



## **SPECIAL AGENDA**

**DATE:** Thursday, 21 October 2021

**TIME:** 3:00pm

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

**Cameron Woods**  
CHIEF EXECUTIVE OFFICER

### **SPECIAL BUSINESS**

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

**Note:** All Councillors should be in attendance at 2.30pm for the Swearing in of new Councillors

## TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....	2
2	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....	2
3	ELECTION OF SHIRE PRESIDENT.....	2
4	ELECTION OF DEPUTY SHIRE PRESIDENT .....	2
5	DISCLOSURE OF INTEREST .....	3
6	ALLOTMENT OF SEATING PROVISIONS .....	3
7	INTERNAL COMMITTEE MEMBERS AND EXTERNAL REPRESENTATIVES .....	4
7.1	COUNCIL INTERNAL COMMITTEES.....	6
7.1.1	AUDIT AND RISK MANAGEMENT COMMITTEE .....	6
7.1.2	BUSH FIRE ADVISORY COMMITTEE .....	7
7.1.3	HEAVY HAULAGE ADVISORY COMMITTEE.....	9
7.1.4	HEAVY PLANT REVIEW COMMITTEE.....	10
7.1.5	LOCAL EMERGENCY MANAGEMENT COMMITTEE .....	11
7.1.6	RECREATION ADVISORY COMMITTEE.....	15
7.1.7	ROADWISE COMMITTEE .....	16
7.1.8	SALEYARDS ADVISORY COMMITTEE.....	18
7.1.9	TOURISM AND ARTS ADVISORY COMMITTEE.....	19
7.2	COUNCIL EXTERNAL COMMITTEES.....	20
7.2.1	DEVELOPMENT ASSESSMENT PANEL (DAP) MINSTERIAL APPOINTMENT .....	20
7.2.2	GREAT SOUTHERN RECREATION ADVISORY GROUP.....	22
7.2.3	GREAT SOUTHERN TREASURES.....	23
7.2.4	REGIONAL ROAD GROUP .....	24
7.2.5	SOUTH COAST ALLIANCE INC.....	25

7.2.6 SOUTHERN LINK VOLUNTARY REGIONAL ORGANISATION OF COUNCILS (VROC).....26

7.2.7 WALGA VOTING DELEGATES (ANNUAL GENERAL MEETING AND ZONE MEETING).....27

7.2.8 PARDELUP COMMUNITY LIAISON GROUP.....28

**7.3 COUNCIL COMMUNITY REPRESENTATIVE (CCR) .....29**

7.3.1 MOUNT BARKER COMMUNITY RESOURCE CENTRE BOARD .....29

7.3.2 MOUNT BARKER COMMUNITY COLLEGE COUNCIL .....30

7.3.3 PLANTAGENET SPORTING CLUB INC .....31

7.3.4 WAR MEMORIAL WARDEN.....32

**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.

In certain circumstances, members of the public are not entitled to inspect material, which in the opinion of the Chief Executive Officer is confidential and relates to a meeting or a part of a meeting that is likely to be closed to members of the public.

No responsibility whatsoever is implied or accepted by the Shire of Plantagenet for any act, omission, statement or intimation occurring during Council or Committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

**EMERGENCY EVACUATION PROCEDURES**

The Evacuation signal is a siren.

On hearing the siren, please leave the building immediately through either of the front doors. Assembly areas are to your right.

A warden will issue you with further instructions.

Obey the instruction of the warden at all times.

Do not re-enter the building at any time, unless under instruction by the Chief Warden.

## 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

On establishing there is a quorum, the Chief Executive Officer will declare the meeting open.

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

Part 5 of Division 6 Subdivision 1 of the Local Government Act 1995 requires Council Members and employees to disclose any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter being discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision-making procedure relating to the disclosed matter unless the procedures set out in Section 5.68 or 5.69 of the Act have been complied with.

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

- Members Present:
- In Attendance:
- Previously Approved Leave of Absence:

## 3 ELECTION OF SHIRE PRESIDENT

The Chief Executive Officer will act as Returning Officer for this matter and call for nominations.

