



Shire of  
**Plantagenet**

Mount Barker • Kendenup • Narrikup  
Porongurup • Rocky Gully

# ORDINARY MINUTES

**An Ordinary Meeting of Council was held at the  
Shire of Plantagenet Council Chambers, Mount Barker  
at 5:00pm on Tuesday 27 May 2025**

  
**Julian Murphy**  
**CHIEF EXECUTIVE OFFICER**

**Resolution numbers: 039/25 to 053/25**

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

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## 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 5.00pm.

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

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

### Members Present:

Cr L Handasyde	President (Presiding Member) (Left the meeting at 5.25pm, returned at 5.28pm)
Cr K Clements	Deputy President
Cr B Bell	Councillor
Cr R Brown	Councillor
Cr A Fraser	Councillor
Cr J Liebeck	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
Ms Kylie Caley	Manager Finance
Mr Will Hosken	Manager Planning and Development
Ms Nolene Wake	Executive Officer
Mr Vince Partridge	ICT Officer

### Apologies:

Cr S Etherington  
Cr J Oldfield

### Members of the Public Present:

There were no members of the public present at the meeting.

### Previously Approved Leave of Absence:

Nil

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

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

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

### **3 PUBLIC QUESTION TIME**

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

Nil

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

Nil

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

Nil

### **5 DISCLOSURE OF INTEREST**

Part 5 Division 6 Local Government Act 1995

Cr L Handasyde

Item: 9.4.2 and 9.4.3

Type: Impartiality pursuant to Schedule 1, Clause 22 of the Local Government (Model Code of Conduct) Regulations 2021.

Nature: Conflicted both ways as President of the Shire and having being involved in the management group at the Community Centre and the Baptist Church.

Extent: Will be leaving the meeting.

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

Section 5.25 Local Government Act 1995

Nil

## **7 CONFIRMATION OF MINUTES**

### **7.1 ORDINARY MINUTES OF COUNCIL HELD 29 APRIL 2025**

Moved Cr A Fraser, seconded Cr W Sheard:

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 29 April 2025, be confirmed as a true and accurate record.

**CARRIED (7/0)**

**NO. 039/25**

**For: Crs Handasyde, Clements, Bell, Brown,  
Fraser, Liebeck, 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 REVIEW OF LOCAL PLANNING POLICY NO. 3 - OUTBUILDINGS AND TOWN PLANNING POLICY NO. 17.1 – SHIPPING CONTAINERS

<b>Synergy Ref:</b>	<b>N65980</b>
<b>Attachments:</b>	<u>A – Existing Adopted Local Planning Policy No. 3 – Outbuildings</u> <u>B – Existing Adopted Town Planning Policy No. 17.1 – Sea Containers</u> <u>C – Draft Revised Local Planning Policy No. 3 – Outbuildings and Shipping Containers (for public consultation)</u> <u>D – Draft Public Information Brochure ‘Sheds’</u> <u>E – Draft Public Information Brochure ‘Shipping Containers’</u>
<b>Responsible Officer:</b>	<b>André Pinto, Executive Manager Development &amp; Regulatory Services</b>
<b>Author:</b>	<b>Will Hosken, Manager Planning &amp; Development Services</b>
<b>Proprietor/Applicant:</b>	<b>N/A</b>
<b>Proposed Meeting Date:</b>	<b>27 May 2025</b>

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### PURPOSE

This report details the review of Local Planning Policy No. 3 – Outbuildings and Town Planning Policy No. 17.1 – Sea Containers and requests Council endorse a draft revised Local Planning Policy No. 3 for the purpose of public consultation.

### BACKGROUND

#### ***Local Planning Policy No. 3 – Outbuildings (LPP3)***

LPP3 was adopted in June 2023 and outlines acceptable development standards for outbuildings. LPP3 has been effective since its adoption and streamlined applications for our community, allowing many proposals to avoid needing planning approval (only requiring a building permit). The existing adopted LPP3 is included as Attachment A to this report.

This policy is the most highly utilised policy by the Shire’s planning and building staff in assessing relevant applications, typically for residential storage sheds and rural/agricultural sheds. While LPP3 is relatively sound, staff have identified a

handful of recommended improvements that are aimed at improving consistency, maintaining development opportunities, and reducing compliance issues.

The draft revised version of LPP3 included as Attachment C to this report retains the majority of standards of the existing adopted policy but incorporates the following significant changes:

- The introduction of detailed criteria to support the assessment of variations from the adopted development standards (refer Attachment C, Part 5).
- Within the Residential and Urban Development zones, the adoption of standards for maximum outbuilding size that relate to the site area of a property instead of its zoning (Part 6.1).

This aims to improve the ease of understanding for landowners, clarify standards where land has a split density coding, and acknowledge that some areas have a significant variability in existing lot sizes.

This change will have the effect of reducing the size of outbuildings that are supported on smaller lots, while increasing the size of outbuildings that are supported on larger lots. This will:

- Address an imbalance in the current policy where some small lots are able to have very large outbuildings. For example, the current LPP3 allows for a 580m<sup>2</sup> lot in an area coded R17.5 to potentially have an outbuilding of 150m<sup>2</sup> and up to 6m in height.
- Avoid losing a landowner's ability to have a large outbuilding on a large property if residential densities are increased in future. For example, if a residential area is up-coded to R30 increase opportunities for housing development, a 4000m<sup>2</sup> lot would retain the ability to have a 150m<sup>2</sup> outbuilding (instead of potentially 60m<sup>2</sup>).
- The introduction of a development standard for the use of non-reflective external materials in the Rural Residential, Rural Smallholdings, Rural Village, Special Use and Tourism zones (Part 6.2).

This intends to ensure that outbuilding proposals that do not need to seek planning approval are low risk, less likely to cause offence to neighbours, and better reflect the sensitive nature of land within these zones.

- The introduction of additional requirements aimed at avoiding the unauthorised conversion and inhabiting of sheds, including:
  - Requirement for planning and building approvals for a house to be achieved prior to the construction of an outbuilding on an otherwise vacant site (Part 6.4). This is proposed to apply within the Residential, Urban Development, Rural Residential, Rural Smallholdings, Rural Village, Special Use and Tourism zones (not the Rural Zone) and is in addition to the existing requirement for a statutory declaration.



- Standards for design and fit-out so that outbuildings reflect their use as a non-habitable building (Part 6.6).

Other changes have relatively minor operational effect or have been proposed to improve the consistency and legibility of the policy.

### ***Town Planning Policy No. 17.1 – Sea Containers (TPP17)***

The existing, adopted TPP17 (Attachment B) was adopted in January 2011 and outlines assessment criteria for planning applications for sea [shipping] containers. This policy effectively operates as a sub-set of LPP3 as shipping containers are classified as outbuildings (unless being used as a modular material within another building).

Shipping containers are increasingly popular as a cost-effective form of storage and their portability allows landowners to avoid making a more substantial, permanent investment. Officers suggest that the prevalence of shipping containers across the Shire suggests that community attitudes have shifted and that a revised policy position may be appropriate to consider.

TPP17 does not generally support the use of sea containers within the Residential Zone; however, this conflicts with the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* wherein a landowner may establish an outbuilding without planning approval subject to the standards established in the Residential Design Codes.

TPP17 does not support the use of sea containers on land within the Rural Residential and Rural Smallholding zones, but due to the policy pre-dating *Local Planning Scheme No. 5* it is silent on their use in the Tourism, Mixed Use, Rural Village and Special Use zones (as a result shipping containers can be approved as outbuildings in these zones, although there are circumstances where a greater degree of control may be desirable).

TPP17 does contain useful guidance relating to visual appearance/amenity and the temporary use of shipping containers (where approvals are not required).

As a result of review, officers propose to reduce and incorporate requirements for the use of shipping containers within a draft revised LPP3 (Attachment C).

Proposed requirements include the ability for one (1) shipping container (or other moveable structure) up to a maximum size of 20 feet in length to be used as an outbuilding without planning approval, with planning approval required for any greater number or size. It is noted that the general provisions of the policy relating to outbuildings will continue to apply.

Acknowledging that the requirement for Shire approvals for shipping containers is not well understood it is also proposed to improve public information materials.

### **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.

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

- Notice and publication of the draft revised LPP3 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.

Attachments D and E to this report includes two draft public information brochures that have been prepared to help communicate the approval requirements for sheds and shipping containers. These brochures are based on the Draft Revised LPP3 for public consultation that is presented in this report.

## **STATUTORY ENVIRONMENT**

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

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

## **POLICY IMPLICATIONS**

This report discusses review of Local Planning Policy No. 3 – Outbuildings and Town Planning Policy No. 17.1 – Sea Containers and requests Council endorse a draft revised Local Planning Policy No. 3 – Outbuildings and Shipping Containers which will replace these two existing policies if adopted following public consultation.

## **FINANCIAL IMPLICATIONS**

There are no financial implications for this report.

## **BUDGET IMPLICATIONS**

There are no budget implications for this report.

## **LEGAL IMPLICATIONS**

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

## **ASSET MANAGEMENT IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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

At *Outcome 2.2 Infrastructure* the following Strategies:

Strategy 2.2.1:

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

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

Strategy 4.1.3:

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

Strategy 4.1.4:

*‘Continuous improvement in service delivery.’*

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

**RISK MITIGATION IMPLICATIONS**Low Risk

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

**STRATEGIC RISK IMPLICATIONS**

There are no strategic risk implications for this report.

**REGIONAL IMPLICATIONS**

There are no regional implications for this report.

