Shire of Dardanup

AGENDA

FOR THE

ORDINARY COUNCIL MEETING

TO BE HELD

Wednesday, 18th November 2026
Commencing at 5:00pm

AT

ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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Shire of Dardanup

NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Council Meeting of the Shire of Dardanup Council will be held on Wednesday, the 18th November 2026 at the Administration Centre Eaton, 1 Council Drive, Eaton – commencing at 5:00pm.

MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

Date: 13th November 2026

Note: If interested persons would like to make comment on any items in this agenda, please email records@dardanup.wa.gov.au or hand deliver written comment to the Shire of Dardanup – Administration Centre Eaton, 1 Council Drive, Eaton. To be included in the meeting comments are to be delivered no later than 48 hours prior to the meeting.

The Chief Executive Officer will use their discretion as to whether the written comments are relevant and applicable to the meeting before approving their inclusion in the meeting.

VISION STATEMENT

"The Shire of Dardanup is a healthy, self-sufficient and sustainable community, that is connected and inclusive, and where our culture and innovation are celebrated."

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COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g.: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

DISCLAIMER

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

RISK ASSESSMENT

Inherent Risk	The level of risk in place in order to achieve the objectives of the Council and before actions are taken to alter the risk's impact or likelihood.
Residual Risk	The remaining level of risk following the development and implementation of Council's response.
Strategic Context	These risks are associated with achieving Council's long term objectives.
Operational Context	These risks are associated with the day-to-day activities of the Council.
Project Context	Project risk has two main components: • Direct refers to the risks that may arise as a result of project, which may prevent the Council from meeting its objectives. • Indirect refers to the risks which threaten the delivery of project outcomes.

Shire of Dardanup Measures of Consequence							
Rating (Level)	**Health/People**	**Financial**	**Service Interruption**	**Legal and Compliance**	**Reputational**	**Environment**	**Property**
Insignificant (1)	Near miss Minor first aid injuries	Less than $10,000; or <5%	No material service interruption < 3 hours	**Compliance** - No noticeable regulatory or statutory impact. **Legal** - Threat of litigation requiring small compensation. **Contract** - No effect on contract performance.	Unsubstantiated, low impact, low profile or 'no news' item. **Example:** Gossip, Facebook item seen by limited persons.	Contained, reversible impact managed by on site response.	Inconsequential damage.
Minor (2)	Medical type injuries	$10,001 - $50,000; or 5-10%	Short term temporary interruption – backlog cleared < 1 day	**Compliance** - Some temporary non compliances. **Legal** - Single minor litigation. **Contract** - Results in meeting between two parties in which one party expresses concern.	Un/Substantiated, low impact, low news item. **Example:** Local paper / Industry news article, Facebook item seen by multiple groups.	Contained, reversible impact managed by internal response.	Localised damage rectified by routine internal procedures.
Moderate (3)	Lost time physical or mental injury <30 days / Multiple staff morale problems	$50,001 - $300,000; or 10-25%	Medium term temporary interruption – backlog cleared by additional resources < 1 week	**Compliance** - Short term non-compliance but with significant regulatory requirements imposed. **Legal** - Single moderate litigation or numerous minor litigations. **Contract** - Receive verbal advice that, if breaches continue, a default notice may be issued.	Un/Substantiated, public embarrassment, moderate impact, moderate news profile. **Example:** State-wide paper, TV News story.	Contained, reversible impact managed by internal and external agencies.	Localised damage requiring internal and external resources to rectify.
Major (4)	Long-term physical or mental injury >30 days / Widespread staff morale problems	$300,001 - $1.5 million; or 25-50%	Prolonged interruption of services – additional resources required; performance affected < 1 month	**Compliance** - Non-compliance results in termination of services or imposed penalties. **Legal** - Single major litigation or numerous moderate litigations. **Contract** - Receive/issue written notice threatening termination if not rectified.	Substantiated, public embarrassment, high impact, high news profile, third party actions. **Example:** Australia wide news stories. Regulatory / Political commentary involvement.	Uncontained, reversible impact managed by a coordinated response from external agencies.	Significant and/or widespread damage requiring internal and external resources to rectify.
Catastrophic (5)	Fatality, permanent disability. Shire no longer an employer of choice. Loss of key staff.	More than $1.5 million; or more than 50%	Indeterminate prolonged interruption of services – non-performance > 1 month	**Compliance** - Non-compliance results in litigation, criminal charges or significant damages or penalties. **Legal** - Numerous major litigations. **Contract** - Termination of contract for default.	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions. **Example:** Worldwide news, Focused articles (e.g. 60 minutes). Regulatory / Political oversight and involvement.	Uncontained, irreversible impact.	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment and building.

Measures of Likelihood			
Level	**Rating**	**Description**	**Frequency**
5	**Almost Certain**	The event is expected to occur in most circumstances	More than once per year
4	**Likely**	The event will probably occur in most circumstances	At least once per year
3	**Possible**	The event should occur at some time	At least once in 3 years
2	**Unlikely**	The event could occur at some time	At least once in 10 years
1	**Rare**	The event may only occur in exceptional circumstances	Less than once in 15 years

Consequence X Likelihood = Risk Rating

Risk Matrix						
Likelihood	**Consequence**	**Insignificant**	**Minor**	**Moderate**	**Major**	**Catastrophic**
		1	**2**	**3**	**4**	**5**
Almost Certain	**5**	**Moderate (5)**	**Moderate (10)**	**High (15)**	**Extreme (20)**	**Extreme (25)**
Likely	**4**	**Low (4)**	**Moderate (8)**	**High (12)**	**High (16)**	**Extreme (20)**
Possible	**3**	**Low (3)**	**Moderate (6)**	**Moderate (9)**	**High (12)**	**High (15)**
Unlikely	**2**	**Low (2)**	**Low (4)**	**Moderate (6)**	**Moderate (8)**	**Moderate (10)**
Rare	**1**	**Low (1)**	**Low (2)**	**Low (3)**	**Low (4)**	**Moderate (5)**

Risk Acceptance Criteria				
Risk Rank	**Description**	**Criteria**	**Responsibility**	**Entered on Risk Register**
LOW (1 – 4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Staff Member / Supervisor	No
MODERATE (5 – 11)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Supervisor / Manager	No
HIGH (12 – 19)	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	Manager / Director / EMT	Yes
EXTREME (20 – 25)	Unacceptable	Risk generally not acceptable. Where an Extreme risk cannot be reduced to a lower risk rating despite implementation of all reasonably practicable treatment measures, acceptance must be supported by documented justification, approved by Council, and subject to continuous monitoring and regular review.	EMT / CEO / Council	Yes

Existing Controls Ratings		
Rating	**Foreseeable**	**Description**
Effective	There is no scope for improvement with all available resources.	Controls are operating as intended and aligned with policies and procedures. Controls are documented, up to date, understood by users, not forgotten or components missed, does not expose the organisation to theft or fraud and is delivered consistently within statutory or service delivery standards. Controls are subject to ongoing monitoring. Controls are reviewed and tested regularly.
Adequate	There is some scope for improvement.	Controls are generally operating as intended; however, inadequacies exist. Limited monitoring of controls. Controls are reviewed and tested, but not regularly.
Inadequate	There is a need for improvement or action.	Controls are not operating as intended. Controls do not exist or are not being complied with. Controls have not been reviewed or tested for some time.

SHIRE OF DARDANUP

AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ON WEDNESDAY, 18TH NOVEMBER 2026, AT THE ADMINISTRATION CENTRE EATON, 1 COUNCIL DRIVE, EATON, COMMENCING AT 5:00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Presiding Member to declare the meeting open, welcome those in attendance, refer to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region and pay our respects to their elders, past, present and emerging. The Shire of Dardanup also respects and celebrates all cultures of all our residents and visitors to our Shire.

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, you will be directed to an appropriate Assembly Area where we will meet (and complete a roll call).

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

Recording of Meetings

In accordance with Section 5.23A of the Local Government Act 1995, and Part 2A of the Local Government (Administration) Regulations 1996, video or audio recordings of Council meetings apply to all Ordinary and Special Council Meetings of the Shire of Dardanup.

All recordings will be retained as part of the Shire of Dardanup records and will be made available to the public via the Shire of Dardanup Website, excluding recordings of matters that Council take Behind Closed Doors.

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

2.1 Attendance

2.2 Apologies

2.3 Leave of Absence

2.4 Previous Meetings

DATE	TYPE	CR. L W DAVIES	CR. B S FARRANT	CR. T G GARDINER	CR. S L GILLESPIE	CR. M R HUTCHINSON	CR. A C JENOUR	CR. K A LAURENTSCH	CR. R J TREVATHAN	CR. A L WEBSTER
AUGUST 2026										
05/08/2026	CF	✓	✓	✓	✓	✓	✓R	✓	✓	NA
12/08/2026	WS	✓	✓	✓	✓	✓	✓	✓	✓	✓
19/08/2026	AF	✓	✓	✓	✓	✓	✓R	✓	✓	NA
26/08/2026	OCM	✓	✓	✓	✓R	✓	✓	✓	✓	✓
SEPTEMBER 2026										
02/09/2026	CF	NA	Ap	✓	✓	✓	✓	✓	Ap	✓
09/09/2026	WS	NA	Ap	✓	✓	✓	Ap	✓	✓	✓
15/09/2026	AF	Ap	Ap	✓	✓	✓	✓	✓	✓	Ap
23/09/2026	OCM	✓	✓	✓	✓	✓	✓	✓	✓	✓
OCTOBER 2026										
07/10/2026	CF	✓	✓	✓	✓	✓R	✓	✓	✓	✓
14/10/2026	WS	✓	✓	Ap	✓	✓	Ap	✓	LoA	Ap
21/10/2026	AF	NA	✓	✓	Ap	✓	✓	✓	LoA	Ap
28/10/2026	OCM	✓	✓	✓	✓	✓	✓R	✓R	LoA	✓
NOVEMBER 2026										
04/11/2026	WS	NA	✓	✓	Ap	Ap	✓	✓	✓	✓
11/11/2026	AF	NA	✓	✓	Ap	✓	✓R	✓	Ap	✓

TYPE LEGEND	
AF	Agenda Forum
CF	Concept Forum
OCM	Ordinary Council Meeting
SCM	Special Council Meeting
WS	Workshop

ATTENDANCE LEGEND	
✓	Attendance
✓R	Remote Attendance
Ap	Apology
LoA	Leave of Absence
NA	Non Attendance

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

3.1 Mr Daniel Beattie – Water usage at Eaton Wash-Down Bays

Mr Daniel Beattie asked the following question regarding water usage at the Eaton boat ramp wash-down bays:

Question:

> *Are ratepayers paying for the water being used at the boat ramp wash-down bays? The two taps can be left running overnight, and people are using them to fill personal property such as large containers. Other local governments have introduced paid water access. Could the Shire investigate this as an alternative?*

Response by the Manager Operations:

> *The Shire thanks Mr Beattie for his question and for raising this matter.*
>
> *The wash-down bays at the Eaton boat ramp are owned and maintained by the Shire. Water is supplied from the Water Corporation scheme and metered to the Shire, with the cost met through the Shire's operating budget, funded by ratepayers. In the 2025/26 financial year, water use at the facility was approximately 270 kilolitres, at a cost of $868.71.*
>
> *A comparison of meter readings shows water use for the period July to September 2026 was 15 kilolitres, down from 24 kilolitres for the same period in 2025. While this does not indicate an increase in water use, the Shire takes the concerns raised seriously.*
>
> *The wash-down bays are provided so boat users can rinse salt water, debris and aquatic pests from vessels and trailers after launching. This helps protect the Leschenault Estuary and Collie River from the spread of invasive species and reduces corrosion and wear on boats and trailers.*
>
> *The Shire acknowledges the concerns raised about taps being left running and water being taken for non-boating purposes. Officers will continue to monitor water use at the facility and investigate the following options(in no particular order) to reduce misuse:*
>
> - *Timed push-button or auto-shutoff taps – Taps that stop after a set period, preventing water from running overnight.*
> - *Signage – Signage stating the facility is for boat and trailer wash-down only, and that filling containers is not permitted.*
> - *Paid or card-operated access – Such as a coin, card or app-based system like those used by some other local governments. This will include consideration of installation and ongoing costs, and whether charging for water may discourage boat users from washing down.*
> - *Restricted operating hours – Installing a timer or valve to shut off supply overnight.*
> - *CCTV coverage – Surveillance of the wash-down bays to help monitor reports of taps being left running and water being taken for non-boating purposes, and to support enforcement where misuse is identified.*

4 PUBLIC QUESTION TIME

5 APPLICATIONS FOR LEAVE OF ABSENCE

ELECTED MEMBER MOTION

THAT …….. be granted leave of absence for the Ordinary Council Meeting to be held on the 16th December 2026.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

6.1 Dardanup Bull and Barrell Committee

Dardanup Bull and Barrell Committee representatives, Jill Cross and Kerry Lowes, to present the Council with a certificate and token of appreciation for their support and sponsorship of the Dardanup Bull and Barrell event in 2026.

6.2 TimberInsight

Representatives from TimberInsight will attend the Council Meeting to deliver a presentation on their work under the Shire's bridge contract, including the use of timber truss bridge construction and its potential application to bridge infrastructure in Western Australia.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Council Meeting Held on the 28th October 2026

OFFICER RECOMMENDATION

THAT the Minutes of the Ordinary Meeting of Council held on the 28th October 2026 be confirmed as true and correct subject to the following corrections:

- **Item 2.4 Previous Meetings, the October 2026 Workshop date to be amended from 14/07/2026 to 14/10/2026.**
- **Remove reference to 'Appendix ORD: 12.3.2A – Business Case: Burekup Community and Sporting Precinct Upgrade' and 'Appendix ORD: 12.3.2B – Project Plan: Burekup Community and Sporting Precinct Upgrade – Stage 2' and rename 'Appendix ORD: 12.3.2C – Risk Assessment' to 'Appendix ORD: 12.3.2A – Risk Assessment'.**

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.1 Shire President Monthly Report

Reporting Department	*Elected Members*
Elected Member	*Cr Tyrrell G Gardiner – Shire President*

Note: To be tabled at the meeting.