The provisions of Schedule 4.1 (Local Government Act 1995) apply.

Any nominee may make a short presentation as to his or her credentials to be elected as Shire President (up to 5 minutes), with the current Shire President presenting last.

Following the election of Shire President and the taking of the Oath of Office, the Shire President will assume the Chair and adjourn the meeting for a ten-minute break to allow for further nominations to the position of Deputy Shire President.

## 4 ELECTION OF DEPUTY SHIRE PRESIDENT

The Chief Executive Officer will act as Returning Officer for this matter and call for nominations.

The provisions of Schedule 4.1 (Local Government Act 1995) apply.

Any nominee may make a short presentation as to his or her credentials to be elected as Deputy Shire President, with the current Deputy Shire President presenting last.

The Deputy Shire President is required to take an Oath of Office.

**5 DISCLOSURE OF INTEREST**

Part 5 Division 6 Local Government Act 1995

**6 ALLOTMENT OF SEATING PROVISIONS**

Clause 8.1 of the Standing Orders Local Law provides:

*'(1) At the first meeting held after each election day, or at any other time considered necessary, each member is to be allocated a seat at the Council table by the Council. (2) Each member is to occupy his or her allotted position at each Council or committee meeting.'*

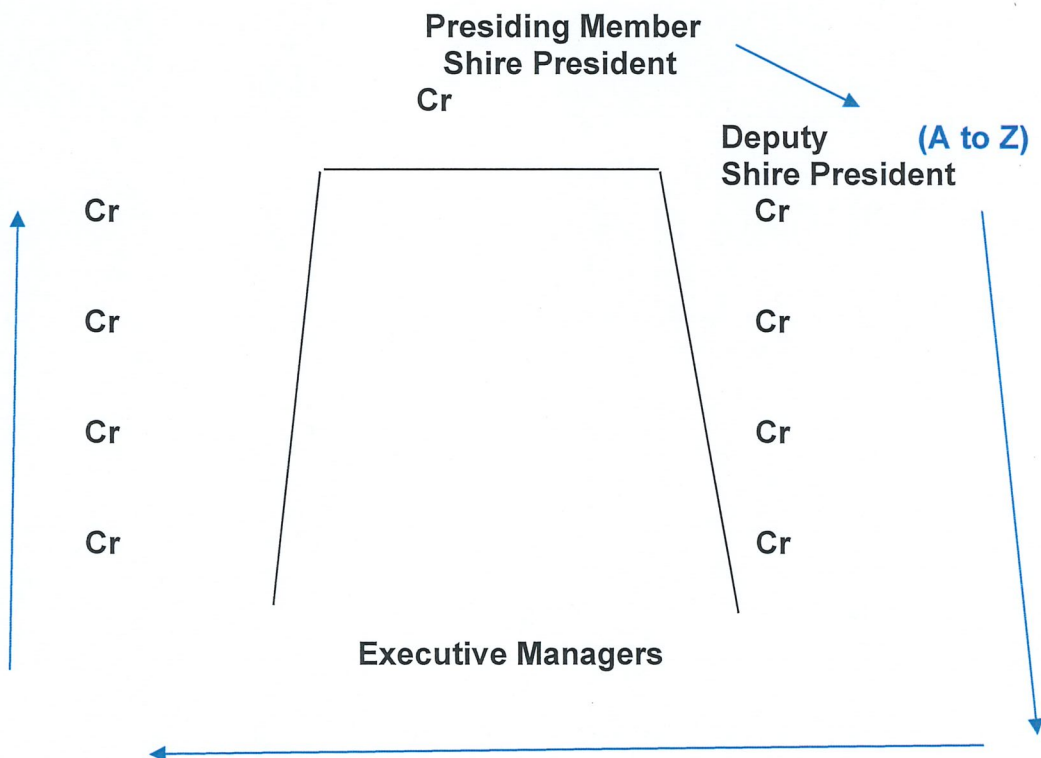
**OFFICER COMMENT**

It is considered appropriate that the Presiding Member be seated at the head of the seating plan, with the Deputy Shire President seated at his left.

