



ORDINARY AGENDA

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

DATE: Tuesday, 30 May 2023

TIME: 5.00pm

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

A handwritten signature in blue ink, appearing to read 'Gary Clark', is positioned above the printed name and title.

Gary Clark
CHIEF EXECUTIVE OFFICER

DISCLAIMER

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

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

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

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

Members Present:

In Attendance:

Apologies:

Members of the Public Present:

Previously Approved Leave of Absence:

Cr B Bell was granted Leave of Absence for the period 3 May to 27 June 2023 inclusive.

3 PUBLIC QUESTION TIME

3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

3.2 PUBLIC QUESTION TIME - SECTION 5.24 LOCAL GOVERNMENT ACT 1995

4 PETITIONS / DEPUTATIONS / PRESENTATIONS

5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

6 APPLICATIONS FOR LEAVE OF ABSENCE

Section 5.25 Local Government Act 1995

Nil

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MINUTES OF COUNCIL HELD 2 MAY 2023

Minutes, as circulated, of the Ordinary Meeting of the Shire of Plantagenet, held on 2 May 2023.

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 2 May 2023 as circulated, be taken as read and adopted as a correct record.

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 DEVELOPMENT SERVICES REPORTS

Nil

9.2 WORKS AND SERVICES REPORTS

9.2.1 ANNUAL BUSH FIRE MITIGATION NOTICE 2023/2024

File Ref:	N60925
Attachment:	<u>Bush Fire Mitigation Notice 2023/2024</u>
Responsible Officer:	David Lynch Executive Manager Works and Services
Author:	Amy Chadbourne Senior Administration, Works and Services
Proposed Meeting Date:	30 May 2023

PURPOSE

The purpose of this report is to endorse the Annual Bush Fire Mitigation Notice (ABFMN) 2023/2024 for publication and distribution to owners and occupiers of land within the Shire of Plantagenet.

BACKGROUND

Consultation with relevant Shire staff and Bush Fire Control Officers to review the ABFMN commenced in early 2022. A draft document was presented to the Shire of Plantagenet Bush Fire Advisory Committee for comment at its meeting held on 3 May 2023.

STATUTORY ENVIRONMENT

Bush Fires Act 1954

Planning and Development Act 2005

Western Australian Planning Commission State Planning Policy No 3.7: Planning in Bush Fire Prone Areas 2015

Bush Fire Brigades Local Law 2020

EXTERNAL CONSULTATION

The ABFMN was reviewed by the Bush Fire Advisory Committee at its meeting held on 3 May 2023.

FINANCIAL IMPLICATIONS

Printing costs are estimated at \$2,000.00 (excl GST) and are allocated to Account 2050115 Fire – Printing and Stationery.

BUDGET IMPLICATIONS

There are no budget implications for this report

POLICY IMPLICATIONS

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

LEGAL IMPLICATIONS

There are no legal implications for this report.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2022/23 - 2025/26 provides at Outcome 1.5 (A safe Plantagenet) the following:

Strategy 1.5.1:

‘Support the community in emergency and fire management planning, preparedness, response and recovery’.

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> Lack of clear direction regarding requirements for fire mitigation	<i>Possible</i>	<i>Moderate</i>	<i>Moderate</i>	<i>Comments</i> The Council endorses ABFMN.

STRATEGIC RISK IMPLICATIONS

The Shire's Strategic Risk Register (Business and Community Disruption) incorporates a key control for the support and co-ordination of Bush Fire Brigade activities. The control is rated as adequate and the Shire's Community Emergency Services Manager (CESM) is responsible.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

Two changes have been made to the 2023/2024 ABFMN. Fire Control Officer (FCO) names and contact information has been removed. Readers are advised to access the Shire website or to phone the Shire administration office to obtain details. FCO information will be up to date, as the website will be regularly updated.

Removing the three pages of FCO information has also meant the booklet size has reduced.

After some community requests during 2022/2023, the BFAC decided to include a section in the ABFMN to allow certain types of cooking fires. A number of conditions are listed which must be met before a cooking fire can be lit on private land during the restricted and prohibited fire season.

In addition, some minor grammatical and formatting amendments have been made.

VOTING REQUIREMENTS

Simple Majority

COMMITTEE RECOMMENDATION

**That the Shire of Plantagenet's Annual Bush Fire Mitigation Notice 2023/2024
(as attached) be endorsed.**

9.2.2 ASSET TRANSFER - WASTEWATER PIPELINE

File Ref:	N60927
Attachment:	<u>Attachment One - Maps</u> <u>Deed of Assignment</u>
Responsible Officer:	David Lynch Executive Manager Works and Services
Author:	David Lynch Executive Manager Works and Services
Proposed Meeting Date:	30 May 2023

PURPOSE

The purpose of this report is to request the approval for the transfer of a 950m section of wastewater pipeline (as shown in Attachment One) from the Water Corporation to the Shire of Plantagenet.

BACKGROUND

In late 2021, the Water Corporation (WC) commenced work to construct a new wastewater pipeline adjacent to the existing pipeline. The new pipeline has been designed with a larger size pipe to increase the amount of wastewater that could be managed by the WC. The original pipeline was decommissioned and left in situ. Works on the new pipeline were completed in April 2022.

