AGENDA

FOR THE

ORDINARY COUNCIL MEETING

TO BE HELD

Wednesday, 22nd of July 2026

Commencing at 5:00pm

AT

ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

This document is available in alternative formats such as:
~ Large Print
~ Electronic Format [emailed]
Upon request.

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 22nd of July 2026 at the Administration Centre Eaton, 1 Council Drive, Eaton – commencing at 5:00pm.

MR THEO NAUDÉ
Acting Chief Executive Officer

Date: 17th July 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.

RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE

Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	Environmental	Property
Insignificant (1)	Near miss Minor first aid injuries	Less than $10,000	No material service interruption - backlog cleared < 6 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 or no damage.
Minor (2)	Medical type injuries	$10,001 - $50,000	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.	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 injury <30 days	$50,001 - $300,000	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.	Substantiated, public embarrassment, moderate impact, moderate news profile. **Example:** State-wide paper, TV News story.	Contained, reversible impact managed by external agencies.	Localised damage requiring external resources to rectify.
Major (4)	Long-term disability/ multiple injuries Lost time injury >30 days	$300,001 - $1.5 million	Prolonged interruption of services – additional resources; 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 damage requiring internal & external resources to rectify.
Catastrophic (5)	Fatality, permanent disability	More than $1.5 million	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 & building.

RISK - LIKELIHOOD TABLE

LEVEL	RATING	DESCRIPTION	FREQUENCY
5	Almost Certain	The event is expected to occur in most circumstances	The event is expected to occur more than once per year
4	Likely	The event will probably occur in most circumstances	The event will probably occur at least once per year
3	Possible	The event should occur at some time	The event should occur at least once in 3 years
2	Unlikely	The event could occur at some time	The event could occur at least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	The event is not expected to occur more than once in 15 years

LEVEL OF RISK GUIDE

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. However, if risk is accepted, then all treatment plans to be explored and implemented where possible, managed by highest level of authority (Council) and subject to continuous monitoring.	EMT / CEO / Council	Yes

EXISTING CONTROLS RATING

Rating	Foreseeable	Description	
Effective	More than what a reasonable person would be expected to do in the circumstances. There is little scope for improvement.	**Documentation**	Processes (Controls) fully documented, with accountable 'Control Owner'.
		Operating Effectiveness	Subject to ongoing monitoring and compliance to process is assured.
		Design Effectiveness	Reviewed and tested regularly.
Adequate	Only what a reasonable person would be expected to do in the circumstances. There is some scope for improvement.	**Documentation**	Processes (Controls) partially documented, with a clear 'Control Owner'.
		Operating Effectiveness	Limited monitoring, ad-hoc approach and compliance to process is generally in place.
		Design Effectiveness	Reviewed and tested, but not regularly.
Inadequate	Less than what a reasonable person would be expected to do in the circumstance. There is a need for improvement or action.	**Documentation**	Processes (Controls) not documented or no clear 'Control Owner'.
		Operating Effectiveness	No monitoring or compliance to process is not assured.
		Design Effectiveness	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, 22nd OF JULY 2026, AT 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

Cr Anthony C Jenour [Res 132-26]

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
APRIL 2026										
01/04/2026	CF	✓	✓	✓	Ap	✓	✓R	✓R	✓	Ap
08/04/2026	SCM	Ap	✓	✓	✓	Ap	✓	✓	✓	Ap
15/04/2026	WS	✓	✓	✓	Ap	Ap	✓R	✓	✓	Ap
22/04/2026	AF	✓	Ap	✓	✓	Ap	✓	✓	✓	Ap
29/04/2026	OCM	✓	✓	✓	✓R	✓	✓R	✓	✓	Ap
MAY 2026										
06/05/2026	CF	✓	✓	✓	✓	✓	✓	✓	✓	✓
06/05/2026	SCM	✓	✓	✓	✓	✓	✓	✓	✓	✓
13/05/2026	WS	✓	✓	✓	✓	✓	✓R	✓	Ap	NA
20/05/2026	AF	Ap	✓	✓	✓	✓	✓R	✓	✓	NA
27/05/2026	OCM	✓	✓	✓	✓	✓	LoA	✓	✓	✓
JUNE 2026										
03/06/2026	SCM	Ap	✓	✓	✓	✓	✓	✓	✓	✓
10/06/2026	WS	✓	✓	✓	Ap	✓	✓	✓	✓	✓
17/06/2026	AF	✓	✓	✓	✓	✓	✓	✓	✓	✓
24/06/2026	OCM	✓	✓	✓R	✓	✓	✓R	✓	✓	Ap
JULY 2026										
01/07/2026	CF	✓	✓	✓	Ap	✓	✓	✓	✓	Ap
08/07/2026	WS	NA	✓	✓	✓	✓	Ap	✓	✓	NA
15/07/2026	AF	✓	✓	✓	✓	✓	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

None.

4 PUBLIC QUESTION TIME

5 APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL MOTION

THAT ……………….. be granted leave of absence for the Ordinary Council Meeting to be held on the 26th August 2026.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Council Meeting Held on the 24th of June 2026

OFFICER RECOMMENDATION

THAT the Minutes of the Ordinary Meeting of Council held on the 24th June 2026 be confirmed as true and correct/subject to the following corrections:

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.1 Shire President Monthly Report

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

Participation in various meetings, conferences, and events since my last report to the Council.

Event:	**25/07/2026 Greater Bunbury Regional Collaboration**
Report:	Hosted by Don Punch MLA, Minister for the South West, and the South West Development Commission. A discussion was held with the four local governments that make up the population base of the Bunbury urban area, focusing on a collaborative approach between State and Local Government regarding policy and strategy.
Event:	**30/07/2026 V & V Walsh Bio-Energy Discussion**
Report:	Facilitated through the Bunbury Geographe Economic Alliance (BGEA), this presentation from V & V Walsh and Delorean Corporation explored a potential long-term solution for FOGO waste management.
Event:	**02/07/2026 Bunbury Geographe Economic Alliance (BGEA) Board Meeting**
Report:	Monthly meeting of the BGEA Board, including discussions on various projects occurring throughout the region.
Event:	**02/07/2026 Catch up with Jodie Hanns MLA**
Report:	Along with Acting CEO Natalie Hopkins, attended a Teams meeting with Jodie Hanns MLA to discuss and work through current and upcoming opportunities and key issues.
Event:	**06/07/2026 Photo Shoot at Eaton Recreation Centre**
Report:	Attended with sponsors, Acting CEO Natalie Hopkins, Director Community and Economic Development Craig Johnson, and staff members who have been working towards bringing the Wildcats to Eaton Recreation Centre for a game on 14 August and Junior Coaching Clinics on 15 August. The photoshoot supported preparation for the upcoming media release. A big thank you to sponsors Commonwealth Bank, Halifax Mechanical and Engineering, Civil Safety, Blue Hire, and J & P Group Pty Ltd for their support.
Event:	**08/07/2026 Wespine Tour**
Report:	Along with Councillors Trevathan, Laurentsch and Farrant, Acting Director Corporate and Governance Shaun Hill, and staff, attended a tour of the Wespine Mill on Moore Road. Informative session from Charlie Perkins and his team at the plant.
Event:	**14/07/2026 Tronox Spring Out Festival Preparation, Eaton Foreshore**
Report:	Participated in a creative session including a cast of Ian Rennie from Tronox, Youth Advisory Group members, and Place and Community staff members to prepare video content for the upcoming media release for the Tronox Spring Out Festival, to be held on 1 November. Further details about the festival will be released soon.
Event:	**16/07/2026 Vale Danny Harris**
Report:	Attended the funeral of former Councillor and Shire President Danny Harris. Danny's long-standing commitment to the Dardanup community was reflected through his service to the Shire and involvement with various other organizations.

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

9.1 Enterprise Resource Planning (ERP) Software Replacement Program – Quarterly Update Report – June 2026

It is recommended that the following items be heard behind closed doors towards the end of the meeting in accordance with the *Shire of Dardanup Standing Orders Local Law 2014* & the *Local Government Act 1995*, Section 5.23.

The Standing Orders and the *Local Government Act 1995* provide 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 - 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

None.

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

- *Cr Mark R Hutchinson declared a proximity interest in item 12.5.1 – Annual Budget 2026/27, in Officer Recommendation "A" as a landowner of property adjacent to Henty Road.*
- *Cr Tyrrell G Gardiner declared a proximity interest in item 12.5.1 – Annual Budget 2026/27, in Officer Recommendation "A" as a landowner of property adjacent to Henty Road.*
- *Cr Ruby J Trevathan declared an impartiality interest in item 12.5.1 – Annual Budget 2026/27, in Officer Recommendations "F" as a Council representative on the Ferguson Hall Management Committee and the Ferguson Valley Marketing Inc. Committee.*
- *Cr Ruby J Trevathan declared an impartiality interest in item 12.5.1 – Annual Budget 2026/27, in Officer Recommendation "F" as a member and Secretary of the Dardanup Central Bush Fire Brigade.*
- *Cr Tyrrell G Gardiner declared an impartiality interest in item 12.5.1 – Annual Budget 2026/27, in Officer Recommendation "G" as he is a member of the Eaton Bowling & Social Club Inc.*
- *Cr Stacey L Gillespie declared a proximity interest in item 12.5.1 – Annual Budget 2026/27 – Resolution "G" as she is a neighbour to a group being granted a concession on the local government uniform rate charge.*
- *Chief Executive Officer, Mr Andre Schonfedlt, declare a Financial interest in item 12.5.5 – Council Policy – Exec CP008 Chief Executive Officer Vehicle Entitlement Policy.*
- *Acting Chief Executive Officer, Mrs Natalie Hopkins, declared an impartiality interest in item 16.1 – Enterprise Resource Planning (ERP) Software Replacement Program – Quarterly Update Report – June 2026 as as she is a member of the ReadyTech User Group Committee.*

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 EXECUTIVE REPORTS

12.1.1 WALGA Annual General Meeting – Proposed Motions

Reporting Department	*Executive*
Responsible Officer	*Mrs Natalie Hopkins – Acting Chief Executive Officer*
Reporting Officer	*Ms Marie Vitanza – Executive Assistant*
Legislation	*Local Government Act 1995*
Council Role	*Executive/Strategic.*
Voting Requirement	*Simple Majority.*
Attachments	*Appendix ORD: 12.1.1A – WALGA Guidelines for Submissi+ons* *Appendix ORD: 12.1.1B – Risk Assessment*

Overview

The purpose of this report is to provide Elected Members with the opportunity to propose motions for Council's consideration for submission to the Western Australian Local Government Association (WALGA) Annual General Meeting (AGM) to be held on the 17th September 2026.

Following Council's consideration, any endorsed motions will be submitted to WALGA on behalf of the Council for inclusion in the AGM agenda. WALGA requires all member motions to be lodged by 30th July 2026, and this report seeks Council's determination on proposed submissions for inclusion.

OFFICER RECOMMENDATION "A"

THAT Council:

1. **Endorses the following motions for submission to the Western Australian Local Government Association (WALGA) 2026 Annual General Meeting Agenda in accordance with the WALGA Guidelines for Submissions (Appendix ORD: 12.1.1A):**

   a) **That WALGA …**

   b) **That WALGA …**

   c) **That WALGA …**

2. **Requests the Acting Chief Executive Officer to prepare and submit the endorsed motions to WALGA by the due date 30th July 2026.**

OR

OFFICER RECOMMENDATION “B”

THAT Council receives the report on the WALGA Annual General Meeting and notes that no motions are endorsed for submission to the 2026 WALGA Annual General Meeting Agenda.

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 Western Australian Local Government Association (WALGA) holds a State Convention annually to bring together Local Governments, suppliers and key stakeholders as part of a unique program of professional development, networking and business opportunities, and to consider matters of strategic importance to the local government sector.

At the Ordinary Council Meeting held on 24th June 2026, Council endorsed the attendance of the Chief Executive Officer and five Elected Members at the 2026 Westerm Australian Local Government Association (WALGA) Convention and Annual General Meeting (AGM), to be held from 16th to 18th September 2026 [Res: 136-26].

The original recommendation also proposed that Council endorse any motions for submission to the WALGA AGM. However, following discussion at the meeting, it was agreed that proposed motions would instead be developed and presented to Council at the Ordinary Council Meeting in July 2026.

Accordingly, this report is presented to enable Council to consider and endorse any proposed motions for submission to the 2026 WALGA Annual General Meeting.

Legal Implications - None.

Council Plan

13.1 - Adopt best practice governance.
14.2 - Ensure equitable, inclusive and transparent engagement and decision-making.

Environment - None.

Precedents

Council is required to appoint two voting delegates to represent the Shire of Dardanup at the WALGA Annual General Meeting (AGM). At the Ordinary Council Meeting held on 24th June 2026, Council nominated Shire President, Cr Tyrrell Gardiner, and Deputy Shire President, Cr Stacey Gillespie, as the Shire's voting members for the 2026 AGM, and nominated Cr Brad Farrant and Cr Ruby Trevathan as proxy voting delegates to act in their place, should the need arise [Res: 136-26].

Budget Implications

There are no additional budget implications for attendance at the AGM itself. Provisions have been made within the 2026/27 Annual Budget for the Chief Executive Officer and Councillors to attend the WALGA Annual Convention, including the AGM.

Budget – Whole of Life Cost - None.

Council Policy Compliance

CnG CP112 – Councillors' Induction Training and Professional Development

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.1.1.B) for full assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Report Title	WALGA Annual General Meeting – Proposed Motions	
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	Reputational	Council's reputation may be adversely affected if it does not consider current issues affecting the local government sector.

Officer Comment

The WALGA Annual General Meeting (AGM) will be held on 17th September 2026 as part of the WALGA Convention. The Shire is entitled to appoint two voting delegates to represent Council at the AGM. At the Ordinary Council Meeting held on 24th June 2026, Council appointed Shire President Cr Tyrrell Gardiner and Deputy Shire President Cr Stacey Gillespie as the Shire's voting delegates (Res 136-26).

The Shire of Dardanup has the opportunity to submit motions for consideration at the AGM. Councillors should have regard to the WALGA motion submission requirements (Appendix ORD: 12.1.1A). Should Council wish to put forward any specific motions, it is recommended that Councillors determine these through a formal resolution. This will ensure the Acting Chief Executive Officer has adequate time to undertake the necessary background research, prepare supporting information, and develop a well-substantiated motion for submission. Once the AGM agenda is prepared, the Association will refer the agenda to member Councils so that each Council can direct their delegates on how they are to vote at the AGM.

Under the WALGA Constitution and Guidelines for Submissions (Appendix ORD: 12.1.1A), member Councils may submit motions for consideration at the AGM. Motions should address matters of strategic importance to the local government sector and be consistent with the WALGA Guidelines for Submissions.

As per the WALGA Guidelines, the following principles should be followed by Members in the formulation of Member Motions:

1) *Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.*

2) *Due regard should be given to the relevance of the Motion to the total membership and to Local Government in general. Some Motions are of a localised or regional interest and might be better handled through other forums.*

3) *Due regard should be given to the timeliness of the Motion. Will it still be relevant come the AGM or would it be better handled immediately by WALGA?*

4) *The likely political impact and potential media interest of the motion should be carefully considered.*

5) *Due regard should be given to the educational value to Members i.e. does awareness need to be raised on the particular matter?*

This report provides Elected Members with the opportunity to propose motions for Council's consideration. Any motions endorsed by Council will be developed into the required submission format and lodged with WALGA by the Acting Chief Executive Officer before the closing date of 30th July 2026.

Following receipt of all submissions, WALGA will determine the AGM agenda and circulate it to member Councils. Council may then provide direction to its appointed voting delegates on how to vote on each motion at the AGM.

END REPORT

12.2 DEVELOPMENT DIRECTORATE REPORTS

12.2.1 Garden of Eaton Structure Plan Road Naming

Reporting Department	*Development Services Directorate*
Responsible Officer	*Mrs Susan Oosthuizen – Executive Manager Development Services*
Reporting Officer	*Ms Celeste de Munck – Administration Officer Development Services*
Applicant	*Ardross Estates (S.A.) Pty Ltd*
Legislation	*Local Government Act 1995*
	Land Administration Act 1997
Council Role	*Quasi-Judicial.*
Voting Requirement	*Simple Majority.*
Attachments	*Appendix ORD: 12.2.1A – Garden of Eaton Agreed Structure Plan* *Appendix ORD: 12.2.1B – Road Name Plan* *Appendix ORD: 12.2.1C – Risk Assessment*

Overview

The purpose of this report is to seek Council's consideration of nine (9) proposed road names within the Garden of Eaton Structure Plan as part of a subdivision approval granted by the West Australian Planning Commission (WAPC) over Lot 3001 Eaton Drive, Millbridge. This road name application was submitted by Ardross Estates (S.A.) Pty Limited, in accordance *with SDev CP510 – Road and Thoroughfare Naming* and the *Land Administration Act 1997*.

