



SPECIAL MINUTES

DATE: Tuesday, 24 October 2017

TIME: 3:00pm

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

Rob Stewart
CHIEF EXECUTIVE OFFICER

SPECIAL BUSINESS

Election of Shire President
Election of Deputy Shire President
Councillor Seating Arrangements
and
Appointment of Committees and Council Nominees

Resolution Nos. 220/17 to 251/17

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

3:00pm The Chief Executive Officer declared the meeting open and presided pursuant to Schedule 2.3(3) Local Government Act 1995.

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

▪ Members Present:

Cr K Clements	Councillor
Cr B Bell	Councillor
Cr S Etherington	Councillor
Cr B Lang	Councillor
Cr L Handasyde	Councillor
Cr J Moir	Councillor
Cr M O'Dea	Councillor
Cr J Oldfield	Councillor
Cr C Pavlovich	Councillor

▪ In Attendance:

Mr Rob Stewart	Chief Executive Officer
Mr John Fathers	Deputy Chief Executive Officer
Mr Peter Duncan	Manager Development Services
Mr David Lynch	Manager Works and Services
Ms Fiona Pengel	Manager Community Services
Mrs Cobie MacLean	Acting Executive Secretary

Apologies:

Nil

Members of the Public Present:

There were two member(s) of the public in attendance.

There were nil (0) member(s) of the media in attendance.

Previously Approved Leave of Absence:

Nil

▪ Emergency Evacuation Procedures/Disclaimer:

Working to Occupational Safety and Health Best Practices, Mr Rob Stewart - Chief Executive Officer, read aloud the emergency evacuation procedures for Councillors, staff and members of the public present in the Council Chambers.

Mr Stewart then read aloud the following disclaimer:

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

The Shire of Plantagenet disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any

such act, omission, or statement of intimation occurring during Council / Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation or approval made by a member or officer of the Shire of Plantagenet during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Plantagenet. The Shire of Plantagenet warns that anyone who has an application with the Shire of Plantagenet must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Plantagenet in respect of the application.'

3 ELECTION OF SHIRE PRESIDENT

The Chief Executive Officer advised that he had received one written nomination for the position of Shire President, being Cr K Clements.

The Chief Executive Officer invited further nominations for the position of Shire President.

A further nomination was received being Cr C Pavlovich. An election was conducted by the CEO pursuant to Schedule 2.3 Local Government Act 1995.

At the conclusion of the count, the Chief Executive Officer declared the result in favour of Cr C Pavlovich.

Cr C Pavlovich then took the Declaration of Office before CEO Rob Stewart JP and assumed the Chair.

4 ELECTION OF DEPUTY SHIRE PRESIDENT

The Chief Executive Officer advised that he had received one written nomination for the position of Deputy Shire President, being Cr J Oldfield.

The Chief Executive Officer invited further nominations for the position of Deputy Shire President.

There being no further nominations, the Chief Executive Officer declared Cr J Oldfield elected as Deputy Shire President, unopposed.

Cr J Oldfield then took the Declaration of Office before CEO Rob Stewart JP.

5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

Cr C Pavlovich

Item: 7.1.5

Type: Financial/Indirect Financial Interest (Section 5.60(A) and Section 5.61 LGA)

Extent: Consultant to a local transport provider (Heavy Haulage)

Cr K Clements

Item: 7.2.14

Type: Closely Associated Person (Section 5.62 LGA)

Extent: Wife is Treasurer of the Plantagenet Historical Society

6 ALLOTMENT OF SEATING PROVISIONS

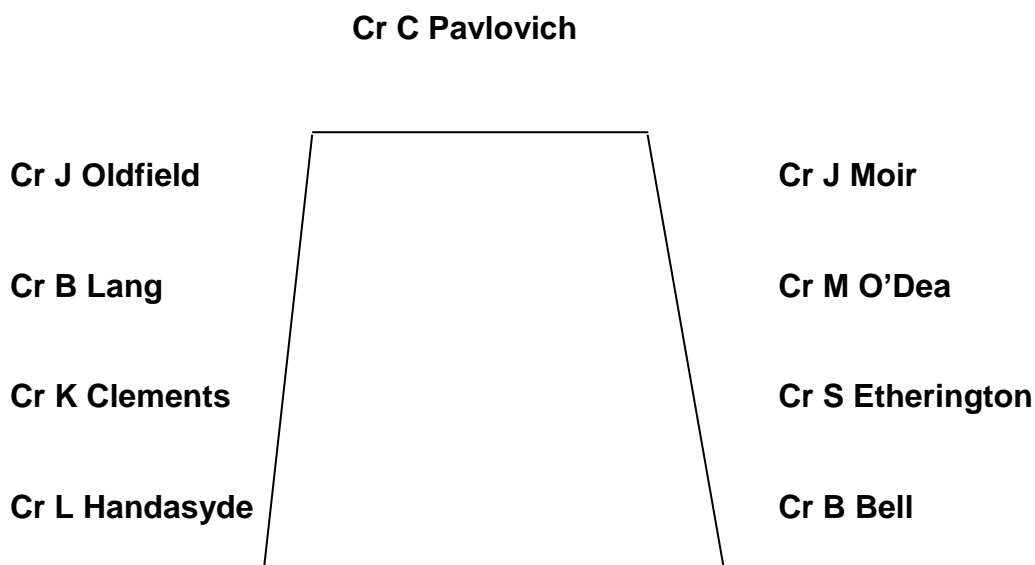
Clause 7.2 of the Standing Orders Local Law provides:

'The Council shall allot a position at the Council table to each Councillor at the first meeting held after election day and Councillors are to occupy those positions until such time as there is a call by a majority of Councillors for a re-allotment of positions.'

