



ORDINARY MINUTES

DATE: Tuesday, 27 July 2021

TIME: 4:00pm

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

Cameron Woods
CHIEF EXECUTIVE OFFICER

Resolution numbers: 124/21 to 136/21

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.....	2
3.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	2
3.2	PUBLIC QUESTION TIME - SECTION 5.24 LOCAL GOVERNMENT ACT 1995	2
4	PETITIONS / DEPUTATIONS / PRESENTATIONS	2
4.1	PRESENTATION – MR KURT EDWARDS (ITEM 9.1.2)	2
5	DISCLOSURE OF INTEREST	2
6	APPLICATIONS FOR LEAVE OF ABSENCE.....	2
7	CONFIRMATION OF MINUTES	2
7.1	ORDINARY MINUTES OF COUNCIL HELD 22 JUNE 2021.....	2
8	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION.....	3
9	REPORTS OF COMMITTEES AND OFFICERS	4
9.1	STRATEGIC DEVELOPMENT REPORTS	4
9.1.1	RECREATION ADVISORY COMMITTEE - ENDORSEMENT OF RECOMMENDATION – WILSON PARK FENCING	4
9.1.2	RECREATION ADVISORY COMMITTEE - ENDORSEMENT OF RECOMMENDATION – YOUTH ADVISORY GROUP	7
9.1.3	ADVERSE EVENTS PLAN	11
9.1.4	LOTS 50 AND 51 MUIR HIGHWAY, FOREST HILL – AFFIX COMMON SEAL	14
9.2	WORKS AND SERVICES REPORTS	17
9.3	CORPORATE SERVICES REPORTS	18

9.3.1	LIST OF ACCOUNTS – JUNE 2021	18
9.3.2	FINANCIAL STATEMENTS – JUNE 2021	20
9.3.3	PROPERTY RATES – 2021/2022.....	22
9.3.4	ADOPTION OF 2021/2022 BUDGET.....	27
9.4	EXECUTIVE SERVICES REPORTS	35
9.4.1	POLICY REVIEW – RELATED PARTY DISCLOSURES.....	35
10	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	38
10.1	HOLLOW LOG GOLF DAY	38
11	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING	39
12	CONFIDENTIAL	39
13	CLOSURE OF MEETING	39

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

4.00pm The Presiding Member declared the meeting open.

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

Members Present:

Cr J Oldfield	Deputy Shire President (Presiding Member)
Cr B Bell	Councillor
Cr K Clements	Councillor
Cr S Etherington	Councillor
Cr L Handasyde	Councillor
Cr J Moir	Councillor
Cr K Woltering	Councillor

In Attendance:

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

Apologies:

Cr M O'Dea

Members of the Public Present:

There was one member 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.

Disclaimer:

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

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

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for

a licence, any statement or limitation or approval made by a member or officer of the Shire of Plantagenet during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Plantagenet. The Shire of Plantagenet warns that anyone who has an application with the Shire of Plantagenet must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Plantagenet in respect of the application.'

3 PUBLIC QUESTION TIME

3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

3.2 PUBLIC QUESTION TIME - SECTION 5.24 LOCAL GOVERNMENT ACT 1995

Nil

4 PETITIONS / DEPUTATIONS / PRESENTATIONS

4.1 PRESENTATION – MR KURT EDWARDS (ITEM 9.1.2)

Mr Edwards addressed the Council in support of the Youth Advisory Program.

5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995.

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Section 5.25 Local Government Act 1995

Nil

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MINUTES OF COUNCIL HELD 22 JUNE 2021

Moved Cr B Bell, seconded Cr K Woltering:

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.

CARRIED (7/0)

NO. 124/21

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 STRATEGIC DEVELOPMENT REPORTS

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

File Ref:	N55575
Attachments:	<u>Recreation Advisory Committee Minutes 29 June 2021</u>
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 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/COUNCIL
DECISION**

Moved Cr J Moir, seconded Cr B Bell:

**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.**

CARRIED (7/0)

NO. 125/21

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

File Ref:	N55576
Attachments:	<u>Recreation Advisory Committee Minutes 29 June 2021</u> <u>Proposal to establish a Youth Advisory Group</u>
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

Moved Cr K Woltering, seconded Cr S Etherington:

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.**

AMENDMENT

Moved Cr K Clements, seconded Cr L Handasyde:

That the word 'report' in part 2 above be replaced with the word 'review'.

CARRIED (7/0)

NO. 126/21

COUNCIL DECISION

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 review be presented to the Recreation Advisory Committee at the conclusion of the two-year period.

CARRIED (7/0)

NO. 127/21

9.1.3 ADVERSE EVENTS PLAN

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

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/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr K Clements:

That the Shire of Plantagenet Adverse Events Plan be endorsed.

