



Shire of Dardanup

# **A G E N D A**

FOR THE

## **ORDINARY COUNCIL MEETING**

TO BE HELD

Wednesday, 27<sup>th</sup> May 2026  
Commencing at 5:00pm

AT

ADMINISTRATION CENTRE EATON  
1 Council Drive, EATON

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NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Council Meeting of the Shire of Dardanup will be held on Wednesday, the 27<sup>th</sup> May 2026 in the Council Chambers located in the Administration Centre Eaton, 1 Council Drive, Eaton – commencing at 5:00pm.

**MR ANDRÉ SCHÖNFELDT**  
Chief Executive Officer

Date: 22<sup>nd</sup> of May 2026

**Note:** If interested persons would like to make comment on any items in this agenda, please email [records@dardanup.wa.gov.au](mailto:records@dardanup.wa.gov.au) or hand deliver written comment to the Shire of Dardanup – Administration Centre Eaton, 1 Council Drive, Eaton WA 6232. 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 his discretion as to whether the written comments are relevant and applicable to the meeting before approving their inclusion in the meeting.

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## 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

<b>Advocacy</b>	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
<b>Executive/Strategic</b>	The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<b>Legislative</b>	Includes adopting local laws, town planning schemes and policies.
<b>Review</b>	When Council reviews decisions made by Officers.
<b>Quasi-Judicial</b>	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

<b>Inherent Risk</b>	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.
<b>Residual Risk</b>	The remaining level of risk following the development and implementation of Council’s response.
<b>Strategic Context</b>	These risks are associated with achieving Council’s long-term objectives.
<b>Operational Context</b>	These risks are associated with the day-to-day activities of the Council.
<b>Project Context</b>	Project risk has two main components: <ul style="list-style-type: none"> <li>• Direct refers to the risks that may arise as a result of project, which may prevent the Council from meeting its objectives.</li> <li>• Indirect refers to the risks which threaten the delivery of project outcomes.</li> </ul>

**RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE**

Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	Environmental	Property
<b>Insignificant (1)</b>	Near miss Minor first aid injuries	Less than \$10,000	No material service interruption - backlog cleared < 6 hours	<b>Compliance</b> - No noticeable regulatory or statutory impact. <b>Legal</b> - Threat of litigation requiring small compensation. <b>Contract</b> - No effect on contract performance.	Unsubstantiated, low impact, low profile or 'no news' item. <b>Example:</b> Gossip, Facebook item seen by limited persons.	Contained, reversible impact managed by on site response.	Inconsequential or no damage.
<b>Minor (2)</b>	Medical type injuries	\$10,001 - \$50,000	Short term temporary interruption – backlog cleared < 1 day	<b>Compliance</b> - Some temporary non compliances. <b>Legal</b> - Single minor litigation. <b>Contract</b> - Results in meeting between two parties in which one party expresses concern.	Substantiated, low impact, low news item. <b>Example:</b> 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.
<b>Moderate (3)</b>	Lost time injury <30 days	\$50,001 - \$300,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	<b>Compliance</b> - Short term non-compliance but with significant regulatory requirements imposed. <b>Legal</b> - Single moderate litigation or numerous minor litigations. <b>Contract</b> - Receive verbal advice that, if breaches continue, a default notice may be issued.	Substantiated, public embarrassment, moderate impact, moderate news profile. <b>Example:</b> State-wide paper, TV News story.	Contained, reversible impact managed by external agencies.	Localised damage requiring external resources to rectify.
<b>Major (4)</b>	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	<b>Compliance</b> - non-compliance results in termination of services or imposed penalties. <b>Legal</b> - Single major litigation or numerous moderate litigations. <b>Contract</b> - Receive/issue written notice threatening termination if not rectified.	Substantiated, public embarrassment, high impact, high news profile, third party actions. <b>Example:</b> 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.
<b>Catastrophic (5)</b>	Fatality, permanent disability	More than \$1.5 million	Indeterminate prolonged interruption of services – non-performance > 1 month	<b>Compliance</b> - non-compliance results in litigation, criminal charges or significant damages or penalties. <b>Legal</b> - Numerous major litigations. <b>Contract</b> - Termination of contract for default.	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions. <b>Example:</b> 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	<b>Almost Certain</b>	The event is expected to occur in most circumstances	The event is expected to occur more than once per year
4	<b>Likely</b>	The event will probably occur in most circumstances	The event will probably occur at least once per year
3	<b>Possible</b>	The event should occur at some time	The event should occur at least once in 3 years
2	<b>Unlikely</b>	The event could occur at some time	The event could occur at least once in 10 years
1	<b>Rare</b>	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**

CONSEQUENCE		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD		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
<b>LOW (1 – 4)</b>	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Staff Member / Supervisor	No
<b>MODERATE (5 – 11)</b>	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Supervisor / Manager	No
<b>HIGH (12 – 19)</b>	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	Manager / Director / EMT	Yes
<b>EXTREME (20 – 25)</b>	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	
<b>Effective</b>	More than what a reasonable person would be expected to do in the circumstances. There is <u>little</u> scope for improvement.	<b>Documentation</b>	Processes (Controls) fully documented, with accountable 'Control Owner'.
		<b>Operating Effectiveness</b>	Subject to ongoing monitoring and compliance to process is assured.
		<b>Design Effectiveness</b>	Reviewed and tested regularly.
<b>Adequate</b>	Only what a reasonable person would be expected to do in the circumstances. There is <u>some</u> scope for improvement.	<b>Documentation</b>	Processes (Controls) partially documented, with a clear 'Control Owner'.
		<b>Operating Effectiveness</b>	Limited monitoring, ad-hoc approach and compliance to process is generally in place.
		<b>Design Effectiveness</b>	Reviewed and tested, but not regularly.
<b>Inadequate</b>	Less than what a reasonable person would be expected to do in the circumstance. There is a <u>need</u> for improvement or action.	<b>Documentation</b>	Processes (Controls) not documented or no clear 'Control Owner'.
		<b>Operating Effectiveness</b>	No monitoring or compliance to process is not assured.
		<b>Design Effectiveness</b>	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, THE 27<sup>th</sup> OF MAY 2026, AT THE SHIRE OF DARDANUP ADMINISTRATION CENTRE 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 - Elected Member [Res 75-26]

### 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
<b>FEBRUARY 2026</b>										
04/02/2026	CF	✓	✓	✓	✓	✓	✓R	Ap	✓	✓
18/02/2026	AF	✓	✓	✓	Ap	✓	✓R	✓	✓	✓
25/02/2026	OCM	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>MARCH 2026</b>										
04/03/2026	CF	Ap	✓	✓	✓	Ap	Ap	✓	✓	✓
18/03/2026	AF	✓	✓	✓	Ap	✓	✓R	✓	✓	Ap
25/03/2026	OCM	✓	✓	✓	LoA	✓	✓	Ap	✓	✓
<b>APRIL 2026</b>										
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
<b>MAY 2026</b>										
06/05/2026	CF	✓	✓	✓	✓	✓	✓	✓	✓	✓
06/05/2026	SCM	✓	✓	✓	✓	✓	✓	✓	✓	✓
13/05/2026	WS	✓	✓	✓	✓	✓	✓R	✓	Ap	NA
20/05/2026	AF	Ap	✓	✓	✓	✓	✓R	✓	✓	NA

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**

**ELECTED MEMBER MOTION**

**THAT ..... be granted leave of absence for the Ordinary Council Meeting to be held on the 24<sup>th</sup> June 2026.**

**6      PETITIONS/DEPUTATIONS/PRESENTATIONS**

**7      CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

[7.1    Ordinary Council Meeting Held on the 29<sup>th</sup> April 2026](#)

**OFFICER RECOMMENDATION**

**THAT the Minutes of the Ordinary Meeting of Council held on the 29<sup>th</sup> April 2026, be confirmed as true and correct /subject to the following corrections:**

[7.2    Special Council Meeting Held on the 6<sup>th</sup> May 2026](#)

**OFFICER RECOMMENDATION**

**THAT the Minutes of the Special Meeting of Council held on the 6<sup>th</sup> May 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 G Gardiner – Shire President*

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

<b>Event:</b>	<b>1/5/2026 Dardanup Art Spectacular Opening Night</b>
Report:	Opening event for the weekend long Art Spectacular. Good crowd, great art Congratulations to the Art Spectacular Committee on a top event, Cr's Lauretsch and Jenour also along.
<b>Event:</b>	<b>7/5/2026 Superintendent Paul Van Noort WA Police</b>
Report:	Catch up with Superintendent Van Noort and CEO. Exchange of information and discuss potential issues and solutions
<b>Event:</b>	<b>7/5/2026 YAG Committee Meting</b>
Report:	Sit in on Youth Advisory Group meeting. Hear about how recent Youth Week events went and ideas for upcoming projects.
<b>Event:</b>	<b>8/5/2026 South West State Budget Launch</b>
Report:	Presentation of State Budget and South West specific content by Premier Cook and Minister Dawson and local parliamentarians Hon Don Punch and Hon Jodie Hanns to large contingent of South West Community, Industry and Local Government
<b>Event:</b>	<b>13/5/2026 Eaton Senior Citizens</b>
Report:	Along with Cr Davies attend Eaton Senior Citizens meeting. Hear about some of their upcoming events and ideas.
<b>Event:</b>	<b>20/5/2026 Minister for Regional Development Stephen Dawson</b>
Report:	Travel to Minister Dawson's office in Perth with CEO for discussions on Dardanup projects Wanju and Waterloo and other issues including lack of water pressure for Dardanup Townsite
<b>Event:</b>	<b>21/5/2026 BGEA Board Meeting</b>
Report:	Monthly Board meeting of Industry and Local Government though Bunbury Geographe Economic Alliance
<b>Event:</b>	<b>21/5/2026 Minister for the South West and Water Don Punch</b>
Report:	With Chief Executive Officer and Director Community and Economic Development meet with Minister Punch and Chief Executive Officer of the SW Development Authority Cate Brooks. Proposal on Vision for the Greater Bunbury area and collaboration between the State Government and the four Bunbury Geographe local governments on the development of a guiding plan. Further advocacy on the lack of water pressure in the Dardanup Townsite
<b>Event:</b>	<b>21/5/2026 Thank a Volunteer Burekup</b>
Report:	Celebration as part of National Volunteers week at the Burekup Country Club Big thank you to all the volunteers who contribute to our community and make it such a great place to live. Cr's Gillespie and Farrant also mingling with the volunteers.
<b>Event:</b>	<b>21/5/2026 Business After Hours Dardanup Taven</b>
Report:	Co sponsored with Bunbury Chamber of Commerce, networking event opportunity for local businesses with information on the Business Support Program the Shire is running. Thank you to the Dardanup Tavern for hosting and all those along. Crs Lauretsch and Farrent also engaging with those attending. Very well received

<b>Event:</b>	<b>22/5/2026 Eaton Foreshore Volunteers</b>
Report:	As part of the National Volunteers Week acknowledgement of the Volunteers who made the Eaton Foreshore festival such a good event.
<b>Event:</b>	<b>24/5/2026 Crooked Brook Forest Celebration</b>
	Celebrate 32 years of Crooked Brook Forest and opening of 20-year time capsule. A great project that has been nurtured for so long to give a great space for people to unwind and enjoy nature.
<b>Event:</b>	<b>18/5/2026 – Eaton, 19/5/2026 – Dardanup</b>
	<p>This month has also seen the roll out for the annual Community Meetings with Executive staff presenting to Community members and then along with Councillors, being available to hear from attendees and answer questions in a less formal manner.</p> <p>Crs Gillespie, Lauretsch, Webster and Farrant also attended the Eaton Community Meeting, and Crs Gillespie, Lauretsch, Webster, Farrant, Hutchinson and Trevathan also attended the Dardanup Community Meeting.</p> <p>Cr Jenour has been an apology for Community Meetings due to work commitments out of region.</p> <p>Ferguson and Burekup had not taken place at the time of writing monthly report.</p>

## 9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

### 9.1 South West Slammers Hire Agreement

### 9.2 Enterprise Resource Planning (ERP) Software Replacement Program – Extraordinary Update Report – May 2026

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

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

- Section 5.23 (1) The following are to be open to members of the public —*
- (a) all Council meetings;*
  - (b) all meetings of any committee.*
- (2) Despite subsection (1), if any of the following matters is to be dealt with at a meeting, the council or committee must close the meeting to members of the public to the extent necessary to ensure that the matter is dealt with at the meeting on a confidential basis —*
- (a) a matter that a committee of a House of Parliament, or a joint committee of both Houses, has advised the local government must be dealt with on a confidential basis;*
  - (b) a matter relating to the recruitment or employment of the CEO or a senior employee, including the following —*
    - (i) the termination of employment;*
    - (ii) a review of performance under section 5.38;*
  - (c) a prescribed matter;*
  - (d) a matter that is the subject of a direction given under section 5.23AA(1).*
- (3) Despite subsection (1), the council or committee must close a meeting to members of the public to the extent necessary to ensure compliance with a requirement (however formulated) —*
- (a) that is imposed under a written law, excluding this Act and local laws; and*
  - (b) that prohibits or restricts the making public of information.*
- (4) Despite subsection (1), if any of the following information is to be dealt with at a meeting, the council or committee may close the meeting to members of the public to the extent necessary to ensure that the information is dealt with at the meeting on a confidential basis —*
- (a) legal advice, or other information, over which the local government holds legal professional privilege;*
  - (b) information relating to the personal affairs of an individual;*
  - (c) information contained in a tender received by the local government for a contract to the extent that the information —*
    - (i) is a tendered price; or*
    - (ii) a tendered methodology for calculating a price;*
  - (d) information contained in a tender received by the local government for a contract to the extent that —*
    - (i) the information discloses any technology, or any manufacturing, industrial or trade process, that the tenderer proposes to use in performing the contract; and*
    - (ii) the information has not previously been made public; and*
    - (iii) the making public of the information would be likely to have an adverse effect on the tenderer's business interests;*
  - (e) information the making public of which would be likely to endanger the security (including cyber-security) of any of the local government's property or operations;*
  - (f) information the making public of which would be likely to impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;*
  - (g) prescribed information;*
  - (h) information that is the subject of a direction given under section 5.23AA(2).*

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

## **10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

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, Chief Executive Officer and Directors) are reminded of their requirement to disclose biannually transactions between Council and related parties in accordance with Council Policy CnG CP039.

