



ORDINARY MINUTES

DATE: Tuesday, 26 September 2023

TIME: 5.00pm

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

Julian Murphy
CHIEF EXECUTIVE OFFICER

Resolution numbers: 147/23 to 162/23

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

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

5.00pm The Presiding Member declared the meeting open.

The Presiding Member acknowledged the Traditional Custodians of the land, the Noongar Menang people and their connection to land, water and culture, paying respects to Elders past, present and emerging.

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

Members Present:

| | |
|------------------|------------------------------------|
| Cr C Pavlovich | Shire President (Presiding Member) |
| Cr J Oldfield | Deputy Shire President |
| Cr B Bell | Councillor |
| Cr K Clements | Councillor |
| Cr S Etherington | Councillor |
| Cr A Fraser | Councillor |
| Cr L Handasyde | Councillor |
| Cr M O'Dea | Councillor |
| Cr K Woltering | Councillor |

In Attendance:

| | |
|--------------------|---|
| Mr Julian Murphy | Chief Executive Officer |
| Ms Delma Baesjou | Manager Development Services |
| Mr Kevin Hemmings | Executive Manager Works and Services |
| Ms Nicole Selesnew | Manager Community & Recreation Services |
| Ms Nolene Wake | Executive Officer |

Apologies:

Nil

Members of the Public Present:

There were four members of the public present at the meeting.

Previously Approved Leave of Absence:

Nil

Disclaimer:

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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 MR JOSEPH DELPECH – DELPECH WINES

Mr Delpech addressed the Council as the Owner of Delpech Wines and property owner on O'Neill Road. Mr Delpach noted the deterioration of O'Neill Road and asked the Council 'what are the future plans for upgrades to O'Neill Road'?

The Presiding member thanked Mr Delpech and confirmed that his question would be taken on notice and responded to accordingly.

4.2 MS KATHRYN MACNEIL – REPRESENTING MOUNT BARKER TOURISM

Ms MacNeil addressed the Council in support of a Funding Request of \$12,830 to Mount Barker Tourism, raised in Item 9.3.1 Budget Review (attached).

5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

Cr S Etherington

Item: 9.3.3 List of Accounts
Type: Impartiality pursuant to Schedule 1, Clause 22 of the Local Government (Model Code of Conduct) Regulations 2021.
Nature: President, Empowering Plantagenet Seniors.
Extent: Code of Conduct. Received \$3,000 ECSO Grant.
Will be staying / voting.

Cr K Woltering

Item: 9.3.3 List of Accounts
Type: Impartiality pursuant to Schedule 1, Clause 22 of the Local Government (Model Code of Conduct) Regulations 2021.
Nature: Secretary, Empowering Plantagenet Seniors.
Extent: Code of Conduct. Received \$3,000 ECSO Grant.
Will be staying / voting.

6 APPLICATIONS FOR LEAVE OF ABSENCE

Section 5.25 Local Government Act 1995

6.1 CR M O'DEA

Moved Cr B Bell, seconded Cr K Woltering:

That Cr M O'Dea be granted Leave of Absence for the period 9 October to 13 October 2023 inclusive.

CARRIED (9/0)

NO. 147/23

**For: Crs Pavlovich, Oldfield, Fraser, Etherington, Bell,
Handasyde, Clements, O'Dea and Woltering
Against:**

7 CONFIRMATION OF MINUTES**7.1 ORDINARY MINUTES OF COUNCIL HELD 22 AUGUST 2023**

Moved Cr L Handasyde, seconded Cr K Woltering:

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 22 August 2023 as circulated, be taken as read and adopted as a correct record.

CARRIED (9/0)

NO. 148/23

**For: Crs Pavlovich, Oldfield, Fraser, Etherington, Bell,
Handasyde, Clements, O'Dea and Woltering
Against:**

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President acknowledged that this would be his last Council meeting after 12 years serving on this Council. He thanked Council, staff and the wider community for collectively delivering for the Shire of Plantagenet.

He mentioned that he would like to run through all our achievements over the last decade, but that could take a while. However, the following statement says it all:

‘Plantagenet has outperformed all other Local Governments in the Great Southern with a population growth of 9.54% over 6 years, second only to Augusta/Margaret River.’

We should be proud that so many people are making their home our home and see no reason for this not to continue. So, thank you very much for letting me be part of this Council and what it has achieved.’

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 DEVELOPMENT SERVICES REPORTS

9.1.1 DRAFT LOCAL PLANNING POLICY NO. 4 – CHILD CARE PREMISES

| | |
|-------------------------------|---|
| File Ref: | N61949 |
| Responsible Officer: | Delma Baesjou - Manager Development Services |
| Author: | André Pinto- Senior Planner |
| Proposed Meeting Date: | 26 September 2023 |

PURPOSE

The purpose of this report is to present a new Local Planning Policy for consideration to cater for the future development of Child Care Premises within the Shire.

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 the use and form of buildings. This is supported by various local and state planning policies.

The Shire currently does not have a Local Planning Policy that provides guidance for development of Child Care Premises.

The shortage of Child Care Premises within the Shire is noted as a hurdle for many families wanting to move to the area to live and work. The current shortfall in supply, and unmet demand is hampering workforce growth and impacting community and economic development.

The new Local Planning Policy aims to provide a framework and guidelines for the development of new Child Care Premises. As well as providing a clear pathway for proponents, the Policy outlines planning criteria and development standards, including consideration of potential impact on adjoining dwellings and businesses.

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report. Formal advertising of the draft Policy is required prior to adoption, in accordance with Schedule 2, Part 12 and clause 87, subclauses 3, 4 and 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

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

POLICY IMPLICATIONS

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

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

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 |
|---|-------------------|--------------------|----------------------|---|
| <i>Operational</i> Staff would deal with applications and enquiries on their merits, without overarching guidance | <i>Likely</i> | <i>Moderate</i> | <i>Moderate</i> | Endorse the review and update of the policy |
| <i>Opportunity: Ensure consistency with legislation and State Planning Policies and meet contemporary community expectations.</i> | | | | |

STRATEGIC RISK IMPLICATIONS

Amending the Local Planning Scheme to accommodate child care facilities in a wider range of zones has the potential for competition with the tenant of the Shire Managed premises and the proposed child care facility at the Mount Barker Community Resource Centre.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

The Shire's population has grown 9.54% in the period 2016-2022; this is in comparison to Denmark's 8.57% increase and Albany's 8.45% increase in this same time period, according to Australian Bureau of Statistics (ABS). The need for child care services is expected to also continue to increase with the population. As the population grows and ages, employment opportunities are likely to be created, the number of younger families moving to the area is likely to continue and the demand for childcare services is also likely to increase.

The aim of the new Policy is to be proactive as more Child Care services seek to begin opening. Additional services will need to be located outside of the town centre beyond the commercial/business zones to meet demand and provide choice for working families. This policy will provide a solid framework, ensure protections to surrounding landowners, and achieve positive overall development for all.

Child Care Premises within the Shire of Plantagenet are currently assessed without any specific local planning framework. Reference is made to industry standards and policies applicable in other local government areas. The Department of Planning, Lands and Heritage's (DPLH's) *DRAFT Position Statement: Child Care Premises*, whilst still in draft at this point in time, provides guidance to policy development and suggests that a Local Planning Policy, or amendments to a Local Planning Scheme is recommended to ensure the development of Child Care Centres in a consistent and positive manner. The Shire's draft *Local Planning Policy 4- Child Care Premises* has been developed taking advice from this draft position statement, analysing other local government planning policies on child care premises, and using previous experience in the assessment and approval of child care premises.

From anecdotal comments received, it is well established that there is a need for additional childcare facilities in the region as a whole.

The Great Southern Development Commission's (GSDC) *Strategic Plan 2022-23 to 2024-25*, has outlined that childcare infrastructure is a 'Strategic Priority' for regional liveability, and that investment should be encouraged wherever possible around this due to the noted shortfall in the Great Southern region. Child care infrastructure is identified as critical social and economic infrastructure.

