



Shire of  
**Plantagenet**

Mount Barker • Kendenup • Narrikup  
Porongurup • Rocky Gully

# AGENDA

**A Special Meeting of Council will be held at the  
Shire of Plantagenet Council Chambers, Mount Barker  
at 5:00pm on Tuesday 21 October 2025**

**The Swearing-In Ceremony for new Councillors will take  
place prior to the Special Council Meeting at 4.30 pm**

**Julian Murphy  
CHIEF EXECUTIVE OFFICER**

## **SPECIAL BUSINESS**

**The purpose of this meeting is to elect the:**

- 1. President**
- 2. Deputy President and**
- 3. Members to committees.**

### **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.

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A warden will issue you with further instructions.

Obey the instruction of the warden at all times.

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## **1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The CEO will preside at the meeting until the office of President is filled.

Welcome to this Ordinary Meeting of Council, of Tuesday the 21 October 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 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.

A swearing-in ceremony will be held prior to commencement of the Special Council Meeting. The newly elected Councillors will be asked to make a declaration of office, in the prescribed form, as required under section 2.29 of the Local Government Act 1995 (WA).

## **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:

Cr R Brown

## **3 ELECTION OF PRESIDENT**

The Chief Executive Officer will act as Returning Officer for the election of President.

Nominations for the position of President must be made in writing to the Chief Executive Officer prior to or at the meeting. Sufficient time will be allowed for nominations at the meeting.

Election of the President will be held in accordance with Schedule 2.3 and Schedule 4.1 of the Local Government Act 1995. The newly elected President will make a declaration of office in accordance with section 2.29 of the Local Government Act 1995.

The President will Chair the meeting after making the declaration of office.

#### **4 ELECTION OF DEPUTY PRESIDENT**

The Chief Executive Officer will act as Returning Officer for the election of Deputy President.

Nominations for the position of Deputy President must be made in writing to the Chief Executive Officer prior to or at the meeting. Sufficient time will be allowed for nominations at the meeting.

Election of the Deputy President will be held in accordance with Schedule 2.3 and Schedule 4.1 of the Local Government Act 1995. The newly Deputy elected President will make a declaration of office in accordance with section 2.29 of the Local Government Act 1995.

#### **5 PUBLIC QUESTION TIME**

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

Nil

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

#### **6 PETITIONS / DEPUTATIONS / PRESENTATIONS**

#### **7 DISCLOSURE OF INTEREST**

Part 5 Division 6 Local Government Act 1995

#### **8 APPLICATIONS FOR LEAVE OF ABSENCE**

Section 5.25 Local Government Act 1995

Nil

**9 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT  
DISCUSSION**

## 10 REPORTS OF COMMITTEES AND OFFICERS

### 10.1 EXECUTIVE SERVICES REPORTS

#### 10.1.1 ALLOCATION OF SEATING POSITIONS

|                        |                                          |
|------------------------|------------------------------------------|
| File Ref:              | N66859                                   |
| Responsible Officer:   | Julian Murphy<br>Chief Executive Officer |
| Author:                | Julian Murphy<br>Chief Executive Officer |
| Proposed Meeting Date: | 21 October 2025                          |

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Clause 8.1 of the Standing Orders Local Law provides:

- '(1) At the first meeting held after each election day, or at any other time considered necessary, each member is to be allocated a seat at the Council table by the Council.*
- (2) Each member is to occupy his or her allotted position at each Council or committee meeting.'*

