



Shire of
Plantagenet

Mount Barker • Kendenup • Narrikup
Porongurup • Rocky Gully

ORDINARY AGENDA

**An Ordinary Meeting of Council will be held at the
Shire of Plantagenet Council Chambers, Mount Barker
at 5:00pm on Tuesday 30 September 2025**



Julian Murphy
CHIEF EXECUTIVE OFFICER



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TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.....	3
2	RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	3
3	PUBLIC QUESTION TIME	3
3.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
3.1.1	RESPONSE TO MR ROBERT WICKS & MRS SUZY WICKS - THIRD AVE, KENDENUP.....	3
3.2	PUBLIC QUESTION TIME - SECTION 5.24 LOCAL GOVERNMENT ACT 1995.....	4
4	PETITIONS / DEPUTATIONS / PRESENTATIONS.....	4
5	DISCLOSURE OF INTEREST	4
6	APPLICATIONS FOR LEAVE OF ABSENCE	5
6.1	CR R BROWN	5
6.2	CR B BELL	5
6.3	CR JON OLDFIELD	5
7	CONFIRMATION OF MINUTES.....	5
7.1	ORDINARY MINUTES OF COUNCIL HELD 26 AUGUST 2025	5
8	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	5
9	REPORTS OF COMMITTEES AND OFFICERS.....	6
9.1	DEVELOPMENT & REGULATORY SERVICES REPORTS	6
9.1.1	MINOR AMENDMENT OF SHIRE'S 2025/2026 SCHEDULE OF FEES & CHARGES	6
9.2	INFRASTRUCTURE AND ASSETS REPORTS	9
9.2.1	AUTHORITY TO FIX COMMON SEAL - ROAD RESERVE CLOSURE, DEDICATION AND AMALGAMATION - LOT 5626 AND LOT 6130 KNIGHT ROAD, PORONGURUP	9

9.3	CORPORATE AND COMMUNITY SERVICES REPORTS.....	12
9.3.1	CORPORATE BUSINESS PLAN – 2025-2029	12
9.3.2	LEASE - CHILD CARE PREMISES MOUNT BARKER COMMUNITY CENTRE - LOT 151 LOWOOD ROAD, MT BARKER.....	15
9.3.3	CENTENARY PARK UPGRADES – MOUNT BARKER RETURNED AND SERVICES LEAGUE SUB-BRANCH PARTNERSHIP PROJECT	19
9.3.4	KENDENUP COMMUNITY AND MEN'S SHED – POWER SUPPLY	23
9.3.5	PORONGURUP HALL – ADDITIONS AND ALTERATIONS.....	28
9.3.6	ASSET REVALUATION AND DEPRECIATION REVIEW	32
9.3.7	LIST OF ACCOUNTS – AUGUST 2025	36
9.3.8	MONTHLY FINANCIAL REPORT – AUGUST 2025.....	39
9.4	EXECUTIVE SERVICES REPORTS.....	42
9.4.1	STRATEGIC PARTNERSHIP WITH ADVANCE HOUSING LIMITED	42
9.4.2	SPECIAL COUNCIL MEETING – OCTOBER 2025	45
10	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	48
11	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING.....	48
12	CONFIDENTIAL.....	48
12.1	CONFIDENTIAL: MOUNT BARKER SWIMMING POOL – STAGE 1B AND STAGE 2 – SCHEMATIC DESIGN REPORT..	48
13	CLOSURE OF MEETING.....	49

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 30 September 2025, commencing at 5:00pm. This meeting is being audio-recorded, in accordance with Regulation 14I of the Local Government Regulations 1996.

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

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

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

Members Present:

In Attendance:

Apologies:

Members of the Public Present:

Previously Approved Leave of Absence:

3 PUBLIC QUESTION TIME

3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

3.1.1 RESPONSE TO MR ROBERT WICKS & MRS SUZY WICKS - THIRD AVE, KENDENUP

Mr Wicks addressed the Council on 26 August 2025 regarding his concern that Third Avenue in Kendenup needs bituminising.

Question:

If the Shire can give us a response on when anything will be done?

The Acting Chief Executive Officer, Anthony Middleton, followed up with a letter responding to Mr Wicks on 2 September 2025 as follows:

Third Avenue is an unsealed road within the Kendenup Townsite. It receives at least one maintenance grade per year. Our detailed records noted below confirm that there was a maintenance grade in each of the preceding years (2024, 2023 and 2022).

2024

- Maintenance Grading - 12 July & 16 July
- Gravel Sheeting - 16 July

2023

- Maintenance Grading - 12 July & 13 July
- Guideposts/ Bollards - 13 July
- Town Drainage Maintenance - 28 July

2022

- Maintenance Grading - 7 July

In addition to the above, potholes were filled in both 2024 and 2023. Potholes are inevitable on a gravel road which is very flat due to the surrounding flat topography of the Kendenup Townsite not being conducive to efficient drainage.

The townsite of Kendenup has received a significant amount of building applications over the last two years with empty blocks along several roads now being developed, increasing the density of housing and road use. This has been noted by the Shire of Plantagenet Infrastructure and Assets team with the 10-year road construction plan amended accordingly. In 2025, the amended 10-year plan was adopted by Council.

This plan committed to sealing all gravel roads within the Kendenup Townsite within the following 4 years. In the 2025/26 Capital program, the northern end of both Sixth and Seventh Avenues were identified as the most urgent for sealing because they had the greatest density of development and therefore vehicle usage. Following on from this, the northern half of Third Avenue is identified for sealing between Pennifold St and Austin St in the 26/27 financial year. This is the section of road which you live on and are concerned about.

This work will be subject to inclusion in the 26/27 Annual Budget.

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

6.1 CR R BROWN

That Cr R Brown has requested Leave of Absence for the period 8 September to 10 November 2025 inclusive.

6.2 CR B BELL

That Cr B Bell has requested Leave of Absence for the period 27 September to 5 October 2025 inclusive.

6.3 CR JON OLDFIELD

That Cr J Oldfield has requested Leave of Absence for the period 1 to 18 October 2025 inclusive.

7 CONFIRMATION OF MINUTES**7.1 ORDINARY MINUTES OF COUNCIL HELD 26 AUGUST 2025**

Minutes, as circulated, of the Ordinary Meeting of the Shire of Plantagenet, held on 26 August 2025.

