Shire of Dardanup

12.5 Corporate & Governance Directorate

APPENDICES

ORDINARY COUNCIL MEETING

TO BE HELD

28th October 2026
Commencing at 5:00pm

AT

ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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

FOR ADOPTION **(Appendix ORD: 12.5.1A)**

Shire of Dardanup

COUNCIL POLICY NO:
Dev CP047 – State Administrative Tribunal (SAT) Representation Policy

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

ADMINISTRATION INFORMATION							
Version	1	New	OCM	18/12/19	Res: 366-19	**Synopsis**	Policy created
Version	2	SDev CP047	OCM	30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	3	SDev CP047	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and Adopted by Council
Version	4	SDev CP047	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	5	Dev CP047	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Development Services

2. PURPOSE OR OBJECTIVE

The objective of this Policy is to:

(a) Outline the Shire's general position and approach to proceedings before the State Administrative Tribunal;
(b) Support the Shire's continued efforts to achieve general community compliance with relevant statutory requirements;
(c) Support the Shire's continued efforts to operate in an open and transparent manner; and
(d) Support the Shire's continued efforts to operate in a financially responsible manner.

3. DEFINITIONS

None.

4. POLICY

This Policy applies to State Administrative Tribunal matters, which involves but is not limited to the Shire's Planning, Compliance, Building and Health Services.

This policy does not deal with the procedures involved in making an application for review or the process of the review as these matters are the subject of separate legislation and regulations.

4.1 Status

(a) To the extent of any inconsistency between this policy and the SAT Act, the SAT Act shall prevail.

(b) To the extent of any inconsistency between this policy and the provisions of TPS3, the Scheme shall prevail.

4.2 Policy Measures - Communication

4.2.1 In order to maintain the integrity of the SAT review process and uphold its obligation to the SAT, elected members and employees should avoid discussions or correspondence concerning an ongoing SAT review with third parties, except where necessary or appropriate:

(a) to inform a person that a matter is before the SAT;
(b) to make a person aware of their ability to access relevant information on the SAT website at www.sat.justice.wa.gov.au, including information concerning the role of third parties in SAT reviews;
(c) to inform a person of the outcome of a step in, or the outcome of, the SAT proceedings; and

(d) to assist the SAT or the Council in the SAT review (e.g. to obtain advice from an expert or government agency, or to obtain a witness statement).

4.2.2 In the interests of avoiding any later conflict and in maintaining integrity in the process, direct communication between a proponent and the Shire's elected members (individually or collectively) should be avoided for the duration of proceedings before the SAT. Should contact be made by a proponent, the elected member/s are encouraged to:

(a) make the person aware of this Council policy; and
(b) advise the applicant to contact the Shire's responsible officer if they require any further information.

4.3 Policy Measures - Representation

4.3.1 Where the applicant has retained legal representation, the Shire will be legally represented.

4.3.2 Where an applicant has elected on their application for review to the SAT in a Class 1 planning matter to not have legal representation, the Shire shall be represented by either officers or appointed consultants.

4.3.3 Where a Council decision is the same or essentially the same as an officer's ~~recommendation, or~~recommendation or corrects or improves the content of an officer's recommendation, then officers shall generally provide a written response on behalf of the Council and/or attend a mediation or Tribunal hearing as an expert witness to represent the Council's position. Decisions in respect of which officers are to attend proceedings shall be determined by the Chief Executive Officer.

4.3.4 Where an application is made for the review of a decision that is substantially inconsistent with a recommendation made by Shire officers, then in the interests of the Council and Shire officers, and to assist the SAT, independent consultants may be engaged to represent the Shire during the SAT ~~process, and~~process and will usually be engaged if the matter proceeds to a final hearing. This does not preclude Officers from attending mediation to provide the SAT factual information on behalf of Council

4.3.5 The decision to engage, or not engage, independent consultants as described in 4.3~~.7~~.4 above, shall be made by the Chief Executive Officer.

4.4 Policy Measures - Mediation Proceedings

4.4.1 The Shire acknowledges the Tribunal's desire to resolve matters by mediation where possible and will generally agree to participate in the SAT mediation process, provided there is a reasonable prospect of reducing or clarifying the issues in dispute, or achieving a negotiated outcome.

4.4.2 Discussions occurring for the purposes of mediation are conducted by the Tribunal on a "without prejudice" and confidential basis and the Council acknowledges that the content of this discussion cannot be discussed outside the mediation session.

4.4.3 Where a matter is referred to mediation, the consultant or officer with conduct of the matter:

(a) Shall participate constructively in the mediation in order to attempt to reach a compromise solution;
(b) Shall not agree to any compromise solution at the mediation beyond the scope of the officer's delegated power; and
(c) Shall refer any potential solutions arising out of the mediation back to the decision maker in the original application.

4.4.4 With respect to 4.4.3 (b) above, where the matter was originally considered by Council, any proposed compromise solution arising from the mediation shall be presented to Council for further consideration in accordance with the procedures for section 31 reconsiderations set out below.

4.4.5 Where practical, officers shall provide regular updates on proceedings before the SAT to elected members. The updates shall, however, generally be limited to issues relating to the programming of proceedings, including timeframes and likely cost implications. Specific details in relation to the

proceedings shall generally not be discussed and officers and elected members shall acknowledge that such meetings are not decision-making forums.

4.5 Section 31 Reconsiderations

4.5.1 The Tribunal may refer a matter to Council under section 31 of the SAT Act, inviting Council to reconsider the original decision. This regularly occurs following the mediation process, or where there has been a deemed refusal. In the interests of achieving time and cost-effective outcomes for all parties involved, officers shall generally seek to resolve matters through a section 31 reconsideration process.

4.5.2 The responsible Shire officer, in consultation with their Director, shall have the discretion to advise the SAT member during mediation proceedings as to whether or not a reconsideration under section 31 would likely assist with the resolution of matter in a timely and ~~cost effective~~cost-effective manner.

4.5.3 Upon receipt of an invitation from the SAT to reconsider the matter, the officer or consultant shall assess the proposal and refer it to the Council. The Council may then affirm the original decision, vary the decision or set aside the decision and substitute a new decision.

4.5.4 Reports presented to Council for consideration under Section 31 of the Act following mediation will be presented as confidential reports, except where, in the opinion of the Chief Executive Officer there are exceptional circumstances which justify a contrary position.

4.5.5 Where a proposal the subject of a SAT review has already been advertised by the Council, the proposal will not be re-advertised before the Council reconsiders the proposal pursuant to a section 31 invitation except where:

(a) the SAT mediating member suggests re-advertising, or the applicant agrees; or
(b) the proposal to be re-considered is substantially different to the proposal in the form already advertised and may add planning issues not raised by the original proposal; or
(c) in the judgment of the officer or consultant with conduct of the matter, there are exceptional circumstances which justify re-advertising.

4.5.6 Following the Council's decision upon re-consideration, the Shire will inform persons who made a submission (whether on the original or amended proposal) of the Council's decision.

4.6 Involvement of Third Parties

4.6.1 The Shire may, however, raise awareness of the ability of a third party to make a submission to the SAT through the following methods:

(a) making this policy publicly available through the Shire's policy manual, which is published on the Shire's website; and

(b) informing those persons who lodged a submission during the public advertising of a proposal of the lodgement of a SAT application for review. The Shire shall make all reasonable endeavours to contact, in writing, such persons within a fourteen (14) day period of the Shire's receipt of a copy of the application for review.

4.6.2 Upon receipt of a request by a third party to make a submission, the SAT must consider whether the person has 'sufficient interest' in the proposal to justify their involvement and whether the involvement of the person would aid the SAT in progressing the matter towards an ultimate determination. The involvement of a third party is generally limited to final hearings, which are usually only programmed where mediation proceedings have failed to reach an agreed outcome between the applicant and the Shire.

4.7 Appeals against Decisions of the Tribunal

4.7.1 The Shire will not generally appeal a decision of the Tribunal unless, in the opinion of the Council following legal advice, it is considered that the Tribunal has made an error of law, and the issue at stake has significant implications for the Shire or local government in general.

4.8 Parallel Direction Notice under s214 of the Planning and Development Act 2005

4.8.1 Where an application for review of a decision is lodged and the matter is also the subject of a direction notice under s214 of the Planning and Development Act 2005, the Shire will generally defer enforcement of the direction notice until such time as the application before the Tribunal is determined. In the event that the review application is dismissed, the Shire will enforce the direction notice immediately without further consideration by Council.

4.8.2 The Shire may however decide to continue with enforcement or prosecution if the matter is considered to have significant implications for the Shire or community in general.

4.9 Notifying parties of proceeding outcomes

4.9.1 Upon the conclusion of proceedings before the SAT, information about the outcome is notified in the following manner:

(a) through the publication of a decision report by the SAT on the SAT website at www.sat.justice.wa.gov.au;
(b) through written advice being sent to those persons who lodged submissions during the public advertising of the proposal;
(c) through the inclusion of relevant details in the monthly 'Information Bulletin' presented to Council through relevant Committee and Council Meetings.

4.9.2 The information made available by the Shire will usually be limited to the decision outcome (e.g. approval or refusal) and shall not include information that is not generally publicly available – for example the nature of discussions before the SAT that were conducted in a confidential manner.

5. REFERENCE DOCUMENTS

- Local Government Act 1995;
- State Administrative Tribunal Act 2004 (SAT Act);
- State Administrative Tribunal (Conferral of Jurisdiction) Amendment and Repeal Act 2004
- (Conferral Act);
- Town Planning Scheme No 3 (TPS3);
- Planning and Development Act 2005;
- Planning and Development (Scheme) Regulations 2015
- Building Act 2011;
- Building Regulations 2012;
- Food Act 2008;
- Caravan Parks & Camping Ground Act;
- Caravan Parks & Camping Ground Regulations 1997;
- Health (Aquatic Facilities) Regulations 2007;
- Health (Asbestos) Regulations 1992;
- Health (Miscellaneous Provisions) Act 1911;
- Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974;
- Public Health Act 2016;
- Dog Act 1976.

FOR ADOPTION **(Appendix ORD: 12.5.1A)**

Shire of Dardanup

POLICY NO:
Dev CP510 – Road and Thoroughfare Naming

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

ADMINISTRATION INFORMATION							
Version	1	SDev CP510	OCM	23/10/24	Res: 275-24	**Synopsis**	Policy created and adopted by Council
Version	2	Dev CP510	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Development Services

2. PURPOSE OR OBJECTIVE

1. Formalise a standard procedure for local road naming within the Shire of Dardanup (Shire).
2. Provide Shire staff, the local community and developers with clear guidance on the requirements for the naming of roads.
3. Ensure that road names comply with relevant legislation and requirements.
4. Encourage the application of themes to areas of new subdivision.
5. Ensure consideration to the history, natural environment, culture and character of the area is duly given when determining road names.

3. DEFINITIONS

Road: refers to a local government-controlled road and does not include state-controlled roads.

Thoroughfares: a course navigable by vehicle or foot that can be used for assigning addresses or allowing access between points or to a feature. Examples include alleyways, roads, streets, highways, fire tracks, bike paths and walking tracks.

Theme: refers to a consistent or unifying subject that may be and not limited to physical, historical, cultural or other character or characteristics.

4. BACKGROUND

The naming of roads is a key component of the creation of new subdivisions, and in turn contribute towards a sense of place. Roads are also critical in directing emergency services, mail delivery and road transport. These names form an important part of the Shire's historic and cultural heritage.

The Land Administration Act 1997 (section 26A) requires developers of new subdivisions to submit road and thoroughfare names for approval by the Shire. This Policy seeks to detail the provisions and procedures the Shire will follow in considering the approval road names and in forming a recommendation to the Geographic Names Committee. This Policy applies to all proposed public roads in the Shire that are created through the subdivision process.

The responsibility for proposing road names created through subdivision rests with the subdivider, in accordance with the requirements set out in the Land Administration Act 1997. To the extent of any inconsistency between this policy and the Land Administration Act 1997(the Act), the Act shall prevail. The following provisions apply to road naming applications.

5. POLICY

5.1.1. Proponents are required to put forward an overall theme for road names for approval by Council at structure plan stage as part of a proposed new estate (residential, rural, commercial or industrial). Or where this has not yet occurred, and a Structure Plan is approved prior to the commencement of site

works and in parallel with the lodgement of engineering drawings for approval under Section 170 of the Planning and Development Act 2005.

5.1.2 Where no overall theme has been approved yet and five (5) or more new roads are proposed to be created as part of a new estate (residential, rural, commercial or industrial), the proponent shall submit an overall theme for approval by Council.

5.1.3. Where a road name theme has been approved by Council, the proponent shall submit road names consistent with the theme approved.

5.1.4. Where no overall theme has been approved and four (4) or less new roads are proposed to be created, the proponent will still be required to submit road names for approval that are generally consistent with the theme established for the surrounding areas, or to nominate a theme for the estate.

5.1.5. The completion of the attached Appendix 1 – Application for New Road Names ~~are~~ is required to accompany applications for new road names.

Road names and themes are to be prepared consistent with the requirements of the 'Geographical Names Committee Western Australia – Principles, Guidelines and Procedures' which provides requirements and guidelines not limited to:

i) Consideration of current and future street names.
ii) Consideration shall be given to current and future street numbering to ensure numbering is sequential, easy to follow and considers future density increases.
iii) The origin of each name shall be clearly stated and subsequently recorded.
iv) Names shall not be offensive or likely to give offence, incongruous or commercial in nature.
v) Names shall be easy to read, spell and pronounce in order to assist emergency services, service providers and the travelling public.
vi) Unduly long names and names comprised of two or more words should generally be avoided.
vii) Proposals for road names shall include an appropriate road type suffix.
viii) Practical application of road names to maps and plans shall be considered such as the long street names should not be allocated to short roads.

Preferred Themes for Road Names

In accordance with the Geographic ~~f~~For the areas of Waterloo and Wanju as depicted in the District Structure Plan, road name themes are required to be established and approved by Council as part of Local Structure Plans for each designated precinct.

Names Committee Guidelines suitable sources of road names suitable sources of names include:

a) Aboriginal languages currently or formerly identified with the general area,
b) Pioneers of the State or area,
c) Citizens who have made a significant community contribution,
d) War casualty lists and thematic names (e.g. nautical, sporting etc).
e) Ethnic and gender diversity is encouraged.
f) Given/first and surname combinations are suitable only if the surname alone cannot be used because of duplication. All name proposals must clearly identify the origin of the name and provide relevant references to allow for the verification of the name.

APPENDIX 1: Application for New Road Names

Shire of Dardanup

Attention: ####
Ph: ####
Email: ####

Applicant Name:	
Notification Address:	
Telephone Number:	
Site Address:	Estate Name and Stage:

Proposed New Names (only four (4) names permitted per application. If you are applying for more than four (4) new road names please use additional forms and highlight the road/numbers on the site plan that apply to each):

Road Number:	**Road Number:**
1st Preference:	1st Preference:
2nd Preference:	2nd Preference:
3rd Preference:	3rd Preference:

Road Number:	**Road Number:**
1st Preference:	1st Preference:
2nd Preference:	2nd Preference:
3rd Preference:	3rd Preference:

Significance of Preferred Names:

Road Number		

Required Information:

This form must be fully completed and accompanied by a road layout plan, including future road extensions. Please provide 2 copies with the new roads numbered (1,2,3 etc) for identification.

Certification:
I hereby certify that the information contained in this application (including the information contained in the attachment) is correct in all particulars:

Applicants Signature:	**Date:**

6. REFERENCE DOCUMENTS

Name of Policy	
Previous Policy	
Date of Adoption and Resolution Number	

Review dates and Resolution Numbers	
Next review date	
Related documents	**Acts/Regulations** **Plans/Strategies** **Policies** **References** **Delegations** **Work Procedures**

FOR ADOPTION **(Appendix ORD: 12.5.1B)**

Shire of Dardanup

POLICY NO:
Dev CP028 – Local Planning Policy - Variation to Deemed-To-Comply Requirements of the R-Codes: Medium-Density Single House Development Standards [R-Md Codes]

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

ADMINISTRATION INFORMATION							
History:	1	NEW CP028	OCM	27/04/16	Res: 91/16	**Synopsis:**	Policy created.
Version:	2	CP028	SCM	26/07/18	Res: 251-18	**Synopsis:**	Reviewed and Adopted by Council
Version:	3	SDev CP028	OCM	30/09/20	Res: 269-20	**Synopsis:**	Reviewed and Adopted by Council
Version:	4	SDev CP028	OCM	28/09/22	Res: 243-22	**Synopsis:**	Reviewed and Adopted by Council
Version:	5	SDev CP028	OCM	23/10/24	Res: 275-24	**Synopsis:**	Reviewed and Adopted by Council
Version:	6	SDev CP028	OCM	27/08/25	Res: 232-25	**Synopsis:**	Reviewed following gazettal of LPS9 and Adopted by Council
Version:	7	Dev CP028	OCM	28/10/26	Res: XX-26	**Synopsis:**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

~~Sustainable~~ Development Services

2. PURPOSE OR OBJECTIVE

The purpose of the policy is to outline acceptable variations to the deemed-to-comply provisions of the R-Codes for medium-density Single Houses in 'Development' zones as prescribed in Planning Bulletin PB112/20~~16~~, and in which locations these variations will apply.

This Local Planning Policy has been adopted by the Shire of Dardanup pursuant to the provisions of Schedule 2, Part 2, Div. 2 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

3. DEFINITIONS

Front Load:	Lots where the primary vehicle access is via the front of the lot and the garage / carport is located at the front of the dwelling.
Rear Load:	Lots where the primary vehicle access is via the rear of the lot, from a street or right of way (ROW) and the garage / carport is located at the back of the dwelling.
R-MD / R-MD Codes:	Single House standards for medium density housing.
Structure Plan:	A Structure Plan or Activity Centre Plan that has been approved by the WAPC under Part 4 of the Planning and Development (Local Planning Scheme) Regulations 2015.

4. POLICY

4.1 Application

This Policy will apply in the following Structure Plan areas:

- Garden of Eaton Local Structure Plan
- Parkridge Eaton Local Structure Plan
- Roselands at Dardanup Local Structure Plan

4.2 Process

On submitting an application for a building permit for a Single House on a R30 or R40 zoned lot, the application will be assessed against the provisions of this Policy.

Development approval will not be required for a Single House that complies with the provisions of this policy (and all other deemed-to-comply requirements of the R-Codes), in accordance with clause 61(4)(c) of the deemed provisions of the Regulations.

The R-MD Codes provisions are provided in Appendix 1 to this Policy.

5. REFERENCE DOCUMENTS

Planning and Development (Local Planning Scheme) Regulations 2015
Planning Bulletin 112/2024~~16~~ – Medium-density single house development standards – Development Zones

FOR ADOPTION

(Appendix ORD: 12.5.1B)

SINGLE HOUSE STANDARDS FOR R40 – MEDIUM DENSITY HOUSING:

R-Code	Lot type and size	Street setback and front fences		Lot boundary setback		Open space		Garage setback and width and vehicular access		Parking		Overshadowing		Privacy	
		R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision
R-MD – R40	Rear load 7.5m x 30m – 225m² Front load 8.5m x 30m – 255m² 8.5m x 25m – 212.5m² 10 x 20m – 200m² 10 x 25m – 250m² 12.5m x 20m – 250m²	4m	2m minimum, no average 1.5m to porch / veranda no maximum length 1m minimum to secondary street Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence	Boundary setbacks 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings) Boundary walls 2/3 length one side boundary, maximum 3.5m high and 3m average height	Boundary setbacks 1.2m for wall height 3.5m or less with major openings 1m for wall height 3.5 or less without major openings Boundary walls To both side boundaries subject to: No maximum length to one side boundary, 2/3 max length to second side boundary for wall height 3.5m or less	45% open space (55% site cover) 20m² courtyard 1/3 required OLA area may be covered Minimum dimension 4m	An outdoor living area (OLA) with an area of 10% of the lot size or 20m², whichever is greater, directly accessible from a habitable room of the dwelling and located behind the street setback area At least 70% of the OLA must be uncovered and includes areas under eaves which adjoin uncovered areas The OLA has a minimum 3m length or width dimension No other R-Codes site cover standards apply	Rear load Nil – provided laneway is minimum of 6m wide Front load 4.5m or 0.5m behind dwelling alignment subject to averaging requirements	Rear load 0.5m garage setback to laneway Front load 4.5m garage setback from the primary street and 1.5m from a secondary street The garage setback from the primary street may be reduced to 4m where an existing or planned footpath or shared path is located more than 0.5m from the street boundary For front loaded lots with street frontages between 10.5 and 12m, a double garage is permitted to a maximum width of 6m as viewed from the street subject to: - Garage setback a minimum of 0.5m behind the building alignment - A major opening to a habitable room directly facing the primary street - An entry feature consisting of a porch or veranda with a minimum depth of 1.2m; and - No vehicular crossover wider than 4.5m where it meets the street Lots with a frontage less than 10.5m or not compliant with above require single or tandem garaging	Two on-site bays	As per R-Codes	35% of the adjoining site area	No maximum overshadowing for wall height 3.5m or less No maximum overshadowing for wall height greater than 3.5m where overshadowing is confined to the front half of the lot. If overshadowing intrudes into rear half of the lot, shadow cast does not exceed 35%	4.5m to bedrooms and studies 6m to all other major openings 7.5m to balconies or similar	R-Codes clause 5.4.1 C1.1 applies, however the setback distances are 3m to bedrooms and studies, 4.5m to major openings to habitable rooms other than bedrooms and studies and 6m to unenclosed outdoor active habitable spaces

FOR ADOPTION

(Appendix ORD: 12.5.1B)

SINGLE HOUSE STANDARDS FOR R30 – MEDIUM DENSITY HOUSING:

R-Code	Lot type and size	Street setback and front fences		Lot boundary setback		Open space		Garage setback and width and vehicular access		Parking		Overshadowing		Privacy	
		R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision
R-MD – R30	Rear load 10m x 30m – 300m² Front load 10m x 30m – 300m² 15m x 20m – 300m²	4m	2m minimum, no average 1.5m to porch / veranda no maximum length 1m minimum to secondary street Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence	Boundary setbacks 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings) Boundary walls 2/3 length one side boundary, maximum 3.5m high and 3m average height	Boundary setbacks 1.2m for wall height 3.5m or less with major openings 1m for wall height 3.5 or less without major openings Boundary walls To both side boundaries subject to: 2/3 length to one side boundary, 1/3 max length to second side boundary for wall height 3.5m or less	45% open space (55% site cover) 24m² courtyard 1/3 required OLA area may be covered Minimum dimension 4m	An outdoor living area (OLA) with an area of 10% of the lot size or 20m², whichever is greater, directly accessible from a habitable room of the dwelling and located behind the street setback area At least 70% of the OLA must be uncovered and includes areas under eaves which adjoin uncovered areas The OLA has a minimum 3m length or width dimension No other R-Codes site cover standards apply	Rear load Nil – provided laneway is minimum of 6m wide Front load 4.5m or 0.5m behind dwelling alignment subject to averaging requirements	Rear load 0.5m garage setback to laneway Front load 4.5m garage setback from the primary street and 1.5m from a secondary street The garage setback from the primary street may be reduced to 4m where an existing or planned footpath or shared path is located more than 0.5m from the street boundary For front loaded lots with street frontages between 10.5 and 12m, a double garage is permitted to a maximum width of 6m as viewed from the street subject to: - Garage setback a minimum of 0.5m behind the building alignment - A major opening to a habitable room directly facing the primary street - An entry feature consisting of a porch or veranda with a minimum depth of 1.2m; and - No vehicular crossover wider than 4.5m where it meets the street Lots with a frontage less than 10.5m or not compliant with above require single or tandem garaging	Two on-site bays	As per R-Codes	35% of the adjoining site area	No maximum overshadowing for wall height 3.5m or less No maximum overshadowing for wall height greater than 3.5m where overshadowing is confined to the front half of the lot. If overshadowing intrudes into rear half of the lot, shadow cast does not exceed 35%	4.5m to bedrooms and studies 6m to all other major openings 7.5m to balconies or similar	R-Codes clause 5.4.1 C1.1 applies, however the setback distances are 3m to bedrooms and studies, 4.5m to major openings to habitable rooms other than bedrooms and studies and 6m to unenclosed outdoor active habitable spaces

Shire of Dardanup

POLICY NO:
SDev CP067 - LOCAL PLANNING POLICY - NEW ROADS AND UPGRADES – PROVISION FOR AND CONTRIBUTIONS BY DEVELOPERS

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

ADMINISTRATION INFORMATION								
History:			OCM	20/10/10	Res: 358/10	**Synopsis:**	Policy created. 20/10/2010
	1	ENG28	OCM	10/05/12	Res:	**Synopsis:**	Reviewed Policy Adopted
Version:	2	CP067	SCM	26/07/18	Res: 251-18	**Synopsis:**	Reviewed and Adopted by Council
Version:	3	SDev CP067	OCM	30/09/20	Res: 269-20	**Synopsis:**	Reviewed and Adopted by Council
Version:	4	SDev CP067	OCM	29/09/22	Res: 243-22	**Synopsis:**	Reviewed and Adopted by Council
Version:	5	SDev CP067	OCM	23/10/24	Res: 275-24	**Synopsis:**	Reviewed and Adopted by Council
Version:	6	SDev CP067	OCM	27/08/25	Res: 232-25	**Synopsis:**	Reviewed following gazettal of LPS9 and Adopted by Council
Version:	7	SDev CP067				**Synopsis:**	

1. RESPONSIBLE DIRECTORATE

~~Sustainable~~ Development Services

2. PURPOSE ~~OR OBJECTIVE~~

This policy ensures that new roads are constructed and/or existing roads are upgraded where necessary on and for new developments. The policy also ensures that financial contributions are made towards the upgrading of road infrastructure that is required immediately or in future as a result of development in existing areas.

3. OBJECTIVE

The objective of this policy is to:

3~~2~~.1 Identify the circumstances where a financial contribution to be paid by developers for funding of new roads or upgrades to existing roads; and

3~~2~~.2 Provide a method of determining the contribution required.

This Local Planning Policy has been adopted by the Shire of Dardanup pursuant to the provisions of *Schedule 2, Part 2, Div. 2* of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

~~3. POLICY~~

~~3~~4.~~1~~ APPLICATION ~~of Policy~~

This Policy applies to all developments that generate additional vehicle trips, whether within existing built-up areas (i.e. infill development fronting an existing road network and includes town sites) or outside built-up areas and town sites and includes rural and semi-rural areas.

4.1 A specific contribution scheme (Development Contribution Plan) has been prepared and is applicable to the subject land; or

4.2 The Shire requires a Traffic Impact Assessment (TIA) in order to assess a proposal, and the TIA indicates that modifications to the existing road network to accommodate increased traffic, manoeuvres and road safety are required. In these circumstances, if Development Approval is granted it will include a condition stating that all costs associated with the design and construction of the upgrade will be met directly by the developer. or

4.3 The standards to be adopted for road upgrades under clause 3.1 shall be in accordance with the requirements stipulated in the Shire's Road Asset Management Plan, for the location of the land (i.e. within or outside built up areas

5. POLICY

~~No contribution is required unless:~~

~~3.1.1 A specific contribution scheme (Development Contribution Plan) has been prepared and is applicable to the subject land; or~~

~~3.1.2 The Shire requires a Traffic Impact Assessment (TIA) in order to assess a proposal, and the TIA indicates that modifications to the existing road network to accommodate increased traffic, manoeuvres and road safety are required. In these circumstances, if Development Approval is granted it will include a condition stating that all costs associated with the design and construction of the upgrade will be met directly by the developer. The Council may consider accepting a contribution equal to the value of the design and construction of the upgrade plus a 5% administration charge.~~

~~3.1.3 The standards to be adopted for road upgrades under clause 3.1 shall be in accordance with the requirements stipulated in the Shire's Road Asset Management Plan, for the location of the land (i.e. within or outside built up areas).~~

5.1 Contributions are required when:

~~3.2~~5.1.1 The need to upgrade an existing road is based on the understanding that developments that significantly intensify road usage will create the need to upgrade existing roads to a higher standard. As each development incrementally adds to an increase in traffic volume, each development approved which identifies the need for upgrades in a TIA must contribute proportionally to fund future upgrades.

~~3.3~~5.1.2 Road upgrades will be carried out when traffic volumes require an increase in road standard. Therefore, the funds collected should be sufficient to enable the upgrade of the road to the next standard as depicted in the Road Asset Management Plan.

~~3.4~~5.1.3 Where a development will generate additional traffic volumes in excess of ten vehicles per day per lot and/or includes vehicle types larger than Austroads Vehicle Classification System Class 2, a road upgrade shall be carried out as a condition of approval to the satisfaction of the Shire of Dardanup. The upgrade required shall meet the Shire standards for the increased traffic volume and class. An estimation of traffic volume shall be determined by the Shire of Dardanup or by an appropriately qualified consultant approved by the Shire of Dardanup and at the cost of the applicant.

6. REFERENCE DOCUMENTS

- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations)
- Shire of Dardanup Local Planning Scheme No. 9 (LPS9).

Shire of Dardanup

POLICY NO:
SDev CP068 – LOCAL PLANNING POLICY - UNIFORM FENCING ABUTTING PUBLIC LAND AND STREET LANDSCAPING WITHIN SUBDIVISIONS – MAINTENANCE

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

ADMINISTRATION INFORMATION								
History:			OCM:	20/10/10	Res:	358/10	**Synopsis:**	Policy created. 20/10/2010
	1	ENG29	OCM:	10/05/12	Res:		**Synopsis:**	Reviewed Policy Adopted
Version:	2	CP068	SCM	26/07/18	Res:	251-18	**Synopsis:**	Reviewed and Adopted by Council
Version:	3	SDev CP068	OCM	30/09/20	Res:	269-20	**Synopsis:**	Reviewed and Adopted by Council
Version:	4	SDev CP068	OCM	28/09/22	Res:	243-22	**Synopsis:**	Reviewed and Adopted by Council
Version:	5	SDev CP068	OCM	25/09/24	Res:	275-24	**Synopsis:**	Reviewed and Adopted by Council
Version:	6	SDev CP068	OCM	27/08/25	Res:	232-25	**Synopsis:**	Reviewed following gazettal of LPS9 and Adopted by Council
Version:	7	SDev CP068					**Synopsis:**	

1. RESPONSIBLE DIRECTORATE

~~Sustainable~~ Development Services

2. PURPOSE ~~OR OBJECTIVE~~

~~There may be a requirement within subdivisions in the Shire of Dardanup for the provision of uniform fencing which abuts public land and also street landscaping. If these areas are not satisfactorily maintained prior to Council assuming control, expensive remediation may need to be undertaken at Council's expense.~~

~~The purpose of this policy is to ensure that when the Shire assumes the maintenance role for uniform fencing abutting public land, it is in a good clean order and that street landscaping is adequately established.~~

The purpose of this policy is to ensure that uniform fencing abutting public land and street landscaping provided within subdivisions are completed, maintained and presented to an acceptable standard prior to the Shire assuming ongoing maintenance responsibility. This policy aims to minimise future remediation costs to Council by requiring these assets to be in good order, clean condition and, where relevant, adequately established before handover.

This Local Planning Policy has been adopted by the Shire of Dardanup pursuant to the provisions *of Schedule 2, Part 2, Div. 2* of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

3. APPLICATION

The requirements of this policy will be considered where a condition of subdivision requires the provision of uniform fencing abutting public land and/or street landscaping.

~~3~~4. POLICY

~~3~~4.1 Any future requirement for the provision of uniform fencing abutting public land and street landscaping within any subdivision in the Shire of Dardanup shall be subject to being constructed and maintained to the satisfaction of Council.

~~3~~4.2 The developer is required to pay a maintenance bond of 2.5% of the cost of construction of the fence, as a condition of this policy.

~~3~~4.3 It is the developer's responsibility to ensure that for a 24 months after the date of completion of a fence abutting public land, the fence is maintained to its original condition and is free from graffiti and/or other unsightly stains or markings, at the expense of the developer.

~~3~~4.4 It is the developer's responsibility to ensure that for 24 months after the date of completion of street landscaping, the landscaping is maintained in a healthy condition, all weeds are removed, and any dead or diseased plants are replaced, all at the expense of the developer.

~~3~~4.5 The Shire will not support a subdivision, or clear a condition of subdivision, unless the developer agrees to comply with the provisions of this policy and has paid the appropriate maintenance bond to the Shire.

~~**Application**~~

~~The requirements of this policy will be considered where a condition of subdivision requires the provision of uniform fencing abutting public land and/or street landscaping.~~

4. REFERENCE DOCUMENTS

Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations)
Shire of Dardanup Local Planning Scheme No. 9 (LPS9).
Planning and Development Regulations 2009

Shire of Dardanup

POLICY NO:
SDev CP084 – LOCAL PLANNING POLICY – ADVERTISING SIGNAGE

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

ADMINISTRATION INFORMATION								
History:		Draft	OCM	29/07/2020			**Synopsis:**	
Version:	1	SDev CP084	OCM	30/09/20	Res:	269-20	**Synopsis:**	Policy reviewed and endorsed by Council.
Version:	2	SDev CP084	OCM	31/03/21	Res:	61-21	**Synopsis:**	Amended and adopted by Council.
Version:	3	SDev CP084	OCM	28/09/22	Res:	243-22	**Synopsis:**	Reviewed and adopted by Council.
Version:	4	SDev CP084	OCM	25/09/24	Res:	275-24	**Synopsis:**	Reviewed and Adopted by Council
Version:	5	SDev CP084	OCM	27/08/25	Res:	232-25	**Synopsis:**	Reviewed following gazettal of LPS9 and Adopted by Council
Version:	6	Dev CP084					**Synopsis:**	

1. RESPONSIBLE DIRECTORATE

Development Service

2. PURPOSE

This Policy provides guidance on the assessment of advertisement signs within the Shire of Dardanup. This Policy outlines when advertisement signs require development approval, and the objectives and standards against which the Shire will assess applications for advertisement signs.

This Policy also seeks to exempt certain advertisement signs from the need to obtain development approval where minimum requirements are met.

3. OBJECTIVE

The objectives of this Policy are to:

3.1 Ensure that the advertising and signage is of a scale appropriate to the location or building, siting, design and general appearance so as to not destract from the landscape values, amenity and character of the area for which it is placed relevant to the application.

~~Ensure that advertisement signs are appropriate for their location, relate to the land and/or buildings for which it is placed, and do not adversely impact the amenity of the surrounding area.~~

3.2 Ensure that signs make a positive contribution to the streetscape and streetscape interaction. ~~Ensure advertising signage is of a scale appropriate to buildings, lot size and lot frontage/s of the site relevant to the application.~~

3.3 Ensure that advertisement signs only advertise services offered and/or products produced, sold, and/or manufactured on the land or building/s related to the approved use/s taking place (no third party signage) with the exception of signage on ***Main Roads*** which means Forrest Highway, South West Highway and Wilman Wandandi Highway and is under the care and control of Mains Roads WA pursuant to the *Main Roads Act 1930* and the *Main Roads (Control of Advertisements) Regulations 1996* and/or located on the same lot or in close proximity to large built form.

3.4 To ensure advertisement signs do not pose an unnecessary risk to the safety of people and vehicles by virtue of their location, design, use and function.

3.5 To ensure that advertising signs are simple, clear, easy to read and maintained to a high standard.

3.6 Protect the cultural heritage significance of particular places and/or areas.

3.7 To provide for the rationalisation of signage on properties with multiple advertising requirements.

This Local Planning Policy has been adopted by the Shire of Dardanup pursuant to the provisions of Schedule 2, Part 2, Div. 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. Under clause 3(5) and clause 67(g) of the Deemed Provisions the Local Government is to have due regard to a local planning policy in making a determination under the local planning scheme and applications for development approval.

4. APPLICATION

This Policy applies to the entire Shire of Dardanup Scheme Area and is to be read in conjunction with the Scheme and any other relevant local planning policy. This Policy does not deal with:

- warning signs and risk management signage installed by the Local Government on Local Government controlled land in accordance with the *Public Works Act, 1902*; and

- street parking signs, information signs, road signs, regulatory traffic signs and directional signs installed by the Local Government in local road reserves in accordance with the *Public Works Act, 1902*. The Local Government's approach to such signage is set out in Policy CP040 Directional Signage Policy for Fixed Signs within Road Reserves and Policy CP041 Directional Signage for Public Events and Activities – Temporary Signs within Road Reserves.

5. DEFINITIONS

5.1 The words and expressions in this policy have their normal and common meaning, and as defined in Part 6, Clauses 37-38 of the Shire of Dardanup Local Planning Scheme No. 9, the *Planning and Development Act 2005*, the *Planning and Development (Local Planning Schemes) Regulations 2015*, and as defined below.

5.2 The meaning of other specific words and expressions relevant to this Policy given below:

Advertisement Sign hHas the same meaning as an 'Advertisement' as defined in the *Planning and Development (Local Planning Schemes) Regulations 2015* – Schedule 2 – Deemed Provisions.

Electronic Display Screen/Panel Means an advertisement sign or a portion of an advertisement sign that displays an electronic image or video, which may or may not include text.

Election Sign means a sign that is **-**

a) The advertisement is erected or installed in connection with an election, referendum or other poll conducted under the *Commonwealth Electoral Act 1918* (Commonwealth), the *Referendum (Machinery Provisions) Act 1984* (Commonwealth), the *Electoral Act 1907*, the *Local Government Act 1995* or the *Referendums Act 1983*.

b) The primary purpose of the advertisement is for political communication in relation to the election, referendum or poll.

Fence means a freestanding structure put in place to mark a boundary and restrict movement across a property. It can be a permeable or solid structure. A fence may consist of several sections each section defined by a clear edge at which the angle of alignment of the adjoining fence changes.

Gable: is the generally triangular portion of a wall between the edges of a sloping roof.

Heritage Area**:** has the same meaning as 'Heritage Area' as defined in the *Planning and Development (Local Planning Schemes) Regulations 2015* – Schedule 2 – Deemed Provisions.

Heritage Placehas the same meaning as 'Heritage Place' as defined in section 3(1) of the *Heritage of Western Australia Act 1990.*

Heritage Protected Place has the same meaning as 'Heritage protected place' as defined in the *Planning and Development (Local Planning Schemes) Regulations 2015* – Schedule 2 – Deemed Provisions.

Sign: includes all forms of advertising devices, signage and bill posting including a notice, flag, mark, structure or device, or part thereof, whether or not words, numbers, expressions or symbols are shown thereon.

Sign surface area: where the sign is painted, printed or affixed on a building or fence and there is no contrasting background used to the predominant colour of the building elevation or fence, the surface area of the sign taken as the outer edge of the lettering, symbols images used. In the event contrasting colour(s) are used, the outer edge of the contrasting colour(s) will form the sign surface area. The surface area of the sign in a co-joined 'V' shape is the sum of both surfaces.

Third Party Signage *m*Means any advertisement sign advertising services and products unrelated to the subject site.

Wall: is the vertical external face of a constructed building comprising solid building material and includes any openings (windows/doors) but does not include a fence. A building may consist of several walls each wall being defined by a clear edge at which the angle of alignment of the adjoining wall changes

Main Roads means Forreest Highway, South West Highway and Wilman Wandandi Highway which are under the care and control of Mains Roads WA pursuant to the Main Roads Act 1930 and the Main Roads (Control of Advertisements) Regulations 1996.

5.3 The definitions of various advertisement signs are contained within Table 1, 2 and 3: Advertisement Sign Requirements.

6. POLICY

6.1 This Policy exempts advertisement signs from requiring development approval where the advertisement sign is permitted in a Zone and complies with the development standards in Table 1 and the General Requirements listed in Part 7.1 of this Policy.

6.2 A Development Approval application is required for all other signs within the Shire, excluding signs for which approval is not required under Clause 61 of the Deemed Provisions. Development applications will be assessed against the Development Standards contained in Table 2 where applicable, and the Development Requirements listed in Part 7 of this Policy. Advertisement signs that do not comply with the objectives listed in Part 2 of this policy are deemed unacceptable and will not be supported unless exceptional circumstances exist.

6.3 The exemption afforded by Clause 6.1 of this Policy does not apply in any of the following situations where the advertisement sign:

a) is located on land reserved under the Greater Bunbury Region Scheme or on a lot abutting land reserved under the Greater Bunbury Region Scheme, unless the development is exempted under the Greater Bunbury Region Scheme;

b) is located in a road reserve under the care and control of the Shire of Dardanup except for signs approved under Infr CP040 and Infr CP041;

c) does not comply with the Development Requirements listed in Part 8 of this Policy;

d) is illuminated or contains an electronic display screen and/or panel components;

e) is inconsistent with any relevant Design Guidelines or other Local Planning Policy;

f) is located in a place that is included on a Heritage List or on land located within a Heritage Area designated under the Scheme or located in a Heritage Protected Place;

g) is to be erected or installed within 1.5m of any part of a crossover or street truncation;

h) Where multiple signs are proposed **on** a single property and/or lot.

6.4 If a particular advertisement sign is not listed or defined, it shall be assessed on its individual merits in accordance with the objectives outlined in Part 2 of this Policy and the Scheme.

6.5 Before carrying out of any development listed associated with advertising signs, any other licences, permits or approvals required is to be obtained in accordance with any other law. A building permit may be required and applicants should consult with the Shire Building Division to determine if a building permit application is required to be submitted.

6.6 Signs listed in Table 3 are not permitted in the Shire of Dardanup.

7. INFORMATION REQUIRED TO ACCOMPANY DEVELOPMENT APPLICATION

An application for development approval for an advertisement sign is to be accompanied by the required information listed by Clauses 62 and 63 of the Deemed Provisions. At a minimum, a signage plan/s shall be submitted with each application with the following information:

- The name of the sign type as described in this Policy, for example, 'Wall Sign', 'Roof Sign' etc. or a full description of the sign;
- Details of the business or land use conducted on the premises to which the sign relates including the business name, business owner/proprietor, business address and contact details;
- Site plan: indicating the location of each proposed sign on the building and/or site and any existing signage that will be retained or removed;
- Elevations: showing the details/display of each sign, including wording, images, logos, colours and size dimensions, drawn to a professional standard;
- Specifications: including materials to be used, fixing methods, proposed illumination (if any) and any support structure/s;
- All application for development approval are to include footing details of the signage structure, or detail as to how the sign is intended to be fixed to the land or the building to which it applies;
- Fee: if a signage application does not form part of a larger development application, the fee will apply based on the cost of the proposed signage; and
- Approximate cost of the proposed sign.

Applications for development approval, which are not accompanied by the necessary information, will not be accepted for assessment and processing.

All applications for Electronic Display Screen/Panel Signs are required to be accompanied with an electronic display screen/panel lighting impact report from a qualified lighting engineer that specifies the maximum daytime, dawn/dusk, and night-time brightness relative to the surrounding development and land uses and the dwell/transition time.

All applications for advertisement signs within a Heritage Area/Place are required to be accompanied with a heritage assessment or statement prepared by a qualified practitioner that specifies the impact of the sign on the heritage of the area.

8. DEVELOPMENT REQUIREMENTS

8.1 General Requirements

a) Advertisement signs shall only advertise services and products available on the premises where the sign is located. Third party advertising not permitted.

b) Advertisement signs must be contained wholly within the property boundaries of a lot and a nil setback may apply where the sign will not overhang and the sign and its footings will not encroach into any reserve (including road reserve).

c) A sign is not to be erected or installed within 1.5m of any part of a crossover or street truncation and is not to cause interference with or be hazardous to vehicular traffic and pedestrians.

d) Street numbering shall be incorporated into advertisement signage, and shall be clearly visible from the street.

e) Except where required by clause 5.3 of this Policy, development approval is not required where the content of an approved advertisement sign is proposed to be changed, provided the dimensions, location and structure remain unchanged, and the wording is not to be of an offensive nature.

f) Advertisement signs shall not be located in a location or manner that unreasonably obstructs the view of existing public artwork or murals.

g) Signs are required to be securely fixed to the structure by which it is supported.

h) A signage strategy is required for multiple signs on a single property and/or lot.

i) Where a proposed sign is exempt, the applicant is to provide written correspondence of the proposed signage for the Shire to keep on record.

j) Signs needs to be of a high quality, and maintained to a high quality. If in the opinion of the local government, the sign is in conflict with the aims of the Scheme the local government may require the owner of the advertisement to repair or remove the advertisement. Signs in proximity to State Controlled Roads Signage requires the approval of Main Roads WA in the following circumstances:

(a) Illuminated or non-illuminated sign or advertisements visible from a highway or a main road; or
(b) Illuminated sign or advertisements located within 50 metres of traffic signals on a highway or a main road.

8.2 Illuminated and Electronic Display Screen/Panel Signs

a) All Electronic Display Screen/Panel signs shall:

i. be restricted to static images that are:
- externally illuminated during hours of darkness; or
- displayed electronically, i.e. in a digital format.

ii. have a minimum dwell time duration of 30 seconds;
iii. not contain a transition time from one display to another that exceeds 0.1 seconds; and
iv. no display transitional effects such as fly-in, fade-out and scrolling.

b) Illuminated advertising signs, including electronic display screens/panels, abutting any road must:

i. use a low level of illumination, not exceeding 300cd/m2, not flash, pulsate, or chase, and not cause a nuisance, by way of light spillage, to light received to the abutting sites to a maximum of 50 lux;
ii. not contain fluorescent, reflective or retro reflective colours or materials;
iii. not interfere with or be likely to be confused with traffic control signals;
iv. screen any electrical cables from the public realm and be maintained in a tidy manner; and
v. not be located in Residential areas.

8.3 Signage Strategy

a) A Signage Strategy (example illustrated in Appendix 1) required by Clause 7.1 of this Policy shall include the following information:

i. a scaled site plan, illustrating the location of any existing and proposed signage;
ii. elevation details illustrating the location and dimensions of any existing and proposed/future signage;
iii. details of any illumination if signage is proposed to be illuminated;
iv. evidence that all tenancies have equitable access to signage locations and
v. other plans and information that the Shire may reasonably require to enable the signage strategy to be assessed and determined.

b) All advertisement signs shall comply with the approved Signage Strategy, unless otherwise approved by the Shire under a separate development approval.

c) Further development approval is not required where an advertisement sign complies with an approved signage strategy.

8.4 Heritage Places

a) Any original and early signage (including remnants) that contribute to the cultural heritage significance of a heritage place shall be preserved.
b) The size, scale, location, materials and colours of any proposed advertisement sign on a heritage place must respect the heritage value of the site.
c) Advertisement signs shall not impact the heritage value/significance of an area.

8.5 Performance Criteria

Where standards in Clause 8.1 and 8.2 are not met, the variations will be assessed in accordance with the performance criteria outlined below:

a) Response to location and character:

- Signs shall not result in an adverse impact upon the character or historical significance of the site.
- Signs shall not dominate the streetscape or detract.
- Signs shall not block important views or vistas to environmental or heritage areas or obscure architectural detailing.

b) Scale and design of signage:

- The scale and design of signage is appropriate to the building and architectural details to which it relates.
- The scale and design is compatible with surrounding development and general nature of land use.
- Signs shall not contain reflective materials or finishes that would adversely affect amenity within the public realm or adjacent buildings.
- Signs shall not incorporate sound or vibration
- Signs shall not incorporate offensive content.
- All supporting structures, cabling and conduits shall be screened from public view.

c) Rationalisation of signage:

- The rationalisation of signage is supported where possible.
- Multiple signs on a single site will not be supported, where rationalisation opportunities are possible.

d) Design, construction and maintenance:

- Signs shall be constructed using high quality, durable materials and installed in a professional manner.
- Signs are maintained to a high standard.

e) Safety:

- Signs shall be adequately installed and secured.
- Signs shall not cause confusion with, or reduce the effectiveness of, traffic control devices.
- Signs shall not cause driver distraction or otherwise impact on traffic or driver safety.
- Signs shall not obstruct safe and convenient pedestrian movement.
- Signs shall not pose a threat to public safety or health.

8.6 Contents of Signs

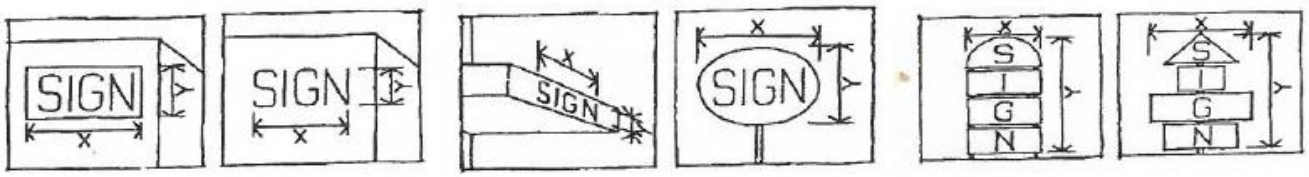
The content of any sign shall not contain any information that may be deemed by the Local Government to be misleading, offensive or derogatory in nature. Where a sign is deemed to fall into one or more of the categories above, the Local Government will request that revised content be provided.

8.7 Measuring Signs

The following provisions shall apply when measuring the face area of a sign(s):

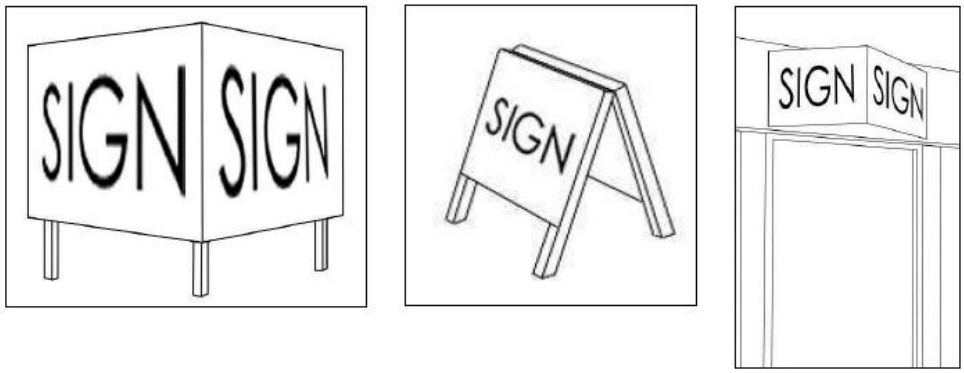
a) The sign face area of a premises, as determined by the local government, is the combined total area of each face of every sign located on a lot (including a strata or survey strata lot). The sign face area applies to the entire premises, including all street frontages and any signage, which can be seen from a public street/place.
b) The area of a sign is the whole area of a rectangle within which an integrated sign is completely contained as illustrated in Figure 1. The area of an integrated sign includes logos, symbols and marks.

Figure 1: Measuring signs



c) The total sign face area may be applied to two faces of a sign where the faces are located front to back and the two surfaces of the sign are joined together across the total sign face area to form a single advertisement.
d) The provisions which allow the sign face area to apply to two faces of a sign do not apply to the two faces of a 'V' shaped sign or to an 'A' shaped sign as illustrated in Figure

Figure 2: 'V' and 'A' Shaped Signs



8.8 Advertisement Signs required by Shire of Dardanup and Public Authorities

Advertisement signs required by the Shire of Dardanup and/or a public authority are exempt from requiring development approval.

9. APPLICATION

This Policy applies to the entire Shire of Dardanup Scheme Area and is to be read in conjunction with the Scheme and any other relevant local planning policy. This Policy does not deal with:

- Warning signs and risk management signage installed by the Local Government on Local Government controlled land in accordance with the *Public Works Act, 1902*; and

- Street parking signs, information signs, road signs, regulatory traffic signs and directional signs installed by the Local Government in local road reserves in accordance with the *Public Works Act, 1902*. The Local Government's approach to such signage is set out in Policy *CP040 Directional Signage Policy for Fixed Signs within Road Reserves* and Policy *CP041 Directional Signage for Public Events and Activities – Temporary Signs within Road Reserves.*

10. REFERENCE DOCUMENTS

- Planning and Development Act, 2005
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Dardanup Local Planning Scheme No.9 (LPS9)
- CP040 Directional Signage Policy for Fixed Signs within Road Reserves
- CP041 Directional Signage for Public Events and Activities – Temporary Signs within Road Reserves.

