



ORDINARY MINUTES

DATE: Tuesday, 19 June 2018

TIME: 3:00pm

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

Rob Stewart
CHIEF EXECUTIVE OFFICER

Resolution numbers: 114/18 to 124/18

MEMBERSHIP – Quorum (5)

Membership:

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

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

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

In Attendance:

Mr Rob Stewart	Chief Executive Officer
Mr John Fathers	Deputy Chief Executive Officer
Mr David Lynch	Manager Works and Services
Ms Fiona Pengel	Manager Community Services
Mr Vincent Jenkins	Acting Manager Development Services
Ms Nolene Wake	Executive Officer

Apologies:

Nil

Members of the Public Present:

There were no 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

3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

3.1.1 ITEM 3.2.1 – 22 MAY 2018 – MOUNT BARKER CARAVAN PARK

Asked by Mrs Shirley Smith

'Will the Council review and reconsider the personal and economic impact the site has on our business, the possible re-locations of the site and the policing of the site?'

Mrs Smith was sent a letter of response on 5 June 2018 (copy attached).

3.2 PUBLIC QUESTION TIME - SECTION 5.24 LOCAL GOVERNMENT ACT 1995

Nil

4 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Section 5.25 Local Government Act 1995

Nil

7 CONFIRMATION OF MINUTES

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

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 22 May 2018 as circulated, be taken as read and adopted as a correct record.

CARRIED (9/0)

NO. 114/18

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 DEVELOPMENT SERVICES REPORTS

Nil

9.2 WORKS AND SERVICES REPORTS

Nil

9.3 COMMUNITY SERVICES REPORTS

9.3.1 ANNUAL BUSH FIRE MITIGATION NOTICE 2018/2019

File Ref:	N45455
Attachments:	ABFMN 2018 2019 Proof
Responsible Officer:	Fiona Pengel Manager Community Services
Author:	Isabelle Draffehn Community Development Officer
Proposed Meeting Date:	19 June 2018

PURPOSE

The purpose of this report is to endorse the Annual Bush Fire Mitigation Notice (ABFMN) 2018/2019 for publication and distribution to owners and occupiers of land within the Shire of Plantagenet.

BACKGROUND

The Shire of Plantagenet publishes an ABFMN for distribution to all landholders, which is posted with the Rates Notice. ABFMNs are also distributed to lessees of rental properties in the Shire through local real estate agents.

Minor amendments have been made to the 2018/2019 ABFMN. These include changes to the map on pages 11 and 16, adjusting the border of the Eastern and Western zones, an additional section on page 12 relating to '*the burning of garden refuse in limited burning times*', and the insertion of '*to no greater than 100mm high in townsites*' on page 4 (first paragraph).

Following consultation, a draft 2018/2019 ABFMN was prepared and subsequently endorsed by the Shire of Plantagenet Bush Fire Advisory Committee on 2 May 2018.

STATUTORY ENVIRONMENT

Bush Fires Act 1954
Planning and Development Act 2005
Western Australian Planning Commission State Planning Policy 3.7 – Planning in Bush Fire Prone Areas 2015
Bush Fire Management and Response Plan
Bush Fire Brigades Local Law 2008

EXTERNAL CONSULTATION

Consultation has occurred with members of the Bush Fire Advisory Committee.

FINANCIAL IMPLICATIONS

Funds have been allocated in the annual budget to facilitate the printing and distribution of the ABFMN. Printing costs will be in order of \$2,600.00.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 1.9 (A Safe Plantagenet) the following Strategy:

Strategy 1.9.2:

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

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

OFFICER COMMENT

Minor amendments have been made to the 2018/2019 ABFMN. These include changes to the map on pages 11 and 16, adjusting the border of the Eastern and Western zones, an additional section on page 12 relating to ‘the burning of garden refuse in limited burning times’, and the insertion of ‘to no greater than 100mm high in townsites’ on page 4 (first paragraph).

The draft 2018/2019 ABFMN was presented to the Ordinary Meeting of the Bush Fire Advisory Committee on 2 May 2018. It was resolved that the Annual Bush Fire Mitigation Notice be recommended to the Council for endorsement.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr B Lang:

That the Annual Bush Fire Mitigation Notice 2018/2019 as attached be endorsed.

CARRIED (9/0)

NO. 115/18

9.4 CORPORATE SERVICES REPORTS

9.4.1 FINANCIAL MANAGEMENT REVIEW – 2017/2018

File Ref:	N45676
Attachment:	Financial Management Review Report
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	19 June 2018

PURPOSE

The purpose of this report is to consider a report from the Council's auditors, Moore Stephens, in relation to its investigation of the Council's financial management systems and procedures.

