



Shire of
Plantagenet

Mount Barker • Kendenup • Narrikup
Porongurup • Rocky Gully

ORDINARY AGENDA

An Ordinary Meeting of Council will be held at the
Shire of Plantagenet Council Chambers, Mount Barker
at 5:00pm on Tuesday 24 February 2026



Julian Murphy
CHIEF EXECUTIVE OFFICER



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TABLE OF CONTENTS

| ITEM | SUBJECT | PAGE NO |
|------|--|---------|
| 1 | DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS..... | 3 |
| 2 | RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED) | 3 |
| 3 | PUBLIC QUESTION TIME | 3 |
| | 3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE | 3 |
| | 3.1.1 MR PAUL NIELD – RESIDENT OF THE SHIRE OF PLANTAGENET..... | 3 |
| | 3.2 PUBLIC QUESTION TIME - SECTION 5.24 LOCAL GOVERNMENT ACT 1995..... | 4 |
| 4 | PETITIONS / DEPUTATIONS / PRESENTATIONS..... | 4 |
| 5 | DISCLOSURE OF INTEREST..... | 4 |
| 6 | APPLICATIONS FOR LEAVE OF ABSENCE | 5 |
| 7 | CONFIRMATION OF MINUTES..... | 6 |
| | 7.1 ORDINARY MINUTES OF COUNCIL HELD 16 DECEMBER 2025..... | 6 |
| 8 | ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION | 6 |
| 9 | REPORTS OF COMMITTEES AND OFFICERS..... | 7 |
| | 9.1 DEVELOPMENT & REGULATORY SERVICES REPORTS | 7 |
| | 9.1.1 SHIRE OF PLANTAGENET HOUSING STRATEGY..... | 7 |
| | 9.1.2 LOCAL PLANNING STRATEGY REVIEW..... | 13 |
| | 9.1.3 PROPOSED AMENDMENT NO. 3 TO LOCAL PLANNING SCHEME NO. 5 (RESIDENTIAL UPCODING & OMNIBUS AMENDMENT)..... | 19 |

| | | |
|------------|---|-----------|
| 9.1.4 | PROPOSED ADOPTION OF LOCAL PLANNING POLICY FOR DAMS & WATER FEATURES FOLLOWING PUBLIC ADVERTISING | 25 |
| 9.2 | INFRASTRUCTURE AND ASSETS REPORTS | 31 |
| 9.3 | CORPORATE AND COMMUNITY SERVICES REPORTS | 32 |
| 9.3.1 | COMMUNITY GRANT PROGRAM GUIDELINES - PROPOSED AMENDMENTS | 32 |
| 9.3.2 | 2025 / 2026 FEES AND CHARGES AMENDMENT | 36 |
| 9.3.3 | LIST OF ACCOUNTS – DECEMBER 2025 & JANUARY 2026..... | 41 |
| 9.3.4 | MONTHLY FINANCIAL REPORT – DECEMBER 2025 & JANUARY 2026..... | 45 |
| 9.3.5 | 2025/2026 MID YEAR BUDGET REVIEW | 48 |
| 9.3.6 | DEBT WRITE OFF – SUNDRY DEBTORS | 55 |
| 9.4 | EXECUTIVE SERVICES REPORTS..... | 58 |
| 9.4.1 | GREAT SOUTHERN VOLUNTARY REGIONAL ORGANISATION OF COUNCILS..... | 58 |
| 9.4.2 | CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES..... | 62 |
| 10 | MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN | 65 |
| 11 | NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING | 65 |
| 12 | CONFIDENTIAL | 65 |
| 12.1.1 | TENDER CO4-2526 PORONGURUP HALL EXTENSION..... | 65 |
| 13 | CLOSURE OF MEETING..... | 65 |

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member will declare the meeting open.

Welcome to this Ordinary Meeting of Council, of Tuesday the 24 February 2026, commencing at 5:00pm. This meeting is being audio-recorded, in accordance with Regulation 14l of the Local Government Regulations 1996.

I also point you to the Disclaimer and Emergency Procedures on the lead in pages of this document for this building.

The Shire of Plantagenet acknowledges the traditional custodians of our area and their continuing connection to the land and community. We pay our respects to all members of the Menang Noongar community and their culture; and to Elders past and present.

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

Members Present:

In Attendance:

Apologies:

Members of the Public Present:

Previously Approved Leave of Absence:

3 PUBLIC QUESTION TIME**3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE****3.1.1 MR PAUL NIELD – RESIDENT OF THE SHIRE OF PLANTAGENET**

At the Ordinary meeting of Council held on 16 December 2025, Mr Nield asked the following questions of Council which were taken on notice. A written response was provided to Mr Nield on 15 January 2026, noted under:

Question 1

So, I can take it that CEO Murphy has advised all Council members of the rapid escalation of Autism (an illness hardly heard of when some of us were young) and its association with vaccinations?

Response

This is not a matter for the Shire of Plantagenet. The Western Australian Department of Health is responsible for the administration of community immunisation programs in Western Australia.

Question 2

Has CEO Murphy advised all Councillors that contrary to Health Department claims, suggestions and/or directives, there is neither Health nor medical advantage with injecting children with anti-covid drug/DNA injections?

Response

It is neither the area of expertise nor the remit of any Shire employees including the CEO to advise Council on matters to do with the immunisation of the community against certain infectious diseases. The Shire of Plantagenet will continue to rely on advice from the Western Australian Department of Health for guidance and direction on matters to do with infectious diseases and public health.

Question 3

Is there any Councillor who has any reservations whatsoever in Shire children, or pregnant females, being injected with anti-covid products, currently recognised as failing to remain in the area of injection, recognised as having spike protein in placenta's from new births, spike protein throughout bodies as much as months or even years after such injections and claimed by reliable sources as having adverse impact upon vaccinated, even sudden death syndrome, possibly cot deaths ?

Response

The Councillors of the Shire of Plantagenet will not speculate on matters of public health and will be guided by the relevant State and Federal matters to do with immunisation and infectious diseases.

3.2 PUBLIC QUESTION TIME - SECTION 5.24 LOCAL GOVERNMENT ACT 1995**4 PETITIONS / DEPUTATIONS / PRESENTATIONS****5 DISCLOSURE OF INTEREST**

Part 5 Division 6 Local Government Act 1995

6 APPLICATIONS FOR LEAVE OF ABSENCE

Section 5.25 Local Government Act 1995

Nil

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MINUTES OF COUNCIL HELD 16 DECEMBER 2025

Minutes, as circulated, of the Ordinary Meeting of the Shire of Plantagenet, held on 16 December 2025.

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 16 December 2025, be confirmed as a true and accurate record.

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 DEVELOPMENT & REGULATORY SERVICES REPORTS

9.1.1 SHIRE OF PLANTAGENET HOUSING STRATEGY

| | |
|-------------------------------|---|
| Synergy Ref: | N67486 |
| Attachment: | <u>A – Shire of Plantagenet Housing Strategy 2026</u> <u>B – Resident Housing Survey Results</u> <u>C – Industry Housing Survey Results</u> |
| Responsible Officer: | André Pinto, Executive Manager Development & Regulatory |
| Author: | Teiga Murray, Senior Planner; Will Hosken, Manager Planning & Development Services |
| Proprietor/Applicant: | n/a |
| Proposed Meeting Date: | 24 February 2025 |

PURPOSE

The purpose of this report is to present the Shire of Plantagenet Housing Strategy for adoption.

BACKGROUND

Housing is a cornerstone for the well-being of everyone in our community. Safe, secure and affordable housing is fundamental to the lives of our residents and underpins a connected and cohesive community.

Although primary responsibility for housing delivery lies with State Government and the private market, local governments can positively influence housing outcomes by taking actions within our specific sphere of influence.

The Shire of Plantagenet has experienced increasing pressure on housing availability, affordability and diversity, reflecting broader regional and state-wide housing challenges. These pressures have been identified through community feedback, development trends, and demographic change, including an ageing population, demand for smaller dwellings, and challenges attracting and retaining key workers. In response, the Shire has prepared a Housing Strategy to provide a coordinated, evidence-based framework to guide housing outcomes over the medium to long term. The Strategy has been informed by analysis of demographic data, housing supply trends, market indicators, planning constraints, and community and industry engagement. The objectives of the Housing Strategy include:

- Improving housing supply and diversity across the Shire;
- Supporting housing affordability and access for a range of household types;

- Identifying planning, infrastructure and policy actions to enable housing delivery; and
- Strengthening advocacy and partnerships with State agencies, housing providers and the private sector.

The Strategy is intended to function as a strategic guiding document and does not rezone land or directly approve development. Rather, it establishes a clear, evidence-based framework to guide future decision-making, inform subsequent statutory planning processes, prioritise advocacy efforts and actions, and strengthen partnerships with State Government, community housing providers and the private sector. This includes, for example, providing direction for review and amendment of the Shire's Local Planning Strategy and Scheme.

The Shire of Plantagenet received funding via a Federal Grant: Housing Support Program Stream 1 to support the development of the Housing Strategy.

EXTERNAL CONSULTATION

Community and industry engagement formed a core part of the Housing Strategy's development, ensuring local experiences and market insights directly informed the evidence base and strategic directions.

Two targeted surveys were undertaken:

Resident Housing Survey

The Resident Housing Survey received **235 responses** from across the Shire and sought input on:

- Housing affordability, condition and suitability;
- Challenges accessing housing, including cost, availability and location;
- Anticipated housing needs over the next 5–10 years; and
- Priorities for the Shire in planning for future housing.

Responses were primarily received from Mount Barker (63 per cent) and Kendenup (24 per cent), with the majority of respondents being long-term residents. Home ownership was the dominant tenure, with approximately 80 per cent of respondents owning their home either outright or with a mortgage.

Affordability pressures were evident, with 34 per cent of respondents reporting that they spend 30 per cent or more of their gross income on housing costs. Cost, lack of housing supply, and limited rental availability were the most commonly identified challenges, alongside concerns regarding limited housing suited to seniors, people with disability, and households seeking smaller or more accessible dwellings.

Nearly half of resident respondents (46 per cent) indicated that their housing needs are likely to change within the next 5–10 years, reinforcing the importance of proactively planning for future demand. There was strong community support for increased housing diversity, well-designed infill development within existing

townsites, and more flexible planning controls to enable a broader range of housing types.

Industry Housing Survey

The Industry Housing Survey received **12 responses** from housing-related businesses and organisations, including builders, real estate agents, and community housing organisations. The survey explored:

- Housing supply and demand trends;
- Infrastructure, workforce and planning constraints;
- Housing types in highest demand; and
- Practical recommendations to support housing delivery and diversity.