As shown in Attachment One, the original pipeline starts at the wastewater treatment plant at Lot 575 and Lot 5 Bunker Road. It runs under Albany Highway and finishes at Lot 21 Omrah Road, a property owned by the Water Corporation.

In 2022, discussion took place between Shire and WC staff for the transfer of a 950m section of the original wastewater pipeline. The section of pipeline being offered to the Shire, is located within Shire managed McDonald Avenue road reserve, Arc Infrastructure rail reserve, Main Roads Albany Highway road reserve and Shire owned Lot 119 Albany Highway.

It also crosses a small section of private land being Lot 2 on Plan 222823 (5 Narpund Road).

There is no cost to the Shire for the transfer of the wastewater pipeline.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 9.49A 'Execution of documents'

EXTERNAL CONSULTATION

External consultation has taken place with Water Corporation staff.

FINANCIAL IMPLICATIONS

There are no immediate financial implications as the asset is already in place with good position and depth information available. Replacement of the asset is estimated to be in the vicinity of \$60,000.00.

BUDGET IMPLICATIONS

There are no budget implications for this report. Funding may need to be made available in the future for any maintenance of the wastewater pipeline.

POLICY IMPLICATIONS

Policy A/PA/15 Asset Management

This policy provides direction as to how the Council manages the Shire's infrastructure within an asset management framework.

LEGAL IMPLICATIONS

An Asset Transfer Deed is required to be completed by the Shire and the Water Corporation.

ASSET MANAGEMENT IMPLICATIONS

The asset already exists and should not require maintenance for decades.

STRATEGIC IMPLICATIONS

The asset, if transferred, is of strategic importance should future stormwater capture from the north eastern portion of Mount Barker be required to further drought proof recreational spaces. At present the stormwater from this portion of town runs to waste.

In the short to medium terms this pipeline could also be used to transfer water for gardens at the swimming pool site and any future development of Lot 119 Albany Highway (Apex Park)

RISK MITIGATION IMPLICATIONS

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Operational</i> Arc Infrastructure, MRWA and private landowner may require additional licensing or location requirements.	<i>Possible</i>	<i>Moderate</i>	<i>Moderate</i>	Negotiate with either party on an as needs basis.

STRATEGIC RISK IMPLICATIONS

The line currently runs under ARC Infrastructure and Main Roads WA assets. There has been no license requirements or permissions sought as part of this transfer.

As an existing asset, should further licensing be required, negotiation should be straightforward. Any issues would be referred back the Council for information purposes.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

This asset is of no use to the Water Corporation now they have installed a parallel pipe from the Wastewater Treatment Plant to Lot 21 Omrah Road, and it was originally planned to cap and fill the dis-used line.

The Executive Manager Works and Services has negotiated this transfer with a view to future use and the importance of retaining an existing bore under Albany Highway and the rail line.

Whilst it has no immediate use, being well buried, there is no reason that this asset will not retain its usefulness for the transfer of water either east or westwards for decades.

Council approval is therefore sought to add this asset to the Shire register and permit the Shire President and Chief Executive Officer to sign the Transfer of Asset under the Common Seal.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Authority be granted for the Shire President and Chief Executive Officer to affix the Common Seal of the Council to the Asset Transfer Deed between the Water Corporation and the Shire of Plantagenet (as attached).

9.2.3 BUSH FIRE CONTROL OFFICER POSITIONS - APPOINTMENTS FOR 2023/2024

File Ref: N60915
Responsible Officer: David Lynch
Executive Manager Works and Services
Author: Amy Chadbourne
Senior Administration Officer, Works and Services
Proposed Meeting Date: 30 May 2023

PURPOSE

The purpose of this report is to recommend the appointment of the Shire of Plantagenet Bush Fire Control Officers, Executive Bush Fire roles and Bush Fire Advisory Committee delegates and proxies for 2023/2024.

BACKGROUND

The Shire of Plantagenet appoints delegates to a number of positions on an annual basis in accordance with the Bush Fires Act 1954 and the Shire of Plantagenet Bush Fire Management and Response Plan.

At its meeting held on 3 May 2023, the Shire of Plantagenet Bush Fire Advisory Committee (BFAC) endorsed the nominations for the appointment of the Fire Control Officers (FCO) and designated Bush Fire Service positions for the Shire of Plantagenet for 2023/2024.

STATUTORY ENVIRONMENT

Bush Fires Act 1954, Section 38 states that 'Local government may appoint bush fire control officer'

Shire of Plantagenet Bush Fire Brigades Local Law 2020

The role of the Base Radio Operator is defined in the Shire of Plantagenet Bush Fire Management Plan.

EXTERNAL CONSULTATION

The BFAC has made the recommendations detailed in this report.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

BUDGET IMPLICATIONS

Funds have been allocated in the annual budget to facilitate the publication of the approved Fire Control Officers (FCO) and the printing of the FCO identity cards. Printing costs will be in the order of \$100.00. The FCO identity cards will be distributed to the FCOs with an appointment letter by the Shire's Community Emergency Services Manager (CESM).