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Moir, seconded Cr B Lang:

That pursuant to Standing Orders Clause 7.2 the seating positions of Councillors as set out in the following diagram be allotted such that Councillors are to occupy those positions until such time as there is a call by a majority of Councillors for a re-allotment of positions.



CARRIED (9/0)

NO. 220/17

7 INTERNAL COMMITTEE MEMBERS AND EXTERNAL REPRESENTATIVES

File Ref:	N42599
Responsible Officer:	Rob Stewart Chief Executive Officer
Author:	Rob Stewart Chief Executive Officer
Proposed Meeting Date:	24 October 2017

PURPOSE

The purpose of this report is to consider appointments to the Shire's Committees and external representatives.

BACKGROUND

Representation on the Council's various internal committees was last considered at a Special Meeting of the Council held 27 October 2015. It is a requirement of the Local Government Act 1995, that all committee memberships be declared vacant at the time of the next ordinary elections (Section 5.11). This also applies to any committees created since 27 October 2015.

External representation relates to Council membership of external bodies.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 5.11 (1) provides that:

'Where a person is appointed as a member of a committee under Section 5.10(4) or (5), the person's membership of the committee continues until –

- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;*
- (b) the person resigns from membership of the committee;*
- (c) the committee is disbanded; or*
- (d) the next ordinary elections day.'*

Further, Section 5.8 and Section 5.10 of the Act require that committees be created by Absolute Majority as well as appointments to committees.

Appointments to external bodies do not require an absolute majority decision.

FINANCIAL IMPLICATIONS

Councillor representatives on committees are entitled to reimbursement for expenses incurred in attending meetings.

POLICY IMPLICATIONS

Policy No CE/CS/1 – Elected Member Expenses to be Reimbursed applies.

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

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Community Plan 2013-2023 provides at Outcome 1.3 (A cohesive and supportive community) the following Strategy:

Strategy 1.3.3:

'Work in partnership with community groups to assist in attracting new volunteers'

Further, at Outcome 4.1 (Effective governance and leadership)

Strategy 4.1.4

'Support strategic alliances, stakeholder forums and advisory committees that assist Shire in policy development and service planning.'

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

REGIONAL IMPLICATIONS

The Shire is a member and provides representation on the Southern Link Voluntary Region of Councils.

The Shire is a member and provides representation on the Lower Great Southern Alliance.

OFFICER COMMENT

At a Special Meeting held 18 October 2011 it was endorsed that the Council's representatives on external boards and committees be ex-officio non-voting members.

Councillors have also discussed the appointment of committees to look at specific matters such as residential development, industrial development as matters relating to Key Performance Indicators of the CEO.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

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

That the Chief Executive Officer's Report relating to the:

- 1. Formation/creation of committees;**
- 2. Appointment of committee members; and**
- 3. Appointment of external representatives**

be received.

CARRIED (9/0)

NO. 221/17

7.1 COUNCIL INTERNAL COMMITTEES**7.1.1 AUDIT AND RISK MANAGEMENT COMMITTEE**

Type: Section 7.1 (A) LGA (1995) – Council Members (Majority), others (no employees)

Former Members as at 27 October 2015:

Cr K Clements
Cr L Handasyde
Cr J Moir
Cr C Pavlovich
Cr J Hamblin (Deputy)

Brief:

1. *Provide guidance and assistance to the local government -
 - a) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
 - b) as to the development of a process to be used to select and appoint a person to be an auditor; and*
2. *May provide guidance and assistance to the local government as to -
 - a) matters to be audited; and
 - b) the scope of audits; and
 - c) its functions under Part 6 of the Act; and
 - d) the carrying out of its functions relating to other audits and other matters related to financial management; and*
3. *Is to review a report given to it by the CEO under Local Government (Audit) Regulations 1996 Regulation 17(3) (the CEO's report) and is to -
 - a) report to the Council the results of that review; and
 - b) give a copy of the CEO's report to the Council.*

Voting requirements

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr M O'Dea, seconded Cr B Bell:

That:

1. **Cr J Moir, Cr M O'Dea, Cr J Oldfield and Cr C Pavlovich be appointed as members of the Audit and Risk Management Committee; and**
2. **Cr B Lang be appointed as Deputy to act on behalf of any individual member appointed in part 1 when that member is unable to attend.**

CARRIED (9/0)

NO. 222/17

Absolute Majority

7.1.2 BUSH FIRE ADVISORY COMMITTEE

Type: Bush Fires Act (1954) Section 67

Former Council members as at 27 October 2015 were:

Cr L Handasyde
 Cr J Oldfield
 Cr B Bell (Deputy)

Current Non Council members appointed at a meeting of the Council held on 23 May 2017 were:

Designated Position	Officer
Chief Bush Fire Control Officer	Kevin Forbes AM
Deputy Chief Bush Fire Control Officer No.1	Norm Handasyde
Deputy Chief Bush Fire Control Officer 2.	John Russell
Base Radio Operator	Roger Randall
Deputy Base Radio Operators	Brian Appleby
	Ron Caudwell
Chief Fire Weather Reporting Officer	Norm Handasyde
Deputy Fire Weather Reporting Officer	Mark Wallace

Brief:

To advise the Local Government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire breaks in the district, prosecutions for breaches of the Bush Fires Act 1954, the formation of bush fire brigades and the grouping thereof under group brigade officers and the ensuring of cooperation and coordination of bush fire brigades in their efforts and activities.

OFFICER COMMENT

The membership of the Committee was determined at the Council meeting held on 23 May 2017.

It is now necessary to appoint two Council representatives.