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

- *Cr. Hutchinson declared a Financial Interest in item 13.1 Advocacy for Repairs to Harvey Water Bridge on Henty Road, Burekup, as a Harvey Water subscription holder/share holder.*
- *Director Corporate & Governance, Mrs Natalie Hopkins, declared an Impartiality interest in item 16.2 Enterprise Resource Planning (ERP) Software Replacement Program – Extraordinary Update Report – May 2026, as she is a member of the ERP Panel.*

## 12 REPORTS OF OFFICERS AND COMMITTEES

### 12.1 EXECUTIVE REPORTS

#### 12.1.1 Corporate Business Plan Review 2026-2029

<b>Reporting Department</b>	<i>Executive</i>
<b>Responsible Officer</b>	<i>Mr André Schönfeldt – Chief Executive Officer</i>
<b>Reporting Officer</b>	<i>Mr André Schönfeldt – Chief Executive Officer</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Absolute Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.1.1A – Corporate Business Plan 2026-2029 – Final Draft</i> <i>Appendix ORD: 12.1.1B – Corporate Business Plan 2026-2029 – Tracked changes</i> <i>Appendix ORD: 12.1.1C – Risk Assessment</i>

#### **Overview**

This report presents Council with an updated Corporate Business Plan 2026-2029 (Appendix ORD: 12.1.1A), which forms part of Council’s adopted “Council Plan 2025 – 2035”. A number of minor updates have been made to the Corporate Business Plan endorsed by Council in 2025, which are reflected in the tracked changes included in (Appendix ORD: 12.1.1B).

#### **OFFICER RECOMMENDATION**

**THAT Council endorses the updated Shire of Dardanup Corporate Business Plan 2026-2029, (Appendix ORD: 12.1.1A) which forms part of Council’s adopted “Council Plan 2025 – 2035”.**

#### **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 Recommended Resolution:

## **Background**

Council adopted its reviewed and updated ten year “Council Plan 2022-2032” in July 2022 [OCM Res:179-22] to fulfil the role of both the Strategic Community Plan and Corporate Business Plan. This review formed part of the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and legislative requirements.

At the 24<sup>th</sup> April 2024 Ordinary Council meeting, Council considered the internal review of the Strategic Community Plan 2024-2034 and endorsed the amendments noted within the review report, which formed part of Council’s updated “Council Plan 2024 – 2034”. Since the 2024 minor review, further updates have been incorporated, as part of the annual review process, of the Corporate Business Plan at the Ordinary Council Meeting held on 21<sup>st</sup> May 2025 (CR 114-25).

Recently in April 2026, Council endorsed the Draft Strategic Community Plan Framework, which is currently the subject of community consultation. It is intended that the Strategic Community Plan will be presented back to Council in July 2026 for final adoption. This will be 4 years from the previous full review of the Strategic Community Plan. This will then also set the tone for a further review of the Corporate Business Plan, which will be brought in line with the reviewed Strategic Community Plan during 2026/27.

This report, however, presents an updated Corporate Business Plan to Council for 2026/27-2029/30. This ensures compliance with the *Local Government Act 1995* requirements for an annual review of the Corporate Business Plan.

The Corporate Business Plan (CBP) contains details of the actions and resources (human and financial) to achieve the objectives in the Strategic Community Plan. The financial capacity to undertake these tasks is evidenced in the long-term financial plan for the period. This long-term financial planning provides an assurance that the actions contained in the Corporate Business Plan can be adequately resourced over the next four years and highlights the long-term consequences of the application of human and financial resources to undertaking various projects.

The Corporate Business Plan is reviewed annually to assess the progress of projects and realign actions and priorities with current information and funding availability. The first year of the Corporate Business Plan and Long-Term Financial Plan is usually ‘sliced off’ to form the basis of the draft annual budget for consideration by the Council.

- *Linkage with Informing Strategies and Service Plans*

The Corporate Business Plan is informed by three other major plans developed in response to the Department of Local Government’s Integrated Planning and Reporting Framework. The Asset Management Plans, Long Term Financial Plan, and Workforce Plan inform the Council as to its resource options and financial circumstances.

It should be noted that the Community Facilities Plans adopted by Council following significant consultation with the Community and relevant Place Based Advisory Groups, inform the Asset Management Plans and therefore indirectly informs the Corporate Business Plans.

- *Review process*

This report presents Council with the reviewed and updated Corporate Business Plan 2026-2029 (Appendix ORD: 12.1.1A), which will be updated within the ‘Council Plan 2025-2035’. Council Officers have reviewed the Priority Projects and timings to reflect the completion of some actions, and the addition or amendment of others.

## **Legal Implications**

Local Government (Administration) Regulations 1996:

### **Division 3 — Planning for the future**

[Heading inserted: Gazette 26 Aug 2011 p. 3483.]

#### **19C. Strategic community plans, requirements for (Act s. 5.56)**

- (1) *A local government is to ensure that a strategic community 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 strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- (3) *A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- (4) *A local government is to review the current strategic community plan for its district at least once every 4 years.*
- (5) *In making or reviewing a strategic community plan, a local government is to have regard to—*
  - (a) *the capacity of its current resources and the anticipated capacity of its future resources; and*
  - (b) *strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
  - (c) *demographic trends.*
- (6) *Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
- (7) *A council is to consider a strategic community 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.*

- (8) *If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*
- (9) *A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
- (10) *A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.*

[Regulation 19C inserted: Gazette 26 Aug 2011 p. 3483-4.]

#### **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.*

### **Council Plan**

13.1 - Adopt best practice governance

14.2 - Ensure equitable, inclusive and transparent engagement and decision- making

**Environment** - None.

### **Precedents**

The Shire of Dardanup ten year "Council Plan 2024 – 2034" was updated in 2024 in accordance with legislative requirements and incorporates both the ten-year Strategic Community Plan and four-year Corporate Business Plan.

### **Budget Implications**

Revenue and expenditure forecasts for the next four years are incorporated within the current Long Term Financial Plan. Once this is adopted by Council the Council Plan will be updated to reflect relevant implications.

**Budget – Whole of Life Cost** - None.

### **Council Policy Compliance**

Council Policy CP018 – *Corporate Business Plan & Long Term Financial Plan* notes that each year with the best endeavours Council aims to consider a draft budget for adoption by the end of June. To achieve this aim, the draft Corporate Business Plan needs to be compiled within the last weeks of April or early May.

The Policy notes that "year 1 of the Corporate Business Plan shall inform the development of the draft Annual Budget utilising the forecast rate change, loan projections, asset management plans, capital works, operating income and expenditure and reserve transfers".

While Council Policy Exec CP090 - *Community Engagement* sets out the basis for community engagement related to major plans, the annual Corporate Business Plan review does not require community consultation. The next full review of the Council Plan (incorporating both the Strategic Community Plan and Corporate Business Plan) will involve community engagement and consultation.

### **Risk Assessment**

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

<b>Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Corporate Business Plan Review 2026-2029
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	<p>Legal and Compliance      Legislative requirements and compliance determine the need for the production of Corporate Business Plan.</p> <p>Financial                      The financial implications associated within the elements of the Corporate Business Plan can affect the financial sustainability of Council.</p> <p>Reputational                  The inclusion of projects and works within the various plans within the Corporate Business Plan build community expectation.</p>

### **Officer Comment**

Short to medium term priorities within Council’s Strategic Community Plan are translated into services and facilities that are delivered to the community through the Corporate Business Plan. This ensures strategic priorities are translated into real actions. The Council’s four-year Corporate Business Plan is reviewed annually and reported to community through the Annual Report and Quarterly Performance Reports to Council.

During 2025/26 a detailed review of the Shire’s Strategic Community Plan was commenced and this is still underway. In order to ensure Council has a Corporate Business Plan in place when setting the annual budget, this report presents Council with a review of the Current Corporate Business Plan, and outlines the actions and services intended to be delivered during 2026/27 and beyond.

It is intended that once the detailed review of the Shire’s Strategic Community Plan is presented back to Council in July 2026, a more detailed review of the Shire’s Corporate Business Plan will be undertaken during 2026/27 to align the Corporate Business Plan with the updated Strategic Community Plan.

END REPORT

**12.2 DEVELOPMENT DIRECTORATE REPORTS**

None.

## 12.3 COMMUNITY & ECONOMIC DEVELOPMENT DIRECTORATE REPORTS

### 12.3.1 Mick Bennett Make-It-Space Operational Plan 2026/27 to 2028/29

<b>Reporting Department</b>	<i>Community &amp; Economic Development Directorate</i>
<b>Responsible Officer</b>	<i>Mr Craig Johnson – Director Community and Economic Development</i>
<b>Reporting Officer</b>	<i>Mrs Melanie Hamilton – Manager Community Development</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.3.1A – Make-It Space Three Year Operational Plan 2026/27- 2028/29</i> <i>Appendix ORD: 12.3.1B – MakerSpace (Make It Space) Service Models Report 2023</i> <i>Appendix ORD: 12.3.1C – Risk Assessment</i>

#### **Overview**

This report presents to Council the proposed Mick Bennett Make-It Space Three Year Operational Plan 2026/27–2028/29 (the Plan). The Plan addresses the business priorities, programs, financial management and sustainability framework for the Make-It Space (MIS) for the period following the conclusion of the two-year Hybrid Model (2024–2026) and guides the transition into full operations under Model 2 – 'Connect, Centralise and Develop'.

The Plan fulfils Council Resolution 127-24 (OCM 22<sup>nd</sup> May 2024), which requested the development of a Make-It Space Business Plan and Risk Assessment during the Hybrid Model period. Council is requested to endorse the Plan and to authorise the Chief Executive Officer to determine the timing of the introduction of fees as included in the 2026/27 Fees and Charges Schedule.

#### **OFFICER RECOMMENDATION**

##### **THAT Council:**

- 1. Approves and endorses the Mick Bennett Make-It Space Three Year Operational Plan 2026/27–2028/29 as attached (Appendix ORD: 12.3.1A).**
- 2. Authorises the Chief Executive Officer to determine the timing of the introduction of Fees and Charges for the Make-It Space, as endorsed by the Integrated Planning Committee (15<sup>th</sup> April 2026) and included in the 2026/27 Fees and Charges Schedule for the Shire of Dardanup.**
- 3. Notes that quarterly performance reporting against Key Performance Indicators will be presented to Council as part of the Shire's Quarterly Corporate Business Plan Report, with an Annual Program Report to be presented in July each year (commencing July 2027).**

#### ***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

At the Ordinary Council Meeting of 22<sup>nd</sup> May 2024 (Resolution 127-24), Council endorsed a suite of resolutions to guide the establishment and development of the Mick Bennett Make-It Space. The following table summarises those resolutions and the progress made against each during the Hybrid Model period:

NO.	COUNCIL RESOLUTION	UPDATE
1.	Endorse the Hybrid Model of operations for the Make It Space for a period of 2 years as the first step in transitioning towards the 5 year plan to transition to Model 2 – 'Connect, Centralise and Develop', which will enable the fit-out of the space and facilitate controlled activation of the Mick Bennett Make It Space.	Completed. The MIS fit-out has been fully realised and the space is operationally active. Monthly attendance figures consistently exceed 200 patrons.
2.	Endorse the creation of a dedicated 'Library Officer – Make It Space & Programs' for a fixed term to coordinate the fit-out and coordination of programs within the Space, and the Workforce Plan and Budget be updated to reflect this role.	Completed. A permanent 1.0 FTE Make-It Space Officer position has been established and filled. The position title has been updated to 'Make-It Space Officer' to reflect the Business scope of the role.
3.	Requests the development and presentation to Council of a detailed Make It Space Hybrid Model Transition Plan which considers the operating and governance issues outlined in the Makerspace Service Model 2023 Report (Appendix ORD: 12.3.1B).	Completed. Subject of this report to Council (27 <sup>th</sup> May 2026).
4.	Following acceptance by Council of the Make It Space Hybrid Model Transition Plan, authorise the Chief Executive Officer to commence discussions with community groups who are interested in utilising the Mick Bennett Make It Space and to enter into a Memorandum of Understanding with these groups prior to their independent use of the Space.	Ongoing. Community groups wishing to access the MIS without a Shire officer present are required by the Local Government Insurance Scheme (LGIS) to hold public liability insurance. This has proven difficult for a number of community groups to obtain due to the associated costs. The Shire continues to work collaboratively with community groups to explore accessible solutions.
5.	Requests during the 2-year Hybrid Model period the development and presentation to Council of a detailed Make It Space Business Plan and Risk Assessment which considers the operating issues and sustainability outlined in the Makerspace Service Model 2023 Report (Appendix ORD: 12.3.1B).	Completed. This report and the attached Three Year Operational Plan 2026/27–2028/29.

The Make-It Space is located within the Shire of Dardanup Library, Administration and Community Building in Eaton. The space was designed and developed in accordance with the *MakerSpace (Make It Space) Service Models Report* (January 2023, Appendix ORD: 12.3.1B), which identified Model Two – 'Connect, Centralise and Develop' – as the aspirational target model for the MIS, to be reached via a staged transition from Model One.

During the 2024–2026 Hybrid Model period, the MIS successfully completed its full fit-out, procured all major equipment across the Mechatronics Engineering and Arts/Crafts/Textiles maker streams, delivered facilitated programs and school holiday activities, established its governance foundations, and

built the community engagement and operational frameworks required for the transition to Model 2 from 2026/27.

The Mick Bennett Make-It Space Working Group was formally established in March 2026 and will meet a minimum of four times per year to provide strategic guidance on the MIS programs, operations and future direction.

**Legal Implications** - None.

### **Council Plan**

The Three-Year Operational Plan 2026/27–2028/29 (Appendix ORD: 12.3.1A) supports the following Council Plan objectives:

*2.2 - Increase participation in sport, recreation and leisure activities.*

*3.1 - Grow participation in arts, culture and community events.*

*11.2 - Encourage life-long learning.*

*13.1 - Adopt best practice governance.*

*13.2 - Manage the Shire's resources responsibly.*

**Environment** - None.

**Precedents** - None.

### **Budget Implications**

The MIS has been funded to date through external grants and internal Shire contributions.