**OFFICER COMMENT**

Proposed revisions to the two local planning policies discussed in this report will improve their functionality and effectiveness and enable a clearer and more consistent approach to planning applications for outbuildings and shipping containers.

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

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

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

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr B Bell, seconded Cr J Liebeck:

That Council:

1. Adopts the draft revised Local Planning Policy No. 3 – Outbuildings and Shipping Containers for the purpose of public consultation.
2. Publishes public notice of draft revised Local Planning Policy No. 3 – Outbuildings and Shipping Containers in accordance with the requirements of the Planning and Development (Local Planning Schemes) Regulations 2015 for a minimum of 21 days.

**CARRIED (7/0)**

**NO. 040/25**

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

**9.1.2 RESTRICTED AND PROHIBITED BURNING DATE CHANGES**

**File Ref:** N66061

**Responsible Officer:** André Pinto  
Executive Manager Development and  
Regulatory Services

**Author:** Mike Barnes  
Community Emergency Services Manager

**Proposed Meeting Date:** 27 May 2025

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**PURPOSE**

The purpose of this report is to endorse a change of dates for the restricted and prohibited burning periods for both the eastern and western zones. These changes will appear in the 2025/26 Bushfire Mitigation Notice publication that is distributed to owners and occupiers of land within the Shire of Plantagenet.

**BACKGROUND**

The restricted and prohibited burning times have historically been based around the best times to burn the bush in the landscape, however, in recent years there has been an increase in escaped burns out of the restricted periods. The current burning periods are outlined below:

Eastern Zone

Restricted Period: 3 October to 30 April (permits required)

Prohibited Period: 15 November to 28 February and Good Friday

Western Zone

2 November to 30 April (permits required)

15 December to 28 February and Good Friday

**EXTERNAL CONSULTATION**

Consultation has taken place with Shire Bush Fire Control Officers and the Department of Fire and Emergency Services (DFES).

**STATUTORY ENVIRONMENT**

Bush Fires Act 1954

Planning and Development Act 2005

State Planning Policy No 3.7: Planning in Bush Fire Prone Areas (SPP3.7)

Bush Fire Brigades Local Law 2020

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

Gazettal printing costs will apply to this change. Printing costs are estimated at \$150.00 (excl GST).

**BUDGET IMPLICATIONS**

There are no budget implications for this report.

**LEGAL IMPLICATIONS**

Legal implications for this report are that the Bush Fire Act 1954 Restricted and Prohibited burning periods for both the Eastern and Western zones will apply for the new timeframes.

**ASSET MANAGEMENT IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

The Shire of Plantagenet Corporate Business Plan 2022/23 – 2025/26 provides at Outcome 1.5 (A safe Plantagenet) the following:

Strategy 1.5.1:

*'Support the community in emergency and fire management planning, preparedness, response and recovery.'*

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

**RISK MITIGATION IMPLICATIONS**Medium Risk

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

**STRATEGIC RISK IMPLICATIONS**

The Shire's Strategic Risk Register (Business and Community Disruption) incorporates a number of key controls for the support of bush fire risk education, and the use of fire permits.

The controls are rated as adequate and the Shire's Community Emergency Services Manager (CESM) is responsible.

**REGIONAL IMPLICATIONS**

There are no regional implications for this report.

**OFFICER COMMENT**

Consultation to review the restricted and prohibited burning periods commenced with a workshop on 26 February 2025 with relevant Shire staff, Bush Fire Brigades and Bush Fire Control Officers.

Further discussions were held with the Bush Fire Executive Committee meeting on 9 April 2025, amendments suggested and reviewed by the Plantagenet Bush Fire Advisory Committee meeting on 7 May 2025.

Recommended changes to the restricted and prohibited burn times for the east and west zones allows for fire permits to be used earlier in the season to reduce the number of escape burns and deployment of resources.

**VOTING REQUIREMENTS**

Simple Majority

**COMMITTEE RECOMMENDATION/COUNCIL DECISION**

**Moved Cr R Brown, seconded Cr B Bell:**

**That Council applies to the Department of Fire and Emergency Services to declare the following restricted and prohibited period dates for the Shire of Plantagenet:**

	<b>EASTERN ZONE</b>	<b>WESTERN ZONE</b>
<b>Restricted Burning times</b>	<b>15 September to 31 March</b>	<b>15 October to 31 March</b>
<b>Prohibited Burning Times</b>	<b>15 November to last day in February and Good Friday</b>	<b>1 December to last day in February and Good Friday</b>

**CARRIED (7/0)**

**NO. 041/25**

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

**9.1.3 ANNUAL BUSH FIRE MITIGATION NOTICE 2025/2026**

<b>File Ref:</b>	<b>N66062</b>
<b>Attachment:</b>	<u>Bush Fire Mitigation Notice 2025/2026</u>
<b>Responsible Officer:</b>	<b>André Pinto</b> <b>Executive Manager Development and Regulatory Services</b>
<b>Author:</b>	<b>Mike Barnes</b> <b>Community Emergency Services Manager</b>
<b>Proposed Meeting Date:</b>	<b>27 May 2025</b>

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**PURPOSE**

The purpose of this report is to endorse the Bush Fire Mitigation Notice (BFMN) 2025/2026 for publication and distribution to owners and occupiers of land within the Shire of Plantagenet.

**BACKGROUND**

The Shire publishes and distributes a BFMN to all landowners which is included with the property's rates notice.

Consultation to review the BFMN commenced in March 2025 with relevant Shire staff and Bush Fire Control Officers. The document was discussed at the Bush Fire Executive Committee meeting on 9 April 2025, amendments suggested and presented to the Plantagenet Bush Fire Advisory Committee meeting on 7 May 2025.

**EXTERNAL CONSULTATION**

Consultation has taken place with Shire Bush Fire Control Officers and the Department of Fire and Emergency Services (DFES).

**STATUTORY ENVIRONMENT**

Bush Fires Act 1954

Planning and Development Act 2005

State Planning Policy No 3.7: Planning in Bush Fire Prone Areas (SPP3.7)

Bush Fire Brigades Local Law 2020

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

Printing costs are estimated at \$2,700.00 (excl GST). The costs are allocated to account 2050115 Fire – Printing and Stationery.



**BUDGET IMPLICATIONS**

There are no budget implications for this report.

**LEGAL IMPLICATIONS**

There are no legal implications for this report.

**ASSET MANAGEMENT IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

The Shire of Plantagenet Corporate Business Plan 2022/23 – 2025/26 provides at Outcome 1.5 (A safe Plantagenet) the following:

Strategy 1.5.1:

*‘Support the community in emergency and fire management planning, preparedness, response and recovery.’*

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

**RISK MITIGATION IMPLICATIONS**Medium Risk

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

**STRATEGIC RISK IMPLICATIONS**

The Shire’s Strategic Risk Register (Business and Community Disruption) incorporates a number of key controls for the support of bush fire risk education, inspection of fire breaks and enforcement, and the coordination of Bush Fire Brigades.

The controls are rated as adequate and the Shire’s Community Emergency Services Manager (CESM) is responsible.

**REGIONAL IMPLICATIONS**

There are no regional implications for this report.

**OFFICER COMMENT**

Minor formatting, typographical and picture corrections, along with information updates have been made to this year’s BFMN as recommended by the Plantagenet Bush Fire Advisory Committee on 7 May 2025.

**VOTING REQUIREMENTS**

Simple Majority

**COMMITTEE RECOMMENDATION/COUNCIL DECISION**

**Moved Cr R Brown, seconded Cr W Sheard:**

**That Council approves the Shire of Plantagenet Bush Fire Mitigation Notice 2025/2026, as presented.**

**CARRIED (7/0)**

**NO. 042/25**

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

**9.1.4 BUSH FIRE CONTROL OFFICER POSITIONS – APPOINTMENTS FOR 2025/2026**

**File Ref:** N66063

**Responsible Officer:** André Pinto  
Executive Manager Development and  
Regulatory Services

**Author:** Mike Barnes  
Community Emergency Services Manager

**Proposed Meeting Date:** 27 May 2025

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**PURPOSE**

The purpose of this report is to recommend the appointment of Bush Fire Control Officers, Executive Bush Fire roles and Bush Fire Advisory Committee delegates and proxies for 2025/2026.

**BACKGROUND**

The Shire appoints delegates to a number of positions on an annual basis in accordance with the Bush Fires Act 1954.

At its meeting held on 7 May 2025, the Bush Fire Advisory Committee (BFAC) endorsed the nominations for the appointment of Bush Fire Control Officers (FCO) and designed Bush Fire Service positions for 2025/2026.

**EXTERNAL CONSULTATION**

The appointment of the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officers, Chief Fire Weather Officer, Deputy Fire Weather Officers, Base Radio Operators, Bush Fire Control Officers and the BFAC Delegates and proxies shall be published in a newspaper circulating in the Plantagenet District.

**STATUTORY ENVIRONMENT**

Bush Fires Act 1954, Section 38 'Local government may appoint bush fire control officer'

Bush Fire Brigades Local Law 2020

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

There are no financial implications for this report.

**BUDGET IMPLICATIONS**

There are no budget implications for this report.

**LEGAL IMPLICATIONS**

There are no legal implications for this report.