POLICY IMPLICATIONS

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

LEGAL IMPLICATIONS

The appointment of the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officers, Chief Fire Weather Officer, Deputy Fire Weather Officers, Base Radio Operator, Deputy Base Radio Officers, Bush Fire Control Officers and the BFAC delegates and proxies shall be published at least once in a newspaper circulating in the Plantagenet district.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2022/23 - 2025/26 provides at Outcome 1.5 (A safe Plantagenet) the following:

Strategy 1.5.1:

‘Support the community in emergency and fire management planning, preparedness, response and recovery’.

And at Strategy 1.4.1:

‘Encourage and support the retention and attraction of volunteers.’

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> Lack of effective leadership in bush fire brigades	<i>Unlikely</i>	<i>Moderate</i>	<i>Moderate</i>	<i>Comments</i> The Council approve the list of FCOs and associated positions.

STRATEGIC RISK IMPLICATIONS

The Shire's Strategic Risk Register (Business and Community Disruption) incorporates a key control for the support and coordination of Bush Fire Brigade activities. The control is rated as adequate and the Shire's Community Emergency Services Manager (CESM) is responsible

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

It is recommended that the nominations for the Bush Fire Control Officers, designated positions, delegates and proxies of the Bush Fire Advisory Committee for the Shire of Plantagenet for 2023/2024 be appointed.

VOTING REQUIREMENTS

Simple Majority

COMMITTEE RECOMMENDATION

That:

1. All previous appointments for the positions of Bush Fire Control Officers, designated Bush Fire Service positions and Bush Fire Advisory Committee members for the Shire of Plantagenet be cancelled on 30 June 2023.
2. The following be appointed as Designated Bush Fire Service Positions for 2023/2024, taking effect 1 July 2023.

POSITION	NOMINEE
Chief Bush Fire Control Officer	Norm Handasyde
Deputy Chief Bush Fire Control Officer No. 1	Iain Mackie
Deputy Chief Bush Fire Control Officer No. 2	Bryce Skinner
Chief Fire Weather Officer	Len Handasyde
Deputy Chief Fire Weather Officer	Graeme Pyle
Base Radio Operator	Mietta Skinner
Deputy Base Operators	Ron Caudwell
	Jacqui Burcham

3. The following be appointed as Fire Weather Officers for 2023/2024 taking effect from 1 July 2023.

SHIRE OF PLANTAGENET BUSH FIRE BRIGADE	FIRE WEATHER OFFICER NOMINEE
Denbarker	Norm Handasyde
Forest Hill	Brad McLean
Kendenup	Brent Wearmouth
Kojaneerup	Vacant
Middle Ward	Greg Sounness
Narpyn	Mark Wallace
SHIRE OF PLANTAGENET BUSH FIRE BRIGADE	FIRE WEATHER OFFICER NOMINEE
Narrikup	Chris Norton
Perillup	Kieran Allison
Porongurup	Alan Wise 1
	Alan Kennedy 2

Porongurup South	Vacant
Rocky Gully	Murray Wills
South Stirlings	Brent Counsel
Woogenellup	Nathan Hunt
Volunteer Fire & Rescue	Vacant
Shire of Plantagenet 1	David Lynch
Shire of Plantagenet 2	Mike Barnes
Shire of Plantagenet 3	Jason Rutter

4. The below be appointed as Bush Fire Control Officers for 2023/2024, taking effect from 1 July 2023.

SHIRE OF PLANTAGENET BUSH FIRE BRIGADE	BUSH FIRE CONTROL OFFICER NOMINEE
DENBARKER	
Fire Control Officer No. 1	Tony Griffiths
Fire Control Officer No. 2	Brad Lynch
Fire Control Officer No. 3	Warren Drage
Fire Control Officer No. 4	Neville Lindberg
Fire Control Officer No. 5	John Rodgers
Fire Control Officer No 6	Norm Handasyde
FOREST HILL	
Fire Control Officer No. 1	Craig Moore
Fire Control Officer No. 2	Len Handasyde
Fire Control Officer No. 3	Murray McLean

KENDENUP	
Fire Control Officer No. 1	Stephen Beech
Fire Control Officer No. 2	Ken Frost
Fire Control Officer No. 3	Philip Webb
Fire Control Officer No. 4	Robert Baines
Fire Control Officer No. 5	Ben Furber
Fire Control Officer No 6	Mathew Newham
MIDDLE WARD	
Fire Control Officer No. 1	Paul Spink
Fire Control Officer No. 2	Kim Stothard
Fire Control Officer No. 3	Iain Mackie
Fire Control Officer No. 4	Greg Sounness
Fire Control Officer No. 5	Andrew Mackie
NARPYN	
Fire Control Officer No. 1	Robert Wright
Fire Control Officer No. 2	Michael Cave
Fire Control Officer No. 3	Mark Wallace
Fire Control Officer No. 4	Owen Sounness
NARRIKUP	
Fire Control Officer No. 1	Chris Norton
Fire Control Officer No. 2	Glen Forbes
Fire Control Officer No. 3	Graeme Frusher
Fire Control Officer No. 4	Robert Smith
PERILLUP	
Fire Control Officer No. 1	Dean Trotter
Fire Control Officer No. 2	Thomas Riggall
Fire Control Officer No. 3	Robin Ditchburn
Fire Control Officer No. 4	Kieran Allison