Voting requirements

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

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

That:

1. Cr L Handasyde and Cr B Bell be appointed as Council members on the Bush Fire Advisory Committee; and
2. Cr M O'Dea be appointed as Deputy to act on behalf of any individual member appointed in part 1 when that member is unable to attend.

CARRIED (9/0)

NO. 223/17

Absolute Majority

7.1.3 COMMUNITY RECREATION CENTRE ADVISORY COMMITTEE

Type: Required pursuant to Deed of Arrangement between the Council and the Minister for Education relating to the operation of the Community Recreation Centre.

Former Members as at 27 October 2017:

Cr S Etherington
Cr C Pavlovich (Deputy)
Fiona Pengel Manager Community Services
Mr A Fraser Education Department
Mr D Sobey Education Department
Mrs J Ugle, Community Representative
Mr J Gray, Community Representative
Ms K Greenop, Community Representative

Brief:

The role of the Committee will be to provide advice to the Parties:

- *As to how disputes in connection with the facilities could be dealt with;*
- *As to how this Agreement can be improved or varied; and*
- *On the day-to-day operations of the facilities.*

OFFICER COMMENT

Negotiations are currently underway for a new Licence Agreement between the Shire and the Department of Education (current licence expires in 2018). It is proposed that the new agreement not include a clause regarding the establishment of a Recreation Centre Advisory Committee. This matter has been discussed at the Committee meetings and members are in agreement that arrangements be made to windup the committee.

Committee members consider that annual meetings between the Community College and Shire would be sufficient, acknowledging that communication channels and consultation/liaison is ongoing between the parties. Matters affecting the Rec.Centre building need addressing immediately and have not/cannot be referred to a future advisory committee for attention.

The Department of Education has been contacted regarding the removal of the clause relating to the Committee and, we have been advised that the Committee is no longer required and this would be reflected in the new licence

Voting requirements

Simple Majority

OFFICER RECOMMENDATION

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

That:

- a) The Community Recreation Centre Advisory Committee be disbanded.
- b) Community members of the Committee be thanked for their service.

CARRIED (9/0)

NO. 224/17

7.1.4 SALEYARDS ADVISORY COMMITTEE

Type: Section 5.9(2)9a) LGA 1995

Former Members as at 27 October 2015:

Cr B Bell
Cr J Moir
Cr J Oldfield
Cr L Handasyde (Deputy)
Mr M Skinner (Other Industry Person)

Brief:

The duties of the committee shall be to:

- *Make recommendations to the Council regarding the strategic direction of the Saleyards;*
- *Make recommendations to the Council regarding the Environmental Action Plan for the Saleyards;*
- *Bring to the attention of the Chief Executive Officer, industry matters regarding the cattle industry that may not be readily available to persons external to that industry; and*
- *Make recommendations to the Council regarding development works on the site.'*

OFFICER COMMENT**Voting requirements**

Absolute Majority

OFFICER RECOMMENDATION

Moved Cr B Bell, seconded Cr M O'Dea:

That:

1. **Cr B Bell, Cr M O'Dea, Cr L Handasyde and Cr J Moir be appointed as members of the Saleyards Advisory Committee;**
2. **Mr Michael Skinner be appointed as the 'Other Industry Person' member;**
3. **Cr J Oldfield be appointed as the Deputy to act on behalf of any individual member appointed in part 1 when that member is unable to attend.**

AMENDMENT

Moved Cr J Moir:

That point 2 of the motion be amended to read 'The position of 'Other Industry Person' be removed from Committee Membership'.

AMENDMENT LAPSED FOR WANT OF A SECONDER

The motion was then put.

CARRIED (9/0)

NO. 225/17

Absolute Majority

7.1.5 HEAVY HAULAGE COMMITTEECr C Pavlovich

Type: Financial/Indirect Financial Interest (Section 5.60(A) and Section 5.61 LGA)

Nature: Financial

Extent: Employee of DFES and on the SEMC

3:59pm Cr C Pavlovich withdrew from the meeting and Cr J Oldfield assumed the chair

Type: Section 5.9(2)9a) LGA 1995 – Council Members

Former Members as at 13 September 2016:

Cr M O’Dea
Cr J Moir
Cr B Bell
Cr J Oldfield

Brief:

The duties of the committee shall be to:

- *Advise the Council relating to heavy haulage movement within the Shire of Plantagenet; and*
- *Make recommendations to the Council relating to the use of local roads by classes of heavy vehicles.*

OFFICER COMMENT

Following the resignation of Cr Pavlovich from the Committee on 13 September 2016 Cr Moir was appointed.

Voting requirements

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr M O’Dea, seconded Cr B Bell:

That Cr B Lang, Cr L Handasyde, Cr M O’Dea and Cr J Oldfield be appointed as members of the Heavy Haulage Committee.

CARRIED (8/0)

NO. 226/17

Absolute Majority

4:02pm Cr C Pavlovich returned to the meeting and assumed the chair.

7.1.6 HEAVY PLANT REVIEW COMMITTEE

Type: Section 5.9(2)(a) LGA 1995 – Council Members

Former Members as at 27 October 2015:

Cr L Handasyde
Cr J Oldfield
Cr C Pavlovich

Brief:

To review the 12 year Plant Replacement Program annually prior to budget adoption and to make recommendations to the Council as to plant purchases to be funded.

OFFICER COMMENT

Nil

Voting requirements

Absolute Majority

OFFICER RECOMMENDATION

That Cr...., Cr.... and Cr.... be appointed as members on the Heavy Plant Review Committee.

MOTION

Moved Cr B Bell, seconded Cr J Oldfield:

That the membership of the Heavy Plant Review Committee be increased to four Councillors

CARRIED (6/3)

NO. 227/17

Absolute Majority

FURTHER MOTION

That Cr L Handasyde, Cr J Moir, Cr J Oldfield and Cr C Pavlovich be appointed as members on the Heavy Plant Review Committee.