Councillors should then be seated alphabetically from the Deputy Shire President's left in a clockwise position.

**OFFICER'S RECOMMENDATION:**

That 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.



---

## 7 INTERNAL COMMITTEE MEMBERS AND EXTERNAL REPRESENTATIVES

**File Ref:** N49634  
**Responsible Officer:** Cameron Woods  
Chief Executive Officer  
**Author:** Cameron Woods  
Chief Executive Officer  
**Proposed Meeting Date:** October 2021

---

### 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 22 October 2019. 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).

External representation relates to Council membership of external bodies.

### STATUTORY ENVIRONMENT

Local Government Act 1995, Section 5.11 (2) 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 formed pursuant to Section 5.8.

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 2017-2026 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 Council.
- South Coast Alliance Inc.
- Great Southern Treasures
- WALGA Great Southern Zone

**OFFICER COMMENT**

The 'Shire of Plantagenet Committees 2021 – Representation' document has been circulated to Councillors. For each committee, this document notes the Committee Brief, meeting frequency and recommended elected member representation on each.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

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

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

**be received.**



---

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

Type: Section 7.1 (A) LGA (1995) – Comprises of three or more members, Council Members (Majority), others (no employees)

Former Members as at 22 October 2019:

Cr C Pavlovich (Presiding Member)  
Cr J Oldfield  
Cr K Clements  
Cr M O'Dea  
Cr K Woltering (Deputy)

*Committee 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.*
  - b) *as to the development of a process to be used to select and appoint a person to be an auditor.*
2. *May provide guidance and assistance to the local government as to -*
  - a) *matters to be audited.*
  - b) *the scope of audits.*
  - c) *its functions under Part 6 of the Act.*
  - d) *the carrying out of its functions relating to other audits and other matters related to financial management.*
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.*
  - b) *give a copy of the CEO's report to the Council.*

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION**

That:

1. **Cr....., Cr....., Cr.... and Cr.... be appointed as members of the Audit and Risk Management Committee.**
2. **Cr.... be appointed as Deputy to act on behalf of any individual member appointed in part 1 when that member is unable to attend.**

**7.1.2 BUSH FIRE ADVISORY COMMITTEE**

Type: Bush Fires Act (1954) Section 67

Former Council members as at 2 October 2019 were:

Cr J Oldfield (Presiding Member)  
Cr L Handasyde  
Cr M O'Dea (Deputy)

Current Non-Council members appointed at a meeting of the Council held on 22 June 2021 were:

<b>POSITION</b>	<b>2021/2022 NOMINEE</b>
<b>Chief Bush Fire Control Officer</b>	<b>Norm Handasyde</b>
<b>Deputy Chief Bush Fire Control Officer No. 1 West</b>	<b>Iain Mackie</b>
<b>Deputy Chief Bush Fire Control Officer No. 2 East</b>	<b>Bryce Skinner</b>
<b>Chief Fire Weather Officer</b>	<b>Mark Wallace</b>
<b>Deputy Chief Fire Weather Officer</b>	<b>Brent Wearmouth</b>
<b>Base Radio Operator</b>	<b>Vacant</b>
<b>Deputy Base Operator</b>	<b>Val Randall – Urgent cover only and administration</b>
	<b>Ron Caudwell</b>
	<b>Jacqui Burcham</b>
	<b>Becky Barnes</b>

*Committee 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 22 June 2021.

**VOTING REQUIREMENTS**

Absolute Majority

---

**OFFICER RECOMMENDATION**

**That:**

- 1. Cr.... and Cr.... be appointed as Council members on the Bush Fire Advisory Committee; and**
- 2. Cr.... be appointed as Deputy to act on behalf of any individual member appointed in part 1 when that member is unable to attend.**

**7.1.3 HEAVY HAULAGE ADVISORY COMMITTEE**

Type: Section 5.9(2)9a) LGA 1995 – Council Members, no delegated authority.