Statistics show there is a significant shortfall for child care services in the Shire. Results provided from a small survey conducted by child care service provider *The Gowrie (WA)*, when doing a feasibility study, indicate the following:

- The community has consistently shown an increase in these services is needed
- There is currently only one child care premise operating in the Shire with a capacity of only 24 children, yet servicing a radius of 4,875kms and over 5,500 residents.
- The waiting list is very extensive.
- The next closest child care premise is 51km away in Albany, which has an average waitlist time of 16 months.

Currently, Child Care Premises, are an 'X'-not permitted use in the Residential Zone, under the Shire's Local Planning Scheme No.5. This is inconsistent with DPLH's *DRAFT Position Statement: Child Care Premises*, and other local planning schemes

within the State. In the coming months, the Shire is likely to receive a request for a Scheme Amendment, to have this changed to an 'A' use (means that the use is not permitted unless the local government has exercised its discretion by granting development approval after advertising the proposal). This will not only bring the Shire's Local Planning Scheme No.5 in line with DPLH's *DRAFT Position Statement: Child Care Premises*, but also other local planning schemes across the State. Further to this, it will open up more opportunities for more providers to enter the industry within the Shire and help meet currently growing demand for the service.

Creating this new policy in anticipation of the Scheme Amendment, will ensure the Shire has consistent guidance and framework around Child Care Premises proposals already in place. Having this policy in place prior to the Scheme Amendment demonstrates forward planning and reflects Council's proactive role.

The Policy includes parameters around site design, landscaping, location of outdoor play areas, parking/traffic, hours of operation, signage, waste disposal and bushfire management. These parameters are consistent with policies from local governments around the state as well as DPLH's *DRAFT Position Statement: Child Care Premises*.

Overall, the policy aims to bolster the positive development of Child Care Premises within the Shire and provides a framework for this development to occur consistently, sustainably and for the benefit of the broader community. With the increase in these services, the Shire will be able to better support population growth, employment growth and in turn, result in greater economic growth.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr K Woltering:

That Council, in accordance with Part 2 clauses 3 and 4 and Part 12 clause 87 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; Draft Local Planning Policy No. 4 – Child Care Premises & Family Day Care, as follows endorses and advertises:

‘LOCAL PLANNING POLICY No. 4 – Child Care Premises & Family Day Care

1. CITATION

This Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as LPP No. 4- Child Care Premises & Family Day Care.

2. CRITERIA

- a. To protect the amenity of the locality in which the child care premises & family day care is proposed.**
- b. To set standards in respect to child care premises & family day care throughout the Shire.**
- c. To create consistent and uniform guidelines for the development of child care premises & family day cares across the Shire.**

3. INTRODUCTION

A framework and guidelines for the development of child care facilities in the Shire is required, which is consistent with *Local Planning Scheme No.5 (LPS5)* and considers local needs, and to provide uniform development of child care premises & family day cares across the Shire.

4. DEFINITIONS

Words and expression used in this policy have the same meaning as they have in the Local Planning Scheme and other relevant legislation.

- **Child Care Premises-** means a place where a child care service as defined in the *Child Care Services Act 2007* section 4 is provided.
- **Child Care Service-** means –
 - a. any education and care service as defined in the *Education and Care Services National Law (Western Australia)* section 5(1); or
 - b. any child care service as defined in the *Child Care Services Act 2007* section 4
- **Family Day Care Service-** means a type of child care service prescribed as a family day care service for the purposes of the *Child Care Services Act 2007*

5. DEVELOPMENT REQUIREMENTS

Child care premises are strongly encouraged to be located adjacent to schools, public open space, or other community or recreational uses including non-residential land uses such as appropriate commercial uses.

The following criteria will be considered in determining applications for child care premises:

1. Location and Residential Amenity
 - a. The built form of the development should be consistent with the scale and character of the locality and should lend itself to domestic (residential) architecture if located in a residential setting.
 - b. The proposed materials, colours and finishes should be sympathetic to surrounding development.
 - c. The layout and design of child care premises shall include noise attenuation measures to ameliorate the impact of the use on adjoining and surrounding properties (if applicable). Noise-generating activities such as play areas, vehicle access ways, car parking areas and any plant and equipment are to be located away from noise-sensitive land uses, such as residential dwellings wherever possible.
 - d. In order to maintain the visual amenity of the locality, landscape screening to car parking areas from the street and adjoining premises is required. Existing and proposed major plantings must be detailed on site plans, with proposed landscaping incorporating dense shrubs and trees. Wherever possible, retention of existing mature vegetation will be encouraged by the Shire (providing on-site safety is not compromised).
 - e. Child care premises will not be supported within cul-de-sacs or on lots with a battle-axe access leg.
-

2. **Site Design**
 - a. The site is to have a regular shape, with a minimum lot area of 1,000m² and an effective frontage of 20m to provide the opportunity for design aimed at minimising the impact on surrounding residential properties.
 - b. Site coverage is required to be a maximum of fifty per cent (50%) to allow for adequate open space, residential character and car parking areas.

3. **Landscaping**
 - a. The first 2m from the front boundary of the lot shall be landscaped as a minimum.
 - b. Secondary street frontages shall have a minimum 1m landscaping strip.

4. **Outdoor Play Areas**
 - a. Outdoor play areas should be located so as to minimise their impact on the amenity of the adjoining properties whilst taking advantage of solar orientation where possible. Outdoor play areas should be screened from sources of pollution, such as car parking areas and roads, by appropriate fencing and/or dense vegetation.
 - b. A portion of the outdoor play area is required to be covered with a shade structure for sun protection. The colours and materials of this shade structure should be sympathetic to surrounding development.
 - c. Where the play area is located in the front setback area, fencing of this area shall be predominantly open. Fencing should not appear solid, adversely affecting in particular residential Streetscape or cast shadows over the play area. These same requirements also generally apply to secondary street frontages (recognising some sections of screen fencing will be necessary).

5. **Parking and Traffic**
 - a. Car parking areas should be purposely located on-site so as to be visible from the street to encourage patrons to park on-site instead of on road verges. Car parking bays that are the least visible or accessible should be allocated for staff use.
 - b. Car parking areas are required to be landscaped with the objective of providing shade and softening the impact of car parking and the development on the streetscape.
 - c. On-site parking provision is to be in accordance with the following requirements: 1 bay: 1 employee, PLUS 1 bay: 10 children
 - d. Parking for larger vehicles (buses and service vehicles) should be considered in the design and layout of parking areas.
 - e. Traffic associated with a child care premises is not to unreasonably reduce the function and safety of the local road network. Vehicle access to and from the site must be available in forward gear, achieved through adequate on-site manoeuvring.

-
- f. Pedestrian movement across and/or through parking provided for a child care premises is to take place on dedicated pedestrian paths (for parent/child safety).
6. **Hours of Operation**
Days and times of operation shall generally be restricted from Monday to Friday, from 6.00am to 7.00pm and Saturday, from 8.00am to 4.00pm, unless otherwise approved by the Shire.
7. **Signage**
All signage associated with the child care premises shall be consistent with the Shire's Signage Policy, in addition to addressing the following:
- Be compatible and sympathetic to adjoining development to ensure the amenity of the surrounding area is maintained;
 - Not be placed in a location that detrimentally interferes with the visibility of traffic and pedestrians entering and leaving the lot, adjacent property or roadway;
 - Not display signs exceeding 1m² in aggregate;
 - Not include Pylon signs.
8. **Bin Storage Areas**
Bin stores should generally be screened behind fencing or dense vegetation out of immediate street and public view.
9. **Bushfire Management Plan**
A Bushfire Management Plan is required to accompany an application development (planning) approval for lots within a designated Bushfire Prone Area in accordance with State Planning Policy 3.7 – Planning in Bushfire Prone Areas and the associated Guidelines for Planning in Bushfire Prone Areas.
10. **Family Day Care Services**
The following criteria are intended to ensure that premises approved for Family Day Care are of a suitable size and configuration, and are operated in a manner that will not impact neighbours' residential amenity.
- Suitable Types of Dwellings**
 - A dwelling proposed to be used for Family Day Care shall have a minimum external 'playing space' of 40m², with a minimum dimension of 6m, located adjacent to the dwelling and within an area set aside for the exclusive use of the occupants of the dwelling.
 - The use of a Multiple Dwelling for Family Day Care is not permitted.
 - Car Parking**
 - An on-site carparking area for pick up and drop off shall be provided, in addition to meeting the carparking requirements of the dwelling under the *State Planning Policy 7.3- Residential Design Codes*.
-

