171/15

3:33pm Cr C Pavlovich returned to the meeting.

9.4 CORPORATE SERVICES REPORTS

9.4.1 FINANCIAL STATEMENTS - JULY 2015

File Ref:	N34864
Attachment:	Financial Statements (separate attachment)
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Alison Kendrick Senior Administration Officer - Finance
Proposed Meeting Date:	18 August 2015

PURPOSE

The purpose of this report is to present the financial position of the Shire of Plantagenet for the period ending 31 July 2015.

STATUTORY ENVIRONMENT

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

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

The Statement is to be accompanied by:

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

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Oldfield, seconded Cr S Etherington:

That the Financial Statement for the period ending 31 July 2015 be received.

CARRIED (9/0)

NO. 172/15

9.4.2 LIST OF ACCOUNTS - JULY 2015

File Ref:	N35020
Attachment:	List of Accounts - July 2015
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Emma Gardner Accounts Officer
Proposed Meeting Date:	18 August 2015

PURPOSE

The purpose of this report is to present the list of payments that were made during the month of October 2014.

STATUTORY ENVIRONMENT

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

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

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

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr A Budrikis, seconded Cr B Bell:

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 July 2015 be received and recorded in the minutes of the Council, the summary of which is as follows:

1. Electronic Payments and Direct Debits totalling \$1,577,834.87;
2. Municipal Cheques 45280 - 45309 totalling \$175,810.72; and
3. Trust Cheque 380 totalling \$3,144.49.

CARRIED (9/0)

NO. 173/15

9.4.3 SOUNNESS PARK – REVISED FEE FOR HOCKEY GROUND LIGHTING

File Ref: N34865
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: John Fathers
Deputy Chief Executive Officer
Proposed Meeting Date: 18 August 2015

PURPOSE

The purpose of this report is to recommend the adoption of revised fees for the hockey ground lighting at Sounness Park.

BACKGROUND

The 2015/2016 adopted budget includes provision of fees for lighting at Sounness Park based on an hourly rate. The electricity recording arrangements for the hockey ground do not support this type of charge and a revised fee will need to be adopted.

STATUTORY ENVIRONMENT

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

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

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

**Absolute majority vote required.'*

Section 6.19 states:

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

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

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

FINANCIAL IMPLICATIONS

The financial implications for this report should be minimal, as the intention is to recover costs associated with the lighting (including an administrative component to cover meter reading and invoice generation), regardless of the method.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

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

Strategy 1.5.3:

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

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

OFFICER COMMENT

The 2015/2016 adopted budget includes the following fees for lighting at Sounness Park:

- Lights - Competition (Per Hour) \$20.00; and
- Lights - Training (Per Hour) \$15.00.

While this suits the electricity recording arrangements for the Oval 1 (football), the hockey oval lighting has been set up with a sub-meter which records kilowatt hours rather than timed usage.

Assuming the Council wishes to simply recover costs for lighting used, the budgeted fees could be amended to apply to Oval 1 and a new charge be applied for lighting at the hockey ground based on actual costs incurred (currently 8.6452 cents per kilowatt hour off peak), plus an administrative component of 10%.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr G Messmer, seconded Cr C Pavlovich:

That:

- 1. The 2015/2016 adopted Council Budget (Fees and Charges) be amended by:**
 - a) Applying the current fees for lighting to Oval 1 (football) of \$20.00 per hour for competition and \$15.00 per hour for training; and**
 - b) Implementing a new charge for the use of lighting at the Sounness Park hockey ground based on actual electricity costs incurred (plus an administrative component of 10%);**

2. Prior to the new fees being imposed, Local Public Notice be given pursuant to Section 6.19 of the Local Government Act (1995) of the Council's intention to impose a fee and the date from which those fee will be imposed.

CARRIED (9/0)

NO. 174/15

Absolute Majority

**9.4.4 AUSTRALIAN LIVESTOCK MARKETS ASSOCIATION - BOARD
NOMINATION - COUNCILLOR J MOIR (WITHDRAWN)**

The Chief Executive Officer advised the Council that he had determined prior to the meeting that this report was to be withdrawn from the Agenda.

9.5 EXECUTIVE SERVICES REPORTS

9.5.1 SALEYARDS HOLDING PENS – LEASE TO M & J MITCHELL PTY LTD

File Ref:	N34655
Attachments:	Lease - M & J Mitchell Pty Ltd 2015
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Donna McDonald Senior Administration/Human Resources Officer
Proposed Meeting Date:	18 August 2015

PURPOSE

The purpose of this report is to consider the renewal of the lease agreement with M & J Mitchell Pty Ltd (Mitchells Transport) for the use of a portion of Lot 3 Albany Highway, Mount Barker for the purpose of cattle holding yards.