PORONGURUP	
Fire Control Officer No. 1	Brad Cluett
Fire Control Officer No. 2	Daniel Cobain
Fire Control Officer No. 3	Gerald Versluis
Fire Control Officer No. 4	Tony Ward
Fire Control Officer No 5	Alan Wise
PORONGURUP SOUTH	
Fire Control Officer No. 1	Wayne Mathews
Fire Control Officer No. 2	Allan Rees
Fire Control Officer No. 3	Richard Stan-Bishop
Fire Control Officer No. 4	Greg Dorrell
Fire Control Officer No 5	Jamie Stan-Bishop
ROCKY GULLY	
Fire Control Officer No. 1	Murray Wills
Fire Control Officer No. 2	Ian Higgins
Fire Control Officer No. 3	Hamish Cameron
WOOGENELLUP	
Fire Control Officer No. 1	Nathan Hunt
Fire Control Officer No. 2	Bryce Skinner
Fire Control Officer No. 3	Stephen Adams
Fire Control Officer No. 4	Mark Adam
Fire Control Officer No 5	Kyle Pieper
SOUTH STIRLINGS	
Fire Control Officer No. 1	Graeme Pyle
Fire Control Officer No. 2	Reece Curwen
Fire Control Officer No. 3	John Howard
KOJANEERUP	
Fire Control Officer No. 1	Ashton Hood
Fire Control Officer No. 2	Scott Smith

SHIRE OF PLANTAGENET	
Fire Control Officer No. 1	David Lynch
Fire Control Officer No. 2	Mike Barnes
Fire Control Officer No. 3	Jason Rutter
MOUNT BARKER VOLUNTEER FIRE AND RESCUE	
Fire Control Officer No. 1	Ray Drage
Fire Control Officer No. 2	Kevin Bransby
Fire Control Officer No. 3	Dan Dale

5. The following be appointed as Bush Fire Advisory Committee Delegates and Proxies for 2023/2024 taking effect from 1 July 2023.

BRIGADE	DELEGATE	DEPUTY
CBFCO	Norm Handasyde	
DCBFCO 1		Iain Mackie
DCBFCO 2		Bryce Skinner
Denbarker	Mathew Newham	Ben Furber
Forest Hill	Craig Moore	Kieran Wilkinson
Kendenup	Mathew Newman	Ben Furber
Kojaneerup	Vacant	Vacant
Middle Ward	Paul Spink	Greg Sounness
Narpyn	Robert Wright	Craig Williams
Narrikup	Chris Norton	Glen Forbes
Perillup	Dean Trotter	Michael Workman
Porongurup	Daniel Cobain	Gerald Versluis
South Porongurup	Wayne Matthews	Allan Rees
Rocky Gully	Murray Wills	Hamish Cameron
South Stirlings	Graeme Pyle	Reece Curwen
Woogenellup	Nathan Hunt	Nathan Crosby
Mt Barker VFRS	Ray Drage	Kevin Bransby
Shire of Plantagenet	David Lynch	
Shire of Plantagenet	Mike Barnes	
Shire of Plantagenet	Jason Rutter	

be endorsed.

9.2.4 POLICY REVIEW – BUSH FIRE – PERMIT TO BURN

File Ref: N60920
Attachment: Policy with changes
Responsible Officer: David Lynch
Executive Manager Works and Services
Author: Amy Chadbourne
Senior Administration, Works and Services
Proposed Meeting Date: 30 May 2023

PURPOSE

The purpose of this report is to review Council Policy RS/FP/3 Bush Fire – Permit to Burn

BACKGROUND

This policy was last reviewed by the Council at its meeting on 28 March 2023. At the meeting it was noted by Cr Bell that *'point 3b) should be referred back the Bush Fire Advisory Committee for review'*.

The policy was referred to the Bush Fire Advisory Committee (BFAC) at its meeting held on 3 May 2023.

STATUTORY ENVIRONMENT

Bush Fires Act 1954, Section 15A 'Bush Fire Control Officer issuing permits to burn to comply with directions of local government'

Bush Fires Act 1954, Section 23 'Burning during prohibited burning times'

Bush Fires Act 1954, Section 24 'Bush on land growing subterranean clover may be burnt during prohibited times'

Bush Fires Act 1954, Section 24A 'Bush on land in prescribed irrigation areas may be burnt during prohibited times for purpose of germinating clover'

EXTERNAL CONSULTATION

The policy was presented to the BFAC for comment at its meeting on 3 May 2023.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

BUDGET IMPLICATIONS

There are no budget implications for this report

POLICY IMPLICATIONS

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

LEGAL IMPLICATIONS

There are no legal implications for this report.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2022/23 - 2025/26 provides at Outcome 1.5 (A safe Plantagenet) the following:

Strategy 1.5.1:

‘Support the community in emergency and fire management planning, preparedness, response and recovery’.

And at Strategy 1.4.1:

‘Encourage and support the retention and attraction of volunteers.’

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> Lack of effective leadership in bush fire brigades	<i>Unlikely</i>	<i>Moderate</i>	<i>Moderate</i>	<i>Comments</i> The Council approve the list of FCOs and associated positions.