Industry respondents identified a supply-constrained housing market, with insufficient housing supply and limited rental availability cited as the most significant issues. Ninety-one per cent of respondents indicated that demand for housing in the Shire is increasing, reinforcing concerns about the adequacy of current and future housing provision.

Construction costs, availability of trades and labour, planning or zoning restrictions, and land availability were identified as the main factors limiting new housing development. Both resident and industry responses highlighted the need for a more proactive and flexible planning approach, with industry respondents specifically advocating for increased subdivision opportunities and reduced regulatory barriers to support housing delivery and diversity.

The surveys complemented earlier engagement undertaken by the Shire through the Strategic Community Plan and Key Worker Housing Study, providing additional insight into current and emerging housing challenges.

STATUTORY ENVIRONMENT

The Housing Strategy is a non-statutory document intended to inform future statutory planning processes.

POLICY IMPLICATIONS

There are no immediate policy implications arising from this report. Any future policy amendments informed by the Strategy will be subject to separate consideration by Council.

FINANCIAL IMPLICATIONS

There are no immediate budget implications arising from this report. Any actions requiring funding will be subject to future consideration by Council through the annual budget and long-term financial planning processes.

By identifying housing-related projects and priorities the Strategy also enables the Shire to leverage existing opportunities, identify low-cost actions and apply for grant funding to support significant projects.

BUDGET IMPLICATIONS

There are no immediate budget implications arising from this report. Any future budget requirements associated with implementation of the Strategy will be considered through Council's annual budget and long-term financial planning processes.

LEGAL IMPLICATIONS

There are no legal implications arising from this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications, as no assets are being created, acquired or disposed of through adoption of this report.

STRATEGIC IMPLICATIONS

The Housing Strategy will become a key informing document within the Shire's strategic planning framework. The Housing Strategy is subsidiary to the Strategic Community Plan 2025-2035 and will guide:

- Review of the Local Planning Strategy;
- Consideration of Local Planning Scheme amendments;
- Infrastructure planning and delivery by the Shire and other agencies; and
- Advocacy to State Government and other partners regarding housing delivery.

RISK MITIGATION IMPLICATIONS

Low Risk

This item has been evaluated against the Shire of Plantagenet Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "Low" risk and can be managed by routine procedures and with currently available resources.

STRATEGIC RISK IMPLICATIONS

There are no strategic risk implications arising directly from the adoption of this report.

As a non-statutory guiding document, the Housing Strategy does not commit the Shire to specific projects, expenditures or statutory changes. Any future actions, planning amendments or investments arising from the Strategy will be subject to separate Council consideration and risk assessment at the relevant time.

REGIONAL IMPLICATIONS

There are no direct regional implications arising from adoption of this report.

The Strategy aligns with State and regional housing objectives and supports a coordinated response to housing challenges across the Great Southern region,

including improved housing supply, diversity and workforce accommodation outcomes.

OFFICER COMMENT

The Shire of Plantagenet Housing Strategy provides an overview and broad-based response to current and emerging housing challenges across the Shire. It is underpinned by detailed analysis of demographic trends, housing supply and demand, market conditions, planning and infrastructure constraints, and targeted engagement with residents and industry stakeholders.

The Strategy identifies that the Shire's housing system is under increasing pressure, driven by population ageing, changing household composition, and growing demand for smaller, more accessible and affordable dwellings. Demographic analysis identifies a long-term shift toward smaller household sizes and an increasing proportion of older residents, reinforcing the need for greater housing diversity, ageing-in-place options and more compact, well-located dwellings within existing townsites.

Our local housing market is interconnected with trends occurring in the Albany, Denmark and the state more broadly and continuing population growth in the Great Southern region has increased the attraction of the Shire of Plantagenet as a more affordable and attractive lifestyle.

Market indicators and development trend analysis highlight a constrained housing supply pipeline, limited rental availability and rising construction and servicing costs, all of which are contributing to affordability pressures. Structural barriers identified through the Strategy include fragmented land ownership, limited reticulated sewerage coverage, and zoning provisions that restrict density in desirable locations.

Survey responses confirmed consistent themes across the Shire, including limited housing supply, constrained rental availability, rising housing costs, and a shortage of smaller, affordable and accessible housing options. Nearly half of resident respondents indicated their housing needs are likely to change within the next 5–10 years, reinforcing the importance of proactively planning for future demand. Strong community support was also expressed for increased housing diversity, well-designed infill development within existing townsites, and more flexible planning controls to enable a broader range of housing types.

Industry responses identified a supply-constrained market, rising construction and labour costs, and planning and infrastructure constraints as key barriers to housing delivery. Both residents and industry expressed strong support for increased housing diversity, infill development within existing townsites, and a more flexible and proactive planning approach.

The Strategy responds to these challenges through a coordinated framework of strategic directions and actions focused on:

- Enabling greater housing diversity, including medium-density grouped and multiple dwellings within existing townsites;
- Supporting infill development and better utilisation of underdeveloped residential land;
- Addressing infrastructure and servicing barriers that limit development capacity;
- Strengthening advocacy to State Government for investment in housing-enabling infrastructure and social and affordable housing delivery; and
- Building partnerships with community housing providers, aged care providers and the private sector to facilitate local housing projects.

Specific actions are summarised on pages 38-39 of the Strategy, which outline the range of potential responses the Shire may elect to employ over the coming 5 to 10 years. These actions reflect the specific scope of influence that the Shire has over housing which is only a part of the overall picture.

As the Housing Strategy is a non-statutory, guiding document it does not rezone land or approve development no commit the Shire to specific capital projects or expenditures. Rather, it establishes a clear, evidence-based framework to guide future decision-making, inform subsequent statutory planning processes, prioritise advocacy efforts and actions, and strengthen partnerships with State Government, community housing providers and the private sector.

The Strategy will provide critical input into the upcoming review of the Local Planning Strategy and consideration of future Local Planning Scheme amendments. Adoption of the Strategy positions the Shire to respond in a coordinated and proactive manner to housing pressures, while retaining flexibility to assess future actions, investments and statutory changes through separate Council processes and budget deliberations.

Overall, the Shire of Plantagenet Housing Strategy aims to improve housing supply, diversity and affordability, support local economic development and workforce retention, and strengthen the Shire's capacity to attract and retain residents across all life stages.

It is recommended that the Council formally adopt the Housing Strategy as a strategic, guiding document to provide direction for future actions and initiatives.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council adopts the Shire of Plantagenet Housing Strategy 2025 – 2035, as presented.

9.1.2 LOCAL PLANNING STRATEGY REVIEW

| | |
|-------------------------------|--|
| Synergy Ref: | N67569 |
| Attachment: | <u>A – Local Planning Strategy Review: Project Overview</u> <u>B – Procedural Steps for Local Planning Strategy Preparation</u> |
| Responsible Officer: | André Pinto, Executive Manager Development & Regulatory |
| Author: | Lia Roberts, Senior Planner; Will Hosken, Manager Planning & Development Services |
| Proprietor/Applicant: | N/A |
| Proposed Meeting Date: | 24 February 2025 |

PURPOSE

To seek the support of Council to review the Shire's Local Planning Strategy 2013 and commence preparation of a new strategy.

BACKGROUND

The *Planning and Development Act 2005* requires all local governments to maintain a local planning scheme. The *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) requires that a local government prepare a local planning strategy to guide and direct a planning scheme. Both are critical parts of the local planning framework under which a local government manages land use and development.

A local planning strategy provides the long-term planning directions and actions to manage the land use change and development of a local government area. Regulation 11 (2) of the Regulations specifies that local planning strategies must:

- be prepared in the manner and form approved by the Western Australian Planning Commission (WAPC), which are the *Local Planning Strategy Guidelines* (current version March 2023)
- set out the long-term planning directions for the local government
- apply any State or regional planning policy that is relevant to the strategy, and
- provide the rationale for any zoning or classification of the land under the local planning scheme.

The Shire's current Local Planning Strategy was adopted at the 30 July 2013 Ordinary Council Meeting and endorsed by the Western Australian Planning Commission (WAPC) on 13 August 2013.

Prior to this on 9 March 2010 Council also adopted a long term Planning Vision under *Town Planning Scheme Policy No. 18* (TPS Policy No. 18), intended to guide

development over a 20-year timeframe. There are instances where the current Local Planning Strategy and the Planning Vision differ due to the Planning Vision taking a longer term view and differing from the position supported by the WAPC on certain matters. Local planning policies are not intended to be used as a strategic planning tool and the Planning Vision therefore needs to be incorporated, where appropriate, into the local planning strategy.

In accordance with the Guidelines, local planning strategies should plan for a 15-year period and be reviewed every 5 years by the local government and the WAPC. The Shire's Local Planning Strategy is due for review.

Additional reasons to undertake this review are outlined as follows:

- Changes to State, regional, and local planning framework since 2013, including the revised Regulations.
- Local Planning Strategy Guidelines were updated in March 2023.
- Updated *Strategic Community Plan* (2025-2035) and *Corporate Business Plan* (2025-2029), as well as adopted Place-Based Plans, including Mount Barker Public Realm Strategy and Narrikup and Rocky Gully Place Plans.
- Changes to Plantagenet social, demographic and economic profile and therefore evolving community needs and expectations.

EXTERNAL CONSULTATION

Authentic and effective community and stakeholder engagement will be a critical component of this project. **Attachment A** includes an overview of the indicative community and stakeholder engagement methods throughout the various project phases.

STATUTORY ENVIRONMENT

A new local planning strategy will be developed in accordance with the relevant state legislation, including the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The strategy will also be required to conform to the policies of the WA Planning Commission.

The strategy will guide future changes to *Shire of Plantagenet Local Planning Scheme No. 5*, which serves as the statutory 'rule book' for planning controls.

POLICY IMPLICATIONS

A local planning strategy provides strategic direction and functions as a policy of the Council, while it may also recommend reviewing existing or preparing new local planning policies. Any future local planning policy amendments will be subject to separate consideration by Council.

Upon completion, a new local planning strategy will supersede Town Planning Scheme Policy No. 18.1 – Planning Vision (Planning Vision).

FINANCIAL IMPLICATIONS

There are no long term financial implications for the Shire resulting from the preparation of a local planning strategy.

The preparation of a new strategy will capture the community's vision for future growth and development and synthesise this into directions that can enable economic growth and business development.

BUDGET IMPLICATIONS

The preparation of a local planning strategy is a significant undertaking and will require a commitment of staffing resources from within the Planning & Development Services team as well as the identification of budget to support necessary technical studies. Quotations will be requested from appropriately qualified consultants and funding requested through the Council's annual budget processes.

LEGAL IMPLICATIONS

The *Planning and Development (Local Planning Schemes) Regulations 2015* (r. 11 (1)) requires local governments to prepare a local planning strategy for each local planning scheme within its local government area. Local planning schemes form part of the statutory planning framework established by the *Local Planning Act 2005*.

