



ORDINARY MINUTES

DATE: Tuesday, 27 February 2024

TIME: 5.00pm

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



Julian Murphy
CHIEF EXECUTIVE OFFICER

Resolution numbers: 01/24 to 14/24

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 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:

Cr Len Handasyde	President (Presiding Member)
Cr Andrew Fraser	Deputy President
Cr Brett Bell	Councillor
Cr Rosie Brown	Councillor
Cr Ken Clements	Councillor
Cr Sue Etherington	Councillor
Cr Josh Liebeck	Councillor
Cr Jon Oldfield	Councillor
Cr Warren Sheard	Councillor

In Attendance:

Mr Julian Murphy	Chief Executive Officer
Mr Anthony Middleton	Executive Manager Corporate and Community Services
Mr Kevin Hemmings	Executive Manager Works and Services
Ms Delma Baesjou	Manager Development Services
Ms Nolene Wake	Executive Officer

Apologies:

Nil

Members of the Public Present:

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

Previously Approved Leave of Absence:

Nil

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

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

3.2.1 MS MEREDITH CAMPBELL

Ms Campbell asked the following question:

'When there is a complaint why is there no contact or follow up once complaint is submitted?'

The Presiding Member advised that the question would be taken on notice and responded to in due course.

3.2.2 MS LUCIA QUEARRY

Ms Quearry thanked the President for facilitating the Special Electors Meeting and asked the following question:

'Does the CEO, Mr Murphy, intend to develop the policy he suggests be made regarding special exclusion zones by himself or will he include members of the community, stakeholders or staff involved?'

Mr Murphy confirmed that if the Council approved the Officer Recommendation that the CEO develop a draft policy in the next three months, then consultation would take place with the Friends of the Porongurup Ranges and the community.

4 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Section 5.25 Local Government Act 1995

Nil

7 CONFIRMATION OF MINUTES**7.1 ORDINARY MINUTES OF COUNCIL HELD 19 DECEMBER 2023**

Moved Cr Andrew Fraser, seconded Cr Ken Clements:

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 19 December 2023 as circulated, be taken as read and adopted as a correct record.

CARRIED (9/0)

NO. 01/24

For: Crs Handasyde, Fraser, Bell, Brown, Clements, Etherington,
Liebeck, Oldfield and Sheard
Against: Nil

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Presiding Member noted the 100-year celebration of the Mount Barker Railway Station Open Day on 6 March, commencing at 10.00am; recognising this event as a worthwhile milestone to attend if you have the availability or time.

9 REPORTS OF COMMITTEES AND OFFICERS

MOTION TO AMEND THE ORDER OF ITEMS ON THE AGENDA

Order of Agenda

Moved Cr Andrew Fraser, seconded Cr Jon Oldfield:

That Item 9.4.3 Special Meeting of Electors be considered as the first item on the Agenda.

CARRIED (9/0)

NO. 02/24

For: Crs Handasyde, Fraser, Bell, Brown, Clements, Etherington,
Liebeck, Oldfield and Sheard
Against: Nil

SPECIAL MEETING OF ELECTORS (FORMERLY ITEM 9.4.3)

File Ref:	N63013
Attachment:	<u>Minutes – Special Meeting of Electors 7 February 2024</u>
Responsible Officer:	Julian Murphy Chief Executive Officer
Author:	Julian Murphy Chief Executive Officer
Proposed Meeting Date:	27 February 2024

PURPOSE

The purpose of this report is to consider the decisions made at the Special Meeting of Electors held on 7 February 2024.

BACKGROUND

Following a request signed by over 300 electors, a Special Meeting of Electors was held Wednesday 7 February 2024 at the Plantagenet District Hall attended by over 80 electors.

The purpose of the meeting was to discuss the development of a formal Shire of Plantagenet policy regarding mining and mineral exploration to include a defined mining exclusion zone in selected areas of high value for future tourism development and environmental significance.

The following motions were moved and carried at the meeting:

Motion 1

That Council define and adopt a Policy Position regarding mining and mineral exploration to include definition of selected areas of the Shire as being of high value for development and continuance of Agricultural, Viticultural and Nature-based Tourism industries and, that within those areas, mineral exploration and mining activity will be expressly opposed by Council. Such areas to include the Shire's three National Parks and a "Porongurup Tourism Corridor".

Motion 2

That The President write to the WA Minister for Mines to state that Council, on behalf of the Electors, strongly oppose the permitting of mineral exploration or mining activities in the Shire's designated areas of high value for Agricultural, Viticultural and Nature-based Tourism industries, including the "Porongurup Tourism Corridor" and the Shire's National Parks, and that such activities would represent inappropriate land uses injurious to the Shire's strategy for long term, sustainable development.

Motion 3

That the CEO assign to a Shire staff member(s) a weekly responsibility to post on the Shire website basic information and maps of all new or revised applications, permits or licences lodged with DMIRS related to proposed mineral exploration or mining activities within the Shire, and, to maintain basic instructions on where and how interested parties can access further detailed information.

The minutes of the Special Electors Meeting are attached.