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

9.1 Australia Day Citizen of the Year Awards 2027

9.2 Chief Executive Officer KPI Quarterly Report – July to September 2026

It is recommended that Council go Behind Closed Doors toward the end of the meeting in accordance with Shire of Dardanup Standing Orders & *Local Government Act 1995,* section 5.23.

Standing Order and the *Local Government Act 1995* provides for Council to resolve to close the meeting to the public and proceed behind closed doors for matters:

Section 5.23 (1) The following are to be open to members of the public —
(a) all Council meetings;
(b) all meetings of any committee.

(2) Despite subsection (1), if any of the following matters is to be dealt with at a meeting, the council or committee must close the meeting to members of the public to the extent necessary to ensure that the matter is dealt with at the meeting on a confidential basis —
(a) a matter that a committee of a House of Parliament, or a joint committee of both Houses, has advised the local government must be dealt with on a confidential basis;
(b) a matter relating to the recruitment or employment of the CEO or a senior employee, including the following —
(i) the termination of employment;
(ii) a review of performance under section 5.38;
(c) a prescribed matter;
(d) a matter that is the subject of a direction given under section 5.23AA(1).

(3) Despite subsection (1), the council or committee must close a meeting to members of the public to
the extent necessary to ensure compliance with a requirement (however formulated) —
(a) that is imposed under a written law, excluding this Act and local laws; and
(b) that prohibits or restricts the making public of information.

(4) Despite subsection (1), if any of the following information is to be dealt with at a meeting, the council or committee may close the meeting to members of the public to the extent necessary to ensure that the information is dealt with at the meeting on a confidential basis —
(a) legal advice, or other information, over which the local government holds legal professional privilege;
(b) information relating to the personal affairs of an individual;
(c) information contained in a tender received by the local government for a contract to the extent that the information —
(i) is a tendered price; or
(ii) a tendered methodology for calculating a price;

(d) information contained in a tender received by the local government for a contract to the extent that —
(i) the information discloses any technology, or any manufacturing, industrial or trade process, that the tenderer proposes to use in performing the contract; and
(ii) the information has not previously been made public; and
(iii) the making public of the information would be likely to have an adverse effect on the tenderer's business interests;
(e) information the making public of which would be likely to endanger the security (including cyber-security) of any of the local government's property or operations;
(f) information the making public of which would be likely to impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
(g) prescribed information;
(h) information that is the subject of a direction given under section 5.23AA(2).

Note: 16.1 & 16.2 - The meeting would go behind closed doors toward the end of the meeting to discuss matters that fall within the provisions of Section 5.23 of the Local Government Act 1995, requiring or permitting the meeting to be closed to ensure the information is dealt with on a confidential basis.

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

11 DECLARATION OF INTEREST

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

Key Management Personnel (which includes Elected Members, CEO and Directors) are reminded of their requirement to disclose biannually transactions between Council and related parties in accordance with Council Policy CnG CP039.

Note: Chairperson to ask Councillors and Staff if there are any Declarations of Interest to be declared.

- *Chief Executive Officer, Mr André Schönfeldt, declared a financial interest in item 12.5.1 'Council Policy Framework Review and Rationalisation Program – Stage 2' as multiple council policies relate to his employment contract.*

- *Chief Executive Officer, Mr André Schönfeldt, declared a financial interest in item 16.2 'Chief Executive Officer KPI Quarterly Report – July to September 2026' as the report relates to his employment contract.*

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 EXECUTIVE REPORTS

None.

12.2 DEVELOPMENT DIRECTORATE REPORTS

12.2.1 Reserve (Recreation Private - Eaton Padel Ball Court) - Lot 510 Pratt Road, Eaton

Reporting Department	*Development Services Directorate*
Responsible Officer	*Mrs Susan Oosthuizen - Director Development Services*
Reporting Officer	*External Consultants – Niche Studio*
Applicant	*Outback Padel Pty Ltd*
Legislation	*Local Government Act 1995*
Council Role	*Executive/Strategic.*
Voting Requirement	*Simple Majority.*
Attachments	*Appendix ORD: 12.2.1A – Development Plans* *Appendix ORD: 12.2.1B – 3D Render* *Appendix ORD: 12.2.1C - Environmental Noise Assessment* *Appendix ORD: 12.2.1D – Combined Public Submissions* *Appendix ORD: 12.2.1E – Applicant Response to Public Submissions* *Appendix ORD: 12.2.1F – Risk Assessment*

Overview

Council is requested to consider Phase 1 for development of four padel courts, surrounding paving, a container-style equipment shop and seating areas by Outback Padel Pty at Lot 510, Pratt Road on unutilised ground at the Eaton Bowling Club. Phase 2 will include a further 1 padel court, along with the full landscaping program.

OFFICER RECOMMENDATION

THAT Council aapproves development application DAP-F0430547 for four padel courts, a container-style equipment store building, a shaded social seating and spectator area, acoustic fencing, surrounding paving and pathways, and associated landscaping at Lot 510 Pratt Road, Eaton, subject to the following conditions:

(i) Endorsed plans and renders: All development must be carried out in accordance with the endorsed development plans and generally in accordance with the endorsed render listed below. Any amendment to the endorsed plans requires the written approval of the Shire of Dardanup. If there is an inconsistency between the endorsed documents and these conditions, the conditions prevail.

(a) ***Development Plans - Layout and Elevations - Eaton Bowling & Social Club - Pratt Road, Eaton WA 6232 v3 (Appendix ORD: 12.2.1A).***

(b) ***3D Render - Eaton Bowling & Social Club - Pratt Road, Eaton WA 6232 v2 (Appendix ORD: 12.2.1B).***

(ii) **Drainage: Before works commence, the applicant must submit a drainage plan to the Shire for approval. The approved drainage measures for each stage must be implemented before the courts in that stage open and maintained thereafter to the satisfaction of the Shire.**

(iii) **Acoustic treatment: Before the courts in each stage open, the acoustic treatments applicable to that stage, including a Colorbond acoustic fence, must be installed in accordance with the endorsed plans (Appendix ORD: 12.2.1A) Development Plans - Layout and Elevations - Eaton Bowling & Social Club - Pratt Road, Eaton WA 6232 v3 and (Appendix ORD: 12.2.1C) of Reverberate Consulting's Environmental Noise Assessment (P191479RP1, revision 2, dated 14 September 2026). The treatments must be retained and maintained, and the noise management measures in (Appendix ORD: 12.2.1C) (P191479RP1, revision 2, dated 14 September 2026) implemented throughout operation, to the satisfaction of the Shire.**

(iv) **A landscape plan for Phase 1 is to be submitted and approved by the Shire before the opening of the courts and maintained thereafter to the satisfaction of the Shire.**

(v) **Landscape screening: The landscaping proposed to screen the Colorbond fence must be installed before the first courts open and maintained for the duration of the use.**

(vi) **Operating hours: The padel facility may operate only from 7am to 10pm Monday to Saturday, excluding public holidays, and from 9am to 10pm on Sundays and public holidays.**

(vii) **Parking: On bowling pennant days, the operator must direct padel players to the existing public car park on the northern side of Pratt Road.**

(viii) **Court lighting:**

(a) **A light management plan (LMP) is to be submitted and approved by the Shire for the outdoor padel ball court according to applicable Australian Standards (i.e., AS/NZS 4282 or equivalent European EN 12193 sports lighting standards).**

(b) **Before installing any court lighting shown on the endorsed plans, the applicant must obtain the Shire's approval of the Light Management Plan and lighting details showing how the lights will be directed and shielded to limit spill and glare at nearby homes. The lighting must be operated in accordance with those details and switched off at the approved closing time.**

Advice notes

(a) The development must be substantially commenced within two years of the determination date unless the Shire approves an extension. The approval lapses if the applicable period expires before substantial commencement.
(b) If the approval lapses, further development approval must be obtained before the development proceeds.
(c) The applicant is responsible for the cost of complying with the conditions unless otherwise stated.
(d) The Shire may audit compliance with the conditions of this approval.
(e) A separate building permit must be obtained before construction of the fencing and shade sail structures. A certified building permit application is required for these works on Shire land.

Change to Officer Recommendation

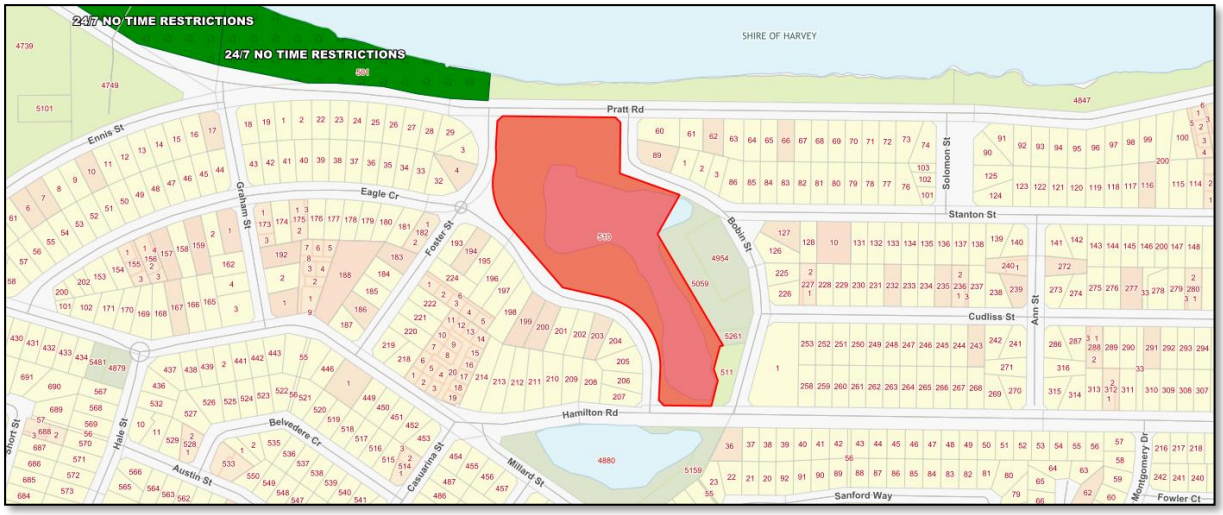
No Change. **OR:**
As per *Local Government (Administration) Regulations 1996 11(da)* Council records the following reasons for amending the Officer Recommendation:

Background

The subject site comprises Lot 510 on Deposited Plan 70346 (Crown Land Title Volume LR3161, Folio 339). It is Crown land within the Class C reserve known as Eagle Wetland Reserve. The reserve is set aside for recreation and is managed by the Shire of Dardanup under Management Order L701722.

Currently on the northern portion of the reserve - adjacent Pratt Road - is the Eaton Bowling and Social Club. This established community sporting club includes lawn bowling greens, a clubhouse, car parking and associated facilities. To the north of the site is the Collie River. To the east (Bobin Street) and west (Forster Street and Eagle Crescent) are low density residential properties, and to the south (within lot 510) is the Eagle Wetland and Eagle Wetland Reserve. Further south are more low-density residential properties (Eagle Crescent and Hamilton Road).

Location Plan



(Source: Shire of Dardanup – Intramaps, 2026)

Proposal

Four (4) padel courts, a container style equipment store building, a shaded social seating and spectator area, surrounding paving and pathways, and associated landscaping (Appendix ORD: 12.2.1A - *Development Plans - Layout and Elevations - Eaton Bowling & Social Club - Pratt Rd, Eaton WA 6232 v3).*

The outline of the proposal is as follows:

Region Scheme	Urban
Local Planning Scheme	Local Planning Scheme 9 – Public Open Space
Structure Plan/Precinct Plan	N/A
Use Class and Permissibility	N/A
Lot Size	4.4972 Hectares
Existing Land Use	Public Open Space
State Heritage Register	No
Local Heritage	No
Bushfire Prone Area	Yes

Legal Implications

Planning and Development (Local Planning Schemes) Regulations 2015
Greater Bunbury Regional Scheme
Shire of Dardanup Local Planning Scheme No. 9
Environmental Protection (Noise) Regulations 1997

Council Plan

2.2 - Increase participation in sport, recreation and leisure activities.
8.1 - Support responsible planning & development.
14.2 - Ensure quitable, inclusive and transparent engagement and decision-making.

Environment - None.

Precedents - None.

Consultation

Public Consultation

The applications were advertised in accordance with clause 64 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and Council Policy Dev 505 LPP - Public Consultation – Planning Matters.

The advertising period was conducted for a period of 14 days, commencing 30th September 2026 and concluding on 14th October 2026. As of 5th of November 2026, in response to the advertising, a total of five (5) public submissions were received, with 0 in support and 5 objecting to the proposal.

Copies of submissions received can be viewed at (Appendix ORD: 12.2.1D). The applicant's response to the submission's is attached at (Appendix ORD: 12.2.1E).

The key issues raised in the public submissions are summarised below, along with Officer comments in response. Further commentary is also provided in the 'Officer Comment' section of this report.

ISSUE RAISED	OFFICER COMMENTS
Noise (5 submissions) Noise from the courts and related activity, and the effectiveness of noise controls.	Reverberate Consulting's Environmental Noise Assessment dated 14th September 2026 modelled noise from ball impacts, player voices and car park activity at nearby dwellings. It predicts that all four courts can meet the assigned daytime and evening noise levels under the Environmental Protection (Noise) Regulations 1997 with the specified acoustic treatments in place. Predicted player noise reaches the assigned level at some dwellings. Conditions are therefore recommended to require installation of the specified acoustic barriers, including the 3.3 m wall, before the courts open, and ongoing implementation of the noise management measures. The proposed closing time is considered separately under Operating hours.