As a strategic planning document, a local planning strategy informs decision making as a policy but does not bind it with statutory effect until the directions outlined in the strategy have been incorporated into the local planning scheme.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications as no assets are being created or acquired.

STRATEGIC IMPLICATIONS

The Shire of  *Plantagenet Corporate Business Plan 2025 – 2029* provides:

At Key Pillar 3 – Economy the following:

Strategy 3.5 – Lead and encourage development via a structured planning vision

Corporate Action 3.5.1 – Local Planning Strategy review

Strategy 3.6 – Encourage development that is consistent with the individual character of each townsite

Corporate Action 3.6.1 – Engage with local community groups in each townsite to understand the townsite character that is to be enhanced by incorporating townsite Place Plans and community feedback into Local Planning Strategy Review

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

RISK MITIGATION IMPLICATIONS

This item has been evaluated against the Shire of Plantagenet's Risk Assessment and Acceptance Criteria. The level of risk is considered to be Low and can be managed by routine procedures and with currently available resources.

STRATEGIC RISK IMPLICATIONS

There are no strategic risk implications for this report.

Local planning strategies are the key strategic planning tool guiding planning and development across the district area. However, as a non-statutory guiding document, the Local Planning Strategy does not commit the Shire to specific projects, expenditures or statutory changes.

Drafts and final Local Planning Strategy will subject to separate Council consideration and risk assessment at the relevant time.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

The revised Local Planning Strategy will align with State and regional planning frameworks.

The Shire will notify adjoining local governments of the intention to prepare a new local planning strategy.

OFFICER COMMENT

Review of the Shire's Local Planning Strategy (the Strategy) is necessary to ensure alignment with contemporary planning frameworks, reflect community input in shaping the district's long-term vision, and address both current and emerging planning and development challenges and opportunities. A sound and relevant local planning strategy supports informed and effective decision-making by Council, business and the community. The scope of the Strategy is to address matters relevant to managing land use change and development control only.

All processes associated with preparing, reviewing and amending local planning schemes and strategies are specified in the Part 3 – Local Planning Strategy of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations). In addition the WA Planning Commission has prepared detailed guidelines for how local planning strategies are to be prepared. Local planning strategies are comprised of two parts:

- Part one comprises the strategies and actions required to implement the strategy.
- Part two details the background and planning rationale for the strategy

The role of the Council is to formally initiate review, oversee the preparation of a local planning strategy by the Shire, endorse a draft version of a new strategy for advertising, and formally adopt a final strategy after public consultation.

The WAPC is the other key decision maker and will be requested to endorse the draft strategy before advertising and formally adopt the final strategy. This process typically involves staff from the Department of Planning, Lands & Heritage (DPLH) reviewing and proving direction on how the strategy is to be finalised consistent with the policies of the WAPC.

The procedural and approvals process is outlined in the *Regulations and Local Planning Strategy Guidelines*. **Attachment B** provides a flow chart outlining this process.

Project overview

This project will be delivered by the Shire's Planning & Development Services team. An overview of the key phases of this project is included in **Attachment A**.

Preparation of a local planning strategy is a comprehensive and complex process. It is projected to take two to three years, contingent on completing the required background analysis, preparation of technical reports, preliminary community and stakeholder engagement, WAPC certification to advertise, formal advertising of the Draft Strategy, and final endorsement processes with WAPC.

Technical Reports

In addition to the recently prepared Housing Strategy, the Shire will progress technical studies for specific topics with the assistance of appropriately qualified consultants. Some of these are WAPC requirements (Bushfire Hazard Level Assessment), some are WAPC recommendations (Visual Landscape Assessment) and others are recommended by officers as supporting the achievement of the best possible outcomes for the Strategy (Economic & Commercial Analysis, Mount Barker South Structure Planning). In addition, the Shire will be required to meet the cost of all mapping prepared as part of the Strategy.

The scope for each of these studies will be considered in detail, with the aim of minimising cost while meeting the requirements of the Strategy and discussed with the proposed Local Planning Strategy Working Group.

While it is expected that this will require a significant funding commitment, this will produce work that is fundamental for providing clear directions for growth for the Shire over the next 15 years. These studies will also be beneficial for other aspects of the Shire's operations (for example, the information derived through a Bushfire Hazard Level Assessment will provide insight that informs the Bushfire Risk Mitigation Plan).

Working Group

To provide the project with guidance and to support discussion on key topics it is proposed to establish a Local Planning Strategy Working Group comprised of:

- Executive Manager Development & Regulatory Services (chair)
- Two Councillors
- One or Two representatives from DPLH

- Planning staff working on the project

Technical experts or other community representatives may be invited to participate in discussions on selected topics.

Terms of reference will be prepared and presented at the conception meeting, reflecting the intent of the Working Group as informing rather than directing the review process.

Officers will provide updates on the project to the whole of Council at relevant stages.

This report requests that Council nominate two Councillors to participate in the Working Group and one proxy in the event that one of the nominated Councillors is unavailable for consecutive meetings.

Summary

The Council is requested to formally initiate review of the existing Local Planning Strategy (2013) and commence preparation of a new strategy. This is a required administrative step to start the process.

The project overview provided at **Attachment A** does not require endorsement as it is a working document. Stages of the project may be altered in consultation with the proposed LPS Working Group and according.

The preparation of a local planning strategy is a significant undertaking that is both necessary and important to charting the future direction of growth and development within the Shire, and will address many of the 'big questions' around what happens over the next 15+ years.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Initiates review of the Shire's Local Planning Strategy (2013) and preparation of a new local planning strategy; and
2. Nominates two Councillors (Cr... & Cr...) as representatives on the Local Planning Strategy Working Group and one Councillor (Cr...) as a proxy representative.

**9.1.3 PROPOSED AMENDMENT NO. 3 TO LOCAL PLANNING SCHEME NO. 5
(RESIDENTIAL UPCODING & OMNIBUS AMENDMENT)**

| | |
|------------------------|---|
| Synergy Ref: | N67485 |
| Attachment: | <u>A – Scheme Amendment No. 3 Report</u> <u>B – Scheme Amendment Process Flowchart</u> |
| Responsible Officer: | Andre Pinto, Executive Manager Development & Regulatory Services |
| Author: | Will Hosken, Manager Planning & Development |
| Proprietor/Applicant: | n/a |
| Proposed Meeting Date: | 24 February 2026 |

PURPOSE

This report recommends that Council initiate proposed Amendment No. 3 to Local Planning Scheme No. 5. The intent of this amendment is to increase the residential density coding of land within the Mount Barker townsite to provide additional opportunities for housing development. This amendment also proposes other minor changes relating to residential housing development.

BACKGROUND*Housing Strategy*

The Shire has prepared a Housing Strategy to provide a coordinated, evidence-based framework to guide housing outcomes over the medium to long term. This Strategy contains a range of recommended actions and is presented separately for the Council's endorsement.

The Housing Strategy makes several recommendations relating to the local planning framework and the need to enable more opportunities for housing development, particularly the types of housing that are expected to be in high demand. These recommendations include:

- 2.2 *Ensure the Local Planning Scheme enables the development of a diverse range of housing options within the Shire, including opportunities for grouped and multiple dwellings, ancillary dwellings and aged persons' accommodation. (Short to Medium Term)*
- 2.3 *Review the Local Planning Framework and remove or reduce impediments to land and housing development. (Ongoing)*
- 2.4 *Support well-located infill and mixed-density development in areas with existing infrastructure capacity, particularly in and around the Mount Barker town centre. (Short to Medium Term)*

This proposed scheme amendment has been prepared as a direct response to these recommendations.

Local Planning Scheme No. 5 (LPS 5)

LPS 5 zones land within the Mount Barker townsite as ‘Residential’ where residential development is to be the predominant land use.

The scheme also assigns a residential development ‘coding’ that sets how intensively the land can be developed and the applicable development standards (eg. street and lot boundary setbacks).

The majority of Residential zoned land within close proximity to the Mount Barker town centre has a dual residential density coding. This allows for subdivision and development to occur at a lower density only until the property is connected to the public sewerage system.

Most of this land has a higher density coding of R15 to R17.5 which allows lots to potentially be subdivided or developed as intensively as one house per 571m² to 666m².

Pockets of higher codings and more intensive development exist and provide for a natural variation of housing types within the town, including aged persons housing developments.

This amendment proposes to increase residential density codings to provide greater opportunities for subdivision and housing development.

This amendment also proposes to:

- Update the titles and definitions for housing-related land use classes to achieve alignment with the standards of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations).
- Reduce the street and lot boundary setback requirements for the development of lots within the Kendenup and Rocky Gully townsites.
- Increase the potential residential development density within the Commercial Zone to better enable mixed-use development within the Mount Barker town centre.

Each of the proposed seven changes to the Scheme are outlined in the Scheme Amendment Report included at **Attachment A**, including the rationale for each of the proposed changes in Part 4.1.

A map showing the area where it is proposed to increase the applicable residential density coding are included on page 4 of the Amendment Report.

EXTERNAL CONSULTATION

Should the Council resolve to proceed with the proposed amendment consultation will take place as required by the Regulations. This includes:

- Referral to the Environmental Protection Authority
- Referral to the WA Planning Commission for consent to advertise
- Public advertising for 42 days

Relevant State Government agencies will be notified during the public advertising period and the Shire will seek to advertise the proposed changes widely to inform landowners of the proposed changes. Feedback received presented to the Council prior to final adoption.

STATUTORY ENVIRONMENT

This amendment is considered to be a 'standard' amendment and will be progressed in accordance with the procedures set out in the Regulations.

A flowchart demonstrating the required statutory process for proceeding with a 'standard' planning scheme amendment is included as **Attachment B** to this report.

The amendment report document has been prepared consistent with the WA Planning Commission's 'manner and form' requirements and is therefore considered to meet the requirements of the Regulations.

POLICY IMPLICATIONS

There are no local planning policies relevant to this amendment.

Assessment of this proposal against relevant State Planning Policies is detailed in the Amendment Report at **Attachment A**. Relevant points to note are as follows:

- **State Planning Policy No. 2.9 – Water**

State Planning Policy No. 2.9 and its associated guidelines outline when residential development is required to connect to a reticulated sewerage service. On the basis of the requirements of this policy and associated advice received from the Department of Planning, Lands & Heritage it is no longer considered necessary to maintain a dual residential density coding for this requirement to be imposed as a condition of subdivision or development approval. The proposed amendment therefore includes a single coding only.

- **State Planning Policy No. 3.7 – Bushfire**

This amendment relates to existing residential areas only and consolidation and infill of these areas is considered an appropriate strategic direction with regards to minimising bushfire risk.

Bushfire attack level ratings, vegetation modification and safe construction standards are appropriately addressed through the subdivision and development approval process on a site-by-site basis.