BACKGROUND

The Shire of Plantagenet has leased approximately 3,000 m² (portion of Lot 3 Albany Highway) at the Mount Barker Regional Saleyards to Mitchells Transport since 1 July 2010. The current lease agreement expired on 30 June 2015.

STATUTORY ENVIRONMENT

Local Government Act 1995.

Section 3.58 - The leasing of Council owned or vested property is classified as a disposition of property. This section does not apply to a disposition of property in the course of carrying on a trading undertaking as defined in Section 3.59 of the Act, as is the present case.

EXTERNAL CONSULTATION

A draft lease has been prepared and forwarded to Mitchells Transport for their comment.

FINANCIAL IMPLICATIONS

It will be recommended that Mitchells Transport be required to pay rent of \$335.80 (exclusive of GST) annually in advance commencing on the commencement date of 1 July 2015 and on each anniversary date until the lease expires on 1 July 2020.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 3.3 (A well-developed relationship with industry, commerce and government) the following Strategy:

Strategy 3.3.1:

'Develop, maintain and strengthen relationships with local business.'

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

OFFICER COMMENT

There have been no significant changes to the terms and conditions of the current lease agreement with Mitchells Transport, with the exception of an increase in the rental amount to reflect CPI increases since the commencement of the lease.

The lease with Mitchells continues to work well and adds value to the Saleyards. A renewal of the lease on similar terms and conditions is recommended.

This matter received the support of the Saleyards Advisory Committee at its meeting held on 21 July 2015. During discussion at that meeting, the view was expressed that there may be a need to discuss the condition of the yards with Mitchells Transport, as the yards may require some maintenance or upgrading before the end of the next five year lease term.

In this regard it is worth noting that Clause 4.3 of the lease requires the tenant *'to keep and maintain every part of the Premises and all additions to the Premises and all lighting and electrical installations and all drainage and all other fixtures and fittings in good repair to a standard acceptable to the Lessor...'*

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Moir, seconded Cr L Handasyde:

That:

- 1. The lease with M & J Mitchell Pty Ltd for a portion of Lot 3 Albany Highway, Mount Barker for the purpose of cattle holding yards, be renewed under the following terms:
 - a) the lease be for a period of five years;**
 - b) the annual rent to be \$335.80 (excluding GST) per annum.****
- 2. 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 M & J Mitchell Pty Ltd for a portion of Lot 3 Albany Highway, Mount Barker.**

CARRIED (9/0)

NO. 175/15

9.5.2 STAFF ESTABLISHMENT - PROPOSED AMENDMENT

3:40pm Cr L Handasyde withdrew from the meeting.

File Ref: N34870
Attachments: [Staff Establishment Chart - August 2015.](#)
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Donna McDonald
Senior Administration/Human Resources
Officer
Proposed Meeting Date: 18 August 2015

PURPOSE

The purpose of this report is firstly to recommend an amendment to the existing staff establishment for an additional fixed term (minimum 3 years) 1.0 Full Time Equivalent (FTE) position of Environmental Health Officer (EHO).

The second purpose of the report is to recommend a further amendment to the Staff Establishment to include a new permanent part-time position 0.5 FTE of Administration Officer – Environmental (AOE).

BACKGROUND

The Staff Establishment of the Council was last amended on 31 March 2015. At that meeting the Council resolved:

‘That:

1. *A new position of General Hand – Parks and Gardens (1FTE) be created.*
2. *The position of Accountant/Office Manager be renamed Senior Administration Officer – Finance.*
2. *The total Staff Establishment for the Shire of Plantagenet be amended from 59.4 FTE to 60.4 FTE.’*

STATUTORY ENVIRONMENT

Pursuant to Section 5.36 1(b) of the Local Government Act 1995, a local government is to employ (other than a Chief Executive Officer):

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

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

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

EXTERNAL CONSULTATION

Consultation has taken place with the CEOs of the Shire of Broomehill/Tambellup, Shire of Kojonup and the Shire of Cranbrook.

FINANCIAL IMPLICATIONS

Environmental Health Officer

The Environmental Health Officer (EHO) position would create an additional 1.0 FTE. The EHO would be (with the appropriate business agreements) made available to the VROC Councils who would fund 0.6 FTE of the Officer's time. The Shire of Plantagenet would fund the balance of 0.4 FTE, of which 0.2 FTE would be covered by the reduction in working hours by the current EHO.

