# ORDINARY AGENDA

**An Ordinary Meeting of Council will be held at the**

**Shire of Plantagenet Council Chambers, Mount Barker**

**at 5:00pm on Tuesday 28 July 2026**

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

## DISCLAIMER

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

In certain circumstances, members of the public are not entitled to inspect material, which in the opinion of the Chief Executive Officer is confidential and relates to a meeting or a part of a meeting that is likely to be closed to members of the public.

No responsibility whatsoever is implied or accepted by the Shire of Plantagenet for any act, omission, statement or intimation occurring during Council or Committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting 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 of intimation of approval made by any 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 advises that anyone who has any application lodged 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.

The Shire of Plantagenet advises that any plans or documents contained within this agenda may be subject to copyright law provisions (Copyright Act 1968, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction. It should be noted that Copyright owners are entitled to take legal action against any persons who infringe their copyright. A reproduction of material that is protected by copyright may represent a copyright infringement.

## EMERGENCY EVACUATION PROCEDURES

The Evacuation signal is a siren.

On hearing the siren, please leave the building immediately through either of the front doors. Assembly areas are to your right.

A warden will issue you with further instructions.

Obey the instruction of the warden at all times.

# TABLE OF CONTENTS

| ITEM | SUBJECT | PAGE NO |
|---|---|---|

# 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member will declare the meeting open.

Welcome to this Ordinary Meeting of Council, of Tuesday the 28 July 2026, commencing at 5:00pm. This meeting is being audio-recorded, in accordance with Regulation 14I of the Local Government (Administration) Regulations 1996.

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

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

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

<u>Members Present:</u>

<u>In Attendance:</u>

<u>Apologies:</u>

<u>Members of the Public Present:</u>

<u>Previously Approved Leave of Absence:</u>

# 3 PUBLIC QUESTION TIME

## 3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

### 3.1.1 ITEM 9.1.1 DEVELOPMENT APPLICATION P902 REHABILITATION FACILITY IN KENDENUP

The following residents of Kendenup attending the Council meeting held on 23 June 2026, asked the following questions of Council in relation to the above. All questions were taken on notice, and written responses have been sent to everyone accordingly.

Questions (Q) and Responses (R) are noted under:

Mr David Williams

Q. *If Council approves this application with conditions, but the applicant decides not to accept those conditions, can the property only be used for what it is currently zoned for, accommodation and a function centre, without going through another non-confirming use application?*

R. Council ultimately refused the application, so no approval has been granted for the proposed rehabilitation facility.

Had Council approved the application with conditions, the approval would not operate like a contract requiring the applicant to "accept" the conditions. The applicant would have had three practical options: comply with the conditions and proceed, not proceed with the approved development, or seek review/amendment of the conditions through the appropriate statutory process.

If the applicant chose not to proceed under the approval, the land could only continue to be used for lawful existing uses and any other use permitted under the planning framework associated with the Rural Zone. The proposed rehabilitation facility could not commence unless there was a valid approval for that use.

Q. *This application involves two organisations (SAC and Cyrenian House) each relying on multiple outside consultants and agencies, including medical facilities and an untried partnership, with a goal to self determination by SAC, which could change the operating plan over time.*

*If Council approves P902, will compliance with the conditions be checked and regularly audited by the Shire, and specialist independent consultants when the Shire doesn't have qualified staff, rather than relying solely on self-reporting by the operator, before starting operations and on a published regular basis after opening – and how often would that be?*

R. Council refused the application, so no planning conditions now require compliance monitoring for this proposal.

Had the application been approved, the Shire would have been responsible for administering and enforcing the planning conditions attached to the development approval. Conditions required to be satisfied before commencement would need to be addressed before the use commenced. Ongoing conditions would remain enforceable after the facility opened.

The Shire's role would be limited to planning matters, such as compliance with the approved use, approved plans, operational management measures, numbers, access, parking, amenity, bushfire and other planning-related conditions. The Shire would not become the clinical, health, service-quality or contract regulator for the rehabilitation service. Those matters would sit with the relevant State agencies, funding bodies, accreditation bodies or service regulators.

Independent specialist review could only be required where it was supported by a valid planning condition or otherwise justified through the compliance process. It would not automatically occur on a published schedule unless Council specifically imposed a condition requiring that. In the absence of a specified audit condition, monitoring would generally occur through pre-commencement condition clearance, officer review of required documentation, site inspection where appropriate, and complaint or risk-based compliance action.

Q. *If Council resolves to approve this application tonight, and the applicants accept the conditions, will the final wording of the conditions be published and made available for public viewing and comment before they take legal effect?*

R. No. If Council had resolved to approve the application, the conditions adopted by Council would form the basis of the Notice of Determination. The final decision would take legal effect through the formal Notice of Determination issued to the applicant.
The conditions would be publicly available through the Council minutes and/or the application record, but there is no additional public comment period after Council has made its decision and before the conditions take legal effect under the *Planning and Development Act 2005.*

Mr Paul Gerrard

Q. *This proposal is linked to a Mental Health Commission tender process. If P902 is approved on the basis of this specific service model, but the Mental Health Commission ultimately awards the contract to a different organisation, what happens to this approval? Is it limited to the named operator, and would a change in operator or service provider require the proposal to come back before Council, and could the site instead be used for some other purpose under this same approval?*

R. Council refused the application, so no approval exists for the proposed rehabilitation facility.

Had the application been approved, the approval would generally attach to the land and the approved development, rather than being personal to a particular applicant or operator, unless the approval was expressly and lawfully conditioned otherwise. Planning approvals are normally concerned with the use and development of land, not the identity of the operator.

That said, the use could only operate within the scope of the approved development and conditions. If the approval had been based on a specific operating model, resident numbers, staffing model, management plan, clinical/service arrangements or other operational controls, any operator would need to comply with those approved details.

If a different organisation proposed to operate the facility in a way that materially changed the approved use, service model, scale, intensity, resident profile, outpatient component or management arrangements, that may require an amended approval or a fresh development application. The approval could not be used for some unrelated purpose simply because a rehabilitation facility had been approved.

Q. *There are additional conditions relating to outpatient services which were not in the original application or in the ROI from the Mental Health Commission. Can the Shire confirm whether there was any contact, clarification request, or correspondence between the Shire and the applicant or its consultant during the submission period to add these condition?*

R. Council refused the application, so no outpatient-service condition has taken effect.

From a planning-process point of view, officers may recommend conditions during assessment to clarify, limit or manage aspects of a proposal, including matters raised through submissions or identified during officer review. That does not necessarily mean the applicant has changed the application.

The proposed condition merely clarified that outpatient services were not approved, or limited the proposal to the submitted residential rehabilitation model, it would generally be a planning control on the scope of the approval.

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

## 4 PETITIONS / DEPUTATIONS / PRESENTATIONS

## 5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

## 6 APPLICATIONS FOR LEAVE OF ABSENCE

Section 5.25 Local Government Act 1995

Nil

# 7 CONFIRMATION OF MINUTES

## 7.1 ORDINARY MINUTES OF COUNCIL HELD 23 JUNE 2026

Minutes, as circulated, of the Ordinary Meeting of the Shire of Plantagenet, held on 23 June 2026.

**OFFICER RECOMMENDATION**

**That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 23 June 2026, be confirmed as a true and accurate record.**

## 7.2 SPECIAL MEETING MINUTES 7 JULY 2026

Minutes, as circulated, of the Special Meeting of the Shire of Plantagenet, held on 7 July 2026.

**OFFICER RECOMMENDATION**

**That the Minutes of the Special Meeting of the Shire of Plantagenet, held on 7 July 2026, be confirmed as a true and accurate record.**

## 7.3 SPECIAL MEETING MINUTES 14 JULY 2026

Minutes, as circulated, of the Special Meeting of the Shire of Plantagenet, held on 14 July 2026.

**OFFICER RECOMMENDATION**

**That the Minutes of the Special Meeting of the Shire of Plantagenet, held on 14 July 2026, be confirmed as a true and accurate record.**

# 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

# 9 REPORTS OF COMMITTEES AND OFFICERS

## 9.1 INFRASTRUCTURE AND ASSETS REPORTS

Nil.

## 9.2 CORPORATE AND COMMUNITY SERVICES REPORTS

### 9.2.1 BUDGET ADOPTION – ELECTED MEMBER FEES AND ALLOWANCES

| | |
|---|---|
| **File Ref:** | **N68484** |
| **Responsible Officer:** | **Julian Murphy**<br>**Chief Executive Officer** |
| **Author:** | **Anthony Middleton**<br>**Executive Manager – Corporate & Community** |
| **Proposed Meeting Date:** | **28 July 2026** |

### PURPOSE

The purpose of this report is to consider the Elected Members attendance fees and allowances for 2026/2027.

### BACKGROUND

Local Government Elected Member fees and allowances are set in accordance with sections 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* and within the following determinations for Band 3 as per the Salaries and Allowances Tribunal determination of 2 April 2026.

For a council member other than the mayor or president

| Band | Minimum | Maximum |
|---|---|---|
| 3 | $8,917 | $18,977 |

For a council member who holds the office of Mayor or President

| Band | Minimum | Maximum |
|---|---|---|
| 3 | $8,917 | $29,379 |

Annual allowance for a Mayor or President of a local government

| Band | Minimum | Maximum |
|---|---|---|
| 3 | $1,193 | $42,837 |

Annual allowance for a deputy mayor, deputy president or deputy chair

| |
|---|
| The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent. |

ICT (information and communications technology) expenses

| |
|---|
| For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is $500 and the maximum annual allowance for ICT expenses is $3,500. |

For an Independent Audit, Risk and Improvement Committee Member (note: the local government must resolve that the fee represents value for money):

| Band | Minimum | Maximum |
|---|---|---|
| 1-4 | $110 | $1,215 |

## EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

## STATUTORY ENVIRONMENT

- *Local Government Act 1995 sections 5.98, 5.98A, 5.99 and 5.99A*
- *Local Government (Administration) Regulations 1996*
- *Western Australia Salaries and Allowances Act 1975* - Determination 2026 – 032 (Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Council Members)

## FINANCIAL IMPLICATIONS

The adoption of the Elected Members attendance fees and allowances for 2026/2027 enable the decision-making function of the Council to continue effectively in accordance with the *Local Government Act 1995*.

