



ORDINARY AGENDA

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

DATE: Tuesday, 24 September 2024

TIME: 5.00pm

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


Julian Murphy
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.

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Please Note: Council Meetings are recorded for accuracy of minute taking.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	3
2	RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....	3
3	PUBLIC QUESTION TIME.....	3
3.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
3.2	PUBLIC QUESTION TIME - SECTION 5.24 LOCAL GOVERNMENT ACT 1995	5
4	PETITIONS / DEPUTATIONS / PRESENTATIONS	5
5	DISCLOSURE OF INTEREST	5
6	APPLICATIONS FOR LEAVE OF ABSENCE.....	5
7	CONFIRMATION OF MINUTES	5
7.1	ORDINARY MINUTES OF COUNCIL HELD 27 AUGUST 2024	5
8	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION.....	5
9	REPORTS OF COMMITTEES AND OFFICERS	6
9.1	DEVELOPMENT SERVICES REPORTS	6
9.1.1	LOT 75 MOUNT BARKER ROAD, MOUNT BARKER – ALTERATIONS AND ADDITIONS TO ST JOHNS AMBULANCE CENTRE	6
9.1.2	LOT 150 BEVERLEY ROAD, KENDENUP – WATER TANK IN PUBLIC OPEN SPACE RESERVE.....	12
9.2	WORKS AND SERVICES REPORTS	16
9.2.1	ASSET HIERARCHIES AND LEVEL OF SERVICE.....	16
9.2.2	10 YEAR ROAD PROGRAMME 2025/2026 TO 2035/2036	19
9.3	CORPORATE AND COMMUNITY SERVICES REPORTS	22
9.3.1	COMMUNITY GRANT PROGRAM – SUPPLEMENTARY APPLICATIONS	22

9.3.2	WILSON PARK REDEVELOPMENT – YOUTH ZONE - GRANT APPLICATION	25
9.3.3	FINANCIAL STATEMENTS – AUGUST 2024.....	29
9.3.4	LIST OF ACCOUNTS – AUGUST 2024.....	32
9.3.5	MATERIAL VARIANCE AMOUNT - 2024/2025	34
9.3.6	MOUNT BARKER HOCKEY CLUB – MEMORANDUM OF UNDERSTANDING 2024.....	36
9.4	EXECUTIVE SERVICES REPORTS	40
9.4.1	COUNCIL MEETINGS SCHEDULE 2025.....	40
9.4.2	COUNCILLOR ATTENDANCE – 2024 ALGA NATIONAL LOCAL ROADS, TRANSPORT AND INFRASTRUCTURE CONGRESS.....	43
10	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	45
11	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING	45
12	CONFIDENTIAL	45
12.1.1	MOUNT BARKER SWIMMING POOL – 50M POOL INVESTIGATION	45
12.1.2	CEO PERFORMANCE REVIEW	46
13	CLOSURE OF MEETING	46

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

The Shire of Plantagenet acknowledges the traditional custodians of our area and their continuing connection to the land and community. We pay our respects to all members of the Menang Noongar community and their culture; and to 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 A Fraser

3 PUBLIC QUESTION TIME

3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Mr Robert Lynn – The Selection and Planting of Trees within the Plantagenet Shire.

Mr Lynn raised the question of inappropriate tree selection and plantings within the Plantagenet Shire, notably:

- 1. IGA car park and walkway in front of Lowood Road shops*
- 2. Red Flowering gums under power lines in Hassell Avenue Kendenup*
- 3. Memorial Drive under the power lines*

The Presiding Member thanked Mr Lynn and advised that his questions would be taken on notice and a response forthcoming in due course.

Response from the CEO

Street trees are planted to provide canopy cover and to support the development of attractive, resilient and well shaded streets.

The Shire of Plantagenet seeks to plant street trees that are well suited to the built environment, and trees that are more likely to be reliable and to do well in difficult urban growing conditions.

All street trees require maintenance throughout their lifespan, so it is important to plant the right tree in the right place to suit the street environment. The following comments are provided in response to the specific concerns raised about street trees in the following locations:

1. IGA car park and walkway in front of Lowood Road shops:

The trees between Lowood Road and the IGA Car Park have been reset into metal semi-circular retainers. These trees have plenty of room for root growth and they are retained within the metal retainer. There are additional trees either side of the crossing point outside the Old Newsagents and a number of trees along Lowood Road outside of Sobranes Art Gallery. It is noted that these trees have caused damage to the pavers and other infrastructure which has caused a significant amount of maintenance work to be completed. An independent review of these trees will be conducted during the summer.

2. Red Flowering gums under power lines in Hassell Avenue Kendenup:

The red flowering gums have been planted for a number of years now. They have been planted under a power line which is not an appropriate location for this species. At present there is minimal maintenance required of these trees. If they grow to a level where they are regularly impacting on the powerlines, then the Shire of Plantagenet will take action.

3. Memorial Drive under the power lines:

This tree has been planted for a number of years. Like the red flowering gums in Kendenup, if the tree impacts upon the current infrastructure it will be either significantly pruned or removed.

It should be noted that all of these trees were planted a number of years ago. It is acknowledged that previous tree species selection and location has not always resulted in the right tree being planted in the right place.

The Shire will continue to manage street trees to minimise any impact on surrounding infrastructure whilst preserving the benefits that street trees provide. The concerns highlighted about street tree selection and location will be taken very seriously going forward, which has been demonstrated in recent projects where street trees have been planted by the Shire.

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

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MINUTES OF COUNCIL HELD 27 AUGUST 2024

Minutes, as circulated, of the Ordinary Meeting of the Shire of Plantagenet, held on 27 August 2024.

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 27 August 2024 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 DEVELOPMENT SERVICES REPORTS

9.1.1 LOT 75 MOUNT BARKER ROAD, MOUNT BARKER – ALTERATIONS AND ADDITIONS TO ST JOHNS AMBULANCE CENTRE

File Ref:	N64415
Attachment:	<u>Lot 75 Mount Barker Road - Site Plan, Elevations and Floor Plan</u>
Responsible Officer:	Andre Pinto – Executive Manager Development and Regulatory Services
Author:	Jayden Pope – Senior Town Planner (Altus Planning)
Proprietor/Applicant:	St Johns Ambulance / Roberts Gardiner Architects
Proposed Meeting Date:	24 September 2024

PURPOSE

The purpose of this report is to determine the development application (P786) for Community Purpose – Alterations & Additions to St Johns Ambulance at Lot 75 Mount Barker Road, Mount Barker as the proposal is outside the authority delegated to staff.

BACKGROUND

The *Planning and Development Act 2005* legislates the use and development of land in Western Australia through the planning system. The Shire's Local Planning Scheme No. 5 (**LPS5**) is a key part of this planning system, controlling land use and development. This is supported by various local and state planning policies.

On 16 July 2024, the Shire accepted an application for 'Community Purpose' – Alterations & Additions to St Johns Ambulance (proposed development or proposal), at Lot 75 Mount Barker Road, Mount Barker (subject land or site). The subject land is zoned as an 'Emergency Services' Reserve under LPS5.

Under LPS5, 'Community Purpose' means "*premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit*".