ISSUE RAISED	OFFICER COMMENTS
Visual amenity (4 submissions) Effects of fencing on residential outlook and neighbourhood character.	The proposed 3.3 m Colorbond wall along the Bobin Street side of the court's forms part of the acoustic treatment for the development. Its height and solid finish will change the outlook from nearby dwellings and the appearance of the street frontage. The proposed vertical landscaping will soften the wall's appearance as the planting establishes. A condition is recommended to require the screening plants to be installed before the first courts open and maintained thereafter.
Site suitability (3 submissions) Compatibility with the residential setting and suggestions for alternative sites.	Lot 510 is zoned Urban under the Greater Bunbury Region Scheme and reserved for Public Open Space under Local Planning Scheme No. 9. The reserve objectives provide for recreational courts. Reusing a disused bowling green at the Eaton Bowling and Social Club would locate the courts within an established sporting site. The alternative locations suggested in submissions are noted. In assessing the suitability of Lot 510, the proximity of nearby homes has been considered through the assessment of noise, visual amenity, operating hours, traffic and parking.
Operating hours (2 submissions) Disturbance from early or late use and uncertainty about proposed hours.	The proposed operating hours are 7 am to 10 pm Monday to Saturday and 9 am to 10 pm on Sundays and public holidays. The Environmental Noise Assessment predicts that the courts can meet the assigned noise levels during these hours with the recommended acoustic measures in place. If Council is minded approving the application, conditions are recommended to specify the permitted hours and require the Colorbond acoustic fence to be constructed in accordance with the endorsed plans before the courts open. The fence is to be maintained and the recommended noise management measures implemented throughout operation to the satisfaction of the local government.
Traffic and parking (2 submissions) Increased traffic, parking demand and potential overflow onto local streets.	The Traffic Impact Statement estimates that the courts would generate 13 to 26 additional vehicle movements in a typical peak hour and a peak parking demand of 10 to 15 bays. It concludes that the local road network and existing off-street parking can accommodate the additional demand. On bowling pennant days, the assessment relies on padel players using the Pratt Road public car park. If Council is minded approving the application, a condition is recommended requiring the operator to direct players to that car park on those days to reduce the potential for overflow parking on nearby streets.
Wildlife and bushland (2 submissions) Potential impacts on wildlife movement and nearby bushland.	The proposed padel courts are consistent with the objectives of the Public Open Space reserve under Local Planning Scheme No. 9, which provide for active recreation, including recreational courts. The proposal reuses a disused bowling green within the existing club

ISSUE RAISED	OFFICER COMMENTS
	grounds and relies on existing car parks, limiting disturbance to nearby bushland. The reported movement of ducks through the site between the Collie River and Eagle Wetland has been considered. Given the limited footprint of the works, greater weight is given to returning the disused green to active recreation in keeping with the purpose of the reserve.
Property values (2 submissions) Potential reduction in nearby property values.	The potential effect of the proposal on nearby property values is speculative. The proposed courts would broaden recreation opportunities in Eaton and may attract more visitors to the existing sporting precinct. The assessment addresses the residential amenity concerns raised in the submissions, including noise, visual impact, traffic and parking.
Plans and design (2 submissions) Clarity of plans, setbacks and landscaping, and compliance with design standards.	If approved, the development is to be carried out in accordance with the endorsed plans, including the setbacks and proposed landscaping. The fencing and shade sail structures on Shire land will require a separate certified building permit application. Compliance with the applicable building standards will be assessed through that process.
Court lighting (1 submission) Potential light spill onto nearby homes.	If Council is minded approving the application, a condition is recommended requiring the Shire to approve the design of any court lighting before installation. The lighting is to be directed onto the courts and shielded to minimise light spill and glare at nearby homes. Court lights are to be switched off at the approved closing time.
Patron behaviour (1 submission) Potential alcohol-related disturbance after hours.	Alcohol sales and service fall outside the advertised scope of the padel proposal. Any future liquor licence application for the facility would be subject to the requirements of the *Liquor Control Act 1988* and associated regulations.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.2.1F) for full assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Report Title	*Reserve (Recreation Private - Eaton Padel Ball Court) - Lot 510 Pratt Road, Eaton*	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Health / People	Impacting the lifestyle and enjoyment of amenity by residents residing in nearby properties

Officer Comment

For the purpose of this report, discussion is confined to the key aspects of the proposal for where Council is required to exercise its discretion. The following matters have been identified as key considerations for the determination of the applications:

- Planning framework and Public Open Space reserve objectives;
- Location and compatibility with nearby homes;
- Visual amenity;
- Noise and operating hours;
- Traffic and parking; and
- Lightning.

Planning framework and Public Open Space reserve objectives:

Lot 510, Pratt Road is zoned 'Urban' under the Greater Bunbury Region Scheme (GBRS) and reserved for Public Open Space under the Shire of Dardanup *Local Planning Scheme No. 9* (LPS 9). Clause 12(a) of the GBRS provides for residential development and associated uses, including local recreation and open space. Table 1 under clause 14(3) of LPS 9 sets an objective for the Public Open Space reserve to "provide for a range of active and passive recreation uses such as recreation buildings and courts and associated car parking and drainage".

The proposed padel courts and associated facilities would return a disused bowling green at the Eaton Bowling and Social Club to active recreational use. The proposal is considered consistent with the recreational purpose of the Urban zone and the objectives of the Public Open Space reserve.

Location and compatibility with nearby homes:

The proposed courts would occupy a disused bowling green beside the Eaton Bowling and Social Club clubhouse. The facility would use the existing vehicle access from Bobin Street and off-street parking at the club and on Pratt Road. Submissions suggested alternative locations, including the existing Pratt Road sporting courts. The established sporting use and access to existing infrastructure support the proposed location at Lot 510, Pratt Road.

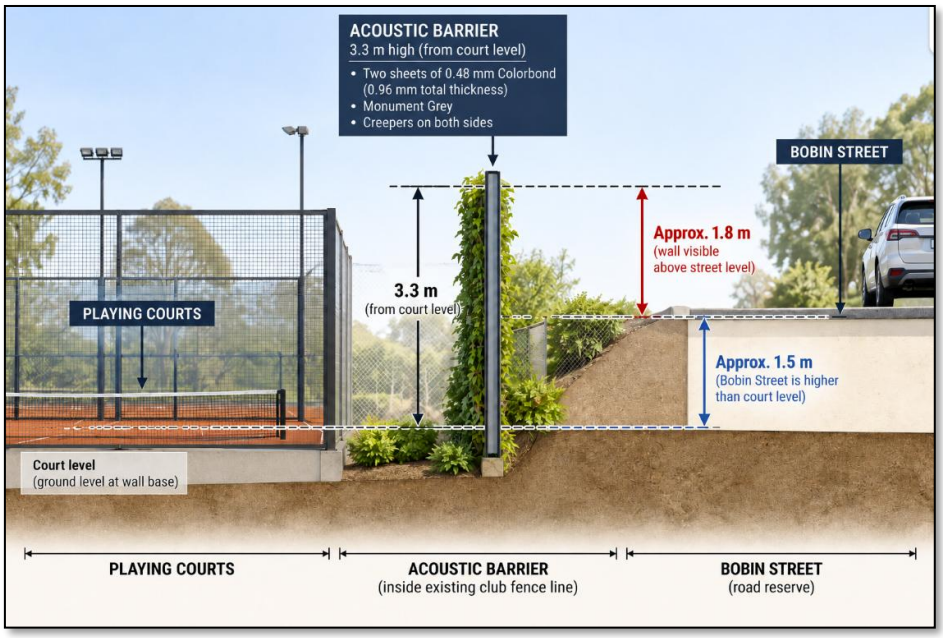
The nearest homes are opposite the proposed courts across Bobin Street. The development is considered compatible with this setting subject to conditions requiring acoustic treatment and landscape screening, setting operating hours, controlling light spill and managing parking when the courts and bowling club operate concurrently.

Visual amenity:

The 3.3 m-high acoustic barrier is proposed immediately outside the playing-court area, wholly within the existing Bowling Club fence line. It will comprise two sheets of 0.48 mm Colorbond, providing a combined sheet thickness of 0.96 mm in accordance with the acoustic treatment specified for the proposal. The main change to the Bobin Street frontage would be the 3.3 m high Colorbond acoustic fence. Its height and solid finish would alter the outlook from nearby homes. The fence forms part of the noise controls relied on in the Environmental Noise Assessment, and the proposed vertical planting would soften its appearance as it establishes.

The finish will be Monument Grey, consistent with the colour of the existing Club buildings. Creepers are proposed along both sides of the wall to provide a softer landscaped presentation over time.

The wall height is measured from the wall base at the lower court level. Bobin Street is approximately 1.5 m higher than that base, meaning the wall will present at approximately 1.8 m above the street level. An amended cross-section illustrates the wall, the road reserve and adjoining ground levels; final visible heights is shown against the relevant surveyed levels which demonstrates that the acoustic wall's on the streetscape is reduced.



The barrier serves an acoustic function and is materially different from standard tennis-court cyclone fencing. The courts also have their own enclosed perimeter, meaning the barrier is not intended to be a direct ball-impact surface during normal play.

The 3D rendered plans for the acoustic wall is shown below:





Conditions are recommended to require the planting along the fence to be installed before the first courts open and maintained throughout operation. Any court lighting is to be directed onto the courts, shielded to minimise spill on nearby homes, and switched off at the approved closing time.

Subject to these conditions, the visual impact is considered acceptable in the context of the existing sporting site.

Noise and operating hours:

The proposed operating hours are 7 am to 10 pm Monday to Saturday and 9 am to 10 pm on Sundays and public holidays. Reverberate Consulting's Environmental Noise Assessment dated 14 September 2026 modelled noise from ball impacts, player voices and car park activity at nearby dwellings. It predicts that all four courts can meet the assigned daytime and evening noise levels under the *Environmental Protection (Noise) Regulations 1997* with the recommended acoustic measures in place. Predicted player noise reaches the assigned level at some dwellings.

Having considered the submissions about early starts and late finishes, the proposed hours are considered acceptable subject to conditions specifying the permitted hours and securing the acoustic measures. The Colorbond acoustic fence and other treatments are to be installed in accordance with the endorsed plans before the courts open and maintained throughout operation. The operator is to implement the noise management measures in the assessment for the duration of the use.

The facility will be operated through a managed court-booking system within the approved operating hours. Outback Padel will be responsible for the management of the facility, with contact details made available for residents to raise any operational concerns.

Lighting:

A light management plan (LMP) is to be submitted and approved by the Shire for the outdoor padel ball court according to applicable Australian Standards. The LMP needs to address at a minimum the following:

- Address controlling tight horizontal and vertical light spill.
- The LMP needs to include a lighting model and must demonstrate compliance with strict environmental zones (e.g., AS/NZS 4282 or equivalent European EN 12193 sports lighting standards) and approved by the Shire as part of the LMP.
- The LMP needs address the property boundary spill and to be typically capped at 1 to 5 lux max vertically and horizontally at the residential property line during pre-curfew hours, dropping to under 1 lux post-curfew (usually after 10:00 PM).
- The LMP needs ensure that Glare Control (GR): Glare rating must be kept under 50 to prevent blinding players tracking high lobs and to keep intense light bursts out of neighbours' sightlines.

Before installing any court lighting shown on the endorsed plans, the applicant must obtain the Shire's approval of the Light Management Plan and lighting details showing how the lights will be directed and shielded to limit spill and glare at nearby homes. The lighting must be operated in accordance with those details and switched off at the approved closing time.

Traffic and parking:

The proposed courts would share the bowling club's existing vehicle access from Bobin Street. Move Consultants' Traffic Impact Statement dated July 2026 estimates 13 to 26 additional vehicle movements in a typical peak hour and concludes that the surrounding road network can accommodate

the increase. It finds that the forecast peak demand of 10 to 15 parking bays can be met using the existing 31 bays at the club and approximately 50 public off-street bays opposite the site on Pratt Road.

On bowling pennant days, the assessment relies on padel players using the Pratt Road public car park. A condition is recommended requiring the operator to direct players to that car park on those days to reduce the potential for overflow parking on nearby streets.

Conclusion

The padel courts would bring a disused bowling green at the Eaton Bowling and Social Club back into active use, consistent with the recreational purpose of the Public Open Space reserve. The courts would use existing access and parking, with acoustic treatment, landscape screening and limits on operating hours to manage impacts on nearby homes.

Officers recommend approval subject to the conditions set out in this report.

END REPORT

12.3 COMMUNITY & ECONOMIC DEVELOPMENT DIRECTORATE REPORTS

12.3.1 2027 YouthFest Activation Project

Reporting Department	*Community & Economic Development Directorate*
Responsible Officer	*Mr Craig Johnson – Director Community and Economic Development*
Reporting Officer	*Mr Will Tuck – Place Community Engagement Officer*
Legislation	*Local Government Act 1995*
Council Role	*Executive/Strategic*
Voting Requirement	*Absolute Majority*
Attachments	*Appendix ORD: 12.3.1A – Risk Assessment*

Overview

The purpose of this report is to advise Council of an activation project being developed by the Shire's Youth Advisory Group (YAG) as part of the 2027 YouthFest event program, and the external funding of $15,000 that has been secured through RAC to plan and deliver the project.

The project identified by the YAG focuses on the Eaton Skatepark as a highly valued space for local young people and involves the use of public art to communicate important youth targeted road safety messaging across the precinct.

The RAC Ignite - Moving Beyond Ideas project will see the YAG work with their peers from Eaton Community College to co-design and deliver an integrated program with the project to be completed and celebrated at the YouthFest event during Youth Week in April 2027.

OFFICER RECOMMENDATION

THAT Council:

1. **Notes the details of the youth-led road safety public art activation project being developed by the Shire's Youth Advisory Group (YAG) as part of the 2027 YouthFest event program;**

2. **Accepts the RAC grant funding of $15,000 that has been secured under the Ignite - Moving Beyond Ideas Program, to plan and deliver the project at the Eaton Skatepark precinct;**

3. **Approves an increase to the Youth Development Programs (Project ED08712) from the adopted amount of $5,000 to a revised budget of $20,000, with the additional expenditure offset by $15,000 from RAC grant funding: and**

4. **Acknowledges the role of the Shire's Youth Advisory Group in leading the co-design and delivery of the project with their peers.**

By Absolute Majority

Change to Officer Recommendation

No Change. **OR:**
As per *Local Government (Administration) Regulations 1996 11(da)* Council records the following reasons for amending the Officer Recommendation:

Background

The Youth Advisory Group (YAG) provides young people within the Shire of Dardanup with an opportunity to be actively engaged in the planning of Shire delivered projects, programs and services. In March 2026, the YAG identified the Eaton Skatepark precinct as an important space for local young people and its preferred site for a youth-led activation project to be designed and executed as part of the 2027 YouthFest event program.

