



# ORDINARY MINUTES

**DATE:** Tuesday, 24 May 2016

**TIME:** 3:00pm

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

**Rob Stewart**  
**CHIEF EXECUTIVE OFFICER**

Resolution numbers: 65/16 to 96/16

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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 S Etherington | Councillor  |
| Cr L Handasyde   | Councillor  |
| Cr J Moir        | Councillor  |
| Cr M O'Dea       | Councillor (Left the Chamber at 4:40pm, returned at 4:43pm) |
| Cr J Oldfield    | Councillor  |
| Cr C Pavlovich   | Councillor (Left the Chamber at 4:57pm, returned at 5:06pm) |

In Attendance:

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

Apologies:Members of the Public Present:

There were no members of the public present

Previously Approved Leave of Absence:

Cr J Hamblin – 1 April to 31 May 2016

Emergency Evacuation Procedures/Disclaimer:

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

Mr Stewart then read aloud the following disclaimer:

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

The Shire of Plantagenet disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, or statement of intimation occurring during Council /

Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

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

### **3 PUBLIC QUESTION TIME**

#### **3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

#### **3.2 PUBLIC QUESTION TIME - SECTION 5.24 LOCAL GOVERNMENT ACT 1995**

Nil

### **4 PETITIONS / DEPUTATIONS / PRESENTATIONS**

Nil

### **5 DISCLOSURE OF INTEREST**

Part 5 Division 6 Local Government Act 1995

Cr J Moir

Item: 9.4.8  
Type: Financial/Indirect Financial Interest (Section 5.60 (A) and 5.61 LGA),  
Nature: Employee of Elders, Cattle Farmer  
Extent:

Cr C Pavlovich

Item: 9.5.1  
Type: Code of Conduct Disclosure (S5.103 LGA/Reg 34C Local Government Administration Regulations) Perceived Interests (Clause 2.3 Code of Conduct)  
Nature: Former member of Mt Barker Football Club  
Extent: Not required

Item: 9.3.3  
Type: Code of Conduct Disclosure (S5.103 LGA/Reg 34C Local Government Administration Regulations) Perceived Interests (Clause 2.3 Code of Conduct)  
Nature: Access to farms restricted  
Extent: Not required.

Item: 11.2  
Type: Financial/Indirect Financial Interest (Section 5.60 (A) and 5.61 LGA)  
Nature: Employer may be submitting earth works tender.  
Extent: Financial

## 6 APPLICATIONS FOR LEAVE OF ABSENCE

Section 5.25 Local Government Act 1995

Cr Pavlovich has requested leave of absence from 10 June 2016 to 21 June 2016 inclusive and 12 July 2016 to 26 July 2016 inclusive.

**Moved Cr B Bell, seconded Cr J Oldfield:**

**That Cr C Pavlovich be granted leave of absence from 10 June 2016 to 21 June 2016 inclusive and from 12 July 2016 to 26 July 2016 inclusive.**

**CARRIED (8/0)**

**NO. 65/16**

Cr Handasyde has requested leave of absence from 5 July 2016 to 12 July 2016 inclusive.

**Moved Cr C Pavlovich, seconded Cr B Bell:**

**That Cr L Handasyde be granted leave of absence from 5 July 2016 to 12 July 2016 inclusive.**

**CARRIED (8/0)**

**NO. 66/16**

## 7 CONFIRMATION OF MINUTES

**Moved Cr B Bell, seconded Cr J Oldfield:**

**That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 26 April 2016 as circulated, be taken as read and adopted as a correct record.**

**CARRIED (8/0)**

**NO. 67/16**

**8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT  
DISCUSSION**

The Shire President distributed notes separately.

## **9 REPORTS OF COMMITTEES AND OFFICERS**

### **9.1 DEVELOPMENT SERVICES REPORTS**

Nil

## 9.2 WORKS AND SERVICES REPORTS

### 9.2.1 GRADER RIPPER MOUNTED RUBBER TYRED ROLLER

**File Ref:** N37650  
**Responsible Officer:** Rob Stewart  
Chief Executive Officer  
**Author:** Dominic Le Cerf  
Manager Works and Services  
**Proposed Meeting Date:** 24 May 2016

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#### **PURPOSE**

The purpose of this report is to recommend that the funds for a new ripper mounted rubber tyred roller be included in the 2016/17 budget.

#### **BACKGROUND**

In March 2011 the Council purchased a ripper mounted rubber tyred roller to aid winter grading practices and improve gravel road compaction needs.

The possible purchase of a second roller has been discussed with both the Heavy Plant Review Committee and the Council. These discussions were based on the successful performance of the Shire's existing ripper mounted rubber tyred roller. The roller has performed as expected and has also contributed to significant savings in maintenance grading expenditure.

The Heavy Plant Review Committee discussed the possible purchase of a second roller at its meeting held on Tuesday 10 May 2016.

#### **STATUTORY ENVIRONMENT**

There are no statutory implications for this report.

#### **FINANCIAL IMPLICATIONS**

The purchase of a rubber tyred roller is not in the 2016/17 Plant Replacement Program. The purchase of an additional ripper mounted rubber tyred roller would cost approximately \$50,000.00 (ex GST). A potential discount may be available if purchased early in the financial year.

#### **POLICY IMPLICATIONS**

Council Policy No. I/PM/1 Plant – General, stipulates changeover criteria for heavy plant.

Council Policy No. F/FM/7 – Purchasing and Tender Guide provides that quotation procedures are not required when the purchase is under a contract through the Council purchasing service of the Western Australian Local Government Association.

#### **STRATEGIC IMPLICATIONS**

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 2.6 (Assets and infrastructure managed over the long term to meet current and future needs) the following strategy:

**Strategy 2.6.1:**

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

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

**OFFICER COMMENT**

The Council's existing ripper mounted rubber tyred roller can be used by a single operator and is the only grader-mounted roller with an independent walking system that allows the compactor tyres to follow the contour of the road. This system maintains constant tyre pressure on the road and leaves a uniform surface. The roller is highly mobile and its use is straight forward.

It is recommended that the purchase of a ripper mounted rubber tyred roller be included in the Council's 2016/17 draft budget.

The Heavy Plant Review Committee at its meeting of 10 May 2016 recommended that the second roller be purchased early in the financial year, if funded.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That an amount of \$50,000.00 for the purchase of a ripper mounted rubber tyred roller be recommended for inclusion in the 2016/17 budget.

**ALTERNATIVE RECOMMENDATION/COUNCIL DECISION**

**Moved Cr C Pavlovich, seconded Cr J Moir:**

**That an amount of \$45,000.00 for the purchase of a ripper mounted rubber tyred roller be recommended for inclusion in the 2016/17 budget.**

**CARRIED (8/0)**

**NO. 68/16**

**Reason for Change**

Councillors believed that the amount of \$45,000.00 was sufficient.

## 9.2.2 HEAVY PLANT REPLACEMENT PROGRAM - REVIEW

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|                               |  |
|-------------------------------|--|
| <b>File Ref:</b>              | <b>N37647</b>  |
| <b>Attachment:</b>            | <a href="#"><u>12 Year Heavy Plant Replacement Program</u></a> |
| <b>Responsible Officer:</b>   | <b>Rob Stewart</b><br><b>Chief Executive Officer</b>           |
| <b>Author:</b>                | <b>Dominic Le Cerf</b><br><b>Manager Works and Services</b>    |
| <b>Proposed Meeting Date:</b> | <b>24 May 2016</b>   |

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### **PURPOSE**

The purpose of this report is to seek endorsement for amendments to the Council's Heavy Plant Replacement Program.

### **BACKGROUND**

At its meeting held on 15 March 2016, the Heavy Plant Review Committee resolved:

*'That the intention of the CEO to:*

- 1. Investigate hook lift truck options (rigid or semi) including cost and suitability;*
- 2. Investigate the number and use of 8 tonne trucks in the Council's fleet with the potential to reduce the number from three to two;*
- 3. Adjust the Council's plant inventory to three prime movers and three side tippers or two semis and two side tippers (currently one prime mover and back tipper) or similar;*
- 4. Improve both efficiency and effectiveness of the Shire's heavy plant inventory by ensuring plant is fit for purpose and versatile including potential for operational changes; and*
- 5. Advise the Heavy Plant Committee by the end of May 2016.*

*be noted.'*

A report investigating the Shire of Plantagenet's heavy fleet was presented to the Heavy Plant Review Committee at its meeting held on 10 May 2016.

### **STATUTORY ENVIRONMENT**

There are no statutory implications for this report.

### **EXTERNAL CONSULTATION**

Consultation has occurred with Shire works staff and supervisors, Albany City Motors, UD Trucks, West-Trans Equipment, Vaclift and Evertrans.

## FINANCIAL IMPLICATIONS

The heavy plant items currently listed in the draft 2016/2017 budget are as follows:

| Vehicle                                 | Plant | Price            | Trade            | Net              |
|---|-------|------------------|------------------|------------------|
| Hino Truck                              | T6    | \$230,000        | \$40,000         | \$190,000        |
| Isuzu 6x4 Truck                         | T31   | \$120,000        | \$15,000         | \$105,000        |
| Kenworth DAF Truck                      | T32   | \$192,500        | \$45,000         | \$147,500        |
| Tip Truck - 4 Tonne - Parks and Gardens |       | \$68,000         | \$13,000         | \$55,000         |
| <b>TOTAL</b>                            |       | <b>\$610,500</b> | <b>\$113,000</b> | <b>\$497,500</b> |

The proposals within this report result in an increased net expenditure in the draft 2016/2017 budget of \$602,000.00 up from \$497,500.00. Assuming these proposals are adopted, together with the purchase of a new tip truck for Parks and Gardens (above) and a ripper mounted rubber tyred roller, the projected end of year (2016/2017) balance of the Plant Replacement Reserve would be \$556,980.00. Therefore there are sufficient funds available for the proposals.

## POLICY IMPLICATIONS

Policy I/P/M/1 – Plant – General applies.

## STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 2.6 (Assets and infrastructure managed over the long term to meet current and future needs) the following strategy:

Strategy 2.6.1:

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

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

## OFFICER COMMENT

The Shire operates a fleet of trucks that, together with its inventory of heavy plant, enables maintenance and construction tasks to be completed as part of the annual works program. These trucks are essential for moving people, materials, plant/equipment and tools to work sites.

In order to determine whether this fleet is productive and achieving the desired levels of service, the following is a review of the heavy truck fleet:

- T2 - Isuzu medium end tipper (8 tonnes);
- T3 - Hino medium end tipper (8 tonnes);
- T6 - Hino prime mover;
- T25 - Mack hook lift;
- T31 - Isuzu 4x2 end/side tipper; and
- T32 - Kenworth DAF 4x2 end/side tipper.

The use of each of the listed trucks has been discussed with Shire mechanics, truck operators and supervisors. Items discussed included whether the vehicle was fit for

purpose, its productivity, size, multiple/flexible use, service needs, past experience and innovation. The results of these discussions are itemised below.

1. It is recommended that the lifting equipment be removed from T25 (hook lift) and installed on a new 8x4 twin steer cab chassis and dispose of the existing Mack truck. This would result in a truck which could be used for freighting multiple items such as floating plant, carrying rubbish skip bins, water, sand, gravel and drainage materials. Lift up trays would need to be made to cater for these uses.
2. If Item 1 above is implemented, then T2 would be surplus to requirements and therefore can be disposed of.
3. It is proposed to retain T3 as this truck can still carry small loads and provide versatility in hard to access sites.
4. It is also proposed to retain two six-wheeler and pig trailer configurations for road works instead of purchasing two new prime movers. This is based on the fact that the six wheelers are not much slower at side tipping than a semi-trailer and that six wheelers with a trailer are easier to turn on the job than a semi-trailer.

These trucks are currently end and side tip which allows flexibility in reaching objectives. T32 should be kept until the 2017/2018 year when replacement would be required, with T31 being replaced as scheduled in the 2016/2017 budget.

5. Prime mover T6 can be replaced with a new prime mover and a good second-hand side tipping trailer. The existing end tipping trailer would also be retained for bulk end tipping works.