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Meeting of the Shire of Plantagenet, held on 26 August 2025, be confirmed as a true and accurate record.

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 DEVELOPMENT & REGULATORY SERVICES REPORTS

9.1.1 MINOR AMENDMENT OF SHIRE'S 2025/2026 SCHEDULE OF FEES & CHARGES

Synergy Ref:	N66761
Responsible Officer:	André Pinto Executive Manager Development & Regulatory Services
Author:	Erika Henderson Assistant Manager Mount Barker Regional Saleyards
Proposed Meeting Date:	30 September 2025

PURPOSE

The purpose of this report is to change two fees within the Shire's Schedule of Fees and Charges for the 2025/2026 financial year.

BACKGROUND

Historically all fees and charges pertaining to the Saleyards need to be within two decimal places for rounding purposes, otherwise issues arise when issuing invoices. If applied individually the two rounding places cause no problems with invoicing. The system used by the Agents of the Saleyards calculates the invoice with GST being added automatically afterwards which causes a system error. A minor amendment to these fees will ameliorate this issue.

EXTERNAL CONSULTATION

Advertisement to the public of this amendment will occur post adoption by Council.

STATUTORY ENVIRONMENT

Local Government Act 1995

S6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

This amendment will correct current financial reporting issues.

BUDGET IMPLICATIONS

There are no budget implications for this report.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

At Outcome 4 Performance & Leadership the following Strategies:

Strategy 4.1.3:

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

Strategy 4.1.4:

‘Continuous improvement in service delivery.’

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

RISK MITIGATION IMPLICATIONS**Low Risk**

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

STRATEGIC RISK IMPLICATIONS

There are no strategic risk implications for this report.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

The two fees within the Shire’s Schedule of Fees and Charges for the 2025/2026 financial year that require amending is the fee for ‘Cattle Weighing & Penning – Per Head’ and ‘Cattle Penning Only – Per Head’.

The proposed changes are as follows:

Fee Title	Current Fee	Proposed Fee
Cattle Weighing & Penning – Per Head	\$13.30	\$13.31
Cattle Penning Only – Per Head'	\$13.30	\$13.31

By altering the fees outlined above by \$0.01, calculation of this fee through the system will be corrected and ensure correct and proper reporting.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council:

1. In accordance with Section 6.19 of the *Local government Act 1995* adopts the following Fees and Charges:

Fee Title	Current Fee	Proposed Fee
Cattle Weighing & Penning – Per Head	\$13.30	\$13.31
Cattle Penning Only – Per Head'	\$13.30	\$13.31

2. Gives local public notice of the new fees in accordance with section 6.19 of the *Local Government Act 1995*.

9.2 INFRASTRUCTURE AND ASSETS REPORTS

9.2.1 AUTHORITY TO FIX COMMON SEAL - ROAD RESERVE CLOSURE, DEDICATION AND AMALGAMATION - LOT 5626 AND LOT 6130 KNIGHT ROAD, PORONGURUP

Synergy Ref:	N66782
Attachments:	Aerial Map
Responsible Officer:	Kevin Hemmings Executive Manager Infrastructure & Assets
Author:	Amy Chadbourne Senior Administration Infrastructure & Assets
Proposed Meeting Date:	30 September 2025

PURPOSE

The purpose of this report is to seek approval for the Common Seal of Council to be applied to land exchange documents for the amalgamation of portions of road reserve into Lot 5626 and Lot 6130 Knight Road, Porongurup respectively.

BACKGROUND

A 540 metre section of Knight Road, Porongurup is constructed outside of the road reserve. The two sections of road travel through Lot 5626 and Lot 6130 Knight Road respectively. The lots are freehold and are separately owned.

At the Ordinary Council Meeting of 22 June 2021, Council approved the closure of the two portions of unconstructed road reserve through Lot 5626 and Lot 6130 Knight Road, Porongurup.

To complete the process, Council also approved the dedication to create a road reserve around the constructed portions of Knight Road which are located on freehold land. The property owners of Lot 5626 and Lot 6130 agreed to provide the necessary amount of land for the road dedication in exchange for the land which will be amalgamated into the respective lots. See attached aerial map.

To finalise this process, the Department of Planning Lands and Heritage (DPLH) has requested the President and the Chief Executive Officer sign the land exchange documents and affix the Common Seal.

EXTERNAL CONSULTATION

External consultation has taken place with staff from DPLH.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 9.49A – ‘Execution of documents’

- (1) A document is duly executed by a local government if –
 - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
 - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.

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

The correction of the alignment of the Knight Road road reserve will ensure the Shire's road asset follows a legal boundary and is correctly managed.

STRATEGIC IMPLICATIONS

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

At Outcome 2.1 Roads and Public Spaces the following:

Strategy 2.1.1:

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

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

RISK MITIGATION IMPLICATIONS

Low Risk

This item has been evaluated against the Shire of Plantagenet's Risk Assessment and Acceptance Criteria. The level of risk is considered to be "Low" 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 request has been received from staff at DPLH for Shire representatives to authorise this land exchange through the use of the Common Seal and President and Chief Executive Officer signatures.

The two previous reports to Council did not note the Common Seal was to be used. This report rectifies the omission and ensures the land exchange can take place according to the *Local Government Act 1995*.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council grants authority to the President and the Chief Executive Officer to affix the Common Seal of Council to land exchange documents for amalgamation of portions of road reserve into Lot 5626 and Lot 6130 Knight Road, Porongurup as shown in the attached map.

9.3 CORPORATE AND COMMUNITY SERVICES REPORTS

9.3.1 CORPORATE BUSINESS PLAN – 2025-2029

File Ref:	N66764
Attachments:	<u>Draft Corporate Business Plan 2025-2029</u>
Responsible Officer:	Julian Murphy Chief Executive Officer
Author:	Anthony Middleton Executive Manager Corporate & Community Services
Proposed Meeting Date:	30 September 2025

PURPOSE

The purpose of this report is to consider the draft Corporate Business Plan 2025-2029 for adoption.

BACKGROUND

The current Shire of Plantagenet Corporate Business Plan 2022/2023 – 2025/2028 was adopted by the Council on 2 August 2022.