Former Members as at 22 October 2019:

Cr L Handasyde (Presiding Member)  
Cr J Oldfield  
Cr B Bell  
Cr M O’Dea

*Committee Brief:*

*The duties of the committee shall be to:*

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

**OFFICER COMMENT****VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION**

**That:**

- 1. Cr....., Cr....., Cr.... be appointed as members of the Heavy Haulage Committee.**
- 2. Cr.... be appointed as Deputy to act on behalf of any individual member appointed in part 1 when that member is unable to attend.**

---

**7.1.4 HEAVY PLANT REVIEW COMMITTEE**

Type: Section 5.9(2)(a) LGA 1995 – Council Members, no delegated authority.

Former Members as at 22 October 2019:

Cr C Pavlovich  
Cr J Oldfield  
Cr L Handasyde  
Cr J Moir

*Committee 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****VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION**

That:

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

**7.1.5 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 22 October 2019:

Cr M O'Dea

Cr S Etherington (Deputy)

The person occupying the position of Executive Manager Works and Services.

The person occupying the position of Community Emergency Services Manager.

The person occupying the position of Environmental Coordinator.

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 for 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.

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

The person occupying the position of District Emergency Management Advisor, Office of Emergency Management, Department of Fire and Emergency Services Albany.

At its meeting held on 21 April 2020, the Council resolved:

*'That:*

- 1. Cr M O'Dea be appointed Chairman of the Local Emergency Management Committee.*
- 2. The person holding the position of Emergency Management Coordinator pursuant to section 37 of the Emergency Management Act (2005) be appointed Deputy Chairman of that committee.*
- 3. Cr Pavlovich be appointed to act as Councillor representative when Cr O'Dea is unable to attend.'*

*Committee Brief:*

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

- 1. To advise and assist the local government in ensuring that local emergency management arrangements are established for its district.*
- 2. To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.*
- 3. To carry out other emergency management activities as directed by the State Emergency Management committee or prescribed by the Regulations.*
- 4. 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.*

## **STATUTORY ENVIRONMENT**

Emergency Management Act 2005, S38 3(a) and (b) provides that:

- '(3) A local emergency management committee consists of —*
- (a) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and*
  - (b) if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.'*

## **OFFICER COMMENT**

The LEMC is different from other committees formed by the Council in that the head legislation is the Emergency Management Act 2005.

Section 38 of that Act not only requires a local government to establish a LEMC, but to appoint the members and the chairman.

The section also provides that in the event that the local emergency coordinator is not appointed as chairman, the holder of that position (in this case the Sergeant of Police) shall be appointed to the committee.

Further, in the past, the LEMC has purported to appoint its own chairman and this has always been the local government representative. Although this has never

---

caused a problem, this is not in accordance with the Act and the local authority should appoint the chairman.

**VOTING REQUIREMENTS**

Absolute Majority



---

**OFFICER RECOMMENDATION**

That:

1. Cr....;

The person occupying the position of Executive Manager Works and Services.

The person occupying the position of Community Emergency Services Manager.

The person occupying the position of Environmental Coordinator.

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 for 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.

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

The person occupying the position of District Emergency Management Advisor, Office of Emergency Management, Department of Fire and Emergency Services Albany.

be appointed as members of the Local Emergency Services Committee.

2. Cr .... be appointed as Chair of the Local Emergency Management Committee.

3. The person holding the position of Emergency Management Coordinator be appointed Deputy Chair of that committee.

4. Cr .... be appointed as Council Representative on behalf of Cr.... when Cr.... is unable to attend.

**7.1.6 RECREATION ADVISORY COMMITTEE**

Type: Section 5.9(2)(a) LGA 1995 – Council Members, no delegated authority.

