



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
at 5:00pm on Tuesday 17 June 2025**


Julian Murphy
CHIEF EXECUTIVE OFFICER

Resolution numbers: 054/25 to 066/25

***Please Note: Council Meetings are audio-recorded in accordance with
Regulation 14I 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, present and emerging.

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

Members Present:

Cr L Handasyde	President (Presiding Member)
Cr K Clements	Deputy President
Cr B Bell	Councillor
Cr R Brown	Councillor
Cr S Etherington	Councillor
Cr A Fraser	Councillor (Joined via Teams)
Cr J Liebeck	Councillor
Cr J Oldfield	Councillor

In Attendance:

Mr Julian Murphy	Chief Executive Officer
Mr Kevin Hemmings	Executive Manager Infrastructure and Assets
Mr Anthony Middleton	Executive Manager Corporate & Community
Ms Kylie Caley	Manager Finance
Ms Nolene Wake	Executive Officer
Ms Helen Purves	Executive Officer Governance
Mr Vince Partridge	ICT Officer

Apologies:

Cr W Sheard

Members of the Public Present:

There were nil members of the public present at the meeting.

Previously Approved Leave of Absence:

Nil

Disclaimer:

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The Shire of Plantagenet disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, or statement of intimation occurring during Council / Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

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

Please Note: Council Meetings are recorded for accuracy of minute taking.

3 PUBLIC QUESTION TIME

3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

3.2 PUBLIC QUESTION TIME - SECTION 5.24 LOCAL GOVERNMENT ACT 1995

Nil

4 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

Nil

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 27 MAY 2025

Moved Cr B Bell, seconded Cr J Liebeck:

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 27 May 2025 be confirmed as a true and accurate record.

CARRIED (8/0)

NO. 054/25

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

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Presiding Member recognised Cr Ken Clements in being awarded an OAM in the 2025 King's Birthday Honours List. The citation reads ...for service to local government and to the community of the Mount Barker region....

Well done and well recognised for long term and extraordinary service.

8.1 CONDOLENCE MOTION

Cr B Bell noted the passing of Mr John Brinsley Bush; a wonderful man who contributed so much to the education of students and others in the field of music. We thank the Bush family for sharing Mr Bush for the ongoing benefit to our community.

Moved Cr B Bell, seconded Cr S Etherington:

That Council acknowledge the recent passing Mr John Bush and condolences be extended to the family of Mr Bush.

CARRIED (8/0)

NO. 055/25

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

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 DEVELOPMENT AND REGULATORY SERVICES REPORTS

9.1.1 PROPOSED COUNCIL POLICY - CAMPING AND TEMPORARY ACCOMMODATION PERMITS

Synergy Ref:	N66168
Attachments:	<u>A – Extract from the <i>Caravan Parks and Camping Grounds Regulations 1997</i> – ‘Part 2: Caravanning and camping generally’</u> <u>B – Media Release by Minister for Local Government (22 August 2024)</u> <u>C – Draft Council Policy <i>Camping & Temporary Accommodation Permits</i></u> <u>D – Draft Public Information Brochure ‘Camping on Private Land’</u> <u>E – Draft Public Information Brochure ‘Temporary Accommodation’</u>
Responsible Officer:	Andre Pinto, Executive Manager Development & Regulatory Services
Author:	Will Hosken, Manager Planning & Development Services
Proprietor/Applicant:	n/a
Proposed Meeting Date:	17 June 2025

PURPOSE

This report proposes the adoption of a new Council Policy to establish a position on the granting of permits by the Shire for camping on private land, including where permits are used to support temporary accommodation.

BACKGROUND

As well as regulating commercial operators, the *Caravan Parks and Camping Ground Regulations 1997* (the Regulations) also governs camping on private land outside of licensed facilities (see Part 2 of the Regulations included as Attachment A).

In August 2024 the State Government announced changes to this Part of the Regulations, including the ability for local governments to grant permits for camping on private land for up to 24 months.

The intent of these changes was to enable the use of a Tiny Homes on Wheels (THOW) as a form of temporary accommodation (see Attachment B – Media Release by Minister for Local Government).

Section 11(a) of the Regulations allows for camping on private land (with a legal right to occupy) without approval for a maximum of 5 nights in any period of 28 consecutive days.

Section 11(aa) allows for camping on private land for a period of greater than 5 nights in any period of 28 consecutive days subject to the written approval of the local government. A local government may grant approval for up to 24 months in accordance with the requirements outlined at Section 11A.

While the Regulations provide broad parameters, it is up to the local government to decide when camping permits will be granted and the conditions that will apply. The Regulations do not provide clear direction on how a local government is to implement a permit process, including:

- Defining the type of structures that are appropriate for longer-term occupation (or not), including defining what a THOW is (and is not)
- Defining how the requirement of the Regulations for demonstrating ‘health and safety’ is to be implemented

This provides local governments with a high degree of discretion, but also leaves local governments almost entirely responsible for addressing risk mitigation.

The policy that is proposed by this report (see Attachment C - ‘Draft Council Policy Camping & Temporary Accommodation Permits’) aims to provide clear guidelines for the granting of camping permits by the Shire. This intends to address evident risks while still providing a legitimate pathway in appropriate circumstances.

Permit Types

The proposed policy provides for the granting of a camping permit in the following circumstances:

- *Short term camping for a period of between 5 and 21 nights*

This type of permit is expected to be the most commonly used, catering for extended family stays and other similar short term uses. It is anticipated that this would be an administratively ‘light’ process, and provide a way to formal way to accommodate a generally acceptable activity that has typically occurred without approvals being sought.

- *Long term camping (temporary accommodation) when a residence is being built*

This type of permit would be granted for up to 12 months where an approved and active building permit is in place and the owner wishes to reside on site during the building process. This type of permit is the same as previously existed in the Regulations (prior to September 2024).

- *Long term camping (temporary accommodation) utilising a Tiny Home on Wheels (THOW)*

This type of permit would be granted for up to 24 months (and may be renewed upon application) where a landowner seeks to reside in a THOW (usually instead of building a house). Further discussion on the use of THOWs as a form of accommodation is provided below.