The following is a broad breakdown of the associated net costs to implement the changes suggested above.

| Task  | Expenditure  | Income      |
|---|--------------|-------------|
| Remove and upgrade lifting equipment from T25 Mack hook lift truck  | \$12,000.00  |             |
| Install lifting gear on a new 8x4 twin steer cab chassis  | \$195,000.00 |             |
| Manufacture two additional trays (float / materials bin)  | \$43,000.00  |             |
| Dispose of existing T25 Mack hook lift truck  |              | \$12,000.00 |
| Dispose of T2 Isuzu truck   |              | \$45,000.00 |
| Retain T3 (4x2) Hino truck and replace in 2017/2018 plant replacement program   | Neutral      |             |
| Replace T31 Isuzu 6x2 end / side tipper (in line with plant replacement program) with a 6x4 side tipper only truck          | \$224,000.00 | \$45,000.00 |
| Retain T32 Kenworth DAF 6x2 end / side tipper to trade replace in 2017/18 year (push back one year on replacement program). | Neutral      |             |

|   |                     |                     |
|---|---------------------|---------------------|
| Replace T6 Hino prime mover with a new prime mover but retain the end tipping trailer | \$190,000.00        | \$45,000.00         |
| Purchase a second hand side tipping trailer   | \$85,000.00         |                     |
| <b>TOTAL</b>  | <b>\$749,000.00</b> | <b>\$147,000.00</b> |

It is expected that if adopted the above changes will enhance productivity. Therefore it is recommended that the heavy truck review recommendations be endorsed by the Council.

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER RECOMMENDATION/COUNCIL DECISION**

**Moved Cr L Handasyde, seconded Cr J Oldfield:**

**That the amended 12 Year Heavy Plant Replacement program as attached be endorsed.**

**CARRIED (8/0)**

**NO. 69/16**

### 9.3 COMMUNITY SERVICES REPORTS

#### 9.3.1 BUSH FIRE CONTROL OFFICERS POSITIONS - APPOINTMENTS FOR 2016/2017

**File Ref:** N34266  
**Responsible Officer:** Fiona Saurin  
Manager Community Services  
**Author:** Joanne Weekes  
Community Emergency Services Manager  
**Proposed Meeting Date:** 24 May 2016

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### PURPOSE

The purpose of this report is to recommend the appointment of the Shire of Plantagenet Bush Fire Control Officers, executive Bush Fire Service Roles and Bush Fire Advisory Committee and Proxies for 2016/2017.

### BACKGROUND

The Shire of Plantagenet appoints delegates to a number of positions on an annual basis in accordance with the Bush Fires Act 1954 and the Shire of Plantagenet Bush Fire Management and Response Plan.

At its meeting held on 4 May 2016, the Shire of Plantagenet Bush Fire Advisory Committee (BFAC) endorsed the nominations for the appointment of the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officers, Chief Fire Weather Reporting Officer, Deputy Chief Fire Weather Reporting Officer, Base Radio Operator, Deputy Base Radio Operators, Bush Fire Control Officers and the BFAC Delegates and Proxies of each Bush Fire Brigade for 2016/2017.

### STATUTORY ENVIRONMENT

Bush Fires Act 1954 – Section 38 details the appointment and duties of Bush Fire Control Officers, Dual Bush Fire Control Officers, Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, Chief Fire Weather Reporting Officer and Deputy Chief Fire Weather Reporting Officer.

The role of the Base Radio Operator is defined in the Shire of Plantagenet Bush Fire Management Plan.

Shire of Plantagenet Bush Fire Brigades Local Law 2008.

### EXTERNAL CONSULTATION

The BFAC has made the recommendations detailed in this report.

### FINANCIAL IMPLICATIONS

There are no financial implications for this report.

## POLICY IMPLICATIONS

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

## STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 1.9 (A safe Plantagenet) the following Strategy:

Strategy 1.9.2:

*'Support the community in emergency and fire management planning, preparedness, response and recovery'*

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

## OFFICER COMMENT

Nominations for the appointment of Bush Fire Control Officers for the Shire of Plantagenet for 2016/2017 are as follows:

| <b>Shire of Plantagenet<br/>Bush Fire Brigade</b> | <b>Bush Fire Control Officer<br/>Nominee</b>  |
|---|---|
| Denbarker   | Neville Lindberg<br>Warren Drage<br>Norm Handasyde<br>John Rodgers  |
| Forest Hill                                       | Len Handasyde<br>Jason Scherell<br>Brad Lynch<br>Craig Moore<br>Murray McLean   |
| Kendenup  | Brian Appleby<br>David Burcham<br>Phillip Webb<br>Rod Stan-Bishop<br>Stephen Beech<br>Ken Frost<br>Ray Shepard<br>Nigel Craig |
| Middle Ward                                       | Colin Taylor<br>Iain Mackie<br>Kim Stothard<br>Kevin Forbes AM<br>Paul Spinks   |
| Narpyn  | Mark Wallace<br>Wes Sounness<br>Stephen Morrow<br>Michael Cave  |
| Narrikup  | Graeme Frusher<br>Warren Forbes<br>Chris Norton   |

|   |                     |
|---|---------------------|
|   | Paul Billeskov      |
|   | John Pugh           |
| Perillup  | Robin Ditchburn     |
|   | Syd Anning          |
|   | Dean Trotter        |
|   | Stuart Irwin        |
|   | John Russell        |
| Porongurup  | Grant Cooper        |
|   | Warren Thomas       |
|   | Brad Cluett         |
|   | Ray Williams        |
|   | Murray Wills        |
| Rocky Gully   | Andy Simmons        |
|   | Ian Higgins         |
|   | Jim Baily           |
| South Porongurup                                      | Richard Stan-Bishop |
|   | Wayne Mathews       |
|   | Bryce Skinner       |
| Woogenellup   | Mark Adams          |
|   | Craig Nelson        |
| Kojaneerup (Dual FCO)                                 | Graeme Pyle         |
|   | Luke Bennett        |
| South Stirlings (Dual FCO)                            | Steve Player        |
|   | Kevin Forbes AM     |
| Shire of Plantagenet                                  | Jason Rutter        |
|   | Joanne Weekes       |
|   | Andrew Buchanan     |
|   | Jamie Rutter        |
| Mount Barker Volunteer Fire and Rescue Service (VFRS) |                     |

The BFAC has nominated the following to the Designated Positions for 2016/2017:

| Designated Position                         | Officer         |
|---|-----------------|
| Chief Bush Fire Control Officer             | Kevin Forbes AM |
| Deputy Chief Bush Fire Control Officer No.1 | Norm Handasyde  |
| Deputy Chief Bush Fire Control Officer 2.   | John Russell    |
| Base Radio Operator                         | Roger Randall   |
| Deputy Base Radio Operators                 | Brian Appleby   |
|   | Ron Caudwell    |
| Chief Fire Weather Reporting Officer        | Norm Handasyde  |
| Deputy Fire Weather Reporting Officer       | Mark Wallace    |

The BFAC has nominated the following BFAC Delegates and Proxies for 2016/2017:

| BRIGADE                         | DELEGATE        | PROXY                        |
|---------------------------------|-----------------|------------------------------|
| Denbarker                       | Norm Handasyde  | Geoff Mather                 |
| Forest Hill                     | Jason Scherell  | Brad Lynch                   |
| Kendenup                        | Brian Appleby   | Ian Kelly                    |
| Middle Ward                     | Ian Mackie      | Kim Stothard/Paddy Henderson |
| Narpyn                          | Robert Wright   | Kevin Purnell                |
| Narrikup                        | Graeme Frusher  | Warren Forbes                |
| Perillup                        | Dean Trotter    | Stuart Irwin                 |
| Porongurup                      | Paul Adams      | John Russell                 |
| Rocky Gully                     | Murray Wills    | Andy Simmons                 |
| South Porongurup                | Jim Baily       | Wayne Matthews               |
| Woogenellup                     | Mark Adams      | Nathan Hunt                  |
| South Stirlings                 | Graeme Pyle     | Luke Bennett                 |
| Chief Bush Fire Control Officer | Kevin Forbes AM | John Russell                 |
| Chief Fire Weather Officer      | Norm Handasyde  | Mark Wallace                 |
| Base Radio Officer              | Roger Randall   | Ron Caudwell                 |
| Mt Barker VFRS                  | Wes Beck        |                              |

## VOTING REQUIREMENTS

Simple Majority

## OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr B Bell:

That:

1. All previous appointments for the positions of Bush Fire Control Officers and designated Bush Fire Service positions for the Shire of Plantagenet be cancelled as from 30 June 2016.
2. The following be appointed as Bush Fire Control Officers within the designated Bush Fire Brigade areas for 2016/2017, taking effect from 1 July 2016:

| Shire of Plantagenet<br>Bush Fire Brigade | Bush Fire Control Officer<br>Nominee |
|---|--------------------------------------|
| Denbarker                                 | Neville Lindberg                     |
|   | Warren Drage                         |
|   | Norm Handasyde                       |
|   | John Rodgers                         |
| Forest Hill                               | Len Handasyde                        |
|   | Jason Scherell                       |
|   | Brad Lynch                           |
|   | Craig Moore                          |
|   | Murray McLean                        |

|   |                            |
|---|----------------------------|
| <b>Kendenup</b>                               | <b>Brian Appleby</b>       |
|   | <b>David Burcham</b>       |
|   | <b>Phillip Webb</b>        |
|   | <b>Rod Stan-Bishop</b>     |
|   | <b>Stephen Beech</b>       |
|   | <b>Ken Frost</b>           |
|   | <b>Ray Shepard</b>         |
|   | <b>Nigel Craig</b>         |
| <b>Middle Ward</b>                            | <b>Colin Taylor</b>        |
|   | <b>Iain Mackie</b>         |
|   | <b>Kim Stothard</b>        |
|   | <b>Kevin Forbes AM</b>     |
|   | <b>Paul Spinks</b>         |
| <b>Narpyn</b>                                 | <b>Mark Wallace</b>        |
|   | <b>Wes Sounness</b>        |
|   | <b>Stephen Morrow</b>      |
|   | <b>Michael Cave</b>        |
| <b>Narrikup</b>                               | <b>Graeme Frusher</b>      |
|   | <b>Warren Forbes</b>       |
|   | <b>Chris Norton</b>        |
|   | <b>Paul Billeskov</b>      |
|   | <b>John Pugh</b>           |
| <b>Perillup</b>                               | <b>Robin Ditchburn</b>     |
|   | <b>Syd Anning</b>          |
|   | <b>Dean Trotter</b>        |
|   | <b>Stuart Irwin</b>        |
| <b>Porongurup</b>                             | <b>John Russell</b>        |
|   | <b>Grant Cooper</b>        |
|   | <b>Warren Thomas</b>       |
|   | <b>Brad Cluett</b>         |
|   | <b>Ray Williams</b>        |
| <b>Rocky Gully</b>                            | <b>Murray Wills</b>        |
|   | <b>Andy Simmons</b>        |
|   | <b>Ian Higgins</b>         |
| <b>South Porongurup</b>                       | <b>Jim Baily</b>           |
|   | <b>Richard Stan-Bishop</b> |
|   | <b>Wayne Mathews</b>       |
| <b>Woogenellup</b>                            | <b>Bryce Skinner</b>       |
|   | <b>Mark Adams</b>          |
| <b>Kojaneerup (Dual FCO)</b>                  | <b>Craig Nelson</b>        |
| <b>South Stirlings (Dual FCO)</b>             | <b>Graeme Pyle</b>         |
|   | <b>Luke Bennett</b>        |
| <b>Shire of Plantagenet</b>                   | <b>Steve Player</b>        |
|   | <b>Kevin Forbes AM</b>     |
|   | <b>Jason Rutter</b>        |
|   | <b>Joanne Weekes</b>       |
| <b>Mount Barker Volunteer Fire and Rescue</b> | <b>Andrew Buchanan</b>     |
|   | <b>Jamie Rutter</b>        |