- **State Planning Policy No. 5.4 – Road and Rail Noise**

The Mount Barker townsite is dissected by a significant transport corridor that includes the Albany Highway and a freight rail line, which potentially has noise impacts on residential land within the vicinity.

Potential noise mitigation (such as quiet house construction standards) may need to be addressed as part of future subdivision and development proposals.

Although it is not considered necessary to allow for this amendment to occur, officers recommend that the Council consider allocating funding to complete a Noise Assessment Study and Management Plan to address all lots in the vicinity of this transport corridor. Completing this work would remove the obligation for individual landowners to do this on a site by site basis, provide clear and consistent information about development requirements, and increase the likelihood of subdivision and development occurring.

FINANCIAL IMPLICATIONS

Officers are currently seeking quotations for the preparation of a strategic bushfire management plan in support of this amendment, as indicated by State Planning Policy 3.7. This will be aligned with other similar work being prepared to inform review of the Local Planning Strategy and will be undertaken with funds allocated within the 2025/26 budget.

BUDGET IMPLICATIONS

Officers recommend that the Council consider including costs associated with the preparation of a Noise Assessment Study and Management Plan for residential land adjacent to the Albany Highway/ freight rail line transport corridor in the 2026/27 budget. Officers will seek more information about the potential cost of this work prior to budget preparation.

LEGAL IMPLICATIONS

A proposed amendment to a local planning scheme is only given effect once the Minister for Planning approves that amendment. Until such time the existing provisions of Local Planning Scheme No. 5 continue to apply.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications as no assets are being created or acquired.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2025 – 2029 provides:

At Key Pillar 3 – Develop Our Economy the following:

Strategy 3.5 – Lead and encourage development via a structured planning vision

Corporate Action 3.5.2 – Local Planning Scheme No.5 (2021) review (constant ongoing minor reviews)

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

The Shire of Plantagenet Local Planning Strategy 2013 identifies the need to:

- Contain urban sprawl and preserve bushland close to the Mount Barker townsite

- Consolidate the urban core of Mount Barker and review residential density coding
- Intensify development of residential land to better utilise services and infrastructure

This proposed amendment is considered to be consistent with the intent and general direction provided in the Local Planning Strategy.

RISK MITIGATION IMPLICATIONS

Low Risk

This item has been evaluated against the Shire of Plantagenet Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be “Low” risk and can be managed by routine procedures and with currently available resources.

STRATEGIC RISK IMPLICATIONS

There are no strategic risk implications for this report.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

This amendment is consistent with the objectives of the proposed Housing Strategy and is an important action that the Shire can take to enable the development of a more diverse range of housing.

The changes proposed by this amendment are considered to be a necessary and timely update that will increase the range of opportunities for subdivision and residential development.

Allowing for smaller lots to be created may increase the feasibility and likelihood of development occurring as well as encouraging smaller format housing that is more suitable and affordable for seniors, first home buyers and renters.

As a designated sub-regional centre and with existing services in place, the Mount Barker townsite is highly important for the delivery of more housing opportunities to serve our community’s needs into the future.

It is noted that a change in residential density coding changes the minimum expected standards only and does not compel a landowner to develop this intensively. It is expected that development will occur in a ‘salt and pepper’ manner across these areas depending on the intentions of landowners, creating a blend of housing types that reflect community needs.

The residential areas selected have been limited to those that are already zoned for suburban development, currently have all utility services available or within close proximity, and are within a short distance of the amenities provided in the Mount Barker town centre.

The amendment includes a minor reduction in setback requirements for lots in the Kendenup and Rocky Gully townsites to give landowners greater design flexibility,

particularly given the need for smaller lots to incorporate on-site wastewater disposal systems. This proposal has been included as a result of feedback received by Shire officers from landowners and builders.

Increasing the density coding applicable to the Commercial Zone is also considered an appropriate and necessary action, noting that an increase in density will increase the likelihood of shop-top housing and similar forms of mixed-use development that may be restricted by the current coding.

Amendment No. 3 also include several other changes that will maintain consistency of the Scheme with the Regulations and current best practice.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. In accordance with Section 75 of the Planning and Development Act 2005, resolves to prepare Amendment No. 3 of the Shire of Plantagenet Local Planning Scheme No. 5 as shown in Attachment A.
2. In accordance with Regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, determines that Amendment No. 3 of the Shire of Plantagenet Local Planning Scheme No. 5 is a standard amendment for the following reasons:
 - a. an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;
 - b. an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the WA Planning Commission;
 - c. an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
 - d. the amendment is not considered a complex or basic amendment.
3. Authorises the President and the Chief Executive Officer, in accordance with Section 9.49a of the Local Government Act 1995, to execute under Common Seal Amendment No. 3 to Shire of Plantagenet Local Planning Scheme No. 5.
4. Forwards Amendment No. 3 to Shire of Plantagenet Local Planning Scheme No. 5 to the Environmental Protection Authority and the Western Australian Planning Commission seeking consent for public advertising, in accordance with the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015*.

9.1.4 PROPOSED ADOPTION OF LOCAL PLANNING POLICY FOR DAMS & WATER FEATURES FOLLOWING PUBLIC ADVERTISING

| | |
|------------------------|---|
| Synergy Ref: | N67389 |
| Attachment: | <u>A – Proposed Final Local Planning Policy No. 8 – Dams & Water Features</u> <u>B – Public Submissions to Draft Local Planning Policy No. 8</u> <u>C – Advice from the Department of Water & Environmental Regulation</u> <u>D – State Planning Policy 2.9 and extract from WAPC Planning for Water Guidelines</u> <u>E – Information Brochure – ‘Dams & Water Features’</u> |
| Responsible Officer: | Andre Pinto, Executive Manager Development & Regulatory Services |
| Author: | Will Hosken, Manager Planning & Development Services |
| Proprietor/Applicant: | n/a |
| Proposed Meeting Date: | 24 February 2026 |

PURPOSE

This report recommends Council adopt a modified version of proposed *Local Planning Policy No. 8 – Dams & Water Features* following the completion of public advertising. This is included at **Attachment A** proposed modifications recorded as tracked changes.

BACKGROUND

On 22 July 2025 a report was presented to the Council detailing the proposed introduction of a new *Local Planning Policy No. 8 – Dams & Water Features*. In summary, this report outlined:

- The construction of dams and water features is considered as development under the *Planning and Development Act 2005* and development (planning) approval is therefore required unless an exemption is provided for within the local planning scheme or a local planning policy.
- As the Shire does not currently have any adopted exemptions, approval is required for dams of any size in any zone.
- A local planning policy is proposed as a way to introduce exemptions for dams and water features that are within specified ‘acceptable development standards’ and are considered relatively low risk.

- Proposed dams that are outside of these specified standards require approval and the proposed policy provides criteria for assessment. This acts as a safeguard for proposals that potentially have higher risk.
- The proposed policy is weighted towards supporting dams for productive rural land uses and weighted away from aesthetic or ornamental water features.
- The proposed policy does not address the availability of water within a catchment area as this is a matter assessed and regulated by the Department of Water & Environmental Regulation (DWER).
- The proposed policy will remove the need for Shire approval for the majority of dams, including most dams constructed without prior approval.

Council endorsed Draft Local Planning Policy No. 8 for the purpose of public consultation.

EXTERNAL CONSULTATION

Public advertising of proposed LPP 8 took place between 28 July and 25 August 2025, providing for a comment period exceeding the minimum requirement of 21 days.

Public notification occurred via the following means:

- Notice and publication of the draft policies on the Shire's website
- Notice in the Shire's social media
- Notice in Plantagenet News

Six submissions were received during the public comment period, and one late submission was received after the public comment period. All submissions received are detailed in **Attachment B** including officer responses to the matters raised.

The most common issues raised in submissions were:

- The need for farming properties to have larger dams
- The shortage of qualified engineers to service dam construction projects
- Concerns about increased regulation

Responses to these issues are discussed in the Officer Comment section of this report.

The Department of Water & Environmental Regulation also provided advice relating to the proposed policy, as detailed at **Attachment C**. This advice provides guidance relating to how the Department regulates water use as well as direction for the levels at which to set requirements for engineering certification, geotechnical investigations and hydrology reports. Proposed LPP 8 has been updated to be consistent with this guidance.

STATUTORY ENVIRONMENT

Local planning policies are prepared, advertised and adopted in accordance with Part 2 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Existing and proposed local planning policies operate as subsidiary to *Local Planning Scheme No. 5* in providing guidance for discretionary decision making and the assessment of development requiring approval under the Scheme.

In the event the Council adopts LPP 8 as recommended in this report this will be given effect through publication on the Shire's website and a copy of each policy being made available at the Shire's administration offices (as per Schedule 2, Part 2, Clause 4(4) of the Regulations).

On 16 December 2025 the WA Planning Commission adopted a finalised version of *State Planning Policy 2.9 – Water (SPP 2.9)* and accompanying *Planning for Water Guidelines* (the Guidelines). SPP 2.9 provides for local planning schemes and policies to set development standards and exemptions from approval that are appropriate to the local context. The Guidelines also generally outline the matters that are to be considered as part of planning assessment for dams.

SPP 2.9 and an extract from the Guidelines (section directly relating to dams) are included as **Attachment D** to this report.

POLICY IMPLICATIONS

This report recommends final adoption of *Local Planning Policy No. 8 – Dams & Water Features*.

If adopted by Council, public notice will be given of the adoption of the policy to meet the requirements of the Regulations and to more generally inform our community. The policy will then form part of the local planning framework for the purposes of determining planning approval requirements and assessing planning applications.

FINANCIAL IMPLICATIONS

By increasing the range of development that is exempt from planning approval, the Shire will no longer receive certain types of applications and the associated fees. However, this is considered to have positive economic benefits within the community as low-risk forms of development are enabled with fewer approval requirements.

Shire staff will in many cases still be required to provide advice to development proponents as well as complete a planning compliance check before a building permit is processed. Process improvement will focus on improving communication materials to enable customer self-service and streamlining compliance checks to minimise resource requirements.

BUDGET IMPLICATIONS

There are no budget implications for this report.

LEGAL IMPLICATIONS

Improving the effectiveness and legibility of the policies discussed in the report will potentially reduce instances of planning applications being appealed to the State Administrative Tribunal.