Permit Conditions

The proposed Policy provides for application requirements and conditions of approval in three ways:

- General conditions that apply to all permits

This includes conditions such as:

- Camping permits are not transferable or for commercial purposes
 - A campsite location must meet specified requirements to avoid environmental damage, bushfire risk and impacts on neighbours
 - Appropriate arrangements for the management of waste and wastewater disposal must be demonstrated
- Conditions that apply to a specific type of permit
 - An ability for the Shire to apply site-specific conditions, where necessary

The proposed policy requirements are aimed at minimising risks to personal and public safety, environmental harm and meeting the requirements of the Regulations.

The Regulations allow for the Shire to revoke a permit if the conditions of an approval are not complied with.

Bushfire Risk

The proposed policy includes requirements that address the potential risk to life from bushfire. Officers consider this to be one of the most significant risks involved in the granting of camping permits and recommend the measures in the proposed policy are a necessary response. This approach sets a higher standard than other local governments with similar policies.

Campers will typically be less prepared and have fewer resources available to respond to a bushfire scenario compared to permanent residents, and having campers located in remote or inaccessible areas during dangerous fire weather should be avoided wherever possible.

The requirements outlined in the proposed policy seek evacuation as a first response in order to preserve life and avoid the unnecessary use of emergency services resources.

Tiny Home on Wheels (THOW)

A tiny home that is attached to footings and has achieved a building permit is classed the same as a residential dwelling; however, a tiny home that is on wheels and mobile (not fixed to the ground) is considered the same as a caravan under the Regulations and other State legislation.

Community acceptance of THOWs as a form of accommodation has grown in recent years, partly due to their popularity as a lifestyle choice and partly due to the growing need for alternative forms of affordable housing.

The proposed policy defines what a THOW is and is not, providing distinction from caravans and other types of vehicles.

The proposed policy allows for a permit to be granted for the use of a THOW as a form of temporary accommodation for up to 24 months.

As a form of temporary accommodation more than a short-term camp, the policy includes requirements for demonstrating structural safety and licensed utility service installation. These requirements enable the Shire to ensure that the THOW meets the 'health and safety' test of the Regulations and fairly relate to these structures being intended for medium to long term use.

Compliance Issues

The Shire is currently handling a number of compliance cases that involve a person occupying a property by camping in a vehicle or other unapproved structure. The circumstances of each of these cases are complex.

In most of these cases the occupant could potentially apply to the Shire for a permit to camp on the property. Shire officers would then have to use discretion to decide whether each camp could be approved, including consideration of health, safety and access to services as referred to in the Regulations.

The proposed Policy would greatly assist Shire officers by setting clear parameters, as well as providing clarity and transparency for our community. Shire officers could therefore seek to resolve these compliance cases by either directing that an application is made and minimum standard achieved, or by seeking that unauthorised activity cease.

EXTERNAL CONSULTATION

Shire officers have consulted with staff from other local governments and reviewed various approaches to this matter before forming the position recommended in the proposed policy.

As this Policy will have a material impact on the development and/or use of private property, it is recommended that the Shire advertise the proposed adoption of this Council Policy for a minimum of 21 days to provide for public comment. In support of this the Shire will provide public notification via the Shire's website and social media.

Attachments D and E to this report are draft public information brochures that have been prepared to help communicate camping permit requirements. These brochures are based on the proposed policy presented in this report.

STATUTORY ENVIRONMENT

The proposed policy provides direction for the exercise of discretion by the Shire in granting permits for camping under the *Caravan Parks and Camping Grounds Regulations 1997*.

POLICY IMPLICATIONS

If adopted, the proposed Council Policy will be included as part of the ongoing Council Policy review cycle.

FINANCIAL IMPLICATIONS

The proposed policy refers to the payment of an annual fee for a permit granted for the use of a THOW for up to 24 months.

The collection of an annual permit fee is to support the Council in providing community services for additional residents.

This is recommended as a way to achieve equity with other ratepayers when taking into account that:

- A vacant property where a THOW is established will continue to be charged rates as though it were vacant, as a THOW is unable to be classified as an improvement.
- A property with an existing house where a THOW is established will continue to be charged the same rates, whereas a property where the owner extends the house or adds an ancillary dwelling (granny flat) will see their rates increase when revaluation occurs.

BUDGET IMPLICATIONS

Proposed application and annual permit fees have been included in the draft schedule of fees and charges for 2025/26 that will be presented to Council in due course.

LEGAL IMPLICATIONS

The proposed policy will help to mitigate potential legal risks by providing the Shire with a framework to assess applications for camping permits made under the Regulations.

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 2.2 Infrastructure* the following Strategies:

Strategy 2.2.1:

‘Long term planning and development guided by the Planning Vision.’

At *Outcome 4 Performance & Leadership* the following Strategies:

Strategy 4.1.3:

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

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

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 on the basis of the recommendations of this report, as ongoing risks can then 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 proposed policy that is discussed in this report will enable the Shire to take a clear and consistent approach to assessing and approving applications to camp on private land.

The proposed policy provides opportunities for appropriate forms of camping to occur while including appropriate risk mitigation measures that address the health and safety requirements of the Regulations.

Feedback and concerns raised during public consultation will be assessed and the opportunity to make further revisions to the draft revised policy considered.

The outcomes of public consultation will be reported to the Council alongside a recommended final policy position.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr K Clements, seconded Cr J Liebeck:

That Council:

- 1. Adopts the proposed Council Policy Camping and Temporary Accommodation Permits for the purpose of public consultation.**
- 2. Publishes public notice inviting comment on proposed Council Policy - Camping and Temporary Accommodation Permits for a minimum of 21 days.**

CARRIED (8/0)

NO. 056/25

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

9.1.2 REVIEW OF LOCAL PLANNING POLICY NO. 5 – SINGLE HOUSE EXEMPTIONS IN NON-RESIDENTIAL ZONES

Synergy Ref:	N66174
Attachments:	<u>A – Existing Adopted Local Planning Policy No. 5 – Single House Exemptions in Non-Residential Zones</u> <u>B – Draft Revised Local Planning Policy No. 5 – Exemptions from Development Approval (for public consultation)</u> <u>C – Planning Approval Exemptions Guideline</u>
Responsible Officer:	Andre Pinto, Executive Manager Development & Regulatory Services
Author:	Will Hosken, Manager Planning & Development Services
Proprietor/Applicant:	n/a
Proposed Meeting Date:	17 June 2025

PURPOSE

This report details the review of Local Planning Policy No. 5 – Single House Exemptions in Non-Residential Zones (LPP 5) and requests Council endorse a draft revised version of the policy for the purpose of public consultation. This proposes to extend the range of minor development that can be undertaken without planning approval.