The cost of employment for the EHO position would be \$80,094.00 and would be shared between the VROC Councils as per the following breakdown:

Broomehill-Tambellup	0.1 FTE (\$8,009.00 per year)
Cranbrook	0.1 FTE (\$8,009.00 per year)
Kojonup	0.4 FTE (\$32,038.00 per year)
Plantagenet	0.4 FTE (\$32,038.00 per year)

The Shire of Plantagenet's cost would be offset by the reduction in the current EHO's salary of \$18,800.00 per year.

It is proposed that the EHO would be supplied a lease vehicle at a monthly cost (including insurance and registration) of \$600.00 (excl. GST), the cost of which to be shared by the VROC Councils as per the breakdown above. The monthly rental does not include fuel costs which would be invoiced to the other VROC Councils on a monthly basis.

Administration Officer - Environmental

The Administration Officer – Environmental (AOE) position would create an additional 0.5 FTE, with the cost of employment being \$47,646.00 per year. The costs associated with this position have been included in the adopted 2015/2016 budget and will be allocated across the programs that will be supported such as Transport, Public Works Overheads, Waste Management and Saleyards.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 1.2 (Promote and enforce Public and Environmental Health Requirements) the following Strategies:

Strategy 1.2.1:

'Provide food premises inspections,' and

Strategy 1.2.3:

'Undertake food safety and public health promotion.'

And at Outcome 4.2 (Effective engagement with the community and stakeholders) the following strategy:

Strategy 4.2.3:

'Develop positive relations with other Councils.'

Further, the Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 2.7 (Protection of natural environment) the following Strategy:

Strategy 2.7.1:

'Provide effective environmental management and maintenance of the Council's land and reserves.'

And at Outcome 2.9 (Integrated waste management):

Strategy 2.9.3:

'Develop and implement integrated waste management programs in line with the State Government's waste management principles.'

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

Further, the Southern Link VROC Strategic Plan includes a strategy under Human Resources, to develop professional specialties for each Local Government Authority.

By employing an extra EHO at Plantagenet, this Council will be meeting the Human Resource goal of 'Increase Capacity Through Collaboration' and the development of a specialty profession.

OFFICER COMMENT

Environmental Health Officer

The Shire of Plantagenet's permanent full time EHO, Mr Eric Howard, has recently commenced a 'Transition to Retirement' and has reduced his hours from 76 hours per fortnight (1.0 FTE) to 60.8 hours per fortnight (0.8 FTE). This equates to a reduction in service of 395.2 hours per year.

The Chief Executive Officer, Rob Stewart, has spoken with the CEOs of the VROC partnership Councils and has determined that the need for further EHO services also extends to other Councils. One Council is facing the imminent retirement of its own EHO and two Councils currently contract in minimal EHO services.

It is recommended that a full time (1.0FTE) EHO be engaged on an initial three year, fixed term contract of employment, the services to be shared between the VROC partnership Councils.

In 2001 an examination of the Shire of Plantagenet by the Department of Health indicated that 2.3 FTE EHOs were required at that stage to ensure that the required statutory responsibilities were being adhered to without risk to public health. These responsibilities have continued to increase over the past few years with no increase in the allocated FTE. Added pressure will come should the Public Health Bill requiring all Local Governments to create a Community Health Plan become an Act of Parliament.

Mr Howard's reduction in hours due to his transition to retirement will also impact on the Shire's ability to meet its responsibilities. Mr Howard has always provided his expertise regarding environmental licensing for the Council's Waste Facilities and Saleyards however, in recent years, this in turn has impacted on his ability to fulfil other statutory obligations. Legislative requirements also continue to grow in this area which has meant that external contractors have been needed to undertake some tasks.

The new EHO would assist in all these areas, reducing the cost of external contractor expenses.

A Service Level Agreement between the Shire of Plantagenet and each of the three other VROC Councils for the provision of the EHO has been prepared, outlining the terms of the service and the cost to each Council.

It is also considered that the provision of the EHO service would strengthen the co-operation and partnership of the VROC member Councils.

Administration Officer – Environmental

Previously, a Project Engineer (Kate McCormack) was employed by the Shire of Plantagenet until November 2005 when Ms McCormack resigned. The position was not renewed, with the majority of duties shared around various departments within the Shire and specialised responsibilities outsourced to consultants.