FUNDING YEAR(S)	FUNDING BODY	AMOUNT	PURPOSE
2024/25 2025/26	Wespine	\$47,000	Software and Support Materials and Consumables Equipment Facilitator Fees
2024/25 2025/26	Lotterywest	\$151,581	Make it Space Fit Out Equipment Facilitator Fees
2024/25 2025/26 2025/26	Shire of Dardanup	\$5,000 \$5,000 \$5,000	MIS Operating Expenses MIS Operating Expenses MIS Minor Assets <\$5,000

*Note: The Wespine and Lotterywest grants have been expended over the period of two financial years (2024/25 and 2025/26).*

From 2026/27, the introduction of a tiered fee structure (as endorsed by the Integrated Planning Committee on 15<sup>th</sup> April 2026) will begin to generate community-sourced revenue, with operational cost recovery (*not* including staffing or asset management costs) targets set at 20–25% in Year 1, 30–40% in Year 2, and 40–50% in Year 3 of Model 2 operations.

The timing for the introduction of fees is to be determined by the Chief Executive Officer. Fees and Charges are included in the 2026/27 Fees and Charges Schedule for the Shire of Dardanup. Based on a

projected 2026/27 operating budget of approximately \$34,000, a 20% cost recovery equates to approximately \$6,800 and a 25% recovery to approximately \$8,500 in operational revenue.

Officers will develop a dedicated MIS Asset Management Plan in 2026/27, capturing the equipment replacement schedule and projected costs for all major items. An annual contribution to an asset replacement reserve is to be included in the Shire's Long Term Financial Plan from 2027/28.

**Budget – Whole of Life Cost**

Ongoing operating costs for the MIS include staffing (1.0 FTE Make-It Space Officer and casual MIS Officer), program delivery, equipment maintenance and consumables. These costs are to be met through the Shire's annual budget allocation supplemented by progressively increasing community-generated revenue as detailed in the Three-Year Operational Plan. Equipment replacement costs will be managed through a dedicated Asset Management Reserve from 2027/28.

**Council Policy Compliance**

- CnG CP009 *Voluntary Works/Tasks – Equipment Policy*
- CnG CP034 *Procurement Policy*
- CnG GCP302 *Work Health & Safety Policy*
- Exec CP089 *Advisory and/or Working Groups Policy*
- SDEV CP507 *Corporate Sponsorship (Incoming) Policy*
- SDEV CP508 *Child Safety Awareness Policy*

**Risk Assessment**

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

TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.	
Risk Title	Mick Bennett Make-It Space Business Plan 2026/27 – 2028/29
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	The Three-Year Business Plan 2026/27–2028/29 (Appendix ORD: 12.3.1A) sets out a staged approach to address each action for each risk category. The Risk Assessment (Attachment ORD: 12.3.1C) provides a full assessment.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable. See (Appendix ORD: 12.3.1C) for further explanation.
Risk Category Assessed Against	<p>Health</p> <ol style="list-style-type: none"> <li>1. Failure to ensure the safety of children and young people accessing the MIS, including risk of injury during facilitated programs and school holiday activities.</li> <li>2. Unskilled or insufficiently trained users incorrectly operating specialist equipment (laser cutter, CNC router, 3D printers, soldering stations), causing injury to themselves or others in the space.</li> <li>3. Equipment malfunction or poor-quality machinery causing injury to users or damage to property.</li> </ol>

TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.		
	Financial	<ol style="list-style-type: none"> <li>1. Community revenue (memberships, facility hire, program fees) fails to meet cost recovery targets, increasing net cost to the Shire.</li> <li>2. Equipment replacement and consumable costs exceed allocated budget, impacting MIS operational capacity.</li> </ol>
	Service Interruption	<ol style="list-style-type: none"> <li>1. Insufficient IT and technical support for specialist MIS equipment, resulting in extended equipment downtime and disruption to programs and member access</li> <li>2. Poor community uptake of memberships and facilitated programs resulting in underutilisation of the MIS and failure to meet attendance and cost recovery targets.</li> </ol>
	Legal and Compliance	<ol style="list-style-type: none"> <li>1. Failure to ensure all staff, facilitators and volunteers working directly with minors hold a current Working with Children (WWC) check.</li> <li>2. Non-compliance with procurement requirements under the Local Government Act 1995 in the ongoing purchase of equipment, consumables and services.</li> </ol>
	Reputational	<ol style="list-style-type: none"> <li>1. Poor quality programs, equipment failures or inadequate customer service results in negative community perception of the MIS and the Shire's service delivery.</li> </ol>
	Property	<ol style="list-style-type: none"> <li>1. Damage to MIS equipment or facility assets resulting from misuse, accidents or inadequate supervision.</li> <li>2. Unauthorised access to the MIS through sharing of access cards or keys between community group members or individuals.</li> </ol>

### **Officer Comment**

The Mick Bennett Make-It Space (MIS) has successfully completed its two-year Hybrid Model period (2024–2026) and is now well positioned to transition to Model 2 – *'Connect, Centralise and Develop'* – operations from 1<sup>st</sup> July 2026.

This transition represents a significant milestone in the five-year plan endorsed by Council in May 2024, moving the MIS from a facilitated and supervised model to one that provides broader public access through a formal membership model, tiered fee structure and expanded program offering.

The Three-Year Operational Plan 2026/27–2028/29 (Appendix ORD: 12.3.1A) has been developed to provide a clear business framework across five domains:

- Programs and Community Engagement
- Staffing and Volunteer Management
- Equipment and Technology
- Governance and Policy; and
- Financial Management.

#### Programs and Community Engagement

The MIS is intended to deliver programs across three maker streams:

- Mechatronics Engineering (robotics, 3D printing, laser cutting, CNC);
- Arts, Crafts and Textiles (sewing, overlocker, Cricut, arts and craft); and
- Community Access (open sessions and community group meetups).

Program targets are forecasted to grow progressively across the three-year period, from 70 facilitated workshops and 550 attendances in 2026/27 to 80 workshops and 590 attendances by 2028/29. Youth participation is targeted at a minimum of 20% of total attendances in Year 1, rising to 30% by Year 3, consistent with the MIS commitment to youth engagement and STEAM education outlined in the MakerSpace Service Models Report 2023 (Appendix ORD: 12.3.1B).

The Shire will continue to work collaboratively with community groups to explore how independent access can be facilitated in a manner that is consistent with the LGIS public liability insurance requirements.

#### Staffing and Volunteer Management

The MIS will operate under a staffing structure of 1.0 FTE Make-It Space Officer (permanent), supported by a casual MIS Officer, external facilitators, and the Coordinator Library Services and Manager Community Development in supervisory and oversight roles. A formal volunteer program (Volunteer MIS Officers) will be established in 2026/27 to formalise the community volunteer capacity developed during the Hybrid Model period, including volunteer induction, equipment training and Working with Children Check verification.

#### Equipment and Technology

All equipment is to be maintained under supplier service agreements where available. An Equipment Maintenance Schedule will be developed and maintained by the MIS Officer, with quarterly checks and an annual maintenance audit. Key equipment expansion priorities for 2026/27 include the procurement of a membership and booking platform, additional 3D printer consumables, sublimation equipment (subject to funding), and the annual laser cutter service. A review of all equipment will be undertaken to ensure that the existing equipment meets the needs/requirements of MIS members and community users.

#### Governance and Policy

The MIS Working Group, established in March 2026, will meet a minimum of four times per year to provide strategic guidance. A suite of policies will be developed or reviewed in 2026/27, including the MIS Usage Policy, Membership Policy and Terms of Use, Volunteer Program Policy, Equipment Maintenance and Safety Procedures, and the Fees and Charges Schedule. An Annual Program Report on MIS Operations Plan implementation will be presented to Council each year, addressing program delivery, financial performance, KPI results and any proposed amendments to the Plan.

### Financial Sustainability

The long-term financial sustainability of the MIS is underpinned by two complementary pillars, continued Shire of Dardanup investment as the foundational funding source, supported by progressively increasing community-generated revenue through memberships, facility hire, facilitated programs and consumable surcharges.

The MIS will no longer rely on external grants as its primary funding source, though the Shire will continue to pursue targeted grant opportunities to support specific capital or program expenditure beyond the operating budget.

The proposed fee structure, as endorsed by the Integrated Planning Committee (15<sup>th</sup> April 2026), includes tiered annual and monthly membership options, facility hire rates for non-profit and commercial groups, per-session fees for non-member program participants, and consumable surcharges at market rate. The timing for the introduction of fees is to be determined by the CEO, recognising the need to balance revenue generation with the MIS commitment to equitable community access.

### Key Performance Indicators

The Plan includes a KPI framework with the following targets across the three-year period:

KPI	BASELINE 2025/26	2026/27	2027/28	2028/29
Total program attendances	528	550	570	600
Programs / workshops delivered	64	70	75	80
Memberships	216	250	275	300
Youth participation (% of total)	10%	15%	20%	25%
Operational Cost recovery rate (not including staffing or asset management costs)	N/A (grant funded)	20–25%	30–40%	40–50%

Officers are confident that the Three-Year Operational Plan 2026/27–2028/29 provides a sound, evidence-based framework for the ongoing development of the Mick Bennett Make-It Space as a valued community asset for the Shire of Dardanup. The Plan reflects the significant body of planning work undertaken since 2023, including the MakerSpace Service Models Report, the Hybrid Model Transition Plan, and the business experience gained during the first two years of operations.

END REPORT

## 12.4 INFRASTRUCTURE DIRECTORATE REPORTS

### 12.4.1 Updates to the 2025/26 Road Reseal Program

<b>Reporting Department</b>	<i>Infrastructure Directorate</i>
<b>Responsible Officer</b>	<i>Mr Theo Naudé – Director Infrastructure</i>
<b>Reporting Officer</b>	<i>Ms Rachel Sweeney – Manager Assets</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Absolute Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.4.1A – Risk Assessment Appendix ORD: 12.4.1B – Road Renewal Prioritisation</i>

#### **Overview**

A review has been undertaken of the Shire’s existing road renewal prioritisation practices to ensure they remain appropriate for the scale, diversity and function of the current road network. As a result of this review an updated approach has been adopted that applies a road-type-based assessment method to determine renewal priorities across the network. This updated method was discussed at the Councillor Workshop on the 15<sup>th</sup> February 2026 and at the Integrated Planning Committee Meeting on the 11<sup>th</sup> March 2026.

As a result of applying this updated method, changes to the previously proposed 2025/26 Road Reseal Program are recommended. Shire Officers have confirmed that all proposed works can be completed by the end of the financial year (pending weather events) with contractors scheduled in to complete all works by mid-June

#### **OFFICER RECOMMENDATION**

##### **THAT Council:**

- 1. Endorses the removal of Scott Street (SLK 0-0.11), Glenhuon Boulevard (0.28-1.55) and Burekup Entrance (SLK 0-0.07) from the Road Reseal Program;**
- 2. Endorses the following inclusions in the updated 2025/26 Road Reseal Program:**

PROJECT NUMBER	ROAD NAME	START SLK	END SLK	DESCRIPTION	TOTAL			
					RRG	RTR	RESERVES	
Reseals								
New project	Hale Street	0.36	0.48	Reseal (Asphalt)		\$ 164,000.00		\$ 164,000.00
New project	Hale Street	1.03	1.22	Reseal (Asphalt)				
New project	Palm Court	0	0.07	Reseal (Asphalt)		\$ 30,000.00		\$ 30,000.00
New project	Tuart Place	0	0.13	Reseal (Asphalt)		\$ 41,000.00		\$ 41,000.00
New project	Jacaranda Close	0	0.08	Reseal (Asphalt)		\$ 33,500.00		\$ 33,500.00
RD12468	Hamilton Road	0.26	0.52	Reseal (Asphalt)	\$ 103,000.00	\$ 29,886.00	\$ 22,500.00	\$ 155,386.00

PROJECT NUMBER	ROAD NAME	START SLK	END SLK	DESCRIPTION	TOTAL			
					RRG	RTR	RESERVES	
Upgrade and Design								
RD12439	Hamilton Road	1.52	1.56	Intersection construction at Ann Street	\$ 116,500.00	\$ 25,000.00	\$ 33,500.00	\$ 175,000.00
RD12422	Eaton Drive Left	0	0.49	Design for renewal			\$ 15,000.00	\$ 15,000.00
RD12422	Eaton Drive Left	2	2.71	Design for renewal			\$ 15,000.00	\$ 15,000.00
<b>Total</b>					<b>\$ 219,500.00</b>	<b>\$ 323,386.00</b>	<b>\$ 86,000.00</b>	<b>\$ 628,886.00</b>

3. **Requests an additional \$130,000 from the Regional Road Group Funding for the reseals of Hamilton Road; and**
4. **Endorses a budget amendment to reduce the transfer from the Road Construction and Major Maintenance Reserve account, of \$41,951.**

*By Absolute Majority*

***Change to Officer Recommendation***

No Change. **OR:**

As per *Local Government (Administration) Regulations 1996 11(da)* Council records the following reasons for amending the Officer Recommendation:

## Background

The Shire's previous road renewal prioritisation framework assessed the road network as a whole using the below factors:

- Black Spot funding opportunities – state funding received to address areas of known road safety risk across the network;
- Regional Road Group (RRG) Road status – roads recognised as regionally significant and therefore eligible for State funding through the Regional Road Group framework;
- Average Daily Traffic (ADT);
- Road Hierarchy – road classifications according to primary function, traffic role and level of service;
- Seal age;
- Treatment type – works required to renew the road;
- Public transport route; and
- Visual Condition Rating (VCR).

The priority of each road was calculated by summing the scores assigned to each assessment factor and multiplying the total by the road's condition rating.

