



Shire of  
**Plantagenet**

Mount Barker • Kendenup • Narrikup  
Porongurup • Rocky Gully

# ORDINARY MINUTES

**An Ordinary Meeting of Council was held at the  
Shire of Plantagenet Council Chambers, Mount Barker  
on Tuesday 25 November 2025**



**Julian Murphy**  
CHIEF EXECUTIVE OFFICER

**Resolution numbers: 142/25 to 155/25**

***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 and present.

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

### Members Present:

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

### In Attendance:

Mr Julian Murphy	Chief Executive Officer
Mr Kevin Hemmings	Executive Manager Infrastructure and Assets
Mr Anthony Middleton	Executive Manager Corporate & Community (Joined via 'teams')
Mr Will Hosken	Manager Planning & Development
Ms Kylie Caley	Manager Finance
Ms Nolene Wake	Executive Officer
Ms Helen Purves	Executive Officer Governance

### Apologies:

Nil

### Members of the Public Present:

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

### Previously Approved Leave of Absence:

Nil

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

### **3 PUBLIC QUESTION TIME**

#### **3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

##### **3.1.1 MS GLORIA CHECKLEY – REGARDING RECENT LAND CLEARING**

Ms Checkley addressed the Council regarding her concerns for the clearing of land near her residence.

Questions:

1. *Why was the destruction of the land at end of Marion St allowed to happen during breeding season?*
2. *Why was no notice given so conservationists could relocate as many species as possible?*
3. *Was Council approval given, and if so, why?*

Response:

There are no clearing permits on public record granted by the Department of Water & Environmental Regulation in relation to 46 Marion Street.

The Shire has investigated and referred the matter to the Department of Water & Environmental Regulation, who are the agency responsible for assessing and approving clearing permits for native vegetation.

A letter of response has been sent to Ms Checkley.

### **3.1.2 MS CAROL MANNIX – REGARDING RECENT LAND CLEARING**

Ms Mannix addressed the Council regarding her concerns for the clearing of land near her residence.

Question:

- 1. Was Council approval given for clearing of parcel of land bordered by Marion St, Menston St and Montem St?*

Response:

There are no current development approvals or proposals before the Shire in relation to 46 Marion Street.

Question:

- 2. If not, what procedures are in place to prevent a recurrence?*

Response:

The Shire expects all landowners to seek necessary approvals prior to undertaking works. The Shire has a process for investigating unauthorised works and progressing compliance action where appropriate.

In this instance, the Shire has investigated and referred the matter to the Department of Water & Environmental Regulation, who are the agency responsible for assessing and approving clearing permits for native vegetation.

A letter of response has been sent to Ms Mannix.

### **3.1.3 MR ANTHONY POAD – REGARDING QUERY ON ITEM 9.1.1 FEEDLOT**

Mr Poad addressed the Council regarding his concerns if Council were to approve the cattle feedlot at 144 Pickles Road, Narrikup.

Question:

- 1. Will the feedlot be limited to 499 head permanently, or as stated by the Ag Department the proposed feedlot can hold 4,000 head, will it have potentially 4,000 head in the future?*

Response:

The proposed feedlot has been refused by the Council. Details of the assessment of this proposal and reasons for refusal are outlined in the report available on our website. The following link is provided for your reference:

- <https://www.plantagenet.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-meeting-of-council-28-october-2025/2253>.

If the applicant seeks to reapply, they will be advised to meet the requirements of the relevant state government departments, including an appropriate design capacity (i.e. the design must be consistent with the proposed stocking rate).

### **3.2 PUBLIC QUESTION TIME - SECTION 5.24 LOCAL GOVERNMENT ACT 1995**

#### **3.2.1 MR PAUL NIELD – RESIDENT OF THE SHIRE OF PLANTAGENET**

Mr Nield addressed the Council with the following questions:

##### Question

1. Will the Shire Council ensure that the Chief Executive Officer directs the Health Officer that her primary function is to the Health and well being of the residents of the Shire of Plantagenet rather than her Departments propaganda, negligence or otherwise misdirection in current Health issues? If not, Why not?
2. Japan, South Korea and now a number of other countries have conducted post Covid mandated injections studies, that have remarkably consistent indications of increased cancers with the anti covid drug/DNA injected population, whilst similarly uninjected citizens have not shown such increases in cancers

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

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

If not, Why not ?

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

The Presiding Member confirmed the questions would be taken on notice and a response sent in due course.