EXTERNAL CONSULTATION

The CEO has consulted with the Friends of the Porongurup Range group regarding the matters outlined in this report.

STATUTORY ENVIRONMENT

In accordance with the *Local Government Act 1995*:

Section 5.28(1)(a) provides that a special meeting of the electors of a district is to be held on the request of not less than 300 electors or 5% of the number of electors, whichever is the lesser number.

Section 5.32 requires the CEO to:

- (a) cause minutes of the proceedings at an electors' meeting to be kept and preserved; and
- (b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.

Section 5.33 provides that:

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —
 - (a) at the first ordinary council meeting after that meeting;
 - or
 - (b) at a special meeting called for that purpose, whichever happens first.
- (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

POLICY IMPLICATIONS

Council does not have a policy in relation to this matter. Council is required to undertake further policy development to address the issues raised at the Special Meeting of Electors.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

BUDGET IMPLICATIONS

There are no budget implications for this report.

LEGAL IMPLICATIONS

The legal implications of developing a policy regarding mining and mineral exploration in the Shire of Plantagenet will need to be considered as part of the policy development process.

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 4.1.1:

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

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.

RISK MITIGATION IMPLICATIONS

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Reputational</i> The reputation of the Council as one that listens to the needs of its community may be damaged.	<i>Likely</i>	<i>Moderate</i>	<i>Low Moderate</i>	Council agrees to consider a policy on mining in sensitive areas within the Shire
Opportunity: The development and consideration of a policy relating to mining activity in sensitive areas provides an opportunity to consider all of the factors relating to mining including protecting areas of high tourism and economic value as well as the opportunity cost of opposing mining.				

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

Council does not have the power to approve or regulate proposals to undertake mining in the Shire. This responsibility sits with the Western Australian Department of Mines, Industry Regulation and Safety (DMIRS). Council's role will generally be one of advocacy on behalf of the Shire of Plantagenet Community.

If Council was to adopt a policy position opposing mining in defined areas within the Shire, then there may be significant operational and financial implications to the Council including funding and formal objections to a mining tenement application.

It is important before Council considers such a position that the implications are well analysed and considered.

Three months is a reasonable timeframe for the CEO to develop and present a report and draft Policy to Council.

Until Council adopts a policy position on mining, it is not recommended that the President write to the Minister for Mines and Petroleum regarding this issue.

The decision of the Electors Meeting for the CEO to publish details of mining tenement applications on the Shire website is not considered onerous and can be done with existing Staff resources. This practice can be implemented immediately.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION**Moved Cr Andrew Fraser, seconded Cr Josh Liebeck:****That Council:**

- 1. Receives the minutes of the Special Meeting of the Electors held on Wednesday 7 February 2024; and**
- 2. In consideration of the decisions made at the Meeting:**
 - a) Refers the development of a policy position opposing mining and mineral exploration in defined areas within the Shire of Plantagenet to the Chief Executive Officer for a draft policy to be developed within the next three months;**
 - b) Takes no further action on writing to the Minister for Mines and Petroleum until the policy position on mining in the Shire is decided by Council; and**
 - c) Directs the Chief Executive Officer to, on receipt of notification by the Department of Mines, Industry Regulation and Safety (DMIRS), publish on the Shire's website information regarding mining tenement applications in the Shire of Plantagenet.**

CARRIED (9/0)**NO. 03/24**

**For: Crs Handasyde, Fraser, Bell, Brown, Clements, Etherington,
Liebeck, Oldfield and Sheard
Against: Nil**

Reason for Decision

The development of a policy position on mining in the Shire of Plantagenet will require significant research and analysis including the legal and moral implications to the Council. The matter has been referred to the CEO to develop a draft policy and undertake an analysis of the impacts of adopting such a policy. The time frame of three months is considered reasonable to have a draft prepared for Council consideration. It is considered premature for the President to write to the Minister for Mines and Petroleum until Council has formalised a policy position.

9.1 DEVELOPMENT SERVICES REPORTS

9.1.1 KENDENUP HALL BOUNDARY RATIONALISATION – LOTS 50 AND 51 HASSELL AVENUE KENDENUP

File Ref:	N63007
Attachment:	<u>Approved Plan of Subdivision WAPC Ref 163748</u> <u>Deposited Plan 427040</u>
Responsible Officer:	Delma Baesjou Manager Development Services
Author:	Delma Baesjou Manager Development Services
Proprietor/Applicant:	Shire of Plantagenet
Proposed Meeting Date:	27 February 2024

PURPOSE

The purpose of this report is to authorise affixing the Shire of Plantagenet Seal to the documentation to enable issue of new Titles for Lots 50 and 51 Hassell Avenue, Kendenup.

BACKGROUND

The proposed boundary rationalisation at the Kendenup Hall and community Park was considered by the Council at its meeting held 21 February 2023. Refer Item 9.1.3, Resolution 008/23.