**ASSET MANAGEMENT IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

The Shire of Plantagenet Corporate Business Plan 2022/23 – 2025/26 provides at Outcome 1.5 (A safe Plantagenet) the following:

Strategy 1.5.1:

*‘Support the community in emergency and fire management planning, preparedness, response and recovery.’*

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

**RISK MITIGATION IMPLICATIONS**Medium Risk

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

**STRATEGIC RISK IMPLICATIONS**

The Shire’s Strategic Risk Register (Business and Community Disruption) incorporates a number of key controls for the support of Bush Fire Brigade activities. The control is rated as adequate and the Shire’s Community Emergency Services Manager (CESM) is responsible.

**REGIONAL IMPLICATIONS**

There are no regional implications for this report.

**OFFICER COMMENT**

It is recommended that the nominations for the Bush Fire Control Officers, designated positions, delegations and proxies of the Bush Fire Advisory Committee for the Shire of Plantagenet for 2025/2026 be appointed.

**VOTING REQUIREMENTS**

Simple Majority

**COMMITTEE RECOMMENDATION/COUNCIL DECISION****Moved Cr K Clements, seconded Cr R Brown:****That Council:**

1. Cancels all previous appointments for the positions of Bush Fire Control Officers, designated Bush Fire Service positions and Bush Fire Advisory Committee members for the Shire of Plantagenet on 30 June 2025.
2. Appoints the following Designated Bush Fire Service Positions for 2025/2026, taking effect from 1 July 2025.

POSITION	NOMINEE
Chief Bush Fire Control Officer	Iain Mackie
Deputy Chief Bush Fire Control Officer No. 1 West	Matthew Newham
Deputy Chief Bush Fire Control Officer No. 2 East	Stephen Adams
Chief Fire Weather Officer	Phil Mackie
Deputy Chief Fire Weather Officer 1	Graeme Pyle
Deputy Chief Fire Weather Officer 2	David Burcham
Base Radio Operator	Jacqui Burcham
	Jo Wills
	Jason Jordan

3. Appoints the following Weather Reporting Officers for 2025/2026, taking effect from 1 July 2025.

SHIRE OF PLANTAGENET BUSH FIRE BRIGADE	FIRE WEATHER OFFICER NOMINEE
Denbarker	Norm Handasyde
Forest Hill	Brad McLean
Kendenup	Stephen Beech
Kojaneerup	Ashton Hood
Middle Ward	Greg Sounness
Narpyn	Mark Wallace
Narrakup	Chris Norton
Perillup	Kieran Allison
Porongurup	Alan Wise
Porongurup South	Vacant
Rocky Gully	Murray Wills

<b>South Stirlings</b>	<b>Brent Counsel</b>
<b>Woogenellup</b>	<b>Nathan Hunt</b>
<b>Volunteer Fire &amp; Rescue</b>	<b>Vacant</b>
<b>Shire of Plantagenet 1</b>	<b>Mike Barnes</b>
<b>Shire of Plantagenet 2</b>	<b>Jason Rutter</b>
<b>Shire of Plantagenet 3</b>	<b>Dahna Kleemann</b>

4. Appoints the following Bush Fire Control Officers for 2025/2026, taking effect from 1 July 2025.

<b>Position</b>	<b>FCO Nominee 2025/2026</b>
<b>Denbarker</b>	
<b>Fire Control Officer No. 1</b>	<b>Brad Lynch</b>
<b>Fire Control Officer No. 2</b>	<b>Tony Griffiths</b>
<b>Fire Control Officer No. 3</b>	<b>Warren Drage</b>
<b>Fire Control Officer No. 4</b>	<b>Neville Lindberg</b>
<b>Fire Control Officer No. 5</b>	<b>John Rodgers</b>
<b>Fire Control Officer No. 6</b>	<b>Norm Handasyde</b>
<b>Forest Hill</b>	
<b>Fire Control Officer No. 1</b>	<b>Craig Moore</b>
<b>Fire Control Officer No. 2</b>	<b>Len Handasyde</b>
<b>Fire Control Officer No. 4</b>	<b>Murray McLean</b>
<b>Kendenup</b>	
<b>Fire Control Officer No. 1</b>	<b>Ben Furber</b>
<b>Fire Control Officer No. 2</b>	<b>Matthew Newham</b>
<b>Fire Control Officer No. 3</b>	<b>Stephen Beech</b>
<b>Fire Control Officer No. 4</b>	<b>Ken Frost</b>
<b>Fire Control Officer No. 5</b>	<b>Rob Baines</b>
<b>Fire Control Officer No. 6</b>	<b>Brad Wood</b>
<b>Middle Ward</b>	
<b>Fire Control Officer No. 1</b>	<b>Andrew Mackie</b>
<b>Fire Control Officer No. 2</b>	<b>Greg Sounness</b>
<b>Fire Control Officer No. 3</b>	<b>Kim Stothard</b>
<b>Fire Control Officer No. 4</b>	<b>Nigel Rowe</b>
<b>Fire Control Officer No. 5</b>	<b>Phil Mackie</b>
<b>Fire Control Officer No. 6</b>	<b>Iain Mackie</b>

<b>Narpyn</b>	
<b>Fire Control Officer No. 1</b>	<b>Robert Wright</b>
<b>Fire Control Officer No. 2</b>	<b>Michael Cave</b>
<b>Fire Control Officer No. 3</b>	<b>Mark Wallace</b>
<b>Fire Control Officer No. 4</b>	<b>Owen Sounness</b>
<b>Fire Control Officer No. 5</b>	<b>David Wright</b>
<b>Fire Control Officer No. 6</b>	<b>Caitlin Speedy</b>
<b>Narrikup</b>	
<b>Fire Control Officer No. 1</b>	<b>Chris Norton</b>
<b>Fire Control Officer No. 2</b>	<b>Glen Forbes</b>
<b>Fire Control Officer No. 3</b>	<b>Graeme Frusher</b>
<b>Fire Control Officer No. 4</b>	<b>Robert Smith</b>
<b>Fire Control Officer No. 5</b>	<b>Dylan Brown</b>
<b>Fire Control Officer No. 6</b>	<b>Dale Wyland</b>
<b>Perillup</b>	
<b>Fire Control Officer No. 1</b>	<b>Dean Trotter</b>
<b>Fire Control Officer No. 2</b>	<b>Thomas Riggall</b>
<b>Fire Control Officer No. 3</b>	<b>Robin Ditchburn</b>
<b>Fire Control Officer No. 4</b>	<b>Craig Elstone</b>
<b>Porongurup</b>	
<b>Fire Control Officer No. 1</b>	<b>Daniel Cobain</b>
<b>Fire Control Officer No. 2</b>	<b>Tristan Hampel</b>
<b>Fire Control Officer No. 3</b>	<b>Brad Cluett</b>
<b>Fire Control Officer No. 4</b>	<b>Warren Thomas</b>
<b>Fire Control Officer No. 5</b>	<b>Gerald Versluis</b>
<b>Fire Control Officer No. 6</b>	<b>Alan Wise</b>
<b>Porongurup South</b>	
<b>Fire Control Officer No. 1</b>	<b>Wayne Matthews</b>
<b>Fire Control Officer No. 2</b>	<b>Jamie Stan-Bishop</b>
<b>Fire Control Officer No. 3</b>	<b>Allen Rees</b>
<b>Fire Control Officer No. 4</b>	<b>Greg Dorrell</b>
<b>Fire Control Officer No 5</b>	<b>David Marsh</b>
<b>Rocky Gully</b>	
<b>Fire Control Officer No. 1</b>	<b>Ian Higgins</b>

Fire Control Officer No. 2	Hamish Cameron
Fire Control Officer No. 3	Murray Wills
Woogenellup	
Fire Control Officer No. 1	Nathan Hunt
Fire Control Officer No. 2	Stephen Adams
Fire Control Officer No. 3	Bryce Skinner
Fire Control Officer No. 4	Kyle Pieper
Fire Control Officer No. 5	Mark Adams
Fire Control Officer No. 6	Allan Pearce
Fire Control Officer No. 7	Craig Pieper
South Stirlings	
Dual Fire Control Officer No. 1	Graeme Pyle
Dual Fire Control Officer No. 2	Reece Curwen
Kojaneerup	
Dual Fire Control Officer No. 1	Ashton Hood
Dual Fire Control Officer No. 2	Scott Smith
Shire of Plantagenet	
Fire Control Officer No. 1	André Pinto
Fire Control Officer No. 2	Mike Barnes
Fire Control Officer No. 3	Jason Rutter
Fire Control Officer No. 4	Dahna Kleemann
Mount Barker Volunteer Fire & Rescue	
Fire Control Officer No. 1	Ray Drage
Fire Control Officer No. 2	Kevin Bransby
Fire Control Officer No. 3	Matthew Newham



5. Appoints the following Bush Fire Advisory Committee Delegates and Proxies for 2025/2026, taking effect from 1 July 2025.

	Delegate	Proxy
Denbarker	Brad Lynch	Tony Griffiths/ John Rodgers
Forest Hill	Kieran Wilkinson	Craig Moore
Kendenup	Ben Furber am	Brad Wood
Kojaneerup	Ashton Hood	Scott Smith
Middle Ward	Andrew Mackie	Greg Sounness
Narpyn	Mark Wallace	Rob Wright
Narrikup	Chris Norton	Glen Forbes
Perillup	Kieran Allison	Dean Trotter
Porongurup	Tristan Hampel	Scott Clements
South Porongurup	Wayne Matthews	Jamie Stan-Bishop
Rocky Gully	Ian Higgins	Hamish Cameron
South Stirlings	Graeme Pyle	Reece Curwen
Woogenellup	Nathan Hunt	Ash Determes
Mt Barker VFRS	Captain	Lieutenant

CARRIED (7/0)

NO. 043/25

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

## 9.2 INFRASTRUCTURE AND ASSETS

Nil

### 9.3 CORPORATE AND COMMUNITY SERVICES REPORTS

#### 9.3.1 MONTHLY FINANCIAL REPORT – APRIL 2025

File Ref:	N66070
Attachment:	<u>Financial Reports – April 2025</u>
Responsible Officer:	Anthony Middleton Executive Manager – Corporate & Community
Author:	Kylie Caley Manager of Finance
Proposed Meeting Date:	29 April 2025

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#### PURPOSE

The purpose of this report is to provide Council with the monthly financial report for the month ending 30 April 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  
There are no policy implications for this report.