- ii. On-street carparking and other forms of carparking within the public realm will not be considered part of any application, these are to be reserved for public use, not for commercial benefit.
 - c. Operational Criteria
 - i. Operating hours shall be restricted to 7am to 7pm Monday to Friday, as operations outside those hours have the potential to impact adjoining landowner residential amenity. Proposals involving hours outside this standard will be considered carefully and in detail, dependent on scale. It is recommended that such events be limited to 'by appointment only'.
 - ii. An Operational Management Plan should be provided with a development application for Family Day Care
11. Information required on applications
- The Shire requires applications for child care premises to be submitted with adequate information to enable a detailed assessment of the development to be conducted, in line with the Shire's Development Application Checklist, and should also include the following:
- a. An Operational Management Plan incorporating the following:
 - i. Numbers of adult and non-adult staff to be employed days and hours of operation
 - ii. Number and age of children proposed to attend the centre
 - iii. Operating hours
 - iv. Daily Routine
 - v. Any other information deemed relevant
 - b. A schedule of materials, colours and finishes
 - c. Existing and/or proposed landscaping including major plant species intended front and side fencing
 - d. Number, location and size of any proposed signage
 - e. The Shire may require noise and traffic impact assessments to be submitted prior to determination of the application.
12. Other Approvals
- In addition to seeking Development Approval from the Shire, applicants are encouraged to discuss their proposal with the relevant government licensing and regulatory agencies. The outcomes of these discussions should be presented to the Shire as part of any application in order to facilitate the assessment process.
13. PERMISSIBILITY
- Compliance with this policy does not negate the requirement of a Building Permit and any other associated approvals.'

CARRIED (9/0)

NO. 149/23

For: Crs Pavlovich, Oldfield, Fraser, Etherington, Bell,
Handasyde, Clements, O'Dea and Woltering
Against:

9.1.2 INDUSTRY EXTRACTIVE - LOT 198 (31) YERRIMINUP ROAD, NARRIKUP

| | |
|-------------------------------|---|
| File Ref: | N61951 |
| Attachment: | <u>Location Map</u> <u>Additional Information</u> <u>Site Plan</u> <u>Summary of Submissions</u> |
| Responsible Officer: | Delma Baesjou - Executive Manager Development Services |
| Author: | André Pinto - Senior Planner |
| Proposed Meeting Date: | 26 September 2023 |

PURPOSE

The purpose of this report is to determine the development application (P722) for Industry - Extractive at Lot 198 (31) Yerriminup Road, Narrikup.

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 the 30 July 2023, the Shire receipted an application for 'Industry-Extractive', at Lot 198 (31) Yerriminup Road, Narrikup. The lot is zoned 'Rural' under the Shire's Local Planning Scheme No. 5 (LPS5).

Under the Shire's LPS5, *industry — extractive means premises, other than premises used for mining operations, that are used for the extraction of basic raw materials including by means of ripping, blasting or dredging and may include facilities for any of the following purposes —*

- a. *the processing of raw materials including crushing, screening, washing, blending or grading;*
- b. *activities associated with the extraction of basic raw materials including wastewater treatment, storage, rehabilitation, loading, transportation, maintenance and administration;*

'Industry- Extractive' under the Shire's LPS5 is an 'A' use within the 'Rural' Zone.

Under LPS5, an 'A' use *means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions.*

Clause 64 outlines the requirements of Local Governments to advertise applications. Public advertising to surrounding landowners for the proposal occurred between 16 August 2023 & 31 August 2023 as required under Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. Please refer to 'External Consultation' section for more detail.

EXTERNAL CONSULTATION

Nearby Property Advertising

Under Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* the application was advertised to surrounding properties from the 16th August 2023 to 31 August 2023. During this period of time, one comment was received. Please refer to the 'Summary of Submissions' for detail. The comment outlined that they had no objection to the proposal. Given the other landowners did not provide any comment, there is the presumption that they have no objection to the proposal.

External Referrals

The application was referred to three external agencies. These agencies were Department of Biodiversity, Conservation & Attraction (DBCA), Department of Water & Environmental Regulation (DWER) and Main Roads Western Australia. Please refer to the 'Summary of Submissions' for further detail. DBCA and Main Roads, had no objections to the proposal, making minor comments. DWER had no objections, except that greater detail was required around the rehabilitation program and surface water management, which the applicant has reviewed and provided greater detail in the 'Additional Information' attachment.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

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

Shire of Plantagenet Extractive Industries Local Law 2008

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

The Application fee of \$295.00 has been receipted. An Advice Note of the approval will be to remind the applicant of their obligation to apply for an Extractive Industries Licence under the Shire's Extractive Industries Local Law 2008, which will be to the value by the *2023/2024 Schedule of Fees & Charges*.

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 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 |
|---|-------------------|--------------------|----------------------|--|
| <i>Operational</i> Potential dust complaints from nearby properties. | <i>Moderate</i> | <i>Moderate</i> | <i>Moderate</i> | Condition for a Dust Management Plan to be approved and implemented. Issue Conditional Development Approval |
| <i>Statutory</i> Managing landowners and community expectations if the application is not supported. | <i>Possible</i> | <i>Moderate</i> | <i>Low</i> | |
| <i>Opportunity: Reduction of any complaints resulting from dust drift to neighbouring properties.</i> | | | | |

STRATEGIC RISK IMPLICATIONS

There are no strategic risk implications for this report.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

Overview

In reference to the plans provided, ‘Area A’ is an historic extraction area that has been operating for a number of years, it is now noted as becoming an exhausted area. Due to this area’s exhaustion, ‘Area B’ is being proposed to be extracted for the same sand resources and continue providing these sands to the local region’s various industries.

Strategic Considerations

In reference to attachment 1, it can be seen that the lot is zoned Rural, and it is noted that it is bordered by Albany Highway, Special Use 9 and Strategic Industry zoned lots. The Strategic Industry zoned lot is the area designated for the future Yerriminup Industrial Estate. Given the lot in which the proposal exists is contained between

Albany Highway and the future Yerriminup Industrial Estate, it is considered to be within context of the surrounding area.

Under the Shire's Local Planning Scheme No.5 (LPS5) the Rural Zone objectives are as follows:

The Strategic Industry Zone objectives are as follows:

Given the context, the proposed use of Industry-Extractive aligns with Strategic Industry more so than the designated Rural zoned, given it is providing basic raw materials to the surrounding region such as sand used for the development of dwellings etc. This is likely a failing of the Local Planning Scheme zoning than it is the proposal itself.

Realistically given the surrounding Special Use 9 zone acting as a buffer from the Strategic Industry area, this lot should have also been zoned Special Use 9 to complete the buffer and ensure the lot is used for semi-industrial uses rather than Rural uses. This will reduce any detrimental effects on to the any potential Rural land uses there. Something that has been noted and will be considered in the future suite of Local Planning Scheme amendments.

State Planning Policy 2.4 (SPP2.4)- Planning for Basic Raw Materials

Under *SPP2.4- Planning For Basic Raw Materials*, the proposal is deemed to meet all of the requirements for a Development Application as stipulated under clause 6.5 of SPP2.4. Given no processing is occurring on site of the sand being extracted, it is simply being extracted and transported off site, the impacts to the surrounding area are considered minimal and in turn does not introduce any extension to the buffer requirements. This links into the comments provided by the Department of Water and Environmental Regulation (DWER), who are the State body that deal with these buffers.