In analysing possible program options, an expression of interest was submitted by Shire officers on behalf of the YAG to RAC under its Ignite - Moving Beyond Ideas Program. The objectives of the 'Ignite' program is to build leadership skills, public speaking, and confidence within young people, while exploring solutions for safe, sustainable, and connected communities in WA.

In July 2026, RAC engaged the YAG and Shire officers to refine the details of the project and in September 2026 the Shire was advised that the project would be supported with RAC to provide $15,000 to fully fund its delivery.

The 'Ignite' program funding will directly support the following program deliverables:

- Two (2) RAC facilitated workshops aimed at upskilling and training YAG members and empowering them to deliver co-designed planning sessions with local young people.
- Engagement of a local artist(s) to support the project design and implementation processes.
- Costs of all project materials.
- All other project costs as required.

Legal Implications

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or
(b) is authorised in advance by resolution; or*
(c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

The funding is also subject to the conditions of the RAC grant agreement, including project reporting and a final acquittal.

Strategic Community Plan 2026–2036

1.1 - Deliver inclusive community services and support where they're needed most
1.3 - Create safe, supportive communities through prevention and coordinated responses
2.3 - Deliver accessible, inclusive and well-designed public places
5.3 - Engage the community in meaningful and transparent ways

Council Plan

14.2 - Ensure equitable, inclusive and transparent engagement and decision-making
10.3 - Improve road safety, connectivity and traffic flow

10.1 - Provide a safe active transport network to encourage more walking and cycling
1.1 - Support the community to feel safe while using Shire facilities and public spaces

Environment - None

Precedents - None

Budget Implications

The project will be fully funded through the $15,000 RAC grant, with no additional Shire funds required beyond the adopted budget allocation of $5,000. The funding breakdown for the delivery of the project will be formalised through the RAC partnership agreement.

The Shire of Dardanup has $5,000 listed in its approved 2026/27 operational budget, separate to this project, to deliver the 2027 YouthFest event.

In addition, Shire officers will seek further WA State Government funding opportunities to support Youth Week activities as part of the broader YouthFest event program.

Budget – Whole of Life Cost

The proposed public art project is anticipated to have minimal whole of life costs due to its relatively small scale and community-led delivery. As the artwork design has not yet been finalised through the co-design process with the Youth Advisory Group, ongoing maintenance requirements and asset management responsibilities cannot be fully determined at this stage. However, it is expected that any future obligations for the Shire will be minor and may include periodic inspection, cleaning, graffiti removal, and routine maintenance or renewal activities associated with the chosen materials and installation method. Any significant ongoing maintenance implications identified through the design development process will be considered prior to final project approval and implementation.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.3.1A) for full assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Report Title	RAC Ignite Moving Beyond Ideas – Project Update	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	The project is funded entirely by the $15,000 (ex GST) RAC grant, with no Shire funds required. Any whole-of-life costs will be presented for consideration in future operational budgets.
	Health / People	The project involves young people aged under 18 and an installation on an active shared path. Activities will follow the Shire's

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
		child safety framework, with site safety and traffic management in place during installation.
	Reputational	This is a public partnership with RAC and a youth-led commitment. Not delivering to the agreed scope or timeline could affect community confidence and the relationship with RAC and the YAG.
	Legal and Compliance	Delivery must meet the requirements of the RAC partnership agreement, including acknowledgement and acquittal, and obtain site approvals for pavement artwork on Shire land.

Officer Comment

The Youth Advisory Group (YAG) currently has 10 members aged 14 to 20. Through this project, members will build their skills in co-design, facilitation and leadership, and put those skills into practice by leading their peers through a real life Shire project, from concept to completion.

The project gives the YAG a meaningful role in shaping a public space young people use every day and demonstrates the Shire's commitment to involving young people early in decisions that affect them.

Project Overview

Led by the YAG, the project will involve the co-design of a public artwork installation at the Eaton Skatepark precinct, possibly using the shared footpaths that connects the space, to promote important youth focussed road safety messages. The artwork will be installed with the young people involved in its design. The project objectives are to:

- Increase road safety awareness among young people.
- Empower young people to confidently choose active and sustainable transport and adopt safer travel behaviours.
- Build connection, ownership and pride in the Eaton Skatepark.
- Strengthen youth leadership through co-design.
- Contribute to long-term improvements in road safety awareness and behaviour within the Shire.

Road Safety

Transport accidents are one of the local health risks identified in the Shire's Public Health Plan 2026–2030. In 2024, Shire residents were hospitalised after transport accidents at a rate of 295.6 per 100,000, about 25% above the WA rate of 236.9, and transport accident deaths were also higher (10.2 compared with 7.2 per 100,000). The Eaton Skatepark footpath is a busy active travel route for young people.

Key Stakeholders

- RAC (funding partner).
- Shire of Dardanup Youth Advisory Group.
- Eaton Community College.
- Shire of Dardanup.

Project Stages and Timeline

The YAG will drive the project from start to finish and support their peers throughout. The stages of and timeline for the project are outlined below:

- Upskilling & Training
  RAC to facilitate 3 capacity building workshops with YAG members - Introduction to Co-Design, Change Makers in Action and Make Your Move.
- Co-design
  YAG to facilitate four one-hour co-design sessions with Eaton Community College students (Years 8–12).
- Concept Approval
  YAG to present the concept design to Council at a workshop session.
- Delivery and Launch
  YAG and students to take part in installing the artwork and celebrating its completion at YouthFest during Youth Week 2027.

STAGE	ACTIVITY	TIMING
1. Upskilling & Training	RAC Workshop 1: Introduction to Co-Design	October 2026
	RAC Workshop 2: Change Makers in Action	November 2026
	RAC Workshop 3: Make Your Move	December 2026
2. Co-design	YAG Facilitated Sessions 4 co-design workshops to be held with Eaton Community College students.	February – March 2027
3. Concept Approval	Concept Presentation YAG to present the co-designed concept to Council at a workshop session.	March 2027
4. Delivery	Artwork Installation Supported by the YAG and local students.	12–15 April 2027
5. Launch	Project Launch Project celebrated ats part of YouthFest during Youth Week 2027.	Youth Week, April 2027

Subject to Council's support for the project, the next steps are to:

- Review and execute the RAC partnership agreement;
- Support the RAC facilitated YAG capacity building workshops;
- Support the YAG to prepare and deliver the co-design sessions with Eaton Community College students;
- Support YAG with the Concept Presentation to Council;
- Confirm site approvals for the proposed artwork(s);
- Support and facilitate the artwork installation; and
- Plan and deliver the project launch as part of YouthFest 2027.

The RAC Ignite - Moving Beyond Ideas project responds to an identified local road safety need and gives the YAG a genuine leadership role in shaping a public space young people use every day. Funded by RAC with no Shire funds required for delivery, the project builds youth leadership, ownership and pride in the Eaton Skatepark, and offers an opportunity to showcase the Shire and its young people at YouthFest 2027.

END REPORT

12.4 INFRASTRUCTURE DIRECTORATE REPORTS

12.4.1 Management of Reserve 31787 Camfield Street

Reporting Department	*Infrastructure Directorate*
Responsible Officer	*Mr Theo Naudé - Director Infrastructure*
Reporting Officer	*Ms Rachel Sweeney - Manager Assets*
Legislation	*Local Government Act 1995* *Local Government (Uniform Local Provisions) Regulations 1996*
Council Role	*Executive/Strategic*
Voting Requirement	*Absolute Majority*
Attachments	*Appendix ORD: 12.4.1A – Consultation Letter sent to Affected Properties* *Appendix ORD: 12.4.1B – Risk Assessment* *Confidential Attachment A – Responses to Consultation Letter* *Confidential Attachment B – McLeods Legal Advice*

Overview

The Shire manages Reserve 31787, located on Camfield Street in Eaton, which is vested by the State Government of Western Australia for the purpose of accommodating Water Corporation sewerage and drainage infrastructure, as well as the Shire's stormwater drainage pipes and pits. Unencumbered access to this infrastructure is required to facilitate ongoing inspection, maintenance and operational activities, while also ensuring the reserve continues to function as its intended overland flood pathway. This Reserve abuts 8 properties located on Camfield Street, Pratt Road and Leake Street. All the properties have been making use of the reserve as an extension of their own lots.

A report was presented to Council at the Ordinary Council Meeting on the 23rd of September 2026, recommending the Shire retake back the management of the reserve to allow for unencumbered access for the Water Corporation and the Shire. Council resolved to undertake consultation with the affected landowners before a position is agreed [Res: 224-26].

This report presents the results of this consultation along with updated recommendations regarding management of this Reserve into the future.

OFFICER RECOMMENDATION

THAT Council:

1. **Instructs the Chief Executive Officer to write to the affected landowners of lots 51, 52, 391, 392, 393 (previously parent lot now lot 2), 416, 408 and 409 to advise them that as contemplated by**
2. **Regulation 17(1) of the *Local Government (Uniform Local Provisions) Regulations 1996* it is reinstating full control and access of the Reserve 31787.**

3. **Approves the cancellation of any permission previously granted for fencing of the Reserve 31787.**

4. **Notes that all landowners will be required to remove the fencing and all other works and materials from the Reserve within 90 days.**

5. In respect of the shed on Lot 391 which encroaches into the Reserve 31787, resolves that:

a) the landowner removes the structure from the Reserve; and

b) the Chief Executive Officer negotiates a reasonable time for compliance because of the logistical difficulties in executing the removal.

6. Approves unbudgeted expenditure of $27,000 in the 2026/27 Annual Budget for the fencing of Reserve 31787, Camfield Street.

7. Approves an increase to the 2026/27 Annual Budget allocation for transfer from the Parks and Reserves Upgrade Reserve of $27,000 to fund the fencing of Reserve 31787, Camfield Street.

By Absolute Majority

Change to Officer Recommendation

No Change. **OR:**
As per *Local Government (Administration) Regulations 1996 11(da)* Council records the following reasons for amending the Officer Recommendation:

Background

Location Plan



Figure 1: Shire Drainage Infrastructure and Water Corporation Sewer Lines



Figure 2: Overland Floodway



Figure 3: Original natural drain running through the reserve (Photo from 1970)

The Shire has care, control, and management of the Reserve pursuant to a Management Order, in accordance with the provisions of the *Land Administration Act, 1997*. The Reserve contains Water Corporation sewer and Shire stormwater infrastructure that requires unencumbered access for maintenance and renewal as well as being an overland floodway for very large storm events within a bush fire prone area.

There are 8 lots that abut the reserve - Lots 2, 408, 409, 416, 51, 52, 391, 392 and 393. All 8 of the lots currently use portions of it as an extension of their own properties for storing sheds, boats, fences, 'ornaments and materials. This in some instances has led to Illegal dumping of waste and/or structures being placed on the reserve with ongoing complaints received by residents.

PROPERTY	PREVIOUS APPROVALS	CURRENT USE OF RESERVE / ENCROACHMENTS
Lot 416 – 14 Camfield Street	Shire approval granted on 30th July 2015 for the care and maintenance of a portion of the reserve.	Maintains the approved area as a manicured garden. Replaced a fence and gate across the reserve originally installed by Lot 52 and installed an additional gate adjoining the road reserve. Previously obstructed access with farming equipment, which has since been removed.
Lot 52 – 12 Camfield Street	No approvals identified.	Uses the reserve for storage of household items, with illegal dumping also occurring. Previously installed a fence and gate across the reserve, subsequently replaced by Lot 416.
Lot 2 – 18B Bryant Street	Council approval granted on 23rd February 2000 to fence and incorporate a portion of the reserve into the property, subject to conditions including a Section 70A notification and restrictions on buildings.	Fenced off a portion of the reserve and installed two water tanks and landscaping within the reserve.
Lot 391 – 13 Camfield Street	Council approval granted on 23rd February 2000 to fence and incorporate a portion of the reserve into the property, subject to conditions including a Section 70A notification and restrictions on buildings.	Fencing and a gate obstruct access to the reserve from Camfield Street. A shed approved in 2001 has been constructed, contrary to its approved location, approximately 2.5 m into the reserve.
Lot 409 – 141 Pratt Road	Section 70A notification on the title states fencing of the land may occur however states owners have no right, title or interest in the Reserve.	Installed a tall chain-link fence enclosing the reserve without Shire consent, preventing access.

When presented with these issues at the Ordinary Council Meeting on the 23rd of September 2026, Council resolved, as follows:

THAT Council:

1. *Instructs the Chief Executive Officer to write to the affected landowners of lots 51, 52, 391, 392, 393 (previously parent lot now lot 2), 416, 408 and 409 to seek their comments on Council's intention to, as contemplated by Regulation 17(1) of the Local Government Regulations 1996:*

    - *reinstate full control and access of the Reserve 131787;*
    - *cancel any permission previously granted for fencing of the Reserve 131787;*
    - *inform all landowners of the requirement to remove the fencing and all other works and materials from the Reserve within 90 days;*
    - *in respect of the shed on Lot 391 which encroaches into the Reserve 131787, resolve that:*

        a) *the landowner removes the structure from the Reserve; and*

        b) *the Chief Executive Officer negotiates a reasonable time for compliance because of the logistical difficulties in executing the removal; and*

    - *Council will install Colourbond fencing around the entire reserve to be funded from Parks and Reserves Upgrades Reserve.*

2. *Requests the Chief Executive Officer to bring a report back to Council in November 2026 on the outcomes of consultation and the way forward.*

Legal Implications

The Reserve contains Shire and Water Corporation infrastructure that requires unencumbered access and the manner in which the Reserve has been fenced, along with the various works and activities which have been undertaken on the Reserve, is interfering with the proper use of the Reserve for its intended purpose.