## BUDGET IMPLICATIONS

The following budget provisions are made for Elected Members attendance fees and allowances for 2026/2027:

- For a council member other than the President - $16,130;
- For a council member who holds the office of President - $24,972;
- Annual allowance for the President - $36,411;
- Annual allowance for the Deputy President - $9,102; and
- Annual allowance for ICT expenses per elected member - $2,000.

## POLICY IMPLICATIONS

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

## 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 2026 – 2030 provides:

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

> Strategy 4.3 – Commitment to continuous improvement in service delivery
>
> Corporate Action 4.3.2 - Be transparent with our financial management by reporting regularly readable and meaningful financial data to the community.

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

## STRATEGIC RISK IMPLICATIONS

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

## REGIONAL IMPLICATIONS

There are no regional implications for this report.

## OFFICER COMMENT

The recommendation includes the setting of meeting attendance fees and allowances for Elected Members at 85% of the maximum Salary and Allowances Tribunal determination amount, which has been the historical process at the Shire.

The annual allowance for ICT expenses is proposed to be set at $2,000.00.

Claims such as travel may be submitted as required.

## VOTING REQUIREMENTS

Absolute Majority

## OFFICER RECOMMENDATION

**That Council adopts:**

1. **Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, that elected members be paid 85% of the maximum Salaries and Allowances Tribunal allowance in lieu of individual meeting attendance fees.**

2. **Pursuant to section 5.99A of the *Local Government Act 1995* and regulations 34A and 34AA of the *Local Government (Administration) Regulations 1996*, an ICT Allowance of $2,000 for elected members.**

3. **Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, an annual local government allowance of 85% of the maximum Salaries and Allowances Tribunal allowance be paid to the President in addition to the annual meeting allowance.**

4. **Pursuant to section 5.98A of the *Local Government Act 1995* and regulations 33A of the *Local Government (Administration) Regulations 1996*, an annual local government allowance of 85% of the maximum Salaries and Allowances Tribunal allowance be paid to the Deputy President in addition of the annual meeting allowance.**

5. **In accordance with Section 5.100(2)(b) of the *Local Government Act 1995* Act, the fee payable to an Independent Audit, Risk and Improvement Committee (ARIC) Member for attendance at an ARIC meeting be set at $700 per meeting and determines that this fee represents value for money.**

## 9.2.2 BUDGET ADOPTION – LIST OF FEES AND CHARGES & WASTE RATE 2026/2027

| | |
|---|---|
| **File Ref:** | **N68485** |
| **Responsible Officer:** | **Anthony Middleton**<br>**Executive Manager – Corporate & Community** |
| **Author:** | **Kylie Caley**<br>**Manager of Finance** |
| **Proposed Meeting Date:** | **28 July 2026** |

### PURPOSE

The purpose of this report is to adopt the list of fees and charges for the 2026/2027 financial year.

### BACKGROUND

The Council is required by the *Local Government Act 1995* to adopt a list of fees and charges annually. The draft list of fees and charges has undergone a review from all staff and a Council Forum.

### EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

### STATUTORY ENVIRONMENT

Section 6.15 to 6.19 of the *Local Government Act 1995* legislates the imposition of fees and charges for a local government. Section 6.19 of this Act requires a local government to advertise the imposition of fees and charges that are not included in the annual budget. This item is being completed in conjunction with the adoption of the annual budget and therefore advertising is not required.

Some fees are adopted under, or provided by, legislation other than the Local Government Act, such as:

- *Dog Act 1976*
- *Public Health Act 2016*
- *Cemeteries Act 1986*
- *Waste Avoidance and Resources Recovery Act 2007*
- *Building Act 2011*

### FINANCIAL IMPLICATIONS

The list of fees and charges, when adopted, sets the level of many revenue items contained within the budget. Significant consideration needs to be given when setting each fee and charge and the effect that it will have on the usage of that facility and therefore the total level of revenue obtained. For example, simply doubling a fee may not double the revenue, as the number of 'sales' may be affected by increased prices.

## BUDGET IMPLICATIONS

This item is integral in the adoption of the 2026/2027 Annual Budget.

## POLICY IMPLICATIONS

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

## LEGAL IMPLICATIONS

There are no legal implications for this report.

## ASSET MANAGEMENT IMPLICATIONS

Inadequate income from fees and charges and rent affects the budget position regarding building maintenance and renewal as costs are continually increasing. This will in turn affect the Shire's ability to continue with any planned maintenance or upgrades to the facilities the income would have supported.

## STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2026 – 2030 provides:

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

> Strategy 4.2 - A Shire that is open and transparent with its community.
>
> Corporate Action 4.2.3 - Develop effective reporting and communication tools relevant to the way our community access information.
>
> and
>
> Strategy 4.3 – Commitment to continuous improvement in service delivery
>
> Corporate Action 4.3.2 - Be transparent with our financial management by reporting regularly readable and meaningful financial data to the community.

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

## STRATEGIC RISK IMPLICATIONS

<u>Low Risk</u>
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

A thorough and complete list of fees and charges assists with legislative compliance and ensures the generation of adequate revenue to operate. Comparative figures have been shown in the attached list of fees and charges with the previous financial year to enable changes to be easily highlighted.

## VOTING REQUIREMENTS

Absolute Majority

## OFFICER RECOMMENDATION

**That Council:**

1. **Adopts the List of Fees and Charges, as presented.**
2. **Pursuant to section 66 of the Waste Avoidance and Resources Recovery Act 2007, adopts the following waste rate for the provision of waste services for 2026/2027:**

**General Rate**

| | |
|---|---|
| **a) Rural Townsites (GRV)** | **0.01 cents in the dollar** |
| **b) Rural (GRV)** | **0.01 cents in the dollar** |
| **c) Mount Barker Townsite (GRV)** | **0.01 cents in the dollar** |
| **d) Strata Titles (GRV)** | **0.01 cents in the dollar** |
| **e) Rural (UV)** | **0.0001 cents in the dollar** |

**Minimum Rate**

| | |
|---|---|
| **a) Rural Townsites (GRV)** | **$180.00** |
| **b) Rural (GRV)** | **$180.00** |
| **c) Mount Barker Townsite (GRV)** | **$180.00** |
| **d) Strata Titles (GRV)** | **$180.00** |
| **e) Rural (UV)** | **$180.00** |

## 9.2.3 BUDGET ADOPTION – PROPERTY RATES 2026/2027

| | |
|---|---|
| **File Ref:** | **N68486** |
| **Responsible Officer:** | **Anthony Middleton**<br>**Executive Manager – Corporate & Community** |
| **Author:** | **Kylie Caley**<br>**Manager of Finance** |
| **Proposed Meeting Date:** | **28 July 2026** |

### PURPOSE

The purpose of this report is to set the property rates and associated conditions for the 2026/2027 financial year.

### BACKGROUND

Property rates are the primary income source for most local governments in WA. This agenda item sets the rating levels and associated parameters based on the *Local Government Act 1995* ('the Act') and the Shire's previous practices. All recommendations contained within this report are consistent with previous year's practices.

### EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

### STATUTORY ENVIRONMENT

Section 6.25 to 6.82 of the *Local Government Act 1995* and Regulations 52 to 78 of the *Local Government (Financial Management) Regulations 1996* relate to property rating requirements and procedures.

### FINANCIAL IMPLICATIONS

The property rates proposed have been established on the basis of delivering a balanced budget with a 5.9% increase on 2025/2026 rate revenue raised.

### BUDGET IMPLICATIONS

This item is integral in the adoption of the 2026/2027 Annual Budget.

### POLICY IMPLICATIONS

Council Policies 'Rating – Rate Incentive Prize' and 'Rates Debt Collection – Hardship' both apply to this item.

### 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 2026 - 2030 provides:

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

> Strategy 4.2 - A Shire that is open and transparent with its community.
>
> Corporate Action 4.2.3 - Develop effective reporting and communication tools relevant to the way our community access information.
>
> Strategy 4.3 - Commitment to continuous improvement in service delivery.
>
> Corporate Action 4.3.2 - Be transparent with our financial management by reporting regularly readable and meaningful financial data to the community.

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

## STRATEGIC RISK IMPLICATIONS

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

## REGIONAL IMPLICATIONS

There are no regional implications for this report.

## OFFICER COMMENT

Level of Rates/Calculation
There are several different methods available for rating within local government in WA. These include:

- General – based on valuation type;
- Differential - based on different land uses or zoning;
- Specified Area rates – definable area for facilities such as sewerage rates;
- Service Charges – As defined by the Act; or
- Voluntary levies – such as a land care levy

The Shire of Plantagenet rates are based on the first dot point, general rates, and a rate in the dollar is set for both valuation types. In the 2025/2026 financial year, 29% of rates raised were from properties on a gross rental valuation (GRV) (predominately within townsites), and 71% unimproved valuation (UV)(predominately rural properties).

The WA Local Government Association's (WALGA) First Quarter Economic Briefing states that '*Local Governments have keenly felt the impact of inflation in recent years with the Local Government Cost Index (LGCI) increasing 4.4% in 2022-23, 3.6% in 2023-24, and 3.8% in 2024-25. Over the year to December, the LGCI increased by 4.8%, however it has started to slow with the 0.9% increase recorded in the December quarter the smallest quarterly increase since the equivalent quarter 12 months earlier*". The primary driver behind the LGCI growth remains employee costs and growth in construction costs due to supply chain challenges, although this is stabilising.

Whilst considering the current levels of Consumer Price Index (CPI)(4.0% for Perth for the 12 month period up until May 2026) and the LGCI, in order to keep pace with the provision of modern local government services, a property rate increase of 5.9% is recommended.

<u>Discount</u>

Section 6.12 (1)(a) of the Act permits a local government to grant a discount or incentive for the early payment of money which is owed to the Council. As in previous years, it is recommended that no discount be offered, and no allowance has been made for any early payment discount to reflect this.

<u>Incentive</u>

The Council has previously offered incentive prizes to encourage the early payment of rates. Only ratepayers who have paid their rates in full and by 7 September 2026 will be entered into the draw. Prizes will be offered in line with Council Policy CCS Rating – Rate Incentive Prize.

<u>Instalments</u>

It is recommended that the following three payment options be offered as in previous years:

(1) To pay the total rates and charges included on the rate notice in full by the 35th day after the date of issue of the rates notice; or

(2) Two equal instalments. The first instalment will be due on the 35th day after the date of issue of the rates notice and the second instalment four calendar months after this date.