This resulted in the below projects being included in the adopted 2025/26 Annual Budget as follows:

ROAD NAME	START SLK	END SLK	DESCRIPTION	FUNDING				TOTAL
				RRG	BLACKSPOT	RTR	RESERVES	
Reseals								
Scott Street	0	0.11	Reseal (Asphalt)				\$ 20,000	\$ 20,000.00
Hamilton Road	0.19	0.28	Reseal (Asphalt)	\$11,000			\$ 7,000	\$ 18,000.00
Hamilton Road	0.42	0.52	Reseal (Asphalt)	\$12,000			\$ 8,000	\$ 20,000.00
Glenhuon Boulevard	0.28	1.55	Reseal (Asphalt)			\$289,487		\$ 289,487.00
Burekup Entrance	0	0.07	Reseal (Chip Seal)				\$ 10,368	\$ 10,368.00
Upgrade and Design								
Hamilton Road	1.52	1.56	Intersection construction at Ann Street	\$ 66,500.00			\$ 33,500.00	\$ 100,000.00
Eaton Drive Left	0	0.49	Design for renewal			\$ 33,899.00		\$ 33,899.00
Eaton Drive Left	2	2.71	Design for renewal				\$ 49,083.00	\$ 49,083.00
<b>Total</b>				<b>\$ 89,500.00</b>	<b>\$ -</b>	<b>\$ 323,386.00</b>	<b>\$ 127,951.00</b>	<b>\$ 540,837.00</b>

## Legal Implications

### Local Government Act 1995

#### 6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- is incurred in a financial year before the adoption of the annual budget by the local government; or
  - is authorised in advance by resolution\*; or
  - is authorised in advance by the mayor or president in an emergency.

\* *Absolute majority required.*

(1a) *In subsection (1) —*

**additional purpose** means a purpose for which no expenditure estimate is included in the local government's annual budget.

(2) *Where expenditure has been incurred by a local government —*

- (a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
- (b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

### **Council Plan**

10.3 - Improve road safety, connectivity and traffic flow.

13.2 - Manage the Shire's resources responsibly.

**Environment** - None.

**Precedents** - None.

### **Budget Implications**

The recommended changes to the Road Reseal Program will result in \$41,951 being returned to the Roads Reserve to be utilised on future renewal projects.

### **Budget – Whole of Life Cost**

Renewing roads at the right time reduces the whole-of-life cost of the asset. Planned intervention such as resealing or rehabilitation helps prevent sudden pavement failures and reduces the need for reactive maintenance.

Appropriate and timely renewal also allows works to be undertaken in cost-effective manner before defects progress to the point where more expensive reconstruction is required.

### **Council Policy Compliance**

*Infr CP074 Asset Management*

### **Risk Assessment**

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

<b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	Changes to the Road Reseal Program result in roads in poor condition identified in the current program not being addressed in a timely manner.
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.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Category Assessed Against	Financial	Roads in poor condition are not identified for renewal resulting in high maintenance costs to ensure roads user safety.
	Service Interruption	Roads in poor condition are not identified for renewal resulting in road failures and closures impacting the road network service.
	Legal and Compliance	Increased likelihood of personal injury or property damage claims arising from untreated road defects.
	Reputational	Shire’s reputation and public confidence are impacted due to perceived poor decision-making, asset failures, or ineffective use of public funds.

**Officer Comment**

In the 2025/26 Road Reseal Program, several roads were identified for renewal despite not being in poor enough condition to warrant intervention at this time. These roads were prioritised ahead of other assets requiring renewal due to the past over-emphasis on traffic volumes and the application of the previous condition index methodology, as outlined above.

Using the updated prioritisation framework and condition index method discussed at the Councillor Workshop on the 15<sup>th</sup> February 2026, the Integrated Planning Committee Meeting on the 11<sup>th</sup> March 2026 and detailed in (Appendix ORD: 12.4.1B), the following roads have been identified for renewal this financial year, replacing the adopted 2025/26 Road Reseal Program. Several existing road projects also required budget updates to reflect RFQ pricing received.

PROJECT NUMBER	ROAD NAME	START SLK	END SLK	DESCRIPTION	FUNDING		TOTAL	REASON	
					RRG	RTR	RESERVE		
New project	Hale Street	0.36	0.48	Reseal		\$164,000		\$164,000	Urgent renewal required
New project	Hale Street	1.03	1.22	Reseal					
New project	Palm Court	0.00	0.07	Reseal		\$30,000		\$30,000	Urgent renewal required
New project	Tuart Place	0.00	0.13	Reseal		\$41,000		\$41,000	Urgent renewal required
New project	Jacaranda Close	0.00	0.08	Reseal		\$33,500		\$33,500	Urgent renewal required
RD12438	Scott Street previous allocation (Budgeted)						\$20,000	\$20,000	Not currently required
RD12440	Glenhuon Boulevard previous allocation (Budgeted)					\$289,487		\$287,000	
RD12441	Burekup Entrance previous allocation (Budgeted)						\$10,368	\$10,368	
RD12468	Hamilton Road	0.26	0.52	Reseal	\$103,000	\$29,886	\$22,500	\$155,386	SLK change and pricing received over budget
		Previous allocation (Budgeted)			\$23,000		\$15,000	\$38,000	
RD12439	Hamilton Road	1.52	1.56	New intersection at Ann St	\$116,500	\$25,000	\$33,500	\$175,000	Pricing received during an RFQ process was higher than the budget amount
		Previous allocation (Budgeted)			\$66,500		\$33,500	\$100,000	
RD12422	Eaton Drive Left	0.00	0.49	Design for renewal			\$15,000	\$15,000	Only pavement testing is required
		Previous allocation (Budgeted)					\$33,899	\$33,899	
RD12422	Eaton Drive Left	2.00	2.71	Design for renewal			\$15,000	\$15,000	

PROJECT NUMBER	ROAD NAME	START SLK	END SLK	DESCRIPTION	FUNDING		TOTAL	REASON	
					RRG	RTR	RESERVE		
		Previous allocation (Budgeted)				\$49,083		\$49,083	Only pavement testing is required
<b>Total Proposed Allocations</b>					\$219,500	\$323,386	\$86,000	\$628,886	
<b>Total Previous Allocations (Budgeted)</b>					\$89,500	\$323,386	\$127,951	\$540,837	
<b>Variance</b>					<b>+130,000</b>	<b>\$0</b>	<b>-\$41,951</b>	<b>+\$881,049</b>	

The Shire has currently overclaimed a total of \$253,815.24 in RRG funding for the Glen Huon Signalled Intersection on Eaton Drive. As such the Shire is already in receipt of the additional \$130,000 required from the RRG funding program and will therefore need to request that these funds be transferred to the Hamilton Road project. Shire Officers do not anticipate the RRG Elective Member Committee rejecting this request.

Shire Officers have confirmed that all works will be completed by the end of the financial year (pending weather events) with contractors booked in to complete the works.

The section of Hale Street between the two proposed road reseal projects is in significantly poorer condition than the adjacent sections and requires reconstruction. As such these have not been recommended for reseal this financial year, with design of these sections approved to occur next financial year and the reconstruction works occurring in the following year



## 12.5 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

### 12.5.1 Transition to Audit Risk and Improvement Committee (ARIC)

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins - Director Corporate &amp; Governance</i>
<b>Reporting Officer</b>	<i>Mrs Cindy Barbetti - Corporate Excellence &amp; Compliance Officer</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Absolute Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.5.1A – ARIC Charter (incorporating Terms of Reference) Appendix ORD: 12.5.1B – LGIRS Implementation Guide: ARIC Appendix ORD: 12.5.1C – Risk Assessment</i>

#### **Overview**

This report outlines the transition from the existing Audit and Risk Committee to the Audit, Risk and Improvement Committee (ARIC), required under the *Local Government Regulations Amendment Regulations (No. 4) 2025* as part of recent local government reforms.

The report summarises changes to the committee's role and structure, confirms the proposed membership arrangements for the ARIC, and notes that the existing Audit and Risk Committee and its Charter (Terms of Reference) will cease, under statutory transitional provisions on 30<sup>th</sup> June 2026. This report provides for the establishment of the ARIC, the appointment of elected and independent members, and the adoption of the new Charter, effective 30<sup>th</sup> June 2026.

#### **OFFICER RECOMMENDATION**

##### **THAT Council:**

- 1. Notes the operation of the *Local Government Regulations Amendment Regulations (No. 4) 2025* and the associated transitional arrangements requiring the establishment of an Audit, Risk and Improvement Committee (ARIC) by 30<sup>th</sup> June 2026;**
- 2. Notes that the existing Audit and Risk Committee Charter, incorporating the Terms of Reference, and the appointment of the current membership, will cease effective 30<sup>th</sup> June 2026, in accordance with statutory transitional provisions;**
- 3. Establishes the Audit, Risk and Improvement Committee as a committee of Council, effective 30<sup>th</sup> June 2026, in accordance with Part 7, Division 1A of the *Local Government Act 1995*;**
- 4. Adopts the Audit, Risk and Improvement Committee Charter, incorporating the Terms of Reference, as provided for in (Appendix ORD: 12.5.1A), effective 30<sup>th</sup> June 2026; and**

5. **Appoints the following elected members of Council as members of the Audit, Risk and Improvement Committee for the period commencing 30<sup>th</sup> June 2026 and concluding at the Ordinary Local Government Election in October 2027, together with the two independent members previously recruited and appointed at the Ordinary Council meeting of 29<sup>th</sup> April 2026 (Resolution 105-26):**

**Delegates:**

1	Cr. _____
2	Cr. _____
3	Cr. _____
4	Cr. _____

**Deputies (Proxies):**

1	Cr. _____
2	Cr. _____

**Independent Members:**

<b>Presiding Member</b>	<b>Mr Wayne Ticehurst</b>
<b>Deputy of the Presiding Member</b>	<b>Mr David Price</b>

*By Absolute Majority*

***Change to Officer Recommendation***

No Change. **OR:**

As per *Local Government (Administration) Regulations 1996 11(da)* Council records the following reasons for amending the Officer Recommendation:

## **Background**

The Audit and Risk Committee has historically assisted Council by providing assurance and advice in relation to financial reporting, risk management, internal controls and external audit processes. This committee structure was consistent with previous regulatory requirements and sector practice.

In 2025, the State Government introduced further governance reforms through the *Local Government Amendment Act 2024* and the *Local Government Regulations Amendment Regulations (No. 4) 2025*. These reforms strengthen assurance and accountability frameworks across the local government sector by requiring the establishment of an Audit, Risk and Improvement Committee (ARIC) and expanding committee oversight beyond traditional audit and risk functions.

Under the reforms, the ARIC is required to support Council by providing independent advice on:

- Financial reporting and statutory compliance;
- Risk management and internal control systems;
- Internal and external audit activities; and
- Organisational capability, performance and continuous improvement.

The inclusion of “improvement” as a core function represents a significant change from previous committee arrangements, reflecting contemporary governance expectations that focus not only on assurance and compliance, but also on the effectiveness, efficiency and continuous enhancement of local government operations.

In accordance with the transitional arrangements set out in the amended regulations and Departmental guidance (Appendix ORD: 12.5.1B), the existing Audit and Risk Committee, its current Charter (Terms of Reference) and committee memberships will cease by operation of statutory transitional provisions on 30<sup>th</sup> June 2026.

Council is required to establish an Audit, Risk and Improvement Committee on or before 30<sup>th</sup> June 2026 as a committee of Council under section 5.8 of the *Local Government Act 1995*. The ARIC will be established effective 30<sup>th</sup> June 2026, with members formally appointed by Council and operating under a revised Charter and Terms of Reference aligned with the amended legislative framework, ensuring continuity of governance oversight.

In preparation for the transition, a recruitment process has been undertaken to appoint independent members with appropriate skills and experience in audit, risk, governance and organisational improvement. Two independent members have been selected and will commence their terms on 30<sup>th</sup> June 2026, providing continuity of independent oversight while meeting the enhanced requirements of the ARIC framework.

The proposed ARIC Charter (Terms of Reference), attached to this report (Appendix ORD: 12.5.1A), sets out the committee’s role, responsibilities, membership, meeting arrangements and reporting obligations, and is submitted to Council for consideration as part of this agenda item.

## **Legal Implications**

*Local Government Act 1995*, Section 5.8, Section 5.10 and Section 7.1A.

5.8. *Establishment of committees*

*A local government may establish\* committees of 3 or more persons to assist the council.*

*\* Absolute majority required.*

5.10. *Appointment of committee members*

*A committee is to have as its members —*

- (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).*

*\* Absolute majority required.*

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

- (1) A local government must establish a committee of its council under section 5.8 to be called the audit, risk and improvement committee.*

The *Local Government Regulations Amendment Regulations (No. 4) 2025* amended the *Local Government (Audit) Regulations 1996* and made consequential amendments to the *Local Government (Administration) Regulations 1996* to implement the Audit, Risk and Improvement Committee (ARIC) framework. These amendments give effect to Part 7, Division 1A of the *Local Government Act 1995*, introduced by the *Local Government Amendment Act 2024*.

The regulations require all local governments to establish an Audit, Risk and Improvement Committee (ARIC) no later than 30<sup>th</sup> June 2026, with transitional provisions permitting existing audit committees to continue operating until that date.

In accordance with section 61(1)(c) of the *Interpretation Act 1984*, the calculation of the six-month period from amendment day (1<sup>st</sup> January 2026) excludes the commencement day, resulting in 30<sup>th</sup> June 2026 being the final date for establishment.

The cessation of the Audit and Risk Committee by operation of these transitional provisions on 30<sup>th</sup> June 2026, together with the establishment of the ARIC and adoption of its Charter (Terms of Reference) effective the same date, ensures compliance with the amended legislation and associated Department of Local Government, Sport and Cultural Industries guidance (Appendix ORD: 12.5.1B).

### **Council Plan**

13.1 - Adopt best practice governance.

14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

**Environment** - None.

### **Precedents**

This is the first occasion on which Council is establishing an Audit, Risk and Improvement Committee (ARIC), reflecting the introduction of mandatory legislative reforms to local government audit committee arrangements.

Council has, however, previously established a range of committees under the *Local Government Act 1995*, including the outgoing Audit and Risk Committee, which operated in accordance with earlier legislative and sector requirements. The establishment of the ARIC represents an evolution of existing governance arrangements rather than a departure from Council's established practice of utilising committees to support effective oversight, assurance and governance.