Former Members as at 22 October 2019:

Cr C Pavlovich (Presiding Member)  
Cr B Bell  
Cr J Moir  
Cr K Woltering  
Cr S Etherington (Deputy)

*Committee Brief:*

- 1. Oversee and make recommendation to the Council regarding the implementation of special projects that align with the Shire of Plantagenet Strategic Community Plan.*
- 2. Liaise as necessary with community groups Recreation Centre Advisory Group, the Department of Sport and Recreation and other bodies.*
- 3. To advise the Council on the strategic direction of recreation throughout Plantagenet.*

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION**

**That:**

- 1. Cr ..., Cr..., Cr... and Cr... be appointed as members on the Recreation Advisory Committee.**
- 2. Cr.... be appointed as the Deputy to act on behalf of any individual member appointed in part 1 when that member is unable to attend.**

**7.1.7 ROADWISE COMMITTEE**

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

Former Members as at 22 October 2019:

Cr B Bell and Cr L Handasyde  
Cr K Woltering Deputy for Cr B Bell and Cr M O’Dea Deputy for Cr L Handasyde  
Executive Manager Works and Services  
Mr Carl Beck – Roadwise Safety Officer  
Mr Andrew Duffield – Main Roads Department  
Mr Brad Lenton Deputy for Mr Andrew Duffield  
Sergeant David Johnson - Mount Barker Police  
Mr Roger Barrett – Mount Barker Community College  
Mrs Elsa Drage – Community Representative  
Mr Leon Pitt – Mount Barker Community College Parents & Citizens Association  
Mr Andrew Fraser Deputy for Mr Leon Pitt  
First Class Constable Ken Brown as Deputy for Sergeant David Johnson

As at 16 June 2020:

Ms Hazel (Pauline) Hughes replaced Mr Roger Barrett as the Mount Barker Community College representative

*Committee Brief:*

*The functions of the RoadWise Committee are:*

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

**OFFICER COMMENT**

The CEO is not exercising his right pursuant to Section 5.10(5) to be appointed to the Committee.

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION**

That:

1.
  - a) Cr... and Cr...;
  - b) Executive Manager Works and Services
  - c) The person occupying the position of Roadwise Safety Officer
  - d) Mr Andrew Duffield – Main Roads Department
  - e) Mr Brad Lenton Deputy for Mr Andrew Duffield
  - f) Sergeant D Johnson - Mount Barker Police
  - g) Ms Hazel Hughes – Mount Barker Community College
  - h) Mrs Elsa Drage – Community Representative
  - i) Mr Leon Pitt – Mount Barker Community College Parents & Citizens Associationbe appointed as members of the Roadwise Committee.
  
2.
  - a) Cr.... be appointed as Deputy to act on behalf of Councillors appointed in part 1a) above when Councillor is unable to attend.
  - b) Cr....be appointed as Deputy to act on behalf of Cr.... when Cr.... is unable to attend
  - c) The person occupying the position of Deputy for Sergeant David Johnson
  - d) The person occupying the position of Deputy for Mr Leon Pitt.

**7.1.8 SALEYARDS ADVISORY COMMITTEE**

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

Former Members as at 22 October 2019:

Cr J Moir (Presiding Member)  
Cr J Oldfield  
Cr L Handasyde  
Cr M O'Dea  
Cr S Etherington (Deputy)  
Mr M Skinner (Other Industry Person)

*Committee Brief:*

*The duties of the committee shall be to:*

- 1. Make recommendations to the Council regarding the strategic direction of the Saleyards.*
- 2. Make recommendations to the Council regarding the Environmental Action Plan for the Saleyards.*
- 3. 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.*
- 4. Make recommendations to the Council regarding development works on the site.*

**OFFICER COMMENT**

At the Saleyards Advisory Committee meeting held on 28 September 2021, Mr Skinner advised that he would not renominate as the Industry Member on the Committee.

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION**

**That:**

- 1 Cr...., Cr...., Cr .... and Cr.... be appointed as members of the Saleyards Advisory Committee.**
- 3. Cr.... be appointed as the Deputy to act on behalf of any individual member appointed in part 1 when that member is unable to attend.**

**7.1.9 TOURISM AND ARTS ADVISORY COMMITTEE**

Type: Section 5.9(2) (a) LGA 1995 – Council members, no delegated authority.

