



Shire of
Plantagenet

Mount Barker • Kendenup • Narrikup
Porongurup • Rocky Gully

ORDINARY MINUTES

An Ordinary Meeting of Council was held at the
Shire of Plantagenet Council Chambers, Mount Barker
on Tuesday 16 December 2025



Julian Murphy
CHIEF EXECUTIVE OFFICER

Resolution numbers: 156/25 to 172/25

Please Note: Council Meetings are audio-recorded in accordance with Regulation 14l of the Local Government Regulations 1996.

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 5.00pm.

The Presiding Member acknowledged 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:

Cr L Handasyde	President (Presiding Member)
Cr J Liebeck	Deputy President
Cr B Bell	Councillor
Cr R Brown	Councillor
Cr K Clements	Councillor
Cr A Fraser	Councillor
Cr M O'Dea	Councillor
Cr K Tyrer	Councillor
Cr W Sheard	Councillor

In Attendance:

Mr Julian Murphy	Chief Executive Officer
Mr André Pinto	Executive Manager Development & Regulatory Services
Mr Kevin Hemmings	Executive Manager Infrastructure and Assets
Mr Will Hosken	Manager Planning and Development
Mr Anthony Middleton	Executive Manager Corporate & Community
Ms Kylie Caley	Manager Finance
Ms Nolene Wake	Executive Officer

Apologies:

Nil

Members of the Public Present:

There was one member of the public present at the meeting.

Previously Approved Leave of Absence:

Nil

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Please Note: Council Meetings are recorded audio-recorded, in accordance with Regulation 14I of the Local Government Regulations 1996.

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

Mr Nield addressed the Council with the following questions:

Question

1. Will the Shire Council ensure that the Chief Executive Officer directs the Health Officer that her primary function is to the Health and well being of the residents of the Shire of Plantagenet rather than her Departments propaganda, negligence or otherwise misdirection in current Health issues? If not, Why not?

Response

As outlined by the WA Department of Health, local governments are required by legislation to employ Environmental Health Officers (EHOs) who have the appropriate qualifications and skills to be authorised to enforce environmental health legislation on behalf of the local government. EHOs also undertake a range of other education, surveillance, monitoring, health promotion, risk assessment and advocacy work on behalf of local government.

The role of the EHO is defined by legislation and as such Council cannot lawfully direct any staff member not to conform with the requirements of State legislation.

2. Japan, South Korea and now a number of other countries have conducted post Covid mandated injections studies, that have remarkably consistent indications of increased cancers with the anti covid drug/DNA injected population, whilst similarly uninjected citizens have not shown such increases in cancers

It is now some months or maybe years since Council adopted its current stance of aligning with the State Health Department, which by now is deplorably negligent.

Will the Councillors act with each of their own integrities to properly evaluate accurate information regarding Councils current direction and its potential impact upon children, pregnant Women and under forty year olds within the Shire of Plantagenet.

If not, Why not ?

Response

The Shire of Plantagenet is established under the Local Government Act 1995 (WA) and is required to comply with laws made by the State and Federal Parliaments. The Shire will not speculate on matters of public health and will be guided by the relevant State and Federal Authorities in these matters.

3. Can Council confirm that the CEO is acting in the very best interest of the residents Health wise?

Response

The Chief Executive Officer (CEO) is employed by Council to:

- *advise Council members on matters under discussion;*
- *administer the day-to-day operations of the Shire of Plantagenet; and*
- *carry out the policies of Council and implement its decisions.*

Council has assessed that the CEO is performing these duties in accordance with Council's expectations.

3.2 PUBLIC QUESTION TIME - SECTION 5.24 LOCAL GOVERNMENT ACT 1995

3.2.1 MR PAUL NIELD – RESIDENT OF THE SHIRE OF PLANTAGENET

Mr Nield addressed the Council with the following questions:

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?
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?
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 ?

The Presiding Member advised that Mr Nield's questions would be taken on notice and a response would be given accordingly.

4 PETITIONS / DEPUTATIONS / PRESENTATIONS

4.1.1 MR PAUL NIELD – RESIDENT OF THE SHIRE OF PLANTAGENET

Mr Nield addressed the Council in relation to covid injections, and his public health and safety concerns.

5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

Cr M O'Dea

Item: 9.2.1 - Infrastructure and Assets – Budget Amendment.
Type: Proximity pursuant to Schedule 5.60B of the Local Government Act 1995.
Nature: Own a property adjacent to the road intersection, and realignment and subsequent road seal may be advantageous.
Extent: Will be leaving the meeting.

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 25 NOVEMBER 2025**

Moved Cr W Sheard, seconded Cr M O'Dea:

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 25 November 2025 be confirmed as a true and accurate record.

CARRIED (9/0)

NO. 156/25

**For: Crs Handasyde, Liebeck, Clements, Bell, Brown,
Fraser, O'Dea, Tyrer and Sheard**
Against: Nil

**8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT
DISCUSSION**

The Presiding Member noted the Shire's condolences on the recent loss of Mr Mark Adams at sea.

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 DEVELOPMENT AND REGULATORY SERVICES REPORTS

9.1.1 PROPOSED AMENDMENT NO. 2 TO LOCAL PLANNING SCHEME NO. 5 (TOURISM OMNIBUS)

Synergy Ref:	N67173
Attachment:	<u>A – Scheme Amendment No. 2 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:	16 December 2025

PURPOSE

This report proposes that Council initiate proposed Amendment No. 2 to Local Planning Scheme No. 5. The intent of this amendment is to provide necessary tourism-related updates to the Scheme as well as generally increasing opportunities for tourism and commercial development.