Subject to Council endorsement, the approved road names will be forwarded to the Geographical Names Committee (GNC) of Landgate for final approval.

OFFICER RECOMMENDATION

THAT Council:

1. Endorses the nine (9) preferred proposed road names and the eight (8) alternative road names associated with the Garden of Eaton Structure Plan listed below and as shown on the Road Name Plan (Appendix ORD: 12.2.1B):

PREFERRED ROAD NAMES	ALTERNATIVE ROAD NAMES
Avoca View	**Adelong View**
Auburn Road	**Bokhara Court**
Delatite Way	**Clouds Court**
Derwent Court	**Endrick Road**
Gilbert Court	**Ithaca Crescent**
Moonan Road	**Nambucca Boulevard**
Mortlock Drive	**Proserpine View**
Olinda Boulevard	**Wenlock Crescent**
Gunbower Crescent	

2. **Authorises the Chief Executive Officer to forward the endorsed road names to the Minister for Lands, via Landgate, for consideration and final approval pursuant to Section 26A of the *Land Administration Act 1997*.**

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

Subdivision was granted by the Western Australian Planning Commission (WAPC) 14 March 2025; reference WAPC 201093. The approved subdivision forms part of the Garden of Eaton Structure Plan, as illustrated on the Garden of Eaton Agreed Structure Plan (Appendix ORD: 12.2.1A).

Location Plan

The site is bounded by Eaton Drive in Millbridge and the subdivision plan created nine (9) new roads. Figure 1 shows the location and the existing road layout.

Lot 3001, Eaton Drive Millbridge

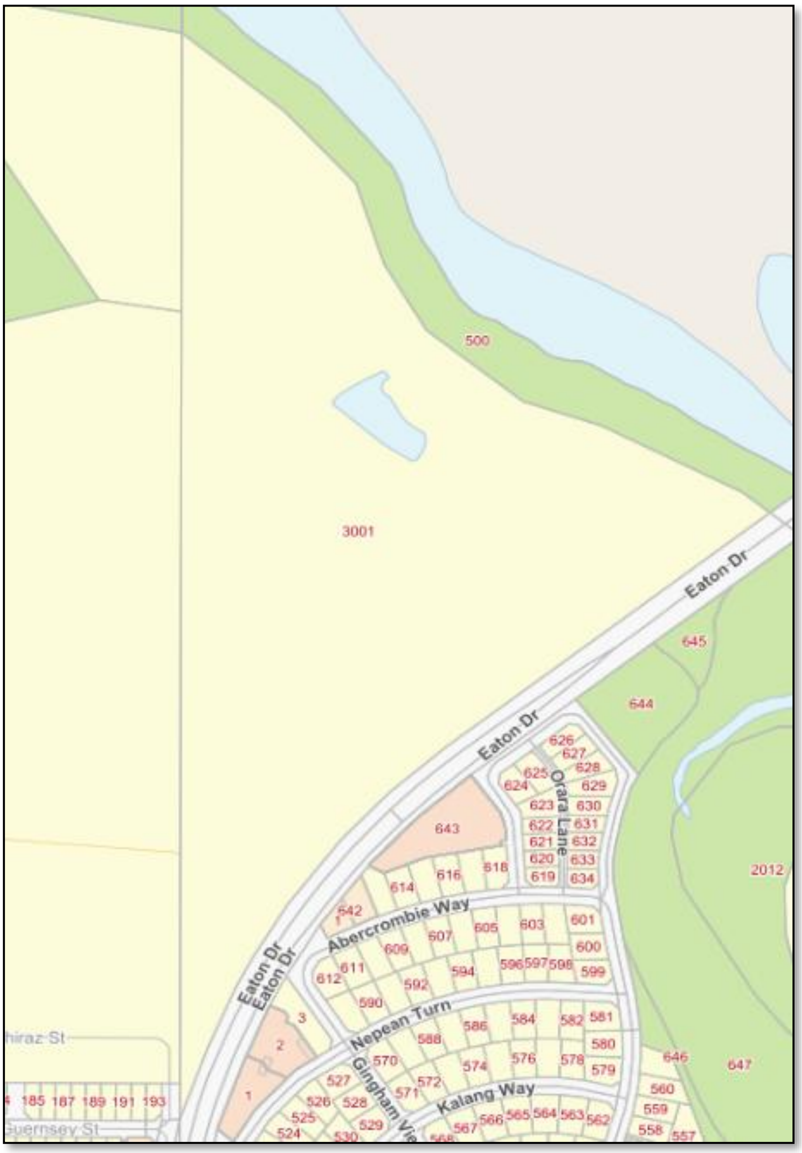

Figure 1: Location Plan

Proposal

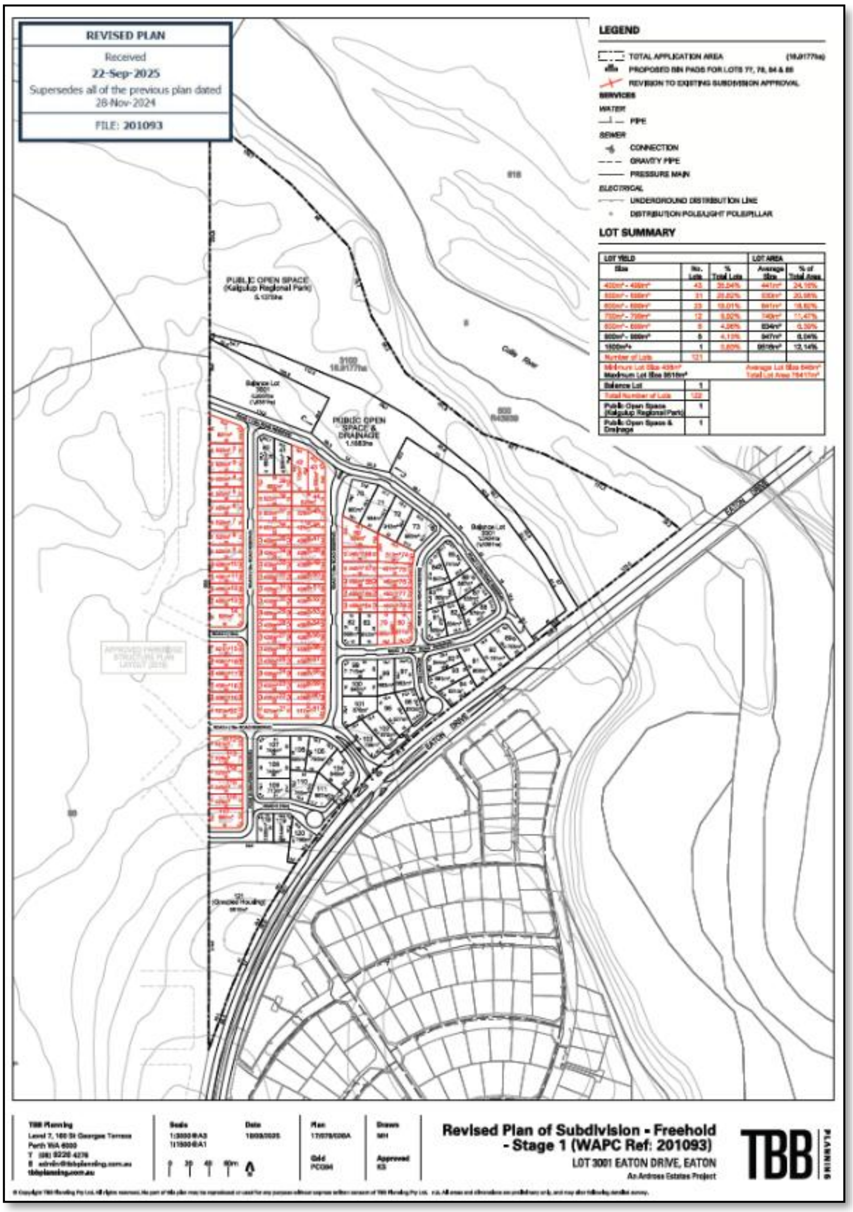

Figure 2: Subdivision Plan

The outline of the subdivision proposal is as follows:

The application proposes to name the newly created road reserves as the following preferred and alternative road names. The Figure 3 – Road Name Map displays the proposed location of the 9 roads and the proposed and alternative names to be supported by Council prior to submission to the GNC are outlined in Table 1.

PREFERRED ROAD NAMES	ALTERNATIVE ROAD NAMES
Avoca View	Adelong View
Auburn Road	Bokhara Court
Delatite Way	Clouds Court
Derwent Court	Endrick Road
Gilbert Court	Ithaca Crescent
Moonan Road	Nambucca Boulevard

PREFERRED ROAD NAMES	ALTERNATIVE ROAD NAMES
Mortlock Drive	Proserpine View
Olinda Boulevard	Wenlock Crescent
Gunbower Crescent	

Table 1: Road Names

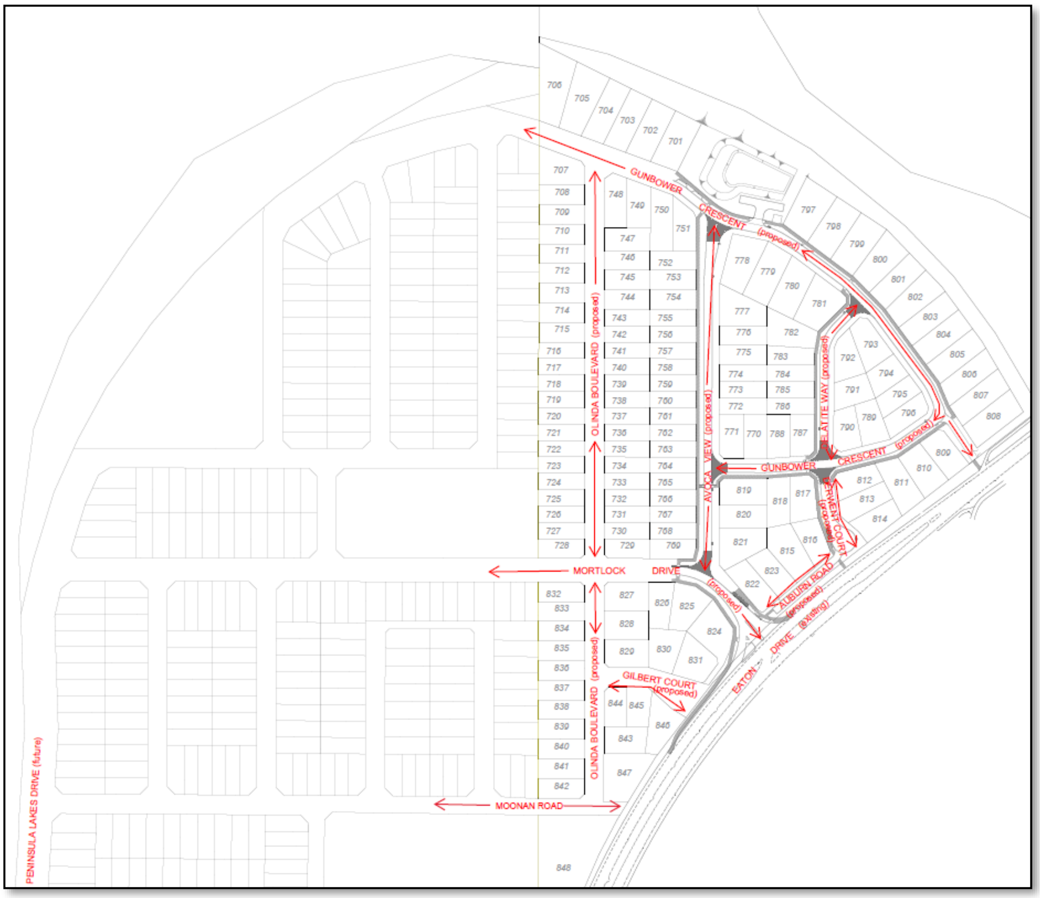

Figure 3: Road Name Map

Legal Implications

The Geographical Naming Committee (GNC) is responsible under the *Land Administration Act, 1997* for the final approval of road names. The local government must approve proposed road names and then forward them to the Minister for Lands for final approval.

Council Plan

8.1 - Support responsible planning and development.
9.3 - Provide quality community facilities.
10.3 - Improve road safety, connectivity and traffic flow.

Environment - None.

Precedents

Council has previously endorsed road names to be provided to the GNG for approval.

Consultation - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance

SDEV CP510 - Road and Thoroughfare Naming

Risk Assessment

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

TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).		
Report Title	Garden of Eaton Structure Plan Road Naming	
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	Service Interruption	If road names were not approved the provision of services such as emergency services, post and parcel delivery would be compromised.
	Reputational	Risk of criticism in the media for not naming road.

Officer Comment

It's a principle that the naming of roads can contribute towards a sense of place. In this regard, the relevant objective of *Council Policy SDEV CO510 - Road and Thoroughfare Naming* states:

> *'Ensure consideration to the history, natural environment, culture and character of the area is duly given when determining road names.'*

The Council Policy has additional criteria to assess the merits of a proposed road name to ensure consistency with the requirements of the *Landgate – Policies and Standards for Geographical Naming in Western Australia*. Below is a table of the criteria assessed against the proposed road names.

CRITERIA		**OFFICER ASSESSMENT**
I.	Consideration of current and future street names.	Demonstrated: The names around are relative to the "Waterways of Australia" theme.
II.	Consideration shall be given to current and future street numbering to ensure numbering is sequential, easy to follow and considers future density increase.	Numbering not applicable to this application.
III.	The origin of each name shall be clearly stated and subsequently recorded.	Demonstrated: The significance of the selected names is listed below.
IV.	Names shall not be offensive or likely to give offence, incongruous or commercial in nature.	Demonstrated: The names are not likely to cause offensive and are considered congruous or commercial in nature.

CRITERIA		OFFICER ASSESSMENT
V.	Names shall be easy to read, spell and pronounce in order to assist emergency services, service providers and the travelling public.	Demonstrated: The names are easily legible and considered not to impact upon emergency services response to an incident.
VI.	Unduly long names and names comprised of two or more words should generally be avoided.	Demonstrated.
VII.	Proposals for road names shall include an appropriate road type suffix.	Demonstrated.
VIII.	Practical application of road names to maps and plans shall be considered such as the long street names should not be allocated to short roads.	Demonstrated. Refer to (Appendix ORD: 12.2.1B).

Significance of selected names:

PREFERRED	SIGNIFICANCE	ALTERNATIVE	SIGNIFICANCE
Avoca View	Avoca River, Victoria, part of the Murray-Darling Basin	Adelong View	Adelong Creek. Historically rich waterway in the Riverina and South West Slopes regions of NSW. Famous for it's heritage listed 1800's gold mill ruins. It was the source of water for two waterwheels that powered stamper batteries at what is now the site known as the Adelong Falls Gold Workings.
Auburn Road	Auburn River, Qld, centrepiece of Aubin River National Park	Bokhara Court	Bokhara River. The Bokhara River, a watercourse that is part of the Barwon catchment within the Murray–Darling basin, Balonne floodplain. Water from the river is used to irrigate a variety of crops, including barley, wheat and cotton.
Delatite Way	Delatite River, located in Victorian High Country, named after wife of local indigenous leader	Endrick Road	Endrick River. Perennial river of the Shoalhaven catchment located in the Southern Tablelands region of New South Wales. It runs through the Budawang Wilderness Area, popular for camping fishing and hiking.

