



SPECIAL MINUTES

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

Resolution numbers: 168/21 to 191/21

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS/ACKNOWLEDGEMENT OF TRADITIONAL LANDOWNERS

3.00pm: The Chief Executive Officer declared the meeting open and presided pursuant to Schedule 2.3(3) Local Government Act 1995.

The Chief Executive Officer acknowledged the Traditional Custodians of the Land, paying respects to their Elders past, present and emerging.

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

- Members Present:

| | |
|------------------|------------|
| Cr K Clements | Councillor |
| Cr S Etherington | Councillor |
| Cr A Fraser | Councillor |
| Cr L Handasyde | Councillor |
| Cr M O'Dea | Councillor |
| Cr J Oldfield | Councillor |
| Cr C Pavlovich | Councillor |
| Cr K Woltering | Councillor |

- In Attendance:

| | |
|--------------------|--|
| Mr Cameron Woods | Chief Executive Officer |
| Mr Andrus Budrikis | Executive Manager Development Services |
| Mr John Fathers | Executive Manager Corporate Services |
| Mr David Lynch | Executive Manager Works and Services |
| Ms Nolene Wake | Executive Officer |

- Apologies:

Cr B Bell

- Members of the Public Present:

There were no members of the public present.

Previously Approved Leave of Absence:

Nil

Disclaimer:

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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.

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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 Chris Pavlovich.

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

There being no further nominations, the Chief Executive Officer declared Cr C Pavlovich elected as Shire President, unopposed.

Cr C Pavlovich then took the Declaration of Office before Chief Executive Officer Cameron Woods and assumed the Chair.

3.05pm **Adjournment of Meeting**

Cr Pavlovich took the Chair and adjourned the meeting to resume at 3.15pm.

3.16pm **Resumption of Meeting**

Attendance

| | |
|------------------|------------|
| Cr K Clements | Councillor |
| Cr S Etherington | Councillor |
| Cr A Fraser | Councillor |
| Cr L Handasyde | Councillor |
| Cr M O'Dea | Councillor |
| Cr J Oldfield | Councillor |
| Cr C Pavlovich | Councillor |
| Cr K Woltering | Councillor |

| | |
|--------------------|--|
| Mr Cameron Woods | Chief Executive Officer |
| Mr Andrus Budrikis | Executive Manager Development Services |
| Mr John Fathers | Executive Manager Corporate Services |
| Mr David Lynch | Executive Manager Works and Services |
| Ms Nolene Wake | Executive Officer |

There were no members of the public present.

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 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 Oldfield then took the Declaration of Office before Chief Executive Officer Cameron Woods.

5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

Nil

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

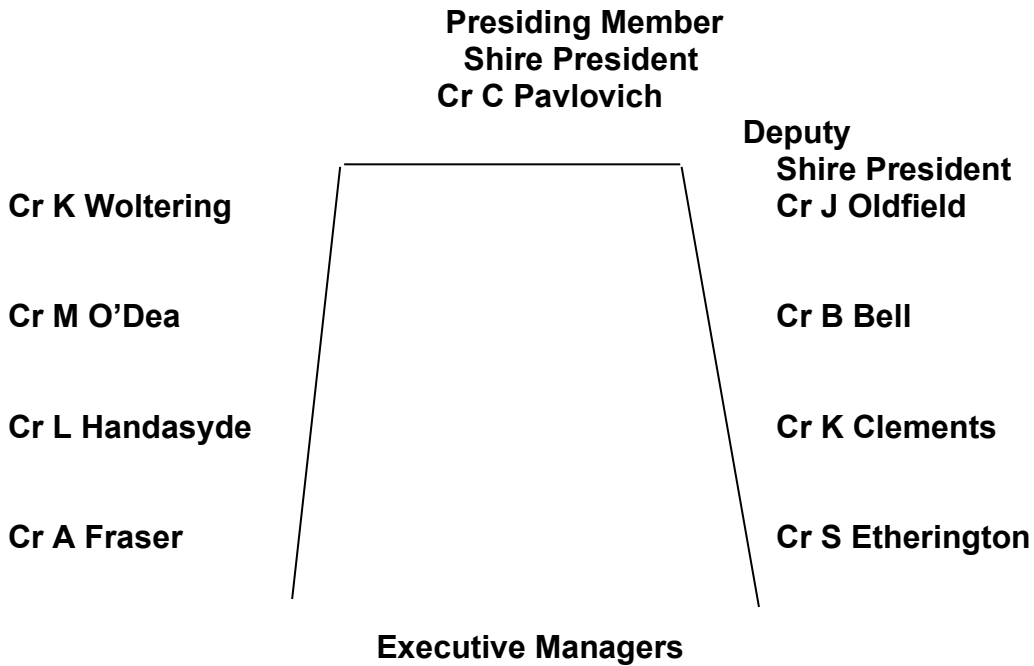
It is considered appropriate that the Presiding Member be seated at the head of the seating plan, with the Deputy Shire President seated at his left.

