



## ORDINARY AGENDA

Notice is hereby given that an **ORDINARY** Meeting of the Council will be held:

**DATE:** Tuesday, 27 July 2021

**TIME:** 4.00pm

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

A handwritten signature in black ink, appearing to read "John Fathers".

John Fathers  
ACTING CHIEF EXECUTIVE OFFICER

### **DISCLAIMER**

This agenda has yet to be dealt with by the Council. The Recommendations shown at the foot of each Item have yet to be considered by the Council and are not to be interpreted as being the position of the Council. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Council.

In certain circumstances, members of the public are not entitled to inspect material, which in the opinion of the Chief Executive Officer is confidential and relates to a meeting or a part of a meeting that is likely to be closed to members of the public.

No responsibility whatsoever is implied or accepted by the Shire of Plantagenet for any act, omission, statement or intimation occurring during Council or Committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting 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 of intimation of approval made by any 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 advises that anyone who has any application lodged 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.

The Shire of Plantagenet advises that any plans or documents contained within this agenda may be subject to copyright law provisions (Copyright Act 1968, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction. It should be noted that Copyright owners are entitled to take legal action against any persons who infringe their copyright. A reproduction of material that is protected by copyright may represent a copyright infringement.

### **EMERGENCY EVACUATION PROCEDURES**

The Evacuation signal is a siren.

On hearing the siren, please leave the building immediately through either of the front doors. Assembly areas are to your right.

A warden will issue you with further instructions.

Obey the instruction of the warden at all times.

Do not re-enter the building at any time, unless under instruction by the Chief Warden.

## TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....	1
2	RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....	1
3	PUBLIC QUESTION TIME.....	1
3.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	1
3.2	PUBLIC QUESTION TIME - SECTION 5.24 LOCAL GOVERNMENT ACT 1995 .....	1
4	PETITIONS / DEPUTATIONS / PRESENTATIONS .....	1
5	DISCLOSURE OF INTEREST .....	1
6	APPLICATIONS FOR LEAVE OF ABSENCE.....	1
7	CONFIRMATION OF MINUTES .....	2
7.1	ORDINARY MINUTES OF COUNCIL HELD 22 JUNE 2021.....	2
8	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION.....	2
9	REPORTS OF COMMITTEES AND OFFICERS .....	3
9.1	STRATEGIC DEVELOPMENT REPORTS .....	3
9.1.1	RECREATION ADVISORY COMMITTEE - ENDORSEMENT OF RECOMMENDATION – WILSON PARK FENCING .....	3
9.1.2	RECREATION ADVISORY COMMITTEE - ENDORSEMENT OF RECOMMENDATION – YOUTH ADVISORY GROUP .....	5
9.1.3	ADVERSE EVENTS PLAN .....	8
9.1.4	LOTS 50 AND 51 MUIR HIGHWAY, FOREST HILL – AFFIX COMMON SEAL .....	11
9.2	WORKS AND SERVICES REPORTS .....	14
9.3	CORPORATE SERVICES REPORTS.....	15
9.3.1	LIST OF ACCOUNTS – JUNE 2021 .....	15

9.3.2	FINANCIAL STATEMENTS – JUNE 2021 .....	17
9.3.3	PROPERTY RATES – 2021/2022.....	19
9.3.4	ADOPTION OF 2021/2022 BUDGET.....	24
<b>9.4</b>	<b>EXECUTIVE SERVICES REPORTS .....</b>	<b>32</b>
9.4.1	POLICY REVIEW – RELATED PARTY DISCLOSURES.....	32
<b>10</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....</b>	<b>35</b>
10.1	HOLLOW LOG GOLF DAY .....	35
<b>11</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING .....</b>	<b>36</b>
<b>12</b>	<b>CONFIDENTIAL .....</b>	<b>36</b>
<b>13</b>	<b>CLOSURE OF MEETING .....</b>	<b>36</b>

## **1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

On establishing there is a quorum, the Presiding Member will declare the meeting open.

The Presiding Member acknowledges the Traditional Custodians of the land on which we meet today, paying respects to their Elders past, present and emerging.

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

Members Present:

In Attendance:

Apologies:

Members of the Public Present:

Previously Approved Leave of Absence:

Cr C Pavlovich was granted Leave of Absence from 23 July 2021 to 8 August 2021.

## **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**

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

## **5 DISCLOSURE OF INTEREST**

Part 5 Division 6 Local Government Act 1995

## **6 APPLICATIONS FOR LEAVE OF ABSENCE**

Section 5.25 Local Government Act 1995

Nil

## **7 CONFIRMATION OF MINUTES**

### **7.1 ORDINARY MINUTES OF COUNCIL HELD 22 JUNE 2021**

Minutes, as circulated, of the Ordinary Meeting of the Shire of Plantagenet, held on 22 June 2021.

#### **OFFICER RECOMMENDATION**

**That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 22 June 2021 as circulated, be taken as read and adopted as a correct record.**

## **8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

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

### **9.1 STRATEGIC DEVELOPMENT REPORTS**

#### **9.1.1 RECREATION ADVISORY COMMITTEE - ENDORSEMENT OF RECOMMENDATION – WILSON PARK FENCING**

<b>File Ref:</b>	<b>N55575</b>
<b>Attachments:</b>	<u>Recreation Advisory Committee Minutes 29 June 2021</u>
<b>Responsible Officer:</b>	<b>Andrus Budrikis</b> <b>Executive Manager Strategic Development</b>
<b>Author:</b>	<b>Sonja Parker</b> <b>Community Development Officer</b>
<b>Proposed Meeting Date:</b>	<b>27 July 2021</b>

---

#### **PURPOSE**

The purpose of this report is to endorse the Recreation Advisory Committee's recommendation to install a boundary fencing along Lowood Road at Wilson Park to improve community safety and address community feedback.

#### **BACKGROUND**

The Council at its meeting held on 23 February 2021 (resolution No. 050/21) referred the issue of installing a child-proof fence at Wilson Park to the Recreation Advisory Committee. The proposal for fencing was supported by the Committee to address extensive community feedback and requests to improve community safety on the site by limiting access to Lowood Road by children while playing.

The Recreation Advisory Committee at its meeting held on 4 March 2021, discussed options for fencing including the style, length and anticipated expenditure, with the Committee recommending a budget allocation in the 2021/22 Financial year, with the value to be confirmed at the June committee meeting.