## **4 PETITIONS / DEPUTATIONS / PRESENTATIONS**

### **4.1 MR KEN CLEMENTS – CHAIRPERSON - THE PLANTAGENET HISTORICAL SOCIETY INC. – ITEM 9.4.1**

Mr Clements addressed the Council regarding Shire financial support / funding for the Plantagenet Historical Society

### **4.2 MR PAUL NIELD – RESIDENT OF THE SHIRE OF PLANTAGENET**

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

## **5 DISCLOSURE OF INTEREST**

Part 5 Division 6 Local Government Act 1995

### Cr M O'Dea

Item: 9.4.1 - Community Grants Program 2025/26 Cat. 4 Round 1 Applications.  
Type: Impartiality pursuant to Schedule 1, Clause 22 of the Local Government (Model Code of Conduct) Regulations 2021.  
Nature: Member of Mitchell House Art Centre Inc, Plantagenet Historical Society and Mount Barker Tourist Bureau.  
Extent: Member of the above organisations, but do not hold any committee roles.  
Will be staying / voting.

### Cr K Tyrer

Item: 9.4.1 - Community Grants Program 2025/26 Cat. 4 Round 1 Applications.  
Type: Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995.  
Nature: My business is a member of Mount Barker Tourism.  
Extent: N/A  
Will be staying / voting.

### Cr K Clements

Item: 9.4.1 - Community Grants Program 2025/26 Cat. 4 Round 1 Applications.



Type: Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995.  
Nature: Chairperson of Plantagenet Historical Society – applicant for funds.  
Extent: N/A  
Will be leaving the meeting.

Cr M O'Dea

Item: 9.3.3 – Assignment of Licence Agreement- Reserve 1790 McDonald Ave Mt Barker.  
Type: Impartiality pursuant to Schedule 1, Clause 22 of the Local Government (Model Code of Conduct) Regulations 2021.  
Nature: Member of Mount Barker Turf Club  
Extent: Member of the above organisation, but do not hold any committee roles.  
Will be staying / voting.

## **6 APPLICATIONS FOR LEAVE OF ABSENCE**

Section 5.25 Local Government Act 1995

Nil

## **7 CONFIRMATION OF MINUTES**

### **7.1 SPECIAL MINUTES OF COUNCIL HELD 21 OCTOBER 2025**

Moved Cr B Bell, seconded Cr M O'Dea:

That the Minutes of the Special Meeting of the Shire of Plantagenet, held on 21 October 2025, be confirmed as a true and accurate record.

**CARRIED (9/0)**

**NO. 142/25**

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

**7.2 ORDINARY MINUTES OF COUNCIL HELD 28 OCTOBER 2025**

Moved Cr W Sheard, seconded Cr R Brown:

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 28 October 2025, be confirmed as a true and accurate record.

CARRIED (9/0)

NO. 143/25

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

**8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

## 9 REPORTS OF COMMITTEES AND OFFICERS

### 9.1 DEVELOPMENT AND REGULATORY SERVICES REPORTS

#### 9.1.1 PROPOSED ADOPTION OF NEW LOCAL PLANNING POLICIES FOR WATER TANKS AND STORMWATER MANAGEMENT

Synergy Ref:	N67020
Attachment:	<u>A – Existing Town Planning Policy No. 21 – Water Efficiency</u> <u>B – Proposed Local Planning Policy No. 6 – Water Tanks</u> <u>C – Proposed Local Planning Policy No. 7 – Stormwater Management</u> <u>D – Information Brochure ‘Water Tanks’</u> <u>E – Information Brochure ‘Drainage &amp; Soakwells’</u> <u>F – Public Submissions to Draft Policy No. 6 – Water Tanks</u>
Responsible Officer:	Andre Pinto, Executive Manager Development & Regulatory Services
Author:	Will Hosken, Manager Planning & Development Services
Proprietor/Applicant:	n/a
Proposed Meeting Date:	25 November 2025

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#### PURPOSE

This report recommends Council adopt proposed *Local Planning Policy No. 6 – Water Tanks* and proposed *Local Planning Policy No. 7 – Stormwater Management* following the completion of public advertising.

#### BACKGROUND

On 22 July 2025 a report was presented to the Council detailing a review of existing *Town Planning Policy No. 21 – Water Efficiency* (TPP 21) (**Attachment A**) and the proposed introduction of *Local Planning Policy No. 6 – Water Tanks* (LPP 6) (**Attachment B**) and *Local Planning Policy No. 7 – Stormwater Management* (LPP 7) (**Attachment C**).

In summary, this report outlined:

1. While the objectives of TPP 21 remain relevant the policy requires an overhaul to improve clarity and to remove ineffective requirements.

2. LPP 6 is proposed as a replacement for TPP 21 and includes the following key revisions:
  - a) Simplifying and modernising the policy to improve clarity.
  - b) Introducing 'acceptable development standards' and extending the range of development that can proceed without the need for planning approval.
  - c) Introducing criteria to support the assessment of variations from the acceptable development standards.
  - d) Deleting sections from TPP 21 relating to greywater reuse systems and water efficient appliances/equipment (as these do not need planning approval).
3. LPP 7 is proposed as a new policy and establishes an acceptable development standard (1m<sup>3</sup> per 100m<sup>2</sup> of roofed area) for the on-site retention of stormwater runoff from new development. This is proposed to apply within the Residential, Mixed Use, Service Commercial and Commercial zones.