STRATEGIC RISK IMPLICATIONS

The Shire’s Strategic Risk Register (Business and Community Disruption) incorporates a key control for the support and co-ordination of Bush Fire Brigade activities. The control is rated as adequate and the Shire’s Community Emergency Services Manager (CESM) is responsible.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

In this revised policy, permits to burn during Prohibited Burning Times can only be issued by the Chief Bush Fire Control Officer and the Chief Fire Weather Officer. In some circumstances, Sunday may be the most suitable day to burn and BFAC agreed that point 3b) should be removed from the policy.

VOTING REQUIREMENTS

Simple Majority

COMMITTEE RECOMMENDATION

That amended Council Policy No RS/FR/3 Bush Fire – Permits to Burn, as follows:

‘OBJECTIVE

To provide clear guidelines to Shire of Plantagenet Bush Fire Control Officers about conditions which must be applied to permits to burn during Prohibited Burning Times.

POLICY**1. Scope**

This policy applies to properties located within the Shire of Plantagenet.

2. Legislation/Standards

Bush Fires Act 1954, Section 15A ‘Bush Fire Control Officer issuing permits to burn to comply with directions of local government’

Bush Fires Act 1954, Section 23 ‘Burning during prohibited burning times’

Bush Fires Act 1954, Section 24 ‘Bush on land growing subterranean clover may be burnt during prohibited burning times’

Bush Fires Act 1954, Section 24A ‘Bush on land in prescribed irrigation areas may be burnt during prohibited times for purpose of germinating clover’.

3. Application of Policy

The Chief Bush Fire Control Officer, in consultation with the Chief Fire Weather Officer and other Fire Control Officers, may issue a permit to burn during prohibited burning times with the following conditions.

- a) Protective burning around buildings may be permitted during the hours of 4.00pm to 12.00am (midnight).
- b) Permits to burn shall not be issued for Christmas Day or Good Friday.
- c) Permits to burn bush on land growing subterranean clover for the purpose of harvesting shall not be issued except by the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officers or the Chief Executive Officer.
- d) Permits issued to burn on land growing subterranean clover shall not be for areas exceeding 75 hectares.’

be endorsed.

9.3 CORPORATE SERVICES REPORTS

9.3.1 AGREEMENT RENEWAL – RESERVE 1790 – MOUNT BARKER TRAIN MURAL

File Ref:	N60895
Attachment:	<u>Agreement</u>
Responsible Officer:	Vanessa Hillman Acting Deputy Chief Executive Officer
Author:	Donna Fawcett Human Resources Coordinator
Proposed Meeting Date:	30 May 2023

PURPOSE

The purpose of this report is to recommend the renewal of the agreement between the Shire of Plantagenet and the Mount Barker Rotary Club (Rotary Club) for the upkeep and maintenance of the Mount Barker Train Mural located on Reserve 1790 (known as the Government Dam) on the corner of Albany Highway and Lowood Road, Mount Barker.

BACKGROUND

The Mount Barker Train Mural was fabricated and erected on Reserve 1790 by the Rotary Club with the permission of the Shire and was completed in December 2005. The Rotary Club installed lighting to the train mural in 2008.

An agreement outlining the respective roles and responsibilities in regard to the upkeep and maintenance of the train mural has been in place since March 2008, and was last renewed in 2018.

The terms of the agreement provide for the Rotary Club being responsible for ongoing maintenance of the mural, while the Shire maintains public liability insurance and pays all utility charges with regard to lighting.

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The Rotary Club maintains the structure. The Shire is responsible for insurance and utility costs.

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 Strategies:

Strategy 2.1.2:

‘Develop and maintain flexible public open space for all to enjoy.’

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

RISK MITIGATION IMPLICATIONS

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Financial – The mural falls into disrepair</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Low Moderate</i>	<i>Endorse the Agreement</i>
Opportunity:				

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 train mural acts as an entry statement to Lowood Road, the main street of Mount Barker, and acknowledges local history to both residents and visitors to the region. As a tourism point of interest, it is important that the mural is maintained and kept in good repair.

It is recommended that the agreement is renewed for a further five-year term under the same conditions as the current agreement.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That authority be granted to the Chief Executive Officer to sign the Agreement between the Shire of Plantagenet and the Mount Barker Rotary Club (as attached) for the Mount Barker Train Mural, located on Reserve 1790 Albany Highway, Mount Barker, for a further five-year term commencing 20 March 2023.

9.3.2 ANNUAL REPORT - YEAR ENDING 30 JUNE 2022

File Ref:	N59528
Attachment:	<u>Annual Report – Year End 30 June 2022</u> (Separate Attachment)
Responsible Officer:	Gary Clark Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	30 May 2023

PURPOSE

The purpose of this report is to accept the Shire of Plantagenet's 2021/2022 Annual Report.

BACKGROUND

The annual financial audit for 2021/2022 was conducted by representatives of the Council's auditors, Lincolns (on behalf of the Office of the Auditor General) in October 2022. The audit report was provided on 20 April 2023.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 5.54 states:

- (1) *Subject to subsection (2) the Annual Report for a financial year is to be accepted by the local government no later than 31 December after that financial year.' (Absolute Majority required).*
- (2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

EXTERNAL CONSULTATION

Not applicable.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

BUDGET IMPLICATIONS

There are no budget implications for this report.

POLICY IMPLICATIONS

There are no policy 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.