3. The following be appointed as Designated Bush Fire Service Positions for 2016/2017, taking effect 1 July 2016:

| Designated Position                         | Officer                       |
|---|-------------------------------|
| Chief Bush Fire Control Officer             | Kevin Forbes AM               |
| Deputy Chief Bush Fire Control Officer No.1 | Norm Handasyde                |
| Deputy Chief Bush Fire Control Officer 2.   | John Russell                  |
| Base Radio Operator                         | Roger Randall                 |
| Deputy Base Radio Operators                 | Brian Appleby<br>Ron Caudwell |
| Chief Fire Weather Reporting Officer        | Norm Handasyde                |
| Deputy Fire Weather Reporting Officer       | Mark Wallace                  |

4. The following be appointed as Bush Fire Advisory Committee Delegates and Deputies 2016/2017, taking effect from 1 July 2016:

| BRIGADE                         | DELEGATE        | DEPUTY                       |
|---------------------------------|-----------------|------------------------------|
| Denbarker                       | Norm Handasyde  | Geoff Mather                 |
| Forest Hill                     | Jason Scherell  | Brad Lynch                   |
| Kendenup                        | Brian Appleby   | Ian Kelly                    |
| Middle Ward                     | Ian Mackie      | Kim Stothard/Paddy Henderson |
| Narpyn                          | Robert Wright   | Kevin Purnell                |
| Narrikup                        | Graeme Frusher  | Warren Forbes                |
| Perillup                        | Dean Trotter    | Stuart Irwin                 |
| Porongurup                      | Paul Adams      | John Russell                 |
| Rocky Gully                     | Murray Wills    | Andy Simmons                 |
| South Porongurup                | Jim Baily       | Wayne Matthews               |
| Woogenellup                     | Mark Adams      | Nathan Hunt                  |
| South Stirlings                 | Graeme Pyle     | Luke Bennett                 |
| Chief Bush Fire Control Officer | Kevin Forbes AM | John Russell                 |
| Chief Fire Weather Officer      | Norm Handasyde  | Mark Wallace                 |
| Base Radio Officer              | Roger Randall   | Ron Caudwell                 |
| Mt Barker VFRS                  | Wes Beck        |                              |

CARRIED (8/0)

NO. 70/16

**9.3.2 POLICY REVIEW - BUSHFIRE - PERMITS TO BURN**

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|                               |   |
|-------------------------------|---|
| <b>File Ref:</b>              | <b>N11217</b>   |
| <b>Attachments:</b>           | <a href="#"><u>Amended Policy RS/FP/3</u></a>                       |
| <b>Responsible Officer:</b>   | <b>Fiona Saurin</b><br><b>Manager Community Services</b>            |
| <b>Author:</b>                | <b>Joanne Weekes</b><br><b>Community Emergency Services Manager</b> |
| <b>Proposed Meeting Date:</b> | <b>24 May 2016</b>  |

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**PURPOSE**

The purpose of this report is to review Council Policy RS/FP/3 – Bushfire – Permits to Burn.

**BACKGROUND**

The Council Policy RS/FP/3 – Bushfire – Permits to Burn was previously reviewed at the Council meeting held 23 June 2009.

**STATUTORY ENVIRONMENT**

Pursuant to Bush Fires Act 1954, section 23(2)(a) an owner/occupier may burn bush under certain conditions.

**EXTERNAL CONSULTATION**

The policy has been reviewed by the Chief Bush Fire Control Officer, Deputy Bush Fire Control Officer and the Chair of the Bush Fire Advisory Committee.

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

Strategy 1.9.2:

*'Support the community in emergency and fire management planning, preparedness, response and recovery.'*

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

**OFFICER COMMENT**

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

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr J Oldfield, seconded Cr J Moir:

That amended Council Policy RS/FP/3 – Bushfire – Permits to Burn as follows:

**'OBJECTIVE:**

To direct Bush Fire Control Officers about conditions to be applied to Permits to Burn during Prohibited Burning Times.

**POLICY:**

1. The Council will, pursuant to the Bush Fires Act 1954, Bush Fires Regulations 15A, which authorises a local government to issue directions to a bush fire control officer as to the manner in which or the conditions under which permits to burn shall be issued by that officer, direct that:
  - a. Protective burning around buildings as prescribed in Section 23 of the Bush Fires Act be permitted throughout the Prohibited Burning Time during the hours of 6.00pm – 12.00am, upon receipt of a permit to burn.
  - b. Permits to burn for Sunday shall not be issued during the Prohibited Burning Times.
  - c. Permits to burn shall not be issued for Christmas Day or Good Friday.
  - d. Permits to burn bush on land growing subterranean clover for the purpose of harvesting subterranean clover shall not be issued during the Prohibited Burning Times except by the Chief Bush Fire Control Officer, the Fire Weather Officer, the Deputy Fire Weather Officer or the Chief Executive Officer.
  - e. Permits issued by clover burning officers during the Prohibited Burning Times to burn on land growing subterranean clover pursuant to Sections 24 and 24A of the Bush Fires Act 1954 shall not be for areas exceeding 75 hectares.'

be endorsed.

**CARRIED (8/0)**

**NO. 71/16**

### 9.3.3 POLICY REVIEW - BUSHFIRE GUIDELINES - VEHICLE MOVEMENT BANS

Cr C Pavlovich

Type: Code of Conduct Disclosure (S5.103 LGA/Reg 34C Local Government Administration Regulations) Perceived Interests (Clause 2.3 Code of Conduct)  
Nature: Access to farms restricted  
Extent: Not required.

**File Ref:** **N20085**

**Attachments:** [Amended Policy RS/FP/2](#)

**Responsible Officer:** **Fiona Saurin**  
**Manager Community Services**

**Author:** **Joanne Weekes**  
**Community Emergency Services Manager**

**Proposed Meeting Date:** **24 May 2016**

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#### **PURPOSE**

The purpose of this report is to review Council Policy RS/FP/2 – Bushfire Guidelines – Vehicle Movement Bans.

#### **BACKGROUND**

Council Policy RS/FP/2 – Bushfire Guidelines – Vehicle Movement Bans was reviewed at the Council Meeting held 18 October 2011.

#### **STATUTORY ENVIRONMENT**

Pursuant to Bush Fire Regulations 1954 (38A) power to prohibit vehicle use in restricted or prohibited burning times.

#### **EXTERNAL CONSULTATION**

The policy has been reviewed by the Chief Bushfire Control Officer, Deputy Chief Bush Fire Control Officer and the Chair of the Bush Fire Advisory Committee.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications for this report.

#### **POLICY IMPLICATIONS**

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

#### **STRATEGIC IMPLICATIONS**

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 1.9 ( A Safe Plantagenet) the following Strategy:

Strategy 1.9.2:

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*'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**

Amendments to the policy have been made for policy format consistency and ease of interpretation.

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER RECOMMENDATION**

**Moved Cr J Moir, seconded Cr L Handasyde:**

**That amended Council Policy RS/FP/2 – Bushfire Guidelines – Vehicle Movement Bans as follows:**

#### **‘OBJECTIVE:**

**The objective of this Policy is to determine the conditions under which certain activities that may occur during a Harvest Ban and/or Vehicle Movement Operation of Combustion Engine Ban.**

#### **POLICY DEFINITIONS**

**‘Constructed Gazetted Road’ means a trafficable surface, free of all inflammable material including overhanging vegetation to a minimum of four metres wide.**

**‘Registered On and Off Loading area’ means an area free of inflammable material, except live standing trees to a radius of 50 metres from the centre of the area.**

**‘Mobile Fire Fighting Unit’ means having a water carrying capacity of 400 litres, fitted with a minimum of 20 metres of 19 millimetre diameter fire fighting hose and pump capable of delivering water to full capacity through an adjustable nozzle in the spray and jet configurations.**

**‘Harvest Ban’ means any operation of machinery involved in harvesting seed crops/timber and/or other produce must come to a complete stop in paddocks when a ban is in place.**

**‘Vehicle Movement/Operation of Combustion Engines Ban’ means no vehicles to be driven unless on a constructed gazetted road and/or front entrance of property residences when the ban is in place and no combustion engines to be operated.**

#### **POLICY:**

1. Under the Bush Fires Regulations 1954 (38A) the following regulated activities may take place when a Harvest Ban and/or Vehicle Movement/Operation of Combustion Engines Ban is in place:
  - a. Loading and offloading of grain, fertiliser and feed is only permitted on sites which are approved and registered by the Council on an annual basis and which comply with the definition of a Registered On and Off Loading area. A mobile fire fighting unit shall be in attendance at all times the site is in use during the ban period.
  - b. Water carting for stock and domestic purposes, provided a mobile fire fighting unit accompanies the vehicle being used for water carting purposes, or alternatively, the water carting vehicle acts as the mobile fighting unit and meets the requirements as detailed in the definition of a mobile fire fighting unit (including the retention of 400 litres at all times).
  - c. All necessary travel to, from and within piggeries (both intensive and extensive), sheep or cattle feed lots, provided this is undertaken in or is accompanied by a mobile fire fighting unit.
  - d. All carting of livestock necessary for animal welfare, provided that a mobile fire fighting unit accompanies such a vehicle.
  - e. All activities attending to the immediate welfare of animals provided that a mobile fire fighting unit accompanies such a vehicle.
  - f. Activities which have received specific exemptions from the Shire of Plantagenet or the Chief Bush Fire Control Officer.
  - g. All other activities or operations may only be undertaken during Harvest Bans and/or Vehicle Movement/Operation of Combustion Engines Bans after approval has been granted by the Council. Approvals must be sought on an individual basis and if granted, may be subject to conditions.
  - h. Once the Fire Danger Index reaches 50 or above, all regulated activities must cease excluding those for the immediate welfare of stock, provided that a mobile fire fighting unit accompanies such a vehicle.'

be endorsed.

**AMENDMENT**

Moved Cr B Bell, seconded Cr S Etherington:

That:

1. Under the heading 'POLICY DEFINITIONS' the words "Constructed Gazetted Road' means a trafficable surface, free of all inflammable material including overhanging vegetation to a minimum of four metres wide" be deleted; and
2. In part 1c of the motion, the words and punctuation '(both intensive and extensive)' be deleted.

**CARRIED (8/0)**

**NO. 72/16**

**COUNCIL DECISION**

That amended Council Policy RS/FP/2 – Bushfire Guidelines – Vehicle Movement Bans as follows:

**'OBJECTIVE:**

The objective of this Policy is to determine the conditions under which certain activities that may occur during a Harvest Ban and/or Vehicle Movement Operation of Combustion Engine Ban.

**POLICY DEFINITIONS**

'Registered On and Off Loading area' means an area free of inflammable material, except live standing trees to a radius of 50 metres from the centre of the area.

'Mobile Fire Fighting Unit' means having a water carrying capacity of 400 litres, fitted with a minimum of 20 metres of 19 millimetre diameter fire fighting hose and pump capable of delivering water to full capacity through an adjustable nozzle in the spray and jet configurations.

'Harvest Ban' means any operation of machinery involved in harvesting seed crops/timber and/or other produce must come to a complete stop in paddocks when a ban is in place.

'Vehicle Movement/Operation of Combustion Engines Ban' means no vehicles to be driven unless on a constructed gazetted road and/or front entrance of property residences when the ban is in place and no combustion engines to be operated.

**POLICY:**

1. Under the Bush Fires Regulations 1954 (38A) the following regulated activities may take place when a Harvest Ban and/or Vehicle Movement/Operation of Combustion Engines Ban is in place:
  - a. Loading and offloading of grain, fertiliser and feed is only permitted on sites which are approved and registered by the Council on an annual basis and which comply with the definition of a Registered On and Off Loading area. A mobile fire fighting unit shall be in attendance at all times the site is in use during the ban period.