(3) Four equal instalments. The first instalment will be due on the 35th day after the date of issue of the rates notice and the remainder at two calendar month intervals after this date.

<u>Instalment Fee</u>

It is recommended that an instalment fee of $7.50 be charged for each instalment reminder issued after the first instalment is paid. It is recommended that a special payment arrangement administration charge of $30.00 (excluding pensioners) will again apply, for those people who wish to pay rates through an instalment plan, but do not qualify for a standard instalment plan, due to late payment or other circumstances.

<u>Interest on Instalments</u>

It is recommended that the maximum interest rate of 5.5% per annum be applied to instalment payments. This is consistent with the previous year's charge and statutory requirements.

Late Payment Penalty Interest

It is recommended that late payment penalty interest be charged at 7% per annum, consistent with the previous years. It is proposed that late payment penalty interest will apply to rates that remain unpaid where no election was made to pay the rate by instalments and on overdue instalment payments where an election was made to pay by instalments.

Minimum Rates

To ensure that all landowners contribute a baseline amount to the provision of local government services, a minimum rate is utilised. It is recommended that minimum rates be set at $1,183 (for GRV properties) and $1,350 (UV properties) in 2026/2027.

Revaluation of Properties

A revaluation of unimproved value properties is undertaken every financial year. The movement this year is as follows.

| | **2025/2026** | **2026/2027** | **Increase** |
|---|---|---|---|
| Total UV Valuation | $1,283,194,407 | $1,413,396,405 | 10.15% |

As always, individual UV properties are likely to receive a greater variance (both increased and decreased) than the 10.15% average shown above, creating unavoidable inequities between properties. This is beyond the Shire's control and anyone in this situation is encouraged by Shire staff to contact the Valuer General's Office.

A Gross Rental Valuation revaluation is undertaken every five (5) years. The current revaluation was undertaken by the Valuer General's Office in 2024/2025 financial year with values being effective from 1 July 2025.

It is important to note that the above revaluations do not directly translate to an increase in rates. The Shire adjusts the rate in the dollar to achieve the level of rates it wishes to raise. For example, if valuations double, the rate in the dollar is halved to raise the same total amount of rates.

## VOTING REQUIREMENTS

Absolute Majority

## OFFICER RECOMMENDATION

**That Council:**

**1. Adopts the following rate levels for the 2026/2027 financial year:**

**a) For all rateable properties where gross rental valuations are applied, a rate of 8.8671 cents in the dollar with a minimum rate of $1,183;**

**b) For all rateable properties where unimproved valuations are applied, a rate of 0.4258 cents in the dollar with a minimum rate of $1,350 is to apply.**

**2. Offer the following rate instalment payment options:**

**Option 1 - Payment in full - Total amount of rates and charges included on the rate notice to be paid in full by 7 September 2026.**

**Option 2 - Payments to be made by two (2) instalments as detailed on the rates notice, with the following due dates:**

- **First Instalment 7 September 2026**
- **Second Instalment 11 January 2027**

**Option 3 - Payments to be made by four (4) instalments, as detailed on the rate notice, with the following due dates:**

- **First Instalment 7 September 2026**
- **Second Instalment 9 November 2026**
- **Third Instalment 11 January 2027**
- **Fourth Instalment 15 March 2027.**

**3. Imposes an administration charge of $7.50 for each instalment (after the first instalment) where payments are elected to be made by instalments;**

**4. Imposes interest on instalments at 5.5% p.a. calculated daily from the date the first instalment is due until the date each subsequent instalment is due, where payments are elected to be made by instalments;**

**5. Not offer a discount for the early payment of property rates;**

**6. Adopts, pursuant to section 6.16(2) of the *Local Government Act 1995*, a special payment arrangement administration charge of $30.00 (excluding pensioners) where the owner wishes to pay rates through an instalment plan, but does not qualify for a standard instalment plan, as detailed in point 2 above;**

**7. Imposes penalty interest at a rate of seven percent (7%) per annum, pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and Regulation 70 of the *Local Government (Financial Management) Regulations 1996*, on outstanding general rates, Waste Rate, instalment administration charge and costs of proceedings to recover such charges. Outstanding interest will commence accruing daily (simple interest calculation) from the due date on the rate notice. Pensioners who are registered in accordance with the *Rates Rebates and Deferments Act 1993* are to be exempt from this provision; and**

**8. Imposes penalty interest at a rate of seven percent (7%) per annum, pursuant to section 6.13 of the *Local Government Act 1995*, for rubbish collection charges that remain unpaid after becoming due and payable. Outstanding interest to be calculated on a daily basis (simple interest calculation).**

## 9.2.4 BUDGET ADOPTION – 2026/2027 ANNUAL BUDGET

| | |
|---|---|
| **File Ref:** | **N68487** |
| **Responsible Officer:** | **Anthony Middleton**<br>**Executive Manager – Corporate & Community** |
| **Author:** | **Kylie Caley**<br>**Manager of Finance** |
| **Proposed Meeting Date:** | **28 July 2026** |

### PURPOSE

The purpose of this report is to consider adopting the 2026/2027 Annual Budget, with or without modification.

### BACKGROUND

The *Local Government Act 1995* requires each Local Government to prepare a budget each financial year. The form, manner and content of the budget are prescribed in the Act and the *Local Government (Financial Management) Regulations 1996*. The Council must adopt its budget by an Absolute Majority no later than 31 August in the budget year unless the Minister for Local Government has granted an extension.

The Council and its staff have been working on the components of the 2026/2027 Annual Budget since February, including the consideration of the plant replacement program, road construction program, community grant program, rating parameters and fees and charges. The Council budget briefing sessions on 9 June and 14 July 2026 enabled a detailed analysis of the draft budget by staff and elected members.

The previous items in this agenda have dealt with the major items in the budget and have been adopted individually to simplify the requirements of the *Local Government Act 1995*. These included the Elected Members Allowances, Property Rates and List of Fees & Charges.

### STATUTORY ENVIRONMENT

Section 6.2 of the *Local Government Act 1995* requires a local government to prepare and adopt, by absolute majority, an annual budget prior to 31 August in each year.

### FINANCIAL IMPLICATIONS

The adopted budget of the Shire sets the financial direction for the proceeding financial year and is prepared following consideration of the Corporate Business Plan, Long Term Financial Plan and all other informing documents and strategies. The adoption of the budget enables the operations of the Council to continue effectively and issue rates in a timely manner to assist with income generation and cash flow.

## BUDGET IMPLICATIONS

This report enables the adoption of the budget for 2026/2027.

## POLICY IMPLICATIONS

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

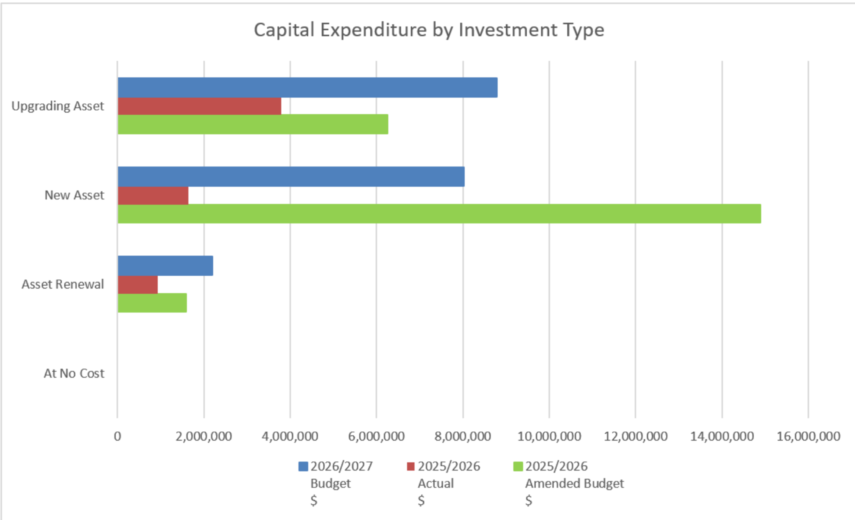
## LEGAL IMPLICATIONS

There are no legal implications for this report.

## ASSET MANAGEMENT IMPLICATIONS

The 2026/2027 budget makes provision for numerous new asset purchases, asset renewal and upgrades and major maintenance items for the coming financial year.

The depreciation of assets for the year is estimated to be $11.7m while $2.2m is being spent on asset renewal. The breakdown between asset acquisition by investment type is as follows:




## STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2026 - 2030 provides:

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

> Strategy 4.2 - A Shire that is open and transparent with its community.
>
> Corporate Action 4.2.3 - Develop effective reporting and communication tools relevant to the way our community access information.
>
> Strategy 4.3 - Commitment to continuous improvement in service delivery.
>
> Corporate Action 4.3.2 - Be transparent with our financial management by reporting regularly readable and meaningful financial data to the community.

Many other projects contained within the Corporate Business Plan have funds allocated toward their achievement in the proposed budget. 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 annual budget comprises total cash expenditure (net of depreciation) of $36.15m, compared with $37.3m in 2025/2026 and an increase of more than $8m from the 2024/2025 budget. This $36.15m total includes a very healthy investment in capital expenditure (assets) of $19.0m, including the following exciting projects and budget highlights:

- Road construction program of $4.18m;
- O'Neill Road Waste Facility Expansion - $3.42m;
- New SES Building / Emergency Services Precinct - $3.36m;
- Wilson Park stage 1 (youth zone) construction - $2.84m;
- Plant Replacement Program - $1.63m;
- Two (2) New Fire Sheds (Woogenellup & Rocky Gully) – $1.53m;
- Porongurup Hall Extension - $627,101; and
- Narrikup Hall – New Public Toilets - $279,079.