Local Government (Administration) Regulations 1996 19DA requires a local government to review the current Corporate Business Plan for its district every year. In addition to this legislative requirement, the considerable update of the Shire's Strategic Community Plan adopted by the Council in February 2025 has flowed through to a corresponding update to the attached plan.

EXTERNAL CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Local Government (Administration) Regulations 1996 19DA requires a local government is to review the current Corporate Business Plan for its district every year. The Corporate Business plan is to cover a period of at least 4 financial years and needs to incorporate:

- A local government's priorities for dealing with the objectives and aspirations of the community in the district;
- A local government's internal business planning by expressing priorities by referencing operations that are within the capacity of the local government's resources; and
- The integration of matters relating to resources, including asset management, workforce planning and long-term financial planning.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

BUDGET IMPLICATIONS

There are no budget implications for this report.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

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

STRATEGIC IMPLICATIONS

This item recommends establishing a new, albeit revision, of the existing strategic direction. The existing 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.’

And

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 that it is replacing.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

The community and the Council set the organisation’s long-term vision through the strategies established in the Strategic Community Plan 2025-2035. The attached draft Corporate Business Plan defines the measurable and actionable tasks (corporate actions) required to achieve those strategies established in the Strategic Community Plan, within resource constraints.

The Corporate Business Plan is a ‘rolling’ four (4) year plan that, in future years, will see another future year column added, while the progress of corporate actions in the year just completed will be scored using a simple traffic light scoring system.

This progress status reporting will be communicated to the Council quarterly via the Council Forum and annually to the community via the Annual Report.

The attached draft Corporate Business Plan includes the following:

- 155 Corporate Actions, broken down as follows:
 - Key Pillar 1 (Community) - 54
 - Key Pillar 2 (Environment) - 40
 - Key Pillar 3 (Economy) - 38
 - Key Pillar 4 (Leadership) - 23
- 103 Corporate Actions set to commence or continue in 2025/2026

With the adoption of a new Strategic Community Plan in February, covering the period 2025-2035, this new Corporate Business Plan has been developed and is attached for the Council's consideration.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council adopts the Corporate Business Plan 2025-2029, as presented.

**9.3.2 LEASE - CHILD CARE PREMISES MOUNT BARKER COMMUNITY CENTRE
- LOT 151 LOWOOD ROAD, MT BARKER**

Synergy Ref:	N66766
Attachment:	<u>Lease Terms & Plan</u>
Responsible Officer:	Anthony Middleton Executive Manager Corporate & Community Services
Author:	Delma Baesjou Coordinator Corporate Strategy
Proprietor/Applicant:	Skylar Early Learning
Proposed Meeting Date:	30 September 2025

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 Lease for the Child Care Premises within portion of the Mount Barker Community Centre building, Lot 151 Lowood Road Mount Barker.

BACKGROUND

The Shire of Plantagenet is registered as the proprietor of Lot 151 (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, was formerly leased to the Baptist Union of Western Australia (BUWA). That 30-year lease between the Shire of Plantagenet (Landlord), BUWA (sponsor) and Mount Barker Community Centre (tenant) commenced on 31 July 2009 and was surrendered, effective 30 June 2025.

The Child Care Premises within the CRC comprises the southwestern corner lower floor level and has a lettable area of 204sqm. It is licensed for 24 child places with further room for expansion. An extensive outdoor play area is available off the southern elevation of the tenancy.

The Child Care Premises was the subject of a Memorandum of Understanding (MoU) between the Shire of Plantagenet, BUWA and Purple Butterfly Pty Ltd T/A Skylar Early Learning. The MoU was signed in September 2023.

A Market Rent Appraisal (MRA) was completed for the premises. The MRA compares various 'regional' Child Care facilities and provided a Net Rent comparison expressed as \$/LCP (Licensed Child Places). The Valuer determined the Market Net Rent to be \$35,000pa.

A new Lease was prepared by the Shire's solicitor and forwarded to Skylar Early Learning (SEL) in June 2024. The Terms and conditions have subsequently been negotiated and agreed by the parties to enable transition from the previous MoU towards a commercial rental based on the practical number of Child Places provided of eighteen (18). A revised draft Lease for the Child Care Premises at 151 Lowood Road was forwarded to the sub-tenant on 16 June 2025.

The essential terms of the lease include:

- Rent - Twenty-six thousand three hundred and sixty-eight dollars (\$26,368.00) per annum.
- Term – Five (5) years expiring on 30 June 2030
- Further Term - Five (5) years commencing on 1 July 2030 and expiring on 30 June 2035.
- Annual rent review, based on CPI
- Marker Rent Review at commencement of further Term

Related reports on this matter were considered by the Council at its meetings held on 2 May 2023 (resolution 06/23), 28 November 2023 (resolution 190/23) and 27 May 2025 (resolution 052/25).

EXTERNAL CONSULTATION

Officers have been in contact with representatives from Skylar Early Learning.

The proposed lease (disposal of property) was advertised in the local newspaper, on the Shire's website and on Notice boards in the library and Administration Office in accordance with the requirements of the LG Act.

The Notice period closed on 5 September 2025. No submissions were received.

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

The Objective for Policy 'IA 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 proposed Lease is considered to be consistent with this Council Policy.

FINANCIAL IMPLICATIONS

Costs associated with the preparation, advertising and execution of the new lease have been incurred. This will be substantially offset by rental received.

BUDGET IMPLICATIONS

Under the former MoU, rent for the sub-lease was paid to BUWA/Mount Barker Community Centre. Following surrender of the BUWA Lease, and under this proposed Lease, rent will now be paid to the Shire.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

Receiving an appropriate level of revenue from the day-to-day operations of the Mount Barker Community Centre will assist to fund the substantial asset renewal expenditure required in this major built asset.

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 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

The importance of child care services is well recognised. Provision of services for families is supported by the Shire of Plantagenet at a strategic level through the Strategic Community Plan 2025 -2035. At a statutory and operational level, specific guidance is provided by Local Planning Policy No. 4 Child Care Premises and Family Day Care.

As set out in the WAPC draft *Position Statement: Child Care Premises*, child care is recognised as an essential community service and with the rising demand for care premises and changing community needs, it is imperative to achieve the right balance and ensure that the development of child care premises occurs in appropriate locations.