Consistent with previous committee establishment and appointment decisions, Council is required to formally appoint members to the ARIC notwithstanding that some members have previously served on the outgoing Audit and Risk Committee.

**Budget Implications**

Remuneration for independent committee members will be considered in the 2026/27 Annual Budget.

All other operational costs associated with the Audit, Risk and Improvement Committee, including meeting administration, report preparation and governance support, will be absorbed within the administration budget. The Director Corporate & Governance will be the responsible officer for the committee, with no additional staffing or budgetary resources required as a result of the committee’s establishment.

**Budget – Whole of Life Cost** - None.

**Council Policy Compliance**

*Exec CP202 Complaints Management Process – Code of Conduct for Council Members, Committee Members and Candidates*

**Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Report Title	Transition to Audit, Risk and Improvement Committee (ARIC)
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	<p>Financial Risk that the establishment and operation of the ARIC, including independent member fees and increased governance activity, may place pressure on existing budget allocations if not adequately managed.</p> <p>Service Interruption Risk that the transition from the Audit and Risk Committee to the ARIC may result in temporary disruption to assurance and oversight activities if roles, responsibilities or timing are not clearly managed.</p> <p>Legal and Compliance Failure to fully comply with the amended legislative requirements (membership, independence, functions or timing) could expose Council to regulatory scrutiny or adverse audit findings.</p> <p>Legal and Compliance Recommendations or actions undertaken by an improperly constituted committee (e.g. members not formally appointed, incorrect chairing arrangements) could be challenged or considered invalid.</p>

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Reputational	Failure to clearly demonstrate independence of the Presiding Member and Deputy may undermine public confidence.
	Reputational	Poorly managed transition or governance missteps may undermine public confidence and Council’s reputation for good governance

### ***Officer Comment***

#### **Reforms and Key Changes:**

Under the Local Government reforms, the Audit, Risk and Improvement Committee (ARIC) expands the scope of the former Audit and Risk Committee by incorporating an explicit focus on organisational improvement. In addition to overseeing financial reporting, risk management and audit processes, the ARIC will review systems and processes that support continuous improvement, efficiency and effectiveness across the local government.

#### **Committee Transition:**

In accordance with the amended legislative framework and transitional arrangements under the *Local Government Regulations Amendment Regulations (No. 4) 2025*, the existing Audit and Risk Committee, its Charter (Terms of Reference) and committee membership, will cease by operation of law effective 30<sup>th</sup> June 2026, rather than by a discretionary decision of Council. From 30<sup>th</sup> June 2026, the Audit, Risk and Improvement Committee (ARIC) will operate as a committee of Council under an updated Charter and Terms of Reference aligned with statutory requirements and governance best practice.

#### **Continuity of Audit and Risk Committee Operations and Membership:**

The existing Audit and Risk Committee will continue to operate in accordance with its current Charter and legislative arrangements up to 30<sup>th</sup> June 2026. The committee has a scheduled meeting on 10<sup>th</sup> June 2026, which will proceed under the existing Audit and Risk Committee framework prior to the committee’s cessation under the statutory transitional arrangements.

At the Ordinary Council Meeting held on 29<sup>th</sup> October 2025, Council appointed the current membership of the Audit and Risk Committee [Resolution 282-25]:

#### **Delegates:**

1	Cr. B S Farrant
2	Cr. M R Hutchinson
3	Cr. K A Laurentsch
4	Cr. S L Gillespie
5	Cr. T G Gardiner

#### **Deputies (Proxies):**

1	Cr. L W Davies
2	Cr. A C Jenour

#### **Presiding Member**

Cr. S L Gillespie

#### **Deputy Presiding Member**

Cr. K A Laurentsch

Under the amended legislative framework, the roles of Presiding Member and Deputy Presiding Member of the ARIC must be held by independent members. Accordingly, while the elected members currently appointed as Presiding Member and Deputy Presiding Member of the Audit and Risk Committee may be appointed as members of the ARIC, they will no longer hold those leadership roles. The independent

members appointed to the ARIC will assume the positions of Independent Presiding Member (Chair) and Independent Deputy of the Presiding Member in accordance with statutory requirements.

Council will again have the opportunity, following the October 2027 Ordinary Local Government Election, to review and appoint elected members to the ARIC for the next Council term as part of its normal post-election governance processes.

Independent Member Recruitment:

A recruitment process for independent members has been undertaken in accordance with governance best practice. The following qualified independent members were appointed at the 29<sup>th</sup> April 2026 Ordinary Council meeting [Res: 105-26] and will commence their terms on 30<sup>th</sup> June 2026.

- Independent Presiding Member: Mr Wayne Ticehurst
- Independent Deputy of the Presiding Member: Mr David Price

In accordance with legislative requirements, these independent members will assume the roles of Presiding Member (Chair) and Deputy of the Presiding Member of the ARIC, ensuring independent leadership of the committee.

Charter (Terms of Reference):

As part of this agenda item, Council is requested to consider and adopt the proposed Audit, Risk and Improvement Committee (ARIC) Charter (Terms of Reference). The Charter has been updated to reflect the requirements of the Local Government reforms and the transition from the Audit and Risk Committee to the ARIC.

Key changes to the Charter include:

- alignment with the amended *Local Government Act 1995* and *Local Government (Audit) Regulations 1996*, including the establishment of the committee under Part 7, Division 1A;
- expansion of the committee's functions to formally include organisational improvement, in addition to audit and risk oversight;
- revised membership provisions requiring an Independent Presiding Member (Chair) and Independent Deputy of the Presiding Member, and providing for the appointment of up to five elected members;
- clarification of the committee's advisory role acting through Council, with no delegated decision-making authority;
- updated provisions relating to meetings, quorum, openness, termination of membership and transitional arrangements; and
- strengthened governance, reporting and transparency arrangements consistent with contemporary best practice.

The adopted Charter will provide a clear and compliant governance framework for the operation of the ARIC from commencement on 30<sup>th</sup> June 2026.

Governance Outcome:

The transition to the ARIC strengthens Council's governance framework, ensures legislative compliance, and enhances assurance, transparency and continuous improvement across the organisation.

END REPORT

## 12.5.2 Adoption of Privacy Policy

<b>Reporting Department</b>	Corporate & Governance Directorate
<b>Responsible Officer</b>	Mrs Natalie Hopkins – Manager Financial Services
<b>Reporting Officers</b>	Mr Shaun Hill – Manager Information Services Mr Liam Yates – Senior Information Document Services Officer
<b>Legislation</b>	Local Government Act 1995
<b>Council Role</b>	Legislative.
<b>Voting Requirement</b>	Simple Majority.
<b>Attachments</b>	Appendix ORD: 12.5.2A – Risk Assessment

### Overview

This report presents the draft Shire of Dardanup Privacy Policy (CPXXX) for Council adoption. The Policy has been developed to provide the framework within which the Shire collects, uses, and discloses personal information, and to ensure compliance with the *Privacy and Responsible Information Sharing Act 2024* and other relevant legislation.

### OFFICER RECOMMENDATION

**THAT Council adopts the Shire of Dardanup Privacy Policy (CPXXX – Privacy Policy) as follows:**



COUNCIL POLICY NO:-
<b>CPXXX - PRIVACY POLICY</b>

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
Version:	1	Draft	OCM	27/05/2026	Synopsis:	Draft Policy Endorsed by EMT, ready for Council approval
Version:						

### 1. RESPONSIBLE DIRECTORATE

Corporate & Governance

### 2. PURPOSE OR OBJECTIVE

The Shire of Dardanup (the Shire) is committed to safeguarding the privacy of our residents, ratepayers, employees, Elected Members, and stakeholders. The Shire considers the protection of privacy as a core principle of its commitment towards complete accountability and integrity in all activities. This policy has been established to provide the framework in which the Shire collects, uses, and discloses personal information.

### 3. REFERENCE DOCUMENTS

*Privacy and Responsible Information Sharing Act 2024 (WA)*

*Local Government Act 1995 (WA)*

*General Retention and Disposal Authority for Local Government Information DA2023-005*

*Freedom of Information Act 1992 (WA)*

#### 4. DEFINITIONS

**Personal Information** : Information or an opinion, whether true or not, and whether recorded in a material form or not, that relates to an individual (living or dead) whose identity is apparent or can reasonably be ascertained from the information or opinion.

**Notifiable Data Breach** : Occurs when there is unauthorized access, disclosure, or loss of personal information held by the Shire of Dardanup, where a reasonable person would conclude that such a breach is likely to result in serious harm to any individual to whom that information relates.

**Cookie**: A small file or part of a file stored on an internet user's computer, created and subsequently read by a website service. Cookies contain personal information such as customized preferences, record of pages visited, and unique identification code).

#### 5. POLICY

##### 5.1 Collection of Personal Information

Through the performance of our services and activities as required by law, the Shire collects information about our residents and customers. The Shire collects and maintains personal information relating, but not limited to residents, volunteers, Elected Members and employees. This includes details of properties within the Shire's boundaries which contain personal information, such as, owner/occupier names, addresses, and contact information. The Shire also records personal information when dealing with inquires, complaints, and work requests.

Personal information may also be collected by the Shire when provided as part of other activities, including (but not limited to):

- Dog and Cat registrations
- Correspondence and communications
- Registering to use a Shire facility (e.g. Eaton Recreation Centre, Mick Bennett Make-It-Space, public libraries)
- Making a submission or comment to an item for public consultation
- Managing volunteers including Volunteer Bush Fire Brigades
- Contractor management
- Financial activities (e.g. Rates, Accounts Payable, Accounts Receivable)
- Recruitment
- Employment and carrying out duties as an employee of the Shire.

The Shire of Dardanup utilises Cookies on its websites, which gather small amounts of information stored on the user's device. Cookies are used to provide an easier browsing experience for the user on future website visits and personalise content for each user. Cookies are also used to generate statistics and measure website traffic/activity.

Where personal information is provided to the Shire unsolicited, it may be redacted or destroyed upon receipt, as per the General Retention and Disposal Authority for Local Government Information.

##### 5.2 Use of Information

The Shire of Dardanup will not use, or disclose, any information that it has collected about an individual without their consent, unless required by law to do so or if acting in the reasonable belief that the use or disclosure is necessary to:

- Carry out the function for which the information provided was originally intended
- Protect the rights or property of the Shire of Dardanup
- Enforce the laws and regulations of the Shire of Dardanup
- Protect the interests of Shire residents, facility users, or members of the public
- Prevent a threat to a person's health or safety
- Collect monies owed to the Shire of Dardanup

Information may be used internally for ongoing research, to assist with the development of future services, or to assist Council in its decision making.

The Shire will not disclose to 3<sup>rd</sup> parties any personal information it has collected unless required to do so by law or for the reasons listed above.

The Shire will not sell, lease, or otherwise disclose for commercial gain to 3<sup>rd</sup> parties, any personal information it has collected.

There are occasions where the Shire is required to collect personal information and documents to confirm the identity of an individual (e.g. passport, birth certificate, driver's license etc). Where copies of these documents are collected by the Shire for this purpose they will be compliantly disposed of as soon as the validation process has been completed.

### *5.3 Security and Accuracy of Personal Information*

The Shire will take all reasonable steps to protect any personal information it holds from unauthorised access, modification, or disclosure. The Shire has established physical, electronic, and organisational policies/procedures to ensure personal information is protected from unauthorised access, maintain data accuracy, and ensure the appropriate usage of information.

Individuals have the option of not identifying themselves when dealing with the Shire of Dardanup (e.g. remaining anonymous when reporting a breach of local laws). However, this does not apply where the Shire is required by law to deal with individuals who have identified themselves or would be impractical to deal with an individual who doesn't identify themselves, or where an individual is required under law to identify themselves to an authorised officer of the Shire under S9.11 of the *Local Government Act 1995*.

Prior to engaging in any 'High Privacy Impact' function or activity, the Shire will undertake a privacy impact assessment to identify any potential risks and implement measures to mitigate against them.

Personal information will be stored for as long as is required under the relevant General Retention and Disposal Authority, then compliantly disposed of as set out in the Shire's Record Keeping Plan.

The Shire will take reasonable steps to ensure that any personal information it collect, uses, or discloses is up to date, accurate and complete.

### *5.4 Data Sovereignty*

The Shire's default position is to store personal information within Australia. Where this is not possible, for example where a service essential to the Shire's operations does not offer Australian hosting, the Shire will ensure that:

- The receiving provider and jurisdiction offer protections at least equivalent to those required under applicable Australian privacy law;
- Appropriate contractual and technical safeguards apply, including encryption in transit and at rest;
- The offshore location, provider, and reason are recorded in the Shire's information asset records; and
- Affected individuals are informed of offshore storage arrangements through the relevant collection notice or service information.

The Shire remains accountable for personal information at all times, regardless of where it is stored.

### *5.5 Data Breaches*

If personal information is accessed or disclosed without authorisation, the Shire will take all reasonable steps to inform any impacted individuals and mitigate any potential damages.

If a Shire officer suspects that a Notifiable Data Breach has occurred, the Shire will conduct an assessment within 30 days of the date reasonable suspicion was formed and prepare a report based on that assessment. If it is determined that a Notifiable Data Breach has occurred the Shire will give written notice of the breach to the

Western Australian Office of the Information Commissioner (OIC) and any affected individuals as soon as practicable.

For further information on the response to Notifiable Data Breaches see the Shire's Information Breach Policy.

#### *5.6 Access Requests and Complaints*

Individuals can contact the Shire to make a privacy complaint, or to request access to the information held about themselves. Any requests/complaints of this nature should be made in writing, addressed to the Senior Information Document Services Officer at [records@dardanup.wa.gov.au](mailto:records@dardanup.wa.gov.au), or sent to:

Shire of Dardanup  
PO Box 7016  
Eaton WA 6232

An individual may make a privacy complaint if they believe that the Shire of Dardanup has:

- Collected, used or disclosed their personal information improperly
- Not adequately protected their personal information from unauthorised access, misuse or loss.
- Denied them access to their personal information or the opportunity to correct inaccurate personal information.
- Interfered with their privacy through an act or practice that is contrary to, or inconsistent with, the Shire's privacy policy or Privacy and Responsible Information Sharing (PRIS) Act.