PREFERRED	SIGNIFICANCE	ALTERNATIVE	SIGNIFICANCE
Derwent Court	Derwent River, located in Tasmania. The name is celtic for 'valley thick with trees'	Ithaca Crescent	Ithaca Creek is a waterway in the Enoggera Creek catchment, in the western suburbs of Brisbane, Queensland. Ithaca Creek was named after the birthplace of Lady Diamantina Roma Bowen, wife of Sir George Ferguson Bowen, British colonial administrator, the 1st Governor of Queensland.
Gilbert Court	Gilbert River, SA. Supplies water to grain and grazing areas	Nambucca Boulevard	The Nambucca River is a river located in the Mid North Coast region of New South Wales, Australia. It was originally covered by rainforest. The lowlands along the river are used for farming.
Gunbower Crescent	Gunbower Creek, Victoria. A branch of the Murray River, important recreational waterway, home to endangered fish species	Proserpine View	The Proserpine River is a river in the Whitsunday Region of Queensland. The river is important to crocodile conservation as it provides habitat for Queensland's most dense population of the animal. The river is mostly used by crocodile tourist operators.
Moonan Road	Moonan Brook, Perennial stream of the Hunter River catchment, located in the Hunter region of New South Wales. It has a rich gold mining history, now popular as a hiking and camping destination.	Wenlock Crescent	The Wenlock River is a river located on the Cape York Peninsula in Far North Queensland, Australia. Originally named the Batavia River, the river was renamed in 1939, reportedly in honour of the Wenlock family.
Mortlock Drive	Mortlock River, WA. Tributary of Avon River, named after surveyor Henry Mortlock Ommanney	Wenlock Crescent	The Wenlock River is a river located on the Cape York Peninsula in Far North Queensland, Australia. Originally named the Batavia River, the river was renamed in 1939, reportedly in honour of the Wenlock family.
Olinda Boulevard	Olinda Creek, VIC. Tributary of the Yarra River, named after	Helena Road	Helena Road was also suggested as part of the preferred road names as

PREFERRED	SIGNIFICANCE	ALTERNATIVE	SIGNIFICANCE
	daughter of Surveyor-General		it has significance to Helena Rive, WA, tributary of the Swan River and provides water to Murdaring Weir. St Helena Road already exists within the Shire of Dardanup, so to adhere to the Landgate Policies and Standards for Geographical Naming, Section 2.3, a name from the alternative list was suggested by the applicant to use in place of Helena Road, leaving the application with eight (8) alternative names to proceed with.

Conclusion

Based on the above assessment and the names being consistent with the already established theme in the immediate locality, Officers recommend that the Garden of Eaton nine (9) new roads be named the preferred road names:

- Avoca View
- Auburn Road
- Delatite Way
- Derwent Court
- Gilbert Court
- Moonan Road
- Mortlock Drive
- Olinda Boulevard
- Gunbower Crescent

as part of the subdivision approval for Lot 3001 Eaton Drive, Millbridge.

END REPORT

12.2.2 Parkridge Estate Structure Plan Stages 5 & 6 Road Naming

Reporting Department	*Development Services Directorate*
Responsible Officer	*Mrs Susan Oosthuizen – Executive Manager Development Services*
Reporting Officer	*Ms Celeste de Munck – Administration Officer Development Services*
Applicant	*McMullen Nolan Group Pty Ltd*
Legislation	*Local Government Act 1995*
	Land Administration Act 1997
Council Role	*Quasi-Judicial.*
Voting Requirement	*Simple Majority.*
Attachments	*Appendix ORD: 12.2.2A – Overall Concept Plan* *Appendix ORD: 12.2.2B – Stage 5 Road Name Plan (Preferred option)* *Appendix ORD: 12.2.2C – Stage 6 Road Name Plan (Preferred option)* *Appendix ORD: 12.2.2D – Risk Assessment*

Overview

The purpose of this report is to seek Council's consideration of six (6) proposed road names within the Parkridge Estate Structure Plan (Stage 5 and 6) as part of subdivision approvals granted by the West Australian Planning Commission (WAPC) for Lot 9010 Peninsula Lakes Drive, Eaton. The location of the subdivision within the broader Parkridge Estate is shown on the Overall Concept Plan (Appendix ORD: 12.2.2A).

Subject to Council endorsement, the approved road names will be forwarded to the Geographical Names Committee (GNC) of Landgate for final approval.

OFFICER RECOMMENDATION

THAT Council:

1. Endorses the three (3) preferred proposed road names associated with the Parkridge Estate Structure Plan Stage 5 listed below and as shown on the Road Name Plan (Appendix ORD: 12.2.2B);

a) Kangaroo Parkway;
b) Curlew Way; and
c) Brushtail Approach.

2. Endorses the three (3) preferred proposed road names associated with the Parkridge Estate Structure Plan Stage 6 listed below and as shown on the Road Name Plan (Appendix ORD: 12.2.2C);

a) Bettong Way;
b) Parrot Road; and
c) Bilby Loop.

3. Endorses the ten (10) alternative road names associated with the Parkridge Estate Structure Plan listed below;

a) Dragon;
b) Ringtail;
c) Echidna;
d) Pygmy;
e) Numbat;
f) Fox;
g) Kultarr;
h) Magpie;
i) Frogmouth; and
j) Brolga.

4. Endorses the naming of roads associated with the approved by the Western Australian Planning Commission plan of subdivision Lot 9010 Peninsula Lakes Drive (WAPC Reference 202190) including the realignment of Haflinger Street, extension of Peninsula Lakes Drive and removal of a portion of Shiraz Street as shown on the Stage 5 Road Name Plan (Appendix ORD: 12.2.2B); and

5. Authorises the Chief Executive Officer to forward the endorsed road names to the Minister for Lands, via Landgate, for consideration and final approval pursuant to section 26A of the *Land Administration Act 1997*.

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

Subdivision was granted by the Western Planning Commission (WAPC) on the 1st May 2026; reference WAPC 202190 for stage 5 and 2nd July 2026; reference WAPC 203107 for stage 6. The approved subdivisions form part of the broader Parkridge Estate development, as illustrated on the Overall Concept Plan (Appendix ORD: 12.2.2A).

Location Plan

Figure 1 shows the location of the existing road layout.

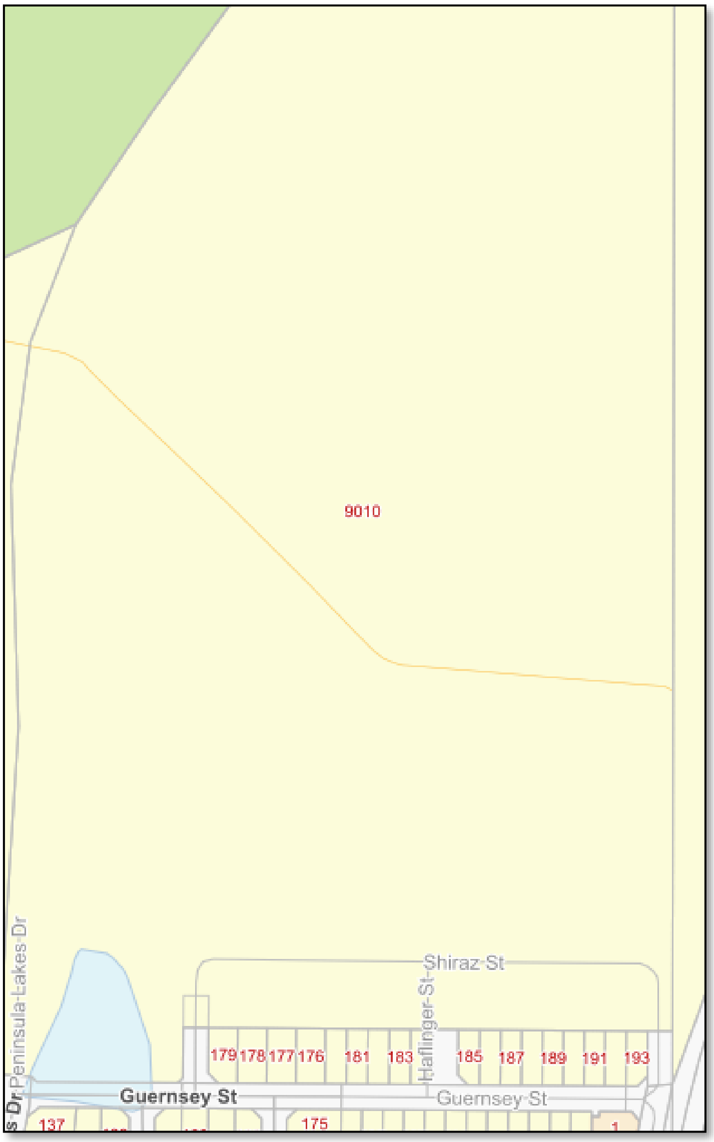

Figure 1: Location Plan

Proposal

The Stage 5 and 6 plans of subdivision created six (6) new roads, the extension of the Peninsula Lakes Drive, the removal of a portion of Shiraz Street and realignment of Haflinger Street. The outline of the subdivision proposal is as follows:

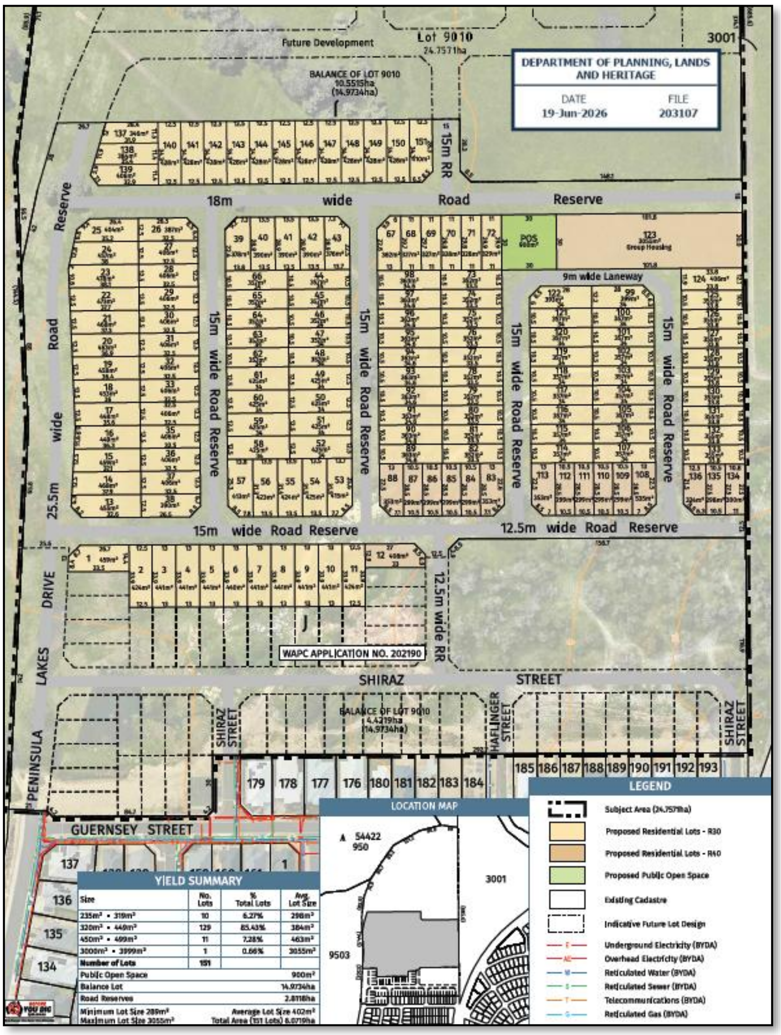

Figure 2: Location Plan

The application proposes to name the newly created road reserves as the following preferred and alternative road names. The Figure 3: Stage 5 Road Name Map and Figure 4: Stage 6 Road Name Map displays the proposed location of the six (6) roads and the proposed names to be supported by Council prior to submission to the GNC are outlined in Table 1.

PREFERRED ROAD NAMES	ALTERNATIVE ROAD NAMES
Kangaroo Parkway	Dragon
Curlew Way	Ringtail
Brushtail Approach	Echidna
Bettong Way	Pygmy
Parrot Road	Numbat
Bilby Loop	Fox
	Kultarr
	Magpie
	Frogmouth
	Brolga

Table 1: Road Names

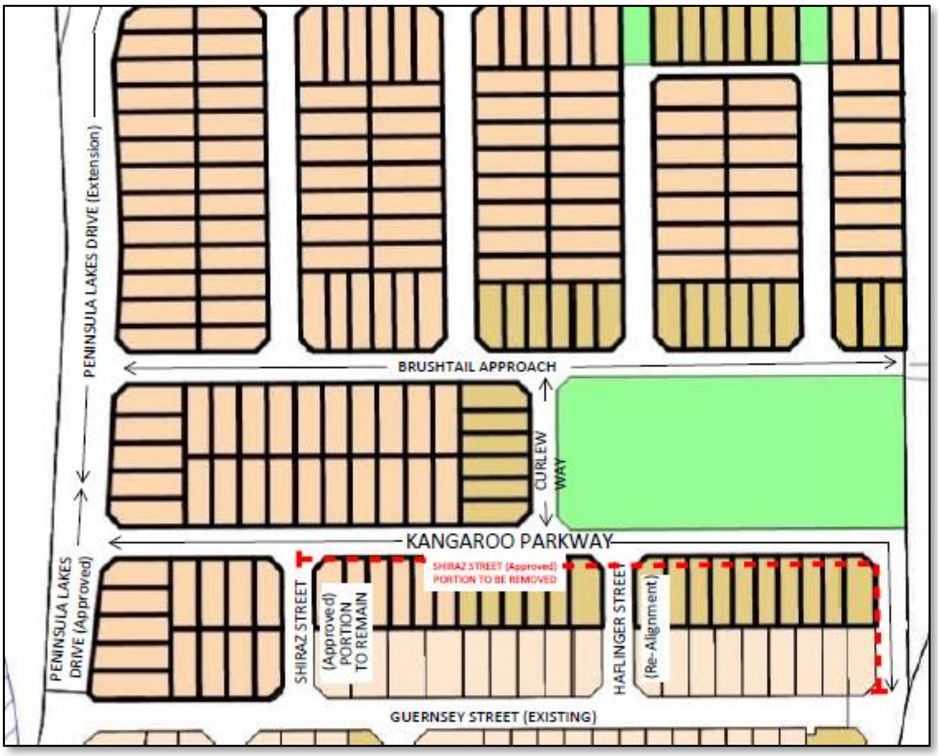

Figure 3: Stage 5 Road Name Map

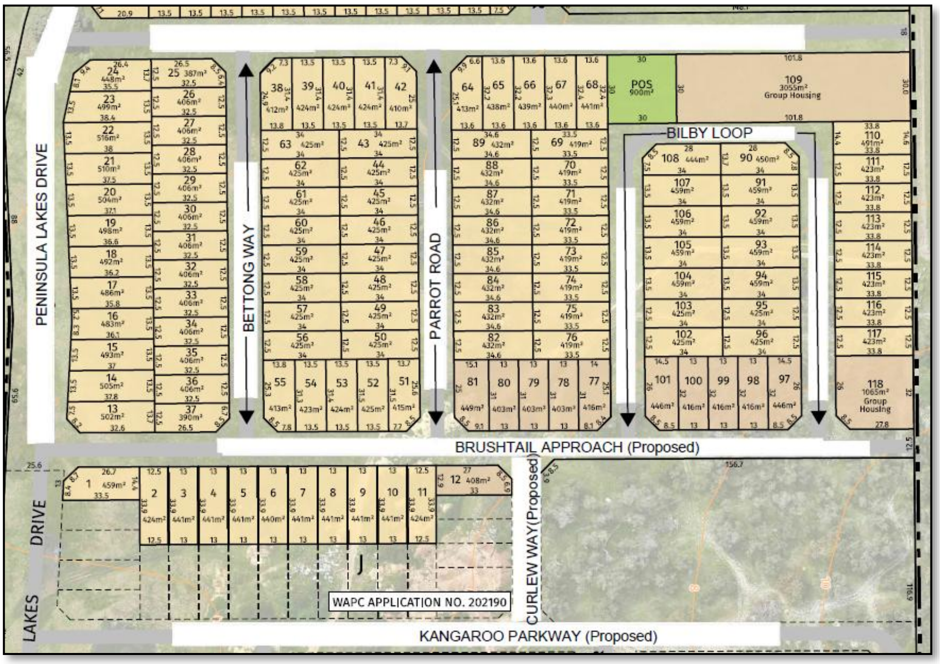

Figure 4: Stage 6 Road Name Map

Legal Implications

The Geographical Naming Committee (GNC) is responsible under the *Land Administration Act 1997* for the final approval of road names. The local government must approve proposed road names and then forward them to the Minister for Lands for final approval.

Council Plan

8.1 - Support responsible planning and development.

9.3 - Provide quality community facilities.
10.3 - Improve road safety, connectivity and traffic flow.

Environment - None.

Precedents

Council has previously endorsed road names to be provided to the GNG for approval.

Consultation - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance

SDEV CP510 - Road and Thoroughfare Naming

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.2.2D) for full assessment document.

TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).		
Risk Event	Parkridge Estate Structure Plan Stage 5 and 6 Road Naming	
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	Service Interruption	If road names were not approved the provision of services such as emergency services, post and parcel delivery would be compromised.
	Reputational	Risk of criticism in the media for not naming road.

Officer Comment

It’s a principle that the naming of roads can contribute towards a sense of place. In this regard, the relevant objective of *Council Policy SDEV CO510 -Road and Thoroughfare Naming* states:

> *‘Ensure consideration to the history, natural environment, culture and character of the area is duly given when determining road names.’*

The Council Policy has additional criteria to assess the merits of a proposed road name to ensure consistency with the requirements of the *Landgate – Policies and Standards for Geographical Naming in Western Australia*. Below is a table of the criteria assessed against the proposed road names.

CRITERIA	OFFICER ASSESSMENT
Consideration of current and future street names	Demonstrated: The names around are relative to the “Animal” theme.
Consideration shall be given to current and future street numbering to ensure numbering is sequential, easy to follow and considers future density increase	Numbering not applicable to this application.
The origin of each name shall be clearly stated and subsequently recorded.	Demonstrated: The names are significant to Australian animals
Names shall not be offensive or likely to give offence, incongruous or commercial in nature.	Demonstrated: The names are not likely to cause offensive and are considered congruous or commercial in nature.
Names shall be easy to read, spell and pronounce in order to assist emergency services, service providers and the travelling public	Demonstrated: The names are easily legible and considered not to impact upon emergency services response to an incident.
Unduly long names and names comprised of two or more words should generally be avoided.	Demonstrated.
Proposals for road names shall include an appropriate road type suffix.	Demonstrated.
Practical application of road names to maps and plans shall be considered such as the long street names should not be allocated to short roads.	Demonstrated. Refer to the Attachment.

The applicant previously submitted a naming request and used the theme *“Local Wineries”.* The new roads are connecting to Shiraz Street, which created a segue to continue the winery theme, instead of coffee (Robusta), sheep (Tukidale), tree (Wandoo) and French locality (Camargue).

The applicant originally submitted the following names: Rivendell Parkway (alternative Voyager Parkway), Peacetree Way (alternative Accolade Way) and Amberley Approach (alternative Windance Approach).

The original proposed road names were submitted to Council for consideration at the 24th June 2026 Ordinary Council Meeting, where the motion was lost due to the names associated with wineries and promoting unhealthy lifestyle not being considered appropriate. Shire officers requested the applicant submit a full set of new names consistent with the established pastoral/animal naming theme.

Conclusion

Based on the above assessment and the names being consistent with the already established theme in the immediate locality, Officers recommend that the Parkridge Estate Stage 5 and 6 six (6) new roads be named the preferred road names:

- Kangaroo Parkway;
- Curlew Way;
- Brushtail Approach;
- Bettong Way;
- Parrot Road; and
- Bilby Loop,

including the realignment of Haflinger Street, extension of Peninsula Lakes Drive and removal of a portion of Shiraz Street as part of the subdivision approval for Lot 9010 Peninsula Lakes Drive.

END REPORT

12.3 COMMUNITY & ECONOMIC DEVELOPMENT DIRECTORATE REPORTS

None.

12.4 INFRASTRUCTURE DIRECTORATE REPORTS

12.4.1 Denison Link - Street Tree Maintenance and Replacement Request

Reporting Department	*Infrastructure Directorate*
Responsible Officer	*Mr Theo Naudé – Director Infrastructure*
Reporting Officer	*Mr André van der Merwe – Manager Operations*
Legislation	*Local Government Act 1995*
Council Role	*Executive/Strategic.*
Voting Requirement	*Simple Majority.*
Attachments	*Appendix ORD: 12.4.1A – Quote from Safe West Tree Safe* *Appendix ORD: 12.4.1B – Risk Assessment* *Confidential Attachment A – Memo – Request for CEO Authorisation - Denison Link Trees*

Overview

Approximately 25 street trees have been planted along Denison Link, Millbridge (No. 6 to No. 20) when this part of Millbridge was developed. These trees have generated ongoing community concerns regarding leaf litter, dropping limbs and nuts causing gutter maintenance issues, difficulty establishing grass beneath the canopy. Additional concerns were raised regarding safety with the trees dropping limbs on paths, driveways and in the road.

An arborist was engaged and recommended canopy lifting, lateral limb weight reduction, and clearance of property lines for trees on both sides of Denison Link from No. 6 to No. 20.

Council is requested to determine the appropriate management approach for the trees, being either maintenance pruning in accordance with arborist advice or progression to a separate process for potential removal and replacement.

OFFICER RECOMMENDATION "A"

THAT Council authorises a one-off maintenance pruning of the street trees between No. 6 and No. 20 Denison Link, Millbridge, comprising canopy lifting, lateral limb weight reduction, and clearance of property lines on both sides of the road, consistent with the arborist's recommendation.

OR

OFFICER RECOMMENDATION "B"

THAT Council authorises complete removal and replacement of trees, seeking reimbursement of the removal and replacement costs in full, consistent with *Infr CP121 – Tree Management Policy* to impose conditions on any approval.

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

This matter originated from a routine maintenance request lodged via Fusion (Case 22858) by the resident of 14 Denison Link, relating to trees dropping leaves, limbs, and nuts causing ongoing gutter maintenance issues. The situation escalated into a formal request for full tree removal following an on-site assessment.

Following the initial request, the Acting Supervisor Parks and Environment attended the site and was met by multiple residents who raised concerns including untidy verges, inability to establish grass beneath the tree canopy, and path-user safety due to falling limbs. An arborist was subsequently engaged to assess the trees and provide advice on appropriate treatment and associated quotation to address the concerns raised (Appendix ORD: 12.4.1A). The resulting quotation recommended canopy lifting, lateral limb weight reduction, and property line clearance for trees on both sides of Denison Link from No. 6 to No. 20.

The resident was informed of the arborist's recommendation but remained dissatisfied with the outcome and the matter was escalated to the Manager Operations. The Manager Operations advised the resident that, given the scale of the works, budget considerations, and considering Council Policy (*Infr CP121 Tree Management Policy*), this matter be escalated to Council for a decision - – referencing the precedent set by the Glenhuon Boulevard London Plane tree replacement program, which was considered and ultimately approved by Council following community requests [Res 31-22]. The issues raised by residents, including leaf litter, nuts, shading and amenity impacts, do not meet the removal criteria outlined in *Infr CP121 – Tree Management Policy*.

A further complaint was received from the resident of 11 Denison Link, accompanied by photographic and video evidence of a fallen branch across the footpath. The Principal Supervisor Parks and Environment provided a consistent response. Following a site meeting attended by the Principal Supervisor Parks and Environment and the Manager Operations, residents remained unwilling to accept the maintenance approach and formally requested escalation to the Chief Executive Officer (Confidential Attachment A – Under Separate Cover).

The Chief Executive Officer, following discussion with the Director Infrastructure, indicated that given the precedent set with the Glenhuon Boulevard verge trees, where significant community concerns exist decision making regarding tree removal will be referred to Council for consideration.

Where concerns have been raised by residents regarding specific trees, Officers are confident these can be adequately addressed through the recommendations provided by the arborist assessment. Should residents remain unsatisfied with the proposed arborist-recommended approach as a solution, the option of full removal and replacement may be considered, with associated costs to be borne by the requesting resident.

This ensures that Council's decision-making remains guided by professional advice while providing an equitable pathway for residents who wish to pursue an alternative outcome at their own expense

A relevant council resultion exists in the Glenhuon Boulevard London Plane Tree replacement program. Following community consultation [Res 327-21], impacts including invasive treet roots, proximity to homes, potential fire hazard concerns and maintenance issue associated with leaf litter, bark and seed pods were identified. Council subsequently resolved to retain one mature London Plane tree and replace the remaining 22 trees in FY 2022/23 [Res 31-22], with WA Peppermint trees (*Agonis flexuosa*) later endorsed as the replacement species [Res 81-22].

Legal Implications

Under *Infr CP121 – Tree Management Policy*, the Shire may remove trees on reserves or land under its care, control and management, including street verges, in specified circumstances. The policy permits removal where a tree is dead, in decline, structurally unsound, damaging or likely to damage property (where alternatives are not possible), part of a tree replacement program, obstructing a Council approved works program, places the public at unacceptable risk, or is a landscape or planted verge tree not on the Shire's approved species list.

The policy expressly provides that trees will not be removed for leaf debris, leaves, nuts, fruiting bodies, bark, roots, aesthetics, views, or fauna – unless extenuating circumstances exist, as approved by the Chief Executive Officer. Importantly*, Infr CP121 – Tree Management Policy* also provides that the Chief Executive Officer may apply conditions to any such approval, including but not limited to the reimbursement of the costs for removing the tree. This provides a legislative basis for requiring requesting residents to contribute to or fully fund removal and replacement costs should Council elect to proceed down that path.

A Before You Dig (BYDA) search confirmed the presence of a high-pressure gas main in the area. Officers have determined that the trees were planted within the correct corridor in accordance with the Utility Providers Code of Practice for Western Australia and do not pose a risk to the gas infrastructure.

All pruning works must be undertaken in accordance with *Australian Standard AS 4373-2007 – Pruning of Amenity Trees* to ensure works are completed using accepted agricultural practice that maintains tree health, structural integrity, and public safety. Maintenance pruning in accordance with *AS 4373-2007 – Pruning of Amenity Trees* is considered the appropriate treatment to address identified safety concerns while maintaining tree health and structural integrity.

Council Plan

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

Environment

This report recognises the environmental value of street trees and the Shire's urban greening strategy. The preferred officer recommendation of maintenance pruning avoids the unnecessary removal of healthy trees and supports the preservation of canopy cover within the Millbridge townscape. Should removal ultimately be required, the report recommends replacement with appropriate species to maintain environmental values.

Precedents

Consistent with the approach taken for the Glenhuon Boulevard matter, Officers considered that a request seeking removal and replacement of established street trees, where the concerns raised fall outside the standard removal criteria under Council Policy CP121, should be determined by Council rather than through routine operational decision-making. This precedent informed the advice given to residents that a Council resolution would be required for any removal and replacement of trees at Denison Link. While the Glenhuon Boulevard program provides a relevant precedent for Council consideration, each request must be assessed on its individual circumstances.

Budget Implications

Costs associated with both options are outlined below. The default funding source is the Millbridge Verge Maintenance budget; however, should Council elect to proceed with removal, it is recommended that Council consider seeking reimbursement of all cost associated with the removal, acquisition and planting of new trees from the requesting residents:

OPTION 1 – Maintenance Prune	ESTIMATED COST (EXCL. GST)
Maintenance pruning (canopy lift, reduce, clear property lines)	$9,000
Total Cost of Maintenance Pruning	**$9,000**

OPTION 2 – Removal and Replacement	ESTIMATED COST (EXCL. GST)
Full tree removal	$26,000
Replacement and establishment of new trees (estimate)	$19,000
Total cost of removal and replacement	**$45,000**

The maintenance pruning option represents a saving of $36,000 compared to full removal and replanting, whilst delivering a policy-compliant outcome. Should Council wish to proceed with removal, Officers recommend that the cost – estimated at $45,000 in total or $1,800 per tree – be recovered in full, , from the requesting residents. *Infr CP121 – Tree Management Policy* explicitly enables the Chief Executive Officer to impose this condition on any approval. Requiring residents to fund the removal and replacement would reflect the fact that the primary driver is resident amenity preference, rather than a safety or policy imperative.

Budget – Whole of Life Cost

Should maintenance pruning be undertaken, the trees will require periodic follow-up pruning, which can be absorbed within the annual verge maintenance budget. Should removal and replanting be approved, replacement trees would require establishment maintenance in subsequent years, to be considered in the Long-Term Financial Plan.

Council Policy Compliance

The following Council policies are applicable:

- *Infr CP057 – Residential Road Verge;*
- *Infr CP058 – Roadside Vegetation;*
- *Infr CP120 – Environment; and*
- *Infr CP121 – Tree Management Policy.*

Under *Infr CP121 – Tree Management Policy,* the circumstances of this matter (leaf litter, nuts, and aesthetics) do not meet the policy threshold for tree removal. However, the policy grants the Chief Executive Officer discretion to approve removal under extenuating circumstances. As the matter involves a significant number of trees and sustained community requests, it is now referred to Council for formal resolution.

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.		
Report Title	Glenhuon Boulevard - Street Trees Replacement	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	Undertake arborist-recommended maintenance pruning to address safety concerns. Refer broader question of removal to Council for formal resolution	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category Assessed Against	Financial	Full removal and replanting estimated at $45,000. Maintenance pruning at $9,000 is the fiscally responsible option.
	Legal and Compliance	Removal on grounds of leaf litter and aesthetics alone does not meet the Infr CP121 threshold. Maintenance pruning is compliant.
	Reputational	Residents may remain dissatisfied if removal is not approved. However, approving removal outside policy thresholds sets a precedent that could invite similar requests Shire-wide.
	Environment	Unnecessary removal of healthy street trees would be inconsistent with the Shire's urban greening objectives.

Officer Comment

This matter has been the subject of ongoing community requests and has involved multiple site visits, correspondence, and arborist engagement. The residents of Denison Link have expressed genuine concerns regarding the amenity and safety impacts of the street trees, and Officers have engaged constructively throughout the process.

An arborist engaged by the Shire assessed the trees and recommended maintenance pruning comprising canopy lifting, lateral limb weight reduction, and clearance of property lines. This recommendation addresses the safety concerns raised (including the reported fallen branch) and is consistent with good arboriculture practice under *Australian Standard AS 4373-2007 – Pruning of Amenity Trees*.

It is important to note that the Shire does not endorse tree lopping or topping. These practices cause significant harm to trees, destroy the natural canopy, deplete energy reserves, create entry points for decay and pest infestation, and generate what is effectively a perpetual maintenance liability through epicormic regrowth. Maintenance pruning remains the appropriate and responsible approach.

The stated reasons for removal – leaf litter, nuts, difficulty establishing grass, and aesthetics – do not meet the threshold for tree removal under *Infr CP121 – Tree Management Policy*. However, the volume and persistence of community requests including a request to escalate the removal request to the Chief Executive Officer (Confidential Attachment A – Under Separate Cover), and the precedent set by the Glenhuon Boulevard tree replacement program, indicate that this matter warrants a formal Council decision rather than an officer-level determination.

Officers recommend that Council authorise maintenance pruning as the immediate course of action and note that full removal and replacement would require a separate Council resolution, consistent with the approach taken for Glenhuon Boulevard. This recommendation is further informed by recent storm events which resulted in significant damage in the area, including multiple large tree failures on Millbridge Boulevard, and a number of requests received from local residents, some of whom had raised concerns about these trees prior to the storm. In light of the damage sustained, the community response, and the Councillor's query regarding whether trees of this size and species remain appropriate given the density of the suburb and their proximity to residential properties Officers further advise that a broader arborist assessment will be commissioned for Millbridge street trees. This assessment would provide Council with a strategic basis for future decisions, including consideration of tree suitability for the surrounding environment.

Should Council wishes to consider removal, Officers recommend that Council also considers seeking residents to fund the removal and replacement costs in full. This approach is supported by *Infr CP121 – Tree Management Policy*, which explicitly empowers the Chief Executive Officer to impose cost reimbursement as a condition of any approval. Given that the grounds for removal in this instance relate primarily to resident amenity rather than a clear safety or policy threshold, it would be reasonable to expect those requesting the works to share in the cost. This would also serve as a safeguard against setting a precedent that invites similar requests at ratepayer expense across the Shire.

END REPORT

12.5 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

12.5.1 Annual Budget 2026/27

Reporting Department	*Corporate & Governance Directorate*
Responsible Officer	*Mrs Natalie Hopkins – Acting Chief Executive Officer*
Reporting Officer	*Mrs Natalie Hopkins – Acting Chief Executive Officer*
Legislation	*Local Government Act 1995*
Council Role	*Executive/Strategic*
Voting Requirement	*Absolute Majority*
Attachments	*Appendix ORD: 12.5.1A – Shire of Dardanup Annual Budget 2026/27 – Under Separate Cover* *Appendix ORD: 12.5.1B – Risk Assessment Tool*

Overview

This report presents the final Annual Budget 2026/27 for Council's adoption. The Annual Budget 2026/27 papers have been formulated and presented to Council in the statutory format following endorsement of the draft 2026/27 – 2035/36 Long Term Financial Plan (LTFP) at the Special Council Meeting held on the 3rd June 2026 [Res 131-26].