The current management arrangements of the reserve may compromise its intended function as an overland flood pathway during significant storm events, potentially increasing the risk of flooding to surrounding properties. Should the Shire fail to address these identified issues, there is a risk of potential liability in the event of flooding and subsequent damage to private property.

The Shire officers obtained legal advice from McLeod's to its options to restore full use and access of the Reserve and the potential implications of doing so, including any rights of compensation (Confidential Attachment B – Under Separate Cover).

Council Plan

7.1 - Minimise risks and impacts from fires, floods, heat waves, and other natural disasters.
8.1 - Support responsible planning and development.

Environment - None.

Precedents

Resolution 102/00 of minutes held 23rd February 2000

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

102/00 MOVED Cr M T O'Connor – Cr K Hopper

THAT:

1. *Council approve the fencing of portion of the drainage reserve adjoining Lot 2 (18B) Bryant Street and Lot 391 (13) Camfield Street, Eaton in order to incorporate the portion of this reserve into these properties.*

2. *The owners of Lot 2 (18B) Bryant Street and Lot 391 (13) Camfield Street, be advised that they will be:*

    i. *Responsible for the maintenance of the surface of the reserve and its restoration should the drainage pipes need to be worked upon. This will not be the responsibility of Council*
    ii. *Required to have memorials placed on their titles to reflect the status of the reserve and that no buildings are to be constructed within the reserve*
    iii. *Required to liaise with Council's Planning Officers prior to establishing any vegetation within the reserve.*

CARRIED
9/0

Budget Implications

It is proposed to take back full management of the Reserve which will require the Shire to fully fence the reserve. There also may be compensation to landowners for fences and gates which they have funded the installation of with approval from the Shire.

The Shire has obtained a quote to fence the reserve with a 1800mm high Colourbond fence at a cost of $26,190 (ex GST). These funds can be sourced from the Parks and Reserves Upgrades Reserve, which currently has an expected closing balance of $504,000 for the 2026/27 financial year.

If the alternative proposed (to take back only access to the Reserve) is preferred the Shire may be required to compensate landowners for fences and gates they have installed with approval.

Budget – Whole of Life Cost

There may be portions of the Reserve where the Shire is required to resume full management which introduce additional annual maintenance expenditure to maintain and mow the reserve to a suitable standard consistent with other reserves throughout Eaton. This reserve will have slashing, weed maintenance and general trimming work undertaken 4 times a year, with ad-hoc maintenance works undertaken upon request by the public. This will result in an additional yearly maintenance expenditure of approximately $3,345 per annum or $964 per annum excluding overheads.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.4.1B) for full assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Management of Reserve 131787	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Legal and Compliance	There are ongoing compliance issues in regard to unrestricted access, illegal dumping and structures.
	Legal and Compliance	Should the Shire fail to address issues with the Reserve current inability to act as a flood pathway, there is a risk of potential liability in the event of flooding and subsequent damage to private property
	Reputational	Community pushback may occur as a result of taking back management of the reserve after a long period of private use.
	Financial	Additional expenditure for maintenance and possible compensation claims by community members on installed gates and fences

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
	Property	Reinstating the management and control over the Reserve to minimise the risks associated with any liability that may exist in relation to the use of the Reserve to ensure that the SOD obligations that the Reserve remains capable of use for its dedicated purpose, being a drainage reserve with Water Corporation infrastructure and overland flow path.
	Property	Should Council resolve to adopt the alternative recommendation, property security risks may arise for adjoining landowners, as any gates installed across the Reserve would be required to remain unlocked at all times to ensure unencumbered access for the Shire and Water Corporation.

Officer Comment

As per Council's Resolution from the September OCM, the letter found in (Appendix ORD: 12.4.1A) was sent to the owners of all impacted properties, providing an opportunity to raise concerns with the Shire's proposed approach. Six responses were received (Confidential Attachment A) and are detailed in the following table.

PROPERTY	OBJECTION
14 Camfield St, Eaton	Object to the Shire of Dardanup's proposal to withdraw adjoining owners' permission to maintain their sections of the reserve and to fence its entire length. They argue the problems stem from one neighbour, so all eight owners shouldn't be penalised, and propose fencing only that neighbour's section (about $5,000 versus $50,000 or more). They say the items on their section are meant to keep that neighbour out, not to block infrastructure access, and their gates are unlocked. They ask the Shire to reconsider, to address the problem owner directly, to let compliant owners keep maintaining their sections under reasonable access conditions, and to provide evidence of the access issues, a cost breakdown and a maintenance plan. A postscript says they feel poorly treated by the Shire and would have liked an upfront meeting with all owners.
13 Camfield Street	Objects to the Shire's intention to take back full control of the reserve, remove their access to it, and order the removal of a shed that partly sits over the reserve. They call this extreme, citing the loss of access to their backyard, the significant cost of demolishing the shed and foundations, and the likely drop in the property's appeal and value. They feel the actions of one householder who dumped rubbish have been blamed on everyone else, and they want the current arrangements to continue. They say the side double gates give ample access for the Shire or Water Corporation, that in the 25 years since the shed was built there have been no issues with the reserve (and to their knowledge no access has been needed), and they invite the Shire to inspect the reserve on their lot.
12A Camfield Street	Objects to the Shire's proposal to resume full management and control of Reserve 31787, arguing it is unnecessary and unfair because the problems come mainly from one neighbour, not the residents who have maintained the reserve responsibly. The owner, who lives next to 12 Camfield Street, says that property has a weekly build-up of rubbish that appears linked to a junk-selling business, which they say brings pests, snakes, health and safety concerns, and a stream of unfamiliar visitors. They say years of complaints to the Shire have not fixed it, that it has hurt their quality of life and

PROPERTY	OBJECTION
	may reduce their property's value, and that they have even considered moving. They urge the Shire to take targeted action instead, by investigating the rubbish and the apparent commercial activity (including planning and environmental compliance), preventing further dumping, and preserving the management arrangements of responsible residents, and they ask for a formal written response.
18B Leake Street	Objects to the Shire taking back management of Reserve 31787 and asks Council to reconsider before a vote. They say Water Corporation has never needed access in the 11 years they have lived there, nor the 21 years of the previous owners, and that the reserve is fully accessible through two large, unlocked gates. As an elderly person living alone on a corner block, they fear an open reserve would create a throughway for crime, vandalism and drug use behind their home, and doubts the Shire would maintain it, citing past overgrowth, fire and snake risks and more dumping. They would lose their vegetable and fruit beds, compost bins and rainwater tank use, along with the native bee and bird habitat they have established, and objects to the fencing as unsightly and costly. They also say they cannot afford to remove their items, as they are on a pension. They argue that the one resident they believe is responsible for the dumping should be dealt with directly instead of punishing the other seven, invites councillors to inspect their property, asks for written feedback before the vote, and notes the Shire's report wrongly states they have two water tanks when they have one.
18A Leake Street – Not adjacent to reserve and was not sent the consultation letter	18A Bryant St, the neighbour of 18B, objects to the Shire's proposal to erect a fence and take back the reserve. They say it would leave an opening too close to their back fence for their safety and comfort. As an elderly person living alone, they do not like the idea of a passage along the back of their property where young people could get in and do drugs, commit crimes and other things. They ask the Shire to reconsider what they call a silly proposal.
3 Leake Street - Not adjacent to reserve and was not sent the consultation letter	Objects to the Shire taking back the reserve, writing in support of her neighbour (18B Bryant St). They say the resident has always kept the reserve and the adjoining council strip neat and tidy, using it to grow vegetables and fruit, and that they enjoy the view of it from their own home. They worry that the reserve would attract snakes, rats and mice if the Shire takes it back, and that the works would bring noise, dust and disturbance to their quiet street, which they say has already put up with changes to nearby roads and the new stage of Eaton Fair. They see no reason for the Shire to take the reserve back given how well it is looked after and urges the Shire not to proceed.

The submissions received in response to the proposal to resume full management and control of Reserve 31787 have largely treated the proposal as a response to rubbish dumping and the actions of one property owner. While Shire Officers acknowledge all issues raised and their importance, this is a misinterpretation of the proposal and demonstrates that two distinct issues are involved.

Issue 1: The reserve cannot currently perform its intended function

Reserve 31787 is vested for Water Corporation sewerage infrastructure and also contains the Shire's stormwater pits and pipes. It serves two essential purposes.

- *Access for maintenance and renewal*

  The Shire and Water Corporation require unencumbered access along the full length of the reserve to undertake inspection, maintenance, repair and eventual renewal of existing infrastructure. This includes access for vehicles, machinery and excavation equipment, rather than pedestrian access alone. Such access is necessary for both planned works and emergency

situations, including blockages, pipe failures and flood events where delays may result in property damage, public health risks and environmental harm. As such access must be available at all times, without reliance on arrangements or prior agreement with adjoining landowners.

Several submissions raised concerns that access to the reserve has not been required over the past 25 years, that existing side gates provide adequate access, or that gates remain unlocked. However, the absence of a need for access in the past does not eliminate the potential requirement for access in the future particularly as existing infrastructure ages and requires maintenance or renewal. Furthermore, the reserve's function as an overland flood pathway requires an unobstructed corridor, rather than simply providing access through gates. Both requirements necessitate unrestricted access and cannot be reliant on arrangements with individual landowners.

- *Conveyance of major stormwater flows*

The reserve is intended to function as an overland flood pathway capable of conveying flows associated with a 1 in 100-year rainfall event. This requires a continuous, unobstructed corridor to allow stormwater to flow freely. The current presence of fencing, gates, sheds and stored materials within the reserve may impede stormwater flows and increase the risk of flooding to adjoining properties.

These obstructions have largely resulted from historical arrangements where adjoining landowners were permitted to maintain, and in some instances enclose, portions of the reserve adjacent to their properties. It is acknowledged that these arrangements were generally established in good faith, with many landowners maintaining these areas to a high standard.

The impact of fencing, gates and other structures has compromised the reserve's intended drainage function. Irrespective of the circumstances under which these structures were installed, the Shire has a responsibility to manage the reserve and address identified risks associated with its intended use.

As such the Shire's proposed removal or modification of fencing, gates and structures that obstruct the reserve is intended to reinstate its drainage and infrastructure functions and reduce the potential risk of flooding to adjoining properties. The proposed approach will be applied consistently across all affected properties, recognising that the effective operation of the overland flood pathway relies on maintaining a continuous, unobstructed corridor. The proposed works are not directed at individual landowners but rather seek to ensure the reserve can fulfil its intended purpose.

Issue 2: Dumping and the conduct of one resident

Separately, the Shire has received complaints about rubbish dumping in the reserve and associated behaviour attributed to one adjoining resident, including concerns about amenity, pests, health and possible commercial activity at the property. Many submissions focus on these matters, and the Shire acknowledges that they are serious for neighbouring residents.

This is a compliance and enforcement matter which is properly addressed through the Shire's regulatory powers by investigating the specific conduct, issuing notices where warranted, and taking enforcement action if necessary. It is not a matter that can or should be resolved through decisions about the management of the reserve.

Conclusion

These two issues are independent of each other:

- If the dumping stopped tomorrow, the reserve would still be obstructed and unable to function as a flood path or provide adequate access.

- If the reserve were cleared and the Shire resumed management, the conduct complaints would still need to be investigated and resolved under the relevant legislation.

The Shire should resume full management of Reserve 31787 to ensure the land is managed for the benefit of the broader community, rather than the exclusive use of adjoining landowners. Returning the reserve to the Shire's management would provide an opportunity to establish a consistent maintenance regime, including weed management, fire hazard reduction and monitoring of anti-social behaviour. This would assist in addressing the safety and amenity concerns raised through the public consultation process. This reserve would be managed in the same manner the drainage reserve that runs between Hamilton Road and Pratt Road is currently managed by the Shire. Images of this reserve taken in July 2026 are shown below.





It would also provide an opportunity to investigate the establishment of a pedestrian connection through the reserve to Watsons Reserve, improving pedestrian accessibility and safety, particularly for children given the absence of a footpath along Leake Street.

Allowing the existing arrangements to continue or formally recognising the private enclosure and use of the reserve, may establish an undesirable precedent for the occupation of public land by adjoining landowners. This could create challenges for the Shire in ensuring the consistent and equitable management of public reserves and will compromise the reserve's intended drainage and access functions.

It is recommended the Shire investigate complaints regarding the dumping of waste and unauthorised use of Reserve 31787 as a separate compliance matter, independent of decisions regarding the future management of the reserve.

Where complaints are received, Shire Officers will undertake investigations, including site inspections and the collection of relevant evidence, to determine whether any breaches of applicable legislation or local laws have occurred. Where non-compliance is identified, the Shire will consider appropriate compliance and enforcement measures in accordance with its statutory powers and established procedures.

Should the reserve return to the Shire's full management, it will be incorporated into the Shire's routine inspection and maintenance programs to assist in identifying and addressing illegal dumping, vegetation management and other maintenance concerns. Additional measures, including signage or increased monitoring, may be considered where ongoing issues are identified.

This approach will ensure that complaints regarding individual property owners are addressed through the appropriate compliance processes, while decisions regarding the future management of the reserve are considered separately and in the broader interests of the community.

Alternative Solution

Should Council wish for access and maintenance of the Reserve to remain with adjoining landowners, an alternative recommendation is to establish clear requirements to ensure unencumbered access to the Reserve and maintain its drainage function.

Under this option, no fencing across or structures are to be installed within the Reserve that may impede the flow of water, including garden beds, landscaping and other embellishments.

Only gates that are visually permeable and provide a minimum ground clearance of 150 mm are to be permitted, ensuring stormwater can flow freely through the Reserve as intended. All gates must remain unlocked at all times to ensure the Shire and Water Corporation have unencumbered access to the Reserve for inspection, maintenance and operational purposes.

Examples of permissible gate types are provided below (nothing that these do not have the required ground clearance).





Should this solution be preferred by Counil, formal Section 70A notifications will be required to be added to the titles of all adjoining properties specifying gating off the reserve has been granted, however the landowners retain no rights or interests in this land.