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

OFFICER'S RECOMMENDATION

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

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.



AMENDMENT

Moved Cr K Clements, seconded Cr L Handasyde:

That Cr A Fraser be seated to the immediate left of the Deputy Shire President, then Cr S Etherington and then Cr B Bell.

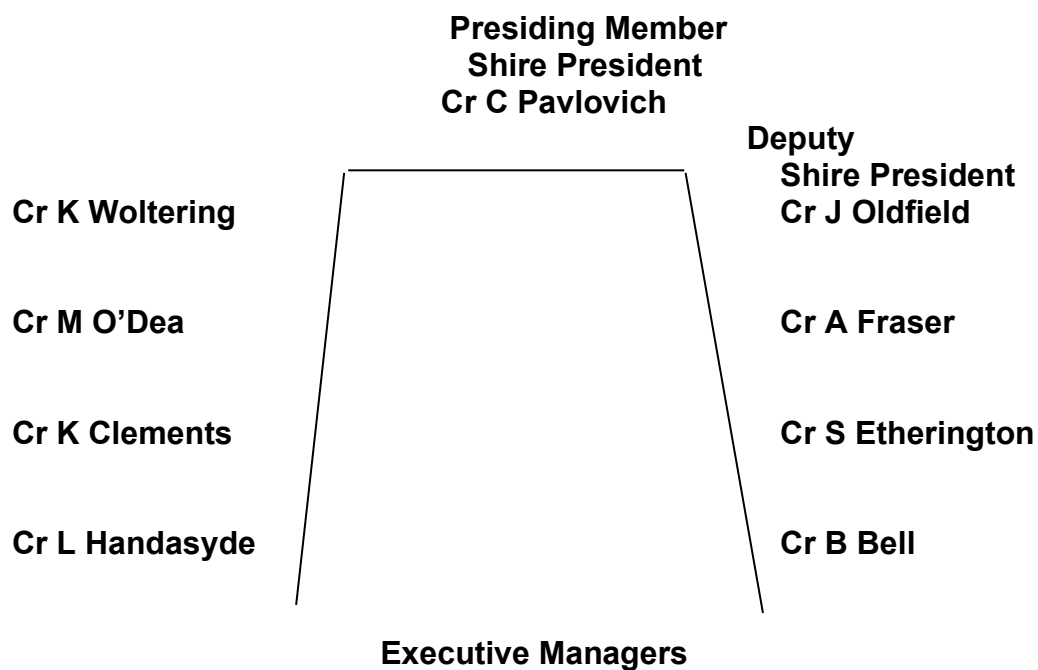
CARRIED (8/0)

NO. 168/21

COUNCIL DECISION

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

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.



CARRIED (8/0)

NO. 169/21

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/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr K Woltering:

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.

CARRIED (8/0)

NO. 170/21

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/COUNCIL DECISION

Moved Cr K Clements seconded Cr M O'Dea:

That:

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

CARRIED (8/0)

NO. 171/21

Absolute Majority

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 K Woltering (Deputy)

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

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

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/COUNCIL DECISION

Moved Cr M O’Dea, seconded Cr K Woltering:

That:

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

CARRIED (8/0)

NO. 172/21

Absolute Majority

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/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr K Woltering:

That:

- 1. Cr J Oldfield, Cr C Bell, Cr L Handasyde be appointed as members of the Heavy Haulage Committee.**
- 2. Cr A Fraser be appointed as Deputy to act on behalf of any individual member appointed in part 1 when that member is unable to attend.**

CARRIED (8/0)

NO. 173/21

Absolute Majority

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/COUNCIL DECISION

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

That:

1. Cr J Oldfield, Cr B Bell and Cr L Handasyde be appointed as members on the Heavy Plant Review Committee.
2. Cr C Pavlovich be appointed as Deputy to act on behalf of any individual member appointed in part 1 when that member is unable to attend.

CARRIED (8/0)

NO. 174/21

Absolute Majority

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/COUNCIL DECISION

Moved Cr J Oldfield, seconded Cr K Clements:

That:

1. Cr L Handasyde;

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.

The person occupying the position of Representative for Mount Barker Community College.

be appointed as members of the Local Emergency Services Committee.