Many of the aspects of SPP2.4 are covered under the proponents document (attachment) 'Additional Information'.

Vegetation Clearing/Rehabilitation

Extraction Area B (proposal area) is planned to be cleared to allow for extraction. The applicant is noting rehabilitation of this area once the sand resource has been exhausted and has outlined rehab will be "revegetation to be mainly pasture with some endemic flora". This is considered sufficient rehabilitation of the site. Rehabilitation should be equal to, or greater than, what is currently in the location for extraction, not lesser as was being proposed initially. After discussions with the applicant, changes were made to the rehabilitation program to improve the final outcome. DWER's comments further outline the necessity for improvement to the rehabilitation program and requirements of a clearing permit through DWER.

Extractive Industries Local Law 2008

The document provided titled 'Additional Information' sets out a program that addresses the items set out under the Local Law and is deemed sufficient.

Vehicular Access

Vehicular access is gained from the existing access points to Yerriminup Road, towards the Albany Highway intersection. Main Roads WA's advice has been that the current vehicular access to Yerriminup Road, given the traffic volumes, is acceptable and that no direct access from/to Albany Highway is being proposed.

Traffic Considerations

The applicant has provided the following traffic details (attachment 'Additional Information'):

- Truck sizes will be 10m³-15m³
- Truck movements may vary from 1-5 trucks per day.

As indicated above, and highlighted further by Main Roads WA's comments, given the small amount of daily truck movements, the traffic impact to Albany Highway is considered minimal.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

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

That Council approves the Development Application- P722 - Industry Extractive - Lot 198 (31) Yerriminup Road, Narrikup in accordance with the Planning Regulations and subject to the following:

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. **All stormwater must be contained and disposed of on-site. All stormwater infrastructure must be maintained for the duration of the development, unless otherwise approved by the Shire.**
3. **No refinement or grinding of materials is to occur on site without seeking further approvals from the Shire.'**

Advice Notes:

- a) **The applicant is reminded of the obligations of and to obtain a licence for extraction under the Shire of Plantagenet's *Extractive Industries Local Law 2008*.**
- b) **The development is required to comply with all relevant Health Regulations, in particular, regard should be given to dust management and noise regulations.**
- c) **Any damage or disruption to infrastructure within the road reserves is to be remediated at the proponent's cost.**
- d) **Any alterations or upgrading of the crossover to be in accordance with the Shire of Plantagenet specifications and requirements.**
- e) **This Development Approval does not constitute a Building Permit.**
- f) **Future use and development is to comply with the Building Code of Australia and relevant Health and Environmental statutes.**

AMENDMENT**Moved Cr B Bell, seconded Cr K Clements:****That a part g) be added to the Advice Notes as follows:****'g) All materials extracted and transported from the site must be covered.'**Reason for Change

Many loads are dry sand and over short legs carriers often don't tarp their loads resulting in sand flying out behind them causing potential issues with other road users.

CARRIED (9/0)**NO. 150/23**

**For: Crs Pavlovich, Oldfield, Fraser, Etherington, Bell,
Handasyde, Clements, O'Dea and Woltering
Against:**

COUNCIL DECISION

That Council approves the Development Application- P722 - Industry Extractive - Lot 198 (31) Yerriminup Road, Narrikup in accordance with the Planning Regulations and subject to the following:

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. All stormwater must be contained and disposed of on-site. All stormwater infrastructure must be maintained for the duration of the development, unless otherwise approved by the Shire.
3. No refinement or grinding of materials is to occur on site without seeking further approvals from the Shire.'

Advice Notes:

- a) The applicant is reminded of the obligations of and to obtain a licence for extraction under the Shire of Plantagenet's *Extractive Industries Local Law 2008*.
- b) The development is required to comply with all relevant Health Regulations, in particular, regard should be given to dust management and noise regulations.
- c) Any damage or disruption to infrastructure within the road reserves is to be remediated at the proponent's cost.
- d) Any alterations or upgrading of the crossover to be in accordance with the Shire of Plantagenet specifications and requirements.
- e) This Development Approval does not constitute a Building Permit.
- f) Future use and development is to comply with the Building Code of Australia and relevant Health and Environmental statutes.
- g) All materials extracted and transported from the site must be covered.

CARRIED (9/0)

NO. 151/23

**For: Crs Pavlovich, Oldfield, Fraser, Etherington, Bell,
Handasyde, Clements, O'Dea and Woltering
Against:**

9.1.3 DRAFT LOCAL PLANNING POLICY NO. 5 – SINGLE HOUSE EXEMPTIONS IN NON-RESIDENTIAL ZONES

| | |
|-------------------------------|--|
| File Ref: | N61950 |
| Responsible Officer: | Delma Baesjou- Manager Development Services |
| Author: | André Pinto- Senior Planner |
| Proposed Meeting Date: | 26 September 2023 |

PURPOSE

The purpose of this report is to present for consideration a new Local Planning Policy to streamline the process for future development of Single Houses within the non-residential zones of the Shire.

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 the use and form of buildings. This is supported by various local and state planning policies.

Draft *LPP5- Single House Exemptions in Non-Residential Zones* will facilitate the development of Single Houses throughout the non-residential zones of the Shire and provide guidance on their assessment and approval. Currently, due to changes in the Planning Regulations and under LPS5, all Single Houses in non-residential zones require development (planning) approval prior to seeking a building permit.

The intention of the new policy is to set parameters for development, reduce 'red-tape', assist in reducing timeframes and to help in the current housing crisis. This is similar to the process for compliant dwellings under the R-Codes which are exempt from requiring Development Approval. As a result of the reduction in the workload associated with processing development applications, the Senior Planner will be able to focus on other projects, such as the Shire's new Local Planning Strategy. In the absence of a larger planning team, these initiatives are required to be able to achieve more strategic planning level items.

EXTERNAL CONSULTATION

No external consultation has yet occurred in relation to this report. Formal advertising of the draft Policy is required prior to adoption, in accordance with Schedule 2, clauses 4 and 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Any submissions received during the 21-day advertising period will be reported to the Council for consideration. The Council must review the draft Policy in light of any submission and may resolve to proceed with the Policy with or without modifications. Formal notice is required for the Policy to have effect.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015
Shire of Plantagenet Local Planning Scheme No. 5 (LPS5)

POLICY IMPLICATIONS

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

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

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 |
|--|-------------------|--------------------|----------------------|---|
| <i>Operational</i> Senior Planner is not able to complete more significant strategic items such as the Local Planning Strategy due to limited resources. | <i>Likely</i> | <i>Moderate</i> | <i>Moderate</i> | Endorse the review and update of the policy |
| Opportunity: Facilitate housing development by reducing processing times and minimising red tape. <i>Ensure the Senior Planner gains more time to complete strategic tasks.</i> | | | | |

STRATEGIC RISK IMPLICATIONS

There are no strategic risk implications for this report.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

Currently, under LPS5 and due to changes in the Planning Regulations, all Single Houses in non-residential zones are required to obtain Development (planning) Approval as a prerequisite seeking a Building Permit. Draft *LPP5- Single House Exemptions in Non-Residential Zones* will accommodate for the development of Single Houses throughout the non-residential zones of the Shire and provide guidance on their assessment and approval.

With the introduction of the policy, Single Houses within Non-Residential Zones, subject to compliance with the policy, will be exempt from requiring Development Approval.

If applicants are able to demonstrate compliance with criteria outlined in the policy, such as bushfire requirements, wastewater, setbacks, water supply etc. they will not require a Development Approval (Planning Consent) and can proceed straight to the Building Permit stage.

As planning reform continues at a State level to reduce unnecessary 'red-tape', this policy is considered to be part of improving that process at a local level and assisting in the removal of 'red-tape' for Shire ratepayers.

This new policy is consistent with policies in other regional local governments, especially those with smaller planning teams/one planner like the Shire of Plantagenet.