BACKGROUND

The WA State Government has been working towards changing the regulatory framework for short-term rental accommodation (STRA) for several years. These changes were initiated as a result of the rapid growth of STRA, particularly in regional communities.

In 2019, a WA parliamentary enquiry report was published titled 'Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia'. This report outlined recommendations for improving the consistency of regulation within the STRA sector and addressing concerns such as industry equity, residential amenity and housing availability.

In 2023, the WA Planning Commission adopted a Position Statement titled 'Planning for Tourism and Short-Term Rental Accommodation' and associated 'Planning for Tourism and Short-term Rental Accommodation Guidelines'.

In 2024, the Parliament of Western Australia passed an amendment to the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations). This included changes to the 'deemed provisions' which are automatically part of every local planning scheme, as well as changes to the 'model provisions' which it is desirable to incorporate into a local planning scheme.

As a result of this change the Shire's *Local Planning Scheme No. 5* (the Scheme) needs to be updated to remove inconsistencies and to reflect current best practice in providing for tourism through land use planning. This proposed scheme amendment updates land use classes and definitions according to the new State standard and removes and replaces obsolete parts of the Scheme.

One of the notable changes to the Regulations is that 'Hosted Short-Term Rental Accommodation' (Hosted STRA) (formerly Bed & Breakfast) is automatically a permitted land use in any zone where a dwelling can be approved. The same applies to 'Home Occupation' (although this was an earlier change).

As well as changes proposed to achieve compliance/consistency, this amendment also proposed to generally increase opportunities for tourism and commercial development.

The table below summarises land uses that are currently prohibited but this amendment proposes to introduce the opportunity for:

Zone	Land Use	
Commercial	Unhosted STRA (currently Holiday House)	D
	Home Business	D
	Home Store	D
	Industry - Cottage	D
	Lodging House	D
Service Commercial	Lodging House	D
Tourism	Lodging House	D
Mixed Use	Lodging House	A
	Park Home Park	A
Residential	Lodging House	A
	Park Home Park	A
Rural Residential (selected only)	Unhosted STRA (currently Holiday House)	D
	Home Business	D
Rural Smallholding (selected only)	Unhosted STRA (currently Holiday House)	D
Rural Village (Karribank only)	Art Gallery	A
	Cinema/ Theatre	A
	Exhibition Centre	A
	Market	A
	Reception Centre	A
	Recreation – Private	A
	Small Bar	A
Rural Village (all areas)	Unhosted STRA (currently Holiday House)	D
	Rural Pursuit	P
Rural	Community Purpose	A
	Civic Use	A
	Cinema/Theatre	A
	Hospital	A
	Medical Centre	A
	Consulting Rooms	A

	Reception Centre	A
	Lodging House	A

This includes a proposed new 'Lodging House' land use class to fill a gap between other use classes and potentially provide for a range of other forms of accommodation that don't fit within other use classes (e.g. forms of workers accommodation, 'backpackers' style accommodation, emergency/crisis accommodation and disability supported housing).

Three other property-specific zoning changes are proposed to remove unnecessary restrictions to land use and development:

- Rezone No. 26 (Lot 350) Albany Highway, Mount Barker from 'Special Use Zone No. 2' to 'Mixed Use' and delete 'Special Use Zone No. 2' from Table 5.
- Rezone No. 34 (Lot 122) Albany Highway, Mount Barker from 'Special Use Zone No. 3' to 'Mixed Use' and delete 'Special Use Zone No. 3' from Table 5.
- Insert Additional Use No. 5 into Table 4 for No. 101 (Lot 100) Oatlands Road, Mount Barker to allow for the 'Tourist and Visitor Accommodation' and 'Lodging House' uses classes (to legitimise existing land uses).

Each of the proposed 26 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 5.4.

The amendment report document has been prepared consistent with the WAPC's template for STRA/tourism amendments as well as the 'manner and form' requirements that are directed by the WAPC.

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

Directly affected landowners and relevant State Government agencies will be notified during the public advertising period, with 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.

POLICY IMPLICATIONS

Local Planning Policy No. 2 – Tourism Development (LPP 2) relates to tourism land uses and will need to be updated to reflect changes to Local Planning Scheme No. 5 if this amendment is ultimately adopted.

LPP 2 provides criteria for the assessment of tourism development proposals, general development standards, and requires all tourism developments to provide a management plan to respond to noise, complaints and other potential amenity issues.

FINANCIAL IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

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)

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

Amendment No. 2 includes a range of changes to Local Planning Scheme No. 5 that will maintain consistency of the Scheme with the Regulations and current best practice.

Making these required changes also necessitates other changes, such as reviewing where (in which zones) relevant land uses may be permitted. For example, changes to land use permissibility are required as a result of two new use classes 'Unhosted STRA' and 'Hosted STRA' replacing three existing use classes 'Bed & Breakfast', 'Holiday Accommodation' and 'Holiday House'.