A permanent part-time Administration Officer - Environmental (AOE) position will provide environmental support and advice to Works and Services, Corporate Services and the Environmental Health Officer (EHO) working in the Development Services area. A position description has been drafted with the position being 0.5 FTE or 19 hours a week. It is projected the EMO would work 2.5 days a week with the basic cost of employment being \$47,646.00 a year (including superannuation and other employee costs).

Costs

Following, are the costs incurred by the Shire in engaging various professionals to consult on environmental projects.

2011/12	\$49,918.53
2012/13	\$32,863.68
2013/14	\$55,350.02
2014/15	\$26,367.97 to date

The 2011/12 and the 2013/14 costs were significantly higher due to Flora and Fauna Surveys requested by the DER before clearing permit applications for road works could be approved. Other costs included in these figures from 2011 to 2015 relate to the investigation, reporting and rehabilitation of the Old Depot Site, management and works approvals for the tip sites/saleyards and planning the coordination of weed eradication.

These costs do not reflect the time spent by the EHO, Corporate Services and Works and Services staff on these and other projects. Following is an estimation of the hours (per week) spent by individual staff members on tasks the AOE could be completing:

Environmental Health Officer	1.0	hours
Corporate Services	4.0	hours
Manager Works and Services	2.0	hours
Works and Services Administration	10.0	hours

	17.0	hours
	=====	

It is important to note that previously the EHO was contributing approximately 15 hours per week towards environmental items. This has now been absorbed by the

Works and Services Department, where staff are working to capacity. The Manager Works and Services and the Works Administration Staff are working through environmental items where they do not have the knowledge and/or the skills of an AOE.

Works and Services staff have to spend more time on waste statistics, reports and licences which has been passed over to them by the EHO who does not have the time to complete such tasks. In addition, due to some Department of Environment Regulation (DER) process changes, Works and Services Staff are spending more time on clearing permits and management plans.

Corporate Services would like an AOE to provide advice and input on matters relating to the Saleyards which have ongoing compliance and environmental management reporting requirements and works approvals. The AOE would have the knowledge to coordinate environmental improvements and reporting at the Saleyards reducing the need to employ a consultant.

It is envisaged the AOE would have tertiary qualifications in environmental management/science and would be able to plan and coordinate action in areas which staff currently do not have the time or the knowledge to focus on. These are:

- Dieback issues and compliance;
- Natural resource management issues;
- Reserve management;
- Gravel pit rehabilitation management;
- Verge policy management;
- Road reserve salinity issues;
- Waste water reuse;
- Sounness Park water management plan;
- Environmental improvements at the Saleyards; and
- Environmental improvements at the Waste/Transfer stations.

Office space is available for the EMO within the Works and Services section. The position would be seated in the area.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Cr B Bell, seconded Cr J Moir:

That:

1. Authority be granted to the Chief Executive Officer to sign a Contract for the Provision of Services between the Shire of Plantagenet and the Shire of Broomehill/Tambellup, Shire of Kojonup and the Shire of Cranbrook, for the provision of an Environmental Health Officer for a term of three years.
2. The attached Staff Establishment Chart dated 4 August 2015 be adopted noting the addition of:
 - a) 1.0 FTE Environmental Health Officer; and
 - b) 0.5 FTE Administration Officer – Environmental.
3. The total Staff Establishment for the Shire of Plantagenet be amended from 60.4 FTE to 61.9 FTE.

MOTION TO ADJOURN THE QUESTION

Moved Cr C Pavlovich, seconded Cr A Budrikis:

That the question be adjourned to enable the Chief Executive Officer to contact all Southern Link VROC Council's to request that a Member Council other than the Shire of Plantagenet employ the Environmental Health Officer referred to in the motion and that a further report be prepared for consideration on or before the meeting scheduled to be held on 13 October 2015.

CARRIED (7/1)

NO. 176/15

3:48pm Cr L Handasyde returned to the meeting.

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 L Handasyde:

That business of an urgent nature namely:

11.1 Waste and Recycle Conference 2015; and

11.2 Conference Attendance – Councillor B Bell – Australian Livestock markets association Inc AGM and Conference

be introduced to the meeting.

CARRIED (9/0)

NO. 177/15

11.1 WASTE AND RECYCLE CONFERENCE 2015

File Ref:	N35084
Responsible Officer:	Dominic Le Cerf Manager Works and Services
Author:	Amy Chadbourne Senior Administration/Project Officer Works and Services
Proposed Meeting Date:	18 August 2015

PURPOSE

The purpose of this report is to notify the Council of the forthcoming Waste and Recycle Conference 2015. This event is scheduled to be held at the Esplanade Hotel in Fremantle from 9 to 11 September 2015. However no Council representative will be recommended.