As the proposed development is situated on reserved land, the land use permissibility under Table 3 – Zoning Table of LPS5 does not apply.

The development is to be assessed against the intent and objectives of the Emergency Services zone. This is discussed further within the report.

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Plantagenet Local Planning Scheme No. 5

POLICY IMPLICATIONS

Town Planning Scheme Policy No. 22 – Advertising Signs

FINANCIAL IMPLICATIONS

The application fee of \$4,270.00 was received on 5 September 2024.

BUDGET IMPLICATIONS

There are no budget implications for this report.

LEGAL IMPLICATIONS

If an applicant or owner is aggrieved by a determination, there is a right of review by the State Administrative Tribunal under *Part 14* of the *Planning and Development Act 2005*.

ASSET MANAGEMENT IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2022/23 – 2025/26 provides:

At Outcome 2.2 Infrastructure the following Strategy:

Strategy 2.2.2:

'Encourage development that is consistent with the individual character of towns'

At Outcome 4 Performance & Leadership the following Strategies:

Strategy 4.1.1:

'A Shire that listens and considers the needs of each community.'

Accordingly, the recommended outcome for this report aligns with the Corporate Business Plan.

RISK MITIGATION IMPLICATIONS

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Operational Lack of adequate landscaping onsite could create an undesirable design outcome.	Likely	Moderate	Moderate	Condition for amended landscaping to be approved and implemented.

Opportunity: Increased soft landscaping to enhance the streetscape and increase the sustainability of the development.

STRATEGIC RISK IMPLICATIONS

There are no strategic risk implications for this report.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

Strategic Considerations

Pursuant to Table 1 – Reserve Objectives of LPS5, the objective of the Emergency Services reserve is:

‘Public Purposes which specifically provide for a range of essential emergency services.’

Considering the proposal does not change the existing land use, the development is considered to meet the objective of the Emergency Services reserve.

Setbacks

As the subject land is a reserve, there are no minimum setback requirements pursuant to LPS5. Due regard was made to the surrounding Residential R17.5 and Commercial zones.

The proposal generally does not change its existing setbacks and is compliant with both the Residential R17.5 and Commercial zones minimum setback requirements – no variations are proposed.

Landscaping

The newly proposed parking bays will remove a significant percentage of soft landscaping. It is recommended that a landscaping plan condition is imposed to increase the quality of the landscaping on site.

Whilst one (1) new tree is proposed, it is considered that the development does have limited landscaping on site, and nor is there any in the verge. Noting this, one (1) canopy shade tree should also be planted for the newly proposed parking bays, as these bays face directly north.

Should high quality landscaping be planted, it is considered that the landscaping on the site will be appropriate.

Town Planning Scheme Policy No. 22 – Advertising Signs

It is considered that the landowner is not a government or a public authority, rather, the landowner is an organisation that is contracted to provide the State's ambulance services. Therefore, the exemptions under LPS5 for 'Reserves in Public Places' do not apply.

As the signage of the proposed development is not exempt from development approval, the requirements of the Town Planning Scheme Policy No. 22 – Advertising Signs (Advertising Signs Policy) apply.

Generally, the ordinary requirements of the Advertising Signs Policy are not relevant to reserved land, however for the purposes of orderly and proper planning, due regard was made to these requirements.

Due regard was made to the requirements of a wall sign, where the only variation would be to section 9.3.1, which reads:

'...an advertising sign which is fixed to the external part of a wall of the building but does not project more than 300mm out from the wall, and no part of which is above the lowest point of the eaves or ceiling of the building.'

Whilst the proposed wall sign does not protrude more than 300mm out from the wall, a variation would occur as the sign is higher than the eaves and the ceiling. It is noted however that sign does not exceed the height of the feature wall.

The reason why the sign is taller than the eaves and ceiling is due to the sign being designed to reflect the feature wall to which it is affixed to (i.e. tall and narrow).

It is considered that the proposed sign is of an acceptable nature and does not warrant the need for a Total Signage Plan. It is further considered that the proposal generally meets the intent of the Advertising Signs Policy and is therefore considered acceptable.

Vehicular Access

Vehicular access is to remain from Mount Barker Road, with no modifications to the existing crossover proposed.

The new parking bays are designed to allow vehicles to access and egress the site in forward gear and is therefore deemed acceptable.

Consultation

Considering that the proposal is for generally minor works and upgrades only, it was not considered necessary for the proposed development to be advertised for public comment.

Conclusion

The proposal is consistent with the planning framework and will improve the streetscape and amenity of the area. It is therefore recommended that the proposal be approved subject to appropriate conditions as listed in the officer recommendation.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council approves the Development Application (P786) dated 16 July 2024 for the alterations and additions to an existing Community Purpose (St Johns Ambulance) at Lot 75 Mount Barker Road, Mount Barker, subject to the following conditions:

Conditions:

- 1. Development shall be carried out in accordance with the terms of the application as approved herein and any approved plan (including any amendments marked in red).**
- 2. Prior to applying for a Building Permit, a Landscape Plan for the development site is to be submitted to and approved by the Shire of Plantagenet. The following details are to be included:**

- a. Existing street trees and other vegetation.
 - b. Vegetation to be retained on the site.
 - c. Landscape treatments such as lawn and mulch areas.
 - d. The location, species, quantity and pot size of proposed trees and shrubs.
 - e. Areas to be irrigated.
3. Within 9 months of the date of this development approval, the landscaping and irrigation of the development site is to be installed in accordance with an approved landscape plan and thereafter maintained to the satisfaction of the Shire of Plantagenet.
4. Within 9 months of the date of this approval, vehicle parking, manoeuvring and circulation areas shall be designed, constructed, sealed, drained, linemarked and kerbed in accordance with:-
- a. The approved plan(s);
 - b. Australian/New Zealand Standard AS/NZS 2890.1:2004, Parking facilities, Part 1: Off-street car parking;
 - c. Australian/New Zealand Standard AS/NZS 2890.6:2009, Parking facilities, Part 6: Off-street- parking for people with disabilities;
 - d. Australian Standard AS 1428.12009, Design for access and mobility, Part 1: General Requirements for access-New building work (by providing a link to the main entrance of the development by a continuous accessible path of travel);
 - e. Council's engineering requirements and design guidelines.

The car parking is to be maintained to the satisfaction of the Shire of Plantagenet for the duration of the development.

5. All stormwater must be contained and disposed of on-site. All stormwater infrastructure must be maintained for the duration of the development.

Advice Notes:

1. The applicant is advised with regard to the Landscaping Plan, one (1) canopy tree is required for the new car parking bays, as outlined on the hereby approved stamped plans.
2. Any damage or disruption to infrastructure within the road reserves is to be remediated at the proponent's cost.
3. This Development Approval does not constitute a Building Permit. The applicant is advised of the need to obtain a Building Permit prior to the commencement of work. The submitted Building Permit application plans are to be consistent with the plans that form part of the relevant Development Approval, to the satisfaction of the Shire of Plantagenet.
4. The applicant is advised of the following to minimise the impact of development works:
 - a. All development works must be carried out in accordance with Control of Noise Practices set out in section 6 of AS24361981. -For further details please contact the Department of Water and Environmental Regulation.
 - b. Development work shall only be permitted between 0700 hours and 1900

hours on any day which is not a Sunday or public holiday, without the written approval of the City.