It was resolved:

'That the Council:

- 1. Endorse the proposed boundary realignment for Lots 23 and 2122 Hassell Avenue, Kendenup as detailed in the attached plan.*
- 2. Authorise the Chief Executive Officer to complete and submit Form 1A to the Western Australian Planning Commission.'*

The Western Australian Planning Commission issued conditional approval on 13 September 2023. Condition 1 requires a notification on the Titles of both new lots relating to existing shared water and power connections, and that separate connections will be required if either lot is sold or redeveloped.

The Shire's appointed Surveyor has undertaken the survey, installed the new boundary pegs and prepared the Deposited Plan.

The Section 70A Notification Form and Application for New Title have been prepared. Shire's appointed solicitor has advised the documents are required to be signed and sealed.

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

STATUTORY ENVIRONMENT

Transfer of Land Act 1983

Land Administration Act 1997

Local Government Act 1995

Planning and Development Act 2005

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

Legal costs and Government Fees & Charges for this stage of the process are in the order of \$1,500.00.

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 new assets are being created or acquired.

STRATEGIC IMPLICATIONS

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

At *Outcome 1 Community* the following Strategy:

Strategy 1.4.3:

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

At *Outcome 2 Environment (Natural and Built)* the following Strategy:

Strategy 2.4.1:

'Town halls maintained to enable community use.'

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> It can be problematic where structures straddle lot boundaries	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	Support Officer Recommendation and finalise boundary rationalisation
Opportunity: Rationalisation of the lot boundaries will address the building encroachment and facilitate management options for the Hall site.				

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 boundary adjustment is suggested to better reflect the current land uses, redress the building encroachment and facilitate potential management/tenure options such as licence or lease of the building.

Finalisation of the subdivision process through execution of the documentation and issue of new Titles is supported.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Ken Clements, seconded Cr Jon Oldfield:

That Council grants authority to the President and the Chief Executive Officer to execute and, if necessary, affix the Common Seal of the Council to any documentation required to effect the finalisation of subdivision WAPC reference 163748 and the issue of new Titles for proposed Lots 50 and 51 on Deposited Plan 427040, Hassell Avenue Kendenup.

CARRIED (9/0)

NO. 04/24

**For: Crs Handasyde, Fraser, Bell, Brown, Clements, Etherington, Liebeck, Oldfield and Sheard
Against: Nil**

9.2 WORKS AND SERVICES REPORTS

9.2.1 MARMION STREET – CONTINUATION OF OBSTRUCTION TO PREVENT VEHICULAR MOVEMENT

File Ref:	N62951
Attachment:	<u>Aerial Map</u>
Responsible Officer:	Kevin Hemmings Executive Manager Works and Services
Author:	Amy Chadbourne Senior Administration Works and Services
Proposed Meeting Date:	27 February 2024

PURPOSE

The purpose of this report is to consider the continuation of the obstructions at the north (SLK 1.00) and south (SLK 0.80) ends of the gravel section of Marmion Street between Thomas and Montem Streets for a further five years.

BACKGROUND

The Council at its meeting held on 9 October 2018 resolved:

'That:

- 1. After considering all submissions to the proposal that obstructions be placed at the north and south end of the gravel section of Marmion Street, Mount Barker to restrict the passage of vehicles for a period of five (5) years pursuant to section 3.50 of the Local Government Act 1995, that closure is now ordered.*
- 2. Local public notice of the order referred to in (1) above be given.*
- 3. All prescribed persons relating to the proposal pursuant to Section 3.50 of the Local Government Act 1995 be notified of the order.'*

Following the order above; locked fire gates, bollards and 'Road Closed' signs were placed at the two ends of Marmion Street. On occasion, access has been provided to utility contractors or for fire mitigation purposes.

EXTERNAL CONSULTATION

As required by Section 3.50 of the Local Government Act 1995, public notice of the proposal was placed in the Albany Advertiser on 18 January 2024 and the Plantagenet News on 31 January 2024. Information was also placed on the Shire of Plantagenet website, the library notice board and the public notice board in the Shire Administration Office.

Written notice of the proposal inviting submissions to be forwarded to the Shire in writing was provided to various parties as detailed in Section 4 of the Local Government (Functions and General) Regulations 1996. Responses were received from Telstra, Main Roads, Department of Planning, Lands and Heritage and Water Corporation.

No objection was raised in the responses received to the renewal of the obstructions.

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 3, Division 3, Section 3.50 – ‘Closing certain thoroughfares to vehicles’

Local Government (Functions and General) Regulations 1996, Part 2, Section 4 – ‘Persons prescribed to be notified of road closure’.

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

There are no financial implications for this report. Gates, bollards and signs are currently in place.

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 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.

STRATEGIC RISK IMPLICATIONS

There are no strategic risk implications for this report.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

Submissions received from prescribed persons did not provide any objections to the continuation of the road closure.

Utility providers who did respond, highlighted the need for access to any services within the section of road. Two fire hydrants are located on the gravel section of Marmion Street, both on the eastern side (see attached map).

Access has been provided in the five years since the road closure to Water Corporation contractors and for fire mitigation purposes.

The Department of Planning Lands and Heritage (DPLH) advised that unallocated Crown Land (UCL) lots 483 to 492 (shown on attached map) are currently under consideration for including into the Noongar Land Estate (NLE) as part of the South West Settlement.