#### FINANCIAL IMPLICATIONS

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

#### BUDGET IMPLICATIONS

There are no budget implications for this report.

**LEGAL IMPLICATIONS**

There are no legal implications for this report.

**ASSET MANAGEMENT IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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

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

Strategy 4.1.3:

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

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

**STRATEGIC RISK IMPLICATIONS**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 2023 to 30 April 2025 represents ten (10) months, or 83% of the year. The following items are worthy of noting:

- Year to date closing surplus position of \$4.089M;
- Operating results:
  - 99% of year-to-date (amended) budgeted operating revenue has been received; and
  - 80% of year-to-date (amended) budgeted operating expenditure spent;
- Capital expenditure achieved 34% of year-to-date (amended) budgeted projects.
- Cash holdings of \$10.56M of which \$7.09M is held in cash backed reserve accounts;
- Rates debtors outstanding equate to 6.5% of total rates raised for 2024/2025; and
- Page 10 of the statements detail major variations from total (amended) budgets.

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr B Bell, seconded Cr R Brown:

That Council accepts the Statement of Financial Activity for the month ending 30 April 2025 as proposed, along with notes of any material variances.

**CARRIED (7/0)**

**NO. 044/25**

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

**9.3.2 LIST OF ACCOUNTS – APRIL 2025**

<b>File Ref:</b>	<b>N66067</b>
<b>Attachment:</b>	<u>List of Accounts – April 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>29 May 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 April 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 IMPLICATIONS**Low Risk

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

**STRATEGIC RISK IMPLICATIONS**

There are no strategic risk implications for this report.

**REGIONAL IMPLICATIONS**

There are no regional implications for this report.

**OFFICER COMMENT**

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

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

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

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

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr J Liebeck, seconded Cr R Brown:

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

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

EFT Payments	EFT7592 – EFT7764	\$1,320,754.88
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Direct Debit Payments		\$ 113,053.27
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EFT Payroll Payments		\$ 411,754.81
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Total Municipal Account Payments		\$1,845,562.96
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Licensing Trust Account

Direct Debit Payments		\$ 145,199.85
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Total Licensing Trust Account Payments		\$ 145,199.85
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<b><i>TOTAL OF ALL ACCOUNTS</i></b>		<b><i>\$1,990,762.81</i></b>
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CARRIED (7/0)

NO. 045/25

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



**9.3.3 RECREATION CENTRE SCOREBOARD - BUDGET AMENDMENT**

<b>Synergy Ref:</b>	<b>N66036</b>
<b>Responsible Officer:</b>	<b>Anthony Middleton</b> <b>Executive Manager – Corporate &amp; Community Services</b>
<b>Author:</b>	<b>Kylie Caley</b> <b>Manager Finance</b>
<b>Proposed Meeting Date:</b>	<b>27 May 2025</b>

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**PURPOSE**

The purpose of this report is to consider a budget amendment to purchase two new electronic scoreboards for the Mount Barker Recreation Centre.

**BACKGROUND**

The Mount Barker Recreation Centre has two electronic scoreboards at the northern end of the courts. The scoreboards are fixed to the wall and approximately four metres from ground level. Both scoreboards are 26 years old, installed when the Recreation Centre was first opened.

In 2024, one of the scoreboards was sent away multiple times for repairs. The feedback from the repairer was that the board was aged and many components were showing signs of age deterioration. The repairer recommended replacing both scoreboards rather than continue to carry out repairs.

A \$12,000.00 allocation is in the 2024/2025 Annual Budget for the replacement of one electronic scoreboard. The intention was to seek funds to replace the second scoreboard the following financial year.

Staff have reviewed the costs of replacing the two scoreboards in consecutive financial years compared to replacing two scoreboards at the same time. Cost savings will occur if both scoreboards are replaced at the same time, with a reduction in freight and streamlined installation costs.

**EXTERNAL CONSULTATION**

Consultation regarding the functionality of a new scoreboard has occurred with the Mount Barker Community College, Bullets Netball Club and the Mount Barker Amateur Basketball Association.

**STATUTORY ENVIRONMENT**

Section 6.8 of the *Local Government Act 1995* deals with expenditure from municipal fund not included in annual budget.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

There are no financial implications for this report.

**BUDGET IMPLICATIONS**

A budget amendment is required to facilitate the purchase of two electronic scoreboards at the Mount Barker Recreation Centre, with the additional costs for a second scoreboard to be transferred from operating accounts to a capital account (nil net effect).

**LEGAL IMPLICATIONS**

There are no legal implications for this report.

**ASSET MANAGEMENT IMPLICATIONS**

There are no significant asset management implications as this is the replacement of an existing asset.

**STRATEGIC IMPLICATIONS**

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

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

Strategy 4.1.1:

*‘A Shire that listens and considers the needs of each community.’*

Strategy 4.1.3:

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

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

**RISK MITIGATION IMPLICATIONS**Low Risk

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

**STRATEGIC RISK IMPLICATIONS**

There are no strategic risk implications for this report.

**REGIONAL IMPLICATIONS**

There are no regional implications for this report.

**OFFICER COMMENT**

The electronic scoreboards at the Recreation Centre have reached their functional service life. Repairs have been carried out on one of the scoreboards and the second scoreboard is starting to show intermittent faults. The scoreboard controllers have some sticking keys/switches and require a cable from the controller to the wall to connect to the scoreboard, posing a safety risk while in use.

If both scoreboards are replaced at the same time, there will be cost savings with freight and installation costs. An electrician and elevated work platform are required for the installation. It is more economical and convenient to carry out this process once instead of multiple times.

Modern scoreboards have controllers with Bluetooth connectivity functions, negating the need for cables to connect the units together.

The 2024/2025 Annual Budget has an allocation of \$12,000.00 for the replacement of one electronic scoreboard.

It is proposed that:

- Capital budget OC614A - Mount Barker Rec Centre – Replacement Electronic Scoreboard be increased by \$10,860.00 for the purchase and freight of two electronic scoreboards including controllers; and
- Operating accounts '2110886 – Expensed Minor Asset Purchases' and '2110887 – Other Expenses' be reduced by \$7,000.00 and \$3,860.00 respectively.

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr B Bell, seconded Cr R Brown:

**That Council authorises additional expenditure of \$10,860.00 for the purchase and installation of two electronic scoreboards at the Mount Barker Recreation Centre and amends the 2024/25 budget accordingly.**

**CARRIED (7/0)**

**NO. 046/25**

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

**Absolute Majority**

**9.3.4 COMMUNITY GRANT PROGRAM – REVISED PROCESS & GUIDELINES**

<b>File Ref:</b>	<b>N66079</b>
<b>Attachments:</b>	<u>Draft 'Community Grant Program – Guidelines'</u> <u>Draft 'Community Grant Program – Application Form'</u> <u>Policy CF/DG/2 - Financial Assistance (Operating) to Incorporated Organisations and Clubs</u> <u>Policy CF/DG/3 - Financial Assistance to Endorsed Community Service Organisations</u> <u>Policy CS/CFGF/1 - Community Capital Assistance Grants</u>
<b>Responsible Officer:</b>	<b>Julian Murphy</b> <b>Chief Executive Officer</b>
<b>Author:</b>	<b>Anthony Middleton</b> <b>Executive Manager – Corporate &amp; Community</b>
<b>Proposed Meeting Date:</b>	<b>27 May 2025</b>

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**PURPOSE**

The purpose of this report is to consider the draft guidelines for the Community Grant Program for adoption.

**BACKGROUND**

A review of the existing Community Grant Program has been undertaken by Shire staff. The purpose of the review was to:

- Simplify the process for community volunteers;
- Extend the opening period for smaller, straight forward grant requests; and
- Segregate the different types of funding requests (e.g. industry support) to simplify comparisons between applications.

**EXTERNAL CONSULTATION**

There has been no external consultation undertaken for this report.

**STATUTORY ENVIRONMENT**

There is no statutory environment relevant for this report.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

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

**BUDGET IMPLICATIONS**

There are no budget implications for this report.

**LEGAL IMPLICATIONS**

There are no legal implications for this report.

**ASSET MANAGEMENT IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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

At *Outcome 1 Community* the following Strategies:

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

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

**RISK MITIGATION IMPLICATIONS**Low Risk

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

**REGIONAL IMPLICATIONS**

There are no regional implications for this report.

**OFFICER COMMENT**

The proposed four (4) categories of community grants on offer as are follows:

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)

Draft 'Guidelines' and an 'Application Form' to support these four categories are attached.