CARRIED (9/0)

NO. 228/17

Absolute Majority

7.1.7 RECREATION ADVISORY COMMITTEE

Type: Section 5.9(2)(a) LGA 1995 – Council Members

Former Members as at 27 October 2015:

Cr K Clements
Cr S Etherington
Cr J Hamblin
Cr C Pavlovich

Brief:

- a) *Oversee and make recommendation to the Council regarding the implementation of the Shire of Plantagenet Recreation Strategic Plan;*
- b) *Liaise as necessary with community groups Recreation Centre Advisory Group, the Department of Sport and Recreation and other bodies; and*
- c) *To advise the Council on the strategic direction of recreation throughout Plantagenet.*

OFFICER COMMENT

It will be recommended that a slight change be made to the Committee's Brief to reflect the appropriate plan.

Voting requirements

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Moir, seconded Cr B Bell:

That:

- 1. Cr J Moir, Cr B Bell, Cr B Lang and Cr C Pavlovich be appointed as members on the Recreation Advisory Committee.**
- 2. The Committee's Brief be amended to read at part a):
'Oversee and make recommendation to the Council regarding the implementation of special projects that align with the Shire of Plantagenet Strategic Community Plan.'**

CARRIED (9/0)

NO. 229/17

Absolute Majority

7.1.8 ROADWISE COMMITTEE

Type: Section 5.9(2)(c) LGA 1995 – Council Members, Employees, Other Persons

Former Members at 27 October 2015:

Cr J Hamblin and Cr L Handasyde;
Cr J Oldfield Deputy for Cr Hamblin and Cr Handasyde
Mr Dominic LeCerf – Manager Works and Services;
Ms Erin McDonald-Lee – Roadwise Safety Officer;
Mr Andrew Duffield – Main Roads Department;
Mr Lindsay McCartin Deputy for Mr Andrew Duffield;
Sergeant Gailene Hamilton - Mount Barker Police;
Mr Roger Barrett – Mount Barker Community College;
Mr Arthur Patterson – Community Representative; and
Ms Megan Ballard – Mount Barker Community College Parents Citizens Association
First Class Constable Ken Brown as Deputy for Sergeant Gailene Hamilton;
Mr Andrew Fraser Deputy for Ms Megan Ballard.

Brief:

The functions of the RoadWise Committee are:

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

OFFICER COMMENT

At the Meeting of the Council held 26 April 2017 committee membership changed as follows:

1. Sergeant Andy McRae was appointed after Sergeant Gailene Hamilton was transferred; and
2. Mrs Elsa Drage was appointed following the resignation of Mr Arthur Patterson.

Voting requirements

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr B Lang:

That:

1.
 - a) Cr B Bell and Cr L Handasyde;
 - b) Manager Works and Services;
 - c) Ms Erin Miller (formerly McDonald-Lee) – Roadwise Safety Officer;
 - d) Mr Andrew Duffield – Main Roads Department;
 - e) Mr Lindsay McCartin Deputy for Mr Andrew Duffield;

-
- f) **Sergeant A McRae - Mount Barker Police;**
 - g) **Mr Roger Barrett – Mount Barker Community College;**
 - h) **Mrs Elsa Drage – Community Representative; and**
 - i) **Ms Megan Ballard – Mount Barker Community College Parents and Citizens Association**

be appointed as members of the Roadwise Committee.

- 2. a) **Cr M O’Dea be appointed as Deputy to act on behalf of Cr B Bell when Cr Bell is unable to attend;**
- b) **Cr B Lang be appointed as Deputy to act on behalf of Cr L Handasyde when Cr Handasyde is unable to attend;**
- c) **First Class Constable Ken Brown as Deputy for Sergeant Andy McRae; and**
- d) **Mr Andrew Fraser Deputy for Ms Megan Ballard.**

CARRIED (9/0)

NO. 230/17

Absolute Majority

7.2 COUNCIL EXTERNAL COMMITTEES

7.2.1 DENMARK WATER PLANNING ADVISORY GROUP

Former Members as at 27 October 2015:

Brief:

The role of the Denmark Water Planning Advisory Group (DWPAG) is to assist the development of the Allocation and Protection Plans by endeavouring to ensure that:

- All relevant and available information provided by government agencies and other stakeholders is considered;*
- Consultation is carried out in a manner that ensures local issues and aspirations are taken into account; and*
- The plans provide comprehensive assessment of water availability and protection issues in the Denmark River catchment area.*

OFFICER COMMENT

Contact has been made with the Department of Water regarding this Committee. The Department acknowledges that this Committee has not met for many years. The Department made comment that it may reconvene in the future to discuss the Denmark River Catchment Plan however no date as yet has been set.

Voting requirements

Simple Majority

OFFICER RECOMMENDATION

That Cr ... be appointed as the Council's representative on the Denmark Water Planning Advisory Group.

MOTION

Moved Cr B Bell:

That no Council representative appointment be made to the Denmark Water Planning Advisory Group.

MOTION LAPSED FOR WANT OF A SECONDER

FURTHER MOTION

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

That Cr L Handasyde be appointed as the Council's representative on the Denmark Water Planning Advisory Group.

CARRIED (9/0)

NO. 231/17

7.2.2 DEVELOPMENT ASSESSMENT PANELS (DAP) MINISTERIAL APPOINTMENT

Current members as at 26 July 2017:

Cr K Clements
Cr L Handasyde
Cr C Pavlovich (alternate member)
Cr J Oldfield (alternate member)

Development Assessment Panels (DAPs) were introduced by the State Government as part of amendments to legislation governing the planning system. These amendments to legislation of which DAPs are a key component seek to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge. DAP consist of a mix of three technical experts (specialist members) and two Local government representatives. DAPs are responsible for determining all development applications in excess of \$7million in value and optionally (at the election of the applicant) those applications between \$3million and \$7million in value.

