



Shire of
Plantagenet

Mount Barker • Kendenup • Narrikup
Porongurup • Rocky Gully

ORDINARY AGENDA

**An Ordinary Meeting of Council will be held at the
Shire of Plantagenet Council Chambers, Mount Barker
at 5:00pm on Tuesday 22 July 2025**



Julian Murphy
CHIEF EXECUTIVE OFFICER



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This agenda has yet to be dealt with by the Council. The Recommendations shown at the foot of each Item have yet to be considered by the Council and are not to be interpreted as being the position of the Council. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Council.

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member will declare the meeting open.

Welcome to this Ordinary Meeting of Council, of Tuesday the 22 July 2025, commencing at 5:00pm. This meeting is being audio-recorded, in accordance with Regulation 14I of the Local Government Regulations 1996.

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

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

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

Members Present:

In Attendance:

Apologies:

Members of the Public Present:

Previously Approved Leave of Absence:

3 PUBLIC QUESTION TIME

3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

3.2 PUBLIC QUESTION TIME - SECTION 5.24 LOCAL GOVERNMENT ACT 1995

4 PETITIONS / DEPUTATIONS / PRESENTATIONS

5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

6 APPLICATIONS FOR LEAVE OF ABSENCE

Section 5.25 Local Government Act 1995

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MINUTES OF COUNCIL HELD 17 JUNE 2025

Minutes, as circulated, of the Ordinary Meeting of the Shire of Plantagenet, held on 17 June 2025.

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 17 June 2025, be confirmed as a true and accurate record.

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 DEVELOPMENT & REGULATORY SERVICES REPORTS

9.1.1 REVIEW OF LOCAL PLANNING POLICIES RELATING TO WATER USE AND MANAGEMENT

Synergy Ref: N66271

Attachments: A – Existing Adopted Town Planning Policy No. 21 – Water Efficiency
B – Draft Local Planning Policy No. 6 – Water Tanks (for public consultation)
C – Draft Public Information Brochure ‘Water Tanks’
D – Draft Local Planning Policy No. 7 – Stormwater Management (for public consultation)
E – Draft Public Information Brochure ‘Drainage & Soakwells’
F – Draft Local Planning Policy No. 8 – Dams & Water Features (for public consultation)
G – Draft Public Information Brochure ‘Dams & Water Features’

Responsible Officer: Andre Pinto, Executive Manager Development & Regulatory Services

Author: Will Hosken, Manager Planning & Development Services

Proprietor/Applicant: n/a

Proposed Meeting Date: 22 July 2025

PURPOSE

This report details the review of Town Planning Policy No. 21 – Water Efficiency and proposes three new local planning policies to address various matters relating to water use and management within development on private land. The Council is requested to endorse each of these proposed draft policies for the purpose of public consultation.

BACKGROUND

Town Planning Policy No. 21 – Water Efficiency (TPP 21)

TPP 21 was adopted in January 2013 and outlines requirements for the development of water tanks, greywater reuse systems and other water efficiency practices. The existing adopted TPP 21 is included as **Attachment A** to this report.

The overall purpose and objectives of the policy remain relevant – water conservation and efficiency remain key issues as the Shire and community seek to respond to declining water availability.

TPP 21 provides a way for water tanks associated with residential development to be exempt from requiring planning approval; however, the policy also sets some detailed and ultimately unenforceable requirements that are required to be met for this to occur. The policy does not provide exemptions for water tanks used for other purposes (e.g. rural uses or other non-drinking uses).

TPP 21 includes a number of requirements that reflect health and building legislation and best practice installation and management for drinking water supply. Although this information is important to provide to landowners it is best placed outside of the policy so that it does not become inaccurate or obsolete when other legislation or industry standards change.

The policy also includes requirements for greywater reuse systems and water efficient appliances/equipment that are adequately addressed through health and building legislation, including plumbing standards. As planning approval is not required for the installation of a greywater reuse system or water efficiency appliance/equipment, officers recommend that this detail can be removed from the policy and placed within an information brochure. Officers suggest that the Shire can best encourage the uptake of water conservation measures by avoiding unnecessary and potentially conflicting policy requirements.

As a result of review, officers have identified opportunities to increase the range of development that is exempt from planning approval as well as simplifying and improving the clarity of development standards.