Page 4 & 5 of the attached guideline document contains a good summary of the process for each grant category. It is recommended that the attached guidelines

be adopted by the Council in lieu of the existing three (3) Council Policies, which are recommended for repeal:

- Policy No: CF/DG/2 - Financial Assistance (Operating) to Incorporated Organisations and Clubs;
- Policy No: CF/DG/3 - Financial Assistance to Endorsed Community Service Organisations; and
- Policy No: CS/CFGF/1 - Community Capital Assistance Grants

In addition, the CEO is currently delegated the authority to donate \$500 (via Delegation 2.5 - Donations, Discounts and Debt Write-offs). This delegation states:

‘The Chief Executive Officer is delegated the authority to approve discretionary donations to community groups (not individuals) to a maximum value of \$500.00 per application, subject to budgetary availability and subject also to, in the opinion of the Chief Executive Officer, the donation demonstrating direct benefit to the community of the Shire of Plantagenet.

Such donations are to be in addition to those approved specifically by the Council as part of the annual Financial Assistance Grants process.’

To implement the revised Community Grant Program as attached, it is recommended that this delegation be amended to read as follows:

‘The Chief Executive Officer is delegated the authority to approve financial assistance to community groups (not individuals) to a maximum value of \$3,000 per application, subject to budgetary availability and in accordance with the Community Grant Program Guidelines adopted by the Council.’

## **VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr K Clements, seconded Cr J Liebeck:

That Council:

1. Adopts the Community Grant Program Guidelines as presented;
2. Repeals the following existing Council Policies:
  - a) Policy No: CF/DG/2 - Financial Assistance (Operating) to Incorporated Organisations and Clubs;
  - b) Policy No: CF/DG/3 - Financial Assistance to Endorsed Community Service Organisations; and
  - c) Policy No: CS/CFGF/1 - Community Capital Assistance Grants
3. Amends Delegation 2.5 – (Donations, Discounts and Debt Write-offs) to read:

‘The Chief Executive Officer is delegated the authority to approve financial assistance to community groups (not individuals) to a maximum value of \$3,000 per application, subject to budgetary availability and in accordance with the Community Grant Program Guidelines adopted by the Council.’

**CARRIED (7/0)**

**NO. 047/25**

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

**Absolute Majority**

**9.3.5 MOUNT BARKER TOWN CENTRE PUBLIC REALM STRATEGY**

<b>File Ref:</b>	<b>N66072</b>
<b>Attachment:</b>	<u>Draft 'Mount Barker Public Realm Strategy'</u>
<b>Responsible Officer:</b>	<b>Julian Murphy</b> <b>Chief Executive Officer</b>
<b>Author:</b>	<b>Anthony Middleton</b> <b>Executive Manager – Corporate &amp; Community</b>
<b>Proposed Meeting Date:</b>	<b>27 May 2025</b>

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**PURPOSE**

The purpose of this report is to consider the draft Mount Barker Public Realm Strategy for adoption.

**BACKGROUND**

In April and May 2024, a procurement process was undertaken to choose a suitably qualified and experienced supplier to undertake a public realm strategy for the Shire. The objectives of the strategy were to link key projects and places (some complete, some in process and others to be identified) into a coordinated strategy across the following key considerations:

- Liveability: incorporating; health, safety, aesthetics, biodiversity;
- Connectivity of movement;
- Consistency of treatments;
- Expression of place narrative and story; and
- Legibility & clarity.

Realm Studios were appointed on 23 May 2024 to undertake this body of work. Numerous meetings, site visits, workshops and conversations have been held between Realm Studios and Shire staff to complete this strategy, including a presentation to the elected members on 27 August 2024 on the draft findings and recommendations.

Realm Studios have also completed design work for infrastructure upgrades on Pwackenbak / Mount Barker Hill and the Wilson Park Master Plan, ensuring a coordinated approach within the townsite.

At its meeting held on 25 March 2025, the Council resolved (Res. 020/25) :

*'That Council approves for advertising the draft Mount Barker Public Realm Strategy as presented.'*

The draft strategy was advertised through the normal outlets inviting public comment. Five (5) submissions were received.



**EXTERNAL CONSULTATION**

The draft strategy was advertised through the normal outlets inviting public comment. Five (5) submissions were received and the issues raised have been addressed below.

**STATUTORY ENVIRONMENT**

There is no statutory environment relevant for this report.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

There are no financial implications for this report.

**BUDGET IMPLICATIONS**

There are no budget implications for this report.

**LEGAL IMPLICATIONS**

There are no legal implications for this report.

**ASSET MANAGEMENT IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

This strategy will become a key informing document into the Shire's strategic planning process and will identify several key improvement projects to be undertaken.

**RISK MITIGATION IMPLICATIONS**Low Risk

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

**REGIONAL IMPLICATIONS**

There are no regional implications for this report.

**OFFICER COMMENT**

The Mount Barker Public Realm Strategy is a document that identifies various issues within the public spaces in the town centre and recommends initiatives to address these issues in the future. It is not intended to hold all of the answers or provide a detailed path forward. For example, an upgrade to Wilson Park is mentioned throughout the report, yet a separate Wilson Park Concept Plan has

been prepared to address the specific components, location, stages and timeframes for Wilson Park upgrades. It is simply not possible to achieve all the detail required to address each issue raised, and achieve input from all required stakeholders, within the one document. Many of the recommendations within the Strategy involve doing more work/research to find the appropriate answers.

This Public Realm Strategy aims to address the issues identified by creating a more connected and cohesive town centre. The strategy will enhance liveability by prioritising health, safety, aesthetics, and biodiversity. It will improve physical connectivity, ensuring that the town's movement network supports the daily lives of both residents and visitors. A consistent approach to public space design will be established, ensuring all areas reflect a unified vision. Central to this strategy is the expression and celebration of Mount Barker's unique narrative and cultural identity.

Following the 25 March 2025 Council Meeting, the strategy was advertised for community feedback and five (5) written responses have been received. The submissions received (and attached), are summarised as follows:

FEEDBACK:		RECOMMENDED RESPONSE:
1.	(Entire Document) Report refers to IGA, however, should be Mount Barker Co-operative Ltd.	<b>Agreed</b> , some use of the word IGA is accurate. Change on pages 25 (1), 26 (3), 44 (1), 45 (2) and 61 (1). The other three instances of the term 'IGA' is accurate.
2.	(Page 18 - Public Transport User Perspective) Lists issues identified with suggesting the pedestrian train crossing needs to be a more direct path.	<b>Issues noted and agreed.</b> The strategy identifies an issue and suggests "the arrival experience for those coming by coach is worth considering", without defining a detailed solution and this is the purpose of the strategy. No change recommended.
3.	(Page 19 – Drivers Perspective) Feedback suggest the report is anti-vehicles and highlights the reliance on vehicle in a rural community.	<b>No change recommended.</b> The Strategy addresses the limited opportunities currently for creating public spaces in the town centre and the need to foster a cohesive and vibrant town centre. It is not intended to be anti-vehicle, rather is addressing that every driver becomes a pedestrian when they get out of their vehicle to shop or socialise and creating people friendly spaces improves the town centre as a social focal point.

4.	<p>(Page 26 - Streets as Places - Lowood Road)</p> <p>To put in Cycling infrastructure is catering to a select few as many people live out of town and would not utilise this.</p>	<p><b>No change recommended.</b> The Strategy states: 'Ensuring good connectivity with the rest of the town, including public transport links and cycling infrastructure, completes the vision of a lively, attractive town centre that enhances community life and supports local businesses.'</p> <p>"Cycling infrastructure" could be as simple as more bike racks to keep parked bikes secure and out of the way. It needed be expensive or have a major impact on other users.</p>
5.	<p>(Page 26 – Streets as Places)</p> <p>There is an issue with the uncertainty surrounding the crossing on Lowood Road as pedestrians need to give way to vehicles.</p>	<p><b>Noted and agreed.</b> Possibly the strategy should be strengthened to include this as a 'Proposed Action' in section 7.10 (Actions Overview). Page 26 of the Strategy currently makes statements like 'Prioritising pedestrian-friendly design with wide footpaths, safe crossings, and accessible zones encourages walking and lingering' and this could definitely be strengthened.</p>
6.	<p>(Page 26 - Ground Level Change at IGA Car Park)</p> <p>There can be no change to the existing ground level.</p>	<p><b>Agreed.</b> The strategy is listing this as a constraint and is not suggesting it be remedied.</p>
7.	<p>(Page 40 – Hierarchy of Street Users)</p> <p>There is very little traffic congestion within the town centre</p>	<p>Noted - <b>No change recommended.</b> Refer also to comment in item 3 above.</p>
8.	<p>(Page 41 - Environmental Sustainability)</p> <p>Designing streets that favour non-motorised transport could adversely create social isolation with some residents who may have no choice but to use vehicles to visit family and friends.</p>	<p>Noted - <b>No change recommended.</b> Refer also to comment in item 3 above.</p>

9.	<p>(Page 48 - Creating Hubs of Activity – Bakery Hub)</p> <p>Land is privately owned will not be available for future caravan parking as suggested.</p>	<p>Noted. The strategy is broader than just parking and states:</p> <p>‘The underutilised parcel of land opposite the bakery presents an opportunity to support these improvements. Given the area’s predominantly industrial land use and the need to focus on activating the retail core, this hub should aim to complement existing land uses by providing an open space that enhances local amenities and creates a more welcoming environment.’ <b>No change recommended.</b></p>
10.	<p>(Page 61 – Events)</p> <p>Given that IGA and Mitre 10 trade 7 days per week, suggesting use of the carpark as an event area is unrealistic as it would impede our customers accessing the stores.</p>	<p>Noted. The context that this idea is listed is as follows:</p> <p>“Local events play a vital role in fostering a sense of community, bringing people together to celebrate, connect, and experience the vibrancy of town life. In Mount Barker, key event spaces such as the gardens outside the civic centre, Wilson Park, the IGA carpark, and Lowood Road (when closed to traffic) serve as the heart of public gatherings. These spaces offer unique opportunities for both small and large-scale events, from markets and festivals to concerts and community celebrations. The activation of these areas through events encourages social interaction, supports local businesses, and contributes to the town’s economic and cultural vitality.</p> <p><b>No change recommended.</b></p>
11.	<p>(Entire Document - Wilson Park Upgrade)</p> <p>With the upgrading of Wilson Park, parking for Co-operative workers will most likely be removed.</p>	<p>Disagree. The Wilson Park plans include a new substantial car park at the Northeastern corner to replace what is currently (informally) utilised to the east of the DFES Fire Station.</p> <p><b>No change recommended.</b></p>