LPP 7 aims to establish a balanced position which acknowledges that private landowners have a level of responsibility for accommodating stormwater runoff that is created by their new development while also ensuring that the public drainage system has available capacity to handle overflow from large rainfall events.
4. Both LPP 6 and LPP 7 specify 'acceptable development standards'. When a proposal meets these standards, it can proceed without needing planning approval. When a proposal does not meet these standards planning approval is required and a merit-based assessment will be undertaken, utilising the assessment criteria outlined in each policy. This approach allows 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.

To help communicate approval requirements draft information brochures were prepared which are included as **Attachment D** and **Attachment E** to this report.

## EXTERNAL CONSULTATION

Public advertising of proposed LPP 6 and LPP 7 took place between 28 July and 25 August 2025, providing for a comment period exceeding the minimum requirement of 21 days.

Public notification occurred via the following means:

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

One submission was received during the public comment period relating to proposed LPP 6 as detailed in **Attachment F**. Minor changes are proposed to the policy in response to the matters raised in this submission.

No public submissions were received relating to proposed LPP 7.

## STATUTORY ENVIRONMENT

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

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

In the event the Council adopts LPP 6 and LPP 7 as recommended in this report, this will be given effect through publication on the Shire's website and a copy of each policy being made available at the Shire's administration offices (as per Schedule 2, Part 2, Clause 4(4) of the Regulations).

## POLICY IMPLICATIONS

This report recommends:

- Final adoption of *Local Planning Policy No. 6 – Water Tanks* inclusive of minor changes proposed as a result of public consultation.
- Final adoption of *Local Planning Policy No. 7 – Stormwater Management* as advertised.
- Revocation of *Town Planning Policy No. 21 – Water Efficiency*, which will be superseded by *Local Planning Policy No. 6*.

If adopted, LPP 6 and LPP 7 will form part of the local planning framework for the purposes of determining planning approval requirements and assessing planning applications.

## FINANCIAL IMPLICATIONS

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

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

**BUDGET IMPLICATIONS**

There are no budget implications for this report.

**LEGAL IMPLICATIONS**

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

It is noted that many landowners within the Shire have historically installed water tanks without necessary planning and building approvals. 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 requirement is set by State legislation that cannot be amended by the Shire.

**ASSET MANAGEMENT IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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

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

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

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

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

Strategy 4.3 – Commitment to continuous improvement in service delivery

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

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

**RISK MITIGATION IMPLICATIONS**Low Risk

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

**STRATEGIC RISK IMPLICATIONS**

There are no strategic risk implications for this report.

## REGIONAL IMPLICATIONS

There are no regional implications for this report.

## OFFICER COMMENT

Officers recommend the adoption of two new local planning policies to provide direction for the development of water tanks and the management of stormwater run-off.

*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.

Two minor changes have been proposed to LPP 6 as a result of feedback received during the public consultation period:

- The inclusion of an advice note clarifying building permit requirements for water tanks that are over 5,000 litres (a requirement that is not set by the Shire).
- Amending the requirement for water tanks to have couplings supporting access by emergency services – this is now proposed to be within designated ‘bushfire prone areas’ only, which aligns with State Government policy.

These changes are included and shown as tracked changes in **Attachment B** (Sections 5 and 6.5 of the LPP 6). These changes are considered very minor and will not affect the overall objectives or operation of LPP 6.

*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. LPP 7 has a limited scope but is important to establish a clear standard for stormwater management. This provides certainty for landowners who are planning a new development as well as a benchmark for the Shire in considering the capacity of public drainage assets.

Overall, the proposed changes aim to improve the clarity of development standards and reduce unnecessary ‘red tape’ for low-risk development.

## VOTING REQUIREMENTS

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr B Bell, seconded Cr J Liebeck:

That Council:

1. ***Adopts Local Planning Policy No. 6 – Water Tanks inclusive of proposed minor modifications, as presented.***
2. ***Publishes public notice of the adoption of Local Planning Policy No. 6 – Water Tanks in accordance with the requirements of the Planning and Development (Local Planning Schemes) Regulations 2015.***
3. ***Adopts Local Planning Policy No. 7 – Stormwater Management, as presented.***
4. ***Publishes public notice of the adoption of Local Planning Policy No. 7 – Stormwater Management in accordance with the requirements of the Planning and Development (Local Planning Schemes) Regulations 2015.***
5. ***Revokes Town Planning Policy No. 21 – Water Efficiency.***
6. ***Publishes public notice of the revocation of Town Planning Policy No. 21 – Water Efficiency in accordance with the requirements of the Planning and Development (Local Planning Schemes) Regulations 2015.***