BACKGROUND

On 10-13 April 2018, representatives of Moore Stephens attended the Shire office to conduct a Financial Management Review of the Shire. This review is designed to test the financial management systems of the Shire and to report on the appropriateness and effectiveness of the control environment as required by Local Government (Financial Management) Regulation 5(2)(c).

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

Section 5(2)(c) states:

- '(2) *The CEO is to –*
- (c) *undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.'*

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

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

Strategy 4.6.1:

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

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

OFFICER COMMENT

A copy of the Financial Management Review has been attached. Overall the result is very good. Responses to the adverse findings made within the report are as follows:

- The fixed asset reconciliation is only updated and reconciled at year end.

Audit Comment: To help ensure fixed assets are completely and correctly posted to the general ledger, the corresponding general ledger control accounts should be reconciled regularly to the fixed asset register. These reconciliations should be signed and dated by the preparer and should be independently reviewed.

To help ensure an efficient year end audit, the fixed asset reconciliation should be brought up to date by 30 June 2018.

Management Comment: This year has been unusual in that we have not processed many transactions which impact the asset register as at February 2018. We are waiting on revised infrastructure depreciation rates from our RAMM 2 consultant. When these are to hand, we can bring the asset register up to date, do depreciation in the Live environment and then do the reconciliation.

Further, over the past few years, our statutory responsibilities have increased markedly and it is understood the CEO will make recommendations to the Council about resourcing the increased responsibilities.

- In two instances from five asset additions selected, purchase orders were raised after supplier tax invoices were received.

Audit Comment: All authorised officers to be 'reminded' of the need to ensure purchase orders are raised with purchase value recorded prior to the time of authorising works/services or ordering goods. This will help to ensure goods / services have been appropriately ordered and authorised. It also assists budget responsibility.

Management Comment: We have sent a communication to all staff reminding them that orders are dated the day goods/services were ordered. It is good practice to fill in an order when talking to suppliers. Passing orders to the Accounts Officer early also ensures that accounts are up to date, so that there is less risk of going over budget. We have also put in place a procedure regarding sign off when there is a material variance between order value and invoice.

- We noted three instances where the depreciation rate used, was not in accordance with Shire's accounting policy.

Audit Comment: To help ensure consistency between the depreciation rates in the accounting system and the accounting policies, a review of these depreciation rates should be performed. Discrepancies should be corrected by either amending the depreciation rates in the system or amending the adopted rates in Council's Accounting Policies.

Management Comment: We are currently reviewing Remaining Useful Life (RUL) assessments of all assets with a view to ensuring depreciation is correctly reflected and matches the Shire's accounting policy.

- Four Annual returns and two primary returns contained sections which had been left blank.

Audit Comment: To help ensure compliance with Departmental Circular 18-2005 and to help ensure returns submitted are not at risk of being amended, all sections should be completed. We note it is acceptable to record N/A, Nil or No Change or to rule a clear line through a N/A section. Leaving sections blank is not recommended practice. Whilst we note the CEO or any other Shire staff are not responsible for the content of returns submitted, we note it is acceptable, and quite common, for the content to be reviewed prior to receipt being acknowledged.

Management Comment: Noted. We normally keep an eye on these, but appear to have missed some.

- Two staff required to lodge a return, had resigned from the Shire and had not been removed from the register.

Audit Comment: To help ensure the compliance with LG Act 5.88(3), as soon as is practicable after a person ceases to be a person who is required under the Act to lodge a return, the CEO is to remove from the register all returns relating to that person.

Management Comment: Noted. The relatively new staff member controlling this is now aware of that requirement.

- Whilst reviewing the adequacy of the Shire's IT general environment, we noted that the Shire does not have documented procedures relating to business continuity and recovery in the event of a disaster.

Audit Comment: To help ensure the Shire's operations are restored with minimal disruption during times of disaster, a business continuity and recovery plan should be properly documented.

Management Comment: Noted. We have informal procedures in mind; we just need to document them.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

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

That the results of the review of the appropriateness and effectiveness of the financial management systems and procedures of the Shire of Plantagenet, pursuant to Section 5(2)(c) of the Local Government (Financial Management) Regulations 1996, be noted.

CARRIED (9/0)

NO. 116/18

9.4.2 FINANCIAL STATEMENTS – MAY 2018

File Ref:	N45599
Attachment:	Financial Statements
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Alison Kendrick Senior Administration Officer - Finance
Proposed Meeting Date:	19 June 2018

PURPOSE

The purpose of this report is to present the financial position of the Shire of Plantagenet for the period ending 31 May 2018.