A further benefit to these exemptions will greatly reduce incoming planning applications for the Senior Planner. In the absence of another planner or team of planners to share workload, like seen at other local governments, this reduction in applications will provide the Senior Planner time to focus on more significant projects. Projects including overdue Local Planning Strategy review, Local Planning Scheme amendments and additional Local Planning Policy reviews, together with other overarching strategic documents.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Oldfield, seconded Cr L Handasyde:

That Council, in accordance with Part 2 clauses 3, 4 and 5 and Part 12 clause 87 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Draft Local Planning Policy No. 5 – Single House Exemptions in Non-Residential Zones as follows, endorses and advertises:

**'LOCAL PLANNING POLICY No. 5 –
Single House Exemptions in Non-Residential Zones**

1. CITATION

This Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

This Policy may be cited as LPP No. 5- Single House Exemptions in Non-Residential Zones.

2. CRITERIA

- a. To protect the amenity of the locality in which the Single House is proposed.
- b. To set standards in respect to Single Houses in non-residential zones.
- c. To create consistent and uniform guidelines for the development of Single Houses in non-residential zones across the Shire.

3. INTRODUCTION

A consistent set of guidelines for the development of Single Houses in non-residential zones in the Shire is required, which is consistent with *Local Planning Scheme No.5 (LPS5)* and considers local needs, and to provide consistent development of Single Houses in non-residential zones across the Shire.

4. DEFINITIONS

Words and expression used in this policy have the same meaning as they have in the Local Planning Scheme and other relevant legislation.

- **BAL**- means Bushfire Attack Level as determined in accordance with Australian Standard AS3959: Construction of buildings in bushfire-prone areas (as amended).
- **BAL assessment/report**: An assessment/report prepared in a manner and form set out in AS 3959 to determine a BAL. It is strongly recommended that BAL assessments are prepared by accredited Level 1 BAL Assessors.
- **Donga/Transportable dwelling**- a temporary building, normally built of lightweight materials and easily able to be moved from site to site.
- **Minor/Incidental development**- means any non-habitable structure associated with a Single House, not considered to be an Outbuilding, that is not located under the main roof of the Single House and/or is not attached to the Single House.
- **Tiny Home on Wheels**- is a small residential unit built on a wheeled trailer base, designed to look and function similarly to a home, but transportable when required.

5. DEVELOPMENT REQUIREMENTS

The erection or extension of a Single House in the Rural, Rural Residential, Rural Smallholdings, Rural Village, Special Use Zones will be exempt from requiring Development (Planning) Approval if compliance with the following is achieved (this does not negate the requirement for a Building Permit approval):

Setbacks

Where no approved Building Envelope exists on the lot, compliance with setbacks is to be as per the relevant section of the Shire's Local Planning Scheme for each zone.

Where an approved Building Envelope is on the lot, all development is to occur within the approved Building Envelope area.

Notwithstanding the minimum setbacks applicable in the zone or Building Envelopes, new Single Houses and their associated structures, should generally be setback a minimum of 20 metres from any lot boundary to accommodate a suitable Asset Protection Zone (APZ) within the subject land for bushfire safety purposes, as per the Shire's Bushfire Mitigation Notice. Except where a BAL report is provided as evidence that a reduced Asset Protection Zone (APZ) can be accommodated for.

Building Height

Single Houses are not to exceed 8m in height from Natural Ground Level (NGL).

Bushfire

Where the development is located within a designated Bushfire Prone Area:

- the development has a BAL of BAL-29 or lower or;
- the works are exempt from compliance with State Planning Policy 3.7 – Planning in Bushfire Prone areas including the Guidelines for Planning in Bushfire Prone Areas

A BAL report, from an accredited Bushfire Consultant or where applicable a BAL Basic (Self-Assessment), is to be provided with the Building Permit application to provide evidence of a BAL of BAL-29 or lower being achieved.

Water Supply

No Single House shall be approved or occupied unless it is connected to and has an adequate supply of potable water as follows:

- a. Water Corporation of Western Australia mains connection; or
- b. A 92,000L minimum capacity water tanks(s) connected to sufficient roof catchments, or
- c. Some other form of approved water supply with adequate guaranteed quality and quantity, or
- d. An approved combination of items a), b) and/or c).

Further water supply requirements for Bushfire Prone lots:

- a. 10,000L is to be retained for Emergency Services (this can be in the form of a separate water tank or as part of a minimum 92,000L water tank)
- b. All water tanks to be fitted with 65mm (2.5") female camlock outlets for Emergency Services.
- c. Signage outlining "Fire Water Tank Outlet"

Effluent Disposal

At the lodgement of Building Permit stage, an 'Application to Construct or Install an Apparatus for the Treatment of Sewage' is to be submitted and approved. Applications are to be accompanied by a satisfactory 'Site and Soil Evaluation for Onsite Wastewater Management Report'.

Conventional effluent disposal area must be setback 100 metres of any creek, river, dam or spring, however, this setback to be reduced to 50 metres for approved Secondary Treatment Units.

Vehicular Access

Vehicular Access within private lot boundaries is to be as follows:

- The access track is to be 6m wide, with 4m of this being a trafficable surface, and having 4m of headroom clearance for emergency service vehicle clearance.
- Where a lot is deemed 'Bushfire Prone' and the accessway to the dwelling is 50m or greater in length, an emergency services turning area is required to be provided and noted on the Site Plan. The Turning Areas are to be in line with the specifications under the Department of Planning, Lands and Heritage's *Guidelines for Planning in Bushfire Prone Areas*.

Site Works

Where earthworks and/or retaining is proposed in conjunction with the proposal of a new Single House:

- Earthworks (cut/fill) are not to exceed 1000mm above or below Natural Ground Level (NGL)
- Retaining walls are not to exceed 1000mm above or below Natural Ground Level (NGL)

A balance of cut and fill, sympathetic to the natural contours of the site is expected as a minimum when conducting earthworks.

Vegetation Clearing

The following vegetation clearing is exempt from requiring Development (Planning) Approval:

- In a Rural Zone no more than 10% of a lot shall be cleared without Shire approval where it is associated with an exempted/approved single house proposal. (where exempt from requiring Department of Water & Environmental Regulation (DWER) clearing permits).
- In the Rural Residential, Rural Smallholdings, Rural Village and Special Use zones, remnant vegetation shall not be removed, or modified in any way, except with the approval of the Shire and where, in its opinion, the removal is necessary in the following circumstances:
 - For the purpose of an approved building envelope and access ways;
 - To maintain an Asset Protection Zone as determined by an Approved BAL Report
 - Trees/vegetation are considered to be a hazard;
 - For firefighting purposes or construction of strategic fire breaks; and

- Control of weed infestation.
- All existing vegetation within 30 metres of a stream, creek, watercourse, flood plain, or permanent or seasonal areas of inundation, or on land which has slopes in excess of 20% shall not be modified except with the approval of the Shire.

Schedules of Local Planning Scheme

The provisions and requirements set out in Schedules 2 (Rural Residential Zone), 3 (Rural Smallholdings Zone), 5 (Rural Village Zone) and Table 5 (Special Use) of the Shire's Local Planning Scheme are to be satisfied to achieve compliance with this Policy.

Minor/Incidental Additions

Minor or Incidental Additions such as the following, are exempt from requiring Development (Planning) Approval subject to the relevant setbacks for the zone:

- patio;
- verandah;
- pergola;
- shade sail;
- decking not more than 500mm above natural ground level;
- swimming pool where no part of the swimming pool structure is more than 500mm above natural ground level other than an associated safety barriers in accordance with AS1926.1 & AS1926.2 (as amended) provided the safety barriers comply with the definition of 'visually permeable' (as defined by State Planning Policy 7.3: Residential Design Codes Volume 1 (as amended)).

Proposals Not Exempt By This Policy

- More than one Single House on a single lot;
- Development in a place that has been entered in the Register of Places under the *Heritage of Western Australia Act 1990*;
- Ancillary Dwellings (refer Local Planning Policy No.1- Ancillary Dwellings);
- Dongas/transportable dwellings, tiny homes on wheels and structures of a similar nature.