To accommodate the extent of recommended changes, and to align with current policy standards and formatting, officers recommend a replacement policy (as outlined below) instead of amendments to the existing policy.

Draft Local Planning Policy No. 6 – Water Tanks

A draft revised version of TPP 21 has been prepared and is included as **Attachment B** to this report, titled *Local Planning Policy No. 6 – Water Tanks* (Draft LPP 6). Draft LPP 6 includes the following significant revisions:

- Clarifying and extending the range of development that is exempt from planning approval (in particular, water tanks for non-potable use)
- Simplifying and modernising acceptable development standards, and removing unnecessary requirements
- Introduction of criteria to support the assessment of variations from the acceptable development standards
- Deleting sections relating to greywater reuse systems and water efficient appliances/equipment

Proposed acceptable development standards provide for relatively low-risk proposals to avoid planning approval while still requiring assessment for more substantial or complex proposals that are likely to be less sensitive to their surrounds. Development that exceeds these standards can still be approved subject to a merit-based planning assessment.

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 installed water tanks without necessary planning and building approvals. The proposed Draft LPP 6 will remove the need for planning approval in the vast majority of these cases; however, the requirement for a building permit for all water tanks over 5,000 litres remains as this is a national requirement.

To help communicate approval requirements officers have prepared a draft information brochure which is included as **Attachment C** to this report. Officers also intend to correspond with local tank supply companies to ensure they have up to date information to advise their customers.

Draft Local Planning Policy No. 7 – Stormwater Management

When new development occurs, rooves and paved areas increase the amount of water runoff compared to the pre-development condition of the landscape. The state planning framework therefore establishes that the management of water runoff should be addressed when development occurs.

For most rainfall events a modest number of soakwells (or other systems) can capture and infiltrate water within a development site. For larger rainfall events that produce more water runoff than a system is designed to capture, overflow is directed into the public drainage system managed by the Shire.

The public drainage system also captures water runoff from roads and other community spaces, and it is important that this system has the capacity to safely capture and convey water so that our townsites are impacted as little as possible by substantial rainfall events.

It is up to the Shire to determine the extent to which private landowners must assume the costs and responsibilities for water runoff associated with their development, and the extent that landowners can rely on the public drainage system.

Draft Local Planning Policy No. 7 (Draft LPP 7) has been prepared in effort to establish the Shire's position and is included as **Attachment D** to this report.

Draft LPP 7 aims to establish a balanced position which acknowledges that landowners must bear some cost and responsibility while also acknowledging that retaining all water runoff from even the largest rainfall events will be impractical and excessively expensive. The objectives of the policy are to:

- Ensure the effective management of stormwater runoff within urban areas to avoid damage to property.

- Ensure that the public drainage system is not overloaded as a result of the discharge of stormwater runoff from private land.
- Promote the use of water sensitive urban design practices to maintain or improve the quality of water received by natural waterways.

The policy establishes a uniform quantity for the on-site retention of water runoff (1m³ per 100m² of roofed area) as an acceptable development standard. Officers suggest that this amount is reasonable with regard to the varying capability of the public drainage system and will allow forward planning for improvements to the Shire's infrastructure to be based off this assumption.

Draft LPP 7 is intended to apply within the townsites of our district, including the Residential, Mixed Use, Service Commercial and Commercial zones. The policy includes flexibility for Residential zoned lots over 4,000m² in size.

To help communicate approval requirements officers have prepared a draft information brochure which is included as **Attachment E** to this report.

Draft Local Planning Policy No. 8 – Dams & Water Features

Dams are essential infrastructure for the majority of farms in the district and the importance of securing water resources will increase within drying climatic conditions.

The construction of dams and water features is considered as development under the *Planning and Development Act 2005*, and planning approval is therefore required unless an exemption is provided for within the local planning scheme or a local planning policy. As the Shire does not currently have any adopted exemptions, approval is required for dams of any size in any zone.

Within the Scheme the special provisions for certain Rural Residential (1, 4, 5, 6, 8, 9, 10 & 12) and Rural Smallholdings (1 & 2) zones include various general provisions that require:

- Approval for dams in the zone
- Protection of visual amenity
- Protection of development downstream
- Dams only permitted within building envelopes

The special provisions for Special Use Zone #8 prohibit dams on any strata lot.