The changes proposed in this amendment also take a broad look at ways to improve consistency and open up additional opportunities for tourism and commercial development. For example, it is proposed to introduce the opportunity to approve a 'Reception Centre' in the Rural Zone, noting that there is already the opportunity to approve a 'Restaurant/Café' and these two land uses are often the synonymous.

A requirement for planning approval will exist for almost all new land uses proposed, which means that the Shire will retain the opportunity to make an assessment of whether new development is appropriate within its context. This is considered an appropriate and adequate safeguard that will protect the interests of neighbouring landowners.

If this amendment is supported, it will provide additional opportunities for tourism and commercial development and thereby remove impediments to economic development and diversification.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

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

That Council:

1. In accordance with Section 75 of the Planning and Development Act 2005, prepares Amendment No. 2 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. 2 of the Shire of Plantagenet Local Planning Scheme No. 5 is a standard amendment for the following reasons:
 - a. the amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
 - b. the amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and,
 - c. the amendment is not considered a complex or basic amendment.
3. Authorises the President and the Chief Executive Officer to affix the common seal of the Council to Amendment No. 2 to the Shire of Plantagenet Local Planning Scheme No. 5.

CARRIED (9/0)

NO. 157/25

**For: Crs Handasyde, Liebeck, Clements, Bell, Brown,
Fraser, O'Dea, Tyrer and Sheard**
Against: Nil

9.2 INFRASTRUCTURE AND ASSETS REPORTS

9.2.1 INFRASTRUCTURE AND ASSETS - BUDGET AMENDMENT

Cr M O'Dea

Item: 9.2.1 - Infrastructure and Assets – Budget Amendment.
Type: Proximity pursuant to Schedule 5.60B of the Local Government Act 1995.
Nature: Own a property adjacent to the road intersection, and realignment and subsequent road seal may be advantageous.
Extent: Will be leaving the meeting.

5.11pm Cr O'Dea left the meeting.

Synergy Ref: **N67198**
Responsible Officer: **Kevin Hemmings**
Executive Manager Infrastructure & Assets
Author: **Amy Chadbourne**
Senior Administration Officer, Infrastructure & Assets
Proposed Meeting Date: **16 December 2025**

PURPOSE

The purpose of this report is to consider a budget amendment for a number of projects managed by Infrastructure and Assets.

BACKGROUND

Reports were presented at the 4 November 2025 Council Forum outlining a proposed budget amendment for the following projects.

- Carbarup-Moorilup-Collins Roads Intersection Realignment
- Rocky Gully Layby Extension

EXTERNAL CONSULTATION

Discussion has taken place with staff from Main Roads (MR) and the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts to finalise the Carbarup-Moorilup-Collins Road Intersection Realignment as well as the Rocky Gully Layby Extension. Consultants have been engaged to provide technical drawings for both projects.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.8 - 'Expenditure from municipal fund not included in annual budget'

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

BUDGET IMPLICATIONS

An amendment to the 2025/2026 annual budget is required for additional capital projects.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

Once constructed, the Rocky Gully layby extension and the realigned Carbarup-Moorilup-Collins Roads intersection will be included in the annual road maintenance program.

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

Low Risk

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.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

The Carbarup-Moorilup-Collins Roads Intersection Realignment project has been in planning for a number of years. Black Spot funding was announced/confirmed after the 2025/2026 budget was finalised. One third of the total \$206,957 is to come from the Shire - \$68,986.

The Rocky Gully Layby Extension is identified within the Rocky Gully Place Plan as a high priority project. Funding for this project - \$182,000.00 - was announced in October 2025 and the Shire is required to fund 20% - \$36,400.00

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

That Council:

- 1. Makes provision in the annual budget for the following projects:**
 - a) \$68,986.00 for the realignment of the Carbarup-Moorilup-Collins Roads intersection; and**
 - b) \$36,400.00 for the extension of the Rocky Gully Layby; and**
- 2. Amends the 2025/2026 budget accordingly.**

CARRIED (8/0)

NO. 158/25

**For: Crs Handasyde, Liebeck, Clements, Bell, Brown,
Fraser, Tyrer and Sheard**
Against: Nil

Absolute Majority

5.11pm Cr O'Dea returned to the meeting.

9.2.2 DRIVER REVIVER - REVIEW

Synergy Ref:	N67151
Responsible Officer:	Kevin Hemmings Executive Manager Infrastructure and Assets
Author:	Amy Chadbourne Senior Administration Officer, Infrastructure and Assets
Proposed Meeting Date:	16 December 2025

PURPOSE

The purpose of this report is to consider ongoing support for the Driver Reviver (DR) program.

BACKGROUND

At the Ordinary Council Meeting held on 19 December 2023 it was resolved:

'That Council continues to support the Plantagenet Driver Reviver Program with the following conditions:

- 1. Provided all regulatory conditions are met, the Driver Reviver be held at the Tenterden Store.*
- 2. Volunteers are responsible for the operation of the event, including collection of equipment, set up and pack away of the site and return of equipment to the Shire Depot and would need to undertake any required safety directions.*
- 3. The Driver Reviver Program be reviewed every two years in a report to Council in December of the relevant year.'*

Since December 2023, four Driver Revivers have been held.

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

STATUTORY ENVIRONMENT

Local Government Act 1995, Subdivision 2 – ‘Committees and their meetings’

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The costs to organise and run the Driver Reviver are funded by the Shire.

Regular costs are listed below and are for each event.