*Committee Brief:*

- 1. To act as a conduit to Council for Shire of Plantagenet Tourism and Arts groups.*
- 2. To make recommendations to Council with regards to the strategic direction of tourism and the arts in the Shire.*
- 3. To develop, monitor and review formal agreements with Tourism and Arts organisations within the Shire of Plantagenet and the region.*

**OFFICER COMMENT**

A membership comprising four (4) Councillors to be elected every two (2) years post the October Council elections. One of the four (4) Councillors and a proxy will be nominated to represent the Shire of Plantagenet on the Board of Great Southern Treasures.

Meetings to be held quarterly on the second Tuesday of the month at 3pm – March, June, September and December and additional as required.

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION**

That:

- 1. Cr...., Cr...., Cr ....., Cr .... be appointed as members of the Tourism and Arts Advisory Committee.**
- 2. Cr.... be appointed as the Deputy to act on behalf of any individual member appointed in part 1 when that member is unable to attend.**
- 3. Cr.... be appointed as the Shire Representative on the Board of Great Southern Treasures.**
- 4. Cr ... be appointed as the proxy to represent the Shire on the Board of Great Southern Treasures.**

## 7.2 COUNCIL EXTERNAL COMMITTEES

### 7.2.1 DEVELOPMENT ASSESSMENT PANEL (DAP) MINISTERIAL APPOINTMENT

Current members as at 3 December 2019:

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

Development Assessment Panels (DAP) were created by the State Government to deal with development applications for particular classes of development.

Each DAP comprises of five members, being three specialist members and two local government members. All current local government DAP members were appointed on 26 July 2018, for a term ending 26 January 2020. The other members are classified as 'expert' members.

At its meeting held on 22 October 2019, the Council noted that the Ministerial appointments of Councillors Clements and Handasyde as members and Councillors Pavlovich and Oldfield as alternative members of the Development Assessment Panel until 26 January 2020.

Further, it is a mandatory requirement pursuant to the regulations that all Southern Joint Development Assessment Panel (JDAP) members attend training before they can sit on a JDAP and determine applications. Local Government members who have previously undertaken training are not required to attend further training but are encouraged to attend refresher training.

It is recommended that the convention of appointing the Shire President and Deputy Shire President to the panel be continued and that authority for those Councillors to undertake training or refresher training be authorised as required.

Given that Councillors Ken Clements and Len Handasyde have already attended the training, it is recommended that they be nominated as alternative members.

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

#### OFFICER COMMENT

At its meeting held on 3 December 2019 the Council resolved:

*'That:*

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

4. *The members referred to above be authorised to undertake the mandatory training for Development Assessment Panel members.'*

Appointments expire on 26 January 2022. Should any Councillor who is appointed not be re-elected, it will be necessary to renominate another member for the Minister's consideration.

#### **VOTING REQUIREMENTS**

Simple Majority

#### **OFFICER RECOMMENDATION**

That:

1. The Shire President and Deputy Shire President be nominated as representatives for the Shire of Plantagenet for the Southern Joint Development Assessment Panel (JDAP) for the term commencing 26 January 2022 to 26 January 2024.
2. Cr ... and Cr ... be nominated as alternate members for the term commencing 26 January 2022 to 26 January 2024.
3. The Development Assessment Panels Local Government Member Nomination form be completed and submitted to the Department Planning, Lands and Heritage by Friday 19 November 2021.
4. The appointments of Councillors C Pavlovich, J Oldfield, K Clements and L Handasyde until 26 January 2022, be noted.