Officers recommend that the Council consider the introduction of exemptions from planning approval for dams that are considered to be 'low risk' forms of development. This includes dams that are relatively small in scale (depending on the zone) and are not located on a natural waterway or wetland.

Officers have prepared Draft Local Planning Policy No. 8 (Draft LPP 8) to establish acceptable development standards and thereby introduce an exemption from approval for all dams that meet these standards. Draft LPP 8 is included as **Attachment F** to this report.

Draft LPP 8 includes standards that act as safeguards for development that is exempt from planning approval, as well as criteria for the assessment of proposals that do not meet the prescribed standards.

The proposed policy is heavily weighted towards supporting dams on rural land that are used to enable productive land uses and weighted away from the establishment of dams as aesthetic water features on smaller 'lifestyle' properties.

Draft LPP 8 does not take a position on the availability of water within a catchment area, including the needs of other users or the amount of water necessary to sustain ecological systems. This is a matter that is assessed and managed by the Department of Water & Environmental Regulation (DWER) via the use of gazetted, proclaimed or controlled water resource areas. For large scale dam proposals the Shire is able to request an applicant provide a supporting hydrological assessment and refer the application to DWER for advice.

The Shire is aware that a substantial number of dams have been constructed both historically and more recently without the landowner having first obtained approval. The proposed Draft LPP 8 will remove the need for planning approval in the vast majority of these cases.

To help communicate approval requirements officers have prepared a draft information brochure which is included as **Attachment G** to this report.

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 planning policies 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.

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 Town Planning Policy No. 21 – Water Efficiency and requests Council endorse the following draft policies for the purpose of public consultation:

- Local Planning Policy No. 6 – Water Tanks
- Local Planning Policy No. 7 – Stormwater Management
- Local Planning Policy No. 8 – Dams & Water Features

Council may consider the formal adoption of these policies following public consultation, and in doing so Town Planning Policy No. 21 will be repealed.

FINANCIAL IMPLICATIONS

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

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

As detailed above, officers recommend the adoption of three new town planning policies to provide direction for matters relating to water management.

Draft Local Planning Policy No. 6 – Water Tanks is proposed to replace the existing *Town Planning Policy No. 21 – Water Efficiency* to provide clear development standards and exemptions from planning approval for water tanks.

Draft Local Planning Policy No. 7 – Stormwater Management is proposed to set standards for on-lot stormwater management, balancing landowner responsibilities with the capability of the public drainage system.

Draft Local Planning Policy No. 8 – Dams & Water Features is proposed to provide standards and exemptions for the development of dams. This policy will provide an avenue for low-risk proposals to proceed without the need for approval, favouring dams that are developed to support productive land uses.

Overall, the proposed changes aim to improve the clarity of development standards and reduce unnecessary ‘red tape’, enabling landowners to proceed with development that is considered low risk.

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

That Council endorses for publication:

1. Draft Local Planning Policy No. 6 – Water Tanks for the purpose of public consultation, in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015* and for a minimum of 21 days;
2. Draft Local Planning Policy No. 7 – Stormwater Management for the purpose of public consultation, in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015* and for a minimum of 21 days; and
3. Draft Local Planning Policy No. 8 – Dams & Water Features for the purpose of public consultation, in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015* and for a minimum of 21 days.

9.2 INFRASTRUCTURE AND ASSETS REPORTS

9.2.1 PARKING RESTRICTIONS - MOUNT BARKER ROAD AND LOWOOD ROAD

Synergy Ref: N66329

Attachment: [Site Maps Showing Parking Restrictions](#)

Responsible Officer: Kevin Hemmings
Executive Manager Infrastructure and Assets

Author: Amy Chadbourne
Senior Administration Infrastructure and Assets

Proposed Meeting Date: 22 July 2025

PURPOSE

The purpose of this report is to assign parking restrictions to respective sections of roadside of Mount Barker Road and Lowood Road.