STRATEGIC RISK IMPLICATIONS

The Strategic Risk Register provides for a number of key controls in order to fulfil statutory and regulatory compliance requirements. Those controls are rated as either effective or adequate.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

The Annual Report notes the following:

Operational activity over the past year has focused on delivering projects, services and programs that respond to our community's needs, after undertaking extensive community consultation.

In May 2022, we commissioned an independent consultation to conduct a Community Scorecard. Thank you to the 540 residents who completed the scorecard and ranked Plantagenet as a place to live, and the Shire as a governing organisation. I am pleased the Shire rated 78 out of 100 as a place to live, which is above the industry standard of 76. The Shire as an organisation scored 68 out of 100, which is two points above the industry standard and an area we will work to improve in the years ahead.

The 2021-2022 budget comprised expenditure of \$25.7 million including operating expenditure of \$15.5 million and capital expenditure of \$10.2 million. Through responsible financial management, we have delivered some major projects this year to enhance the liveability of Plantagenet for our community and visitors to our region.

Highlights include a record \$4.2 million for road works, more than \$300,000 for footpath improvements, more than \$250,000 for improved drainage, \$150,000 for streetscape improvements and \$70,000 to light our heritage buildings and public open spaces, which together enhance the look and feel of our community.

Key infrastructure projects included the next stage of the swimming pool redevelopment. Stage 1A of the Mount Barker Memorial Swimming Pool redevelopment was one of the major construction projects undertaken by the Shire. The new building includes, an entry, kiosk, changerooms and a function/club room. Despite the challenges of COVID and some associated delays, Practical Completion was achieved in April 2022. Financial support for the project came from the Commonwealth Drought Communities Program and the DLGSC Community Sport and Recreation Facilities Fund.

This was in addition to delivering our annual programs for sport and recreational facilities, the library which had its busiest year to date, specific events for youth and seniors, community events and our every day services, such as administration, ranger services and waste services.

Other activities carried out throughout the year have been reported on extensively within the Annual Report.

The General Meeting of Electors has been scheduled for 6.30pm on Tuesday 30 May 2023.

VOTING REQUIREMENTS

Absolute Majority

RECOMMENDATION

That the Annual Report and Information Statement for the year ended 30 June 2022 as attached, be accepted.

9.3.3 AUDIT REPORT - YEAR ENDING 30 JUNE 2022

File Ref:	N59529
Attachment:	<u>Independent Auditor's Report 2022 and Transmittal Letter</u> <u>Findings Identified During the Final Audit</u> <u>Findings Identified During the Interim Audit</u> <u>Report to the Audit Committee for the Year Ended 30 June 2022 – Lincolns</u> <u>Report on Significant Audit Finding</u>
Responsible Officer:	Gary Clark Chief Executive Officer
Author:	John Fathers Deputy Chief Executive Officer
Proposed Meeting Date:	30 May 2023

PURPOSE

The purpose of this report is to present the Annual Financial Audit and Interim Management Report for the year ending 30 June 2022.

BACKGROUND

In October 2022, representatives of Lincolns (on behalf of the Office of the Auditor General) attended the Shire office to conduct an end of year audit for 2021/2022. It should be noted that the audit is designed primarily to enable the auditors to form an opinion on the financial statements and therefore does not extend to all of the Council's systems and procedures.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 7.12A (3) and (4) of the Act states the following:

- '(3) A local government must –
 - (aa) examine an audit report received by the local government; and
 - (a) determine if any matters raised by the report, require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government must -
 - (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
 - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.
- (5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.'

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

BUDGET IMPLICATIONS

The 2022/2023 budget includes a sum of \$45,000.00 for end of year and interim audit costs.

POLICY IMPLICATIONS

There are no policy 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.

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.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

STRATEGIC RISK IMPLICATIONS

The Strategic Risk Register provides for a number of key controls in order to fulfil statutory and regulatory compliance requirements. Those controls are rated as either effective or adequate.

OFFICER COMMENT

A copy of the audit report and management reports (interim and final) are attached.

Interim Audit

The following summarised findings were made in the interim audit, conducted by Lincolns in June 2022. The detailed findings are shown on the attachments. A management comment is also included.

Finding	Management Comment
Rating - Moderate It was noted during review of monthly sub-ledger reconciliations that the reconciliations for debtors, creditors and	At that point in time, the Shire had just implemented the new software for Synergysoft. We hadn't received training and templates from IT Vision on how to do

rates were not performed for July and August 2021.	them. As soon as we were provided with that information, monthly reconciliations were done and are already reviewed by an independent senior officer. The September 2021 reconciliations would have picked up any issues with the prior two months that were not done.
<p>Rating - Moderate</p> <p>It was noted during review of the payroll transactions that an employee who was carrying out higher duties continued to be paid at the higher rate of pay after she had returned to previous duties. This was due to the higher rate of pay being incorrectly set as the default rate.</p>	<p>The recommendation has been implemented. All higher duties roles will be set up with a specific pay rate as part of the position set up, including commencement and end dates, and not linked to the employee's default pay rate in any way. Higher duties set up to be sighted by the Senior Finance Officer and a screen shot to be signed by payroll and the SFO.</p>