- b. Water carting for stock and domestic purposes, provided a mobile fire fighting unit accompanies the vehicle being used for water carting purposes, or alternatively, the water carting vehicle acts as the mobile fighting unit and meets the requirements as detailed in the definition of a mobile fire fighting unit (including the retention of 400 litres at all times).
- c. All necessary travel to, from and within piggeries, sheep or cattle feed lots, provided this is undertaken in or is accompanied by a mobile fire fighting unit.
- d. All carting of livestock necessary for animal welfare, provided that a mobile fire fighting unit accompanies such a vehicle.
- e. All activities attending to the immediate welfare of animals provided that a mobile fire fighting unit accompanies such a vehicle.
- f. Activities which have received specific exemptions from the Shire of Plantagenet or the Chief Bush Fire Control Officer.
- g. All other activities or operations may only be undertaken during Harvest Bans and/or Vehicle Movement/Operation of Combustion Engines Bans after approval has been granted by the Council. Approvals must be sought on an individual basis and if granted, may be subject to conditions.
- h. Once the Fire Danger Index reaches 50 or above, all regulated activities must cease excluding those for the immediate welfare of stock, provided that a mobile fire fighting unit accompanies such a vehicle.'

be endorsed.

CARRIED (8/0)

NO. 73/16

**9.3.4 POLICY REVIEW - ROAD VERGE BURNING**

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|                               |   |
|-------------------------------|---|
| <b>File Ref:</b>              | <b>N20086</b>   |
| <b>Attachments:</b>           | <a href="#"><u>Amended Policy I/R/15</u></a>                        |
| <b>Responsible Officer:</b>   | <b>Fiona Saurin</b><br><b>Manager Community Services</b>            |
| <b>Author:</b>                | <b>Joanne Weekes</b><br><b>Community Emergency Services Manager</b> |
| <b>Proposed Meeting Date:</b> | <b>24 May 2016</b>  |

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**PURPOSE**

The purpose of this report is to review Council Policy I/R/15 – Road Verge Burning.

**BACKGROUND**

Council Policy I/R/15 – Road Verge Burning was previously reviewed at the Council Meeting held 18 October 2011.

**STATUTORY ENVIRONMENT**

There are no statutory implications for this report.

**EXTERNAL CONSULTATION**

The policy has been reviewed by the Chief Bush Fire Control Officer, Deputy Bush Fire Control Officer and the Chair of the Bush Fire Advisory Committee.

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

Strategy 1.9.2:

*'Support the community in emergency and fire management planning, preparedness, response and recovery.'*

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

**OFFICER COMMENT**

Amendments to the policy have been made for ease of interpretation and consistency in policy format.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That amended Council Policy I/R/15 - Road Verge Burning as follows:

**'OBJECTIVE:**

The objective of this Policy is to determine under what conditions the burning of road verges throughout the Shire of Plantagenet will be authorised.

**POLICY:**

1. The burning of vegetative matter on any roads, streets or ways under the care and control of the Shire of Plantagenet must be authorised by the Council (under delegation to the Chief Executive Officer). Authorisation will be conditional upon the following:
  - a. Roadside burning should only be carried out if no other practical options for fire hazard management are available.
  - b. Burning is only permitted outside of the Prohibited Burning Period and the Restricted Burning Period (unless a permit has been authorised by a Shire of Plantagenet Fire Control Officer).
  - c. The fire must be attended at all times until the burn is completely safe and the fire is extinguished.
  - d. All sites must be inspected by a Shire of Plantagenet Bush Fire Brigade Fire Control Officer (FCO) and, if necessary, any requirements detailed by the FCO (recorded on the application form) adhered to.
  - e. The applicant ensures the protection of standing timber and complies with the Council's policy to protect and preserve natural vegetation on road reserves wherever possible. No burning of well-conserved or semi-conserved bush areas may occur without authorisation from the Council.
  - f. Applications require Department of Parks and Wildlife authorisation to ensure burning road verge will not cause any direct or indirect damage to declared rare flora or fauna.
  - g. No damage is caused to fences, roads, road furniture, drainage structures, public utilities or other property in the vicinity.
  - h. Road verge burning may only occur on vegetation adjoining that resident/land owner's property.
  - i. For environmental considerations a maximum two kilometres be burnt per rateable property annually.
  - j. The applicant installs the appropriate traffic warning devices to indicate potential smoke hazard.

k. No obstruction of roadways or drainage channels by fallen trees or other debris results.'

be endorsed.

#### **ALTERNATIVE RECOMMENDATION/COUNCIL DECISION**

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

**That amended Council Policy I/R/15 - Road Verge Burning as follows:**

**'OBJECTIVE:**

**The objective of this Policy is to determine under what conditions the burning of road verges throughout the Shire of Plantagenet will be authorised.**

**POLICY:**

1. The burning of vegetative matter on any roads, streets or ways under the care and control of the Shire of Plantagenet must be authorised by the Council (under delegation to the Chief Executive Officer). Authorisation will be conditional upon the following:
  - a. Roadside burning should only be carried out if no other practical options for fire hazard management are available.
  - b. Roadside burning is not permitted within the Prohibited Burning Period.
  - c. Burning is permitted within the Restricted Burning Period and at other times of the year provided a permit is obtained from a Shire of Plantagenet Fire Control Officer.
  - d. The fire must be attended at all times until the burn is completely safe and the fire is extinguished.
  - e. All sites must be inspected by a Shire of Plantagenet Bush Fire Brigade Fire Control Officer (FCO) and, if necessary, any requirements detailed by the FCO (recorded on the application form) adhered to.
  - f. The applicant ensures the protection of standing timber and complies with the Council's policy to protect and preserve natural vegetation on road reserves wherever possible. No burning of well-conserved or semi-conserved bush areas may occur without authorisation from the Council.
  - g. Applications require Department of Parks and Wildlife authorisation to ensure burning road verge will not cause any direct or indirect damage to declared rare flora or fauna.
  - h. No damage is caused to fences, roads, road furniture, drainage structures, public utilities or other property in the vicinity.
  - i. Road verge burning may only occur on vegetation adjoining that resident/land owner's property.
  - j. For environmental considerations a maximum two kilometres be burnt per rateable property annually.
  - k. The applicant installs the appropriate traffic warning devices to indicate potential smoke hazard.

I. **No obstruction of roadways or drainage channels by fallen trees or other debris results.'**

**CARRIED (8/0)**

**NO. 74/16**

Reason for change

Councillors considered that it was necessary to clarify that roadside burning would not be permitted in a prohibited period.

## 9.4 CORPORATE SERVICES REPORTS

### 9.4.1 BUDGET REVIEW - APRIL 2016

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|                        |  |
|------------------------|--|
| File Ref:              | <b>N37578</b>  |
| Responsible Officer:   | <b>Rob Stewart<br/>Chief Executive Officer</b>         |
| Author:                | <b>John Fathers<br/>Deputy Chief Executive Officer</b> |
| Proposed Meeting Date: | <b>24 May 2016</b>                                     |

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## PURPOSE

The purpose of this report is to review and adjust the adopted 2015/2016 Annual Budget to recognise variations in actual income and expenditure.

## BACKGROUND

The 2015/2016 annual budget was adopted by the Council at its special meeting held on 7 July 2015. This review is the third quarterly review of the 2015/2016 Annual Budget.

## STATUTORY ENVIRONMENT

There is no specific section of the Local Government Act 1995 that deals with the re-allocation of funds, however Section 6.2(1) of the Local Government Act 1995 governs budget requirements for local governments.

Local Government (Financial Management) Regulations 1996. Regulation 33A states:

- '(1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
- (2A) The review of an annual budget for a financial year must -*
  - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
  - (b) consider the local government's financial position as at the date of the review; and*
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) A council is to consider a review submitted to it and is to determine \* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

*\*Absolute majority required.*

(4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.'*

## **FINANCIAL IMPLICATIONS**

The purpose of a budget review is to ensure that the income and expenditure for the current year is monitored in line with the adopted budget and, where exceptions to the adopted budget occur, make amendments to the budget or work scope as necessary. The overall recommended net cash effect on the budget is nil.

## **POLICY IMPLICATIONS**

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

## **STRATEGIC IMPLICATIONS**

The Shire of Plantagenet Strategic Community Plan 2013 – 2023 provides at Outcome 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**

In terms of operating result, operating income is currently 5.0% above (year to date) budget and operating expenditure is 4.0% below (year to date) budget.

The capital works program is currently 26.5% under (year to date) budget. A number of road construction projects are still to be finalised before June. A number of heavy plant purchases will be carried forward, as recommended by the Heavy Plant Review Committee.

A number of issues are worthy of a budget amendment and the following action is recommended:

- The net cost of the purchase of the Chief Executive Officer's vehicle came in at \$12,527.00 under budget. It is suggested that part of this amount be used for a minor plant purchase listed below.
- Budget Item Reimbursements Other has received more income than budgeted, particularly due to insurance claim income. Some additional expenditure relating to these claims is reflected in this report.
- The account for Administration Building - Building Maintenance is approximately \$7,000.00 over budget due to the replacement of a glass door broken in a vandalism attack. This was reimbursed from insurance (reflected in Reimbursements – Other).
- Income and expenditure accounts for bush fire brigades have been adjusted to reflect actual expenditure. This has a nil cash impact.

- Income and expenditure accounts for EHO Reimbursable Salaries have been adjusted as the joint Southern Link VROC Environmental Health Surveyor has not yet been appointed. This has saving of \$12,099.00.
- The Shire has received a grant of \$20,425.00 from the Department of Local Government and Communities for a feasibility study into a Plantagenet Early Learning and Development Centre. The Shire sought funds in order to conduct a feasibility study / needs assessment to analyse stakeholder needs and wants, markets, demographic trends, current facilities and alternatives for delivery of education and care services in the community.
- Budget Item Grounds Maintenance – Waste Disposal Sites is getting close to exceeding the budget allocation of \$376,753.00. In addition, it is proposed to take the opportunity to cart some additional cover material to the O'Neill Road refuse site. An additional \$50,000.00 is sought, which can be funded from savings in the tip site operators' salaries account, due to the Porongurup Tip being closed for an extended period.
- Budget Item Rezoning Fees has a budget of \$7,000.00, however no fees have been charged for rezoning to date. It is suggested that this budget item be reduced to \$nil, to be funded from savings in this review.
- Budget Item Cemeteries Maintenance has increased expenditure on installations in garden beds and general grounds maintenance. An additional \$15,000.00 is sought from savings in this review.
- Budget Item Recreation Centre – Other Income has a budget of \$10,000.00, however the account will likely only achieve \$2,500.00. Overall income for the centre is still on track and there will also be some savings in expenditure such as salaries.
- Some Parks and Recreation accounts have seen higher expenditure than budgeted, as detailed in a memorandum from the Chief Executive Officer dated 15 April 2016. This particularly relates to the NAB/AFL football match played at Sounness Park on 28 February 2016 and work on the Frost Park race track. A number of adjustments are being made to cover the additional expenditure, which has also impacted on the District and Area promotion budget item.
- In regard to road construction projects, the following adjustments are recommended:
  - Additional Roads to Recovery (RTR) Income has been received to cover increased expenditure on Hannan Way, Narrikup;
  - Increased costs were experienced on the RTR job for Hughes Road due to wet weather taking longer. Gravel was also too wet and additional earth works were required. Increased costs were also experienced on the RTR job for Syred Road. These overspends can be funded from the St Werburghs Road job, which is underspent on budget;
  - An over-expenditure has been recorded against the Own Source Funding job for Nindiup and Ferry Road as the main culvert on Nindiup Rd had collapsed and it was replaced while on site. This over spend can be funded from the Shire wide drainage account.
  - An overspend on the Own Source Funding job for Ward Road of approximately \$9,000.00 is due to the gravel being very poor quality,

resulting in more gravel being carted in from a pit on Halsey Rd. This then took additional loader and grader time. Savings are available for reallocation from the Spencer Rd / Albany Highway intersection job which will not be spent this year.