DECLARATION OF INTEREST
Cr M R Hutchinson and Cr T Gardiner declared Proximity Interests in Officer Recommendation "A." Please refer to Part 11 'Declaration of Interest' for full details.

OFFICER RECOMMENDATION "A"

ANNUAL BUDGET FOR 2026/27 – TRANSPORT CAPITAL & MAINTENANCE EXPENDITURE

THAT Council, pursuant to Section 6.2 of the *Local Government Act 1995* and *Part 3 of the Local Government (Financial Management) Regulations 1996*, adopts the Transport Assets Capital Upgrade/Expansion/Renewal and Maintenance Works detailed on pages 94-99 within the 2026/27 Municipal Fund Budget as contained in (Appendix ORD: 12.5.1A – Under Separate Cover) of this Agenda and the Minutes, for the Shire of Dardanup for the 2026/27 financial year.

By Absolute Majority

OFFICER RECOMMENDATION "B"

MUNICIPAL FUND BUDGET FOR 2026/27 – LAND & BUILDINGS CAPITAL & MAINTENANCE EXPENDITURE

THAT Council, pursuant to Section 6.2 of the *Local Government Act 1995* and *Part 3 of the Local Government (Financial Management) Regulations 1996*, adopts the Land Development & Building Assets Construction Capital Expenditure/Works/Disposals detailed in Appendix D on page 94, and the Building Major & Minor Maintenance detailed in Appendix J on pages 109-110, within the 2026/27 Municipal Fund Budget as contained in (Appendix ORD: 12.5.1A – Under Separate Cover) of this Agenda and the Minutes, for the Shire of Dardanup for the 2026/27 financial year.

By Absolute Majority

OFFICER RECOMMENDATION "C"

MUNICIPAL FUND BUDGET FOR 2026/27 – PARKS & RESERVES CAPITAL & MAINTENANCE EXPENDITURE

THAT Council, pursuant to Section 6.2 of the *Local Government Act 1995* and *Part 3 of the Local Government (Financial Management) Regulations 1996*, adopts the Parks & Reserves Assets Capital Works Construction Expenditure detailed in Appendix D on pages 94-99, and the Parks & Reserves (Open Spaces) Maintenance & Minor Expenditure detailed in Appendix K on pages 111-114 within the 2026/27 Municipal Fund Budget as contained in (Appendix ORD: 12.5.1A – Under Separate Cover) of this Agenda and the Minutes, for the Shire of Dardanup for the 2026/27 financial year.

By Absolute Majority

OFFICER RECOMMENDATION 'D'

MUNICIPAL FUND BUDGET FOR 2026/27 – OTHER CAPITAL EXPENDITURE

THAT Council, pursuant to Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopts the Motor Vehicles, Plant & Equipment, and Furniture & Equipment Capital Acquisitions/Works/Disposals detailed in Appendix E on pages 100-102 within the 2026/27 Municipal Fund Budget as contained in (Appendix ORD: 12.5.1A – Under Separate Cover) of this Agenda and the Minutes, for the Shire of Dardanup for the 2026/27 financial year.

By Absolute Majority

OFFICER RECOMMENDATION 'E'

MUNICIPAL FUND BUDGET FOR 2026/27 – RESERVE TRANSFERS & LOANS

THAT Council, pursuant to Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopts the Reserve Transfers and current and proposed loans drawdown and repayments detailed on pages 103-105, and page 90 within the 2026/27 Municipal Fund Budget as contained in (Appendix ORD: 12.5.1A – Under Separate Cover) of this Agenda and the Minutes, for the Shire of Dardanup for the 2026/27 financial year, with any variations from budget based on adjusted loan drawdown timing, the reserve purpose and/or actual expenditure.

By Absolute Majority

DECLARATION OF INTEREST
Cr Ruby J Trevathan declared an Impartiality Interest in Officer Recommendation "F." Please refer to Part 11 'Declaration of Interest' for full details.

OFFICER RECOMMENDATION 'F'

MUNICIPAL FUND BUDGET FOR 2026/27 – OPERATING INCOME & EXPENDITURE

THAT Council, pursuant to Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopts the 2026/27 Budget 'Operating Income and Expenditure presented in Schedules 3 to 14' within the Municipal Fund Budget as contained in (Appendix ORD: 12.5.1A – Under Separate Cover) of this Agenda and the Minutes, for the Shire of Dardanup for the 2026/27 financial year which includes the following:

- **Statement of Comprehensive Income by Nature showing a net result of ($1,383,664) for 2026/27;**
- **Statement of Financial Activity showing an amount required to be raised from rates for 2026/27 of $19,614,407;**
- **Revenue generated from the Schedule of Fees and Charges for 2026/27;**
- **Notes to and Forming Part of the Budget; and**
- **Budget Program Schedules 3 to 14.**

By Absolute Majority

DECLARATION OF INTEREST
Cr Tyrrell G Gardiner declared an Impartiality Interest in Officer Recommendation "G."
Cr Stacey L Gillespie declared a Proximity Interest in Officer Recommendation "G".
Please refer to Part 11 'Declaration of Interest' for full details.

OFFICER RECOMMENDATION "G"

GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

THAT Council:

1. **In accordance with Section 6.36 of the *Local Government Act 1995*, acknowledges that no public submissions were received on the proposed Differential Rates and the Objects and Reasons, with public submissions closing on the 28th May 2026.**

2. **For the purposes of yielding the surplus disclosed by the Municipal Fund Budget for 2026/27 adopted at Recommendation A - F above, and pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995,* imposes the following General Rates and Minimum Rates (imposed Differentially) on Gross Rental and Unimproved Values:**

	DIFFERENTIAL RATING CATEGORY	RATE IN $ 2026/27	MINIMUM RATES 2026/27	RATE YIELD
1	RESIDENTIAL (including Residential Vacant)	0.086185	$1,827	$11,813,757
2	RURAL RESIDENTIAL (including Rural Residential Vacant)	0.085975	$1,937	$1,321,895
3	COMMERCIAL (including Commercial Vacant)	0.118744	$1,937	$1,947,094
4	INDUSTRIAL (including Industrial Vacant)	0.113530	$1,937	$1,416,203
5	ACCOMMODATION	0.122746	$1,937	$56,583
	TOTAL GRV			$16,555,532
6	UV Rural (including UV1, UV2, UV3 and Mining)	0.005335	$1,937	$2,525,668
	TOTAL UV			$2,525,668
	TOTAL GRV & UV YIELD			$19,081,200
	Plus Interim Rates less concessions			$255,657
	Specified Area Rate – Bulk Waste Collection			$162,592
	Specified Area Rate – Eaton Landscaping			$114,958
	TOTAL GRV & UV YIELD			$19,614,407

3. **Pursuant to Section 6.37 of the *Local Government Act 1995,* imposes the following Specified Area Rates:**

   a) **"Bulk Waste Collection Levy" on developed residential properties within (and adjoining to) the townsites of Eaton, Dardanup and Burekup that are serviced with Council's bulk and green waste kerbside pickup to meet the cost of the service and to contribute to the refuse site.**

      - **Residential GRV x $0.001218 for specified assessments to yield $162,592.**

b) "Eaton Landscaping" levy on properties within the townsite of Eaton for the purpose of maintaining parks and reserves in Eaton townsite.

- **Residential GRV x $0.000834 for specified assessments to yield $114,958.**

4. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, nominates the following dates for the payment in full by instalments:

- **Option 1 (Full Payment)**
  - **Full amount of rates and charges including arrears, to be paid on or before 23rd September 2026 or 35 days after the date of service appearing on the rate notice, whichever is later.**

- **Option 2 (Four Instalments)**
  - **1st instalment to be made on or before the due date of 23rd September 2026 or 35 days after the date of service appearing on the rate notice, whichever is later and including all arrears and a quarter of the current rates and service charges.**
  - **2nd quarterly instalment to be on or before the due date of 25th November 2026, or 2 months after the due date of the first instalment, whichever is later.**
  - **3rd quarterly instalment to be on or before the due date of 27th January 2027, or 2 months after the due date of the second instalment, whichever is later.**
  - **4th quarterly instalment to be on or before the due date of 31st March 2027, or 2 months after the due date of the third instalment, whichever is later.**

5. Pursuant to Section 6.46 of the *Local Government Act 1995*, offers an incentive for the early payment of rates through a rates prize draw of $2,000 to those ratepayers who pay their rates and charges in full and have no outstanding balance by 4.00pm on 9th of September 2026.

6. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, adopts an instalment administration charge where the owner has elected to pay rates and charges (and service charges) through an instalment option of $15.00 for each instalment after the initial instalment is paid ($45.00 for four (4) instalment option).

7. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, adopts an interest rate of 5.5% where the owner has elected to pay rates and charges (and service charges) through an instalment option.

8. Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995* and Regulation 70 of the *Local Government (Financial Management) Regulations 1996*, adopts an interest rate of 11.0% for rates and charges (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

By Absolute Majority

9. Pursuant to Section 6.47 of the *Local Government Act 1995*, grants in 2026/2027 a 100% concession on the local government general differential rate charge in relation to the local government rate charge and specified area rates imposed in the 2026/2027 financial year for:

- **Assessment A2192 – Eaton Bowling & Social Club Inc, for which Council previously resolved [Res 298-21], in accordance with Schedule Item 11 of the Lease between the Shire of Dardanup and the Eaton Bowling & Social Club Inc., executed as a Deed on the 16th of September 2021.**

By Absolute Majority

OFFICER RECOMMENDATION 'H'

<u>GENERAL FEES AND CHARGES FOR 2026/27</u>

THAT Council pursuant to Section 6.16 of the *Local Government Act 1995* and other relevant legislation, adopts the Fees & Charges as contained in the 2026/27 Budget included as (Appendix ORD: 12.5.1A) of the Agenda and Minutes.

By Absolute Majority

OFFICER RECOMMENDATION 'I'

<u>OTHER STATUTORY FEES FOR 2026/27</u>

THAT Council:

1. Pursuant to Section 53 of the *Cemeteries 1986*, adopts the Fees & Charges for the Dardanup and Ferguson Cemetery as contained in the 2026/27 Budget included as (Appendix ORD: 12.5.1A) of the Agenda and Minutes.

2. Pursuant to Section 245A(8) of the *Local Government (Miscellaneous Provisions) Act 1960*, adopts the swimming pool inspection fee as contained in the 2026/27 Budget included as (Appendix ORD: 12.5.1A) of the Agenda and Minutes.

3. Pursuant to Section 67 of the *Waste Avoidance and Resource Recovery Act 2007*, adopts the Fees & Charges for the removal and deposit of domestic and commercial waste as contained in the 2026/27 Budget included as (Appendix ORD: 12.5.1A) of the Agenda and Minutes.

By Simple Majority

4. Pursuant to Section 67 of the *Waste Avoidance and Resource Recovery Act 2007* and Section 6.16 of the *Local Government Act 1995*, adopts the Fees & Charges for the deposit of domestic and commercial waste as contained in the 2026/27 Budget included as (Appendix ORD: 12.5.1A) of the Agenda and Minutes.

By Absolute Majority

OFFICER RECOMMENDATION 'J'

MATERIAL VARIANCE REPORTING FOR 2026/27

THAT Council, in accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 101 Presentation of Financial Statements,* the level to be used in the Statements of Financial Activity in 2026/27 for reporting material variances shall be 10% or $50,000, whichever is greater.

By Simple 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

As part of the Integrated Planning and Reporting cycle, Council has recently reviewed and updated its four-year Corporate Business Plan and ten-year Long Term Financial Plan. The Corporate Business Plan and Long-Term Financial Plan are reviewed annually, with the first year of the Long-Term Financial Plan being 'sliced off' to form the basis of the draft annual budget.

The Annual Budget 2026/27 has therefore been prepared taking into consideration the preceding reviews and incorporates relevant elements of the various strategies, plans and resolutions adopted by Council.

This report recommends Council adopts the Shire of Dardanup Annual Budget 2026/27, inclusive of the proposed 6.0% rate revenue increase (excluding interim rate income), Reserve transfers, workforce changes, loans, capital works and operational expenditure (Appendix ORD: 12.5.1A).

Legal Implications

Local Government Act 1995

Division 2 — Annual budget

6.2. Local government to prepare annual budget

(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

** Absolute majority required.*

(2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —

(a) the expenditure by the local government; and
(b) the revenue and income, independent of general rates, of the local government; and
(c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

(3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.

(4) The annual budget is to incorporate —

(a) particulars of the estimated expenditure proposed to be incurred by the local government; and
(b) detailed information relating to the rates and service charges which will apply to land within the district including —
(i) the amount it is estimated will be yielded by the general rate; and
(ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;
and
(c) the fees and charges proposed to be imposed by the local government; and
(d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and
(e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and
(f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and

(g) such other matters as are prescribed.

(5) Regulations may provide for —

(a) the form of the annual budget; and
(b) the contents of the annual budget; and
(c) the information to be contained in or to accompany the annual budget.

6.32. Rates and service charges

(1) When adopting the annual budget, a local government —

(a) in order to make up the budget deficiency, is to impose a general rate on rateable land within its district, which rate may be imposed either —*

(i) uniformly; or
(ii) differentially;

and

(b) may impose on rateable land within its district —*
(i) a specified area rate; or
(ii) a minimum payment;

and

(c) may impose a service charge on land within its district.*

** Absolute majority required.*

(2) Where a local government resolves to impose a rate it is required to —

(a) set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and

(b) set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.

6.34. Limit on revenue or income from general rates

Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to —

(a) be more than 110% of the amount of the budget deficiency; or
(b) be less than 90% of the amount of the budget deficiency.

6.37. Specified area rates

(1) A local government may impose a specified area rate on rateable land within a portion of its district for the purpose of meeting the cost of the provision by it of a specific work, service or facility if the local government considers that the ratepayers or residents within that area —

(a) have benefited or will benefit from; or
(b) have access to or will have access to; or
(c) have contributed or will contribute to the need for,

that work, service or facility.

(2) A local government is required to —

(a) use the money from a specified area rate for the purpose for which the rate is imposed in the financial year in which the rate is imposed; or
(b) to place it in a reserve account established under section 6.11 for that purpose.

Local Government (Administration) Regulations 1996:

19C. Strategic community plans, requirements for (Acts. 5.56)

19DA. Corporate business plans, requirements for (Acts. 5.56)

(1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

(2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

(3) A corporate business plan for a district is to —
(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
(b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
(c) develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.

(4) A local government is to review the current corporate business plan for its district every year.

(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.

(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine whether or not to adopt the plan or the modifications.*

**Absolute majority required.*

(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

Local Government (Financial Management) Regulations 1996:

Part 4 – Financial Reports – s. 6.4

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

(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.

Environment - None.

Precedents

Each year, Council prepares and adopts an Annual Budget for the forthcoming financial year. The 2026/27 Annual Budget has been developed from 'Year One' of the Shire of Dardanup Long Term Financial Plan (LTFP) 2026/27 – 2035/36.

As part of the budget development process, Council considered and endorsed a range of informing strategies, plans and reports through the March and April 2026 Integrated Planning Committee meetings and the subsequent Ordinary Council Meetings. These adopted documents informed the development of the LTFP and provided the foundation for the preparation of the Annual Budget 2026/27.

Following the adoption of the LTFP, final budget preparations have been completed. All resolutions and outcomes arising from previous Council decisions have been incorporated into the final Annual Budget 2026/27 to ensure alignment with Council's adopted priorities, service levels and financial objectives.

Budget Implications

The budget outlines planned expenditure and revenue and determines the financial parameters for the Council to operate within for the 2026/27 financial year.

The annual budget for the year has been prepared on the basis of a 6.0% rate revenue increase (including interim rate income), which is forecast to produce an end of year surplus of $163,407. The small surplus enables Council to withstand any unforeseen financial costs or revenue reductions that may occur during the year.

The current forecast end of year surplus for 2025/26 is $142,002, which is reflected in the opening surplus at the start of the 2026/27 financial year. This forecast will vary when the final annual financial report is produced for 2025/26, with the final result reflected in the financial statements when the 2026/27 mid-year budget review is conducted in February/March 2027.

The 2026/27 Schedule of Fees and Charges was presented to the Integrated Planning Committee for endorsement in April 2026 and subsequently adopted by Council at the Ordinary Council Meeting held on 29th April 2026 [Res 98-26]. The adopted fees and charges establish the revenue to be received from specified service areas during the 2026/27 financial year.