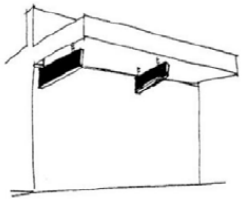
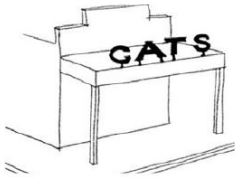
TABLE 1: SIGNS WHICH DO NOT REQUIRE DEVELOPMENT APPROVAL.		
Development Approval is exempted *where all of the following conditions are meet:*		
SIGN TYPE -	**ZONE**	**CONDITION:**
SIGNS ON BUILDINGS		
Awning Signs (below) An advertisement sign fixed to or suspended from the underside of a verandah, balcony or awning. 	Mixed Use, District Centre, Light Industry, General Industry, Commercial, Service Commercial and Private Community Purposes zones.	Awning Signs (below) shall: • be a single faced sign • achieve a minimum height clearance of 2.7m from the natural ground level; • not exceed a height of 500mm; • not exceed an area of 4 m2; • not be within 3m of another such sign attached to the underside of the same verandah; • not project or overhang beyond the boundaries of the lot; • consist of one sign per tenancy; and • only be located near the entrance to a tenancy.
Awning Signs (above) An advertisement sign located above the outer fascia of a verandah, balcony or awning. 	Mixed Use, District Centre, Light Industry, General Industry, Commercial, Service Commercial and Private Community Purposes zones.	Awning Signs (above) shall: • be a single faced sign • not exceed 500mm in height; • not exceed 500mm in depth; • not project beyond the outer metal frame or the surround of the fascia of the building to which it is attached; • not project or overhang beyond the boundaries of the lot; • consist of one sign per tenancy; and • only be located near the entrance to a tenancy.
Community Service Sign Is a temporary sign on non-rigid material hung on a building or fence to which advertises non-for-profit, short term events such as a fete, fair or festival for a charitable, religious, education, child care, sporting organisation or the like. 	Mixed Use, District Centre, Light Industry, General Industry, Commercial, Service Commercial and Private Community Purposes zones.	• One sign per street frontage. • Maximum area of 4sqm; • Located on the site of the proposed activity or the property • of the relevant organisation where the activity is to occur; and Not be displayed more than four weeks prior to the event advertised and removed not later than one week after the conclusion of the event.

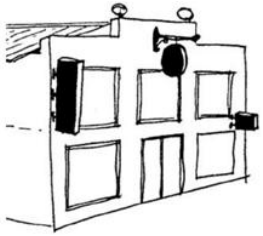
TABLE 1: SIGNS WHICH DO NOT REQUIRE DEVELOPMENT APPROVAL.		
Development Approval is exempted *where all of the following conditions are meet:*		
SIGN TYPE - **SIGNS ON BUILDINGS**	**ZONE**	**CONDITION:**
Freestanding Banner Signs A freestanding banner sign is an advertising device made from lightweight material attached to a pole weighted to the ground. These signs come in a variety of shapes and may also be referred to as 'Bali', 'Teardrop', 'Blade' or 'Wing' signs. 	Mixed Use, District Centre, Light Industry, General Industry, Commercial, Service Commercial and Private Community Purposes zones.	• Dimension: max. 2.5m height max. 1.2m width Must: be limited to 2 per street frontage; be securely fixed to a building or pole of sufficient size and strength to support the banner under all conditions; be erected within the boundaries of the lot and not project beyond any lot boundary; • not be located within the street setback line; • not impede vehicle • sightlines for access to and from the property; and • not impede pedestrian access to and from the property
Projecting Signs An advertisement sign which projects more than 300mm out from a wall of a building, below the eaves or ceiling height. 	Mixed Use, District Centre, Light Industry, General Industry, Commercial, Service Commercial and Private Community Purposes zones.	All Projecting Signs shall: • be limited to a maximum of one sign per tenancy; • have a minimum clearance of 2.7m from the natural ground level; • not project out more than 1m from the wall of which it is attached; • not exceed 4m2 in area; • not be placed within 2m of either end of the wall to which they are attached; and • not project above the top of the wall to which they are attached.
Wall Signs An advertisement sign which is affixed to the external part of a wall of a building, a gable end, or a building façade and no part of which is above the roofline of the building. 	Mixed Use, District Centre, Light Industry, General Industry, Commercial, Service Commercial and Private Community Purposes zones.	Wall Signs shall: • not extend laterally beyond either end of the wall or protrude above the top of the wall; and • not cover more than 10% of the façade for each tenancy within a building and/or development site visible from the public realm; or • where there is an approved signage strategy, not cover more than 25% of a façade within a building and/or development site visible from the public realm.

TABLE 1: SIGNS WHICH DO NOT REQUIRE DEVELOPMENT APPROVAL.		
Development Approval is exempted *where all of the following conditions are meet:*		
SIGN TYPE -	**ZONE**	**CONDITION:**
SIGNS ON BUILDINGS		
Window Signs An advertisement sign which is painted or affixed to either the interior or exterior surface of the glazed area of the window. **Note: This includes all areas of non-advertising window coverings which block views into or out of the window of the building to which they are affixed.* 	Mixed Use, District Centre, Light Industry, General Industry, Commercial, Service Commercial and Private Community Purposes zones.	Window Signs that: • do not cover more than 50% of the total window area per tenancy; • not obstruct views onto the public realm; and • not detract from the streetscape
Property Transaction, Display Home, and Building Construction Signs An advertisement sign advertising the display, sale, construction or lease of buildings, land and/or development.   	All Zones	Property Transaction, Display Home, and Building Construction Signs pertaining to Single Houses, Grouped and Multiple Dwellings that: • a double faced sign having not exceeding an area of 2m2 for property transactions and building construction and 4m2 for Display Homes; • are limited to a maximum of one sign per street frontage for each property or tenancy; and • illumination is not permitted. Property Transaction and Building Construction Signs for shopping centres, commercial developments, that: • do not exceed an area of 5m2; • are limited to a maximum of one sign per street frontage for each property or tenancy; and • do not exceed a maximum height of 3m, inclusive of supporting posts/structures.

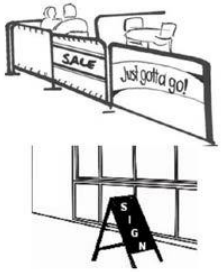
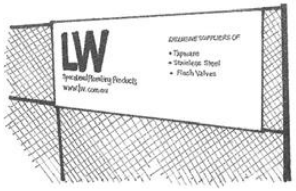
TABLE 1: SIGNS WHICH DO NOT REQUIRE DEVELOPMENT APPROVAL.		
Development Approval is exempted *where all of the following conditions are meet:*		
SIGN TYPE - **PORTABLE TEMPORARY SIGNAGE**	**ZONE**	**CONDITION:**
Ground Based Signs An advertisement sign not permanently attached to the ground including, but not limited to a sandwich board sign which consists of two sign boards attached to each other at the top or elsewhere by hinges or other means, which is no higher than 1.2m above natural ground level. 	Mixed Use, District Centre, Light Industry, General Industry, Commercial, Service Commercial, Private Community Purposes, Tourism, Rural and Prority Agriculture zones.	Ground Based Signs that: • contain a maximum area of 1m2 each side; • are only displayed during the operating hours of the business to which the sign relates; • provide a clearance of a minimum of 1.8m to a footpath or pedestrian walkway; • are limited to a maximum of one sign per tenancy on a lot; • are not located more than 5m from the building to which the sign relates; • do not exceed a maximum height of 0.75m measured from natural ground level (including supporting structures).
Fence Sign An advertisement sign attached to a fence. 	Light Industry and General Industry zones.	Fence Signs shall: • be a single faced sign; • be limited to a maximum of one sign per street frontage on any one lot; • be securely attached; • sit flush on the fence to which it is attached; • not contain any sharp or pointed edges below a height of 2.7m; • not cover more than 30% of the total area of the fence; and • not impact on views to the street and/ or building.
Signage for sponsorships at sportsgrounds/ovals	All zones and reserves where the use is permitted and approved.	Signs shall: • be securely attached to a fence; • be no higher than 1.2m from the ground; • sit flush on the fence to which it is attached; • not be illuminated; • always be internally facing.
Rural Producer Sign A sign erected on land lawfully used for rural or faming purposes which advertises goods or products produced, grown or 	Tourism, Rural, Rural Residential, Rural Smallholding and Prority Agriculture zones.	Rural Producer Sign shall; • not exceed 2.5m² in area; • not exceed 3m in height; • be no more than one sign per lot; and • only be erected and maintained on land on which the goods or products are produced, grown or lawfully manufactured

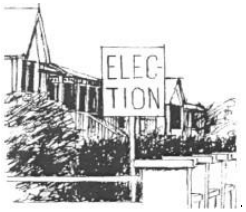
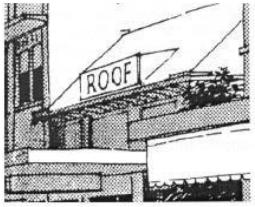
TABLE 1: SIGNS WHICH DO NOT REQUIRE DEVELOPMENT APPROVAL.		
Development Approval is exempted *where all of the following conditions are meet:*		
SIGN TYPE - **PORTABLE TEMPORARY SIGNAGE**	**ZONE**	**CONDITION:**
lawfully manufactured on the land within the boundaries of which the sign is located.		
Home Occupation/Home Business Sign	Residential zone	Signage on residential properties: • Shall be associated with an approved home occupation or home business. • No more than one sign per street frontage shall be supported • Signage shall be sited appropriately and not obscure vehicle and pedestrian sightlines. • Individual signage shall not exceed 0.5 of a square metres • No illumination permitted.
Election sign *As per the definition in Part 4 of this policy.* 	All Zones	• Not to be displayed on local government controlled land or a road or other public place. • The advertisement is not erected or installed until the writ or writs have been issued or, for an election, referendum or poll under the Local Government Act 1995, until the 36th day before the day on which the election, referendum or poll is to be held. • The advertisement is removed no later than 48 hours after the election, referendum or poll is conducted. • The advertisement is not erected or installed within 1.5 m of any part of a crossover or street truncation.
Roof sign Is an advertisement positioned at the top of a building (above an awning, verandah roof or the like) where the roof of that building would normally form the predominant backdrop to the sign when it is viewed from the ground. 	Mixed Use, District Centre, Light Industry, General Industry, Commercia, Service Commercial, Private Community Purposes and Tourism zone.	• A maximum area of 20% of the area of the roof panel on which it is located or 4m2 whichever is the lesser. • A maximum width of 2/3 of the width of the roof. • Does not protrude above the roof ridgeline. • Does not project more than 300mm from the portion of the building to which it is attached.
Construction site fence sign - is an advertisement painted or otherwise affixed flat on a temporary safety fence of a		• Must only display the name or logo of the owner or developer of the construction project and/or of the

TABLE 1: SIGNS WHICH DO NOT REQUIRE DEVELOPMENT APPROVAL.		
Development Approval is exempted *where all of the following conditions are meet:*		
SIGN TYPE - **PORTABLE TEMPORARY SIGNAGE**	**ZONE**	**CONDITION:**
construction site, usually along the boundary or boundaries of that premises		construction company, and those professionally involved in the design with contact numbers and addresses if required. • Is a single faced sign. • Has a maximum area of one square metre for each metre of the length of the fence to which it is affixed (the area of a construction site fence sign excludes the area of any 'fly poster panel', which may have been designated by the local government for the posting of 'fly poster signs' and the area of any artworks on the fence such as murals). • Must not to be affixed to a fence unless the fence is constructed to withstand the consequent wind loads.

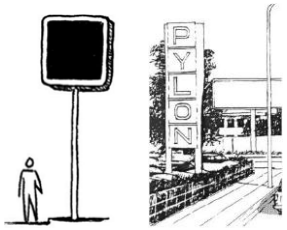
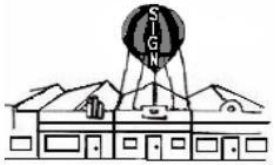
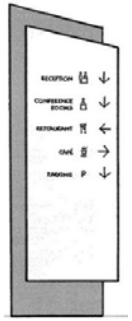
TABLE 2 – SIGNS THAT REQUIRE DEVELOPMENT APPROVAL	
The following signs require development approval in all circumstances. Applications will be assessed on their merit and need to demonstrate compliance with the Development Standards in Table 2.	
SIGN TYPE	**DEVELOPMENT STANDARDS**
Pylon Signs An advertisement sign which affixed to the ground having one or more supports where the overall height (inclusive of any supports) is greater than the sign's horizontal dimension. 	Pylon Signs shall: • The maximum sign face area is 10m2 per face, for a maximum of two faces; • Must not be located less than 1.5m from the front property boundary (including the primary and secondary street frontages of a corner lot), and must not project beyond the alignment of any property boundary; • have a minimum clearance of 2.7m from the natural ground level; • be restricted to a maximum of either one pylon or monolith sign per street frontage, or where a lot has numerous tenancies/units, multiple pylon or monolith signs may be approved where separated by a minimum distance of 50m; • not exceed 2.5m measured horizontally across the face of the sign; • Where practical, make provision for infill panels to accommodate the needs of a property containing multiple tenancies/units; • not be more than 6m above natural ground level (including supporting structures), except where: • multiple tenancies/units are located on a lot, then the height can be increased to 7m above natural ground level (including supporting structures).
Balloon Sign An inflatable advertisement sign. 	Balloon Signs shall: • not exceed 7m in diameter; • not exceed 9m in height; • not be displayed for more than 14 days in aggregate for any one calendar year; and • be securely attached.
Monolith Signs An advertisement sign comprising of a solid, ground mounted structure, where the vertical dimension exceeds the horizontal dimension, but does not include a Pylon Sign or a Directional Sign: 	Monolith Signs shall: • not be more than 6m above natural ground level (including supporting structures), except where multiple tenancies/units are located on a lot, then the height can be increased to 7m above natural ground level. • have a maximum area of 15m2 • be restricted to a maximum of either one pylon or monolith sign per street frontage, or where a lot has numerous tenancies/units, multiple monolith or pylon signs may be approved where separated by a minimum distance of 50m. • Where practical, make provision for infill panels to accommodate the needs of a property containing multiple tenancies/units.

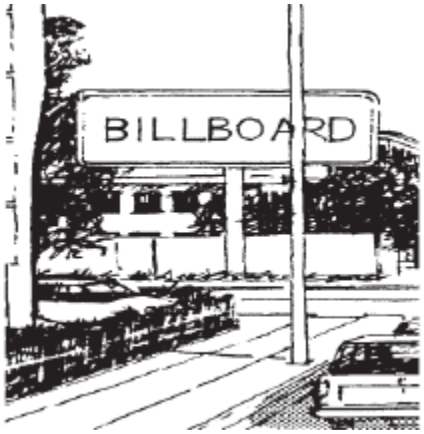
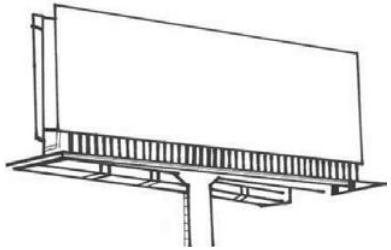
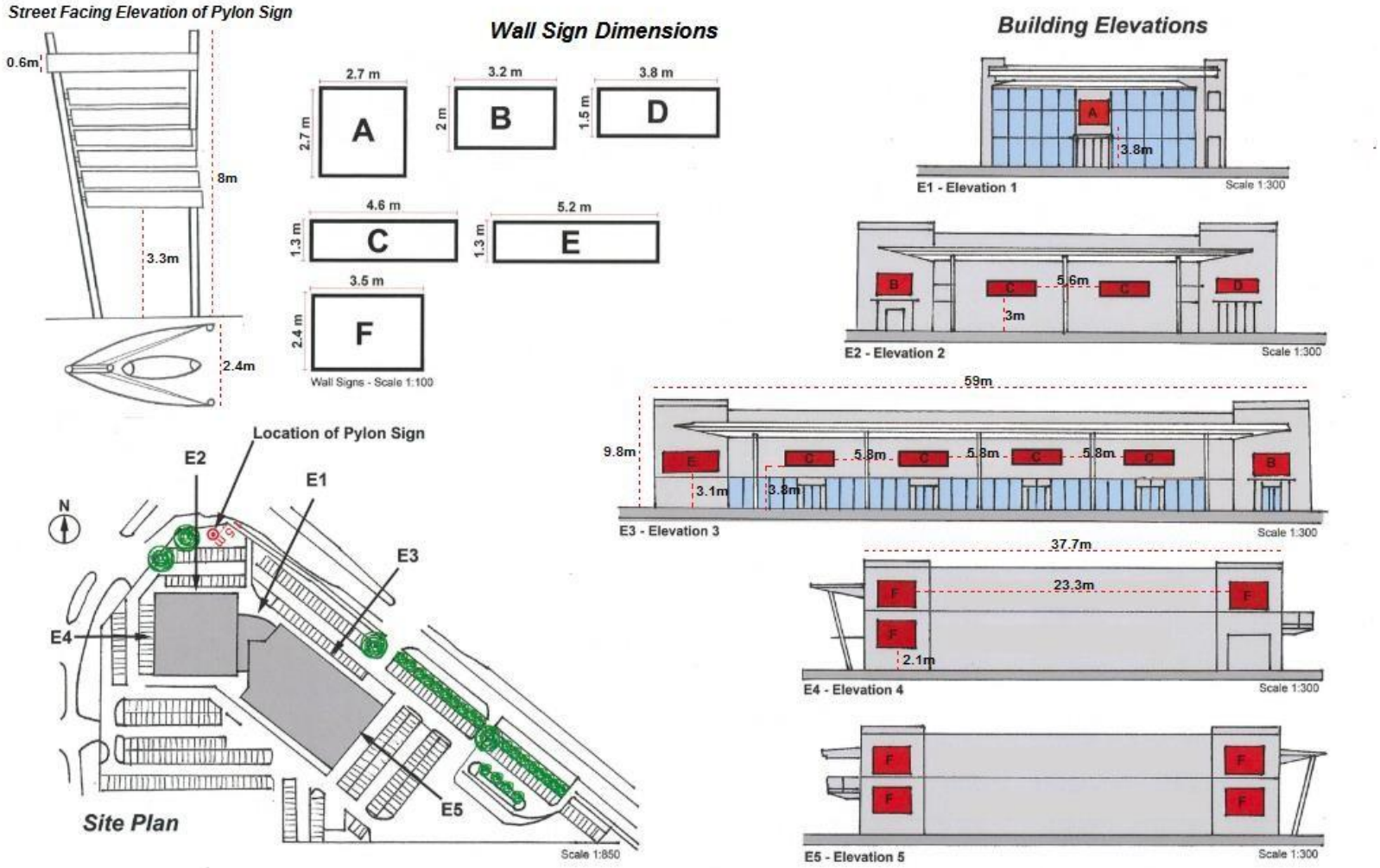
TABLE 2 – SIGNS THAT REQUIRE DEVELOPMENT APPROVAL	
The following signs require development approval in all circumstances. Applications will be assessed on their merit and need to demonstrate compliance with the Development Standards in Table 2.	
SIGN TYPE	**DEVELOPMENT STANDARDS**
Billboardsign - is a freestanding display surface, the width of which is greater than the height and which may be positioned on the ground or mounted on one or more vertical supports. 	Not permitted, but Council may consider a billboard sign subject to the following; • Number of similar signs approved by Council within 1km of the proposed sign; • Must be mounted as a freestanding structure; • Must not be located on a street frontage of a premises along which is located another billboard sign, billboard sign large, ground sign, pole sign, pylon sign or pylon sign – large; • The maximum total sign face area is 18m2 per face, for a maximum of two faces. • The maximum height above the ground is to be 6.5m or the height of a building in close proximity, whichever is the greater, but is not to exceed 10m. • The height of a building is defined as the height of the uppermost part of the building above ground level. • Must be mounted as a freestanding structure. • Must not be located less than 3.0m from the front property boundary (including the primary and secondary street frontages of a corner lot), and must not project beyond the alignment of any property boundary. • Must not face adjoining premises unless the sign is a minimum of 3.0m from the property boundary of that premises, or unless the landowner of the adjoining premises consents to the sign being a lesser distance from the boundary. • Must not be erected to expose an unsightly back view of the sign to a road or other public place. • Must not be located on a street frontage of a premises along which is located another billboard sign, billboard sign - large, ground sign, pole sign, pylon sign or pylon sign - large. • Setback of the sign from the property boundary to be determined subject to the adjoining road hierarchy, width of road reserve, proximity of sensitive uses, size of the sign and any existing vegetation/screening; • Consideration to advice received from agencies upon referral of the proposal to the affected agencies.
Billboard sign – large - is a large freestanding display surface, the width of which is greater than the height and which may be positioned on the ground or mounted on more than one vertical support. 	Not permitted, but Council may consider a billboard sign subject to the following; • Number of similar signs approved by Council within 1km of the proposed sign; • Must be mounted as a freestanding structure; • Must not be located on a street frontage of a premises along which is located another billboard sign, billboard sign large, ground sign, pole sign, pylon sign or pylon sign – large; • Sign not exceed 85m2 in area. • Sign not less than 1.2m or greater than 20m (top of sign inclusive of supporting posts) above ground level.

TABLE 2 – SIGNS THAT REQUIRE DEVELOPMENT APPROVAL	
The following signs require development approval in all circumstances. Applications will be assessed on their merit and need to demonstrate compliance with the Development Standards in Table 2.	
SIGN TYPE	**DEVELOPMENT STANDARDS**
	• Setback of the sign form the property boundary to be determined subject to the adjoing road hierarchy, width of road reserve, proximity of sensitive uses, size of the sign and any existing vegetation/screening. The signs are mostly located on ***Main Roads*** which means Forrest Highway, South West Highway and Wilman Wandandi Highway which are under the care and control of Mains Roads WA pursuant to the Main Roads Act 1930 and the Main Roads (Control of Advertisements) Regulations 1996.
Trailer Mounted Signs An object which is displayed for the purposes of advertisement (including a variable message sign); or an advertisement sign which is attached to or placed on a vehicle (car, truck, boat, trailer, caravan, machinery, whether moveable or not).  	• Maximum horizontal or vertical dimension being 2.0m • The vehicle Is removed when Cyclone warning 'Yellow' alert is issued • The sign is adequately secured to not cause risk to other road users. • Public authorities exempted.
Any Other Sign - Is a sign that is not listed or defined within the general terms of the definitions or otherwise mentioned in this Policy.	These are to be considered against the provisions of a sign definition of 'nearest fit' and the performance criteria.

TABLE 3 – ADVERTISEMENTS NOT PERMITTED	
Signs not Permitted - the signs below are not permitted.	
SIGN TYPE	**ADVERTISEMENTS NOT PERMITTED**

Tower Sign A sign affixed to, or placed on an open structural mast or tower.		Tower Signs are not permitted.

APPENDIX 1 – Signage Strategy Example



FOR ADOPTION **(Appendix ORD: 12.5.1B)**

Shire of Dardanup

POLICY NO:
Dev CP094 – Local Planning Policy - Dardanup West/Crooked Brook Area – Provision of Foreshore Facilities Developer Contribution

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

ADMINISTRATION INFORMATION							
History:			OCM:	08/09/10	Res: 303/10	**Synopsis:**	Policy created. 08/09/2010
	1	DEV19	OCM:	10/05/12	Res:	**Synopsis:**	Reviewed Policy Adopted
Version:	2	CP094	SCM	26/07/18	Res: 251-18	**Synopsis:**	Reviewed and Adopted by Council
Version:	3	SDev CP094	OCM	30/09/20	Res: 269-20	**Synopsis:**	Reviewed and Adopted by Council
Version:	4	SDev CP094	OCM	28/09/22	Res: 243-22	**Synopsis:**	Reviewed and adopted by Council.
Version:	5	SDev CP094	OCM	25/09/24	Res: 275-24	**Synopsis:**	Reviewed and Adopted by Council
Version :	6	SDev CP094	OCM	27/08/25	Res: 232-25	**Synopsis:**	Reviewed following gazettal of LPS9 and Adopted by Council
Version :	7	Dev CP005	OCM	28/10/26	Res: XX-26	**Synopsis:**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Development Services

2. PURPOSE ~~OR OBJECTIVE~~

In 2007 the "Dardanup West/Crooked Brook Structure Plan" (plan) was approved by the Western Australian Planning Commission. The plan provides strategic direction is for the development of Small Holding zoned (~~rural residential~~LPS9 Rural Residential zone) lots in the area with the potential additional lot yield estimated to be 400 lots. As part of this policy, developers of land within the plan area are required to contribute to the establishment of foreshore facilities.

3. OBJECTIVE

~~This policy shall only apply to land which has been rezoned to 'Small Holding' and is being subdivided into rural residential lots.~~

The objective of the policy is to ensure that the future development of foreshore facilities in the area covered by the plan is sufficiently funded via developer contributions so as not to place added burden on ratepayers.

~~3. REFERENCE DOCUMENTS~~

~~Shire of Dardanup Local Planning Scheme No. 9~~

4. APPLICATION

This policy shall only apply to land zoned to 'Rural Residential' and is being subdivided into Rural Residential lots in the Dardanup West/Crooked Brook Structure Plan.

5. POLICY

There will be significant development in the plan area which will create the demand for foreshore facilities.

The cost of developer and Council funded foreshore facilities that will be required ~~is~~ was estimated at $207,909 as at 1 July 2010. Based on a predicted 25% usage from residents from outside the plan area $51,977 has been deducted from the total resulting in developers being required to fund $155,931 (as at 1 July 2010).

Based on a lot yield of 400 lots in the plan area the developer contribution is calculated at $390 per lot as at 1 July 2010, however these costs will be reviewed on an annual basis and be subject to increases in line with CPI. Where the Shire has an approved foreshore facilities Master Plan, costs are to be based on the actual cost of works in the Master Plan and will be subject to increases in CPI.

~~5~~4.1 Foreshore Facilities

It is expected that three separate areas with foreshore facilities along the Preston River will be required, and these are indicated on the Dardanup West/Crooked Brook Structure Plan. It has been assumed that each area will consist of the following features, when determining the cost of developing these areas:

- Grassed Area: 2000m^2
- Natural vegetation: 2000m^2
- Picnic Settings x 2
- Pathways adjoining roadside parking and picnic area

~~4~~5.2 Review of Developer Contributions

The developer contribution amount shall be reviewed on an annual basis in accordance with the following process:

- The review shall be undertaken in June each year.
- The new contribution rate shall come into effect on the latter of the 1st of July of that year or when the review has been completed and a new rate has been adopted by Council under the 'Fees and Charges' for that year.
- The review will consist of a review of estimates for the construction of the shared cost infrastructure unless there is an approved foreshore facilities Master Plan, in which case the actual cost of works in the Master Plan will be used.
- The review will consist of a review of contributions received and interest earned.

The construction estimates are based on works being undertaken by Council construction crews and all required materials being sourced and/or purchased through the Council.

The review of estimates will be carried out in conjunction with Council's annual budget deliberations. Therefore, the estimates shall be adjusted in accordance with plant, labour and construction material rates used in the development of Council's annual budget. All quantities used in the estimates will remain constant and shall not be adjusted during each review.

The Shire will request the WAPC apply the following subdivision condition to all subdivision applications in the Dardanup West/Crooked Brook Structure Plan area:

> *The subdivider making satisfactory arrangements with the Local Government to contribute towards the costs of provision of foreshore facilities identified in the Dardanup West/Crooked Brook Structure Plan area in accordance with the Dardanup West/Crooked Brook Area Road Provision of Community Facilities Developer Contribution Policy.*

Funds will be collected from the subdividers at the time of request for subdivision clearance and will be placed in a reserve for the specific purpose they are collected.

3. REFERENCE DOCUMENTS

Shire of Dardanup Local Planning Scheme No. 9 (LPS9)

POLICY NO:
SDev CP099 - LOCAL PLANNING POLICY - DISPLAY HOMES – DEVELOPMENT STANDARDS

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

ADMINISTRATION INFORMATION								
History:			OCM:		Res:		**Synopsis:**	
	1	DEV24	OCM:	26/07/12	Res:	261/12	**Synopsis:**	Policy created. 26/07/2012
Version:	2	CP099	SCM	26/07/18	Res:	251-18	**Synopsis:**	Reviewed and Adopted by Council
Version:	3	SDev CP099	OCM	30/09/20	Res:	269-20	**Synopsis:**	Reviewed and Adopted by Council
Version:	4	SDev CP099	OCM	28/09/22	Res:	243-22	**Synopsis:**	Reviewed and adopted by Council
Version	5	SDev CP099	OCM	25/09/24	Res:	275-24	**Synopsis**	Reviewed and Adopted by Council
Version	6	SDev CP099	OCM	27/08/25	Res:	232-25	**Synopsis**	Reviewed following gazettal of LPS9 and Adopted by Council
Version	7	SDev CP099						

1. RESPONSIBLE DIRECTORATE

~~Sustainable Development~~ Development Services

2. OBJECTIVE

This Local Planning Policy has been adopted by the Shire of Dardanup pursuant to the provisions of Schedule 2, Part 2, Div. 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The objective of this policy is to provide development standards for display homes so that they are appropriately serviced and limit impacts upon residential amenity.

3. REFERENCE DOCUMENTS

Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations)
Shire of Dardanup Local Planning Scheme No. 9(LPS9)
CP084 – Local Planning Policy – Advertising Signage

4. APPLICATION

a) This policy applies to all land zoned "Residential" and/or "Urban Development".

b) As 'Display Home' is not listed in Part 6, Clauses 37-38 of the Shire of Dardanup Local Planning Scheme No. 9, it will be assessed as a 'Use not listed' and will be subject to Clause 18(4) – *Interpreting Zoning Table* and advertised as a Complex Application consistent with clause 64 of the Schedule 2 of the Regulations (Deemed Provision)

54. DEFINITIONS

Display home – means a building constructed as a dwelling but temporarily used for display purposes to encourage potential customers to purchase and/or construct similar dwellings.

65. POLICY

65.1 Development Standard and conditions -Display Homes shall be subject to the following provisions:

a) Development Approval for a display home is limited (temporary) to a continuous 3 years period from dwelling construction completion.

~~a)~~b) ~~Unless Council agrees otherwise, a~~ Car parking area (which may be in the form of a double garage and double driveway exclusive of roadways and verges) shall cater for a minimum of four cars per display home, being paved and drained to the satisfaction of the ~~Director Infrastructure~~Shire of Daradnup.~~.~~

~~b)~~c) Any illumination of a display home is to be directed onto the property itself. The Council will require lighting to be modified if it is of the opinion that adjoining properties and the roadway are unduly affected.

~~c)~~d) Display home signage shall comply with a Shire of Dardanup CP084 – Advertising Signage~~Signage Policy~~ in the first instance, ~~and in the absence of such a policy~~, signage shall comply with the following provisions:

i) A maximum of one (1) freestanding advertising sign (maximum of 6m² and no more than 3m~~4m~~ high) shall be permitted, provided it is setback a minimum of 2m from the front boundary.

ii) No advertising sign shall be permitted within a corner lot's 6m by 6m visual truncation area.

iii) No ~~A~~advertising shall be permitted on the garage door of an approved display home.

iv) Illumination of advertising signs shall not be permitted.

v) A maximum of one (1) ~~R~~removable 'A-Frame' advertising signage shall only be located within the property boundary and be securely fixed to the ground to reduce the hazard potential to the public (and covered by the applicants Public Liability Insurance).

vi) Portable signs (including A-Frame signage) shall not be permitted on public reserves, public streets, road verges, vehicle roundabouts, pedestrian paths and accessways.

~~vi)~~vii) Should the Display Home be part of a Display Village Signage is to be located in the same location of the each lot, to avoid conflict of signage.

~~d) Development Approval for a display home is limited to a continuous36 month period. Any proposed time extension will require an additional application for Development Approval to be submitted and approved.~~

~~**5.2 Application**~~

~~a) This policy applies to all land zoned "Residential" and/or "Development".~~

~~b) As 'Display Home' is not listed in Part 6, Clauses 37-38 of the Shire of Dardanup Local Planning Scheme No. 9, it will be assessed as a 'Use not listed' and will be subject to Clause 18(4) – *Interpreting Zoning Table*.~~

~~c) The use of any residential property for the purpose of a display home will require an Application for Development Approval (Form 110) to be submitted for assessment accompanied with appropriate plans, details and the applicable application fee. Details of proposed signage shall form part of the application and will also require the submission of Form 110b.~~

POLICY NO:
SDev CP100 – Local Planning Policy - Ancillary Dwellings

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

ADMINISTRATION INFORMATION						
History:			OCM: 08/03/12	Res: 56/12	**Synopsis:**	Policy created. 08/03/2012
	1	DEV25	OCM: 10/05/12	Res:	**Synopsis:**	Reviewed Policy Adopted
Version:	2	CP100	SCM 26/07/18	Res: 251-18	**Synopsis:**	Reviewed and Adopted by Council
Version:	3	SDev CP100	SCM 30/09/20	Res: 269-20	**Synopsis:**	Reviewed and Adopted by Council
Version:	4	SDev CP100	SCM 31/03/21	Res: 61-21	**Synopsis:**	Amended and Adopted by Council
Version:	5	SDev CP100	OCM 28/09/22	Res: 243-22	**Synopsis:**	Reviewed and adopted by Council.
Version	6	SDev CP100	OCM 25/09/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	6	SDev CP100	OCM 27/08/25	Res: 232-25	**Synopsis**	Reviewed following gazettal of LPS9 and Adopted by Council
Version	7	~~SDev~~ Dev CP~~ep~~100	OCM 28/10/26	Res: XX-26	**Synopsis**	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Development Services

2. PURPOSE OR OBJECTIVE

This Local Planning Policy has been adopted by the Shire of Dardanup pursuant to the provisions of Schedule 2, Part 2, Div. 2 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

The purposes of the policy are to:

- provide guidance and set minimum standards with regard to proposals for ancillary dwellings on properties within the Rural Residential, Rural Smallholdings, Rural, and Priority Agriculture zones; and
- avoid inappropriate proliferation of residential-type development on individual properties in the Rural Residential, Rural Smallholdings, Rural, and Priority Agriculture zones, which has the capacity to result in land use conflict and places increased pressure to subdivide rural land. The existence of any ancillary dwelling shall not be used as justification for the subdivision of any property.

3. REFERENCE DOCUMENTS

Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015
Shire of Dardanup Local Planning Scheme No. 9 (LPS9)
State Planning Policy 7.3 Residential Design Codes (R-Codes)
State Planning Policy 2.5 Rural Planning (SPP2.5)
State Planning Policy 3.7 Bushfire (SPP3.7)

~~4.~~6 APPLICATION

This policy applies to the development of Ancillary Dwellings on land zoned Rural Residential, Rural Smallholdings, Rural, and Priority Agriculture zones under the Shire of Dardanup Town Planning Scheme No. 9 (LPS9) inclusive of the land contained within the Ferguson Valley Tourism Area (SCA2) shown on the Scheme Map according to the legend thereon.

Exemptions under this policy does not apply where the development is undertaken on land designated as bush fire prone and development approval is required under clause 78D(3) of the deemed provisions, such as where the bushfire attack level (BAL) of the development is calculated as BAL-40 or BAL-Flame Zone.

~~4~~5. DEFINITIONS

Ancillary Dwelling – means a self-contained dwelling on the same ~~lot~~ site as a ~~single house~~dwelling which may be attached to, integrated with~~,~~ or detached from the ~~Single House~~dwelling (R-Codes) .

~~5~~6. POLICY

~~5~~6.1 Development Approval for an Ancillary Dwelling is not required if —

a) the works are of a class specified in Column 1 of an item in the Table below; and
b) if conditions are set out in Column 2 of the Table opposite that item — all of those conditions are satisfied in relation to the works.

Column 1 Works	Column 2 Conditions
The erection of, or alterations or additions to an Ancillary Dwelling on a lot in the following zones: • Rural Residential;~~,~~ • Rural Smallholdings;~~,~~ • Rural; and • Priority Agriculture.	1. There is an existing Single Dwelling on the lot; 2. No more than one ancillary dwelling is proposed; 3. Not located in a heritage-protected place; 4. There are no bushfire considerations that require a DA (BAL 40 and above); 5. Not within LPS9 Special Controla Areas (SCA) excluding *SCA2 Ferguson Valley tourism area*; 6. The 'Development Standards' in this policy are complied with.

~~5~~6.2 Development standards

1. The Ancillary Dwelling complies with the Development Standards of the LPS9 (Schedule 7).

2. The appearance of ancillary dwellings shall be of complimentary style to the existing dwelling and uphold the amenity of the locality (integrated in terms of design, colours and materials)

3. Ancillary dwellings should be clustered with the main dwelling, with provision of access and services to be shared with the main dwelling.

4. Where an approved building envelope exists on the property, any additional structure shall be wholly contained within the approved building envelope.

5. Council will not support transportable and/or 'donga' styled accommodation under this policy.

6. Ancillary dwellings should not contain more than two bedrooms and are not to exceed a maximum floor area of 100m^2 (excluding carport/garage, verandas, patios, pergolas etc.)

7. Vehicle access to an ancillary dwelling is to be shared with the main dwelling and no new crossovers to public roads will be permitted.

8. A minimum of one parking space shall be provided for any ancillary dwelling in addition to those required for the main dwelling.

6.3 Existing Group Dwellings

The Shire will not support ancillary dwellings on the same site as grouped dwellings within the following zones:

- Rural Residential;
- Rural Smallholdings;
- Rural; and
- Priority Agriculture.

FOR ADOPTION **(Appendix ORD: 12.5.1B)**

Shire of Dardanup

POLICY NO:
Dev CP502 - Local Planning Policy – Waiving and Refunding of Fees

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

ADMINISTRATION INFORMATION							
Version:	1	SDev CP502	OCM	30/09/20	Res: 269-20	**Synopsis:**	Policy Created
Version:	2	SDev CP502	OCM	28/09/22	Res: 243-22	**Synopsis:**	Reviewed and Adopted by Council
Version:	3	SDev CP502	OCM	25/09/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version:	4	SDev CP502	OCM	27/08/25	Res: 232-25	**Synopsis:**	Reviewed following gazettal of LPS9 and Adopted by Council
Version:	5	Dev CP502	OCM	28/10/26	Res: XX-26	**Synopsis:**	Biennial review adopted by Council
Version:	6	Dev CP502				**Synopsis:**	

1. RESPONSIBLE DIRECTORATE

Development Services

2. PURPOSE OR OBJECTIVE

The objective of this Policy is to:

1. To ensure there is a clear policy position within the ~~Sustainable Development~~Development Services Directorate in relation to the waiving or refunding of fees for approvals and services provided by the directorate.

2. Ensure the waiving or refunding of fees is applied in a consistent and justifiable manner.

3. Eliminate the need to source funds from a Shire budgeted capital work project expenditure account for the purpose of paying fees that will ultimately remain with the Shire but transferred into a Shire planning, building or health revenue account at the expense of the project.

4. Reduce the processing time of applications for Shire funded capital works projects by not having to conduct the administration of fees.

5. Guide officers in waiving or refunding fees under delegation from Council.

3. SCOPE OF POLICY

3.1 Introduction

This Policy applies to circumstances where the Shire may consider a request for the waiver or refund of fees for an approval or service provided by the Development Services ~~Sustainable Development~~ Directorate and Shire of Dardanup funded capital works projects undertaken by the Shire.

3.2 Statutory Background

Planning fees are imposed in accordance with the *Planning and Development Regulations 2009*, Schedule 2. The prescribed fees are the maximum amount a local government can charge and may be waived or refunded (in whole or part) under regulation 52. Regulation 49 also permits a local government to recover costs and expenses incurred in the provision of a specified service.

Building Permit fees are imposed in accordance with *Schedule 2 - Fees* of the *Building Regulations 2012*. Council set inspection fees may also apply. The Schedule of Fees and Charges adopted with the Council's annual budget contains the fees set for the current financial year.

3.3 Exclusions

3.3.1 Financial hardship, personal circumstances or family circumstances are not grounds for the waiver or refunding of fees.

3.3.2 Fees relating to regulatory matters arising under the *Dog Act 1976*, *Cat Act 2011* and the keeping and control of dogs and cats generally are excluded from the provisions of this policy. Requests to waive or refund fees in relation to these matters will not be considered.

3.3.3 For building applications, fees will not be waived or refunded in the following circumstances:

(a) For uncertified domestic building work – where the value of the works is less than $100,000.

(b) For certified domestic building work – where the value of the works is less than $200,000.

(c) For certified commercial building work – where the value of the works is less than $400,000 in value.

3.3.4 The following fees associated with applications for Shire funded capital works projects cannot be waived by the Shire of Dardanup as determined by the relevant legislation and as such, are required to be paid upon lodgement of the relevant application:

- BCTIF for a Building Permit Application if applicable (dependent on construction value);
- BSL for a Building Permit Application; and
- Health Department of WA Septic System Application (Application to Construct or Install an Apparatus for the Treatment of Sewerage).

4. WAIVING OF FEES

4.1 The Director Development Services ~~Sustainable Development~~ may consider and decide a request to waive fees in accordance with this policy.

4.2 A reduction in fees by 50% may be approved where the applicant is endorsed by the Australian Taxation Office as a not-for-profit organisation.

4.3 ~~4.3~~ The request to waive fees must:

(a) Be made prior to the submission of the application for the approval or services to which the fees relate;

~~(a)~~(b) Be in writing setting out reasons for the request; and

~~(b)~~(c) Include proof that the applicant has been endorsed by the Australian Tax Office as a not-for-profit organisation.

4.4 A 100% reduction in fees may be granted:

(a) For an application to change or vary an existing approval, where the need to change or vary the approval arises from an administrative error made by the Shire of Dardanup.

(b) For a development application made for approval to reconstruct (like-for-like) a building accidentally destroyed through a natural disaster or event.

(c) For a food business registration and food safety assessment fees, where the food business:

1. is registered and operated by a school; or
2. is registered and operated by a sporting group; or
3. is registered and operated by a non-for-profit or charitable organisation; and
4. the Director ~~Sustainable~~ Development Services is satisfied that the amount to be exempted is reflective of the benefit of the food business to the community.

4.5 All statutory application fees (excluding 3.3.4) normally paid to the Shire associated with the required approvals under the relevant planning, building and health legislation shall be waived for capital works projects undertaken by the Shire of Dardanup.

4.6 The waiving of statutory application fees (excluding 3.3.4) can only occur for capital works projects that occur on local Shire of Dardanup owned or managed land and funded by the local government.

5. REFUND OF FEES

5.1 The Director Development Services ~~Sustainable Development~~ may consider and decide a request to refund fees in accordance with this policy.

5.2 Fees may be refunded to an applicant in the following circumstances:

(a) If the application is submitted but subsequently found by the Shire to not have been required – 100% of the fees will be refunded.

(b) When a Building Permit or Building Approval Certificate has not been granted or refused. In line with the *Building Services Regulations 2011*. 100% of the Building Services Levy (BSL) and Building Construction Industry Training Fund (BCITF) 100% will be refunded.

(c) If the Shire has not undertaken any assessment work and the application is subsequently withdrawn in writing within 7 days of the date of the application – 75% of the fees will be refunded.

(d) For applications for development and building approval, if the Shire has commenced the assessment of the application – 50% of the fees will be refunded where:
  (i) the application has not been advertised; and
  (ii) the application is withdrawn in writing by the applicant within 21 days of lodgement of the application or is withdrawn as a result of a request for further information.

5.3 A fee will not be refunded by the Shire in the following circumstances:

(a) For development applications and building applications, clause 5.2(c) does not apply if more than 21 days have passed since the lodgement date of the application.

(b) For all other applications, assessment of the application by the Shire has commenced.

(c) For the BSL and the BCITF once a Building Permit or Building Approval Certificate has been granted or refused. However applications for refunds on the BSL and BCITF may be considered by those relevant Authorities only.

6. COST AND EXPENSES

6.1 The Shire will not waive or reduce any part of a fee that comprises:

(a) Costs or expenses that may be charged to an applicant where these are incurred through the provision of a service under Regulation 49, or waived or refunded (in whole or part) under Regulation 52 of the *Planning and Development Regulations 2009*.

(b) Outlays or expenses charged to the Shire by a third party that relate to the application.

7. ACTIVITIES UNDERTAKEN WITHOUT APPROVAL

Fees will not be waived or refunded under any circumstances to applications made under Local Planning Scheme No 9 where a use or development has already been commenced or carried out unlawfully and the purpose of the application is to render that use or development lawful under the Scheme.

8. DEFINITIONS

Applicant means the person or organisation who makes an application or formal request for an approval or service provided by the Health, Ranger, Building and Planning Departments at the Shire of Dardanup.

Application means an application or formal request for an approval or service provided by the Health, Ranger, Building and Planning Departments at the Shire of Dardanup.

Building application means an application for approval submitted in accordance with the *Building Act 2011*.

Development application means an application for approval submitted in accordance with the *Planning and Development Act 2005*.

Fees means fees levied in accordance with the Shire's Schedule of Fees and Charges for approvals and services provided by the Health, Ranger, Building and Planning Departments at the Shire of Dardanup.

Food business means a business, enterprise or activity as defined in Section 10 of the *Food Act 2008*.

Food business registration means the registration of a food business in accordance with Section 110 of the *Food Act 2008*.

Refund means the repayment of fees paid by a person or organisation to that person or organisation either in part or in full.

Waive means to reduce the fees payable by a person or organisation either in part or the full amount.

9. LEGISLATION REQUIREMENTS

- *Local Government Act 1995*
- *Building Act 2011*
- *Building Regulations 2012*
- *Bush Fires Act 1954*
- *Food Act 2008*
- *Planning and Development Act 2005*
- *Planning and Development Regulations 2009*
- *Public Health Act 2016*

FOR ADOPTION **(Appendix ORD: 12.5.1B)**

Shire of Dardanup

POLICY NO:
Dev CP503 - Local Planning Policy – Development Assessment Unit

GOVERNANCE INFORMATION			
Procedure Link:	N/A	**Administrative Policy Link:**	N/A

ADMINISTRATION INFORMATION								
History:		New	DRAFT	CP129			**Synopsis:**	
Version:	1	SDev CP503	OCM	30/09/20	Res:	269-20	**Synopsis:**	Policy endorsed by Council.
Version:	2	SDev CP503	OCM	28/09/22	Res:	243-22	**Synopsis:**	Reviewed and adopted by Council.
Version:	3	SDev CP503	OCM	25/09/24	Res:	275-24	**Synopsis**	Reviewed and Adopted by Council
Version	4	SDev CP503	OCM	27/08/25	Res:	232-25	**Synopsis**	Reviewed following gazettal of LPS9 and Adopted by Council
Version	5	Dev CP503	OCM	28/10/26	Res:	XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Development Services

2. PURPOSE

The purpose of this Local Planning Policy is to provide the guidelines, procedure and processes under which the Shire's Development Assessment Unit (DAU) operates.

The role and function of the Shire's DAU is to:

2.1. ~~Ensure development applications are assessed, considered and determined in a timely, transparent, consistent and appropriate manner.~~ Ensure development applications and other applications (if required, including subdivision referrals, scheme amendments and structure plans) are assessed, considered and determined in a timely, transparent, consistent and appropriate manner.

2.2. ~~Ensure other applications (if required, including subdivision referrals, scheme amendments and structure plans) are considered in a timely, transparent, consistent and appropriate manner.~~

2.3. Ensure that other permits, licences and approvals issued by other operational areas of the Shire are discussed and/or referred to appropriate operational areas at the Shire prior to approval.

3. DEFINITIONS

Development Assessment Unit: The working group of Shire technical officers tasked with ensuring that applications receive relevant input, ~~in order to~~to assist the assessing planning officer to undertake their assessment in accordance with the L~~l~~ocal P~~p~~lanning S~~s~~cheme and determinations in accordance with the assigned delegations.

4. BACKGROUND

The delegated powers and duties of Council to the Chief Executive Officer are listed in the Shire of Dardanup Delegations Register. Delegations are exercised in accordance with delegation granted in Sections 5.42 and 5.44 of the *Local Government Act 1995* and other statutes as applicable to specified officers.

To ensure an efficient and effective process, this policy provides guidance to the membership, scope and function of the DAU. This is to ensure applications are considered in a timely and efficient manner, in accordance with the assigned delegations.

A number of other approvals, licences and/or permits are issued by other operational areas at the Shire under the relevant Local Laws and Regulations. Such matters may be listed for discussion to ensure that appropriate technical input across the Shire's operational areas are ~~taken into account~~considered by the assessing planning officer.

The DAU does not make determinations on applications but provides relevant comments for the assessing planning officer to take into account as part of their assessment under the prevailing local planning scheme.

Determination is in accordance with the delegated powers listed in the Delegations Register or by Council if delegation criteria are not met.

The Shire will also advise Council of the development applications received via the Information Bulletin. All delegated determinations are also advised to Council via the register of delegated decisions in the Information Bulletin.

- STATUS

(a) Relationship to the local planning scheme:
This Local Planning Policy has been adopted by the Shire of Dardanup pursuant to the provisions of Schedule 2, Part 2, Div. 2 of the *Planning and Development (Local Planning Scheme) Regulations 2015* (Deemed Provisions).

(b) Relationship to other documents:
This policy has due regard ~~for, and~~for and should be read in conjunction with State Planning Polices, the Shire Local Planning Polices and other legislative documents.

5. PROCEDURES

5.1 Membership

Chairperson	~~Manager~~ Director Development Services
Deputy Chairperson	~~Principal~~ Coordinator Planning ~~Officer~~
Statutory Planning	~~Assessing~~ Planning Officer ~~to present their application~~
Representative from Building Services	Coordinator ~~Principal~~ Building Services ~~urveyor~~
Representatives from Engineering Services	Development Engineer Coordinator of Environment and Waste ~~Manager Assets~~
Representatives from Health Services	Coordinator ~~Principal Environmental~~ Health ~~Officer~~
Representatives from Emergency Services	~~Coordinator Emergency Services and Rangers~~ CESM
Representative from Compliance	Planning & Development Compliance Officer ~~Statutory Enforcement Officer~~
Governance / Administration	~~Staff for minute taking purposes~~ Administration Officer- Development Services

5.2 Pre-lodgement Processes

The Shire encourages applicants to engage in pre-lodgement discussions on applications. This is intended to:

- Discuss basic considerations such as zoning, land use permissibility, development standards, policy requirements and associated considerations;
- Identify key matters to be addressed as part of a formal application;
- Identify and explore potential issues, and discuss what applicants can do as part of their application to best address these issues (for example undertaking studies on traffic, noise and stormwater management); and
- Suggest potential opportunities that applicants may wish to consider.

The pre-lodgement process is intended to assist with the timely assessment of formal applications. Pre-lodgement processes occur on a without prejudice basis, and are offered free of charge to applicants.

5.3 Applications not required to be presented at the DAU

Applications determined as 'Low Risk' are not required to be presented to DAU. This will be determined by the Coordinator Planning ~~Principal Planning Officer~~ on allocation. ~~Statutory~~ Planning Officers may however opt to discuss

any application at the DAU, ~~provided that~~if this does not impact on the target timeframes for the 'Low Risk' application at their discretion.

Low Risk development applications, not required to be presented at DAU include, but are not limited to, the following:

- Single residential/incidental development;
- Signage;
- Minor amendments to already approved development; and
- Sheds, rainwater tanks and incidental development in the 'Rural' zone for the purposes of a 'rural use'.

5.4 DAU Process

DAU is undertaken on a weekly basis on a Wednesday commencing 9:00 and attended by a representative from Building Services, Compliance, Infrastructure Services, Environmental Services and Health Services.

~~The DAU meets every Wednesday commencing at 9.008:30am, this may only be varied by the Chairperson / Deputy Chairperson for operational reasons.~~

The DAU~~au~~ is Chaired by the Director Development Services or the Coordinator Planning. T~~At the DAU, t~~he assessing planning officer will present the details of the proposal and specifically address the following matters:

- Zoning;
- Existing land use;
- Description of proposal;
- Key issues; and
- Initial comments on the proposal.

Officers from other departments will have the opportunity to make comments on aspects of the proposal relating to their service area and advise if any further technical information should be provided. The decision of whether any further information shall be requested ultimately rests with the Chairperson or Coordinator Planning. The Shire can only request information where there is such a requirement specified under Clause 63 of the Deemed Provisions. Formal comments are to be made in writing through the internal referral process.

5.5 Authority

The DAU shall deal with those applications, licences and/or permits which are able to be processed under delegated authority as set out in the Shire's Delegations Register. These matters include, but are not limited to, the following:

- Development Applications;
- Modification of Development Standards;
- Subdivision Applications;
- Subdivision Clearances;
- Local Development Plans;
- Structure Plans;
- Building Envelope Variations;
- Removal of indigenous trees or substantial vegetation;
- Liquor Licence Applications (Section 39 and 40);
- Public Works Planning Applications;
- SAT Appeals;
- Local Planning Scheme Amendments;
- Reserves; and
- Building Licence or other permit applications which warrant being drawn to the attention of DAU.