An individual may also make a complaint to the Information Commissioner if they believe the Shire has interfered with their privacy or acted contrary to its privacy policy or PRIS legislation.

#### ***Change to Officer Recommendation***

No Change. **OR:**

As per *Local Government (Administration) Regulations 1996 11(da)* Council records the following reasons for amending the Officer Recommendation:

## Background

The Shire currently does not have a standalone Privacy Policy. This new Policy replaces any previous informal privacy practices and establishes a clear framework for how the Shire handles personal information across all its functions and activities.

This policy was presented to Councillors for workshopping on the 13<sup>th</sup> May 2026 and is now presented to Council for its consideration and formal adoption.

## Legal Implications

*Privacy and Responsible Information Sharing Act 2024 (WA):*

*Principle 5: Openness and transparency*

*An IPP entity must develop a document setting out policies on its handling of personal information and must make the document available to anyone who requests it.*

*A document referred to in subclause 5.1 must be up-to-date, clear, concise and expressed in plain language.*

## Council Plan

14.1 - Increase community awareness, knowledge and understanding of Shire activities and key messages.

13.1 - Adopt best practice governance.

**Environment** - None.

**Precedents** - None.

**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: 12.5.2A) for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Title	Adoption of Privacy Policy
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	<p>Legal and Compliance      Non-compliance with the <i>Privacy and Responsible Information Sharing Act 2024</i> could result in regulatory action.</p> <p>Reputational                      Failure to adopt a formal Privacy Policy could erode community confidence in the Shire’s handling of personal information.</p>

**Officer Comment**

The draft Privacy Policy (CPXXX) has been developed in response to the introduction of the *Privacy and Responsible Information Sharing Act 2024* (WA), which came into effect in Western Australia in 2024 and establishes new obligations for public sector agencies in the management of personal information.

The Policy establishes the framework within which the Shire collects, uses, stores, and discloses personal information across all its functions, including services to residents, employment, contractor management, facility registration, and digital activity on the Shire's websites. Key provisions of the Policy include:

- Collection of personal information only as required for lawful purposes;
- Restrictions on use and disclosure of personal information without consent, except as required by law;
- Data sovereignty requirements, with personal information stored within Australian borders;
- A defined process for identifying and responding to Notifiable Data Breaches;
- A clear process for individuals to make access requests or privacy complaints; and
- Privacy Impact Assessment requirements prior to undertaking any 'High Privacy Impact' activities.

The Policy has been workshopped with Councillors and is presented to Council for adoption. Upon adoption, the Policy will be assigned a formal policy number (CP023) and published in the Shire's Council Policy Manual.

END REPORT

**12.5.3 Adoption of Information Breach Policy**

<b>Reporting Department</b>	Corporate & Governance Directorate
<b>Responsible Officer</b>	Mrs Natalie Hopkins – Director Corporate & Governance
<b>Reporting Officers</b>	Mr Shaun Hill – Manager Information Services Mr Liam Yates – Senior Information Document Services Officer
<b>Legislation</b>	Privacy and Responsible Information Sharing Act 2024 (WA) Freedom of Information Act 1992 (WA)
<b>Council Role</b>	Legislative.
<b>Voting Requirement</b>	Simple Majority.
<b>Attachments</b>	Appendix ORD: 12.5.3A – Risk Assessment

**Overview**

This report presents the draft Shire of Dardanup Information Breach Policy (CPXXX) for Council adoption.

The Policy establishes a structured and effective framework for identifying, containing, assessing, and responding to information breaches, and provides guidance on internal and external notification processes in the event of a data breach.

**OFFICER RECOMMENDATION**

**THAT Council adopts the Shire of Dardanup Information Breach Policy (CPXXX – Information Breach Policy) as follows:**



COUNCIL POLICY NO: -
<b>CPXXX - INFORMATION BREACH POLICY</b>

GOVERNANCE INFORMATION			
<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA

ADMINISTRATION INFORMATION					
<b>Version:</b>		Draft	OCM: 27/05/2026	<b>Synopsis:</b>	Policy Created
<b>Version:</b>					

**1. RESPONSIBLE DIRECTORATE**

Corporate & Governance

**2. PURPOSE OR OBJECTIVE**

The Shire of Dardanup values the privacy of its residents, stakeholders, employees and Councillors. The Shire will take all reasonable steps to protect any personal information it holds from unauthorized access, disclosure, or loss.

The aim of this policy is to outline a structured and effective approach in managing information breaches to ensure incidents are identified, contained, assessed and responded to in a timely manner to mitigate any impact. This policy also provides guidance as to the internal and external notification processes to be adhered to in the event of an information breach.

This policy applies to all Shire of Dardanup employees, Councillors, contractors and sub-contractors.

### 3. REFERENCE DOCUMENTS

Privacy and Responsible Information Sharing Act 2024 (WA)  
Freedom of Information Act 1992 (WA)  
Cyber Incident Response Plan (Internal Procedure)  
Disaster Recovery Plan (Internal Procedure)

### 4. DEFINITIONS

**Personal Information** : Information or an opinion, whether true or not, and whether recorded in a material form or not, that relates to an individual (living or dead) whose identity is apparent or can reasonably be ascertained from the information or opinion.

**Information Breach**: An event wherein there is unauthorized access, disclosure, or loss of personal information held by the Shire of Dardanup. Information breaches may be caused by malicious action (by internal or external parties), human error, or a failure of information handling or security systems.

**Shared Information Breach**: Occurs where there is unauthorized access, disclosure, or loss of personal information that has been shared by the Shire of Dardanup to an external recipient under an Information Sharing Agreement.

**Notifiable Information Breach**: Occurs when there is unauthorized access, disclosure, or loss of personal information held by the Shire of Dardanup, where a reasonable person would conclude that such a breach is likely to result in serious harm to any individual to whom that information relates.

**Serious Harm**: Occurs where the harm arising from an information breach is reasonably likely to result in real and substantial detriment to an individual. This includes physical, financial or material, psychological, emotional, reputational, and other forms of harm a reasonable person would identify as a likely outcome of the breach.

### 5. POLICY

#### 5.1 Preparedness

- Mandatory information breach training will be provided to all staff (and elected members) responsible for handling and collecting personal information at the commencement of their employment. Cybersecurity training will be provided to all employees on a regular basis to ensure they remain vigilant to external threats. This training will provide education on the risks associated with information breaches, and their individual responsibilities with regards to recognising, responding to, and preventing these incidents.
- The Shire will take reasonable steps to ensure that any personal information it collects and handles is secure from unauthorized access, misuse and disclosure. Appropriate measures are employed to ensure data security and compliance with privacy obligations.
- Contracted Service Providers responsible for handling or collecting personal information for the Shire will have their obligations to report any suspected breaches specified in their service contract, and will be made aware of who to contact in the event of a suspected breach.

#### 5.2 Identifying and Reporting

- An employee, Councillor, or party contracted by the Shire of Dardanup who suspects an information breach has occurred must inform the Shire's Manager Information Services as soon as possible.
- Other external organisations and the public can also report a suspected information breach by contacting the Shire via phone, website, email, or in writing.
- The Shire must conduct an assessment as soon as practicable once reasonable suspicion is formed that a breach has occurred, and prepare a report based on that assessment. The Information Commissioner may also direct the Shire to investigate and prepare a report if it suspects an information breach has occurred, regardless of whether the Shire agrees with this suspicion.

- Breaches will be assessed and managed on a case-by-case basis.

### **5.3 Containment**

- The process of containment may be achieved by removing all access to the affected resource, disconnecting business information and record keeping systems, revoking credentials, and disabling network access.
- Staff must take care to ensure that the need for evidence collection is taken into account when implementing any containment measures. For example, shutting down a business information system may result in the loss of logs, system images, and memory dumps that may be required later as evidence of the breach.
- Records documenting any breach and the decisions made in relation to them must be registered in the Shire's approved records keeping system.

### **5.4 Assessment and Mitigation**

- Information breaches will be assessed by gathering facts and evaluating risks, including potential harm to any affected individuals.
- Factors to consider when assessing an information breach include:
  - Details: The type and sensitivity of any breached information, identity of affected individuals, the extent and impact of the breach.
  - Source: Identify whether the breach is a result of malicious intent, human error, or negligence. Understand the circumstances that resulted in the breach. Is it an isolated incident or ongoing risk?
  - Scope: Identify the quantity of information breached, duration of breach, and whether the information has been recovered.
  - Impact: Evaluate the nature of the harm to any affected individuals, and whether that harm can be reduced/removed through remedial action.
- Staff will take all reasonable steps to mitigate the harm caused by the suspected information breach.

### **5.5 Notification and Response**

- The CEO must be notified as soon as is practicable when an information breach is confirmed.
- Depending on the nature and impact of the breach, the Shire will form an incident response team to handle the response to the breach or exposure.
- The Shire must take reasonable steps to give written notice of each affected individual as soon as practicable after it has been determined that a breach has occurred. Shire staff will communicate with and support individuals whose personal information has been compromised to effectively mitigate and rectify the breach.
- If it is determined a Notifiable Information Breach has occurred, the Shire will give written notice of the breach to the Information Commissioner as soon as is practicable.
- All Shire officers will be required to cooperate with insurers, forensic investigators, and experts to determine how the breach occurred, the type of data involved, and the identities of any affected individuals.
- The Shire will maintain a register of notifiable information breaches. This register includes information such as the nature of the breach, individuals affected and the Shire's response.

## 5.6 Review

- A review process will take place after any information breach incident to identify areas of information security or data handling procedures that may require improvement. The purpose of this review is to:
  - Identify and address any weaknesses in information handling processes that may have contributed to the breach.
  - Determine whether the Shire's response to the breach was adequate and timely.
  - Assess how effectively the breach was managed and whether any associated policies and procedures supported the response.
  - Detail the actions taken (or will be taken) to prevent future breaches.
- As per the Shire of Dardanup's Privacy Policy, individuals have the right to make a Privacy Complaint if they believe that an information breach has resulted from the Shire has disclosing their information improperly or not adequately protected their personal information from unauthorised access, misuse or loss. For further information on how to make a Privacy Complaint, please see CPXXX Privacy Policy.

### ***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 *Privacy and Responsible Information Sharing Act 2024* (PRIS Act) introduced new obligations for Western Australian public sector agencies, including local governments, regarding the management of personal information and the handling of data breaches. The PRIS Act requires agencies to have clear processes for identifying, assessing, containing, and notifying information breaches, including Notifiable Information Breaches where serious harm to individuals is likely.

The Shire of Dardanup has developed this Information Breach Policy to formalise its approach to managing information breaches across all Shire operations. The Policy applies to all Shire employees, Councillors, contractors, and sub-contractors. It complements the Shire's Privacy Policy (CPXXX – Privacy Policy) and is supported by internal procedures including the Cyber Incident Response Plan and Disaster Recovery Plan.

This is a new policy with no prior equivalent in the Shire's Council Policy Manual.

## Legal Implications

As per the *Privacy and Responsible Information Sharing Act 2024 (WA)*:

73. *Public entity must prepare information breach policy*

*A public entity must prepare a policy setting out the procedures to be followed by the public entity in complying with the requirements of Subdivisions 2 and 3.*

*The public entity must make the policy publicly available.*

## Council Plan

14.1 - Increase community awareness, knowledge and understanding of Shire activities and key messages.

13.1 - Adopt best practice governance.

**Environment** - None.

**Precedents** - None.

**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: 12.5.3A) for full assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Title	Adoption of Information Breach Policy
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.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Legal and Compliance</p> <p>Non-compliance with the <i>Privacy and Responsible Information Sharing Act 2024</i> could result in regulatory action and enforcement by the Information Commissioner.</p> <p>Reputational</p> <p>Failure to adopt a formal Information Breach Policy could undermine community confidence in the Shire’s ability to protect personal information.</p>

### **Officer Comment**

The draft Information Breach Policy (CPXXX) has been developed in response to the introduction of the *Privacy and Responsible Information Sharing Act 2024* (PRIS Act) and to formalise the Shire’s approach to managing information breaches. The Policy provides a clear, structured framework covering the full lifecycle of a breach response, from preparedness and identification through to notification, review, and improvement.

Key elements of the Policy include:

- Mandatory data breach training for all staff and Elected Members responsible for handling personal information, and regular cybersecurity training for all employees;
- A clear reporting pathway – any employee, Councillor, or contractor who suspects a breach must notify the Manager Information Services as soon as possible;
- A requirement to conduct an assessment within 30 days of forming reasonable suspicion that a breach has occurred;
- An incident response team structure involving IT, Governance, Finance, Communications, HR, and other relevant departments depending on the nature of the breach;
- Notification to the Information Commissioner and affected individuals as soon as practicable where a Notifiable Information Breach is confirmed;
- A publicly available register of notifiable information breaches published on the Shire’s website; and
- A post-breach review process to be conducted by the Manager Information Services within two months of any incident, with the aim of identifying improvements to prevent future breaches.

The Policy has been workshopped with Councillors and is presented to Council for adoption. Upon adoption, the Policy will be assigned a formal policy number (CPXXX) and published in the Shire’s Council Policy Manual.

END REPORT

### 12.5.4 Adoption of the Record Keeping Plan 2026

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate &amp; Governance</i>
<b>Reporting Officer</b>	<i>Mr Shaun Hill – Manager Information Services</i> <i>Mr Liam Yates – Senior Information Document Services Officer</i>
<b>Legislation</b>	<i>State Records Act 2000</i>
<b>Council Role</b>	<i>Legislative.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.5.4A – Record Keeping Plan 2026</i> <i>Appendix ORD: 12.5.4B – Risk Assessment</i>

#### **Overview**

This report presents the reviewed Shire of Dardanup Record Keeping Plan 2026 for Council adoption. The Plan has been prepared in accordance with the *State Records Act 2000* and supersedes the Record Keeping Plan 2020.

Council is requested to adopt the Plan and endorse its submission to the State Records Office.