---

**7.2.2 GREAT SOUTHERN RECREATION ADVISORY GROUP**

Former Members as at 22 October 2019:

Cr S Etherington  
Cr K Clements (Deputy)  
Officer occupying the position of Executive Manager Strategic  
Development

*Committee 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.*
- *Acting as a reference point on sport and recreation issues.*

**OFFICER COMMENT**

The elected member representative for the Great Southern Recreation Advisory Group will be a Council representative on the Shire of Plantagenet Internal Recreation Advisory Committee.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That:

1. Cr .... and the CEO nominated officer be appointed as the Council's representatives on the Great Southern Regional Recreation Advisory Group.
2. Cr .... be appointed as Deputy to act on behalf of the elected representative referred to in (1) above when that Councillor is unable to attend.

---

**7.2.3 GREAT SOUTHERN TREASURES**

Former Members as at 22 October 2019:

CEO or officer occupying the position of Executive Manager Strategic Development

*Committee 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.*
- *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 (now known as Great Southern Treasures) in June 2016. This provided the opportunity to nominate a delegate to attend meetings.

The Council representative nominated to the Great Southern Treasures will be a Council nominated representative for the internal Tourism and Arts Advisory Committee.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

**That:**

- 1. Cr.... be appointed as the Shire Representative on the Board of Great Southern Treasures.**
- 2. Cr ... be appointed as the proxy to represent the Shire of the Board of Great Southern Treasures.**

**7.2.4 REGIONAL ROAD GROUP**

Former Members as at 22 October 2019:

Cr L Handasyde  
Cr C Pavlovich (First Deputy)  
Cr J Oldfield (Second Deputy)

*Committee 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 Subgroups have been established in some regions to assist the Regional Road Groups with management and consideration of local roads issues.*

**OFFICER COMMENT****VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That:

1. Cr .... be appointed as the Council's representative on the Regional Road Group Committee.
2. Cr .... be appointed as First Deputy when Cr .... is unable to attend.
3. Cr .... be appointed as Second Deputy when both Crs .... and .... are unable to attend.

## 7.2.5 SOUTH COAST ALLIANCE INC.

Former Members as at 22 October 2019:

Cr C Pavlovich  
Cr J Oldfield  
Cr L Handasyde  
Cr K Clements (Proxy)

*Committee 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.'*

*This Volunteer Regional Organisation of Council has subsequently become incorporated pursuant to the Associations Incorporation Act.*

*In June 2019, The South Coast Alliance accepted the application for the Shire of Jerramungup to join the Alliance.*

### **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. Further, another Councillor should be appointed as deputy for any one of the above members.

At a meeting of the South Coast Alliance Inc. held 19 September 2019, it was agreed that Draft 1 of the Membership Policy, stating that '*...the Association Executive Committee will be elected at the AGM with three representatives from each Local Government Authority. Nominations will be the Mayor or President, Deputy Mayor or President and one elected member from each LGA...*', be adopted.

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER RECOMMENDATION**

**That:**

- 1. The Shire President, Deputy Shire President and Cr... be appointed as the Council's representatives to the South Coast Alliance (Inc.)**
- 2. Cr.... be appointed as the proxy to act on behalf of any individual member appointed in part 1 above when that member is unable to attend.**

---

**7.2.6 SOUTHERN LINK VOLUNTARY REGIONAL ORGANISATION OF COUNCILS (VROC)**

Former Members as at 22 October 2019:

Cr C Pavlovich  
Cr J Oldfield  
Cr B Bell (Deputy for Cr Pavlovich)  
Cr J Moir (Deputy for Cr Oldfield)

**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.

In November 2019, the VROC extended an invitation to the Shires of Katanning and Gnowangerup to attend Full VROC and CEO meetings respectively for the 2020 calendar year to gauge interest in join the Southern Link VROC.

In December 2020, it was resolved by the VROC to seek existing member shire agreement for the Shires of Gnowangerup and Katanning to become full members.

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**

That:

1. The Shire President and Deputy Shire President be appointed as the Council's representatives on the Southern Link Voluntary Regional Organisation of Councils.
2. Cr .... be appointed as Deputy to act on behalf of the Shire President when the Shire President is unable to attend.
3. Cr .... be appointed as Deputy to act on behalf of the Deputy Shire President when the Deputy Shire President is unable to attend.