The DAU shall also act as a forum for discussion on planning, compliance, environmental, health, building or development related matters.

Matters which are outside the scope of delegated authority may still be assessed and considered by the DAU, with the recommendation of the DAU being included in the Officers report / agenda item to Council for its consideration.

5.6 Agendas and Minutes

Governance / Administration support shall be responsible for the preparation of Meeting Agendas and Minutes for the applications or matters considered by the DAU.

A call for agenda items shall occur on the Friday preceding the DAU meeting with the cut-off for items being midday Monday prior to the DAU meeting. The agenda is to be circulated to DAU members no later than midday Tuesday prior to the DAU meeting.

Late items received after the agenda cut-off will be considered based on the nature of the item and the urgency for DAU's consideration. The Agenda shall be prepared using the Shire's DAU Agenda / Minutes Template.

The Agenda / Minutes shall contain the following information:

- Subject; (Agenda & Minutes)
- Location; (Agenda & Minutes)
- Applicant; (Agenda & Minutes)
- DA/File Number; (Agenda & Minutes)
- DAU recommendation; (Minutes)
- Applicable Conditions; (Minutes)

The recommendations are required to be forwarded to the Chairperson/Deputy Chairperson for authorisation. The DAU meeting minutes shall accurately state the recommendations made at that DAU meeting of the respective delegated Officer. The minutes of the DAU shall be presented to Council via the register of delegated decisions in the Information Bulletin as the Delegations ~~exercised, and~~exercised and therefore will fulfil the role of the Delegations Register in accordance with Regulation 19 or the *Local Government (Administration) Regulations 1996*.

6. DEVELOPMENT ASSESSMENT UNIT PROCESSES

6.1 Application - Advertising Not Required

6.1.1 When an application is received, it is checked upon receipt to ensure that all the required information has been submitted in accordance with the Local Planning Policy/Checklist and fees have been paid.

6.1.2 An application for development approval must comply with *Clause 62 of the Planning and Development Regulations 2015* and is not considered as lodged until~~-~~:

a. T~~t~~he fees are paid;
b. ~~,~~T~~t~~he application form has been signed by all landowners;~~,~~and
c. Accompanied by plans and ~~–~~all information specified in Clause 63 *of the Planning and Development Regulations 2015* ~~required for the application~~ and as detailed on the checklist has been submitted.~~d.~~

6.1.3~~2~~ Within 7 days of receipt of an application for Development Approval, Planning or ~~Officers~~Administration Officer will advise the applicant in writing that that application has been accepted for assessment, or that the application cannot be accepted because it is deemed to be incomplete.

6.1.4~~2~~ The application is recorded and date stamped, and Planning or Administration ~~Governance~~ Officers (within 2 days from lodgement date):

i) Registers the application on TARDIS;
ii) Lists it as a new application received on the agenda for the next DAU; and

iii) Arranges internal referral (when required) to other departments.

6.1.53 The application is referred to the Coordinator Planning ~~Principal Planning Officer~~ who assigns the application to an Officer.

6.1.64 Internal referral (to be completed within 14 days from lodgement date) enables other departments to provide technical opinion in relation to their relevant field of expertise, request further information and/or advise of necessary conditions/advice notes.

6.1.75 The Coordinator Planning or Planning Officer undertakes technical assessment within 21 days from the lodgement date to determine if any additional information is required and to confirm if the application requires advertising in accordance with the Deemed Provisions or any adopted Local Planning Policy.

6.1.86 Within 21 days from the lodgement date, the application is brought to DAU to:

i) Determine whether further information is required. If so, the applicant is notified in writing, specifying the type and form of the information to be submitted and requesting that such information be provided within 21 days of the date of the correspondence unless the type of information warrants more time;
ii) The applicant may request that the application is placed on 'hold' until the further information is obtained. The application can be kept on hold for up to two months (or further time as agreed upon by the Chairperson).

6.1.97 Once the additional information has been received and considered sufficient, the Officer finalises the assessment which includes the recommendation and all conditions. The application is then listed at the next possible DAU or if the application is considered minor, the Coordinator Planning ~~Manager Development Services~~ may determine the application without it being presented back to DAU. Where delegations do not allow for a delegated decision, applications will be referred to an Ordinary Council Meeting or ~~Joint~~ Development Assessment Panel.

6.1.108 Relevant Officer signs technical assessment and Notice of Determination.

6.2 Application – Advertising Required

6.2.1 When an application is received, it is checked upon receipt to ensure that all the required information has been submitted in accordance with the Local Planning Policy/Checklist and fees have been paid.

6.2.2 ~~An application is not considered as lodged until the fees are paid, the application form has been signed by all landowners, and all information required for the application as detailed on the checklist has been submitted~~ An application for development approval must comply with C*lause 62 of the Planning and Development Regulations 2015* and is not considered as lodged until:

a. The fees are paid;
b. The application form has been signed by all landowners; and
c. Accompanied by plans and all information specified in Clause 63 *of the Planning and Development Regulations 2015* and as detailed on the checklist has been submitted.

6.2.32 The application is recorded and date stamped, and Planning Administration (within 2 days from lodgement date):

i) Registers the application on TARDIS;
ii) Lists it as a new application received on the agenda for the next DAU; and
iii) Arranges internal referral (when required) to other departments.

6.2.34 The application is referred to the Coordinator Planning ~~Principal Planning Officer~~ who assigns the application to an Officer.

6.2.54 Internal referral (to be completed within 14 days from lodgement date) enables other departments to provide technical opinion in relation to their relevant field of expertise, request further information and/or advise of necessary conditions/advice notes.

6.2.65 The Planning Officer undertakes technical assessment within 21 days from the lodgement date to determine if any additional information is required and to confirm that the application requires advertising in accordance with the Deemed Provisions or any adopted Local Planning Policy.

6.2.76 Within 21 days from the lodgement date, the application is brought to DAU for determination of whether:

i) Further information is required. If so the applicant is notified in writing, specifying the type and form of the information to be submitted and requesting that such information be provided within 21 days of the date of the correspondence unless the type of information warrants more time;

ii) The applicant may request that the application is placed on 'hold' until the further information is obtained. The application can be kept on hold for up to two months (or further time as agreed upon by Chairperson).

iii) The application requires advertising. Once all relevant information has been received and is deemed appropriate and complete, advertising will occur;

iv) Notwithstanding Clause 64 of the Deemed Provisions, advertising shall be carried out for a period of no less than 14 days or 42 days for Agencies. Upon conclusion of the advertising period, the Planning Officer is to assess the submissions and:

a. If necessary, based on submissions received, request further clarification from the applicant, and where appropriate the applicant may be required to respond or address matters raised

by submitters;

b. Internal departments are to prepare additional advice and propose conditions based on the further information and submissions received; and

c. The Planning Officer re-assesses the application and prepares an assessment which includes a recommendation and all conditions proposed.

d. If needed, a schedule of submissions to be forwarded to the applicant and comment requested to be provided within 5 working days, or applicant need to agree to an extension of time for the assessment of the proposal.

6.2.78 The application is listed at the next possible DAU with a recommendation for determination to be included in the minutes. Where delegations do not allow for a delegated decision, applications will be referred to an Ordinary Council meeting or ~~Joint~~ Development Assessment Panel.

6.2.98 Relevant Officer signs technical assessment and Notice of Determination.

6.3 Referral to Council

6.3.1 Where referral to Council is required, a report will be prepared and presented to Council at the next available Council meeting once all relevant information has been obtained.

6.3.2 All submitters are notified that the application will be presented to Council, at the time the Council meeting agenda is published, and that they are able to make a deputation in this regard.

6.3.3 The Council meeting minutes are to be published on the Shire's website.

6.3.4 The Notice of Determination is issued in accordance with the Council ~~resolution~~resolution, and any submitters are notified of the decisions soon as practicable after the Ordinary Council meeting.

FOR ADOPTION **(Appendix ORD: 12.5.1B)**

Shire of Dardanup

POLICY NO:
Dev CP504 – Local Planning Policy - Amendments and Extensions to Existing Approvals

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

ADMINISTRATION INFORMATION							
Version	1	New CP504	OCM	30/09/20	Res: 269-20	**Synopsis**	Policy created and endorsed by Council
Version	2	SDev CP504	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and adopted by Council
Version	3	SDev CP504	OCM	25/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	4	Dev CP504	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Development Services

2. PURPOSE OR OBJECTIVE

To provide guidance for the consideration of requests to:

a. amend a Development Approval to make minor modifications that do not substantially alter the approved use(s) or development;
b. amend or delete conditions of a Development Approval;
c. extend the time to substantially commence or complete an approved development or use; or
d. cancel a Development Approval.

3. DEFINITIONS

Substantial Commencement - is deemed to have occurred where there has been physical 'on site' development that comprises at least the preparation of the site including the construction and installation of footings or a slab. Where in a condition of approval there is a requirement to undertake further studies and investigations for submission and approval of the Shire prior to development commencing, such 'work' is not deemed to be substantial commencement. Where no construction is required as part of a development approval, proof that the current use has commenced has to be provided.

4. BACKGROUND

Clause 71 of the Deemed Provisions provides that a development approval lapses in the event that the development is not substantially commenced within the term of that approval. The Deemed Provisions specify a period of 2 years from the date of determination as the term, unless another time period is specified in the approval.

Clause 77 of the Deemed Provisions empowers the Local Government, on receipt of a written application from the owner of land in respect of which development approval has been granted, to amend the approval so as to extend the period within which any development approved must be substantially commenced, amend or delete any condition to which the approval is subject, amend an aspect of the development approval or cancel the development approval

5. POLICY

5.1 Amendment of a Development Approval

5.1.1 In determining whether to approve an ~~allow the~~ amendment to ~~of~~ a d~~D~~evelopment a~~A~~pproval, consideration wi;; be given ~~the Shire shall~~should ~~consider~~ whether the nature and extent of the proposed amendment is such that the use or development the subject of the planning approval:

(a) Remains, in substance, the same; or

(b) Is changed to such an extent that ~~so~~ a new and/or different use or development is proposed. ~~or included.~~

5.1.2 Notwithstanding clause 5.1.1, an amendment to a development approval will be considered against the relevant requirements of Parts 8 and 9 of the Deemed Provisions, as required by clause 77 92) of the Deemed Provisions.

5.1.~~3~~2 If the nature and extent of the proposed amendments is such that it is ~~introduces~~ a new and ~~,~~ different use, ~~or~~ or development to that which was the subject of the original development approval, the amendment to the development approval may be refused to be accepted or may be refused~~additional use to that approved, other than a permitted or ancillary use, the Shire may refuse to allow amendment of the development approval and require the submission of a new development application~~.

5.1.~~4~~3 If the Development Approval that is the subject of the amendment has expired or is likely to expire before the amendment request will be determined, the Shire shall not approve any amendment to the Development Approval. In such circumstances a new application for Development Approval would be required, or any extension to the term of approval will need to be sought.

5.1.~~5~~4 Where an amendment of any Development Approval is determined to be, in substance, the same as the original approval, the amended proposal will only be advertised if required to comply with clause 64 of the Deemed Provisions and any Local Planning Policy.~~:~~

5.1.~~5~~6 If an application to amend Development Approval is refused, nothing in this Policy shall preclude the applicant from making, and the Shire from determining, a new application for development approval for the same use or development.

5.1.~~7~~6 Where a request to amend a Development Approval is approved, a letter will be issued advising the applicant of the details of the amendments to the original approval that are approved. An amended Development Approval (determination) will be issued which retains all of the original conditions, subject to any approved amendments.

5.2 Extension of the period within which a development approval must be substantially commenced

5.2.1 Where an extension is granted, a period of up to a further two years only may be granted.

5.2.2 In considering a request for an extension to the term of a Development Approval under clause 77 of the Deemed Provisions, the Shire will have regard to the following factors:~~:~~

i) ~~i)~~ whether or not the planning framework has changed substantially since the development approval was granted;

ii) whether in granting the planning approval, a discretion was exercised in relation to the Scheme or policy requirements;

iii) whether a material change has occurred to either the site to which the development approval relates or the surrounding locality since the development approval was granted;

ii) ~~-~~whether the development would likely receive approval now; and ~~-~~

iv) ~~iii)~~ whether the holder of the development approval has actively and relatively conscientiously pursued the implementation of the development approval.

5.2.3 Notwithstanding clause 5.2.2, an application to extend the term of development approval will be considered against the relevant requirements of Parts 8 and 9 of the Deemed Provisions, as required by clause 77(2) of the Deemed Provisions.

5.2.4 Where an application to extend the term of the development approval is approved, a period of up to a further two years will be granted, unless determined otherwise by the decision maker.

5.3 Administrative Corrections ('Slip Rule')

5.3.1 Where a correction/amendment to a Development Approval is required in order to correct a clerical mistake, or an error arising from an accidental slip or omission, and doing so does not change the nature of the approval, the following will apply:

(a) a request in writing may be made by any applicant and must be signed and dated by current the owner of the subject land; or
(b) the Shire itself may decide to make the amendment to correct the error; and
(c) no fee is payable for the request to correct/amend the Development Approval;
(d) advertising of the amendment is not required;
(e) where the original decision was made by the Council (or by the State Administrative Tribunal 'standing in the shoes' of the Council), rather than by an officer under delegation, it is not required to be returned to Council for further consideration of the modification; and
(f) An amended Development Approval (determination) will be issued which retains all of the original conditions, subject to any approved amendments. All approved amendments will be detailed in a covering letter and in the Advice Notes on the Development Approval.

5.3.2 Modifications under this section are to be considered, and may be approved, in accordance with Schedule 2, clauses 77(1)(c) and 77(3) of the *Planning and Development (Local Planning Schemes) Regulations, 2015*.

6. FEES

An application fee will be charged for an application to amend and/or extend the term of a development approval. This fee will be in accordance with the Shire of Dardanup Schedule of Fees and Charges. In the event that an application is made to amend a development approval and it is considered that the proposal has changed to the extent that it must be considered as a new application, the applicant may withdraw the application for an amendment and resubmit a new application. In this circumstance, the application fee paid to amend a development approval may be refunded, depending on the degree of assessment undertaken and costs incurred by the Shire, and the applicant only required to pay the fee for the new application.

7~~6~~. APPLICATION

This policy applies to all Development Approvals within the Shire whether granted by officers under delegation, by the Council, or the State Administrative Tribunal.

8~~7~~. REFERENCE DOCUMENTS

Planning and Development Act, 2005
Planning and Development (Local Planning Schemes) Regulations, 2015
Shire of Dardanup Local Planning Scheme No. 9~~3~~
Kantor v Murrindindi Shire Council *(1997)* 18 AATR 285 (Supreme Court) – known as the 'Kantor Test'

FOR ADOPTION **(Appendix ORD: 12.5.1B)**

Shire of Dardanup

POLICY NO:
Dev CP505 – Local Planning Policy - Public Consultation – Planning Matters

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

ADMINISTRATION INFORMATION							
Version:	1	New	OCM	30/09/20	Res: 269-20	**Synopsis:**	Policy created and endorsed by Council
Version:	2	SDev CP505	OCM	31/03/21	Res: 61-21	**Synopsis:**	Amended and adopted by Council
Version:	3	SDev CP505	OCM	28/09/22	Res: 243-22	**Synopsis:**	Reviewed and adopted by Council
Version:	4	SDev CP505	OCM	25/10/24	Res: 275-24	**Synopsis:**	Reviewed and Adopted by Council
Version:	5	SDev CP505	OCM	29/04/26	Res: 80-26	**Synopsis:**	Policy reviewed and updated to reflect LPS9, endorsed by Council
Version	6	Dev CP505	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Development Services

2. PURPOSE OR OBJECTIVE

This Policy is designed to clearly define consultation required to meet the statutory and 'standard' consultation requirements for planning matters. R.76A and Schedule 2, cl. 64 and cl. 87 of the Planning and Development (Local Planning Schemes) Regulations 2015 establishes when consultation is required and gives discretion on how an application is to be advertised.
This Policy establishes the circumstances where consultation will be exercised, in order to:

(a) provide a consistent approach to the types of applications where public notice is given, based on the level of a proposal's potential 'impacts;'
(b) consistently apply standard means and duration (statutory timeframes) of public notices; and
(c) recognise the balance between the community being informed of, and having reasonable opportunity for input into, planning proposals (transparency and engagement), and the need to process planning proposals within prescribed statutory timeframes (efficiency).

This Local Planning Policy has been adopted by the Shire of Dardanup pursuant to the provisions of Schedule 2, Part 2, Clause 4 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

3. APPLICATION

3.1 This policy is applicable to the entire local government area of the Shire of Dardanup and will be applied by the Shire when making discretionary decisions relating to public notice of planning proposals.

3.2 Planning proposals in the context of this policy include development applications; Structure Plans; Scheme Amendments and Local Development Plan.

3.3 For the purposes of this policy, in circumstances where consultation is undertaken it will be to the land owners only that, in the opinion of the Shire, may be affected by the proposal and/or other stakeholders where these are identified.

3.4 The Policy also applies to Planning Applications for which the Council is not the final decision-making authority.

~~3~~4. DEFINITIONS

The following are definitions for the purposes of this policy only:

'Adjoining' refers to any land or owner of land which abuts an application site or is separated from it only by a road, pathway, driveway or similar thoroughfare.

'Affected Person' means a person who owns or occupies land that adjoins an application site.

'Application Site' means the land upon which a land use, development or public work is proposed to be undertaken.

'Advise' means action in writing taken by the Shire or another to acquaint the recipient with details of an intended land use or development on an information-only basis.

'Complex application' means —

a) an application for approval of development that is a use of land if the use is not specifically referred to in the zoning table for this Scheme in respect of the zone in which the development is located; or

b) an application of a kind identified elsewhere in this Scheme, or in a local planning policy, as a complex application for development approval.

'Consult' means either:

(a) Personal (evidence by signed documentation) or written contact with an affected property owner(s) by the party proposing to undertake a land use or development; or

(b) Written notification by the Shire to affected persons inviting comment on the proposal.

'Development' as defined under the Planning and Development Act 2005.

'Development ~~Control~~ Assessment Unit' means a technical advisory group to consider and recommend determination of development applications as established under Local Planning Policy or Shire Operating Procedure and includes the Shire's Development Assessment Unit.

"Excluded Holiday Period' means a day that is in:
(a) a period beginning on 25 December in any year and ending on the next 1 January; or
(b) a period of 7 days beginning on Good Friday in a year;
Unless otherwise defined in the *Planning and Development (Local Planning Schemes) Regulations, 2015*.

'Land' includes any building or part of a building created on the land.

'Land owner' means the person(s) listed as the registered owners on the Certificate of Title or in the case of Reserve land is the authority listed on the Management Order.

'Nearby Land' means any land, other than neighbouring or adjoining land, which may be adversely affected by a development proposal and, where appropriate, may include owners of land within a neighbouring Shire**.**

'Notify' means written communication by the Shire or the proponent of a development proposal containing relevant information about the development proposal for the purpose of advice or seeking comment.

'Public Advertisement' means notification by way of an advertisement in a local newspaper, signs erected on the application site or signs on public notice boards.

'Relevant Information' means the principal details of a development proposal as determined by the Shire to be sufficient to describe the proposal and its potential impacts. Each such notification is to provide further information as to where and when full particulars of the development proposal can be inspected during the period which comments are sought.

'Submitters' means people who have provided written comment on a proposal within the formal comment period.

~~4~~5. POLICY

5.1 In addition to any applications for development approval that are complex applications pursuant to the Scheme, subject to any application that meets one or more of the criteria below, is considered "Complex" –

- Any application lodged for determination by a Development Assessment Panel, pursuant to the Planning and Development (Development Assessment Panels) Regulations; and
- Any application for a Child Care Premises within 100 metres of a Dwelling.

This Policy is to be read in conjunction with Community Development Policy Exec CP090– Community Engagement.

Consultation Categories Levels and Methods

5~~4~~.2~~1~~ In those instances where consultation is to be conducted, the consultation will be undertaken in accordance with the Consultation Matrix table (Schedule1) in this Policy and all other provisions of this policy, unless varied by the legislation referenced in this policy.

5~~4~~.3~~2~~ Prior to commencing consultation of a development application, the application may be listed for discussion at the Development ~~Control~~ Assessment Unit meeting, where the Officer may present the level of consultation to be undertaken, consistent with this Policy.

5~~4~~.4~~3~~ All public notices for comment will articulate the following:

(a) The reasons for undertaking the consultation;
(b) Set out details of the proposal or a part thereof for which comment is being sought;
(c) Explain any policy variations being sought;
(d) Set out how a member of the public could provide comment; and
(e) Specify the timeframe within, where any comments or submissions should be made.

5~~4~~.5~~4~~ Where deemed appropriate by officers, consultation may occur with government departments/referral agencies at any consultation level.

Schedule 1 – Consultation Matrix

DEVELOPMENT PROPOSAL	CONSULTATION LEVEL	CONSULTATION PERIOD
Local Planning Scheme Review	4*	90 days
Development Strategies/Local Planning Strategies for Selected Areas	4	~~21 days~~42
Scheme Amendments - Basic	~~1~~3	~~Complex SA: 60 days~~ ~~Standard SA: 42 days~~-
Scheme Amendments - Standard	3	42 days
Scheme Amendments - Complex	3	60 days
Structure Plans	3	42 days
~~Subdivision Referrals from WAPC~~	~~1~~	~~-~~
~~Development proposing a variation to the Deemed to Comply criteria of the R-Codes~~	~~2~~	~~14 days~~
Development proposing a variation to a scheme standard	2	14 days
Building Envelope Amendment/Relocation	2	14 days
~~Development – 'P' Uses on zoning table in LPS9~~	~~1~~	~~-~~
~~Development – 'D' Uses on zoning table in LPS9~~	~~1~~	~~-~~
Development 'A' Uses on zoning table in LPS9	2	14 days
Complex application (including DAP)	3	42~~28~~ days
Any proposal requiring a Heritage assessment to be carried out	2	14 days
Extension to Non-Conforming Uses	2	14 days
Cancel, amend, or extend Development Approval (s.77 applications)	1	-
Local Development Plan as a condition of subdivision	1	-
Local Development Plan	3	14 days
~~Development Assessment Panel (DAP) assessments~~	~~2~~	~~42 days~~

Consultation periods in Schedule 1 do not include any "Excluded Holiday Period"
*Additional consultation requirements may be described in the Planning and Development (Local Planning Schemes) Regulations 2015.
#The minimum public consultation is 21 days, however additional workshops with key stakeholders may be required where deemed appropriate.

Table 1 – Consultation Level Legend

Consultation Level Description	Consultation Level
No Consultation	1
Consultation with owners and occupiers of adjoining Land	2

Consultation with owners and occupiers of the land in the locality	3
Community Engagement Plan	4

6 COST OF CONSULTATION

6.1 The full cost of the consultation requirements for Level 3 and 4 specified within this policy are to be met by the applicant.

6.2 Council's schedule of fees and charges sets the cost for consultation.

7 ACCESS TO PLANNING APPLICATIONS WHERE NO CONSULTATION REQUIRED

7.1 In situations where a member of the public requests access to view a development proposal which does not require public consultation, the written consent of the applicant/owner must be obtained to view the documents submitted. In the event written consent is not obtained, the Shire will not provide access to the documents unless a formal application under the Freedom of Information Act is made to the Shire and has been approved by the Shire's Freedom of Information Officer following due process.

8 FORM OF SUBMISSION

8.1 Submissions can be made via email to records@dardanup.wa.gov.au, or in writing to the Shire's postal address.

8.2 To be considered valid, any submission will be required to:

(a) be signed by the submitter;
(b) provide contact details for the submitter including an address for correspondence (including email address); and
(c) detail the reasons for any objection to the proposal.

9 CONSIDERATION OF SUBMISSIONS

9.1 All submissions received will be acknowledged in writing within 7 days of receipt, either by email as a first preference, or by postal mail (letter) if no email address is provided.

9.2 All submissions will be summarised into 'issues' in a Schedule of Submissions document by the assessing officer, prior to a determination being made. The assessing officer will provide comment and/or a recommendation with regard to the matters raised in the submission.

9.3 Matters to be taken into account in the consideration of the submission are outlined as set out in clause 67 of the Deemed Provisions. This policy does not increase the scope of the matters that may be considered in clause 67.

9.4 If the matter is to be determined by the Council rather than by a delegated officer, any person or organisation (other than a government agency or service provider) that has made a submission will be notified in writing (either by email or postal mail) of the details of the Council meeting, on the Friday prior to the Council meeting once the Agenda is made available to the public.

9.5 In making the determination on the application/planning matter, Council or the delegated decision-maker will consider the Schedule of Submissions.

9.6 Once a determination of the matter has been made, a letter or email will be sent to each submitter detailing the determination of the development proposal.

10. REFERENCE DOCUMENTS

Planning and Development Act, 2005
Planning and Development (Local Planning Schemes) Regulations, 2015
Shire of Dardanup Local Planning Scheme No.9
Policy Exec CP090 – Community Engagement

Appendix 1 - Consultation Level detailed

Level '1' – No consultation

1.1~~4.5~~ No consultation will occur where the proposal meets any of the following points:

(a) is determined as having no predictable detrimental impact on the character or amenity of the immediate or general locality likely, and is not required under Clause 64 of the Deemed Provisions;

(b) has previously occurred and only minor modifications, or modifications that address previous concerns raised, are proposed; and

(c) for those proposals identified with 'Consultation Level 1' in the Matrix table in Schedule 1 of this policy.

Level '2'– Consultation with owners and occupiers of adjoining land

2.1~~4.6~~ On R-Coded lots where the Deemed to Comply provisions of the Residential Design Codes are not complied with, the owner(s) of land adjoining the application site affected by the non-compliance will be consulted unless the proponent has already undertaken the necessary consultation and secured agreement or obtained comment.

2.2~~4.7~~ Where a proposed land use or development is identified with 'Consultation Level 2' in the Matrix table in Schedule 1 of this policy, or where a proposed development:

(a) will be visible from any road or other public place; and

(b) will be likely to have an impact on the streetscape or amenity of properties in immediate proximity to the site;

the owners of properties adjoining, and those on the other side of any street immediately opposite the application site, will be consulted.

2.3~~4.8~~ The owners and occupiers of the properties determined as being potentially affected by a development proposal will be consulted in writing, enabling the lodgement of any submission within the relevant period identified in the Matrix table in Schedule 1 of this policy (or such other period as prescribed by the relevant legislation).

~~4.9 Where an affected land owner is consulted by the proponent of a development proposal, the applicant must submit to the Shire evidence that the consultation satisfies the Shire's notification requirements, by submitted all of the following for each affected property:~~

~~(a) a completed, signed and dated Form 87 - Consent Objection Form - Adjoining Owners (completed by the applicant and all affected persons); and~~

~~(b) a full copy of all of the plans submitted with the application, each of the plans having been signed and dated, and which include the printed name of each of the affected persons.~~

Level '3' – Consultation with owners and occupiers of the land in the locality

3.1~~4.10~~ Where a proposal is identified with 'Consultation Level 3' in the Matrix table in Schedule 1 of this policy, or is determined by the Shire as having the potential to impact upon:

(a) the use and enjoyment of land within an area but not extending to the whole of the Shire district; or

(b) specific interest groups within that area;

the community within that area will be consulted.

~~4.11~~3.2 The Shire will:

(a) publish a notice of the development proposal in a newspaper circulating in the area containing details of the proposal;

(b) publish a notice, plan, application of the proposal on the Shire's website and also place a copy on the notice board at the front of the Administration Building and make a copy of the document available for public inspection;

(c) require the applicant to place a notice of the development proposal on a sign in a prominent position on the property that is subject of the development proposal, in the manner and form approved by the Commission;

(d) provide written notice in the form of a letter to all land owners and occupiers within a radius of at least 200m of the application site for land within the townsite boundaries or at least 500m radius for land outside of a townsite;

(e) consult with the owners and occupiers of land beyond the forgoing areas where, in the opinion of the Shire, there will be an impact along key transportation facilities, tourist routes or view-sheds;
(f) consult as necessary with other affected government agencies or statutory authorities as the case requires; and
(g) consider utilising social media platforms to direct community members to the Shire's website to view applications available for consultation.

3.3~~4.12~~ The notice and letters referred to in Clause 4.12 must detail the relevant information of the application, enabling the lodgement of any submission within the relevant period identified in the Matrix table in Schedule 1 of this policy (or such other period as prescribed by the relevant legislation).

Level '4' – Community Engagement Plan

~~4.13~~4.1 Where a proposal is identified with 'Consultation Level 4' in the Matrix table in Schedule 1 of this policy, and for planning matters that are deemed by officers to be of State, regional or shire-wide significance, officers will be required to prepare and implement a 'Community Engagement Plan' consistent with Policy ~~SDev~~ Exec CP090 – Community Engagement.

~~4.14~~4.2 Specific objectives for Level 4 consultation which must be taken into consideration when preparing the Community Engagement Plan, include (but may not be limited to) the following:
(a) Raise awareness about a particular issue/matter;
(b) Establish communication links with the community and identify which sections of the community are to be targeted in the engagement plan;
(c) Encourage active participation in programs;
(d) Collect views, opinions and ideas;
(e) Foster community pride, support and 'ownership'; and
(f) Build trust and confidence between Council and the community.

4.3~~4.15~~ Consultation mechanisms for Level 4 consultation will include the items listed at (a) – (d) below as a minimum, and may also include items (e)-(j), as determined by the Development ~~Control~~Assessment Unit and/or the Manager Development Services:
(a) Newspaper advertising*;
(b) Letter/mail box drops or Council notices;
(c) Signage and displays in relevant locations;
(d) Notice to be displayed on Council's website;
(e) Media releases – press, radio, television (subject to availability and budget);
(f) Formation of community or advisory committees under *Local Government Act 1995*;
(g) Formation of working groups;
(h) Workshops, forums or briefing/information sessions;
(i) Public meetings; or
(j) Other procedures as required including utilising social media platforms to direct the community to the Shires website.

~~4.16~~4.4 *Notwithstanding the consultation methods adopted, consultation for 'Level 4' proposals will include a comprehensive local newspaper notice repeated over the duration of the process (minimum of 2 notices) associated with a formal comment period of 28 days, or such longer period that may be necessary to comply with relevant legislation.

~~**Access to Planning Applications where no consultation required**~~

~~4.28 In situations where a member of the public requests access to view a development proposal which does not require public consultation, the written consent of the applicant/owner must be obtained to view the documents submitted. In the event written consent is not obtained, the Shire will not provide access to the documents unless a formal application under the Freedom of Information Act is made to the Shire and has been approved by the Shire's Freedom of Information Officer following due process.~~

~~**Form of submission**~~

~~4.17 Submissions can be made via email to records@dardanup.wa.gov.au, or in writing to the Shire's postal address.~~

4.18 To be considered valid, any submission will be required to:
(a) be signed by the submitter;
(b) provide contact details for the submitter including an address for correspondence (including email address); and
(c) detail the reasons for any objection to the proposal.

4.19 Where a written submission is received prior to the determination of an application and the Shire did not call for formal submissions; the submission must be considered as set out below 'consideration of submissions.'

Consideration of submissions

4.20 All submissions received will be acknowledged in writing within 7 days of receipt, either by email as a first preference, or by postal mail (letter) if no email address is provided.

4.21 All submissions will be summarised into 'issues' in a Schedule of Submissions document by the assessing officer, prior to a determination being made. The assessing officer will provide comment and/or a recommendation with regard to the matters raised in the submission.

4.22 Matters to be taken into account in the consideration of the submission are outlined as set out in clause 67 of the Deemed Provisions. This policy does not increase the scope of the matters that may be considered in clause 67.

4.23 If the matter is to be determined by the Council rather than by a delegated officer, any person or organisation (other than a government agency or service provider) that has made a submission will be notified in writing (either by email or postal mail) of the details of the Council meeting, on the Friday prior to the Council meeting once the Agenda is made available to the public.

4.24 In making the determination on the application/planning matter, Council or the delegated decision-maker will consider the Schedule of Submissions.

4.25 Once a determination of the matter has been made, a letter or email will be sent to each submitter detailing the determination of the development proposal.

Cost of Consultation

4.26 The full cost of the consultation requirements for Level 3 and 4 specified within this policy are to be met by the applicant.

4.27 Council's schedule of fees and charges sets the cost for consultation.

Access to Planning Applications where no consultation required

4.28 In situations where a member of the public requests access to view a development proposal which does not require public consultation, the written consent of the applicant/owner must be obtained to view the documents submitted. In the event written consent is not obtained, the Shire will not provide access to the documents unless a formal application under the Freedom of Information Act is made to the Shire and has been approved by the Shire's Freedom of Information Officer following due process.

5. APPLICATION

5.1 This policy is applicable to the entire local government area of the Shire of Dardanup and will be applied by the Shire when making discretionary decisions relating to public notice of planning proposals.

5.2 Planning proposals in the context of this policy include development applications; Structure Plans; Scheme Amendments and Local Development Plan.

5.3 For the purposes of this policy, in circumstances where consultation is undertaken it will be to the land owners only that, in the opinion of the Shire, may be affected by the proposal and/or other stakeholders where these are identified.

~~5.4 The Policy also applies to Planning Applications for which the Council is not the final decision-making authority.~~

~~6. REFERENCE DOCUMENTS~~

~~*Planning and Development Act, 2005*~~
~~*Planning and Development (Local Planning Schemes) Regulations, 2015*~~
~~Shire of Dardanup Local Planning Scheme No.9~~

FOR ADOPTION **(Appendix ORD: 12.5.1B)**

COUNCIL POLICY NO:
Dev CP513 – Local Planning Policy - Strategic Water Tanks for Fire Fighting Purposes in Non-Reticulated Areas

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

ADMINISTRATION INFORMATION								
Version:	1	SDev CP513	OCM	26-02-25	Res:	26-25	**Synopsis:**	Policy endorsed by Council
Version:	2	SDev CP513	OCM	27-08-25	Res:	232-25	**Synopsis:**	Reviewed following gazettal of LPS9 and Adopted by Council
Version:	3	Dev CP513	OCM	28/10/26	Res:	XX-26	**Synopsis:**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Development Services

2. PURPOSE OR OBJECTIVE

The objectives of this Policy are to:

- Promote and establish a well-developed network of strategic ~~water~~fire water tanks for firefighting within the Shire.
- Ensure that fire water supply and ~~–~~associated infrastructure within a locality is sufficient to cater for an increasing population when a Strategic Planning Proposal, Structure Plan or Subdivision Application is proposed.
- Ensure the impact of a bushfire on lives, homes and infrastructure within a locality is managed by the provision of an adequate ~~supply of water~~ fire water supply and associated infrastructure being made available for firefighting purposes.
- This Local Planning Policy has been adopted by the Shire of Dardanup pursuant to the provisions of Schedule 2, Part 2, Div. 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

3. SCOPE

- To provide developers direction on when the Shire of Dardanup will require strategic fire ~~-~~water tanks to meet Element 4 of the *Guidelines for Planning in Bushfire Prone Areas (2024)* *may* ~~or require~~ require ~~-~~individual water tanks to be supplied on each of the lots ~~the lot~~.

- To guide developers in identifying future fire water supply sources for firefighting purposes in non-reticulated areas during the Strategic Planning Proposal stage within the Shire of Dardanup. This Policy aligns with Element 4, *Guidelines for Planning in Bushfire Prone Areas (2024)* and provides information on where the Shire of Dardanup's discretion for strategic fire water supply or associated for firefighting purposes is applicable.

4. DEFINITIONS

Bushfire protection Criteria:

A performance-based system of assessing bushfire risk management measures contained in these Guidelines and applied to all strategic planning proposals, structure plan, subdivisions and development applications.

5. INTRODUCTION

The Guidelines for Planning in Bushfire Prone Areas (2024) seeks to ensure Local Governments take a coordinated approach to managing the impacts of a bushfire upon a locality when considering plans of subdivision or a Local Structure Plan (LSP).

Element 4 of the *Guidelines for Planning in Bushfire Prone Areas (2024)* contains acceptable solutions to ensure that water is available to enable people, property and infrastructure to be defended from bushfire. The Guidelines specifically ~~refers~~refer to ensuring an adequate water supply is provided when a Local Government considers a proposal to increase

the population either through a strategic planning proposal, subdivision application or Structure Plan within non-reticulated water areas.

Under Table 11 of Element 4 of the Guidelines, it is at the discretion of the Local Government when considering the options available for an adequate fire water supply being provided as part of a subdivision or structure plan proposal by a developer. The Guidelines provide the options of either the supply of 10,000 litre individual water tanks being provided by future occupants for each of the lots ~~of lots~~ being created through subdivision or for the provision of a 50,000 litre strategic water tank being provided at subdivision clearance or designated within a structure plan.

This policy provides ~~direction~~directions to guide developers in the Shire's preferred option of ensuring an adequate water supply when considering an application for subdivision or structure plan and of the broader construction requirements/standards for strategic water tanks for firefighting purposes.

6. THE REQUIREMENTS OF THE POLICY ARE AS FOLLOWS:

PLANNING APPLICATION	Rural Residential and Rural Smallholdings zones
Structure Plan / Subdivision: Creation of 1-2 lots	- 10,000L tank per lot; and - Memorial to be placed on Titles notifying future occupants of their obligations to supply a water tank on site for firefighting purposes.
Structure Plan / Subdivision: Creation of three -24 lots	- 50,000L strategic water tank.
Structure Plan / Subdivision: 25 lots or more	- 50,000L strategic water tanks per 25 lots or part thereof.

6.1 Existing strategic water tanks within 10 minutes of a subject site cannot be considered to meet Element 4 of the Guidelines where it already services 25 lots or more, or in the opinion of the local emergency services that the water has been fully allocated.

6.2 Where strategic water tank/s are required, it is to be shown on the Structure Plan proposal, where the lot layout is known, plan of Subdivision and Bushfire Management Plan mapping.

6.3 The installation of strategic water tanks will need to be completed and operational at the time of the of bushfire compliance site audit of the subdivision.

6.4 The strategic water tanks should be designed by a qualified and registered Civil Engineer in accordance with Schedule 2 of the Guidelines and in consultation with the Shire of Dardanup's Chief Bushfire Control Officer and DFES Rural Fire Officer.

7. STANDARDS FOR STRATEGIC FIRE FIGHTING WATER TANKS

These Standards have been developed by Shire of Dardanup officers in collaboration with the Dardanup West Fire Control Officer. These Standards are to also be read in conjunction with the requirements within the Guidelines for Planning in Bushfire Prone Areas (2024).

7.1 Site and Access

- A portion of land with minimum dimensions of 15m x 15m to be provided as a Shire of Dardanup reserve in a strategic location and to be approved by the Shire of Dardanup. If a strategic water tank has already been established in a nearby location, the Shire of Dardanup may allow for the required strategic tank to be installed alongside the tank at that site.
- The whole site to have a finished level equivalent to the ~~centerline~~centreline level of the adjacent road.
- The water tank to be placed on a compacted sand pad of 150mm thickness and to manufacturer's specifications. Tank pad to be located towards a front corner to allow maximum room for future second tank in opposite rear corner.
- Blue metal to be placed around the base of the tank (75mm thick) and to extend out to the boundary covering all unsealed area.
- A sealed gravel verge to be provided to suit a 3.4 fire truck. The hardstand should be a minimum 4m wide and 15m long with a 4m wide sealed gravel connection back to the tank.

- The hardstand should be a minimum 200mm thick gravel compacted to 98% MDD and bitumen sealed.
- The hardstand area should have grade towards the road to allow for drainage.

7.2 Water Supply

- A groundwater bore is to be provided to keep the tank topped up during and after use. Due to the minimal water usage, the water allocation can be taken from the Shire of Dardanup existing water allocation license.
- ~~Approvals~~Approval must be sought for the drilling of the bore from the Department of Water and Environmental Regulation (DWER).
- The bore license must be transferred to the Shire of Dardanup on completion of the development.
- (the license holder must apply to DWER for the transfer of the license).
- The bore must include a pump and pipe connection to the tank. The Pump must be sold and serviced in the South West of Western Australia.
- The bore pump infrastructure must be securely housed with a lockable cabinet/box to prevent vandalism.
- All Infrastructure shall be handed over to the Shire of Dardanup, free of cost, after completion of the development.
- If the bore pump and infrastructure is older than 12 (twelve) months, it is to be serviced before handover to the Shire of Dardanup.
- ~~If a bore is considered **not** possible an alternative supply (e.g. truck water in to fill the tank) is to be investigated.~~

7.3 Power Supply

- A connection to the power network associated with the subdivision must be provided to the Shire of Dardanup reserve with a metered supply. The electrical cabinet needs ~~is~~ to include an auxiliary power isolation switch and ~~single phase~~single-phase socket so that in the event of power failure, a generator can be plugged in to provide auxiliary power.
- The bore pump must be connected to the metered power supply and include a float valve to control when the bore pump turns on and off to maintain a full tank.
- All electrical work to be completed by a certified electrical contractor.

~~If power cannot be supplied for the bore pump, an alternative is to be investigated.~~

- The hard stand area is to be illuminated by an overhead light that is switched remotely from within the pump cabinet.

7.4 Tank

- A Building Application is to be submitted to the Shire of Dardanup for a class 10B structure.
- Minimum capacity to be 50,000 litres.
- To be constructed from Bluescope steel corrugated wall and roof with galvanized roof trusses.
- Rhino Infinity Tank Liner (5 layer Reinforced) or similar.
- Must have a ~~20 year~~20-year warranty.
- Tank to include dust and vermin proofing seal.
- Must include tank level gauge with applicable signage indicating tank levels.
- Include set of sacrificial anodes.
- Include removable internal/external ladder and lockable access hatch.
- Tank colour to be Paperbark.
- Tank to include signage "*Water not for drinking*" and "*Water for firefighting*".
- Tank to be fitted with 100mm bell mouth overflow with vermin proof mesh and 50mm scour drain.
- Tank outlets to be
    - 1 x 100mm gate valve facing road;

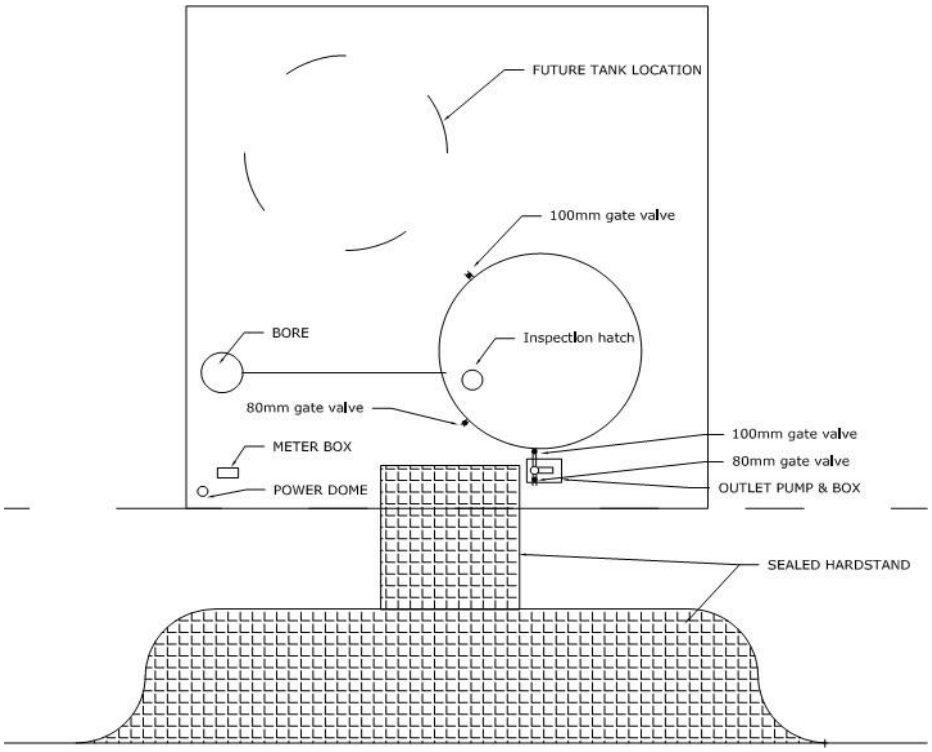
- 1 x 80mm gate valve 2m offset from valve 1) towards centre of reserve; and
- 1 x 100mm gate valve facing future tank location.

7.5 Tank Outlet Pump

- A Pump required to provide pressurized supply from the tank to facilitate the filling of appliances. ~~In times of need, alternative vehicles are used to deliver water to fire sites which are not equipped with onboard pumps.~~

- The tank outlet pump must be connected to the metered power supply and be fitted with a pressure safety shutoff switch to ensure if the outlet valve is closed, the pump will stop.
- Pump to be minimum 3 HP single phase 240v 2.2kW with maximum flow of 900 litres/minute. (Example Aussie GMP Model B3KQ-A/ST) Must be sold and serviced in South West of Western Australia.
- Pump inlet to be connected to tank outlet ~~1)~~ and pump outlet to be directed to 80mm gate valve with extension protruding out of pump box with ~~8~~60mm camlock (male).
- Pump to be enclosed in a lockable steel box with a hinged lid.

7.6 Example Site Layout



8. ASSEST MANAGEMENT PLAN

Upon completion of the strategic water tank/s construction the Shire of Dardanup will assume all maintenance responsibilities and the tank/s will be captured within the Shire of Dardanup's Asset Management Plan.

9. REFERENCE DOCUMENTS

Relevant Policies/Council Documents

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations)*
- *Shire of Dardanup Local Planning Scheme No. 9 (LPS9).*
- *State Planning Policy 3.7 – Planning in Bushfire Prone Areas*

Legislation/Local Law Requirements

- *Local Government Act 1995*
- *Land Administration Act 1997*

FOR REVOCATION **(Appendix ORD: 12.5.1C)**

Shire of Dardanup

POLICY NO:
Dev CP092 – Local Planning Policy - Millbridge Estate – Special Provisions

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

ADMINISTRATION INFORMATION								
History:							**Synopsis:**	
	1	DEV17	OCM:	21/09/16	Res:	239/16	**Synopsis:**	Policy created. 21/09/2016
Version:	2	CP092	OCM:	26/07/18	Res:	251-18	**Synopsis:**	Reviewed and Adopted by Council – Advertised
Version	3	SDev CP092	OCM	30/09/20	Res:	269-20	**Synopsis**	Reviewed and Adopted by Council
Version:	4	SDev CP092	OCM	28/09/22	Res:	243-22	**Synopsis:**	Reviewed and adopted by Council.
Version	5	SDev CP092	OCM	25/09/24	Res:	275-24	**Synopsis**	Reviewed and Adopted by Council
Version	6	SDev CP092	OCM	27/08/25	Res:	232-25	**Synopsis**	Reviewed following gazettal of LPS9 and Adopted by Council
Version	7	Dev CP092	OCM	28/10/26	Res:	XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Development Services

2. PURPOSE OR OBJECTIVE

The objective of this policy is to apply site specific development and design controls to address the unique characteristics of properties in the Millbridge Estate adjacent to Millars Creek to prevent inappropriate development.

This Local Planning Policy has been adopted by the Shire of Dardanup pursuant to the provisions of Schedule 2, Part 2, Div. 2 of the Planning and Development (Local Planning Scheme) Regulations 2015.

3. REFERENCE DOCUMENTS

Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations)
Shire of Dardanup Local Planning Scheme No. 9 (TPS9)
Garden of Eaton Local Structure Plan

4. DEFINITIONS

Rural-styled Fencing - means treated pine logs in a post and rail style to a maximum height of 1.2m above the adjoining natural ground level with infill being ring lock wire mesh.

Open-style Fencing - means tubular pool style fencing.

Soft Landscaping - means the planting of native species and/or mulch with a maximum depth of 100mm and being kept clear from the base of existing mature trees.

Outbuilding - under the R-Codes means an enclosed non-habitable structure that is detached from the dwelling.

5. POLICY

5.1 In considering an application to approve a Local Development Plan on land abutting Millars Creek, Council shall be satisfied that matters contained in LPS9 and the Regulations are met and may impose appropriate conditions on any approval.

5.2 A Local Development Plan adopted in accordance with the Policy shall:

i) Include a 3 metre wide development setback from the property boundary abutting the Millars Creek reserve, to be known as the designated Protection Area;

ii) Not alter the existing ground level for that portion of land within the designated Protection Area;

iii) Retain all vegetation within the designated Protection Area;

iv) Refrain from developing land within the designated Protection Area, except for the following:

- Rural-styled fencing or open-style fencing including a single pedestrian gate.
- Pedestrian access pathway (including steps or stairs) with a maximum width of 1.5m;
- Soft landscaping.

Dwelling setbacks are to be in accordance with the adopted Local Development Plan for the relevant lot and may be varied under the R-Codes to meet the objectives of this policy;

v) Outbuildings and ancillary development are to be sited in accordance with the adopted Local Development Plan for the relevant lot.

vii) It is the landowner's obligation to ensure that the development is in accordance with any Developers Restrictive Covenant and the Millbridge Private Estate Building Design Guidelines registered against the land;

viii) All lots along Millars Creek are in a designated Bushfire Prone Area and all development will need to comply with AS 3959 (Construction of Buildings in Bushfire Prone Areas) relevant to the Bushfire Attack Level (BAL) assessment as determined by an accredited consultant. Local Development Plans are to site building locations giving due regard to the relevant BAL assessment to achieve suitable separation.

viii) In considering a Development Application proposing to vary any of the provisions of an approved Local Development Plan, the Shire will undertake consultation with adjoining landowners and any external agencies as and where appropriate to ensure development is consistent with the objectives of the policy and any other legislative requirements.

5.3 All proposed Local Development Plans shall give due regard to the provisions of this policy which will form the basis for assessment.

5.4 Council will request that the Western Australian Planning Commission include as a condition of subdivision approval that all land to be used for residential purposes abutting Millars Creek shall require the preparation of a Local Development Plan, prior to development.

5.5 Local Development Plans will be assessed against the criteria contained in this policy and shall be processed in accordance with the measures outlined in the Regulations.

6. APPLICATION

This policy applies to all land zoned "Residential" and/or "Urban Development" with a R10 density coding along Millars Creek in the area known as Millbridge Estate.

FOR REVOCATION **(Appendix ORD: 12.5.1D)**

POLICY NO:
CnG CP007 – Cost Shifting Assessment

GOVERNANCE INFORMATION			
Procedure Link:	PR024	**Administrative Policy Link:**	NA

ADMINISTRATION INFORMATION							
History		EXEC9	OCM: 13/07/06	Res: 242/06	**Synopsis**	Policy created.
	1		OCM: 10/05/12	Res: 138/12	**Synopsis**	Reviewed Policy Adopted
Version	2	CP007	OCM 31/08/16	Res: 225/16	**Synopsis**	New Council Policy Document endorsed
Version	3		SCM 26/07/18	Res: 251-18	**Synopsis**	Reviewed and Adopted by Council
Version	4	CnG CP007	OCM 30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	5	CnG CP007	OCM 28/09/22	Res: 243-22	**Synopsis**	Reviewed and Adopted by Council
Version	6	CnG CP007	OCM 23/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	7	CnG CP007	OCM 28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

The Shire of Dardanup recognises that State and Australian Government legislation, programs, initiatives and service requirements may result in additional functions, responsibilities or administrative burdens being placed on local government.

The purpose of this policy is to ensure that the financial, operational, workforce and resource implications of additional functions or tasks are appropriately identified, assessed and documented, and that the Shire advocates for appropriate funding and resources to support their sustainable delivery.

The policy provides a framework for officers and elected members to identify and assess potential cost-shifting and to ensure that discussions with government agencies and other organisations regarding new or expanded functions are informed by an assessment of the resources required to deliver those functions effectively.

3. DEFINITIONS

In the context of this Policy, the following terms shall be used.

TERM	DEFINED AS:
Cost Shifting	The transfer or imposition of functions, services, responsibilities or regulatory requirements on the Shire by another level of government, agency or organisation, resulting in the Shire being required to meet some or all of the associated costs, resources or impacts without receiving adequate funding or resourcing to sustainably deliver the requirement.

4. REFERENCE DOCUMENTS

Local Government Act 1995 Section 2.7 the Role of Council.

The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.

(2) The council's governing role includes the following —

(a) overseeing the allocation of the local government's finances and resources;

(b) determining the local government's policies;

(c) planning strategically for the future of the district;

(d) determining the services and facilities to be provided by the local government in the district;

(e) selecting the CEO and reviewing the CEO's performance;

(f) providing strategic direction to the CEO.