OFFICER RECOMMENDATION "B"

THAT Council:

1. Instructs the Chief Executive Officer to write to the affected landowners of lots 51, 52, 391, 392, 393 (previously parent lot now lot 2), 416, 408 and 409 to advise them that as contemplated by Regulation 17(1) of the *Local Government Regulations 1996,* it is reinstating full access of the Reserve 31787.

2. Permits owners to install visually permeable gates across the reserve, with a minimum clearance from the ground of 150mm that are to remain unlocked at all times.

3. Requests that all affected landowners remove any fencing, solid gates, structures or garden embellishments extending across Reserve 31787 that

obstruct access or impede its intended function as an overland flood pathway, within 90 days of written notification from the Shire.

4. In respect of the shed on Lot 391 which encroaches into the Reserve 31787, resolves that:

   a) the landowner removes the structure from the Reserve; and

   b) the Chief Executive Officer negotiates a reasonable time for compliance because of the logistical difficulties in executing the removal.

END REPORT

12.4.2 Gravel Re-Sheeting 2026/27

Reporting Department	*Infrastructure Directorate*
Responsible Officer	*Mr Theo Naudé - Director Infrastructure*
Reporting Officer	*Ms Rachel Sweeney - Manager Assets*
Legislation	*Local Government Act 1995*
Council Role	*Executive/Strategic*
Voting Requirement	*Absolute Majority*
Attachments	*Appendix ORD: 12.4.2A – Risk Assessment*

Overview

The Shire's gravel re-sheeting program for 2026/27, included in the 10-Year Road Works Program, was adopted during the Integrated Planning Committee Meeting on the 11th March 2026 and the Ordinary Council Meeting on the 25th March 2026 [Res: 58-26].

This program allocated $99,938 in funding towards the gravel re-sheeting of St Helena Road from SLK 1.00 – 2.00 funded from the Road Construction and Maintenance Reserve. Since this time Panizza Road and Poad Road have degraded to a state that require frequent maintenance grading works and are a higher priority for re-sheeting works.

It is recommended to change the project allocation from St Helena Road to Panizza Road, increase this budget allocation to allow for increased gravel costs, and allocate a new re-sheeting project for Poad Road from SLK 0.00 to SLK 2.5. These two roads are in poor condition, with frequent FUSION requests received and maintenance expenditure required.

OFFICER RECOMMENDATION

THAT Council:

1. **Re-allocates $89,944 in the 2026/27 Annual Budget from the St Helena Road Gravel Re-sheeting (RD12955) to the Panizza Road Gravel Re-sheeting.**

2. **Approves expenditure of $270,000 in the 2026/27 Annual Budget for the following road projects:**

PROJECT	BUDGET ALLOCATION	PROJECT NUMBER
Panizza Road Re-Sheeting SLK 1.17-2.14	$135,000	New
Poad Road Localised Re-Sheeting SLK 0 -2.47	$135,000	New

3. **Approves an increase of $180,056 in the 2026/27 Annual Budget transfer from the Road Construction and Major Maintenance Reserve, with the balance of project funding being sourced from the budget reallocation identified in Part 1 of the Resolution.**

By Absolute Majority

Change to Officer Recommendation

No Change. **OR:**
As per *Local Government (Administration) Regulations 1996 11(da)* Council records the following reasons for amending the Officer Recommendation:

Background

The Shire's gravel re-sheeting program for 2026/27, included in the 10-Year Roads and Bridges Program of Works, was adopted during the Integrated Planning Committee Meeting on the 11th of March 2026 and the Ordinary Council Meeting on the 25th of March 2026.

This program was developed based on the recommended gravel re-sheeting priorities identified in October 2026. Since this time, the condition of some road sections has deteriorated further, resulting in a change to these priorities.

Legal Implications - None.

Council Plan

10.3 - Improve road safety, connectivity and traffic flow.
13.2 - Manage the Shire's resources responsibly

Environment - None.

Precedents - None.

Budget Implications

These additional works will result in an additional draw down of the Shire's Road Construction and Major Maintenance Reserve of $180,056. This reserve currently has sufficient funds due to savings realised in maintenance works during last year's budget.

The estimated opening balance of the reserve (subject to audit) this year was $1,643,899 with a current adopted transfer from reserve of approximately $570,702 and a transfer to reserve of $400,000.

These re-sheeting works will result in a reduction in maintenance expenditure on these roads to address community concerns and FUSION works requests. Maintenance grading on Panizza Road is occurring once per week, accounting for $51,645 in maintenance expenditure last financial year to address deterioration of the road.

Maintenance grading on Poad Road is undertaken on average once every three weeks, with a total maintenance cost on the road last financial year (25/26) of $25,745.

Budget – Whole of Life Cost

Re-sheeting of these roads will result in a reduction in maintenance expenditure as the frequency of maintenance grading will greatly reduce.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.4.2A) for full assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Report Title	Gravel Re-Sheeting 2026/27	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Health / People	Poor road condition, inadequate drainage and the exposed culvert on Poad Road may result in accidents occurring resulting in injury. Poor road condition on Panizza Road may result in accidents occurring resulting in injury.
	Financial	Failure to re-sheet the roads will result in further loss of gravel material and continued deterioration of the road surface leading to higher renewal costs in the future. Failure to re-sheet the roads will result in continued maintenance expenditure on maintenance grading
	Service Interruption	Failure to re-sheet the roads may result in temporary road closures and disruptions to road users if road conditions deteriorate to a point where they are no longer safe for use.
	Legal and Compliance	Failure to re-sheet the roads may increase the Shire's exposure to legal liability if deteriorating road conditions contribute to vehicle damage, accidents or injuries particularly where known road defects have not been adequately addressed
	Reputational	Reputational damage to the Shire due to deteriorating road conditions and a perceived failure to adequately respond to concerns raised by residents.

Officer Comment

Panizza Road

Panizza Road from SLK 1.17 to SLK 2.14 runs from 400m past Jones Road to Depiazzi Road.



This section of road is in poor condition with frequent requests for grading occurring yearly. The Shire is currently undertaking maintenance grading on this section of road once per week due to insufficient suitable gravel material remaining on the road surface to effectively reshape and grade the road. Last financial year this maintenance grading works incurred $51,645 in costs from the road maintenance budget.

Re-sheeting this section of road will significantly reduce the maintenance grading requirements to once per year and shoulder grading once per year. It is recommended that this section of road be re-sheeted with 150 mm of road base specification gravel, at a slightly higher cost than standard re-sheeting gravel, to allow for potential future sealing works should the Shire determine these are necessary at a later date. These works will total $135,000.

The remaining sections of Panizza Road are in adequate condition and do not require immediate re-sheeting. These remaining sections are included in the Road 10-Year Program for later years.

Poad Road

Poad Road from SLK 0.00 to SLK 2.470 runs from Boyanup-Picton Road to 670m past Ficinia Grove.



This section of road is also in poor condition with frequent requests for grading and maintenance works occurring yearly. The Shire is currently undertaking maintenance grading on this section of road typically once every 3 weeks due to insufficient suitable gravel material remaining on the road surface to effectively reshape and grade the road. Last financial year this maintenance grading works incurred $25,745 in costs from the road maintenance budget.

The Shire has also received concerns from residents regarding increased traffic volumes following the opening of Ficinia Road, the existing road width and the impact these have on road safety. These concerns will be considered as part of the assessment of the proposed works, including whether any additional improvements are required.

The road also experiences poor drainage, with water pooling along the roadside and sections of the road becoming inundated during heavy rainfall. The proposed works will include localised drainage improvements to address these issues, along with the removal of the exposed culvert.

It is recommended that localised 100mm gravel re-sheeting repairs, drainage cleanout and re-shaping and exposed culvert removal be undertaken on Poad Road for a total of $135,000. These repair works will occur on poor condition sections from SLK 0.00 – 2.47 and will not result in a full re-sheeting of the road.

St Helena Road

St Helena Road from SLK 1.00 – 2.00 will be recommended for re-inclusion in the 2027-28 revision of the Roads 10-Year Program.

END REPORT

12.5 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

12.5.1 Council Policy Framework Review and Rationalisation Program – Stage 2

Reporting Department	*Corporate & Governance Directorate*
Responsible Officer	*Mrs Natalie Hopkins - Director Corporate & Governance*
Reporting Officer	*Mrs Donna Bailye - Manager Governance* *Mrs Cindy Barbetti – Coordinator Governance*
Legislation	*Local Government Act 1995*
Council Role	*Executive/Strategic*
Voting Requirement	*Simple Majority*
Attachments	*E-Appendix ORD: 12.5.1A – Summary Schedule of Review Outcomes (Under Separate Cover)* *E-Appendix ORD: 12.5.1B – Council Policies Proposed for Adoption Following Review (Tracked Changes) (Under Separate Cover)* *E-Appendix ORD: 12.5.1C – Council Policies Proposed for Amalgamation (Under Separate Cover)* *E-Appendix ORD: 12.5.1D – CP013 Proposed for Transfer to Administration Policy Manual (Under Separate Cover)* *E-Appendix ORD: 12.5.1E – Risk Assessment (Under Separate Cover)* *E-Appendix ORD: 12.5.1F – Consolidated 2026-2028 Council Policy Manual (Under Separate Cover)* *Not attached: 2024-2026 Council Policy Manual (entire policy manual)* *Refer weblink: 2024-2026_Council_Policy_Manual.pdf*

DECLARATION OF INTEREST

Chief Executive Officer, Mr André Schönfeldt declared a Financial Interest in this item.

Please refer to Part 11 'Declaration of Interest' for full details.

Overview

This report presents Stage 2 of the 2026 Biennial Council Policy Review. The review has assessed the remaining Council Policies to ensure they remain current, strategically focused and aligned with legislative and organisational requirements.

Recommendations arising from the review include policy amendments, policy amalgamations, the transfer of an operational policy to the Administration Policy Manual and the revocation of superseded policies, with detailed outcomes provided in the Summary Schedule of Review Outcomes (E-Appendix ORD: 12.5.1A).

OFFICER RECOMMENDATION

THAT Council:

1. **Notes the summarised outcomes of the 2026 Council Policy Framework Review and Rationalisation Program – Stage 2, as contained in (E-Appendix ORD: 12.5.1A).**

2. Adopts the Council Policies contained within (E-Appendix ORD: 12.5.1B) following their review as part of the 2026 Council Policy Framework Review and Rationalisation Program – Stage 2.

3. Amalgamates the following Council Policies, as detailed in (E-Appendix ORD: 12.5.1C) and:

a. Revokes:

- **Exec CP014 Equal Opportunity Employer**
- **Exec CP071 Workplace Bullying and Workplace Violence**
- **Exec CP302 Work Health and Safety**

b. Adopts new Council Policy CP204 Safe, Fair and Respectful Workplace, which consolidates the provisions of the policies listed in 3(a), as detailed in (E-Appendix ORD: 12.5.1C).

4. Amalgamates Council Policies Infr CP050 Crossovers – Approvals, Standards and Subsidy and Infr CP051 Crossovers – Responsibility for Provision on New Subdivisions, as detailed in (E-Appendix ORD: 12.5.1C), and:

a. Revokes Council Policy Infr CP051 Crossovers – Responsibility for Provision on New Subdivisions.

b. Adopts the amended and renamed Council Policy Infr CP050 Crossovers – Responsibilities, Standards and Subsidy.

5. Amalgamates Council Policies Infr CP058 Roadside Vegetation and Infr CP073 Roadside Fire Hazard Management, as detailed in (E-Appendix ORD: 12.5.1C), and:

a. Revokes Council Policy Infr CP073 Roadside Fire Hazard Management.

b. Adopts the amended and renamed Council Policy Infr CP058 Roadside Vegetation and Fire Hazard Management.

6. Amalgamates Council Policies Infr CP059 – Road Construction Priority and Infr CP064 – Upgrade of Existing Roads – Voluntary Contributions by Adjoining Property Owners, as detailed in (E-Appendix ORD: 12.5.1C), and:

a. Revokes Council Policy Infr CP064 – Upgrade of Existing Roads – Voluntary Contributions by Adjoining Property Owners.

b. Adopts the amended and renamed Council Policy Infr CP059 – New Road Construction, Road Upgrades and Voluntary Contributions.

7. Amalgamates Council Policies Infr CP403 – Commemorative Plaques in Public Spaces and Infr CP063 – Roadside Markers, as detailed in (E-Appendix ORD: 12.5.1C), and:

a. Revokes Council Policy Infr CP063 – Roadside Markers.

b. Adopts the amended and renamed Council Policy Infr CP403 – Commemorative Plaques in Public Spaces and Roadside Markers.

8. Amalgamates Council Policies Exec CP205 Council Meeting Framework and Exec CP088 Forums of Council – Concept Forums, Agenda Forums and Workshops, as detailed in (E-Appendix ORD: 12.5.1C), and:

a. Revokes Council Policy Exec CP088 Forums of Council – Concept Forums, Agenda Forums and Workshops.

b. Adopts the amended and renamed Council Policy Exec CP205 Council Meeting and Forum Framework.

9. Amalgamates Council Policies CnG CP303 Public Question Time and CnG CP308 Recording and Livestreaming of Council Meetings, as detailed in (E-Appendix ORD: 12.5.1C), and:

a. Revokes Council Policy CnG CP308 Recording and Livestreaming of Council Meetings.

b. Adopts the amended and renamed Council Policy CnG CP303 Council Meetings: Public Participation and Recording.

10. Endorses the transfer of the following policy to the Administration Policy Manual and revokes the corresponding Council Policy status as contained within (E-Appendix ORD: 12.5.1D):

- **CnG CP013 Pensioner and Senior Rebate Concession Entitlement on Land with Commercial Use**
- **Infr CP076 Shire Resources for Fire Management Activities**

11. Adopts the Shire of Dardanup Consolidated 2026 – 2028 Council Policy Manual as contained within (E-Appendix ORD: 12.5.1F).

12. Authorises the Chief Executive Officer to undertake all administrative actions necessary to give effect to Council's decision, including updating the Council Policy Manual and Administration Policy Manual.