The South West Settlement Team has no objection to the proposal proceeding, provided that the Shire is prepared to review this closure if a change in vesting of the UCL land occurs. Noting that the UCL land is under consideration, transfer to the Noongar Boodja Trustee may occur within the five years.

No recorded objections from members of the public to the road closure have been received in the last five years.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Brett Bell, seconded Cr Jon Oldfield:

That Council:

1. Approves, in accordance with Section 3.50 of the Local Government Act 1995, the continuation of obstructions currently in place restricting access to vehicles on the gravel section of Marmion Street between Thomas and Montem Streets (see attachment) for a further five (5) years;
2. Gives local public notice of the order referred to in point 1;
3. Notifies all prescribed persons of the continuation of the road closure of the gravel section of Marmion Street between Thomas and Montem Streets.

CARRIED (9/0)

NO. 05/24

**For: Crs Handasyde, Fraser, Bell, Brown, Clements, Etherington,
Liebeck, Oldfield and Sheard
Against: Nil**

9.2.2 PARKING RESTRICTIONS – MEAD STREET

File Ref:	N63030
Attachment:	<u>Diagram of Parking Area</u>
Responsible Officer:	Kevin Hemmings Executive Manager Works and Services
Author:	Amy Chadbourne Senior Administration Works and Services
Proposed Meeting Date:	27 February 2024

PURPOSE

The purpose of this report is to assign parking time restrictions to the Mead Street pull-in parking bay adjacent to the entrance of the Mount Barker Memorial Swimming Pool.

BACKGROUND

In a report presented to the Council at the Forum of 30 January 2024, options for parking at the pull-in bay adjacent to the pool entrance on Mead Street were discussed. The pull-in bay is sealed and kerbed and there are currently no parking restrictions for this location except for a marked disabled bay. Support was given at the Forum for the pull-in bay to be signed as a drop-off and pick-up bay zone.

EXTERNAL CONSULTATION

Consultation has taken place with swimming pool staff.

STATUTORY ENVIRONMENT

Local Government Act 1995

Road Traffic Code 2000, Part 12, Division 2, Regulation 141 'No parking signs'

Shire of Plantagenet Parking and Parking Facilities Local Law 2008, Part 2 Clause 2.6 Powers of Local Government

'The local government may, by resolution, prohibit or regulate by signs or otherwise, the stopping or parking of any vehicle or any class of vehicles in any part of the parking region but must do so consistently within the provisions of this local law.'

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

There are no financial implications for this report.

BUDGET IMPLICATIONS

The 2023/24 Council budget has an allocation of \$10,000 for traffic signs/equipment.

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 2.1 Roads and Public Spaces* 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.

STRATEGIC RISK IMPLICATIONS

There are no strategic risk implications for this report.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

Concern has been expressed by pool staff, Mount Barker Community College staff and pool users for the current set up of the pull-in parking bay on Mead Street adjacent to the pool entrance.

The pull-in bay currently has no signage in place apart from the marked disabled bay. The pull-in bay is being used by some patrons as an unrestricted parking bay during pool opening hours.

Regional schools use the pool in summer for swimming lessons. Students are brought to the pool in buses. When cars already occupy the pull-in bay, some school buses are having to parallel park and students exit the bus to the footpath through the parked cars. This method is not always a smooth operation and safety concerns have been highlighted.

It is recommended that a sign and appropriate line marking be installed to indicate the bay is a drop-off and pick-up parking site only. This will apply to all users during pool opening hours.

It has also been noted that some patrons are parking in between the western end of the disabled bay up on to the kerb edge of the footpath. It is recommended that the lines marking the disabled bay be adjusted to take this parking bay up to the kerb at the western end. In addition, a sign indicating the site is for disabled parking only should be installed.

The attached plan shows the recommended time restrictions to the pull-in bay on Mead Street adjacent to the pool entrance.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION**Moved Cr Brett Bell, seconded Cr Andrew Fraser:****That Council:**

- 1. Approves, in accordance with Part 2, Clause 2.6 of the Shire of Plantagenet Parking and Parking Facilities Local Law 2008, the permitted times for parking in the pull-in bay on Mead Street adjacent to the Mount Barker Memorial Swimming Pool as proposed on the attached plan; and**
- 2. Advertises the new parking time restrictions locally and at the site to notify users of the Mount Barker Memorial Swimming Pool.**

CARRIED (9/0)**NO. 06/24**

**For: Crs Handasyde, Fraser, Bell, Brown, Clements, Etherington,
Liebeck, Oldfield and Sheard
Against: Nil**

9.2.3 ROADWISE COMMITTEE – REPLACEMENT OF MEMBER

File Ref:	N62944
Responsible Officer:	Kevin Hemmings Executive Manager Works and Services
Author:	Amy Chadbourne Senior Administration Works and Services
Proposed Meeting Date:	27 February 2024

PURPOSE

The purpose of this report is to note the resignation of one member of the Plantagenet RoadWise Committee and to consider the appointment of a new member.