(3) For the purpose of ensuring proper governance of the local government's affairs, the council must have regard to the following principles —

(a) the council's governing role is separate from the CEO's executive role as described in section 5.41;

(b) it is important that the council respects that separation.

(4) The council must make its decisions —

(a) on the basis of evidence, on the merits and in accordance with the law; and

(b) taking into account the local government's finances and resources.

(5) The council must have regard to the need to support an organisational culture for the local government that promotes the respectful and fair treatment of the local government's employees.

(6) The council has the other functions given to it under this Act or any other written law.

5. POLICY

i)

The Shire of Dardanup will not voluntarily commit to undertaking an additional function or task until an assessment has been undertaken to determine the financial, operational, workforce, compliance and other resource implications of the function or task. Where appropriate, the Shire will seek the relevant Australian Government, State Government, department, agency or other responsible organisation to fund or meet the cost of the assessment.

ii)

Where the assessment identifies that additional resources are required to undertake the function or task, the Shire will seek appropriate funding or resourcing from the responsible organisation. The Shire will only commit to the additional function or task where the necessary resources are available, subject to any statutory obligations imposed on the Shire.

iii)

Where adequate additional resources are not made available for an additional function or task, the Shire may formally advise the relevant organisation, government agency and other appropriate stakeholders, including relevant parliamentarians, of the financial, operational and resource implications and seek appropriate funding, support or alternative arrangements.

Where the function or task is required by legislation, the Shire will continue to comply with its statutory obligations while advocating for appropriate funding and resources and documenting the financial and operational impacts associated with the requirement.

FOR REVOCATION **(Appendix ORD: 12.5.1D)**

COUNCIL POLICY NO:
CnG CP126 – Cyber Security

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

ADMINISTRATION INFORMATION							
Version	1	New	OCM	26/06/19	Res: 187-19	**Synopsis**	Policy created
Version	2	CnG CP126	OCM	30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	3	CnG CP126	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and Adopted by Council
Version	4	CnG CP126	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	5	CnG CP126	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

Cyber Security is about defending Information Communication Technology (ICT) facilities and services and stored data from unauthorised access, use, disclosure, disruption, modification, and destruction. It is concerned with ensuring integrity, availability, confidentiality and safety of data and services; and ensures controls are proportionate to risk.

The Shire of Dardanup recognises the importance of cyber security and is committed to ensuring all Shire activities involving information technology are appropriately defended against cyber security threats and recognises that successful implementation of cyber security relies on having a well-informed user community combined with effective management procedures.

This overarching policy is supported by a cyber-security framework which includes supplementary policies and guidelines on specific topics; operational practices; action plans; technology controls; education programs and monitoring and assurance activities.

The Shire of Dardanup is committed to the appropriate use of Information Technology and services to support administrative and service functions. The ICT acceptable use policy defines acceptable behaviour expected of users of the Shire of Dardanup ICT facilities and services.

1. This policy represents the Shire of Dardanup's institutional position and takes precedence over other relevant policies which may be developed at a local level.

2. All employees should be aware of this policy, their responsibilities, and legal obligations. All employees are required to comply with this policy and are bound by law to observe applicable statutory legislation.

3. DEFINITIONS

Critical Security Controls	Refers to the Australian Signals Directorate 'Essential Eight Maturity Model - Level 3' security controls recommended for organisations.
Cyber Security	The practice of defending computing devices, networks and stored data from unauthorised access, use, disclosure, disruption, modification, or destruction.

4. POLICY

4.1 The Shire of Dardanup's ICT facilities and services will be protected by effective management of cyber security risks at all levels of the organisation as laid down in the Council's IT policies and procedures.

4.2 Use of ICT facilities and services must comply with the Council's policies and relevant legislation. Examples of legal regulation include privacy, copyright, government information (public access), equal employment opportunity, intellectual property and workplace health and safety.

4.3 The ICT facilities and services will be provided, managed, and operated such that:

4.3.1 The 'Critical Security Controls' maintained by the Shire of Dardanup are adopted to establish a broad and effective defensive base. This is an evidence based, pragmatic and practical approach that recognises an expert consensus agreement on priority controls.

4.3.2 Security critical infrastructure, application services and data are individually identified and are subject to risk-based management and additional controls as appropriate.

4.3.3 A monitoring program is approved annually to ensure ongoing effectiveness of cyber security that includes activities such as auditing, log and event analysis, vulnerability scanning and penetration testing.

i. Disaster recovery plans for security critical applications and foundational IT infrastructure are developed and maintained and an associated testing program is approved annually.

ii. Staff will receive cyber awareness training and, from time-to-time testing may be undertaken eg: Phishing simulation, to gauge the effectives of the training and assist with staff education.

5. REFERENCE DOCUMENTS

Essential Eight Maturity Model | Cyber.gov.au. (2019, April). from https://www.cyber.gov.au/publications/essential-eight-maturity-model

Shire of Dardanup Cyber Security Strategy

FOR REVOCATION **(Appendix ORD: 12.5.1D)**

Shire of Dardanup

POLICY NO:
Dev CP093 – Sustainability

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

ADMINISTRATION INFORMATION							
History			OCM		Res:	**Synopsis**	Policy created.
	1	DEV18	OCM	10/05/12	Res:	**Synopsis**	Reviewed Policy Adopted
Version	2	CP093	SCM	26/07/18	Res: 251-18	**Synopsis**	Reviewed and Adopted by Council
Version	3	SDev CP093	SCM	30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	4	SDev CP093	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and adopted by Council.
Version	5	SDev CP093	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	6	Dev CP005	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Development Services

2. PURPOSE OR OBJECTIVE

To clarify the Environmental, Social and Economic objectives at all levels of development and identify measures for how they can be implemented.

3. POLICY

In the preparation or assessment of a proposed townsite expansion strategy, structure plan, scheme amendment, subdivision application, or development application, the following will provide guidance.

3.1 Environment

3.1.1 Water Use

Initiatives to be considered regarding water use include:

- Waterwise Public Open Space (POS) landscaping.
- Stormwater harvesting.
- Providing waterwise landscaping packages to lot purchasers.
- Use of rainwater tanks for house and garden watering.
- Encouraging waterwise garden design for house lots including low water use irrigation.
- Encouraging water efficient fittings and appliances in households.
- Encouraging planting after first winter rains to reduce summer watering.

Objectives:

- To reduce demand on total water usage.
- To reduce demand on potable water supply.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Townsite Expansion Strategy/ District Structure Plan (DSP)	• Apply WSUD principles including: - water re-use - development densities - waterwise principles	Council/ WAPC
	• Preparation of District Water Management	Council/Developer

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Local Structure Plan	• Apply Water Sensitive Urban Design (WSUD) principles to structure plan	Developer
	• Preparation of Local Water Management Strategy	Developer
Subdivision	• Prepare Urban Water Management Plan	Developer
	• Implement Water Management Plans	Developer
Building Permit	• Develop best practice manual which brings together best ideas and makes them available to lot owners and households	Council

3.1.2 Water Quality

Initiatives to be considered regarding water quality include;

- Application of WSUD throughout subdivision including using soil amendments, bio-retention gardens and detention basins.
- Correct local fertilizer requirements.
- Encourage builders to be Green Smart accredited.

Objective:

- To decrease nutrient/ sediment/contaminant discharge to the environment.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Subdivision/Development Application (DA)	• A Nutrient Management Plan to be incorporated into landscaping plan for the site	Developer
	• An erosion management plan to be prepared if circumstances justify	Developer
	• Design and construction of stormwater infrastructure	Developer/ Council
	• Nutrient and sediment control prepared to guide subdivision construction.	Developer
Building Permit	• Enforcement of best practice during house building works to stop sediment leaving building sites	Builder/ Council

3.1.3 Energy

Initiatives to be considered regarding energy include:

- Encouragement of solar panel installation to meet part of in-house demand.
- Installation of photovoltaics in POS to power lights, BBQs etc.
- Solar hot water heating.
- Developer to provide incentive packages.
- Solar passive/ energy efficient housing.
- Use of reverse cycle air conditioners.
- Buildings to be positioned accordingly to achieve maximum winter solar gain.

Objectives:

- To reduce usage of energy.
- To reduce usage of energy from fossil carbon sources

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Townsite Expansion Strategy/District Structure Plan (DSP)	• Design to facilitate walking and cycling	Council/ WAPC
	• Consolidate urban densities	Council/ WAPC
Local Structure Plan	• Incorporate cycleway and pedestrian movement plan	Developer/ Council
	• Urban consolidation and lot size/ housing choice	Developer/ DOW
	• Lot design to incorporate the long axis of the block east-west as appropriate.	Developer/ Council
Subdivision	• Construction of shared use paths	Developer
	• Correct solar orientation of lots	Developer/ Council
	• Local Development Plans / Design guidelines prepared	Developer/ Council
	• Developer to install energy efficient street lighting	Developer/ Council
Building Permit	• Implement Design Guidelines	Lot owner/ Council
	• Develop best practice manual which brings together best ideas and makes them available to lot owners and households	Council

3.1.4 Biodiversity

Initiatives to be considered regarding biodiversity include;

- Native front garden packages.
- Native foreshore vegetation totally retained. Where possible the remaining trees to be retained.
- Vesting of reserves should be linked to management responsibility, resources and the purpose for which the reserves were created.
- Plant POS with suitable native species.
- Developer to provide landscaping packages for front gardens that are composed of native species.
- Construct living streams as part of integrated vegetation protection, landscaping and drainage concept.

Objective:

- To protect and enhance local biodiversity values.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Townsite Expansion Strategy/District Structure Plan (DSP)	• Minimise clearing of native vegetation	Council/ WAPC/ Developer
	• Appropriate reserve identification	Council/ WAPC/ Developer

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Local Structure Plan	• Use POS to protect and enhance biodiversity through retention of habitat vegetation and ecological linkages	Developer/ Council
	• Investigate appropriate management of POS and Foreshore Reserves	Developer/ Council
Subdivision	• Foreshore and other reserves created	Developer/ Council
	• Prepare and implement foreshore and other POS Management plans	Developer/ Council
	• Vegetation protection during construction	Developer/ Council
Building Permit	• Vegetation protection during construction	Building/ Council

3.1.5 Landform

Initiatives to be considered regarding landform include;

- Slope to be retained as much as possible with small retaining walls for 'ready to build' house lots where appropriate.

Objective:

- To minimise changes to local landform

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Townsite Expansion Strategy	• Acknowledge land capability constraints	Council/ WAPC
Local Structure Plan	• Landuse response to topography and land capability	Developer/ Council
Subdivision	• Comprehensive earthworks plan prepared	Developer/ Council
Development Application	• Minimise ad hoc retaining walls	Building/ Council

3.1.6 Waste and Recycling

Initiatives to be considered regarding waste and recycling include:

- Site construction waste to be appropriately recycled on site or removed as part of works.
- Builders encouraged to be Green Star accredited.
- Shire to provide recycling facilities.
- Where possible material reused on site.

Objectives:

- To encourage clean building sites.
- To encourage the reuse and/or recycling of materials used.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Planning Approval	• Implementation of a Waste Management Plan	Developer
Building Permit	• Contain waste on site in approved manner until disposed of correctly	Builder/ Council
	• Facilitate the use of recycled materials	Council

3.2 Social

3.2.1 Visual Amenity/ Landscape

Initiatives to consider regarding visual amenity and landscape include:

- The use of interpretive signage to highlight points of historical and/ or cultural interests plus the planting of native species.
- Building guidelines, while allowing for innovation, provide a framework for buildings to complement the existing townsites and the characteristics of the sites themselves.
- Protection and enhancement of scenic or important views and vistas.

Objective:

To create a vibrant community that is visually appealing.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Townsite Expansion Strategy/District Structure Plan (DSP)	• Identify key landmarks and natural features	Developer/ Council
Local Structure Plan	• Structure plan identifies and gives due consideration to significant ecological, cultural and heritage aspects on the site.	Developer/ Council
Subdivision	• Landscaping plan that gives due regard to significant ecological, cultural and heritage aspects on the site.	Developer/ Council

3.2.2 Roads/ Transport

Initiatives to consider regarding roads and transport include;

- Incorporated planting of street trees and bioretention gardens within the road reserves.
- Multi-modal pathways to allow for cycling and walking around the subdivision and to the townsite.
- Identification of nodes and roads that may be able to be used for future public routes.

Objectives: -

- To ensure roads are safe and active.
- To reduce the need for private motor vehicle dependency.
- To promote public transport opportunities.
- To promote walking and cycling as means of local movement.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Townsite Expansion Strategy/District Structure Plan (DSP)	• Undertake transport assessment to identify means to improve accessibility by public transport and other vehicle modes.	Developer/ Council

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Structure Plan	• Incorporate cycleway and pedestrian movement plan.	Developer/ Council
	• Provide a road and pathway network that is visually enhanced with incorporated street trees and designed to the human scale.	Developer/ Council
Subdivision	• Construction of multi-modal pathways	Developer/ Council
Development Application	• Transport Impact Assessment (TIA) • Transport Impact Statement (TIS)	Developer

3.2.3 Housing Design and Diversity

Initiatives to consider regarding housing design and diversity include;

- Range of lot sizes, group dwellings and possibly a lifestyle village identified in structure plan.
- Acceptance of a range of lot sizes in structure plan and subdivision approvals.
- Accept and enforce design guidelines to at least meet energy rating standards adopted by the Building Code of Australia.

Objectives: -

- To provide the community with a range of housing options.
- To encourage building efficiency.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
District Structure Plan (DSP)	• Density plan	Developer/ Council
Local Structure Plan	• Development concept to provide a variety of lot sizes and formats to cater for current and changing community lifestyle requirements	Developer/ Council
Subdivision	• Subdivision design to provide variety of lot sizes and formats to cater for current and changing community lifestyle requirements	Developer/ Council

3.2.4 Safety

Initiatives to consider regarding safety include:

- Incorporate liveable neighbourhood guidelines.
- Structure plans that incorporate relevant liveable neighbourhood guidelines on safety.

Objective:

- To create communities that support personal safety and security.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Local Structure Plan	• Structure Plan incorporates Liveable Neighbourhood guidelines	Developer/ Council

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Subdivision	• Subdivision design incorporates Liveable Neighbourhood guidelines	Developer/ Council

3.2.5 Local Community Development/ Design

Initiatives to consider in regard to local community development and design include:

- Use of multiple use corridors and well-designed streets that connect to existing townsite and other parts of the subdivision as shown in the structure plan.

Objectives: -

- To provide strong connectivity between new developments and the surrounding urban environment.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
District Structure Plan (DSP)/Local Structure Plan	• Structure plan to demonstrate connectivity of the proposed development internally and surrounding land uses external to the site	Developer/ Council

3.2.6 Community Awareness

Initiatives to consider in regards to community awareness include;

- Create community awareness through existing media such as local newspapers and newsletters and also through one off events such as public meetings and letter drops.

Objectives: -

- To foster cohesive and supportive communities.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Townsite Strategy	• Prepare a concise community consultation plan	Council
	• Evidence of efforts to understand and consider the wishes of the local community	Council

3.3 Economic

3.3.1 Employment

Initiatives to consider regarding employment include:

- Assist with 'work from home' opportunities.

Objectives:

- To encourage and support local employment.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Townsite Strategy	• Identify areas within the townsite for employment generating activities.	Council
	• Investigate appropriate future zoning opportunities that create synergies with the existing businesses located in the townsite.	Council/ WAPC

3.3.2 Affordability

Initiatives to consider regarding affordability include:

- Developer to provide a range of lot sizes and types including group dwellings and possibly a lifestyle village. This is to be detailed in the structure and subdivision application.
- Approval of structure plan and subdivision application that includes a variety of lot sizes and types.

Objectives: -

- To encourage initiatives that support house and land affordability.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Townsite Strategy	• Investigate options for developer incentives to incorporate affordable housing.	Council

FOR REVOCATION **(Appendix ORD: 12.5.1D)**

Shire of Dardanup

POLICY NO:
Infr CP017 – Project Development

GOVERNANCE INFORMATION			
Procedure Link:	PR032 - Project Development	**Administrative Policy Link:**	NA

ADMINISTRATION INFORMATION							
History		EXEC39	OCM	14/06/12	Res: 186/12	**Synopsis**	Policy created.
Version	1	CP017	OCM	25/01/17	Res: 02/17	**Synopsis**	New Council Policy Document endorsed
Version	2		SCM	26/07/18	Res: 251-18	**Synopsis**	Reviewed and Adopted by Council
Version	3	Infr CP017	SCM	30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	4	Infr CP017	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and Adopted by Council
Version	5	Infr CP017	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	6	Infr CP017	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

The Shire of Dardanup continues to grow, with the growth in population and the desire of Council to provide quality services and infrastructure for a diverse Shire creates an environment where many activities are progressed simultaneously.

The aim of this policy is to make projects happen.

The purpose of this policy is to set guidelines for elected members and staff to adhere to in order to concentrate resources on the projects that have been given the support of the Council. It is necessary for projects to be given approval for the initial planning stage, with a condition that the project is referred to Council or the Strategic Planning Committee for final consideration before being referred to the Strategic Community Plan, Corporate Business Plan, and then the annual budget.

The *Local Government (Administration) Regulations 1996* requires Council to have a Strategic Community Plan that is developed through a community planning process, (Integrated Planning) involving a period of community consultation.

This policy is considered to be an imperative for staff and Council to use the Shires resources more effectively by setting a procedure in place that brings in the projects that are prioritized by Council through the Strategic Community Plan against those that originate from elected members, staff, or community groups.

It is recommended that any projects that originate from Council and not the community be included in the community consultation process as a part of the draft Strategic Community Plan to make sure that the Council is being transparent with the community. If the project is introduced mid the planning review process, then the Council has the opportunity to authorise the development of the proposal to the stage where estimate costs are identified, and the project can be referred to the Strategic Community Plan.

3. POLICY

The Shire of Dardanup has the responsibility to respond to community requirements for new facilities and infrastructure by prioritising projects against those existing in the Strategic Community Plan and other proposals under consideration.

Only having followed the process where the project development is endorsed by Council are staff to invest resources as approved by Council to develop a project through the planning stage to an approved project.

This policy is to incorporate and acknowledge the requirements of funding agencies, including but not limited to the Department of Sport and Recreation, LotteryWest and the Department of Regional Development and Lands.

FOR REVOCATION **(Appendix ORD: 12.5.1D)**

Shire of Dardanup

POLICY NO:
Infr CP048 – Plant and Vehicle Acquisitions and Disposal Policy

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

ADMINISTRATION INFORMATION							
History		New	OCM	26/07/07	Res: 222/07	**Synopsis**	Policy created. 26/07/2007
Version	1	ENG7	OCM	10/05/12	Res:	**Synopsis**	Revised Policy Adopted 10/05/2012
Version	2	CP048	SCM	26/07/18	Res: 251-18	**Synopsis**	Reviewed and Adopted by Council
Version	3	Infr CP048	SCM	30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	4	Infr CP048	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and Adopted by Council
Version	5	Infr CP048	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	6	Infr CP048	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

To stipulate the triggers for the acquisition and trade-in/sale of Council's plant and vehicles, to ensure that it occurs at the optimum time, so as to provide the best financial outcomes to Council.

3. POLICY

The Shire will plan and coordinate the acquisition and trade-in/sale of its plant and vehicle fleets based on the following triggers:

Type	Replacement Triggers (whichever occurs first)		
	Age (years)	Odometer Reading (km)	Hour Meter Reading (hours)
Grader	10	-	8,000
Loader	8	-	8,000
Truck - Light	6	150,000	-
Truck - Medium	8	200,000	-
Ride on Mower	5	-	2,000
Tractor	8	-	5,000
Trailer - Heavy	15	-	-
Trailer - Light	10	-	-
Quad Bike	5	-	-
All-Terrain Vehicle (ATV)	5	-	-
Backhoe Loader	7	-	5,000
3T Excavator	6	-	4000
Skid Steer loader	5	-	5,000
Road sweeper	8	-	8,000
Attachments	To be considered for changeover at time of the changeover of the corresponding plant/vehicle.		

FOR REVOCATION **(Appendix ORD: 12.5.1D)**

Shire of Dardanup

POLICY NO:-

Infr CP054 – Engineers Certificates and Reports

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

ADMINISTRATION INFORMATION							
History	1	New	OCM	12/03/08	Res: 42/08	**Synopsis**	Policy created. 12/03/2008
	2	ENG14	OCM:	10/05/12	Res:	**Synopsis**	Reviewed Policy Adopted
Version	3	CP054	SCM	26/07/18	Res: 251-18	**Synopsis**	Reviewed and Adopted by Council
Version	4	Infr CP054	SCM	30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	5	Infr CP054	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and Adopted by Council
Version	6	Infr CP054	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	7	Infr CP054	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

Council will ensure that engineering qualifications are a prerequisite to engineering projects to ensure that necessary qualifications are applied to engineering contracts.

3. POLICY

Any project involving engineering planning, design, analysis, and/or construction in which Council is involved shall be undertaken by engineers or be supervised or managed by engineers holding, as a minimum prerequisite, or eligible for, the grade of 'Member' (e.g. MIEAust) of Engineers Australia (Institute of Engineers (Australia)).

Engineers employed on Council projects will be required to submit their qualifications.

Shire of Dardanup

POLICY NO:-
CnG CP018 – Corporate Business Plan and Long-Term Financial Plan

GOVERNANCE INFORMATION			
Procedure Link:	PR033	**Administrative Policy Link:**	NA

ADMINISTRATION INFORMATION							
History		EXEC40	OCM	26/07/12	Res: 257/12	**Synopsis**	Policy created.
Version	1	CP018	OCM	25/01/17	Res: 02/17	**Synopsis**	New Council Policy Document endorsed
Version	2		SCM	26/07/18	Res: 251-18	**Synopsis**	Reviewed and Adopted by Council
Version	3	CnG CP018	OCM	30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	4	CnG CP018	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and Adopted by Council
Version	5	CnG CP018	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	6	CnG CP018	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

The purpose of this policy is to provide a framework for the coordinated development and review of the Shire's Corporate Business Plan, Long Term Financial Plan and Annual Budget, supporting informed financial and strategic decision-making while allowing appropriate flexibility to respond to emerging priorities, changing circumstances and matters arising throughout the budget planning process.

.

The objectives of this policy are to:

- Support Council's aim to consider the Annual Budget for adoption by the end of June each year, where practicable and having regard to the requirements of the budget development process.
- Provide for the Corporate Business Plan and Long Term Financial Plan to be developed and reviewed in a timely manner to support the assessment and consideration of budget requests, priorities and available resources.
- Allow sufficient time for officers to research, assess and cost budget proposals, undertake appropriate consultation and referral to Council and, where endorsed, consider their inclusion in the Corporate Business Plan and Annual Budget.
- Establish appropriate parameters and indicative timeframes for the development and review of the Corporate Business Plan, Long Term Financial Plan and Annual Budget, including consideration of any forecast rate change.
- Minimise the consideration of late or unplanned items following preparation of the draft Corporate Business Plan and Annual Budget, while retaining flexibility to consider matters arising from changing circumstances, emerging priorities or other matters considered appropriate by Council.

3. DEFINITIONS

In the context of this Policy, the following terms shall be used.

TERM	DEFINED AS:
Corporate Business Plan	The Shire's four-year Corporate Business Plan that translates the Shire's strategic direction into services, projects and actions to be delivered over the relevant period.

Long Term Financial Plan	The Shire's ten-year financial planning document that sets out the anticipated financial position, revenue, expenditure, funding requirements and financial sustainability of the Shire over the planning period.
Mid-Year Budget Review	The formal review of the adopted Annual Budget undertaken during the financial year in accordance with the Local Government (Financial Management) Regulations 1996, to assess actual and forecast financial performance and consider proposed amendments to the adopted budget.

4. REFERENCE DOCUMENTS

Local Government Act 1995 - Part 6 Financial Management, Division 2 – Annual Budget Local Government (Financial Management) Regulations 1996 - Part 3 – Annual Budget, & s. 2 5. (g)
Local Government (Administration) Regulations 1996 Regulation 19DA Corporate business plans, requirements for (Act s. 5.56)

5. POLICY

4.1

All requests from community groups, elected members and staff seeking consideration for inclusion in the Corporate Business Plan and/or Annual Budget should, where practicable, be lodged with the Chief Executive Officer by 31 March each year. This date is intended to support the timely assessment and consideration of requests as part of the annual planning and budget development process.

4.2

Requests received after 31 March may still be considered where appropriate, having regard to the nature, significance, financial implications and timing of the request. Where a request cannot reasonably be considered as part of the current Corporate Business Plan or Annual Budget process, it may be referred for consideration through the Mid-Year Budget Review or a subsequent planning and budget cycle.

4.3

The Chief Executive Officer should advertise the annual Corporate Business Plan and Annual Budget submission process in February each year, advising that requests should be submitted within the nominated submission period to allow sufficient time for officers to assess and cost the requests and, where appropriate, present them to Council for consideration during March or April.
Requests received after the nominated submission period will generally not be considered as part of that year's initial Corporate Business Plan and Annual Budget development process and may be considered in a subsequent planning or budget cycle.

4.4

The development and annual review of the four-year Corporate Business Plan and ten-year Long Term Financial Plan should generally be based on the previous year's adopted plans, updated to reflect current priorities, financial forecasts and other relevant changes.

4.5 Year 1 of the Corporate Business Plan will guide the development of the draft Annual Budget, having regard to the forecast rate change, loan requirements, asset management plans, capital works, operating income and expenditure, reserve transfers and other relevant financial considerations.

Shire of Dardanup

POLICY NO:
CnG CP035 – Payment of Accounts

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

ADMINISTRATION INFORMATION							
History		CORP8	OCM	27/07/11	Res: 24/11	**Synopsis**	Policy created.
	1		OCM	10/05/12	Res: 138/12	**Synopsis**	Revised Policy Adopted
Version	2	CP035	OCM	28/06/17	Res: 168/17	**Synopsis**	New Council Policy Document endorsed
Version	3		SCM	26/07/18	Res: 251-18	**Synopsis**	Reviewed and Adopted by Council
Version	4	CnG CP035	OCM	30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	5	CnG-CP035	OCM	16/12/20	Res: 347-20	**Synopsis**	Reviewed and Adopted by Council
Version	6	CnG CP035	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and Adopted by Council
Version	7	CnG CP035	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	8	CnG CP035	OCM	21/05/25	Res: 118-25	**Synopsis**	Reviewed and Adopted by Council
Version	9	CnG CP035	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

In accordance with Regulation 12 (1) (a) of the WA *Local Government (Financial Management) Regulations 1996*, Council may delegate the authority to the Chief Executive Officer to authorise payments.

The Chief Executive Officer is responsible to ensure effective systems and procedures are in place for proper authorisation for the incurring of liabilities and the making of payments.

3. REFERENCE DOCUMENTS

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

4. POLICY

4.1 Procedure for ordering and authorisation of goods and services.

a) For the purposes of this policy an *Authorised Officer* shall be an officer that has delegated authority by the Chief Executive Officer to purchase and authorise payments on behalf of Council.

b) An official Council Purchase Order shall be created and signed by the Authorised Officer prior to any goods or services being ordered, either as a single Purchase Order or as a Standing Purchase Order for 12 months or the term of a contract. Notwithstanding that, in some instances, the issuing of a Purchase Order is not practical i.e. electricity, water, etc. and therefore is not required but may be raised as an internal Utility Purchase Order to align Invoices with purchasing authority. The Authorised Officer shall be responsible for ensuring that the expense being incurred is in accordance with Council's Procurement Policy.

c) Upon creation of the Purchase Order, the Authorised Officer shall cause for the Purchase Order to be passed to the Accounts Payable Officer. The Purchase Order shall then be held until the appropriate invoice is received. The Accounts Payable Officer is responsible for raising any internal Utility Purchase Orders.

d) Each invoice and approval for payment shall be physically marked as correct and approved for payment by the Authorised Officer, or a Delegated Officer from within the same department, incurring the debt.

4.2 Payment of Accounts

a) Council staff shall settle accounts due and payable on a weekly basis. Notwithstanding that, the CEO is authorised to make a special payment at any time where an incentive to pay prior to a date is offered (either a penalty or discount) or the terms of trade require an early payment.

b) Payments shall not be made in cash (other than through the Petty Cash system) in accordance with regulation 11(3) (a) *Local Government (Financial Management) Regulation 1996*.

c) Only officers authorised by the CEO or Director Corporate & Governance (or officers acting in those roles, with the required authority) shall be responsible for payment processing and shall be independent of payments approvals.

d) A list of all accounts shall be prepared and presented to Council each month at the next Ordinary Council Meeting after the date the list is prepared. The list shall comprise of details as prescribed in S13 of the WA *Local Government Act (Financial Management Regulations) 1996*.

i) Payments by Cheque

1. When a payment is made by cheque, the cheque shall only be generated electronically using Council's Accounts Payable System.

2. Each cheque raised, shall be supported by sufficient documentation, including an official Council Purchase Order (where one is required) or in the absence of a Purchase Order, details relating to why the expense has been incurred. An invoice satisfying the requirements of a "Tax Invoice" must also form part of the supporting documentation where relevant.

3. Two signatures are required on each Council cheque. The Director Corporate & Governance or Manager Financial Services (or Authorised Officer acting in that role) shall be required to sign all cheques, together with an officer with delegated authority to sign cheques.

4. Both signatories shall be independent of payments processing and cheque generation.

5. Under no circumstances shall a blank cheque be signed.

6. Blank cheque forms shall be under physical control and kept in a secure place.

7. Cheque forms shall be sequentially numbered and used in sequence.

8. Cancelled cheques shall be properly defaced by way of notation as cancelled and retained in numerical order.

9. A photocopy of the signed cheque accompanied by complete evidence of the transaction shall be securely retained and filed in cheque number order.

ii) Payments by Electronic Funds Transfer (EFT)

1. Council's preferred method of payment is by Electronic Funds Transfer.

2. Where a payment is made by EFT, it shall be made utilising Council's online banking facility.

3. The EFT file shall only be generated electronically using Council's Accounts Payable, or Payroll system.

4. Two electronic signatories shall be required to authorise an EFT payment file. The Director Corporate & Governance or Manager Financial Services (or Authorised Officer acting in that role) shall be required to electrically authorise an EFT payment file together with an Authorised Officer.

5. Both signatories shall be independent of payment processing and EFT file generation.

6. A photocopy or scan of each Accounts Payable EFT Remittance Advice, accompanied by complete evidence of the transaction, shall be securely retained, and filed in EFT Remittance Number order.

With respect to EFT payments, the following EFT Authorised Officers (or Authorised Officers acting in the role) shall be assigned access to Council's online banking facility.

OFFICER	ADMINISTRATOR	LOAD PAYMENT FILE	AUTHORISE EFT ACCOUNTS PAYABLE	AUTHORISE EFT PAYROLL
Chief Executive Officer	✓	✓	✓	✓
Director Corporate & Governance	✓	✓	✓	✓
Manager Financial Services	✓	✓	✓	✓
Manager Governance			✓	✓
Manager Information Services			✓	✓
Finance Coordinator	✓	✓		
Accountant	✓	✓	✓	✓
Assistant Accountant		✓		
Payroll Officer		✓		
Accounts Payable Officer		✓		
Rates Officer		✓		

EFT Authorised Officers shall each be assigned a personal identification number and password. This number shall act as the signature to authorise EFT payments. The personal identification number and password is the responsibility of the EFT Authorised Officer and shall not be distributed, or accessible, to any other person.

iii) Payments by Petty Cash

CUSTODIANSHIP A	**Petty Cash funds shall be maintained on an imprest system**
Reason:	• Places a limit on amounts held. • Keeps records up to date • Is easily surprise checked as vouchers equal imprest amount at all times.
Responsible Officer:	Petty Cash Officers
Date Due:	Daily

CUSTODIANSHIP B	**Delegated Petty Cash Officer**
Reason:	Single responsibility essential to custodianship.
Responsible Officer:	Eaton – Reception
Date Due:	Daily

CUSTODIANSHIP C	**Petty Cash funds shall be separated from other cash by an exclusive use securable "Petty Cash Tin"**
Reason:	Prevents funds being used to cover deficiencies in Petty Cash.
Responsible Officer:	Petty Cash Officers
Date Due:	Daily

CUSTODIANSHIP D	**"Petty Cash Tin" to be secured and locked when not being accessed.**
Reason:	To prevent unauthorised access
Responsible Officer:	Petty Cash Officers
Date Due:	Daily

CUSTODIANSHIP E	**Petty Cash limit for purchase to any one supplier shall be $50 (Fifty Dollars)**
Reason:	Ensures cash payments are kept to minimal amounts.
Responsible Officer:	Petty Cash Officers
Date Due:	Daily

CUSTODIANSHIP F	**IOU's Prohibited**
Reason:	Ensures payments are supported by receipts
Responsible Officer:	Petty Cash Officers
Date Due:	Daily

APPROVAL A	**All payments shall be supported by a Receipt**
Reason:	Prevents fraudulent claims
Responsible Officer:	Petty Cash Officers
Date Due:	Prior to supply of Cash

APPROVAL B	**All vouchers shall be prepared in Ink**
Reason:	Prevents amounts being fraudulently increased
Responsible Officer:	Petty Cash Officers
Date Due:	Prior to supply of Cash

APPROVAL C	**Payment shall be approved by an authorised Cheque / EFT signatory or Line Director in absence**
Reason:	Petty Cash Officers are often not senior employees hence approval of expenditure is necessary to control disbursements
Responsible Officer:	Petty Cash Officers
Date Due:	Prior to supply of Cash

ACCOUNTING A	**Vouchers (with attached receipts) to be attached to the "Petty Cash Reimbursement" Purchase Order**
Reason:	• To ensure vouchers are Bona Fide. For authorisation by purchasing officer
Responsible Officer:	Petty Cash Officers
Date Due:	As required

ACCOUNTING B	**Reimbursement cheques shall be made payable to "Shire of Dardanup" NEVER TO "cash"**
Reason:	Helps prevent loss if cheque is accidentally lost
Responsible Officer:	Accounts Payable Officer
Date Due:	As required

INTERNAL	**Surprise counts & reconciliations of funds are carried out periodically**

AUDITING	
Reason:	Deterrent against IOU's and irregularities
Responsible Officer:	Internal Auditor
Date Due:	Periodically

Shire of Dardanup

POLICY NO:-
CnG CP039 – Related Party Disclosures

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

ADMINISTRATION INFORMATION							
History	1	**NEW**	OCM:	09/08/17	Res: 215/17	**Synopsis**	Policy created.
Version	2		SCM	26/07/18	Res: 251-18	**Synopsis**	Reviewed and Adopted by Council
Version	3	CnG CP039	OCM	30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	4	CnG CP039	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and Adopted by Council
Version	5	CnG CP039	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	6	CnG CP039	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

Under the *Local Government Act 1995*, and *Local Government (Financial Management) Regulations 1996*, all local governments in Western Australia must produce annual financial statements that comply with the Australian Accounting Standards (AASB).

The Australian Accounting Standards Board has determined that from 1 July 2016, AASB 124 (Related Party Disclosures) will apply to government entities including local governments. The objective of AASB 124 *"is to ensure that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties"*.

This policy provides a framework for the identification of related party relationships and the disclosure of related party transactions with Council.

The objective of this policy is to provide guidance on:

- The identification of Council's related parties;
- Management of related party transactions;
- Recording such transactions; and
- Disclosure of the transactions in the Shire of Dardanup annual financial statements in accordance with AASB 124.

3. DEFINITIONS

In the context of this policy, the following terms shall be used.

TERM	DEFINED AS:
AASB 124	Australian Accounting Standards Board, Related Party Disclosures Standard 124.
Close family members of Key Management Personnel (KMP)	Those family members who maybe expected to influence, or be influenced by, that person in their dealings with Council and include: • the KMP's children, and spouse or domestic partner; • children of that KMP's spouse or domestic partner; and • dependents of the KMP or the KMP's spouse or domestic partner.
Compensation	To include all employee benefits in the form of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered to the entity Refer AASB 119 Employee Benefits.
Entity	Includes a body corporate, a partnership or a trust, incorporated, or unincorporated group or body.

TERM	DEFINED AS:
Entity Related to Council	An entity that is either controlled, or jointly controlled, or over which Council has significant influence. A person or entity is that is a Related Party of Council if any of the following apply: • They are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others); • They are an associate or belong to a joint venture of which Council is part of; • They and Council are joint ventures of the same third party; • They are part of a joint venture of a third party and Council is an associate of the third party; • They are a post-employment benefit plan for the benefit of employees of either Council or an entity related to Council • They are controlled or jointly controlled by close family members of the family of a KMP; • They are identified as a close or possible close family member of the family of a person with significant influence over Council or a close possibly close member of the family of a person who is a KMP of Council; • Or, they, or any member of a group of which they are part of, provide KMP services to Council.
Entity Related to Key Management Personnel (KMP)	An entity that is related to key management personnel and includes entities that are: • Controlled, or jointly controlled by a KMP; • Apart from Council, where a KMP has significance influence over, or is a member of the key management personnel of the entity or parent of the entity; or • Controlled or jointly controlled by a close family member of a KMP of Council. A person or entity is deemed to have control if they have: • Power over the entity; • Exposure, or rights, to variable returns from involvement with the entity; or • The ability to use power over the entity to affect the amount of returns. To jointly control, a person or entity must have contractual rights or agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
Key Management Personnel (KMP)	Those persons having authority and responsibility for planning, directing and controlling the activities of Council or Council entities, directly or indirectly. Key Management Personnel for the Shire of Dardanup are: • Elected Members (including the President); Persons employed under section 5.36 if the *Local Government Act 1995* in the capacity of Chief Executive Officer or Director or Manager
Materiality	The assessment of whether a transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of an entity's financial statements.
Ordinary Citizens Transaction (OCT)	A transaction that an ordinary member of the community would undertake in the ordinary course of business with the Shire of Dardanup.
Related Party	A person or entity that is related to the local government that is preparing its financial statements. A person or close member of that person's family is related if that person: • Has significant influence over the reporting entity; or • Is a member of the key management personnel of the reporting entity.

TERM	DEFINED AS:
	An entity is related if any of the following conditions apply: • the entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others); or • a person is a member of the key management personnel of the entity.
Related Party Transaction	The transfer of resources, services or obligations between the Shire of Dardanup and a related party, regardless of whether a price is charged.

4. POLICY

The related party disclosure policy seeks to reduce the risk that the Shire of Dardanup's transactions may be influenced by the interests of parties related to the transaction. This occurs where the parties are in a position to influence the decision of whether a benefit is provided to them, and the terms of the provision of that benefit. It is therefore important that Key Management Personnel act honestly and with reasonable care and diligence whilst avoiding improper use of their position and information. It is equally important that Key Management Personnel of the Shire of Dardanup are subject to a high level of accountability, including appropriate disclosure of their transactions with the Council in the annual financial statements.

4.1 Identification of Related Parties

AASB 124 provides that the Shire of Dardanup is required to disclose in its Annual Financial reports related party relationships, transactions and outstanding balances. For the purpose of determining application of the standard, the Shire of Dardanup has identified the following persons as meeting the definition of Related Party:

- Elected Members (including the President);
- Key Management Personnel being a person employed under section 5.36 of the *Local Government Act 1995* in the capacity of Chief Executive Officer or Director or Manager, with purchasing limits of $20,000 or greater;
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner;
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.

The Shire of Dardanup will therefore be required to assess all transactions made with these persons or entities. Other parties may be assessed to be related parties from time to time depending upon Council's structure and delegations or in accordance with the requirements of AASB 124.

4.2 Key Management Personnel

All Key Management Personnel are responsible for assessing and disclosing their own, their close family members', and their related entities' relationship with Council. All related parties must be included in the self-assessment. A *Related Party Disclosures Declaration* form provided through the Attain system.

4.2.1 KMP Compensation

Council is required to disclose KMP compensation in total and for each of the following categories:

(a) Short-term employee benefits (e.g. salary, motor vehicle benefits, fringe benefits)
(b) Post-employment benefits (e.g. superannuation)
(c) Other long-term benefits (e.g. annual leave and long service leave)
(d) Termination benefits (N/A, unless the recipient of voluntary severance)
(e) Share-based payments (NA).

4.3 Related Party Transactions

KMP must provide a *Related Party Disclosures Declaration Form* through the Attain system, notifying of any existing or potential related party transactions between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members.

4.3.1 Ordinary Citizen Transactions (OCTs)

Ordinary Citizen Transactions are transactions with a related party that are made on terms that are considered reasonable if the parties were dealing at 'arm's length'. Related party transactions excluded from disclosure requirements on the basis of classification as Ordinary Citizen Transactions are transactions that:

- occur during the normal course of Council delivering its public service goals;
- are under the same terms that would be available to a member of the community; and
- belong to a class of transaction that an ordinary member of the community would normally transact with Council.

Examples of Ordinary Citizen Transactions include:

- facility hire;
- use of Council owned facilities such as Recreation Centre, libraries, parks, ovals and other open public spaces (whether charged a fee or not);
- payment of rates, dog registrations, or fines;
- any valid discounts or fee waivers that are available to the party as an ordinary citizen and is available to any ordinary citizen in the same circumstance;
- any service or benefit provided as part of the normal Council business operation to the party as an ordinary citizen and is available to any ordinary citizen in the same circumstance.

Transactions between Council and Related Parties that would normally be considered Ordinary Citizen Transactions but where the terms and conditions differ from normal practice however, must be disclosed.

4.3.2 Non-Ordinary Citizen Transactions

All related party transactions that do not satisfy the definition of Ordinary Citizen Transaction must be disclosed in accordance with AASB 124.

Examples of transactions that must be disclosed if they are with a related party, and are not an Ordinary Citizen Transaction:

- Purchase of sales or goods (finished or unfinished);
- Purchases or sales of property or other assets;
- Rendering or receiving services;
- Leases;
- Transfers of research and development;
- Transfers under licence agreements;
- Transfers under finance arrangements (including loans and equity contributions in cash or kind);
- Provisions of guarantees or collateral;
- Commitments to do something if a particular event occurs or does not occur in the future, including execution of contracts (recognized or unrecognized); and
- Settlement of liabilities on behalf of Council or by Council on behalf of the related liability.

4.4 Disclosure Requirements

4.4.1 Council Disclosure

Transactions between Council and related parties, whether monetary or not, are required to be identified. Disclosure of these transactions within the annual financial statements will be determined in accordance with materiality by assessment against the nature and size when considered individually and collectively.

AASB 124 provides that Council must disclose the following financial information in its financial statements for each financial year period:

- The nature of any related party relationships;
- The amount of transactions;
- The amount of outstanding balances, including commitments, including:
    i. Terms and conditions, whether they are secured, and the nature of the consideration to be provided in settlement; and
    ii. Details of any guarantees given or received;
- Provisions for doubtful debts related to the amount of outstanding balances; and
- The expense recognized during the period in respect of bad or doubtful debts due from related parties.

The following matters must be considered in determining materiality and significance of any related party transactions:

- Significance of transaction in terms of size;
- Whether the transaction was carried out on non-market terms;
- Whether the transaction is outside of normal day-to-day business operations, such as the purchase and sale of assets;
- Whether the transaction is disclosed to regulatory or supervisory authorities;
- Whether the transaction has been reported to senior management; and
- Whether the transaction was subject to Council approval.

Regard must also be given for transactions that are collectively, but not individually significant.

4.4.2 Key Management Personnel Disclosure

For the purposes of determining relevant transactions, elected members and key management personnel will be required to complete a *Related Party Disclosures Declaration Form* through the Attain system twice yearly, and no later than the following dates each financial year:

- 31 January each year; (Reporting period of 1 July to 31 December) and
- 31-July each year (Reporting period of 1 January to 30 June).

A review of KMP's and their related parties will be completed every 6 months. Particular events such as change of Councillors, Chief Executive Officer or Executive Managers or a corporate restructure will also trigger a review of Council's related parties immediately following such an event.

The Chief Executive Officer shall implement a suitable system to identify related parties. The primary identification method of close family members and associated entities of Key Management Personnel shall be by (but not limited to) KMP self-assessment. KMP have a responsibility to identify and report any changes to their related parties as they occur.

4.5 Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements. In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

Materiality thresholds are reviewed annually as part of the audit process and reported related party disclosures will be in compliance with the framework of the Australian Accounting Standard AASB 124 and other relevant standards, as required.

4.6 Register of Related Party Transactions

Council will maintain and keep up to date a register of related party transactions that captures and records information required for disclosure purposes for each existing or potential related party transaction (including ordinary citizen transactions assess as being material in nature) during a financial year.

4.7 Information Privacy

The following information is classified as confidential, and is not available for inspection by or disclosure to the public, including through a Freedom of Information Application:

i. information (including personal information) provided by a key management person in a Related Party Transaction Notification; and
ii. personal information contained in a register of related party transactions.

4.7.1 Access to information

The following persons are permitted to access, use and disclose the information provided in a related party disclosure or contained in a register of related party transactions for the purposes of section 4 are:

- The Chief Executive Officer;
- Deputy CEO;
- Manager Financial Services;
- An auditor of Council including an auditor from the WA Auditor General's Office; and
- Other officers as determined by the Chief Executive Officer.

4.7.2 Permitted Purposes

Persons specified in section 4.7.1 may access, use and disclose information in a related party disclosure or contained in a register of related party transactions for the following purposes:

- Assess and verify the disclosed related party transaction;
- Reconcile identified related party transactions against those disclosed in the related party Disclosure or contained in the register of related party transactions;
- Comply with the disclosure requirements of AASB 124; or
- Verify compliance with the disclosure requirements of AASB 124.

5. REFERENCE DOCUMENTS

Local Government Act 1995
Local Government (Financial Management) Regulations 1996
Australian Accounting Standards – AASB 124 Related Party Transactions, AASB 2015-6
Relevant Shire of Dardanup Codes of Conduct

Shire of Dardanup

COUNCIL POLICY NO:
CnG CP124 – Superannuation

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

ADMINISTRATION INFORMATION							
Version	1	New	OCM	26/07/18	Res: 251-18	**Synopsis**	Policy created.
Version	2	CP124	OCM	14/08/19	Res: 244-19	**Synopsis**	Reviewed and Adopted by Council
Version	3	CnG CP124	OCM	30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	4	CnG CP124	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and Adopted by Council
Version	5	CnG CP124	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	6	CnG CP124	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

This Policy has been created to establish Council's criteria for the payment of additional superannuation to staff.

This policy aims to:

- Provide a clear and consistent approach to the payment of the Superannuation Guarantee Charge (SGC) and voluntary Council superannuation payments.
- Ensure compliance with the SGC Act; and
- Provide employment remuneration benefits that assist in the attraction and retention of staff.

3. POLICY

3.1 Background

The Shire of Dardanup is obliged to pay superannuation into a complying fund on behalf of all staff under the provisions of Federal legislation. This component is known as the Superannuation Guarantee Charge (SGC). The percentage payment may be adjusted by legislation from time to time.

The Shire of Dardanup and employees may also make additional voluntary contributions to a complying fund.

3.2 Policy Statement

a) Where an employee makes a voluntary superannuation contribution, Council will contribute a matching amount into the Local Government Superannuation Scheme (or equivalent complying Superannuation Fund) as outlined below.

b) The Council contribution will be paid in addition to the statutory SGC and is subject to the following conditions:
   - Existing employees contributing 3% voluntary contribution will receive a matching Council contribution of 3%.
   - Any employee employed prior to July 2018 will retain the previous superannuation benefit.

c) Council shall permit employees to salary sacrifice or make non-concessional superannuation contributions as part of structured salary agreements and will contribute based on the gross salary prior to the sacrifice.

d) Council will include the payment of Annual Leave Loading as annual "Ordinary Time Earnings" and subject to the payment of the Superannuation Guarantee Charge from 1 July 2019.

e) The application of this Policy is to be considered in conjunction with the associated legislation, employment contracts, awards, and agreements, and applies to all current and future Council employees.

f) Variations within individual contracts of employment may be negotiated on a case-by-case basis.

4. REFERENCE DOCUMENTS

Superannuation Guarantee Charge Act 1992
Superannuation Guarantee (Administration) Act 1992

Shire of Dardanup

COUNCIL POLICY NO:-

CnG CP127 – Asset Capitalisation Threshold Policy

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

ADMINISTRATION INFORMATION							
Version		New	OCM	26/06/19	Res: 188-19	**Synopsis**	Policy created.
Version	2	CnG CP127	OCM	30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	3	CnG CP127	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and Adopted by Council
Version	4	CnG CP127	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	5	CnG CP127	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

The purpose of this policy is to provide a consistent and practical approach to the administration and control of the Portable and Attractive Items Register. The Portable and Attractive Items Register will be regularly audited and maintained by the Finance Department and will promote accountability and transparency in the management of Portable and Attractive assets during the entirety of their life cycle.

3. REFERENCE DOCUMENTS

Local Government (Financial Management) Regulations 1996
Australian Accounting Standards

4. POLICY

Portable and Attractive items:

- Must be recorded in the Portable and Attractive Items Register to be safeguarded against theft, fire and loss.
- Are defined as portable by nature, can easily be removed or concealed and are usually easily converted to cash or attractive for personal use.
- Have a value between $300 - $4,999 (GST exclusive), but are less than the Shire of Dardanup capitalisation threshold of $5,000 (GST exclusive),
- are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale, must be recorded on the Portable and Attractive Items Register by the Finance Department.

Items with a value below $300 are not capitalised or recorded on the Portable and Attractive Items Register.

If the items have been issued to a specific employee, the item will be returned on or before the employees last day of employment.

By their nature items that are securely attached to land or building are not portable and are therefore not to be recorded in the Portable and Attractive Items Register (eg whiteboards).

Shire of Dardanup

COUNCIL POLICY NO:
CnG CP305 – Litigations

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

ADMINISTRATION INFORMATION							
Version	1	Exec CP125	OCM	26/07/18	Res: 251-18	**Synopsis**	Policy created.
Version	2	CnG CP305	OCM	30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	3	CnG CP305	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and Adopted by Council
Version	4	CnG CP305	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	5	CnG CP305	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

This Policy has been endorsed by the Shire of Dardanup to assist in maintaining proper standards in litigation. It is intended to reflect the existing law and is not intended to amend the law or impose additional legal or professional obligations upon legal practitioners or other individuals.

This Policy applies to civil claims and civil litigation involving the Shire, including litigation before courts, tribunals, inquiries and in arbitration and other alternative dispute resolution processes.

3. REFERENCE DOCUMENTS

Local Government Act 1995
NSW Model Litigant Policy M2016-03

4. POLICY

4.1 Council's Obligation

The Shire of Dardanup must act as a model litigant in the conduct of litigation.

4.2 Nature of the Obligation

The obligation to act as a model litigant requires more than merely acting honesty and in accordance with the law and court rules. It also goes beyond the requirement for lawyers to act in accordance with their legal ethical obligations. Essentially it requires that the Council act with complete propriety, fairly and in accordance with the highest standards.

The obligation requires that the Council act honestly and fairly in handling claims and litigation by:

a) Dealing with claims promptly and not causing unnecessary delay in the handling of claims and litigation;

b) Paying legitimate claims without litigation, including partial settlements of claims or interim payments, where it is clear that liability is at least as much as the amount to be paid, verified by a cost benefit analysis of a defence of the claim;

c) Acting consistently in the handling of claims and litigation;

d) Endeavouring to avoid litigation, wherever possible;

e) Where it is not possible to avoid litigation, keeping the costs of litigation to a minimum, including by:

   i.) Not requiring the other party to prove a matter which the Council knows to be true; and

   ii.) Not contesting liability if the Council knows that the dispute is really about quantum;

f) When settling civil claims, the Council should consider the use of confidentiality clauses in relation to settlements on a case-by-case basis;

g) Not taking advantage of a claimant who lacks the resources to litigate a legitimate claim;

h) Only undertaking and pursuing appeals where the Council believes that it has reasonable prospects for success or the appeal is otherwise justified in the public interest. The commencement of an appeal may be justified in the public interest where it is necessary to avoid prejudice to the interest of the Council pending the receipt of proper consideration of legal advice, provided that a decision whether to continue the appeal is made as soon as practicable; and

i) Apologising where the Council is aware that it or its lawyers have acted wrongfully or improperly.

The obligation does not require that the Council be prevented from acting firmly and properly to protect its interests. It does not prevent all legitimate steps being taken in pursuing litigation, or from testing or defending claims made.