Revenue generated from fees and charges has been included in the income projections for the 2026/27 Annual Budget.

Following consideration of all other sources of income, Council is required to raise sufficient revenue through rates to fund its total expenditure. Council may, however, adopt a budget with a surplus or deficit, provided this does not exceed 10% of its rate revenue in either direction.

Budget – Whole of Life Cost

While the budget contains new assets and infrastructure, this report does not deal directly with the whole of life costs of those items. Consideration of the whole of life costs relevant to those items forms part of the individual project or asset evaluation and justification.

The rating strategy deployed by Council in the 2026/27 financial year has formed part of a long term financial planning strategy to maintain the sustainable operations of Council. If Council is not able to adequately fund operations in the 2026/27 financial year, then the financial position of Council will potentially deteriorate in future years as assets age further and demand for services increase with projected population growth.

Council Policy Compliance

Council Policy *CnG CP018 – Corporate Business Plan and Long Term Financial Plan* provides that, where practicable, Council will consider the Annual Budget for adoption by the end of June each year. To support this timeframe, the Long Term Financial Plan (LTFP), with Year 1 representing the forthcoming budget year, is required to be prepared and finalised during April.

Consistent with Policy CnG CP018, Year 1 of the Long Term Financial Plan 2026/27 – 2035/36 represents the *'draft'* Annual Budget 2026/27 and forms the basis for Council's consideration of the forthcoming financial year. Accordingly, a separate draft budget will not be presented to Council, as the Year 1 financial projections contained within the LTFP incorporate the proposed operating and capital budget estimates for 2026/27.

Risk Assessment

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Report Title	Annual Budget 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	Legal and Compliance	Legislative requirements and compliance determine the need for the production of the Annual Budget.
	Financial	The financial implications associated within the elements of the Annual Budget can affect the financial sustainability of Council.
	Reputational	The inclusion of projects and works within the various plans within the Annual Budget build community expectation.

Officer Comment

The annual budget document includes the following information:

- Financial statements including the Statement of Comprehensive Income (by Nature), Budget Summary and Statement of Financial Activity;

- Notes to and forming part of the budget including notes on operating expenditure and revenue, loan borrowings, transfers to and from reserves, rating information and grants (to be provided with the final budget document); and

- Detailed Financial Information for each Schedule at account level, with Sundry Notes providing a greater level of detail for each account. This information is formatted with the account number, description and totals for the 2026/27 Budget.

The 2026/27 budget has been prepared utilising the various elements that Council has previously resolved to adopt. These include:

- Strategic Community Plan;
- Corporate Business Plan;
- Long Term Financial Plan;
  - Debt Management Plan;
  - Reserve Funds;
  - Rating Strategy;
- Workforce Plan;
- Asset Management Plans / Program of Works;
  - Paths & Trails;
  - Roads;
  - Parks & Reserves (Open Space);
  - Buildings;
  - Stormwater Drainage;
  - Plant & Vehicles;
  - Executive & Compliance Vehicles;
  - Information Technology;
  - Eaton Recreation Centre Equipment;
- Elected Member Fees, Expenses & Allowances;
- Community Budget Requests;
- Events, Festivals & Community Services Programs;
- Community Funding Applications;
- Minor & Community Grants;
- Elected Member and staff Budget Requests; and
- Fees & Charges Schedule.

While the 2025/26 financial year calculations are not yet finalised, the 2026/27 Budget document presented to Council has been underpinned by the current forecast to the 30th of June 2026.

Changes from 2026/27-2035/36 Long Term Financial Plan (Year 1)

The key changes between Year 1 of the adopted 2026/27–2035/36 Long Term Financial Plan and the 2026/27 Annual Budget are summarised below:

i. Reserve transfers have been reviewed and updated to reflect current project requirements and funding allocations;

ii. Capital expenditure and capital projects have been further detailed and itemised within Appendix D and Appendix E;

iii. Expenditure associated with carried forward projects has been incorporated into the 2026/27 Annual Budget.

The changes from the adopted 2026/27 Long Term Financial Plan (Year 1) to the 2026/27 Annual Budget are summarised below:

i. Reserve Transfers have been updated in accordance with affordability and rationale for projects;

ii. Capital Expenditure and Capital Projects have been itemised as part of the Appendix D and Appendix E

iii. Carried Forward Projects Expenditure included in the 2026/27 Annual Budget.

Materiality Limit

Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* requires that each financial year a Local Government adopts a Materiality percentage or value, calculated in accordance with the Australian Accounting Standards.

This percentage or value is required to guide the users of financial reports regarding variances in actual to budget expenditures and revenues. Specifically, the intention is to highlight variances that are important or significant due to their value and possible impact.

Having regard to the fact that the users of these financial reports are primarily management and Council, a value greater than $50,000 or 10%, whichever is greater with reporting at the Program or Nature/Type level has historically been considered reasonable for highlighting material variances.

Overall, the 2026/27 Budget continues to deliver on strategies and actions identified and prioritised by Council in the Strategic Community Plan and Corporate Business Plan, which in the future will be referred to as the Council Plan. This ensures Council maintains a high level of service across all programs while enabling new asset construction and existing asset upgrade and renewal is undertaken at sustainable levels.

END REPORT

12.5.2 Corporate Performance Report 2025-26 - Quarter 4

Reporting Department	*Corporate & Governance Directorate*
Responsible Officer	*Mrs Natalie Hopkins – Acting Chief Executive Officer*
Reporting Officer	*Mrs Jolene Roots – Executive Assistant*
Legislation	*Local Government Act 1995*
Council Role	*Executive/Strategic.*
Voting Requirement	*Simple Majority.*
Attachments	*Appendix ORD: 12.5.2A – Corporate Performance Report 2025/26 – Quarter 4* *Appendix ORD: 12.5.2B – Risk Assessment Tool*

Overview

This report presents the Quarterly Corporate Performance Report for the period 1st April 2026 to 30th June 2026 (Appendix ORD: 12.5.2A), providing an update on the organisation's performance against the Shire's Corporate Business Plan and Annual Budget.

OFFICER RECOMMENDATION

> **THAT Council receives the Quarterly Corporate Performance Report for the period 1st April 2026 to 30th June 2026 as per (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

The purpose of this report is to provide Council with an update on the Shire's performance against the Council Plan initiatives and Capital Works Program for 2025/26.

The fourth Quarterly Corporate Performance Report for 2025/26 covers the period 1st April 2026 to 30th June 2026.

Legal Implications - None.

Council Plan

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

Environment - None.

Precedents

The Quarterly Corporate Performance Report is provided in accordance with the Chief Executive Officer Key Performance Indicators as set by Council. The report forms part of the CEO's annual KPIs for the 2025/26 financial year and details the delivery of initiatives contained within the Council Plan and delivery of the Capital Works Program contained within the Annual Budget.

The report is presented to Council each quarter for endorsement. The last Quarterly Corporate Performance Report (Q3 - 2025/26) was presented to Council on the 29th April 2026.

Following a Council workshop, it was agreed that from Quarter 1 of the 2026/27 financial year (reporting period July-September 2026), several key reporting items will be incorporated into the Quarterly Corporate Performance Report. This change will streamline the Council reporting, reduce duplication with the Information Bulletin, and provide a more comprehensive overview of organisational performance.

As from Quarter 1, the following items will be included in the Corporate Performance Report:

- Council Resolution Listing
- Development Services Statistics
- Community & Economic Development Statistics
- Infrastructure Statistics

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: 12.5.2B) for full assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Report Title	Quarterly Corporate Performance Report – 1st April 2026 to 30th June 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	Reputational	Failure to achieve Council Plan objectives or effectively report organisational performance may adversely impact Council's reputation and stakeholder confidence.

Officer Comment

The Quarterly Corporate Performance Report – Quarter 4 is presented to Council for information. Any matters identified within the report requiring further consideration or decision by Council will be the subject of a separate report. This report provides an overview of performance against Council Plan initiatives and the Capital Works Program.

The report provides Council with an update on the organisation's progress during the fourth quarter and overall performance for the 2025/26 financial year. It supports Council's ongoing monitoring of key initiatives and projects and helps ensure transparency and accountability in delivering Council's priorities.

Further detail on the Shire's overall performance is provided in the Quarterly Corporate Performance Report (Appendix ORD: 12.5.2A).

END REPORT

12.5.3 Waterloo Bushfire Brigade Lease Renewal – Waterloo Recreation Reserve

Reporting Department	*Corporate & Governance Directorate*
Responsible Officer	*Mr Shaun Hill – Acting Director Corporate & Governance*
Reporting Officer	*Mrs Chantal Edwards-Miller – Building Property Management Officer*
Legislation	*Local Government Act 1995*
Council Role	*Executive/Strategic.*
Voting Requirement	*Simple Majority.*
Attachments	*Appendix ORD: 12.5.3A – Risk Assessment*

Overview

Council is requested to consider the renewal of the lease agreement with the Waterloo Bushfire Brigade for a five year term over Waterloo Recreation Reserve 11078.

OFFICER RECOMMENDATION

THAT Council:

1. **Approves the renewal of the lease to the Waterloo Bushfire Brigade for Waterloo Recreation Reserve 11078 for a period of five (5) years at $26 (ex GST) per annum, commencing on 1st August 2026.**

2. **Acknowledges the current arrangements between the Waterloo Bush Fire Brigade and the Lure Courses Anonymous Inc.**

3. **Authorises the Chief Executive Officer to negotiate and sign a new five (5) year lease with the Waterloo Bushfire Brigade in accordance with the Shire of Dardanup's endorsed Lease Agreement Template.**

4. **Authorises the Chief Executive Officer to include the following Special Condition in the new lease agreement.**

   a) **The Lessee must obtain the prior written approval of the Shire before commencing any activity on Waterloo Reserve 11078.**

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 Waterloo Bushfire Brigade has requested the renewal of its lease over Waterloo Recreation Reserve 11078. The Brigade has held a lease over this reserve since 2018 and has remained on a holding over basis since the lease expired in July 2024.

The Brigade were previously using the reserve for grazing and haymaking purposes, however given the increase in weed infestation, haymaking is no longer considered viable, and alternative arrangements have been implemented. The site is used to generate supplementary income through third-party use, including hire of the area to a local dog agility training group. Revenue generated from these activities is utilised to support the ongoing operations of the volunteer bushfire brigade.

Reserve 11078 is owned by the State of Western Australia and vested in the Shire of Dardanup. A Management Order applies to the reserve, granting Council the authority to lease the land. The reserve is classified for recreation purposes; however, it has historically been maintained in a rural condition. The current third party use for dog agility training is recreation in nature which fits the reserves recreation classification.

Location Plan

Legal Implications

Leasing of Council property falls under Section 3.58 of the *Local Government Act 1995* "Disposing of Property".

3.58. Disposing of property

(1) In this section —

dispose *includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

__property__ includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or

(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —
(i) describing the property concerned; and
(ii) giving details of the proposed disposition; and
(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the Council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

(a) the names of all other parties concerned; and

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition —
(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

The advertising of the disposal of property is not required under the *Local Government (Functions and General) Regulations 1996,* Section 30 (2)(b)(i).

30. Dispositions of property to which section 3.58 of Act does not apply

(2) A disposition of land is an exempt disposition if —

(b) the land is disposed of to a body, whether incorporated or not —

(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature;

Council Plan

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

Environment - None.

Precedents

Council has leased this portion of Waterloo Recreation Reserve 11078 to the Waterloo Bushfire Brigade for grazing and hay making purposes since 2018 with revenue raised supporting the operations of the volunteer brigade.

Budget Implications

The Waterloo Bushfire Brigade currently pays an annual rental fee of $100 + GST.

An annual lease fee of $25 (ex GST) per annum is proposed in accordance with the endorsed Lease Fee Matrix.

Council does not incur any operational or maintenance expenditure associated with the reserve under this lease arrangement.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Exec CP201 – Execution of documents and application of common seal.

Risk Assessment

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

TIER 3		
Report Title	Waterloo Bushfire Brigade Lease Renewal - Waterloo Recreation Reserve	
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	Failure to lease the reserve would result in a loss of rental revenue and increase in maintenance costs to the Shire.
	Reputational	Supporting the brigade's fundraising activities recognises the value of volunteer emergency services.
	Property	Failure to renew the lease may transfer maintenance responsibility to the Shire.

Officer Comment

The Waterloo Bushfire Brigade continues to manage the reserve in accordance with its lease obligations, including the maintenance of firebreaks, perimeter fencing and weed control. The Brigade also utilises the site to generate supplementary revenue through activities such as hiring the reserve to a local dog training group – Lure Courses Anonymous Inc. Brigade Financial reports for the 2025/26 financial year indicate that the Brigade generated $250 in revenue from the hire of the land.

To ensure oversight of the activities undertaken on the reserve a special condition will be included within the lease to ensure all future activities undertaken on the Reserve are referred to the Chief Executive Officer for prior approval.

Renewal of the lease will provide the Brigade with certainty of tenure and enable it to continue these fundraising activities, which provide additional financial support for its operations and contribute to the Brigade's ongoing capacity to deliver emergency services to the local community. The Brigade has demonstrated responsible management of the reserve throughout the current lease term and continues to maintain the land in accordance with its obligations. Recent works at the reserve has seen the Brigade undertake boundary fencing repairs to the reserve at their cost.

Renewal of the lease represents a practical, low risk use of the reserve that delivers community benefit, supports volunteer emergency services and minimises direct operational responsibility for the Shire.

It is recommended that Council approve the renewal of the lease to the Waterloo Bushfire Brigade for a further term of five years, with all terms and conditions to be consistent with the Shire's adopted Lease Agreement Template and Lease Fee Matrix.

END REPORT

12.5.4 Department of Local Government Industry Regulation & Safety - Review of Cat Act 2011

Reporting Department	*Corporate & Governance Directorate*
Responsible Officer	*Mr Shaun Hill – Acting Director Corporate & Governance*
Reporting Officer	*Mrs Donna Bailye – Manager Governance*
Legislation	*Local Government Act 1995*
Council Role	*Executive/Strategic*
Voting Requirement	*Simple Majority*
Attachments	*Appendix ORD: 12.5.4A – Department Feedback Request* *Appendix ORD: 12.5.4B – Risk Assessment*

Overview

Officers are seeking Council endorsement of the outcomes from the workshop to inform the Shire's response to the Department of Local Government, Industry Regulation and Safety's online survey on the review of the *Cat Act 2011*.

OFFICER RECOMMENDATION

THAT Council:

1. **Endorses the submission to the Department of Local Government, Industry Regulation and Safety statutory review of the *Cat Act 2011*, as detailed in Question 1 to 7 below, and authorises the submission to be lodged with the Department by the 31st August 2026.**

QUESTION	PROPOSED SHIRE OF DARDANUP RESPONSE
Question 1 - Which of the following best Describes your reason for providing feedback.	I am responding on behalf of a local government.
REGISTRATION, MICROCHIPPING AND IDENTIFICATION **Question 2 - Should any of these requirements change? If yes, what changes would you suggest and why?**	The Shire of Dardanup supports retaining mandatory registration, microchipping and identification requirements. The Shire recommends consideration of reducing the sterilisation age to 4 months, introducing lifetime registration as the preferred registration option, establishing a state-wide cat registration database, and increasing State Government funding for registration, microchipping and sterilisation initiatives. The Shire also supports increased community education, free or subsidised microchipping programs, sterilisation incentives, and improved information for residents regarding changes of ownership and moving between local government districts.
STERILISATION **Question 3 - Should the sterilisation requirements change? If yes, what changes would you suggest and why?**	The Shire of Dardanup supports reducing the mandatory sterilisation age from 6 months to 4 months to reduce unwanted litters and improve compliance outcomes.