The new lease for the purpose-built childcare facility within portion of the Mount Barker Community Centre building at Lot 151 Lowood Road Mt Barker will enable continuity of delivery.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

- 1. Enters into the lease with Purple Butterfly Pty Ltd T/A Skylar Early Learning portion of Lot 151 Lowood Road Mount Barker as proposed; and**
- 2. Authorises the President and the Chief Executive Officer to affix the Common Seal of the Council to the lease.**

9.3.3 CENTENARY PARK UPGRADES – MOUNT BARKER RETURNED AND SERVICES LEAGUE SUB-BRANCH PARTNERSHIP PROJECT

Synergy Ref:	N66744
Attachments:	<u>1. Centenary Park – Memorial Wall Location</u> <u>2. Centenary Park - Memorial Wall Design</u>
Responsible Officer:	Anthony Middleton Executive Manager Corporate & Community Services
Author:	Nicole Selesnew Manager Community & Recreation Services
Proposed Meeting Date:	30 September 2025

PURPOSE

The purpose of this report is to seek the Council's endorsement of proposed additions and upgrades to the Centenary Park memorial features, Mount Barker.

BACKGROUND

The Centenary Park memorial area is located on the corner of Albany Highway and Memorial Road in Reserve 6486. Reserve 6486 is vested with the Shire for the purpose of Park and Children's Playground.

The Mount Barker Returned and Services League Sub-Branch (RSL) met with Shire staff in June 2024 to propose some upgrades and new additions to the cenotaph and We Will Remember Them walk trail in Centenary Park, Mount Barker.

The RSL was keen to partner with the Shire in the refurbishment works and was willing to apply for grants to support the project.

The proposed upgrades at the site include:

- Lighting the flag poles and cenotaph to draw attention to the memorial, encourage people to visit the area and minimise the potential for vandalism;
- Building a new 'Memorial Wall' in the south eastern area of Centenary Park with plaques and information that identifies major battles Australian's have served in since Federation to current day. The Memorial Wall will provide a place for returned soldiers, families and friends to reflect;
- Installing a new plinth along the We Will Remember Them walk trail with plaques that recognise the home-based and peace-keeping services such as the Red Cross and Country Women's Association; and
- Replacing the ageing plaques recognising past soldiers at the base of the trees in the area adjacent to the cenotaph.

EXTERNAL CONSULTATION

External consultation has occurred with the RSL.

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 are no financial implications for this report.

BUDGET IMPLICATIONS

The total project cost is \$40,614 with the plaques and memorial wall engravings comprising a majority of the budget.

The Shire applied to the Department of Veteran's 'Saluting their Service' program, seeking \$10,000 towards the project (the maximum amount applicable to this project). The RSL applied to the Federal Government's Stronger Communities Programme seeking \$10,000 towards the project (also the maximum amount applicable to this project).

The 2025/2026 Annual Budget has an allocation of \$40,614 for this project, also noting income of \$10,000 (planning for a successful grant outcome).

Both grants were recently announced and the Shire and RSL were successful with their applications for the amounts requested. Council input and approval is now sought for the proposed upgrades.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

This project seeks to add a new memorial wall in Centenary Park and upgrade and renew some existing assets.

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.'

And further at Outcome 1.4 (Support for Community Groups and Volunteers) the following Strategy:

Strategy 1.4.3:

'Ensure Council buildings, facilities and public amenities are provided and maintained to an appropriate standard.'

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

The proposed upgrades and new additions in Centenary Park, Mount Barker, include:

- A new Memorial Wall located in the south eastern area of Centenary Park, as shown on the attached 'Centenary Park – Memorial Wall Location' map. The Memorial Wall dimensions are 4m long x 1.8m high and materials comprise large limestone blocks, rendered with the plaques and engravings mounted onto the surface.

A proposed design is provided in the 'Memorial Wall Design' attachment. The Australian Defence Force has approved the design in terms of logo use and placement and the references to the battles;

- Lighting the flag poles and cenotaph with ground mounted, vandal proof lights operated by a timer;
- The new plinth along the We Will Remember Them Walk mirroring the appearance of the existing plinths. The new plinth will recognise the home-based and peace-keeping services such as the Red Cross and Country Women's Association. The RSL has a Peace Keeping plaque to be included on the plinth, as shown in the photograph below; and
- Replacing the aged plaques at the base of the trees adjacent to the cenotaph. An image of an existing plaque is provided below.



Peace Keeping plaque



Plaques located in the avenue of trees

The funding for the project is now in place and Council input and approval is sought for the proposed upgrades.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council endorses the proposed additions and upgrades to the Centenary Park memorial features, Mount Barker, comprising:

1. A new Memorial Wall located in the south eastern area of Centenary Park that recognises battles Australian's have served in since Federation to current day;
2. The new plinth along the We Will Remember Them Walk recognising the home-based and peace-keeping services;
3. Lighting the flag poles and cenotaph; and
4. Replacing the plaques recognising past soldiers located at the base of the trees adjacent to the cenotaph.

9.3.4 KENDENUP COMMUNITY AND MEN'S SHED – POWER SUPPLY

Synergy Ref:	N66743
Attachment:	<u>Electrical Servicing Report August 2025</u>
Responsible Officer:	Anthony Middleton Executive Manager Corporate & Community Services
Author:	Nicole Selesnew Manager Community & Recreation Services
Proposed Meeting Date:	30 September 2025

PURPOSE

The purpose of this report is to consider power supply options at Lot 150 Beverley Road, Kendenup (commonly referred to as the Kendenup Agricultural Grounds). The review of the power systems has been prompted by the inclusion of a new user group at the site, the Kendenup Community and Men's Shed Incorporated (KCMS).

BACKGROUND

The KCMS is proposing a purpose built, 450m² industrial style shed for Men's Shed and community purposes at the Kendenup Agricultural Grounds, located south of the tennis courts and accessed from Chauvel Road. The Shire owns Lot 150 freehold.

At the ordinary meeting of the Council held on 25 March 2025, the Council resolved:

'That Council supports in principle the Kendenup Community and Men's Shed Incorporated proposal to construct a new facility for community and Men's Shed purposes at the Kendenup Agricultural Grounds, Lot 150, Kendenup.'