**CARRIED (9/0)**

**NO. 144/25**

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



## 9.2 INFRASTRUCTURE AND ASSETS REPORTS

Nil

### 9.3 CORPORATE AND COMMUNITY SERVICES REPORTS

#### 9.3.1 MONTHLY FINANCIAL REPORT – OCTOBER 2025

File Ref:	N67071
Attachment:	<u>Financial Report – October 2025</u>
Responsible Officer:	Anthony Middleton Executive Manager Corporate & Community
Author:	Kylie Caley Manager of Finance
Proposed Meeting Date:	25 November 2025

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#### PURPOSE

The purpose of this report is to provide Council with the monthly financial report for the month ending 31 October 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.

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**LEGAL IMPLICATIONS**

There are no legal implications for this report.

**ASSET MANAGEMENT IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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

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

Strategy 4.2:

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

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

Strategy 4.3:

‘Commitment to continuous improvement in service delivery.’

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

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

**STRATEGIC RISK IMPLICATIONS**Low Risk

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

**REGIONAL IMPLICATIONS**

There are no regional implications for this report.

**OFFICER COMMENT**

The attached Statement of Financial Activity for the period 1 July 2025 to 31 October 2025 represents four (4) months, or 33% of the year. The following items are worthy of noting:

- Closing surplus position of \$8.02m;
- Operating results:
  - 47% of budgeted operating revenue has been received; and
  - 15% of budgeted operating expenditure spent;
- Capital expenditure achieved 5.2% of budgeted projects;

- Cash holdings of \$12.59m of which \$7.5m is held in cash backed reserve accounts;
- Rates debtors outstanding equate to 30.7% of total rates raised for 2025/2026 (this includes deferred pensioner rates); and
- Page 10 of the statements detail major variations from year to date (amended) budgets.

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr J Liebeck, seconded Cr A Fraser:

That Council notes the monthly financial statements for the period ending 31 October 2025, as presented.

**CARRIED (9/0)**

**NO. 145/25**

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

**9.3.2 LIST OF ACCOUNTS – OCTOBER 2025**

<b>File Ref:</b>	<b>N67073</b>
<b>Attachment:</b>	<u>List of Accounts – October 2025</u>
<b>Responsible Officer:</b>	<b>Anthony Middleton</b> <b>Executive Manager – Corporate &amp; Community</b>
<b>Author:</b>	<b>Kylie Caley</b> <b>Manager of Finance</b>
<b>Proposed Meeting Date:</b>	<b>25 November 2025</b>

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**PURPOSE**

The purpose of this report is to present the list of payments that were made during the month of October 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 2025/2026 Annual Budget.

**BUDGET IMPLICATIONS**

There are no budget implications for this report.

**LEGAL IMPLICATIONS**

There are no legal implications for this report.

**ASSET MANAGEMENT IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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

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

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

**RISK MITIGATION IMPLICATIONS**Low Risk

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

**STRATEGIC RISK IMPLICATIONS**

There are no strategic risk implications for this report.

**REGIONAL IMPLICATIONS**

There are no regional implications for this report.

**OFFICER COMMENT**

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

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

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

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

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

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

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

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

Cheque Payments	Cheque # 47304	\$10,476.00
EFT Payments	EFT8649 – EFT8939	\$2,055,114.90
Direct Debit Payments		\$129,295.94
EFT Payroll Payments		\$458,051.15
Total Municipal Account Payments		\$2,652,937.99
<b>Licensing Trust Account</b>		
Direct Debit Payments		\$ 161,195.90
Total Licensing Trust Account Payments		\$ 161,195.90
<b>TOTAL OF ALL ACCOUNTS</b>		<b>\$2,814,133.89</b>

CARRIED (9/0)

NO. 146/25

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

**9.3.3 ASSIGNMENT OF LICENCE AGREEMENT – RESERVE 1790 MCDONALD AVENUE, MOUNT BARKER**

<b>Synergy Ref:</b>	<b>N67070</b>
<b>Attachment:</b>	<u>Licence Agreement for use of Frost Park, Mount Barker, Western Australia, Shire of Plantagenet Class 'A' Reserve 1790</u>
<b>Responsible Officer:</b>	<b>Anthony Middleton</b> <b>Executive Manager Corporate and Community Services</b>
<b>Author:</b>	<b>Nicole Selesnew</b> <b>Manager Community and Recreation Services</b>
<b>Proposed Meeting Date:</b>	<b>25 November 2025</b>

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**PURPOSE**

The purpose of this report is to seek the Council's endorsement of a Licence Agreement between the Shire of Plantagenet and the Mount Barker Turf Club Incorporated (MBTC) for parts of Reserve 1790 McDonald Avenue, Mount Barker, commonly known as Frost Park.