To give context to the components of the 2026/2027 Annual Budget, an overview of the previous three (3) financial years is listed below:

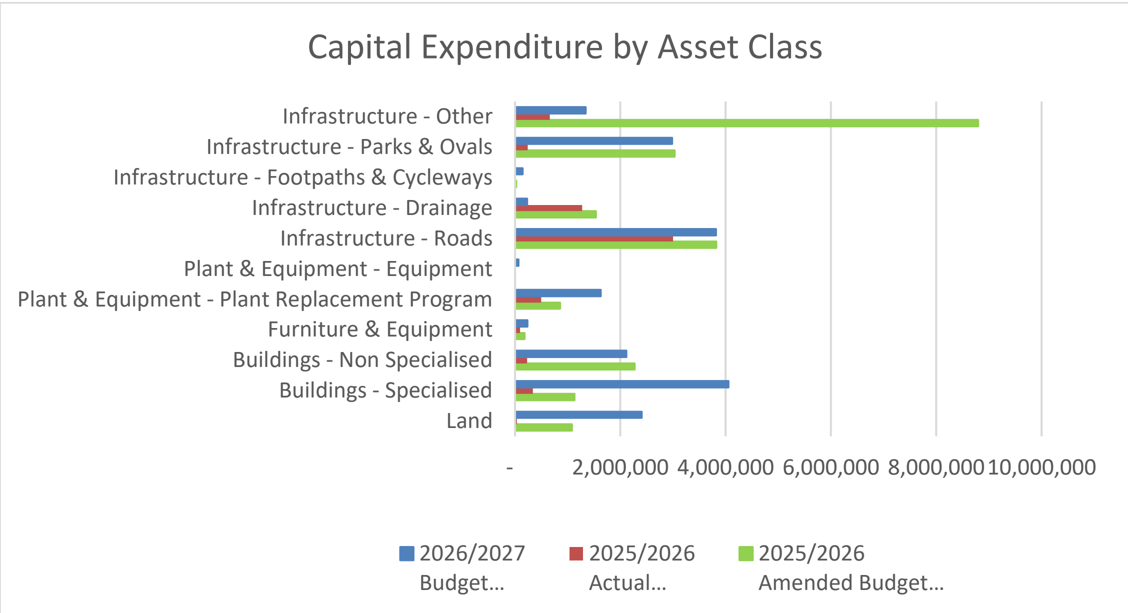
| BUDGET OVERVIEW | 2024/2025 Adopted Budget | 2025/2026 Adopted Budget | 2026/2027 Proposed Budget |
|---|---|---|---|
| Operating Revenue | $13.3m | $17.3m | $17.25m |
| New Loans | $3.2m | $5.1m | $6.5m |
| Capital Grants | $4.4m | $9.4m | $4.8m |
| Sale of Assets | $0.35m | $0.3m | $0.4m |
| Transfers from Reserves | $2.35m | $2.9m | $4.9m |
| Opening Balance | $4.3m | $2.3m | $2.3m |

| | **$27.9m** | **$37.3m** | **$36.15m** |
|---|---|---|---|
| | | | |
| Operating Expenditure | $29.7m | $31.4m | $27.0m |
| Non-Cash Added Back | ($16.1m) | ($16.3m) | ($11.7m) |
| Capital Expenditure | $12.7m | $20.9m | $19.0m |
| Transfers to Reserves | $1.2m | $1.1m | $1.7m |
| Loan Repayments | $0.4m | $0.2m | $0.15m |
| | **$27.9m** | **$37.3m** | **$36.15m** |

Further details on the content of the budget is as follows:

Capital Expenditure

When broken down into the different classes of assets, the $19m investment in capital can be shown as follows, highlighting this budget's heavy investment in buildings:




Specifically, this $20.9m capital expenditure proposed includes the following items:

Law, Order & Public Safety:

- New Rocky Gully Bush Fire Brigade Shed - $767,985;
- New Woogenellup Bush Fire Brigade Shed - $766,286;
- State Emergency Service Building - $3.36m; and
- Narrikup BFB Shed – Water Tank - $6,261.

Housing:
- Subdivision and Land Development - $20,000.

Community Amenities:
- Waste Facility Upgrades - $3.42m:
    - O'Neill Rd – New Cell - $2.38m;
    - O'Neill Rd - Recycling Hub - $531,708;
    - O'Neill Rd - Tipping Bay - $499,862;
    - Kendenup Refuse Infrastructure - $10,000;
- Cemetery Improvements (all three Cemeteries) - $48,826;
- Kendenup Men's Shed – Power Connection & Car Park - $120,000; and
- Place Plan Implementation for Rocky Gully, Narrikup & Kendenup - $35,321.

Recreation & Culture:
- Wilson Park (Stage 1 – Youth Zone) construction – $2.84m;
- Wilson Park – New Car Park - $57,373;
- Porongurup Hall - Extension - $627,101;
- Narrikup Hall – New Public Toilets - $279,079;
- Plantagenet Hall – Major Maintenance - $47,554;
- Sounness Park:
    - Ovals Retic Upgrade - $90,000;
    - Changeroom Locks - $30,000;
    - Shed Installation - $42,505;
- One Lowood:
    - Building Upgrades - $100,000;
    - Library – self-service loan stations - $15,617; and
- Mitchell House – New Windows & Repoint bricks - $38,614.

Transport:
- Road Construction Program $4.18m:
    - Woodlands Road - Resheet, seal & drainage - $629,920;
    - Takalarup Road - Floodway upgrade - $548,082;
    - Lake Matilda Road - Resheet, drainage & rock pitching - $470,688;
    - Woogenellup Road - Pavement stabilization - $441,331;
    - Takalarup Road - Gravel resheet - $249,278;
    - Poorrarecup Road - Floodway upgrade and seal - $236,306;
    - Beverley Road - Road Barrier Replacement - $207,200;
    - Carbarup-Moorilup-Collins Roads Intersection Realignment - $206,957;
    - Eulup-Manurup Road – Drainage - $187,618;
    - Rocky Gully Heavy Vehicle Rest Area - $174,113;
    - Carbarup Road - Floodway upgrade - $142,176;

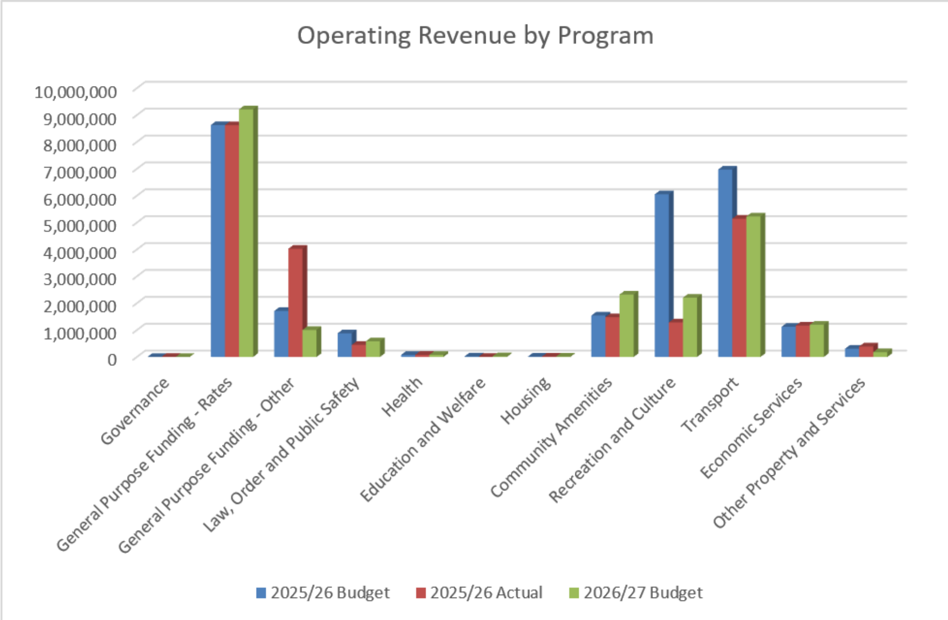
    - Hambley Street - Road reconstruction & widening - $138,260;
    - Third Avenue - Road upgrade, drainage and single coat seal - $112,660;
    - Ferry Road - 2nd coat seal - $69,552;
    - Ormond Road – Traffic Calming - $60,623;
    - Nindiup Road - 2nd coat seal - $55,752;
    - Government Dam Walking trail - $50,717;
    - Hambley Street - Footpath - $50,000;
    - Osborne St - Sub-Surface Drainage - $43,662;
    - Newman Road - Widen, Sheet & Construct - $39,297;
    - Wayfinding Path - joining Caravan Park and town - $30,558;
    - Lowood Road - Pedestrian crossing - $20,055;
    - Lowood Road - Tree Removal and Planter Upgrades - $11,142;
    - Narpund Rd - Cycle Lane Construction - $5,225; and
    - Ingoldby Street - Cycle Lane Construction - $4,625.
- Plant Replacement Program - $1.63m:
    - CAT 12M Grader;
    - Isuzu FRR 107-210 Tipper (small);
    - Nissan Forklift;
    - Workshop Mobile Column Lift (Hoist);
    - Variable Message Boards x2;
    - Water tanker unit for Water Truck;
    - Ranger's Vehicle Tray Upgrade; and
    - Passenger Vehicles.
- Other Plant & Equipment Purchases (not funded from reserve):
    - Relocatable Speed Devices x 6 - $45,058;
    - Bioremediating Parts Washing System - $7,055; and
    - Fully automatic 5hp air conditioner service station - $9,930.

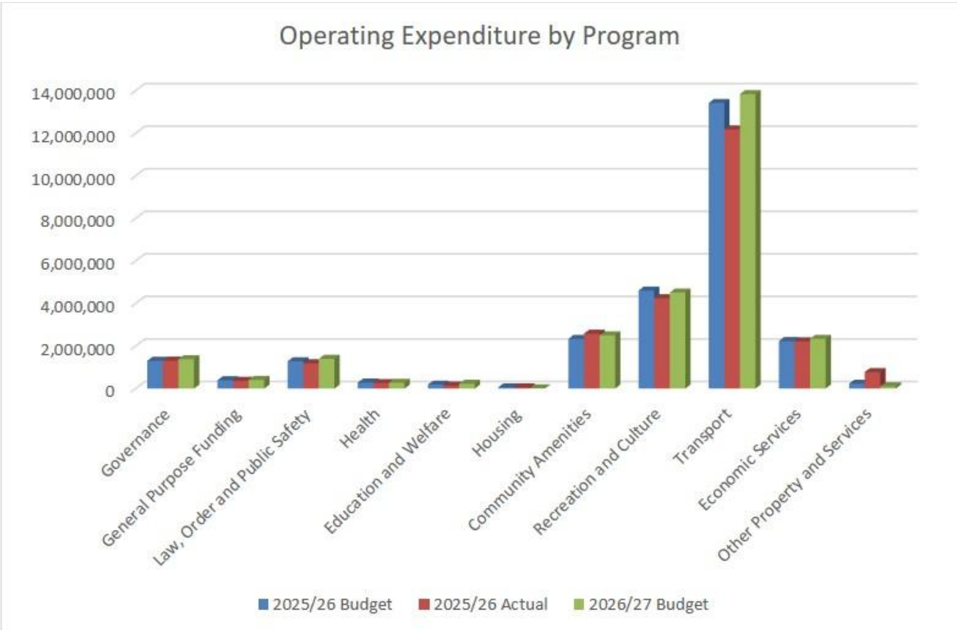
Economic Services:
- Saleyards:
    - Saleyards - Lighting Upgrade - $20,236;
    - Saleyards - Surefoot Matting Renewal - $134,056; and
    - Saleyards - Purpose Built Pump Shed – $12,500.