STATUTORY ENVIRONMENT

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

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

The Statement is to be accompanied by:

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

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr B Lang:

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

CARRIED (9/0)

NO. 117/18

9.4.3 LIST OF ACCOUNTS – MAY 2018

File Ref:	N45662
Attachment:	List of Accounts - May 2018
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Vanessa Hillman Accounts Officer
Proposed Meeting Date:	19 June 2018

PURPOSE

The purpose of this report is to present the list of payments that were made during the month of May 2018.

STATUTORY ENVIRONMENT

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

The Chief Executive Officer has delegated authority to authorise payments (20 June 2017). 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 B Lang:

That in accordance with Regulation 13 (1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority for the month ended 31 May 2018 be received and recorded in the minutes of the Council, the summary of which is as follows:

1. Electronic Payments and Direct Debits totalling \$818,214.93;
2. Municipal Cheques 46246 to 46251 and 46253 to 46267 totalling \$110,042.27;
3. Cancelled Cheque 46252; and
4. Trust Cheques 459 to 461 totalling \$40,000.00.

CARRIED (9/0)

NO. 118/18

9.4.4 POLICY REVIEW - CREDIT CARD

File Ref:	N45609
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Alison Kendrick Senior Administration Officer - Finance
Proposed Meeting Date:	19 June 2018

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 24 May 2016.

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.

The matter of credit card use was also raised by the CEO and Deputy CEO at a meeting with the Council's auditor on 30 May 2018. At the meeting, Mr Tomasi noted work done by the Auditor General with some councils regarding use of credit cards. He noted that changes in the value of credit card use or number of transactions can provide a valuable 'heads up'.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr B Lang:

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 (9/0)

NO. 119/18

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

File Ref:	N45696
Attachment:	Financial Assistance (Operating) to Incorporated Organisations Policy with amendments
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	19 June 2018

PURPOSE

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

BACKGROUND

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

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

FINANCIAL IMPLICATIONS

Council Policy CF/DG/2 forms part of the annual budget process.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

Strategy 1.3.4:

‘Actively promote and assist community groups and clubs’

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

OFFICER COMMENT

A councillor workshop was held on 22 May 2018 to consider the draft 2018/2019 Financial Assistance Grants. The following applications were supported, although they did not necessarily comply with the current policy.

Organisation Name	Summary of Request
A Smart Start Great Southern Inc	Plantagenet Children 0-4 Support
LMDC Feral Pig Eradication Group	Annual contribution administrative service fee
Mount Barker Wildflower Photo Competition	Hire Frost Park as venue for display
Plantagenet Village Homes	Strategic Plan to extend services to provide traditional HACC services within the community.
Riding for the Disabled WA Plantagenet Group Inc	Education and Travelling Costs of Coaches
Rotary Club of Mount Barker	Australia Day Breakfast and Seniors' Luncheon - Hire Frost Pavilion
YouthCARE - Mount Barker	Chaplaincy Services at Mount Barker Community College

Most of the non-compliance is due to activities not covered in categories 1, 2 or 3 of the policy. The policy is deficient in this regard as many of these applications are from organisations which have been supported for many years.

It is suggested that the scope of the policy be expanded to include activities included in the Council's Strategic Community Plan (SCP). In order to simplify the policy, Category 1 could remain, with a replacement Category 2 for Groups which undertake activities of benefit to the community that are embraced by the SCP.

The paragraph relating to each user group being responsible for operational costs should be deleted as the Council supports many groups with operational costs. Nevertheless, a clause (amended to remove reference to Category 3) remains, clarifying that applications for administration or general operational costs are likely to receive a lower priority than other applications.

The policy has been amended to reflect that recent bank statements may suffice in lieu of a current profit and loss statement. Further, the requirement for applicants to show that they are actively seeking assistance from other funding bodies has been re-worded to a request, as this does not always apply.