At the Recreation Advisory Committee meeting, held on 29 June 2021, the quote for installation of a fence along the Lowood Road boundary of Wilson Park was considered.

#### **STATUTORY ENVIRONMENT**

There are no statutory implications for this report.

#### **EXTERNAL CONSULTATION**

There are no external consultation implications for this report.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications for this report.

**BUDGET IMPLICATIONS**

Budget allocation for Wilson Park Fencing of \$20,000.00 has been proposed for the FY 2021/22 budget to cover the expense of the fencing.

**POLICY IMPLICATIONS**

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

**LEGAL IMPLICATIONS**

There are no legal implications for this report.

**ASSET MANAGEMENT IMPLICATIONS**

The new fencing will be managed within the current asset management plan.

**STRATEGIC IMPLICATIONS**

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

Outcome 1.3 'A cohesive and supportive community'

Strategy 1.3.5

*Improve amenity of community spaces and Shire facilities to promote participation and wellbeing.*

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

**OFFICER COMMENT**

Community feedback received by the Shire over an extended period has identified a strong desire for the installation of fencing along Lowood Road at Wilson Park. This has been proposed to increase community safety and address concerns with potential children and traffic conflict given the proximity of play equipment to the edge of Lowood Road.

The Recreation Advisory Committee considered options for fencing at the site and supported the installation of approximately 150m of 900 mm high black chain link mesh and powder coated post and rail system to be installed in the 2021/22 financial year, pending budget adoption, at an expense of \$13,000.00.

Further, the Recreation Advisory Committee endorsed this style of fencing as the preferred option for any further fencing required in Wilson Park.

**VOTING REQUIREMENTS**

Simple Majority

**RECREATION ADVISORY COMMITTEE RECOMMENDATION**

**That a post and rail chain link fence, similar to the Sounness Park oval fence, be installed at Wilson Park at a cost of approximately \$13,000.00.**

**9.1.2 RECREATION ADVISORY COMMITTEE - ENDORSEMENT OF  
RECOMMENDATION – YOUTH ADVISORY GROUP**

**File Ref:** N55576

**Attachments:** Recreation Advisory Committee Minutes 29 June 2021  
Proposal to establish a Youth Advisory Group

**Responsible Officer:** Andrus Budrikis  
Executive Manager Strategic Development

**Author:** Sonja Parker  
Community Development Officer

**Proposed Meeting Date:** 27 July 2021

---

**PURPOSE**

The purpose of this report is to seek endorsement of the Recreation Advisory Committee's recommendation to establish a Shire of Plantagenet Youth Advisory Group.

**BACKGROUND**

The Recreation Advisory Committee at its meeting held on 4 March 2021, discussed community engagement and consultation options for the development of the Youth Precinct. The Community Development Officer recommended the establishment of a Youth Advisory Group to guide this process, in combination with other consultation processes. Committee members requested further information on this Youth Advisory Group for consideration.

The Recreation Advisory Committee at its meeting held on 29 June 2021 considered a briefing paper on the proposal to establish a Youth Advisory Group.

**STATUTORY ENVIRONMENT**

There are no statutory implications for this report.

**EXTERNAL CONSULTATION**

There are no external consultation implications for this report. Should the Council endorse the recommendation to establish a Youth Advisory Group, this initiative would be delivered with extensive external consultation.

**FINANCIAL IMPLICATIONS**

There are no financial implications for this report.

**BUDGET IMPLICATIONS**

Budget allocation for youth initiatives has been identified within the 2021/22 financial year budget. Activities and initiatives from a Youth Advisory Group would utilise these budget allocations.

**POLICY IMPLICATIONS**

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

**LEGAL IMPLICATIONS**

There are no legal implications for this report.

**ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications for this report.

**STRATEGIC IMPLICATIONS**

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

Outcome 1.4 Opportunities for development and participation of youth

*Strategy 1.4.1:*

*Promote programs that assist in youth development and leadership.*

*Strategy 1.4.2:*

*Provide and promote appropriate and accessible facilities and activities for youth.*

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

**OFFICER COMMENT**

At the Recreation Advisory Committee meeting held 29 June 2021, the Community Development Officer provided a briefing paper on the proposal to establish a Youth Advisory Group (YAG). The concept to establish a YAG was identified as an action for further investigation from feedback via the Youth Precinct Community Consultation Survey 2020. There was notable support from the community via this survey for a volunteer community advisory group to drive the youth precinct design and development.

A YAG, also known as a Youth Advisory Council (YAC), is a group of young people (between the ages of 12-25 years) that can advise Council on matters relating to young people and provide a youth voice and perspective into decision making. The YAG offers many benefits to both the participants by providing experience in leadership and offering greater inclusion; as well as the local government through improved understanding of youth values in the community informing better decision making, and greater success in grant funding through genuine community engagement.

Three specific outcomes proposed for a Shire of Plantagenet YAG are to:

- Guide the development of the Youth Precinct Concept Plan and delivery of a range of youth events and programs to activate the space (2021/22)
- Provide input and drive development of a Youth Plan to give the Shire a long-term approach to youth planning and program delivery (for 2022/23)

- Oversee a Community Youth Grants Program whereby small grants between \$500 and \$1,000 can be allocated to youth focused projects submitted by the community, to be assessed and approved the YAG with updates provided to the Recreation Advisory Committee (for 2022/23). Funding of \$4,000 for this proposal is included in the draft FY2021/22 budget.

These outcomes provide a genuine incentive and deliverable for the group to work towards and demonstrate to the YAG members the Shire's commitment to engaging and listening to the youth by giving them ownership over key programs. As per the Recreation Advisory Committee recommendation, the YAG would be reviewed after a two-year period with a report provided back to the Recreation Advisory Committee for consideration.

At the end of the two years period a report will be presented to the Recreation Advisory Committee reviewing the value and achievements of the YAG with recommendations as to the continuation of the YAG and terms of reference.