In particular, the obligation does not prevent the Council from:

a) Enforcing costs, orders or seeking to recover costs;

b) Relying on claims of legal professional privilege or other forms of privilege and claims for public interest immunity;

c) Pleading limitation periods;

d) Seeking security for costs;

e) Opposing unreasonable or oppressive claims or processes;

f) Requiring opposing litigants to comply with procedural obligations; or;

g) Moving to strike out untenable claims or proceedings.

Shire of Dardanup

POLICY NO:-
CnG CP306 – Accounting Policy for Capital Works

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

ADMINISTRATION INFORMATION							
History							
Version	1	CP306	OCM	27/10/21	Res: 338-21	**Synopsis**	Council Policy Document endorsed
Version	2	CnG CP306	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and Adopted by Council
Version	3	CnG CP306	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	4	CnG CP306	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

The purpose of this policy is to provide general guidance to Council staff and Elected Members to assist them in determining when and what costs associated with capital works projects should be capitalised. This Policy is to be read in conjunction with the following:

- AASB 116 *Property, Plant and Equipment*
- AASB 138 *Intangible Assets*

Accounting policies related to capital works projects are contained in the:

- Infr CP074 Asset Management
- CnG CP127 Asset Capitalisation Threshold;
- AP008 – Material Accounting Policy (relevant to the year of adoption).

Relationship to International Financial Reporting Standards

The Accounting Policy for Capital Works is to be read in conjunction with the applicable Australian Accounting Standards. Australian Accounting Standards incorporate International Financial Reporting Standards issued by the International Accounting Standards Board, with the addition of paragraphs on the applicability of each standard in the Australian environment. This policy is aimed to assist Council in applying the requirements within Australian Accounting Standards to capitalise costs associated with capital works projects.

There is, however, no intention that this policy, *Accounting Policy for Capital Works,* will replicate the Accounting Standards.

Application Date

This policy applies to reporting periods on or after 27 October 2021.

3. REFERENCE DOCUMENTS

Local Government Act 1995 and *Local Government (Financial Management) Regulations 1996*.

Generally Accepted Accounting Principles (GAAP) - is a framework of accounting standards, rules and procedures defined by the professional accounting industry.

International Financial Reporting Standards (IFRS) - are a set of international accounting standards stating how particular types of transactions and other events should be reported in financial statements.

Australian Accounting Standards Board (AASB) – Australian Accounting Standards.

Dept Local Government Accounting Manual.

4. POLICY

4.1 Capital Works

4.1.1 Asset Definition

In determining whether to capitalise or expense costs associated with a capital works project, it must first be determined whether or not the capital works project meets the asset definition. An asset is defined as "*a resource controlled by the entity as a result of past events and from which future economic benefits are expected to flow to the entity*" (*AASB 116 para. 7)*.

Future economic benefits are not limited to situations involving future cash inflows, as they are also synonymous with the notion of service potential. Future economic benefits refer to the capacity to provide goods and services in accordance with the entity's objectives, including the provision of goods or services to the public e.g. provision of facilities to sporting clubs or groups.

4.1.2 Asset Recognition

Costs that meet the definition of an asset must also meet the recognition criteria before an asset can be recorded in the financial statements. The recognition criteria states that assets should be included in the financial statements when it is probable that the entity will receive future economic benefits and that the asset can be measured reliably (*AASB 116 para. 7)*.

The concept of 'probable', included in the recognition criteria above, refers to an event being more likely than less likely of occurring, that is, there is a greater than 50% chance that the future economic benefits will occur.

The concept of reliable measurement refers to whether the nature of the asset is inherently difficult to measure. It is the nature of the asset that determines whether it can be measured reliably rather than an entity not having the systems in place to measure an asset reliably. Except in rare cases, the nature of the costs incurred in capital works projects will be able to be measured reliably. Appropriate accounting systems will be in place before the commencement of a project so that costs are recorded correctly.

Council Policy **CnG CP127 Asset Capitalisation Threshold** should also be considered when determining the recognition criteria for an asset, as this Policy requires that all assets with a value less than $5,000 be expensed not capitalised. Additionally, those assets with a value of less than $5,000 but greater than $300, are to be recorded in the "Portable & Attractive Items Register" where the following criteria is met:

- They are defined as portable by nature, can easily be removed or concealed and are usually easily converted to cash or attractive for personal use;
  a) are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale;
  b) Items with a value below $300 are not capitalized or recorded on the Portable and Attractive Items Register.

4.1.3 What costs should be capitalised

In general, an asset is measured at the cost of acquiring or constructing the asset. The cost of an item includes not only its purchase price or direct construction costs, but also includes any other costs that are 'directly attributable' in bringing the asset to a location and condition ready for use, as well as the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located (where there is a present obligation to do so) (AASB 116.16).

'Directly attributable' costs are costs that, if not incurred, would result in the asset not being able to be used and therefore not being able to provide future economic benefits to the entity. Examples of 'directly attributable' costs are (AASB 116.17):

- cost of site preparation;
- initial delivery and handling costs of materials for the capital works project;

- installation and assembly costs;
- costs of testing that the asset is functioning properly; and
- professional fees (i.e. architects, legal advisors, surveyors, quantity surveyors, project managers, auditors).

Certain costs may occur in connection with the construction or development of an asset that are not 'directly attributable' to the asset. These incidental costs are recognised as expenses when incurred. An example of a related cost that cannot be capitalised, is the cost of relocating staff into the new building at the completion of the project.

Once costs have been expensed they cannot subsequently be capitalised in future years (except where an error has occurred in the initial treatment). Costs expensed early in a capital works project, because at that time it was not probable that the asset would eventuate, cannot subsequently be capitalised if the project proceeds and the asset is built.

4.2 Project Classification and Accounting Treatment

4.2.1 Capital Works Program

The Shire of Dardanup's Capital Works Program is detailed in the relevant adopted Asset Management Plans, Long Term Financial Plan and the Annual Budget.

4.2.2 Capital Upgrades

Capital upgrades are activities or minor works intended to extend the effective useful life of an existing asset or improve an asset's service potential. An example of a capital upgrade project is the complete upgrade of a sporting club building so that the sporting club building is better and more functional than previously.

Expenditure on assets that does meet the required *Upgrade* recognition criteria can broadly be categorised into two sub-components; *Renewal* and *New*.

- Renewal/Replacement capital expenditure sustains the service at the same level on a like for like basis such as a road re-seal or a building re-roof.

- New capital expenditure can be further segregated into three areas, being -

  a) New: Assets acquired for a new (never before provided) service to the community such as a new library building.

  b) Upgrade: Which provides a higher level of service than previously offered, such as a lift in an existing building or a need to increase road pavement to accommodate increased vehicle mass. Upgrade costs are often combined with renewal costs but where practical should be separated.

  c) Expansion: Extension of an asset at the same level of service as is currently enjoyed by the community but to a new group of users.

Where an existing building/structure is completely demolished, then any replacement building/structure would be treated as a new asset. It is considered best practice to disclose in the financial reports the separation of Renewal/Replacement and New capital expenditure. This practice will help greatly with the assessment process of a local government's capital expenditure program.

4.2.3 New Construction

Projects that are categorised as capital upgrades or new construction are capital in nature as the intention is to provide future economic benefits.

4.2.4 Repairs and Maintenance

Repairs and maintenance projects merely maintain assets in their original state. Repairs and maintenance is necessary to allow the continued use of existing assets. An example of a repairs and maintenance project is the replacement of

old water taps in a sporting club building (so that the sporting club can continue to use the facility in its current capacity). A repairs and maintenance project is not capital in nature as it does not provide future economic benefits. Therefore, all repairs and maintenance costs are to be expensed.

4.2.5 Accounting Treatment of Capital Upgrades

The following table provides a step-by-step outline of the phases in a typical capital upgrades project. A detailed discussion of accounting issues relevant to new capital works projects is covered under Section 4.2.6 *Accounting Treatment of New Construction*.

The descriptions in Section 4.2.7 *Common Costs incurred throughout the Project* and Section 4.2.8 *Project Team Staff Costs* are also applicable to capital upgrades.

4.2.5(a)Phase 1 – Application for Capital Works Funding

The first step of a capital works project is to develop a strategic 'Asset Management Plan'. This plan is then used to develop a ten-year funding plan. This funding plan is then reviewed annually against Council's performance and the strategic Asset Management Plan.

The strategic 'Asset Management Plan' is generally completed in-house and funding will be from Council's own resources (that is Reserve funded, loan and or / grant funded). Also the staffing costs incurred in developing these plans will be incurred regardless of whether the plans are developed. As a result, these staffing costs should be expensed.

Table 1: Summary of Accounting Treatment of Capital Upgrades

PHASE	STEPS	COST ITEMS	ACCOUNTING TREATMENT
Phase 1 – Application for Capital Upgrade Funding	Preparation of strategic Asset Management Plan	Staff costs: - Project team - Everyday operational	 Expense Expense
Phase 2 - Forward Design	Engage Project Director/Manager	Staff costs: - Project team - Everyday operational Procurement costs: - Project Management costs Travel costs	 Capitalise Expense Capitalise Capitalise
	Design Agent produces the required design documents	Architectural / Design Consultant costs Quantity Surveyor costs Specialist Consultant costs Travel costs	Capitalise Capitalise Capitalise Capitalise
	Design Acceptance	Staff costs: - Project team - Everyday operational	 Capitalise Expense
Phase 3 – Construction	Pre-Construction Relocation (Staff are moved to temporary accommodation ([where applicable])	Staff costs: - Project team - Everyday operational Removalist costs Rental costs Minor fit out costs	 Capitalise Expense Capitalise Expense Expense

PHASE	STEPS	COST ITEMS	ACCOUNTING TREATMENT
	Project Director/Manager goes out to tender for construction	Staff costs: - Project team - Everyday operational Procurement costs: - Project Management costs - Tender costs Insurance Costs Travel Costs	 Capitalise Expense Capitalise Capitalise Capitalise Capitalise
	Project Director/Manager engages Builder and other construction contractors	Staff costs: - Project team - Everyday operational Procurement costs: - Project Management costs - Construction costs	 Capitalise Expense Capitalise Capitalise
	Defect period commences after formal handover. Staff, through Project Director (or Project Manager), ensure defects list is completed and defects fixed.	Staff Costs: - Project team - Everyday operational	 Capitalise Expense
Phase 4 - Fit-Out	Tender for Project Manager	Staff costs: - Project team - Everyday operational Tender Costs	 Capitalise Expense Capitalise
	Project manager selected for fit-out	Staff costs: - Project team - Everyday operational Project Management costs Consultant costs	 Capitalise Expense Capitalise Capitalise
	Purchase of fit-out items	Asset Purchase costs in accordance with capitalisation threshold greater than >$5,000 per *Local Government (Financial Management) Regulations 1996 Reg. 17A*	Capitalise Expense if less than $5,000
	Installation of assets	Fit-out costs in accordance with capitalisation threshold greater than >$5,000 per *Local Government (Financial Management) Regulations 1996 Reg. 17A*	Capitalise Expense if less than $5,000
Phase 5 – Post-Construction Relocation	Moving into completed building (where applicable)	Staff costs: - Project team - Everyday operational Removalist costs	 Expense Expense Expense
Phase 6 - Running Costs	There are costs that Council should take note of after the project completion stage for planning their future funding requirements.	Depreciation Ongoing repair & maintenance Insurance cost	Expense Expense Expense

PHASE	STEPS	COST ITEMS	ACCOUNTING TREATMENT
Whole of Project Costs	There are a number of costs that may be incurred during any phase of a capital works project.	Training costs - all phases Meeting costs - all phases Steering Committee costs - all phases Borrowing costs- all phases	Expense Expense Expense Expense

4.2.6 Accounting Treatment of New Construction

The following is a step-by-step outline of the phases in a typical new construction project. Based on the accounting principles, the appropriate accounting treatment for both common costs incurred throughout the project (regardless of which phase they occur in) and the costs incurred in each phase have been determined.

4.2.7 Common Costs incurred throughout the Project

There are a number of costs that may be incurred during any phase of a capital works project. The accounting treatment for these costs is consistent throughout the project, regardless of which stage they occur in:

- *Everyday Operational costs*
  These are costs incurred as part of the everyday operations of Council, and would be incurred regardless of whether the capital works project proceeds. Note that where permanent staff are seconded to a capital works project team their costs should be accounted for in accordance with the below section titled 'Project Team Staff Costs'. All costs relating to the delivery of outputs are to be recorded in the Operating Statement as expenditure for the delivery of outputs.

Examples of such costs are:

  - steering committee costs – including staffing costs as these costs will be incurred regardless of whether steering committee meetings occur;
    a) on-going maintenance / capital acquisitions staff costs - including staff working on repair and maintenance projects, and staff responsible for general procurement and purchasing assets as part of their normal work duties. These costs relate to the delivery of outputs and are funded by General Municipal funds; and
    b) generic training costs – including generic training for capital works staff e.g. business writing, financial management.

- *Capital Works Specific Training costs*
  Council may incur costs for capital works training such as project management. These costs are expensed as they do not increase the future economic benefit of the capital works project.

- *Borrowing costs*
  Although AASB 123 *Borrowing Costs* allows borrowing costs to be expensed or capitalised, CnG *CP306 Accounting Policy for Capital Works* requires borrowing costs to be expensed.

4.2.8 Project Team Staff Costs

Often, a project team is established to manage a major capital works project(s). Project team staff costs are distinct from on-going maintenance / capital acquisitions staff costs that are regarded as everyday operational costs (see above).

Project team staff spend the majority of their time working on a specific capital works project or are dedicated to managing a number of capital works projects. Where dedicated project team staff are working on multiple capital works projects, a reasonable basis for allocating project team staff costs must be established i.e.: Payroll Timecards.

Project team staff costs include the following costs in relation to Council staff seconded to the project team and any contractors employed for the team:

- salaries and wages;

- superannuation costs;
- overtime costs; and
- allowances e.g. meal allowances.

A 15% overhead provision is to be utilised to reflect the above costs of superannuation and allowances. General administration overhead costs are not to be capitalised. A Project team will often be established for the majority of the life of the project. There is no consistent treatment for project team staff costs throughout the project. The appropriate accounting treatment for project team staff costs i.e. whether they are expensed or capitalised, is dependent on the phase in which the costs are incurred.

Council recognise that an anomaly exists whereby costs incurred for indirect labour (i.e. works staff) may incorporate an overhead component that includes costs not directly attributable to the asset (e.g. training), however, this cost is deemed to be immaterial.

4.2.8 (a) Phase 1 - Concept Development

The first step of a major capital works project is to develop a 'Project Concept Brief'. A 'Project Concept Brief' involves preparing a brief description of the proposed project. This may include the perceived shortfall in service delivery capabilities, within the background, context and rationale of Council's objectives, whole-of-government outcomes and community needs. The 'Project Concept Brief' will generally be performed in-house, and will not be a time consuming process. Funding for this stage will be from Council's own resources.

Since the Concept Development Phase only involves the development of a 'Project Concept Brief', which contains a very basic outline of the project, there is no certainty the project will progress to the next stage, let alone the construction of the asset itself. As there is no certainty that the construction will occur, it is not probable that future economic benefits will flow to Council from the costs incurred in phase 1. As a result, all costs in this phase should be expensed when incurred.

4.2.8 (b) Phase 2 - Feasibility Study (Financial and Economic Business Case)

The first step in the Feasibility Study Phase is the preparation of a proposal requesting funding for the feasibility study (where Council require funding assistance).

Council may then undertake a feasibility study of the proposed capital works project. Based on the findings of the study, Council will then prepare a Forward Design Proposal and a Budget Request to request funding for the forward design of the proposed project (if funding is required). Funding for this stage may be from Council's own resources, grant funding or from capital works funding Reserves. The Forward Design Proposal and a Cost Benefit Analysis are generally performed in-house, however consultants can be engaged to assist in this process.

Although the project has progressed further than Phase 1, there is still insufficient certainty that the project will be approved in the capital works budget process. Thus, it is not probable as yet, that future economic benefits are likely to flow from the costs incurred in Phase 2. Therefore, all costs incurred at this stage should be expensed.

4.2.8 (c) Phase 3 - Forward Design

In the forward design phase, a project director/manager, responsible for managing the capital works project on behalf of Council, coordinates the completion of the design or specifics for the project.

The project director/manager may appoint agent(s) who produce the following:

- Conceptual Design Plans;
- Preliminary Sketch Plan (PSP);
- Final Sketch Plan (FSP); and
- Tender drawings/documents.

Even though the costs incurred in the Forward Design Phase arise before the final construction approval, it is considered probable that projects reaching this stage of the capital works process will go ahead and therefore the project will provide future economic benefits to Council. Also costs incurred during the forward design phase are 'directly attributable' in enabling the construction of the capital works project to proceed. Therefore all costs incurred in Phase 3

should be capitalised, with the exception of everyday operational costs which are expensed (see Section 4.2.7 *Common Costs Incurred throughout the Project* above).

Forward design costs are capitalised into a capital works in progress account and while in this account are not depreciated. Depreciation only commences when the entire capital works project is completed and transferred out of the capital works in progress account to the appropriate property, plant and equipment asset class (also see Section 4.2.8(g) *Phase 7: Running Costs*). This is because the Forward Design costs are not considered to be a separate asset from the physical asset being constructed, and as such should not be depreciated until such time as the asset is recognised as complete.

4.2.8 (d) Phase 4 - Construction

Pre-construction relocation is sometimes necessary when the occupants of a building are required to be relocated in order for the existing building to be demolished and rebuilt. The pre-construction relocation step in this phase will not occur in all projects.

As this step occurs immediately prior to the commencement of building, it is probable that the capital works project will be completed and will provide future economic benefits to Council. Removalist costs are incurred as part of the site preparation. Site preparation costs are classified as 'directly attributable' costs in AASB 116.17 (b) as without these costs the capital works project could not proceed. That is, unless staff are moved out of the existing building, the new building cannot be completed. Therefore removalist costs should be capitalised.

The displaced occupants of the building will require temporary accommodation, in the interim, to continue their usual operations. Minor fit-out costs may be incurred at the temporary premises to enable the continuation of day-to-day operations. As these costs are incurred for the purposes of the ordinary operations of Council and are not 'directly attributable' to the construction, and as such they should be expensed as part of Council's normal operating costs.

The construction step of this phase of the project involves the project director/manager undertaking a tender process and awarding a contract for the construction of the project. Tendering costs, including consultant costs, travel costs and advertising costs, are capitalised as they will generate future economic benefits.

Once the contract is finalised, construction of the project commences. Construction costs are capitalised as it is probable that the work will be completed and the new asset will provide future economic benefits to Council.

4.2.8 (e) Phase 5 - Fit-Out

Phase 5 will occur in many capital works projects. This phase involves the purchase and installation of items, in order for the capital works project to be ready for use. This phase will generally be applicable to the construction of buildings.

Project management of the fit-out can either be performed by Council, or Council may undertake a procurement and/or tender process and contract out the project management to an external provider. Project management costs are capitalised as they will generate future economic benefits and are 'directly attributable' to the project.

The purchase price and installation of the fit-out items (e.g. office partitioning) are capitalised, subject to the Office of the Auditor General (OAG) Grouped Asset capitalisation threshold and determination, and in accordance with the relevant *Local Government Financial Management Regulations 1996*. This is because the fit-out items provide future economic benefit and the installation costs are 'directly attributable' in bringing the fit-out items to the condition and location ready for use. These items are generally capitalised as a separate plant and equipment asset rather than capitalised into the building asset which has been constructed, however this will depend on the nature of the fit-out items.

4.2.8 (f) Phase 6 - Relocation

This Phase will not occur in all projects. Phase 6 involves relocating staff from their existing location to the newly constructed building. These costs are incurred once the new building is completed and ready for use by Council.

These costs are incurred to ensure that the normal recurring operations of the entity can continue. The costs do not increase the future economic benefits of the capital works project and are not 'directly attributable' to the project.

These removalist costs are accounted for differently to Phase 4 removalist costs because Phase 4 removalist costs are part of the site preparation and are therefore classified as 'directly attributable' costs as the existing building must be vacated to enable building or demolition to commence. Conversely, in this Phase the building is already completed so that removalist costs are not 'directly attributable' in the completion of the building. As a result Phase 6 relocation costs are expensed.

4.2.8 (g) Phase 7 - Running Costs

Phase 7 occurs after the capital works project is completed. Running costs are the on-going costs associated with normal operations, such as repairs and maintenance, insurance costs, and depreciation. Running costs should be expensed, as they are incurred in the course of ordinary activities of Council rather than as part of the capital works project.

Depreciation of the asset commences when capital works projects are completed and ready for use (see AASB 116.55).

Table 2: Summary of Accounting Treatment of New Construction

PHASE	STEPS	COST ITEMS	ACCOUNTING TREATMENT
Phase 1 – Concept Development	Project Concept Brief	Staff costs: - Project team - Everyday operational	 Expense Expense
Phase 2 - Feasibility Study (Financial and Economic Business Case)	Proposal requesting Capital Works funding for a feasibility study	Staff costs: - Project team - Everyday operational Consultant costs Travel costs	 Expense Expense Expense Expense
	Feasibility Study (Needs Assessment)	Staff costs: - Project team - Everyday operational Consultant costs Travel costs	 Expense Expense Expense Expense
	Forward Design Proposal and Cost Benefit Analysis (both prepared using Feasibility Study results)	Staff costs: - Project team - Everyday operational Consultant costs Travel costs	 Expense Expense Expense Expense
Phase 3 - Forward Design	Engage Project Director/Manager	Staff costs: - Project team - Everyday operational Procurement costs: - Project Management costs Travel costs	 Capitalise Expense Capitalise Capitalise
	Design Agent produces the required design documents	Architectural / Design Consultant costs Quantity Surveyor costs Specialist Consultant costs Travel costs	Capitalise Capitalise Capitalise Capitalise
	Design Acceptance	Staff costs: - Project team - Everyday operational	 Capitalise Expense

PHASE	STEPS	COST ITEMS	ACCOUNTING TREATMENT
	Business Case Proposal for Construction Funding (using results from Feasibility Study and Forward Design)	Staff costs: - Project team - Everyday operational	 Capitalise Expense
Phase 4 – Construction	Pre-Construction Relocation (Staff are moved to temporary accommodation ([where applicable])	Staff costs: - Project team - Everyday operational Removalist costs Rental costs Minor fit out costs	 Capitalise Expense Capitalise Expense Expense
	Project Director/Manager goes out to tender for construction	Staff costs: - Project team - Everyday operational Procurement costs: - Project Management costs - Tender costs Insurance Costs Travel Costs	 Capitalise Expense Capitalise Capitalise Capitalise Capitalise
	Project Director/Manager engages Builder and other construction contractors	Staff costs: - Project team - Everyday operational Procurement costs: - Project Management costs - Construction costs	 Capitalise Expense Capitalise Capitalise
	Defect period commences after formal handover. Staff, through Project Director (or Project Manager), ensure defects list is completed and defects fixed.	Staff Costs: - Project team - Everyday operational	 Capitalise Expense
Phase 5 - Fit-Out	Tender for Project Manager	Staff costs: - Project team - Everyday operational Tender Costs	 Capitalise Expense Capitalise
	Project manager selected for fit-out	Staff costs: - Project team - Everyday operational Project Management costs Consultant costs	 Capitalise Expense Capitalise Capitalise
	Purchase of fit-out items	Asset Purchase costs in accordance with capitalisation threshold greater than >$5,000 per *Local Government (Financial Management) Regulations 1996 Reg. 17A*	Capitalise Expense if less than $5,000
	Installation of assets	Fit-out costs in accordance with capitalisation threshold greater than >$5,000 per *Local Government (Financial Management) Regulations 1996 Reg. 17A*	Capitalise Expense if less than $5,000

PHASE	STEPS	COST ITEMS	ACCOUNTING TREATMENT
Phase 6 – Post-Construction Relocation	Moving into completed building (where applicable)	Staff costs: - Project team - Everyday operational Removalist costs	 Expense Expense Expense
Phase 7 - Running Costs	There are costs that Council should take note of after the project completion stage for planning their future funding requirements.	Depreciation Ongoing repair & maintenance Insurance cost	Expense Expense Expense
Whole of Project Costs	There are a number of costs that may be incurred during any phase of a capital works project.	Training costs - all phases Meeting costs - all phases Steering Committee costs- all phases Borrowing costs- all phases	Expense Expense Expense Expense

4.2.9 Implications for Budgets and Financial Reporting

The accounting treatment of costs incurred in relation to capital works projects should be based on the accounting principles as outlined in this accounting policy, in accordance with the relevant accounting standards. How Council funds its capital works project should not determine the accounting treatment applied to project costs i.e. all project costs should not be capitalised purely because the funding for the project was received as a capital injection.

Council should consider the appropriate accounting treatment for project costs when applying for grants and external funding, so that the funding requested reflects as much as possible the subsequent accounting for costs as either expenses or assets.

Shire of Dardanup

POLICY NO:
Dev CP077 – Brigade Volunteer Minimum Fire Training Requirements

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

ADMINISTRATION INFORMATION							
History			OCM	11/10/07	Res: 295/07	**Synopsis**	Policy created. 11/10/2007
	1	DEV2	OCM	10/05/12	Res:	**Synopsis**	Reviewed Policy Adopted
Version	2	CP077	SCM	26/07/18	Res: 251-18	**Synopsis**	Reviewed and Adopted by Council
Version	3	SDev CP077	SCM	30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	4	SDev CP077	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and adopted by Council.
Version	5	SDev CP077	OCM	18/10/23	Res: 258-23	**Synopsis**	Reviewed and adopted by Council
Version	6	SDev CP077	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and adopted by Council
Version	7	Dev CP077	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Development Services

2. PURPOSE OR OBJECTIVE

To ensure that the volunteer bushfire brigades have a breadth of training, and officers have received a minimum level of training, to be able to undertake firefighting duties safely, efficiently and confidently whilst on the fire ground.

3. POLICY

3.1 Active Volunteers

Prior to undertaking any firefighting duties all 'active' volunteer bushfire brigade members will be required to;

a) Complete the Volunteer Induction Program through their relevant brigade;

b) Complete 'AIIMS Awareness', 'Bushfire Safety Awareness' and 'Firefighting Skills' courses;

c) Register on the DFES Volunteer Hub and eAcademy; and

d) Accept and be willing to fulfill all duties as an 'Active' volunteer member of the brigade.

3.3 Lieutenants

The minimum requirements for an individual to be appointed to the position of Lieutenant are:

a) Completion of the minimum training requirement for Active Fire Fighter;

b) Completion of 'Advanced Firefighter' and 'Crew Leader' courses; and

c) Accept and be willing to fulfill all duties of the Lieutenant as outlined in the Brigade Local Law.

3.4 Captains

The minimum requirements for an individual to be appointed to the position of Captain are:

a) Completion of the minimum training requirements for Lieutenant;

b) Completion of 'Sector Commander' course; and

c) Accept and be willing to fulfill all duties of the Captain as outlined in the Brigade Local Law.

3.5 Fire Control Officer

The minimum requirements for an individual to be appointed to the position of Fire Control Officer are:

a) Completion of the minimum training requirements for Captain;

b) completion of 'Fire Control Officer' course; and

c) Accept and be willing to fulfill all duties of the Fire Control Officer as outlined in the Brigade Local Law.

3.6 Incident Controllers.

The Shire of Dardanup will have access to four (4) Level 1 Incident Controllers from across all the Brigades for Incident Management.

Shire of Dardanup

POLICY NO:
Dev CP083 – Provision of Food and Refreshments at Fire

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

ADMINISTRATION INFORMATION								
History			OCM	22/10/03	Res: 410/03	**Synopsis**	Policy created. 22/10/2003
	1	DEV8	OCM	10/05/12	Res:	**Synopsis**	Reviewed Policy Adopted
Version	2	CP083	SCM	26/07/18	Res: 251-18	**Synopsis**	Reviewed and Adopted by Council
Version	3	SDev CP083	OCM	30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	4	SDev CP083	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and adopted by Council
Version	5	SDev CP083	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and adopted by Council
Version	6	Dev CP083	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Development Services

2. PURPOSE OR OBJECTIVE

To provide volunteer fire fighters with adequate sustenance to ensure their health and wellbeing as well as enabling the continuation of a task at an incident within the local government area of the Shire of Dardanup.

3. POLICY

Council authorises the Chief Bush Fire Control Officer (CBFCO), or Incident Controller (IC) of a fire managed by the Shire of Dardanup, to order the provision of food and refreshments, to fire fighters who have been in attendance or will be in attendance for four or more hours at a fire scene.

The CBFCO or authorised person in control of the fire is to make arrangements for the delivery of food and refreshments to fire fighters.

The Coordinator Emergency & Ranger Services is to authorise a purchase order(s) for the meals and arrange delivery to the fire scene.

No alcoholic beverages are to be supplied under this policy.

4. REFERENCE DOCUMENTS

Local Government Act 1995 6.2 4 (a)
Financial Management Regulations 1996 11
Local Government Act 1995 5.41 (CEO)
Local Government Act 1995 6.8 (1) (c) (President)
Bush Fires Act 1954 36 (Council expenditure)
Bush Fires Act 1954 39 (d) (g) (Bush Fire Control Officers)

Shire of Dardanup

POLICY NO:
Dev CP501 – Volunteer Bush Fire Brigade Training Expenditure Reimbursement

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

ADMINISTRATION INFORMATION							
Version	1	SDev CP501	OCM	30/09/20	Res: 270-20	**Synopsis**	Policy created & endorsed by Council
Version	2	SDev CP501	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and adopted by Council.
Version	3	SDev CP501	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and adopted by Council.
Version	4	Dev CP501	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Development Services

2. PURPOSE OR OBJECTIVE

To standardise the reimbursement of travel expenses to Volunteer Bush Fire Brigade Volunteers to attend DFES approved training outside of the Shire of Dardanup.

3. REFERENCE DOCUMENTS

Bush Fires Act 1954
Bush Fires Regulations 1954
Fire and Emergency Services Act 1998
Fire and Emergency Services Regulations 1998
DFES Local Government Grant Scheme Manual for Capital and Operating Grants
Australian Tax Office – Motor vehicle Expenses – Cents per kilometre

4. DEFINITIONS

Volunteer means a member of a Shire of Dardanup Volunteer Bush Fire Brigade with a current DFES volunteer number.

5. POLICY

When a volunteer is required to be away from his/her normal residence for 1 or more nights and/or travel more than 50kms outside the Shire boundary to attend DFES approved training, the following shall apply:

Hotel/Motel Accommodation - shall be reimbursed at the single room rate for the reasonable cost of hotel/motel accommodation. Hotels/motels should be selected that are economical, of reasonable standard and quality, and conveniently located in relation to the training venue. Approval must be granted by the Shire prior to booking any accommodation. Payment by way of a Shire of Dardanup Purchase Order (PO) is preferred.

Parking Charges – parking charges incurred by volunteers attending training will be reimbursed upon receiving relevant receipts.

Meals – shall be reimbursed for the reasonable and actual cost of meals subject to a maximum per diem meal allowance.

A per diem rate of $100 per day is provided to cover the cost of all meals and incidental expenses. The allowance is broken down as follows:

- Breakfast $30 Trips starting before or ending after 9:00am,
- Lunch $30 Trips starting before or ending after 12:00noon,
- Dinner $40 Trips starting before or ending after 6:00pm.

The time determination is based upon the departure time from home or station and ending at home or station as the case may be. If a meal is provided free of charge to the volunteer, the cost of that meal should be eliminated from the per diem allowance. It may not be carried over to any other meal or expended on any other item. Likewise, adding the money to other meals may not make up for a skipped meal. For example, if lunch is skipped, you may not add it to the dinner meal.

Reimbursement Rate for Private Vehicle Use – The Australian Taxation Office's 'cents per kilometre' method will be used to calculate vehicle reimbursement costs. For example, 0.72c per kilometre for all vehicles. The rates are available on the Australian Taxation Office website. Odometer readings are required to be documented on the 'Expense Reimbursement Claim Form'.

When two or more members from the same brigade attend the same training course or meeting, it is encouraged to travel together.

Where volunteer wishes to do private business such as visit family and friends over a weekend, no reimbursement will be applied for that portion of travel.

The driver/vehicle owner is responsible for all parking and traffic fines.

Insurance – Motor Vehicle insurance is provided for loss or damage through the Council's insurer – Local Government Insurance Services (LGIS). Cover is for the market value or the reasonable cost of repair, whichever is the lesser, of any such vehicle, appliance, equipment or apparatus lost or damaged that is used under the direction of a bushfire control officer or a member of a bushfire brigade for the purposes of the BFA.

Such loss or damage occasioned in the course of normal brigade activities (as defined in the Bush Fires Act 1954 (as amended) and Fire and Emergency Services Act 1998 (as amended)), or whilst such vehicle, appliance, equipment or apparatus is proceeding to or returning from or parked whilst engaged in normal brigade activities as defined in the BFA.

Receipt Requirements – receipts are required for all expenditures, such as meals, parking and hotel/motel charges. Receipts are to be obtained from each vendor (not a credit card receipt or statement) showing the vendor's name, description of services provided (if not otherwise obvious), date and expense.

All reimbursement/receipts must accompany Form 13 - Bank Account Details - EFT and Draft Volunteer Bush Fire Brigade Training Expenditure Reimbursement Claim Form

Shire of Dardanup

POLICY NO:
Exec CP004 – Purchased Leave – Deferred Salary Arrangement

GOVERNANCE INFORMATION			
Procedure Link:	PR005	**Administrative Policy Link:**	NA

ADMINISTRATION INFORMATION							
History		EXEC3	OCM	24/03/10	Res: 77/10	**Synopsis**	Policy created.
	1		OCM	10/05/12	Res: 138/12	**Synopsis**	Reviewed Policy Adopted
Version	2	CP004	OCM	31/08/16	Res: 225/16	**Synopsis**	New Council Policy Document endorsed
Version	3		SCM	26/07/18	Res: 251-18	**Synopsis**	Reviewed and Adopted by Council
Version	4	Exec CP004	OCM	30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	5	Exec CP004	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and Adopted by Council
Version	6	Exec CP004	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	7	Exec CP004	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

In order to provide employees with greater work-life balance, this initiative has been adopted as an attraction and retention incentive for employees wishing to access one full year off paid at 80% following a four-year period of receiving 80% of their regular salary.

3. POLICY

The salary, as well as superannuation, is reduced over the four years to 80%, thus the fifth year is also paid at 80%.

Eligible employees may apply for the scheme, therefore electing to receive, over a four-year period, 80% of the salary they would otherwise be entitled to receive.

All full-time permanent award based or contract employees may apply for a deferred salary arrangement.

Application must be made in writing on the approved Application for Deferred Salary Scheme Form. The request will be assessed by the employee's Director. The Director (if supportive of the application) requests approval of the Chief Executive Officer.

Leave

Employees may take any form of paid leave during the four years of the deferred salary arrangement, without effect to their participation in the scheme. Periods of leave will also be paid at 80% of the regular salary.

Employees cannot apply for any paid leave during the 5th year off, except for maternity leave or specific approvals of sick leave.

Accruals

No leave entitlements will accrue during the 5th year off. This includes sick leave, annual leave and long service leave.

Terminations

If an employee ceases employment with the Shire during the term of the deferred salary arrangement, payment of accumulated funds will be paid in the final pay (termination pay).

Withdrawal from the Arrangement

An employee may withdraw from the arrangement prior to completion of the fourth year and the withdrawal must be given in the form of a written notice. The officer will receive a lump sum payment of salary forgone to that time, but will not be entitled to equivalent absence from duty.

An early return from the approved period of absence may be approved in special circumstances, but a request for this must be made in writing to the Chief Executive Officer.

Overtime

An employee on a deferred salary arrangement who works authorised overtime will be paid overtime rates based on their normal rate of salary, i.e. the rate of salary payable prior to any fortnightly deferred leave salary deductions being made.

Workers Compensation

Employees receiving workers' compensation payments are not eligible to access a purchased leave agreement. Where an employee who is participating in the deferred salary scheme becomes entitled to workers' compensation, the agreement should be suspended effective from the first day of the period of incapacity and remain suspended until the last day of incapacity.

Outside Work

An employee engaging in work outside the organisation during this period of leave, make it their own responsibility to ensure they are aware of the specific tax and superannuation implications. No secondary employment is to occur without the prior approval of the CEO.

Other Formalities of the Arrangement

- Deferred leave must be taken immediately after the completion of the 4 year service period.
- Deferred leave will not constitute a break in service and will count as service for all purposes.
- The 12 months of deferred leave will be paid at 80% of the salary they were otherwise entitled to in the fourth year of deferment.
- During the 4 year service period, an allocation of 20% of the employee's annual salary shall be transferred to the Employee Leave Entitlements Reserve each year, with funds transferred from this Reserve when the leave is taken.

Shire of Dardanup

POLICY NO:
Exec CP006 – Defence Reservist Leave

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

ADMINISTRATION INFORMATION							
History		EXEC8	OCM	25/08/05	Res: 318/05	**Synopsis**	Policy created.
	1		OCM	10/05/12	Res: 138/12	**Synopsis**	Reviewed Policy Adopted
Version	2	CP006	OCM	31/08/16	Res: 225/16	**Synopsis**	New Council Policy Document endorsed
Version	3		SCM	26/07/18	Res: 251-18	**Synopsis**	Reviewed and Adopted by Council
Version	4	Exec CP006	OCM	30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	5	Exec CP006	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and Adopted by Council
Version	6	Exec CP006	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	7	Exec CP006	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

It is recognised that the Australian Defence Reserves are an important part of our national defence strategy and that support to Defence Reserves is essential to their continued effectiveness. This Policy applies to all employees who are Reservists and undertake training and/or military service with the Australian Defence Forces.

To ensure that members of the Defence Reserve Service employed by the Organisation are able to access a reasonable amount of additional leave for that purpose.

3. REFERENCE DOCUMENTS

Defence Reserve Service (Protection) Act 2001

4. POLICY

The *Defence Reserve Service (Protection) Act 2001* (the Act) provides that:

- "Defence Service" means service in a part of the Reserves and includes training.
- Reserve service may be continuous full-time defence service or other defence service (eg short periods of defence reserve service which may include training) and must not prejudicially affect employees' entitlements or other conditions of employment.
- The Act does not invoke any obligation on employers to pay the Reservists' remuneration in respect of the civilian employment whilst absent on defence service or to provide make-up pay in circumstances where the Defence Force pay is lower than employees' public sector pay.
- Any entitlements relating to Reserve service (including training) and/or military service contained in industrial awards or agreements will continue to apply, subject to them satisfying the provisions of the Act.
- There is no scope for employers to ask employees to limit the number of training courses per year or to take less reserve service leave as this is in breach of the Act. Section 17 of the Act draws no distinction between essential and non-essential training or service and specifically contemplates a reservist "volunteer(ing)" for service or training.
- There is no discretion under the Act for employers to refuse requests for reserve service or training leave, irrespective of inconvenience to the employer or the nonessential nature of the leave. Employers are only entitled to verify that the leave request relates to the actual reserve service or training.

Employer Support Payment Scheme

In 2001, the Commonwealth Government introduced legislation to enhance and encourage Reserve personnel. One of the key features of the new Reserve legislation has been the introduction of the Employer Support Payment (ESP). This payment is available to employers who release Reservists for more than 2 weeks per year.
The Scheme involves payment of an amount equivalent to the Average Weekly full-time Ordinary Time Earnings (AWOTE) as calculated by the Australian Bureau of Statistics and is as recognition of the costs and/or disruption to employers caused as a consequence of releasing a reservists for a period of continuous Defence service.

Service that is considered under the Employer Support Payment is:

- Ordinary Reserve Service, and
- Voluntary continuous full-time service, if the relevant Service Chief (that is the Chief of Navy, Army or Air Force) of their delegates have designated the service as protected service.

Under the Scheme an employer is eligible to receive the ESP once a Reservist has completed 14 days continuous Reserve service in any financial year. The qualifying period can be undertaken as a single period or as multiple periods of continuous Defence service, as long as each period of continuous Defence service is a minimum of five consecutive days.

Further details of the operation of the Australian Defence Force Reserves Employer Support Payment (ESP) Scheme can be obtained from the Defence Reserve Support Council on 1800 803 485 or their website Employer Support Payment Scheme - ADF Reserves and Employer Support.

Shire of Dardanup

POLICY NO:
Exec CP009 – Voluntary Works or Tasks - Equipment

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

ADMINISTRATION INFORMATION							
History		EXEC19	OCM	15/05/98	Res: 487/98	**Synopsis**	Policy created.
	1		OCM	10/05/12	Res: 138/12	**Synopsis**	Revised Policy Adopted – Procedure Prepared
Version	2	CP009	OCM	31/08/16	Res: 225/16	**Synopsis**	New Council Policy Document endorsed
Version	3		SCM	26/07/18	Res: 251-18	**Synopsis**	Reviewed and Adopted by Council
Version	4	CnG CP009	OCM	30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	5	CnG CP009	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and Adopted by Council
Version	6	CnG CP009	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	7	Exec CP009	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council. Policy transferred from CnG to Exec.

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

To provide some security to volunteers in having them insured whilst doing volunteer work, and to show support by providing plant and equipment as required.

Council is thankful for the work undertaken by volunteers on behalf of the community and wishes to encourage the continued support of volunteers.

3. REFERENCE DOCUMENTS

Local Government Act 1995 2.7 (2) (b)
Local Government Insurance – Volunteer Risk

4. POLICY

All voluntary organisations are required to provide the Chief Executive Officer a list of members and tasks to be undertaken to ensure that the members of the organisation are adequately covered by insurance when undertaking voluntary tasks and/or acts within the Shire of Dardanup. This information is to be maintained in the Volunteer Register held by the Council.

Works requiring registered or qualified tradespeople to undertake these works, must be carried out by the appropriately qualified and registered tradespeople.

Volunteers are required to undertake a Volunteer Induction with the Council before they undertake any tasks/acts to ensure all Work Health and Safety obligations have been met.

Delegation – Voluntary Workers/Tasks/Equipment

THAT the Chief Executive Officer be authorised to approve, on behalf of Council, the list of members within an organisation and the tasks and/or acts to be undertaken by the organisation with respect to the above policy. The authority includes the use of Council plant and equipment as necessary or required, providing the volunteers have the required license issued by the Department of Transport and they have received training in the use of the plant or equipment.

The volunteers are to provide the Chief Executive Officer with evidence of applicable current licenses and training accreditation.

Shire of Dardanup

POLICY NO:
Exec CP015 – Study Leave and Study Assistance

GOVERNANCE INFORMATION			
Procedure Link:	PR025 -	**Administrative Policy Link:**	NA

ADMINISTRATION INFORMATION							
History		**EXEC35**	OCM	17/04/13	Res: 91/13	**Synopsis**	Policy created.
Version	1	**CP015**	OCM	25/01/17	Res: 02/17	**Synopsis**	New Council Policy Document endorsed
Version	2		SCM	26/07/18	Res: 251-18	**Synopsis**	Reviewed and Adopted by Council
Version	3	CnG CP015	OCM	30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	4	CnG CP015	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and Adopted by Council
Version	5	CnG CP015	OCM	28/06/23	Res: 179-23	**Synopsis**	Amended by Council
Version	6	CnG CP015	OCM	27/09/23	Res: 234-23	**Synopsis**	Amended by Council
Version	7	CnG CP015	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	8	Exec CP015	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council (changed from CnG to Exec)

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

The Shire of Dardanup commits to the academic and personal development of employees by providing financial assistance (study assistance) and time off with pay (study leave) for study relevant to the employee's Shire of Dardanup role and responsibilities. The study must be from a recognised Australian, or other approved educational institution.

Employees have equal access to apply for training and development opportunities offered by the Shire and/or as identified in the staff annual performance review process.

This policy provides guidance on the eligibility and entitlements for employees requesting study assistance and or study leave. By agreement, the Shire and the employee shall follow the principles of organisational and personal development to;

- Address skill deficiencies within the workforce or section of the workforce;
- Promote continuous learning and development as a joint responsibility;
- Encourage a continuous learning environment;
- Support employees to study on a part-time basis;
- Provide consistent and equitable access to learning and development opportunities;
- Contribute value to the organisation by adding to its knowledge, skill and abilities base; and
- Understand the significance of these opportunities as a privilege of working for the Shire of Dardanup.

Management reserves the right to refuse an application for study leave. Reasons for refusing the application may include, but are not limited to, the following:

- The unit or course is not closely related to the role the applicant has with the organisation;
- The officer has not successfully completed other previous studies;
- The officer is not performing their normal daily duties to a suitably high standard;
- The current workload does not support study leave due to the impacts on the workplace;
- The allocated budget has been exceeded; and/or
- The applicant has advised management that they plan to resign in the near future.

3. POLICY

3.1 Eligibility

Eligible employees are those employed on a permanent basis and who are undertaking study that leads to a formal qualification from a nationally recognised Australian registered training organisation.

Applications are to be considered for approval on a unit-by-unit basis, rather than the complete course.

Criteria

The following criteria are to be applied when assessing an employee's eligibility to receive Study Leave/Study Assistance under this Policy.

- The employee shall have completed at least 12 months service with the Shire of Dardanup;
- The course of study is to be aligned with the organisation's aspirations as defined by the Council Plan, Operational Plans and the Workforce Plan;
- The priority of any course is that the course is to be aligned to the employee's specific functions of their role in the organisation. For example, GIS Mapping is not a function of Planning Officer, although Planning Officer's may use the GIS function.
- An employee may apply for approval for a course that is not aligned to their role. The application is to be supported by a submission to support the application and providing reasons as to how the proposed course of study will be of benefit to the Shire and/or the employee. This will be assessed on a case-by-case basis;
- The course of study should be referred to in previous performance reviews and identified as forming part of the employee's professional growth; and
- The performance management of the applicant is a relevant factor, that is; approval of an application for study assistance is considered a reward for meeting performance standards.

3.2 Approved Courses

- Applicants must be able to demonstrate that the proposed study holds benefit for the organisation. This 'benefit' may be either:
    - direct: taken to mean a course that contains content that is in line with the employee's current role;

      or

    - indirect: taken to mean a course that contains content that is in line with a potential role that the employee may reasonably be expected to aspire to in the future.
- If the proposed study relates to an 'indirect benefit' for a future potential role, there must be a reasonable probability that this role will be available in the foreseeable future within the Shire of Dardanup through being referenced in the Workforce Plan.
- Some courses of study may offer more benefit to the Shire than the course title or content may otherwise suggest. In such a case, it is the responsibility of the applicant to provide justification, in writing to their Manager/Director, outlining the ways in which the Shire will benefit from the employee's completion of the proposed course.
- A Manager is able to recommend that an officer consider a particular course of study subject to the application of this policy.
- In all cases, a study application requires the written approval of the relevant Director and Chief Executive Officer.

3.3 Responsibility for Information Accuracy

The timing of academic semesters and duration of units of study can vary between different study modes and institutions. It is the employee's responsibility to make sure that:

- Information regarding their study is kept up-to-date and current.
- Their immediate Supervisor is notified of any changes to their study commitments.

The Shire has the right to query any relevant discrepancies in the employee's documentation, especially where relevant to a reimbursement claim.

3.4 Study Assistance (Fees)

- The Shire will provide financial assistance to approved employees studying an approved course on an enrolled unit basis. Evidence confirming enrolment into unit(s) of study must be provided as part of the study application. The Shire will pay the unit tuition and administration fees, in full and up front, in order to receive any discount offered by the educational institution.
- Employees will reimburse Council 50% of the cost of the unit tuition and administration fees by 30 June in the applicable financial year via fortnightly after-tax payroll deductions.
- Employees are responsible for purchasing text books associated with an approved unit of study and Council will reimburse the employee 50% of the costs.
- Recipients of study assistance shall provide the Chief Executive Officer with a copy of their results within 14 days of them being published by the educational institution. Results must show evidence of the unit of study, semester or study period and the final grade received.

  Note:

  a) Successful completion means receiving a minimum pass as defined by the educational institution for the unit.

  b) An employee may choose to fund a course themselves and/or defer payment of the course fees by incurring a HECS/HELP debt. Upon successful completion of each unit the employee can claim the Shire's contribution as per this Policy. The study course will have to be approved in writing before commencement of study in line with this Policy to qualify.

3.5 Repayment of Fees

- Should an employee fail a course or unit of study that has been paid for by the Shire, then 100% of the fees paid are to be repaid by the employee to the Shire. This will occur by 30 June in the applicable financial year via fortnightly after-tax payroll deductions.
- If the employee leaves the employ of the Shire or the Shire terminates the employee's employment contract within 12 months following the successful completion of approved study, the employee shall be liable to reimburse the Shire on a pro-rata basis for unit tuition fees, books and all associated expenses upon termination in accordance with Table A.

  Table A.

Months of service after completion date of unit of study	Percentage of fees repayable to the Shire
0-3 months	75%
3-6 months	50%
6-12 months	25%

- Calculation of the length of service in accordance with Table A will be based on the date the results for the relevant unit of study are released by the educational institution.

3.6 Study Leave

The Shire may provide the opportunity for an employee to take paid time off work subject to operational requirements being maintained with the following conditions;

Full-time Employees: provision of up to a maximum of **one day study leave every three weeks** (or equivalent), as negotiated with the relevant Manager. This leave is subject to the requirements of the unit of study and the operations of the Shire being met.

Part-time Employees: provision of up to a maximum of the **pro-rata** equivalent of one day study leave every three weeks (calculated on hours worked – e.g. 0.5 FTE entitled to the equivalent of one full day every six weeks or one half-day every three weeks).

3.7 Examinations

- Employees undertaking examinations arising from an approved unit of study may be granted time off with pay (study leave) to attend the examination of **up to four hours study leave per exam**.

- Any additional time will be subject to an application for leave being submitted and approved by the employee's Manager.

- Should the employee wish to take the entire day off work they will be required to access their own leave entitlements e.g. RDO or Annual Leave in negotiation with their Manager.

3.8 Other Expenses:

- Accommodation, travel and meals will not be the responsibility of the Council while employees are undertaking a course of study, or sitting examinations.

- Council employees will be required to use their own private vehicle (or arrange private travel arrangements) to attend a course of study, or to sit examinations, unless the employee is entitled to private use of a Council vehicle as part of their employment conditions.

- If private use of a Shire vehicle forms part of the employee's conditions of employment, then that employee is able to use the Shire vehicle for study purposes.

3.9 Policy Review and Variation:

- The operation of this Study Leave/Study Assistance Policy will be reviewed biennially, and the continued operation of the Policy is at the discretion of the Chief Executive Officer.

- This policy may be cancelled or varied from time to time. All Shire employees will be notified of any variation to this policy by the normal communication method(s).

Shire of Dardanup

POLICY NO:
Exec CP019 – Shire Corporate Logo

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

ADMINISTRATION INFORMATION							
History		EXEC41	OCM	17/04/13	Res: 98/13	**Synopsis**	Policy created.
Version	1	Reference:	OCM:	10/05/12	Res: 138/12	**Synopsis**	Reviewed Policy Adopted
Version	2	CP019	OCM	25/01/17	Res: 02/17	**Synopsis**	New Council Policy Document endorsed
Version	3		SCM	26/07/18	Res: 251-18	**Synopsis**	Reviewed and Adopted by Council
Version	4	CnG CP019	OCM	30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	5	CnG CP019	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and Adopted by Council
Version	6	CnG CP019	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	7	Exec CP019	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council (changed from CnG to Exec)

1. RESPONSIBLE DIRECTORATE

Executive.

2. PURPOSE OR OBJECTIVE

There is no legislative requirement for Council to have a policy relating to this matter. It is considered appropriate and good management to establish some formal arrangements for the use of Council's logos.

Use of logos by external organisations require approval by Council or the Chief Executive Officer.

This policy establishes the principles governing the use, protection and management of the Shire of Dardanup's corporate identity, logos and sub-brands to ensure a consistent, professional and recognisable presence across all communications, services, facilities, projects and partnerships.

3. CORPORATE IDENTITY

The Shire of Dardanup maintains a corporate logo and approved sub-brands to represent the organisation, its facilities, services and strategic initiatives.

The visual design, colours, typography, usage requirements and application standards for all logos and branding elements will be maintained through the Shire's Brand Guidelines and associated communication resources.

The Shire's branding assets remain the property of the Shire of Dardanup and may only be used in accordance with this policy and any approved guidelines.

Approved sub-brands

The following sub-brands are recognised under this policy:

- Eaton Recreation Centre.
- Eaton Community Library.
- Wanju.
- Mick Bennett Make-It Space.