Traffic Management Plan	\$350.00
Portable toilet hire (local)	\$159.00
Milk, tea coffee etc	\$45.00
Depot staff time (chargeable)	\$1,500.00

	\$2,054.00
	=====

Chargeable Shire staff time includes the preparation and installation of signage as well as transporting equipment to the site and picking up following the event. Administration staff time is not chargeable.

BUDGET IMPLICATIONS

The Council's 2025/2026 budget has no funding for Driver Reviver activities.

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 1 - Community* the following:

Strategy 1.6 – Improve Safety on roads and in public open spaces

Corporate Action 1.6.1 – Support the priorities identified in the Road Safety Strategy for WA 2020-2030.

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'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.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

Shire staff have organised four Driver Revivers on relevant long weekends in the last two years.

- March 2024
- September 2024
- March 2025
- September 2025

The site for each event was the Tenterden Store on Albany Highway in the Shire of Cranbrook.

The table below shows the statistics for each of the four events.

	2024			2025		
Date	V	C	T	V	C	T
March	24	32	22	45	61	43
September	66	60	33	75	101	43

V – vehicle stopping

C – coffee/tea/water

T – toilet use

It should be highlighted that the number of vehicles stopping at the site is down on previous years. The highest statistic was 144 vehicles stopping in March 2020 and 113 in September 2020.

Main Roads traffic counts on Albany Highway in the vicinity of the Tenterden Store report that traffic on the highway is increasing and provide the following information.

Year	North	South	Total	Trucks %
2023/2024	1,379	1,254	2,733	22.8%
2022/2023	1,244	1,246	2,490	18.9%
2020/2021	1,192	1,282	2,474	19.2%

Using the traffic counts to compare the number of vehicles stopping at the September 2025 Driver Reviver, to the total vehicles using the road in 2023/2024, the event affects 0.03% of motorists.

The Plantagenet Shire is the only local government in the Great Southern Region with a RoadWise Committee. Since mid-2023, WALGA's focus for RoadWise Councils has evolved away from behavioural programs like Driver Reviver instead focusing more on infrastructure and providing support towards incorporating best practice road safety principles and policy.

The Driver Reviver website promotes Driver Reviver roadside stops as being powered by volunteers and service organisations. It is proposed that the Driver Reviver be supported by the Shire in principle but run by a volunteer group in practice.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Cr W Sheard, seconded Cr R Brown:

That Council:

1. Seeks a community group to manage, organise and run the Plantagenet Driver Reviver as a volunteer program; and
2. Continues to provide assistance for the Plantagenet Driver Reviver as required.

AMENDMENT

Moved Cr B Bell, seconded Cr L Handasyde:

That point 1 be removed from the motion.

CARRIED (7/2)

NO. 159/25

For: Crs Handasyde, Liebeck, Clements, Bell, Brown, Tyrer and Sheard
Against: Crs Fraser and O'Dea .

The amended motion became the substantive motion and was put to a vote.

COUNCIL DECISION

Moved Cr W Sheard, seconded Cr R Brown:

That Council continues to provide assistance for the Plantagenet Driver Reviver as required.

CARRIED (9/0)

NO. 160/25

For: Crs Handasyde, Liebeck, Clements, Bell, Brown, Fraser, O'Dea, Tyrer and Sheard
Against: Nil

9.3 CORPORATE AND COMMUNITY SERVICES REPORTS

9.3.1 COMMUNITY GRANT PROGRAM GUIDELINES - PROPOSED AMENDMENTS

File Ref:	N67185
Attachments:	<u>A. Community Grant Program – Guidelines</u> <u>B. Community Grant Program – Revised Guidelines December 2025</u>
Responsible Officer:	Anthony Middleton Executive Manager Corporate and Community
Author:	Nicole Selesnew Manager Community and Recreation Services
Proposed Meeting Date:	16 December 2025

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. Some minor editorial changes are also proposed to improve the functionality of the Guidelines.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

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

MOTION TO ADJOURN THE DEBATE

Moved Cr K Tyrer, seconded Cr K Clements:

That the debate be adjourned and be referred to a Council Forum for further discussion.

CARRIED (9/0)

NO. 161/25

**For: Crs Handasyde, Liebeck, Clements, Bell, Brown,
Fraser, O'Dea, Tyrer and Sheard**
Against: Nil

**9.3.2 ATWORK AUSTRALIA LEASE COMMUNITY RESOURCE CENTRE LOT
151 LOWOOD ROAD MT BARKER**

Synergy Ref:	N67192
Attachment:	<u>AtWork Australia - Lease Terms and Plan Lot 151 Lowood Rd</u>
Responsible Officer:	Anthony Middleton Executive Manager Corporate & Community Services
Author:	Delma Baesjou Coordinator Corporate Strategy
Proprietor/Applicant:	AtWork Australia
Proposed Meeting Date:	16 December 2025

PURPOSE

The purpose of this report is to seek approval to advertise the draft Lease for AtWork Australia for portion of the Community Centre building, Lot 151 Lowood Road Mount Barker and authority for the Shire President and Chief Executive Officer to affix the Common Seal of the Council to the Lease.