### **VOTING REQUIREMENTS**

Simple Majority

### **RECREATION ADVISORY COMMITTEE RECOMMENDATION**

**That:**

1. **A Youth Advisory Group be formed for a minimum period of two years as per the terms of reference included in the Proposal to Establish a Youth Advisory Group briefing paper June 2021 with membership open to young people aged 12 – 25 years old.**
2. **A report be presented to the Recreation Advisory Committee at the conclusion of the two-year period.**

**9.1.3 ADVERSE EVENTS PLAN**

<b>File Ref:</b>	<b>N55543</b>
<b>Attachments:</b>	<u>Adverse Events Plan</u>
<b>Responsible Officer:</b>	<b>Andrus Budrikis</b> <b>Executive Manager Strategic Development</b>
<b>Author:</b>	<b>Laura Adams</b> <b>Economic Development Officer</b>
<b>Proposed Meeting Date:</b>	<b>27 July 2021</b>

---

**PURPOSE**

The purpose of this report is to present the Shire of Plantagenet Adverse Events Plan for Council endorsement.

**BACKGROUND**

In January 2020, the Shire of Plantagenet was announced as eligible for up to \$1,000,000.00 of Drought Communities Programme – Extension (DCP) funding. The purpose of this Commonwealth grant was to stimulate local spending and provide a long-lasting benefit to communities and the agricultural industries they depend on, in addition to promoting resilience to future adverse events.

A prerequisite to receiving the funding was the development of a LGA Adverse Events Plan (AEP), which was to cover, inter alia, natural resource management, community resilience, and communication and coordination planning. If the LGA receiving DCP funding did not have an existing AEP there was a requirement to ring-fence \$25,000.00 of the funding to produce one.

The Council at its meeting held on 14 July 2020 resolved that:

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

- 1. Mount Barker Infrastructure Projects - \$375,000.000*
- 2. Mount Barker Swimming Pool Redevelopment - \$600,000.00.*
- 3. Adverse Event Plan and audit - \$25,000.00.'*

The scope for a consultant to produce an AEP from was set at an inter-departmental meeting in February 2021. Following a Request for Quote process in March 2021, Consulting Great Southern were selected to develop the AEP.

**STATUTORY ENVIRONMENT**

There are no statutory implications for this report. The AEP compliance requirements are set out in the Drought Communities Programme – Extension Grant Opportunity Guidelines, which are aligned with Australian Government objectives.

**EXTERNAL CONSULTATION**

This AEP was developed through a consultation session with local stakeholders including representatives from the Local Emergency Management Committee (LEMC), Department of Justice, Main Roads, Red Cross and St John WA.

**FINANCIAL IMPLICATIONS**

There are no immediate financial implications for this report.

**BUDGET IMPLICATIONS**

Budget item Adverse Events Plan was allocated \$25,000 mid-year in a budget review.

**POLICY IMPLICATIONS**

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

**LEGAL IMPLICATIONS**

There are no immediate legal implications for this report.

**STRATEGIC IMPLICATIONS**

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

Strategy 1.9.2:

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

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

**OFFICER COMMENT**

The key exercise that has been carried out in the development of this AEP is the mapping of risks specific to Plantagenet, and the identification of agencies responsible in those situations. Gaps have been identified in setting this inter-agency framework out, such as infrastructure weaknesses and situations where no lead agency has been identified. The plan flags up advocacy opportunities for the Shire and identifies potential projects that could be used to seek funding in the future.

The draft has been sent to stakeholders operating in emergency management for their comment, with particular emphasis given to the requirement for them to review Section 4 and agree to its delineation of responsibilities. The recommendations in this section have also been produced collaboratively with these agencies.

As the current DCP funding agreement stands, a final acquittal report is required to be submitted in August 2021. A variation to this agreement has been applied for on the grounds of contractor availability, price increases, supply chain issues and adverse weather conditions. Should this variation be granted, the AEP will be delivered alongside the construction project acquittals in December 2021. Otherwise, the AEP will need to be submitted to the Department of Industry, Science, Energy and Resources in August.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

**That the Shire of Plantagenet Adverse Events Plan be endorsed.**

**9.1.4 LOTS 50 AND 51 MUIR HIGHWAY, FOREST HILL – AFFIX COMMON SEAL**

---

<b>File Ref:</b>	<b>N55577</b>
<b>Attachment:</b>	<u>Location Plan</u> <u>Deposited Plan 414063</u>
<b>Responsible Officer:</b>	<b>Andrus Budrikis</b> <b>Executive Manager Strategic Development</b>
<b>Author:</b>	<b>Vincent Jenkins</b> <b>Principal Planning Officer</b>
<b>Proposed Meeting Date:</b>	<b>27 July 2021</b>
<b>Applicant:</b>	<b>John Kinnear</b>

---

**PURPOSE**

The purpose of this report is to seek authority for the Shire President and Chief Executive Officer to affix the Common Seal of the Council to an Application for New Title, Notification Under Section 70A for proposed Lots 50 and 51 on Deposited Plan 414063 Muir Highway, Forest Hill.

**BACKGROUND**

Council records show the registered owners of Lot 856 Muir Highway are A and H Lindberg.

Lot 856 Muir Highway was the subject of a successful homestead lot subdivision application with the Western Australian Planning Commission (WAPC). As a consequence, two new lots were created and Lot 50 and Lot 51 mentioned above (shown on the deposited plan) are the two proposed new lot numbers.

The Manager Development Services considered the proposed homestead lot subdivision of Lot 856 Muir Highway on 5 December 2017 in accordance with Council Delegation 7.1A.

The subdivision application was supported subject to the northwest corner of the battleaxe being truncated where it meets Muir Highway.

The subdivision application was approved by the WAPC on 25 January 2018 subject to a number of conditions including:

- '5. *A notification, pursuant to Section 70A of the Transfer of Land Act 1893 is to be placed on the certificate of title of proposed Lots A and B. Notice of this notification is to be placed on the diagram or plan of survey (deposited plan). The notification is to state as follows:*

*"At the development approval/building permit stage the following will be required to be implemented for any future house(s) on proposed Lot A or B in accordance with State Planning Policy 3.7 'Planning in Bushfire Prone Areas' and the supporting 'Guidelines for Planning in Bushfire Prone Areas':*

- An asset protection zone (APZ) to achieve BAL-29 or lower;*

- *A minimum 10000 litre dedicated static water supply for fire fighting accessible by a fire appliance; and*
- *Driveway and turn around area for a fire appliance". (Local Government)'*

(Lots A and B mentioned above will become Lots 50 and 51.)

### **STATUTORY ENVIRONMENT**

Land Administration Act 1997

Local Government Act 1995

Transfer of Land Act 1893 – Section 70A refers to factors that affects the use and enjoyment of land and notification on the title.