An Electrical Servicing Report was commissioned for the Kendenup Agricultural Grounds in August 2025 to determine the power capacity at the site and whether the capacity was sufficient to service the KCMS needs in addition to existing users. The Agricultural Grounds is home to the Kendenup Agricultural Hall, Kendenup Cricket Club, Playgroup, Tennis Club and a camp-ground with nine powered sites.

Load calculations were determined for each user group including the KCMS. The Western Power incoming power supply, site main switchboard and sub-distribution boards were also inspected.

The Electrical Servicing Report findings highlight inadequate power systems at the Kendenup Agricultural Grounds site. The incoming power supply is not sufficient to meet the KCMS's power requirements. Further, an internal switchboard is not supplying sufficient power to the Agricultural Hall and Playgroup buildings and the campsite. This is leading to power failures and systems tripping.

EXTERNAL CONSULTATION

Consultation has occurred with delegates from the KCMS and Kendenup Community Grounds Committee Incorporated, the group responsible for managing the Agricultural Grounds including the Agricultural Hall. An electrical consultant was commissioned to complete the Electrical Servicing 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

Three options are proposed to address the power services at the Kendenup Agricultural Grounds. These range from a new single phase connection to the proposed KCMS shed site through to a power upgrade for the whole Agricultural Grounds site with a line extended to the KCMS location.

Cost estimates range from \$80,000.00 to \$350,000.00 (excluding GST).

There are no budget allocations for this project in the 2025 / 2026 Annual Budget and the report recommendations focus on sourcing grant funding to support a power connection / upgrade.

BUDGET IMPLICATIONS

There are no budget implications for this report.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

The Kendenup Agricultural Grounds has developed over a number of years, exceeding the power capacity available at the site. This is leading to the power tripping when under high demand.

Power demands at the site will continue to increase as the Kendenup community grows. A power upgrade is required to meet current and future requirements.

STRATEGIC IMPLICATIONS

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

At Outcome 1.3 (Health and Wellbeing) the following Strategy:

Strategy 1.3.2:

‘Provide sporting and recreation facilities, public open space and programs to enable the community to maintain physical and mental health.’

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

The Electrical Servicing Report process started with a review of the power requirements for the KCMS. The KCMS provided a list of equipment they are planning to install in the new facility including the power requirement for each unit. A Theoretical Maximum Demand (TMD) calculation was applied, which is often applied to light industry projects to determine the collective power requirement based on different pieces of equipment operating at different times. The TMD calculation gives an estimate of power required in a normal operating environment.

The proposed KCMS power load is 120A – 140A (single phase).

Power requirements for the Agricultural Ground user groups were determined by inspecting each facility's electrical items and reviewing the sub-switchboards. The maximum demand on the site at present time is 355A (single phase) or 120A/PH (three phase), excluding the future KCMS development.

The Electrical Servicing Report (August 2025) is attached. A summary is provided below:

- The incoming power supply is sufficient to service the existing Agricultural Grounds user groups, but there is not enough capacity for the KCMS requirements; and
- The Agricultural Hall Switchboard is not providing a suitably rated power supply to the Kitchen sub-board. As a result, the Kitchen sub-board is not supplying enough power for the powered campsites, kitchen equipment and Playgroup facility, leading to power systems tripping.

This finding was supported by members of the Agricultural Grounds Committee, providing evidence of the power system tripping when multiple users are accessing the system.

Three options are presented for a KCMS power supply.

Option One:

Provide a new single phase supply to the KCMS site from Chauvel Road. A new transformer will be required and supply will be limited to 100Amps (single phase). A 100Amp falls short of the 120A – 140A KCMS power requirement so equipment use will need to be managed to ensure the demand does not exceed the supply. A cost estimate for this option is \$80,000.00 - \$100,000.00 which excludes everything beyond the Western Power point of supply (ie cabling and power connections at the shed).

It should be noted that a second power connection in the same Lot is not normally supported by Western Power, however the distance from the main switchboard located on Beverley Road provides a strong logic for a second connection.

Option Two:

Provide a new three phase supply to the KCMS site from Chauvel Road. The single phase supply along Chauvel Road will need to be upgraded to three phase (which can be sourced from Beverley Road, approx. 220m away). The infrastructure required for an upgrade from single to three phase power is considerable and likely to cost in the vicinity of \$180,000.00 to \$220,000.00.

Option Two will supply the KCMS power requirements and also provide an opportunity to supply the Tennis Courts power, which could alleviate pressure on the Agricultural Grounds power supply and create the surplus power required to fix the tripping issues.

Option Three:

Upgrade the single phase power to the Agricultural Grounds site to three phase power, matching the full demand of the site for all existing and potential users.

The infrastructure required for this upgrade is substantial and will cost in the order of \$200,000.00 to \$250,000.00. Option Three has the following benefits:

- The KCMS will be supplied with sufficient power to operate without limitations;
- The supply to the Agricultural Hall, Kitchen and Play Group facilities can be upgraded to reduce tripping and overloading the circuits. This may require upgrades to supply cables and distribution boards which is not included in the above cost. Cabling power from the main switchboard on Beverley Road to the KCMS site is also not included in the above costing. These additional costs could be in the order of \$100,000.00; and
- A three phase power supply will allow for future users at the site without limitation.

The electrical consultant has advised that the amount of power available for Options 2 and 3 below is 'unlimited'. The Beverley Road power line is a high voltage line, capable of delivering a significant amount of power (more power than the Agricultural Grounds currently requires and will likely need into the future). The incoming power supply is determined by the size of the transformer installed at the site connection point. Western Power will size the transformer to meet the power requirements indicated on a connection application form.

Recommendation:

Option Three will future-proof the power demands at the Agricultural Grounds site including the capacity to accommodate new user groups such as the KCMS. This is reflected in the development costs which will be in the order of \$350,000.00.

The KCMS will be applying for funding to support the new shed development which creates an opportunity for some power upgrade costs to be included in the grant applications.

The Kendenup Community Grounds Committee earns revenue from the campsite and may also be in a position to contribute to a power upgrade.