BACKGROUND

The Shire of Plantagenet is registered as the proprietor of Lot 151 (1) Lowood Road Mount Barker. The premises comprise a significant 2 storey building and outside carparking and grounds. The ground floor of the building, excluding the area occupied by the library, was formerly leased to the Baptist Union of Western Australia (BUWA) and Mount Barker Community Centre (MBCC). That 30-year lease between the Shire of Plantagenet (Landlord), BUWA (sponsor) and MBCC (tenant) commenced on 31 July 2009 and was surrendered, effective 30 June 2025.

The AtWork Australia (AWA) Premises comprises a 23sqm office on the ground floor. The tenancy was the subject of an 'Agreement to Rent' between the BUWA and the Mount Barker Community Resource Centre signed 31 March 2023 and expired 30 June 2024.

A Market Rent Appraisal (MRA) was completed in August 2025 for the AWA office space at 151 Lowood Road. The Valuer determined the Gross Market Rent to be \$9,500pa.

A new Lease was prepared by the Shire's solicitor and forwarded to AWA in October. The Terms and conditions have subsequently been negotiated and agreed by the parties to enable transition to a commercial rental.

The essential terms of the lease include:

- Rent - Nine thousand five hundred dollars (\$9,500.00) per annum.
- Term – Two (2) years expiring on 30 June 2027
- Annual rent review, based on CPI

EXTERNAL CONSULTATION

Officers have been in contact with representatives from AtWork Australia.

The proposed lease (disposal of property) is to be advertised in the local newspaper, on the Shire's website and on Notice boards in the CRC and Administration Office in accordance with the requirements of the LG Act.

STATUTORY ENVIRONMENT

Section 3.58 of the Local Government Act 1995 sets out the requirements for the disposal of property, including leased and licensed land and buildings.

Local Government (Functions and General) Regulations 1996 – Regulations 30 and 31 govern the disposal of land.

The Local Government must give two weeks local public notice of the proposed lease. Any submissions must be considered by the Council, and the decision regarding those submissions recorded in the Minutes.

POLICY IMPLICATIONS

Policy– Asset Management

This Policy objective includes 'ensuring that the assets used to support the service delivery continue to function to the level of service determined by the Council'.

The proposed Lease is consistent with the 2025 Asset Management Policy

FINANCIAL IMPLICATIONS

Costs associated with the preparation, advertising and execution of the new lease will be borne by the Shire but may be recovered from the tenant/lessee.

BUDGET IMPLICATIONS

Under the former MoU, rent for the sub-lease was paid to BUWA/Mount Barker Community Centre. Subsequent to the surrender of the BUWA Lease the Shire has made the space available to AWA on a month-by-month basis, for a fee of \$740.16 (plus GST). Under the proposed Lease, annual rent will be \$9,500.00 (invoiced quarterly) and payable to the Shire of Plantagenet.

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. However, it is acknowledged that the Mount Barker Community Resource Centre is a significant asset which the Shire is obligated to continue to maintain in a sound structural condition.

STRATEGIC IMPLICATIONS

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

At Key Pillar 4 - *Leadership* the following:

Strategy 4.2 - A Shire that is open and transparent with its community.

Strategy 4.3 – Commitment to continuous improvement in service delivery

Strategy 4.6 – Advocate the provision and promotion of services, home care and facilities that meet the needs of 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'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.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

The Lease for the AtWork Office within portion of the Mount Barker Community Centre building at Lot 151 Lowood Road Mt Barker will enable continuity of delivery.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Liebeck, seconded Cr B Bell:

That Council:

1. Advertises the draft new lease to AtWork Australia for portion of Lot 151 Lowood Road, Mount Barker;
2. Subject to no submissions being received, enters into a lease AtWork Australia for portion of Lot 151 Lowood Road, Mount Barker; and
3. Authorises the President and the Chief Executive Officer to affix the Common Seal of the Council to the Lease for portion of Lot 151 Lowood Road, Mount Barker.

CARRIED (9/0)

NO. 162/25

**For: Crs Handasyde, Liebeck, Clements, Bell, Brown,
Fraser, O'Dea, Tyrer and Sheard**
Against: Nil

9.3.3 LOT 51 HASSELL AVENUE KENDENUP NEW LEASE FOR KENDENUP TOWN HALL

Synergy Ref:	N67193
Attachment:	Kendenup Town Hall Lease Schedule and Plan
Responsible Officer:	Anthony Middleton Executive Manager Corporate and Community Services
Author:	Delma Baesjou Coordinator Corporate Strategy
Proposed Meeting Date:	16 December 2025

PURPOSE

The purpose of this report is to consider leasing the Kendenup Town Hall, Lot 51 (41) Hassell Avenue, Kendenup Western Australia to an incorporated community organisation, Kendenup Town Hall Inc.

BACKGROUND

The Shire of Plantagenet is registered as the proprietor of Lot 51 on Deposited Plan 427040 (41) Hassell Avenue Kendenup.

A draft Lease, based on the Shire's template Community Lease document, was forwarded to the Committee on 15 July 2025. Following various email exchanges, Version 3 of the Draft was issued on 20 November. The Shire's standard Terms and Conditions are proposed; however, Schedule 2 has been revised to reflect the existing services and fittings within the Hall and clarify obligations relating to the Public Toilets on the adjoining Lot.

EXTERNAL CONSULTATION

Consultation has occurred with the proposed Lessee.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 3.58 applies to the disposition of property, including leasing. Under the Local Government (Functions and General) Regulations, a disposition of land is an exempt disposition and is excluded from the application of Section 3.58, if:

'...the land is disposed of to a body, whether incorporated or not – the objects of which are charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and members of which are not enlisted or permitted to receive a pecuniary profit from the body's transactions.'