12.	(Business Community Input) There has been no direct engagement from the Shire of Plantagenet in relation to this strategy.	Agreed. The Council may wish to defer this item from the May meeting and undertake such consultation.
13.	(Page 40 – Hierarchy of Users) The very fact that the use of private cars sits almost at the bottom of the mobility pyramid for the hierarchy of street users, ignores the actual reality that the use of a private car is the only option for the vast majority of people who live, work and shop in our rural community.	Noted - <b>No change recommended.</b> Refer also to comment in item 3 above.
14.	(Entire Document – private land) The most notable mistake being the omission that nearly all of the suggestions were on privately owned land for which the Shire has no right to develop without resumption or purchase at fair market value.	Noted. This strategy does not purport to be a tool that can force landowners to do anything, instead, it aims to improve access, town centre vibrancy and create hubs of activity. <b>No change recommended.</b>
15.	(Page 20 - A Place in Nature) This could set the vision for Mount Barker – to take hold of its place as a biodiversity hotspot throughout the town centre by dedicated green corridors as inviting opportunities for passive recreation.	Noted. <b>No change recommended.</b>
16.	(Page 42 - Entrance to Lowood Road from Albany Highway) Supported - make the entrance into Mount Barker a reason to turn off Albany Highway.	Noted. <b>No change recommended.</b>
17.	(Section 7.5 - Connectivity between the Visitors Centre and Town Centre) There is opportunity to enhance the visitor centre building as a focus point and connect to the main town centre. The current	Noted. Although an idea is suggested on page 45, the purpose of this Strategy is to identify and raise issues for improvement, and not to provide detailed solutions. Further work is required to find an appropriate

	<p>pedestrian crossover needs to be moved to one of the two locations shown.</p>	<p>solution in this specific area. The Strategy currently states:</p> <p>‘Given the town’s aspiration to become a more connected and vibrant community hub, this crossing represents a critical opportunity for improvement. It not only serves as a key link between different parts of the town centre but also holds historical and cultural significance.</p> <p>Enhancing this area to prioritise pedestrian safety and comfort would not only improve day-to-day life for residents but also create a more welcoming space for tourists exploring Mount Barker.</p> <p><b>No change recommended.</b></p>
18.	<p>(Section 7.5 - Connectivity between the Visitors Centre and Town Centre)</p> <p>The current Council carpark between the Administration building and the IGA detracts from connecting these spaces, and removal enables a natural connection point between the visitor centre, Lowood and Langton Roads and could better activate these spaces</p>	<p>Noted. Further detailed work would be required to replace these highly used car parking spaces elsewhere.</p> <p><b>No change recommended.</b></p>
19.	<p>(Entire Document – Inclusive Design)</p> <p>It is important from the outset that implementation is driven through inclusive design.</p>	<p>Agreed. All aspects of the Shire’s day to day work embraces this philosophy, especially through the implementation of the Disability Access &amp; Inclusion Plan.</p> <p><b>No change recommended.</b></p>
20.	<p>(7.8 Step 04 Supporting Life in the Public Realm)</p> <p>Fully support the need to activate the main street, e.g. negotiating with landlords, pop up shops and showcasing regional produce.</p>	<p>Noted. <b>No change recommended.</b></p>

21.	(Entire Document – Attracting Tourists)  If Council was to invest in accessible modular / transportable accommodation then Mount Barker becomes attractive to people seeking accessible accommodation.	Noted. <b>No change recommended.</b>
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## VOTING REQUIREMENTS

Simple Majority

## OFFICER RECOMMENDATION

Moved Cr A Fraser, seconded Cr J Liebeck:

That Council adopts the Mount Barker Public Realm Strategy as presented.

## AMENDMENT

Moved Cr B Bell, seconded Cr R Brown:

That the word 'adopts' be amended to read 'receives'.

**LOST (3/4)**

**For: Crs Clements, Bell and Brown.**

**Against: Crs Handasyde, Fraser, Liebeck and Sheard.**

## COUNCIL DECISION

That Council adopts the Mount Barker Public Realm Strategy as presented.

**CARRIED (6/1)**

**NO. 048/25**

**For: Crs Handasyde, Clements, Brown,  
Fraser, Liebeck, and Sheard**

**Against: Cr Bell.**

### 9.3.6 PROPOSED LEASE RENEWAL – SALEYARDS LAIRAGE LOT 3 ALBANY HIGHWAY MOUNT BARKER

<b>Synergy Ref:</b>	<b>N66080</b>
<b>Attachment:</b>	<u>Schedule – Saleyards Lairage Lease</u>
<b>Responsible Officer:</b>	<b>Anthony Middleton</b> <b>Executive Manager Corporate &amp; Community</b>
<b>Author:</b>	<b>Delma Baesjou</b> <b>Coordinator Corporate Strategy</b>
<b>Proprietor/Applicant:</b>	<b>Shire of Plantagenet / M &amp; J Mitchell Pty Ltd</b>
<b>Proposed Meeting Date:</b>	<b>27 May 2025</b>

#### PURPOSE

The purpose of this report is to consider renewal of the Lease for the Lairage at the Mount Barker Saleyards.

#### BACKGROUND

The Shire of Plantagenet owns Lot 3 (32416) Albany Highway, Mount Barker. Portion of the site containing four (4) pens is leased to M & J Mitchell Pty Ltd for the purpose of Cattle Holding Yards. The current 5-year lease commenced on 1 July 2020 and is due to expire on 30 June 2025.



Aerial image of Saleyards – Indicative Lairage lease area shown in blue



Records indicate the Shire originally entered into a 5-year lease agreement with M & J Mitchell Pty Ltd on 1 July 2015. The cost of establishing the holding yards was borne by the Lessee. The Lessee is at liberty to remove the yards at expiry of the lease or termination. Under the Terms of both the original and current leases, the Saleyards Manager has discretion to use the pens on non-sale days.

### **EXTERNAL CONSULTATION**

Officers have been in contact with the Lessee following a request for renewal of the lease. A draft Lease was prepared and forwarded for consideration. On 28 April 2025, a response was received from the Lessee confirming no objections to the draft Lease.

The proposed lease will be advertised in the local newspaper and on the Shire's website to comply with the requirements of the LG Act.

### **STATUTORY ENVIRONMENT**

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

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

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

### **POLICY IMPLICATIONS**

Shire of Plantagenet Policy No: A/PA/14 Sporting and Community Organisations Using Council and Vested Land – Rateability applies. As set out in Clause 3. Part d) of this Policy the Council has determined by separate resolution that the Cattle Yards is categorised as a Commercial entity running a profit-making business and that the Lessee is responsible for rates.

The Objective for Policy No: A/PA/15 – Asset Management includes 'ensuring that the assets used to support the service delivery continue to function to the level of service determined by the Council'. The Policy also states 'The Shire is committed to making informed decisions in relation to its assets'.

The proposed renewal of the Saleyards lairage Lease, under similar terms and conditions, is considered to be consistent with both Policy No: A/PA/14 and No: A/PA/15.

### **FINANCIAL IMPLICATIONS**

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

**BUDGET IMPLICATIONS**

The current rent is \$385.00 per annum. The proposed rent is \$400.00 per annum, subject to annual review based on CPI.

**LEGAL IMPLICATIONS**

There are no legal implications for this report.

**ASSET MANAGEMENT IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

The Shire of Plantagenet Strategic Community Plan 2025 – 2035 provides:

*At Pillars 3 – Economy and 4 Leadership the following Strategies:*

*Strategy 3.2 – ‘Businesses are supported to establish and grow.’*

*Strategy 4.1 – ‘Listen and consider the needs of each community.’*

*Strategy 4.2 – ‘A Shire that is open and transparent with its community.’*

Accordingly, the recommended outcome for this report aligns with the Strategic Community 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**

Provision, operation and governance of the Mount Barker Saleyards has regional significance as the facility services the Great Southern Region.

**OFFICER COMMENT**

The Saleyards Manager advised that the current arrangement for shared use of the holding yards is mutually advantageous. The Lessee built and maintains the yards, has priority use of the yards on sale days and is responsible for associated costs. Access to the holding yards at other times allows Shire staff to rotate livestock and responsibly manage the entire site.

Renewal of the Lease is supported.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr J Liebeck, seconded Cr B Bell:

That Council:

1. Advertises the draft new lease to M & J Mitchell Pty Ltd for portion of Lot 3 Albany Highway, Mount Barker; and
2. Subject to no submissions being received, authorises the Chief Executive Officer to enter into the lease to M & J Mitchell Pty Ltd for portion of Lot 3 Albany Highway, Mount Barker.