BACKGROUND

The Plantagenet RoadWise Committee was created with the following functions:

- ‘1. To provide a structured forum for stakeholders to consider and discuss road safety issues.*
- 2. To discuss and make recommendation regarding the identification and appropriate counter measures to negative attitudinal, behavioural and environmental factors linked to enforcement, engineering, education, encouragement and evaluation of road safety initiatives.’*

Sergeant Wayne Byram, the Mount Barker Police representative has resigned from the Committee.

EXTERNAL CONSULTATION

Consultation has taken place with staff from the Mount Barker Police.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 5.8 ‘Establishment of committees’

The Plantagenet RoadWise Committee was formed under Section 5.9(2)(c) which provides that a Committee is to comprise ‘...council members, employees and other person.’ These appointments must be adopted by an Absolute Majority.

Sections 5.10 and 5.11 refer to ‘Committee members, appointment of’ and ‘Committee membership, tenure of’ respectively.

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

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 1.5 A Safe Plantagenet* the following:

Strategy 1.5.2

'Safety on roads and public space.'

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

Pursuant to Section 5.11 of the Local Government Act 1995, Sergeant Byram resigned from his role as the Mount Barker Police representative.

Correspondence received from the Mount Barker Policy Station nominated Sergeant David Swain as the representative and Senior Constable Craig Tester as the deputy.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Brett Bell, seconded Cr Jon Oldfield:

That Council:

1. Notes the resignation of Sergeant Wayne Byram from the Plantagenet RoadWise Committee.
2. Approves the appointment of Sergeant David Swain as a committee member of the Plantagenet RoadWise Committee and Senior Constable Craig Tester as deputy.

CARRIED (9/0)

NO. 07/24

For: Crs Handasyde, Fraser, Bell, Brown, Clements, Etherington,
Liebeck, Oldfield and Sheard
Against: Nil

9.3 CORPORATE AND COMMUNITY SERVICES REPORTS

9.3.1 FINANCIAL STATEMENTS – DECEMBER 2023

File Ref:	N62997
Attachment:	<u>Financial Statements – December 2023</u>
Responsible Officer:	Anthony Middleton Executive Manager Corporate and Community Services
Author:	Wendy Stringer LG Best Practices
Proposed Meeting Date:	27 February 2024

PURPOSE

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

STATUTORY ENVIRONMENT

Regulation 34 of the Local Government (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 Josh Liebeck, seconded Cr Andrew Fraser:

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

CARRIED (9/0)

NO. 08/24

**For: Crs Handasyde, Fraser, Bell, Brown, Clements, Etherington, Liebeck, Oldfield and Sheard
Against: Nil**

9.3.2 FINANCIAL STATEMENTS – JANUARY 2024

File Ref:	N62998
Attachment:	<u>Financial Statements – January 2024</u>
Responsible Officer:	Anthony Middleton Executive Manager Corporate and Community Services
Author:	Wendy Stringer LG Best Practices
Proposed Meeting Date:	27 February 2024

PURPOSE

The purpose of this report is to present the financial position of the Shire of Plantagenet for the period ending 31 January 2024.

STATUTORY ENVIRONMENT

Regulation 34 of the Local Government (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 Rosie Brown, seconded Cr Jon Oldfield:

That Council receives the Financial Statements for the period ending 31 January 2024.

CARRIED (9/0)

NO. 09/24

9.3.3 LIST OF ACCOUNTS – DECEMBER 2023

File Ref:	N62991
Attachment:	<u>List of Accounts – December 2023</u>
Responsible Officer:	Anthony Middleton Executive Manager Corporate and Community Services
Author:	Wendy Stringer LG Best Practices
Proposed Meeting Date:	27 February 2024

PURPOSE

The purpose of this report is to present the list of payments that were made during the month of December 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>	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/COUNCIL DECISION

Moved Cr Brett Bell, seconded Cr Jon Oldfield:

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 December 2023 as follows:

1. Electronic Payments and Direct Debits totalling \$956,160.73; and
2. Municipal Cheque 47281 to 47282 totalling \$1,236.00

CARRIED (9/0)

NO. 10/24

**For: Crs Handasyde, Fraser, Bell, Brown, Clements, Etherington,
Liebeck, Oldfield and Sheard
Against: Nil**

9.3.4 LIST OF ACCOUNTS – JANUARY 2024

File Ref:	N62990
Attachment:	<u>List of Accounts – January 2024</u>
Responsible Officer:	Anthony Middleton Executive Manager Corporate and Community Services
Author:	Wendy Stringer LG Best Practices
Proposed Meeting Date:	27 February 2024

PURPOSE

The purpose of this report is to present the list of payments that were made during the month of January 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
<i>Reputational</i> That Council does not receive the list of payments	<i>Rare</i>	<i>Insignificant</i>	<i>Low</i>	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/COUNCIL DECISION

Moved Cr Jon Oldfield, seconded Cr Rosie Brown:

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 January 2024 as follows:

1. Electronic Payments and Direct Debits totalling \$514,917.87; and
2. Municipal Cheque 47283 to 47285 totalling \$207.80

CARRIED (9/0)