Apart from this, it is considered that this policy is sufficient and should be endorsed.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Cr S Etherington, seconded Cr J Moir:

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

OBJECTIVE:

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

POLICY:

1. Applications for donations to a maximum of \$200.00 may be submitted at any time throughout the year. Such applications will be referred to the Chief Executive Officer for consideration under delegated authority, for which a budget allocation not exceeding \$3,000.00 will be made.
2. The Council will deal with all other applications only as part of its annual budget process. Such applications will be prioritised based on what the

Council believes will provide the greatest overall benefit to the quality of life of the residents of the Shire of Plantagenet. Applicants will be categorised as follows in order to assist in determining priority of funding:

- a) **Category 1 - Groups which can show that they are expending resources in maintaining or overseeing Shire facilities or equipment. Grant amounts will consider savings to the Council as a result of the Group's activities; or**
 - b) **Category 2 – Groups which undertake activities of benefit to the community that are embraced by the Council's Strategic Community Plan.**
3. **Notwithstanding the categories listed above, the Council may decide to reimburse all or part of an organisation's annual rates and charges in lieu of a donation, unless restricted by Council Policy A/PA/14 – Sporting and Community Organisations using Council and Vested Land – Rateability.**
 4. **Applications from incorporated organisations or clubs must meet the following criteria to be considered:**
 - a) **The group is to be based in the Shire of Plantagenet, or benefit residents within the Shire;**
 - b) **Applications should clearly identify the Shire of Plantagenet group(s) who will benefit from the funding;**
 - c) **The group should be actively operating and meeting on a regular basis;**
 - d) **Applications must include a current profit and loss (income and expenditure) statement, or at the least, recent bank statements where a profit and loss statement is not available;**
 - e) **Applications must be made in full with supporting documentation and must be received by the due date. Incomplete applications or applications not received by the advertised deadline, will not be considered;**
 - f) **Applications must state the reason for funding and amount required. Applications for administration or general operational costs are likely to receive a lower priority than other applications;**
 - g) **Applications from groups that operate a facility with sale of alcohol are likely to receive increased scrutiny over other applications;**
 - h) **Applicants are requested to show that they are actively seeking assistance from other funding bodies. Applicants must also disclose if they are seeking grant funding from other donors for this application.**
 5. **Approved grants will not be disbursed until the organisation's GST status has been determined and proof of expenditure/purchase of approved grant has been provided, where applicable.**
 6. **The Council will determine its total financial commitment to community funding for the upcoming financial year, as part of its budget**
-

preparation, and may exclude projects on the basis that it cannot be accommodated in the budget.

7. Organisations and clubs will be notified of the result of their application immediately following the adoption of the Council's annual budget.'

be endorsed.

AMENDMENT

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

That in Point 4.f) the second sentence as follows 'Applications for administration or general operational costs are likely to receive a lower priority than other applications' be deleted.

CARRIED (9/0)

NO. 120/18

COUNCIL DECISION

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

OBJECTIVE:

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

POLICY:

1. Applications for donations to a maximum of \$200.00 may be submitted at any time throughout the year. Such applications will be referred to the Chief Executive Officer for consideration under delegated authority, for which a budget allocation not exceeding \$3,000.00 will be made.
2. The Council will deal with all other applications only as part of its annual budget process. Such applications will be prioritised based on what the Council believes will provide the greatest overall benefit to the quality of life of the residents of the Shire of Plantagenet. Applicants will be categorised as follows in order to assist in determining priority of funding:
 - a) Category 1 - Groups which can show that they are expending resources in maintaining or overseeing Shire facilities or equipment. Grant amounts will consider savings to the Council as a result of the Group's activities; or
 - b) Category 2 – Groups which undertake activities of benefit to the community that are embraced by the Council's Strategic Community Plan.
3. Notwithstanding the categories listed above, the Council may decide to reimburse all or part of an organisation's annual rates and charges in lieu of a donation, unless restricted by Council Policy A/PA/14 – Sporting and Community Organisations using Council and Vested Land – Rateability.

4. Applications from incorporated organisations or clubs must meet the following criteria to be considered:
 - a) The group is to be based in the Shire of Plantagenet, or benefit residents within the Shire;
 - b) Applications should clearly identify the Shire of Plantagenet group(s) who will benefit from the funding;
 - c) The group should be actively operating and meeting on a regular basis;
 - d) Applications must include a current profit and loss (income and expenditure) statement, or at the least, recent bank statements where a profit and loss statement is not available;
 - e) Applications must be made in full with supporting documentation and must be received by the due date. Incomplete applications or applications not received by the advertised deadline, will not be considered;
 - f) Applications must state the reason for funding and amount required;
 - g) Applications from groups that operate a facility with sale of alcohol are likely to receive increased scrutiny over other applications;
 - h) Applicants are requested to show that they are actively seeking assistance from other funding bodies. Applicants must also disclose if they are seeking grant funding from other donors for this application.
5. Approved grants will not be disbursed until the organisation's GST status has been determined and proof of expenditure/purchase of approved grant has been provided, where applicable.
6. The Council will determine its total financial commitment to community funding for the upcoming financial year, as part of its budget preparation, and may exclude projects on the basis that it cannot be accommodated in the budget.
7. Organisations and clubs will be notified of the result of their application immediately following the adoption of the Council's annual budget.'

be endorsed.