BACKGROUND

Cr Messmer attended the 2014 Waste and Recycle Conference.

FINANCIAL IMPLICATIONS

The cost of registration which include access to all sessions on Thursday and Friday and the Trade Exhibition is \$1,550.00. This fee includes lunches, morning and afternoon teas, one ticket to Thursday evening's Seafood and Sunset Cocktail function and Friday's Conference Dinner, a Conference satchel and Conference

Proceedings. The Waste Authority Breakfast on Thursday 10 September is an additional \$70.00.

Accommodation, transport and meal costs will be in the vicinity of \$1,500.00 with costs being charged to account Members of Council, Councillor Conferences, Training and Accommodation.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

Strategy 4.1.5:

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

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

OFFICER COMMENT

Hosted by the Department of Environment Regulation (DER), Waste Management Association of Australia (WMAA) and Western Australia Local Government Association (WALGA), the Waste and Recycle Conference is an annual event. The organisers of the conference advertise that delegates will have the opportunity to hear papers and keynote presentations, attend site tours and participate in interactive workshops.

This year's theme for the conference, 'Is the price right? Markets, Services, Values and Efficiencies, will focus on the latest international and local waste recycling ideas and methods.

The Council's annual budget for waste management is \$936,831.00. This figure equates to the third largest operation expenditure (following roads and Parks and Gardens) in the Council's annual budget.

Staff and Councillors have attended the conference in the past and advise the event provides valuable information, ideas and networking opportunities. However, the CEO has previously expressed his concerns that the initiatives presented at this conference are more applicable for large populations (technology and efficiencies) and that Plantagenet's waste disposal will continue to revolve around landfill and recycling. It is therefore recommended that no Councillor attend the conference.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr C Pavlovich:

That no Plantagenet representative be authorised to attend the 2015 Waste and Recycle Conference in Fremantle from 9 to 11 September 2015.

CARRIED (9/0)

NO. 178/15

11.2 CONFERENCE ATTENDANCE - COUNCILLOR B BELL - AUSTRALIAN LIVESTOCK MARKETS ASSOCIATION INC AGM AND CONFERENCE

File Ref: N35093
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: John Fathers
Deputy Chief Executive Officer
Proposed Meeting Date: 18 August 2015

PURPOSE

The purpose of this report is to seek authority for Councillor Brett Bell to attend the 2015 Australian Livestock Markets Association Inc (ALMA) Annual General Meeting (AGM) and Conference.

BACKGROUND

At its meeting held on 21 July 2015 the Council resolved the following:

'That:

- 1. Councillor Jeff Moir be authorised to attend the Australian Livestock Markets Association Inc AGM and Conference to be held in Sydney from 23 to 24 September 2015.*
- 2. The expenditure be charged to Budget Item Saleyards – Conferences and Training – 21320.0029.'*

Councillor Moir has since advised that he is now unable to attend the Conference.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

FINANCIAL IMPLICATIONS

The registration for the conference is \$500.00 and accommodation for four nights will be approximately \$1,000.00. Air fares to and from Sydney will be approximately \$500.00.

POLICY IMPLICATIONS

Council Policy No. CE/CS/1 applies. This policy notes that elected members shall receive reimbursement of expenses while attending 'Conferences and Training Sessions specifically authorised by the Council.'

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 3.5 (Appropriate infrastructure that supports sustainable economic development) the following Strategy:

Strategy 3.5.5:

'Manage and maintain the Saleyards to ensure that the facility is successful and self-sustaining'

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

OFFICER COMMENT

It is recommended that the Council send a representative to the 2015 ALMA Inc AGM and Conference which are to be held in Sydney on 23 and 24 September 2015. The Saleyards Manager, Stewart Smith has also registered his interest to attend, which has been authorised by the Chief Executive Officer.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr J Oldfield:

That:

- 1. Councillor Brett Bell be authorised to attend the Australian Livestock Markets Association Inc AGM and Conference to be held in Sydney from 23 to 24 September 2015.**
- 2. The expenditure be charged to Budget Item Saleyards – Conferences and Training – 21320.0029.**

CARRIED (9/0)

NO. 179/15

12 CONFIDENTIAL

Nil

13 CLOSURE OF MEETING

3:51pm The Presiding Member declared the meeting closed.

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