Planning and Development Act 2005

Shire of Plantagenet Local Planning Scheme No. 5 (LPS5) – Zoned Rural

### **EXTERNAL CONSULTATION**

There are no external consultations implications for this report.

### **FINANCIAL IMPLICATIONS**

The subdivision clearance fee of \$146.00 has been paid.

### **BUDGET IMPLICATIONS**

There are no budget implications for this report.

### **POLICY IMPLICATIONS**

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

### **LEGAL IMPLICATIONS**

There are no legal implications for this report.

### **ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications as no assets are being created or acquired.

### **STRATEGIC IMPLICATIONS**

There are no strategic implications for this report.

### **STRATEGIC RISK IMPLICATIONS**

There are no strategic risk implications for this report.

### **REGIONAL IMPLICATIONS**

There are no regional implications for this report.

### **OFFICER COMMENT**

Condition 5 of the WAPC approval requires a Notification under Section 70A of the Transfer of Land Act 1893. The notification on the deposited plan and the certificates

of title will inform prospective owners that at development approval or building permit stage for a house, they will need to install the following:

- Maximum BAL-29 asset protection zone,
- Minimum 10,000 litre water tank; and
- Driveway and turn around area for firefighting vehicles at the water tank.

The Council must resolve that the Shire President and Chief Executive Officer are to affix the Shire of Plantagenet Common Seal to the Notification under Section 70A of the Transfer of Land Act 1893.

Authority is now sought for the Common Seal to be applied in order that a subdivision clearance can be issued.

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER RECOMMENDATION**

**That authority be granted to the Shire President and Chief Executive Officer to affix the Common Seal of the Council to the Notification under Section 70A of the Transfer of Land Act 1893 (as amended) pertaining to the creation of proposed Lots 50 and 51 Muir Highway, Forest Hill on Deposited Plan 414063.**

**9.2 WORKS AND SERVICES REPORTS**

**NIL**

### 9.3 CORPORATE SERVICES REPORTS

#### 9.3.1 LIST OF ACCOUNTS – JUNE 2021

**File Ref:** N55627  
**Attachment:** List of Accounts – June 2021  
**Responsible Officer:** John Fathers  
Deputy Chief Executive Officer  
**Author:** Vanessa Hillman  
Accounts Officer  
**Proposed Meeting Date:** 27 July 2021

---

#### PURPOSE

The purpose of this report is to present the list of payments that were made during the month of June 2021.

#### 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 (25 May 2021). 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**

That in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority for the month ended 30 June 2021 be received and recorded in the minutes of the Council, the summary of which is as follows:

1. Electronic Payments and Direct Debits totalling \$854,693.94.
2. Municipal Cheques 47167 - 47192 totalling \$54,138.61.

**9.3.2 FINANCIAL STATEMENTS – JUNE 2021**

**File Ref:** N55552  
**Attachment:** Financial Statements  
**Responsible Officer:** John Fathers  
Deputy Chief Executive Officer  
**Author:** Diana Marsh  
Senior Finance Officer  
**Proposed Meeting Date:** 27 July 2021

---

**PURPOSE**

The purpose of this report is to present the preliminary financial position of the Shire of Plantagenet for the period ending 30 June 2021.

**STATUTORY ENVIRONMENT**

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

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

The Statement is to be accompanied by:

- a) explanation of the composition of net current assets, less committed assets and restricted assets.
- b) explanation of the material variances.
- 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**

**That the Financial Statements for the period ending 30 June 2021 be received.**

**9.3.3 PROPERTY RATES – 2021/2022**

**File Ref:** N55565  
**Responsible Officer:** Cameron Woods  
Chief Executive Officer  
**Author:** John Fathers  
Deputy Chief Executive Officer  
**Proposed Meeting Date:** 27 July 2021

---

**PURPOSE**

The purpose of this report is to set the property rates, establish an early payment incentive, payment instalment options and fees and set the interest rates for overdue and late payments in readiness for the adoption of the 2021/2022 budget.

**BACKGROUND**

It should be noted that, due to the impact of the Covid-19 pandemic, the Minister for Local Government has issued a Ministerial Order limiting the level of interest on overdue rate payments or on rates that are paid by instalment in the 2021/2022 financial year. The limits are as follows:

- Penalty interest reduced from a maximum of 11% to 7% (in-line with ATO penalty rates)
- Instalment interest to remain at 5.5% if a Local Government has a Hardship Policy, and to be a max of 3% if a Local Government does not have a hardship policy. (The Shire of Plantagenet has a policy for rates debt collection – hardship.)
- For those that are in hardship and meet the Local Government Hardship policy eligibility, then no penalty interest or instalment interest rate applies. Each Local Government decides on approving the application for hardship.

Level of Rates

As a result of the economic downturn associated with the Covid-19 pandemic, the Shire did not increase rates in 2020/2021. This year councillors have endorsed an overall increase of 3%, which reflects cost increases over the two year period.

The general minimum rate will increase by around 3% to 925.00. The rubbish collection charges will increase to \$335.00 for domestic collections and \$450.00 for non-domestic collections.

The Waste Rate will increase to \$57.00 per rates assessment, using the minimum rate provisions of the Local Government Act 1995.

Discount

Section 6.12 (1)(a) permits a local government to grant a discount or incentive for the early payment of money which is owed to the Council. As in previous years, it is recommended that a discount not be offered and no allowance has been made for any early payment discount to reflect this.

Incentive

The Council has previously offered incentive prizes to encourage the early payment of rates. Only ratepayers who have paid their rates in full and by 6 September 2021 will be entered into the draw.

For the 2021/2022 year, the following prizes are on offer:

First Prize - \$750.00 bank account with the Bendigo Community Bank.

Second Prize - A two-night weekend stay for two people including full buffet breakfast each morning, at the Quality Ambassador Hotel Perth in a premium deluxe room.

Third Prize - One carton of mixed wine donated by Mount Barker Wine Producers Association at a retail value of \$200.00.

#### Instalments

It is recommended that the following three payment options be offered as in previous years.

- (1) To pay the total rates and charges included on the rate notice in full by the 35<sup>th</sup> day after the date of issue of the rates notice; or
- (2) Two equal instalments. The first instalment will be due on the 35<sup>th</sup> day after the date of issue of the rates notice and the second instalment four calendar months after this date.
- (3) Four equal instalments. The first instalment will be due on the 35<sup>th</sup> day after the date of issue of the rates notice and the remainder at two calendar month intervals after this date.