Other Property & Services:
- Shire Depot:
    - Gardeners Shed - Tank and Washbasin Installation - $6,885; and
    - Video Conferencing Installation - $15,000.
- Administration Centre:
    - Refit main office space - $150,000;
    - CCTV Installation - $57,000; and
    - Vinyl in Committee Room & Kitchen - $21,600.

Operating Expenditure & Revenue

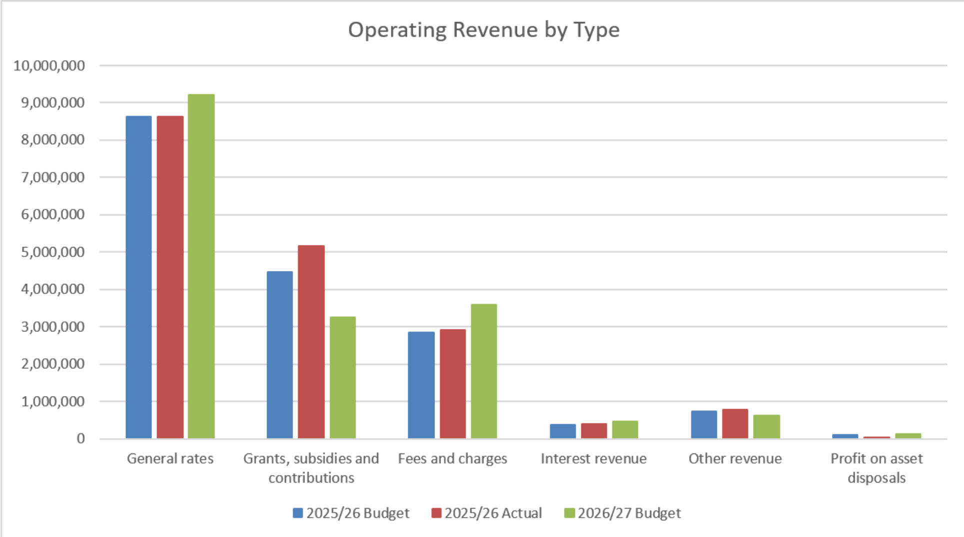
The day-to-day revenue and expenses of the Shire can be shown according to local government 'program' classifications as follows:




The above graph clearly shows that the Shire's operating expenditure is heavily focused on road maintenance (Transport), parks, sporting facilities, town halls, libraries (Recreation and Culture) and waste management (Community Amenities) (Note: the expenditure graph above also includes depreciation).

The revenue graph below shows the large portion of operating revenue that comes from the imposition of property rates and (mostly) untied operating grants.




While it is not possible to outline every day-to-day operating expense in this budget summary, the following new and/or abnormal items are highlighted:

- Community Grant Program – following the guidelines adopted by Council in May 2025, $40,000 allocated for applications during the year plus the carry-over of grants awarded but not yet spent. The Industry Support / Triennium Community Grants awarded have been included in the budget provisions;
- Property rates budgeted to increase by 5.9%. A one percent rate increase is equal to $86,255;
- An 80% prepayment of Federal Government Financial Assistance Grants occurred in June 2026 - $2.3m paid last financial year;
- Empowering Plantagenet Seniors – GO-PHER Meals Service Community Grant - $49,500
- Staff Housing - 105 Martin Street building maintenance items - $15,000;
- Waste Management Rate – $180 per property in line with the Mount Barker Waste Management Facility Closure and Post Closure Financial Plan;
- Mount Barker Recreation Centre:
    - Provision for the leasing of new gym equipment (currently out to tender due to the total contract value); and
    - Additional $6,500 for ICT Expenses.
- Finalisation of the Master Plan for Sounness Park & Frost Park - $15,180;
- Revegetation for Pwakkenbak Mountain Bike Trails Clearing Permit - $36,820;
- Promotion of Trails & Signage Improvements - $5,000;
- Demolish Existing Wilson Park Toilets - $30,000;
- Allocation – New Christmas Lights - $30,000;
- Finalisation of the Arts & Culture Strategy - $41,912;
- Community Group Strategic Plans - $12,000;
- Additional $25,000 for Library / CRC ICT Expenses;
- Road Maintenance - $4.8m (including $1.7m Flood Damage Repairs from the March 2025 rainfall event);
- Visitors Centre Contribution - $48,600;

- Area Promotion - $20,000 (includes Film Support & Great Southern Wine Strategic Plan);
- Noxious Weed Control - $30,000; and
- Consultants to undertake fair value revaluations of assets - $100,000.

Reserve Accounts:

Reserve accounts are established when a local government sets aside money for use in a future financial year. The summary of movement in reserve accounts in the attached draft budget is as follows:

- $3.23m budgeted reduction in total reserve account balances for 2026/2027, predominately due to a $1.24m transfer from the Plant reserve account and $2.4m transfer from the Waste Management reserve account for the new waste cell, tipping bay and recycling hub at the Mount Barker Waste Management Facility;
- $4.91m total transfers out of reserve, $1.68m transfers to reserves (net reduction of $3.23m);
- Opening Balance 1 July 2025 - $8.1m, budgeted Closing Balance 30 June 2026 - $4.87m

Loans:
Five (5) new loans, totalling $6.5m, are proposed in the attached draft 2026/2027 Annual Budget. Of these new loans, the two (2) largest are self supporting loans, or loans taken out on behalf of another organisation where the third party is responsible for meeting the repayments. Details of proposed loans for 2026/2027 are as follows:

1. Wilson Park - Stage 1 construction - $1,000,000;
2. Mount Barker Waste Management Facility Cell 1 - $650,000;
3. Mount Barker State Emergency Service Facility - $800,000;
4. Bush Fire Brigade Sheds at Rocky Gully and Woogenellup - $1,500,000. This loan is a self-supporting loan on behalf of DFES (they reimburse the Shire when each repayment is made); and
5. Mount Barker State Emergency Service Facility - $2,554,365. This loan is a self-supporting loan on behalf of DFES (they reimburse the Shire when each repayment is made).

Loan debt levels are currently very low, with an opening balance on 1 July 2025 of only $708,057 (of which $212,331 are self-supporting loans). This budget estimates, following this year's loan repayments and the five new loans taken out, that the closing balance of loans at 30 June 2027 will be $7,076,676 (of which $4.22m will be self-supporting loans). If setting self-supporting loans aside, the Shire's debt level at 30 June 2027 will be $2.85m.

Loan 95, taken out to fund the Saleyards Roof, was repaid in full in the 2025/2026 financial year.

<u>Mount Barker Regional Saleyards:</u>
The operating of the Mount Barker Regional Saleyards aims to be self-sufficient from the Shire's general budget. Profit made by the saleyards (after excluding depreciation) is transferred into the Saleyards Capital Improvements reserve account, and capital expenditure and loan repayments for the saleyards are funded from this reserve account.

The 2026/2027 budget estimates the following for the Mount Barker Regional Saleyards:

Operating Result:

- Net Operating Profit:
  - 2026/2027 Budget (excluding Depreciation) - $57,597
  - 2025/2026 Budget - $66,152
  - 2025/2026 Actual - $118,053;

Capital Expenditure:

- Lighting Upgrade - $20,236
- Surefoot Matting Renewal - $134,056
- Purpose Built Pump Shed - $12,500
- Total Capital Expenditure - $166,792
- Loan Principal Repayments - $0 (loan paid off in 2025/2026)

## VOTING REQUIREMENTS

Absolute Majority

## OFFICER RECOMMENDATION

**That Council adopts the 2026/2027 Annual Budget, as proposed.**

## 9.2.5 PURCHASING POLICY - COUNCIL POLICY REVIEW

| | |
|---|---|
| **File Ref:** | **N68488** |
| **Attachments:** | **1. Existing Council Policy – ''Purchasing**<br>**2. Revised Council Policy – Showing Tracked Changes**<br>**3. Proposed Council Policy - 'Purchasing'** |
| **Responsible Officer:** | **Julian Murphy**<br>**Chief Executive Officer** |
| **Author:** | **Anthony Middleton**<br>**Executive Manager – Corporate & Community** |
| **Proposed Meeting Date:** | **28 July 2026** |

### PURPOSE

The purpose of this report is to consider proposed changes to the Purchasing Policy.

### BACKGROUND

The Financial Management Review adopted by the Council on 17 June 2025 included two (2) recommendation regarding the revision of the Council Policy on Purchasing. They are as follows:

Item 5.2.2 – Purchasing Policy:

Improvement:

- Amend the policy to provide purchasing requirements for the issuing of contract variations and extensions for contracts not awarded by public tender. Consideration should be given to circumstances where the contract value increases over a policy threshold level, due to the variation or extension.
- Amend the policy to provide requirements for use of the single supplier provision and ensure organisational procedures are in line with these requirements.

In addition, issues surrounding the purchasing function, specifically issuing of purchase orders and the timeliness of issuing, continues to be raised by the Shire's auditor.

A proposed amended Purchasing Policy is attached to address these items.

### EXTERNAL CONSULTATION

Nil.

## STATUTORY ENVIRONMENT

Local Government Act 1995 and Local Government (Functions and General) Regulations 1996.

## POLICY IMPLICATIONS

This agenda items suggests the modification of the existing Purchasing Council Policy.