CARRIED (7/0)

NO. 049/25

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

**9.3.7 LOCAL GOVERNMENT ELECTIONS 2025 – METHOD OF VOTING**

<b>Synergy Ref:</b>	<b>N66069</b>
<b>Attachment:</b>	<u>1. Written Agreement: 2025 Local Government Ordinary Election</u> <u>2. 2025 WAEC Cost Estimate</u>
<b>Responsible Officer:</b>	<b>Anthony Middleton</b> <b>Executive Manager Corporate &amp; Community Services</b>
<b>Author:</b>	<b>Kylie Caley</b> <b>Manager Finance</b>
<b>Proposed Meeting Date:</b>	<b>27 May 2025</b>

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**PURPOSE**

The purpose of this report is to recommend the appointment of the Western Australian Electoral Commission (WAEC) to be responsible for the conduct of the 2025 ordinary election and to endorse the method of voting be conducted as postal ballots.

**BACKGROUND**

The upcoming ordinary local government elections are set for 18 October 2025. In accordance with the *Local Government Act 1995* (the Act), the Council has the authority to decide how the election will be conducted—either as a postal election or an in-person voting election.

The Act provides the following definitions:

- postal election - an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or
- voting in person election - an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations

Section 4.20 (4) of the Act states:

*A local government may, having first obtained the written agreement of the Electoral Commissioner, declare\* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.*

**EXTERNAL CONSULTATION**

Western Australian Electoral Commission

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

An amount of approximately \$31,449 to be allocated for WAEC to conduct the elections. This estimate does not include non-statutory advertising, legal expenses other than those that are determined to by the WAEC or employees required to be present on election day.

**BUDGET IMPLICATIONS**

An amount of approximately \$31,449 to be allocated in the 2025/2026 Annual Budget for WAEC to conduct the elections.

**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 4.1.1:

*‘A Shire that listens and considers the needs of each community.’*

Strategy 4.1.3:

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

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

**RISK MITIGATION IMPLICATIONS**Low Risk

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

**STRATEGIC RISK IMPLICATIONS**

There are no strategic risk implications for this report.

**REGIONAL IMPLICATIONS**

There are no regional implications for this report.

**OFFICER COMMENT**

Since May 1988, the Council has consistently relied on the Western Australian Electoral Commission (WAEC) to manage postal voting elections. Historically, the elections have been conducted to a consistently satisfactory standard.

The WAEC provided a cost estimate for the 2025 elections of approximately \$31,449 (excluding GST) which has been accepted and a written agreement received from the WAEC.

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr K Clements, seconded Cr A Fraser:

That Council:

1. Declares, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election, together with any other elections or polls which may be required; and
2. Decides, in accordance with section 4.61 (2) of the *Local Government Act 1995* that the method of conducting the election will be as a Postal election.

CARRIED (7/0)

NO. 050/25

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

Absolute Majority

## 9.4 EXECUTIVE SERVICES REPORTS

### 9.4.1 COUNCIL COMMITTEES – APPOINTMENT OF PRESIDING MEMBERS

Synergy Ref:	N66034
Responsible Officer:	Julian Murphy Chief Executive Officer
Author:	Julian Murphy Chief Executive Officer
Proposed Meeting Date:	27 May 2025

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#### PURPOSE

The purpose of this report is to consider the appointment of Presiding Members and Deputy Presiding Members to Committees of Council as required by section 5.12 of the *Local Government Act 1995*.

#### BACKGROUND

The *Local Government Amendment Act 2024* became law on 6 December 2024. The resulting changes to the *Local Government Act 1995* (the Act) require Council to appoint Presiding Members and Deputy Presiding Members to Council Committees by 1 July 2025.

Following the October 2023 ordinary local government elections, at its October 2023 Meeting, Council appointed the following Committees of Council with the following membership:

##### Audit & Risk Committee

Cr L Handasyde	(Member)
Cr K Clements	(Member)
Cr A Fraser	(Member)
Cr J Liebeck	(Member)
Cr S Etherington	(Deputy Member)
Cr J Oldfield	(Deputy Member)
Cr W Sheard	(Deputy Member)

##### Behaviour Complaints Committee

Cr L Handasyde	(Member)
Cr A Fraser	(Member)
Cr W Sheard	(Member)
Cr S Etherington	(Deputy Member)
Cr J Liebeck	(Deputy Member)
Cr K Clements	(Deputy Member)

Cr Handasyde was elected as Chair of the Audit and Risk Committee by the Committee members. The Behaviour Complaints Committee does not have an elected Chair and has not needed to meet since it was established.

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**EXTERNAL CONSULTATION**

No external consultation has occurred in relation to this report.

**STATUTORY ENVIRONMENT***Local Government Act 1995*

## Section 5.8 Establishment of committees

A local government may establish\* committees of 3 or more persons to assist the council. \* *Absolute majority required.*

## Section 5.12. Presiding members and deputies

- (1) The local government must appoint\* a member of a committee to be the presiding member of the committee. \* *Absolute majority required*
- (2) The local government may appoint\* a member of a committee to be the deputy presiding member of the committee. \* *Absolute majority required.*

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

There are no financial implications for this report.

**BUDGET IMPLICATIONS**

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 Strategy:*

Strategy 4.1.4 - Continuous improvement in service delivery

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

**RISK MITIGATION IMPLICATIONS**Low Risk

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



**STRATEGIC RISK IMPLICATIONS**

There are no strategic risk implications for this report.

**REGIONAL IMPLICATIONS**

There are no regional implications for this report.

**OFFICER COMMENT**

To comply with the changes to the Local Government Act, Council is required to appoint Presiding Members and Deputy Presiding Members to its established Committees of Council before 1 July 2025.

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**Moved Cr K Clements, seconded Cr B Bell:**

That Council confirms the following Committees of Council established in accordance with section 5.8 of the *Local Government Act 1995* with the following members and appoints the following Presiding Members and Deputy Presiding Members to the Committees of Council as required by section 5.12 of the *Local Government Act 1995*:

**Audit & Risk Committee**

Cr L Handasyde	(Presiding Member)
Cr K Clements	(Deputy Presiding Member)
Cr A Fraser	(Member)
Cr J Liebeck	(Member)
Cr S Etherington	(Deputy Member)
Cr J Oldfield	(Deputy Member)
Cr W Sheard	(Deputy Member)

**Behaviour Complaints Committee**

Cr L Handasyde	(Presiding Member)
Cr A Fraser	(Deputy Presiding Member)
Cr W Sheard	(Member)
Cr S Etherington	(Deputy Member)
Cr J Liebeck	(Deputy Member)
Cr K Clements	(Deputy Member)

**CARRIED (7/0)**

**NO. 051/25**

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

**Absolute Majority**

**9.4.2 COMMUNITY RESOURCE CENTRE LOT 151 LOWOOD ROAD LEASE SURRENDER**

Cr L Handasyde

Item: 9.4.2

Type: Impartiality pursuant to Schedule 1, Clause 22 of the Local Government (Model Code of Conduct) Regulations 2021.

Nature: Conflicted both ways as President of the Shire and having being involved in the management group at the Community Centre and the Baptist Church.

Extent: Will be leaving the meeting.

5.25pm Cr L Handasyde left the meeting and Cr K Clements assumed the Chair.

**Synergy Ref:** N66071

**Attachment:** 2015 CRC Revised Lease Plan  
2025 Deed of Surrender

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

**Author:** Delma Baesjou  
Coordinator Corporate Strategy

**Proprietor/Applicant:** Shire of Plantagenet / Baptist Union of WA

**Proposed Meeting Date:** 27 May 2025

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**PURPOSE**

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

**BACKGROUND**

The Shire of Plantagenet is registered as the proprietor of Lot 151, formerly Lot 53 (1) Lowood Road Mount Barker. The premises comprise a significant 2 storey building and outside carparking and grounds. The ground floor of the building, excluding the area occupied by the Library, is leased to the Baptist Union of Western Australia (BUWA).

The subject land is designated as 'Public Purpose' under the Shire of Plantagenet Local Planning Scheme No. 5 (LPS5).

The current 30-year lease between the Shire of Plantagenet (Landlord), BUWA (sponsor) and Mount Barker Community Centre (tenant) commenced on 31 July

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2009. The parties agreed to a variation in 2015 to allow the upper floor, lift and stairway to be leased to VET (WA) Ministerial Corporation (aka TAFE). In 2023, the parties signed a Memorandum of Understanding to facilitate potential sub-lease of a portion of the ground floor to Purple Butterfly Pty Ltd trading as Skylar Early Learning.

During late 2023, BUWA advised of its intention to handover the management and operations of the Mount Barker CRC to a local organisation. Since then, the parties have conferred, and consideration was given to the transition.

A confidential report on this matter was considered by the Council at its meeting held 28 November 2023. Item 12.1.1, Resolution 190/23 relates.

The following Resolution was adopted:

*That Council:*

- 1. Agrees to take over the management and operations of the Mount Barker Community Resource Centre; and*
- 2. Authorises the CEO to undertake negotiations and finalise agreements with Baptist Churches WA and the Department of Local Government and Regional Development for the transfer of the management of the Mount Barker Community Resource Centre to the Shire of Plantagenet.*

The Shire's appointed solicitor prepared draft Surrender documentation. Staff have been liaising with representatives from BUWA to negotiate and finalise the document. The agreed surrender date is 30 June 2025. The BUWA returned its signed copy of the Lease Surrender on 17 April.

## **EXTERNAL CONSULTATION**

No external consultation has occurred in relation to this report.

## **STATUTORY ENVIRONMENT**

Section 3.59 of the Local Government Act relates to Commercial enterprises by local governments, including acquisition, disposal, land transactions and leases. Under the circumstances, acceptance of the Lease Surrender is considered exempt.