Final Audit

Finding	Management Comment
<p>Rating - Significant</p> <p>The Shire carried out an in-house revaluation of its roads, footpaths, drainage, other infrastructure and parks and ovals for the year ended 30 June 2022. During this process the Shire recognised 71 Other Infrastructure and Parks and Ovals assets totalling \$2.6 million which were not recorded as Shire's assets in the previous years. These assets were included on the asset register for the financial year 30 June 2022. However, the in-house revaluation was not adopted due to a lack of evidence on the appropriateness of the unit rates applied to calculate the fair value of these assets and have been recognised at nil carrying value for 30 June 2022.</p>	<p>The Shire has done a lot of work over the past three years to assess the condition of infrastructure assets. This led to the identification of the carpark assets not previously listed the Shire's asset register. The Shire intends to carry on with this work, but to arrange for a suitably qualified person to verify the staff assessment and calculate the update values to be used in the financial records.</p>
<p>Rating - Moderate</p> <p>Regulation 5(2) of the Local Government (Financial Management) Regulations 1996 require the CEO to undertake a review of financial management systems and procedures every three years. The last FM Review was adopted by the Shire in June 2018.</p>	<p>The last Financial Management Review was actually adopted by the Council on 23 August 2022. It is acknowledged this was late, however there were severe time constraints with the implementation of new business system Synergyssoft and loss of key finance staff around that time.</p>
<p>Rating - Moderate</p> <p>The Shire of Plantagenet has not performed an assessment to determine whether its infrastructure assets – roads, drainage and footpaths represent fair value at the end of the reporting period.</p> <p>AASB 116 'Property, plant and equipment' requires asset revaluations to be made</p>	<p>The Shire intends to carry on with the ongoing assessment of infrastructure condition and values and to consider the need for an annual assessment of prevailing market factors which may indicate that the fair value of those assets are likely to have been impacted to any significant / material extent from the prior year.</p>

with sufficient regularity to ensure the carrying amount does not differ materially from the fair value at the end of the reporting period. When the fair value differs materially from the carrying amount, a further revaluation is required.

Regulations 17A(4)(a) and (b) of the Local Government (Financial Management) Regulations 1996 (the Regulations) require a local government to revalue its revalued assets with it is of the opinion that the fair value is likely to be materially different from the carrying amount, and in any event, no more than 5 years from the last revaluation.

There were a number of corrections made to the Annual Financial Statements as a result of the audit, as detailed in Lincolns' Report to the Audit Committee. These relate to:

- *'A reclassification of cash, term deposits and financial assets.'*

This item relates to a possible reclassification of cash from term deposit to financial asset due to the length of the deposits (over 3 months). It was not communicated to the Shire prior to the Lincoln's report being received and the adjustment has therefore not been made. Action required will be confirmed by Lincolns, but if required it will be reflected as an adjustment in the 2022/2023 annual financial statement.

- *'A minor correction allocation between operating and non-operating grants.'*

This was an error where one grant was incorrectly classified as non-operating instead of operating.

- *'The reversal of an in-house infrastructure revaluation.'*

The original financial statements included a revaluation of all infrastructure assets. The roads, drainage and footpath asset revaluations were carried out internally, but this was not done to an evidential standard required by the OAG and was not peer reviewed by a qualified valuer.

The revaluation was done on a 'net' basis whereby the net value of assets are recorded, not the gross value and accumulated depreciation. This is why the 'correction' values shown in the report to the Audit Committee are so high. The differences between the before and after total values are comparatively small.

This reversal will be corrected in the 2022/2023 annual report, once the asset values are verified.

The Lincolns' Report to the Audit Committee further notes that *'although Regulation 17A(4)(b) of the Local Government (Financial Management) Regulations 1996 requires the local government to revalue land, buildings, and infrastructures no more than 5 years after the last valuation, we recommend that management consider assessing whether there are trigger events that would indicate movement in these assets annually. Where indicators exist a robust fair value assessment should be performed capturing the requirements of AASB 13 Fair Value Movements. Where an entity undertakes the formal valuation internally it is recommended this assessment*

be peer reviewed (i.e. review the valuation methodology, inputs and model etc for reasonableness) by an approved independent valuer.'

Following the provision of management comments to the auditors, it can be confirmed that a qualified valuer has been engaged to do a valuation of all carpark and accessway assets as at 30 June 2023. This will also involve a desktop re-evaluation of the Shire's Parks Infrastructure & Other Infrastructure assets as the carparks and accessways are contained within those asset categories. Where any asset needs to be revalued, accounting standards require the entire asset class to be revalued.

Further, quotations are currently being sought from qualified valuers for formal verification of road, drainage and footpath assets as at 30 June 2023.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That:

- 1. The Annual Financial Audit Opinion and Interim Management Report for the year ending 30 June 2022 as issued by the Office of the Auditor General be received.**
- 2. In accordance with Section 7.12A of the Local Government Act 1995, the attached report addressing matters identified as significant by the Shire's auditor in the 2021/2022 Audit Report, stating what action has and will be taken with respect to those matters, be endorsed.**
- 3. The report in clause 2 above be forwarded to the Minister for Local Government and be published on the Shire of Plantagenet website.**

9.3.4 FINANCIAL STATEMENTS – APRIL 2023

File Ref:	N60636
Attachment:	<u>Financial Statements – April 2023</u>
Responsible Officer:	John Fathers Deputy Chief Executive Officer
Author:	Vanessa Hillman Senior Finance Officer
Proposed Meeting Date:	30 May 2023

PURPOSE

The purpose of this report is to present the financial position of the Shire of Plantagenet for the period ending 30 April 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

That the Financial Statements for the period ending 30 April 2023 be received.