NO. 11/24

**For: Crs Handasyde, Fraser, Bell, Brown, Clements, Etherington,
Liebeck, Oldfield and Sheard
Against: Nil**

9.3.5 WILSON PARK RECREATIONAL MASTERPLAN

File Ref:	N62955
Attachments:	<u>Wilson Park Recreational Masterplan – Final Masterplan Report (April 2023)</u> <u>Wilson Park Recreational Masterplan Consultation Summary Report (December 2022) and</u> <u>Wilson Park Recreational Masterplan – Staged Costing Breakdown (14 April 2023)</u>
Responsible Officer:	Anthony Middleton Executive Manager Corporate and Community Services
Author:	Nicole Selesnew Manager Community and Recreation Services
Proposed Meeting Date:	27 February 2024

PURPOSE

The purpose of this report is to seek the Council's acceptance of the Wilson Park Recreational Masterplan.

BACKGROUND

Wilson Park comprises Lot 501, Reserve 6454 and part of Lot 640, Reserve 10338, Mount Barker. The site is commonly referred to as the public open space bordered by Hicks Close, Lowood Road, Montem Street and the railway line.

Wilson Park is recognised as the focus area for public recreation in Mount Barker, featuring gazebos, bbq, skatepark, half courts, children's play area, pathways, lighting and green spaces.

Some park infrastructure has reached 'end of life' status and other areas are dated and require refurbishment.

In order to meet the future needs of the community and to plan for development, Council recognised the need for a Wilson Park Recreational Masterplan.

A Request for Quotation to prepare the Masterplan was advertised on 26 April 2022, with submissions closing on 22 May 2022. Ten submissions were received.

Convic Pty Ltd was engaged to deliver the Masterplan.

Convic liaised with stakeholders and the community when considering themes and inclusions in the Plan, including:

- A presentation to the Council and Shire staff;
- Design workshop at the Kendenup Play Group;

- A community and senior stakeholder presentation held at the Shire Administration Office (including representation from the Mount Barker Lions Club and Mount Barker Mountain Bike group);
- Design workshop at a Play in the Park activity day held at Wilson Park;
- Design workshop at the Mount Barker Aboriginal Community Centre;
- Drop-in session and a sausage sizzle at the Wilson Park Skatepark;
- A school camp workshop held at Camp Quaranup with potential future users of the play space;
- Open community presentation and design workshop held at the Shire Administration Office; and
- An online questionnaire promoted through local media.

The feedback from the various forms of consultation was used to develop a draft Masterplan design.

The draft Plan identified park components that required further investigation such as the location for various areas of play equipment, park themes and inclusions / exclusions. These elements were discussed at a Council workshop held on 21 February 2023, with Councillors feedback incorporated into the final Masterplan.

Concurrently, the Mount Barker Lions Club offered a donation of \$30,000.00 to the Shire for the purchase of two units of adult exercise equipment for Wilson Park. The Club was keen to see the equipment purchased and installed as soon as practicable, accepting that it may be relocated in the future to align with the Wilson Park Recreational Masterplan. A series of four adult exercise stations are shown in the Masterplan.

The Council considered the donation at its ordinary meeting held on 27 June 2023 (Item 9.1.1) and resolved as under:

'That:

1. *The donation offered by the Lions Club of Mount Barker of \$30,000 be accepted.*
2. *The purchase of outdoor fitness equipment, for Wilson Park, be approved.*
3. *The equipment be temporarily installed on arrival and at an appropriate location at Wilson Park, suggest next to Fire Station, to be reinstalled at the correct location when Wilson Park Concept Plan is established.*
4. *A sign recognising the donation from the Lions Club of Mount Barker be funded and installed by the Shire of Plantagenet.*
5. *The 2022/2023 Annual Budget be amended as follows:*

<i>Account</i>	<i>Description</i>	<i>Original / Amended Budget</i>	<i>New Budget</i>	<i>Net Cash Amount</i>
3110300	<i>REC - Contributions & Donations</i>	\$0	\$30,000	\$30,000
OC615	<i>Wilson Park Infrastructure</i>	\$0	(\$30,000)	(\$30,000)

Following the completion of the Wilson Park Recreational Masterplan, a report was presented to an ordinary meeting of the Council held on 19 December 2023 seeking Council's endorsement of the Masterplan. The Council resolved to adjourn the item and requested a workshop to provide clarity around the options available.

The Masterplan was discussed at a Council Forum held on 30 January 2024 with Councillors discussing staging, the design process and budget.

EXTERNAL CONSULTATION

The Wilson Park Recreational Masterplan process involved extensive community consultation.

Convic provided a Consultation Summary Report as part of their planning documentation (attached) which details the consultation outcomes and whether the feedback was incorporated into the Plan or highlighted for further discussion.

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

Convic prepared a Staged Costing Breakdown for the Wilson Park Recreational Masterplan which detailed costings for each component of the plan, a recommended staged approach to construction and an overall construction cost.

The costs were determined in April 2023 so may be subject to changes in line with general cost escalations.

The Complete Total Works budget, excluding GST, was estimated at \$6,552,000.00.