BACKGROUND

Mount Barker Road

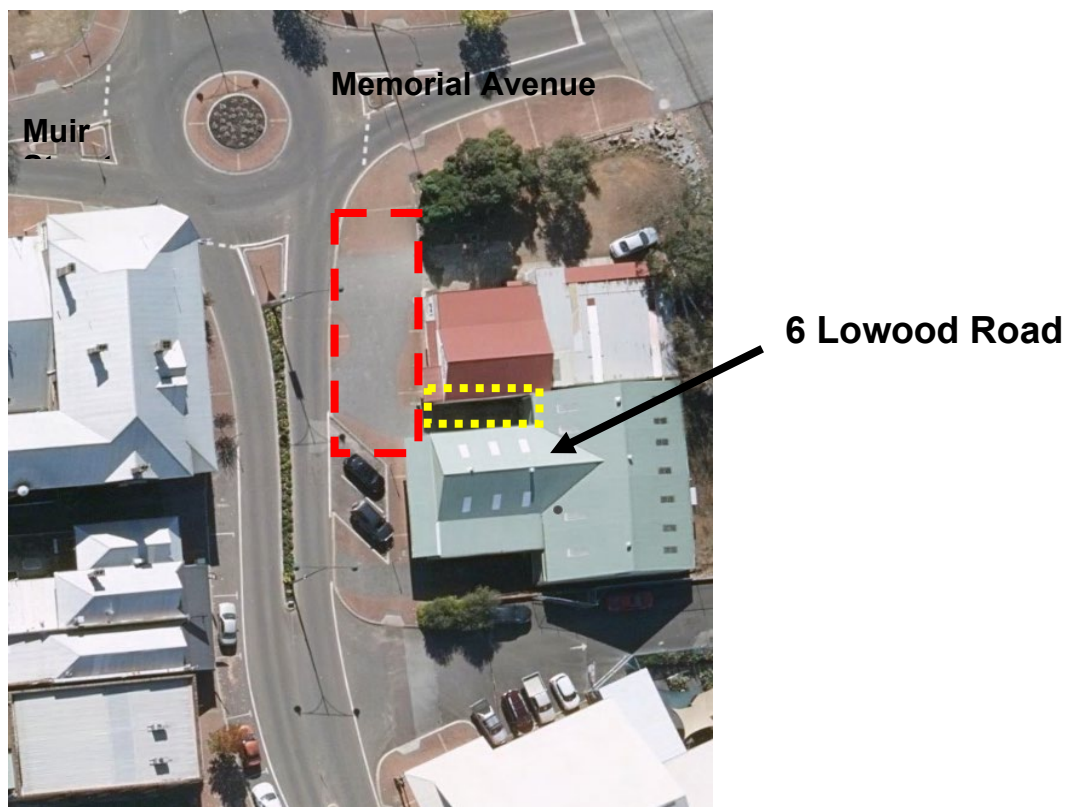
Correspondence has been received from the Mount Barker branch of St John Ambulance which is located at Lot 75 Mount Barker Road. The branch requested a no parking area on either side of the entrance to the facility as well as across the road.

The aerial map below shows the areas of concern. Inspection of the site indicates the position of the parked vehicles (red lines) can make it difficult for the driver of the ambulance to come out on to Mount Barker Road in a timely manner. In addition, the access from the facility to the road is steep.



Lowood Road

Correspondence has been received from the new owners of Antiques and Collectables located at 6 Lowood Road, concerned about vehicles parking on the footpath in front of their property. The aerial map below shows the location of the shop.



The owners of the property report vehicles parking on the footpath (area marked in red). This practice obstructs access to the property's north side driveway (marked in yellow). As well as cars, Shire staff have also observed contractor utes with trailers parking here, sometimes restricting pedestrian access.

There are no signs restricting parking on this side of Lowood Road or on the footpath.

'No Stopping' signs were installed on the other (west) side of the road when upgrades were carried out on Lowood Road in 2006. A report to Council in November 2006 approved the type and location of these signs.

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

STATUTORY ENVIRONMENT

Road Traffic Code 2000, Section 140 'No stopping signs' states, '*A driver must not stop on a length of carriageway, or in an area, in which a "no stopping" sign applies.*'

Local Government Act 1995

Shire of Plantagenet Parking and Parking Facilities Local Law 2008, Part 2 Clause 2.6 'Powers of Local Government'

'The local government, may by resolution, prohibit or regulate by signs or otherwise, the stopping or parking of any vehicle of any class of vehicles in any part of the parking region but must do so consistently within the provisions of this local law.'