CARRIED (9/0)

NO. 121/18

9.5 EXECUTIVE SERVICES REPORTS

Nil

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

‘That the sum of \$30,000.00 be included in the 2018/19 Draft Budget to assist with the establishment of a Senior Citizen Social Centre in Mount Barker.’

PURPOSE OF REPORT

To seek financial assistance to establish a Senior Citizens Social Centre.

BACKGROUND

It is estimated there are just over 1,000 seniors (over 65 years of age) in the Shire of Plantagenet (ABS 2016 census).

Since Speedsters stopped operations, the seniors of the Shire of Plantagenet and surrounding areas have no organised inexpensive social club.

There is uncertainty as to who should provide this service as the present service providers appear to be ‘cherry picking’ the services that they are either capable of doing or give a financial return.

The Board of the Plantagenet Village Homes has indicated that it would be willing to provide this service if financial assistance was available.

PROPOSED

Initially the centre would open one day a week. Thursday appears to be the preferred day. If there is a demand later, the opening days could be expanded.

The centre would be open from 9am until 3pm with a light lunch served at noon. Tea, coffee and water would be available all day.

There would need to be a part-time paid coordinator and cook.

Approximate costs:

Coordinator 10 hours @ \$40.00 p/h for 50 weeks	\$20,000.00 p/a
Cook 5 hours @ \$30.00 p/h for 50 weeks	\$ 7,500.00 p/a
Cleaner 2 hours @ \$30.00 p/h for 50 weeks	\$ 3,000.00 p/a
Consumables \$50.00 p/w for 50 weeks	\$ 2,500.00 p/a
Contingency	\$ 5,000.00

(The CEO of the Mt Barker Co-operative advises that he would be willing to provide luncheon requirements at nil cost if this goes ahead.)

FINANCIAL IMPLICATIONS

The Shire would be required to provide, in kind, a suitable venue with kitchen facilities (approximate cost \$10,000.00) and a \$20,000.00 cash donation.

Other commercial companies in Mount Barker have indicated that between them, they would be willing to donate \$15,000.00 per annum for 3 years providing the Shire

and others contribute. Seniors participating would be expected to pay \$5 per day if they attend.

Moved Cr K Clements, seconded Cr S Etherington:

That the sum of \$30,000.00 be included in the 2018/19 Draft Budget to assist with the establishment of a Senior Citizen Social Centre in Mount Barker.

LOST (4/5)

**Crs C Pavlovich, J Oldfield, M O'Dea, B Bell
and J Moir voted against the motion**

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

12 CONFIDENTIAL

12.1 WORKS AND SERVICES REPORTS

12.1.1 WASTE CONTRACT - VARIATION TO CONTRACT

File Ref: N45703
Responsible Officer: David Lynch
Manager Works and Services
Author: Alexandra Tucker
Environmental Officer
Proposed Meeting Date: 19 June 2018

PURPOSE

The purpose of this report is to consider a variation to the Council's contract with Cleanaway Waste Management Ltd (Cleanaway) for the provision of kerbside waste and recycling collection services

MOTION TO PROCEED BEHIND CLOSED DOORS

Moved Cr K Clements, seconded Cr B Bell:

3.36pm That the meeting be closed to members of the public pursuant to Section 5.23(2)(c) relating to 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 (9/0)

NO. 122/18

MOTION TO PROCEED IN PUBLIC

Moved Cr L Handasyde, seconded Cr K Clements:

4.10pm That the meeting proceed in public.

CARRIED (9/0)

NO. 123/18

OFFICER RECOMMENDATION/COUNCIL DECISION

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

That:

1. A variation by Cleanaway Waste Management Ltd to introduce a recycling processing fee of \$30.00/tonne (ex GST) to the current contract for the provision of kerbside waste and recycling collection be approved.
2. Subject to final confirmation of CPI adjustment and provision of front lift bin services, authority be granted to the Chief Executive Officer and the Shire President to affix the Common Seal of the Council to the variation to

the contract referred to in part 1. above for the provision of kerbside recycling collection services with Cleanaway Waste Management Ltd at an estimated additional cost of \$11,849.76 (ex GST) for 2018/2019.

CARRIED (7/2)

NO. 124/18

Cr C Pavlovich and Cr K Clements voted against the motion

13 CLOSURE OF MEETING

4.10pm The Presiding Member declared the meeting closed.

CONFIRMED: CHAIRPERSON _____ DATE: ____ / ____ / ____