13. Notes that Stage 2 completes the 2026 Biennial Council Policy Review and Rationalisation Program.

Change to Officer Recommendation

No change to policy content. **OR:**
As per *Local Government (Administration) Regulations 1996 11(da)* Council records the following reasons for amending the Officer Recommendation:

Background

Council Policies provide strategic direction and guidance for decision-making by Council and the administration, ensuring decisions are made in a consistent, transparent and accountable manner.

The Shire's Policy Framework requires Council Policies to be reviewed on a biennial basis to ensure they remain current, comply with legislative requirements, reflect contemporary best practice and continue to support Council's strategic objectives.

Council last undertook a comprehensive review of the Policy Manual in October 2024.

As part of the 2026 Biennial Council Policy Review, all Council Policies were reviewed by the responsible business units. The review considered:

- legislative compliance;
- ongoing strategic relevance;
- alignment with current organisational practice;
- duplication with legislation, plans or procedures;
- appropriateness of the governance framework; and
- opportunities for policy rationalisation.

To assist the review process, a workshop was conducted with the Executive Management Team in September 2026. The workshop considered the ongoing effectiveness of Council Policies and identified opportunities to strengthen the distinction between strategic Council Policy and operational administrative processes.

Stage 1 of the Policy Framework Review and Rationalisation Program was presented to Council in October 2026 and encompassed Local Planning Policy reviews, policy rationalisation initiatives, the revocation of superseded policies, and the transfer of operational and administrative matters to the Administration Policy Manual.

This report represents Stage 2 of the program and presents the outcomes of the review of the remaining Council Policies. The review has identified policies requiring amendment, policies proposed for amalgamation to improve efficiency and reduce duplication, and policies that remain current and appropriate without amendment.

Legal Implications

Council's responsibility for determining the local government's policies is established under section 2.7(2)(b) of the *Local Government Act 1995*. Council Policies support the effective governance of the Shire by providing strategic direction and guiding consistent decision-making.

> ***2.7. Role of council***
>
> *(1) The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.*
>
> *(2) The council's governing role includes the following —*
> *(a) overseeing the allocation of the local government's finances and resources;*
> ***(b) determining the local government's policies;***
> *(c) planning strategically for the future of the district;*
> *(d) determining the services and facilities to be provided by the local government in the district;*
> *(e) selecting the CEO and reviewing the CEO's performance;*
> *(f) providing strategic direction to the CEO.*

Council Plan

13.1 - Adopt best practice governance.
13.2 - Manage the Shire's resources responsibly.
14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

Environment - None.

Precedents

Council reviews its policies regularly, with the last full Policy Manual review being presented to the Ordinary Meeting of Council on the 23rd October 2024 [Res: 274-24].

Council also considered Stage 1 of the Council Policy Framework Review and Rationalisation Program at its October 2026 Ordinary Council Meeting.

Budget Implications

While this report does not have any direct budget implications, various Policies contained within the Policy Manual have budget allocations and implications.

Budget – Whole of Life Cost - None.

Council Policy Compliance

All Council policies.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (E-Appendix ORD: 12.5.1F) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	2026 Biennial Policy Manual Review	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial Impact	Policies that do not reflect current legislative obligations, operational practices or risk management requirements may result in inefficient use of resources, increased costs or potential financial liability.
	Service Interruption	Outdated or unclear policies may result in inconsistent decision-making and service delivery across the organisation.
	Legal and Compliance	Policies that are outdated, inconsistent with current legislation or no longer aligned with contemporary governance practices may

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
		expose the Shire to legal and compliance risks.
	Reputational	Failure to maintain an up-to-date and transparent policy framework may adversely impact public confidence in the Shire's governance and decision-making processes.

Officer Comment

The 2026 Biennial Council Policy Review and Rationalisation Program has now been completed, with Stage 2 encompassing the review of all remaining Council Policies not considered as part of Stage 1. The review assessed each policy for legislative compliance, strategic relevance, alignment with current organisational practices and opportunities to reduce duplication and improve efficiency.

The review identified a range of outcomes, including policies recommended for amendment, amalgamation, transfer to the Administration Policy Manual and retention without amendment. A complete summary of the review outcomes is provided in (E-Appendix ORD: 12.5.1A).

The policies contained in (E-Appendix ORD: 12.5.1B) are recommended for adoption following review. While many of these policies have undergone only minor administrative updates, legislative reference corrections or drafting improvements, several reviews resulted in more substantial amendments to strengthen governance arrangements and better align policy intent with current organisational practices. These policies are summarised below.

Policies subject to Substantial Review

Infr CP069 Waste Management Policy has been substantially redrafted to consolidate the existing Council Policy and Administration Policy AP048 into a single framework. The revised policy provides greater clarity regarding kerbside waste collection services, FOGO arrangements, additional waste service provisions, service exemptions and associated eligibility criteria, while reflecting contemporary waste management practices across the Shire. Due to the extent of the review and restructure undertaken, tracked changes are not available for this policy.

Dev CP512 General Compliance and Enforcement has undergone a substantial review to strengthen legislative alignment and provide a more contemporary framework for compliance and enforcement activities. Key amendments include the introduction of provisions relating to Banning Notices, clarification of enforcement principles and responsibilities, and improvements to compliance response processes. The policy was also reviewed by the Shire's legal advisor as part of the review process. Given the extent of amendments throughout the document, a clean copy of the policy is provided for Council's consideration rather than a tracked changes version.

Exec CP016 Payments to Employees in Addition to Contract or Award has been substantially revised and renamed. The policy is now limited to discretionary payments made under section 5.50 of the *Local Government Act 1995*, with employment-related claims and settlement arrangements managed separately under the Chief Executive Officer's statutory authority. Additional amendments clarify legislative requirements, public notice provisions and voluntary severance arrangements.

Exec CP201 – Execution of Documents and Application of Common Seal has undergone a substantial review to strengthen governance controls, improve legislative alignment and provide greater clarity regarding the execution and authentication of documents on behalf of the Shire. The revised policy establishes clearer requirements for documents requiring the Common Seal, documents that may be

executed by authorised officers, and the administration of the Common Seal Register. The proposed amendments have also been reviewed by WALGA's Governance Team, with feedback incorporated to support contemporary local government governance practices. Due to the extent of the review and redrafting undertaken, tracked changes have been removed from the draft policy as they do not provide a meaningful representation of the amendments made.

CnG CP042 – Elected and Independent Member Fees Policy has been reviewed and updated to improve alignment with current legislative and governance requirements. Key amendments include the introduction of provisions relating to fees payable to independent members of the Audit, Risk and Improvement Committee, clarification of Council's options for determining meeting fees, and updates relating to superannuation, reimbursements, ICT allowances and authorised functions. The review also updates terminology, legislative references and policy structure to improve clarity and consistency.

CED CP011 Economic Development (formerly Tourism Policy) has been modernised and renamed to provide a broader economic development focus, replacing the previous tourism-centred approach and relocating operational matters to supporting frameworks and procedures. The revised policy provides clearer strategic direction regarding Council's role in supporting local economic growth, investment and business development opportunities.

CnG CP034 Purchasing Policy (formerly Procurement Policy) has also undergone a substantial review and restructure. The policy has been renamed to better reflect its operational focus and reorganised into a more logical format, including revised objectives, the introduction of a definitions section and an updated policy summary table. Key amendments include the introduction of a supplier order of priority, revisions to purchasing exemptions below the $250,000 tender threshold, separate exemption provisions for utility and legal services, and updated approval authorities for software licence purchases. CEO and Director discretionary purchasing provisions have also been expanded to provide greater flexibility when engaging suppliers previously contracted to undertake similar work or continue existing projects. Due to the extent of the redrafting and restructure undertaken, tracked changes are not available as they would not provide a meaningful representation of the amendments made.

Amalgamated Policies

The review also identified opportunities to consolidate policies addressing related subject matter. The proposed amalgamations reduce duplication, simplify the Council Policy Manual and strengthen governance by establishing clearer and more contemporary policy frameworks. A complete list of amalgamated policies is provided in (E-Appendix ORD: 12.5.1C). Several of the more significant amalgamations are summarised below.

A significant outcome of the review is the establishment of *CP204 Safe, Fair and Respectful Workplace*, which consolidates three workplace-related policies into a single policy framework.

The establishment of *CP205 Council Meeting and Forum Framework* consolidates Council meeting and forum governance provisions into a single document, improving clarity regarding the purpose, conduct and governance of Council forums and meetings.

CnG CP303 – Public Question Time Participation and Recording has been substantially revised through the amalgamation of the existing Public Question Time Policy and Recording and Livestreaming of Council Meetings Policy. The redrafted policy provides a single framework governing public participation and Council meeting recording requirements and incorporates updated legislative requirements, recording obligations and public access provisions.

Transfer to Administration Policy

The following policies have been assessed as operational in nature and are therefore recommended for transfer to the Administration Policy Manual. This approach maintains the required administrative guidance while ensuring the Council Policy Framework remains focused on strategic and governance matters.

- *CnG CP013 Pensioner and Senior Rebate Concession Entitlement on Land with Commercial Use*
- *Infr CP076 Shire Resources for Fire Management Activities*

Further details are provided in (E-Appendix ORD: 12.5.1D).

2026-2028 Council Policy Manual:

Following completion of the review and rationalisation program, all policy amendments, amalgamations, revocations and transfers have been incorporated into a consolidated 2026-2028 Council Policy Manual, provided as (E-Appendix ORD: 12.5.1F). Adoption of the consolidated manual will ensure Council has a single current and authoritative policy document reflecting the outcomes of both Stage 1 and Stage 2 of the review program. The manual is provided to assist Council in considering the collective effect of the proposed policy changes and to establish the Shire's policy framework for the 2026-2028 period.

Conclusion

Officers consider that the proposed amendments, amalgamations, revocations and policy transfers will strengthen the effectiveness of the Council Policy Framework by improving clarity, reducing duplication, supporting good governance and ensuring policies remain contemporary, relevant and aligned with legislative and organisational requirements. Adoption of the recommendations contained in this report will complete Stage 2 of the 2026 Biennial Council Policy Review and Rationalisation Program.

The consolidated 2026-2028 Council Policy Manual provided in (E-Appendix ORD: 12.5.1F) incorporates all endorsed changes arising from the review and rationalisation program and is recommended for adoption as the Shire's official Council Policy Manual for the 2026-2028 period.

END REPORT

12.5.2 Monthly Statement of Financial Activity for the Period ending on 31 October 2026

Reporting Department	*Corporate & Governance Directorate*
Responsible Officer	*Mrs Natalie Hopkins - Director Corporate & Governance*
Reporting Officer	*Mrs Hasreen Syed Maule - Manager Financial Services*
Legislation	*Local Government Act 1995* *Local Government (Financial Management) Regulations 1996*
Council Role	*Executive/Strategic*
Voting Requirement	*Absolute Majority*
Attachments	*Appendix ORD: 12.5.2A – Monthly Finance Report – 31 October 2026* *Appendix ORD: 12.5.2B – Risk Assessment*

Overview

This report presents the monthly Financial Statements for the period from 1 July 2026 to 31 October 2026 for Council endorsement.

OFFICER RECOMMENDATION

That Council Receives the Monthly Statement of Financial Activity for the period ending 31 October 2026 (Appendix ORD: 12.5.2A).

Change to Officer Recommendation

No Change. **OR:**
As per *Local Government (Administration) Regulations 1996 11(da)* Council records the following reasons for amending the Officer Recommendation:

Background

Monthly Statement of Financial Activity

The Monthly Statement of Financial Activity is prepared in accordance with the *Local Government Act 1995* s.6.4 and the *Local Government (Financial Management) Regulations 1996* r.34.

The purpose of the report is to provide Council and the community with a reporting statement of year-to-date revenues and expenses as set out in the Annual Budget, which were incurred by the Shire of Dardanup during the reporting period.

Legal Implications

Local Government Act 1995

6.4. Financial Report

(1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

(2) The financial report is to —

(a) be prepared and presented in the manner and form prescribed; and
(b) contain the prescribed information.

Local Government (Financial Management) Regulations 1996

34. Financial activity statement required each month (Act s.6.4)

(1A) In this regulation –

***committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.*

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail –

(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
(b) budget estimates to the end of the month to which the statement relates; and
(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
(d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
(e) the net current assets at the end of the month to which the statement relates.

(1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a). (1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.

(2) Each statement of financial activity is to be accompanied by documents containing —

(a) deleted
(b) an explanation of each of the material variances referred to in subregulation (1)(d); and
(c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity must be shown according to nature classification.

(4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —

(a) presented at an ordinary meeting of the Council within 2 months after the end of the month to which the statement relates; and

(b) recorded in the minutes of the meeting at which it is presented.

(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Council Plan

13.1 - Adopt best practice governance
13.2 - Manage the Shire's resources responsibly

Environment - None.

Precedents

Each month Council receives the Monthly Financial Statements in accordance with Council Policy and *Local Government (Financial Management) Regulations 1996*.

Budget Implications

The financial activity statement compares budget estimates to actual expenditure and revenue to the end of the month to which the statement relates. Material variances and accompanying explanations are included in the notes forming part of the report.

While the Statement itself has no direct budget implications, any identified permanent variances are separately presented to Council for adoption through specific project approvals or formal budget review processes.

Budget – Whole of Life Cost - None.

Council Policy Compliance

- *CnG CP036 – Investment Policy*
- *SDEV CP507 – Corporate Sponsorship (Incoming)*

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.5.2B) for full assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.	
Report Title	Monthly Statement of Financial Activity for the Period Ended 31 October 2026
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Category Assessed Against	Legal and Compliance	Non-compliance with the legislative requirements will raise compliance issues.
	Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.
	Reputational	Non-compliance with the legislative requirements may lead to erosion of community trust.