- c. Development work shall comply in all respects with the Environmental Protection (Noise) Regulations 1997.

9.1.2 LOT 150 BEVERLEY ROAD, KENDENUP – WATER TANK IN PUBLIC OPEN SPACE RESERVE

File Ref:	N64423
Attachment:	<u>Site plan and water tank detail</u>
Responsible Officer:	André Pinto Executive Manager Development and Regulatory Services
Author:	Ben Laycock (c/- Altus Planning, Shire's Consultant Town Planner)
Proprietor/Applicant:	Shire of Plantagenet / Tankman
Proposed Meeting Date:	24 September 2024

PURPOSE

The purpose of this report is for Council to consider an application for development approval relating to a proposed 410,000 litre water tank at the Kendenup Agricultural Grounds.

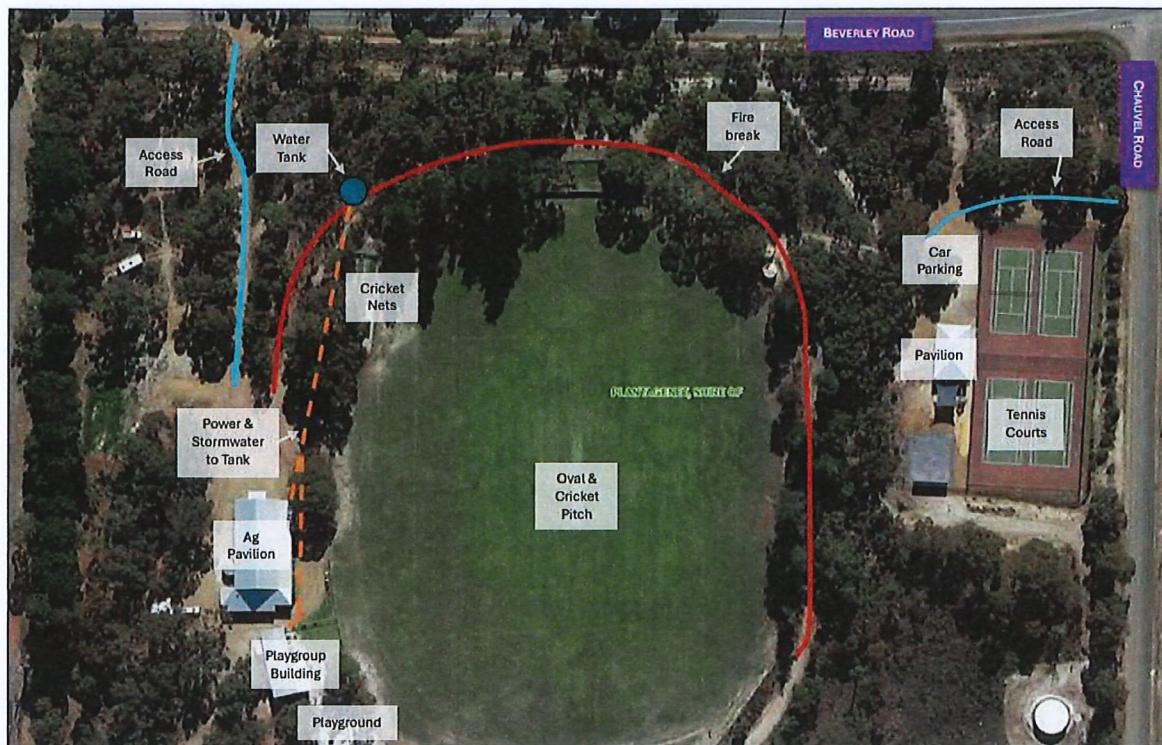
Under Instrument of Delegation of 30 June 2023 – (7.1A Local Planning Scheme No .5 – Various Duties – Sub Delegation), officers do not have delegated authority to determine applications for development approval relating to land reserved under Local Planning Scheme No. 5.

BACKGROUND

The *Planning and Development Act 2005* legislates the use and development of land in Western Australia through the planning system. The Shire's Local Planning Scheme No. 5 (**LPS5**) is a key part of this planning system, controlling land use and development. This is supported by various local and state planning policies.

An application for development approval has been submitted for the installation of a 410,000 litre water tank at the Kendenup Agricultural Grounds. Specifically, the water tank is to be approximately 12.701m in diameter and 3.235m in height, sitting atop a sand pad of approximately 14.70m in diameter and a depth of approximately 150mm above natural ground level.

The water tank is to be situated north of the Cricket Nets and accessible via the existing fire break.



EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Local Planning Scheme No. 5

Due to the height and capacity of the water tank, the proposal does not satisfy the conditions to be exempt from development approval under clause 61(1) of the Deemed Provisions contained at Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

The proposal is located on land reserved for 'Public Open Space' (POS) under the Shire's Local Planning Scheme No. 5 (LPS5). There is no land use permissibility prescribed for reserved land, with applications on reserved land to be typically assessed having regard to the applicable objectives provided in Table 1 of LPS5 which are:

- *To set aside areas for public open space, particularly those established under the Planning and Development Act 2005 s.152.*
- *To provide for a range of active and passive recreation uses such as recreation buildings and courts and associated car parking and drainage.*

The proposed water tank aligns with the second objective as the water tank is to capture the rainfall off the existing buildings on-site and store the rainwater to irrigate the oval during the summer months for cricket. Currently the only way to water the oval in summer is via the reticulated Water Corporation mains which is not sustainable.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

This project is jointly funded by Department of Water and Environmental Regulation (DWER) and the Shire split 70/30.

BUDGET IMPLICATIONS

This project is noted in the budget.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

The water tank is located within a Shire managed reserve and therefore the water tank will be required to be added to the Shire's Asset Register.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2022/23 – 2025/26 provides:

At *Outcome 1.3 Health and Wellbeing* the following Strategies and Actions:

Strategy 1.3.2:

'A health and active Community'.

Action 1.3.2.1:

'Provide sporting and recreation facilities, public open space and programs to enable the community to maintain physical and mental health'.

Accordingly, the recommended outcome for this report aligns with the Corporate Business Plan.

RISK MITIGATION IMPLICATIONS

This item has been evaluated against the Shire of Plantagenet's Risk Assessment and Acceptance Criteria. The level of risk is considered to be "Low" risk and can be managed by routine procedures and with currently available resources.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

The proposed water tank is considered to align with the second objective of the POS Reserve pursuant to LPS5.

With respect to the proposed siting, bulk and scale of the proposed water tank, LPS5 does not prescribe any development requirements for reserved land and the proposed minimum boundary setback of approximately 30m respects the existing and likely future character of the locality given that it exceeds the largest minimum setback

requirement that LPS5 prescribes for any other zone. Furthermore, the existing vegetation will screen the water tank from view of Beverley Road.

It is also noted that the water tank is to be located in an area of scrub vegetation, with no mature trees required to be removed for the installation.