BACKGROUND

The *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) establish that all development works require planning approval unless an exemption is specified in the Regulations, a Local Planning Scheme or a Local Planning Policy.

A requirement for approval for development works is separate to the commencement of a land use – approval may be required for development even where the land use is ‘permitted’ in a Local Planning Scheme.

The Regulations include a schedule of development works that are exempt from planning approval (Schedule 2, Part 7, Clause 61). This includes, for example, the development of a single house, ancillary dwelling or outbuilding on a lot in the Residential Zone if it complies with the Residential Design Codes (R-Codes).

The Shire’s planning framework includes exemptions for other forms of compliant development, including:

- Advertising signage (as per Schedule 1 in Local Planning Scheme No. 5)

- Outbuildings (as per Local Planning Policy No. 3)
- Water tanks (as per Town Planning Policy No. 21)
- Single houses (as per Local Planning Policy No. 5)

Local Planning Policy No. 5 (LPP 5) allows for a Single House to be developed on a property in a non-‘Residential’ zone without planning approval, subject to meeting the specified acceptable development standards. The existing adopted LPP 5 is included as **Attachment A** to this report.

LPP 5 was first adopted in November 2023 and has been used regularly since its adoption, allowing many development proposals to avoid needing planning approval (proceeding straight to a building permit). During a time when the cost of housing has continued to increase, this policy has removed the cost and time associated with obtaining planning approval for many landowners.

By providing acceptable development standards, the policy has allowed for relatively low-risk proposals to avoid planning approval while still requiring assessment for more complex or potentially problematic developments.

Based on the experience of implementing this policy over the past 18 months, Shire officers have identified opportunities to extend the range of development that is exempt from planning approval.

The draft revised version of LPP 5 included as **Attachment B** to this report proposes additional exemptions from planning approval for other forms of minor and incidental development, including:

- Alterations, extensions or additions to an existing Grouped Dwelling
- Decking, carports, gazebos, patios, greenhouses and animal shelters
- Structures such as awnings, aerials, clotheslines, letterboxes, play equipment, etc.
- Landscaping, tree planting, retaining walls and site works
- Rural produce stalls and property entrance statements

The proposed exemptions have been designed with regard to what is already exempted by the Regulations, ‘permitted’ and ‘discretionary’ land uses in Local Planning Scheme No. 5 and matters that are (or are proposed to be) addressed in other Local Planning Policies.

Attachment C to this report summarises exemptions from planning approval across the various parts of the planning framework. This includes the exemptions currently granted by existing LPP 5 (green highlight) and proposed additional exemptions (yellow highlight). This guide should be used like a contents page for finding exemption types and not used for the purpose of determining whether any individual development needs planning approval or not (reference to detail of standards is required).

Each of the exemptions proposed has specified acceptable development standards – development within these parameters is considered relatively low risk and acceptable without the need for planning assessment. Development that

exceeds these standards can still be approved subject to a merit-based planning assessment.

Clearly communicating acceptable development standards (in policy and via advice from Shire officers) can be a highly effective way of incentivising compliance and enabling low-risk forms of development. With an understanding of the parameters, many development proponents opt to design their development to comply and therefore avoid needing planning approval.

The effectiveness of the revised policy and appropriateness of these standards can be reviewed and reconsidered in future, with a view to further opening up the range of exempt development if no significant issues come to light.

It is noted that many landowners within the Shire have historically undertaken works without approval that are now proposed to be exempt. This reflects a common community perception that these works are minor in nature and that approvals are unwarranted. If the proposed policy were to be adopted by the Council, this would have the effect of removing any historic requirement for approval and legitimising compliant works that are already in place.

EXTERNAL CONSULTATION

No external consultation has occurred as part of the preparation of this report.

Public consultation will occur should the Council resolve in accordance with the Officer Recommendation of this report, providing the opportunity for feedback from landowners and residents of the Shire.

Consultation will include a comment period of minimum 21 days and public notification via:

- Notice and publication of the draft revised LPP 5 on the Shire's website
- Notice in the Shire's social media
- Notice in Plantagenet News

Following the completion of public consultation a report will be presented to the Council to consider the submissions received and finalisation of the policy.

A specific information brochure has not been produced for the purpose of this report; however, should the Council ultimately adopt the changes proposed then the content of this policy will inform various topic-specific information brochures under preparation.

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.

POLICY IMPLICATIONS

This report discusses review of Local Planning Policy No. 5 – Single House Exemptions in Non-Residential Zones and requests Council endorse a draft revised Local Planning Policy No. 5 – Exemptions from Development Approval which will replace this policy if adopted by Council following public consultation.

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.

As the proposed exemptions relate to relatively minor forms of development the quantum of fees no longer receipted is likely to be a high number of minimum fee (\$147) applications.

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.

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 2.2 Infrastructure* the following Strategies:

Strategy 2.2.1:

‘Long term planning and development guided by the Planning Vision.’

At *Outcome 4 Performance & Leadership* the following Strategies:

Strategy 4.1.3:

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

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'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

Proposed revisions to Local Planning Policy No. 5 discussed in this report will increase the range of development works that are exempt from planning approval. Officers suggest that these changes will improve clarity and better reflect community expectations.

The proposed changes broadly reflect an intent to reduce planning approval requirements for low-risk development that meets acceptable development standards.

Feedback and concerns raised during public consultation will be assessed and the opportunity to make further revisions to the draft revised policy considered.

The outcomes of public consultation will be reported alongside a recommended final policy position.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Liebeck, seconded Cr S Etherington:

That Council:

- 1. Adopts the draft revised Local Planning Policy No. 5 – Exemptions from Development Approval for the purpose of public consultation.**
- 2. Publishes public notice of draft revised Local Planning Policy No. 5 – Exemptions from Development Approval in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015* and for a minimum of 21 days.**

CARRIED (8/0)

NO. 057/25

**For: Crs Handasyde, Clements, Bell, Brown, Etherington,
Fraser, Liebeck and Oldfield.**

Against: Nil

9.2 INFRASTRUCTURE AND ASSETS REPORTS

Nil

9.3 CORPORATE AND COMMUNITY SERVICES REPORTS

9.3.1 FINANCIAL STATEMENTS – MAY 2025

File Ref:	N66179
Responsible Officer:	Julian Murphy Chief Executive Officer
Author:	Anthony Middleton Executive Manager – Corporate & Community
Proposed Meeting Date:	17 June 2025

PURPOSE

The purpose of this report is to note the Monthly Financial Statements for the period ending 31 May 2025.