**BACKGROUND**

At the ordinary meeting held on 30 April 2019, the Council resolved:

*'That authority be granted to the Shire President and Chief Executive Officer to affix the Common Seal of the Council to the licence between the Shire of Plantagenet and the Mount Barker Turf Club Incorporated for parts of Frost Park, Reserve 1790 McDonald Avenue, Mount Barker.'*

The Licence Agreement was signed on 22 July 2019 for a five year term. The Licence expired on 22 July 2024.

**EXTERNAL CONSULTATION**

Consultation has taken place with members of the MBTC Committee.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

Section 3.58 relates to a disposition of local government property.

Local Government (Functions and General) Regulations 1996

Regulations 30 and 31 govern the disposal of land.

Under the regulations a disposition of land is an exempt disposition, and is excluded from the application of section 3.58, if the land is disposed of to a body, whether incorporated or not the objects of which are charitable, benevolent, religious, cultural, educational, recreational, sporting or like nature; and the



members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions.

Given the above, the disposal of this land is exempt from the requirements of section 3.58 of the Act.

Class 'A' Reserve 1790 is set aside for the purpose of 'Recreation & Agricultural Showground' and managed by the Shire with power to lease for any term not exceeding five (5) years subject to the consent of the Minister for Lands.

In accordance with section 18 of the Land Administration Act 1997, the Minister for Lands approval will be sought for the proposed Licence (attached).

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

The draft licence provides for a rental of \$10.00 per annum.

### **BUDGET IMPLICATIONS**

There are no budget implications for this report.

### **LEGAL IMPLICATIONS**

The attached draft licence was prepared by Mount Barker Legal Pty Ltd.

### **ASSET MANAGEMENT IMPLICATIONS**

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

The draft Licence Agreement clarifies the parameters for the MBTC's use of Frost Park, including maintenance and cleaning responsibilities and identification of exclusive use areas at the site.

### **STRATEGIC IMPLICATIONS**

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

*At Key Pillar 1 - Community* the following:

Strategy 1.2 – Support festivals, events and activities that strengthen our sense of identity and celebrate our history and heritage.

Corporate Action 1.2.2 – Host events and festivals that span multiple hubs and to encourage exploration, social interaction, and the dynamic use of public spaces.

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**

The 2019 Licence Agreement was created to formalise the arrangements between the Shire and MBTC regarding the Turf Club's use of Frost Park, mitigating the risk of an organisation assuming control over certain parts of a Shire managed facility with no framework to support these actions.

**REGIONAL IMPLICATIONS**

There are no regional implications for this report.

**OFFICER COMMENT**

The attached draft Licence Agreement formalises the MBTC's use of Frost Park for horse racing purposes. The Licence area comprises the racetrack, track towers, stalls, mounting area, judges tower, Skinner Pavilion, tote room, sea container / chiller and several storage areas adjacent to Frost Pavilion.

All of these areas will be licensed exclusively to the MBTC.

The draft Agreement has been altered from the 2019 Agreement to clarify Licensed and exclusive use areas and ensure the Shire can access exclusive use areas when required, without seeking prior approval (for example, to manage power or water systems). Clauses about reticulation and water use have been amended to better reflect the uses at the site and the reference to Workplace Health and Safety has been amended to reflect the revised legislation.

A notable change is the inclusion of the racetrack in the MBTC's exclusive use spaces. This was a request from the MBTC following the loss of race meetings due to a non-compliant track.

The MBTC's governing body, Racing and Wagering Western Australia, has stringent track requirements that must be met for a race meeting to occur. Having to meet these requirements, provide public access to the track and manage the risk of potential vandalism to the running surface were difficult for the Club to control.

Despite the exclusive use areas, several upgrades have occurred at the facility to ensure the public can gain access to most spaces. This includes a pedestrian and vehicle access gate at the rear of the Sheep Pavilion (adjacent to McDonald Avenue) which provides access into the centre of the racetrack, and a temporary bridge which is placed across the racetrack to enable pedestrian access when required.

The MBTC has reviewed the draft Licence Agreement and is satisfied with the document.

The Shire will continue to control Frost Pavilion and the remaining areas of the Reserve and use by MBTC will be subject to a hire arrangement and the Shire's adopted fees and charges.

It is worth noting that the MBTC also holds a lease for Lot 81 McDonald Avenue, Mount Barker. This Lot is located to the west of Frost Park and includes infrastructure such as the Shire and MBTC dams, pumps, pipework, stables and a partially constructed sand training track. The lease was for a period of five years which expired on 3 September 2023.