The Shire will also be eligible to apply for funding to support a power upgrade to the Lot.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

- 1. Supports a three phase power upgrade to the Kendenup Agricultural Grounds switchboard, matching the full demand of power for the site for existing and potential users (identified as Option Three in the Electrical Servicing Report August 2025);**
- 2. Authorises the CEO to commence discussions with the Kendenup Agricultural Grounds Incorporated Committee and the Kendenup Community and Men's Shed Incorporated Committee about a financial contribution to the power upgrade; and**
- 3. Investigates funding opportunities for a power upgrade at the Kendenup Agricultural Grounds.**

9.3.5 PORONGURUP HALL – ADDITIONS AND ALTERATIONS

Synergy Ref:	N66742
Attachment:	<u>Porongurup Hall Architectural Drawings - Additions and Alterations 2025</u>
Responsible Officer:	Anthony Middleton Executive Manager Corporate & Community Services
Author:	Nicole Selesnew Manager Community & Recreation Services
Proposed Meeting Date:	30 September 2025

PURPOSE

The purpose of this report is to seek the Council's endorsement of the Porongurup Hall Architectural Drawings – Additions and Alterations 2025.

BACKGROUND

The Porongurup Hall is located on Reserve 15133, Porongurup Road, Porongurup. The Reserve is vested in the Shire of Plantagenet for the purpose of Hall Site and Recreation. The Reserve originally comprised two Lots (Lot 3569 and Lot 3570). A survey was completed in 2020 which revealed that the Hall straddled the common boundary between the lots.

At the Ordinary Meeting held on 31 October 2023, the Council:

- 1. 'Requests the Department of Planning Lands and Heritage amalgamate Lot 3569 and Lot 3570, located on Reserve 15133 in Porongurup.*
- 2. Authorises the President and Chief Executive Officer to affix the common seal on the documents related to the transaction.'*

The lot amalgamation has been completed.

The Porongurup Hall was a former school building, erected in 1913. Over time the building was extended and re-cladded. The Hall is now leased to the Porongurup Community Association (PCA) which hosts a number of community events including the annual Snow Ball, exhibitions, craft groups and community workshops.

The Hall is aged and is no longer fit-for-purpose. The toilets are located outside the Hall and access to the toilets is difficult. The Hall has one small meeting space / store room adjacent to the main hall space, limiting the functionality of the facility.

The Shire funded an upgrade to the septic system, installed new leach drains and fitted solar lights in the carpark from the 2023 / 2024 Annual Budget.

The PCA sourced grant funding and contributed their own funds to a kitchen refurbishment and exterior hall painting. The kitchen refurbishment included removing the asbestos from the kitchen space, re-lining the walls, new vinyl floors, stainless steel benches and splashbacks. Electrical and plumbing connections were also upgraded.

The PCA was in regular communication with Shire staff regarding an extension to the Hall to incorporate the ablutions into the building. Architectural drawings were prepared incorporating the ablutions and a new meeting room space on the western side of the Hall. These additions were costed at \$511,000.00 (excluding GST) with contingencies and an allowance for fitting out the extension. An application was made to Lotterywest seeking \$150,000.00 (excluding GST) for the additions and alterations, which was successful.

Shire staff have continued to work with the PCA to refine the architectural drawings and this process is now complete.

EXTERNAL CONSULTATION

Consultation has occurred with delegates from the PCA, a project architect and several sub-consultants including electrical, structural, mechanical and hydraulic specialists. The plans have also been reviewed by an Access and Inclusion consultant.

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 are no financial implications for this report.

BUDGET IMPLICATIONS

The PCA has committed \$60,000.00 (including GST) to the Hall additions and alterations, alongside the Lotterywest grant of \$150,000.00 (excluding GST). The 2025/2026 Annual Budget includes an allocation of \$500,000.00 for the Porongurup Hall redevelopment.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

The Porongurup Hall redevelopment will improve the functionality of the Hall with the addition of a meeting room and toilets located within the building. The Hall kitchen has been refurbished by the PCA and is now compliant with public health standards.

The Hall is the only public facility located in the Porongurup district and is used regularly by the community.

STRATEGIC IMPLICATIONS

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

At Outcome 1.3 (Roads and Public Spaces) the following Strategy:

Strategy 1.3.2:

'A healthy and active community.'

And further at Outcome 1.4 (Support for Community Groups and Volunteers) the following Strategy:

Strategy 1.4.3:

'Ensure Council buildings, facilities and public amenities are provided and maintained to an appropriate standard.'

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

The Porongurup Hall Architectural Drawings – Additions and Alterations 2025 (attached) detail the Hall redevelopment. The amendments include an extension on the western side of the building which comprises a new Hall entry, corridor, a meeting area with a removable wall between the meeting area and the existing meeting / store room, three male and three female toilets and a universal access toilet.

The new entry includes an inbuilt, hidden bench and sink for cleaning art materials such as paints and a seating area. The entry space is covered with a deck.

The PCA has been engaged throughout the planning process to ensure the extension is fit for purpose. An access and inclusion consultant has reviewed the plans to confirm the additions meet disability and access standards.

The plans are presented to the Council for endorsement. If supported, the Porongurup Hall redevelopment project will be ready to Tender in October, following the declaration of the local government election poll.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council endorses the 'Porongurup Hall Architectural Drawings – Additions and Alterations 2025' as proposed.

9.3.6 ASSET REVALUATION AND DEPRECIATION REVIEW

File Ref: N66767

Responsible Officer: Julian Murphy
Chief Executive Officer

Author: Anthony Middleton
Executive Manager Corporate & Community Services

Proposed Meeting Date: 30 September 2025

PURPOSE

The purpose of this report is to consider amending depreciation rates and useful lives for Infrastructure (Road) assets following a substantial fair value revaluation as at 30 June 2023.

BACKGROUND

In 2023, AssetVal were engaged to carry out a fair value revaluation of the Shire's Infrastructure assets as at 30 June 2023 as per the Australian Accounting Standards (AASB).

The overall increase of the value of the infrastructure (roads) assets was determined to be 155% of the existing valuation along with a rise in the annual depreciation expense of 255%. The two tables below show the increases resulting from the revaluation.