It is noted that many landowners within the Shire have historically constructed dams without planning approval. By introducing exemptions from the need for approval for the most common sizes of dams LPP 8 will remove any retrospective requirement for planning approval.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications as no assets are being created or acquired.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2025 – 2029 provides:

At *Key Pillar 3 – Develop Our Economy* the following:

Strategy 3.5 – Lead and encourage development via a structured planning vision

Corporate Action 3.5.2 – Local Planning Scheme No.5 (2021) review (constant ongoing minor reviews)

At *Key Pillar 4 – Performance & Leadership* the following:

Strategy 4.3 – Commitment to continuous improvement in service delivery

Corporate Action 4.3.1 – Implement review processes in service delivery on a regular basis and as needed

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

RISK MITIGATION IMPLICATIONS

Low Risk

This item has been evaluated against the Shire of Plantagenet Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be “Low” risk and can be managed by routine procedures and with currently available resources.

STRATEGIC RISK IMPLICATIONS

There are no strategic risk implications for this report.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

Public consultation provided valuable feedback which has enabled officers to review the draft policy in detail. As a result, several changes are proposed to address the matters that were raised as concerns within the submissions received.

- *The need for farming properties to have larger dams*

In response to this feedback, officers recommend amending the draft policy to include an additional 'acceptable development' category which provides for dams of up to 4ha on Rural zoned lots greater than 60 hectares.

This will allow for farming properties to have larger dams without the need for planning approval, noting that proposals for dams even larger than this can be approved by the Shire if consistent with the objectives of the policy.

- *The shortage of qualified engineers to service dam construction projects*

In response to this feedback, officers contacted two locally based engineering firms to seek informal advice on how they would approach certifying the construction of dams. It was noted that there are generally few engineers that specialise in this area and it was suggested that the Shire's approach is based on the level of apparent risk, with the need for specialist input considered relative to dam size and downstream conditions.

In addition, the advice received from the Department of Water & Environmental Regulation has suggested setting engineering requirements at a higher level.

As a result, officers recommend several changes to the proposed policy:

- An additional assessment criteria relating to safety and risk
- An additional section (part 6.3) with amended engineering requirements:
 - Engineering requested as standard for dams over 50,000m³ or with a dam wall over 10.0m in height
 - The ability for the Shire to request engineering certification where there is a significant risk to public infrastructure or private assets downstream
 - Clear assignment of responsibility and liability to the landowner

This approach is suggested as a reasonable compromise between the desire of landowners to minimise development costs and the responsibility of the Shire to ensure that the development of large dams does not result in a significant risk to life or property, and is based on advice received from the Department of Water & Environmental Regulation.

- *Concerns about increased regulation*

This is an unfounded concern – the proposed policy removes an existing requirement for planning approval for the majority of dams that are developed within the Shire.

Other minor recommended changes to the policy are:

- Providing clarification in Part 6 of the policy that the proposed exemptions from approval apply in certain Rural Residential zones only (the policy cannot override a specific requirement for approval in the Scheme for the other Rural Residential zones)

- Providing clarification in Part 6.1 of the policy that exemptions for small dams apply to all Rural and Rural Smallholdings zoned lots (not just lots under 10ha).
- Adding guidance as to when a hydrology report may be required, providing detail of the impact on localised water resources. This requirement will apply to large dams only where there is the potential to impact on other water users or the environment. This addresses requirements of State Planning Policy 2.9 and reflects the advice provided by the Department of Water & Environmental Regulation.

The recommended changes to the policy alter details relating to approval requirements and do not affect the overall intent of the policy. For this reason, officers do not consider there to be a need to re-advertise any of these proposed changes.

All of these proposed changes are included in the recommended final version of the policy included as **Attachment A**, shown as tracked changes to the advertised draft version of the policy.

To help communicate approval requirements to landowners, officers have prepared an information brochure based on the recommended final policy. This brochure is included as **Attachment E** to this report.

Proposed *Local Planning Policy No. 8 – Dams & Water Features* will remove the requirement for approval for the majority of dams, establish clear standards to help guide landowners, and provide assessment criteria to help the Shire assess planning applications. Overall, this will improve the clarity of development standards and reduce unnecessary ‘red tape’ for low-risk development.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council adopts *Local Planning Policy No. 8 – Dams & Water Features* inclusive of proposed modifications, as presented.

9.2 INFRASTRUCTURE AND ASSETS REPORTS

Nil

9.3 CORPORATE AND COMMUNITY SERVICES REPORTS

9.3.1 COMMUNITY GRANT PROGRAM GUIDELINES - PROPOSED AMENDMENTS

| | |
|------------------------|--|
| File Ref: | N67185 |
| Attachments: | <u>Community Grant Program – Guidelines</u> <u>Community Grant Program – Revised Guidelines</u> <u>December 2025</u> |
| Responsible Officer: | Anthony Middleton Executive Manager Corporate and Community |
| Author: | Nicole Selesnew Manager Community and Recreation Services |
| Proposed Meeting Date: | 24 February 2026 |

PURPOSE

The purpose of this report is to consider three amendments to the Community Grant Program (CGP) Guidelines:

1. Removing the limitation of one application per financial year for an organisation;
2. Removing the requirement to acquit funds from an existing grant before an application to other CGP grants can be made; and
3. Encouraging applicants to contribute financially to their proposed service, program or development.

BACKGROUND

The Council adopted the CGP Guidelines at its Ordinary Meeting held on 27 May 2025 (attached). The Guidelines detail the requirements for four grant Categories:

- Category One: CEO Donation (up to \$1,000)
- Category Two: Quick Response Grant (less than \$3,000)
- Category Three: Community Grant (more than \$3,000)
- Category Four: Industry Support (Triennium Community Grants)

The CGP was launched on 7 July 2025 with announcements promoting Category One and Two grants open year-round. Category Two grant applications are reviewed by a CGP Working Group, with recommendations made to the Chief Executive Officer for his decision.

The Category Three and Four Grants opened in the beginning of August, with applications closing at the end of September.

Council considered applications for the Category Three CGP at its Ordinary Meeting held on 28 October 2025, and applications for the Category Four CGP at its Ordinary Meeting held on 25 November 2025.

The CGP Guidelines have been tested throughout the various grant rounds, resulting in three recommendations to improve the Guidelines.

EXTERNAL CONSULTATION

There has been no external consultation undertaken for this report.

STATUTORY ENVIRONMENT

There is no statutory environment relevant for this report.

POLICY IMPLICATIONS

The CGP Guidelines were adopted as a Council policy. This report is proposing amendments to the policy as shown in the attached Revised CGP Guidelines.

FINANCIAL IMPLICATIONS

There are no financial implications for this report. Financial assistance to community groups in this current financial year was approximately \$130,000 and the changes proposed will not substantially change this.

BUDGET IMPLICATIONS

There are no budget implications for this report.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications as no assets are being created or acquired.

STRATEGIC IMPLICATIONS

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

At Outcome 1 Community the following Strategies:

Strategy 1.4.1: 'Strategy 1.4.1 - Encourage and support the retention and attraction of volunteers.'

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

RISK MITIGATION IMPLICATIONS

Low Risk

This item has been evaluated against the Shire of Plantagenet Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "Low" risk and can be managed by routine procedures and with currently available resources.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

The 2025/2026 CGP has provided an opportunity to test and review the CGP Guidelines, resulting in a recommendation for three amendments:

1. Removing the limitation of one application per financial year for an organisation;
2. Removing the requirement to acquit funds from an existing grant before an application to other CGP grants can be made; and
3. Encouraging applicants to contribute financially to their proposed service, program or development.

Proposed Amendments 1 and 2:

Limiting organisations to one application per financial year discourages groups from being proactive and delivering multiple projects that benefit the community.

For example, the Porongurup Community Association was successful with an application in the Category Three round seeking support to host a music festival. The festival is in the planning stages and will take up to a year to realise. The same organisation also coordinates Art in the Porongurup, a high-profile community event which has received Council support in the past. The CGP Guidelines prevent the group from making a second application to the program until such time as the music festival has been held and the Category Three grant acquitted.

In this instance, the Art in the Porongurup event may be compromised if an application for support is ineligible.

Further, large infrastructure projects often take considerable time to plan and fund. If an organisation receives funding towards a capital project the Guidelines prevent the same organisation from seeking support for smaller activities, such as training and development or hosting an event.

Organisations that have received a Category Four Triennium Grant to support operating costs are ineligible to apply to any other funding category for the period that their Triennium Grant applies (typically three years).

By removing the limitation of one application per financial year per organisation, and having to acquit a grant before another application can be made, applicants are encouraged to be proactive and plan ahead.

Each application should be considered independently on its merits through the adopted Assessment Process.

Proposed Amendment 3:

Applicants should be encouraged to contribute to their proposed service, program or development, whether it be through in-kind or cash contributions.

A contribution highlights an organisation's intent and capacity to carry out a project and will help to discourage groups from relying on the CGP as a source of complete project funding.

The attached 'Community Grant Program – Revised Guidelines December 2025' document highlights the proposed changes to the Guidelines.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council adopts the amendments to the Community Grant Program Guidelines as shown in attached 'Community Grant Program – Revised Guidelines December 2025' document.

9.3.2 2025 / 2026 FEES AND CHARGES AMENDMENT

Synergy Ref: N67596
Responsible Officer: Anthony Middleton – Executive Manager Corporate & Community
Author: Samantha McLean – Project Coordinator
Proposed Meeting Date: 24 February 2026

PURPOSE

The purpose of this report is to consider the proposed amendments to the 2025/2026 fees and charges to simplify them in preparation for the new online booking system.

BACKGROUND

The Council is required by the Local Government Act 1995 to adopt a list of fees and charges annually. The current fees and charges were adopted at the Council Meeting 5 August 2025.

In December 2025, the Shire of Plantagenet engaged Space to Co to move the Shire to an online booking system requiring some changes to the current fees and charges.

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

STATUTORY ENVIRONMENT

Section 6.15 to 6.19 of the Local Government Act 1995 legislates the imposition of fees and charges for a local government. Section 6.19 of this Act requires a local government to advertise the imposition of fees and charges that are not included in the annual budget.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The list of fees and charges, when adopted, sets the level of many revenue items contained within the budget.

BUDGET IMPLICATIONS

There are no budget implications for this report.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications as no assets are being created or acquired.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2025 – 2029 provides:

At Key Pillar 4 - *Performance & Leadership* the following:

Strategy 4.3 – Commitment to continuous improvement in service delivery

Corporate Action 4.3.1 - Implement review processes in service delivery on a regular basis and as needed

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

RISK MITIGATION IMPLICATIONS

Low Risk

This item has been evaluated against the Shire of Plantagenet Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be “Low” risk and can be managed by routine procedures and with currently available resources.

STRATEGIC RISK IMPLICATIONS

There are no strategic risk implications for this report.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

Over the past months, the Shire of Plantagenet have been working closely with Space to Co to develop our bookable spaces ready to be moved online. During this process of setting up the systems and undertaking staff training sessions, there have been some items in the current fees and charges that are no longer required and/or require some small amendments to be compatible with Space to Co system.