The frequency of DAPs meetings varies depending on the volume of applications received.

OFFICER COMMENT

At its meeting held on 31 January 2017 the Council resolved:

'That:

- 1. Councillor K Clements and Councillor L Handasyde be nominated as representatives for the Shire of Plantagenet for the Southern Joint Development Assessment Panel (JDAP); and*
- 2. Councillor C Pavlovich and Councillor J Oldfield be nominated as alternate members.*
- 3. The Minister for Planning be advised of the nominations referred to in parts 1 and 2 above.*
- 4. The members referred to above be authorised to undertake the mandatory training for Development Assessment Panel members.'*

By letter dated 26 July 2017, each member has received a letter confirming their appointment to the Development Assessment Panel for one year, expiring on 26 July 2018, with the possibility of extension for remainder of the maximum term of up to three years.

Voting requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Moir, seconded Cr B Bell:

That the appointments of Councillors K Clements, L Handasyde, C Pavlovich and J Oldfield for one year terms expiring on 26 July 2018, with the possibility of extension for the remainder of the maximum term of up to three years, be noted.

CARRIED (9/0)

NO. 232/17

7.2.3 GREAT SOUTHERN REGIONAL RECREATION ADVISORY GROUP

Former Members as at 27 October 2015:

Cr S Etherington
Cr C Pavlovich (Deputy)
Officer occupying the position of Manager Community Services

Brief:

The group is in the business of developing community sport and recreation opportunity for residents of the Great Southern and visitors or potential visitors.

It does this by:

- *Helping to create cooperation across the Shires;*
- *Being a forum for sharing ideas;*
- *Providing advice and direction; and*
- *Acting as a reference point on sport and recreation issues.*

Voting requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr M O'Dea, seconded Cr B Lang:

That:

- 1. Cr S Etherington and the officer occupying the position of Manager Community Services be appointed as the Council's representatives on the Great Southern Regional Recreation advisory Group.**
- 2. Cr M O'Dea be appointed as Deputy to act on behalf of Cr S Etherington when Cr Etherington is unable to attend.**

CARRIED (9/0)

NO. 233/17

7.2.4 HIDDEN TREASURES OF THE GREAT SOUTHERN

Former Members as at 21 June 2016:

Cr M O'Dea
Cr J Oldfield (Deputy)

Brief:

'The role of nominated voting Delegates is to:

- *Represent their communities of the Hidden Treasures Committee;*
- *Communicate the activities, requests and outcomes of the Hidden Treasures to their Council on a regular basis;*
- *Communicate the activities, requests and outcomes of the Hidden Treasures to their community as required;*
- *Provide suggestions, ideas and support for joint, regional tourism promotion of the Hidden Treasures region;*
- *Submit items for meeting agenda when appropriate;*
- *Attend bi-monthly meetings, or organise the nominated Proxy to attend;*
- *Support, attend and participate in events and activities where possible; and*
- *Read agendas, minutes and correspondence and complete assigned actions in a timely manner.*

Where possible, other activities may include:

- *Attend and support the hidden Treasures exhibition at the annual Perth Caravan and Camping Show;*
- *Attend other trade and consumer shows as appropriate; and*
- *Provide input in Hidden Treasures projects as they arise.'*

OFFICER COMMENT

The Council received an invitation and became a member of the Hidden Treasures of the Great Southern in June 2016, this provided the opportunity to nominate a delegate to attend meetings.

Voting requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Moir, seconded Cr B Lang:

That:

- 1. Cr M O'Dea be appointed as the Council's representative on the Hidden Treasure of the Great Southern Committee; and**
- 2. Cr J Oldfield be appointed as deputy to act on behalf of Cr M O'Dea when Cr O'Dea is unable to attend.**

CARRIED (9/0)

NO. 234/17

7.2.5 LOCAL EMERGENCY MANAGEMENT COMMITTEE

Type: Section 3 of the Emergency Management Act 2005
Section 38 of the Emergency Management Act 2005
Section 39 of the Emergency Management Act 2005
Section 40 of the Emergency Management Act 2005
Emergency Management Regulations 2006

Former Members as at 27 October 2015:

Cr S Etherington
Cr J Moir (Deputy)
Officer occupying the position of Manager Community Services
Officer occupying the position of Community Emergency Services
Manager
Officer occupying the position of Environment Health Officer
Officer occupying the position of Ranger

Brief:

The duties of the Committee shall be, pursuant to Sections 39 and 40 of the Emergency Management Act 2005:

- *To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;*
- *To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements;*
- *To carry out other emergency management activities as directed by the State Emergency Management committee or prescribed by the Regulations; and*
- *After the end of each financial year, prepare and submit to the District Emergency Management Committee (DEMC) an annual report of activities undertaken by it during the year.*

OFFICER COMMENT

It will be recommended that the membership of the LEMC is extended to include relevant positions/personnel within the Community. Some of these representatives have been attending meetings in the past but in an observer capacity.

Also, the Lower Great Southern Economic Alliance (LGSEA) has discussed the possibility of one LEMC for all three member councils.