BACKGROUND

In addition to good governance, the presentation to the Council of monthly financial reports is a statutory requirement, with these to be presented at an ordinary meeting of the Council within two (2) months after the end of the period to which the statements relate.

EXTERNAL CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996* sets out the basic information which must be included in the monthly reports to Council.

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 2022/23 – 2025/26 provides:

At Outcome 4 Performance & Leadership the following Strategies:

Strategy 4.1.3:

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

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

STRATEGIC RISK IMPLICATIONS

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 2024 to 31 May 2025 represent eleven (11) months, or 92% of the year. The following items are worthy of noting:

- Closing surplus position of \$2.5m;
- Operating results:
 - 101% of budgeted operating revenue has been received; and
 - 85% of budgeted operating expenditure spent;
- Capital expenditure achieved 37% of budgeted projects;
- Cash holdings of \$8.9m of which \$7.1m is held in cash backed reserve accounts;
- Rates debtors outstanding equate to 7.65% of total rates raised for 2024/2025 (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 J Oldfield, seconded Cr J Liebeck:

That Council note the monthly financial statements for the period ending 31 May 2025, as presented.

CARRIED (8/0)

NO. 058/25

**For: Crs Handasyde, Clements, Bell, Brown, Etherington,
Fraser, Liebeck and Oldfield.**

Against: Nil

9.3.2 LIST OF ACCOUNTS – MAY 2025

File Ref:	N66167
Attachment:	<u>List of Accounts – May 2025</u>
Responsible Officer:	Anthony Middleton Executive Manager – Corporate & Community
Author:	Kylie Caley Manager of Finance
Proposed Meeting Date:	17 June 2025

PURPOSE

The purpose of this report is to present the list of payments that were made during the month of May 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 F/FM/17 – Purchasing Policy

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

FINANCIAL IMPLICATIONS

Expenditure is in accordance with the 2024/2025 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

There are no strategic implications for this report.

RISK MITIGATION IMPLICATIONSLow 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 S Etherington, seconded Cr R Brown:**

That Council receives the list of accounts paid during the month of May 2025 as per the attached Schedule of Payments, and as summarised below:

Municipal Account (inclusive of credit card and fuel card purchases

EFT Payments	EFT7765 – EFT7990	\$1,566,470.13
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Direct Debit Payments		\$ 155,599.38
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EFT Payroll Payments		\$ 601,122.61
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Total Municipal Account Payments		\$2,323,192.12
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Licensing Trust Account

Direct Debit Payments		\$ 154,695.60
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Total Licensing Trust Account Payments		\$ 154,695.60
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TOTAL OF ALL ACCOUNTS		\$2,477,887.72
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CARRIED (8/0)

NO. 059/25

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

9.3.3 FINANCIAL MANAGEMENT REVIEW

File Ref:	N66172
Attachments:	<u>Financial Management Review – 2022</u>
Responsible Officer:	Julian Murphy Chief Executive Officer
Author:	Anthony Middleton Executive Manager – Corporate & Community
Proposed Meeting Date:	17 June 2025

PURPOSE

The purpose of this report is to consider a review of the appropriateness and effectiveness of the Shire's financial management systems and procedures.

BACKGROUND

The CEO of each local government is required to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

The last review was completed in August 2022 and adopted by the Council on 23 August 2022. This 2022 review is attached.

EXTERNAL CONSULTATION

There has been no external consultation for this report.

STATUTORY ENVIRONMENT

Regulation 5 (2)(c) of the *Local Government (Financial Management) Regulations 1996* require the CEO to:

'undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.'

POLICY IMPLICATIONS

Policy implications do not apply to this report, and further 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 Strategic Community Plan 2025-2035 sets the following strategies:

- Strategy 4.2 – A Shire that is open and transparent with its community
- Strategy 4.3 – Commitment to continuous improvement in service delivery

RISK MITIGATION IMPLICATIONSLow 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 2022 Financial Management Review assessed the following areas of the Shire’s operations, making forty one (41) recommendations:

- Strategic Plans;
- Policy (3 recommended improvements);
- Strategic & Operational Plans (3 recommended improvements);
- Operational & Financial Procedures (23 recommended improvements);
- Human Resource Management & Practices (2 recommended improvements);
- Insurance (1 recommended improvement);
- Council and Audit & Risk Committee (1 recommended improvement);
- Strategic and Operational Registers (6 recommended improvements);
- Annual Compliance Audit Returns;
- Audit Practices (1 recommended improvement); and
- Review required to be undertaken by the CEO (1 recommended improvement).

An examination of the 2022 report reveals that the recommendations contained have not been adequately actioned since its adoption, with only 30% of the 41 recommendations addressed. There are various reasons attributable to this lack of action, particularly changeover in key senior staff positions and no reporting and monitoring process to the Audit & Risk Committee/Council.

A review is now due to satisfy regulation 5 (2)(c), however, undertaking a review to assess systems and processes that have not been substantially changed will only result in a report with similar recommendations being made. A new report will come at considerable staff resources and/or financial expense. In addition, new staff appointments have been made in the CEO, Executive Manager and Manager of Finance position and each of these Officer's have undertaken their own reviews of the Shire's financial systems and processes.

A circular reporting and monitoring process was implemented in 2024 between finance staff and the Audit & Risk Committee, for all items raised by the Committee and/or the Shire's Auditor. This process will ensure that the recommendations made for system and process improvement in the 2022 review are adequately addressed.