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The costs associated with purchasing the signs and installation will come from the relevant 2025/2026 road maintenance 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 2022/23 – 2025/26 provides:

At *Outcome 2 Environment(natural and built)* the following:

Strategy 2.1.1:

'Maintain and further develop Shire roads, drainage and pathways at appropriate standards.'

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 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**Mount Barker Road**

Definition of a no parking area will allow an ambulance driver to exit the facility without having the additional hazard of locating nearby parked vehicles. A 'No Stopping' sign is recommended for this request (see Attachment 1).

St John Ambulance is a vital service to the community and should be supported in its request.

Lowood Road

It is proposed that the same type of No Stopping signs are installed on the east side of Lowood Road on the footpath in between the railway line crossing on Memorial Avenue and the access driveway for the Antiques and Collectables shop (see Attachment 2).

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council approves in accordance with Part 2, Clause 3.6 of the Shire of Plantagenet Parking and Parking Facilities Local Law 2008, parking restrictions on respective sections of Mount Barker Road and Lowood Road as shown on the proposed plans be applied.

9.3 CORPORATE AND COMMUNITY SERVICES REPORTS

9.3.1 FINANCIAL STATEMENTS – JUNE 2025

File Ref:	N66410
Responsible Officer:	Anthony Middleton Executive Manager Corporate & Community
Author:	Kylie Caley Manager of Finance
Proposed Meeting Date:	22 July 2025

PURPOSE

The purpose of this report is to provide Council with the monthly financial report for the month ending 30 June 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 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 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 attached Statement of Financial Activity for the period 1 July 2024 to 30 June 2025 represents twelve (12) months, or 100% of the year. The following items are worthy of noting:

- Closing surplus position of \$2.67m
- Operating results:
 - 98% of budgeted operating revenue has been received; and
 - 95% of budgeted operating expenditure spent.
- Capital expenditure achieved 48% of budgeted projects
- Cash holdings of \$9.27m of which \$6.4m is held in cash backed reserve accounts
- Rates debtors outstanding equate to 5.6% of total rates raised for 2024/2025 (this includes deferred pensioner rates)
- Page 10 of the statements detail major variations from year to date (amended) budgets.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council receives the Statement of Financial Activity for the months ending 30 June 2025 as presented, along with notes of any material variances.

9.3.2 LIST OF ACCOUNTS – JUNE 2025

File Ref:	N66404
Attachment:	<u>List of Accounts – June 2025</u>
Responsible Officer:	Anthony Middleton Executive Manager – Corporate & Community
Author:	Kylie Caley Manager of Finance
Proposed Meeting Date:	22 July 2025

PURPOSE

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

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

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

EFT Payments	EFT7991 – EFT8166	\$1,351,117.45
Cheque Payments	47302	\$ 132.00
Direct Debit Payments		\$ 258,287.98
EFT Payroll Payments		\$ 417,500.34
Total Municipal Account Payments		\$2,027,037.77
Licensing Trust Account		
Direct Debit Payments		\$ 127,155.10
Total Licensing Trust Account Payments		\$ 127,155.10
TOTAL OF ALL ACCOUNTS		\$2,154,192.87

9.3.3 FREEDOM OF INFORMATION STATEMENT 2025

Synergy Ref:	N66331
Attachment:	<u>Information Statement 2025</u>
Responsible Officer:	Anthony Middleton Executive Manager - Corporate & Community
Author:	Vanessa Ward Coordinator Administration & Customer Service
Proposed Meeting Date:	22 July 2025

PURPOSE

The purpose of this report is to review, prior to publishing, the Shire of Plantagenet's annual Information Statement.

BACKGROUND

Section 96(1) of the Freedom of Information Act 1992 requires each government agency, including local governments, to prepare and publish annually an information Statement.

The Information Statement must set out:

- The Agency's Mission Statement;
- Details of legislation administered;
- Details of the agency structure;
- Details of decision-making functions;
- Opportunities for public participation in the formulation of policy and performance of agency functions;
- Documents held by the agency; and
- The operation of Freedom of Information (FOI) in the agency.

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

STATUTORY ENVIRONMENT

Freedom of Information Act 1992.

POLICY IMPLICATIONS

The Information Statement is similar to a Policy relating to the access to information under the Freedom of Information Act 1992 and is linked to the Records Management Policy and Recordkeeping Plan

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

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 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

The Shire of Plantagenet’s Information Statement for 2025/2026 is attached. The document complies with the requirements of the Freedom of Information Act 1992. A copy of the Information Statement will be forwarded to the Information Commissioner as required under the Act and published on the Shire’s website.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council approves the Shire of Plantagenet Information Statement 2025/2026, as presented.