#### Instalment Fee

It is recommended that an instalment fee of \$7.50 be charged for each instalment reminder issued after the first instalment is paid. A special payment arrangement administration charge of \$25.00 (excluding pensioners) will again apply, for those people who wish to pay rates through an instalment plan, but do not qualify for a standard instalment plan, due to late payment or other circumstances. This is the same as that charged in recent years.

#### Interest on Instalments

It is recommended that the maximum interest rate of 5.5% per annum be applied to instalment payments. Again, this is consistent with the previous year's charge and statutory requirements.

#### Late Payment Penalty Interest

It is recommended that late payment penalty interest be charged at 7% per annum, in line with the Ministerial Order.

It is proposed that the late payment penalty interest will apply to rates that remain unpaid where no election was made to pay the rate by instalments and on overdue instalment payments where an election was made to pay by instalments.

### **STATUTORY ENVIRONMENT**

Section 6.25 to 6.82 of the Local Government Act 1995 and Sections 52 to 78 of the Local Government (Financial Management) Regulations relate to property rating requirements and procedures.

**FINANCIAL IMPLICATIONS**

The property rates proposed have been established on the basis of delivering a balanced budget with a 3% increase on the 2020/2021 rate revenue, as well as minor increases to rubbish collection charges and waste rate.

**BUDGET IMPLICATIONS**

There are no budget implications for this report.

**POLICY IMPLICATIONS**

Policy A/PA/8 Rating – Rate Incentive Prize applies.

Policy F/FM/12 Budget Preparation applies.

**LEGAL IMPLICATIONS**

There are no legal implications for this report.

**ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications as no assets are being created or acquired.

**STRATEGIC IMPLICATIONS**

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 4.6 (Effective and efficient corporate and administrative services) the following Strategy 4.6.3:

*‘Maintain, develop and monitor rating and property strategies.’*

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

**STRATEGIC RISK IMPLICATIONS**

There are no strategic risk implications for this report.

**REGIONAL IMPLICATIONS**

There are no regional implications for this report.

**OFFICER COMMENT**

A revaluation of unimproved value rates base has been carried out by the Valuer General’s Office for the 2021/2022 financial year. The movement is as follows.

	2020/2021	2021/2022	Movement
Total UV Valuation	\$584,642,047	\$632,786,000	8.2%

In line with Council Policy F/FM/12, a ratio has been used to determine the proportion of rates raised between property valuation categories, regardless of re-valuations. This has been combined with adjustments in the respective rates in the dollar to reflect a proportionate increase in rates.

This has resulted in the rates in the dollar being adjusted as follows:

- Unimproved Value – 0.8060 to 0.7626 (decrease of 5.4%).

Gross Rental Value – 9.7453 to 10.3793 (increase of 6.5%).

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION**

That:

1. For the purpose of yielding the deficiency disclosed by the 2021/2022 Municipal Fund Budget, pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995, the following general and minimum rates be imposed on Gross Rental and Unimproved Values.
  - 1.1 General Rates

a)	Rural Townsites (GRV)	10.3793 cents in the dollar
b)	Rural (GRV)	10.3793 cents in the dollar
c)	Mount Barker Townsite (GRV)	10.3793 cents in the dollar
d)	Strata Titles (GRV)	10.3793 cents in the dollar
e)	Rural (UV)	0.7626 cents in the dollar
f)	Mining (UV)	0.7626 cents in the dollar
  - 1.2 Minimum Rates

a)	Rural Townsites (GRV)	\$925.00
b)	Rural (GRV)	\$925.00
c)	Mount Barker Townsite (GRV)	\$925.00
d)	Strata Titles (GRV)	\$925.00
e)	Rural (UV)	\$925.00
f)	Mining (UV)	\$925.00
2. Pursuant to section 6.45 of the Local Government Act 1995 and regulation 64(2) of the Local Government (Financial Management) Regulations 1996, the following due dates be nominated for the payment in full by instalments:
  - a) Full payment and 1st instalment due date 6 September 2021.
  - b) 2nd half instalment due date 10 January 2022.
  - c) 2nd quarterly instalment due date 8 November 2021.
  - d) 3rd quarterly instalment due date 10 January 2022.
  - e) 4th and final quarterly instalment due date 14 March 2022.
3. No discount be offered for the early payment of property rates.
4. Incentive prizes for the payment of property rates in full by the due date be offered as follows:
  - a) First prize – Bank Account to the value of \$750.00, donated by the Bendigo Community Bank.
  - b) Second Prize - A two-night weekend stay for two people including full buffet breakfast each morning, at the Quality Ambassador Hotel Perth in a premium deluxe room.
  - c) Third prize – One carton of wine with a retail value of in excess of \$200.00 donated by the Mount Barker Wine Producers Association.
5. Pursuant to section 6.45 of the Local Government Act 1995 and regulation 67 of the Local Government (Financial Management) Regulations 1996, an instalment administration charge of \$7.50 be adopted where the owner

has elected to pay rates through an instalment option for each instalment after the initial instalment is paid.

6. Pursuant to section 6.16(2) of the Local Government Act 1995, a special payment arrangement administration charge of \$25.00 be adopted (excluding pensioners) where the owner wishes to pay rates through an instalment plan, but does not qualify for a standard instalment plan, as detailed in Clause 5 above.
7. Pursuant to section 6.45 of the Local Government Act 1995 and regulation 68 of the Local Government (Financial Management) Regulations 1996, an interest rate of 5.5% be adopted where the owner has elected to pay rates through an instalment option.
8. Pursuant to section 6.51(1) and subject to section 6.51(4) of the Local Government Act 1995 and regulation 70 of the Local Government (Financial Management) Regulations 1996, an interest rate of 7% be adopted for general rates, Waste Rates and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.
9. That pursuant to section 6.13 of the Local Government Act 1995, an interest rate of 7% be adopted for rubbish collection charges that remain unpaid after becoming due and payable.

**9.3.4 ADOPTION OF 2021/2022 BUDGET**

**File Ref:** N55566  
**Responsible Officer:** Cameron Woods  
Chief Executive Officer  
**Author:** John Fathers  
Deputy Chief Executive Officer  
**Proposed Meeting Date:** 27 July 2021

---

**PURPOSE**

The purpose of this report is to recommend the adoption of the annual budget and fees and charges for the 2021/2022 financial year.