## 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 2026 – 2030 provides:

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

> Strategy 4.3 – Commitment to continuous improvement in service delivery
>
> Corporate Action 4.3.1 - Implement review processes in service delivery on a regular basis and as needed.
>
> Corporate Action 4.3.2 - Be transparent with our financial management by reporting regularly readable and meaningful financial data to the community.

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

## REGIONAL IMPLICATIONS

There are no regional implications for this report.

## OFFICER COMMENT

A proposed amended Purchasing Policy is attached to address the three items outlined in the background section of this report. Specifically:

a) A purchasing threshold of up to $100 has been created to simplify the process for low value purchases;

b) Clause 8 & 9 have been added to deal with contract variations and extensions; and
c) Clause 11 (previous clause 9) has been expanded to clarify the process required for single supplier provisions.

## VOTING REQUIREMENTS

Simple Majority

## OFFICER RECOMMENDATION

**That Council adopts the amended Purchasing Policy, as proposed.**

## 9.2.6 MONTHLY FINANCIAL REPORT – JUNE 2026

| | |
|---|---|
| **File Ref:** | **N68489** |
| **Attachment:** | **Monthly Financial Report – June 2026** |
| **Responsible Officer:** | **Anthony Middleton**<br>**Executive Manager Corporate & Community** |
| **Author:** | **Kylie Caley**<br>**Manager of Finance** |
| **Proposed Meeting Date:** | **28 July 2026** |

### PURPOSE

The purpose of this report is to provide Council with the monthly financial reports for the month ending 30 June 2026.

### BACKGROUND

The *Local Government (Financial Management) Regulations 1996*, regulation 34 states that a local government must prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget.

Variances between budgeted and actual expenditure including the required material variances (10% with a minimum value of $20,000) are included in the variance report.

### EXTERNAL CONSULTATION

Nil.

### STATUTORY ENVIRONMENT

s.6.4 *Local Government Act 1995*, Part 6 - Financial Management
r. 34 *Local Government (Financial Management) Regulations 1996*
r. 35 *Local Government (Financial Management) Regulations 1996*

### POLICY IMPLICATIONS

Policy implications do not apply for this report and it is the opinion of the author that policy development is not required.

### FINANCIAL IMPLICATIONS

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

### BUDGET IMPLICATIONS

There are no budget implications for this report.

## LEGAL IMPLICATIONS

There are no legal implications for this report.

## ASSET MANAGEMENT IMPLICATIONS

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

## STRATEGIC IMPLICATIONS

The Shire of Plantagenet Corporate Business Plan 2026 - 2030 provides:

> At *Key Pillar 4 Performance & Leadership* the following:
>
> Strategy 4.2:
>
> 'A Shire that is open and transparent with its community.'
>
> Corporate Action 4.2.3 - Develop effective reporting and communication tools relevant to the way our community access information
>
> Strategy 4.3:
>
> 'Commitment to continuous improvement in service delivery.'
>
> Corporate Action 4.3.2 - Be transparent with our financial management by reporting regularly readable and meaningful financial data to the community

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

## STRATEGIC RISK IMPLICATIONS

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

## REGIONAL IMPLICATIONS

There are no regional implications for this report.

## OFFICER COMMENT

The attached Statement of Financial Activity for the period 1 July 2025 to 30 June 2026 represents twelve (12) months, or 100% of the year. The following items are worthy of noting:

- Closing surplus position of $2.3m;
- Operating results:
  - 104% of budgeted operating revenue has been received; and
  - 96% of budgeted operating expenditure spent;
- Capital expenditure achieved 30.5% of budgeted projects, including:
  - Land & Buildings 13%
  - Furniture & Equipment 54%

  - Plant & Equipment 55%
  - Infrastructure – Roads, Drainage, & Footpaths 80%
  - Infrastructure – Parks & Ovals 8%
  - Infrastructure – Other 7%
- Cash holdings of $9.53m of which $8.1m is held in cash backed reserve accounts;
- Rates debtors outstanding equate to 5.5% of total rates raised for 2025/2026 (this includes deferred pensioner rates); and
- Page 10 of the statements detail major variations from year to date (amended) budgets.

It is important to note that these financial statements do not represent an end of year audited financial position of the Shire. There remain some balance day adjustments, accrual provisions and other transactions to be completed which may amend the net financial position shown in these statements. The final 2025/2026 figures will be shown in the Annual Report.

## VOTING REQUIREMENTS

Simple Majority

## OFFICER RECOMMENDATION

**That Council notes the monthly financial statements for the period ending 30 June 2026 as presented.**

## 9.2.7 LIST OF ACCOUNTS – JUNE 2026

| | |
|---|---|
| **File Ref:** | **N68490** |
| **Attachment:** | List of Accounts – June 2026 |
| **Responsible Officer:** | **Kylie Caley**<br>**Manager of Finance** |
| **Author:** | **Debbie Evans**<br>**Finance Officer - Creditors** |
| **Proposed Meeting Date:** | **28 July 2026** |

### PURPOSE

The purpose of this report is to present the list of payments that were made during the month of June 2026.

### BACKGROUND

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.

### EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

### STATUTORY ENVIRONMENT

This information is provided to Council monthly in accordance with provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996* provides that payment may only be made from the municipal fund or trust fund if the Local Government has delegated the function to the Chief Executive Officer.

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer, then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

Regulation 13A of the *Local Government (Financial Management) Regulations 1996* provides that a list of payments must be prepared and presented to Council each month for all credit, debit, or purchasing cards utilised by authorised employees during the month.

**POLICY IMPLICATIONS**

Council Policy – Purchasing Policy

Council Policy – Corporate Credit Card Policy

**FINANCIAL IMPLICATIONS**

This item reports on the payments made from the shire bank accounts as allowed under Delegation 2.2 Payments from Municipal or Trust Funds. 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 2026 - 2030 provides:

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

Strategy 4.2:

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

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

Strategy 4.3:

‘Commitment to continuous improvement in service delivery.’

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

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

## RISK MITIGATION IMPLICATIONS

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

## STRATEGIC RISK IMPLICATIONS

There are no strategic risk implications for this report.

## REGIONAL IMPLICATIONS

There are no regional implications for this report.

## OFFICER COMMENT

There are no officer comments for this report.

## VOTING REQUIREMENTS

Simple Majority

## OFFICER RECOMMENDATION

**That Council receives the list of accounts paid during the month of June 2026 as per the attached Schedule of Payments, and as summarised below:**

| | | |
|---|---|---|
| **Municipal Account (inclusive of credit card and fuel card purchases** | | |
| Cheque Payments | | |
| EFT Payments | EFT10309 – EFT10575 | $ 931,684.62 |
| Direct Debit Payments | | $ 413,521.70 |
| EFT Payroll Payments | | $ 946,318.52 |
| **Total Municipal Account Payments** | | **$2,291,524.84** |
| **Licensing Trust Account** | | |
| Direct Debit Payments | | $ 179,861.65 |
| **Total Licensing Trust Account Payments** | | **$ 179,861.65** |
| ***TOTAL OF ALL ACCOUNTS*** | | **$2,471,386.49** |

## 9.2.8 MT BARROW TELECOMMUNICATION TOWER LEASE AND ACCESS LICENCES PT LOT 500 AND PT LOT 273 DUCK ROAD MT BARKER

| | |
|---|---|
| **Synergy Ref:** | **N68491** |
| **Attachment:** | Craven-Lea Lease summary DBCA Lic Schedule NRMI Lic Schedule Pivotel Lic Schedule |
| **Responsible Officer:** | **Anthony Middleton Executive Manager Corporate and Community Services** |
| **Author:** | **Delma Baesjou Coordinator Corporate Strategy** |
| **Proprietor/Applicant:** | **Craven-Lea Pty Ltd, Shire of Plantagenet, Conservation and Land Management Executive Body, Northside Radio Association Incorporated, Pivotel Mobile Pty Ltd** |
| **Proposed Meeting Date:** | **28 July 2026** |

### PURPOSE

The purpose of this report is to seek authority for the President and Chief Executive Officer to finalise and execute the Lease and Access Licences for the Mount Barrow Telecommunication Tower located on Lot 500 and Portion Lot 273 Duck Road, Mount Barker.

### BACKGROUND

The Shire of Plantagenet owns the 60m telecommunication tower on Lot 273 Mount Barrow. In 2008, the Shire entered into a Lease with Craven-Lea Pty Ltd for 10 years, with a 10 year option. Subsequently, the lease was not renewed in 2018 and a holding over arrangement is currently in place. A new lease for the 1ha tower site and access track was prepared by the Shire's Solicitor and has been agreed to by the Landlord. Practical access between the tower and Duck Road is via a track on adjoining Lot 500 following works arranged by the Shire is now trafficable.

In addition to housing the Shire's radio transmitter equipment, entities using and/or proposing to use the Shire's telecommunication tower include the Conservation and Land Management Executive Body, represented by Department of Biodiversity, Conservation and Attractions (DBCA), Northside Radio Association Incorporated (NRAI)(previously known as Plantagenet Repeater Institute) and Pivotel Mobile Pty Ltd (Pivotel). Draft Access Licences were prepared and sent to the three Parties in 2025.