Having regard to all the above, it is considered that the application warrants development approval.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council approves the Development Application (P801) dated 6 September 2024 for the proposed Water Tank at Lot 150 Beverley Road, Kendenup, subject to the following conditions:

Conditions:

- 1. Development shall be carried out in accordance with the terms of the application as approved herein and any approved plan (including any amendments marked in red).**

Advice Notes:

- a. Any damage or disruption to infrastructure within the road reserves is to be remediated at the proponent's cost.**
- b. Any alterations or upgrading of the crossover to be in accordance with the Shire of Plantagenet specifications and requirements.**
- c. This Development Approval does not constitute a Building Permit.**

9.2 WORKS AND SERVICES REPORTS

9.2.1 ASSET HIERARCHIES AND LEVEL OF SERVICE

File Ref:	N64490
Attachment:	<u>Asset Hierarchies and Level of Service Document</u>
Responsible Officer:	Kevin Hemmings Executive Manager, Infrastructure and Assets
Author:	Amy Chadbourne Administration Officer, Infrastructure and Assets
Proposed Meeting Date:	24 September 2024

PURPOSE

The purpose of this report is for Council to endorse the Asset Hierarchies and Level of Service document.

BACKGROUND

The Shire of Plantagenet owns and maintains a significant number of infrastructure assets, buildings, and parks and community facilities. These assets provide a variety of services and benefits to the local community. As the population increases, so does the demand for, and use of, assets.

During the development of an internal Operational Management and Maintenance Plan, it was noted that there was no comprehensive asset management plan for specific types of assets and that a plan was needed. This document would assist both Councillors and staff in decision making.

Consequently, the Asset Hierarchies and Level of Service (AH and LOS) document has been developed. A draft was first presented to Council at the Forum held on 14 August 2024. Councillors provided feedback to the following Forum of 10 September 2024.

EXTERNAL CONSULTATION

External consultation has taken place with an asset management consultant.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

POLICY IMPLICATIONS

The following Council policies relate to asset management within the Shire:

I/R/16 Rural Road Hierarchy

A/PA/15 Asset Management

I/B/1 Capital Works - New and Existing Community Buildings

A/PA/17 Community Halls and Buildings

I/PM/1 Plant - General

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

BUDGET IMPLICATIONS

There are no budget implications for this report

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

This document sets out the Level of Service and Asset Hierarchy for Asset Management going forward within the Shire of Plantagenet.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2022/23 – 2025/26 provides:

At Outcome 2 Environment (Natural and built) the following:

Strategy 2.4.2.1:

‘Asset management and rationalisation plan developed for all Council facilities.’

Accordingly, the recommended outcome for this report aligns with the Corporate Business Plan.

RISK MITIGATION IMPLICATIONS

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Service interruption, financial and reputational	Possible	Moderate	Moderate	Council approve the Asset Hierarchies and Level of Service document

STRATEGIC RISK IMPLICATIONS

The Shire’s Strategic Risk Register (Asset Sustainability Practices) incorporates a key control for the update of an Asset Management Plan and a linked long term financial plan. The control for both these items is labelled ‘inadequate’ and the Asset Management/Strategic Planning Officer is listed as being responsible.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

Shire assets support day to day activities within the community and may not be noticed until they no longer meet expectations or fail. Good asset management provides benefits to the Shire and the community such as:

- Sustainable financial performance
- Better informed investment decisions
- Improved management of risk

- More efficient service delivery
- Enhanced community communication.

The AH and LOS was developed to provide a guide to assist with consistent decision making by both Council and staff to the following infrastructure; roads, public open space, drainage, buildings and the management of waste.

To keep abreast of asset valuation reporting and technological change it is intended this document be reviewed every four years as a minimum.

As part of the adoption of the document, it is recommended that Council Policy I/R/16 Rural Road Hierarchy be reconsidered. The policy was first established in 2006 to identify priority rural roads for asset maintenance purposes and the setting of minimum standards of construction. The policy has not been reviewed since 2009 and as it only references rural roads could not be considered comprehensive. The AH and LOS document references all roads within the Shire and aims to prioritise resources whilst balancing the budget with road safety and efficiency. The AH and LOS document therefore becomes the parent document.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council

- 1. Endorses the 2024 Asset Hierarchies and Level of Service document as proposed; and**
- 2. Amends I/R/16 Rural Road Hierarchy and A/PA/15 Asset Management Policies to be consistent with the 2024 Asset Hierarchies and Level of Service document.**

9.2.2 10 YEAR ROAD PROGRAMME 2025/2026 TO 2035/2036

File Ref:	N64357
Attachment:	<u>Indicative 10 Year Road Programme</u>
Responsible Officer:	Kevin Hemmings Executive Manager, Infrastructure and Assets
Author:	Amy Chadbourne Administration Officer, Infrastructure and Assets
Proposed Meeting Date:	24 September 2024

PURPOSE

The purpose of this report is for Council to receive the Indicative 10 Year Road Programme for 2025/2026 to 2035/2036.

BACKGROUND

The Indicative 10 Year Road Programme is determined based on Council's requirements to maintain and upgrade the existing road, drainage and footpath networks within the Shire of Plantagenet.

Various state and federal funding streams together with municipal funds, contribute to the programme's development. External funding includes Roads to Recovery (RTR), Regional Road Group (RRG), Direct Grant, Black Spot (BS) and Commodity Route Funds (CRF).

In early April, Councillors attended two separate tours around the Shire to inspect some of the proposed road projects and to provide feedback on the allocation of road programme funds.

EXTERNAL CONSULTATION

External consultation has taken place with various funding bodies such as Main Roads WA (MRWA) and the Department of Infrastructure, Transport, Regional Development, Communication and the Arts.

STATUTORY ENVIRONMENT

Local Government Act 1995

Land Administration Act 1997, Part 5, Division 1, Section 55 'Property in and management etc. of roads'

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The Indicative 10 Year Road Programme details the proposed expenditure for road, drainage and pathway projects for each year during the ten-year period from 2025/2026 to 2035/2036.

The expenditure associated with the road programme in future years is dependent on funding allocations that Council may receive from external sources. As this income is uncertain, future projections are not fixed until the funding is confirmed.

BUDGET IMPLICATIONS

The 2024/2025 budget was approved by Council at its Special Council Meeting held on 6 August 2024.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are asset management implications as new assets created within the programme such as a new footpath or drainage infrastructure require maintenance over time. Once created, these assets are added to the Shire’s Asset Register and included in the relevant maintenance budget.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2022/23 – 2025/26 provides:

At Outcome 2 Environment (Natural and built) the following:

Strategy 2.1.1:

‘Maintain and further develop Shire roads, drainage and pathways at appropriate standards.’

Accordingly, the recommended outcome for this report aligns with the Corporate Business Plan.

RISK MITIGATION IMPLICATIONS

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Service interruption, financial and reputational	Possible	Moderate	Moderate	Council approve the Indicative 10 Year Road Programme

STRATEGIC RISK IMPLICATIONS

The Shire’s Strategic Risk Register (Asset Sustainability Practices) incorporates a key control for the update of an Asset Management Plan and a linked long term financial plan. The control for both these items is labelled ‘inadequate’ and the Asset Management/Strategic Planning Officer is listed as being responsible.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

Every year Council approves the annual budget which includes road, drainage and footpath capital projects. The 10 Year Road Programme has already listed these

items. As well as giving a financial indication for the years ahead, it helps Infrastructure and Assets to plan over the period of the plan.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council receives the indicative 10 Year Road Programme 2025/2026 to 2035/2036, as proposed.