9.4 EXECUTIVE SERVICES REPORTS

9.4.1 WEST AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION – WA TRANSPORT AND ROADS FORUM 2025

Synergy Ref:	N66376
Responsible Officer:	Julian Murphy Chief Executive Officer
Author:	Julian Murphy Chief Executive Officer
Proposed Meeting Date:	22 July 2025

PURPOSE

The purpose of this report is to consider the attendance of Councillors at the West Australian Local Government Association (WALGA) – 2025 Transport and Roads Forum.

BACKGROUND

The WA Transport and Roads Forum is presented by WALGA in partnership with Main Roads WA. This year's theme 'From Vision to Action' focuses on:

- Road Safety
- Sustainability
- Active Transport
- Asset Management

Delegates will hear from highly regarded speakers and experts including:

- Peter Woronzow - Director General, Department of Transport
- Michael Caltabiano - Chief Executive Officer, National Transport Research Organisation

The Forum will be held on 14 August 2025 at Fraser's State Reception Centre, Kings Park.

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Council Policy CE/CS/1 – ‘Elected Member Expenses to be Reimbursed provides that the cost for attendance at conferences must be specifically authorised by Council.

FINANCIAL IMPLICATIONS

Registration for the Congress is \$100 per person and accommodation \$240 - \$300 per day.

BUDGET IMPLICATIONS

Expenditure for Councillor and Staff attendance at conferences and training is provided for in the 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 4.1.2

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.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

The WA Transport and Roads Forum provides an opportunity for Councillors and Staff to participate in knowledge sharing, discussions and networking about the current state of play of transport and roads in Local Government.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council approves the attendance of all Councillors at the WA Transport and Roads Forum on 14 August 2025 in Perth and all costs of attendance including registration, travel and accommodation.

**9.4.2 WESTERN AUSTRALIAN LOCAL GOVERNMENT CONVENTION 2025 -
COUNCILLOR ATTENDANCE**

File Ref:	N66176
Attachment:	<u>Lean into Legacy - Program</u>
Responsible Officer:	Julian Murphy Chief Executive Officer
Author:	Nolene Wake Executive Officer
Proposed Meeting Date:	22 July 2025

PURPOSE

The purpose of this report is to consider Councillors' attendance at the Western Australian Local Government Association (WALGA) Convention to be held Monday 22 September to Wednesday 24 September 2025.

BACKGROUND

The 2025 Convention will be held at the Convention Centre Perth on Monday 22 – Wednesday 24 September 2025. The Theme for 2025 will be 'Lean into Legacy'

The 2025 theme 'Lean into Legacy' delves into how the decisions we make today form the building blocks for tomorrow. With a focus on reflective, current and future legacy, we will explore how leaving a lasting, positive legacy as a Local Government means making choices that endure far beyond election cycles.

STATUTORY ENVIRONMENT

There are no statutory implications for this report.

EXTERNAL CONSULTATION

There was no external consultation conducted for this report.

FINANCIAL IMPLICATIONS

Full delegate convention fees have not been released at the time of writing this report but I have noted under fees from last year as an approximation:

Per person – \$1296.00 / Convention Breakfast \$93.30 / Gala Cocktails (partners) - \$135.00.

Approximate cost estimate per delegate (Including 3 nights' accommodation but not including meals) is \$2,500.00, depending on registration numbers and partner activity registrations.

Budget Item 2040104 (Members – Training & Development) has a current budget allocation of \$30,000.00.

Cr Clements, as a life member of WALGA, is not liable for registration fees.

BUDGET IMPLICATIONS

There are no budget implications for this report.

POLICY IMPLICATIONS

Council Policy CE/CS/1 – ‘Elected Member Expenses to be Reimbursed provides that the cost for attendance at conferences must be specifically authorised by Council.

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 4.1 (Shire Governance) the following Strategy:

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.

OFFICER COMMENT

The Convention is the WALGA’s most important event in the local government calendar, bringing together elected members, council officers, suppliers, and key stakeholders. The Convention provides a unique platform for professional development, networking, and discussing matters affecting local communities. The convention aims to foster collaboration and innovation within the local government sector, promoting change and information sharing among members.