**BACKGROUND**

The 2021/2022 budget has been prepared as a balanced budget with significant input from staff and elected members. The Council considered the list of fees and charges for the 2021/2022 financial year as part of its budget workshop process.

**STATUTORY ENVIRONMENT**

Section 6.2 of the Local Government Act 1995 requires a local government to prepare and adopt, by absolute majority, an annual budget prior to 31 August in each year. Sections 6.15 to 6.19 of the Local Government Act 1995 relate to the imposition of fees and charges for a local government.

**FINANCIAL IMPLICATIONS**

The adoption of the budget enables the operations of the Council to continue effectively and issue rates in a timely manner to assist with income generation and cash flow.

**BUDGET IMPLICATIONS**

This report enables the adoption of the budget for 2021/2022.

**POLICY IMPLICATIONS**

The budget was framed in line with Council Policy F/FM/12 – Budget Preparation.

**LEGAL IMPLICATIONS**

There are no legal implications for this report.

**ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications as no assets are being created or acquired.

**STRATEGIC IMPLICATIONS**

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 4.6 (Effective and Efficient Corporate and Administrative Services) the following Strategy 4.6.1:

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

Further, the adoption of the budget is a primary mechanism in enabling the goals and outcomes set out in the Strategic Community Plan to be achieved.

### **STRATEGIC RISK IMPLICATIONS**

There are no strategic risk implications for this report.

### **REGIONAL IMPLICATIONS**

There are no regional implications for this report.

### **OFFICER COMMENT**

The budget comprises expenditure of \$25.7 million, including operating expenditure of \$15.5 million and capital expenditure of \$10.2 million.

Major projects include a redevelopment of Kendenup Hall toilets at around \$150,000, renewal of the playground at Narrikup Hall at \$41,000 and a new staff canteen and ablutions block at the Saleyards costing over \$200,000. The Council will also undertake a larger than normal roadworks program totalling \$3.8 million, due in part to successful applications for road grant funding.

The Mount Barker Memorial Swimming Pool redevelopment will continue, at a cost of \$1.67 million, as will the upgrade of the public toilets at Frost Park.

The budget maintains a focus on road renewal as well as on renewing and developing new assets. Capital roadworks (new projects) totalling over \$3.7 million are proposed, with over \$1.62 million (43%) being directly funded from State and Federal sources.

Proposed plant purchases include the replacement of the Isuzu NPR 250/300 Crew Cab and Isuzu NPR 300 Tipper.

The Shire has received substantial grant funding from the Commonwealth Government over the last 12 months under the Drought Communities Program and Local Roads and Community Infrastructure Programs. While some of this has been directed to roadworks and the swimming pool project, approximately \$400,000 is being directed towards projects along Albany Highway to improve the infill drainage, provide a large mural and a number of streetscape enhancements. A further \$432,000 is being spent on boardwalks, walkways and a carpark on Mount Barker Hill, as a first stage to further developments, including potential mountain bike trails.

The Council will also return over \$50,000 to the community through its Community Grants Program.

Several improvements are proposed for the Mount Barker Regional Saleyards, namely a staff canteen and public shower and ablutions block, further treatment of rust damage to roof members and braces for walkways and bays, and the second allocation to replace the weighbridge panel scanners. The cost of these improvements are sourced from the Saleyards Capital Improvements Reserve Fund and do not require ratepayer funds.

The draft 2021/2022 budget reflects a number of changes to operations and fees arising from service levels reviews of the swimming pool, recreation centre and waste areas. Service levels have been maintained across all other programs.

**VOTING REQUIREMENTS**

See individual recommendations.

**OFFICER RECOMMENDATION A.**

That pursuant to the provisions of Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, the Municipal Fund Budget as attached for the 2021/2022 financial year which includes the following:

- a) Statement of Comprehensive Income by Nature and Type on page 2;
- b) Basis of Preparation on page 3;
- c) Statement of Comprehensive Income by Program on page 4;
- d) Key terms and Definitions on page 5
- e) Statement of Cash Flows on page 6;
- f) Rate Setting Statement by Program on page 7;
- g) Note 1 - Rates and Service Charges on pages 8 to 10;
- h) Note 2 - Net Current Assets on pages 11 to 13;
- i) Note 3 - Reconciliation of Cash on page 14;
- j) Note 4 - Fixed Assets on pages 15 to 16;
- k) Note 5 - Asset Depreciation on page 17;
- l) Note 6 - Borrowings on pages 18 to 19;
- m) Note 7 – Leas Liabilities on page 20
- n) Note 8- Cash Backed Reserves on page 21;
- o) Note 9 - Fees and Charges on page 22;
- p) Note 10 - Grant Revenue on page 22;
- q) Note 11 - Revenue Recognition on page 23;
- r) Note 12 - Other Information on page 24;
- s) Note 13 – Trust Funds on page 25;
- t) Note 14 – Elected Members Remuneration on page 26;
- u) Note 15 – Significant Accounting Policies – Other Information on page 27
- v) Capital Works Program on pages 28 to 41;
- w) Supplementary Information Notes on pages 42 to 46;
- x) Detailed operating programs on pages 47 to 79;
- y) Schedule of Fees and Charges on pages 80 to 102.

be adopted.

**ABSOLUTE MAJORITY REQUIRED**

**OFFICER RECOMMENDATION B.**

That the following financial assistance grants be made to community groups and organisations, as further detailed on page 43 of the attached 2021/2022 Budget:

a)	Mount Barker Wildflower Photo Competition	\$2,142.00
b)	Porongurup Promotions Association Inc	\$5,000.00
c)	Mount Barker Speedway Inc	\$2,475.00
d)	Mount Barker Sporting Shooters (SSAA) Inc	\$4,500.00
e)	Plantagenet Village Homes Inc	\$5,000.00
f)	Rocky Gully Country Women's Association Inc	\$5,000.00
g)	Rotary Club of Mount Barker Inc	\$1,200.00
h)	Australian Red Cross Shop	\$2,000.00
i)	Empowering Plantagenet Seniors	\$4,466.00
j)	Forest Hill Denbarker Community Hall Committee	\$4,639.00
k)	Friends of the Porongurup Range Inc	\$2,500.00
l)	Kendenup Primary School P & C Association	\$300.00
m)	Mount Barker Golf Club	\$1,500.00
n)	Mount Barker RSL Sub Branch	\$750.00
o)	Mt Barker Toy Library Inc	\$1,600.00
p)	Wine Show of WA Committee	\$1,500.00
q)	Horsepower Plantagenet Group Inc	\$620.00
r)	Kendenup Town Hall & Market Day Committee	\$828.00
s)	YouthCARE Mt Barker	\$6,000.00
t)	Mountains & Murals Mount Barker Inc (c/fwd)	\$5,000.00
u)	Kendenup Tennis Club (c/fwd)	\$7,000.00

**ABSOLUTE MAJORITY REQUIRED****OFFICER RECOMMENDATION C.**

That pursuant to section 6.16 of the Local Government Act 1995, the Fees and Charges included at pages 80 to 102 inclusive of the attached 2021/2022 Budget be adopted.