Officer Comment

The Monthly Financial Report for the period ended 31 October 2026 is contained in (Appendix ORD: 12.5.2A) and consists of:

- Statement of Financial Activity by Nature – including Net Current Assets (liquidity)
- Statement of Comprehensive Income by Program
- Statement of Financial Position
- Notes to the Statement of Financial Activity:
  - Note 1 - Nature Classifications
  - Note 2 - Explanation of Material Variances in the Statement of Financial Activity
  - Note 3 - Trust Funds
  - Note 4 - Reserve Accounts
  - Note 5 - Municipal Liabilities
  - Note 6 - Statement of Investments
  - Note 7 - Accounts Receivable - Rates and Sundry Debtors
  - Note 8 - Salaries and Wages
  - Note 9 - Rating Information
  - Note 10 - Information on Borrowings
  - Note 11 - Budget Amendments

The Statement of Financial Activity shows operating revenue and expenditure by Nature, as well as expenditure and revenue from financing and investing activities - comparing actual results for the period with the annual adopted budget and the year-to-date revised budget. The previous year annual results and current year forecasts are also included for comparative information.

The statement incorporates the surplus brought forward from the 2025/26 financial year. The 2026/27 Budget adopted in July 2026 included an estimated opening surplus of $142,002; however, the actual surplus at 30 June 2026 was $421,023. The 2025/26 Annual Financial Statements have been prepared but remain subject to financial audit and any resulting adjustments.

As at the reporting date, officers forecast the Surplus on 30 June 2027 at $485,725 against an adopted end of year budget of $163,407. The end of year surplus adjustment based on known variances in actual performance to date and estimates for the remainder of the year based on current trends as and is summarised as follows:

- Surplus Increase of $279,021 due to an adjustment of the opening year Surplus as of 1 July 2026 from the budgeted amount of $142,002 to actual $421,023;

- Surplus Increase of $45,796 representing a net budget adjustment comprising:

- Increase of $12,992 FAG General Purpose funds, budgeted to be received in 25/26 now expected to be received in 26/27;
- an increase of $32,804 being an increase in Local Road Grant funds originally budgeted for receipt in 25/26 but now expected in 26/27, an overall increase of $79,108 from movements in FAG General Purpose and LGGC Local Road Unspent Reserves; and

- Minor variances across other budget items.

Note 2 – Contains explanations for items with a material variance. Actual values for the year-to-date are compared to the year-to-date budget to present a percentage variance as well as the variance amount. The minimum level adopted by Council to be used in the Statement of Financial Activity in 2026/27 for reporting material variances is 10% or $50,000, whichever is greater.

Note 6 – The Statement of Investments details Council's cash investments and compliance with credit risk limits under the Investment Policy.

The total investment portfolio is currently $22,000,000 – being $12,000,000 in Reserve Account and $10,000,000 in general municipal fund term deposit funds. As at the reporting date, 59% of the portfolio is invested with AA rated Australian banks, 7% invested with A rated Australian banks and 34% invested in BBB rated Australian banks. These funds were invested in short-term bank term deposits to maximise interest income, achieving rates ranging between 5.01% and 5.70%.

The investment portfolio is non-compliant with the 20% limit for investments with BBB rated institutions under the Investment Policy. This follows the downgrade of the BOQ rating from A1 to BBB, effective 19 October 2026. The non-compliance is covered by the grandfathering clause.

A sufficient level of cash is maintained in the Municipal and Reserve accounts to meet day to day working capital requirements. These accounts currently earn interest at approximately from 4.30% to 4.40%.

Note 7 – of the Statement of Financial Activity presents the Rates and Charges Outstanding as of 31 October 2026. Outstanding balances, including pensioner deferred amounts, totalled $8,562,914 representing 36.43% of collectible rates and charges. This is slightly higher than the 34.57% recorded at the same time last year. The management target is to maintain outstanding balances below 4% by 30 June.

Additional explanatory comments are included as part of each note within the monthly financial report to assist in understanding the reasons for positive and adverse trends and balances.

END REPORT

12.5.3 Schedule of Monthly Payments as at 31 October 2026

Reporting Department	*Corporate & Governance Directorate*
Responsible Officer	*Mrs Natalie Hopkins - Director Corporate & Governance*
Reporting Officer	*Mrs Hasreen Syed Maule - Manager Financial Services*
Legislation	*Local Government Act 1995* *Local Government (Financial Management) Regulations 1996*
Council Role	*Executive/Strategic*
Voting Requirement	*Simple Majority*
Attachments	*Appendix ORD: 12.5.3A – Schedule of Monthly Payments as at 31st October 2026* *Appendix ORD: 12.5.3B – Risk Assessment*

Overview

Council is presented with the list of payments made from the Municipal and Trust Accounts under delegation since the last Ordinary Council Meeting.

OFFICER RECOMMENDATION

THAT Council receives the Schedule of Monthly Payments report from 1st October 2026 to 31st October 2026 (Appendix ORD: 12.5.3A).

Change to Officer Recommendation

No Change. **OR:**
As per *Local Government (Administration) Regulations 1996 11(da)* Council records the following reasons for amending the Officer Recommendation:

Background

Where a Council has delegated authority to the Chief Executive Officer to make payments from the municipal or trust fund, a list of payments is to be presented at the Ordinary Council Meeting each month.

In accordance with Delegation 1.2.26, the Chief Executive Officer is authorised to make payments from the Municipal or Trust Funds.

Legal Implications

Local Government Act 1995

6.5. Accounts and records

The CEO has a duty –

(a) to ensure that there are kept, in accordance with regulations, proper accounts of records of the transactions and affairs of the local government; and
(b) to keep the accounts and records up to date and ready for inspection at any time by persons authorised to do so under this Act of another written law.

Local Government (Financial Management) Regulations 1996

Regulation 11. Payments, procedures for making etc.

(1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of –

(a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
(b) petty cash systems.

(2) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.

(3) Payments made by a local government –

(a) subject to subregulation (4), are not to be made in cash and
(b) are to be made in a manner which allows identification of –
(i) the method of payment; and
(ii) the authority for the payment; and
(iii) the identity of the person who authorised the payment.

(4) Nothing in subregulation (3)(a) prevents a local government from making payments in cash from a petty cash system.

Regulation 12. Payments from municipal fund or trust fund, restrictions on making

(1) A payment may only be made from the municipal fund or the trust fund –

(a) if the local government has delegated the CEO the exercise of its power to make payments from those funds – by the CEO; or
(b) otherwise, if the payment is authorised in advance by a resolution of the council.

(2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

Regulation 13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

(a) the payee's name; and
(b) the amount of the payment; and
(c) the date of the payment; and
(d) sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing —

(a) for each account which requires council authorisation in that month —
(i) the payee's name; and
(ii) the amount of the payment; and
(iii) sufficient information to identify the transaction; and
(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under subregulation (1) or (2) is to be —

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
(b) recorded in the minutes of that meeting.

Regulation 13A. Payments by employees via purchasing cards

(1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —

(a) the payee's name;
(b) the amount of the payment;
(c) the date of the payment;
(d) sufficient information to identify the transaction.

(2) A list prepared under subregulation (1) must be —

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
(b) recorded in the minutes of that meeting.

Council Plan

13.1 - Adopt best practice governance
13.2 - Manage the Shire's resources responsibly

Environment - None.

Precedents

Council endorses the Schedule of Monthly Payments at each Ordinary Council Meeting.

Budget Implications

All payments are made in accordance with the adopted annual budget.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Payments are checked to ensure compliance with Council's Purchasing Policy *CnG CP034 – Procurement Policy.*

Payments made by either Corporate Credit Card, Corporate Debit Card or Fuel Card are transacted and processed in accordance with Council Policy *CnG CP310 – Purchasing Card Policy*.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.5.3B) for full assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Report Title	Schedule of Monthly Payments as at 31st October 2026	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	That payments are not made in accordance with Shire's policies and procedures.
	Legal and Compliance	Not reporting schedule of monthly payments to Council is in contravention of *Local Government Act 1995*.
	Reputational	Non-compliance with a legal requirement may lead to community confidence being eroded in Shire's management and Council.

Officer Comment

A listing of payments made during the reporting period is provided in the Schedule of Monthly Payments (Appendix ORD: 12.5.3A). All payments have been processed in accordance with Council's Delegation 1.2.26 – Payments from the Municipal or Trust Funds.

END REPORT

12.6 COMMITTEES

12.6.1 Local Emergency Management Meeting held 11th November 2026

Reporting Department	*Development Directorate*
Responsible Officer	*Mrs Susan Oosthuizen - Director Development Services*
Reporting Officer	*Mrs Rochelle Dodds – Executive Assistant*
Legislation	*Local Government Act 1995* *Emergency Management Act 2005*
Council Role	*Executive/Strategic.*
Voting Requirement	*Simple Majority.*
Attachments	*Appendix ORD: 12.6.1A – Local Emergency Management Committee Meeting Minutes 11th November 2026* *Appendix ORD: 12.6.1B – Risk Assessment*

MINUTES OF THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY, 11TH NOVEMBER 2026, AT THE SHIRE OF DARDANUP ADMINISTRATION CENTRE, EATON, COMMENCING AT 10:00AM.

Overview

The minutes of the Local Emergency Management Committee meeting held on the 11th November 2026 (Appendix ORD: 12.6.1A) are attached.

OFFICER RECOMMENDATION

THAT Council receives the Minutes of the Local Emergency Management Committee meeting held on 11th November 2026 (Appendix ORD: 12.6.1A).

Change to Officer Recommendation

No change to policy content. **OR:**
As per *Local Government (Administration) Regulations 1996 11(da)* Council records the following reasons for amending the Officer Recommended Resolution:

END REPORT

13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

15 PUBLIC QUESTION TIME

16 MATTERS BEHIND CLOSED DOORS

It is recommended that Council go Behind Closed Doors toward the end of the meeting in accordance with Shire of Dardanup Standing Orders & *Local Government Act 1995,* section 5.23.

Standing Order and the *Local Government Act 1995* provides for Council to resolve to close the meeting to the public and proceed behind closed doors for matters:

Section 5.23 (1) The following are to be open to members of the public —
(a) all Council meetings;
(b) all meetings of any committee.

(2) Despite subsection (1), if any of the following matters is to be dealt with at a meeting, the council or committee must close the meeting to members of the public to the extent necessary to ensure that the matter is dealt with at the meeting on a confidential basis —
(a) a matter that a committee of a House of Parliament, or a joint committee of both Houses, has advised the local government must be dealt with on a confidential basis;
(b) a matter relating to the recruitment or employment of the CEO or a senior employee, including the following —
(i) the termination of employment;
(ii) a review of performance under section 5.38;
(c) a prescribed matter;
(d) a matter that is the subject of a direction given under section 5.23AA(1).

(3) Despite subsection (1), the council or committee must close a meeting to members of the public to the extent necessary to ensure compliance with a requirement (however formulated) —
(a) that is imposed under a written law, excluding this Act and local laws; and
(b) that prohibits or restricts the making public of information.

(4) Despite subsection (1), if any of the following information is to be dealt with at a meeting, the council or committee may close the meeting to members of the public to the extent necessary to ensure that the information is dealt with at the meeting on a confidential basis —
(a) legal advice, or other information, over which the local government holds legal professional privilege;
(b) information relating to the personal affairs of an individual;

(c) information contained in a tender received by the local government for a contract to the extent that the information —
(i) is a tendered price; or
(ii) a tendered methodology for calculating a price;
(d) information contained in a tender received by the local government for a contract to the extent that —
(i) the information discloses any technology, or any manufacturing, industrial or trade process, that the tenderer proposes to use in performing the contract; and
(ii) the information has not previously been made public; and
(iii) the making public of the information would be likely to have an adverse effect on the tenderer's business interests;
(e) information the making public of which would be likely to endanger the security (including cyber-security) of any of the local government's property or operations;
(f) information the making public of which would be likely to impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
(g) prescribed information;
(h) information that is the subject of a direction given under section 5.23AA(2).

OFFICER RECOMMENDATION

THAT in accordance with section 5.23(4)(b) of the *Local Government Act 1995*, Council resolves to go behind closed doors at [TIME] ……..to discuss a matters containing information relating to the personal affairs of an individual.

16.1 Australia Day Citizen of the Year Awards 2027

Reporting Department	*Community & Economic Development Directorate*
Responsible Officer	*Mr Craig Johnson - Director Community and Economic Development*
Reporting Officer	*Ms Kylie Tucker – Coordinator Place and Community Engagement*
Legislation	*Local Government Act 1995*
Council Role	*Executive/Strategic*
Voting Requirement	*Simple Majority.*

REPORT UNDER SEPARATE COVER

Note: In accordance with Section 5.23(4)(b) of the Local Government Act 1995, this report is not available to the public, as it contains information relating to the personal affairs of an individual.

The Shire President tables the confidential report on this matter and provides copies to each Elected Member. The report will be located in the Records Management System of the Council.

16.2 Chief Executive Officer KPI Quarterly Report – July to September 2026

Reporting Department	*Executive*
Responsible Officer	*Mr André Schönfeldt - Chief Executive Officer*
Reporting Officer	*Ms Kristy Burden - Manager Human Resources*
Legislation	*Local Government Act 1995*
Council Role	*Executive/Strategic*
Voting Requirement	*Simple Majority*

REPORT UNDER SEPARATE COVER

Note: In accordance with Section 5.23(4)(b) of the Local Government Act 1995, this report is not available to the public, as it contains information relating to the recruitment or employment of the CEO.

The Shire President tables the confidential report on this matter and provides copies to each Elected Member. The report will be located in the Records Management System of the Council.

DECLARATION OF INTEREST

Chief Executive Officer, Mr André Schönfeldt declared a Financial Interest in this item.

Please refer to Part 11 'Declaration of Interest' for full details.

OFFICER RECOMMENDATION

THAT Council returns from behind closed doors, reopening the meeting to members of the public at …….

Note: In accordance with Standing Orders s5.2(6), the Presiding Member may cause the motion passed by Council whist behind closed doors to be read out, including the details of any voting recorded

17 CLOSURE OF MEETING

The Presiding Member advises that the next Ordinary Meeting of Council will be Wednesday, 16th December 2026 commencing at 5:00pm at the Shire of Dardanup Administration Centre, Eaton.

There being no further business, the Presiding Member to declare the meeting closed.