To avoid a clash with the scheduled Council meeting date it is recommended that Council change the date of the September Ordinary Council Meeting from 23 September to 30 September 2025.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

- 1. Approves the attendance of all Councillors at the WALGA Local Government Convention 22 – 24 September 2025;**
- 2. Approves all costs of attendance including registration, travel and accommodation; and**
- 3. Changes the date of the September Ordinary Council Meeting from 23 September 2025 to 30 September 2025.**

**9.4.3 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION – NATIONAL
ROADS, TRANSPORT AND INFRASTRUCTURE CONGRESS 2025**

Synergy Ref: N66372
Responsible Officer: Julian Murphy
Chief Executive Officer
Author: Julian Murphy
Chief Executive Officer
Proposed Meeting Date: 22 July 2025

PURPOSE

The purpose of this report is to consider the attendance of Councillors and staff at the Australian Local Government Association (ALGA) – 2025 National Roads, Transport and Infrastructure Congress.

BACKGROUND

The National Local Roads, Transport & Infrastructure Congress is an annual local government event featuring experts and guest speakers covering a comprehensive program focused on roads, transport, mobility, road safety and community infrastructure. This year the event will be held in Bendigo on 11 – 12 November 2025.

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Council Policy CE/CS/1 – ‘Elected Member Expenses to be Reimbursed provides that the cost for attendance at conferences must be specifically authorised by Council.

FINANCIAL IMPLICATIONS

Registration for the Congress is \$979 per person. Air fares will be approximately \$1,000.00 and accommodation \$300 - \$400 per day.

BUDGET IMPLICATIONS

Expenditure for Councillor and Staff attendance at conferences and training is provided for in the 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 4.1.2

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.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

Attendance at the National Local Roads, Transport & Infrastructure Congress is an opportunity for Councillors and Staff to hear from government leaders, academics, industry bodies and other council representatives about the latest in road and infrastructure funding and development in Australia.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council approves the attendance of Cr Handasyde and Cr Liebeck at the Local Roads, Transport & Infrastructure Congress to be held in Bendigo, Victoria on 11-12 November 2025 and all costs of attendance including registration, travel and accommodation.

9.4.4 REGISTER OF DELEGATIONS

Synergy Ref:	N65916
Attachment:	<u>Register of Delegations</u>
Responsible Officer:	Julian Murphy Chief Executive Officer
Author:	Julian Murphy Chief Executive Officer
Proposed Meeting Date:	22 July 2025

PURPOSE

The purpose of this report is complete the annual review of the Register of Delegations.

BACKGROUND

In accordance with section 5.42(1) a local government may delegate any of its powers or duties to the CEO except those powers which require an absolute majority of Council and other powers expressly restricted under the Local Government Act.

The current list of delegations has been in place for a number of years. Council is required to review its delegations to the CEO each financial year.

A list of the powers and duties delegated to the CEO are outlined in the attached Register of Delegations including any conditions or limitations on the delegations.

The purpose of the delegations is to assist the efficient running of the organisation and reduce matters of a minor or day to day functions being brought before the Council.

The CEO may sub-delegate to other officers some of those delegated powers where it is appropriate.

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
- (a) this Act other than those referred to in section 5.43; or
 - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

** Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Section 5.43. Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties-

- (a) any power or duty that requires a decision of an absolute majority of the council;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A, 5.100 or 5.129;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed. *Local Government (Administration) Regulations 1996*

Regulation 18G Delegations to CEOs, limits on (Act s. 5.43)

Powers and duties of a local government exercised under the following provisions are prescribed under section 5.43(i) as powers and duties that a local government cannot delegate to a CEO —

- (a) section 7.12A(2), (3)(a) or (4); and
- (b) regulations 18C and 18D.

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 4.1.3:

‘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 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

Council is required to maintain a Register of Delegations under the *Local Government Act 1995*. A review of the Register of Delegations must be undertaken each financial year. The Shire of Plantagenet Register of Delegations has been reviewed by the CEO and considered by Council at the Council Forum held in July 2025.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council adopts the Shire of Plantagenet Register of Delegations 2025 as presented.

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

12 CONFIDENTIAL

13 CLOSURE OF MEETING