The MBTC has indicated it will likely relinquish this lease and instead seek an agreement that provides access to their infrastructure on this Lot. The Club will formalise a decision in the coming weeks.

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr B Bell, seconded Cr W Sheard:

That Council:

1. Seeks approval from the Minister of Lands for the proposed Licence Agreement between the Shire of Plantagenet and the Mount Barker Turf Club Incorporated for parts of Reserve 1790, McDonald Avenue, Mount Barker; and
2. Authorises the President and the Chief Executive Officer to affix the Common Seal of the Council to the Licence Agreement between the Shire of Plantagenet and the Mount Barker Turf Club Incorporated for parts of Reserve 1790, McDonald Avenue, Mount Barker.

**CARRIED (9/0)**

**NO. 147/25**

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

## 9.4 EXECUTIVE SERVICES REPORTS

### 9.4.1 COMMUNITY GRANT PROGRAM 2025/2026 – CATEGORY 4, ROUND 1 APPLICATIONS

#### Cr K Clements

Item: 9.4.1 - Community Grants Program 2025/26 Cat. 4 Round 1 Applications.

Type: Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995.

Nature: Chairperson of Plantagenet Historical Society – applicant for funds.

Extent: N/A  
Will be leaving the meeting.

5.19pm Cr K Clements left the meeting.

**Synergy Ref:** N67076

**Attachment:** Guidelines - Community Grant Program

**Responsible Officer:** Julian Murphy – Chief Executive Officer

**Author:** Anthony Middleton – Executive Manager  
Corporate & Community Services

**Proposed Meeting Date:** 25 November 2025

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## PURPOSE

The purpose of this report is to consider the Category 4 grant applications received in round 1 of the 2025/2026 Community Grant Program.

## BACKGROUND

The Community Grant Program (CGP) process has been revised and updated in May 2025 to simplify the process for community volunteers, extend the opening period for smaller, straight forward grant requests and to segregate the different types of funding requests (e.g. industry support), simplifying comparisons between applications. This review has been well received by both staff and the community groups seeking funding. A copy of the Guidelines for the CGP are attached.

Four (4) CGP categories are on offer:

1. CEO Donation (up to \$1,000)
2. Quick Response Grant (less than \$3,000)
3. Community Grant (more than \$3,000)
4. Industry Support (Triennium Community Grants)

This agenda items deals with the 2025/2026 Category 4, round 1 applications only.

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There is generally only one (1) round annually for Category 4 grants (February – March each year), however, to transition into this new process an additional round was advertised for 2025/2026, in conjunction with the Category 3 grant process.

Category 4 grants are open to incorporated, not for profit organisations and charities and unincorporated not-for-profit organisations applying through the auspice of an incorporated body. The assessment process for Category 4 grants includes a presentation to the Council which occurred for 5 of the 6 applications received on 4 November 2025. The last remaining presentation will be able to be made at the Council Meeting.

The point of difference for Category 4 grants (compared to Category 1-3) is that operating costs (e.g. rent, wages and utility costs) can be funded and funding support can be granted for a three (3) year period, giving the community group certainty in their future operations.

The following items are not eligible for funding under Category 4 grants:

- Alcohol;
- Items directly benefiting an individual; and
- Political activities

The CGP aims to support projects that improve community capacity, promote social participation and inclusion as well as enhance community harmony. Further information about ineligible items for funding and the objectives of the CGP are contained within the attached guidelines.

## **EXTERNAL CONSULTATION**

Round 1 of the CGP was extensively promoted through local media channels and significant consultation between Shire staff and the applicants listed occurred as part of the application process.

## **STATUTORY ENVIRONMENT**

There is no statutory environment relevant for this report.

## **POLICY IMPLICATIONS**

The Community Grant Program Guidelines (attached) were adopted as Council Policy on 17 June 2025.

## **FINANCIAL IMPLICATIONS**

The adopted 2025/2026 Annual Budget includes a total of \$155,000 for the Community Grant Program. Applications received to-date exceed the funding pool and, as such, not all grant applications received have been recommended as a priority to receive the full funding amount requested.

**BUDGET IMPLICATIONS**

As the total value of applications received exceeds the budget allocation, the Council may wish to increase the budget allocation following consideration of all grant applications (Round 2, Category 3 and 4) or at the mid-year budget review.

**LEGAL IMPLICATIONS**

There are no legal implications for this report.

**ASSET MANAGEMENT IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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

*At Key Pillar 1 - Community* the following:

Strategy 1.9 - Encourage and support the retention and attraction of volunteers

Corporate Action 1.9.2 - Review the annual grants program to ensure its relevant to clubs and association needs

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

Strategy 4.4 - A progressive Shire with diverse thinking

Corporate Action 4.4.2 - Community Grant Program - Establish a grant program to support local businesses and community groups in delivering place-based projects, public art, and events

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

**RISK MITIGATION IMPLICATIONS**Low Risk

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

**STRATEGIC RISK IMPLICATIONS**

There are no strategic risk implications for this report.