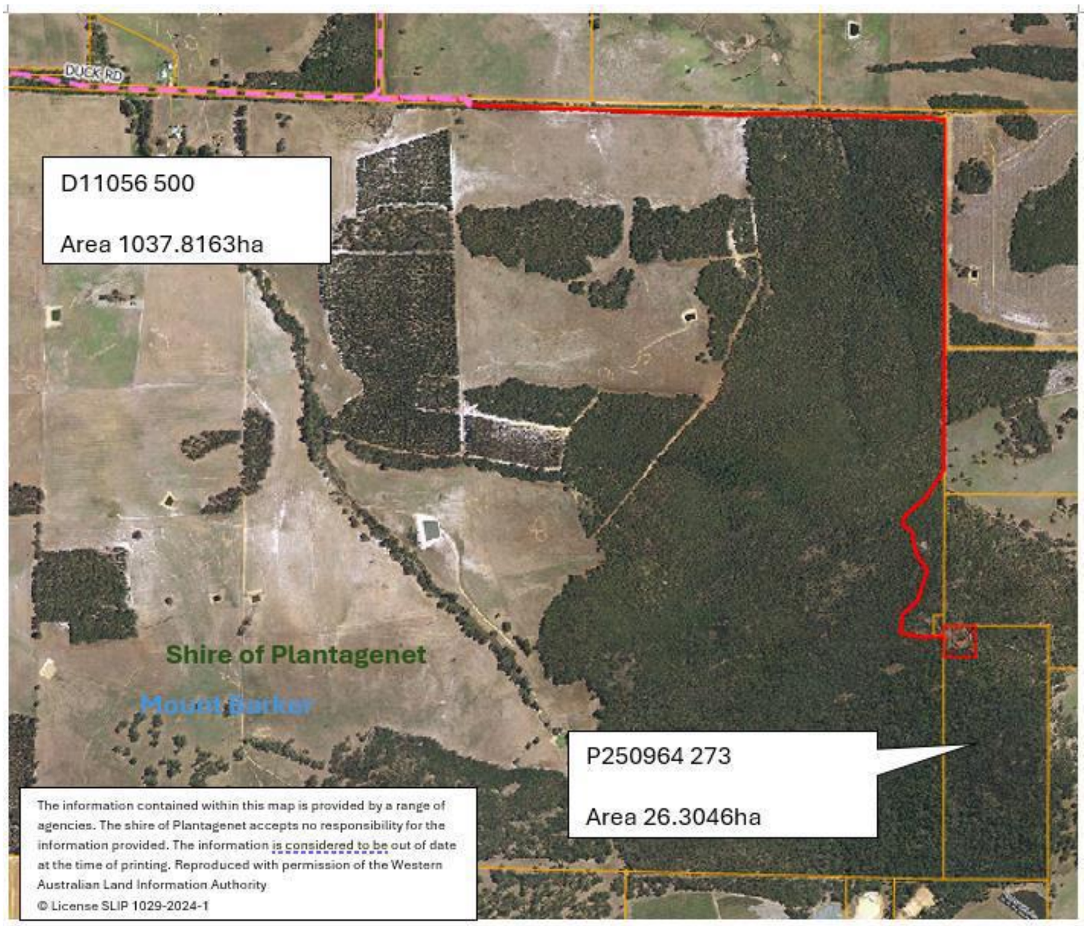
DBCA had previously indicated its support for a 5-year Licence with a further 5-year option. The nominated Licence Fee was $2,500pa (excluding GST), subject to annual review based on CPI. Following recent discussion with DBCA representatives, an in-kind arrangement is proposed in lieu of payment of a Licence

Fee. DBCA will provide an on-site equipment shelter and associated solar panels which will accommodate the Shire's radio repeater equipment and the Department's Water Bomber communication equipment at Mt Barrow. Instead of two 5-year Terms, a 10-year Term is proposed.

DBCA is keen to formalise arrangements for access and storage of its water bomber communication equipment and is collaborating with Shire staff to ensure continuity of services during transition and installation of the new equipment.

The proposed NRAI Licence is for a term of 5 years, plus a 5 year option, at a fee of $10pa. The Association has recently confirmed acceptance of these proposed terms and conditions.

Representatives from the Shire have been in discussion with Pivotel regarding provision of internet services to 3 waste management sites in lieu of payment of the previously nominated $8,460pa licence fee and maintenance responsibility for the tower, surrounds and access track. The proposed licence is for a term of 5 years, plus a 5 year option.




Aerial showing 1ha telecommunication tower site and access track lease and licence areas.

## EXTERNAL CONSULTATION

Officers have been in contact with the Lessor and Licensees.

Once the terms have been finalised, the proposed licence with Pivotel is to be advertised in the local newspaper, on the Shire's website and on Notice boards in accordance with the requirements of the Local Government Act 1995.

## STATUTORY ENVIRONMENT

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

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

The proposed licences to the Conservation and Land Management Executive Body and Northside Radio Association Inc. are considered exempt dispositions. The DBCA Licence is for the purpose of water bomber communication associated with emergency services. The purpose and objectives of NRAI are recreational.

Pivotel Mobile Pty Ltd is a commercial entity and therefore the proposed licence (disposal of property) is required to be advertised. The Shire must give two weeks local public notice of the proposed licence. Any submissions must be considered by the Council, and the decision regarding those submissions recorded in the Minutes.

## POLICY IMPLICATIONS

Policy – Asset Management

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

The proposed lease and licences are consistent with the Asset Management Council Policy.

## FINANCIAL IMPLICATIONS

Costs associated with the preparation, advertising and execution of the new lease and licences have been born by the Shire, but may be recovered from the licensee.

Annual rent for the lease is currently $5,457.46 (plus GST).

There is an outstanding $10,000 invoice to Pivotel for its contribution towards track re-establishment, which Pivotel have indicated will be paid upon signing of the licence.

## 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 2026 – 2030 provides:

> At *Key Pillar 3 - Economy* the following:
>
> Strategy 3.7 – Advocate for telecommunications that support home and regional based business.
>
> Corporate Action 3.7.1 - Assist State and Federal Governments make improvements in telecommunications and digital connectivity.
>
> At *Key Pillar 4 - Leadership* the following:
>
> Strategy 4.3 – Commitment to continuous improvement in service delivery
>
> Corporate Action 4.3.1 - Implement review processes in service delivery on a regular basis and as needed.

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

## RISK MITIGATION IMPLICATIONS

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

Provision of reliable telecommunication services is beneficial to the region and assists with bushfire safety and delivery of emergency services.

## OFFICER COMMENT

The terms and conditions of the lease with Craven-Lea Pty Ltd are generally consistent with the previous lease and further clarify each party's respective obligations. Contemporary terminology and more specific references to licensing opportunities are included. The Lessor has signed the document.

The terms of the licences with DBCA and NRMI have been agreed and the documents are ready to be signed by the Licensees.

A revised draft of the access licence with Pivotel was forwarded in June 2026. Shire staff were recently advised 'it is currently undergoing legal review as part of our internal approval process'.

The Shire is keen to progress with finalisation of the Lease and Licences for the Mt Barrow Telecommunication Tower. As agreement has been reached on the terms and conditions for three of the four documents, it is recommended that these documents be executed and authority be delegated to the CEO to negotiate the final details of the Pivotel access licence.

## VOTING REQUIREMENTS

Absolute Majority

## OFFICER RECOMMENDATION

**That Council**

1. **Enters into a Licence Agreement with Craven-Lea Pty Ltd for a 1ha portion of Lot 500 and Portion Lot 273 Duck Road, Mount Barker and authorises the President and the Chief Executive Officer to affix the Common Seal of the Council to the Lease Agreement between the Shire of Plantagenet and Craven-Lea Pty Ltd.**

2. **Enters into a Licence Agreement with the Conservation and Land Management Executive Body for Portion Lot 500 and Portion Lot 273 Duck Road, Mount Barker and authorises the President and the Chief Executive Officer to affix the Common Seal of the Council to the Licence Agreement between the Shire of Plantagenet and the Conservation and Land Management Executive Body.**

3. **Enters into a Licence Agreement Northside Radio Association Incorporated for Portion Lot 500 and Portion Lot 273 Duck Road, Mount Barker and authorises the President and the Chief Executive Officer to affix the Common Seal of the Council to the Licence Agreement between the Shire of Plantagenet and Northside Radio Association Incorporated.**

4. **Delegates authority to the Chief Executive Officer to negotiate the final terms and conditions for the Access Licence between the Shire of Plantagenet and Pivotel Mobile Pty Ltd for Portion Lot 500 and Portion Lot 273 Duck Road, Mount Barker;**

5. **Advertises the draft Access Licence between the Shire of Plantagenet and Pivotel Mobile Pty Ltd for Portion Lot 500 and Portion Lot 273 Duck Road, Mount Barker;**

6. **Subject to no submissions being received, enters into a Licence with Pivotel Mobile Pty Ltd for Portion Lot 500 and Portion Lot 273 Duck Road, Mount Barker; and**

7. **Authorises the President and the Chief Executive Officer to affix the Common Seal of the Council to the Access Licence Agreement between the Shire of Plantagenet and Pivotel Mobile Pty Ltd for Portion Lot 500 and Portion Lot 273 Duck Road, Mount Barker.**

## 9.3 EXECUTIVE SERVICES REPORTS

### 9.3.1 VEHICLE STANDARDS POLICY

| | |
|---|---|
| **Synergy Ref:** | **N68492** |
| **Attachment:** | Vehicle Standards Policy |
| **Responsible Officer:** | **Julian Murphy**<br>**Chief Executive Officer** |
| **Author:** | **Julian Murphy**<br>**Chief Executive Officer** |
| **Proposed Meeting Date:** | **28 July 2026** |

### PURPOSE

The purpose of this report is to consider the adoption of the new Vehicle Standards Policy to replace the existing Vehicle Specifications Policy.

### BACKGROUND

The purpose of the policy is to provide clear guidelines on the standard of vehicles provided to Shire of Plantagenet employees; the conditions of use of Shire vehicles; and when Shire vehicles should be replaced.

The policy provides guidelines on the selection of light vehicles based on the fit for purpose principle, meeting 4 or 5 star ANCAP rating, should be fuel-efficient and have lower emissions.

### EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

### STATUTORY ENVIRONMENT

Local Government Act 1995

### POLICY IMPLICATIONS

This policy is presented to the Council as part of its ongoing policy review cycle. The new Vehicle Standards Policy will replace the existing Vehicle Specifications Policy.

### FINANCIAL IMPLICATIONS

There are no financial implications for this report.

### BUDGET IMPLICATIONS

There are no budget implications for this report.

## LEGAL IMPLICATIONS

There are no legal implications for this report.

## ASSET MANAGEMENT IMPLICATIONS

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

## STRATEGIC IMPLICATIONS

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

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

> Strategy 4.3 – Commitment to continuous improvement in service delivery
>
> Corporate Action 4.3.1 - Implement review processes in service delivery on a regular basis and as needed

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

## RISK MITIGATION IMPLICATIONS

<u>Low Risk</u>
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 policy aims to simplify the existing Vehicle Specifications Policy. The policy covers the purchase of vehicles for use as part of the Shire of Plantagenet light vehicle fleet.