Additional sub-brands may be approved by the Chief Executive Officer and incorporated into the Shire's Brand Guidelines 2026.

4. POLICY

4.1 Internal use

The Shire's logos are to be used for official Shire business, including:

- Correspondence and stationery.
- Reports and strategic documents.
- Advertising and promotional material.
- Digital communications and social media.
- Signage and wayfinding.
- Community engagement materials.
- Marketing campaigns and events.
- Identification of Shire facilities, services and assets.

Use of Shire branding must be consistent with approved Brand Guidelines and Style Guides where applicable.

4.2 External use

The Shire may permit external organisations to use its logo where:

- The organisation is undertaking a project, activity or event supported by the Shire through sponsorship, grant funding or in-kind assistance.
- The organisation is a recognised project, funding or community partner.
- The proposed use promotes a community benefit aligned with the objectives of the Shire.
- The proposed use provides a clear and positive benefit to the Shire.

Approval must be obtained through the Communications and Marketing Team, prior to any use of the Shire's logo or branding.

4.3 Applications for use

Requests to use Shire branding must be submitted to the Shire and may be required to include:

- Details of the proposed use.
- The intended audience and distribution method.
- Draft artwork, layouts or concept designs.
- Relevant contact details.
- Any additional information requested by the Shire.

Approval may be granted subject to conditions and for a specified period.

4.4 Conditions of use

Where permission is granted, the following conditions apply:

- The logo remains the property of the Shire of Dardanup.
- The logo may only be used for the approved purpose.
- The logo must not be altered, manipulated or reproduced in a manner inconsistent with approved branding requirements.
- Individual logo elements, colours, proportions or typography must not be modified.
- Any costs associated with design, artwork or production are the responsibility of the applicant.
- The use of the logo must not bring the Shire into disrepute.
- The Shire reserves the right to withdraw approval at any time.

4.5 Commercial use

Approval will generally not be granted where the use of the Shire's branding could reasonably be interpreted as endorsing a commercial product, service or organisation.

The Shire may approve co-branding arrangements where required under funding agreements, sponsorship arrangements or strategic partnerships.

4.6 Use by Council Members and employees

Shire branding may only be used by Council Members and employees for official Shire business and approved communications.

The use of Shire logos or branding for personal, political or commercial purposes is prohibited. Candidates in local government elections must not use the Shire's logo or branding in election material, advertising, social media or campaign activities.

5. RELATED DOCUMENTS

- Executive CP026 – Communications and Social Media Policy
- Executive CP090 – Community Engagement Policy
- Shire of Dardanup Brand Guidelines 2026

Shire of Dardanup

POLICY NO:
Infr CP045 – Bus Shelter Approval

GOVERNANCE INFORMATION			
Procedure Link:	PR078	**Administrative Policy Link:**	NA

ADMINISTRATION INFORMATION							
History	1	ENG1	OCM:	10/05/12	Res:	**Synopsis**	Reviewed Policy Adopted
Version	2	CP045	SCM	26/07/18	Res: 251-18	**Synopsis**	Reviewed and Adopted by Council
Version	3	Infr CP045	SCM	30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	4	Infr CP045	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and Adopted by Council
Version	5	Infr CP045	OCM	23/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	6	Infr CP045	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

To provide guidance on the approval applications for bus shelters on shire roads.

3. POLICY

New bus shelters funded by the Shire, developers and/or external grant shall be manufactured to the specification and details specified on the Shire's Standard Engineering Drawing for Bus Shelters. The location is to be approved by the Director Infrastructure.

Private bus shelters provided are permitted on rural and semi-rural roads provided that the location and construction of the shelter is approved in writing by the Director Infrastructure. Private bus shelters are not permitted in built up areas.

Bus shelters installed within the Burekup, Dardanup and Eaton/Millbridge built up areas shall feature the respective townsite emblem. The town emblems are; Dardanup – Fergus the Bull, Eaton/Millbridge – the Pelican, and Burekup – the Frog. The emblem designs are as specified on the Shire's Standard Engineering Drawing for Townsite Emblems.

Community consultation will be undertaken with the surrounding residents before approval is granted.

Shire of Dardanup

POLICY NO:
Infr CP049 – Road Safety Audit

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

ADMINISTRATION INFORMATION							
History		ENG9	OCM	12/03/08	Res: 96/11	**Synopsis**	Policy created. 12/03/2008
	1		OCM:	10/05/12	Res:	**Synopsis**	Reviewed Policy Adopted
Version	2	CP049	SCM	26/07/18	Res: 251-18	**Synopsis**	Reviewed and Adopted by Council
Version	3	Infr CP049	SCM	30/09/20	Res: 270-20	**Synopsis**	Reviewed and Adopted by Council
Version	4	Infr CP049	OCM	28/09/22	Res: 243-22	**Synopsis**	Reviewed and Adopted by Council
Version	5	Infr CP049	OCM	25/10/24	Res: 275-24	**Synopsis**	Reviewed and Adopted by Council
Version	6	Infr CP049	OCM	28/10/26	Res: XX-26	**Synopsis**	Biennial review adopted by Council

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

To identify potential safety risks for road users and to ensure that measures to eliminate or reduce the risks are fully considered.

3. POLICY

A Road Safety Audit shall be undertaken for the following:

- All road safety projects in excess of $250,000.
- On projects where the project funding conditions require a road safety audit.
- On projects consisting of a significant change in road geometry, intersection changes or changes in traffic flow behaviour (vehicular, cyclist and/or pedestrian).
- On sections of existing Shire road networks where there is a recognised level of conflict between vehicular traffic and vulnerable road users or traffic management/safety concerns.
- As part of the Development conditions for new subdivisions over 100 lots, and where developments adjoin or are serviced by roads of hierarchy levels above local distributor level – except that where Council exempts this condition.
- As part of any planning application for new or redeveloped commercial developments greater than 20,000m^2 floor area or as requested by Council -– except that where this condition is exempted by Council. A Traffic Impact Assessment Report shall also be submitted.
- Any new schools, from the structure planning stage through to ultimate construction.

Road Safety Audits shall be undertaken by appropriately trained, experienced and independent road safety auditors.

Road Safety Audits shall be in accordance with Austroads Road Safety Audit Manual and Checklists, and Main Roads Western Australia and IPWEA (WA Division) checklists and procedures.

Technical staff, that meet the necessary pre-requisites for accreditation, shall be given the opportunity to fulfil the training and experience requirements to achieve and maintain Road Safety Auditor accreditation.

Consideration shall be given to negotiating reciprocal partnership agreements with other local governments to assist each other in undertaking Road Safety Audits by sharing qualified independent road safety auditors between partnering Local Governments.

(Appendix ORD: 12.5.1F)

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: 2026 Biennial Council Policy Manual Review

RISK THEME PROFILE:

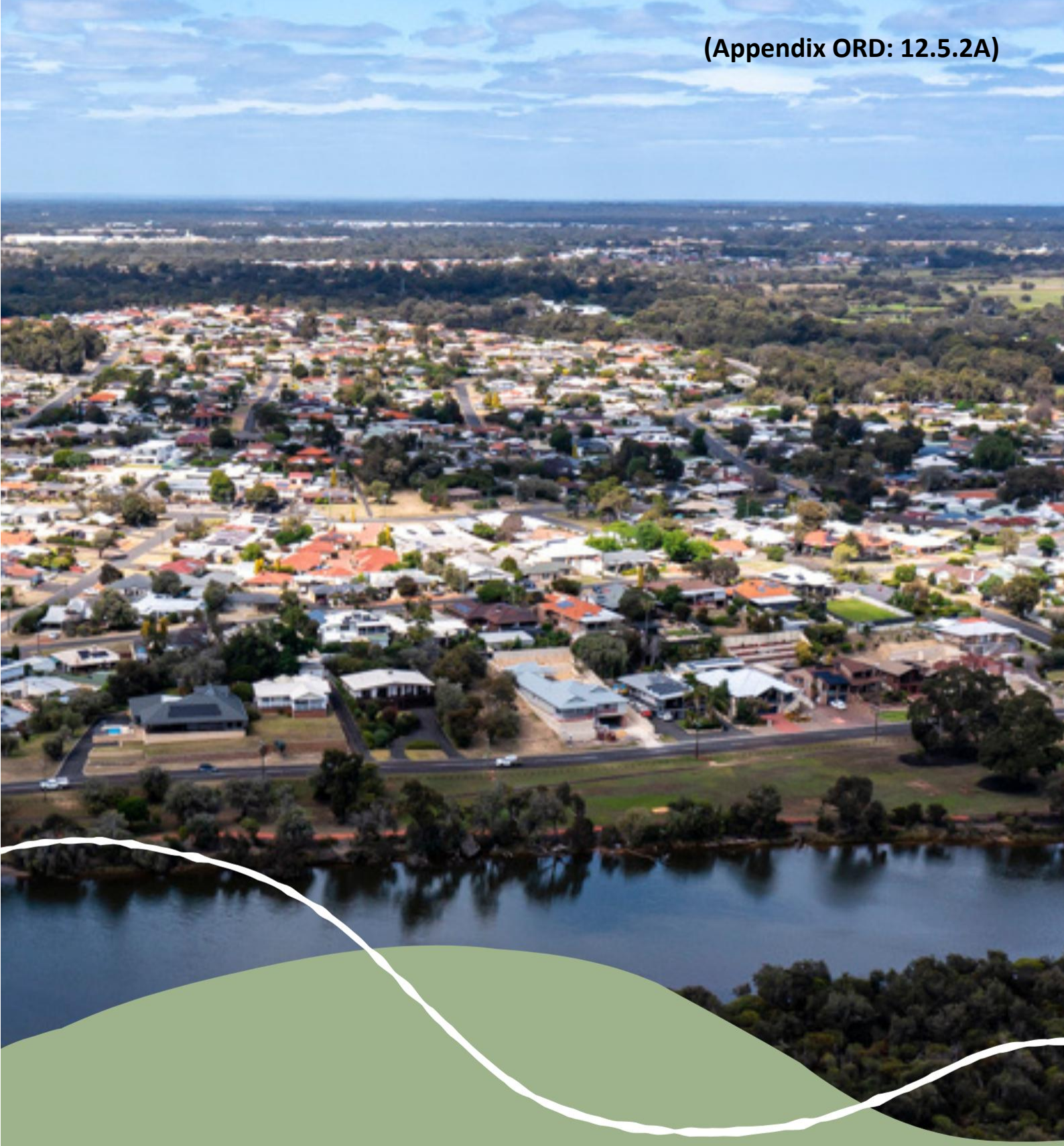
3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)
4 - Document Management Processes
8 - Errors, Omissions and Delays

RISK ASSESSMENT CONTEXT: Strategic

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Policies that do not reflect current legislative obligations, operational practices or risk management requirements may result in inefficient use of resources, increased costs or potential financial liability.	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	Outdated or unclear policies may result in inconsistent decision-making and service delivery across the organisation.	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Policies that are outdated, inconsistent with current legislation or no longer aligned with contemporary governance practices may expose the Shire to legal and compliance risks.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Failure to maintain an up-to-date and transparent policy	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
	framework may adversely impact public confidence in the Shire's governance and decision-making processes.							
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

(Appendix ORD: 12.5.2A)



Corporate Performance Report

Quarter 1

July to September 2026

Shire of Dardanup

EXECUTIVE SUMMARY 1
Council Plan initiatives 1
Capital works 1
Grants, sponsorships and donations 1
MAJOR ACHIEVEMENTS QUARTER ONE 2
COUNCIL PLAN PERFORMANCE 3
Council Plan overall performance 3
KEY MEASURES 5
1. Financial management 5
2. Customer Service 6
3. Corporate Governance 7
4. Asset management 8
5. Asset maintenance 9
6. Eaton Recreation Centre performance 10
7. Community Development programs and events 11
8. Library and Make-It Space programs 12
9. Economic Development 13
10. Planning, Building and Health applications and timeframes 14
10. Emergency Management 17
11. Rangers 17
12. Communications and Marketing 18
ATTACHMENT A – COUNCIL PLAN ACTIONS 19
ATTACHMENT B – CAPITAL WORKS PROJECTS SCHEDULE 25
ATTACHMENT C – GRANTS REGISTER 29
ATTACHMENT D – SPONSORSHIP AND DONATIONS REGISTER 30

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."

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this is 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.

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an update on the Shire's performance against the Council Plan Initiatives, Capital Projects, and Grant Funding for 2026/27.

The Council Plan (**CP**) includes a four–year plan that operationalises the Shire's ten-year Strategic Community Plan (**SCP**). The Integrated Planning and Reporting Framework requires local government to annually review and report on progress against its plan. The 2026/27-2027/28 Council Plan was developed with direction from Elected Members and adopted by Council in May 2026.

Council Plan initiatives

Initiatives identified within the CP are undertaken mainly through in house staff time or operational budgets where external resources, contracts or materials are required. As detailed below **98%** of the initiatives are on track or completed with **100%** on budget.

Capital works

The Capital works contained within the Annual Budget 2026/27 amounts to over **$2.73 million** of expenditure into Roads, Paths, Buildings and Parks. There were initially **49** projects included in the 2026/27 Annual Budget. One road and two parks and reserves projects are however currently on hold, which include the Eaton Administration car park due to the Eaton Fair works as well as the Eaton Oval site power upgrade – application submitted to Western Power. The total projects of which **94%** are currently on track or completed and **86%** of the projects are currently on budget. Completed projects to date include:

- Hamilton Road and Ann Street intersection.
- Hazelgrove Crescent dual use path.
- Waratah Court reseal.
- Eaton Drive reseals.
- Recreation Drive footpath renewal.
- Recreation Centre car park footpath renewal.
- Sports Oval drainage investigation design.
- Eaton Drive tree planting in median.
- Yarragadee water allocation purchase.

Category	On Track	Completed	Delayed	On Hold	Carry Forward	Cancelled	Total	On Track and Completed		On Budget		Over Budget	
								Projects	%	Projects	%	Projects	%
Roads	11	3	0	1	0	0	15	14	93%	14	93%	1	7%
Drainage	4	0	0	0	0	0	4	4	100%	4	100%	0	0%
Pathways	4	0	0	0	0	0	4	4	100%	3	75%	1	25%
Parks & Reserves	11	2	0	2	0	1	16	13	81%	13	81%	2	13%
Land & Building	10	0	0	0	0	0	10	10	100%	8	80%	0	0%
Total	40	5	0	3	0	1	49	45	92%	42	86%	4	8%
	82%	10%	0%	6%	0%	2%							

Grants, sponsorships and donations

As detailed in the grants register during quarter one, the Shire has obtained over **$1.3 million** of approved grants and currently has one grant application in for **$50,000**. The Shire received a total of **$16,000** in sponsorships and no reportable donations in quarter one.

MAJOR ACHIEVEMENTS QUARTER ONE

✓ **Yarragadee water allocation**
Completed: Water purchased and license for 80,000kL water allocation for Eaton Foreshore and Reserve.

✓ **Playgrounds Renewal Capital Project completion**
Completed: The installation of new play equipment at the Dardanup Community Centre.

✓ **Secured Coastal Adaptation and Protection (CAP) grant funding**
Successfully secured funding to engage a consultant to undertake the Eaton Foreshore Engineering Investigation Report.

✓ **Planning policy review**
Review of all Local Planning Polices for Governance team to present to Council.

✓ **Public Health Plan 2026-2030 completed**
Will ensure high-standard public health and wellbeing service-delivery to the Shire of Dardanup residents and community for the next five years. Formally endorsed by Council on 23 September 2026.

✓ **2026/27 Annual Budget – Adopted July 2026**
At its Ordinary Council Meeting of 22 July 2026, Council adopted the 2026/27 Annual Budget, including a 6.0% general rate revenue increase, providing funding for operational service delivery, asset renewal, community infrastructure projects and the implementation of Council's strategic priorities.

✓ **2026 – 2036 Strategic Community Plan - Adopted July 2026**
Council adopted the 2026–2036 Strategic Community Plan in July 2026, establishing the Shire's long-term vision and strategic direction across the key priority areas of Leadership, Environment, Community, Prosperity and Amenity.

✓ **ERP contract variation executed**

✓ **Lotterywest Grant Funding Success**
In quarter one, the Shire of Dardanup was successful in sourcing Lotterywest grant funds to support 2 major projects / events;

- Burekup Community & Sporting Precinct Upgrade - $2,090,000
- 2026 Tronox Spring Out Festival - $15,000.

✓ **Perth Wildcats Preseason Game & Community Basketball Clinics**
On 14-15 August, the Shire of Dardanup hosted the Perth Wildcats for a Preseason Game and series of Community Basketball Clinics at the Eaton Recreation Centre. The Friday night game was sold out with a total of 773 tickets sold (including 58 guests at the pre-game function). The two community basketball clinics held on Saturday morning attracted 157 kids aged from 5-14 years.

✓ **Eaton Recreation Centre - Gym equipment replacement and access improvements**
Replacement of the ERC gym cardio equipment and improvements to the 24/7 and internal gym access arrangements commenced on 22 September. Despite some minor IT and power complications, the upgrade works have now been completed providing a fresh and enhanced health and wellness offering for current and future members.

COUNCIL PLAN PERFORMANCE

The Shire's Council Plan (CP) includes the following five objectives:

Leadership Objective	To provide strong civic leadership representing the whole of the Shire which is supported by responsible and transparent corporate governance
Environment Objective	To achieve a balanced respect for our natural assets and built environment, while retaining our lifestyle values, community spirit and identity
Community Objective	To create a safe, healthy and vibrant community which is inclusive and welcoming for all ages and interests.
Prosperity Objective	To achieve a vibrant, diversified economy built from our pillars of agriculture, forestry, manufacturing, mining and tourism.
Amenity Objective	To provide and maintain facilities, assets and services that promote the Shire as an attractive and desirable place to live.

This section of the report provides an overview of the organisation's performance against the initiatives included in the CP. More detailed information against each initiative can be found in **Attachment A – Council Plan Schedule**.

Council Plan overall performance

There are 61 initiatives in the 2025/26-2027/28 Council Plan, of which 43 initiatives were listed for delivery in the 2026/2027 financial year. The following table sets out the operational initiatives per objective:

	Total Initiatives	**On Track & Completed**		**On Budget**	
Leadership	12	11	92%	12	100%
Environment	7	7	100%	7	100%
Community	13	13	100%	13	100%
Prosperity	13	13	100%	13	100%
Amenity	16	16	100%	16	100%
Total	**61**	**60**	98%	**61**	100%

As can be noted from the table, the organisation completed or remained on track with **98%** of the initiatives within the Council Plan within the intended timeframe. Similarly, **100%** of initiatives are tracking within the budget. Further details with regards to the relevant initiatives under each of the objectives are provided below.

The table below details the number of initiatives per objective against the progress status. Relevant sections below report on projects that are "Delayed" or "On Hold".

	Completed	On Track	Delayed	On Hold	Total
Leadership	0	11	0	1	**12**
Environment	1	6	0	0	**7**
Community	1	12	0	0	**13**
Prosperity	0	13	0	0	**13**
Amenity	0	16	0	0	**16**
Total	**2**	**58**	**0**	**1**	**61**

Leadership

Action 13.3.1 Implement a contemporary resource planning (ERP) system to manage and integrate day-to-day business activities under leadership is on hold due to the variation with ReadyTech, all others are considered on track/completed and on budget at this point in time.

Environment

Action 6.3.1 Consider options to use electric, or hydrogen vehicles has been completed. The revised Fleet Management Policy was adopted at OCM 24th June 2026 CR144-26 which includes supporting the introduction of hybrid and electric vehicles. All other within the Environment objective are on track and on budget at this point.

Community

Action 2.2.1 Review the Public Health Plan 2021-2025 has been completed and all other Community initiatives are on track and on budget at this point.

Prosperity

All initiatives within the Prosperity objective are on track and on budget at this point.

Amenity

All initiatives within the Amenity objective are considered on track and on budget, at this point.

KEY MEASURES

1. Financial management

Measure	Target	Result	Why it matters	Comment
Operating surplus ratio Operating surplus as a percentage of own-source operating revenue.	90%	83%	Shows whether recurring revenue can sustainably fund ongoing operational services.	The ratio is below target but remains satisfactory.
Budget variance Year-to-date operating expenditure and revenue variance against adopted budget.	Within ±5%, with explanations for material variances	YTD Budget vs YTD Actual operating expense variance is 11.3% YTD Budget vs YTD Actual operating revenue variance is 9.2%	Enables early action on emerging financial pressures or underperformance.	The budget is on track.
Rates collection Rates and service charges collected as a percentage of amounts levied and due.	At least 96% collected by 30 June	57% collected	Supports cash flow and the reliable funding of council services.	Rates collection is marginally lower than at the same time last year because rate notices were issued later.
Audit actions closed Agreed financial audit actions completed by due date.	100%	100%	Demonstrates that control weaknesses are addressed promptly.	There are currently no open audit actions.

2. Customer Service

Measure	Target	Result	Why it matters	Comment
Customer requests Total Number of Customer Requests Received	Not applicable	761	Builds trust by confirming requests are received and progressed as promised.	Source: CRM – Customer charter cases created between 1 July 2026-30 September 2026.
Response timeliness Customer requests dealt with, acknowledged and responded to within the published service standard.	At least 80% of all Customer Requests are dealt with within the Customer Service Charter Standard	75%	Shows whether services are closed out and / or what the workloads are.	Source: CRM - Customer charter compliance breach rate.
Customer requests closure Customer Service requests completed within category-specific target timeframes.	Lag percentage of total closed out	85%	Provides direct evidence of the community's service experience.	Source: CRM – Customer charter cases lodged / completed.
Customer satisfaction Average satisfaction rating from periodic surveys.	At least 80% satisfied	88%	Builds trust by confirming requests are received and progressed as promised.	This percentage has been taken from our customer service rating from the 2025 MARKYT scorecard.
Complaints resolved Formal complaints resolved within the adopted complaints procedure and timeframe.	At least 90%	0	Supports accountability and timely recovery from service failures.	1 ongoing complaint

3. Corporate Governance

Measure	Target	Result	Why it matters	Comment
Council agenda publication Ordinary meeting agendas and minutes published within the required timeframe.	100%	100%	Supports transparent decision-making and informed public participation.	All agendas and minutes have been published in line with the Shires statutory requirements.
Council resolution completion Resolutions completed by the recorded due date.	At least 80% of Resolutions completed within the financial year	84%	Confirms that Council decisions are translated into timely action.	Completion rate over 2026 calendar year.
Statutory returns Required annual returns and related party disclosures lodged by deadline.	100%	100%	Reduces compliance risk and demonstrates sound governance.	All required returns and related party disclosures have been lodged by the required deadline.
Policy review currency Policies reviewed by their scheduled review date.	At least 95%		Keeps organisational direction current, lawful and fit for purpose.	Review currently in progress. We are 28% progressed, with the remaining Council Policies being considered in November.
Risk treatments Open risk treatment actions completed by due date.	90%	New measure	Demonstrates that agreed risk treatment actions are being implemented within approved timeframes, reducing the likelihood and impact of identified organisational risks.	Reporting to commence as of quarter two.

4. Asset management

Measure	Target	Result	Why it matters	Comment
Asset data completeness Required asset records with current location, condition, value and useful-life data.	At least 90%	80% of assets as of 30 September 2026	Provides reliable information for investment and lifecycle decisions.	Stormwater asset data still outstanding however currently being reviewed by Development Engineer.
Condition inspections Planned asset condition inspections completed to schedule.	At least 100% (excluding Drainage)	100%	Identifies deterioration early and supports timely maintenance planning. Also support Public Liability indemnity.	Footpath inspections now being undertaken internally.
Renewal funding ratio Planned renewal expenditure compared with forecast renewal need.	Within adopted asset plan range	0.29	Shows whether renewal investment is keeping pace with asset consumption.	2025/26 average asset sustainability ration of 0.29 achieved.
Asset plan currency Asset management plans reviewed and current.	100%	80%	Keeps long-term service and funding assumptions up to date.	Paths and Trails AMP to be presented to Council in November. Stormwater AMP awaiting condition information. Bridges AMP to be included in future update of Roads AMP.

5. Asset maintenance

Measure	Target	Result	Why it matters	Comment
Preventive maintenance completion Scheduled preventive maintenance tasks completed by due date.	At least 70%	75%	Reduces failures, service disruption and whole-of-life asset costs.	Staff shortages and unpredictable weather hampering weed management. Grader driver was under training supervision.
Maintenance budget tracking Accumulated forecasted budget vs accumulated actual expenditure.	At least 75%	83% average spent. +8% variance. Spending is lagging forecasted expenditure.	Reveals accumulating work that may increase risk and future costs.	Current expenditure budgets are tracked using accumulated forecasted budget vs accumulated actual expenditure. (Financial Year to Date lapsed)

6. Eaton Recreation Centre performance

Measure	Target	Result	Why it matters	Comment
Membership attraction and retention Eligible memberships renewed or retained over the reporting period.	800	620	Signals sustained member value and supports stable revenue.	Membership impacts from local competition has now stabilised, with targeted attraction campaigns being planned / rescheduled.
Court facility utilisation Booked and programmed hours as a proportion of available facility hours.	At least 70%	57%	Shows how effectively community facilities and capacity are being used.	Off-peak time utilisation – 51% Peak time utilisation – 71%
Operating result Actual net operating result compared with the adopted budget.	-$550,000	-$68,672	Supports financially sustainable operation of the centre.	Financial performance is ahead of current budget target. Note: Operational costs are subject to seasonality. Budget phasing has not yet been developed – currently split evenly per month.
Cost per attendance Operating cost compared against number of centre visits / attendances.	$1.90	$0.95	Measures both operational efficiency and the level of investment / subsidy provided in the delivery of community health and wellbeing outcomes.	Operational efficiency is positive. Result directly influenced by monthly phasing.
Member and customer satisfaction Members & Customers rating their overall experience as satisfied or very satisfied.	At least 80%	To be determined	Identifies whether services and facilities meet member expectations.	Member and customer satisfaction surveys planned for March.

7. Community Development programs and events

Measure	Target	Result	Why it matters	Comment
Program delivery Approved community programs and events delivered as scheduled.	16 Programs per quarter >90% delivered	20 programs delivered	Demonstrates that planned community commitments are being fulfilled.	Workshops included; Sustainable Living x3, Cyber Awareness x7, Health & Wellbeing x10.
Participation Attendance against the approved participation target for each activity.	Targets to be established >90% of target	232 attendees	Shows whether activities are reaching their intended audience.	Sustainable Living (40) Cyber Awareness (49) Health & Wellbeing (143)
Participant satisfaction Survey respondents satisfied or very satisfied with the activity.	At least 80%	New measure	Measures quality and informs future program improvement.	No programs measured in quarter one.
Community partnerships Programs or events delivered with active community or agency partners.	Number of Groups engaged	13	Extends reach, capability and shared ownership of community outcomes.	5x events supported 8x community grants supported
Community Engagement Direct engagement with community clubs / groups to provide advice and support.	Number of Groups engaged	24	Extends reach, capability and shared ownership of community outcomes.	Community and club development and sustainability activities.

8. Library and Make-It Space programs

Measure	Target	Result	Why it matters	Comment
Program participation Attendances at library and Make It Space programs compared with planned capacity.	Term programs – 40 per quarter Holiday programs – 5 per quarter >75% of capacity	76 term programs delivered 9 holiday programs delivered	Shows demand and whether program capacity is well matched to the community.	Program participation capacity not previously measured. 750 term programs attendees. 169 holiday programs attendees.
Collection use Physical and digital loans compared with the same period in the prior year.	12,000 loans per quarter Maintain or improve	16,569	Indicates the relevance and accessibility of library collections.	2025/26 data being collated for comparison.
Program satisfaction Participants satisfied or very satisfied with programs attended.	At least 80% selected programs	New measure	Confirms program quality and guides service improvement.	No programs measured in quarter one.
Library attendance Number of physical visits to the Eaton Library.	11,000 visits per quarter Annual increase	15,506	Tracks attendance to the library to either access the collection or attend a program / workshop.	2025/26 data being collated for comparison.

9. Economic Development

Measure	Target	Result	Why it matters	Comment
Stakeholder engagement Attendance at regional economic development stakeholder meetings and forums.	4 per annum	3	Demonstrates regional collaboration, provides opportunity to advocate, influence regional decision making and identify investment opportunities.	DEED SWDC Invest WA
Business support Number of business training and development workshops / sessions facilitated.	2 per annum	1	Strengthens the local economy, helps to build business capacity and sustainability.	Tender preparation and submission workshop delivered in July.
Tourism development Annual growth in visitor numbers to the Bunbury Geographe region.	+5%	New measure	Indicates the success of tourism development initiatives and its impact on regional Economic Development.	Baseline Data (2025): 849,000 Domestic Trips 30,000 International Trips

10. Planning, Building and Health applications and timeframes

Measure	Target	Result	Why it matters	Comment
Planning determination timeliness Planning applications determined within statutory or adopted service timeframes.	At least 90% Average processing timeframe	79%	Supports predictable development decisions and statutory compliance.	• Total applications lodged 39 and 31 approved. • 16 applications received and 12 completed within 60 days. • 15 applications received and 11 completed withing 90 days • 10 applications requested further information.
Building permit timeliness Certified and uncertified building applications determined within statutory timeframes.	At least 90% Average processing timeframe	100% meeting the target	Enables timely construction while meeting legal obligations.	• Total applications received and 98 applications approved.
Health application timeliness Health approvals and registrations completed within adopted service timeframes.	At least 90% Average processing timeframe	100% meeting the target	Protects public health while providing responsive approvals.	• 3 food applications received and approved. • 10 Septic applications received and approved.
Applications in process or waiting for applicant information Open applications paused pending required information from the applicant.	Reported by volume and age	4 Applications for planning requested further information.	Separates external delays from processing performance and highlights aged cases. Indicates current workload	• 4 Applications for planning requested further information. • Total applications lodged 49 and 37 approved.
Value of Building Permits	$52,916,972 estimates annual construction value	$13.229m	Shows the value of expected building works to occur in the Shire	• Estimated Construction value on which the fees are based in.

				• 122 permits received this quarter. • The estimated construction value ranged from $1,823 to $4M. • The projection for annual estimated construction value assumes that land becomes available for the Parkridge and Millbridge expansions, the Roseland expansion, the fit-out of the service stations on BORR, and the remaining fit-outs at Eaton Fair. • The fees collected is $30,088 excluding BSL.
Value of Development Applications	$8.15M	$4.84m	Shows the value of expected developments to occur in the Shire.	Calculated as the total construction and fitting-out cost (excluding GST) based on a valid building contract price or a detailed, itemized cost estimate of all labour, materials, and onsite works.
Number of Lots created Number of lots cleared through subdivision processes	213 lots	20 created/cleared lots	Shows growth in the shire and indicator of future building permits and potential rates increases.	Number of lots due to be created though subdivision applications received and processed these include 16 industrial lots

Swimming Pool Inspections	% compliance with program	92%	Demonstrates the Shire's commitment to legislative requirements.	• 313 pools to be inspected within this financial year • New pools inspected to was 10 in this quarter. • 72 Inspections has been conducted this quarter with a mix of new and required 4-year inspections
Health Premises Inspections	% compliance with program	62% completed	Demonstrates the Shire's commitment to legislative requirements.	• 18 Inspections for food premises was due and 4 was completed • 117 annual Inspections required which is approximately 29 inspections per quarter.

10. Emergency Management

Measure	Target	Result	Why it matters	Comment
Plans and arrangements Current Emergency management plans, contacts and support arrangements reviewed by due date.	100%	100% of target met	Ensures arrangements are ready and contacts remain reliable during emergencies.	• The documents have been presented and adopted by Council and DEMA.
Training completion Volunteers who have completed required training and induction.	100%	82%	Builds the capability needed for a safe, coordinated response.	• 296 members of which 70 has not been inducted. • 221 firefighters of which 183 has been trained and 34 has not commenced training.
Exercise program Scheduled emergency exercises completed and formally reviewed.	100%	100%	Tests plans in practice and identifies preparedness gaps.	• Evacuation exercise November 2025 • Recovery exercise to be conducted in 2026.

11. Rangers

Measure	Target	Result	Why it matters	Comment
Proactive patrols Planned patrols of identified priority locations completed.	1040	55 patrols in 65 days	Helps prevent issues and targets resources to known hotspots.	This is based on the number of patrols in FY2025/26
Registration compliance Identified dog and cat registration matters resolved by the nominated due date.	At least 90%	100%	Supports responsible animal management and accurate registration records.	3047 dogs registered in total, 341 requiring renewal by 31 October 2026. 664 cats registered in total with 67 requiring renewal by 31 October 2026.

12. Communications and Marketing

Measure	Target	Result	Why it matters	Comment
Communications Plan delivery Scheduled corporate communications and campaign actions delivered by due date.	At least 90%	90%	Ensures priority messages reach audiences when intended.	Three major community engagement projects (online survey). Increased awareness of community events, programs and facilities through 153 Facebook posts and 129 Instagram posts/reels.
Digital engagement Engagement with published digital content compared with the prior equivalent period.	Maintain or improve	Improved increased digital engagement.	Indicates whether digital communications are relevant and reaching people.	Reached over 1.36 million people across social media channels. Reached 17,900 subscribers through newsletters and EDMs.
Website currency Priority website pages reviewed and updated by their scheduled review date.	At least 95%	About 75% website content updated.	Provides reliable information and reduces confusion or avoidable enquiries.	ERC and Shire website refreshes. More than 86,000 website visits across two sites.

ATTACHMENT A – COUNCIL PLAN ACTIONS

Objective	Action Ref	Description (Initiatives)	Directorate	Lead Officer	Key Milestones / Tasks	Milestones / Task Progress Updated - First Quarter- July - Sept 2026 (1)	Delivery	Is it being implemented this year (Y/N)	Start Date	End Date	Funding	Funding Source	Acc. Number / New Account Number	Budget	YTD Expenditure	On Budget	Progress %	Status
Amenity	8.1.1	Review the Local Planning Strategy in accordance with regulatory requirements.	Development Services	Director Development Services	The local planning strategy review should only commence following the gazettal of local planning scheme no, 9 which is currently with the Minister for endorsement.	LPS 9 was gazetted on 23 June 2025. The LPS may need to be reviewed in the next 1-2 years to update with new ABS data, this not required immediately. However funding will need to to be budgeted for in FY27/28	2027-2028	N			Covered by internal funding	Municipal Funds	GL#1016503			Yes	5%	On Track
Amenity	8.1.2	Develop and adopt Development Contribution Plans for Wanju and Waterloo	Development Services	Director Development Services	Await final endorsement of Waterloo and Wanju DSP, prior to procuring services of a consultant to modify DCP.	A darft Infrastructure and Community DCP will be finalised by early Q1 2027 following the advertising and adoption of reviewed Wanju DSP by DPLH.	2026-2027	N	1/07/2022	30/06/2027	Internal and external funding	Municipal Funds	N/A			Yes		On Track
Amenity	8.1.3	Develop a policy for heritage buildings and places.	Development Services	Director Development Services	Policy will progress once draft LPS 9 has been approved.	There is a grant available from DPLH which will become available later in FY 26/27. Council has to match the funding 50%. An amount of $10K has to be budgeted for in mid-year review	2024-2027	Y	7/01/2024	30/06/2027	Internal funding	Municipal Funds	N/A			Yes		On Track
Amenity	8.1.4	The Chief Executive Officer undertake a full review of the Watson Reserve Master Plan during 2026 through Community consultation and that this Plan be presented back to Council in December 2026.	Infrastructure	Manager Infrastructure Planning & Design	Community consultation Council workshop Present outcomes of community consultation to Council Council endorsement of amended Master Plan	Community consultation complete, workshop with Council scheduled for 14 October 2026.	2025-2027	Y	1/01/2026	31/12/2026	Covered by internal funding			$0	$0	Yes		On Track
Amenity	8.3.1	Develop a prospectus for the Wanju Residential Development Area.	Sustainable Development	Executive Manager Development Services	To commence once DSP has been finalised by the State Government.		2027-2028	N			Covered by internal funding					Yes		On Track
Amenity	9.3.1	Review the Eaton Millbridge Community Facilities Plan immediate and short term improvements.	Infrastructure	Manager Infrastructure Planning & Design	Review of the plan only to be conducted following the implementation of the immediate and short term improvements.		2028+	N			Additional internal funding required					Yes		On Track
Amenity	9.3.2	Review the Burekup Community Facilities Plan immediate and short term improvements.	Infrastructure	Manager Infrastructure Planning & Design	Review of the plan only to be conducted following the implementation of the immediate and short term improvements.		2028+	N			Additional internal funding required					Yes		On Track
Amenity	9.3.3	Progress planning for the Burekup Community & Sporting Precinct (Stage 2).	Community and Economic Development	Manager Community Development	Develop and submit funding applications. Prepare a scope of works for design and construction tenders.	Funding application submitted to Lotterywest. Successful - $2,090,000. Project Team established with monthly meetings commencing in September.	2026-2027	Y	1/07/2026	30/06/2027	Project delivery subject to external funding support.	Municipal Funds Lotterywest	N/A			Yes		On Track
Amenity	9.3.4	Review the Dardanup Community Facilities Plan immediate and short term improvements.	Infrastructure	Manager Infrastructure Planning & Design	Review of the plan only to be conducted following the implementation of the immediate and short term improvements.		2028+	Y			Additional internal funding required					Yes		On Track
Amenity	9.3.5	Develop a Master Plan for the Wells Recreation Precinct (Dardanup).	Infrastructure	Manager Infrastructure Planning & Design	Undertake community engagement. Prepare a draft Plan. Present the draft Plan to Council for approval to advertise.	This is proposed to commence following completion of the Watson Reserve Masterplan review (due for completion in December 2026)	2026-2027	Y	1/01/2027	30/06/2027	Covered by internal operational funding.	Municipal Funds	N/A	$0	$0	Yes		On Track
Amenity	9.3.6	Progress planning for the Dardanup Community, Cultural & Heritage Precinct.	Community and Economic Development	Manager Community Development	Develop a funding strategy.	Funding support documents (business case etc) drafted. Awaiting grant opportunities to become available. Note: Disaster Ready funding application submitted for upgrades to the Dardanup Hall.	2026-2027	Y	1/07/2026	30/06/2027	Covered by internal operational funding.					Yes		On Track
Amenity	9.3.7	Investigate opportunities to activate the Eaton Sports Club.	Corporate & Governance	Manager Governance	Assessment and endorsement of viable opportunities to increase utilisation, participation, and community activation of the Sports Club.	Primary use is currently in season, with external bookings continuing to be accommodated around the seasonal use.	2025-2029	Y	1/07/2025	30/06/2029	Covered by internal funding	Municipal Funds	N/A			Yes	80%	On Track

Objective	Action Ref	Description (Initiatives)	Directorate	Lead Officer	Key Milestones / Tasks	Milestones / Task Progress Updated - First Quarter- July - Sept 2026 (1)	Delivery	Is it being implemented this year (Y/N)	Start Date	End Date	Funding	Funding Source	Acc. Number / New Account Number	Budget	YTD Expenditure	On Budget	Progress %	Status
Amenity	9.5.1	Investigate opportunities to improve recreational access to Collie River at Leicester Reserve in Eaton.	Infrastructure	Manager Infrastructure Planning & Design		No action undertaken at this point in time.	2026-2027	Y	1/01/2027	30/06/2027	Covered by internal funding			$0	$0	Yes		On Track
Amenity	10.1.1	Investigate opportunities to construct a footbridge over Millars Creek in Millbridge.	Infrastructure	Manager Infrastructure Planning & Design	Consult with Ardross Estates regarding the potential for a footbridge over Miller's Creek and the JTPS funds and community chest funds available.	Discussion held with DWER on restrictions of structures within the waterway.	2026-2027	Y	1/07/2026	30/06/2027	Additional internal funding required for construction of footbridge			$0	$0	Yes		On Track
Amenity	10.2.1	Develop an Integrated Land Use and Transport Plan that encourages and supports the use of alternative types of transport.	Infrastructure	Director Infrastructure			2028+	N			Additional external funding required					Yes		On Track
Amenity	10.3.1	Support road safety initiatives.	Infrastructure	Manager Assets	The Shire has been acknowledged as a RoadWise Council, marking a milestone in its commitment to enhancing road safety within the community.	Roadwise has been included as an objective within the Infrasreucture directorate Service Plan. RoadWise Road Safety Framework Plan currently being drafted to achieve the 5th ribbon	2023-2027	Y	1/07/2022	30/06/2027						Yes		On Track
Community	1.1.1	Undertake a review the Community Safety and Crime Prevention Plan.	Community and Economic Development	Manager Community Development	Plan expires in 2028.	No action.	2027-2028	N	1/07/2027	30/06/2028	Internal operational funding required.					Yes		On Track
Community	1.1.2	Undertake Crime Prevention Through Environmental Design (CPTED) audits of Dardanup Civic Precinct (to include a review of lighting and CCTV).	Infrastructure	Manager Infrastructure Planning & Design			2027-2028	N			Additional internal & external funding required	Municipal Funds	N/A			Yes		On Track
Community	1.1.3	Undertake Crime Prevention Through Environmental Design (CPTED) audits of Burekup townsite (to include a review of lighting and CCTV).	Infrastructure	Manager Infrastructure Planning & Design			2028-2029	N			Additional internal & external funding required					Yes		On Track
Community	1.1.4	Apply for funding for lighting improvements in priority locations through programs such as the Regional Roads Better Lighting program.	Infrastructure	Manager Infrastructure Planning & Design	To be conducted after CPTED audits		2028-2029	N			Internal funding & additional funding required					Yes		On Track
Community	1.1.5	Conduct an audit of CCTV cameras in business and public locations to map coverage and identify gaps.	Community and Economic Development	Manager Community Development	To commence following the completion of the Citygate development	On hold pending completion of City Gate development.	2026-2027	Y	1/07/2026	30/06/2027	No internal funding currently available. Investigate external funding opportunities.					Yes		On Track
Community	1.1.6	Investigate options to collaborate with local businesses to establish a shared CCTV network.	Community and Economic Development	Manager Community Development	To commence following the completion of the Citygate development	On hold pending completion of City Gate development.	2026-2027	Y	1/07/2026	30/06/2027	No internal funding currently available. Investigate external funding opportunities.		N/A			Yes		On Track
Community	1.2.1	Provide a new fenced dog exercise area.	Infrastructure	Manager Infrastructure Planning & Design	Aligns with Parkridge development and issues associated with tenure		2027-2028	N			Additional internal & external funding required					Yes		On Track
Community	2.1.1	Review the Public Health Plan 2021-2025.	Development Services	Director Developemnt Services	This item is captured within the Strategic Community Plan progress report for the financial year 2025-26	The updated Public Health Plan 2026-2030 was endorsed by Council in September.	2025-2027	Y	1/07/2025	30/06/2026	Covered by internal funding	Municipal Funds	GL#22010-AD14015-26269-D401-P07074	$7,240	$0	Yes	100%	Completed
Community	2.2.1	Undertake planning (including a project funding strategy and advocacy activities) for the expansion and redevelopment of the Eaton Recreation Centre.	Community and Economic Development	Manager Recreation Centre	Needs Analysis, Feasibility Study, Business Case (Consultant) Funding Strategy Advocacy Plan	Procurement planning has commenced with the scope of works to be developed an released for quote in November.	2026-2027	Y	1/07/2026	30/06/2027	Internal project funding ($80,000). Project delivery subject to external funding support.	Municipal Funds	GK#0715001			Yes		On Track
Community	2.2.2	Acquire land to enable future expansion of Wells Recreation Reserve (3ha site to the west of the existing oval).	Infrastructure	Manager Infrastructure Planning & Design	Dardanup Development Contribution Plan to include this		2027-2028	N			Additional internal funding required	Municipal Funds	GL#1016012			Yes		On Track

Objective	Action Ref	Description (Initiatives)	Directorate	Lead Officer	Key Milestones / Tasks	Milestones / Task Progress Updated - First Quarter- July - Sept 2026 (1)	Delivery	Is it being implemented this year (Y/N)	Start Date	End Date	Funding	Funding Source	Acc. Number / New Account Number	Budget	YTD Expenditure	On Budget	Progress %	Status
Community	2.2.3	Undertake a review of the Community and Event Grants program.	Community and Economic Development	Manager Community Development	Workshop proposed changes / improvements with Council Present changes / updates to Council for endorsement	Draft review has commenced. Outcomes to be presented to EMT and Council in Quarter 2.	2026-2027	Y	1/07/2026	30/06/2027	Covered by internal operational funding					Yes		On Track
Community	3.2.1	Prepare a Shire specific Reconciliation and Aboriginal Engagement Plan and foster and recognise Aboriginal culture and heritage in the region by encouraging engagement with Elders' and/or relevant Community Controlled Organisations for projects where relevant.	Community and Economic Development	Manager Community Development	Engage with Reconciliation WA / Australia Engage with GKB Workshop draft Plan with Council for endorsement. Staff to reach out to Keipa Boodja Aboriginal Corporation for guidance on Aboriginal culture and heritage matters.	Meeting with Keipa Boodja conducted. Further discussions occuring with Reconciliation Australia Senior RAP Officer (Outreach) and Greater Bunbury Aboriginal Elders Advisory Council.	2026-2027	Y	1/07/2026	30/06/2027	Covered by internal operational funding					Yes		On Track
Community	4.2.1	Undertake a review the Disability Access and Inclusion Plan in accordance with the Disability Services Act 1993.	Community and Economic Development	Manager Community Development	Plan expires in 2028.	No action.	2027-2028	N	1/07/2027	30/06/2028	Internal operational funding required		Job Task 26018			Yes		On Track
Environment	5.1.1	Develop a Policy to encourage an Urban Canopy Strategy for the Shire of Dardanup.	Infrastructure	Coordinator Waste & Environmental Services	Project 80% complete. Require more time due to delay in data collection and time to analyse actions.	Ongoing. Present draft Strategy to Council by Dec 2026	2026-2027	Y	1/09/2025			Municipal Funds				Yes		On Track
Environment	6.1.1	Partner with Peron Naturalist Partnership to adopt a regional approach for climate action.	Infrastructure	Coordinator Waste & Environmental Services	Ongoing annual subscription	Ongoing annual subscription	Annual	Y				Municipal Funds	N/A			Yes		On Track
Environment	6.1.2	Develop a Sustainability Charter and Plan with clear targets and expectations for sustainable living.	Director Infrasructure	Coordinator Waste & Environmental Services	To commence after LPS9 and associated Local Planning policies have bene completed.	This is to considered as part of Urban Tree Canopy Policy, etc	2026-2027	Y	1/07/2026	30/06/2027	Covered by internal funding. Additional internal and external funding required	Municipal Funds	Job Task 26018			Yes		On Track
Environment	6.2.1	Review the long-term Waste Management Strategy to ensure plans are in the best interests of the local community.	Infrastructure	Manager Operations	Push back delivery one financial year to allow time to undertake 2028 'whole of waste' services EOI and contract creation	Concepts being discussed. Various elements of 'whole of waste' service being investigated. Planning to release EOI in Q2. From the EOI results, and Tender will be issued in Q3/4 to have the new service in place before July 2028	2026-2028	Y	1/07/2026	30/06/2028	Covered by internal funding & Additional internal funding required	Municipal Funds	N/A			Yes	10%	On Track
Environment	6.3.1	Consider options to use electric or hydrogen vehicles	Corporate & Governance	Manager Financial Services	Appointment to review the current Plan Fleet Review and Light Vehicle Policy to be presented OCM June 2026.	External Light Fleet Assessment completed. Fleet policy CP203 Fleet Management Policy adopted at OCM 24th June 2026 CR144-26 which includes supporting the introduction of hybrid and electric vehicles. This will be incorporated into the future Executive & Compliance Vehicle Asset Management Plan.	2025-2027	Y	1/07/2025	30/06/2026	Covered by internal funding	Executive & Compliance Vehicle Reserve	Job Task 26018			Yes	100%	Completed
Environment	7.1.1	Make provision for verge maintenance through volunteer bush fire brigades to undertake control of burns in order to mitigate fire risk.	Director Development Servcies	Coordinator Emergency Services and Rangers	Process to commence once CESM has been appointed for low volume rura roads	The interviews has been conducted for this position and an offer made, a CESM should start by mi November to start of December 2027.	2026-2027	Y			Covered by internal funding	Municipal Funds	N/A			Yes		On Track
Environment	7.1.2	Prepare a Strategic Water Tank Plan that reviews the Shire's current water tank provision and identifies locations that may require strategic water tanks.	Development Services	Coordinator Emergency Services and Rangers	Map existing water tanks	Not started - this is to be a task for the newly appointed CESM.	2026-2027	Y			Covered by internal funding					Yes		On Track

Objective	Action Ref	Description (Initiatives)	Directorate	Lead Officer	Key Milestones / Tasks	Milestones / Task Progress Updated - First Quarter- July - Sept 2026 (1)	Delivery	Is it being implemented this year (Y/N)	Start Date	End Date	Funding	Funding Source	Acc. Number / New Account Number	Budget	YTD Expenditure	On Budget	Progress %	Status
Leadership	13.1.1	Conduct a major review of the Strategic Community Plan once every four years, and a minor review once every two years.	Corporate & Governance	Director Corporate Governance	Strategic Community Plan 2026 Draft Framework' endorsed by Council OCM 29/4/26 (CR 88-26). Town Meetings + Community Feedback = May 2026. Strategic Financial Plan to be presented to Council in July 2026	The 2026-2036 Strategic Community Plan was adopted OCM 26th August 2026 CR198-26. in accordance with the council resolution, the plans' content, formatting, design, layout, images, graphics and other publication elements are currently being updated to incorporate changes arising from Council decisions relating to the Long Term Financial Plan, Workforce Plan and relevant Asset Management Plans, in preparation for advertising (local public notice).	2026-2027	Y	1/10/2025	31/12/2026	Covered by internal funding	Municipal Funds	Job Task 26264			Yes	90%	On Track
Leadership	13.1.2	Conduct an annual review of the Council Plan (Corporate Business Plan elements).	Corporate & Governance	Director Corporate Governance	Corporate Business Plan to be presented to Council by April 2027.	As work continues on the final formatting of the SCP which will inform development of CBP / Council Plan. Corporate Business Plan scheduled for adoption in April 2027.	2026-2030	Y	1/07/2026	30/06/2027	Covered by internal funding	Municipal Funds	Job Task 26264			Yes	30%	On Track
Leadership	13.1.3	Conduct an annual review of Council's Long Term Financial Plan (including Asset Management Plans, Workforce Plan and other strategic plans).	Corporate & Governance	Director Corporate Governance	Incorporated into the annual review of the LTFP associated with the budget production.	LTFP / Annual Budget adoption process to commence in January 2027. Adoption of AMP, F&C, Strategies etc by IPC in March and April 2027 which impact the 2027/28 LTFP. LTFP adoption by Council in May 2027.	Annual	Y	1/07/2024	30/06/2027	Covered by internal funding	Municipal Funds, Loan and Reserve Funds	N/A			Yes	10%	On Track
Leadership	13.1.4	Undertake a biennial community survey to benchmark service levels and map community priorities	Executive	Chief Executive Officer	Survey to be undertaken in March-April 2027. Town Hall Meetings in March.	Planning for the biennial community survey are underway. Intend to potentially do this in-house.	2026-2027	Y	1/03/2027	30/04/2027	Covered by internal funding - Consultancy - Strategic Studies 0412506	Municipal funds	GL#1312501	$30,000	$0	Yes	10%	On Track
Leadership	13.1.5	Undertake a biennial review of the Government Advocacy Strategy	Executive	Communications Coordinator	Report to be presented to Council in January for adoption of reviewed Advocacy Plan	Advocacy Plan will be reviewed and presented to Council in January for adoption. Priorities unlikely to change at this point in time.	2027-2028	N	1/07/2027	30/06/2028	Covered by internal funding -0412010	Municipal funds	N/A	$10,000	$0	Yes	10%	On Track
Leadership	13.2.1	Undertake a biennial employee engagement survey.	Executive	Manager HR	Conduct Employee Engagement Survey	This survey will be undertaken inhouse with question sets based on previous survey question sets.	2026-2027	Y	1/10/2026	30/06/2027	Covered by internal funding	Municipal funds	22070	$0	$0	Yes		On Track
Leadership	13.3.1	Implement a contemporary resource planning (ERP) system to manage and integrate day-to-day business activities such as accounting, procurement, project management, risk management and compliance.	Corporate & Governance	Manager Information Services	ERP Quarterly Update Reports presented to Council each quarter. ERP Phase 1 commenced 1 July 2026.	he ERP project is working towards acceptance and close-out of Phase 1, following the execution of the Contract Variation with ReadyTech on 30 September 2026. A detailed update is provided in the confidential ERP Quarterly Update Report – September 2026, to be presented to Council on 28 October 2026.	2025-2028	Y	1/07/2025	30/06/2028	Covered by Loan Funds	Municipal funds and External Funding	SU145010 ERP Project			Yes	50%	On Hold
Leadership	13.4.1	Participate in regional initiatives through the Bunbury Geographe Group of Councils to address emerging, overlapping and interconnected issues and initiatives.	Executive	Chief Executive Officer	Attend and participate in Bunbury Geographe Group of Councils' meetings.	First CEO Forum meeting held on 25 September. Board to meet on 30 October 2026 to confirm MOU and way forward.	2027-2033	Y	1/07/2026	30/06/2027	Covered by internal funding - Bunbury Geographe Group of Councils 26253	N/A	N/A	$30,338	$21,418	Yes	25%	On Track
Leadership	13.4.2	Participate in the WALGA South West Zone.	Executive	Chief Executive Officer	Attend and participate in SWALGA meetings.	Acting CEO attendeed SWALGA in August.	Annual	Y	1/07/2026	30/06/2027	Covered by internal funding - 26272 - Subscriptions-WALGA			$33,330	$32,325	Yes	25%	On Track
Leadership	14.1.1	Review and implement the Shire's Communication Plan.	Executive	Communications Coordinator	Review the communication plan in line with the updated Strategic Community Plan by Jan 2027.		2026-2027	Y	1/07/2026	31/01/2027	Covered by internal funding			$0	$0	Yes	50%	On Track