It is therefore recommended that no external consultant be engaged to undertake a 2025 Financial Management Review and that the attached Financial Management Review be received by the Council. In addition, the following actions be implemented as per recommendations contained within the attached review:

- a) The 41 recommended improvements be added to the Audit & Risk Committee's Status Report, ensuring a monitoring and reporting process to both the Audit & Risk Committee and the Council;
- b) The ICT Disaster Recovery Plan be reviewed by the Audit & Risk Committee annually (refer item 6.1.2 of the 2022 Financial Management Review);
- c) The Business Continuity Plan be reviewed by the Audit & Risk Committee annually (refer item 6.1.3 of the 2022 Financial Management Review);
- d) The 'Dashboard Report' of the Shire's Risk Management Framework be added as a regular agenda item to the Audit & Risk Committee meeting agenda (refer item 6.2.8 of the 2022 Financial Management Review); and
- e) A summary of the Shire's annual insurance program be presented to the Audit & Risk Committee annually (refer item 6.4.1 of the 2022 Financial Management Review).

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr K Clements, seconded Cr J Oldfield:

That Council receives the Financial Management Review completed in accordance with regulation 5 (2)(c) of the *Local Government (Financial Management) Regulations 1996*, as presented, and implement the following recommended actions:

1. The 41 recommended improvements be added to the Audit & Risk Committee's Status Report, ensuring a monitoring and reporting process to both the Audit & Risk Committee and the Council;
2. The ICT Disaster Recovery Plan be reviewed by the Audit & Risk Committee annually;
3. The Business Continuity Plan be reviewed by the Audit & Risk Committee annually;
4. The 'Dashboard Report' of the Shire's Risk Management Framework be added as a regular agenda item to the Audit & Risk Committee meeting agenda; and
5. A summary of the Shire's annual insurance program be presented to the Audit & Risk Committee annually.

CARRIED (8/0)

NO. 060/25

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

9.3.4 DEBT WRITE OFF – SUNDRY DEBTORS

File Ref:	N66173
Responsible Officer:	Kylie Caley Manager Finance
Author:	Montanna Baker Finance Officer – Debtors
Proposed Meeting Date:	17 June 2025

PURPOSE

The purpose of this report is to consider writing off bad debts that have been outstanding for an excessive period of time and are considered unrecoverable.

BACKGROUND

A schedule of sundry debts that are considered unrecoverable and are proposed to be written off are detailed below.

EXTERNAL CONSULTATION

Fines Enforcement Registry – Department of Justice

STATUTORY ENVIRONMENT

Section 6.12 (1)(c) of the Local Government Act 1995 (Power to defer, grant discounts, waive or write off debts) allows a local government to *'write off any amount of money, which is owed to the local government'*.

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

It is suggested that the total of **\$3,350.95** be written off before the new financial year to provide an accurate reflection of the council's receivables.

BUDGET IMPLICATIONS

This amount of \$3,350.95 will represent an 'expense' in the Shire's accounts of which there is a \$200 provision in the 2024/2025 Annual Budget.

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 4.1.3:

‘A Shire that is open and transparent with its 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

A schedule of sundry debts proposed to be written off is as follows:

1. **Debtor 380 - \$176.90 – Towing of impounded vehicle 2020**
Outstanding since November 2020. Lodged with Fines Enforcement Registry (FER) but no recovery has been successful.
2. **Debtor 225 - \$250.00 – Bush fire infringement 2017**
Outstanding since April 2017. It is thought that recovery action was not taken within the appropriate time frames.
3. **Debtor 419 - \$608.60 – Dog infringement 2022**
FER – order to pay status. Recommend writing off debt, however, keep the debt lodged with FER.
4. **Debtor 207 – \$250.00 – Bush fire infringement 2016**
No additional information available.
5. **Debtor 243 - \$279.25 – Fire mitigation works 2018**
Only one fine was lodged with FER in 2018. This was paid. The remaining invoice for works carried out, was not paid. One infringement was not lodged with FER.
6. **Debtor 421 - \$204.30 – Dog infringement 2021**
License suspended with FER
7. **Debtor 407 - \$224.80 – Dog infringement 2021**
Deceased
8. **Debtor 530 - \$354.30 – Bush fire infringement 2022**
License suspended with FER

9. Debtor 554 - \$200.00 – Dog infringement 2022

No final demand was sent or lodged with FER.

10. Debtor 326 - \$456.00 – Impoundment of cattle 2022

Previous staff have informed debtor that the debt would be written off. Argument over details of who was responsible for the escape.

11. Debtor 611 - \$15.00 – Bush fire infringement 2023

Debtor had paid less \$15. Not worth the cost recovery (now international)

12. Debtor 672 - \$331.80 – Dog infringement 2023

Debtor jailed for 4 years.

All of the above balances have been outstanding for two or more years (with the exception of the last two cases). The majority of these infringements were not sent to fines enforcement for further action, whereas four are still outstanding with fines enforcement. None of the above debts can be linked to a property and therefore are unable to be recouped via a property sale. Multiple attempts have been made to recover these costs with minimal response from the account holders.

It is recommended that the above debts be written off as the cost of recovery action now exceeds the chances of recovery. Some of these debts can remain lodged with fines enforcement to potentially recoup, at no cost to the Shire.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr J Oldfield, seconded Cr J Liebeck:

That Council writes off the following doubtful debtor balances, totaling \$3,350.95:

- 1. Debtor 380 - \$176.90 – Towing of impounded vehicle 2020**
- 2. Debtor 225 - \$250.00 – Bush fire infringement 2017**
- 3. Debtor 419 - \$608.60 – Dog infringement 2022**
- 4. Debtor 207 – \$250.00 – Bush fire infringement 2016**
- 5. Debtor 243 - \$279.25 – Fire mitigation works 2018**
- 6. Debtor 421 - \$204.30 – Dog infringement 2021**
- 7. Debtor 407 - \$224.80 – Dog infringement 2021**
- 8. Debtor 530 - \$354.30 – Bush fire infringement 2022**
- 9. Debtor 554 - \$200.00 – Dog infringement 2022**
- 10. Debtor 326 - \$456.00 – Impoundment of cattle 2022**
- 11. Debtor 611 - \$15.00 – Bush fire infringement 2023**
- 12. Debtor 672 - \$331.80 – Dog infringement 2023**

CARRIED (8/0)

NO. 061/25

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

9.4 EXECUTIVE SERVICES REPORTS

9.4.1 GREAT SOUTHERN VOLUNTARY ORGANISATION OF COUNCILS

Synergy Ref:	N66175
Attachment:	<u>Draft MOU May 2025</u> <u>GSA Strategic directions slideshow</u>
Responsible Officer:	Julian Murphy Chief Executive Officer
Author:	Julian Murphy Chief Executive Officer
Proposed Meeting Date:	17 June 2025

PURPOSE

The purpose of this report is to consider the Shire of Plantagenet's ongoing participation in the Great Southern Voluntary Regional Organisation of Councils.