9.3 CORPORATE AND COMMUNITY SERVICES REPORTS

9.3.1 COMMUNITY GRANT PROGRAM – SUPPLEMENTARY APPLICATIONS

File Ref:	N64492
Responsible Officer:	Julian Murphy Chief Executive Officer
Author:	Anthony Middleton Executive Manager – Corporate & Community
Proposed Meeting Date:	24 September 2024

PURPOSE

To consider supplementary applications received for the Community Grants Program.

BACKGROUND

As part of the 2024/2025 Annual Budget process, the Community Grants Program was considered and \$138,734 of funding allocated to eighteen (18) worthy projects and community groups.

Unfortunately, an administrative oversight resulted in six (6) applications being missed as part of this process and are now presented to the Council for their consideration. The six applications total \$15,628.

EXTERNAL CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

The Council has two (2) policies that govern the Community Grant Program.

FINANCIAL IMPLICATIONS

The six applications total \$15,628.

BUDGET IMPLICATIONS

The 2024/2025 Annual Budget has been adopted as a balanced budget. The requests, if approved by the Council, can all be funded within the financial resources of the Shire and added to the budget figures in the mid-year budget review.

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 Corporate Business Plan 2022/23 – 2025/26 provides:

At *Outcome 1 Community* the following Strategies:

Strategy 1.3.2:

'A healthy and active Community.'

Strategy 1.4.3:

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

Accordingly, the recommended outcome for this report aligns with the Corporate Business 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 applications for funding assistance can be summarised as follows:

1. Narrikup Sports & Community Groups Inc

Project – Installation of a Defibrillator at the front of the sporting ground club rooms.

Amount requested - \$2,000 of a \$2,400 project total.

2. Plantagenet Scout Group

Project – Purchase of various sporting equipment to replace aging equipment.

Amount Requested - \$1,128.59 of a \$1,128.59 project total.

3. Mount Barker Sporting Shooters Inc.

Project – Facility Upgrade – Disabled Access and Inclusion.

Amount Requested - \$3,500 of \$10,500 project total.

4. Mount Barker Golf Club

Project – Purchase of on-wall hot water boiler

Amount Requested - \$1,000 of \$3,000 project total.

5. CWA Mount Barker

Project – Painting exterior of CWA Hall.

Amount requested - \$3,000 of \$18,700 project total.

6. CWA Rocky Gully

Project – Stage 2 renovation – new roof, guttering and downpipes.

Amount Requested - \$5,000 of \$10,500 project total.

It is recommended that the above requests be approved. The requests, if approved by the Council, can all be funded within the financial resources of the Shire and added to the budget figures in the mid-year budget review.

VOTING REQUIREMENTS

Absolute Majority (authorising expenditure not included in the annual budget)

OFFICER RECOMMENDATION

That Council approves the six (6) applications for funding assistance under the Community Grant Program as follows:

1. Narrikup Sports & Community Groups Inc for the installation of a Defibrillator at the front of the sporting ground club rooms - \$2,000;
2. Plantagenet Scout Group for the purchase of various sporting equipment to replace aging equipment - \$1,128.59;
3. Mount Barker Sporting Shooters Inc for disabled access improvements - \$3,500;
4. Mount Barker Golf Club for the purchase of on-wall hot water boiler - \$1,000;
5. CWA Mount Barker for the painting of the exterior of the CWA Hall - \$3,000; and
6. CWA Rocky Gully for stage 2 renovations (new roof, guttering and downpipes) - \$5,000.

9.3.2 WILSON PARK REDEVELOPMENT – YOUTH ZONE - GRANT APPLICATION

File Ref:	N64491
Attachments:	<u>Mount Barker Skatepark Concept Design</u> <u>Wilson Park Pump and Jump Track Concept</u>
Responsible Officer:	Anthony Middleton Executive Manager - Corporate & Community Services
Author:	Samantha McLean Projects Officer
Proposed Meeting Date:	24 September 2024

PURPOSE

The purpose of this report is to consider endorsing a Community Sport & Recreation Facilities Fund (CSRFF) application seeking funding towards the Youth Zone portion of the Wilson Park Redevelopment, Mount Barker.

BACKGROUND

The Council at its ordinary meeting held on 27 February 2024 resolved:

‘That Council endorses the Wilson Park Recreational Masterplan, prepared by Convic Pty Ltd, comprising the following documents (attached):

- 1. Wilson Park Recreational Masterplan – Final Masterplan Report (April 2023);*
- 2. Wilson Park Recreational Masterplan – Consultation Summary Report (December 2022); and*
- 3. Wilson Park Recreational Masterplan – Staged Costing Breakdown (14 April 2023).’*

The Wilson Park Recreational Masterplan included a recommendation for staging the park upgrades, with Stage One comprising the skatepark, pump track and associated furniture items and landscaping.

Staff have progressed with the planning for Stage One, engaging Skate Sculpture, Three Chillies Design to complete design plans for the skate park and pump track respectively, while REALM revised the Masterplan to improve the linkages between the skate park and pump track and provide more detail around park amenities, hard court playing areas and landscaping.

These plans have been costed and form the basis for a CSRFF application.

The purpose of the CSRFF is to provide financial assistance to community groups and local governments to develop quality sporting and recreation infrastructure. The program aims to maintain or increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities.

There are two small grant rounds advertised annually (February and July) for projects with a cost up to \$500,000. There is also one forward planning round advertised annually (in July) for projects with a cost exceeding \$500,000. The maximum grant offered for forward planning grants is one third of the total estimated project cost (excluding GST) up to a maximum grant of \$1 million.

There is no guarantee a successful application will receive the full amount of the grant requested, or the maximum level of funding. The level of financial assistance offered will be based on the overall significance of the proposed project, including the benefits provided to the community.

All CSRFF grant applications need to be submitted to the relevant local government authority for assessment and ranking before they are lodged with the Department of Local Government, Sport & Culture (DLGSC). The Minister for Sport and Recreation announces successful applications in the first quarter of 2025. Funds for successful projects are made available by July 2025.

EXTERNAL CONSULTATION

The DLGSC's Regional Manager – Great Southern has been consulted for this application as required by the application process. The entire community has had the opportunity to be involved in the planning for this Project due to its open space status. The Shire's young people have had particular involvement in the planning for the skatepark and pump and jump track and surrounding spaces to ensure it meets their needs.

The Mount Barker Mountain Bike Club has also been consulted and provided their support in relation to the potential of the pump track and increased visibility of the Club which may lead to new members and participation in organised outdoor rides, further supporting the impending trails initiative. WestCycle, the peak organisation for cyclists in WA has also been consulted and provided their support.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The CSRFF application is seeking funding towards the eligible components of the skate park, pump and jump track, hardcourts, equipment stations, parkour, table tennis, climbing wall and lighting which equate to \$1,518,017 (ex gst) (includes a 20% construction contingency).

Applicants can seek up to one-third of these costs, which equates to \$506,005 (ex gst). Therefore, for the purposes of the Shire's CSRFF application, the Shire's contribution calculates to \$1,012,012 (ex gst) towards the eligible components.