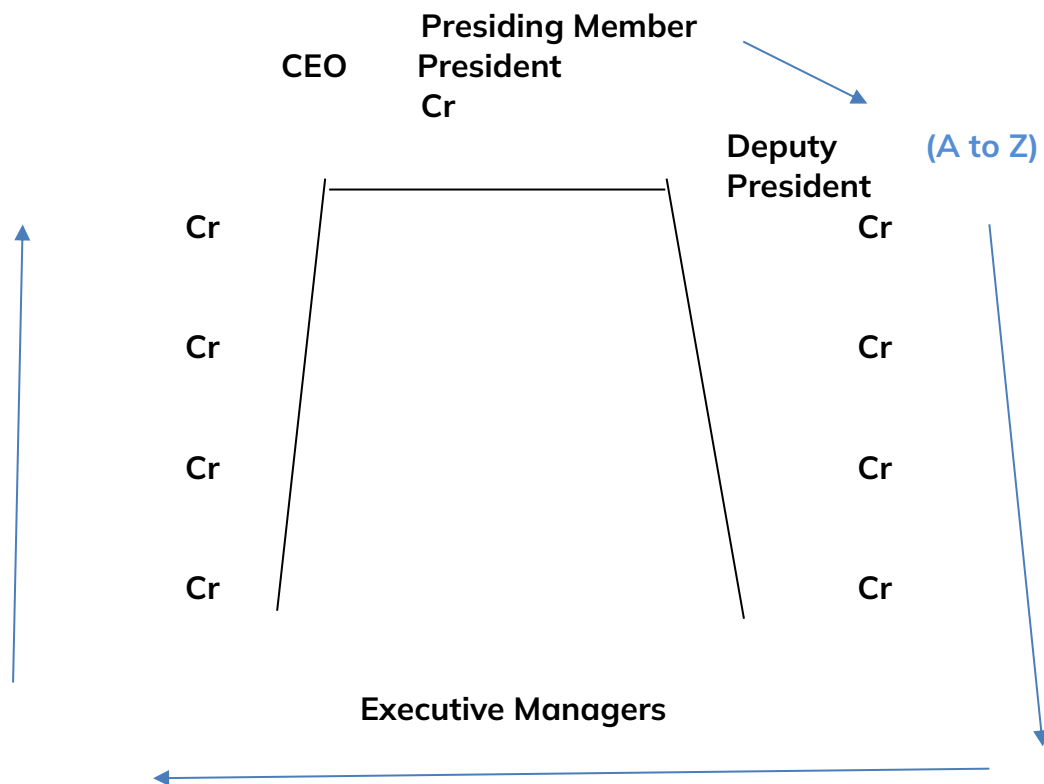
#### OFFICER COMMENT

It is considered appropriate that the Presiding Member be seated at the head of the seating plan, with the Deputy President seated at their left.

Councillors should then be seated alphabetically from the Deputy President's left in a clockwise position or in a position otherwise decided by Council.

#### OFFICER RECOMMENDATION:

**Council allocates the seating positions of Councillors as set out in the following diagram and that Councillors occupy those positions until the next Ordinary Council Elections or until otherwise amended by a decision of Council.**



**10.1.2 COUNCIL COMMITTEES - APPOINTMENT OF MEMBERS**

|                               |                                                                                                                                         |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Ref:</b>              | <b>N66860</b>                                                                                                                           |
| <b>Attachment:</b>            | <u>1.Terms of Reference Audit Risk and Improvement Advisory Committee</u><br><u>2.Terms of Reference Behaviour Complaints Committee</u> |
| <b>Responsible Officer:</b>   | <b>Julian Murphy</b><br><b>Chief Executive Officer</b>                                                                                  |
| <b>Author:</b>                | <b>Julian Murphy</b><br><b>Chief Executive Officer</b>                                                                                  |
| <b>Proposed Meeting Date:</b> | <b>21 October 2025</b>                                                                                                                  |

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**PURPOSE**

The purpose of this report is to consider the appointment of Elected Members to Committees of Council as required by sections 5.8, 5.9, 5.10, 5.11A, 5.11 and 5.12 of the *Local Government Act 1995*.

**BACKGROUND**

Following the 18 October 2025 ordinary local government elections, Council is required to appoint members to Committees of Council whose membership terms expired on election day.

The following members were appointed to Council Committees in October 2023.

**Audit & Risk Committee**

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

**Behaviour Complaints Committee**

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

**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.

### **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 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 will require Council to appoint an independent chairperson have not yet commenced.

It is recommended that Council seeks submissions from the community to fill the role of independent chair and deputy chair of the Audit, Risk and Improvement Committee. Until such time as independent persons are appointed to the committee, the President and Deputy President may fill the roles of chairperson and deputy chairperson respectively.

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION**

**That Council:**

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

**Audit, Risk and Improvement Committee**

|                  |                           |
|------------------|---------------------------|
| President        | (Presiding Member)        |
| Deputy President | (Deputy Presiding Member) |
| Councillor       | (Member)                  |
| Councillor       | (Member)                  |
| Councillor       | (Deputy Member)           |
| Councillor       | (Deputy Member)           |

**Behaviour Complaints Committee**

|            |                           |
|------------|---------------------------|
| President  | (Presiding Member)        |
| Councillor | (Deputy Presiding Member) |
| Councillor | (Member)                  |
| Councillor | (Deputy Member)           |
| Councillor | (Deputy Member)           |

2. Adopts the Terms of Reference for each committee as presented.

**10.1.3 ADVISORY COMMITTEES - APPOINTMENT OF MEMBERS**

|                               |                                                                                                                                                                                                                     |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Ref:</b>              | <b>N66861</b>                                                                                                                                                                                                       |
| <b>Attachment:</b>            | <u>1 Terms of Reference Bush Fire Advisory Committee</u><br><u>2 Terms of Reference LEMC</u><br><u>3 Terms of Reference Roadwise Advisory Committee</u><br><u>4 Terms of Reference Saleyards Advisory Committee</u> |
| <b>Responsible Officer:</b>   | <b>Julian Murphy</b><br><b>Chief Executive Officer</b>                                                                                                                                                              |
| <b>Author:</b>                | <b>Julian Murphy</b><br><b>Chief Executive Officer</b>                                                                                                                                                              |
| <b>Proposed Meeting Date:</b> | <b>21 October 2025</b>                                                                                                                                                                                              |

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**PURPOSE**

The purpose of this report is to consider the appointment of Elected Members to Council Advisory Committees.