- The Shire has submitted a claim for storm damage which occurred on 20 and 21 January 2016 on 30 roads across the district under the Western Australia Natural Disaster and Recovery Arrangements (WANDRRA). Work has begun totalling \$1,618,067.00. The Shire will be required to contribute \$155,700.00 to the work. Of this, a sum of \$140,000.00 can be sourced from the Natural Disaster Reserve.
- Income and expenditure accounts for feral pig eradication has been adjusted to reflect lower than anticipated grant income. This has a nil cash impact.
- The budget item for Tourist Bureau building maintenance exceeds budget by approximately \$7,000.00 due to the replacement of glass broken in a vandalism attack. This was reimbursed from insurance (reflected in Reimbursements – Other).
- A utility used by traffic controllers was stolen some time ago. The insurance payout was only \$1,000.00 (after the excess). It is proposed to use savings in plant purchase identified in this review to purchase a replacement second hand utility at a cost of around \$6,500.00.
- A sum of \$20,000.00 has been provided to Taste Great Southern for Wine Industry Support at the request of the Great Southern Development Commission, from funds the Shire was holding in Trust for the Commission. This has a nil cash impact on Shire funds, but had to be paid from Shire funds to reflect correct GST accounting.
- The budget item for Building Control - Motor Vehicle Allocations was incorrectly allocated a budget figure of \$3,000.00 and requires an additional allocation of \$7,000.00, which can be funded from savings in this review.
- Income and expenditure accounts for standpipe water have been adjusted to reflect actual expenditure. This has a nil cash impact.
- A number of budget items under Public Works Overheads and Plant Operating Costs have been adjusted to reflect current expenditure. This has a nil cash impact.

## **VOTING REQUIREMENTS**

Absolute Majority

## **OFFICER RECOMMENDATION/COUNCIL DECISION**

**Moved Cr S Etherington, seconded Cr C Pavlovich:**

**That the budget review for the period 1 July 2015 to 30 April 2016 be adopted and the 2015/2016 Annual Budget be amended as follows:**

| Account    | Description   | Original / Amended Budget | New Budget    | Net Cash Amount |
|------------|---|---------------------------|---------------|-----------------|
| 10004.0095 | Rates Penalties & Fees - Penalty Interest                     | \$40,000                  | \$43,844      | \$ 3,844        |
| 10016.0229 | Reimbursements - Other  | \$67,720                  | \$107,000     | \$39,280        |
| 50416.0006 | Purchase Vehicle - CEO  | (\$63,600)                | (\$40,028)    | \$23,572        |
| 40416.0105 | Trade In Vehicle - CEO  | \$26,500                  | \$15,455      | (\$11,045)      |
| 20036.0010 | Administration Building - Building Maintenance                | (\$30,000)                | (\$37,000)    | (\$7,000)       |
| 20513.0312 | Other Expenses - Other Operating Costs                        | (\$12,000)                | (\$16,000)    | (\$4,000)       |
| 20512.0171 | Vehicle Running Costs - Repairs & Maintenance                 | (\$34,000)                | (\$46,640)    | (\$12,640)      |
| 10515.0201 | Grant Income - FESA Grant                                     | \$97,500                  | \$114,140     | \$16,640        |
| 20111.0130 | Environmental Health - Salaries                               | (\$123,985)               | (\$87,000)    | \$36,985        |
| 10067.0219 | Reimbursements - Salaries                                     | \$27,886                  | \$3,000       | (\$24,886)      |
| 20134.0298 | Other Expenses - Early Learning and Dev't Feasibility Project | \$0                       | (\$20,425)    | (\$20,425)      |
| 10810.0089 | Grant Income - Other Education Grants                         | \$0                       | \$20,425      | \$20,425        |
| 20160.0130 | Employee Costs - Salaries                                     | (\$241,580)               | (\$161,580)   | \$80,000        |
| 20165.0052 | Waste Disposal Sites - Grounds Maintenance                    | (\$376,753)               | (\$426,753)   | (\$50,000)      |
| 10105.0234 | Other Revenue - Rezoning Fees                                 | \$7,000                   | \$0           | (\$7,000)       |
| 20181.0052 | Cemeteries Maintenance  | (\$75,000)                | (\$90,000)    | (\$15,000)      |
| 11101.0232 | Rec.Centre - Other Operating Income                           | \$10,000                  | \$2,500       | (\$7,500)       |
| 20211.0010 | Building Mtce (PC) - Building Maintenance                     | (\$30,000)                | (\$40,000)    | (\$10,000)      |
| 20211.0011 | Building Mtce (PC) - Building Operating                       | (\$60,000)                | (\$70,000)    | (\$10,000)      |
| 20212.0047 | Parks Mtce (PC) - Facilities Maintenance                      | (\$415,000)               | (\$465,000)   | (\$50,000)      |
| 51619.0250 | Syred Road - SLK 0.00 to 6.00                                 | (\$128,450)               | (\$153,614)   | (\$25,164)      |
| 51621.0250 | Hughes Road - Entire length                                   | (\$14,687)                | (\$25,219)    | (\$10,532)      |
| 51622.0250 | Hannan Way South - Albany Highway to Townsite                 | (\$70,000)                | (\$85,944)    | (\$15,944)      |
| 51615.0250 | St Werburghs Road - SLK 9.67 to 12.55                         | (\$139,870)               | (\$86,351)    | \$53,519        |
| 51634.0250 | Ward Road - SLK 0.00 to 2.00                                  | (\$23,500)                | (\$32,516)    | (\$9,016)       |
| 51636.0250 | Nindiuup and Ferry Roads - Entire Length                      | (\$26,000)                | (\$33,874)    | (\$7,874)       |
| 51638.0250 | Sidcup Road - SLK 0.00 to 3.00                                | (\$51,230)                | (\$60,037)    | (\$8,807)       |
| 51202.0250 | Shire Wide Drainage Construction                              | (\$100,000)               | (\$92,126)    | \$ 7,874        |
| 41201.0204 | Direct Road Grants - Roads to Recovery Grants                 | \$1,118,164               | \$1,134,108   | \$15,944        |
| 20225.0039 | Road Maintenance - Storm Damage                               | \$0                       | (\$1,618,067) | (\$1,618,067)   |
| 10134.0197 | Contributions - Roadworks Contributions (Storm Damage)        | \$0                       | \$1,462,367   | \$1,462,367     |
| 41202.0486 | Transfers from Reserve Funds                                  | \$0                       | \$140,000     | \$140,000       |
| 20225.0391 | Road Maintenance - Edge Patching                              | (\$30,000)                | (\$50)        | \$29,950        |
| 20225.0392 | Road Maintenance - Slashing and Spraying of Roads             | (\$30,000)                | \$0           | \$30,000        |
| 21307.0130 | Feral Pig Eradication - Salaries                              | (\$82,000)                | (\$70,000)    | \$12,000        |
| 21310.0312 | Feral Pig Eradication - Other Operating Costs                 | (\$28,000)                | (\$12,000)    | \$16,000        |
| 11307.0474 | Feral Pig Eradication - Community Groups                      | \$1,000                   | \$0           | (\$1,000)       |
| 11307.0473 | Feral Pig Eradication - Local Government Contributions        | \$11,000                  | \$13,500      | \$ 2,500        |
| 11307.0242 | Feral Pig Eradication - State & Federal Gov't Contributions   | \$25,000                  | \$0           | (\$25,000)      |
| 11308.0210 | Feral Pig Eradication - Environmental Grant                   | \$10,000                  | \$0           | (\$10,000)      |
| 11308.0212 | Feral Pig Eradication - Direct Grants                         | \$45,000                  | \$20,000      | (\$25,000)      |
| 11309.0475 | Feral Pig Eradication - Recharge of Services                  | \$34,000                  | \$7,000       | (\$27,000)      |
| 11310.0243 | Feral Pig Eradication - Transfer From Trust To Municipal      | \$0                       | \$57,500      | \$57,500        |
| 20244.0010 | Tourist Bureau - Building Maintenance                         | (\$5,000)                 | (\$12,000)    | (\$7,000)       |
| 21311.0370 | Other Expenses - District & Area Promotion                    | (\$35,000)                | (\$50,000)    | (\$15,000)      |
| 21311.0375 | Other Expenses - Wine Industry Support                        | \$0                       | (\$20,000)    | (\$20,000)      |
| 11312.0375 | Other Income - Wine Industry Support                          | \$0                       | \$20,000      | \$20,000        |
| 20247.0316 | Other Expenses - BCITF Payments                               | (\$25,000)                | (\$14,000)    | \$11,000        |
| 10155.0247 | Other Revenue - BCITF Levy                                    | \$25,000                  | \$14,000      | (\$11,000)      |

|            |  |             |             |            |
|------------|--|-------------|-------------|------------|
| 21316.0182 | Building Control - Motor Vehicle Allocations     | (\$3,000)   | (\$10,000)  | (\$7,000)  |
| 21328.0319 | Water Supply (Standpipes)                        | (\$50,000)  | (\$44,280)  | \$ 5,720   |
| 11320.0400 | Other Income - Sale of Water                     | \$45,000    | \$39,280    | (\$5,720)  |
| 20260.0029 | PWO - Conferences & Training                     | (\$15,000)  | (\$25,000)  | (\$10,000) |
| 20260.0141 | PWO - Superannuation                             | (\$163,214) | (\$179,214) | (\$16,000) |
| 21410.0322 | Outside Staff Wages (PC) - Unallocated Wages     | (\$374,758) | (\$386,758) | (\$12,000) |
| 20261.0312 | Office Expenses - Other Operating Costs          | (\$15,000)  | (\$20,000)  | (\$5,000)  |
| 20265.0052 | Shire Depot - Grounds Maintenance                | (\$16,500)  | (\$10,000)  | \$ 6,500   |
| 20266.0342 | Plant Operator Maintenance                       | (\$51,400)  | (\$57,400)  | (\$6,000)  |
| 20281.0172 | Plant Costs - Fuels                              | (\$285,000) | (\$242,500) | \$42,500   |
| 51412.0006 | Works Vehicles / Minor Plant Replacement Program | (\$97,000)  | (\$103,500) | (\$6,500)  |
|            | <b>TOTAL</b>                                     | (1,730,757) | (1,730,757) | 0          |

**CARRIED (8/0)****NO. 75/16****Absolute Majority**

**9.4.2 FINANCIAL STATEMENTS - APRIL 2016**

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|                               |  |
|-------------------------------|--|
| <b>File Ref:</b>              | <b>N37686</b>  |
| <b>Attachment:</b>            | <a href="#"><u>Financial Statements (separate attachment)</u></a>        |
| <b>Responsible Officer:</b>   | <b>John Fathers</b><br><b>Deputy Chief Executive Officer</b>             |
| <b>Author:</b>                | <b>Alison Kendrick</b><br><b>Senior Administration Officer - Finance</b> |
| <b>Proposed Meeting Date:</b> | <b>24 May 2016</b>   |

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**PURPOSE**

The purpose of this report is to present the financial position of the Shire of Plantagenet for the period ending 30 April 2016.

**STATUTORY ENVIRONMENT**

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

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

The Statement is to be accompanied by:

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

**FINANCIAL IMPLICATIONS**

There are no financial implications for this report.

**POLICY IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

There are no strategic implications for this report.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**Moved Cr L Handasyde, seconded Cr C Pavlovich:**

**That the Financial Statement for the period ending 30 April 2016 be received.**

**CARRIED (8/0)**

**NO. 76/16**

#### 9.4.3 LIST OF ACCOUNTS – APRIL 2016

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|                               |  |
|-------------------------------|--|
| <b>File Ref:</b>              | <b>N37662</b>  |
| <b>Attachment:</b>            | <a href="#"><u>List of Accounts - April 2016</u></a>         |
| <b>Responsible Officer:</b>   | <b>John Fathers</b><br><b>Deputy Chief Executive Officer</b> |
| <b>Author:</b>                | <b>Emma Gardner</b><br><b>Accounts Officer</b>               |
| <b>Proposed Meeting Date:</b> | <b>24 May 2016</b>   |

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#### **PURPOSE**

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

#### **STATUTORY ENVIRONMENT**

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

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

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

#### **FINANCIAL IMPLICATIONS**

There are no financial implications for this report.

#### **POLICY IMPLICATIONS**

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

#### **STRATEGIC IMPLICATIONS**

There are no strategic implications for this report.

#### **VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**Moved Cr S Etherington, seconded Cr M O'Dea:**

**That in accordance with Regulation 13 (1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority for the month ended 30 April 2016 be received and recorded in the minutes of the Council, the summary of which is as follows:**

- 1. Electronic Payments and Direct Debits totalling \$503,495.16; and**
- 2. Municipal Cheques 45567 – 45593 totalling \$56,851.33.**

**CARRIED (8/0)**

**NO. 77/16**

**9.4.4 MATERIAL VARIANCE AMOUNT - 2016/2017**

**File Ref:** N37690  
**Responsible Officer:** Rob Stewart  
Chief Executive Officer  
**Author:** John Fathers  
Deputy Chief Executive Officer  
**Proposed Meeting Date:** 24 May 2016

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**PURPOSE**

The purpose of this report is to adopt reportable budget variance values for the 2016/2017 financial year.