Asset Values:

Asset Type	2023 Current Valuation	2023 Fair Value Valuation	% Increase
Road Surface	\$ 16,857,187	\$ 96,735,828	474%
Pavement (Subgrade)	\$ 85,854,592	\$ 138,794,790	62%
Pavement (Pavement)	\$ 102,624,371	\$ 287,385,087	180%
Kerbing	\$ 1,467,922	\$ 5,156,181	251%
TOTAL	\$ 206,804,072	\$ 528,071,884	155%

Asset Depreciation:

Asset Type	2023 Current Depreciation	2023 Fair Value Depreciation	% Increase
Road Surface	\$ 817,181	\$ 3,217,597	294%
Pavement (Subgrade)	\$ -	\$ -	0%
Pavement (Pavement)	\$ 3,125,671	\$ 9,703,098	210%
Kerbing	\$ 69,101	\$ 128,905	87%
TOTAL	\$ 4,011,953	\$ 13,049,600	225%

The Audit & Risk Committee considered this item at its meeting held 26 August and resolved as follows:

1. That the Committee recommends to Council to endorse the changes to the Infrastructure (Roads) depreciation rates effective 1 July 2025 to:

Road Surface	3.33333
Pavement (Subgrade)	0
Pavement (Pavement)	1.66666
Kerbing	2
Road Surface	3.33333

2. That the Committee recommends to Council to endorse the changes to the Infrastructure (Roads) estimated useful lives effective 1 July 2025 to:

Road Surface	30
Pavement (Subgrade)	100
Pavement (Pavement)	60
Kerbing	50
Road Surface	30

EXTERNAL CONSULTATION

Nil.

STATUTORY ENVIRONMENT

There is no statutory environment for this report.

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 has significant impact on the depreciation and asset management requirements of the Shire. The value of an organisations asset base directly impacts the annual amount required to be set aside for asset renewal. The completion of the Long-Term Financial Plan and Asset Management Plan has been especially difficult as a direct result of the large increase in asset values shown above.

BUDGET IMPLICATIONS

There are no budget implications for this report.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

This item is at the very core of asset management principals. The value of an organisations asset base directly impacts the annual amount required to be set aside for asset renewal. This completion of the Long-Term Financial Plan and Asset Management Plan has been especially difficult as a direct result of the large increase in asset values shown above.

STRATEGIC IMPLICATIONS

This item recommends establishing a new, albeit revision, of the existing strategic direction. The existing 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 that it is replacing.

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

A comprehensive internal review has been conducted to assess the estimated useful lives and depreciation rates of Infrastructure (Roads) assets. This evaluation aims to ensure that depreciation expenses are aligned with realistic and reasonable financial expectations.

The tables below summarise the proposed changes to the assets to remain in effect until the next revaluation is conducted in the 2027/ 2028 financial year. The proposed changes will be applied effective as of 1 July 2025.

Asset Estimated Useful Life:

Asset Class Description	2025 Current Useful Life	Proposed Useful Life
Road Surface	18	30
Pavement (Subgrade)	100	100
Pavement (Pavement)	36	60
Kerbing	50	50
Road Surface	25	30

Asset Depreciation Rate:

Asset Class Description	2025 Current Depreciation rate	Proposed Depreciation Rate
Road Surface	3.3262	3.33333
Pavement (Subgrade)	0	0
Pavement (Pavement)	3.3763	1.66666
Kerbing	2.5	2
Road Surface	3.3763	3.33333

Asset Annual Depreciation:

Asset Class Description	2025 Current Annual Depreciation	New Annual Depreciation Calculation
Road Surface	\$ 3,217,627	\$ 3,224,524
Pavement (Subgrade)	\$ -	\$ -
Pavement (Pavement)	\$ 9,702,983	\$ 4,789,732
Kerbing	\$ 128,905	\$ 103,124
Road Surface	\$ 94,337	\$ 93,137
TOTAL	\$ 13,143,852	\$ 8,210,517

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Endorses the changes to the Infrastructure (Roads) depreciation rates effective 1 July 2025 to:

Road Surface	3.33333
Pavement (Subgrade)	0
Pavement (Pavement)	1.66666
Kerbing	2
Road Surface	3.33333

2. Endorses the changes to the Infrastructure (Roads) estimated useful lives effective 1 July 2025 to:

Road Surface	30
Pavement (Subgrade)	100
Pavement (Pavement)	60
Kerbing	50
Road Surface	30

9.3.7 LIST OF ACCOUNTS – AUGUST 2025

File Ref:	N66768
Attachment:	<u>List of Accounts – August 2025</u>
Responsible Officer:	Anthony Middleton Executive Manager Corporate & Community Services
Author:	Kylie Caley Manager of Finance
Proposed Meeting Date:	30 September 2025

PURPOSE

The purpose of this report is to present the list of payments that were made during the month of August 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 – Purchasing Policy

Council Policy – Corporate Credit Card Policy

FINANCIAL IMPLICATIONS

Expenditure is in accordance with the 2025/2026 Annual Budget.

BUDGET IMPLICATIONS

There are no budget implications for this report.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

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

EFT Payments	EFT8331 – EFT8473	\$460,073.89
Direct Debit Payments		\$112,176.19
EFT Payroll Payments		\$439,760.18
Total Municipal Account Payments		\$1,012,010.26

Licensing Trust Account

Direct Debit Payments		\$ 106,427.80
Total Licensing Trust Account Payments		\$ 106,427.80

TOTAL OF ALL ACCOUNTS		\$1,118,438.06
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9.3.8 MONTHLY FINANCIAL REPORT – AUGUST 2025

File Ref:	N66769
Attachment:	<u>Monthly Financial Report – August 2025</u>
Responsible Officer:	Anthony Middleton Executive Manager Corporate & Community Services
Author:	Kylie Caley Manager of Finance
Proposed Meeting Date:	30 September 2025

PURPOSE

The purpose of this report is to provide Council with the monthly financial report for the month ending 31 August 2025.

BACKGROUND

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

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

EXTERNAL CONSULTATION

Nil.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

BUDGET IMPLICATIONS

There are no budget implications for this report.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

Strategy 4.1.3:

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

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

STRATEGIC RISK IMPLICATIONS**Low Risk**

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

REGIONAL IMPLICATIONS

There are no regional implications for this report.