6. PERMISSIBILITY

Where a Single House proposal is deemed to satisfy the requirements of this Policy and relevant provisions of *Local Planning Scheme No.5*, Development Approval will not be required, unless stated otherwise.

Proposals that do not satisfy the criteria will be assessed on their merits and determined by the Shire through an application for Development Approval.

Compliance with this policy does not negate the requirement of a Building Permit.'

CARRIED (9/0)

NO. 152/23

**For: Crs Pavlovich, Oldfield, Fraser, Etherington, Bell,
Handasyde, Clements, O'Dea and Woltering
Against:**

5.32pm Ms Delma Baesjou left the meeting.

9.2 WORKS AND SERVICES REPORTS

Nil

9.3 CORPORATE SERVICES REPORTS

9.3.1 BUDGET REVIEW - AUGUST 2023

| | |
|-------------------------------|--|
| File Ref: | N62003 |
| Responsible Officer: | Julian Murphy Chief Executive Officer |
| Author: | John Fathers Deputy Chief Executive Officer |
| Proposed Meeting Date: | 26 September 2023 |

PURPOSE

The purpose of this report is to review and adjust the adopted 2023/2024 Annual Budget to recognise variations in actual income and expenditure.

BACKGROUND

The 2023/2024 annual budget was adopted by the Council on 25 July 2023. This is the second minor review of the budget.

STATUTORY ENVIRONMENT

Local Government Act 1995

There is no specific section of the Act that deals with the reallocation of funds however Section 6.2(1) governs budget requirements for local governments.

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

The overall recommended effect on the budget is a surplus of \$7,920.00.

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

The Strategic Risk 'Project / Change Management' includes the key control of regular monitoring and reporting of capital works program.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

Following the adoption of the budget, two issues have come to light that are worthy of a budget amendment and the following action is recommended:

- At the Council meeting held on 22 August, the Operations Manager of the Mount Barker Tourism, Kathryn MacNeil, addressed the Council in relation to a Tourism Funding Review request. The Council was asked to consider identifying \$12,830.00 as part of an immediate budget review process to allocate to the Mount Barker Tourist Bureau for ongoing regional marketing and tourism projects.

The Shire budget included a sum of \$32,000.00 in budget item TOUR - Visitor Centre Contribution (2130211), in line with the approved community grants budget. That sum of \$32,000.00 was also mistakenly included in the Shire budget item TOUR - Public Relations & Area Promotion (2130240), which has a total budget of \$47,650.00. This means that, without analysing any further budget unders and overs, there is an amount of \$32,000.00 available to accommodate the request of the Mount Barker Tourism.

In the absence of an EDO, the Mount Barker Tourist Bureau can assist in filling the gap for promotion of trails and tourism. This matter was discussed at the Council forum on 14 September 2023.

- The redevelopment of the Changeroom / Kiosk / Office space at the Mount Barker Swimming Pool did not include sealing of the concrete surfaces including verandahs, stairs and the disabled access ramp. Sealing is recommended to protect the concrete from contact with chlorine and to help prevent stains and wear marks.

The sealing process will involve a light acid clean followed by two coats of a quality sealing product. Work will need to occur prior to the start of the pool season. The amount required is \$11,250.00 (ex GST). This sum can be accommodated from the remainder of the savings identified above.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

Moved Cr B Bell, seconded Cr A Fraser:

That Council adopts the budget review for the period 1 July 2023 to 31 August 2023 and the 2023/2024 Annual Budget be amended as follows:

| Account | Description | Original / Amended Budget | New Budget | Net Cash Amount |
|--------------|--|---------------------------|-------------------|-----------------|
| 2130240 | TOUR - Public Relations & Area Promotion | (\$47,650) | (\$15,650) | \$32,000 |
| 2130211 | TOUR - Visitor Centre Contribution | (\$32,000) | (\$44,830) | (\$12,830) |
| OC607E | Swimming Pool - Sealing of concrete verandahs, stairs & ramp | \$0 | (\$11,250) | (\$11,250) |
| TOTAL | | (\$79,650) | (\$71,730) | \$7,920 |

AMENDMENT

Moved Cr K Clements, seconded Cr K Woltering:

That the first two items (Account 2130240 and 2130211) in the table above be deleted.

Reason for Change

The budget has just been set and the new Council and staff can make a decision at the next budget review.

LOST (4/5)

**For: Crs Clements, Etherington, Handasyde and Woltering
Against: Crs Pavlovich, Oldfield, Bell, Fraser and O’Dea.**

COUNCIL DECISION

That Council adopts the budget review for the period 1 July 2023 to 31 August 2023 and the 2023/2024 Annual Budget be amended as follows:

| Account | Description | Original / Amended Budget | New Budget | Net Cash Amount |
|--------------|--|---------------------------|-------------------|-----------------|
| 2130240 | TOUR - Public Relations & Area Promotion | (\$47,650) | (\$15,650) | \$32,000 |
| 2130211 | TOUR - Visitor Centre Contribution | (\$32,000) | (\$44,830) | (\$12,830) |
| OC607E | Swimming Pool - Sealing of concrete verandahs, stairs & ramp | \$0 | (\$11,250) | (\$11,250) |
| TOTAL | | (\$79,650) | (\$71,730) | \$7,920 |

CARRIED (9/0)

NO. 153/23

**For: Crs Pavlovich, Oldfield, Fraser, Etherington, Bell, Handasyde, Clements, O’Dea and Woltering
Against:**

Absolute Majority

9.3.2 FINANCIAL STATEMENTS – AUGUST 2023

| | |
|-------------------------------|--|
| File Ref: | N61893 |
| Attachment: | <u>Financial Statements – August 2023</u> |
| Responsible Officer: | John Fathers Deputy Chief Executive Officer |
| Author: | John Fathers Deputy Chief Executive Officer |
| Proposed Meeting Date: | 26 September 2023 |

PURPOSE

The purpose of this report is to present the financial position of the Shire of Plantagenet for the period ending 31 August 2023.

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.

RISK MITIGATION 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> | <i>That Council receives the financial activity statements as required by legislation.</i> |

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

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

That Council receives the Financial Statements for the period ending 31 August 2023.

CARRIED (9/0)

NO. 154/23

**For: Crs Pavlovich, Oldfield, Fraser, Etherington, Bell,
Handasyde, Clements, O’Dea and Woltering
Against:**

9.3.3 LIST OF ACCOUNTS – AUGUST 2023

| | |
|-------------------------------|--|
| File Ref: | N61948 |
| Attachment: | <u>List of Accounts – August 2023</u> |
| Responsible Officer: | John Fathers Deputy Chief Executive Officer |
| Author: | Donna Fawcett Finance Officer – Creditors and Payroll |
| Proposed Meeting Date: | 26 September 2023 |

PURPOSE

The purpose of this report is to present the list of payments that were made during the month of August 2023.

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 |
|---|-------------------|----------------------|----------------------|---|
| <i>Reputational</i> That Council does not receive the list of payments | <i>Rare</i> | <i>Insignificant</i> | <i>Low</i> | <i>That Council receives the list of payments as required by legislation.</i> |

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/COUNCIL DECISION

Moved Cr B Bell, seconded Cr K Woltering:

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 2023 and records in the minutes of the Council, the summary of which is as follows:

1. Electronic Payments and Direct Debits totalling \$928,312.30; and
2. Municipal Cheque 47262 to 47265 totalling \$6,995.00.

CARRIED (9/0)

NO. 155/23

**For: Crs Pavlovich, Oldfield, Fraser, Etherington, Bell,
Handasyde, Clements, O'Dea and Woltering
Against:**

9.4 EXECUTIVE SERVICES REPORTS

9.4.1 AMENDMENT TO COUNCIL MEETINGS SCHEDULE 2023

| | |
|-------------------------------|--|
| File Ref: | N62005 |
| Responsible Officer: | Julian Murphy Chief Executive Officer |
| Author: | Nolene Wake Executive Officer |
| Proposed Meeting Date: | 26 September 2023 |

PURPOSE

The purpose of this report is to request Council consider delaying the 24 October 2023 scheduled Ordinary Council Meeting (OCM) to 31 October 2023.