CARRIED (7/0)

NO. 128/21

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

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

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/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr J Moir:

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.

CARRIED (7/0)

NO. 129/21

9.2 WORKS AND SERVICES REPORTS

NIL

9.3 CORPORATE SERVICES REPORTS

9.3.1 LIST OF ACCOUNTS – JUNE 2021

File Ref:	N55627
Attachment:	<u>List of Accounts – June 2021</u>
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/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr B Bell:

That in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority for the month ended 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.

CARRIED (7/0)

NO. 130/21

9.3.2 FINANCIAL STATEMENTS – JUNE 2021

File Ref:	N55552
Attachment:	<u>Financial Statements</u>
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/COUNCIL DECISION

Moved Cr S Etherington, seconded Cr K Woltering:

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

CARRIED (7/0)

NO. 131/21

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 35th day after the date of issue of the rates notice; or
- (2) Two equal instalments. The first instalment will be due on the 35th 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 35th 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/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr K Clements:

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 13 September 2021.
 - b) 2nd half instalment due date 17 January 2022.
 - c) 2nd quarterly instalment due date 15 November 2021.
 - d) 3rd quarterly instalment due date 17 January 2022.
 - e) 4th and final quarterly instalment due date 21 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.

CARRIED (7/0)

NO. 132/21

Absolute Majority

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.

COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr K Clements:

That Officer Recommendations A, B, C, D, E, F, G, H all be carried en bloc

**CARRIED (7/0)
EN BLOC**

NO. 133/21

Absolute Majority

OFFICER RECOMMENDATION A./COUNCIL DECISION

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 9 to 11
- h) Note 2 - Net Current Assets on pages 12 to 14
- i) Note 3 - Reconciliation of Cash on page 15
- j) Note 4 - Fixed Assets on pages 15 to 17
- k) Note 5 - Asset Depreciation on page 18
- l) Note 6 - Borrowings on pages 19 to 20
- m) Note 7 – Leas Liabilities on page 21
- n) Note 8- Cash Backed Reserves on page 22
- o) Note 9 - Fees and Charges on page 23
- p) Note 10 - Grant Revenue on page 23
- q) Note 11 - Revenue Recognition on page 24
- r) Note 12 - Other Information on page 25
- s) Note 13 – Trust Funds on page 26
- t) Note 14 – Elected Members Remuneration on page 27

- u) Note 15 – Significant Accounting Policies – Other Information on page 28
 - v) Capital Works Program on pages 29 to 42
 - w) Supplementary Information Notes on pages 43 to 47
 - x) Detailed operating programs on pages 48 to 79
 - y) Schedule of Fees and Charges on pages 80 to 102.
- be adopted.

CARRIED EN BLOC

OFFICER RECOMMENDATION B./COUNCIL DECISION

That the following financial assistance grants be made to community groups and organisations, as further detailed on page 44 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

CARRIED EN BLOC

OFFICER RECOMMENDATION C./COUNCIL DECISION

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.

CARRIED EN BLOC

OFFICER RECOMMENDATION D./COUNCIL DECISION

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) Name:** Museum Complex Reserve
Purpose: To fund the refurbishment of buildings at the Mount Barker historical museum complex
- p) Name:** Standpipe Reserve
Purpose: To fund the repair, renewal and upgrade of water standpipes.
- q) Name:** Paths and Trails Reserve
Purpose: To fund the development of new pathways, cycleway infrastructure and trails
- r) Name:** 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) Name:** 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

CARRIED EN BLOC

OFFICER RECOMMENDATION E./COUNCIL DECISION

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.

CARRIED EN BLOC

OFFICER RECOMMENDATION F./COUNCIL DECISION

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.

CARRIED EN BLOC

OFFICER RECOMMENDATION G./COUNCIL DECISION

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

CARRIED EN BLOC

OFFICER RECOMMENDATION H/COUNCIL DECISION

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.

CARRIED EN BLOC

The Presiding Member extended his thanks to the Shire staff, led by the Deputy Chief Executive Officer John Fathers, for all the good work done on the budget.

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/COUNCIL DECISION

Moved Cr B Bell seconded Cr K Woltering:

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.

CARRIED (7/0)

NO. 134/21

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:

Moved Cr J Moir, seconded Cr B Bell:

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.'**

AMENDMENT

Moved Cr L Handasyde seconded Cr K Clements:

That in part 2 above the word 'suggested' be inserted after the word 'The' and before the word 'host'.

CARRIED (7/0)

NO. 135/21

COUNCIL DECISION

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 suggested 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.'

CARRIED (7/0)

NO. 136/21

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

Nil

12 CONFIDENTIAL

Nil

13 CLOSURE OF MEETING

4:42pm The Presiding Member declared the meeting closed.

CONFIRMED: CHAIRPERSON _____ DATE: ____ / ____ / ____