## **POLICY IMPLICATIONS**

Policy No: A/PA/15 – Asset Management

This Policy objective includes 'ensuring that the assets used to support the service delivery continue to function to the level of service determined by the Council'. The Policy also states 'The Shire is committed to making informed decisions in relation to its assets'.

The proposed Lease Surrender is consistent with Policy No: A/PA/15.

## **FINANCIAL IMPLICATIONS**

The cost of preparing the Surrender document has been borne by the Shire.

**BUDGET IMPLICATIONS**

Item 4 of the current Lease sets the rent at One dollar (\$1) per annum. Under the 2015 MoU, approximately 80% of the rent the Shire receives from TAFE is paid to Mount Barker CRC. Under the 2025 MoU, rent for the Child Care 'sub-lease' is paid to BUWA. These third-party arrangements will fall away if the surrender is executed, and all rent will be paid directly and solely to the Shire of Plantagenet as landlord.

**LEGAL IMPLICATIONS**

There are no legal implications for this report.

**ASSET MANAGEMENT IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

The Shire of Plantagenet Strategic Community Plan 2025-2035 provides:

*At Pillars 2 Environment, 3 – Economy and 4 Leadership the following Strategies:*

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

Strategy 2.5 – 'Ensure a high standard of civic buildings, facilities and public amenities.'

Strategy 3.2 – '*Businesses are supported to establish and grow.*'

Strategy 4.1 – '*Listen and consider the needs of each community.*'

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

Strategy 4.5 – 'Advocate for improved family support services.'

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

Accordingly, the recommended outcome for this report aligns with the Strategic Community Plan

**RISK MITIGATION IMPLICATIONS**Low Risk

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

**STRATEGIC RISK IMPLICATIONS**

There are no strategic risk implications for this report.

**REGIONAL IMPLICATIONS**

There are no regional implications for this report.

**OFFICER COMMENT**

A new lease for the portion of the Community Resource Centre building to accommodate the local Mount Barker Baptist Church is currently being negotiated by the CEO to ensure ongoing access by the local group to the auditorium, office, storage space and common areas of the building.

The Surrender of Lease document will facilitate the Shire taking over the general management of the building, including the areas currently being used for the Community Resource Centre operations.

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

**Moved Cr B Bell, seconded Cr J Liebeck:**

**That Council:**

- 1. Agrees to the Deed of Surrender of Lease for the Community Resource Centre building, portion Lot 151 Lowood Road Mount Barker; and**
- 2. Authorises the Shire President and the Chief Executive Officer to affix the Common Seal of the Council to the Deed of Surrender of Lease documents.**

**CARRIED (6/0)**

**NO. 052/25**

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

**Absolute Majority**

**9.4.3 COMMUNITY RESOURCE CENTRE TRANSITION - NOVATION OF CONTRACT DEED**Cr L Handasyde

Item: 9.4.3

Type: Impartiality pursuant to Schedule 1, Clause 22 of the Local Government (Model Code of Conduct) Regulations 2021.

Nature: Conflicted both ways as President of the Shire and having being involved in the management group at the Community Centre and the Baptist Church.

Extent: Will be leaving the meeting.

**Synergy Ref:** N66082**Attachment:** 2025 Novation of Contract Deed – Community Resource Centre**Responsible Officer:** Julian Murphy  
Chief Executive Officer**Author:** Delma Baesjou  
Coordinator Corporate Strategy**Proprietor/Applicant:** Shire of Plantagenet / Baptist Union of WA / DPIRD**Proposed Meeting Date:** 27 May 2025

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**PURPOSE**

The purpose of this report is to consider finalisation of the Novation of Contract Deed for the Service Agreement to deliver Community Resource Centre Services for the Department of Primary Industries and Regional Development. It is proposed to transfer ownership of the contract from the Baptist Union of Western Australia Incorporated to the Shire of Plantagenet.

**BACKGROUND**

The Community Resource Centre (CRC) is located in Lowood Road Mount Barker and was established in 2009. CRCs provide access to government and community services and information, and undertake community, business and economic development activities in their local community. CRCs are funded by the State Government through the Department of Primary Industries and Regional Development (DPIRD).

The current DPIRD service agreement contract is for the supply of Government and Community services to the community of Mount Barker by The Baptist Union of Western Australia Incorporated (BUWA) trading as Mount Barker Community Resource Centre.

During 2023 Baptist Churches WA (BCWA) advised of its intention to handover to a local organisation the management and operations of the Mount Barker CRC. The CEO met with representatives of both BCWA and the Mount Barker Baptist Church to discuss the arrangements and proposals for a new management model. Options included:

- The establishment of a local not for profit organisation to replace BCWA; or
- The Shire of Plantagenet take over the running of the CRC.

A confidential report on this matter was considered by the Council at its meeting held 28 November 2023. Item 12.1.1, Resolution 190/23 relates.

*That Council:*

3. *Agrees to take over the management and operations of the Mount Barker Community Resource Centre; and*
4. *Authorises the CEO to undertake negotiations and finalise agreements with Baptist Churches WA and the Department of Local Government and Regional Development for the transfer of the management of the Mount Barker Community Resource Centre to the Shire of Plantagenet.*

Since then, the parties continued to liaise and progress with the transition.

The Novation of contract deed for the CRC services agreement was prepared by DPIRD. It is used when all parties agree to transfer the ownership of the contract from one outgoing party to a new incoming party. The Baptist Union of Western Australia Incorporated, trading as Mount Barker Community Resource Centre is the Outgoing Party. The Shire of Plantagenet is the incoming Party.

The agreed transfer date is 1 July 2025. The BUWA returned its signed copy of the Deed on 29 April.

## **EXTERNAL CONSULTATION**

No external consultation has occurred in relation to this report.

## **STATUTORY ENVIRONMENT**

Local Government Act 1995

## **POLICY IMPLICATIONS**

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

## **FINANCIAL IMPLICATIONS**

There may be minor administrative costs and fees associated with the Deed. Clause 6.2 of the document sets out that the Outgoing Party and Incoming Party (Shire) must jointly pay all the Continuing Party's expenses incurred in negotiating, executing and (if applicable) stamping this Deed but otherwise the Outgoing Party

and the Incoming Party will each pay its own expenses incurred in negotiating, executing and stamping this Deed.

### **BUDGET IMPLICATIONS**

The Mount Barker CRC is funded via a DPIRD Community services contract with an end date of 30 June 2027, indexed annually. The current contract is worth in excess of \$120k per annum ex GST.

CRCs have access to a closed grant round to employ a trainee – currently worth \$40,000 per traineeship. DPIRD also provides \$3,000 per annum in grants to support CRC development. Payment of the 2025 grant is in abeyance, pending the transition.

If Council agrees to take over the management of the Mount Barker CRC, the 2025/2026 budget will need to include income and expenditure for the CRC operations. Consideration of the budget will be undertaken as part of the normal annual budget development process.

### **LEGAL IMPLICATIONS**

There are no legal implications for this report.

### **ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications as no new Shire of Plantagenet assets are being created or acquired.

### **STRATEGIC IMPLICATIONS**

The Shire of Plantagenet Strategic Community Plan 2025-2035 provides:

*At Pillars 2 Environment and 4 Leadership the following Strategies:*

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

Strategy 4.2 – ‘A Shire that is open and transparent with its community.’

Strategy 4.5 – ‘Advocate for improved family support services.’

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

Accordingly, the recommended outcome for this report aligns with the Strategic Community Plan

### **RISK MITIGATION IMPLICATIONS**

#### Medium Risk

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



**STRATEGIC RISK IMPLICATIONS**

There are no strategic risk implications for this report.

**REGIONAL IMPLICATIONS**

DPIRD advises there is a post-covid trend away from voluntary management with 20% of the CRC network now managed by Local Governments across Western Australia.

**OFFICER COMMENT**

As previously reported, the CEO has proposed that the Shire of Plantagenet take over the management and operations of the CRC. This proposal is supported by DPIRD. Currently 19 CRCs around WA are run by their Local Government.

The proposal provides an excellent opportunity for the Shire to create better synergies between the services delivered by the community development team and library, and the CRC.

The funding available from DPIRD is sufficient to cover the cost of operating the Mount Barker CRC. This is further enhanced by the opportunities to improve service delivery and efficiencies under Shire management including:

- Improved coordination between Shire and CRC Staff
- Reduced duplication of services and costs
- Improvements in the capacity of the CRC to deliver services
- The Shire's existing structures for audit, governance and HR management

Execution of the Deed will facilitate finalisation of the transition of the Community Resource Centre from the Baptist Union to the Shire of Plantagenet.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

Moved Cr B Bell, seconded Cr W Sheard:

That Council:

1. Accepts the Department of Primary Industries and Regional Development, Industry and Economic Development Novation of Contract Deed for the Service Agreement Ref: DRDCS 17001 for the supply of Government and Community services by the Mount Barker Community Resource Centre to the community of Mount Barker; and
2. Authorises the Shire President and the Chief Executive Officer to affix the Common Seal of the Council to the necessary contract documentation.

**CARRIED (6/0)**

**NO. 053/25**

**For: Crs Clements, Bell, Brown,  
Fraser, Liebeck, and Sheard**

**Against: Nil**

5.28pm Cr L Handasyde returned to the meeting and assumed the Chair.

**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**

Nil

**13 CLOSURE OF MEETING**

The Presiding Member declared the meeting closed at 5.29pm.

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