BACKGROUND

In 2023, Council held ordinary meetings on the fourth Tuesday of each month except January.

Council is required to give notice of its meeting dates at least once each year.

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.

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

FINANCIAL IMPLICATIONS

There will be no financial implications from the proposal to move the October OCM meeting from Tuesday 24 October to Tuesday 31 October 2023.

POLICY IMPLICATIONS

Policy No. CE/CS/3 – Committee Meetings and Workshops – Attendance by Members of the Public and Policy No. CE/CS/6 – Briefing Sessions for Councillors applies.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2017-2026 provides at Outcome 4.1 (Effective governance and leadership) the following Strategy:

Strategy 4.1.3:

‘Ensure the Council’s decision-making process is effective and transparent.’

Accordingly, the recommended outcome for this report aligns with the Strategic Community Plan as it ensures the adoption of the 2022/23 budget without affecting the issuing of rates notices and payment plan schedules.

REGIONAL IMPLICATIONS

No regional implications identified.

OFFICER COMMENT

At the Council Forum held on 14 September 2023, the Council recommended delaying the 24 October 2023 scheduled Ordinary Council Meeting (OCM) to 31 October 2023. This is to allow sufficient time following the Local Government elections to include the election of Shire President and Deputy Shire President, Councillor Seating Arrangements and Appointment of Committees and Council Nominees at the Ordinary October meeting.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr M O’Dea:

That:

- 1. The ordinary meeting of the Council scheduled for 24 October 2023 at 5.00pm be held on Tuesday 31 October 2023 at 5.00pm; and**
- 2. All meeting dates and times be advertised pursuant to Regulation 12 of the Local Government (Administration) Regulations 1996.**

CARRIED (9/0)

NO. 156/23

**For: Crs Pavlovich, Oldfield, Fraser, Etherington, Bell,
Handasyde, Clements, O’Dea and Woltering
Against:**

9.4.2 COUNCIL MEETINGS SCHEDULE 2024

| | |
|-------------------------------|--|
| File Ref: | N61908 |
| Responsible Officer: | Julian Murphy Chief Executive Officer |
| Author: | Nolene Wake Executive Officer |
| Proposed Meeting Date: | 26 September 2023 |

PURPOSE

The purpose of this report is to review and schedule ordinary meetings of the Council for 2024.

BACKGROUND

In 2023, Council held ordinary meetings on the fourth Tuesday of each month except January.

Council is required to give notice of its meeting dates at least once each year.

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 and workshops may impact on 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 Local Public Notice is not given of the date, time and place of Ordinary Council meetings.</i> | <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 December meeting has been brought forward due to its closeness to Christmas.

Council has the option to call a special Council Meeting at any time for matters requiring an urgent Council resolution such as a planning matter that can't be resolved under delegation.

Councillors have, from time to time, queried commencement times for ordinary meetings. The time has been left open for Council preference.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr J Oldfield:

That:

1. The ordinary meetings of the Council for February to December 2024 inclusive be held as follows:
 - a) 27 February 2024
 - b) 26 March 2024
 - c) 23 April 2024
 - d) 28 May 2024
 - e) 25 June 2024
 - f) 23 July 2024
 - g) 27 August 2024
 - h) 24 September 2024
 - i) 22 October 2024
 - j) 26 November 2024
 - k) 17 December 2024
2. All ordinary meetings of the Council shall commence at 5.00pm and be held in the Council Chambers, Lowood Road Mount Barker.
3. All meeting dates and times be advertised pursuant to Regulation 12 of the Local Government (Administration) Regulations 1996.

CARRIED (9/0)

NO. 157/23

**For: Crs Pavlovich, Oldfield, Fraser, Etherington, Bell,
Handasyde, Clements, O'Dea and Woltering
Against:**

9.4.3 POLICY REVIEW – DEALING WITH UNREASONABLE BEHAVIOUR POLICY

| | |
|-------------------------------|--|
| File Ref: | N61898 |
| Attachment: | <u>Amended Dealing with Unreasonable Behaviour Policy with tracked changes</u> |
| Responsible Officer: | Julian Murphy Chief Executive Officer |
| Author: | Nolene Wake Executive Officer |
| Proposed Meeting Date: | 26 September 2023 |

PURPOSE

The purpose of this report is to review Council Policy CE/RS/UB/1 *Dealing with Unreasonable Behaviour*.

BACKGROUND

This policy was adopted by Council at its meeting held on 14 December 2021.

STATUTORY ENVIRONMENT

Local Government Act 1995 (Western Australia)
Local Government (Model Code of Conduct) Regulations 2021

EXTERNAL CONSULTATION

No external consultation has taken place.

FINANCIAL IMPLICATIONS

There are no financial implications.

POLICY IMPLICATIONS

This policy is presented to the Council for review as deficiencies in the policy have been identified following a recent incident.

STRATEGIC IMPLICATIONS

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

At *Outcome 4.1 Shire Governance* the following Strategies:

Strategy 4.1.3.3:

‘Provide a community oriented organisation that delivers high quality services and delivers outcomes that are in the best interests of our ratepayers.’

Strategy 4.5.4:

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

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

OFFICER COMMENT

This policy was developed to address the wider range of behaviours where restricted or managed responses are required, and to establish transparent clarity on how staff are to respond to these situations.

Over the last year or so, inappropriate behaviour by customers appears to have escalated. Today's public facing employees deal with insults, rants and rudeness on what appears to be becoming a regular basis.

This policy has been further developed to provide clarification to supervisors/managers and staff on protocols to manage customers who are rude, abusive or aggressive in person at the Shire Office; in particular under point 4 – In Person.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr B Bell:

That Council endorse:

Council Policy No. CE/RS/UB1 – Dealing with Unreasonable Behaviour, as follows:

OBJECTIVE

This policy will guide staff on how to deal with unreasonable behaviour from customers.

POLICY

Council representatives are expected to treat customers with courtesy and respect at all times and to make every reasonable effort to address the needs of customers, even when they are being difficult. However, sometimes there are customers whose issues cannot be dealt with to their satisfaction.

1. Customers who cannot be satisfied:

The Chief Executive Officer can determine that a customer does not accept that the Shire is unable to assist them. Where a Supervisor/Manager is satisfied that every effort has been made by staff to address a customer's needs, the Chief Executive Officer may make a decision that there is no reasonable prospect of reaching a position where a particular customer is satisfied. In this instance, the Chief Executive Officer may decide to stop or limit responses to the customer in relation to the issue in question.

The Chief Executive Officer is to ensure that this is communicated in writing to the customer and that the customer is given the opportunity to make representations to the Council about the proposed course of action. The Chief Executive Officer will continue to monitor any further contact with the customer over the issue.

2. Customers who make unreasonable demands:

Customers who make unreasonable demands can result in a significant diversion of Shire staff resources away from other functions and staff requirements. They can also create an inequitable allocation of resources.

The Chief Executive Officer can determine to write to the customer requesting that they limit and focus their requests and that if the unreasonable requests recur, staff may not respond to such requests where in the opinion of the Chief Executive Officer no new specific, substantial and serious issues have been raised.

The Chief Executive Officer may also determine to limit responses to a fixed number of responses in a given period.

3. Customers who consistently raise the same issue with different staff:

If the Chief Executive Officer determines that a customer is constantly raising the same issue with different staff or elected members, the Chief Executive Officer can determine that only a nominated staff person will deal with the customer, that an appointment must be made for any discussions required, or that all future contact with the Shire must be in writing.

4. Customers who are rude, abusive or aggressive:

The Shire holds a Zero Tolerance position on rude, abusive or aggressive behaviour.