**REGIONAL IMPLICATIONS**

There are no regional implications for this report.

**OFFICER COMMENT**

The first funding round has been advertised for Category 4 grants in August and September and six (6) applications have been received. The following summary of the applications received, along with an Officer Recommendation and comment, is provided to assist Councillors in their decision-making process:

	Applicant	Application Summary	\$'s Requested	Funding History	Officer Recommendation	Funding Pool Bal. (Based on Officer Rec)
	Funding Pool of \$155,000 less previously approved Category 1, 2 & 3 grants totalling \$34,867					\$120,133
1.	Plantagenet Sporting Club	PSC facilities manager wages, insurance, utilities, repairs and maintenance of equipment.	Yr 1- \$12,000 Yr 2 - \$12,500 Yr 3 - \$13,500	\$10,000 funded in 24/25. \$10,000 (+\$2,100 for CCTV) funded in 23/24.	Supported for 3 years.  A realistic application of similar value to previous years.	\$108,133
2.	Mitchell House Art Centre Inc.	OT assessment for compliant access, printing catalogues and workshop materials, landscaping, future capital work investigations and Plantagenet Art Prize Sponsorship (2027)	Yr 1: \$9,838 Yr 2: \$9,634 Yr3: \$5,134 Total: \$24,606	\$13,250 funded in 24/25 (signage, painting, air-con)  \$0 funded in 23/24	Funding request includes \$1,000 p.a. for landscaping & \$2,000 p.a. for drafting & QS for future capital works. Suggest these be excluded and treated on a case-by-case (project) basis. Balance of request be supported for 3 years - \$6,838 (Yr1), \$6,634 (Yr2) and \$2,134 (Yr3).	\$101,295



	Applicant	Application Summary	\$'s Requested	Funding History	Officer Recommendation	Funding Pool Bal. (Based on Officer Rec)
3.	Mount Barker YouthCARE Council	Contribution to Chaplain Services for Plantagenet through MBCC and KPS.  (Auspicing organisation: The Churches' Commission on Education Inc Trading as YouthCARE)	Yr1 - \$8,000 Yr2 - \$8,500 Yr3 - \$9,000	\$8,000 funded in 24/25. \$6,000 funded in 23/24.	Supported for 3 years.  A realistic application of similar value to previous years.	\$93,295
4.	Mount Barker Wildflower Photo Competition Committee	In-Kind Frost Pavilion Hire for Wildflower Photo Competition 14 -27 October 2026 and public liability insurance (\$648.47)	14 x \$224 = \$3,136.00 + \$649  Total Year 1 & Year 2 funding: \$3,785	In-kind Frost Park hire has been granted each previous year based on the value set by the Council.  Public liability insurance is new request based on Shire grant guidelines.	Support for 2 years.  Only fell into Category 4 as a result of new guidelines and value of Frost Park hire.	\$89,510

	Applicant	Application Summary	\$'s Requested	Funding History	Officer Recommendation	Funding Pool Bal. (Based on Officer Rec)
5.	Mount Barker Tourism	Operational funding for Mount Barker Tourism. Grant proposed to cover wages, Telstra, internet & power.	Yr 1- \$55,000 Yr 2 - \$56,650 Yr 3 - \$58,350 Total - \$170,000	\$45,000 funded in 24/25 \$44,830 funded in 23/24	Recommend funding the same as last year with small CPI (4%) increases. Yr 1- \$46,800, Yr 2 - \$48,672, Yr 3 - \$50,619 (Total - \$146,091).  Invite MBT to discuss with Council further their strategic direction if greater funding levels are required.	\$42,710
6.	Plantagenet Historical Society	Operating costs and building upgrades/maintenance.  Budget requested includes: Yr1 – Mason Hutt - \$6,000 Yr2 & 3 – Contract Gardener - \$6,000 Yr3 – Contract Maintenance Person - \$7,260  * Note – yet to see Council Presentation.	Yr1: \$30,000 Yr2: \$36,000 Yr3: \$43,200 Total: \$109,200	\$22,000 funded in 24/25 \$22,000 funded in 23/24	Funding request includes Yr1 – Mason Hutt - \$6,000, Yr2 & 3 – Contract Gardener - \$6,000, Yr3 – Contract Maintenance Person - \$7,260. Suggest these be excluded and treated on a case-by-case (project) basis. Balance of request be supported for 3 years - \$24,000 (Yr1), \$30,000 (Yr2) and \$29,940 (Yr3).	\$18,710

The adopted 2025/2026 Annual Budget includes a total of \$155,000 for the Community Grant Program. If the Officer's Recommendations above are adopted, only \$18,710 will be remaining in the funding pool for the second round of Category 3 and 4 grants open in early 2026 and any additional category 1 and 2 grants received throughout the year.