Voting requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr J Oldfield:

That:

1. **Cr B Lang;**
The person occupying the position of Manager Community Services;
The person occupying the position of Community Emergency Services Manager;

The person occupying the position of Environmental Health Officer;

The person occupying the position of Ranger;

The person occupying the position of Officer in Charge, WA Police, Mount Barker;

The person occupying the position of District Emergency Management Officer, Department of Child Protection and Family Support, Great Southern Region;

The person occupying the position of Fire Coordinator, Department of Biodiversity, Conservation and Attractions, Walpole District;

The person occupying the position of Director of Nursing/Health Services Manager, Plantagenet District Hospital;

The person occupying the position of Site Manager Albany, Department of Primary Industries and Regional Development;

The person occupying the position of Emergency Services Team Convener, Red Cross Mount Barker Branch;

The person occupying the position of Chief Bush Fire Control Officer Shire of Plantagenet;

The person occupying the position of Captain, Volunteer Fire and Rescue Service, Mount Barker

The person occupying the position of Unit Manager, State Emergency Service, Mount Barker; and

The person occupying the position of Manager, St John's Ambulance, Mount Barker

be appointed as members of the Local Emergency Services Committee.

2. Cr S Etherington be appointed as Deputy to Act on behalf of Cr B Lang when Cr Lang is unable to attend.

CARRIED (9/0)

NO. 235/17

7.2.6 LOWER GREAT SOUTHERN ECONOMIC ALLIANCE

Former members as at 28 March 2017:

Cr K Clements
Cr L Handasyde
Cr B Bell
Cr C Pavlovich (Deputy)

Brief:

In July 2015 the City of Albany; Shire of Denmark and Shire of Plantagenet entered into an MOU for 'Strategic Regional Economic Development Plan'.

The Objectives being:

'To formalise a grouping of the three local authorities, City of Albany, Shire of Denmark and Shire of Plantagenet – for the purpose of furthering Economic Development in the sub-region, recognising that what is good for one is good for all.

OFFICER COMMENT

At a meeting of the Council held 28 March 2017 it was agreed that the Shire President and Deputy President positions should be recognised as a standard appointment to the Lower Great Southern Economic Alliance.

Voting requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Lang, seconded Cr B Bell:

That:

- 1. Shire President Cr C Pavlovich, Deputy Shire President Cr J Oldfield and Cr B Bell be appointed as the Council's representatives to the Lower Great Southern Economic Alliance; and**
- 2. Cr M O'Dea be appointed as deputy to act for any one of the above members.**

CARRIED (9/0)

NO. 236/17

7.2.7 MOUNT BARKER COMMUNITY CENTRE BOARD

Former Members as at 27 October 2015:

Cr K Clements
Cr M O'Dea (Deputy)

Brief:

The Mount Barker Community Resource Centre Board will oversee the programs delivered from the Community Centre building. The Shire representative on the Board will also focus on the integration of the Public Library activities into the Community Centre Programs. The Board comprises members from the Baptist Union of WA, Mount Barker Baptist Church, Community Members, the Council and ex-officio non voting member.

Voting requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr M O'Dea:

That:

- 1. Cr J Oldfield be appointed as the Council's representative on the Mount Barker Community Centre Board; and**
- 2. Cr M O'Dea be appointed as Deputy to act on behalf of Cr J Oldfield when Cr Oldfield is unable to attend.**

CARRIED (9/0)

NO. 237/17

7.2.8 MOUNT BARKER COMMUNITY COLLEGE COUNCIL

Former Member as at 27 October 2015:

Cr C Pavlovich
Cr S Etherington (Deputy)

Brief:

The Mount Barker Community School Council is the decision making group to approve policies and budgets for the college. The council provides the principal with input on what programs can be developed at the college to support the community and approves the financial and schools strategic plan. The council is made up of school staff, parents, students and community members. The council meets once a term on a Tuesday afternoon.

Voting requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

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

That:

1. Cr C Pavlovich be recommended as the Council's representative on the Mount Barker Community College Council; and
2. Cr M O'Dea be appointed as Deputy to act on behalf of Cr C Pavlovich when Cr Pavlovich is unable to attend.

CARRIED (9/0)

NO. 238/17

7.2.9 MOUNT BARKER TOURIST BUREAU BOARD

Former Member as at 27 October 2015

: Cr M O'Dea
Cr J Oldfield (Deputy)

Brief:

- *Strategic Planning with the purpose of promoting the region by developing a strategic market plan; overseeing the implementation of the plan and the regular and systematic monitoring of the plan.*
- *Management of the Mount Barker Visitor Centre.*
- *Financial management of the organisation that includes developing strategies to source funding, maintain and increase membership funding as well as identify business and community sponsorship support wherever possible.*
- *Reporting to Shire of Plantagenet and Great Southern Development Commission as our main funding bodies.*
- *Ensure the memorandum of Understanding (MOU) between the Board and the Council is adhered to.*

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr J Oldfield:

That:

1. **Cr M O'Dea be appointed as the Council's representative on the Mount Barker Tourist Bureau Board; and**
2. **Cr J Oldfield be appointed as Deputy to act on behalf of Cr M O'Dea when Cr O'Dea is unable to attend.**

CARRIED (9/0)

NO. 239/17

7.2.10 OYSTER HARBOUR CATCHMENT GROUP

Former Member as at 27 October 2015:

Cr J Oldfield

Brief:

- *To foster and encourage natural resource management activities by like minded community groups in the Oyster Harbour Catchment.*
- *To co-ordinate projects that improve the environment of Oyster Harbour.*
- *To initiate projects that contribute to sustainable, productive farming systems, enhance the natural environment and improve the equilibrium between environmental and agricultural uses of the Oyster Harbour Catchment.*
- *To solely apply the property and income of the Association towards the promotion of the objectives of the Association and no part of that property or income shall be paid or otherwise distributed directly, or indirectly, to members except in good faith in the promotion of these objectives.*

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

That Cr be appointed as the Council's representative on the Oyster Harbour Catchment Group.