**ABSOLUTE MAJORITY REQUIRED**

**OFFICER RECOMMENDATION D.**

That pursuant to section 6.11 of the Local Government Act 1995, the following Reserve Accounts be established for the 2021/2022 budget, incorporating the following names and purposes of reserve accounts:

- a) **Name: Employee Entitlements Reserve**  
**Purpose:** To fund sick, annual and long service leave entitlements for former staff and unplanned payments of annual leave and long service leave
- b) **Name: Plant Replacement Reserve**  
**Purpose:** To fund the purchase of vehicles, plant and machinery
- c) **Name: Drainage and Water Management Reserve**  
**Purpose:** To fund the purchase of land for drainage purposes and carry out major drainage works and projects identified in the Shire of Plantagenet Water Strategy 2020
- d) **Name: Waste Management Reserve**  
**Purpose:** To fund waste management infrastructure and major items of associated plant and equipment
- e) **Name: Computer Software and Hardware Upgrade Reserve**  
**Purpose:** To fund the upgrade of business system software and hardware with latest versions and additional functionality
- f) **Name: Mount Barker Regional Saleyards Capital Improvements Reserve**  
**Purpose:** To fund capital works and purchases at the Mount Barker Regional Saleyards
- g) **Name: Mount Barker Regional Saleyards Operating Loss Reserve**  
**Purpose:** To retain a proportion of Saleyards operating surpluses to fund operating deficits
- h) **Name: Outstanding Land Resumptions Reserve**  
**Purpose:** To fund old/outstanding obligations for land resumptions associated with road realignments and the like
- i) **Name: Natural Disaster Reserve**  
**Purpose:** To fund the Council's proportion of natural disaster events in the Shire of Plantagenet
- j) **Name: Plantagenet Medical Centre Reserve**  
**Purpose:** To fund renewal, refurbishment and improvements to the Plantagenet Medical Centre
- k) **Name: Spring Road Roadworks Reserve**  
**Purpose:** To fund roadworks in Spring Road, Porongurup as required by the relevant subdivision condition
- l) **Name: Mount Barker Swimming Pool Revitalisation Reserve**

- Purpose:** To fund planning and capital works associated with the revitalisation of the Mount Barker Memorial Swimming Pool
- m) **Name:** Hockey Ground Carpet Replacement
- Purpose:** To contribute towards the planned replacement of carpet at the Souness Park Hockey Ground
- n) **Name:** Community Resource Centre Building Reserve
- Purpose:** To contribute to the maintenance, renewal, refurbishment and improvements to the Mount Barker Community Resource Centre
- o) **Museum Complex Reserve**
- Purpose:** To fund the refurbishment of buildings at the Mount Barker historical museum complex
- p) **Standpipe Reserve**
- Purpose:** To fund the repair, renewal and upgrade of water standpipes.
- q) **Paths and Trails Reserve**
- Purpose:** To fund the development of new pathways, cycleway infrastructure and trails
- r) **Major Projects and Renewals Reserve**
- Purpose:** To fund new, improvements or refurbishments to existing Shire buildings and / or infrastructure and concept planning / working drawings for projects, to be determined by the Council
- s) **Public Open Space - WAPC 99183**
- Purpose:** To hold the cash in lieu of open space contribution held against the subdivision in WAPC reference 99183 until approval is granted to use those funds, pursuant to Section 6.11 of the Local Government Act 1995

**ABSOLUTE MAJORITY REQUIRED**

**OFFICER RECOMMENDATION E.**

That pursuant to:

1. Section 53 of the Cemeteries Act 1986, the fees and charges for Shire of Plantagenet cemeteries shown on pages 91 to 92 of the attached 2021/2022 Budget;
2. Section 53(2) of the Building Regulations 2012, a swimming pool inspection fee of \$56.00 (including GST); and
3. Section 67 of the Waste Avoidance and Resources Recovery Act 2007, the charges for the removal of domestic and commercial waste (and domestic recycling) included at page 84 of the attached 2021/2022 Budget;

be adopted.

**SIMPLE MAJORITY REQUIRED****OFFICER RECOMMENDATION F.**

That pursuant to section 67 of the Waste Avoidance and Resources Recovery Act 2007, and section 6.16 of the Local Government Act 1995 the charges for the deposit of domestic and commercial waste included at pages 84 to 86 inclusive of the attached 2021/2022 Budget be adopted.

**ABSOLUTE MAJORITY REQUIRED****OFFICER RECOMMENDATION G.**

That:

1. Pursuant to Sections 66(1)-(3) of the Waste Avoidance and Resources Recovery Act 2007, the provisions of the Local Government Act 1995 relating to the making, payment and recovery of general rates, Section 6.35 of the Local Government Act 1995 relating to minimum payments and Section 53 of the Local Government (Financial Management) Regulations 1996 relating to the amount prescribed for minimum payment, a 'Waste Rate' be imposed for 2021/2022; and
2. In respect to the Waste Rate, the following general and minimum rates apply on Gross Rental and Unimproved Values:
  - 2.1 General Rate
    - a) Rural Townsites (GRV) 0.01 cents in the dollar
    - b) Rural (GRV) 0.01 cents in the dollar
    - c) Mount Barker Townsite (GRV) 0.01 cents in the dollar
    - d) Strata Titles (GRV) 0.01 cents in the dollar
    - e) Rural (UV) 0.0007 cents in the dollar
  - 2.2 Minimum Rate

a) Rural Townsites (GRV)	\$57.00
b) Rural (GRV)	\$57.00
c) Mount Barker Townsite (GRV)	\$57.00
d) Strata Titles (GRV)	\$57.00
e) Rural (UV)	\$57.00