As such, not all grant applications above have been recommended to receive the full funding requested, even though all applications contribute to worthy community causes.

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER RECOMMENDATION**

That Council approves the 2025/26 round 1, category 4 Community Grant Program applications as follows:

Applicant	2025/2026	2026/2027	2027/2028
Plantagenet Sporting Club	\$12,000	\$12,500	\$13,500
Mitchell House Art Centre Inc.	\$6,838	\$6,634	\$2,134
Mount Barker YouthCARE Council	\$8,000	\$8,500	\$9,000
Mount Barker Wildflower Photo Competition Committee	\$3,785	\$3,785	n/a
Mount Barker Tourism	\$46,800	\$48,672	\$50,619
Plantagenet Historical Society	\$24,000	\$30,000	\$29,940

## **MOTION TO SUSPEND STANDING ORDERS**

Moved Cr M O'Dea, seconded Cr B Bell:

That Council suspends Standing Orders.

**CARRIED (8/0)**

**NO. 148/25**

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

**MOTION TO REINSTATE STANDING ORDERS**

Moved Cr B Bell, seconded Cr W Sheard:

That Council reinstates Standing Orders.

**CARRIED (8/0)**

**NO. 149/25**

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

**COUNCIL DECISION**

Moved Cr J Liebeck, seconded Cr B Bell:

That Council approves the 2025/26 round 1, category 4 Community Grant Program applications as follows:

Applicant	2025/2026	2026/2027	2027/2028
Plantagenet Sporting Club	\$12,000	\$12,500	\$13,500
Mitchell House Art Centre Inc.	\$6,838	\$6,634	\$2,134
Mount Barker YouthCARE Council	\$8,000	\$8,500	\$9,000
Mount Barker Wildflower Photo Competition Committee	\$3,785	\$3,785	n/a
Mount Barker Tourism	\$46,800		
Plantagenet Historical Society	\$24,000	\$30,000	\$29,940

**CARRIED (5/4)**

**NO. 150/25**

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

The Presiding Member cast a second vote in favour of the motion.  
Absolute Majority

Reason for Decision

Funding was approved for one year for the Mount Barker Tourism application to provide the opportunity to work with the board over the next year to develop a sustainable business model for the future.

5.37pm Cr K Clements returned to the meeting.

**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 ACQUISITION OF LOT 701 ALBANY HIGHWAY, MOUNT BARKER**

**Synergy Ref:** N67078  
**Attachment:** Aerial Imagery- Lot 701 Albany Highway, Mount Barker  
**Responsible Officer:** Julian Murphy - Chief Executive Officer  
**Author:** André Pinto - Executive Manager  
Development & Regulatory Services  
**Proposed Meeting Date:** 25 November 2025

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**PURPOSE**

The purpose of this report is for Council to consider the acquisition of Lot 701 Albany Highway, Mount Barker

**MOTION THAT THE MEETING BE CLOSED TO THE PUBLIC**

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

5:37pm That in accordance with Section 5.23 (2) (c) and (e) and 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.

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

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

(iii) information about the business, professional,

Commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government.

**CARRIED (9/0)**

**NO. 151/25**

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

5.37pm      There were no remaining members of the public left in the meeting.

#### **OFFICER RECOMMENDATION**

That Council:

1. Authorises the purchase of Lot 701 Albany Highway, Mount Barker; and
2. Makes provision in the annual budget for the purchase.

#### **MOTION TO SUSPEND STANDING ORDERS**

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

That Council suspends Standing Orders.

**CARRIED (9/0)**

**NO. 152/25**

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

#### **MOTION TO REINSTATE STANDING ORDERS**

Moved Cr K Clements, seconded Cr B Bell:

That Council reinstates Standing Orders.

**CARRIED (9/0)**

**NO. 153/25**

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

**MOTION THAT THE MEETING BE OPENED TO THE PUBLIC**

Moved Cr K Clements, seconded Cr W Sheard:

5:52pm That the meeting proceed in public.

CARRIED (9/0)

NO. 154/25

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

**COUNCIL DECISION**

Moved Cr B Bell seconded Cr W Sheard:

That Council authorises staff to get a licensed valuation on Lot 701 Albany Highway, Mount Barker; and bring the valuation back to the next Ordinary Meeting of Council.

CARRIED (9/0)

NO. 155/25

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

Simple Majority

Reason for Change

To ensure Council receive the information needed to make a decision on the purchase of the property.

**13 CLOSURE OF MEETING**

There being no further business the Presiding member closed the meeting at 5.53pm.

CONFIRMED: CHAIRPERSON \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_