The Council's Annual Budget 2023 / 2024 includes an allocation of \$150,000.00 for the Wilson Park Youth Precinct Redevelopment. This allocation was created to help leverage grant funding for the project and discussions have been held with representatives from Lotterywest, one potential funding body. No applications have been made to date.

Staff will be recommending that further consideration be given to the planning and staging of the project before funds are sought for design and construction work.

BUDGET IMPLICATIONS

There are no budget implications for this report.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

The Wilson Park Recreational Masterplan proposes the development of the Wilson Park precinct including pathways, carparks, toilets and recreation infrastructure.

All new developments will be considered in line with the Shire's Corporate Business Plan, ensuring there is sufficient resources to fund new developments and maintain, renew and replace equipment and infrastructure into the future.

STRATEGIC IMPLICATIONS

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

At Outcome 1.1 (Children and Youth) the following Strategy:

Strategy 1.1.1:

'Provide and promote appropriate and safe spaces and activities for youth to socialise.'

Strategy 1.2.2:

'An accessible community suitable for current and a future ageing community'

Strategy 1.2.3:

'Provide services, facilities and information that are accessible to people of all abilities.'

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

RISK MITIGATION IMPLICATIONS

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Operational Ageing infrastructure which may result in injuries or damages to persons using equipment</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Low - Moderate</i>	Endorse a Masterplan for the re-development of Wilson Park with consideration for a staged development approach
<i>Reputational Community expectations regarding improvements at Wilson Park following an extensive community consultation program</i>	<i>Likely</i>	<i>Moderate</i>	<i>Low - Moderate</i>	Council to accept the Plan which will enable staff to consider a staged approach and resource options for future consideration
Opportunity: To plan for the future resourcing and development of the Wilson Park Recreational Masterplan.				

STRATEGIC RISK IMPLICATIONS

The Shire's Strategic Risk Register (Asset Sustainability Practices) incorporates a key control for a routine maintenance schedule for hard infrastructure – roads, bridges,

drainage and footpaths. The control is rated as adequate and the Shire's Executive Manager Works and Services is responsible.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

Convic Pty Ltd has delivered the Wilson Park Recreational Masterplan in accordance with the project scope. The Plan provides an overview of each of the different recreation spaces proposed, the placement of the recreation spaces and a staged approach to the development:

- Stage One – skatepark, pump track, associated furniture and landscaping; and
- Stage Two – all other recreation program, play zones and associated landscaping.

The Masterplan is a community driven design concept with feedback sought from a broad representation of the Shire's community.

A Staged Costing Breakdown has been provided to guide the development stages and provide some indicative costings for each stage.

The aim is for Council to accept the plan which will enable staff to further investigate the staged development options, source design plans for the park components as required and explore potential funding.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Andrew Fraser, seconded Cr Jon Oldfield:

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).**

CARRIED (8/1)

NO. 12/24

**For: Crs Handasyde, Fraser, Brown, Clements, Etherington,
Liebeck, Oldfield and Sheard
Against: Cr Bell**

9.4 EXECUTIVE SERVICES REPORTS

9.4.1 INTEGRATED PLANNING AND REPORTING SCHEDULE

File Ref:	N63013
Responsible Officer:	Julian Murphy Chief Executive Officer
Author:	Julian Murphy Chief Executive Officer
Proposed Meeting Date:	27 February 2024

PURPOSE

The purpose of this report is to consider the Integrated Planning and Reporting (IPR) review schedule for 2024.

BACKGROUND

The Shire of Plantagenet has set the following Key Performance Indicators for the CEO:

The development by February 2024 of an implementation schedule for the review of the Shire's Integrated Planning and Reporting (IPR) documents:

- Community Planning
- Corporate Planning
- Workforce Planning
- Asset Management Planning
- Long-Term Financial Planning

The *Local Government (Administration) Regulations 1996*, Regulation 19C(4) requires a local government to review the current strategic community plan for its district at least once every 4 years. The Shire of Plantagenet Strategic Community Plan is due for a desktop review in 2024. Community consultation is required when reviewing the strategic community plan.

The *Local Government (Administration) Regulations 1996*, Regulation 19DA(4) requires a local government to review the current corporate business plan for its district every year. The Shire of Plantagenet Corporate Business Plan is due for an annual review in 2024.

The Shire of Plantagenet informing strategies (Workforce Plan, Asset Management Plan and Long-Term Financial Plan) all require updating in 2024.

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 5.56. requires a local government to plan for the future of the district.

Local Government (Administration) Regulations 1996, Regulation 19C(4) requires a local government to review the current strategic community plan for its district at least once every 4 years.

Regulation 19C(9) requires a local government to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan

Local Government (Administration) Regulations 1996, Regulation 19DA(4) requires a local government to review the current corporate business plan for its district every year.

POLICY IMPLICATIONS

Policy implications do not apply for this report and policy development is not required.

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 4 Performance & Leadership the following Strategies:

Strategy 4.1.1:

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

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.