QUESTION	PROPOSED SHIRE OF DARDANUP RESPONSE
	Consideration should also be given to expanding State-funded sterilisation programs and providing financial assistance to address cost barriers experienced by pet owners.
BREEDING **Question 4** **Should any aspects of the breeding approval requirements under the Cat Act change? If yes, what changes would you suggest and why?**	The Shire of Dardanup supports stronger oversight of approved breeders, including regular inspections, breeder education requirements, and improved public awareness of breeder approval obligations. Consideration should be given to limiting the number of litters produced by breeding cats, requiring greater transparency in breeder registration, and investigating the introduction of a state-wide breeder register accessible by local governments. The Shire also supports stronger penalties for unapproved breeding activities.
ENFORCEMENT **Question 5 - Do you have any suggestions to improve cat owners' compliance and local governments' enforcement of the Cat Act? If so, what are they?**	The Shire of Dardanup supports stronger enforcement powers and increased infringement penalties for non-compliance and repeat offences. The Shire supports legislative amendments that enable cat containment requirements and believes escalating penalties should apply to repeat offenders, including management orders or restrictions on cat ownership where appropriate. Additional State Government funding should be provided to support enforcement activities, community education and increased access to cat trapping programs. The Shire also considers a clearer distinction is required between the management of domestic cats by local government and feral cat management by State agencies.
ADDITIONAL SUGGESTIONS **Question 6 - Do you have any additional suggestions to improve the Cat Act or its administration?**	The Shire of Dardanup supports a coordinated state-wide approach to community education and awareness regarding responsible cat ownership. Additional funding should be made available for cat enclosures, sterilisation programs and microchipping initiatives. The Shire also supports the development of model cat local laws or consistent regulatory frameworks to improve understanding and compliance across local government areas.
Question 7 - Are there initiatives in other jurisdictions that have been successful in cat	The Shire of Dardanup supports the Department reviewing successful cat management initiatives operating in other Eastern States jurisdictions. Of particular

QUESTION	PROPOSED SHIRE OF DARDANUP RESPONSE
management that could be considered in WA?	interest are containment frameworks, breeder regulation, litter limits and enhanced ranger enforcement powers that have demonstrated positive outcomes for responsible cat ownership.

2. **Requests the Chief Executive Officer to undertake a community awareness campaign to promote the Department of Local Government, Industry Regulation and Safety's online review of the *Cat Act 2011*.**

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 Department of Local Government, Industry Regulation and Safety (LGIRS) is currently undertaking the second statutory review of the *Cat Act 2011*. The review is seeking feedback from Local Governments (Appendix ORD: 12.5.4A).

In parallel with the statutory review, the Western Australian Government has introduced the *Cat Amendment (Local Laws) Bill 2026*, which seeks to provide local governments with greater authority to implement cat containment measures through local laws. The Bill was introduced into Parliament on 25th February 2026 and is intended to address long-standing limitations within the current legislation that prevent councils from requiring cats to be contained to their owners' properties. These reforms follow advocacy by local governments, including the Shire of Dardanup through WALGA, seeking stronger powers to manage roaming cats and better protect native wildlife and community amenity.

The Shire of Dardanup has a history of regulating cat ownership through local laws, having adopted the *Keeping and Control of Cats Local Law 2014*, followed by the *Cats Local Law 2023* and the subsequent *Cat Amendment Local Law 2024*. During the review of the 2023 local law, the Joint Standing Committee determined that provisions requiring cats to be effectively contained within private property exceeded the powers available under the current *Cat Act 2011*, resulting in the removal of those provisions. The current statutory review and proposed amendments therefore present an important opportunity for the Shire to contribute to the development of a more effective legislative framework that supports responsible cat ownership.

Legal Implications

Cat Act 2011 – S79

79. Local laws

(1) A local government may make local laws prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions under this Act.

(2) A local law made under this Act does not apply outside the local government's district unless it is made to apply outside the district under section 80.

(3) Without limiting subsection (1), a local law may be made as to one or more of the following —

(a) the registration of cats;
(b) removing and impounding cats;
(c) keeping, transferring and disposing of cats kept at cat management facilities;
(d) the humane destruction of cats;
(e) cats creating a nuisance;
(f) specifying places where cats are prohibited absolutely;
(g) requiring that in specified areas a portion of the premises on which a cat is kept must be enclosed in a manner capable of confining cats;
(h) limiting the number of cats that may be kept at premises, or premises of a particular type;
(i) the establishment, maintenance, licensing, regulation, construction, use, record keeping and inspection of cat management facilities;
(j) the regulation of approved cat breeders, including record keeping and inspection;
(k) fees and charges payable in respect of any matter under this Act.

Local Government Act 1995 - S3.12(1)

3.12. Procedure for making local laws
(1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.

Council Plan

1.2 - Encourage responsible animal management.

Environment

The review of the *Cat Act 2011* and the proposed *Cat Amendment (Local Laws) Bill 2026* has the potential to deliver positive environmental outcomes through improved management of domestic cats and reduced impacts on native wildlife. Proposed reforms relating to cat containment, nuisance management and limits on cat numbers may assist local governments in protecting biodiversity and environmentally sensitive areas.

Precedents

Council has previously considered cat management through the adoption of the *Keeping and Control of Cats Local Law 2014*, the *Cats Local Law 2023* and the *Cat Amendment Local Law 2024*.

Budget Implications

There are no budget implications arising from this report. The report seeks Council endorsement of feedback to inform Councils submission to the Department's review of the *Cat Act 2011* and does not commit the Shire to any expenditure or resource allocation at this stage.

Budget – Whole of Life Cost - None.

Any future legislative changes that may have financial implications for the Shire will be considered and reported to Council separately if required.

Council Policy Compliance

Exec CP090 – Community Engagement Policy.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.5.4B) for full assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Report Title	Department of Local Government Industry Regulation & Safety - Review of *Cat Act 2011.*	
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	Council has a statutory obligation to make laws which are clear and effective.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Reputational	Council’s reputation will be impacted negatively if it fails to discharge its statutory obligation.
	Environment	Ensuring appropriate controls around keeping of cats reduces environmental risks.

Officer Comment

The Department of Local Government, Industry Regulation and Safety (LGIRS) commenced consultation on the statutory review of the *Cat Act 2011* in February 2026. The review is seeking feedback from local governments, stakeholders and the community on a range of issues including cat registration, microchipping, sterilisation requirements, breeding approvals, enforcement powers, cat ownership limits and other opportunities to improve the administration of the Act.

To assist in developing the Councils submission to the Department, Council participated in a workshop to consider the Department's consultation questions and discuss potential positions on the proposed reforms. The workshop examined current registration and compliance data within the Shire, enforcement challenges, breeder regulation, sterilisation requirements, cat containment and opportunities to improve responsible cat ownership. The outcomes of that workshop have informed the proposed responses contained within the Officers report.

Given the potential for the review to result in significant changes to the regulation and management of cats across Western Australia, it is considered important that Council formally communicate its position to the Department. The review presents an opportunity for Council to advocate for legislative reforms that support effective local government enforcement, improve compliance with registration and sterilisation requirements, provide greater clarity around cat containment, and strengthen the protection of native fauna and community amenity. As an authority responsible for administering the *Cat Act 2011* at a local level, Council is well placed to provide practical feedback based on operational experience and community expectations.

To ensure the views of the community are also captured, and as an outcome from the Workshop, Officers propose undertaking a targeted community awareness campaign advising residents that the Department's consultation is currently open. This would include publication of information on the Shire's website, social media platforms and community newsletters, together with direct links to the Department's online survey and consultation materials. The purpose of the engagement is to encourage local participation and ensure residents are aware that proposed changes to cat management legislation may influence future cat ownership and containment requirements within the community. This approach is consistent with the workshop recommendation to promote community involvement and ensure local perspectives are represented during the review process.

Based on the Council Workshop the following tables represents the outcomes and sets out Councils proposed position and responses to the LGIRS consultation on the statutory review of the *Cat Act 2011*.

QUESTION	PROPOSED SHIRE OF DARDANUP RESPONSE
Question 1 - Which of the following best Describes your reason for providing feedback?	I am responding on behalf of a local government.
REGISTRATION, MICROCHIPPING AND IDENTIFICATION **Question 2 - Should any of these requirements change? If yes, what changes would you suggest and why?**	The Shire of Dardanup supports retaining mandatory registration, microchipping and identification requirements. The Shire recommends consideration of reducing the sterilisation age to 4 months, introducing lifetime registration as the preferred registration option, establishing a state-wide cat registration database, and increasing State Government funding for registration, microchipping and sterilisation initiatives. The Shire also supports increased community education, free or subsidised microchipping programs, sterilisation incentives, and improved information for residents regarding changes of ownership and moving between local government districts.
STERILISATION **Question 3 - Should the sterilisation requirements change? If yes, what changes would you suggest and why?**	The Shire of Dardanup supports reducing the mandatory sterilisation age from 6 months to 4 months to reduce unwanted litters and improve compliance outcomes. Consideration should also be given to expanding State-funded sterilisation programs and providing financial assistance to address cost barriers experienced by pet owners.
BREEDING **Question 4 - Should any aspects of the breeding approval requirements under the Cat Act change? If yes, what changes would you suggest and why?**	The Shire of Dardanup supports stronger oversight of approved breeders, including regular inspections, breeder education requirements, and improved public awareness of breeder approval obligations. Consideration should be given to limiting the number of litters produced by breeding cats, requiring greater transparency in breeder registration, and investigating the introduction of a state-wide breeder register accessible by local governments. The Shire also supports stronger penalties for unapproved breeding activities.
ENFORCEMENT **Question 5 - Do you have any suggestions to improve cat owners' compliance and local governments' enforcement of the Cat Act? If so, what are they?**	The Shire of Dardanup supports stronger enforcement powers and increased infringement penalties for non-compliance and repeat offences. The Shire supports legislative amendments that enable cat containment requirements and believes escalating penalties should apply to repeat offenders, including management orders or restrictions on cat ownership where appropriate. Additional State Government funding should be provided to support enforcement activities, community education and increased access to cat trapping programs. The Shire also considers a clearer distinction is required between the management of domestic

QUESTION	PROPOSED SHIRE OF DARDANUP RESPONSE
	cats by local government and feral cat management by State agencies.
ADDITIONAL SUGGESTIONS **Question 6 - Do you have any additional suggestions to improve the Cat Act or its administration?**	The Shire of Dardanup supports a coordinated state-wide approach to community education and awareness regarding responsible cat ownership. Additional funding should be made available for cat enclosures, sterilisation programs and microchipping initiatives. The Shire also supports the development of model cat local laws or consistent regulatory frameworks to improve understanding and compliance across local government areas.
Question 7 - Are there initiatives in other jurisdictions that have been successful in cat management that could be considered in WA?	The Shire of Dardanup supports the Department reviewing successful cat management initiatives operating in other Eastern States jurisdictions. Of particular interest are containment frameworks, breeder regulation, litter limits and enhanced ranger enforcement powers that have demonstrated positive outcomes for responsible cat ownership.

END REPORT

12.5.5 Council Policy – Exec CP008 Chief Executive Officer Vehicle Entitlement Policy

Reporting Department	*Corporate & Governance Directorate*
Responsible Officer	*Mr Shaun Hill – Acting Director Corporate & Governance*
Reporting Officer	*Mrs Natalie Reid – Procurement Officer*
Legislation	*Local Government Act 1995*
Council Role	*Executive/Strategic.*
Voting Requirement	*Simple Majority.*
Attachments	*Appendix ORD: 12.5.5A – Council Policy CP008 – for deletion* *Appendix ORD: 12.5.5B – Council Policy CP008 – marked up version* *Appendix ORD: 12.5.5C – Fleet Management Plan* *Appendix ORD: 12.5.5D – Risk Assessment*

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 a revised version of Council Policy Exec CP008 – *Chief Executive Officer Vehicle Entitlement Policy* for Council's consideration and adoption. The revised policy reflects the outcomes of the 2026 Light Vehicle Fleet Review presented at the Ordinary Council Meeting dated 24th June 2026 and aligns with the Shire's Fleet Management Framework.

The amendments modernise the policy by recognising both a Shire-provided motor vehicle and a motor vehicle allowance as potential Chief Executive Officer vehicle entitlements, whilst maintaining appropriate governance requirements where a Shire vehicle is provided.

OFFICER RECOMMENDATION

THAT Council:

1. **Receives the report regarding the review of Council Policy Exec Chief Executive Officer Vehicle Entitlement Policy;**

2. **Deletes the existing Council Policy Exec CP008 – Private Use of Shire Motor Vehicle by the CEO as provided in (Appendix ORD: 12.5.5A);**

3. **Adopts the revised Council Policy Exec CP008 – *Chief Executive Officer Vehicle Entitlement Policy* as provided below;**

Shire of Dardanup

POLICY NO:
Exec CP008 – CHIEF EXECUTIVE OFFICER VEHICLE ENTITLEMENT POLICY

GOVERNANCE INFORMATION			
Procedure Link:	NA	**Administrative Policy Link:**	NA

ADMINISTRATION INFORMATION								
History	1	EXEC13	OCM	15/05/13	Res:	130/13	**Synopsis**	Policy created.
Version	2	CP008	OCM	31/08/16	Res:	225/16	**Synopsis**	New Council Policy Document endorsed
Version	3		SCM	26/07/18	Res:	251-18	**Synopsis**	Reviewed and Adopted by Council
Version	4	Exec CP008	OCM	30/09/20	Res:	270-20	**Synopsis**	Reviewed and Adopted by Council
Version	5	Exec CP008	OCM	20/05/22	Res:	111-22	**Synopsis**	Amended and Adopted by Council
Version	6	Exec CP008	OCM	28/09/22	Res:	243-22	**Synopsis**	Reviewed and Adopted by Council
Version	7	Exec CP008	OCM	27/09/23	Res:	234-23	**Synopsis**	Amended by Council
Version	8	Exec CP008	OCM	23/10/24	Res:	275-24	**Synopsis**	Reviewed and Adopted by Council
Version	9	Exec CP008	OCM	XX/XX/26	Res:	XX-26	**Synopsis**	Significant review to align with 2026 Fleet Management Review, and 2026 SoD Fleet Management Plan. Policy title amended to reflect CEO vehicle entitlement arrangements.

1. RESPONSIBLE DIRECTORATE

Corporate & Governance Directorate.

2. PURPOSE OR OBJECTIVE

This Policy defines the vehicle entitlement arrangements available to the Chief Executive Officer (CEO) under the CEO's Contract of Employment, including the provision of a Shire motor vehicle or a motor vehicle allowance, together with the governance requirements that apply where a Shire vehicle is provided.

This Policy ensures that CEO vehicle entitlements:

- Support effective service delivery;
- Align with the Shire’s Fleet Management Framework;
- Maintain appropriate controls for safety, compliance and financial management; and
- Apply Whole of Life Cost (WOLC) principles to vehicle provision, selection and replacement decisions.

3. POLICY

3.1 Vehicle Entitlement

In accordance with the Chief Executive Officer's Contract of Employment, the Chief Executive Officer may be provided with either:

- A Shire motor vehicle for business and approved private use; or
- A motor vehicle allowance in lieu of a Shire-provided motor vehicle,

as determined by the employment contract or other arrangement approved by Council.

Where a Shire motor vehicle is provided, the provisions of this Policy relating to vehicle use, authorised drivers, vehicle replacement and vehicle selection apply.

Where a motor vehicle allowance is provided in lieu of a Shire motor vehicle, the CEO may elect to enter into a private novated lease arrangement. In such circumstances, the Shire’s involvement is limited to payroll administration and deductions. Any vehicle acquired through a private novated lease arrangement is not a Shire vehicle and is not subject to the vehicle use, vehicle selection, vehicle replacement or other fleet management provisions of this Policy.

3.2 Entitlement Principles

CEO vehicle entitlements will be administered in a manner that:

- Aligns with the Shire’s Fleet Management Framework, including CP203 Fleet Management Policy (Passenger and Light Vehicles) and the Fleet Management Plan;
- Supports effective service delivery and operational requirements;
- Promotes sound financial management and value for money;
- Applies Whole of Life Cost (WOLC) principles in vehicle entitlement, selection and replacement decisions; and
- Considers vehicle safety, sustainability and organisational needs.

3.3 Vehicle Use Conditions

Where a Shire motor vehicle is provided to the CEO, the following conditions apply to the provision and private use of the vehicle:

- The vehicle is available to the CEO at all times during the term of the Contract of Employment.

- The Shire accepts responsibility for all regular and scheduled servicing, repairs and maintenance costs.

- The Shire accepts responsibility for all fuel costs.

- The Shire accepts responsibility for repairs and maintenance during periods of leave, except where an accident occurs through the fault of the CEO or an authorised driver of the vehicle, and the costs are not recoverable through the Shire’s insurer, in which case those costs may be recovered from the responsible driver.

- Prior written approval from the Shire President is required before the vehicle is taken outside Western Australia.

- The vehicle is to be driven only by the CEO, Shire employees, or elected members undertaking authorised Council business, or otherwise in accordance with this Policy.

- The CEO’s spouse and family members may drive the vehicle outside working hours with the approval of the CEO.