The proposed Lease to the Kendenup Town Hall Inc. is an exempt disposition.

POLICY IMPLICATIONS

Policy – Community Halls and Buildings

This Policy sets out that the Council is of the opinion that community halls within the district should be operated and developed in accordance with the following:

- 1.1. Wherever possible, operated by an appropriate incorporated community body.
- 1.2. 'Operated' in part (1.1) can include ownership or leasing.
- 1.3. If sale or lease for community hall purposes is not possible, the closure of the hall and subsequent sale and removal of the subject structure will be pursued.

Policy – Asset Management

This Policy objective includes 'ensuring that the assets used to support the service delivery continue to function to the level of service determined by the Council'.

The proposed Lease is consistent with both the Community Halls and Buildings Policy and the Asset Management Policy.

FINANCIAL IMPLICATIONS

The cost of preparing the Lease document has been born by the Shire.

BUDGET IMPLICATIONS

Item 6 of the draft Leases sets the rent at Ten dollars (\$10) per annum.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications as no new Shire of Plantagenet assets are being created or acquired. However, it is acknowledged that the Shire is obligated to continue to maintain the buildings in a sound structural condition.

STRATEGIC IMPLICATIONS

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

At *Key Pillar 2 - Environment* the following:

Strategy 2.3 – Prioritise town halls and public buildings to enable community focal points and gathering spaces.

Corporate Action 2.3.4 Improvements to activate the Kendenup Town Hall and adjoining land for community markets, meetings and school holiday activities.

Strategy 2.4 – Develop a range of community facilities that cater for all.

At *Key Pillar 4 - Leadership* the following:

Strategy 4.2 - A Shire that is open and transparent with its community.

Strategy 4.4 - A progressive Shire with diverse thinking.

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 Terms and Conditions of the draft Lease are generally consistent with the Shire's template Community Lease, other than minor variations to reflect the circumstances at the Kendenup Town Hall, in particular the Public Toilets on adjoining Lot 50. It is considered appropriate to offer on a five-year term, with the option of a five-year extension.

All key items of the Lease have been agreed, although the Lessee is seeking further clarification around subletting and occupancy. Resolution of these matters will have no material impact on the terms of the lease. The parties are keen to progress with finalisation of the Lease. It is recommended that Council authorises the CEO to negotiate the final details of the lease for Lot 51 Hassell Avenue Kendenup Town Hall.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr K Clements, seconded Cr W Sheard:

That Council:

1. Authorises the Chief Executive Officer to negotiate the final terms and conditions for the Lease to Kendenup Town Hall Inc for Lot 51 Hassell Avenue, Kendenup; and
2. Authorises the President and the Chief Executive Officer to affix the Common Seal of the Council to the Lease for Lot 51 Hassell Avenue, Kendenup.

CARRIED (9/0)

NO. 163/25

**For: Crs Handasyde, Liebeck, Clements, Bell, Brown,
Fraser, O'Dea, Tyrer and Sheard**
Against: Nil

9.3.4 LOT 150 BEVERLEY ROAD KENDENUP NEW LEASES FOR COMMUNITY GROUNDS COMMITTEE AND TENNIS CLUB

Synergy Ref:	N67197
Attachment:	<u>A. Kendenup Community Grounds Lease Schedule and Plan</u> <u>B. Kendenup Tennis Club Lease Schedule and Plan</u>
Responsible Officer:	Anthony Middleton Executive Manager Corporate and Community Services
Author:	Delma Baesjou Coordinator Corporate Strategy
Proposed Meeting Date:	16 December 2025

PURPOSE

The purpose of this report is to seek authority for the Shire President and Chief Executive Officer to affix the Common Seal of the Council to the Leases for the Kendenup Community Grounds Committee and Kendenup Tennis Club for portions of Lot 150 Beverley Road, Kendenup Western Australia.

BACKGROUND

The Shire of Plantagenet is registered as the proprietor of the subject land. The Shire currently leases Lot 150 Beverley Road to the Kendenup Community Grounds Committee and Kendenup Tennis Club. The five-year Leases commenced on 26 February and 5 June 2019 respectively and expired in 2024. Since then, both leases have been extended (held-over) on a month-by-month basis, in accordance with clause 3.2.

Draft new Leases, were forwarded to each Lessee in July 2025, based on the Shire's template Community Lease document. Similar Terms and Conditions are proposed, however the nominated lease area for the Community Grounds Committee has been adjusted to allow for a prospective new lease to the Kendenup Men's Shed. Schedule 2 has been revised to clarify obligations relating to access maintenance and acknowledge non-potable water supply and use of the site as a community managed camping ground.

EXTERNAL CONSULTATION

Consultation has occurred with both proposed Lessees.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 3.58 applies to the disposition of property, including leasing. Under the Local Government (Functions and General) Regulations, a disposition of land is an exempt disposition and is excluded from the application of Section 3.58, if:

'...the land is disposed of to a body, whether incorporated or not – the objects of which are charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and members of which are not enlisted or permitted to receive a pecuniary profit from the body's transactions.'

The Leases to the Kendenup Community Grounds Committee and Kendenup Tennis Club are exempt dispositions.