COUNCIL DECISION

Moved Cr J Oldfield, seconded Cr B Bell:

That no Councillor be appointed as the Council's representative on the Oyster Harbour Catchment Group.

CARRIED (9/0)

NO. 240/17

7.2.11 PARDELUP COMMUNITY LIAISON GROUP

Former Members as at 27 October 2015:

Cr K Clements
Cr L Handasyde (Deputy)
Manager Community Services (Chair)
Manager Works and Services (Deputy Chair)

Brief:

The aim is to prioritise community work for the Pardelup Work Camp participants and review the progress of ongoing Work Camp commitments.

Officer Comment

Meetings occur on quarterly basis and are held in the Committee Room at the Shire Office.

It would be preferable if the Councillor representative chaired this group.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

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

That:

1.
 - a) Cr C Pavlovich;
 - b) The officer occupying the position of Manager Community Services; and
 - c) The officer occupying the position of Manager Works and Services;be appointed as the Council's representatives on the Pardelup Community Liaison Group.
2. Cr S Etherington be appointed as Deputy to act on behalf of Cr C Pavlovich when Cr Pavlovich is unable to attend.

CARRIED (9/0)

NO. 241/17

7.2.12 PLANTAGENET SPORTING CLUB INC

Former Member as at 8 December 2015:

Cr K Clements

Brief:

The objectives of the Plantagenet Sporting Club are to manage the facility in collaboration with the Shire of Plantagenet for the benefit of the users by:

Ensuring the facility provides a range of sporting and non-sporting activities to be as inclusive and relevant to as many locals and visitors as possible;

Providing a means of communication among the users of the facility;

Manage and support volunteers to achieve identified outcomes;

Support, develop and promote sports and ancillary activities;

Employ and oversee employees as required; and

Promote safety, access and fairness.

Officer Comment

The Constitution for the PSC requires 10 members to be appointed to the executive committee. The membership of the Committee is: two representatives from each of the four 'founding clubs' being Mount Barker Football Club, Mount Barker Hockey Club, Mount Barker Cricket Club and Mount Barker Soccer Club, one representative from the Social membership and one shire appointed representative. At the Ordinary Meeting of the Council held on 8 December 2015 it was agreed that the appointment of the Shire President to the Committee would be beneficial. Shire President Cr Ken Clements had no past or present affiliations with any of the founding member clubs which at the time eliminated any perception of bias from other members of the committee.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

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

That Cr J Oldfield be appointed as the Council's representative on the Plantagenet Sporting Club Committee.

CARRIED (9/0)

NO. 242/17

7.2.13 PORONGURUP RANGE NATIONAL PARK FIRE ADVISORY COMMITTEE

Former Members as at 27 October 2015:

Cr B Bell
Chief Bush Fire Control Officer
Cr J Oldfield (Deputy)

Brief:

The role of this group is to discuss Fire Hazard Planning and Prevention strategies for the Porongurup National Park. The Committee is coordinated by the Department of Environment and Conservation (DEC) and includes captains from the local brigades, the Chief Bush Fire Control Officer, DEC staff and Fire and Emergency Services Authority (FESA) and key neighbours.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

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

That:

1. a) Cr B Bell; and
b) The Chief Bush Fire Control Officer;
be appointed as the Council's representatives on the Porongurup Range National Park Fire Advisory Committee.
2. Cr B Lang be appointed as Deputy to act on behalf of Cr B Bell when Cr Bell is unable to attend.

CARRIED (9/0)

NO. 243/17

7.2.14 PLANTAGENET HISTORICAL SOCIETY

5:01pm Cr K Clements withdrew from the meeting.

Former Member as at 27 October 2015

Cr K Clements
Cr C Pavlovich (Deputy)

Brief:

- *Encourage the study and writing of history within the Plantagenet district;*
- *Promote public interest in and support for the preservation of historical relics, including buildings and sites and the recognition of notable anniversaries, records are collected, classified and preserved; and articles are published and information exchanged (readings, discussion and exhibition).*

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr B Bell:

That:

1. **Cr M O’Dea be appointed as the Council’s representative on the Plantagenet Historical Society Committee; and**
2. **Cr C Pavlovich be appointed as Deputy to act on behalf of Cr M O’Dea when Cr O’Dea is unable to attend.**

CARRIED (8/0)

NO. 244/17

5:02pm Cr K Clements returned to the meeting.

7.2.15 PLANTAGENET VILLAGE HOMES INC

New membership request:

Brief:

Plantagenet Village Homes is a not-for profit community organisation based in Mount Barker and the primary supplier of seniors accommodation within the region. The volunteer Committee of Management have continued working with the Shire of Plantagenet to ensure that the seniors of Mount Barker and the Great Southern are cared for and supported in their living needs and choices.

Officer Comment

The CEO has received a written request for the Council to consider providing a Council representative to attend their meetings.

Currently the Committee meets every four weeks on a Tuesday at 5.30pm. These meetings do not coincide with Council meetings.

The Committee is currently moving into Stage 2 and Stage 3 Collet Barker Court involving the construction of seven independent living units and a clubhouse.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Lang, seconded Cr J Oldfield:

That Cr S Etherington be appointed as the Council's representative on the Plantagenet Village Homes Inc Committee.

CARRIED (9/0)

NO. 245/17

7.2.16 REGIONAL ROAD GROUP

5:05pm Cr J Moir withdrew from the meeting.

5:06pm Cr J Moir returned to the meeting.

Former Members as at 6 December 2016:

Cr C Pavlovich
Cr J Oldfield (Deputy)

Brief:

Regional Road Groups (RRGs) have been established to recommend Local Government road funding priorities to the Advisory Committee and to monitor the implementation of the Local Government program in their own regions. Each Regional Road Group will be chaired by a Local Government member. Main Roads will provide technical and administrative support. Regional Road Sub Groups have been established in some regions to assist the Regional Road Groups with management and consideration of local roads issues.