Objective	Action Ref	Description (Initiatives)	Directorate	Lead Officer	Key Milestones / Tasks	Milestones / Task Progress Updated - First Quarter- July - Sept 2026 (1)	Delivery	Is it being implemented this year (Y/N)	Start Date	End Date	Funding	Funding Source	Acc. Number / New Account Number	Budget	YTD Expenditure	On Budget	Progress %	Status
Leadership	14.1.2	Provide multilingual communications and access to translation services via the Shire's website.	Executive	Communications Coordinator	New website launched June 30, 2022		2027-2028	N	1/07/2027	30/06/2028	Additional external funding required			$0	$0	Yes	0%	On Track
Leadership	14.2.1	Facilitate and support the Youth Advisory Group as a vehicle to engage young people and seek feedback on projects, programs and services.	Community and Economic Development	Manager Community Development	YAG to continue to develop and deliver annual Youth Fest Event, school holiday programs and advocate on local youth issues.	Training with YACWA conducted to establish YAG's code of conduct. Informed vision for Youth Fest 2027 undertaken in preparation for futrure grant funding opportunities. Currently collaborating with RAC for proposed Safe Street Makeover Project.	Ongoing	Y	1/07/2024	30/06/2027	Covered by internal operational funding					Yes		On Track
Prosperity	11.1.1	Develop prospectus and programs to attract major investment in the region.	Executive	Director Community and Economic Development	Develop an Industry Attraction Prospectus and Program. Support iiFF conference. Develop Tourism Prospectus and Programs.		2026-2027	Y	1/07/2026	30/06/2027	Covered by internal operational funding	Municipal Funds	Library (excl PACE)Wages GL#1116001, 1116002, 1116022, 1116003			Yes		On Track
Prosperity	11.1.2	Continue membership of Bunbury Geographe Chamber of Commerce and Industry and Bunbury Geographe Economic Alliance to build strategic alliances with industry groups, local businesses and government agencies.	Executive	Director Community and Economic Development	Pay memberships and participate in initiatives from these agencies.		Annual	Y	1/07/2022	30/06/2027	Covered by internal funding	Municipal Funds	N/A			Yes		On Track
Prosperity	11.1.3	Partner with the Bunbury Geographe Chamber of Commerce and Industry to plan and deliver targeted Business Support Program initiatives to facilitate growth and foster entrepreneurship.	Community and Economic Development	Director Community and Economic Development	Develop and promote the annual program and calendar of events.	Annual program developed in February 2026. Next "After Hours" networking event scheduled for Novermber.	Annual	Y	1/07/2026	30/06/2027	Covered by internal operational funding					Yes		On Track
Prosperity	11.1.4	Partner with Bunbury Geographe Economic Alliance to attract major investment in the region.	Executive	Director Community and Economic Development	Meet quarterly with BGEA CEO to align advocacy where appropriate.		Annual	Y	1/07/2026	30/06/2027	Covered by internal funding	Municipal Funds	N/A			Yes		On Track
Prosperity	11.1.5	Plan and deliver targeted Make-It Space programs to facilitate innovation, collaboration community participation.	Community and Economic Development	Manager Community Development	Implement the 3 Year Operational Plan - Model 2 transition.	Actions to transition into model 2 has commenced. IT Service Level Agreement and new membership platform pending. Attendance at workshops and public sessions have been positive.	Annual	Y	1/07/2026	30/06/2027	Covered by internal operational funding	Wespine, Lotterywest and Municipal Funds	GL # 0812005 - Wages GL # 0812006 - Superannuation GL # 0812004 - Operational Expenditure GL # 0812501 - Minor Expenditure GL # 0832001 - Capital Expenditure			Yes		On Track
Prosperity	11.2.1	Facilitate the delivery of targeted education and training courses in the new Eaton Library and Eaton Community Hub.	Community and Economic Development	Manager Community Development	Staff changes to be made to accommodate for specific programs officer, whilst making no changes to the workforce plan.	Program planning and delivery is focussed on Early Years, School aged children and Seniors. Attendance statistics remain high.	2024-2027	Y	7/01/2024	30/06/2027	Covered by internal funding					Yes		On Track
Prosperity	11.2.2	Undertake a review of the Library Strategy and prepare a new Plan to guide future program and service delivery.	Community and Economic Development	Manager Community Development	Review the current Plan. Workshop the new Plan with Council. Present the new Plan to Council for endorsement.	Review to commence in Quarter 2.	2026-2027	Y	1/07/2026	30/06/2027	Covered by internal operational funding					Yes		On Track

Objective	Action Ref	Description (Initiatives)	Directorate	Lead Officer	Key Milestones / Tasks	Milestones / Task Progress Updated - First Quarter- July - Sept 2026 (1)	Delivery	Is it being implemented this year (Y/N)	Start Date	End Date	Funding	Funding Source	Acc. Number / New Account Number	Budget	YTD Expenditure	On Budget	Progress %	Status
Prosperity	11.2.3	Facilitate opportunities for youth work experience and employment at the Shire of Dardanup.	Executive	Manager HR	Shire application for grant funding to support an Traineeship for an Administration Officer was successful. Recruitment is underway with appointment to be made for start date during May/ June. One work experience placement was facilitated during the quarter. The work experience student had recently completed her certificate 3 in business and spent time working across the customer service, governance, finance and marketing teams	Grant application submitted by deadline for an additional trainee to commence in Q3. Current Trainee currently completing year 12 and working under a school based traineeship model with a planned transition to full time work from November 2026 until completion of traineeship in October 2027.	Ongoing	Y	1/07/2024	30/06/2027 +	Covered by internal funding			$0	$0	Yes	25%	On Track
Prosperity	12.1.1	Continue to support Bunbury Geographe Tourism Partnership aimed to promote the region and attract visitors to the Shire of Dardanup.	Community and Economic Development	Director Community and Economic Development	Continue to participate in and support BGTP. Engage a new BGGC Tourism Officer. Develop a Service Delivery framework.		2026-2029	Y	1/07/2022	30/06/2027 +	Covered by internal operational funding					Yes		On Track
Prosperity	12.1.2	Review visitor signage and information needs across the Shire, including welcome signage in Noongar language/s.	Community and Economic Development	Director Community and Economic Development	Review signage across Shire.	Site review complete. Report pending.	2025-2026	Y	10/01/2024	31/12/2025	Covered by internal funding			$0	$0	Yes		On Track
Prosperity	12.1.3	Investigate a digital visitor portal within Eaton Fair and/or along Wilman Wadandi as part of the Service Stations.	Director Community and Economic Development	Director Community and Economic Development	Report to Council by December 2026. June 2027.		2026-2027	Y	1/07/2026	30/06/2027	Covered by internal operational funding					Yes		On Track
Prosperity	12.1.4	Engage with Ferguson Valley Marketing to review visitor servicing model options and present recommendations to Council for consideration.	Director Community and Economic Development	Director Community and Economic Development	Report to Council by December 2026.		2026-2027	Y	1/07/2026	30/06/2027	Covered by internal operational funding					Yes		On Track
Prosperity	12.1.5	Facilitate and support the Seasonal Events Program aimed at attracting and secure new externally delivered events to the Shire.	Community and Economic Development	Manager Community Development	Annual / seasonal Calendar of Events	Advertising for Spring events program has commenced. Advertising collateral for Christmas (December) and Summer (Jan - March) is being prepared. Advertising will support all major events held within the Shire of Dardanup.	2026-2027	Y	1/07/2026	30/06/2027	Covered by internal operational funding					Yes		On Track

ATTACHMENT B – CAPITAL WORKS PROJECTS SCHEDULE

Project Name	Scope	Available Budget 2026-27 $	YTD Actuals $	Commitments $	YTD Spend Incl. Commit $	Budget Balance $	Budget Status	Budget Expended %	Project Status	Project Completed %	Summarised Comments
TOTAL CAPEX		**7,833,767**	**812,332**	**3,504,443**	**4,316,775**	**3,516,992**		**55.10%**			
TRANSPORT CAPITAL UPGRADES		**3,735,553**	**8,176**	**2,444,685**	**2,452,861**	**1,282,692**		**65.66%**			
Upgrades - Roads		**3,560,553**	**8,176**	**2,444,685**	**2,452,861**	**1,107,692**		**68.89%**			
Dowdells Line	Investigation and design SLK 0.05 - SLK 9.21	202,950	-	19,850	19,850	183,100	On Budget	9.78%	On Track	5%	Draft scope of works prepared and quote for feature survey requested.
Ironstone Road	Widening of 240m section of Ironstone Rd to a width of 5.5m which will then allow for the installation of centreline marking.	65,000	-	68,731	68,731	- 3,731	Over Budget	105.74%	On Track	50%	Contractor appointed and project start date 29 September 2026 with project duration approximately 2 to 3 weeks to complete.
Crooked Brook Road	Raising bridge culvert walls	85,000	553	-	553	84,447	On Budget	0.65%	On Track	5%	One quote received that is approximately $5k over budget. Requested and now awaiting R2R approval to increase budget before appointing a contractor.
Eaton Administration Building Car Park	Access upgrades	92,324	-	-	-	92,324	On Budget	0.00%	On Hold	0%	On hold - works can only commence when the new road has been constructed as part of Eaton Fair expansion. Timing: possibly before EOFY but Citygate cannot confirm at this point in time.
Hamilton Road - Intersection Ann St.	New intersection	157,779	7,346	129,678	137,025	20,754	On Budget	86.85%	Completed	100%	Project completed and new intersection opened on 15 September 2026.
Henty Road Shoulder Sealing and Line Marking	Shoulder sealing and line marking	2,902,500	276	2,226,426	2,226,702	675,798	On Budget	76.72%	On Track	5%	Contractor to mobilise to site on 29 October 2026 to commence works. To be done in 2 stages with a brief pause during the Christmas period.
Ferguson Road Landscaping	Working Group, Local Area Traffic Management Plan and landscaping	55,000	-	-	-	55,000	On Budget	0.00%	On Track	10%	Working Group established, first meeting held on 20 August 2026. Notes completed and outcomes/actions being progressed.
Upgrades - Drainage		**175,000**	**-**	**-**	**-**	**175,000**		**0.00%**			
Detailed Design Various Drainage Upgrade	Detailed engineering design and project cost estimation of the rectification concepts	100,000	-	-	-	100,000	On Budget	0.00%	On Track	0%	Discussed with Director Infrastructure on 15 September 2026. Pending direction on priorities.
Eaton Drive Recreation Drainage Upgrade	Rectification of drainage pit outlets at Recreation Drive / Eaton Drive	75,000	-	-	-	75,000	On Budget	0.00%	On Track	5%	Scheduled for after Christmas to avoid disruptions to traffic pre-Christmas.
TRANSPORT CAPITAL EXPANSION		**30,576**	**-**	**35,910**	**35,910**	**- 5,334**		**117.45%**			
Capital Expansion - Dual Use Paths		**30,576**	**-**	**35,910**	**35,910**	**- 5,334**		**117.45%**			
Hazelgrove Crescent Dual Use Paths	Short linking section of 2m wide footpath and kerb ramp.	5,576	-	11,400	11,400	- 5,824	Over Budget	204.45%	On Track	30%	TMP issued and reviewed by Shire, awaiting scheduled commencement date from the contractor.
Blue Wren Drive Dual Use Paths	Provide path link and pram ramps for safe path access	25,000	-	24,510	24,510	490	On Budget	98.04%	On Track	30%	TMP issued and reviewed by Shire, awaiting scheduled commencement date from the contractor.
TRANSPORT RENEWALS		**1,268,439**	**111,122**	**244,885**	**356,007**	**912,432**		**28.07%**			
Renewals - Roads		**1,033,342**	**111,122**	**219,812**	**330,934**	**702,408**		**32.03%**			
Hale Street - Design & Reconstruction	Design and investigation works on Hale Street between SLK 0.49 (Diadem Street) and SLK 0.88 (Jacaranda Close).	30,750	-	16,071	16,071	14,679	On Budget	52.26%	On Track	10%	Consultant appointed to complete the geotechnical testing and pavement design. Site works scheduled for 6 October 2026.

Project Name	Scope	Available Budget 2026-27 $	YTD Actuals $	Commitments $	YTD Spend Incl. Commit $	Budget Balance $	Budget Status	Budget Expended %	Project Status	Project Completed %	Summarised Comments
Hamilton Road - Design & Reconstruction	Design details and cost estimates remedial works.	10,148	-	-	-	10,148	On Budget	0.00%	On Track	5%	RFQ issued to engage a consultant for the geotechnical testing and pavement design.
Waratah Court - Reseal	Reseal of a Waratah Terrace in Eaton. Asphalt overlay. 340m in length.	122,500	85,662	15,841	101,503	20,997	On Budget	82.86%	Completed	100%	Project complete.
Dardanup West - Reseal	Chip reseal of a section of Dardanup Road West from Garvey Road to Holland Loop.	249,500	-	-	-	249,500	On Budget	0.00%	On Track	0%	Scoping in progress.
Ferguson Road - Reseal	Asphalt overlay of short section of Ferguson Road between Boyanup Picton Road and Charlotte St, Dardanup	52,500	-	-	-	52,500	On Budget	0.00%	On Track	0%	Rail Safety Management Plan is required when working in close proximity of the rail lines. Liaising with the Public Transport Authority.
Eaton Drive Right - Reseal	Asphalt overlap Eaton Drive Right from SLK 0 TO 0.50 and SLK 2.0 to 2.75	454,500	25,460	187,900	213,360	241,140	On Budget	46.94%	Completed	100%	Works on Eaton Dr between Millbridge Blvd and Monash Blvd (SLK 2.00-2.71) as well as between Lofthouse Ave and Australind Byp 9SLK 0.05-0.49) - asphalt work and line marking completed on 29 September 2026.
St Helena - Gravel Resheeting	Gravel resheeting of local roads - includes Panizza Road	89,944	-	-	-	89,944	On Budget	0.00%	On Track	25%	Due to constant changes in condition on gravel roads, alternative projects have been identified for resheeting. Council report to be presented to the October OCM to change to Panizza Road, and potentially adding Poad Road, depending on budget. RFQ closed 30 September 2026.
Millbridge Boulevard - Tree Roots in Road	Removal of tree roots affecting road surface between Swan Ave and Eaton Drive	23,500	-	-	-	23,500	On Budget	0.00%	On Track	5%	Quotes have been requested to complete this work, RFQ closing 9 October 2026.
Renewals - Pathways		**160,097**	**-**	**25,073**	**25,073**	**135,024**		**15.66%**			
Footpath Recreation Centre Car Park Renewal	Renewal of asphalt pathway at Eaton Recreation Centre Car Park. 228m in length, 3m width.	133,250	-	25,073	25,073	108,177	On Budget	18.82%	On Track	30%	Works scheduled to be delivered from 29 September 2026 to 9 October 2026.
Footpath Recreation Drive Renewal	Renewal of asphalt pathway at Eaton Community College. 46m in length, 3m width.	26,847	-	-	-	26,847	On Budget	0.00%	On Track	0%	Works scheduled to be delivered from 29 September 2026 to 9 October 2026.
Renewals - Drainage		**75,000**	**-**	**-**	**-**	**75,000**		**0.00%**			
Golding Crescent Reserve Drainage Renewal	Remedial works to spillway in Golding Crescent drainage reserve	25,000	-	-	-	25,000	On Budget	0.00%	On Track	5%	Quotes being sought with works scheduled to fall outside of wet/rain season.
Various Pit & Pipe Drainage Works Renewal	Cleaning and inspection of drainage network to enable surveying, mapping and condition assessment.	50,000	-	-	-	50,000	On Budget	0.00%	On Track	0%	Works pending summer conditions (outside of rain/wet season) to enable flushing and inspection.
PARKS & RESERVES		**1,436,537**	**381,027**	**273,456**	**654,483**	**782,054**		**45.56%**			
Sports Oval Drainage Investigation Design	Investigation and remediation of subsurface drainage pipes	40,000	-	38,794	38,794	1,206	On Budget	96.99%	On Track	75%	Dardanup Oval completed and Glen Huon Oval scheduled to start on 30 September 2026.
Various Open Spaces Park Renewal	Sand screening at: Foreshore Nature Play, Lofthouse Park, Eaton Family Centre, Sindhi Park, Hunter Par, Cadell Park, Gascoyne Park and Rivervalley Primary Sand top up at: Glen Huon, Lusitano Park, Peninsula Laes Park, Karrak Park	50,000	-	-	-	50,000	On Budget	0.00%	On Track	30%	Quotations being sought and waiting on second quote.

Project Name	Scope	Available Budget 2026-27 $	YTD Actuals $	Commitments $	YTD Spend Incl. Commit $	Budget Balance $	Budget Status	Budget Expended %	Project Status	Project Completed %	Summarised Comments
Lusitano Park Renewal	Renewal of various play equipment and shade sail	80,688	-	84,000	84,000	- 3,312	Over Budget	104.10%	On Track	10%	New design and budget received on 22 September 2026. Slightly over budget. Budget transfer completed for additional budget and PO to be issued to supplier.
Eaton Foreshore Park Renewal	Renewal of various park furniture	93,685	-	-	-	93,685	On Budget	0.00%	On Track	10%	Three quotes received of which only one addressed all requested requirements.
Eaton Oval Park Renewal	Vehicle access gate next to clubrooms	2,563	-	-	-	2,563	On Budget	0.00%	On Track	5%	Quotes being sought.
Glen Huon Oval Park Renewal	Replace existing Dugouts on the Glen Huon Oval	27,675	-	-	-	27,675	On Budget	0.00%	On Track	5%	Staff are working with the Football Club to determine the type of structure required. Options put forward by the Football Club may be cost prohibitive for some options. The Football Club have gone back to the supplier asking for a price including delivery.
Primrose Vista Park Renewal	Renewal of play equipment	31,468	-	-	-	31,468	On Budget	0.00%	On Track	10%	Works will be done internally with shire staff instead of external contractors.
Lofthouse Park Renewal	Renewal of various sporting equipment and park furniture	67,855	-	-	-	67,855	On Budget	0.00%	On Track	10%	Three quotes received of which only one addressed all requested requirements.
Sindhi Park Renewal	AFL goal posts renewal	4,100	-	-	-	4,100	On Budget	0.00%	Cancelled	0%	Project cancelled, funds to be reallocated to Lusitano Park that came in slightly over budget. Consideration to be given removing the goal posts at end of life and not relacing as a result of park being waterlogged in winter due to high water table.
Gary Engel Park Renewal	Renewal of iron filtration unit	76,875	-	79,500	79,500	- 2,625	Over Budget	103.41%	On Track	50%	Installation is estimated to be late October/early November 2026.
Eaton Drive Tree Planting Park Renewal	Planting of trees in median strip between Jindalee Way and the bridge	16,000	5,974	-	5,974	10,026	On Budget	37.33%	Completed	100%	Project complete.
Eaton Oval Site Power Upgrade	Electrical Upgrade to Lot 4739 Pratt Road	63,546	33,135	25,132	58,267	5,279	On Budget	91.69%	On Hold	10%	Western Power quote received came in much higher than budget, requested WP to review the price. Western Power however confirmed there will be no reduction in the charges. New application to be submitted to Western Power to request the power be upgraded to 250A only. If the 250A upgrade goes ahead the switchboard will be needed for the project and rescoped.
Parks Renewals	Original Scope - Play equipment replacement concluded 07/08/26 for carry forward project. Additional Scope - Remaining budget to be used for infill planting in planting season (June 2027)	31,827	11,018	-	11,018	20,809	On Budget	34.62%	On Track	75%	Remaining budget to be used for infill planting in planting season (June 2027).
Yarragadee water allocation purchase	Purchase of 80,000kL Yarragadee Water Allocation	328,300	320,000	-	320,000	8,300	On Budget	97.47%	Completed	100%	Project complete.

Project Name	Scope	Available Budget 2026-27 $	YTD Actuals $	Commitments $	YTD Spend Incl. Commit $	Budget Balance $	Budget Status	Budget Expended %	Project Status	Project Completed %	Summarised Comments
Upgrades to Glen Huon Oval AFL Infrastructure	Electronic Scoreboard and Seat Cover to outdoor area	495,765	10,901	46,030	56,931	438,834	On Budget	11.48%	On Track	10%	New scoreboard has been ordered. Drawings being prepared for seat cover structure. Quote requested for detailed design drawings. Building compliance matters being investigated for roof structures. Contractor to submit fee proposal for consideration to investigate performance solutions for the roof structure.
Fencing Drainage Reserve - Camfield Street		26,190	-	-	-	26,190	On Budget	0.00%	On Hold	0%	On hold.
LAND & BUILDING		**1,362,662**	**312,008**	**505,506**	**817,515**	**545,147**		**59.99%**			
Don Hewison Centre	Repair Concrete skirting on outside of the building	7,500	-	-	-	7,500	On Budget	0.00%	On Track	25%	Waiting on quote and Heritage WA to be contacted regarding proposed work.
Glen Huon Football Club Rooms (Pavilion)	Fit out of meeting room	10,000	276	-	276	9,724	On Budget	2.76%	On Track	25%	Budget reconciliation needed to ensure all scope of works can be undertaken within budget after quotes received for painting, furniture and appliances.
New Burekup Changerooms	Design and construction of new changerooms and storage shed at Burekup Oval	750,000	290,601	362,434	653,035	96,965	On Budget	87.07%	On Track	20%	Transportable building has been relocated, large tree removed, shed dismantled and site excavation works commenced.
Eaton Recreation Centre	Install Fire Protection System	352,099	900	33,792	34,692	317,407	On Budget	9.85%	On Track	15%	PO's issued for concrete footpath, relocation of 24/7 gym entrance door and mirrors plus painting. Painting underway, footpath completed. Door and mirrors expected to be completed on 29 September 2026. Painting expected to be completed 1 October 2026. Gym equipment moved. Fire panel Procurement Plan to be finalised after electrical works concluded.
ERC Fan	Free up circuits for future fire panel	24,317	-	19,131	19,131	5,186	On Budget	78.67%	On Track	50%	Phase 1 - relocated gym electrical circuits to new gym switchboard. Phase 2 - relocated power, data and antenna points for new cardio equipment. Both Phase 1 and Phase 2 electrical work completed. Phase 3 (electrical works in spin room), waiting on quote.
Dardanup Depot - Martin Pelusey	Install 20kWp/15kVA solar panel system to depot	25,000	-	-	-	25,000	On Budget	0.00%	On Track	15%	Finalising scope to seek quotes.
Eaton Admin Centre	Community library - shade sail over courtyard	10,000	-	9,056	9,056	944	On Budget	90.56%	On Track	5%	Works scheduled to be completed by end November 2026.
Dardanup Office Upgrade	Building upgrade works to the Admin Office on Little Street in Dardanup: Internal walls, refurbishment or renewal of ducted air conditioning system, works to external garden beds	100,000	2,395	31,480	33,875	66,125	On Budget	33.87%	On Track	5%	Office renovation commenced and works in progress and on schedule. PO's issued for security, keying and door hardware. Waiting for quotation for aircon changes and blinds. Painting in progress. Garden bed removed. Carpets lifted and floor sanding/resealing in progress. Blind quotations in progress. Security contractor booked for 2 October 2026.
Ferguson Bushfire Station		63,746	17,836	49,613	67,449	- 3,703	Over Budget	105.81%	On Track	10%	Council approved additional funds OCM Sept 2026 (Res 226-26).
Gnomesville Public Toilets		20,000	-	-	-	20,000	On Budget	0.00%	On Track	5%	Council approved additional funds OCM Sept 2026 (Res 226-26). Requested second quotation. Once received the project will be booked in for completion.

ATTACHMENT C – GRANTS REGISTER

Grant Register Summary Dashboard

Current Applications $	$	50,000.00
Number of Applications		1
Approved Grants $	$	1,369,330.00
Number of Completed Grants		16
Unsuccessful Grants $	$	-
Number of Unsuccessful Grants		0

Notes:

1. Current Applications only includes current grant applications for the year 2026/27.
2. Approved Grants include only Grants approved in 2026/27, or Grants that were approved in a previous year but no funds received as at 30 June 2027.
3. Unsuccessful grants includes only grants where the application was declined in 2026/27.

APPLICATIONS

Date of Application	Funding Body	Project	Grant Amount Applied For	Year of Project
24/09/2026	Dept of Primary Industries and Reg Development	Regional Traineeship Program 2026-27	50,000.00	2026-2027

APPROVED GRANTS

Date of Application	Funding Body	Project	Grant Amount Approved	Year of Project
18/08/2026	Department of Communities	SideQuest 2027 (Previously YouthFest)	$10,000	26/27
28/07/2026	Advocare	Seniors Week 2026	$3,000	26/27
10/09/2026	NADC - Australia Day 2027	Australia Day 2027	$10,000	26/27
21/08/2026	Meerilinga	Spring Out Festival - ERC Activation	$1,000	2026
8/08/2025	Regional Road Group	Dowdells Line (SLK 0.03-9) Design and Investigatic	$135,300	26/27
8/08/2025	Regional Road Group	Eaton Drive Right (SLK 2 to 2.71) Reseal	$212,000	26/27
8/08/2025	Regional Road Group	Eaton Drive Right (SLK 0 to 0.49) Reseal	$91,000	26/27
8/08/2025	Regional Road Group	Hamilton Road (SLK 1-1.52) Pavement Investigation	$6,765	26/27
8/08/2025	Regional Road Group	Hamilton Road Anne Street Intersection	$63,300	26/27
8/08/2025	Regional Road Group	Direct Grant	$207,346	26/27
7/09/2026	Roads to Recovery Funding	Dardanup West Road (SLK 0 to 0.69) Reconstruction and Reseal	$249,500	26/27
7/09/2026	Roads to Recovery Funding	Hamilton Road Anne Street Intersection	$25,000	26/27
7/09/2026	Roads to Recovery Funding	Crooked Brook Road Headwall Raising	$81,119	26/27
7/09/2026	Roads to Recovery Funding	Waratah Court (SLK 0 to 0.34) Reseal	$122,500	26/27
7/09/2026	Roads to Recovery Funding	Eaton Drive Right (SLK 2 to 2.71) Reseal	$106,000	26/27
7/09/2026	Roads to Recovery Funding	Eaton Drive Right (SLK 0 to 0.49) Reseal	$45,500	26/27
		Total	**$1,369,330**	

ATTACHMENT D – SPONSORSHIP AND DONATIONS REGISTER

Date of Sponsorship received	Partner	Project	Amount received	Year of Project
1/07/2026	Commonwealth Bank	Wildcats Pre-season Game & Community Basketball Clinics	$5,000	2026/27
1/07/2026	Halifax Mechanical & Engineering	Wildcats Pre-season Game & Community Basketball Clinics	$5,000	2026/27
1/07/2026	J and P Metals Group	Wildcats Pre-season Game & Community Basketball Clinics	$2,000	2026/27
1/07/2026	Blue Hire	Wildcats Pre-season Game & Community Basketball Clinics	$2,000	2026/27
1/07/2026	Civil Safety	Wildcats Pre-season Game & Community Basketball Clinics	$2,000	2026/27
		Total	**$16,000**	

RISK ASSESSMENT TOOL

AGENDA ITEM: Quarterly Corporate Performance Report –July to September 2026

RISK THEME PROFILE:

3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

RISK ASSESSMENT CONTEXT: Strategic

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH / PEOPLE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	The Shire not achieving against the Corporate Business Plan could jeopardise the Shire's brand.	Major (4)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

(Appendix ORD: 12.5.3A)

RISK ASSESSMENT TOOL

AGENDA ITEM: Setting of Council Meeting Dates & Christmas Closure

RISK THEME PROFILE:

3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory) 6 - Community Engagement

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH / PEOPLE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	Inadequate planning or communication of the Christmas/New Year closure may temporarily disrupt community access to Shire services.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Minor (2)	Unlikely (2)	Low (1 - 4)
LEGAL AND COMPLIANCE	Failure to publish Council and Committee meeting details in accordance with legislative requirements may result in non-compliance.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Minor (2)	Unlikely (2)	Low (1 - 4)
REPUTATIONAL	Inadequate communication of meeting arrangements or the Christmas/New Year closure may negatively impact community confidence in the Shire.	Minor (2)	Rare (1)	Low (1 - 4)	Not required.	Minor (2)	Unlikely (2)	Low (1 - 4)
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

FOR DELETION

(Appendix ORD: 12.5.4A)

Delegation of authority

Delegation	**1.2.27 Defer, Grant Discounts, Waive or Write Off Debts**
Head of power	01. Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.12 Power to defer, grant discounts, waive or write off debts
Function	1. Waive a debt which is owed to the Shire of Dardanup [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Dardanup [s.6.12 (1)(b)]. 3. Write off an amount of money which is owed to the Shire of Dardanup [s.6.12(1)(c)]
Delegates	CEO
Conditions	a. A debt may only be waived where: i. Request is made by a charitable or not for profit community groups. b. A concession may only be granted where: i. Request is made by a charitable or not for profit community groups. c. Write-off a rates or service charge debt up to $3,000 or in accordance with the Financial Hardship Policy [s.6.12(1)(c) &(2)]. d. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Dardanup. i. Limited to individual debts valued below $3,000 or cumulative debts of a debtor valued below $3,000. Write off of debts greater than these values must be referred for Council decision.

FOR ADOPTION

(Appendix ORD: 12.5.4B)

Delegation of Authority

Delegation	**1.2.27 Defer, Grant Discounts, Waive or Write Off Debts**
Head of power	01. Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.12 Power to defer, grant discounts, waive or write off debts
Function	1. Waive a debt which is owed to the Shire of Dardanup [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Dardanup [s.6.12 (1)(b)]. 3. Write off an amount of money which is owed to the Shire of Dardanup [s.6.12(1)(c)].
Delegates	CEO
Conditions	a. A debt may only be waived valued below $3,000 where: i. The ~~R~~request is made by a charitable or not for profit community group and the waiver is considered to provide a community, social, cultural, or recreational benefit to the residents of the Shire of Dardanup; or~~s.~~ ii. The debt relates to an operational fee or charge and is considered appropriate having regard to the circumstances of the matter. b. A concession may only be granted valued below $3,000 ~~-~~where: i. The ~~R~~request is made by a charitable or not for profit community group and the concession is considered to provide a community, social, cultural, or recreational benefit to the residents of the Shire of Dardanup; or~~s.~~ ii. The concession relates to an operational fee or charge and is considered appropriate having regard to the circumstances of the matter. c. Write-off a rates or service charge debt up to $3,000 or in accordance with the Financial Hardship Policy [s.6.12(1)(c) & (2)]. d. A debt may only be written off where: i. The costs associated with continued recovery action are likely to exceed the value of the debt; or ~~d. a~~All reasonable recovery ~~necessary~~ measures have been undertaken, including attempts ~~-~~to ii. ~~l~~locate / contact the debtor, and ~~where~~further recovery action is unlikely to result in the collection of the debt ~~costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Dardanup~~. Write-offs under clause d. are ~~L~~limited to individual debts valued below $3,000 or cumulative debts of a debtor valued below $3,000. Write offs ~~of debts greater than~~ exceeding these values must be referred for Council decision.

(Appendix ORD: 12.5.4C)

RISK ASSESSMENT TOOL

AGENDA ITEM: Delegation 1.2.27 - Defer, Grant Discounts, Waive or Write Off Debts

RISK THEME PROFILE:

3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)
10 - Management of Facilities, Venues, Events and Services
6 - Community Engagement

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH / PEOPLE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Ambiguous delegation provisions may result in inconsistent financial decisions, inappropriate fee waivers, or differing interpretations of delegated authority.	Minor (2)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Ambiguity within the existing delegation may result in inconsistent application of delegated authority or decisions being made without clear authority or assessment criteria.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Minor (2)	Unlikely (2)	Low (1 - 4)
REPUTATIONAL	Granting waivers or concessions without transparent assessment criteria may create perceptions of inconsistency or preferential treatment. Community confidence may be impacted where	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Minor (2)	Unlikely (2)	Low (1 - 4)

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
	decisions cannot be clearly justified.							
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

RISK ASSESSMENT TOOL

AGENDA ITEM: Elected Member Training

RISK THEME PROFILE:

3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory) | Choose an item.

Choose an item. | Choose an item.

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH / PEOPLE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Approval of additional funding may result in future budget variances	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Failure to provide adequate training and professional development may limit Elected Member knowledge increasing the risk of non-compliance with statutory requirements.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Failure to support ongoing professional development may impact Council reputation	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

LGA50220

Diploma of Local Government – Elected Member

Shape your community with confidence



WALGA

Learn from the experts
WALGA Training (RTO 51992)
walga.asn.au/training

Contact WALGA Training on 9213 2088
or email training@walga.asn.au
for more information.

LGA50220 Diploma of Local Government – Elected Member

Course overview

Elected Members play a critical role in shaping the future of their communities. Decisions made at Council Meetings influence long-term priorities and directly affect the ability to deliver sustainable services and infrastructure for current and future generations.

The **LGA50220 Diploma of Local Government – Elected Member** recognises that while Elected Members bring valuable experience and local insight, navigating legislative and governance responsibilities is complex. Effective governance requires the ability to interpret information, provide strategic oversight and contribute to informed decision-making.

This qualification builds the knowledge and skills required to balance financial sustainability, community wellbeing and long-term liveability. It supports Elected Members to consider complex issues from a strategic perspective, contribute constructively to Council discussions and fulfil their role with greater confidence.

For Elected Members at any stage of their Council journey, investing in professional development strengthens their understanding of Local Government, enhances strategic thinking and provides the confidence to navigate complex issues, contribute effectively to Council deliberations and help deliver positive outcomes for the people they represent.

Course focus areas

This qualification provides Elected Members with practical learning relevant to their role and responsibilities. Through workshops, discussion and real-world Council scenarios, participants develop the confidence to navigate their governance responsibilities and work constructively with fellow Elected Members, the CEO and the Local Government administration.

- Prepare for Council meetings by reviewing agendas, minutes, reports and supporting information.
- Ask effective questions with confidence, contributing to informed discussion and decision-making.
- Apply strategic thinking and contribute to long-term Council planning.
- Manage community expectations in the context of Council priorities, resources and service delivery.

DURATION

12–24 months

DELIVERY

Face-to-face workshops with some Zoom sessions and mentoring

ASSESSMENT

Approximately 20–30 hours per unit

ENROLMENT

Two intakes per year

Learning outcomes

- ✓ Apply governance and legislative responsibilities in a Council context.
- ✓ Interpret financial reports, budgets and strategic documents.
- ✓ Contribute to policy development.
- ✓ Build community relationships.
- ✓ Contribute to high-level strategic decision-making.
- ✓ Manage conflict and apply emotional intelligence.
- ✓ Oversee long-term strategic planning and asset management.

Who is this course for?

- Elected Members seeking to strengthen their governance capability, and develop their confidence for informed decision-making.
- Elected Members preparing for leadership roles such as Mayor, President, Deputy Mayor or Deputy President.

Entry requirements

Prospective students must:

- Have completed Council Member Essentials training.
- Be currently serving as an Elected Member in a WA Local Government.

> The Diploma helped me make more informed decisions and engage more confidently in complex policy discussions.
>
> Georgie Carey
> Former Elected Member,
> Town of Mosman Park



Your learning journey

Delivery

The course includes **nine structured workshops**, beginning with a Foundation Workshop that builds on the 'Council Member Essentials' training.

Workshops are delivered at WALGA, with some available via Zoom.

An Individualised Training and Assessment Plan allows participants to progress at a pace that suits work, Council and personal commitments.

A one-hour mentoring session follows each workshop.

Your learning experience

- Apply your learning immediately to your Council role.
- Participate in practical workshops based on real Council scenarios and challenges.
- Receive mentoring and structured support to help you stay on track.
- Flexible access to learning resources and assessments through the student portal.

Assessment

Assessments focus on the practical application of knowledge and skills in a Local Government context. Participants demonstrate their learning by drawing on real Council decisions, policies, reports, minutes and strategic planning documents.

Assessment methods may include:

- Project work linked to your Council role.
- Practical activities and observations.
- Review of Council decisions and key Council documents.
- Applying legislation in a Council context.

Each unit of competency requires approximately 20-30 hours for reading, research and assessment preparation. Tasks are based on your Council role and Local Government context, including policies, strategic plans and financial reports.

Local Government support

Elected Members are encouraged to discuss their enrolment with their CEO, Mayor or President prior to commencing the qualification. Local Government support may include:

- Enrolment administration and payment processing
- Assistance with travel arrangements
- Access to Council information and resources
- Mentoring and guidance throughout the program
- Liaison with WALGA Training if required

WALGA Training

- Qualified and experienced Trainers and Assessors
- Dedicated Student Support Officer
- Ongoing guidance throughout your course

Before you start

Participants must demonstrate the required level of Language, Literacy, Numeracy and Digital skills to successfully engage in the course.

These skills are assessed during enrolment to ensure appropriate support is available where required.

Course structure

The LGA50220 Diploma of Local Government – Elected Member is nationally recognised within the Australian Qualifications Framework (AQF) and consists of 10 Units of Competency, including 6 core and 4 elective units. All units are delivered by qualified Trainers and Assessors with extensive Local Government experience.

Units of competency	
LGAMEM001	Meet elected member responsibilities
LGAMEM002	Perform elected member functions
LGACOR011	Analyse financial reports and budgets
PSPGEN075	Build and maintain community relationships
LGAMEM003	Contribute to high level strategic decision making
PSPPCY001	Contribute to policy development
PSPGEN032	Deal with conflict
BSBPEF502	Develop and use emotional intelligence
LGACOR010	Oversee asset management strategy
LGAPLA003	Assess development applications and implement planning scheme

Developed for WA Local Government

Developed in accordance with the Local Government Training Package, this nationally recognised qualification is approved by the Training Accreditation Council and fully contextualised to the Western Australian Local Government sector.



Course fees

FEE FOR SERVICE*

$10,170

Nationally recognised training is GST-free and fully tax-deductible.

* For individuals who are self-funding their studies, payment plans are available. Instalments must not exceed $1,500 each.

Join an elite cohort of leaders

Since the program was established, more than 90 Elected Members have completed the Diploma, joining a distinguished alumni community recognised for its commitment to strong governance and effective Local Government leadership across Western Australia.

Graduates are celebrated each year at the prestigious WALGA Local Government Convention, the landmark event in the Local Government calendar. This annual graduation ceremony recognises the achievement, dedication, and leadership of participants as they complete the program.

Throughout the year, alumni events, including the Alumni Sundowner, provide valuable opportunities to reconnect, expand professional networks, and share leadership experiences with peers from across the sector.

By completing the Diploma, you'll become part of a respected network of leaders committed to making a lasting difference in Local Government and the communities they serve.



Ready to get started?

Take the next step in your Local Government career

Training places are limited, and early expressions of interest are encouraged.

Visit **walga.asn.au/diploma-em** or scan the QR code

training@walga.asn.au

(08) 9213 2088

Certification

On successful completion of this Diploma and if you have found to be competent in relation to each of the Units of Competency, you will be issued with an AQF Qualification LGA50220 Diploma of Local Government – Elected Member.

If you wish to exit early, you will be issued a Statement of Attainment for any units where competency has been achieved.

Continue your learning journey

WALGA has developed a comprehensive suite of professional development training for Elected Members to undertake after completing the 'Council Member Essentials' training and beyond the Diploma.

Professional development for Elected Members
CEO Recruitment
CEO Performance Review
The Role of Mayors and Presidents
Recordkeeping Fundamentals (Elected Members)



Emergency Management
Emergency Management for Local Government Leaders
Emergency Management Foundations for Local Government
Community Disaster Recovery
Recovery Coordinators Course for Local Government – 2 Days



Waste Management
Introduction to Waste and Landfill Management



Explore WALGA's Elected Member Professional Development Courses

WALGA

Learn from the experts
WALGA Training (RTO 51992)
walga.asn.au/training

ONE70 Level 1,
170 Railway Parade
West Leederville WA 6007

(Appendix ORD: 12.5.5B)

RISK ASSESSMENT TOOL

AGENDA ITEM: Elected Member Training

RISK THEME PROFILE:

3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory) Choose an item.
Choose an item. Choose an item.

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH / PEOPLE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Approval of additional funding may result in future budget variances	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Failure to provide adequate training and professional development may limit Elected Member knowledge increasing the risk of non-compliance with statutory requirements.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Failure to support ongoing professional development may impact Council reputation	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

Shire of Dardanup

Monthly Financial Report

For the Period

1 July 2026 to 30 September 2026

TABLE OF CONTENTS

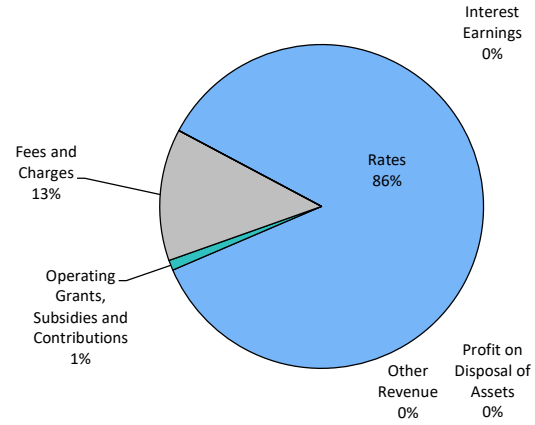
		Page
Information Summary Graphs		2
Statement of Financial Activity by Nature		3
Net Current Assets (Working Capital Movement)		4
Statement of Comprehensive Income by Program		5
Statement of Financial Position		6
Note 1	Nature Classifications	7
Note 2	Explanation of Material Variances in the Statement of Financial Activity	8
Note 3	Trust Fund	11
Note 4	Reserve Accounts	11
Note 5	Municipal Liabilities	12
Note 6	Statement of Investments	13
Note 7	Accounts Receivable - Rates and Sundry Debtors	15
Note 8	Salaries and Wages	15
Note 9	Rating Information	16
Note 10	Information on Borrowings	17
Note 11	Budget Amendments	18

Shire of Dardanup

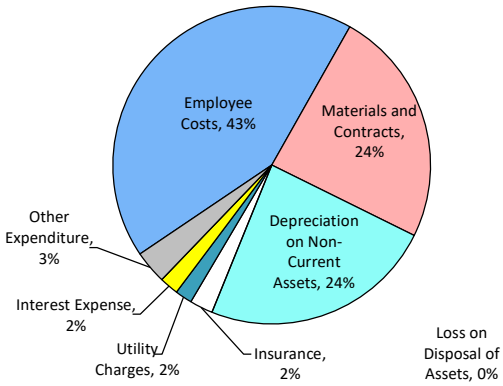
Monthly Financial Report
For the Period Ended 30 September 2026

SUMMARY GRAPHS

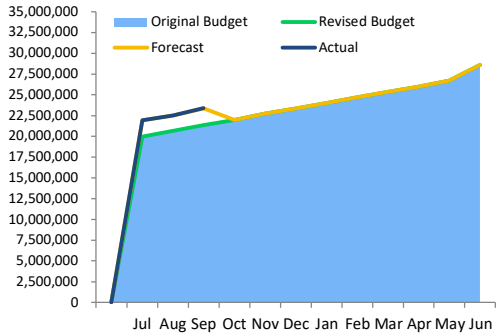
OPERATING REVENUE - ACTUAL YTD



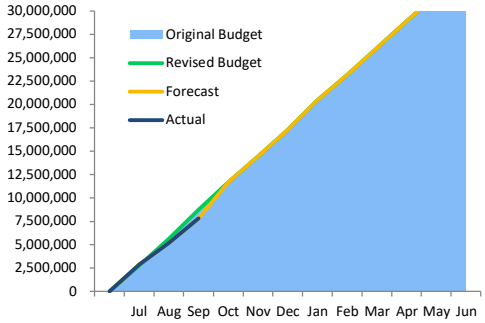
OPERATING EXPENSES - ACTUAL YTD



Total Operating Revenue - Budget - v Actual (excludes profit on disposal of assets)



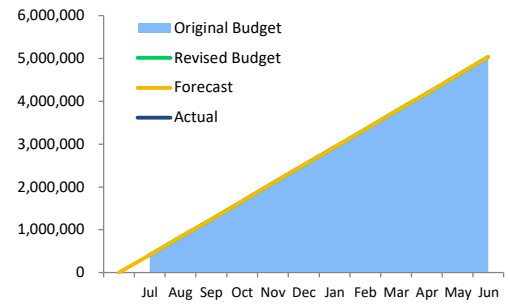
Total Operating Expenses - Budget - v - Actual (excludes loss on disposal of assets)



CAPITAL REVENUE

(Non-operating grants, subsidies and contributions; sale of assets)

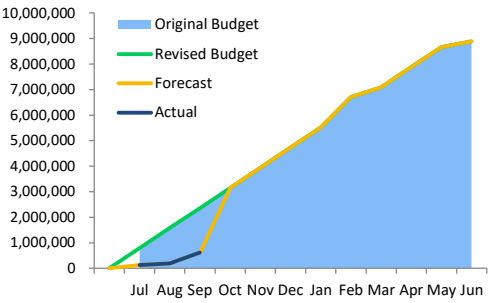
Capital Revenue - Budget - v - Actual



CAPITAL EXPENSES

(Acquisition of assets)

Capital Expenses - Budget - v - Actual



This information is to be read in conjunction with the accompanying Financial Statements and Notes

Shire of Dardanup

Statement of Financial Activity by Nature
For the Period Ended 30 September 2026
(Covering 3 months or 25% of the year)

	2026/27 Adopted Budget $	2026/27 Revised Budget $	2026/27 Y-T-D Revised Budget $	2026/27 Y-T-D Actual $	Variance Y-T-D Actual to Revised Budget $	Actual to Revised Budget %		2026/27 Forecast $	2025/26 Last Year Actual $
OPERATING ACTIVITIES									
Operating revenue									
Rates	19,614,407	19,614,407	19,389,027	19,421,749	32,722	0.2%		19,614,407	18,292,928
Grants, subsidies & contributions (other than capital grants, subsidies and contributions)	2,861,852	2,894,852	439,526	546,909	107,382	24.4%	▲	3,281,161	2,937,537
Fees and charges	4,810,518	4,826,518	1,365,500	2,985,785	1,620,286	118.7%	▲	4,826,518	4,799,678
Interest earnings	1,106,028	1,106,028	178,614	316,517	137,903	77.2%	▲	1,106,028	1,148,043
Other revenue	187,839	187,839	46,960	114,986	68,026	144.9%	▲	187,839	164,713
Profit on asset disposal	0	0	0	0	0	0.0%		0	108,885
Total Operating Revenue	**28,580,645**	**28,629,645**	**21,419,627**	**23,385,945**	**1,966,319**	**9.2%**		**29,015,954**	**27,451,784**
Operating expenses									
Employee costs	(15,525,580)	(15,525,580)	(3,905,421)	(3,364,324)	541,096	13.9%	▲	(15,597,230)	(13,626,001)
Materials and contracts	(9,996,061)	(10,078,061)	(2,421,208)	(1,904,505)	516,703	21.3%	▲	(10,448,265)	(8,360,123)
Utility charges	(718,952)	(718,952)	(179,738)	(137,184)	42,554	23.7%		(718,952)	(702,277)
Depreciation on non-current assets	(7,651,199)	(7,651,199)	(1,912,800)	(1,882,600)	30,200	1.6%		(7,651,199)	(7,294,192)
Finance costs	(524,891)	(524,891)	(143,276)	(151,712)	(8,437)	(5.9%)		(524,891)	(543,663)
Insurance expenses	(433,077)	(433,077)	(108,269)	(186,757)	(78,488)	(72.5%)	▼	(433,077)	(408,406)
Other expenses	(153,415)	(153,415)	(143,912)	(189,156)	(45,244)	(31.4%)		(131,415)	(540,193)
Loss on asset disposals	0	0	0	0	0	0.0%		0	(391,025)
Total operating expenditure	**(35,003,175)**	**(35,085,175)**	**(8,814,623)**	**(7,816,239)**	**998,385**	**11.3%**		**(35,505,029)**	**(31,865,880)**
Adjustments of non cash items									
(Profit)/Loss on Asset Disposals	0	0	0	0	0	0.0%		0	242,192
Movement in non-current assets and liabilities	0	0	0	0	0	0.0%		0	0
Movement in contract liabilities held in Reserves	0	0	0	0	0	0.0%		0	0
Depreciation on Assets	7,651,199	7,651,199	1,912,800	1,882,600	(30,200)	(1.6%)		7,651,199	7,294,192
Non-cash amounts excluded from operating activities	7,651,199	7,651,199	1,912,800	1,882,600	(30,200)	(1.6%)		7,651,199	7,536,384
Adjusted net operating activities	**1,228,669**	**1,195,669**	**14,517,803**	17,452,307	**2,934,504**	**20.2%**		**1,162,124**	**3,122,288**
INVESTING ACTIVITIES									
Capital grants, subsidies & contributions	5,038,869	5,088,115	1,238,467	120,796	(1,117,671)	(90.2%)	▼	5,076,341	5,042,965
Proceeds from disposal of assets	563,559	563,559	0	0	0	0.0%		563,559	89,977
Payments for land and buildings	(1,278,916)	(1,362,662)	(319,729)	(312,008)	7,721	2.4%		(1,298,767)	(1,235,306)
Payments for transport infrastructure	(5,034,568)	(5,034,568)	(1,258,642)	(123,123)	1,135,519	90.2%	▲	(5,011,266)	(4,639,484)
Payments for parks and reserves infrastructure	(1,202,047)	(1,228,237)	(300,512)	(181,027)	119,485	39.8%	▲	(1,211,259)	(797,645)
Payments for motor vehicles	(1,561,849)	(1,561,849)	(390,462)	0	390,462	(100.0%)	▲	(1,561,849)	(503,532)
Payments for plant & equipment	0	0	0	0	0	0.0%		0	(25,683)
Payments for furniture & fittings	(376,516)	(376,516)	(94,129)	0	94,129	(100.0%)	▲	(376,516)	(95,305)
Amount attributable to investing activities	**(3,851,468)**	**(3,912,158)**	**(1,125,007)**	**(495,362)**	**629,645**	**56.0%**		**(3,819,757)**	**(2,164,013)**
Non-cash amounts excluded from investing activities									0
Movement in non-current developer contributions	0	0	0	0	0	0.0%		0	0
Movement in non-current other provisions	0	0	0	0	0	0.0%		0	0
Movement in non-operating grants and contributions associated with restricted cash	0	0	0	0	0	0.0%		0	0
Adjusted amount attributable to investing activities	**(3,851,468)**	**(3,912,158)**	**(1,125,007)**	**(495,362)**	**629,645**	**56.0%**		**(3,819,757)**	**(2,164,013)**
FINANCING ACTIVITIES									
Proceeds from borrowings	0	0	0	0	0	0.0%		0	0
Transfers from reserves	8,206,056	8,299,746	2,084,514	2,027,630	(56,884)	(2.7%)		8,363,295	4,746,052
Principal repayment	(618,666)	(618,666)	(98,123)	(206,358)	(108,235)	(110.3%)	▼	(618,666)	(595,179)
Principal portion of lease liabilities	(53,648)	(53,648)	0	(2,486)	(2,486)	0.0%		(53,648)	(11,223)
Transfers to reserves	(4,889,539)	(4,889,539)	(1,222,385)	(164,944)	1,057,441	(86.5%)	▲	(4,968,647)	(5,673,433)
Amount attributable to financing activities	**2,644,204**	**2,737,894**	**764,006**	**1,653,842**	**889,836**	**(116.5%)**		**2,722,335**	**(1,533,783)**
FUNDING SOURCES									
Surplus/(Deficit) July 1 B/Fwd	142,002	421,023	421,023	421,023	0	0.0%		421,023	996,531
CLOSING FUNDS (A+B+C+D)	**163,407**	**442,428**	**14,577,825**	**19,031,810**	**4,453,985**	**30.6%**		**485,725**	**421,023**