POLICY IMPLICATIONS

Policy – Community Halls and Buildings

This Policy sets out that The Council is of the opinion that community halls within the district should be operated and developed in accordance with the following:

- 1.1. Wherever possible, operated by an appropriate incorporated community body.
- 1.2. 'Operated' in part (1.1) can include ownership or leasing.
- 1.3. If sale or lease for community hall purposes is not possible, the closure of the hall and subsequent sale and removal of the subject structure will be pursued.

Policy – Asset Management

This Policy objective includes 'ensuring that the assets used to support the service delivery continue to function to the level of service determined by the Council'.

The proposed Lease is consistent with both the Community Halls and Buildings Policy and the Asset Management Policy.

FINANCIAL IMPLICATIONS

The cost of preparing the Lease documents has been born by the Shire.

BUDGET IMPLICATIONS

Item 6 of the current Leases sets the rent at Ten dollars (\$10) per annum.

It is proposed that this continues.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications as no new Shire of Plantagenet assets are being created or acquired. However, it is acknowledged that the Shire is obligated to continue to maintain the buildings in a sound structural condition.

STRATEGIC IMPLICATIONS

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

At Key Pillar 2 - *Environment* the following:

Strategy 2.3 – Prioritise town halls and public buildings to enable community focal points and gathering spaces.

Strategy 2.4 – Develop a range of community facilities that cater for all.

At Key Pillar 4 - *Leadership* the following:

Strategy 4.2 - A Shire that is open and transparent with its community.

Strategy 4.4 - A progressive Shire with diverse thinking.

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'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.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

The Terms and Conditions of the new Leases are consistent with the current Leases, other than minor variation and reduction of the lease area to provide for the Kendenup Men's Shed and clarification of accessway maintenance, at the discretion of the Shire, water storage and camping ground. It is considered appropriate to offer both Leases on a five-year term, with the option of a five-year extension.

Renewal of the Leases to the Kendenup Community Grounds Committee and Kendenup Tennis Club is supported.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr J Liebeck:

That Council:

1. Enters into a new Lease with Kendenup Community Grounds Committee for portion (approximately 5.5ha) of Lot 150 Beverley Road, Kendenup, Western Australia as proposed;
2. Enters into a new Lease with Kendenup Tennis Club for portion (approximately 1ha) of Lot 150 Beverley Road, Kendenup, Western Australia as proposed; and
3. Authorises the President and the Chief Executive Officer to affix the Common Seal of the Council to the Leases for Lot 150 Beverley Road, Kendenup.

CARRIED (9/0)

NO. 164/25

**For: Crs Handasyde, Liebeck, Clements, Bell, Brown,
Fraser, O'Dea, Tyrer and Sheard**
Against: Nil

9.3.5 COUNCIL POLICY - DEBT COLLECTION

Synergy Ref:	N67194
Attachment:	<u>Debt Collection Council Policy</u>
Responsible Officer:	Julian Murphy – Chief Executive Officer
Author:	Anthony Middleton – Executive Manager Corporate & Community Services
Proposed Meeting Date:	16 December 2025

PURPOSE

The purpose of this report is to consider repealing the Council Policy regarding Debt Collection.

BACKGROUND

The Financial Management Review 2025 identified forty-one (41) recommendations into the appropriateness and effectiveness of the financial management systems and procedures of the Shire. Section 5.2 of this review stated:

'We noted some council policies which may be operational in nature. Council policies are not necessarily intended to provide direction on how different operational functions are to be executed as these are the responsibility of the CEO. Some policies where this may occur includes:

- *Budget Preparation Policy F/FM/12*
- *Debt Collection - Policy F/FM/15*

Policies are not necessarily intended to provide direction on how different functions are to be executed, except where legislation requires it.

Improvement:

Review and update these policies to consider the appropriate separation of the roles of the council and the CEO. Consider review and update of policies to articulate the strategic direction of Council, particularly where legislation does not provide such direction.'

The Budget Preparation Council Policy was repealed by the Council at its meeting held on 17 June 2025. This agenda item considers the Debt Collection Policy (attached).

EXTERNAL CONSULTATION

There has been no external consultation for this report.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996 regulation 5 (CEO's duties as to financial management) states:

- (1) Efficient systems and procedures are to be established by the CEO of a local government —
 - (a) for the proper collection of all money owing to the local government

POLICY IMPLICATIONS

This item recommends the repeal of Council Policy – Debt Collection.

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

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

This item is recommending the repeal of Council Policy – Debt Collection to better align with the role of the Council and the CEO as defined in the Local Government Act 1995. The content of the policy will not be lost and it is proposed the detail will be reviewed and converted to a Management Directive.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr M O'Dea, seconded Cr W Sheard:

That Council repeals the Shire of Plantagenet Policy relating to Debt Collection.

CARRIED (9/0)

NO. 165/25

For: Crs Handasyde, Liebeck, Clements, Bell, Brown,

Fraser, O'Dea, Tyrer and Sheard

Against: Nil

9.3.6 LIST OF ACCOUNTS – NOVEMBER 2025

File Ref:	N67188
Attachment:	<u>List of Accounts – November 2025</u>
Responsible Officer:	Kylie Caley Manager of Finance
Author:	Debbie Evans Finance Officer - Creditors
Proposed Meeting Date:	16 December 2025

PURPOSE

The purpose of this report is to present the list of payments that were made during the month of November 2025.