2. Cr L Handasyde 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 S Etherington be appointed as Council Representative on behalf of Cr Handasyde when Cr Handasyde is unable to attend.**

CARRIED (8/0)

NO. 175/21

Absolute Majority

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/COUNCIL DECISION

Moved Cr A Fraser, seconded Cr K Clements:

That:

- 1. Cr B Bell, Cr K Clements, Cr M O’Dea and Cr K Woltering be appointed as members on the Recreation Advisory Committee.**
- 2. Cr S Etherington be appointed as the Deputy to act on behalf of any individual member appointed in part 1 when that member is unable to attend.**

CARRIED (9/0)

NO. 176/21

Absolute Majority

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/COUNCIL DECISION**Moved Cr K Clements, seconded Cr L Handasyde:****That:**

1.
 - a) Cr B Bell, Cr M O'Dea and Cr K Woltering;
 - 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) The person occupying the position of Deputy for Sergeant David Johnson
 - b) The person occupying the position of Deputy for Mr Leon Pitt.

CARRIED (8/0)**NO. 177/21****Absolute Majority**

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/COUNCIL DECISION

Moved Cr K Clements seconded Cr M O'Dea:

That:

- 1 Cr J Oldfield, Cr B Bell, Cr L Handasyde and Cr M O'Dea be appointed as members of the Saleyards Advisory Committee.**
- 3. Cr A Fraser be appointed as the Deputy to act on behalf of any individual member appointed in part 1 when that member is unable to attend.**

CARRIED (8/0)

NO. 178/21

Absolute Majority

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/COUNCIL DECISION

Moved Cr K Woltering, seconded Cr M O’Dea:

That:

- 1. Cr A Fraser, Cr M O’Dea and Cr K Woltering be appointed as members of the Tourism and Arts Advisory Committee.**
- 2. Cr C Pavlovich 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 M O’Dea be appointed as the Shire Representative on the Board of Great Southern Treasures.**
- 4. Cr A Fraser be appointed as the proxy to represent the Shire on the Board of Great Southern Treasures.**

CARRIED (8/0)

NO. 179/21

Absolute Majority

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/COUNCIL DECISION

Moved Cr K Woltering, seconded A Fraser:

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 L Handasyde and Cr K Clements 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.

CARRIED (8/0)

NO. 180/21

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/COUNCIL DECISION

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

That:

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

CARRIED (8/0)

NO. 181/21

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.

COUNCIL DECISION

Moved Cr K Clements, seconded Cr K Woltering:

That Item 7.2.3 Great Southern Treasures be removed from the Agenda as it was dealt with under Item 7.1.9 Tourism and Arts Advisory Committee.

CARRIED (8/0)

NO. 182/21

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/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr K Woltering:

That:

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

CARRIED (8/0)

NO. 183/21

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/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr J Oldfield:

That:

- 1. The Shire President, Deputy Shire President and Cr K Woltering be appointed as the Council's representatives to the South Coast Alliance (Inc.)**
- 2. Cr K Clements 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.**

CARRIED (8/0)

NO. 184/21

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/COUNCIL DECISION

Moved Cr J Oldfield, seconded Cr K Woltering:

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 M O'Dea be appointed as Deputy to act on behalf of the Shire President when the Shire President is unable to attend.**
3. **Cr K Clements be appointed as Deputy to act on behalf of the Deputy Shire President when the Deputy Shire President is unable to attend.**

CARRIED (8/0)

NO. 185/21

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/COUNCIL DECISION

Moved Cr L Handasyde seconded Cr M O'Dea:

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 K Clements be appointed as Deputy to act on behalf of the Shire President when the Shire President is unable to attend.
3. Cr B Bell be appointed as Deputy to act on behalf of the Deputy Shire President when the Deputy Shire President is unable to attend.

CARRIED (8/0)

NO. 186/21

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/COUNCIL DECISION

Moved Cr M O'Dea seconded Cr K Woltering:

That:

- 1. a) Cr S Etherington and Cr L Handasyde**
 - b) The officer occupying the position of Executive Manager Works and Services**
be appointed as the Council's representatives on the Pardelup Community Liaison Group.
- 2. Cr K Clements be appointed as Deputy to act on behalf of Crs Etherington and Handasyde when either Crs Etherington or Handasyde are unable to attend.**

CARRIED (8/0)

NO. 187/21

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/COUNCIL DECISION

Moved Cr M O'Dea, seconded Cr K Woltering:

That:

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

CARRIED (8/0)

NO. 188/21

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/COUNCIL DECISION

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

That:

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

CARRIED (8/0)

NO. 189/21

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/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr J Oldfield:

That:

- 1. Cr K Woltering be appointed as the Council's representative on the Plantagenet Sporting Club Committee.**
- 2. Cr M O'Dea be appointed as Proxy to act on behalf of Cr K Woltering when Cr K Woltering is unable to attend.**

CARRIED (8/0)

NO. 190/21

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/COUNCIL DECISION

Moved Cr A Fraser, seconded Cr K Woltering:

That:

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

CARRIED (8/0)

NO. 191/21

8 CLOSURE OF MEETING

4.18pm The Presiding Member declared the meeting closed.

CONFIRMED: CHAIRPERSON _____ **DATE:** ____/____/____