The review of the current fees and charges are only in relation to spaces that will be going to the Space to Co System. Below are two tables, one showing the current items listed in the fees and charges and the other showing the new proposed changes. Most items are to either be removed or have their rate changed from a less than or more than 4-hour hire period to an hourly rate, with an 8-hour fee cap.

| Description | 2025/2026 Fees and Charges |
|---|----------------------------|
| Bond for Chairs, Trestles & Tables | \$100.00 |
| Narrikup Hall- Half Day - less than Four Hours | \$18.00 |
| Narrikup Hall - Full Day - More than Four Hours | \$35.00 |
| Frost Pavillion - Half Day - less than Four Hours | \$134.00 |
| Frost Pavillion - Full Day - More than Four Hours | \$224.00 |
| Taylor-Dennis Pavilion- Toilet Hire Half Day - less than Four Hours | \$40.00 |
| Taylor-Dennis Pavilion- Toilet Hire - Full Day - More than Four Hours | \$65.00 |
| Taylor-Dennis Pavilion – Chair Setup Fee | Staff Charge-out fee |
| Skinner Pavilion - Half Day - less than Four Hours | \$35.00 |
| Skinner Pavilion - Full Day - More than Four Hours | \$74.00 |
| Sounness Park – Lights key charge | N/A |
| Circus – Fee(Not permitted) | N/A |
| Circus Bond (N/A) | N/A |
| Mount Barker Swimming Pool – Facility Bond – Functions without Alcohol | N/A |
| Pool Function Room – Hourly Rate | \$26.00 |
| Pool Function Room – Function rate (>3 hours) | \$78.00 |
| Pool Function Room – Day rate | \$157.00 |
| Mount Barker Rec Centre – Creche Room Hire (No fee for community sporting club meetings held during business hours) | \$19.00 |
| Mount Barker Rec Centre – Group Fit Room Hire | POA |
| Mount Barker Community Resource Centre – Commercial Kitchen – Hourly charge | \$70.00 |
| Mount Barker Community Resource Centre – Commercial Kitchen – Fee cap | \$350.00 |
| Mount Barker Community Resource Centre – Meeting Room – Hourly charge | \$60.00 |
| Mount Barker Community Resource Centre – Meeting Room – Fee cap | \$300.00 |
| Mount Barker Community Resource Centre – Board Room – Hourly charge | \$45.00 |
| Mount Barker Community Resource Centre – Board Room – Fee cap | \$225.00 |
| Mount Barker Community Resource Centre – Office – Hourly charge | \$20.00 |
| Mount Barker Community Resource Centre – Office – Fee cap | \$100.00 |

Below is the table with the proposed changes

| Description | Proposed changes |
|---|---|
| Bond for Chairs, Trestles & Tables | Remove |
| Narrikup Hall- Hourly charge | \$10.00 |
| Narrikup Hall- Fee cap | \$80.00 |
| Frost Pavillion – Hourly charge | \$25.00 |
| Frost Pavillion – Fee cap | \$200.00 |
| Taylor-Dennis Pavilion- Toilet Hire | \$65.00 |
| Taylor-Dennis Pavilion- Chair Setup Fee | Remove |
| Skinner Pavilion | Remove - leased to Turf Club |
| Sounness Park – Lights key charge | Remove |
| Circus – Fee(Not permitted) | Remove |
| Circus Bond (N/A) | Remove |
| Mount Barker Swimming Pool – Function Room | Remove all hire options due to lease with Swim Club and no public access to the pool facility in during the winter months |
| NEW- Mount Barker Memorial Swimming Pool Inflatables Hire for private function | \$150.00 |
| Mount Barker Rec Centre – Creche Room Hire (No fee for community sporting club meetings held during business hours) | \$19.00 - remove no fee for community sporting club meetings held during business hours |
| Mount Barker Rec Centre – Group Fit Room Hire | \$19.00 |
| Mount Barker Community Resource Centre – Commercial Kitchen – Hourly charge | \$20.00 |
| Mount Barker Community Resource Centre – Commercial Kitchen – Fee cap | \$90.00 |
| Mount Barker Community Resource Centre – Meeting Room – Hourly charge | \$35.00 |
| Mount Barker Community Resource Centre – Meeting Room – Fee cap | \$180.00 |
| Mount Barker Community Resource Centre – Board Room – Hourly charge | \$22.50 |
| Mount Barker Community Resource Centre – Board Room – Fee cap | \$135.00 |

| | |
|---|---------|
| Mount Barker Community Resource Centre – Office – Hourly charge | \$15.00 |
| Mount Barker Community Resource Centre – Office – Fee cap | \$90.00 |

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council approves the proposed amendments to the 2025 / 2026 Fees and Charges, commencing 1 March 2026.

9.3.3 LIST OF ACCOUNTS – DECEMBER 2025 & JANUARY 2026

| | |
|------------------------|---|
| File Ref: | N67594 |
| Attachment: | <u>List of Accounts – December 2025</u> <u>List of Accounts – January 2026</u> |
| Responsible Officer: | Kylie Caley Manager of Finance |
| Author: | Debbie Evans Finance Officer - Creditors |
| Proposed Meeting Date: | 24 February 2026 |

PURPOSE

The purpose of this report is to present the list of payments that were made during the months of December 2025 and January 2026.

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

STATUTORY ENVIRONMENT

This information is provided to Council monthly in accordance with provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996* provides that payment may only be made from the municipal fund or trust fund if the Local Government has delegated the function to the Chief Executive Officer.

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer, then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

Regulation 13A of the *Local Government (Financial Management) Regulations 1996* provides that a list of payments must be prepared and presented to Council each month for all credit, debit, or purchasing cards utilised by authorised employees during the month.

POLICY IMPLICATIONS

Council Policy F/FM/17 – Purchasing Policy

Council Policy F/FM/18 – Corporate Credit Card Policy

FINANCIAL IMPLICATIONS

Expenditure is in accordance with the 2025/2026 Annual Budget.

BUDGET IMPLICATIONS

There are no budget implications for this report.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications as no assets are being created or acquired.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2025 - 2029 provides:

At Key Pillar 4 Performance & Leadership the following:

Strategy 4.2:

‘A Shire that is open and transparent with its community.’

Corporate Action 4.2.3 - Develop effective reporting and communication tools relevant to the way our community access information

Strategy 4.3:

‘Commitment to continuous improvement in service delivery.’

Corporate Action 4.3.2 - Be transparent with our financial management by reporting regularly readable and meaningful financial data to the community

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

RISK MITIGATION IMPLICATIONS**Low Risk**

This item has been evaluated against the Shire of Plantagenet Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be “Low” risk and can be managed by routine procedures and with currently available resources.

STRATEGIC RISK IMPLICATIONS

There are no strategic risk implications for this report.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

Accountability in local government encompasses various dimensions, as councils strive to fulfill a range of social, political, and financial objectives for the community's benefit.

These accountability principles are rooted in strong financial integrity, adherence to conflict of interest standards, and the expectation that local governments are fully responsible for community resources.

Council has delegated authority to the Chief Executive Officer to make payments from the Shire's Municipal and Trust funds as required.

All payments are independently evaluated by the Manager of Finance to verify that expenditures are for the Shire of Plantagenet and comply with Council policies, procedures, the *Local Government Act 1995*, and relevant regulations. The review also ensures there is no misuse of corporate credit or fuel purchase cards.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Receives the list of accounts paid during the month of December 2025 as per the attached Schedule of Payments, and as summarised below:

Municipal Account (inclusive of credit card and fuel card purchases)

Cheque Payments

| | | |
|--------------|-------------------|----------------|
| EFT Payments | EFT9135 – EFT9501 | \$1,268,564.14 |
|--------------|-------------------|----------------|

| | | |
|-----------------------|--|--------------|
| Direct Debit Payments | | \$229,939.46 |
|-----------------------|--|--------------|

| | | |
|----------------------|--|--------------|
| EFT Payroll Payments | | \$713,127.88 |
|----------------------|--|--------------|

| | | |
|----------------------------------|--|----------------|
| Total Municipal Account Payments | | \$2,211,631.48 |
|----------------------------------|--|----------------|

Licensing Trust Account

| | | |
|-----------------------|--|---------------|
| Direct Debit Payments | | \$ 132,696.25 |
|-----------------------|--|---------------|

| | | |
|--|--|---------------|
| Total Licensing Trust Account Payments | | \$ 132,696.25 |
|--|--|---------------|

| | | |
|------------------------------|--|-----------------------|
| TOTAL OF ALL ACCOUNTS | | \$2,344,327.73 |
|------------------------------|--|-----------------------|

2. Receives the list of accounts paid during the month of January 2026 as per the attached Schedule of Payments, and as summarised below:

Municipal Account (inclusive of credit card and fuel card purchases)

Cheque Payments

| | | |
|--------------|-------------------|--------------|
| EFT Payments | EFT9502 – EFT9612 | \$652,806.54 |
|--------------|-------------------|--------------|

| | | |
|-----------------------|--|--------------|
| Direct Debit Payments | | \$138,614.76 |
|-----------------------|--|--------------|

| | | |
|----------------------|--|--------------|
| EFT Payroll Payments | | \$513,029.12 |
|----------------------|--|--------------|

| | | |
|----------------------------------|--|----------------|
| Total Municipal Account Payments | | \$1,304,450.42 |
|----------------------------------|--|----------------|

Licensing Trust Account

| | | |
|-----------------------|--|---------------|
| Direct Debit Payments | | \$ 131,771.50 |
|-----------------------|--|---------------|

| | | |
|--|--|---------------|
| Total Licensing Trust Account Payments | | \$ 131,771.50 |
|--|--|---------------|

| | | |
|------------------------------|--|-----------------------|
| TOTAL OF ALL ACCOUNTS | | \$1,436,221.92 |
|------------------------------|--|-----------------------|

9.3.4 MONTHLY FINANCIAL REPORT – DECEMBER 2025 & JANUARY 2026

| | |
|-------------------------------|---|
| File Ref: | N67595 |
| Attachment: | <u>Monthly Financial Report – December 2025</u> <u>Monthly Financial Report – January 2026</u> |
| Responsible Officer: | Anthony Middleton Executive Manager Corporate & Community |
| Author: | Kylie Caley Manager of Finance |
| Proposed Meeting Date: | 24 February 2026 |

PURPOSE

The purpose of this report is to provide Council with the monthly financial reports for the months ending 31 December 2025 and 31 January 2026.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996*, regulation 34 states that a local government must prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget.

Variances between budgeted and actual expenditure including the required material variances (10% with a minimum value of \$20,000) are included in the variance report.

EXTERNAL CONSULTATION

Nil.

STATUTORY ENVIRONMENT

s.6.4 *Local Government Act 1995*, Part 6 - Financial Management
r. 34 *Local Government (Financial Management) Regulations 1996*
r. 35 *Local Government (Financial Management) Regulations 1996*

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

This item reports on the current financial position of the Shire. The recommendation does not in itself have a financial implication.