**ABSOLUTE MAJORITY REQUIRED****OFFICER RECOMMENDATION H.**

That:

1. Pursuant to section 5.99 of the Local Government Act 1995 and regulation 34 of the Local Government (Administration) Regulations 1996, elected members be paid 80% of the maximum Salaries and Allowances Tribunal allowance in lieu of individual meeting attendance fees.
2. Pursuant to section 5.99A of the Local Government Act 1995 and regulations 34A and 34AA of the Local Government (Administration) Regulations 1996, a Telecommunications Allowance of \$2,000.00 for elected members be adopted.
3. Pursuant to section 5.98(5) of the Local Government Act 1995 and regulation 33 of the Local Government (Administration) Regulations 1996, an annual local government allowance of 80% of the maximum Salaries and Allowances Tribunal allowance be paid to the Shire President in addition to the annual meeting allowance.
4. Pursuant to section 5.98A of the Local Government Act 1995 and regulations 33A of the Local Government (Administration) Regulations 1996, an annual local government allowance of 80% of the maximum Salaries and Allowances Tribunal allowance be paid to the Deputy Shire President in addition of the annual meeting allowance.

**ABSOLUTE MAJORITY REQUIRED**

**9.4 EXECUTIVE SERVICES REPORTS****9.4.1 POLICY REVIEW – RELATED PARTY DISCLOSURES**

**File Ref:** N55551  
**Responsible Officer:** Cameron Woods  
Chief Executive Officer  
**Author:** John Fathers  
Deputy Chief Executive Officer  
**Proposed Meeting Date:** 27 July 2021

---

**PURPOSE**

The purpose of this report is to review Council policy (F/FM/16) – Related Party Disclosures.

**BACKGROUND**

Council Policy A/PA/8 was last reviewed by the Council at its meeting held on 16 July 2019.

**STATUTORY ENVIRONMENT**

There are no statutory implications for this report, although it should be noted that the requirements are subject to audit compliance under the Australian Accounting Standards.

**EXTERNAL CONSULTATION**

Nil.

**FINANCIAL IMPLICATIONS**

There are no financial implications for this report.

**BUDGET IMPLICATIONS**

There are no budget implications for this report.

**POLICY IMPLICATIONS**

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

**LEGAL IMPLICATIONS**

There are no legal implications for this report.

**ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications as no assets are being created or acquired.

**STRATEGIC IMPLICATIONS**

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

Strategy 4.6.1:

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

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

**STRATEGIC RISK IMPLICATIONS**

There are no strategic risk implications for this report.

**REGIONAL IMPLICATIONS**

There are no regional implications for this report.

**OFFICER COMMENT**

The requirements of Australian Accounting Standards Board 124 - Related Party Disclosures (AASB 124) applies to financial statements prepared by local governments within Western Australia.

AASB 124 requires local governments to make specific disclosures in relation to transactions and balances (including commitments) with related parties. A policy is required that specifies the Shire's Key Management Personnel, who are subject to disclosure. The policy also defines ordinary citizen transactions, which are exempted from reporting.

No delegations relate to this policy. This policy is considered appropriate and should be endorsed, subject to the job title of the Executive Manager Corporate Services being changed to Deputy Chief Executive Officer.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That Council Policy F/FM/16 'Related Party Disclosures':

**'OBJECTIVE'**

The objective of this Policy is to specify the Shire's Key Management Personnel, who are subject to disclosure under the requirements of Accounting Standards Board 124 - Related Party Disclosures and to define ordinary citizen transactions, which are exempted from reporting.

**POLICY**

In regard to the requirements of Australian Accounting Standards Board 124 - Related Party Disclosures, the Council will:

1. Specify the following as Key Management Personnel:
  - a) All Councillors
  - b) Chief Executive Officer
  - c) Deputy Chief Executive Officer
  - d) Executive Manager Strategic Development
  - e) Executive Manager Works and Services.
2. Exempt the following transactions from reporting:
  - a) Paying rates and Emergency Services Levy (and associated charges and interest)
  - b) Fines
  - c) Use of Shire owned facilities such as Rec.Centre, Mount Barker Memorial Swimming Pool, Mount Barker Library, halls and public buildings, parks, ovals and other public open spaces (whether charged a fee or not)
  - d) Attending Council functions that are open to the public.'

be endorsed.

## **10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

### **10.1 HOLLOW LOG GOLF DAY**

Cr J Moir gave notice of his intention to move the following motion at the next Ordinary Meeting of the Council pursuant to Clause 5.3 of Standing Orders:

**‘That the following be recommended to the Great Southern Local Government participants of the Hollow Log Golf Tournament:**

- 1. Hosting of the Hollow Log golf day be rotated between member Local Governments commencing 2022.**
- 2. The host LG rotation will be:**
  - 2022 Jerramungup**
  - 2023 Kent**
  - 2024 Woodanilling**
  - 2025 Katanning**
  - 2026 Broomhill/Tambellup**
  - 2027 Albany**
  - 2028 Denmark**
  - 2029 Kojonup**
  - 2030 Cranbrook**
  - 2031 Gnowangerup**
  - 2032 Plantagenet.’**

### **COUNCILLOR COMMENT**

A rotation will allow more golf clubs to host this lucrative event.

The organisation of the fixture can be onerous on works staff, particularly if a LG hosts often.

I have consulted with both Gnowangerup and Kojonup informally and they are supportive of the change.

Previous Winners noted under:

2019	Plantagenet
2018	Gnowangerup
2017	Cranbrook
2016	Kojonup
2015	Kojonup
2014	Kojonup
2013	Denmark
2012	Gnowangerup
2011	Kojonup
2010	Albany

2009	Broomhill/Tambellup
2008	Kojonup
2007	Kojonup
2006	Gnowangerup
2005	Plantagenet
2004	Katanning
2003	Kojonup
2002	Woodanilling
2001	Woodanilling
2000	Cranbrook
1999	Gnowangerup
1998	Woodanilling
1997	Woodanilling
1996	Woodanilling
1995	Kent
1994	Dumbleyung
1993	Woodanilling
1992	Katanning
1991	Katanning

**CEO COMMENT**

Established in 1991, the Hollow Log Golf Day is an annual golf tournament for all local governments in the Great Southern region. There does not appear to be any determining body that has oversight on this competition.

**11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY  
DECISION OF THE MEETING****12 CONFIDENTIAL****13 CLOSURE OF MEETING**