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 – Purchasing Policy

Council Policy – 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/COUNCIL DECISION

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

That Council receives the list of accounts paid during the month of November 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	EFT8940 – EFT9138	\$1,262,626.18
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Direct Debit Payments		\$122,377.01
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EFT Payroll Payments		\$495,412.21
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Total Municipal Account Payments		\$1,880,415.40
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Licensing Trust Account

Direct Debit Payments		\$ 147,688.45
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Total Licensing Trust Account Payments		\$ 147,688.45
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TOTAL OF ALL ACCOUNTS		\$2,028,103.85
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CARRIED (9/0)

NO. 166/25

**For: Crs Handasyde, Liebeck, Clements, Bell, Brown,
Fraser, O'Dea, Tyrer and Sheard
Against: Nil**

9.3.7 MONTHLY FINANCIAL REPORT – NOVEMBER 2025

File Ref:	N67189
Attachment:	<u>Monthly Financial Report - November 2025</u>
Responsible Officer:	Anthony Middleton Executive Manager Corporate & Community
Author:	Kylie Caley Manager of Finance
Proposed Meeting Date:	16 December 2025

PURPOSE

The purpose of this report is to provide Council with the monthly financial report for the month ending 30 November 2025.

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 30 November 2025 represents five (5) months, or 42% of the year. The following items are worthy of noting:

- Closing surplus position of \$7.23m;
- Operating results:
 - 51% of budgeted operating revenue has been received; and
 - 18% of budgeted operating expenditure spent;
- Capital expenditure achieved 8.8% of budgeted projects, including:
 - Plant & Equipment 1.9%
 - Infrastructure – Roads, Drainage, & Footpaths 4.6%

- All Other Capital Expenditure 1.2%
- Cash holdings of \$12.16m of which \$7.5m is held in cash backed reserve accounts;
- Rates debtors outstanding equate to 25.2% 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/COUNCIL DECISION

Moved Cr M O'Dea, seconded Cr R Brown:

That Council notes the monthly financial statements for the period ending 30 November 2025 as presented.

CARRIED (9/0)

NO. 167/25

**For: Crs Handasyde, Liebeck, Clements, Bell, Brown,
Fraser, O'Dea, Tyrer and Sheard**
Against: Nil

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

12 CONFIDENTIAL**12.1.1 TENDER C05-2526 EULUP MANURUP BRIDGE REPLACEMENT – HAY RIVER FLOODWAY/CULVERT CROSSING – SLK 1.27**

File Ref: N67121
Responsible Officer: Julian Murphy
Chief Executive Officer
Author: Kevin Hemmings
Executive Manager Infrastructure and Assets
Proposed Meeting Date: 16 December 2025

PURPOSE

The purpose of this report is to consider submissions received for Tender C05-2526 Eulup Manurup Bridge Replacement – Hay River Floodway/Culvert Crossing – SLK 1.27.

MOTION THAT THE MEETING BE CLOSED TO THE PUBLIC

Moved Cr K Clements, seconded Cr J Liebeck:

5:27pm 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; and

Section 5.23 (2) (e) a matter that if disclosed, would reveal —

(i) a trade secret; or
(ii) information that has a commercial value to a person; or

(iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government.

CARRIED (9/0)

NO. 168/25

For: Crs Handasyde, Clements, Bell, Brown, Etherington,
Fraser, Liebeck, Oldfield and Sheard
Against: Nil

There were no remaining members of the public left at the meeting.

MOTION TO SUSPEND STANDING ORDERS

Moved Cr K Clements, seconded Cr B Bell:

That Council suspends Standing Orders.

CARRIED (9/0)

NO. 169/25

**For: Crs Handasyde, Liebeck, Clements, Bell, Brown,
Fraser, O'Dea, Tyrer and Sheard**
Against: Nil

MOTION TO REINSTATE STANDING ORDERS

Moved Cr K Clements, seconded Cr B Bell:

That Council reinstates Standing Orders.

CARRIED (9/0)

NO. 170/25

**For: Crs Handasyde, Liebeck, Bell, Clements,
Fraser, O'Dea, Tyrer and Sheard**
Against: Nil

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr K Clements, seconded Cr J Liebeck:

That Council approves the award of Tender C05-2526 Eulup Manurup Bridge Replacement – Hay River Floodway/Culvert Crossing – SLK 1.27 to Down South Timber Company Pty Ltd T/A MC Civil Contractors for \$1,391,645.20 (incl GST).

CARRIED (9/0)

NO. 171/25

**For: Crs Handasyde, Liebeck, Clements, Bell, Brown,
Fraser, O'Dea, Tyrer and Sheard**
Against: Nil

MOTION THAT THE MEETING BE OPENED TO THE PUBLIC

Moved Cr K Clements, seconded Cr J Liebeck:

5:31pm That the meeting proceed in public.

CARRIED (9/0)

NO. 172/25

**For: Crs Handasyde, Liebeck, Clements, Bell, Brown,
Fraser, O'Dea, Tyrer and Sheard**
Against: Nil

5.32pm The meeting was re-opened to members of the public and the Council decision for Item 12.1.1 was noted.

13 CLOSURE OF MEETING

There being no further business the Presiding member closed the meeting at 5:32pm.

CONFIRMED: CHAIRPERSON_____ DATE:____/____/____