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 have 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 recent meetings of SLVROC.

At meeting of the SLVROC held in Katanning on 19 May 2025, it was agreed that each of the participating local governments would consider the revised MOU with the following key clauses:

- Membership would include the following Councils:
 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 name of the VROC would change to the Great Southern Voluntary Regional Organisation of Councils (GSVROC).
- Meetings will be held quarterly.
- The Objectives of the GSVROC are to:
 1. enhance and assist in the advancement of the Region; and
 2. encourage cooperation and resource sharing on a regional basis.
- Each Council will be represented by one voting member (generally the President).

Consideration is being given to employing a part time executive officer; however, this proposal is still being considered by the GSVROC Councils as part of their budget preparations. The cost to each Council is estimated be around \$10,000 each per year.

A copy of the MOU and the Strategic Directions documents are attached.

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 IMPLICATIONSLow 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

Participation of the Shire of Plantagenet in strategic alliance with local governments in the Great Southern Region for the purposes of the advancement of the Region and, cooperation and resource sharing on a regional basis.

OFFICER COMMENT

It is important that Council maintains strategic alliances with like-minded local governments in the region. The GSVROC provides an opportunity to work together with local governments in the central and upper Great Southern. While the focus of the GSVROC is to maintain collaboration to add value through resource sharing, participation also provides the opportunity to maintain relationships and build a greater understanding of the issues that face all local governments in the region.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION**Moved Cr K Clements, seconded Cr J Liebeck:****That Council:**

1. Enters into an MOU for the formation of the Great Southern Voluntary Regional Organisation of Councils with the following local governments that choose to participate as members:
 - Shire of Kojonup
 - Shire of Cranbrook
 - Shire of Broomehill Tambellup
 - Shire of Plantagenet
 - Shire of Gnowangerup
 - Shire of Katanning
 - Shire of Kent
 - Shire of Woodanilling
2. Endorses the Great Southern Voluntary Regional Organisation of Councils Strategic Directions document with the following key priorities:
 - Economic viability
 - Operational efficiencies
 - Climate resilience

CARRIED (8/0)**NO. 062/25**

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

9.4.2 COUNCIL POLICY REVIEW**Synergy Ref:** N66181

Attachment: [Item 1. Proposed New Council Policies](#)
[Item 2. Council Policies Reviewed CCS](#)
[Item 3. Council Policies Reviewed CEO](#)
[Item 4. Council Policies Reviewed DRS inc Town Planning](#)
[Item 5. Council Policies Reviewed IA](#)

Responsible Officer: Julian Murphy
 Chief Executive Officer

Author: Helen Purves
 Executive Officer Governance

Proposed Meeting Date: 17 June 2025

PURPOSE

The purpose of this report is for Council to consider the Council Policy changes as outlined below in the Council Policy Review Schedule.

BACKGROUND

Section S2.7 2(b) of the *Local Government Act 1995* outlines Council's responsibilities for determining local government policies, which includes policy review.

Council Policy Review Schedule

No.	NEW POLICY NAME	CHANGES	LAST REVIEWED
1.	Access and Inclusion Policy	Objective reworded and replaced with Purpose. Definition added.	12-June-2020
2.	Advertising Signage at Sounness Park Policy	No content change, reformatted and position titles updated.	17-July-2018
3.	Ancillary Dwellings Policy (LPP1)	No content change, reformatted.	Adopted 21 February 2023
4.	Arson and Vandalism Reward Policy	Delete	
5.	Asset Management Policy	No content change, reformatted.	16-June-2020
6.	Attendance at Events Policy	No content change, reformatted.	24-May-2022
7.	Ball Sports and Equine Activities Sounness and Frost Parks Policy	No content change, reformatted. Refer to comment.	04-December-2018
8.	Budget Preparation (26/04/2022)Policies	Delete	

9.	Bushfire Permits to Burn Policy	added additional paragraph to end regarding issuing officer discretion.	30-June-2023
10.	Capital Works New and Existing Community Buildings Policy	No content change, reformatted.	Adopted 21 February 2023
11.	Cemetery Memorials Policy	No content change, reformatted.	14-December-2021
12.	Citizenship Ceremonies Dress Code Policy	No content change, reformatted.	22-February-2022
13.	Code of Conduct Behaviour Complaints Management Policy	No content change, reformatted.	31-October-2023
14.	Code of Conduct for Council Members Policy	Reformatted	Adopted 23 February 2021
15.	<u>Committee Meetings and Workshops - Attendance by members of the Public (24/05/2022)Policies</u>	Delete	
16.	Communications and Social Media Policy	No content change, reformatted.	26-October-2021
17.	Community Halls and Buildings Policy	No content change, reformatted. Refer to comment.	21-February-2023
18.	<u>Community Grant Program Guidelines Policy</u>	New policy	New policy
19.	<u>Concessional Fees and Charges (24/05/2022) Policies</u>	Delete	
20.	Consultation and Engagement Policy	No content change, reformatted.	Adopted 23 November 2021
21.	Corporate Credit Card Policy	No content change, reformatted.	27-February-2024
22.	Council Forums Policy	No content change, reformatted.	Adopted 22 August 2023
23.	<u>Councillors - Ex Officio Membership</u>	Delete	
24.	Customer Service Charter Policy	Minor content changes. Sixth bullet add to 2, mission updated.	
25.	Dealing with Unreasonable Behaviour Policy	No content change, reformatted.	26-September-2023
26.	Debt Collection Policy	1.7 removed old policy reference number.	25-January-2022
27.	Elected Members to be Reimbursed Policy	No content change, reformatted.	28-November-2023
28.	Financial Management Borrowing Program and Asset Financing Policy	No content change, reformatted.	25-October-2022