**BACKGROUND**

Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AASB 1031 (formerly AAS 5) to be used in the statements of financial activity for reporting material variances. According to AASB 1031:

*'materiality means, in relation to information, that information which if omitted, misstated or not disclosed has the potential to adversely affect decisions about the allocation of scarce resources made by users of the financial report or the discharge of accountability by the management or governing body of the entity.'*

The purpose of this report is to assist the Council in adopting the required annual percentage and minimum value over which budget variances would be considered material.

For several years, the material variances have been set at:

1. Expenditure in excess of 10% of (monthly) budget to a minimum of \$5,000.00.
2. Income less than 90% of (monthly) budget to a minimum of \$5,000.00.

**STATUTORY ENVIRONMENT**

Regulation 34 of the Local Government (Financial Management) Regulations requires local governments to report on a monthly basis. The Financial Management Regulations require local governments to prepare, each month, a statement of financial activity reporting on revenue and expenditure for the month in question and must include - material variances i.e. material variances between the comparable amounts in year to date budget and year to date actual.

The relevant parts of that Regulation are detailed below:

*'34. Financial activity statement report — s. 6.4*

- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail—...*
  - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*

...

(5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.'*

## **FINANCIAL IMPLICATIONS**

There are no actual budget implications from adopting these materiality figures as they are there to assist and guide management and the Council. Adoption of this recommendation should assist the Council in making sound financial management decisions.

## **POLICY IMPLICATIONS**

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

## **STRATEGIC IMPLICATIONS**

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 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**

The current material variances utilised by the Council appear to be working well and meet legal and practical requirements

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER RECOMMENDATION/COUNCIL DECISION**

**Moved Cr B Bell, seconded Cr J Moir:**

**That material financial variances for the 2016/2017 financial year be set at:**

- 1. Expenditure in excess of 10% of (monthly) budget to a minimum of \$5,000.00.**
- 2. Income less than 90% of (monthly) budget to a minimum of \$5,000.00.**

**CARRIED (8/0)**

**NO. 78/16**

#### 9.4.5 POLICY REVIEW - ASSET REGISTER

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|                        |  |
|------------------------|--|
| File Ref:              | N37726   |
| Attachments:           | <a href="#">Asset Register Policy</a>          |
| Responsible Officer:   | Rob Stewart<br>Chief Executive Officer         |
| Author:                | John Fathers<br>Deputy Chief Executive Officer |
| Proposed Meeting Date: | 24 May 2016                                    |

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#### PURPOSE

The purpose of this report is to review Council Policy No. F/AMR/1 – Asset Register.

#### BACKGROUND

This policy was last reviewed by the Council at its meeting held on 11 November 2014.

#### STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

Section 5(1)(d) of the Regulations states:

*'5(1) Efficient systems and procedures are to be established by the CEO of a local government –*

*(d) to ensure proper accounting for municipal or trust –*

*(i) revenue received or receivable;*

*(ii) expenses paid or payable; and*

*(iii) assets and liabilities.'*

#### EXTERNAL CONSULTATION

This matter was raised at a recent seminar conducted by the Shire's auditors, Moore Stephens.

#### FINANCIAL IMPLICATIONS

There are no financial implications for this report.

#### POLICY IMPLICATIONS

The review of this policy is presented to the Council as part of the ongoing Council Policy review cycle.

#### STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013 – 2023 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**

Recent discussion at a seminar conducted by the Shire's auditors indicates that \$5,000.00 is now an appropriate level to record items on the Shire's asset register. Items of equipment less than this amount can still be recorded and monitored, but should not need to be depreciated and regularly revalued.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**Moved Cr S Etherington, seconded Cr L Handasyde:**

**That amended Council Policy No. F/AMR/1- Asset Register as follows:**

**'OBJECTIVE**

**To provide a guideline for the entry of items onto the Council's Asset Register.**

**POLICY**

**The Council will not record assets with an acquisition value of less than \$5,000.00 (excluding GST) on the Council's asset register.'**

**be endorsed.**

**CARRIED (8/0)**

**NO. 79/16**

**9.4.6 POLICY REVIEW - CREDIT CARD**

**File Ref:** N37687  
**Responsible Officer:** John Fathers  
Deputy Chief Executive Officer  
**Author:** Alison Kendrick  
Senior Administration Officer - Finance  
**Proposed Meeting Date:** 24 May 2016

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**PURPOSE**

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

**BACKGROUND**

This policy was adopted on 27 May 2014.

**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 2013 – 2023 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, and can therefore be endorsed without change.

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER RECOMMENDATION/COUNCIL DECISION**

**Moved Cr S Etherington, seconded Cr J Moir:**

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

### **'OBJECTIVE**

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

### **POLICY**

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

6. All corporate credit card holders are to acknowledge receipt of the corporate card and acknowledge their responsibilities under this policy upon receipt of their card.'

be endorsed.

**CARRIED (8/0)**

**NO. 80/16**

**9.4.7 ATTENDANCE FEES AND ALLOWANCES - COUNCILLORS - 2016/2017**

**File Ref:** N37688  
**Responsible Officer:** Rob Stewart  
Chief Executive Officer  
**Author:** John Fathers  
Deputy Chief Executive Officer  
**Proposed Meeting Date:** 24 May 2016

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**PURPOSE**

The purpose of this report is to review and recommend adoption of the elected member expenses and allowances for the 2016/2017 financial year.

**BACKGROUND**

The Shire of Plantagenet currently pays elected members the following attendance fees and allowances:

|   |             |
|---|-------------|
| • Annual attendance fee (Shire President)   | \$14,800.00 |
| • Annual attendance fees (Councillor)       | \$7,900.00  |
| • Shire President's Annual Allowance        | \$6,500.00  |
| • Deputy Shire President's Annual Allowance | \$1,625.00  |

At its meeting held on 23 February 2010, the Council resolved to adopt a policy that Councillors' annual attendance fees and allowances are to be paid on a pro-rata basis, based on time served in the position and that fees and allowances are to be paid monthly in arrears.

In 2013, changes to legislation increased some of the minimum and maximum fees for annual attendance fees and annual allowances. The changes also provided for such fees to be determined by the State Government Salaries and Allowances Tribunal.

**STATUTORY ENVIRONMENT**

Local Government Act 1995 and Local Government (Administration) Regulations.

The Local Government Act 1995 (section 5.98 to 5.102), Local Government (Administration) Regulations 30 to 34 and determinations of the Salaries and Allowances Tribunal legislate the payment of expenses and allowances to elected members. This legislation defines minimum and maximum allowances for the Shire of Plantagenet, a Band 3 local government, as follows:

- Annual attendance fee (Shire President) – Minimum \$7,612.00; Maximum \$25,091.00.
- Annual attendance fees (Councillor) - Minimum \$7,612.00; Maximum \$16,205.00.
- Shire President's Annual Allowance:
  - Minimum - \$1,015.00;
  - Maximum - \$36,591.00 or 0.2% of the local government's operating revenue, whichever is the lesser amount. This calculation currently equates to \$19,650.00 for the Shire of Plantagenet (based on 2015/2016

budget). As this is less than \$36,591.00, \$19,650.00 is the maximum allowance amount for the Shire President.

- Deputy President's Annual Allowance - Minimum \$253.75, Maximum 25% of the Shire President's allowance (\$4,912.50).

Section 5.98A (1) of the Local Government Act 1995 states that:

*'A local government may decide\* to pay the deputy mayor or deputy president of the local government an allowance of up to the percentage that is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B of the annual local government allowance to which the mayor or president is entitled under section 5.98(5).'*

*Absolute majority required.'*

Section 5.99 of the Local Government Act 1995 states that:

*'A local government may decide\* that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings —*

- (a) the annual fee determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B; or*
- (b) where the local government has set a fee within the range for annual fees determined by that Tribunal under that section, that fee.*

*Absolute majority required.'*

Section 5.63(1)(c) of the Act states that the requirement to declare an interest do not apply to a person who has '*an interest relating to a fee, reimbursement of an expense or an allowance to which section 5.98, 5.98A, 5.99, 5.99A, 5.100 or 5.101(2) refers*'.

## **FINANCIAL IMPLICATIONS**

An allocation of \$86,125.00 has been made in the 2015/2016 annual budget for elected members' attendance fees and allowances. The outcome of this report will guide the formulation of the 2016/2017 draft budget.

## **POLICY IMPLICATIONS**

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

## **STRATEGIC IMPLICATIONS**

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 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**

The recommended fees and allowances include an increment approximately in line with the projected rates increase of 3%.

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION**

That in accordance with Sections 5.98A (1) and 5.99 of the Local Government Act 1995, elected member attendance fees and allowances for the 2016/2017 financial year be set as follows:

1. Annual attendance fee (Shire President) \$15,250.00.
2. Annual attendance fee (Councillor) \$8,150.00.
3. Shire President's Annual Allowance \$6,700.00.
4. Deputy President's Annual Allowance \$1,675.00.

**ALTERNATIVE RECOMMENDATION/COUNCIL DECISION**

**Moved Cr J Moir, seconded Cr L Handasyde:**

That in accordance with Sections 5.98A (1) and 5.99 of the Local Government Act 1995, elected member attendance fees and allowances for the 2016/2017 financial year be set as follows:

1. Annual attendance fee (Shire President) \$14,950.00.
2. Annual attendance fee (Councillor) \$7,980.00.
3. Shire President's Annual Allowance \$6,565.00.
4. Deputy President's Annual Allowance \$1,641.25.

**CARRIED (8/0)**

**NO. 81/16**

**Absolute Majority**

**Reason for Change**

Councillors believed that a 1% increase was more in keeping with current trends.

**9.4.8 CONFERENCE ATTENDANCE - COUNCILLOR J MOIR - AUSTRALIAN LIVESTOCK MARKETS ASSOCIATION INC NATIONAL SALEYARDS EXPO****Cr J Moir**

Type: Financial/Indirect Financial Interest (Section 5.60 (A) and 5.61 LGA),  
Nature: Employee of Elders, Cattle Farmer  
Extent: Letter dated 27 January 2016

**Authority to participate pursuant to Section 5.69(3)(b) of the Local Government Act 1995**

Approval has been received from the Department of Local Government via a letter dated 27 January 2016 giving permission for Councillor J Moir to participate in discussion and decision making procedures relating to the Mount Barker Regional Saleyards.

Mr R Stewart read aloud the letter, a copy of which is attached to these Minutes.

**File Ref:** N37707

**Responsible Officer:** **Rob Stewart**  
**Chief Executive Officer**

**Author:** **John Fathers**  
**Deputy Chief Executive Officer**

**Proposed Meeting Date:** **24 May 2016**

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**PURPOSE**

The purpose of this report is to seek authority for Councillor Jeff Moir to attend the 2016 Australian Livestock Markets Association Inc (ALMA) National Saleyards Expo.

**BACKGROUND**

The 2016 ALMA National Saleyards Expo is to be held in Bendigo on 27 and 28 July 2016. The Saleyards Manager, Stewart Smith will attend the conference and make a presentation on the Gate to Plate Challenge initiative.

**STATUTORY ENVIRONMENT**

There are no statutory implications for this report.

**FINANCIAL IMPLICATIONS**

The registration for the conference is \$550.00, plus \$185.00 for Meet and Greet Sponsor's night and Expo Dinner. Accommodation for four nights will be approximately \$1,000.00. Air fares to and from Melbourne will be approximately \$500.00, plus approximately \$400.00 for travel and other expenses (such as hire car and airport parking).

## 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

The annual ALMA Expo is a key event on the livestock industry calendar. It provides a forum for the livestock industry across the nation to share ideas, knowledge and information.