BUDGET IMPLICATIONS

There are no budget implications for this report.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications as no assets are being created or acquired.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2025 - 2029 provides:

At *Key Pillar 4 Performance & Leadership* the following:

Strategy 4.2:

‘A Shire that is open and transparent with its community.’

Corporate Action 4.2.3 - Develop effective reporting and communication tools relevant to the way our community access information

Strategy 4.3:

‘Commitment to continuous improvement in service delivery.’

Corporate Action 4.3.2 - Be transparent with our financial management by reporting regularly readable and meaningful financial data to the community

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

STRATEGIC RISK IMPLICATIONS

Low Risk

This item has been evaluated against the Shire of Plantagenet Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be “Low” risk and can be managed by routine procedures and with currently available resources.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

The attached Statement of Financial Activity for the period 1 July 2025 to 31 December 2025 represents six (6) months, or 50% of the year. The following items are worthy of noting:

- Closing surplus position of \$5.55m;
- Operating results:
 - 51% of budgeted operating revenue has been received; and
 - 42% of budgeted operating expenditure spent;
- Capital expenditure achieved 10% of budgeted projects, including:
 - Plant & Equipment 1.96%
 - Infrastructure – Roads, Drainage, & Footpaths 4.95%

- All Other Capital Expenditure 3.13%
- Cash holdings of \$10.74m of which \$7.5m is held in cash backed reserve accounts;
- Rates debtors outstanding equate to 22.9% of total rates raised for 2025/2026 (this includes deferred pensioner rates); and
- Page 10 of the statements detail major variations from year to date (amended) budgets.

The attached Statement of Financial Activity for the period 1 July 2025 to 31 January 2026 represents seven (7) months, or 58% of the year. The following items are worthy of noting:

- Closing surplus position of \$4.5m;
- Operating results:
 - 54% of budgeted operating revenue has been received; and
 - 49% of budgeted operating expenditure spent;
- Capital expenditure achieved 13% of budgeted projects, including:
 - Plant & Equipment 2%
 - Infrastructure – Roads, Drainage, & Footpaths 7%
 - All Other Capital Expenditure 3%
- Cash holdings of \$10.74m of which \$7.5m is held in cash backed reserve accounts;
- Rates debtors outstanding equate to 15.3% of total rates raised for 2025/2026 (this includes deferred pensioner rates); and
- Page 10 of the statements detail major variations from year to date (amended) budgets.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council notes the monthly financial statements for the periods ending 31 December 2025 and 31 January 2026, as presented.

9.3.5 2025/2026 MID YEAR BUDGET REVIEW

File Ref: **N67602**

Attachment: [2025/2026 Mid-Year Budget Review](#)

Responsible Officer: **Anthony Middleton**
Executive Manager – Corporate & Community

Author: **Kylie Caley**
Manager of Finance

Proposed Meeting Date: **24 February 2026**

PURPOSE

The purpose of this report is to consider the mid-year budget review for 2025/2026.

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

STATUTORY ENVIRONMENT

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

- (1) Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - b) consider the local government's financial position as at the date of the review; and
 - c) review the outcomes for the end of that financial year that are forecast in the budget; and
 - d) include the following —
 - e) the annual budget adopted by the local government;
 - f) an update of each of the estimates included in the annual budget;
 - g) the actual amounts of expenditure, revenue and income as at the date of the review;
 - h) adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end of year amount for the item.
- (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.

(3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

(4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The budget review recommends changes to the adopted budget and, therefore, changes the projects previously authorised by the Council. Whilst individual projects have varying financial implications, the resulting changes create a balanced budget.

BUDGET IMPLICATIONS

The 2025/2026 Annual Budget was adopted on 5 August 2025 with a projected surplus/(deficit) of \$0.

Amendments made to the adopted budget have resulted in a current budgeted deficit position of \$105,384.

The mid-year budget review attached proposes changes that also result in a balanced budget, with a projected surplus/(deficit) of \$0.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications as no assets are being created or acquired.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2025 - 2029 provides:

At Key Pillar 4 Performance & Leadership the following:

Strategy 4.2:

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

Corporate Action 4.2.3 - Develop effective reporting and communication tools relevant to the way our community access information

Strategy 4.3:

‘Commitment to continuous improvement in service delivery.’

Corporate Action 4.3.2 - Be transparent with our financial management by reporting regularly readable and meaningful financial data to the community

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

RISK MITIGATION IMPLICATIONS

Low Risk

This item has been evaluated against the Shire of Plantagenet Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be “Low” risk and can be managed by routine procedures and with currently available resources.

STRATEGIC RISK IMPLICATIONS

There are no strategic risk implications for this report.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The report for the period 1 July 2025 to 31 January 2026 shown in the attachment has been prepared incorporating year to date budget variations and forecasts to 30 June 2026 and is presented for the Council’s consideration.

Consideration of the status of various projects and programs was undertaken to ensure any anticipated variances were captured within the review document where possible.

| | Cash Needed | Cash Gained | |
|---|-------------|-------------|--|
| Revenue | | | |
| General Rates | | 5,000 | Interim rate revenue updated to reflect current projections. |
| Grants, Subsidies, and Contributions | - 189,380 | | Federal Assistance Grant budget reduced to align with actual funding allocation. |
| Fees and Charges | | 82,394 | Predicted revenue based on year-to-date actual received from the O'Neill Road Tip Shop and scrap metal sales (\$60,000) |
| Other Revenue | - 49,300 | | Budget reallocated to match year-to-date revenue distribution. |
| Profit on Asset Disposals | - 16,649 | | Profit reduced due to the sale of the grader not generating a profit income; profit from the Kubota tractor sale included. |
| | - 255,329 | 87,394 | |
| Expenditure | | | |
| Employee costs | - 1,007,250 | | Budget reallocated across programs to reflect year-to-date actuals, including moving workers compensation insurance from the insurance category to employee costs. |
| Materials and contracts | | 50,302 | Savings identified across all programs |
| Utility charges | | 28,998 | Reduced budgets where no utility costs are incurred. |
| Depreciation | | 4,905,280 | Depreciation reduced to reflect updated depreciation rates and revised useful life estimates for road assets. |
| Insurance | | 287,254 | Workers compensation insurance reallocated to employee costs, reducing this line item. |
| Other expenditure | | 792,353 | Adjustments made due to reallocations within public works overheads (refer employee costs comment above). |
| Loss on asset disposals | | 20,979 | Loss increased due to the grader sale; incorrect loss budgeted for the waste compactor has been removed. |
| | - 1,007,250 | 6,085,165 | |
| Non-cash amounts excluded from operating activities | - 4,831,374 | | Depreciation reduced following updated expense calculations. Profit & Loss excluded also. |

| | | | |
|---|-------------|---------|--|
| Capital Grants | | 488,141 | Grant funding increased for Wilson Park (\$987,226) and Memorial Park RSL (\$10,000) in line with successful applications; funding reduced for Eulup Manarup Drainage project (\$104,000) and removed for Takalarup Rd Floodway project (\$400,000) to reflect actual commitments. |
| Proceeds on Disposal of Assets | - 35,820 | | Budget updated to reflect actual proceeds received year-to-date and remaining asset disposals. |
| | - 4,867,194 | 488,141 | |
| Capital Expenditure | | | |
| Purchase of land and buildings | - 53,536 | | Increased budget for Mt Barker Hill Ablutions and the Kendenup Transfer Station site office. |
| Purchase of plant and equipment | | 345,615 | Reduced budget due to the grader purchase being accounted for in the 2024/25 financial year. |
| Purchase of furniture and equipment | - 30,000 | | Increased budget for CCTV installation at the O'Neill Road Waste Facility. |
| Purchase and construction of infrastructure-roads | | 494,071 | Reduced budget following the removal of the Takalarup Road Floodway project. |
| Purchase and construction of infrastructure-parks & ovals | - 1,152,392 | | Increased allocation for the Wilson Park Youth Project due to additional grant funding (\$1.15m). |
| Purchase and construction of infrastructure-other | - 1,046,247 | | Increased budget to include the Waste Facility expansion project (\$1m). |
| | - 2,282,175 | 839,686 | |
| Reserve Transfers | | | |
| Transfers From Reserves | | 967,705 | Increased to include transfers for the standpipe upgrade project (\$50,000) and the waste facility expansion project (\$1m) and reduction for Takalarup Road (\$100,000). |
| Transfers to Reserves | - 291,950 | | Increased to transfer funds to the Natural Disaster Reserve from DRFAWA claim revenue (\$300,000) and Saleyards (\$8,050). |
| | - 291,950 | 967,705 | |
| | | | |

| | | | |
|-------------------------------------|-------------|-----------|--|
| Surplus at the start of the year | | 341,188 | Increased to reflect the audited actual 2024/25 closing surplus balance. |
| | - 8,703,895 | 8,809,282 | |
| | | | |
| Total Budget Review Movement | | 105,384 | |

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council adopts the 2025/2026 Mid-Year Budget Review as proposed.

9.3.6 DEBT WRITE OFF – SUNDRY DEBTORS

Synergy Ref: N67597
Responsible Officer: Kylie Caley
Manager Finance
Author: Montanna Baker
Finance Officer – Accounts Receivable
Proposed Meeting Date: 24 February 2026

PURPOSE

The purpose of this report is to seek Council's approval to write off unrecoverable charges remaining for DJ Contracting Mount Barker Pty Ltd.

BACKGROUND

DJ Contracting Mount Barker Pty Ltd entered into voluntary liquidation on 12 March 2024. OWS Advisory Pty Ltd were appointed as external administrators to manage the company affairs. In accordance with the administration process the Shire lodged a creditor claim with the administrator for the outstanding amount of \$17,846 owed by DJ Contracting Pty Ltd to the Shire.

On 26 November 2025, OWS Advisory Pty Ltd issued Form 549 'Notice of Declaration of Dividend' and advised that the distribution of funds had been processed. The Shire received payment of 23.52 cents in the dollar towards the amount claimed equalling \$4,197.85.

EXTERNAL CONSULTATION

OWS Advisory Pty Ltd

STATUTORY ENVIRONMENT

S6.12(1)(c) *Local Government Act 1995* Part 6 – Financial Management

(1) *Subject to subsection (2) and any other written law, a local government may—*

- (a) *when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*
- (b) *waive or grant concessions in relation to any amount of money; or*
- (c) *write off any amount of money,*

which is owed to the local government.

* Absolute majority required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Revenue of \$13,648.15 will be reduced and a bad debt expense recognised.

BUDGET IMPLICATIONS

There are no budget implications for this report.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications as no assets are being created or acquired.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2025 - 2029 provides:

At Key Pillar 4 Performance & Leadership the following:

Strategy 4.3:

'Commitment to continuous improvement in service delivery.'