29.	Future Streets and Reserve Names Policy	only change update on Faulkner property manager reference.	27-January-2021
30.	Gravel and Sand Acquisition Policy	No content change, reformatted and position titles updated.	25-January-2022
31.	Group Rating (23/11/2021) Policies	Delete	
32.	Habitual or Vexatious Complainants Policy	New policy	New policy
33.	Halls - Hall Hire Donations (27/09/2022) Policies	Delete	
34.	Hire of Council Controlled Property (25/10/2022)	Delete	
35.	Insurance of Buildings on Council Controlled Land (26/10/2021) Policies	Delete	
36.	Internal Control Policy	No content change, reformatted.	22-March-2022
37.	Investments Policy	No content change, reformatted.	28-September-2021
38.	Keeping of Dogs within Townsites (28/06/2022)	Delete	
39.	Land Drainage on Road Reserves (13/01/2020)Policies	Delete	
40.	Land Resumptions for Roadworks (28/06/2022)Policies	Delete	
41.	Legislative Compliance (26/04/2022)Policies	Delete	
42.	LPP 4- Child Care Premises and Family Day Care (24/01/2024)Policies > Town Planning Scheme No. 3 Policies	No content change, reformatted	28-Nov-2023
43.	LPP5- Single House Exemptions in Non-Residential Zones	No content change, reformatted	Adopted 28-Nov-2023
44.	Memorial Seating (13/01/2020)Policies > Works and Services	No content change, reformatted	Reinstated 24-Apr-2018
45.	Methods of Valuation of Rateable Properties Policy	No content change, reformatted.	22-February-2022
46.	Mining and Exploration Policy	No content change, reformatted.	Adopted 25 June 2024
47.	Motor Vehicle Use- Shire President (26/04/2022)	Delete	
48.	Native Flora and Vegetation Collection Policy	No content change, reformatted.	31-October-2023
49.	Natural Burial Policy	No content change, reformatted.	23-November-2021
50.	Notice of Entry for Public Services and Utilities (24/08/2021)Policies > Works and Services	Delete	

51.	Notices of Motion (25/05/2021)Policies > Corporate Services	Delete	
52.	Notification to Absentee Landowners - Electoral Roll (13/01/2020)Policies > Corporate Services	Delete	
53.	Payment of Councillors' Attendance Fees and Allowances (02/08/2022)Policies > Corporate Services	Delete	
54.	Pensioner Rebates on Rural Properties (22/02/2022)Policies > Corporate Services	Delete	
55.	Plant General Policy	No content change, reformatted.	20-December-2022
56.	Playground Equipment Maintenance and Improvements (20/12/2022)Policies > Works and Services	Delete	
57.	Policy 13 - Feedlots (13/01/2020)Policies > Town Planning Scheme No. 3 Policies	No content change, reformatted.	Adopted 31 March 2015
58.	Policy 15 - Commercial Plantations (13/01/2020)Policies > Town Planning Scheme No. 3 Policies	No content change, reformatted.	Adopted 12 December 2006
59.	Policy 17 - Sea Containers (13/01/2020)Policies > Town Planning Scheme No. 3 Policies	Currently out for public consultation. Draft attached.	Previously adopted 18 January 2011
60.	Policy 18 - Appendix 1 - Mount Barker Subregional Centre (13/01/2020)Policies > Planning Vision	No content change, reformatted.	April 2014
61.	Policy 18 - Appendix 2 - Kendenup Rural Village (13/01/2020)Policies > Planning Vision	No content change.	April 2014
62.	Policy 18 - Appendix 3 - Narrikup Rural Village (13/01/2020)Policies > Planning Vision	No content change.	April 2014
63.	Policy 18 - Appendix 4 - Porongurup Rural Village (13/01/2020)Policies > Planning Vision	No content change.	April 2014
64.	Policy 18 - Appendix 5 - Rocky Gully Rural Village (13/01/2020)Policies > Planning Vision	No content change.	April 2014
65.	Policy 18 - Appendix 6 - Planning Units (13/01/2020)Policies > Planning Vision	No content change.	April 2014
66.	Policy 18 - Figure 1 - Rural and Agricultural Land Use Plan (13/01/2020)Policies > Planning Vision	No content change.	April 2014

67.	<u>Policy 18 - Figure 2 - Planning Units and Special Control Areas (13/01/2020)Policies > Planning Vision</u>	No content change.	April 2014
68.	<u>Policy 18 - Planning Vision (13/01/2020)Policies > Planning Vision</u>	No content change.	April 2014
69.	<u>Policy 19 - Kendenup Rural Surrounds (13/01/2020)Policies > Town Planning Scheme No. 3 Policies</u>	No content change.	Adopted 1 March 2011
70.	<u>Policy 2 - Toursim Development (27/06/2023)Policies > Town Planning Scheme No. 3 Policies</u>	No content change.	Adopted 24 June 2023
71.	<u>Policy 20 - Porongurup Rural Village Structure Plan (13/01/2020)Policies > Town Planning Scheme No. 3 Policies</u>	No content change.	Adopted 3 July 2012
72.	<u>Policy 21 - Water Efficiency (13/01/2020)Policies > Town Planning Scheme No. 3 Policies</u>	No content change.	Adopted 29 January 2013
73.	<u>Policy 22 - Advertising Signs (13/01/2020)Policies > Town Planning Scheme No. 3 Policies</u>	No content change.	Adopted 27 August 2013
74.	<u>Policy 3 - Outbuildings (27/06/2023)Policies > Town Planning Scheme No. 3 Policies</u>	No content change.	Adopted 27 June 2023
75.	Private Works Policy	No content change, reformatted.	22-August-2023
76.	Public Electronic Notice Board Messages Policy	No content change, reformatted.	20-December-2022
77.	Public Memorials and Plaques Policy	No content change, reformatted.	22-February-2022
78.	Purchasing Policy	Purchasing threshold table updated. 8.2 PO unnecessary list added.	20-December-2022
79.	Rates Debt Collection - Hardship Policy	No content change, reformatted.	14-December-2021
80.	Rating - Rate Incentive Prize Policy	No content change, reformatted.	25-July-2023
81.	<u>Recognition of Councillors and Staff (28/09/2021)Policies > Corporate Services</u>	Delete	
82.	Record Keeping Policy	No content change, reformatted.	02-August-2022