**BACKGROUND**

Following the 18 October 2025 ordinary local government elections, Council is required to appoint Elected Members to Council Advisory Committees whose terms expired on election day.

**EXTERNAL CONSULTATION**

No external consultation has occurred in relation to this report.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995* – Section 5.11. Committee membership, tenure of

**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 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**

Council has the following Elected Members representing the Council on advisory committees:

Bush Fire Advisory Committee

Cr L Handasyde (Presiding Member)

Cr R Brown

Cr J Oldfield (Deputy)

Local Emergency Management Committee

Cr J Oldfield (Presiding Member)

Cr W Sheard (Deputy)

Saleyards Advisory Committee

Cr J Oldfield (Presiding Member)

Cr L Handasyde

A Fraser  
Cr B Bell  
Cr J Liebeck (Deputy)

Roadwise Committee  
Cr B Bell (Presiding Member)  
Cr W Sheard  
Cr R Brown (Deputy)

The Terms of Reference for each of the Advisory Committees is attached.

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER RECOMMENDATION**

**That Council, in accordance with the committee Terms of Reference, appoints the following Elected Members to the following Advisory Committees of Council:**

Bush Fire Advisory Committee  
Councillor (Presiding Member)  
Councillor (Member)  
Councillor (Deputy)

Local Emergency Management Committee  
Councillor (Presiding Member)  
Councillor (Deputy)

Saleyards Advisory Committee  
Councillor (Presiding Member)  
Councillor (Member)  
Councillor (Member)  
Councillor (Member)  
Councillor (Deputy)

Roadwise Committee  
Councillor (Presiding Member)  
Councillor (Member)  
Councillor (Deputy)

**10.1.4 APPOINTMENT OF MEMBERS TO NON-COUNCIL COMMITTEES**

**File Ref:** N66863  
**Attachment:** Summary of Committees 2025  
**Responsible Officer:** Julian Murphy  
Chief Executive Officer  
**Author:** Julian Murphy  
Chief Executive Officer  
**Proposed Meeting Date:** 21 October 2025

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**PURPOSE**

The purpose of this report is to consider the appointment of Elected Members to Non-Council Committees and organisations.

**BACKGROUND**

Following the ordinary Council election held on 18 October 2025 Council is required to appoint elected members to represent Council on Non-Council Committees and organisations.

A summary of the various organisations and committees is attached.

**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 it is the opinion of the author that policy development is not required.

**FINANCIAL IMPLICATIONS**

Councillor representatives on committees are entitled to reimbursement for expenses incurred in attending meetings.

**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****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**

Insert relevant information or note that There are no strategic risk implications for this report.

**REGIONAL IMPLICATIONS**

Representation on key regional organisations including voluntary regional organisations of councils.

**OFFICER COMMENT**

The following elected members were appointed to represent Council on the following Non-Council Committees:

WALGA Great Southern Country Zone

Cr L Handasyde, Cr A Fraser;

Cr K Clements (Deputy), Cr R Brown (Deputy)

Great Southern Regional Road Group

Cr A Fraser;

Cr W Sheard (Deputy), Cr L Handasyde (Deputy)

Great Southern Regional Recreation Advisory Committee

Cr W Sheard;

Cr R Brown (Deputy)

Development Assessment Panel

Cr L Handasyde, Cr K Clements;

Cr J Oldfield (Alternative Member), Cr J Liebeck (Alternative Member)

Southern Link VROC

Cr L Handasyde, Cr A Fraser;

Cr J Liebeck (Deputy)

South Coast Alliance

Cr L Handasyde, Cr A Fraser;

Cr K Clements (Deputy), Cr J Oldfield (Deputy)

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That Council appoints the following elected members to represent Council on the following Non-Council Committees and organisations:

WALGA Great Southern Country Zone

President

Deputy President

Councillor (Deputy)

Councillor (Deputy)

Great Southern Regional Road Group

Councillor

Councillor (Deputy)

Councillor (Deputy)

Great Southern Regional Recreation Advisory Committee

Councillor

Councillor (Deputy)

Development Assessment Panel

Councillor (Member)

Councillor (Member)

Councillor (Alternative Member)

Councillor (Alternative Member)

Great Southern VROC

President

Councillor (Deputy)

South Coast Alliance

President

Deputy President

Councillor (Deputy)

Councillor (Deputy)

**11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

**13 CLOSURE OF MEETING**