#### **OFFICER RECOMMENDATION**

**THAT Council adopts the Shire of Dardanup Record Keeping Plan 2026 (Appendix ORD: 12.5.4A); and endorses the submission of the Record Keeping Plan 2026 to the State Records Office.**

#### ***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**

Under the *State Records Act 2000*, the Record Keeping Plan must be reviewed within five years of the approval date and a report of the review submitted to the State Records Commission. The Record Keeping Plan 2020 has been reviewed and updated to reflect changes in records management legislation, practices, and processes since 2020.

The current Shire of Dardanup Record Keeping Plan 2020 was approved by the State Records Commission in 2020. This Plan is now due for replacement.

**Legal Implications** -

*State Records Act 2000*, Section 14 and Section 19.

*14. Review of plans*

- (1) *A parliamentary department may review its record keeping plan at any time.*
- (2) *Not more than 5 years is to elapse between the approval of a parliamentary department's record keeping plan and a review of it or between one review and another.*
- (3) *When a parliamentary department has reviewed its record keeping plan, it must submit a report of the review to the relevant person under section 12(2).*

*19. Government organizations to have plans*

*Every government organization must have a record keeping plan that has been approved by the Commission under section 23.*

The existing Shire of Dardanup Recordkeeping Plan 2020 was approved by the State Records Office on 7<sup>th</sup> August 2020. The review of this Plan was carried out and submitted to the State Records Office on 1<sup>st</sup> August 2025, and an amended Plan must be submitted prior to 31<sup>st</sup> July 2026.

**Council Plan**

14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

13.1 - Adopt best practice governance.

**Environment** - None.

**Precedents**

The current Shire of Dardanup Record Keeping Plan 2020-2025 was approved by the State Records Office in 2020.

**Budget Implications** - None

**Budget – Whole of Life Cost** - None.

**Council Policy Compliance**

CP024 – Records Management

**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.	
Risk Title	Record Keeping Plan
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	<p>Legal and Compliance      Non-compliance would result in a breach of <i>State Records Act 2000</i>.</p> <p>Reputational                      Loss of reputation would result if the Shire did not comply.</p>

### **Officer Comment**

The current Record Keeping Plan (RKP) 2020 has been reviewed and amended to reflect the changes in records management legislation, practices and processes since its last approval. The Plan has been updated to reflect the Shire’s current record keeping system (TARDIS Electronic Records Management System) and aligns with the State Records Commission Standard 2 – Record Keeping Plans.

The Record Keeping Plan 2026 addresses all seven State Records Commission Standards including: proper and adequate records, policies and procedures, language control, preservation, retention and disposal, compliance, and outsourced functions. The Plan documents the Shire’s record keeping policies, business systems, disposal arrangements and training programs.

Key updates in the 2026 Plan include revised legislation and regulations, updated system information, current staffing arrangements, and refreshed retention and disposal schedules. The Plan also addresses the management of elected members’ government records in accordance with the State Records Commission’s policy position.

END REPORT

### 12.5.5 Unbudgeted Expenditure – Bridge Renewal – Clifton Road Bridge BR3677

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate &amp; Governance</i>
<b>Reporting Officer</b>	<i>Mr Ricky Depillo – Accountant</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Absolute Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.5.5A – Risk Assessment</i>

#### **Overview**

Council is requested to approve unbudgeted expenditure of \$186,000 for renewal bridge works undertaken by Main Roads WA on BR3677 Clifton Road Bridge. Funding for the project was received through the Western Australian Local Government Grants Commission (LGGC) Special Projects Grants Program, with grant funds totalling \$186,000 (GST exclusive) received on 16<sup>th</sup> August 2023.

As the expenditure was not included in the adopted budget, Council approval is required to recognise the expenditure and approve a corresponding transfer of \$186,000 from the Carried Forward Projects Reserve Account to offset the cost of the works.

#### **OFFICER RECOMMENDATION**

##### **THAT Council:**

- 1. Authorises unbudgeted expenditure of \$186,000 (GST Excl) in the 2025–2026 Budget for bridge renewal works relating to Clifton Road Bridge BR3677 (Job BR12118).**
- 2. Authorises the transfer of \$186,000 from the Carried Forward Projects Reserve to offset the unbudgeted expenditure associated with Clifton Road Bridge BR3677.**

*By Absolute Majority*

#### **Change to Officer Recommendation**

No Change. **OR:**

As per *Local Government (Administration) Regulations 1996 11(da)* Council records the following reasons for amending the Officer Recommendation:

## **Background**

The annual bridge program is developed collaboratively between Main Roads Western Australia and the Shire and encompasses all scheduled works required for the Shire's bridge assets. Funding for these programmed works is provided by the Commonwealth through the Local Government Grants Commission (LGGC) Financial Assistance Grants – Special Projects Program.

This funding arrangement has been in place for many years and supports the renewal and refurbishment of ageing local government bridges. The bridge renewal project was undertaken by Main Roads WA on behalf of the Shire.

Main Roads WA has advised that bridge works were completed during the 2025/26 financial year on the following Shire-owned asset and reimbursement is now being sought:

- Bridge 3677 – Clifton Road Bridge – Substructure Repairs

Grant funding of \$186,000 (GST exclusive) was received by the Shire on 16<sup>th</sup> August 2023 from the Western Australian Local Government Grants Commission (LGGC) for bridge renewal works relating to Special Project BR3677 – Clifton Road Bridge. Although the funding was received in the 2023/24 financial year, LGGC-funded bridge works are scheduled and completed by Main Roads WA at its discretion.

On 16<sup>th</sup> April 2026, Main Roads WA issued an invoice to the Shire for the completed works, seeking reimbursement from the LGGC grant funds previously provided to the Shire. As the expenditure was not included in the adopted 2025/26 Budget, Council approval is required to recognise the unbudgeted expenditure and authorise a corresponding transfer from the Carried Forward Projects Reserve.

## **Legal Implications**

The Shire owns the bridge assets located on local roads within its municipality. Main Roads WA is responsible for the management and coordination of bridge asset programs across the State, including local government owned bridge assets, in consultation with the relevant local government authorities.

### **Local Government Act 1995**

#### **6.8. Expenditure from municipal fund not included in annual budget**

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
  - (b) *is authorised in advance by resolution\*;* or
  - (c) *is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required.*

- (1a) *In subsection (1) —*

**additional purpose** *means a purpose for which no expenditure estimate is included in the local government's annual budget.*

- (2) *Where expenditure has been incurred by a local government —*

- (a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year;*  
*and*
- (b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

**Council Plan**

13.1 - Adopt best practice governance.

14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

**Environment** - None.

**Precedents**

The Shire collaborates with Main Roads Western Australia on an ongoing basis in relation to the Bridge Renewal Program and receives funding from the Western Australian Local Government Grants Commission in support of these works.

Council has previously approved both unbudgeted expenditure and the corresponding income associated with this program.

**Budget Implications**

These works are funded through the Western Australian Local Government Grants Commission (WALGGC), with funds received on 16<sup>th</sup> August 2023. As such, no financial contribution is required from the Shire.

However, as the WALGGC funding was received directly by the Shire and the bridges are recognised as Shire assets, the project must be incorporated into the 2025/26 Budget to appropriately reflect both the associated revenue and expenditure.

JOB NO.		EXPENDITURE	C/FORWARD PROJECTS RESERVE	NET COST TO COUNCIL
BR12118	Bridge 3677 – Clifton Road Bridge	\$186,000	\$186,000	\$0

Upon receipt, the \$186,000 in grant funding was absorbed into the 2023/24 financial year surplus. This report therefore proposes drawing down the equivalent amount from the Carried Forward Projects Reserve Account.

The purpose of the Carried Forward Projects Reserve Account is to *'hold unspent project funds to be carried forward into future financial years. Project funds that are not expended within two financial years of their initial allocation to this reserve are to be reallocated to the Municipal Fund.'*

Accordingly, it is proposed that the funds held within the Carried Forward Projects Reserve Account be utilised for this purpose, noting that these funds would otherwise be returned to the Municipal Fund in accordance with the intent of the reserve.

**Budget – Whole of Life Cost**

The funding arrangement brings together Commonwealth funding to support the effective renewal and preservation of local government–owned bridges.

**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: 12.5.5B) for full assessment document.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>							
Report Title	Unbudgeted Expenditure - Bridge Renewal – Clifton Road Bridge BR3677						
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	<table border="0"> <tr> <td>Financial</td> <td>Project Exceeds available funds.</td> </tr> <tr> <td>Service Interruption</td> <td>Works not undertaken and there is a bridge failure and road closure required.</td> </tr> <tr> <td>Reputational</td> <td>Bridge Failure occurs due to failure to undertake works.</td> </tr> </table>	Financial	Project Exceeds available funds.	Service Interruption	Works not undertaken and there is a bridge failure and road closure required.	Reputational	Bridge Failure occurs due to failure to undertake works.
Financial	Project Exceeds available funds.						
Service Interruption	Works not undertaken and there is a bridge failure and road closure required.						
Reputational	Bridge Failure occurs due to failure to undertake works.						

### ***Officer Comment***

The Shire owns the majority of bridge assets located on local roads within its municipality, except for those that are assets of the Water Corporation and Harvey Water and is responsible for their routine inspection and maintenance. However, due to the significant number of ageing timber bridges across the State, particularly in the Southwest region, Main Roads Western Australia has been assigned responsibility for managing the renewal and preservation of bridge assets, including those owned by local governments. This approach ensures that available funding is allocated on a needs basis across the State.

As part of this process, Main Roads WA maintains a comprehensive database of bridge asset information, undertakes detailed bridge inspections, and develops a 10-year Bridge Renewal Program. This program is delivered in consultation with each local government.

END REPORT

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

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate &amp; Governance</i>
<b>Reporting Officers</b>	<i>Ms Amy Lawrence – Acting Manager Financial Services</i> <i>Mr Ricky Depillo – Accountant</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.5.6A – Monthly Financial Report 30<sup>th</sup> April 2026</i> <i>Appendix ORD: 12.5.6B – Risk Assessment Tool</i>

**Overview**

This report presents the monthly Financial Statements for the period from the 1<sup>st</sup> July 2025 to the 30<sup>th</sup> April 2026 for Council endorsement.

**OFFICER RECOMMENDATION**

**THAT Council receives the Monthly Statement of Financial Activity (Appendix ORD: 12.5.6A) for the period ending on the 30<sup>th</sup> April 2026.**

**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 Recommended Resolution:

## **Background**

The Monthly Statement of Financial Activity is prepared in accordance with the *Local Government Act 1995 s. 6.4* and the *Local Government (Financial Management) Regulations 1996 r. 34*. The purpose of the report is to provide Council and the community with a reporting statement of year-to-date revenues and expenses as set out in the Annual Budget, which were incurred by the Shire of Dardanup during the reporting period.

## **Legal Implications**

### *Local Government Act 1995 – 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*

### **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.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Title	Monthly Statement of Financial Activity for the Period Ended 30 <sup>th</sup> April 2026
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.

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

### **Officer Comment**

The Monthly Financial Report for the period ended 30<sup>th</sup> April 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 shows operating revenue and expenditure by Nature, as well as expenditure and revenue from financing and investing activities - comparing actual results for the period with the annual adopted budget and the year-to-date revised budget. The previous year annual results and current year forecasts are also included for comparative information.

At the time of adopting the 2025/26 Annual Budget, the carried forward surplus from the 2024/25 financial year was estimated to be \$936,114. After finalisation of the audited financial statements, the financial year 2024/25 actual surplus brought forward was \$996,531, which is \$60,417 higher than budget.

As at the reporting date, Officers forecast the Surplus as at 30<sup>th</sup> of June 2026 to be \$142,002 against an adopted end of year budget of \$173,999. The end of year surplus adjustment is based on known variances in actual performance to date and estimates for the remainder of the year based on current trends and is summarised as follows:

- Surplus Increase of \$60,417 due to adjustment of the opening year Surplus as of 1<sup>st</sup> July 2025 from a budgeted amount of \$936,114 to actual \$996,531;
- Surplus Decrease of \$70,892 due to lower FAG General Purpose and Local Roads advances for 2025/26 and \$4,000 due to additional training related funding for Fire Brigade officers approved by the Council;
- Surplus decrease of \$17,522 from an estimated forecast of \$159,524 reduced down to \$142,002, due to changes in various accounts during the 2025/26 Mid-Year Budget Review.

*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.

The variances reported to 30<sup>th</sup> April 2026 are primarily due to timing differences between the actual receipt of revenue and the payment of expenses compared to the budget estimates. Some variances are permanent, arising from higher interest rates, an increase in the value of financial assets, and the recognition of a donated asset received from DFES.

*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. During April, there was a net movement of \$500,000, with funds drawn to support transfers from reserves to municipal funds and \$1 million rolled over into the reserve account, resulting in a closing balance of \$12.5 million. Subsequently, \$500,000 was drawn down from municipal funds investment to meet creditor and payroll obligations, reducing the investment balance to \$7.5 million. These funds were invested in short-term bank term deposits to optimise interest income, achieving rates between 4.10% and 4.75%.

A sufficient level of cash is maintained in the on-call Municipal and Reserve accounts to meet day to day working capital requirements. These on-call accounts currently earn interest at approximately 3.80%.

*Note 7* – of the Statement of Financial Activity presents the Rates and Charges Outstanding as of 30<sup>th</sup> April 2026. Outstanding balances, including pensioner-deferred amounts, totalled \$1,093,310, representing 4.93% of collectible rates and charges. This is broadly consistent with the prior year result of 4.67%. Management aims to reduce outstanding balances to below 4% by 30<sup>th</sup> June 2026.