OFFICER COMMENT

The attached Statement of Financial Activity for the period 1 July 2025 to 31 August 2025 represents two (2) months, or 16% of the year. The following items are worthy of noting:

- Closing surplus position of \$10.56m;
- Operating results:
 - 44% of budgeted operating revenue has been received; and
 - 7% of budgeted operating expenditure spent;
- Capital expenditure achieved 0.6% of budgeted projects;
- Cash holdings of \$9.15m of which \$6.65m is held in cash backed reserve accounts;
- Rates debtors outstanding equate to 97.8% of total rates raised for 2025/2026 (this includes deferred pensioner rates); and
- Page 10 of the statements detail major variations from year to date (amended) budgets.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

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

9.4 EXECUTIVE SERVICES REPORTS

9.4.1 STRATEGIC PARTNERSHIP WITH ADVANCE HOUSING LIMITED

Synergy Ref:	N66652
Attachment:	<u>Memorandum of Understanding</u>
Responsible Officer:	Julian Murphy Chief Executive Officer
Author:	Danielle Killey Governance Project Officer
Proprietor/Applicant:	Julian Murphy Chief Executive Officer
Proposed Meeting Date:	30 September 2025

PURPOSE

The purpose of this report is to seek Council endorsement for the Shire to enter into a strategic partnership with Advance Housing Limited (AHL).

The proposal is for the two parties to agree in-principle to partner in the delivery of social and affordable housing. The terms will be formalised with a Memorandum of Understanding (MOU). A copy of the MOU is attached.

Initially, the partnership will involve seeking State and/or Federal Government funding support for delivery of housing for workers on shovel ready sites owned by the Shire. Additionally, the Shire and AHL will progress a master planning process for the 1.2 hectare 'Old Depot' site. This will include consideration of a larger scale mixed tenure development.

Importantly, the MOU is not legally binding, and any financial decisions or transactions around the transfer or sale of land and contractual arrangements with AHL and other partners will be the subject of future submissions for approval to Council.

BACKGROUND

On 12 August 2025, a background paper, along with a copy of the draft MOU, was discussed at the Council Forum. AHL also attended the Forum and provided a presentation.

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 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 recommended outcome for this report aligns with the Strategic Community Plan and the Corporate Business Plan:

- The *Shire of Plantagenet Strategic Community Plan 2025-2035* Key Pillar 3 – Economy ‘New Strategy 3.4: increase housing availability and diversity of options’.
- The *Shire of Plantagenet Corporate Business Plan 2022/23 – 2025/26* ‘Pillar 3 Economy: To develop and maintain a strong local economy that contributes to employment opportunities and a broad range of services’.

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

The MOU is not legally binding, and any financial decisions or transactions around the transfer or sale of land and contractual arrangements with AHL and other partners will be the subject of future submissions for approval to Council.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council endorse the execution of a MOU between the Shire and AHL to formalise the in-principle agreement to partner in the delivery of social and affordable housing.

9.4.2 SPECIAL COUNCIL MEETING – OCTOBER 2025

Synergy Ref:	N66772
Responsible Officer:	Julian Murphy Chief Executive Officer
Author:	Julian Murphy Chief Executive Officer
Proposed Meeting Date:	30 September 2025

PURPOSE

The purpose of this report is to consider holding a Special Meeting of Council following the October 2025 Local Government Elections to facilitate the election of the President and Deputy President and to appoint members to committees.

BACKGROUND

The Ordinary Local Government Elections will be held on 18 October 2025. Following the elections, newly elected Councillors must be sworn in and then the election of the President and Deputy President must be held at the first Council meeting held after the result of the Council Elections are known. The appointment of elected members to committees can also be undertaken at this meeting.

The first Ordinary Council Meeting after the election is scheduled for 28 October 2025, 10 days after the elections are held.

EXTERNAL CONSULTATION

No external consultation has occurred in relation to this report.

STATUTORY ENVIRONMENT

Local Government Act 1995

S5.4 Calling council meetings

An ordinary or a special meeting of a council is to be held —

- (a) if called for by either —
 - (i) the mayor or president; or
 - (ii) at least 1/3 of the councillors, in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- (b) If so decided by the council.

S2.29. Declaration

- (1) A person elected as an elector mayor or president or as a councillor has to make a declaration in the prescribed form before acting in the office.
 - (2) A person elected by the council as mayor, president, deputy mayor or deputy president has to make a declaration in the prescribed form before acting in the office.
-

- (3) A declaration required by this section is to be taken or made before a prescribed person.
- (4) A person who acts in an office contrary to this section commits an offence.

Penalty for this subsection: imprisonment for 12 months and a fine of \$12 000.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

BUDGET IMPLICATIONS

There are no budget implications for this report.

LEGAL IMPLICATIONS

There are no legal implications for this report.

ASSET MANAGEMENT IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

At Outcome 4 Performance & Leadership the following Strategies:

Strategy 4.1.1:

‘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

To ensure that there is a timely recommencement of Council governance processes it is recommended that Council holds a Special Meeting of Council following the Ordinary Local Government Elections held on 18 October 2025 for the following purposes:

- (1) To elect the President; and
- (2) Deputy President; and
- (3) to appoint elected members to committees.

The proposed date of the Special Meeting is Tuesday 21 October 2025. This date should give sufficient time for the election results to be declared by the Western Australian Electoral Commission. Newly elected members can be sworn in as required by section 2.29 of the *Local Government Act 1995* immediately prior to the Special Council Meeting on the same day.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council holds a Special Meeting of Council on Tuesday 21 October 2025 commencing at 5.00pm in the Shire of Plantagenet Council Chambers for the following purposes:

- 1. To elect the President;**
- 2. To elect the Deputy President; and**
- 3. To appoint Elected Members to committees.**

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 CONFIDENTIAL: MOUNT BARKER SWIMMING POOL – STAGE 1B AND
STAGE 2 – SCHEMATIC DESIGN REPORT**

Synergy Ref: N66741

Attachment: 1. Confidential: Mount Barker Swimming Pool –
Schematic Design Report July 2025
2. Confidential: Mount Barker Swimming Pool –
Site Plan Overlay

Responsible Officer: Anthony Middleton
Executive Manager Corporate & Community
Services

Author: Nicole Selesnew
Manager Community & Recreation Services

Proposed Meeting Date: 30 September 2025

PURPOSE

The purpose of this report is to seek the Council's endorsement of the Mount Barker Swimming Pool – Schematic Design Report July 2025.

OFFICER RECOMMENDATION

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

Section 5.23 (2) (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

13 CLOSURE OF MEETING