9.3.5 LIST OF ACCOUNTS – APRIL 2023

File Ref: N60911
Attachment: List of Accounts – April 2023
Responsible Officer: John Fathers
Deputy Chief Executive Officer
Author: Faye Smith
Finance Officer
Proposed Meeting Date: 30 May 2023

PURPOSE

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

That in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority for the month ended 30 April 2023 be received and recorded in the minutes of the Council, the summary of which is as follows:

1. Electronic Payments and Direct Debits totalling \$614,615.01; and
2. Municipal Cheques 47246 to 47248 totalling \$664.00

9.4 EXECUTIVE SERVICES REPORTS

9.4.1 REGISTER OF DELEGATED AUTHORITY - ANNUAL REVIEW

File Ref:	N60908
Attachment:	<u>Register of Delegation, Sub-delegations, Appointments and Authorisations</u>
Responsible Officer:	Gary Clark Chief Executive Officer
Author:	Nolene Wake Executive Officer
Proposed Meeting Date:	30 May 2023

PURPOSE

The purpose of this report is to present for adoption an updated Register of Delegations, Sub-delegations, Appointments and Authorisations for endorsement.

BACKGROUND

Delegations are granted to the Chief Executive Officer and, in some cases, other Officers to assist in the efficient running of the organisation. Delegations assist to reduce minor matters being brought before the Council and maximise service to members of the public, residents and ratepayers.

An extensive review of the Register of Delegated Authority was carried out on 20 June 2017, with further minor updates made each year.

STATUTORY ENVIRONMENT

Local Government Act 1995 permits a local government (by absolute majority decision under s5.42(1)) to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act except those listed in s5.43 or the Planning and Development Act 2005 s214(2), (3) or (5). Limits on delegations are:

- a) any power or duty that requires a decision of an absolute majority of the council;
 - (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
 - (c) appointing an auditor;
 - (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
 - (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
 - (f) borrowing money on behalf of the local government;
 - (g) hearing or determining an objection of a kind referred to in section 9.5;
 - (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
 - (h) any power or duty that requires the approval of the Minister or the Governor;
 - (i) such other powers or duties as may be prescribed.
-

In addition, there are other matters which cannot be delegated to the CEO:

- under Regulation 18G of the Local Government (Administration) Regulations s7.12A(2), (3)(a) or (4).

The delegation powers under the Local Government Act 1995 relate to the Act itself, Regulations made under the Act and Local Laws made under the Act.

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.

POLICY IMPLICATIONS

As part of the normal policy review process, policies and delegations should be cross referenced to ensure that where a delegation is in place, a relevant policy to assist with interpretation is also in place.

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:

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

Strategy 4.1.4.1:

'Implement review processes in service delivery on a regular basis and as needed'.

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

RISK MITIGATION IMPLICATIONS

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Statutory requirement not fulfilled.</i>	<i>Likely</i>	<i>Insignificant</i>	<i>Low</i>	<i>Endorse the adoption of the Register.</i>

OFFICER COMMENT

In 2022, significant amendments relating to the Town Planning Scheme No 3 being superseded by the Local Planning Scheme No 5 were made. Delegation 7.1 and 7.1A have further been updated with amendments to town planning functions, additional wording to add clarity and the addition of an Item 5 relating to 'Use not listed' to set procedure for determination and deleting reference to redundant policies.

The following minor amendments have also been made, as noted in the attachment:

- Minor formatting and typographical error corrections
- Position title updates to reflect current organisational structure
- Inclusion of Compliance Officer as an appointee under appropriate sub delegations.
- Inclusion of Senior Planner as an appointee under delegation 7.1A
- Legislation amendment updates
- Addition/amendments to any relevant Council Policy updates
- All Review Dates updated.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That the attached Shire of Plantagenet Register of Delegations, Sub Delegations, Appointments and Authorisation (Register of Delegated Authority) be accepted, to take effect from 1 June 2023.

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

**11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY
DECISION OF THE MEETING****12 CONFIDENTIAL****12.1.1 DEED OF ASSIGNMENT OF LEASE - LOT 7 MARMION STREET MOUNT
BARKER**

File Ref:	N60905
Attachment:	<u>Confidential Attachment – Consent and Deed of Assignment</u>
Responsible Officer:	Vanessa Hillman Acting Deputy Chief Executive Officer
Author:	Donna Fawcett Human Resources Coordinator
Proposed Meeting Date:	30 May 2023

PURPOSE

The Lessee of the Plantagenet Early Learning and Development Centre (Wanslea Early Learning and Development Limited) seek to assign the lease to Wanslea Limited.

The purpose of this report is to recommend the assignment of the lease relating to Lot 70 Marmion Street Mount Barker, from Wanslea Early Learning and Development Limited to Wanslea Limited.

OFFICER RECOMMENDATION

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

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

13 CLOSURE OF MEETING