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 30<sup>th</sup> April 2026

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate &amp; Governance</i>
<b>Reporting Officers</b>	<i>Ms Amy Lawrence – Acting Manager Financial Services</i> <i>Ms Joanna Hanson – Finance Officer – Accounts Payable</i>
<b>Legislation</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.5.7A – Schedule of Paid Accounts as at 30<sup>th</sup> April 2026</i> <i>Appendix ORD: 12.5.7B – Risk Assessment Tool</i>

**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 1<sup>st</sup> April 2026 to 30<sup>th</sup> April 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 Recommended Resolution:

## **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: 12.5.8B) for full assessment document.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Schedule of Paid Accounts as at the 30 <sup>th</sup> April 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	<p>Financial                      That payments are not made in accordance with Shire’s policies and procedures.</p> <p>Legal and Compliance      Not reporting schedule of paid accounts to Council is in contravention of Local Government Act 1995.</p> <p>Reputational                    Non-compliance with a legal requirement may lead to community confidence being eroded in Shire’s management and Council.</p>

**Officer Comment**

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

END REPORT

## 12.6 COMMITTEES

None.

## 13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

### 13.1 *Advocacy for Repairs to Harvey Water Bridge on Henty Road, Burekup*

<b>Reporting Department</b>	<i>Elected Member</i>
<b>Reporting Officer</b>	<i>Cr Tyrrell Gardiner</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Advocacy.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 13.1A – Risk Assessment</i>

#### DECLARATION OF INTEREST

Cr M Hutchinson declared a financial interest.

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

#### **Overview**

This report relates to an Elected Member Motion submitted by Cr Tyrrell G Gardiner seeking Council advocacy for urgent repairs to the Harvey Water bridge (Bridge 5142) located on Henty Road, Burekup.

#### **ELECTED MEMBER MOTION**

**THAT Council requests the Chief Executive Officer to urgently engage with Harvey Water, and where appropriate Main Roads Western Australia, to advocate for the immediate undertaking of the necessary repairs to the Harvey Water bridge (Bridge 5142) located on Henty Road, Burekup, with the objective to remove the current weight restriction and restore full access for road users.**

#### ***Change to Elected Member Recommendation***

No Change. **OR:**

As per *Local Government (Administration) Regulations 1996 11(da)* Council records the following reasons for amending the Officer Recommended Resolution:

## **Background**

The existing 14 tonne weight restriction on the Harvey Water bridge (Bridge 5142) located on Henty Road, Burekup, is causing ongoing inconvenience and operational impacts for local residents, agricultural operators, transport providers, and other road users.

The restriction was introduced in May 2020 following a five-yearly audit of bridges undertaken by Main Roads WA, which identified the need to limit loads to ensure the safety of road users until repairs could be completed. The bridge, while located within the Shire of Dardanup, is owned by Harvey Water due to its connection to rural irrigation infrastructure.

This prolonged delay is contributing to increasing frustration within the community, as road users are required to take longer alternate routes in the course of their daily activities.

Henty Road is an important local transport and tourism route, and the current bridge limitation is restricting efficient movement and access for industry and visitors within the district.

The Shire of Dardanup is currently undertaking safety improvements along the full length of Henty Road. Upon completion later this year, the limitations of the existing single-lane, weight-restricted bridge will become even more evident. The presence of contractors already working in the area may present an opportunity to facilitate a more efficient repair outcome.

This motion seeks Council advocacy, via the CEO, to encourage Harvey Water to priorities and complete the required bridge repairs as a matter of urgency.

**Legal Implications** - None.

## **Council Plan**

- 1.1 - Support the community to feel safe while using Shire facilities and public spaces.
- 10.3 - Improve road safety, connectivity and traffic flow.
- 12.1 - Grow visitor numbers by Improving tourism infrastructure, experiences and marketing.

**Environment** - None.

## **Precedents**

Council has previously considered and supported reports relating to bridge infrastructure, maintenance impacts, temporary closures, and advocacy for improved road safety and network connectivity. This includes Council reporting on bridge works and associated traffic disruptions, such as temporary bridge closures undertaken for essential maintenance works across the Shire road network.

Council has also recently considered infrastructure upgrades along Henty Road, including shoulder sealing and line marking works designed to improve road safety and traffic management outcomes.

Further, Council has a consistent history of managing and communicating bridge-related works across the local road network, including coordinating detours, traffic management, and stakeholder communication during maintenance activities on key transport routes.

These precedents demonstrate Council's ongoing involvement in bridge-related matters and support for actions that improve safety, connectivity and the long-term functionality of local infrastructure networks.

**Budget Implications** - None.

The bridge is owned by Harvey Water and responsibility for maintenance and repair remains with the asset owner.

**Budget – Whole of Life Cost** - None.

The bridge is owned by Harvey Water and responsibility for maintenance and repair remains with the asset owner.

### **Council Policy Compliance**

*Infr CP017 – Project Development and Inf CP049 – Road Safety Audit*

### **Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 13.1A) for full assessment document.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>		
Report Title	Advocacy for Repairs to Harvey Water Bridge on Henty Road, Burekup	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Health	If advocacy is not undertaken, deteriorating bridge conditions and access limitations may continue to present road safety concerns for motorists and emergency service access.
	Financial	Community expectations for future Shire funding contributions toward repair, upgrade or maintenance works relating to infrastructure owned by another entity.
	Service Interruption	Continued disruption and community dissatisfaction regarding access limitations.
	Legal and Compliance	Perceived obligations or responsibilities beyond the local government’s statutory authority or asset management responsibilities.
	Property	Increased public expectations for future local government involvement in infrastructure matters relating to non-Shire owned assets.

### **Elected Member Comment**

The current weight restriction continues to impact local residents, agricultural operators, transport providers and other road users. The motion requests the Chief Executive Officer to engage with Harvey Water, and where appropriate Main Roads Western Australia, to advocate for the timely completion of the required bridge repairs and removal of the existing restriction.

Given the importance of Henty Road as a transport and tourism route, removal of the current weight restriction would improve access, efficiency and safety outcomes for residents, industry and visitors within the district.

END REPORT

## 13.2 Establishment of Ferguson Road Community Working Group

<b>Reporting Department</b>	<i>Elected Member</i>
<b>Reporting Officer</b>	<i>Cr Stacey Gillespie</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Advocacy.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 13.2A – Risk Assessment</i>

### **Overview**

This report presents an Elected Member Motion submitted by Cr Stacey L Gillespie seeking Council consideration of the establishment of a Ferguson Road Community Working Group to provide community and stakeholder input into future traffic management, pedestrian safety, road safety and streetscape matters along Ferguson Road, Dardanup.

### **ELECTED MEMBER MOTION**

#### **THAT Council:**

1. **Supports the establishment of a Ferguson Road Community Working Group for the purpose of providing community and stakeholder input into future traffic management, pedestrian safety, road safety and streetscape improvements along Ferguson Road, Dardanup.**
2. **Requests the Chief Executive Officer:**
  - a) **Establish and facilitate the Ferguson Road Community Working Group;**
  - b) **Prepare Terms of Reference for the Working Group and bring the Terms of Reference back to Council at the June 2026 Ordinary Council meeting for endorsement;**
  - c) **Coordinate stakeholder participation and provide administrative support to the Working Group; and**
  - d) **In consultation with the Shire President, determine and appoint the membership of the Working Group.**
3. **Notes that the Working Group is to operate in an advisory capacity only and is not delegated any authority to make decisions on behalf of Council.**
4. **Requests that membership of the Working Group includes representation, where appropriate, from:**
  - **Local Ferguson Road businesses;**
  - **Our Lady of Lourdes School Dardanup parents/family members;**
  - **Our Lady of Lourdes School Dardanup employees;**
  - **Dardanup and Districts Residents Association Inc.;**
  - **Local residents;**
  - **Relevant Shire officers; and**
  - **Other stakeholders identified by the Chief Executive Officer as having a direct interest in the Ferguson Road precinct.**
5. **Notes that the purpose of the Working Group is to:**

- Review existing traffic conditions and identify safety risks affecting motorists, pedestrians, school children, residents and visitors within the Ferguson Road precinct;
  - Consider potential traffic calming measures, pedestrian crossing treatments and other initiatives aimed at improving road and pedestrian safety;
  - Identify landscaping and vegetation placement opportunities that enhance streetscape amenity while supporting clear sightlines, pedestrian visibility and positive public safety outcomes;
  - Engage with affected community members and relevant stakeholders regarding identified safety concerns and potential improvement options; and
  - Provide recommendations to the Chief Executive Officer regarding priority safety initiatives and potential infrastructure improvements within the Ferguson Road precinct.
6. Requests the Chief Executive Officer present a report to Council, through the Ordinary Council Meeting process, outlining the outcomes and recommendations arising from the Working Group's activities, for Council's consideration and determination of any proposed actions.
7. Notes that the Ferguson Road Community Working Group will be disbanded upon completion of its purpose and following Council's consideration of the final report and recommendations.

***Change to Elected Member Recommendation***

No Change. **OR:**

As per *Local Government (Administration) Regulations 1996 11(da)* Council records the following reasons for amending the Officer Recommended Resolution:

## **Background**

At the Ordinary Council Meeting held on 29<sup>th</sup> April 2026, Council considered Item 12.4.1 Ferguson Road Landscaping Plan, which highlighted broader community concerns relating to traffic management, pedestrian safety, road safety and streetscape outcomes within the Ferguson Road precinct.

The establishment of a community working group will provide a structured and collaborative mechanism for local stakeholders, community members and the Shire of Dardanup administration to contribute to future planning and prioritisation of improvements in the area. The Working Group will enable community perspectives and local knowledge to be considered alongside technical and operational advice before future recommendations are presented to Council.

**Legal Implications** - None.

## **Council Plan**

10.3 - Improve road safety, connectivity and traffic flow.

## **Environment**

Any environmental considerations arising from future design or implementation of works that may be considered by the Working Group would be subject to separate assessment

## **Precedents**

Council has previously considered community engagement approaches, including working groups and structured consultation processes, to inform planning and prioritisation of local infrastructure and safety-related projects.

## **Budget Implications**

There are no direct budget implications associated with the proposed establishment of the Working Group other than administrative costs.

Should recommendations arise that require funding, these would be subject to separate Council consideration through the budget process.

**Budget – Whole of Life Cost** - None.

## **Council Policy Compliance**

The recommendation is consistent with *Exec CP089 – Advisory and / or Working Groups* and *Exec CP090 – Community Engagement* of the Shire of Dardanup Council Policy Manual (2024–2026), supporting transparent decision-making and structured community consultation processes.

## **Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 13.2A) for full assessment document.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Report Title	Establishment of Ferguson Road Community Working Group
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	<p>Service Interruption</p> <p>The establishment of the Working Group may create expectations for delivery timeframes that are dependent on operational capacity and future Council decisions.</p> <p>Legal and Compliance</p> <p>If established, the Working Group would need to be clearly defined as advisory only to ensure Council decision-making responsibilities are not delegated.</p>

***Elected Member Comment***

The proposed establishment of a Ferguson Road Community Working Group provides an opportunity to strengthen community engagement and ensure that local knowledge and stakeholder input can inform future consideration of traffic, pedestrian safety and streetscape matters within the Ferguson Road precinct.

If supported, the Working Group would assist in providing structured input to the Chief Executive Officer and Council for consideration in future reporting processes.

The Working Group would be advisory in nature only, with no delegated authority to make decisions on behalf of Council, with all final decision-making responsibility remaining with Council.

Should the Working Group be established, Terms of Reference would be prepared to clearly define its purpose, membership, and operating parameters, including its advisory role and limitations, to ensure alignment with Council’s governance requirements.

END REPORT

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

## 15 PUBLIC QUESTION TIME

## 16 MATTERS BEHIND CLOSED DOORS

It is recommended that the following items be heard behind closed doors.

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).

## OFFICER RECOMMENDATION

**THAT Council resolves to close the meeting to members of the public to consider the following confidential items behind closed doors:**

- 1. 16.1 - South West Slammers Hire Agreement – Waiver Request, as the matter relates to information contained within a contract for services including commercial-in-confidence financial arrangements such as sponsorship value, hire fees and associated commercial terms, the disclosure of which could prejudice the Shire's contractual and commercial position pursuant to section 5.23(4)(c) of the *Local Government Act 1995*; and**
- 2. 16.2 - Enterprise Resource Planning (ERP) Software Replacement Program – Extraordinary Update Report – May 2026, as the matter relates to information subject to legal and commercial confidentiality, and information the making public of which would be likely to endanger the security (including cyber-security) of the Shire's property or operations, pursuant to sections 5.23(4)(a) and 5.23(4)(e) of the *Local Government Act 1995*.**

16.1 South West Slammers Hire Agreement

<b>Reporting Department</b>	<i>Community &amp; Economic Development Directorate</i>
<b>Responsible Officer</b>	<i>Mr Craig Johnson – Director Community &amp; Economic Development</i>
<b>Reporting Officer</b>	<i>Mr Michael Gibbings – Manager Recreation Centre</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>

**REPORT UNDER SEPARATE COVER**

*Note: In accordance with Section 5.23(4)(c) of the Local Government Act 1995, this report is not available to the public, as it relates to information contained in a contract for services which includes commercial-in-confidence financial arrangements (including sponsorship value, hire fees and associated commercial terms) that, if disclosed, could prejudice the Shire's contractual and commercial position.*

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

## 16.2 Enterprise Resource Planning (ERP) Software Replacement Program – Extraordinary Update Report – May 2026

<b>Reporting Department</b>	Corporate & Governance Directorate
<b>Responsible Officer</b>	Mrs Natalie Hopkins - Director Corporate & Governance
<b>Reporting Officer</b>	Mr Shaun Hill - Manager Information Services
<b>Legislation</b>	Local Government Act 1995
<b>Council Role</b>	Executive/Strategic.
<b>Voting Requirement</b>	Absolute Majority.

### REPORT UNDER SEPARATE COVER

*Note: In accordance with Section 5.23(4)(a) and (e) of the Local Government Act 1995, this report is not available to the public, as it relates to information the making public of which would be likely to endanger the security (including cyber-security) of the Shire's property or operations, and information subject to legal and commercial confidentiality associated with the Shire's Enterprise Resource Planning (ERP) program.*

*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 whilst behind closed doors to be read out, including the details of any voting recorded.*

## 17 CLOSURE OF MEETING

The Presiding Member advises that:

- The next Ordinary Meeting of Council is to be held on Wednesday, 24<sup>th</sup> June 2026, commencing at 5:00pm at the Shire of Dardanup Administration Centre, Eaton.

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