BUDGET IMPLICATIONS

\$150,000 is allocated in the 2024/2025 Annual Budget to progress detailed design and to source funding for this project.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

The existing site is public open space and is already managed as an asset of the Shire and this will remain upon completion of the redevelopment, with costs increased accordingly.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2022/23 – 2025/26 provides:

At Outcome 1 Community the following Strategies:

Strategy 1.3.2:

'A healthy and active Community.'

Strategy 1.4.3:

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

Accordingly, the recommended outcome for this report aligns with the Corporate Business Plan.

RISK MITIGATION IMPLICATIONS

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Financial</i> That the application seeking funding is unsuccessful	<i>Possible</i>	<i>Moderate</i>	<i>Moderate</i>	<i>Comments</i> Development of a high quality, evidence-based grant application.
Opportunity:				

STRATEGIC RISK IMPLICATIONS

There are no strategic risk implications for this report.

REGIONAL IMPLICATIONS

Stakeholders have been involved in the planning for this project and support has been received for its delivery. The recommendation for this report is supported by local groups and relevant State Sporting Associations.

OFFICER COMMENT

In 2019, the community participated in a MARKYT survey which had the dual purpose to assess how the community ranked the Shire (in comparison to the other Great Southern local governments) and to gauge the community's priorities. The community feedback ranked the Shire below the Great Southern average on Playgrounds, Parks & Reserves, which were then marked as a key priority to improve. When this survey was re-taken in 2023, the feedback stated that Playgrounds, Parks & Reserves, as well as Youth Services & Facilities, had further declined since 2019.

In the 2022/2023 community consultation for the Shire of Plantagenet Strategic Community Plan, it was raised that there was a huge lack of facilities and safe spaces for young people to meet in and socialise. In particular, an upgrade to Wilson Park and the skatepark was needed. Further detailed consultation has been undertaken, particularly in relation to the skatepark, pump and jump track and spaces for young people to recreate and socialise. There has been substantial community and youth involvement in developing the youth area of Wilson Park with significant enthusiasm for its progression.

An Opinion of Probable Costs calculates the entire Youth Precinct at \$1.9 million, plus contingencies and regional loading. The CSRFF application is seeking funding towards only eligible components of the entire Youth Precinct as per the CSRFF guidelines. These eligible components include the skate park, pump and jump track, hardcourts, exercise stations, parkour, table tennis, climbing wall and lighting.

It is recommended to rate the project “A – Well planned and needed by municipality” and rate the ‘Wilson Park Redevelopment – Youth Zone’ a priority ranking of 1.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Ranks the ‘Wilson Park Redevelopment – Youth Zone’ project a priority ranking of 1;
2. Rates the ‘Wilson Park Redevelopment – Youth Zone’ project as “A - Well planned and needed by municipality”;
3. Endorses a Community Sport & Recreation Facilities Fund application to be submitted seeking one third of eligible costs for the ‘Wilson Park Redevelopment – Youth Zone’ project in the September 2024 funding round; and
4. Commits the Shire to fund the remaining amount in the 2025/26 budget towards the ‘Wilson Park Redevelopment – Youth Zone’ project.
5. Endorses the:
 - a) Skate Skulpture design plans for the skate park; and
 - b) Three Chillies design plans for the pump track.

9.3.3 FINANCIAL STATEMENTS – AUGUST 2024

File Ref:	N64488
Attachment:	<u>Financial Statements – August 2024</u>
Responsible Officer:	Anthony Middleton Executive Manager – Corporate & Community
Author:	Anthony Middleton Executive Manager – Corporate & Community
Proposed Meeting Date:	24 September 2024

PURPOSE

The purpose of this report is to note the Monthly Financial Statements for the period ending 31 August 2024.

BACKGROUND

In addition to good governance, the presentation to the Council of monthly financial reports is a statutory requirement, with these to be presented at an ordinary meeting of the Council within two (2) months after the end of the period to which the statements relate.

EXTERNAL CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996* sets out the basic information which must be included in the monthly reports to Council.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

This item reports on the current financial position of the Shire. The recommendation does not in itself have a financial implication.

BUDGET IMPLICATIONS

There are no budget implications for this report.

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 Corporate Business Plan 2022/23 – 2025/26 provides:

At Outcome 4 Performance & Leadership the following Strategies:

Strategy 4.1.3:

‘A Shire that is open and transparent with its community.’

Accordingly, the recommended outcome for this report aligns with the Corporate Business Plan.

STRATEGIC RISK IMPLICATIONS

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Reputational</i> That Council does not receive the financial activity statements as required by S6.4 of the LG Act 1995	<i>Rare</i>	<i>Insignificant</i>	<i>Low</i>	That Council receives the financial activity statements as required by legislation.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

The attached Statement of Financial Activity for the period 1 July 2023 to 31 July 2024 represent only two (2) months, or 16% of the year. The following items are worthy of noting:

- Closing surplus position of \$12.13m;
- Operating results:
 - 74% of budgeted operating revenue has been received; and
 - 7% of budgeted operating expenditure spent (no depreciation has been raised until after the prior year's audit is finalised);
- Capital expenditure achieved 1% of budgeted projects;
- Cash holdings of \$10.2m of which \$6.11m is held in cash backed reserve accounts;
- Rates debtors outstanding equate to 91.5% of total rates raised for 2024/2025 (as rates are not due until 24 September); and
- Page 10 of the statements detail major variations from year to date (amended) budgets.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council notes the monthly financial statements for the period ending 31 August 2024, as proposed.

9.3.4 LIST OF ACCOUNTS – AUGUST 2024

File Ref:	N64458
Attachment:	<u>List of Accounts – August 2024</u>
Responsible Officer:	Anthony Middleton Executive Manager Corporate and Community Services
Author:	Debbie Evans Finance Officer - Creditors
Proposed Meeting Date:	24 September 2024

PURPOSE

The purpose of this report is to present the list of payments that were made during the month of August 2024.

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

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 (28 June 2022). 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.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

BUDGET IMPLICATIONS

There are no budget implications for this report.

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.

RISK MITIGATION IMPLICATIONS

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational That Council does not receive the list of payments	Rare	Insignificant	Low	That Council receives the list of payments as required by legislation.

STRATEGIC RISK IMPLICATIONS

There are no strategic risk implications for this report.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council receives in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority for the month ended 31 August 2024 as follows:

1. Electronic Payments and Direct Debits totalling \$935,326.67; and
2. Municipal Cheque totalling \$200.00.

9.3.5 MATERIAL VARIANCE AMOUNT - 2024/2025

File Ref: N64394
Responsible Officer: Julian Murphy
Chief Executive Officer
Author: Anthony Middleton
Executive Manager – Corporate & Community
Services
Proposed Meeting Date: 24 September 2024

PURPOSE

The purpose of this report is to adopt the reportable budget variance values for the 2024/2025 financial year.

BACKGROUND

Local Government (Financial Management) Regulations 1996, regulation 34 (5) requires that each financial year, a local government is to adopt a percentage or value, calculated in accordance with the Australian Accounting Standards to be used in the Statement of Financial Activity for reporting material variances.