A full conference program is attached, which has some very topical items of interest such as:

- Live internet bidding technology for saleyards - is it the way of the future?;
- Singleton's experience in implementing a compulsory saleyard induction program
- Saleyard interactions with animal welfare proponents - the Barnawatha experience;
- Australian Animal Welfare Standards and Guidelines;

Previous attendees have benefitted and the knowledge gained from exposure to industry trends has resulted in improvements at the Saleyards. Attendance by Councillor Moir is recommended and has been endorsed by the Saleyards Advisory Committee.

## VOTING REQUIREMENTS

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**Moved Cr B Bell, seconded Cr J Oldfield:**

**That:**

1. **Councillor Jeff Moir be authorised to attend the Australian Livestock Markets Association Inc National Saleyards Expo to be held in Bendigo on 27 and 28 July 2016.**
2. **The expenditure be charged to Budget Item Saleyards – Conferences and Training – 21320.0029.**

**CARRIED (8/0)**

**NO. 82/16**

## 9.5 EXECUTIVE SERVICES REPORTS

### 9.5.1 SOUNNESS PARK - CHANGEROOMS - CLEANING CHARGES - MOUNT BARKER FOOTBALL CLUB

#### Cr C Pavlovich

Type: Code of Conduct Disclosure (S5.103 LGA/Reg 34C Local Government Administration Regulations) Perceived Interests (Clause 2.3 Code of Conduct)  
Nature: Former member of Mt Barker Football Club  
Extent: Not required

**File Ref:** **N37605**

**Responsible Officer:** **Rob Stewart**  
**Chief Executive Officer**

**Author:** **Rob Stewart**  
**Chief Executive Officer**

**Proposed Meeting Date:** **24 May 2016**

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#### **PURPOSE**

The purpose of this report is to seek the Council's reconsideration of the cleaning charges levied on the Mount Barker Football Club after, in the opinion of the Council, the changerooms were left in a condition requiring further cleaning by Council staff.

#### **BACKGROUND**

The first game of football at Sounness Park was played on Saturday 2 May 2015. An inspection of the changerooms after that match noted that the changerooms had not been satisfactorily cleaned and a Council staff member was required to bring the changerooms to a satisfactory standard.

Subsequently an invoice and a letter were forwarded to the Football Club for payment. The Council's invoice amounted to \$600.00 being calculated at 7.5 hours at the Council's adopted charge out rate of \$80.00 per hour.

Subsequently the Club disputed the requirement for such extensive cleaning and the time taken.

The matter was reconsidered by Councillors and the charge was left in place.

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995 Section 6.12 provides that a Local Government may write-off any amount of money which is owed to the Local Government.

#### **EXTERNAL CONSULTATION**

As the money owed to the Council has remained unpaid for some time, the CEO wrote to the Club President seeking an explanation and requesting a meeting. That meeting was held on 17 March 2016 at which the Club President requested the Council's further consideration of the charge.

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## FINANCIAL IMPLICATIONS

The invoice to the Football Club was for the amount of \$600.00. This report will recommend that the charge was excessive and should be decreased by 50% to \$300.00. The reasoning for this is set out in the Officer Comment below.

## POLICY IMPLICATIONS

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

## STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 1.5 (Recreation, Sporting and Leisure Facilities that support the wellbeing of the Community) the following Strategy:

Strategy 1.5.2:

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

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

## OFFICER COMMENT

As noted above the Club President Mr Gordon Reid has asked for the matter to be reassessed by the Council.

In discussing this matter with Mr Reid it was acknowledged that extra cleaning of the changerooms was necessary although Mr Reid believes that mitigating circumstances apply. The Chief Executive Officer agrees with this point of view.

Firstly, the Club was not offered any opportunity to make a further attempt at cleaning. If this had happened, there is little doubt that the matter would have been remedied to the Council's satisfaction. Nevertheless, even if offered, this would have required a second inspection, incurring costs for the Council.

Also, the black marks that had been evident on walls, have subsequently been determined to require special attention through a bespoke cleaning apparatus. The leaching of colour from the floor covering has proved difficult to clean.

Given that the facilities were new and that both the Council and the Club were inexperienced in their operations, it is reasonable to cancel Invoice No. 201194.01 and a new invoice be issued in the amount of \$300.00.

## VOTING REQUIREMENTS

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**Moved Cr L Handasyde, seconded Cr J Moir:**

**That the intention of the Chief Executive Officer to cancel Invoice No. 201194.01 in the amount of \$600.00 to be replaced by a new invoice in the amount of \$300.00 regarding cleaning required at the Sounness Park Changerooms after the football match held on 2 May 2015 be noted.**

**CARRIED (8/0)**

**NO. 83/16**

**9.5.2 WESTERN AUSTRALIAN LOCAL GOVERNMENT CONVENTION AND TRADE EXHIBITION - COUNCILLOR ATTENDANCE**

**File Ref:** N37666  
**Attachments:** [Convention Program](#)  
**Responsible Officer:** Rob Stewart  
Chief Executive Officer  
**Author:** Linda Sounness  
Executive Secretary  
**Proposed Meeting Date:** 24 May 2016

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**PURPOSE**

The purpose of this report is to consider Councillors' attendance at the Western Australian Local Government Association (WALGA) Convention and Trade Exhibition 2016 to be held Thursday 4 August to Friday 5 August 2016 and to endorse voting delegates for the WALGA Annual General Meeting to be held on Wednesday 3 August 2016.

**BACKGROUND**

Shire President Cr Ken Clements and Deputy Shire President Cr Len Handasyde were registered to attend the 2015 Convention. Due to illness, Cr Clements was unable to attend and therefore, Cr Sue Etherington attended in his place.

**STATUTORY ENVIRONMENT**

There are no statutory implications for this report.

**EXTERNAL CONSULTATION**

Feedback is given to WALGA by the Shire President through the WALGA Great Southern Zone and State Council meeting regarding the content/topics presented at the Convention.

**FINANCIAL IMPLICATIONS**

Full delegate convention fees per person - \$1,475.00  
Convention Breakfast – \$88.00  
Convention Gala Dinner - \$90.00  
Accommodation – approximately \$250.00 per room per night not including meals  
Daily parking - \$37.00

Approximate cost per delegate (Including 3 nights' accommodation but not including meals) is estimated at \$2,403.00.

Budget Item 20026-0032 (Local Government Convention) has a current budget allocation of \$10,000.00 with fund expenditure to date of \$2,769.00. It is expected that a similar budget allocation will be proposed for the 2016/2017 budget considerations.

**POLICY IMPLICATIONS**

Council Policy No. CE/CS/1 'Elected Members Expenses to be Reimbursed' applies.

**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.

**REGIONAL IMPLICATIONS**

The Southern Link VROC Strategic Directions 2015-2020 identifies under Governance at Goal Two (*Provide sub regional leadership through the VROC*) the following action:

*'Continue to develop and discuss options for reform and best practice in local government.'*

**OFFICER COMMENT**

The program for the 2016 WALGA Convention and Trade Exhibition is attached for Councillors' information.

The Shire President has indicated his interest to attend the Convention. There may also be interest from other Councillors.

It will be proposed that the Delegate representatives for the Annual General Meeting which is held on the Wednesday 3 August 2016 be the Shire President and Deputy Shire President.

It is the intention of the CEO to also attend the Convention and AGM.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**Moved Cr J Oldfield, seconded Cr C Pavlovich:**

**That:**

1. **Councillors K Clements, L Handasyde and M O'Dea be authorised to attend the WALGA Local Government Convention and Trade Exhibition from 4 August 2016 to 5 August 2016 and that the associated costs be charged to account 20026.0032 (Local Government Convention) and account 20026.0029 (Conferences, Training and Accommodation); and**
2. **Shire President Cr K Clements and Deputy Shire President Cr L Handasyde be endorsed as the Council's voting delegates for the Annual General Meeting of the Western Australian Local Government Association to be held on Wednesday 3 August 2016.**

**CARRIED (8/0)**

**NO. 84/16**

## 10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

### 10.1 NOTICES OF MOTION – WALGA AGM

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

‘That the Western Australian Local Government Association (WALGA) be requested to only accept motions referring to WALGA constitution or procedural matters for discussion in general business at the Annual General Meeting.’

Councillor Comment:

All other matters should go to WALGA through the respective Zones or through individual Local Governments after consideration and input by Local Government Officers. There is too much being bought forward without any background investigation or Officer input. The issues bought up and voted on at the WALGA AGM have no standing. All issues still have to go back through the appropriate channels.

**Moved Cr K Clements, seconded Cr S Etherington:**

**That the Western Australian Local Government Association (WALGA) be requested to only accept motions referring to WALGA constitution or procedural matters for discussion in general business at the Annual General Meeting.**

**CARRIED (8/0)**

**NO. 85/16**

### 10.2 COUNCIL WORKSHOPS AND COMMITTEES

Cr C Pavlovich gave notice of his intention to move the following motion pursuant to Clause 3.7 of Standing Orders:

‘That:

1. Council workshops and committees, wherever possible, be convened on the day scheduled for Ordinary Meetings of the Council; and
2. Special or *ad hoc* meetings be convened as required with notice given in accordance with the Local Government Act.’

**Councillor Comment:**

The trial period for workshops resulted in full workshop days. The briefing and meeting days have been very brief of late with a noon start and one hour official Council meetings.

After some research with the majority of stakeholders, I have made some assumptions:

**Positives:**

- More available time to conduct the business of Council; and
- More Council structured time for retired or semi-retired elected members.

**Negatives**

- Staff are always in Council mode. Most staff when prompted I believe would much prefer four weekly meetings giving them more efficient time management to official duties;
- Hard for Elected Members that work full time to perform the reading, research, attendance and actions on a two week rotation. Include external committees and Council tours can lead to 25 hours per fortnight on average for each active member;
- Harder to attract future elected members to nominate for Council that have full time managerial or professional positions (although it may be argued that they are the people Councils should be attracting); and
- Harder for members (elected and staff) to plan any leave, work, social or community obligations without risk of conflict to fortnightly dates.

Some Councillors said that it did not faze them either way where others were in favour of four weekly meetings. Personally I believe we can be more prepared and better informed on four weekly cycles and two weekly. Can I suggest that quarterly or half yearly committee meetings be left up to the Chair to schedule meetings at a time that suits the member alternate to four weekly Tuesdays. Maybe 3.30pm in the week of four weekly meetings will get the job done in the meeting week.

No doubt we should be looking at working 'smarter not harder'.

**Moved Cr C Pavlovich, seconded Cr B Bell:**

**That:**

1. **Council workshops and committees, wherever possible, be convened on the day scheduled for Ordinary Meetings of the Council; and**
2. **Special or *ad hoc* meetings be convened as required with notice given in accordance with the Local Government Act.'**

**CARRIED (6/2)**

**NO. 86/16**

4:40pm Cr M O'Dea withdrew from the meeting.

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

Moved Cr S Etherington, seconded Cr J Moir:

That new business of an urgent nature, namely:

1. Plantagenet District Hall Refurbishment Project;
2. Tender - Earth Works Panel;
3. Policy Review – Purchasing and Tendering; and
4. Waste Management

be introduced to the meeting.

CARRIED (7/0)

NO. 87/16

4:43pm Cr M O'Dea returned to the meeting.

## MOTION TO PROCEED BEHIND CLOSED DOORS

Moved Cr L Handasyde, seconded Cr J Oldfield:

4:51pm That the meeting be closed to members of the public pursuant to Section 5.23 (c) of the Local Government Act as the matters to be considered relate to a contract entered into, or which may be entered into, by the local government.

CARRIED (8/0)

NO. 88/16

## MOTION TO PROCEED IN PUBLIC

Moved Cr L Handasyde, seconded Cr B Bell:

5:01pm That the meeting proceed in public.

CARRIED (8/0)

NO. 89/16

**11.1 PLANTAGENET DISTRICT HALL – REFURBISHMENT PROJECT - TENDERS**

**Moved Cr L Handasyde, seconded Cr S Etherington:**

**That with regard to Tender CO4-1516 Refurbishment of District Hall:**

- 1. No tender be accepted; and**
- 2. No further tender process be conducted.**

**CARRIED (8/0)**

**NO. 90/16**

**11.2 TENDER ROAD AND EARTH WORKS PANEL**

Cr C Pavlovich

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

Nature: Employer may be submitting earth works tender.