**7.2.7 WALGA VOTING DELEGATES (ANNUAL GENERAL MEETING AND ZONE MEETING)**

Former Members as at 22 October 2019:

Cr C Pavlovich  
Cr J Oldfield  
Cr K Clements (Deputy for Cr Pavlovich)  
Cr B Bell (Deputy for Cr Oldfield)

*Committee Brief:*

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

**OFFICER COMMENT**

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

It is appropriate for the Shire of Plantagenet that the Shire President and Deputy Shire President be the Council's representatives as the WALGA voting delegates.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That:

- 1. The Shire President and Deputy Shire President be appointed as the Council's voting delegates for Western Australian Local Government Association (WALGA) Annual General Meeting and Zone Meetings.**
- 2. Cr .... be appointed as Deputy to act on behalf of the Shire President when the Shire President is unable to attend.**
- 3. Cr .... be appointed as Deputy to act on behalf of the Deputy Shire President when the Deputy Shire President is unable to attend.**

**7.2.8 PARDELUP COMMUNITY LIAISON GROUP**

Former Members as at 22 October 2019:

Cr C Pavlovich  
Cr L Handasyde (Deputy)  
Executive Manager Strategic Development (Chair)  
Executive Manager Works and Services (Deputy Chair)

*Committee 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 for the Councillor representative to chair this group and for officers to provide executive support.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That:

1.
  - a) Cr ....., Cr .... and
  - b) The officer occupying the position of Executive Manager Works and Servicesbe appointed as the Council's representatives on the Pardelup Community Liaison Group.
2. Cr... be appointed as Deputy to act on behalf of Cr... when Cr... is unable to attend.

**7.3 COUNCIL COMMUNITY REPRESENTATIVE (CCR)****7.3.1 MOUNT BARKER COMMUNITY RESOURCE CENTRE BOARD**

Former Members as at 22 October 2019:

Cr J Oldfield  
Cr M O'Dea (Deputy)

*Committee 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.*

**OFFICER COMMENT**

This position in 'ex officio'.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That:

1. Cr .... be appointed as the Council's representative on the Mount Barker Community Centre Board.
2. Cr .... be appointed as Deputy to act on behalf of Cr .... when Cr .... is unable to attend.



**7.3.2 MOUNT BARKER COMMUNITY COLLEGE COUNCIL**

Former Member as at 22 October 2019:

Cr K Woltering  
Cr C Pavlovich (Deputy)

*Committee 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.*

**OFFICER COMMENT**

This position in 'ex officio'.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

**That:**

- 1. Cr .... be recommended as the Council's representative on the Mount Barker Community College Council.**
- 2. Cr .... be appointed as Deputy to act on behalf of Cr .... when Cr .... is unable to attend.**

### 7.3.3 PLANTAGENET SPORTING CLUB INC

Former Member as at 22 October 2019:

Cr J Oldfield

*Committee 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.*
- *Promote safety, access and fairness.*

#### **OFFICER COMMENT**

The Constitution for the Plantagenet Sporting Club (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.

It should be noted that the Constitution of the Plantagenet Sporting Club Inc. provides that the Council can appoint its Councillor representative as Chair of the body.

#### **VOTING REQUIREMENTS**

Simple Majority

#### **OFFICER RECOMMENDATION**

That:

1. Cr .... be appointed as the Council's representative on the Plantagenet Sporting Club Committee.
2. Cr .... be appointed as Proxy to act on behalf of Cr .... when Cr .... is unable to attend.

### **7.3.4 WAR MEMORIAL WARDEN**

Former Warden appointed 22 October 2019:

Cr B Bell

Ceremonial position that acts as the conduit between the Shire and the community in relation to war memorial matters.

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER RECOMMENDATION**

That:

1. Cr .... be appointed as the Council's War Memorial Warden.
2. Cr .... be appointed as Deputy to act on behalf of Cr .... when Cr .... is unable to attend.

## **8 CLOSURE OF MEETING**