Rude, abusive or aggressive behaviour may include rude or otherwise vulgar noises, expressions or gestures, verbal abuse of a personal or general nature, threatening or offensive behaviour, physical violence against property or against a person.

On the Telephone

1. If, in the opinion of any staff member, rude, abusive or aggressive comments or statements are made in the telephone conversation, the staff member is to:
 - a) Warn the caller/customer that if the behaviour continues, the conversation will be terminated; and
 - b) Terminate the conversation if the rude, abusive or aggressive behaviour continues after a warning has been given.
2. Where a conversation is terminated, the staff member is to inform his/her Supervisor/Manager of the incident.
3. The staff member involved must make file notes of exactly what has happened and these should be recorded in the Electronic Records Management System (ERMS) and Site Docs.

In Person

1. At the Shire Office - If a staff member is dealing with a customer at the front desk and feel that they or other customers or staff may be placed in

a dangerous situation, the staff member is to use the duress alarm. Assistance should be provided immediately by the first available Supervisor/Manager or the CEO, and another member of staff may call the police if required.

2. If, in the opinion of any staff member, rude, abusive or aggressive comments or statements are made in person at the front desk, the staff member is to:
 - c) Warn the customer that the Shire has a zero tolerance in regard to bad behaviour, and if the behaviour continues, customer service will be terminated; with the customer being asked to leave the premises and not return until such time that they are able to conduct themselves appropriately.
 - d) Terminate the conversation, excuse yourself or walk away if the rude, abusive or aggressive behaviour continues after a warning has been given.
3. Where customer service is terminated, and the customer refuses to leave the premises, the staff member is to inform the CEO (if available) or his/her Supervisor/Manager immediately of the incident.
4. The CEO, Manager or Supervisor should confirm with the customer that they have been advised to leave the premises and that they may return the following day and may be served if their behaviour is appropriate.
5. If required, the police should be contacted to remove the customer from the premises.
6. The staff member involved must make file notes of exactly what has happened and these should be recorded in the Electronic Records Management System (ERMS) and Site Docs.
7. At all other Shire Outstations/Workplaces - If a staff member is dealing with a customer and feels that they or other customers or staff may be placed in a dangerous situation, a staff member is to call the Shire Office front desk and ask them to inform the relevant Supervisor/Manager of the situation.
 - If the relevant Supervisor/Manager is not there, then any available Supervisor/Manager should be informed. That Supervisor/Manager should then go to the assistance of the staff member immediately.
 - Where assistance is required outside of normal working hours the Emergency Call Out Phone (Works and Services) should be called and if required, call the police immediately.

5. Documentation and reporting:

In all situations, staff are to document the incident and a record must be made and maintained in the Electronic Records Management System (ERMS) and the Work Health and Safety Management system – SiteDoc.

6. Review: 2 years

7. Legislative and Associated Documents Relating to this Policy:

This policy is complimented by the following documents and resources;

- Local Government Act 1995
- Local Government (Model Code of Conduct) Regulations 2021
- Freedom of Information Act 1994
- Public Interest Disclosure Act 2003
- Shire of Plantagenet Customer Services Charter
- Dealing with Difficult Customers PM/135/15.'

CARRIED (9/0)

NO. 158/23

**For: Crs Pavlovich, Oldfield, Fraser, Etherington, Bell,
Handasyde, Clements, O'Dea and Woltering
Against:**

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

12 CONFIDENTIAL**12.1.1 AUTHORITY TO AFFIX COMMON SEAL – ARC INFRASTRUCTURE LICENCE TO USE AND OCCUPY CORRIDOR LAND (KENDENUP)**

File Ref: N61202
Responsible Officer: Julian Murphy
Chief Executive Officer
Author: Isabelle Draffehn
Community Development Officer
Proposed Meeting Date: 26 September 2023

PURPOSE

The purpose of this report is to seek approval for the Common Seal of the Council to be applied to the 'Licence to Use and Occupy Corridor Land' for a section of rail corridor land, adjacent to Hassell Avenue, Kendenup.

5.44pm Remaining members of the public left the meeting.

MOTION THAT THE MEETING BE CLOSED TO THE PUBLIC

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

5:45pm 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:

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;

CARRIED (9/0)

NO. 159/23

**For: Crs Pavlovich, Oldfield, Fraser, Etherington, Bell,
Handasyde, Clements, O'Dea and Woltering
Against:**

MOTION THAT THE MEETING BE OPEN TO THE PUBLIC

Moved Cr J Oldfield, seconded Cr L Handasyde:

5:47pm That the meeting proceed in public.

CARRIED (9/0)

NO. 160/23

**For: Crs Pavlovich, Oldfield, Fraser, Etherington, Bell,
Handasyde, Clements, O'Dea and Woltering
Against:**

5.47pm Members of the public were invited back into the meeting and the Council decision for Item 12.1.1 was read aloud in public.

OFFICER RECOMMENDATION/COUNCIL DECISION

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

That Council grants authority to the Shire President and the Chief Executive Officer to affix the Common Seal of the Council to the Licence to Use and Occupy Corridor Land (Kendenup).

CARRIED (9/0)

NO. 161/23

**For: Crs Pavlovich, Oldfield, Fraser, Etherington, Bell,
Handasyde, Clements, O'Dea and Woltering
Against:**

13 CLOSURE OF MEETING

13.1 VOTE OF THANKS

Moved Cr J Oldfield, seconded Cr B Bell:

That Cr Chris Pavlovich has been passionate about improving and promoting the Shire of Plantagenet, and has been hardworking and committed to his role in his 6 years as Shire President and his role as a Councillor before that. Cr Pavlovich has made a positive difference to our community, and I would like to thank him on behalf of the Council and wish him all the best.

CARRIED (9/0)

NO. 162/23

For: Crs Pavlovich, Oldfield, Fraser, Etherington, Bell,
Handasyde, Clements, O'Dea and Woltering
Against:

5.50pm The President declared the meeting closed.

CONFIRMED: CHAIRPERSON _____ DATE: ____ / ____ / ____



Presentation to Council 26th Sept 23

Deputation dated 22nd Aug 23: to request that the Council identify \$12,830 as part of an immediate budget review process to allocate to Mount Barker Tourism for the ongoing delivery of tourism projects and strategies in the region, as outlined in the MBT ECSO Grant Application.

A few facts to highlight the importance of this funding request:

1. The Sop has no tourism strategy or marketing strategy of its own, and since its withdrawal from GST, is no longer investing in any regional tourism organisations. MBT has developed both a local and regional marketing strategy, governed by a robust business plan. This benefits the SoP
2. The Sops website tourism information is outdated and incorrect. (See listing for ASC which redirects to Albany, and St Werburgh's which is listed as open 7 days a week for example). MBT has a dynamic, engaging and user friendly website which is maintained and updated regularly and funded by the local business community. This benefits the SoP
3. If granted, the Sop will provide less than 35% of the total projected income this financial year. MBT aims to generate an additional \$92k in revenue from other sources. This benefits the SoP
4. MBT has been working with the Sop staff on a number of projects and the value of our contributions can be vouched for by staff. This work benefits the SoP
5. MBT is the gateway to future residents and investors, not just tourists. Our social media accounts reach around 20k and another 70k through our website each month. In terms of digital promotions, we are outranking most tourism organisations in the Great Southern Region. This work is funded entirely by MBT. This benefits the SoP
6. We are about to launch our Mountain Country Brand Guide. This will undoubtedly change the profile of tourism in the SoP and shift our tourism assets and businesses into an even stronger position in the region. This will benefit the SoP
7. MBT is also about to start working on an exciting new calendar of regional tourism events and experiences, which will showcase our natural assets, community assets and businesses. With a focus on arts and culture, food and wine, agritourism and trails, the economic and social impact of this initiative will be huge. This will benefit the SoP

Any interested parties are welcome to attend our Annual General Meeting at 6:30pm Monday 16th October at the Mount Barker Visitor Centre, and a copy of annual report will be made available to you following this meeting.

Thank you for your continued support.