According to AASB 1031:

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

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

Since 2021, the material variances have been set at:

1. Expenditure in excess of 10% of (monthly) budget to a minimum of \$10,000.
2. Income less than 90% of (monthly) budget to a minimum of \$10,000.

STATUTORY ENVIRONMENT

Regulation 34 of the Local Government (Financial Management) Regulations requires local governments to report on a monthly basis. The Financial Management Regulations require local governments to prepare, each month, a Statement of Financial Activity reporting on revenue and expenditure for the month in question and must highlight 'material' variances. The material variance is the difference between the comparable amounts in year-to-date budget and year-to-date actual figures.

FINANCIAL IMPLICATIONS

There are no financial implications in setting materiality limits as they merely assist the reader of the financial statements.

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 immediate legal implications for this report.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2022/23 – 2025/26 provides:

At Outcome 4 Performance & Leadership the following Strategies:

Strategy 4.1.3:

‘A Shire that is open and transparent with its community.’

Accordingly, the recommended outcome for this report aligns with the Corporate Business Plan.

OFFICER COMMENT

The adoption of materiality variances should be set at a level which provides good information for the users of the financial statements and reduces unnecessary reporting. When considering the reporting of variances is at a higher level (program and nature level), it is recommended that the variance dollar limit be raised from \$10,000 to \$20,000. For example, a \$10,000 variance on a \$500,000 line equates to only 2%, yet a 10% variance on the same line represents \$50,000.

It is recommended that for a Band 3 Shire like Plantagenet, the materiality threshold should be \$20,000 and 10%.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That pursuant to Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, the materiality threshold for 2024/2025 be set at \$20,000 and 10%.

9.3.6 MOUNT BARKER HOCKEY CLUB – MEMORANDUM OF UNDERSTANDING 2024

File Ref: N64437
Attachment: Memorandum of Understanding 2024
Responsible Officer: Anthony Middleton
Executive Manager Corporate and Community Services
Author: Nicole Selesnew
Manager Community and Recreation Services
Proposed Meeting Date: 24 September 2024

PURPOSE

The purpose of this report is to consider endorsing a Memorandum of Understanding (MOU) between the Shire of Plantagenet and Mount Barker Hockey Club Inc. (MBHC) relating to the management of the hockey facilities at Sounness Park, Mount Barker.

BACKGROUND

The Sounness Park hockey facility, 150 McDonald Avenue, Mount Barker, was commissioned in 2014 / 2015. The Council first endorsed a MOU for the management of the facility at its ordinary meeting held on 8 December 2015.

The MOU addressed maintenance responsibilities and asset replacement arrangements between both parties. The agreement had a three year term, expiring on 14 December 2018.

A revised MOU was endorsed by the Council at its ordinary meeting held on 25 May 2021. The 2021 agreement provided further clarification on the original document, noting:

- The Shire creates a Reserve Fund for the purpose of hockey carpet replacement and contributes to the fund annually;
- Details around community access to the hockey facility and the Hockey Club's role in facilitating access;
- Clearer allocation of costs for turf grooming activities; and
- A revised procedure for addressing damages to the hockey facility.

The MOU was signed on 27 July 2021 and expired on 27 July 2024.

EXTERNAL CONSULTATION

Consultation has taken place with the MBHC and Hockey WA. The MBHC reviewed the MOU at a meeting held on 25 July 2024 and were satisfied with the document in its current form.

STATUTORY ENVIRONMENT

There are no statutory 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.

FINANCIAL IMPLICATIONS

The MOU outlines a commitment from both parties to contribute towards the cost of a replacement playing surface when the existing carpet is no longer serviceable. Specifically *'The MBHC aims to contribute 50% of the cost of replacement...'* and *'The Council continues to contribute annually to the Shire of Plantagenet Hockey Ground Carpet Replacement Reserve Fund for the specific purpose of replacing the hockey carpet...'*

The MOU also acknowledges that the MBHC commitment to their replacement fund is based on the ability of the MBHC to raise such funds.

The timeframe for the replacement turf installation will be at the agreement of both parties.

The Shire's Hockey Ground Carpet Replacement Fund will reach \$183,770.00 by the end of the 2024 / 2025 financial year.

Shire staff have been liaising with Hockey WA regarding turf replacement strategies. The state body has advised that a replacement carpet will be in the order of \$250,000.00 - \$300,000.00. High use carpets are replaced on an eight-year cycle, however Hockey WA acknowledged the Mount Barker carpet was in good condition when they visited the site 18 months ago and replacement may be closer to a 12 – 15 year cycle.

Hockey WA also advised that the shock pad which lies underneath the carpet is usually replaced at every second carpet replacement cycle. Shock pad replacement costs are the same as a carpet, increasing the second carpet replacement cost to \$500,000.00 - \$600,000.00. They recommend factoring the increased cost into an annual sinking fund so the cost for a second replacement cycle is easily accommodated.

It is worth noting that recent discussions with the Department for Local Government, Sport and Cultural Industries about the Community Sport and Recreation Facilities Fund (CSRFF) highlighted that synthetic surface replacements are considered a low priority. No synthetic surfaces were funded in the latest CSRFF round despite several applications.

BUDGET IMPLICATIONS

There are no budget implications for this report.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

Routine maintenance is carried out at the hockey field to maximise the lifespan of the synthetic surface. Maintenance requirements are likely to increase in the coming years as the facility ages, albeit it is in good condition at present.

A 'Sustainability Model' has been sourced from Hockey WA to ensure that the Shire and MBHC are preparing for future surface replacements.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2022/2023 – 2025/2028 provides:

At *Outcome 1.3 Health and Wellbeing* the following Strategy:

Strategy 1.3.2:

'Provide sporting and recreation facilities, public open space and programs to enable the community to maintain physical and mental health.'

and at *Outcome 1.4 Support for community groups and volunteers* the following Strategy:

Strategy 1.4.3:

'Identify essential community infrastructure that can be multi-use and maintained to an appropriate standard so that services and programs can be delivered.'

Accordingly, the recommended outcome for this report aligns with the Corporate Business Plan.

RISK MITIGATION IMPLICATIONS

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Financial</i> Failure to correctly plan for asset replacement costs resulting in a budget deficit	<i>Unlikely</i>	<i>Moderate</i>	<i>Low - Moderate</i>	Shire staff to utilise tools such as the Hockey WA Sustainability model to ensure appropriate financial planning to maintain and renew the Sounness Park hockey facilities as required.
Opportunity: To provide a quality synthetic hockey facility in Mount Barker which is recognised as an integral facility locally and within the Lower Great Southern Hockey Association.				

STRATEGIC RISK IMPLICATIONS

There are no strategic risk implications for this report.

REGIONAL IMPLICATIONS

The MBHC is aligned with the Lower Great Southern Hockey Association. The Association fixtures games at Sounness Park on a regular basis and recognises the facility as an important asset for regional hockey.

OFFICER COMMENT

The attached MOU is current and relevant in terms of maintaining the Sounness Park hockey facilities and ensuring asset renewal arrangements are in place.

The MBHC reviewed the MOU at their club meeting in July 2024 and has advised they are satisfied with the document in its current form.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council enters into a Memorandum of Understanding with the Mount Barker Hockey Club, as proposed, and authorises the Chief Executive Officer and President to sign the Memorandum of Understanding 2024.