RISK MITIGATION IMPLICATIONS

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Reputational</i> The reputation of the Council as one that is open and accountable to the community may be damaged.	<i>Possible</i>	<i>Moderate</i>	<i>Low</i>	<i>Comments</i> Undertake reviews and development of strategic planning documents in accordance with legislative requirements.
Opportunity: To undertake the review and development of key strategic planning documents to ensure that they align with Community and Council needs.				

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

The following IPR review schedule has been developed for Council's consideration:

Action	Community Consultation Required	Timeframe/ Due Date	Responsible Person/s	Resources Required
Undertake a desktop review of the Shire of Plantagenet Strategic Community Plan	✓	July 2024	Chief Executive Officer	Shire Staff with external support
Undertake an annual review Shire of Plantagenet Corporate Business Plan		July 2024	Executive Manager Corporate & Community Services	Shire Staff with external support
Develop a Shire of Plantagenet Workforce Plan		July 2024	Chief Executive Officer	Shire Staff
Develop a Strategic Asset Management Plan		August 2024	Executive Manager Works & Services	Shire Staff

Develop a Long-Term Financial Plan		June 2024	Executive Manager Corporate & Community Services	Shire Staff
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VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Ken Clements, seconded Cr Jon Oldfield:

That Council endorses the Integrated Planning and Reporting Review Schedule as proposed.

CARRIED (9/0)

NO. 13/24

**For: Crs Handasyde, Fraser, Bell, Brown, Clements, Etherington, Liebeck, Oldfield and Sheard
Against: Nil**

9.4.2 NEW POLICY – CORPORATE CREDIT CARD POLICY

File Ref:	N63057
Attachments:	<u>Draft Corporate Credit Card Policy F/FM/14</u> <u>Draft Corporate Credit Card User Procedure</u>
Responsible Officer:	Julian Murphy Chief Executive Officer
Author:	Julian Murphy Chief Executive Officer
Proposed Meeting Date:	27 February 2024

PURPOSE

The purpose of this report is to consider the proposed new Shire of Plantagenet Credit Card Policy F/FM/14 – Corporate Credit Card Policy.

BACKGROUND

The Shire of Plantagenet Credit Card Policy was first adopted in May 2014. A new policy has been developed to replace the old policy which will provide a framework to guide the Chief Executive Officer when fulfilling their statutory duties for establishing and implementing appropriate systems and procedures for incurring expenditure and making payments specific to Corporate Credit Cards. A copy of the new policy and procedures is attached.

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

STATUTORY ENVIRONMENT

Section 6.5(a) of the *Local Government Act 1995* prescribes the Chief Executive Officer's (CEO) duty to ensure that proper accounts and records of the transactions and affairs of the Local Government are kept in accordance with regulations.

The *Local Government (Financial Management) Regulations 1996* prescribe:

- a. Regulation 5, the Chief Executive Officer's duties to ensure efficient systems and procedures are established for the proper authorisation of incurring of liabilities and the making of payments.
- b. Regulation 11(1)(a) and (2) of the requires Local Government to develop procedures that ensure effective security for the authorisation and payment of accounts and for the authorised use of payment methods, including credit cards.

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:

Strategy 4.1.3:

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

Strategy 4.1.4:

'Continuous improvement in service delivery.'

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 meet legislative requirements for procurement and expenditure.	<i>Possible</i>	<i>Moderate</i>	<i>Moderate</i>	<i>Comments</i> Implement the new policy and procedures.
Opportunity: To establish robust policy and procedure for Corporate Credit Card use and ensure efficiency procurement of goods and services.				

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

Under the new Policy, credit cards may only be used for expenditure directly arising from a Shire operational business activity for which there is a budget provision.

Any expenditure must be in accordance with legislation, the Shire's Purchasing Policy, Code of Conduct and any conditions or limitations applicable to the individual Cardholder.

A credit card may be used when the procurement of goods or services is impractical or inefficient if undertaken via a purchase order or is not able to be obtained other than by a Corporate Credit Card.

The new Credit Card Policy is supported by User Procedures which outline the terms of use for corporate credit card users. Under the new Policy and Procedures, credit cards may be issued for the following positions:

- Chief Executive Officer
- Executive Manager Corporate & Community Services
- Executive Manager Works & Services
- Community Emergency Services Manager

The Policy and Procedures reflect the Shire's commitment to upholding the principles of transparency, probity and good governance, and interacts with and complements the Shire's broader procurement policies.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Jon Oldfield, seconded Cr Brett Bell:

That Council:

- 1. Adopts the new Shire of Plantagenet Corporate Credit Card Policy as proposed; and**
- 2. Revokes Credit Card Policy F/FM/14 adopted 27 May 2014.**

CARRIED (9/0)

NO. 14/24

**For: Crs Handasyde, Fraser, Bell, Brown, Clements, Etherington,
Liebeck, Oldfield and Sheard
Against: Nil**

9.4.3 SPECIAL MEETING OF ELECTORS

(Addressed as first item on the agenda)

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

Nil

13 CLOSURE OF MEETING

5.24pm The President declared the meeting closed.

CONFIRMED: CHAIRPERSON _____ DATE: ____ / ____ / ____