## VOTING REQUIREMENTS

Simple Majority

## OFFICER RECOMMENDATION

**That Council:**

1. **Adopts the new Vehicle Standards Policy as proposed; and**
2. **Repeals the superseded Vehicle Specifications Policy.**

## 9.3.2 WALGA ANNUAL GENERAL MEETING VOTING DELEGATES

| | |
|---|---|
| **Synergy Ref:** | **N68493** |
| **Responsible Officer:** | **Julian Murphy**<br>**Chief Executive Officer** |
| **Author:** | **Julian Murphy**<br>**Chief Executive Officer** |
| **Proposed Meeting Date:** | **28 July 2026** |

### PURPOSE

The purpose of this report is to consider nominating voting delegates for the Western Australian Local Government Association (WALGA) Annual General Meeting (AGM).

### BACKGROUND

The WALGA Local Government Convention will be held on 16 - 18 September 2026 at the Perth Convention and Exhibition Centre.

Elected Members attendance at the Convention is provided for in the Shire of Plantagenet Council Member Continuing Professional Development Policy.

The 2026 WALGA AGM will be held on Thursday 17 September 2026 at the convention. Council is required to nominate 2 voting delegates to vote at the AGM on behalf of Council.

The President and Deputy President have generally been the voting delegates for Council. An alternative voting delegate is usually nominated in case a voting delegate is not able to attend.

### EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

### STATUTORY ENVIRONMENT

Local Government Act 1995

### POLICY IMPLICATIONS

The Shire of Plantagenet Council Member Continuing Professional Development Policy provides for Councillor attendance at the WALGA Local Government Convention including the costs associated with attendance at the event.

### FINANCIAL IMPLICATIONS

The cost of full attendance at the event including accommodation and expenses is approximately $3,000 per person.

## BUDGET IMPLICATIONS

Cost of Councillor attendance at the event is provided for the in the Annual Budget.

## LEGAL IMPLICATIONS

There are no legal implications for this report.

## ASSET MANAGEMENT IMPLICATIONS

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

## STRATEGIC IMPLICATIONS

Insert relevant implications in format similar as under:

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

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

> Strategy 4.3 – Commitment to continuous improvement in service delivery
>
> Corporate Action 4.3.1 - Implement review processes in service delivery on a regular basis and as needed
>
> Strategy 4.4 - A progressive Shire with diverse thinking
>
> 4.4.1 Councillor training is prioritised and new candidates actively encouraged to participate

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

## RISK MITIGATION IMPLICATIONS

<u>Low Risk</u>
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

It is recommended that Council appoints the President and Deputy President as voting delegates to the AGM and appoints one Councillor as a deputy voting delegate.

## VOTING REQUIREMENTS

Simple Majority

**OFFICER RECOMMENDATION**

**That Council appoints the President, Cr Handasyde and Deputy President, Cr Liebeck as voting delegates to the Western Australian Local Government Association 2026 Annual General Meeting and appoints Cr .......... as the deputy voting delegate.**

## 9.3.3 AUDIT RISK AND IMPROVEMENT COMMITTEE APPOINTMENT OF INDEPENDENT PRESIDING MEMBER

| | |
|---|---|
| **Synergy Ref:** | **N68495** |
| **Responsible Officer:** | **Julian Murphy**<br>**Chief Executive Officer** |
| **Author:** | **Julian Murphy**<br>**Chief Executive Officer** |
| **Proposed Meeting Date:** | **28 July 2026** |

### PURPOSE

The purpose of this report is to consider the appointment of an independent person as Presiding Member of the Audit Risk and Improvement Committee.

### BACKGROUND

Following the 21 October 2025 ordinary local government elections, the following members to the Audit Risk and Improvement Committee:

| | |
|---|---|
| Cr L Handasyde | (Presiding Member) |
| Cr J Liebeck | (Deputy Presiding Member) |
| Cr W Sheard | (Member) |
| Cr K Tyrer | (Member) |
| Cr K Clements | (Deputy Member) |
| Cr M O'Dea | (Deputy Member) |

The implementation of section 7.1A (3) & (4) of the Local Government Act 1995 requires the Audit Risk and Improvement Committee to have an independent presiding member and independent deputy to the presiding member.

Expressions of interest were advertised for independent members in November 2025 however no interest was received.

Mr Andrew Hammand has been approached to undertake the role of independent presiding member of the Audit Risk and Improvement Committee and has agreed to take on the role if appointed by Council.

Mr Hammond has over 30 year’s experience in local government including CEO roles at the at the Shire of Nannup, Shire of Wyndham East Kimberley, City of Albany, and City of Rockingham.

Mr Hammond has served as a commissioner at the City of Perth and is currently a monitor for the Town of Port Hedland.

### 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 by absolute majority committees of 3 or more persons to assist the council.

Section 5.9. Committees, types of
(1) In this section — other person means a person who is not a council member or an employee.
(2) A committee is to comprise —
  (a) council members only; or
  (b) council members and employees; or
  (c) council members, employees and other persons; or
  (d) council members and other persons; or
  (e) employees and other persons; or
  (f) other persons only.

Section 5.10. Appointment of committee members
(1) A committee is to have as its members —
  (a) persons appointed by absolute majority by the local government to be members of the committee.

Section 5.11A. Deputy committee members
(1) The local government may appoint by absolute majority a person to be a deputy of a member of a committee and may terminate such an appointment by absolute majority at any time.

Section 5.11. Committee membership, tenure of
(1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until -
  (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
  (b) the person resigns from membership of the committee; or
  (c) the committee is disbanded; or
  (d) the next ordinary elections day, whichever happens first.
(2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
  (a) the term of the person's appointment as a committee member expires; or
  (b) the local government removes the person from the office of committee member, or the office of committee member otherwise becomes vacant; or
  (c) the committee is disbanded; or

(d) the next ordinary elections day, whichever happens first

Section 5.12. Presiding members and deputies

(1) The local government must appoint by absolute majority a member of a committee to be the presiding member of the committee.

(2) The local government may appoint by absolute majority a member of a committee to be the deputy presiding member of the committee.

Section 7.1A. Establishment of audit, risk and improvement committee

(3) The presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government.

(4) Any deputy presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government.

## POLICY IMPLICATIONS

Policy implications do not apply for this report, and it is the opinion of the author that policy development is not required.

## FINANCIAL IMPLICATIONS

In accordance with section 5.100(2)(b) of the Local Government Act 1995, the fee payable by a local government or a regional local government council to an Independent Audit, Risk and Improvement Committee Member for attendance at a committee meeting must be set within the range determined by the Salary and Allowances Tribunal currently $110 - $1,215.

## BUDGET IMPLICATIONS

The fee payable to the independent presiding member of the Audit, Risk and Improvement Committee is set by Council when adopting the Annual Budget.

## LEGAL IMPLICATIONS

There are no legal implications for this report.

## ASSET MANAGEMENT IMPLICATIONS

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

## STRATEGIC IMPLICATIONS

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

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

Strategy 4.3 – Commitment to continuous improvement in service delivery

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

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

Changes to the *Local Government Act 1995* relating to the establishment of the Audit, Risk and Improvement Committee which require Council to appoint an independent chairperson have commenced.

## VOTING REQUIREMENTS

Absolute Majority

## OFFICER RECOMMENDATION

**That Council:**

1. **Appoints Mr Andrew Hammond as the independent Presiding Member of the Audit Risk and Improvement Committee in accordance with section 7.1A(3) of the Local Government Act 1995; and**
2. **Confirms the following membership of the Audit Risk and Improvement Committee:**

| | |
|---|---|
| **Mr A Hammond** | **(Presiding Member)** |
| **Cr L Handasyde** | **(Member)** |
| **Cr J Liebeck** | **(Member)** |
| **Cr W Sheard** | **(Member)** |
| **Cr K Tyrer** | **(Member)** |
| **Cr K Clements** | **(Deputy Member)** |
| **Cr M O'Dea** | **(Deputy Member)** |

# 10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

# 12 CONFIDENTIAL

## 12.1.1 TENDER C08-2526 ROCKY GULLY FIRE SHED – DESIGN AND CONSTRUCT

| | |
|---|---|
| **Synergy Ref:** | **N68358** |
| **Attachment:** | Recommendation Report |
| **Responsible Officer:** | **Kevin Hemmings**<br>**Executive Manager, Infrastructure and Assets** |
| **Author:** | **Amy Chadbourne**<br>**Senior Administration Officer, Infrastructure and Assets** |
| **Proposed Meeting Date:** | **28 July 2026** |

### PURPOSE

The purpose of this report is to consider submissions received for Tender C08-2526 Rocky Gull Fire Shed – Design and Construct.

### REASON FOR CONFIDENTIALITY

**In accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:**

**Section 5.23 (4)**

**(c) information contained in a tender received by the local government for a contract to the extent that the information —**

**(i) is a tendered price; or**

**(ii) a tendered methodology for calculating a price;**

**(d) information contained in a tender received by the local government for a contract to the extent that —**

**(i) the information discloses any technology, or any manufacturing, industrial or trade process, that the tenderer proposes to use in performing the contract; and**

**(ii) the information has not previously been made public; and**

**(iii) the making public of the information would be likely to have an adverse effect on the tenderer's business interests;**

### 12.1.2 TENDER C09-2526 WOOGENELLUP FIRE SHED – DESIGN AND CONSTRUCT

| | |
|---|---|
| **Synergy Ref:** | **N68409** |
| **Attachment:** | Recommendation Report |
| **Responsible Officer:** | **Kevin Hemmings**<br>**Executive Manager, Infrastructure and Assets** |
| **Author:** | **Amy Chadbourne**<br>**Senior Administration Officer, Infrastructure and Assets** |
| **Proposed Meeting Date:** | **28 July 2026** |

#### PURPOSE

The purpose of this report is to consider submissions received for Tender C09-2526 Woogenellup Fire Shed – Design and Construct.

#### REASON FOR CONFIDENTIALITY

**In accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:**

**Section 5.23 (4)**

**(c) information contained in a tender received by the local government for a contract to the extent that the information —**

**(i) is a tendered price; or**

**(ii) a tendered methodology for calculating a price;**

**(d) information contained in a tender received by the local government for a contract to the extent that —**

**(i) the information discloses any technology, or any manufacturing, industrial or trade process, that the tenderer proposes to use in performing the contract; and**

**(ii) the information has not previously been made public; and**

**(iii) the making public of the information would be likely to have an adverse effect on the tenderer's business interests;**

## 13 CLOSURE OF MEETING

There being no further business the Presiding member will close the meeting.