9.4 EXECUTIVE SERVICES REPORTS

9.4.1 COUNCIL MEETINGS SCHEDULE 2025

File Ref: N64324
Responsible Officer: Julian Murphy
Chief Executive Officer
Author: Nolene Wake
Executive Officer
Proposed Meeting Date: 24 September 2024

PURPOSE

The purpose of this report is to review and schedule ordinary meetings of the Council for 2025.

BACKGROUND

In 2024, Council held ordinary meetings on the fourth Tuesday of each month except January. Some meeting dates in the past have been altered due to the timing of public holidays.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 5.3 provides that a Council is to hold ordinary meetings and may hold special meetings.

Local Government Act 1995 – Section 5.5 requires the CEO to convene ordinary meetings by giving each Council member at least 72 hours' notice of a date, time and place of a meeting and an agenda for the meeting.

Local Government (Administration) Regulations 1996 – regulation 12 requires that ordinary council meetings to be held in the next 12 months shall be advertised on the local government's official website.

Further, a local government is to give local public notice of any change to the date, time or place of the meeting.

FINANCIAL IMPLICATIONS

The frequency and timing of meetings may impact catering costs.

POLICY IMPLICATIONS

Policy No. CE/CS/9 – Council Forums and Policy CE/CS/3 – Committee Meetings and Workshops – Attendance by Members of the Public applies.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2022/2023-2025/2028 provides at Outcome 4.1 (Shire Governance) the following Strategy:

Strategy 4.1.3:

'A Shire that is open and transparent with its community.'

4.1.3.3 Develop effective reporting and communication tools relevant to the way our community access information.

Accordingly, the recommended outcome for this report aligns with the Corporate Business Plan.

RISK MITIGATION IMPLICATIONS

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Compliance</i> Local Public Notice is not given of the date, time and place of Ordinary Council meetings.	<i>Unlikely</i>	<i>Moderate</i>	<i>Moderate</i>	<i>Council approve a meeting schedule with sufficient time allowed for public notice</i>
Opportunity: Council has the opportunity to review meeting frequency, cycles and start times to ensure they are relevant to the organisation. .				

STRATEGIC RISK IMPLICATIONS

There are no strategic risk implications for this report.

REGIONAL IMPLICATIONS

South Coast Alliance Inc; Southern Link VROC and WALGA Zone Meetings are scheduled in such a way to avoid any meeting conflicts.

OFFICER COMMENT

It is recommended that the current cycle of meetings held on the fourth Tuesday of each month, except January, continues. The April meeting has been moved back due to the Easter break and the December meeting has been brought forward due to its closeness to Christmas.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Holds ordinary meetings of the Council for February to December 2025 inclusive as follows:
 - a) 25 February 2025
 - b) 25 March 2025
 - c) 29 April 2025
 - d) 27 May 2025
 - e) 24 June 2025

- f) 22 July 2025
 - g) 26 August 2025
 - h) 23 September 2025
 - i) 28 October 2025
 - j) 25 November 2025
 - k) 16 December 2025
- 2. Holds all ordinary meetings of the Council commencing at 5.00pm in the Council Chambers, Lowood Road Mount Barker.
- 3. Advertises meeting dates and times pursuant to Regulation 12 of the Local Government (Administration) Regulations 1996.

**9.4.2 COUNCILLOR ATTENDANCE – 2024 ALGA NATIONAL LOCAL ROADS,
TRANSPORT AND INFRASTRUCTURE CONGRESS**

File Ref: N64272
Attachment: Provisional Program
Responsible Officer: Julian Murphy
Chief Executive Officer
Author: Nolene Wake
Executive Officer
Proposed Meeting Date: 27 August 2024

PURPOSE

The purpose of this report is to consider attendance of Councillors at the 2024 ALGA National Local Roads, Transport and Infrastructure Congress. The event is scheduled to be held on 3-4 December 2024, at the Arts Margaret River, Margaret River.

BACKGROUND

Council has previously approved the attendance of Councillors and staff at the ALGA National Roads Congress and sent two representatives to Canberra in 2023.

FINANCIAL IMPLICATIONS

Registration to attend the forum is \$925.00 per person. This includes attendance at the Welcome event and the Dinner for delegates; partners will be additional. Accommodation, transport and meal costs will be additional, with costs being charged to accounts OTH GOV – Training and Development and Travel and accommodation.

Approximate cost estimate per delegate (Including 3 nights' accommodation but not including meals) is \$2,500.00, depending on registration numbers and partner activity registrations.

BUDGET IMPLICATIONS

Budget Item 2040104 (MEMBERS - Training & Development) and 2040109 (MEMBERS – Travel & Accommodation) may be used for this purpose. The 2024/2025 budget amount is \$28,000 and \$4,000 respectively.

POLICY IMPLICATIONS

Policy No. CE/CS/1 'Elected Members Expenses to be Reimbursed' 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 Corporate Business Plan 2022/23 – 2025/26 provides at Outcome 4.1 (Shire Governance) the following Strategy:

Strategy 4.1.2.1:

‘Councillor training is prioritised and new candidates actively encouraged’.

Accordingly, the recommended outcome for this report aligns with the Corporate Business Plan 2022/23 – 2025/26.

STRATEGIC RISK IMPLICATIONS

Strategic Risk Implications are considered to be low.

OFFICER COMMENT

The provisional program is attached to this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council approves the attendance of all Councillors at the ALGA National Local Roads Transport and Infrastructure Congress scheduled for the 3-4 December 2024 in Margaret River.

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

**11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY
DECISION OF THE MEETING****12 CONFIDENTIAL****12.1.1 MOUNT BARKER SWIMMING POOL – 50M POOL INVESTIGATION**

File Ref:	N64277
Attachment:	<u>Mount Barker Pool – Forensic Investigation of 50m Outdoor Pool Report</u>
Anthony Middleton	Executive Manager Corporate and Community Services
Author:	Nicole Selesnew Manager Community and Recreation Services
Proposed Meeting Date:	24 September 2024

PURPOSE

The purpose of this report is to seek the Council's endorsement of the 'Mount Barker Pool – Forensic Investigation of 50m Outdoor Pool' report and to recommend strategies to address the report outcomes.

OFFICER RECOMMENDATION

That in accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

Section 5.23 (2) (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and

Section 5.23 (2) (e) a matter that if disclosed, would reveal —

- (i) a trade secret; or
- (ii) information that has a commercial value to a person; or
- (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and

12.1.2 CEO PERFORMANCE REVIEW

File Ref:	N64496
Attachment:	<u>CEO Review – Confidential Report</u>
Responsible Officer:	Julian Murphy Chief Executive Officer
Author:	Julian Murphy Chief Executive Officer
Disclosure of Interest:	The Chief Executive Office has a financial interest in this report relating to matters affecting the employment of the CEO
Proposed Meeting Date:	24 September 2024

PURPOSE

The purpose of this report is to consider the CEO Performance Review Report completed in September 2024.

OFFICER RECOMMENDATION

That in accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

Section 5.23(2)(a) of the Local Government Act the meeting is closed to members of the public because it deals with matters affecting an employee of council.

13 CLOSURE OF MEETING