Officer Comment

At a meeting of the Council held on 6 December 2016 the Council's representation was changed to reflect that Cr Handasyde had been appointed Chair of the Regional Road Group. Cr Pavlovich was appointed as the Council's delegated member and Cr Oldfield appointed as Deputy. Cr Clements advised that he would continue to attend the meetings as an observer.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr M O'Dea, seconded Cr B Lang:

That:

- 1. Cr C Pavlovich be appointed as the Council's representative on the Regional Road Group Committee; and**
- 2. Cr J Oldfield be appointed as Deputy to act on behalf of Cr C Pavlovich when Cr Pavlovich is unable to attend.**

CARRIED (9/0)

NO. 246/17

7.2.17 SOUTHERN LINK VOLUNTARY REGIONAL ORGANISATION OF COUNCILS

Former Members as at 27 October 2015

Cr K Clements
Cr L Handasyde
Cr C Pavlovich (Deputy for Cr Clements)
Cr J Moir (Deputy for Cr Handasyde)

Officer Comment

The Council has a Partnering Agreement that provides the framework for future resource sharing between the Councils of Broomehill-Tambellup, Cranbrook, Kojonup and Plantagenet. This agreement does not create any legal obligation between the parties. It is a statement that incorporates the spirit of cooperation and shared discourse. Its aim is simply to establish the guiding principles for future resource sharing so that these may be implemented in a manner that provides cost benefits to the community, greater efficiency in the management of resources, and better outcomes for members and their communities.

It is appropriate for the Shire President and Deputy to be the Council's representatives on the VROC. The other members do likewise.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

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

That:

- 1. Cr C Pavlovich and Cr J Oldfield be appointed as the Council's representatives on the Southern Link Voluntary Regional Organisation of Councils;**
- 2. Cr B Bell be appointed as Deputy to act on behalf of Cr C Pavlovich when Cr Pavlovich is unable to attend; and**
- 3. Cr J Moir be appointed as Deputy to act on behalf of Cr J Oldfield when Cr Oldfield is unable to attend.**

CARRIED (9/0)

NO. 247/17

7.2.18 STIRLING RANGE NATIONAL PARK ADVISORY COMMITTEE

Former Members as at 27 October 2015:

Cr M O'Dea
Chief Bush Fire Control Officer

Brief:

The role of this group is to discuss Fire Hazard Planning and Prevention strategies for the Stirling Range National Park. The Committee is coordinated by the Department of Environment and Conservation (DEC) and includes captains from the local brigades, the Chief Bush Fire Control Officer, DEC staff and Fire and Emergency Services Authority (FESA) and key neighbours.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr M O'Dea:

That Cr M O'Dea and the Chief Bush Fire Control Officer be appointed as the Council's representatives on the Stirling Range National Park Fire Advisory Committee.

CARRIED (9/0)

NO. 248/17

7.2.19 WALGA VOTING DELEGATES (ANNUAL GENERAL MEETING AND ZONE MEETING)

Former members as at 19 July 2016:

Cr K Clements
Cr L Handasyde
Cr S Etherington (Deputy for Cr Clements)
Cr B Bell (Deputy for Cr Handasyde)

Brief:

The WA Local Government Association (WALGA) lobbies and negotiates on behalf of the Local Government industry in WA.

Officer Comment

At a meeting of the Council held on 19 July 2017 Cr J Moir resigned from the position as Deputy and Cr S Etherington was appointed to act as Deputy for Cr K Clements.

It is noted that these appointments are made for WALGA Meetings and the AGM and not for WALGA conference attendances.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Moir, seconded Cr J Oldfield:

That:

1. Cr C Pavlovich and Cr J Oldfield be appointed as the Council's voting delegates for Western Australian Local Government Association (WALGA) Annual General Meeting and Zone Meetings.
2. Cr M O'Dea be appointed as Deputy to act on behalf of Cr C Pavlovich when Cr Pavlovich is unable to attend; and
3. Cr B Lang be appointed as Deputy to act on behalf of Cr J Oldfield when Cr Oldfield is unable to attend.

CARRIED (9/0)

NO. 249/17

7.2.20 WAR MEMORIAL WARDEN

Former Warden appointed 27 October 2015:

Cr B Bell

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr M O'Dea, seconded Cr B Lang:

That Cr B Bell be appointed as the Council's War Memorial Warden.

CARRIED (9/0)

NO. 250/17

7.2.21 WILSON INLET CATCHMENT COMMITTEE INC.

Former Member as at 27 October 2015:

Cr J Hamblin

Brief:

The Wilson Inlet Catchment Committee Inc (WICC) is a peak community based organisation in the Wilson Inlet Catchment which has been operating as an incorporated body since 1995. The area of responsibility includes three local governments; the City of Albany, and the Shires of Plantagenet and Denmark.

The WICC is involved in all areas of Landcare, Catchment management, and natural resource management - achieving results with farmers and landholders on-the-ground; deep rooted perennials, nutrient reduction, fencing, weed control and revegetation; and fertiliser workshops.

The WICC has obtained funding through: Natural Heritage Trust (NHT), Envirofund, Lotterywest, and National Action Plan for Salinity and Water Quality (NAP). The South Coast Regional NRM Strategy has also enabled WICC to access funds.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

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

That Cr S Etherington be appointed as the Council's representative on the Wilson Inlet Catchment Committee.

CARRIED (9/0)

NO. 251/17

8 CLOSURE OF MEETING

5.19pm The Presiding Member declared the meeting closed.

CONFIRMED: CHAIRPERSON _____ DATE: ____ / ____ / ____