Extent: Financial

4:57pm Cr C Pavlovich withdrew from the meeting.

**OFFICER RECOMMENDATION/COUNCIL DECISION**

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

**That with regard to Tender CO6-1516 Road and Earth Works Panel, no tender be accepted.**

**CARRIED (7/0)**

**NO. 91/16**

5:06pm Cr C Pavlovich returned to the meeting.

**11.3 POLICY REVIEW – PURCHASING AND TENDERING (F/FM7)**

**File Ref:** N37397  
**Responsible Officer:** Rob Stewart  
Chief Executive Officer  
**Author:** John Fathers  
Deputy Chief Executive Officer  
**Proposed Meeting Date:** 26 April 2016

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**PURPOSE**

The purpose of this report is to review Council Policy No. F/FM/7 - Purchasing and Tendering.

**BACKGROUND**

This policy was adopted by the Council at its meeting held on 13 October 2009 and was last reviewed by the Council on 1 April 2014.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Section 3.57(1) of the Act states that:

*'A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.'*

Section 5.43 of the Act states that:

*'A local government cannot delegate to a CEO any of the following powers or duties:*

- (a) ...
- (b) *accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph.'*

Part 4 of the Local Government (Functions and General) Regulations 1996 regulates and provides the procedures for local government tenders for providing goods or services. Amendments were made to the regulations in September 2015 which require updates to this policy.

Regulation 11A of the Local Government (Functions and General) Regulations 1996 states:

- (1) *A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less or worth \$150,000 or less.*
- (2) *A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in sub Regulation (1).*
- (3) *A purchasing policy must make provision in respect of –*
  - (a) *the form of quotations acceptable;*

- (ba) *the minimum number of oral quotations and written quotations that must be obtained; and*
- (b) *the recording and retention of written information, or documents, in respect of –*
  - (i) *all quotations received; and*
  - (ii) *all purchases made.'*

Part 4 of the Local Government (Functions and General) Regulations 1996 incorporates major changes in respect to the appointment of panels of pre-qualified suppliers. The most relevant sections that relate are:

*'24AB. Local government may establish panels of pre-qualified suppliers  
A local government may establish a panel of pre-qualified suppliers to supply particular goods or services to the local government in accordance with this Division.*

**24AC. Requirements before establishing panels of pre-qualified suppliers**

- (1) *A local government must not establish a panel of pre-qualified suppliers unless*
  - 
  - (a) *it has a written policy that makes provision in respect of the matters set out in subregulation (2); and*
  - (b) *the local government is satisfied that there is, or will be, a continuing need for the particular goods or services to be supplied by pre-qualified suppliers.'*

## **EXTERNAL CONSULTATION**

External consultation has occurred with the City of Albany and Shire of Denmark in respect to rationalisation of each Council's purchasing policies.

## **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 2013-2023 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.

The Shire of Plantagenet Corporate Business Plan 2015/2016 – 2019/2020 includes Action 4.6.1.3 *'Ensure that the Shire's purchasing practises are in accordance with the Council's Purchasing Policy, relevant legislation and appropriate internal controls.'*

## OFFICER COMMENT

A review of this policy has been undertaken as a result of the new requirements of the Local Government (Functions and General) Regulations 1996. The main changes to this policy are:

- The removal of statutory requirements that are a duplication of the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996.
- The simplification of the policy by removing administrative details which will be included in internal guidelines.
- The adjustment of tender and purchasing thresholds to reflect modern practices, recommended by the Shire's auditors, Moore Stephens.
- The provision for the appointment of panels of pre-qualified suppliers.

These changes result in a smaller, more 'streamlined' policy, while retaining financial prudence and probity safeguards. Amendments required as a result of legislative changes are also incorporated.

## VOTING REQUIREMENTS

Simple Majority

## OFFICER RECOMMENDATION/COUNCIL DECISION

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

That amended Purchasing and Tendering Policy F/FM/7, as follows:

### ‘1.1 OBJECTIVES

- a) To provide compliance with the Local Government Act, 1995 and the Local Government (Functions and General) Regulations, 1996;
- b) To deliver a best practice approach and procedures to internal purchasing for the Shire of Plantagenet; and
- c) To ensure consistency for all purchasing activities that integrate within all the Shire of Plantagenet operational areas.

### 1.2 WHY DO WE NEED A PURCHASING POLICY?

The Shire of Plantagenet is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- a) Provides the Shire of Plantagenet with an effective way of purchasing goods and services;
- b) Ensures that purchasing transactions are carried out in a fair and equitable manner;
- c) Strengthens integrity and confidence in the purchasing system;
- d) Ensures that the Shire of Plantagenet receives value for money in its purchasing;
- e) Ensures that the Shire of Plantagenet considers the environmental impact of the procurement process across the life cycle of goods and services;

- f) Ensures the Shire of Plantagenet is compliant with all regulatory obligations;
- g) Promotes effective governance and definition of roles and responsibilities;
- h) Upholds respect from the public and industry for the Shire of Plantagenet's purchasing practices that withstands probity examination;
- i) Ensures the Council's Occupational Health and Safety Policy is considered when making purchasing decisions; and
- j) Provides that the Shire of Plantagenet will not pay invoices that do not quote a purchase order number.

### 1.3 ETHICS AND INTEGRITY

All officers and employees of the Shire of Plantagenet shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Plantagenet.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- a) full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public moneys based on achieving value for money;
- b) all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Plantagenet policies and Code of Conduct;
- c) purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- d) all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- e) any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- f) any information provided to the Shire of Plantagenet by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

### 1.4 VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Plantagenet. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- a) all relevant whole-of-life costs and benefits, whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- b) the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- c) financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- d) a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable; and
- e) hazard identification, risk assessment and risk control of new products as part of the purchasing evaluation process.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

It should be noted that the Council has a number of preferred suppliers/contractors such as mechanical parts suppliers, plumbers, electricians and I.T. technicians who have developed a good awareness of the Shire's facilities and infrastructure over a period of years. It is acknowledged that day to day expenditures may be made through such suppliers without invoking the need to obtain quotations.

No chemicals or other potentially hazardous materials are to be purchased unless they are already on the Shire's Register of Hazardous Materials, or as approved by the responsible manager. All such materials are to be accompanied by a Materials Safety Data Sheet at the time of purchase.

## 1.5 SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The Shire of Plantagenet is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Plantagenet's sustainability objectives.

Practically, sustainable procurement means the Shire of Plantagenet shall endeavour at all times to identify and procure products and services that:

- a) have been determined as necessary;

- b) demonstrate environmental best practice in energy efficiency and / or consumption which can be demonstrated through suitable rating systems and eco-labelling;
- c) demonstrate environmental best practice in water efficiency;
- d) are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- e) products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste;
- f) for motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range; and
- g) for new buildings and refurbishments – where available use renewable energy and technologies.

## 1.6 PURCHASING THRESHOLDS

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

| Category                | Value (ex GST)      | Minimum Protocol  |
|-------------------------|---------------------|---|
| Minor Purchase          | \$0-\$2,000         | 1 Verbal Quote  |
| Minor Quotation         | \$2,001-\$5,000     | 2 Verbal Quotes   |
| Intermediate            | \$5,001 to \$30,000 | 2 Written Quotes  |
| Major Quotation         | \$30,001-\$150,000  | 3 Written Quotes  |
| Major Purchase (Tender) | Over \$150,000      | In accordance with Division 2 – Section 11 of the Local Government (Functions and General) Regulations 1996 |

If a purchase is made and the minimum protocol for quotations is not met, a file note signed by the Department Manager needs to be completed, detailing the reasons for not meeting the protocol. In this instance a copy of the file note will be kept with the purchase order.

## 1.7 PANELS OF PRE-QUALIFIED SUPPLIERS

- a) Factors to be considered when establishing a panel of pre-qualified suppliers would include (but are not necessarily limited to) circumstances where:
  - i. The Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
  - ii. There are numerous potential suppliers in the local and regional market sectors;
  - iii. The purchasing activity under the intended Panel is assessed as being of a moderate risk under the Shire's Risk Management Guidelines;

- iv. The Panel will streamline and improve procurement processes;
- v. The Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

b) Should the Shire determine that it is beneficial to create a Panel, it must do so in accordance with Part 4, Division 3 the Local Government (Functions and General) Regulations 1996. This ensures that clear and consistent information is communicated to all suppliers, including selection criteria, conditions of contract, specifications and price schedules (as required).

c) Pre-Qualified Suppliers will be appointed to the Panel based on their suitability to provide the goods and/or services as per the weighted evaluation criteria. The number of suppliers appointed to a Panel will be dependent on the number of conforming submissions received.

d) Panelists will be ranked based on value for money and suitability, and engaged based on their ranking as well as other factors such as availability, familiarity with a particular project and/or specialist requirements.

e) The Shire may engage non Panel members as required, subject to normal quotation and tendering requirements as per the Regulations.

## 1.8 RECORDS MANAGEMENT

- a) All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:
  - i. tender documentation;
  - ii. internal documentation;
  - iii. evaluation documentation;
  - iv. enquiry and response documentation; and
  - v. notification documentation.
- b) For a direct purchasing process this includes:
  - i. quotation documentation;
  - ii. internal documentation; and
  - iii. order forms and requisitions.
- c) Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire of Plantagenet's internal records management policy.'

be endorsed.

CARRIED (8/0)

NO. 92/16

**11.4 WASTE MANAGEMENT****OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr S Etherington, seconded Cr M O'Dea:

That a report be prepared for consideration by the Council at its meeting to be held on 13 September 2016 addressing policy development on the following issues relating to waste management:

1. The Council's financial efficiency in collecting and disposing of waste.
2. Use of technology relating to the alternative disposal of waste other than landfill.
3. The net financial cost to the Council regarding recycling, taking into account environmental impacts.
4. Best Practice landfill.
5. The development of regional approaches to waste practices.
6. The impacts of accepting waste from the Shire of Denmark.
7. Undertaking kerbside collection internally.
8. The concept that waste disposal and treatment should be cost neutral to the local government.
9. The acquisition of additional land for land fill.
10. Container deposit legislation.
11. Service levels.

**CARRIED (8/0)**

**NO. 93/16**

**12 CONFIDENTIAL****12.1 WORKS AND SERVICES REPORTS****12.1.1 TENDER C05-1516 SUPPLY/TRADE AND DELIVERY OR OUTRIGHT  
SALE (DISPOSAL) OR SUPPLY ONLY OF A BACKHOE LOADER**

**File Ref:** N37152  
**Responsible Officer:** Rob Stewart  
Chief Executive Officer  
**Author:** Dominic Le Cerf  
Manager Works and Services  
**Proposed Meeting Date:** 24 May 2016

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**PURPOSE**

The purpose of this report is to consider submissions received for the supply/trade and delivery or outright sale (disposal) or supply only of a backhoe loader.

**MOTION TO PROCEED BEHIND CLOSED DOORS**

Moved Cr L Handasyde, seconded Cr J Oldfield:

5:07pm That the meeting be closed to members of the public pursuant to Section 5.23 (c) of the Local Government Act as the matter to be considered relates to a contract entered into, or which may be entered into, by the local government.

**CARRIED (8/0)**  
**NO. 94/16**

**MOTION TO PROCEED IN PUBLIC**

Moved Cr L Handasyde, seconded Cr B Bell:

5:08pm That the meeting proceed in public.

**CARRIED (8/0)**  
**NO. 95/16**

**OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr B Bell, seconded Cr J Moir:

That:

1. The tender submitted by Westrac for the supply of a new CAT 444F2 backhoe, at a cost of \$201,300.00 (ex GST); and
2. The trade-in on the 2008 JCB backhoe at a price of \$35,000.00 (ex GST); at a net changeover of \$166,300.00 (ex GST) be accepted.

**CARRIED (8/0)**  
**NO. 96/16**

## 13 CLOSURE OF MEETING

5:20pm The Presiding Member declared the meeting closed.

**CONFIRMED: CHAIRPERSON** \_\_\_\_\_ **DATE:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_