83.	Regional Price Preference Policy	No content change, reformatted.	28-January-2020
84.	Related Party Disclosures Policy	Updated exec manager positions, reformatted.	25-July-2023
85.	Release of Impounded Animals (24/05/2022)Policies > Works and Services	Delete	
86.	Risk Management Policy	No content change, reformatted.	02-May-2023
87.	Road Closure (Temporary) - Wet Weather Policy	No content change, reformatted.	22-March-2022
88.	Road Verge Burning Policy	Reviewed, no content change, reformatted	24-August-2021
89.	Roads - Heavy Vehicle Access Policy	amended Exec Manager title, reformatted	22-February-2022
90.	Roads - Log Haul Requirements Policy	No content change, reformatted.	22-March-2022
91.	Roads - Unconstructed Roads Policy	No content change, reformatted.	27-April-2021
92.	Rural Road and Reserve Vegetation Management Policy	No content change, reformatted.	22-August-2023
93.	Rural Road Hierarchy Policy	Delete: to be deleted in line with being superseded by the Asset Hierarchy Level of Service Guidelines as per 073/24 at OCM 24.09.24	13-October-2009
94.	Rural Road Verge Vegetation Management Policy	No content change, reformatted.	27-April-2021
95.	Self Supporting Loans Policy	No content change, reformatted.	02-May-2023
96.	Sexual Harassment Policy	Reformatted. Added: - to be read in conjunction with Discrimination Harassment and Bullying Management Directive. - 2.8.(d) d) Parties involved in the investigation will be offered the support of EAP and / or counselling / mediation services. - Legislation reference list added	08-October-2019
97.	Sporting and Community Organisations Using Council and Vested Land Rateability Policy	No content change, reformatted.	23 August 2022
98.	Standpipe Location and Regulation of Water Supply to Users Policy	No content change, reformatted.	27-September-2022
99.	State Administrative Tribunal - Councillor Representation (06/10/2020)Policies > Strategic Development	No content change	06-October-2020

100.	Swimming Carnivals (28/03/2023)Policies > Strategic Development	Delete	
101.	Telecommunications - Councillors (23/08/2022)Policies > Corporate Services	Delete	
102.	Temporary Employment or Appointment of CEO Policy	Reformatted. Added: - Should the incumbent CEO become incapacitated and unable to appoint an Acting CEO, the Shire President is to determine which senior employee is to be Acting CEO until either the incumbent CEO is able to make an appointment, or Council resolves to make an appointment. - 3.3, 4.2, 4.3 revise HR position title.	Adopted 21 February 2023
103.	Tourism Policy (03/11/2020)Policies > Executive Services	Delete	
104.	Tourism, Tourism Services and Community Services Directional Signs (26/04/2022)Policies > Works and Services	Delete	
105.	Tourist Development (05/04/2023)Policies > Strategic Development	No content change.	Adopted 28 March 2023
106.	Town Street Verge Management Policy	No content change, reformatted.	24-August-2021
107.	TPP 5 - Housing- Relocation of Houses	No content change.	06-October-2020
108.	TPP 6 - Scheme Amendment Requests	No content change.	06-October-2020
109.	TPP7 - State Admin Tribunal Councillor Rep POLICY: TP/SDC/7	No content change, reformatted.	06-October-2020
110.	Trading in Public Places Policy	Policy reformatted, revised and strategic context condensed.	Adopted 25 January 2022
111.	Use of a Circus Venue (28/03/2023)Policies > Strategic Development	Delete	
112.	Use of Banner Poles (28/06/2022)Policies > Strategic Development	Delete	
113.	Vehicle Crossovers	No content change, reformatted.	22-March-2022
114.	Vehicle Registration Plate PL 1 and PL 2 Issue	No content change, reformatted.	25-January-2022

115.	Vehicle Registration Plates (28/03/2023) Policies > Corporate Services	Delete	
116.	Vehicle Specifications	No content change, reformatted.	28-June-2022
117.	Vehicle Usage	now Management Directive - Use of Council Vehicles.	22-February-2022
118.	Work Health and Safety Policy	New policy	New policy

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 2.7b(2) Role of Council

The council's governing role includes the following - (b) determining the local government's policies.

POLICY IMPLICATIONS

If adopted, these proposed changes will update existing policies, introduce new policies and revoke all prior policies highlighted for deletion effective as at the date of this Council Meeting.

These policies are presented to the Council as part of its ongoing policy review cycle.

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 4.1.3 - A Shire that is open and transparent with its community

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

There are no regional implications for this report.

OFFICER COMMENT

There is no periodical review time frame specified in *the Act*, however, the Shire endeavours to review Council policies every 2 years.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr K Clements, seconded Cr S Etherington:

That Council:

- 1. Adopts the policies as proposed in the Council Policy Review Schedule;**
- 2. Notes that Local Planning Policies remain unchanged; and**
- 3. Revokes those policies marked for deletion.**

CARRIED (8/0)

NO. 063/25

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

Absolute Majority

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 ROAD RESERVE CLOSURE REQUEST IN FOREST HILL**

Synergy Ref: N66177

Responsible Officer: Kevin Hemmings
Executive Manager Infrastructure & Assets

Author: Kevin Hemmings
Executive Manager Infrastructure & Assets

Proposed Meeting Date: 17 June 2025

PURPOSE

The purpose of this report is to consider a proposal for closure of a section of road reserve in Forest Hill.

MOTION THAT THE MEETING BE CLOSED TO THE PUBLIC

Moved Cr K Clements, seconded Cr J Oldfield:

5:19pm 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.

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; and

CARRIED (8/0)

NO. 064/25

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

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr B Bell, seconded Cr J Oldfield:

That Council approves the closure of the road reserve to the south of Lot 874 Boyup Road, Forest Hill and the subsequent purchase of this section of road reserve by Mr Price subject to an independent valuation and consultation with neighbouring properties.

CARRIED (8/0)

NO. 065/25

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

MOTION THAT THE MEETING BE OPEN TO THE PUBLIC

Moved Cr J Liebeck, seconded Cr R Brown:

5:21pm That the meeting proceed in public.

CARRIED (8/0)

NO. 066/25

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

5.15pm The meeting was re-opened and the Council decision for Item 12.1.1 was read aloud.

13 CLOSURE OF MEETING

The Presiding Member declared the meeting closed at 5.22pm.

CONFIRMED: CHAIRPERSON_____DATE:____/____/____