- Immediate family members may only drive the vehicle where they hold a current unrestricted driver’s licence (no learner or probationary drivers) and the use is authorised by the CEO.

3.4 Vehicle Replacement

Where a Shire motor vehicle is provided, the vehicle will generally be a passenger vehicle and will be replaced at:

- 5 years of age;
- or 125,000 km,

whichever occurs first, unless otherwise determined through the Fleet Management Plan.

3.5 Vehicle Selection

Where a Shire motor vehicle is provided, the vehicle shall:

- Be selected in accordance with the CEO Employment Contract;
- Be assessed using the Shire's approved Whole of Life Cost (WOLC) methodology;
- Be consistent with CP203 Fleet Management Policy (Passenger and Light Vehicles) and the Fleet Management Plan; and
- Fall within the approved vehicle category and budget parameters adopted by Council from time to time.

Specific vehicle makes and models will not be prescribed within this Policy to allow flexibility in procurement and vehicle selection as market conditions, technology and fleet requirements change.

4. REFERENCE DOCUMENTS

Local Government Act 1995, s5.39
CEO Contract of Employment
Exec CP203 Fleet Management Policy (Passenger and Light Vehicles)
Fleet Management Plan

4. Notes that vehicle entitlement arrangements, vehicle selection criteria and Whole of Life Cost (WOLC) principles will continue to be reviewed and maintained through the Shire' Fleet Management Framework and future fleet reviews.

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

Council Policy Exec CP008 establishes the vehicle entitlement arrangements available to the Chief Executive Officer under the CEO's Contract of Employment, including the provision of a Shire motor vehicle. Where a Shire motor vehicle is provided, the policy also establishes the governance requirements relating to vehicle use, replacement and vehicle selection.

As part of the 2026 Light Vehicle Fleet Review undertaken by Fleet Advisory, Council's fleet management framework was comprehensively reviewed, including policy settings relating to executive and compliance vehicles. The review recommended a stronger focus on whole-of-life cost assessment, vehicle category-based selection criteria and consistent replacement parameters across the fleet.

The current version of Exec CP008 references specific vehicle examples and includes turnover arrangements of four years or 100,000km. The revised policy updates these provisions to align with the Fleet Review recommendations and the broader Fleet Management Framework.

Legal Implications

The CEO’s motor vehicle forms part of the CEO's employment arrangements pursuant to section 5.39 of the *Local Government Act 1995* and the CEO's Contract of Employment. Any amendments proposed within the revised policy are intended to maintain consistency with existing contractual arrangements while providing flexibility in future vehicle selection and fleet management practices.

Council Plan

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

Environment

The revised policy supports Council's broader fleet sustainability objectives through consideration of vehicle options assessed under the Shire's WOLC methodology, including hybrid and emerging low-emission vehicle technologies where operationally suitable.

Precedents

The policy has been reviewed by Council on a regular basis, most recently on 23rd October 2024 [Res: 275-24]. Previous amendments have generally reflected changes to fleet management practices and CEO contractual arrangements.

Budget Implications

No direct budget impact arises from adoption of the revised policy.

The amendments are intended to improve alignment between CEO vehicle selection and the Shire's fleet management framework, supporting cost-effective procurement and replacement decisions.

Budget – Whole of Life Cost

The revised policy removes prescribed vehicle models and fixed cost thresholds from the policy itself and instead references the Fleet Management Framework and approved WOLC methodology. This allows vehicle entitlement arrangements and associated vehicle selection criteria to evolve through future fleet reviews without requiring frequent amendments to Council Policy.

Council Policy Compliance

This report relates directly to:

- *Exec CP008 – Chief Executive Officer Vehicle Entitlement Policy.*
- Fleet Management Plan (Appendix ORD: 12.5.5C)
- *Exec CP203 – Fleet Management Policy (Passenger and Light Vehicles).*

The proposed amendments ensure consistency between CEO vehicle provisions and Council's broader fleet governance framework adopted following the 2026 Fleet Review.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.5.5D) for full assessment document.

<table>
<tr><th colspan="3">TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</th></tr>
<tr><td>Risk Title</td><td colspan="2">Council Policy Exec CP008 Chief Executive Officer Vehicle Entitlement Policy</td></tr>
<tr><td>Inherent Risk Rating (prior to treatment or control)</td><td colspan="2">Moderate (5 - 11)</td></tr>
<tr><td>Risk Action Plan (treatment or controls proposed)</td><td colspan="2">As the Inherent Risk Rating is below 12, this is not applicable.</td></tr>
<tr><td>Residual Risk Rating (after treatment or controls)</td><td colspan="2">As the Inherent Risk Rating is below 12, this is not applicable.</td></tr>
<tr><td rowspan="5">Risk Category Assessed Against</td><td>Financial</td><td>Potential risk of the financial whole-of-life cost of fleet management exceeding expectations.</td></tr>
<tr><td>Legal and Compliance</td><td>Risk of Council breaching the Local Government Act 1995 –
Breach of Procurement Policy.</td></tr>
<tr><td>Reputational</td><td>Loss of reputation through non-compliance or mismanagement of funds.</td></tr>
<tr><td>Environment</td><td>By not moving towards electric vehicles and improving greenhouse gas emissions.</td></tr>
<tr><td>Property</td><td>Risk of mismanagement of Council assets.</td></tr>
</table>

Officer Comment

The 2026 Light Vehicle Fleet Review highlighted the importance of maintaining a clear distinction between strategic fleet governance, operational fleet management and employee vehicle entitlement arrangements, while applying a consistent Whole of Life Cost (WOLC) approach to vehicle-related decision making.

The proposed amendments modernise Council Policy Exec CP008 by aligning it with the Shire's contemporary Fleet Management Framework and clarifying the vehicle entitlement arrangements available to the CEO under the CEO's Contract of Employment. The amendments do not alter the CEO's contractual entitlement arrangements or create any additional financial commitment for the Shire. Rather, they provide a clearer governance framework by recognising both a Shire-provided motor vehicle and a motor vehicle allowance as potential entitlement options.

Key changes, as provided for in (Appendix ORD: 12.5.5B) include:

- renaming the policy to better reflect its purpose as a CEO vehicle entitlement policy;
- recognising both vehicle and allowance-based entitlement arrangements;
- removing prescriptive vehicle model references and fixed cost parameters;
- aligning vehicle selection and replacement provisions with the Fleet Management Framework; and
- reinforcing the application of Whole of Life Cost (WOLC) principles to vehicle entitlement decisions.

The current policy prescribes specific vehicle models and fixed cost limits. In practice this has proven problematic: named models have at times resulted in higher-cost vehicles being purchased than the market otherwise offered, and minor changes such as a model being discontinued have required coming back to Council. The revised policy removes these prescriptive elements. Cost control is maintained through the Shire's Whole of Life Cost methodology and the vehicle category and budget parameters adopted by Council through the Fleet Management Framework, rather than through fixed limits in the policy itself.

The revised policy establishes a clear *relationship between Council Policy Exec CP203 – Fleet Management Policy (Passenger and Light Vehicles),* the Fleet Management Plan and the CEO's contractual vehicle entitlement arrangements, ensuring that strategic governance, operational fleet management and employee entitlements remain appropriately separated.

Adoption of the revised policy will ensure the CEO vehicle entitlement arrangements remain appropriately governed, financially responsible and aligned with Council's recently endorsed Fleet Management Framework.

END REPORT

12.5.6 Monthly Statement of Financial Activity for the Period Ended 30th June 2026

Reporting Department	*Corporate & Governance Directorate*
Responsible Officer	*Mr Shaun Hill – Acting Director Corporate & Governance*
Reporting Officer	*Mrs Amy Lawrence – Acting Manager Financial Services*
	Mr Ricky Depillo – Accountant
Legislation	*Local Goverbnment Act 1995*
Council Role	*Executive / Strategic*
Voting Requirement	*Simple Majority*
Attachments	*Appendix ORD: 12.5.6A – Monthly Financial Report 30th June 2026* *Appendix ORD: 12.5.6B – Risk Assessment Tool*

Overview

This report presents the monthly Financial Statements for the period from the 1st July 2025 to the 30th June 2026 for Council endorsement.

OFFICER RECOMMENDATION

THAT Council:

1. Receives the Monthly Statement of Financial Activity (Appendix ORD: 12.5.6A) for the period ending on the 30th June 2026.

2. Accepts the unbudgeted sponsorship revenue of $16,000 received from five (5) event partners for the 2026/27 Perth Wildcats Pre-Season Match and Community Basketball Clinics, with the revenue to be recognised in the 2026/27 financial year and allocated exclusively to the planning and delivery of the event and associated activities.

Change to Officer Recommendations

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

Background

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

The Shire of Dardanup has been provided with the opportunity to partner with the Perth Wildcats to host a Pre-season Match and Community Basketball Clinics event at the Eaton Recreation Centre. In order to secure the event and ensure it can be delivered sustainably and at no additional cost to ratepayers, officers have sought commercial sponsorship partners. Five (5) individual sponsorship agreements have been executed to a total value of $16,000.

In accordance with Council Policy *SDev CP507 – Corporate Sponsorship* (incoming), Council is required to formally accept all incoming sponsorship funds as unbudgeted revenue for the specific purpose of planning and delivering the event activities.

Legal Implications

Local Government Act 1995 – Section 6.4

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 r. 34

Part 4 — Financial Reports — s. 6.4

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.*

(2) Each statement of financial activity is to be accompanied by documents containing —
- *(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*

(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 may be shown —
(a) according to nature and type classification; or
(b) by program; or
(c) by business unit.

(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.

[Regulation 34 inserted in Gazette 31 Mar 2005 p. 1049-50; amended in Gazette 20 Jun 2008 p. 2724.]

Council Plan

13.1 - Adopt best practice governance.

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*
- *CnG CP306 – Accounting Policy for Capital Works.*
- *CnG AP008 Significant Accounting Policies*
- *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: 12.5.6B) for full assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Report Title	Monthly Statement of Financial Activity for the Period Ended 30th June 2026	
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	Not required.
	Financial	Not required.
	Service Interruption	Not required.
	Legal and Compliance	Not required.
	Reputational	Not required.
	Environment	Not required.
	Property	Not required.

Officer Comment

The Monthly Financial Report for the period ended 30th June 2026 is contained in (Appendix ORD: 12.5.6A) 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 presents operating revenue and expenditure by nature, together with revenue and expenditure from financing and investing activities. Actual results for the reporting period are compared against both the adopted annual budget and the year-to-date revised budget. Comparative information is also provided for the previous year's actual results and the current year forecast.

At the time the 2025/26 Annual Budget was adopted, the opening surplus carried forward from the 2024/25 financial year was estimated at $936,114. Following completion of the audited 2024/25 financial statements, the actual opening surplus was confirmed at $996,531, which was $60,417 higher than originally budgeted.

At the time of preparing this report, Officers forecast a year-end surplus of $142,002 as of 30th June 2026, consistent with the Revised Budget position, compared with an unadjusted actual surplus of $250,975 for 2025/26. The forecast surplus remains conservative, noting that the financial results for the period ended 30th June 2026 are preliminary and subject to change. Outstanding June 2026 supplier invoices are yet to be received and processed, and further year-end adjustments will be required, including accruals, assessments of contract liabilities, associated grant revenue recognition, and Reserve Account transfers.

As at the reporting date, Officers forecast a surplus of $142,002 on 30th June 2026 compared with the adopted year-end budget surplus of $173,999. The forecast position reflects known variances in actual performance to date together with estimates for the remainder of the financial year and is summarised as follows:

- Increase in surplus of $60,417 resulting from the adjustment of the opening surplus on 1st July 2025 from the budgeted amount of $936,114 to the audited actual amount of $996,531.
- Decrease in surplus of $74,892, comprising lower than anticipated 2025/26 Financial Assistance Grant (FAG) General Purpose and Local Roads advance payments of $70,892, together with $4,000 of additional training-related funding for Fire Brigade officers approved by Council.
- Decrease in surplus of $17,522, reflecting changes incorporated through the 2025/26 Mid-Year Budget Review, reducing the forecast surplus from $159,524 to $142,002.

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 2025/26 for reporting material variances is 10% or $50,000, whichever is greater.

Note 6 – Statement of Investments provides details of the Council's current cash investments and evaluates the portfolio against established credit risk limits, based on ratings from reputable agencies and aligned with the Council's Investment Policy. All investments were redeemed during June, and the funds were held in the Municipal and Reserve Bank Accounts.

A sufficient level of cash is maintained in the on-call/ Municipal and Reserve accounts to meet day to day working capital requirements. These accounts currently earn interest at approximately between 4.05% to 4.15%.

Note 7 of the Statement of Financial Activity presents the Rates and Charges Outstanding as of 30th June 2026. Outstanding balances, including pensioner deferred amounts, totalled $685,415, representing 3.09% of collectible rates and charges. While this is slightly higher than the prior year result of 2.64%, it remains below Management's target of 4% outstanding balances by 30th June, which had already been achieved as at the reporting date.

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

12.5.7 Schedule of Paid Accounts as at 30th June 2026

Reporting Department	*Corporate & Governance Directorate*
Responsible Officer	*Mr Shaun Hill – Acting Director Corporate & Governance*
Reporting Officer(s)	*Ms Amy Lawrence – Acting Manager Financial Services*
	Ms Joanna Hanson – Finance Officer – Accounts Payable
Legislation	*Local Government (Financial Management) Regulations 1996*
Council Role	*Executive/Strategic*
Voting Requirement	*Simple Majority*
Attachments	*Appendix ORD: 12.5.7A – Schedule of Paid Accounts as at 30th June 2026* *Appendix ORD: 12.5.7B – Risk Assessment Tool*

Overview

Council is presented 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 Paid Accounts report from 1st June 2026 to 30th June 2026 (Appendix ORD: 12.5.7A).**

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

Council delegates authority to the Chief Executive Officer annually through Delegation 1.2.16 To Purchase Goods and Services to a Specified Value, 1.2.31 Payments from the Municipal or Trust Funds and 1.2.35 Authorise Electronic Funds Transfers:

- Authority to make payments from Trust and Municipal Funds (1.2.31);
- To purchase goods and services to a value of not more than $250,000 (1.2.16);
- To purchase goods and services for the Australian Tax Office and other Australian or Western Australian Government Departments, agencies, utility providers (i.e. electricity, water, gas) or Insurance up to the value of $500,000 (1.2.16);
- To purchase goods and services for Creditors where an executed agreement or legal obligation exists which has prior Council endorsement (1.2.16) and
- To authorise Electronic Funds Transfer (EFT) (1.2.35).

Legal Implications

Local Government Act 1995

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

R12. 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 to 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.

R13. 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.

R13A. 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 payment.
(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 Paid Accounts 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* and processed in accordance with Council Policy *CnG CP035 – Payment of Accounts*.

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: 12.5.7B) for full assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Schedule of Paid Accounts as at the 30th June 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 paid accounts 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

This is a schedule of 'paid accounts' - the accounts have been paid in accordance with Council's delegation.

The $279,196.50 refund to Main Roads WA is due to the Regional Road Group grant for the Eaton Drive/Glen Huon Boulevard Traffic Signals project being delivered under expected budget. grant funds were claimed in advance based on estimated expenditure.

END REPORT

12.6 COMMITTEES

None.

13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

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

None.

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(3)(b) of the *Local Government Act 1995*, Council resolves to go behind closed doors at [TIME] to discuss a matter that prohibits or restricts the making public of information.

16.1 Enterprise Resource Planning (ERP) Software Replacement Program – Quarterly Update Report – June 2026

Reporting Department	*Corporate & Governance Directorate*
Responsible Officer	*Mrs Natalie Hopkins – Acting Chief Executive Officer*
Reporting Officer	*Mr Shaun Hill – Acting Director Corporate & Governance*
Legislation	*Local Government Act 1995*
Council Role	*Executive/Strategic*
Voting Requirement	*Simple Majority*

DECLARATION OF INTEREST
Acting Chief Executive Officer, Mrs Natalie Hopkins, declared an Impartiality Interest in this item. Please refer to Part 11 'Declaration of Interest' for full details.

REPORT UNDER SEPARATE COVER

Note: In accordance with the Local Government Act 1995 5.23 (2) this report is not available to the public. 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.

OFFICER RECOMMENDATION

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

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 Officer advises that the next Ordinary Meeting of Council will be Wednesday, 26th August 2026 commencing at 5:00pm at the Shire of Dardanup Administration Centre, Eaton.

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