Corporate Action 4.3.2 - Be transparent with our financial management by reporting regularly readable and meaningful financial data to the community

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

RISK MITIGATION IMPLICATIONS

Medium Risk

This item has been evaluated against the Shire of Plantagenet Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "Medium" and can be managed by specific procedures, increased monitoring and the allocation of additional resources.

STRATEGIC RISK IMPLICATIONS

There are no strategic risk implications for this report.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

The Shire undertook debt recovery actions in relation to outstanding waste service charges owed by DJ Contracting Mount Barker Pty Ltd for the period August 2023 to April 2024.

The table below outlines the outstanding amounts for which all reasonable recovery efforts were exhausted prior to the company entering voluntary administration.

| Date | Invoice | Amount |
|------------|---------|---------|
| 30/08/2023 | 2647 | \$1,152 |
| 31/10/2023 | 2823 | \$2,210 |
| 30/11/2023 | 2925 | \$2,414 |
| 31/12/2023 | 2971 | \$1,700 |
| 31/01/2024 | 3191 | \$1,972 |
| 29/02/2024 | 3321 | \$2,754 |
| 22/03/2024 | 3357 | \$1,972 |
| 31/03/2024 | 3379 | \$782 |
| 30/04/2024 | 3615 | \$2,890 |

The shire has received payment from the administrator of \$4,197.85 and now seeks approval from Council to write off the remaining amount of \$13,648.15.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council writes off \$13,648.15 as a bad debt from outstanding charges remaining after liquidation by DJ Contracting Mount Barker Pty Ltd.

9.4 EXECUTIVE SERVICES REPORTS

9.4.1 GREAT SOUTHERN VOLUNTARY REGIONAL ORGANISATION OF COUNCILS

| | |
|-------------------------------|--|
| Synergy Ref: | N67600 |
| Responsible Officer: | Julian Murphy Chief Executive Officer |
| Author: | Julian Murphy Chief Executive Officer |
| Proposed Meeting Date: | 24 February 2026 |

PURPOSE

The purpose of this report is to consider the Shire of Plantagenet's financial contribution to the employment of an Executive Officer for, and ongoing participation in, the Great Southern Voluntary Regional Organisation of Councils (GSVROC).

BACKGROUND

In 2009, the Shire of Plantagenet formed the Southern Link Voluntary Regional Organisation of Councils (SLVROC) with the Shires of Kojonup, Cranbrook and Broomehill Tambellup. The purpose of the group was to work together on resource sharing projects that benefited all Councils. The SLVROC was underpinned by a Partnering Agreement signed by all the parties.

In 2021, the Shires of Gnowangerup and Katanning were invited to join the group, however, the 2009 Partnering Agreement was never updated to reflect the new membership arrangements.

Since 2023, the VROC CEOs worked together on developing a Strategic Directions document that will help to guide the group's activities into the future.

The key priorities of the plan are:

1. Economic viability
2. Operational efficiencies
3. Climate resilience

The Shires of Kent and Woodanilling were invited to participate as observers to meetings of the SLVROC prior to the formation of the GSVROC.

The Great Southern Voluntary Regional Organisation of Councils was formed under an MOU in June 2025 for the following purposes:

1. To enhance and assist in the advancement of the Region; and
2. To encourage cooperation and resource sharing on a regional basis.

The following Councils are members of the GSVROC:

1. Shire of Kojonup
2. Shire of Cranbrook
3. Shire of Broomehill Tambellup
4. Shire of Plantagenet
5. Shire of Gnowangerup
6. Shire of Katanning
7. Shire of Kent
8. Shire of Woodanilling

The GSVROC employs a part time Executive Officer currently funded by state/federal grants. The funding arrangement for the Executive Officer expires in May 2026.

At the GSVROC meeting held in February 2026, each member Council was asked to consider making a financial contribution towards the ongoing employment of an Executive Officer to support the activities of the GSVROC.

Two funding models have been proposed, the first based on the population of each Shire (as per the Great Southern Treasures funding model). Under this model the Shire of Plantagenet would contribute \$9,453.90 to the Executive Officer costs for the next financial year.

An alternative model provides for each participating Shire to pay an equal share of costs which would equate to a contribution of \$6,676.82 for each Shire.

No decision was made at the February VROC meeting, however, there was general support for a population based model notwithstanding that the Plantagenet representatives supported an equal share model.

If the Shire of Plantagenet elects not to contribute financially to the GSVROC Executive Officer, then it would need to withdraw from the GSVROC MOU effective from 1 July 2026.

Councillors were provided a briefing note on this issue as part of the February 2026 Council Forum.

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

STATUTORY ENVIRONMENT

Local Government Act 1995

- Division 4 — Regional local governments and regional subsidiaries

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

BUDGET IMPLICATIONS

There are no budget implications for this report.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications as no assets are being created or acquired.

STRATEGIC IMPLICATIONS

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

At Outcome 4 Performance & Leadership the following Strategies:

Strategy 4.1.2 - A progressive Shire with diverse thinking

Strategy 4.1.4 - Continuous improvement in service delivery

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

RISK MITIGATION IMPLICATIONS

Low Risk

This item has been evaluated against the Shire of Plantagenet Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be “Low” risk and can be managed by routine procedures and with currently available resources.

STRATEGIC RISK IMPLICATIONS

There are no strategic risk implications for this report.

REGIONAL IMPLICATIONS

Reduced participation of the Shire of Plantagenet in a strategic alliance with local governments in the Great Southern Region.

OFFICER COMMENT

It is important that Council maintains strategic alliances with likeminded local governments in the region. There are several opportunities to cooperate with other local governments including alliances of Councils, the Western Australian Local Government Association Great Southern Zone (WALGA GS Zone) and individual

cooperation between Shires. The Shire of Plantagenet has several existing arrangements with other Councils to share staff resources and is a member of the South Coast Alliance.

Several issues need to be considered before the Shire of Plantagenet makes a formal commitment to contribute financially to the GSVROC.

The first is the size and shape of the GSVROC membership and coverage area. The initial Southern Link VROC group was made up of four Councils all within close proximity to the Shire of Plantagenet. The GSVROC grouping now includes eight Councils spread across almost the entire Great Southern Region. This larger group is by its nature, less focussed and more diverse than the original SLVROC group of four Councils.

The second concern is the duplication of the WALGA GS Zone activities. The WALGA GS Zone is made of up of twelve local governments, eight of which are members of the GSVROC. The issues being considered on a regular basis at the GSVROC meetings tend to duplicate the work being done at the WALGA GS Zone.

The third concern is the focus on issues which are not relevant to the Shire of Plantagenet. Recent meetings have included almost half of the time dealing with Great Southern Treasures tourism group issues. The Shire of Plantagenet does not participate in Great Southern Treasures, and this business should be the focus of separate meetings attended by the Great Southern Treasures participants.

The fourth concern is about the best use of the Shire of Plantagenet resources. The funding amount of up to \$10,000 may be considered well spent if the outcomes are providing a benefit to the Shire of Plantagenet. However, the size of the GSVROC both in membership and area distribution; the focus on matters which are largely of low priority for the Shire of Plantagenet; and the time required by Shire Staff and Councillors to participate in the GSVROC is not the best use of Shire resources.

The Shire of Plantagenet's existing alliances, resource sharing arrangements and participation in the WALGA GS Zone provides significant opportunities to collaborate with local governments at a regional level.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

- 1. Declines to make a financial contribution to the employment of an Executive Officer for the Great Southern Regional Organisation of Councils; and**
- 2. Withdraws from the Great Southern Regional Organisation of Councils effective from 1 July 2026.**

9.4.2 CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

| | |
|-------------------------------|---|
| Synergy Ref: | N67603 |
| Attachment: | <u>Code of Conduct for Council Members Committee Members and Candidates</u> |
| Responsible Officer: | Julian Murphy Chief Executive Officer |
| Author: | Julian Murphy Chief Executive Officer |
| Proposed Meeting Date: | 24 February 2026 |

PURPOSE

The purpose of this report is to consider the proposed Shire of Plantagenet Code of Conduct for Council Members, Committee Members and Candidates.

BACKGROUND

Amendments to the *Local Government Act 1995* and *Regulations* took effect on 1 January 2026 including changes to the Model Code of Conduct.

Local Governments must amend their adopted Code of Conduct to incorporate the changes by 31 March 2026, and the CEO must publish the updated Code of Conduct on the website.

The changes relate substantially to the role of the Local Government Inspector and manner in which complaints about a breach of the Code of Conduct are dealt with.

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

STATUTORY ENVIRONMENT*Local Government Act 1995*

- Section 5.103 – Model code of conduct for council members, committee members and candidates
- 5.104 – Adoption of model code of conduct

*Local Government (Model Code of Conduct) Regulations 2021**Local Government (Administration) Regulations 1996*

POLICY IMPLICATIONS

Policy implications do not apply for this report. The amended Code of Conduct is being presented to Council to ensure compliance with changes to the *Local Government Act 1995*.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

BUDGET IMPLICATIONS

There are no budget implications for this report.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications as no assets are being created or acquired.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2025 – 2029 provides:

At *Key Pillar 4 - Performance & Leadership* the following:

Strategy 4.3 – Commitment to continuous improvement in service delivery

Corporate Action 4.3.1 - Implement review processes in service delivery on a regular basis and as needed

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

RISK MITIGATION IMPLICATIONS

Low Risk

This item has been evaluated against the Shire of Plantagenet Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be “Low” risk and can be managed by routine procedures and with currently available resources.

STRATEGIC RISK IMPLICATIONS

There are no strategic risk implications for this report.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

The amended Code of Conduct for Council Members, Committee Members and Candidates is required to be adopted by Council by 31 March 2026. The Code of Conduct incorporates the changes required under legislation.

Further changes will be required to Council's Behavioural Breach Complaint Forms and associated Complaint Management Policy and Procedures. These changes will be presented to Council for consideration at a later date.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council adopts the Shire of Plantagenet Code of Conduct for Council Members, Committee Members and Candidates as proposed.

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**12 CONFIDENTIAL****12.1.1 TENDER CO4-2526 PORONGURUP HALL EXTENSION**

Synergy Ref: **N67591**

Responsible Officer: **Anthony Middleton**
Executive Manager of Corporate and
Community Services

Author: **Samantha McLean**
Project Coordinator

Proposed Meeting Date: **25 February 2026**

PURPOSE

The purpose of this report is to consider submissions received for Tender CO4-2526 Porongurup Hall Extension.

OFFICER RECOMMENDATION

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

Section 5.23 (2) (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

13 CLOSURE OF MEETING

There being no further business the Presiding member closed the meeting at X.XXpm.