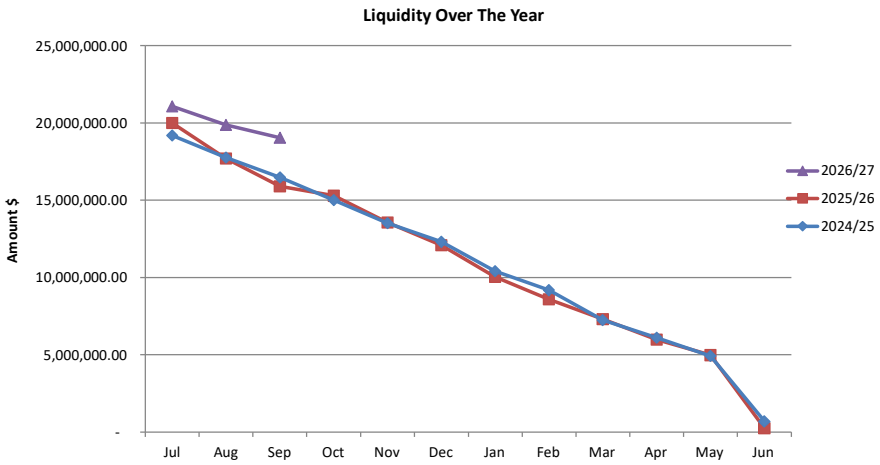
KEY INFORMATION

▲▼ Indicates a significant variance between Year-to-Date (YTD) Revised Budget and YTD Actual data as per the adopted materiality threshold.
▲ indicates a positive impact on the surplus/deficit position. ▼ indicates a negative impact on the surplus/deficit position.
Refer to Note 2 for an explanation of the reasons for the variance.
This statement to be read in conjunction with the accompanying Financial Statements and Notes

Shire of Dardanup

Statement of Financial Activity by Nature
For the Period Ended 30 September 2026
NET CURRENT ASSETS (WORKING CAPITAL MOVEMENT)

	Note	Year to Date Actual 30-Sep-2026 $	Last Year Closing 30-Jun-2026 $
Represented By:			
CURRENT ASSETS			
Cash and cash equivalents		7,145,504	387,791
Trade and other receivables		10,280,578	(62,467)
Other financial assets		0	0
Inventories		0	2,173
Other assets		(708,652)	581,626
TOTAL CURRENT ASSETS		**16,717,429**	**909,123**
CURRENT LIABILITIES			
Trade and other payables		369,264	(401,006)
Other liabilities		(66,615)	(180,197)
Lease liabilities		0	(2,407)
Borrowings		206,358	(23,486)
Employee related provision	5	(77,276)	(12,318)
Other provisions		0	(2,760)
TOTAL CURRENT LIABILITIES		**431,731**	**(622,174)**
NET CURRENT ASSETS		**17,149,161**	**286,949**
Less: Restricted Assets / Reserve Funds	4	1,862,686	(927,379)
Add: Current - Leased Transfer - Leases			0
Add: Current Portion - Borrowings		(206,358)	23,486
Add/Less: Current - Contract Liabilities held in Reserve accounts		226,321	1,035,560
Add: Current - Contract Liabilities - Leases		0	2,407
NET CURRENT ASSETS AS PER STATEMENT OF FINANCIAL ACTIVITY		**19,031,810**	**421,023**



Shire of Dardanup

Statement of Comprehensive Income by Program
For the Period Ended 30 September 2026
(Covering 3 months or 25% of the year)

	2026/27 Adopted Budget $	2026/27 Revised Budget $	2026/27 Y-T-D Revised Budget $	2026/27 Y-T-D Actual $	Variance Y-T-D Actual to Revised Budget $	Variance Y-T-D Actual to Revised Budget %	2026/27 Forecast $	2025/26 Last Year Actual $
Revenue								
General Purpose Funding	22,303,767	22,303,767	19,518,934	19,653,655	134,720	0.7%	22,349,563	21,456,719
Governance	3,800	3,800	950	60	(890)	(93.7%)	3,800	4,958
Law, Order, Public Safety	619,420	619,420	154,855	113,385	(41,470)	(26.8%)	619,420	351,972
Health	31,938	31,938	7,984	19,625	11,641	145.8%	31,938	23,443
Education and Welfare	7,308	7,308	1,827	3,477	1,650	90.3%	7,308	105,673
Community Amenities	3,037,586	3,037,586	954,849	2,430,667	1,475,818	154.6%	3,255,099	2,733,144
Recreation and Culture	1,793,689	1,842,689	583,641	549,808	(33,833)	(5.8%)	1,842,689	1,746,843
Transport	234,399	234,399	58,600	208,881	150,282	256.5%	234,399	224,820
Economic Services	260,360	260,360	65,892	215,223	149,330	226.6%	383,360	294,899
Other Property and Services	288,378	288,378	72,094	191,165	119,071	165.2%	288,378	400,429
	28,580,645	28,629,645	21,419,627	23,385,945	1,966,319	9.2%	29,015,954	27,342,899
Expenses								
General Purpose Funding	(698,677)	(698,677)	(165,786)	(149,710)	16,076	9.7%	(698,677)	(521,870)
Governance	(2,083,524)	(2,083,524)	(528,289)	(418,461)	109,827	20.8%	(2,090,789)	(1,736,388)
Law, Order, Public Safety	(2,924,574)	(2,924,574)	(731,144)	(523,407)	207,737	28.4%	(2,924,574)	(1,990,534)
Health	(838,622)	(838,622)	(220,002)	(192,018)	27,984	12.7%	(845,862)	(733,238)
Education and Welfare	(1,645,296)	(1,645,296)	(440,671)	(335,263)	105,408	23.9%	(1,645,296)	(1,222,402)
Community Amenities	(5,362,420)	(5,362,420)	(1,199,315)	(1,221,225)	(21,911)	(1.8%)	(5,646,001)	(4,471,632)
Recreation & Culture	(11,605,725)	(11,605,839)	(3,030,908)	(2,970,868)	60,040	2.0%	(11,608,338)	(10,817,609)
Transport	(8,826,331)	(8,714,917)	(2,178,730)	(1,738,277)	440,452	20.2%	(8,711,186)	(9,021,634)
Economic Services	(710,248)	(710,277)	(177,569)	(217,401)	(39,832)	(22.4%)	(833,277)	(761,083)
Other Property and Services	(307,586)	(502,971)	(142,210)	(49,608)	92,602	65.1%	(502,971)	(198,465)
	(35,003,004)	(35,087,118)	(8,814,623)	(7,816,239)	998,385	11.3%	(35,506,972)	(31,474,855)
Operational Surplus / (Deficit)	**(6,422,359)**	**(6,457,473)**	**12,605,003**	**15,569,707**	**2,964,703**	**(23.5%)**	**(6,491,018)**	**(4,131,956)**
Grants & Contributions for the Development of Assets	5,038,869	5,088,115	1,238,467	120,796	(1,117,671)	(90.2%)	5,076,341	5,042,965
Profit on Asset Disposals	0	0	0	0	0	0.0%	0	108,885
Loss on Asset Disposals	0	0	0	0	0	0.0%	0	(391,025)
	5,038,869	5,088,115	1,238,467	120,796	(1,117,671)	90.2%	5,076,341	4,760,825
NET RESULT	**(1,383,490)**	**(1,369,358)**	**13,843,470**	**15,690,503**	**1,847,033**	**13.3%**	**(1,414,677)**	**628,869**
Other Comprehensive Income								
Changes on Revaluation of Non-Current Assets	0	0	0	0	0	0.0%	0	13,031,356
TOTAL COMPREHENSIVE INCOME	**(1,383,490)**	**(1,369,358)**	**13,843,470**	**15,690,503**	**1,847,033**	**(13.3%)**	**(1,414,677)**	**13,660,225**

Shire of Dardanup

Statement of Financial Position
as at 30 September 2026

	Current Year $	30-Jun-26 $
CURRENT ASSETS		
Cash and cash equivalents	28,175,212	21,029,708
Trade and other receivables	10,276,613	1,196,601
Other financial assets	0	0
Inventories	10,073	7,899
Other assets	86,762	641,301
TOTAL CURRENT ASSETS	38,548,660	22,875,509
NON-CURRENT ASSETS		
Trade and other receivables	190,018	175,846
Other financial assets	155,178	155,178
Property, plant and equipment	68,740,421	62,068,205
Infrastructure	214,921,844	210,147,462
Right-of-use assets	38,796	9,454
TOTAL NON-CURRENT ASSETS	284,046,257	272,556,145
TOTAL ASSETS	322,594,917	295,431,654
CURRENT LIABILITIES		
Trade and other payables	1,973,526	2,006,066
Other liabilities	2,407,136	3,773,832
Lease liabilities	11,562	10,196
Borrowings	412,307	0
Employee related provisions	1,797,251	1,783,487
Other provisions	0	0
TOTAL CURRENT LIABILITIES	6,601,781	7,573,581
NON-CURRENT LIABILITIES		
Other Liabilities	0	0
Lease liabilities	27,449	0
Borrowings	9,683,964	10,302,629
Employee related provisions	180,997	176,313
Other provisions	176,325	0
TOTAL NON-CURRENT LIABILITIES	10,068,736	10,478,942
TOTAL LIABILITIES	16,670,517	18,052,523
NET ASSETS	305,924,400	277,379,131
EQUITY		
Retained surplus	80,091,301	62,649,839
Reserve accounts	13,395,997	15,323,544
Revaluation surplus	212,437,102	199,405,748
TOTAL EQUITY	305,924,400	277,379,131

Shire of Dardanup

Notes to the Statement of Financial Activity

For the Period Ended 30 September 2026

1. NATURE CLASSIFICATIONS

REVENUE

Rates

All rates levied under the *Local Government Act 1995* . Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

Grants, subsidies & contributions (other than capital grants, subsidies and contributions)

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Capital grants, subsidies & contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Revenue from Contracts with Customers

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

Service Charges

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity, water and neighbourhood surveillance services. Exclude rubbish removal charges.

Interest on Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

Profit on Asset Disposal

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

Employee Costs

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on Asset Disposal

Shortfall between the value of assets received over the net book value for assets on their disposal.

Depreciation on Non-Current Assets

Depreciation expense raised on all classes of assets. Excluding Land.

Finance Cost

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation, leasing and refinancing expenses.

Other Expenditure

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

Shire of Dardanup

Notes to the Statement of Financial Activity
For the Period Ended 30 September 2026

2. EXPLANATION OF MATERIAL VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY

The material variances adopted by the Shire of Dardanup for reporting in the 2025/26 year is 10% or $50,000, whichever is the greater.
All variances are between Year-to-Date Actual and Year-to-Date Revised Budget values.

	2026/27 Y-T-D Revised Budget $	2026/27 Y-T-D Actual $	Variance to Y-T-D Revised Budget $	Variance to Y-T-D Revised Budget %		Timing / Permanent	Material Variance - Explanation
OPERATING ACTIVITIES							
Revenue							
Rates	19,389,027	19,421,749	32,722	0.2%			
Grants, subsidies & contributions (other than capital grants, subsidies and contributions)	439,526	546,909	107,382	24.4%	▲	Timing	The favourable variance is primarily due to unbudgeted operating contributions of $123,000 received from the City of Bunbury, Shire of Capel and Shire of Harvey for the 2026/27 Bunbury Geographe Tourism Partnership, partially offset by LGGC FAGS contributions being $28,000 below budget, with actual revenue of $74,000 compared to a budget of $102,000.
Fees and charges	1,365,500	2,985,785	1,620,286	118.7%	▲	Permanent	The variance is primarily attributable to the timing of rubbish collection charge revenue, which was raised in July, compared with a budget profile that is evenly distributed throughout the year.
Interest earnings	178,614	316,517	137,903	77.2%	▲	Timing	The variance is attributable to a conservative allocation of interest income in the budget for the first quarter, with actual interest earnings exceeding budgeted expectations.
Other revenue	46,960	114,986	68,026	0.0%			
Profit on asset disposal	0	0	0				
Total Operating Revenue	**21,419,627**	**23,385,945**	**1,966,319**	**9.2%**			
Operating Expenses							
Employee costs	(3,905,421)	(3,364,324)	541,096	13.9%	▲	Timing	The variance is primarily due to salaries and wages being budgeted on the basis of three September pay runs, whereas only two pay runs occurred during the reporting period.
Materials and contracts	(2,421,208)	(1,904,505)	516,703	21.3%	▲	Timing	The favourable variance reflects the timing of materials and contract expenditure, with actual costs currently lower than budget due to delayed project delivery and/or outstanding contractor invoices. The expenditure is expected to align more closely with budget later in the financial year.
Utility charges	(179,738)	(137,184)	42,554	23.7%			
Depreciation on non-current assets	(1,912,800)	(1,882,600)	30,200	1.6%			
Finance costs	(143,276)	(151,712)	(8,437)	(5.9%)			
Insurance expenses	(108,269)	(186,757)	(78,488)	(72.5%)	▼	Timing	The July variance is attributable to 50% of the annual insurance premium being paid in July, whereas the budgeted building and bridge insurance costs are spread evenly across the year.
Other expenses	(143,912)	(189,156)	(45,244)	(31.4%)			
Loss on asset disposals	0	0	0	0.0%			
Total Operating Expenditure	**(8,814,623)**	**(7,816,239)**	**998,385**	**(11.3%)**			
Net Operating Activities	**12,605,003**	**15,569,707**	**2,964,703**	**23.5%**			

(continued next page)

Shire of Dardanup

Notes to the Statement of Financial Activity
For the Period Ended 30 September 2026

2. EXPLANATION OF MATERIAL VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY (continued)

	2026/27 Y-T-D Revised Budget $	2026/27 Y-T-D Actual $	Variance to Y-T-D Revised Budget $	Variance to Y-T-D Revised Budget %		Timing / Permanent	Material Variance - Explanation
ADJUSTMENTS OF NON CASH ITEMS							
(Profit)/Loss on Asset Disposals	0	0	0	0.0%			
Fair value adjustment to financial assets	0	0	0	0.0%			
Depreciation on non-current assets	1,912,800	1,882,600	(30,200)	(1.6%)			
Adjusted Net Operating Activities	**14,517,803**	**17,452,307**	**2,934,504**	**20.2%**			
INVESTING ACTIVITIES							
Revenue							
Capital grants, subsidies & contributions	1,238,467	120,796	(1,117,671)	(90.2%)	▼	Timing	Grant revenue is recognised as eligible expenditure is incurred on the associated capital assets. No expenditure has been incurred to date.
Proceeds from disposal of assets	0	0	0	0.0%			
Payments for land and buildings	(319,729)	(312,008)	7,721	2.4%			
Payments for transport infrastructure assets	(1,258,642)	(123,123)	1,135,519	90.2%	▲	Timing	The variance is attributable to the timing of major infrastructure projects, with works yet to commence.
Payments for parks infrastructure assets	(300,512)	(181,027)	119,485	39.8%	▲	Timing	The variance is due to timing differences, as the budget is spread evenly across the year while expenditure has only recently commenced.
Payments for motor vehicles	(390,462)	0	390,462	100.0%	▲	Timing	No expenditure has been incurred to date on the acquisition of motor vehicles.
Payments for plant & equipment	0	0	0	0.0%			
Payments for furniture & fittings	(94,129)	0	94,129	100.0%	▲	Timing	No costs have been incurred to date for the acquisition of furniture and equipment assets.
Net investing activities	(1,125,007)	(495,362)	629,645	56.0%			
Non-cash amounts excluded from investing activities							
Movement in non-operating grants and contributions associated with restricted cash	0	0	0	0.0%			
Adjusted net investing activities	**(1,125,007)**	**(495,362)**	**629,645**	**56.0%**			

(continued next page)

Shire of Dardanup

Notes to the Statement of Financial Activity
For the Period Ended 30 September 2026

2. EXPLANATION OF MATERIAL VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY (continued)

	2026/27 Y-T-D Revised Budget $	2026/27 Y-T-D Actual $	Variance to Y-T-D Revised Budget $	Variance to Y-T-D Revised Budget %		Timing / Permanent	
FINANCING ACTIVITIES							
Revenue							
Proceeds from new debentures	0	0	0	0.0%			
Transfers from reserves	2,084,514	2,027,630	(56,884)	2.7%			
Repayment of debentures	(98,123)	(206,358)	(108,235)	(110.3%)	▲	Timing	The variance is due to the repayment of Loan 73 (Eaton Administration Building) being made in September, whereas it was budgeted to occur in October
Principal portion of lease liabilities	0	(2,486)	(2,486)	0.0%			
Transfers to Reserves	(1,222,385)	(164,944)	1,057,441	(86.5%)	▲	Timing	The variance reflects the budget being phased evenly throughout the year, while the transfer is scheduled to occur in the fourth quarter of FY2026/27. To date, only interest revenue and contributions to works received have been allocated to this account.
Total financing activities	**764,006**	**1,653,842**	**889,836**	**116.5%**			
FUNDING SOURCES							
Surplus/(Deficit) July 1 B/Fwd	421,023	421,023	0	0.0%			
CLOSING FUNDS (A+B+C+D)	**14,577,825**	**19,031,810**	**4,453,985**	**30.6%**			

Shire of Dardanup

Notes to the Statement of Financial Activity
For the Period Ended 30 September 2026

3. TRUST FUNDS

Funds held at reporting date over which the Shire has no control and which are not included in the financial statements are as follows:

NAME	BALANCE 1 JULY	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	$	$	$	$	$	$
Ross & Deborah Bevan	46,085	0	0	0	0	46,085
Public Open Space	590,025	0	0	0	0	590,025
Dept Communities Grant - Auspicing for Goodstart Eaton Child Care Centre	0	0	0	0	0	0
Accrued Interest	0	0	6,677	0	0	6,677
Plus: Outstanding Creditors	0	0	0	0	0	0
Less: Outstanding Debtors	0	0	0	0	0	0
TOTAL	**636,110**	**0**	**6,677**	**0**	**0**	**642,787**

4. RESERVES - CASH BACKED

All reserves are supported by cash and cash equivalents and are restricted within equity as Reserves - cash backed.

NAME	BALANCE 1 JULY	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	$	$	$	$	$	$
Council Restricted						
Executive & Compliance Vehicles Reserve	285,656	0	0	0	0	285,656
Plant & Engineering Equipment Reserve	1,254,162	0	0	0	0	1,254,162
Eaton Recreation Centre - Equipment Reserve	463,926	0	0	0	0	463,926
Building Maintenance Reserve	745,469	0	0	(15,400)	0	730,069
Employee Relief Reserve	330,538	0	0	0	0	330,538
Employee Leave Entitlements Reserve	0	0	0	0	0	0
Refuse Site Environmental Works Reserve	234,043	0	0	0	0	234,043
Information Technology Reserve	1,113,942	0	0	0	0	1,113,942
Roadwork Construction & Major Maintenance Reserve	1,643,898	0	0	(553)	0	1,643,346
Accrued Salaries Reserve	603,846	0	0	0	0	603,846
Tourism Reserve	13,695	0	0	0	0	13,695
Recycling Education Reserve	68,635	0	0	0	0	68,635
Road Safety Programs Reserve	41,357	0	0	0	0	41,357
Council Land Development Reserve	47,412	0	0	0	0	47,412
Carried Forward Projects Reserve	1,479,448	0	0	(608,456)	0	870,992
Election Expenses Reserve	91,991	0	0	0	0	91,991
Town Planning Consultancy Reserve	81,326	0	0	0	0	81,326
Parks & Reserves Upgrades Reserve	592,356	0	0	(5,974)	0	586,383
Strategic Planning Studies Reserve	127,205	0	0	0	0	127,205
Pathways Reserve	124,764	0	0	0	0	124,764
Asset / Rates Revaluation Reserve	226,563	0	0	0	0	226,563
Refuse & Recycling Bin Replacement Reserve	91,342	0	0	0	0	91,342
Sale of Land Reserve	302,866	0	0	0	0	302,866
Storm Water Reserve	141,535	0	0	0	0	141,535
	10,105,975	**0**	**0**	**(630,382)**	**0**	**9,475,592**
Statute Restricted						
Contribution to Works Reserve	1,091,815	6,918	0	0	(4,121)	1,094,612
Eaton Drive - Access Construction Reserve	68,724	0	0	0	0	68,724
Eaton Drive - Scheme Construction Reserve	106,649	0	0	0	0	106,649
Fire Control Reserve	13,481	0	0	0	0	13,481
Collie River (Eaton Drive) Bridge Construction Reserve	74,261	0	0	0	0	74,261
Unspent Grants Reserve	1,421,728	0	0	(1,397,248)	0	24,480
Swimming Pool Inspection Reserve	16,783	0	0	0	0	16,783
Dardanup - Public Open Space	40,000	0	0	0	0	40,000
Waste Management Reserve	363,647	0	0	0	0	363,647
Community Centre & Play Area (Design)	0	777	0	0	0	777
Community Centre & Play Area	0	11,699	0	0	0	11,699
Public Library Extension	0	3,266	0	0	0	3,266
Rec Centre Car Park (Dardanup Oval Car Parking)	0	9,269	0	0	0	9,269
Hard Court Upgrade	0	8,798	0	0	0	8,798
Burekup - Public Open Space	84,479	0	0	0	0	84,479
Unspent Specified Area Rate - Bulk Waste Collection Reserve	41,371	0	0	0	0	41,371
Unspent Specified Area Rate - Eaton Landscaping Reserve	46,661	0	0	0	0	46,661
Unspent Loans Reserve	1,783,111	0	0	0	0	1,783,111
Dardanup Expansion Developer Contribution Plan Reserve	0	0	0	0	0	0
	5,152,709	**40,728**	**0**	**(1,397,248)**	**(4,121)**	**3,792,068**
Interest	0	0	128,337	0	0	128,337
Less: Outstanding Debtors	0	0	0	0	0	0
TOTAL	**15,258,683**	**40,728**	**128,337**	**(2,027,630)**	**(4,121)**	**13,395,997**

Shire of Dardanup

Notes to the Statement of Financial Activity
For the Period Ended 30 September 2026

5. MUNICIPAL LIABILITIES

Funds held at reporting date for bonds and deposits not required to be held in the Trust Fund and classified as restricted to recognise that they are owed to developers/hirers and others. These are now classified as Municipal Liabilities as follows:

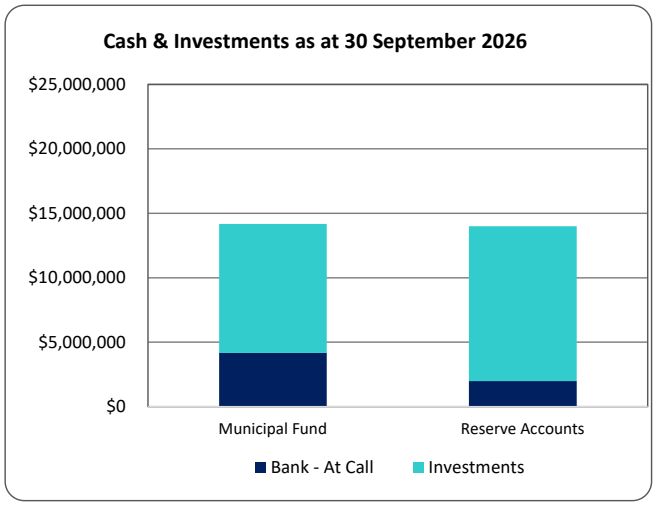
	BALANCE 1 JULY	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	$	$	$	$	$	$
Total - Retention Bonds	196,571	76,121	0	0	0	272,692
Total - Construction Contract Retention	0	0	0	0	0	0
Total - Extractive Industry Rehabilitation Bonds	153,159	0	0	0	0	153,159
Total - Sundry Deposits	32,972	0	0	0	0	32,972
Election Deposits	0	0	0	0	0	0
Key Bonds	1,140	360	0	(220)	0	1,280
Hire Bonds	3,095	3,320	0	(2,110)	0	4,305
Kerb Bonds	3,346	0	0	0	0	3,346
Construction Training Fund	11,672	4,240	0	(13,552)	0	2,360
Building Services Levy	27,973	32,026	0	(38,286)	0	21,712
Development Assessment Panel	0	0	0	0	0	0
Less Outstanding Debtors	0	0	0	0	0	0
TOTAL	**429,927**	**116,067**	**0**	**(54,168)**	**0**	**491,827**

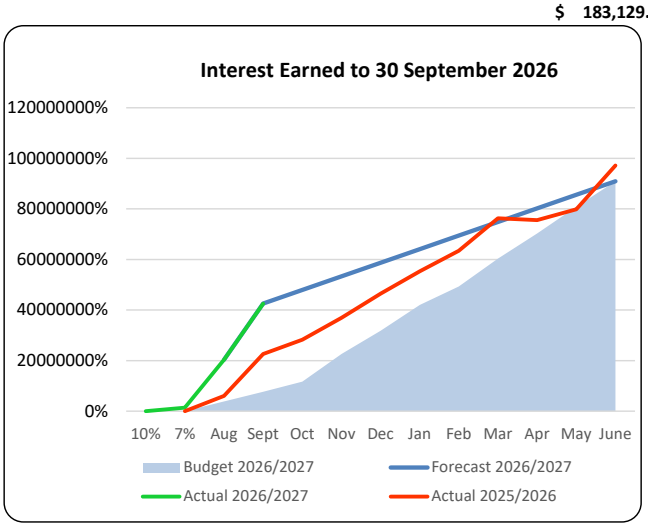
Shire of Dardanup

Notes to the Statement of Financial Activity
For the Period Ended 30 September 2026

STATEMENT OF INVESTMENTS

BANK	TYPE	AMOUNT	RATE	DAYS	COMMENCE	MATURITY	ESTIMATED INTEREST	INTEREST CREDITED 2026-2027
MUNICIPAL FUND								
CBA	Municipal Fund Bank Account	$ 3,910,550.81	4.40%					$ 33,347.99
CBA	Municipal - Business Online Saver	$ 262,489.90	4.30%					$ 14,828.38
NAB	National Australia Bank	$ 1,000,000.00	5.25%	90	18-Sep-26	17-Dec-26	$ 12,945.21	
NAB	National Australia Bank	$ 1,000,000.00	5.30%	124	18-Sep-26	20-Jan-27	$ 18,005.48	
NAB	National Australia Bank	$ 1,000,000.00	5.40%	152	18-Sep-26	17-Feb-27	$ 22,487.67	
NAB	National Australia Bank	$ 1,000,000.00	5.50%	180	18-Sep-26	17-Mar-27	$ 27,123.29	
CURVE	Heritage and People's Choice	$ 1,000,000.00	5.60%	280	18-Sep-26	25-Jun-27	$ 42,958.90	
CURVE	Judo Bank Pty Ltd	$ 500,000.00	5.60%	280	18-Sep-26	25-Jun-27	$ 21,479.45	
CBA	Commonwealth Bank of Australia	$ 1,000,000.00	5.01%	61	18-Sep-26	18-Nov-26	$ 8,372.88	
GSB	Great Southern Bank	$ 1,000,000.00	5.66%	274	24-Sep-26	25-Jun-27	$ 42,488.77	
Heartland	Heartland Bank	$ 1,000,000.00	5.65%	274	24-Sep-26	25-Jun-27	$ 42,413.70	
Judo	Judo Bank Pty Ltd	$ 500,000.00	5.70%	274	24-Sep-26	25-Jun-27	$ 21,394.52	
NAB	National Australia Bank	$ 1,000,000.00	5.55%	215	24-Sep-26	27-Apr-27	$ 32,691.78	
	Interest received on matured deposits							$ -
		$ 14,173,040.71					*$ 292,361.64*	**$ 48,176.37**
TRUST FUND								
CBA	Trust Fund Bank Account	$ 642,786.83	4.40%					$ 6,616.38
		$ 642,786.83						**$ 6,616.38**
RESERVE ACCOUNTS								
CBA	Reserve Bank Acccount	$ 1,852,803.05	4.40%					$ 126,948.34
CBA	Reserve - Business Online Saver	$ 136,969.21	4.30%					$ 1,388.75
NAB	National Australia Bank	$ 1,000,000.00	5.25%	90	18-Sep-26	17-Dec-26	$ 12,945.21	
NAB	National Australia Bank	$ 1,000,000.00	5.30%	124	18-Sep-26	20-Jan-27	$ 18,005.48	
NAB	National Australia Bank	$ 1,000,000.00	5.40%	152	18-Sep-26	17-Feb-27	$ 22,487.67	
NAB	National Australia Bank	$ 1,000,000.00	5.50%	180	18-Sep-26	17-Mar-27	$ 27,123.29	
CURVE	Bank of Queensland	$ 1,500,000.00	5.55%	183	18-Sep-26	20-Mar-27	$ 41,739.04	
CURVE	Heritage and People's Choice	$ 500,000.00	5.60%	280	18-Sep-26	25-Jun-27	$ 21,479.45	
CURVE	Judo Bank Pty Ltd	$ 1,000,000.00	5.60%	183	18-Sep-26	20-Mar-27	$ 28,076.71	
CBA	Commonwealth Bank of Australia	$ 3,000,000.00	5.01%	61	18-Sep-26	18-Nov-26	$ 25,118.63	
Heartland	Heartland Bank	$ 500,000.00	5.65%	274	24-Sep-26	25-Jun-27	$ 21,206.85	
Bank of Us	Bank of Us	$ 500,000.00	5.58%	215	24-Sep-26	27-Apr-27	$ 16,434.25	
GSB	Great Southern Bank	$ 1,000,000.00	5.66%	274	24-Sep-26	25-Jun-27	$ 42,488.77	
	Interest received on matured deposits							
		$ 13,989,772.26					$ 277,105.34	**$ 128,337.1**
	Total Interest Received							**$ 183,129.8**





Shire of Dardanup

Notes to the Statement of Financial Activity
For the Period Ended 30 September 2026

STATEMENT OF INVESTMENTS (continued)

Total Funds Invested

Total Funds Invested as at Reporting Date -

Muncipal Fund Investment Portfolio	$	10,000,000.00
Trust Fund Investment Portfolio	$	-
Reserve Fund Investment Portfolio	$	12,000,000.00
	$	**22,000,000.00**

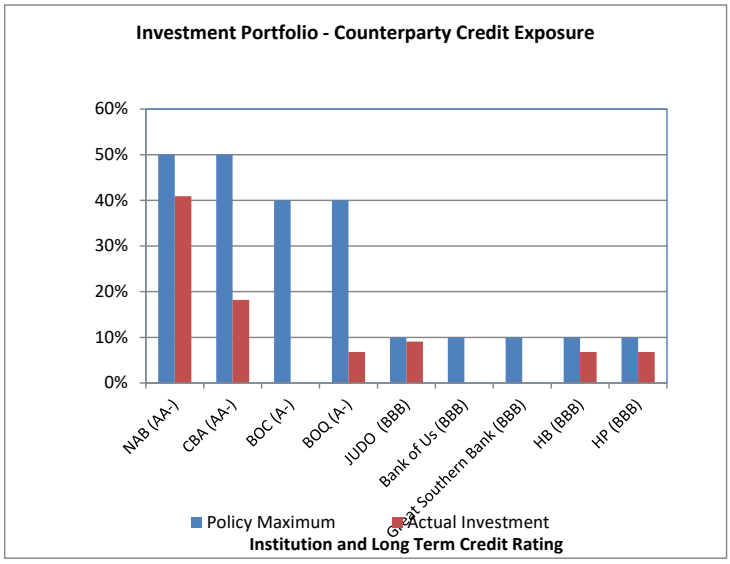
Investment Policy - Portfolio Risk Exposure
Council's investment policy provides a framework to manage the risks associated with financial investments.

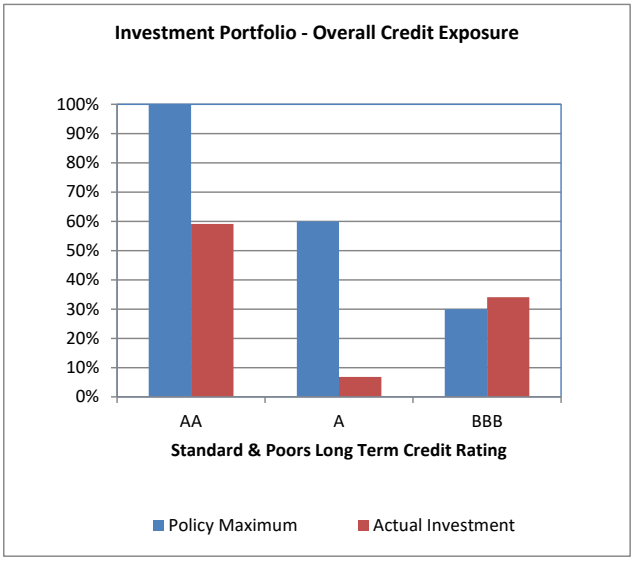
Portfolio - Terms of Maturity
Limits are placed on the term to maturity thereby reducing the impact of any significant change in interest rate markets and to provide liquidity.

Counterparty Credit Exposure
Exposure to an individual authorised deposit-taking institution (ADI) counterparty will be restricted by their credit rating so that single entity exposure is limited.

Overall Credit Exposure
To control the credit quality on the entire portfolio, limits are placed on the percentage exposed to any particular credit rating category.

The following charts demonstrate the current portfolio diversity and risk compliance with the policy framework.





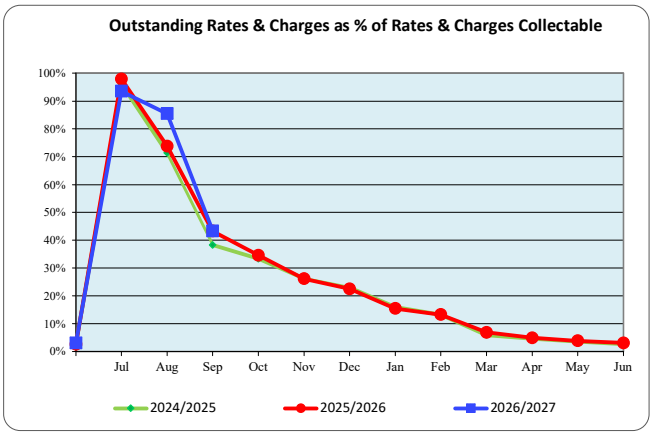
Shire of Dardanup

Notes to the Statement of Financial Activity
For the Period Ended 30 September 2026

7. Accounts Receivable as at 30 September 2026

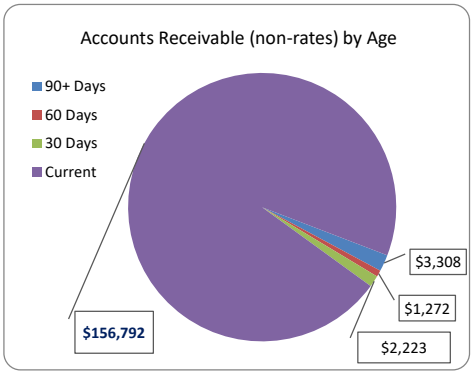
Rates and Charges Outstanding

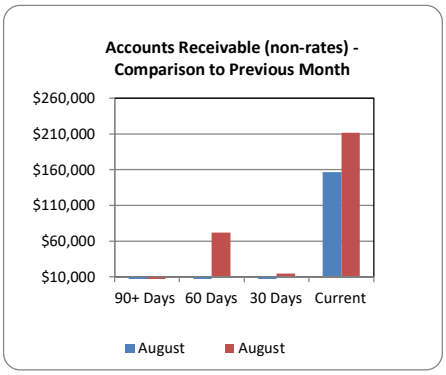
2026/27 annual rates were raised on 31 July 2026 and were due 23 September 2026 for payment in full or for the first of four instalments. The final instalment is due on 31 March 2027.
As at the reporting date, outstanding rates and charges, including pensioner deferred balances, totalled $10,125,401, representing 43.26% of collectible rates and charges. This is marginally lower than the 43.32% recorded at the same time last year. Management's target is to reduce outstanding rates and charges to below 4% of collectible rates and charges by 30 June.



Sundry Debtors Outstanding (non-rates)

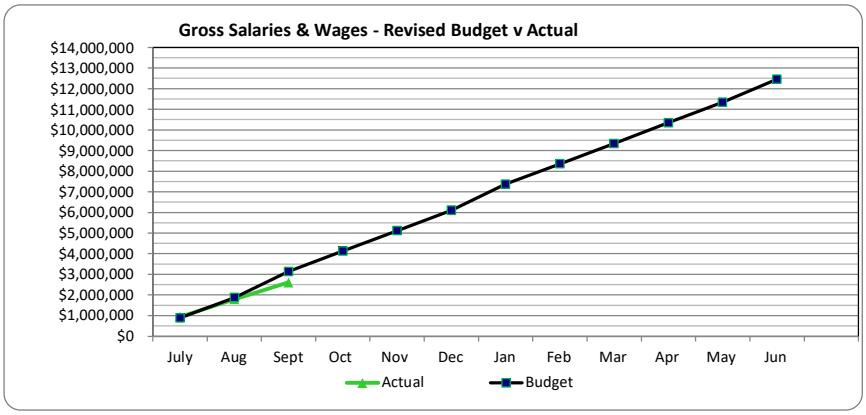
As at the reporting date, the total outstanding Sundry Debtors amount to $161,758.73. There are no significant overdue debts.





8. Salaries and Wages to 30 September 2026

At the reporting date, total salaries and wages expenditure is $2,612,028(20.96%) of the annual budget of $12,463,598 for the 2026/27 financial year.



Shire of Dardanup

Notes to the Statement of Financial Activity
For the Period Ended 30 September 2026

9. RATING INFORMATION

RATE TYPE	Rate in	Number of properties	Rateable value	2026/27 Budget rate revenue	2026/27 Budget interim rates	2026/27 Budget back rates	2026/27 Budget total revenue	2026/27 Actual total revenue	2025/26 Actual total revenue	2025/26 Budget total revenue
	$		$	$	$	$	$		$	$
Differential general rate or general rate										
Gross rental valuations										
Residential (including residential vacant)	0.086185	4,716	128,912,950	11,110,363	303,163	0	11,413,526	11,207,098	10,375,148	10,496,358
Commercial (including commercial vacant)	0.118744	63	16,283,221	1,933,535	0	0	1,933,535	1,933,535	1,804,488	1,804,488
Industrial (including industrial vacant)	0.113530	106	12,252,464	1,391,022	0	0	1,391,022	1,391,022	1,313,289	1,313,289
Rural residential (including rural residential vacai	0.085975	398	12,536,587	1,077,833	0	0	1,077,833	1,077,833	1,016,102	1,016,102
Accomodation	0.122746	2	460,980	56,583	0	0	56,583	56,583	53,452	53,452
UV Rural (including UV1, UV2, UV3 and Mining)	0.005335	528	428,393,638	2,285,480	0		2,285,480	2,286,670	2,143,581	2,143,581
Sub-Totals		5,813	598,839,840	17,854,816	303,163	0	18,157,979	17,952,742	16,706,059	16,827,270
	Minimum									
Minimum payment	$									
Gross rental valuations										
Residential (including residential vacant)	1,827.00	385	5,377,350	703,395	0	0	703,395	710,703	798,212	777,524
Commercial (including commercial vacant)	1,937.00	7	53,438	13,559	0	0	13,559	13,559	12,789	12,789
Industrial (including industrial vacant)	1,937.00	13	189,750	25,181	0	0	25,181	25,181	23,751	23,751
Rural residential (including rural residential vacai	1,937.00	126	1,530,867	244,062	0	0	244,062	244,062	232,029	232,029
Accomodation	1,937.00	0	0	0	0	0	0	0	0	0
UV Rural (including UV1, UV2, UV3 and Mining)	1,937.00	124	25,149,610	240,188	0	0	240,188	240,188	232,029	232,029
Sub-Totals		655	32,301,015	1,226,385	0	0	1,226,385	1,233,693	1,298,810	1,278,122
		6,468	631,140,855	19,081,201	303,163	0	19,384,364	19,186,435.00	18,004,869	18,105,392
Concession on general rates							(47,501)	(44,627)	(20,125)	(41,500)
Rates write-off								0	(289)	
Total amount raised from general rates							19,336,863	19,141,808	17,984,455	18,063,892
Specified area rates - bulk waste collection	0.001218	0	162,592	162,592			162,592	163,888	155,724	155,247
Specified area rates - Eaton landscaping	0.000834	0	114,958	114,958			114,958	116,054	153,803	153,278
Total specified area and ex gratia rates							277,550	279,942	309,527	308,525
Interim Back Rates										
Total rates							19,614,413	19,421,749	18,293,982	18,372,417

Shire of Dardanup

Notes to the Statement of Financial Activity
For the Period Ended 30 September 2026

10. INFORMATION ON BORROWINGS

Debenture Repayments

Particulars	Loan No.	Principal Opening Balance 1 July 2026	New Loans 2026/27		Principal Repayments 2026/27		Interest Repayments 2026/27		Principal Outstanding 30 September 2026	
		$	Actual $	Adopted Budget $	Actual $	Adopted Budget $	Actual $	Adopted Budget $	Actual $	Adopted Budget $
Community Amenities										
Wanju/Waterloo Industrial Park										
Developer Contribution Plans	70	388,450	0	0		75,476		5,325	388,450	312,974
Waste Bins (3 Bin System)	71	142,370	0	0	23,168	46,558	1,359	2,497	119,202	95,812
										0
Recreation and Culture										0
Glen Huon Oval Club Rooms	69	693,206	0	0	25,619	51,730	13,310	26,127	667,587	641,476
Eaton Oval Club Rooms	72	631,390	0	0	12,385	25,058	14,700	29,111	619,005	606,332
										0
Transport										0
Depot Land	66	113,135	0	0	36,955	74,661	2,302	3,853	76,181	38,474
										0
Other Property and Services										0
Library / Adminstration Centre (#1)	73	5,397,972	0	0	108,232	218,853	119,168	235,947	5,289,741	5,179,119
Library / Adminstration Centre (#2)	74	1,410,183	0	0		48,539		73,747	1,410,183	1,361,644
ERP	75	1,525,923	0	0		77,790		74,601	1,525,923	1,448,133
		10,302,629	0	0	206,358	618,665	150,839	451,208	10,096,271	9,683,964

All debenture repayments are financed by general purpose revenue.

Shire of Dardanup

Notes to the Statement of Financial Activity
For the Period Ended 30 September 2026

11. BUDGET AMENDMENTS

Amendments to the original budget since budget adoption. Surplus/(Deficit)

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Revised Budget Running Balance
				$	$	$	$
	Budget Adoption	Opening Surplus (Budgeted)			163,407		163,407
	Provisional adjustment in opening surplus c/f on 1 July 2026 (from $142,002 to $421,023)				279,021		442,428
22025	Increase by $16,000 unbudgeted for 2026/27 Perth Wildcats pre-season match and Community Basketball Clinic	OCM192-26 on 22/07/26	Other Materials & Contract			(16,000)	426,428
13045	Increase by $16,000 Sponsorship Revenue for 2026/27 Perth Wildcats pre-season match and Community Basketball Clinic	OCM192-26 on 22/07/26	Other Charges		16,000		442,428
12010	Increase from $500 to $33,500, being Grant funding to be received from Dept of Transport and Major Infras (DOTMI) - Coastal Adaptation and Protection Grant Program	OCM211-26 on 26/8/26	Operating Contributions		33,000		475,428
22010	Increase from $0 to $66,000 - for Eaton Foreshore Engineering Investigation Report	OCM211-26 on 26/8/26	Other Materials & Contract			(66,000)	409,428
19115	Increase from $490,908to $523,908, - for Eaton Foreshore Engineering Investigation Report	OCM211-26 on 26/8/26	Transfer from Parks & Reserves Upgrades Reserve		33,000		442,428
45120	Increase from $0 to $26,190 - for Fence Dainage Reserve - Camfield Street	OCM224-26 on 23/9/26	WIP - Parks & Ovals			(26,190)	416,238
19115	Increase by $26,190 from $523, 908 to $550,098, - for Fence Drainage Reserve in Camfield Street	OCM224-26 on 23/9/26	Transfer from Parks & Reserves Upgrades Reserve		26,190		442,428
43105	Increase from $0 to 63,476 for Ferguson BF Brigade Station	OCM226-26 on 23/9/26	WIP - Buildings			(63,746)	378,682
18005	Increase by $49,246 from $0 to $49,246 - Ferguson BF Brigade Station	OCM226-26 on 23/9/26	Non Operating Grants		49,246		427,928
19195	Increase by $14,500 from $339,950 to $354,450 - Ferguson BF Brigade Station	OCM226-26 on 23/9/26	Transfer from Building Maintenance Reserve		14,500		442,428
43105	Increase from $0 to $20,000 for Gnomesville Public Toilet updgrade	OCM226-26 on 23/9/26	WIP - Buildings			(20,000)	422,428
19195	Increase by $20,000 from $354,450 to $374,450 - Gnomesville Public Toilet updgrade	OCM226-26 on 23/9/26	Transfer from Building Maintenance Reserve		20,000		442,428
					634,364.07	**(191,936)**	**442,428**

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Monthly Statement of Financial Activity for the Period Ended 30th September 2026

RISK THEME PROFILE:

3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH/ PEOPLE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Non-compliance with the legislative requirements will raise compliance issues.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Non-compliance with the legislative requirements may lead to erosion of community confidence	Insignificant (1)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not Required.	Not required.	Not required.	Not required.

SHIRE OF DARDANUP
Schedule of Monthly Payments as at 30-09-2026

Payment Date	Method	EFT Batch No	Invoice Reference	Vendor Name	Description	Fund	Amount
EFT							
3/09/2026	EFT	EFT000305	PPI007420	Upper Ferguson Volunteer Bush Fire Brigade	Contribution to Brigades – Training Allowance 2026/27 FY	MUNICIPAL	$ 500.00
3/09/2026	EFT	EFT000305	PPI007456	Bradley Farrant	Allowance - August 2026	MUNICIPAL	$ 1,498.50
3/09/2026	EFT	EFT000305	PPI007527	Quay Perth Hotel	WALGA Convention - Additional Night Accommodation - Shire President	MUNICIPAL	$ 305.10
3/09/2026	EFT	EFT000305	PPI007557	Jetline Kerbing Contractors	Footpath Repairs and Reinstatement - Hale St & Millard St	MUNICIPAL	$ 3,520.00
3/09/2026	EFT	EFT000305	PPI007537	B L & R J Putt	FCO Allowance 2026/27	MUNICIPAL	$ 868.00
3/09/2026	EFT	EFT000305	PPI007535	Grant Ratcliffe	FCO Allowance 2026/27	MUNICIPAL	$ 868.00
3/09/2026	EFT	EFT000305	PPI007538	Jeffrey Robert Duncombe	FCO Allowance 2026/27	MUNICIPAL	$ 868.00
3/09/2026	EFT	EFT000305	PPI007536	Lyndon Damien Skeers	FCO Allowance 2026/27	MUNICIPAL	$ 868.00
3/09/2026	EFT	EFT000305	PPI007539	Neil W Dyer	FCO Allowance 2026/27	MUNICIPAL	$ 868.00
3/09/2026	EFT	EFT000305	PPI007471	Robert Drennan	Deputy FCO Allowance 2026/27	MUNICIPAL	$ 1,229.00
3/09/2026	EFT	EFT000305	PPI007558	JTagz Pty Ltd	Dog & Cat Registration Tags	MUNICIPAL	$ 504.08
3/09/2026	EFT	EFT000305	PPI007457	Krystal Laurentsch	Allowance - August 2026	MUNICIPAL	$ 1,498.50
3/09/2026	EFT	EFT000305	PPI007443	Western Australian Rangers Association Inc	2 x Rangers Conference	MUNICIPAL	$ 1,400.00
3/09/2026	EFT	EFT000305	PPI007432	Dardanup & Districts Residents Association	Council Allocation 2026/27 FY - Dardanup Times	MUNICIPAL	$ 1,350.00
3/09/2026	EFT	EFT000305	PPI007433	Dardanup & Districts Residents Association	Council Allocation 2026/27 - Traffic Management Anzac Day	MUNICIPAL	$ 2,100.00
3/09/2026	EFT	EFT000305	PPI007445	Our Lady of Lourdes School	Council Allocation 2026/27 - Annual School Award	MUNICIPAL	$ 150.00
3/09/2026	EFT	EFT000305	PPI007496	Brady Australia Pty Ltd T/as Seton Australia	50 x Magnetic Metal Clips for Name Badges	MUNICIPAL	$ 171.16
3/09/2026	EFT	EFT000305	PPI007512	Lonsdale Party Hire	ERC - Additional Cleaning Charge of Hired Chairs for Perth Wildcats Event - Remove Stickers	MUNICIPAL	$ 108.00
3/09/2026	EFT	EFT000305	PPI007508	Eaton Family Centre	Council Allocation 2026/27 - Eaton Community Centre (Eaton Community Hive)	MUNICIPAL	$ 9,900.00
3/09/2026	EFT	EFT000305	PPI007554	Sushiru	ERC - Sushi Platters for Cafe	MUNICIPAL	$ 220.00
3/09/2026	EFT	EFT000305	PPI007555	Sushiru	ERC - Sushi Platters for Cafe	MUNICIPAL	$ 165.00
3/09/2026	EFT	EFT000305	PPI007495	Angela Brooke	5 x CPR Training- Depot	MUNICIPAL	$ 250.00
3/09/2026	EFT	EFT000305	PPI007511	Nixon Bunbury Pty Ltd	ERC - Gym GPO Tripped Due to Roof Leaks	MUNICIPAL	$ 378.62
3/09/2026	EFT	EFT000305	PPI007446	The Print Shop	2026 Greater Bunbury Youth Leadership Stickers	MUNICIPAL	$ 162.80
3/09/2026	EFT	EFT000305	PPI007447	The Print Shop	6500 x Be Prepared Postcard 2026-2027 & Mailout	MUNICIPAL	$ 1,402.50
3/09/2026	EFT	EFT000305	PPI007530	Perfect Gym Solutions Pty Ltd	ERC Leisure Management SAAS Software SMS - August 2026	MUNICIPAL	$ 16.28
3/09/2026	EFT	EFT000305	PPI007423	City of Bunbury	Council Allocation 2026/27 FY - Skyfest	MUNICIPAL	$ 6,050.00
3/09/2026	EFT	EFT000305	PPI007434	Dardanup Rural Supplies	Irrigation Repair Parts - Dardanup Cemetery	MUNICIPAL	$ 17.10
3/09/2026	EFT	EFT000305	PPI007430	Diesel Force	Service - DA8457	MUNICIPAL	$ 1,216.76
3/09/2026	EFT	EFT000305	PPI007431	Diesel Force	Service - DA613	MUNICIPAL	$ 564.14
3/09/2026	EFT	EFT000305	PPI007506	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNICIPAL	$ 187.09
3/09/2026	EFT	EFT000305	PPI007507	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNICIPAL	$ 174.81
3/09/2026	EFT	EFT000305	PPI007560	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNICIPAL	$ 125.27
3/09/2026	EFT	EFT000305	PPI007424	Bunbury Mitsubishi & Holden	Oil Change and Repairs - DA005	MUNICIPAL	$ 969.94
3/09/2026	EFT	EFT000305	PPI007435	Dardy Cafe & Convenience Store	Milk for Dardanup Office & Depot	MUNICIPAL	$ 70.55
3/09/2026	EFT	EFT000305	PPI007470	Ferguson Bushfire Brigade	Contribution to Brigades – Training Allowance	MUNICIPAL	$ 500.00
3/09/2026	EFT	EFT000305	PPI007513	Kmart	ERC - Perth Wildcats Pre Game Function Items	MUNICIPAL	$ 204.00
3/09/2026	EFT	EFT000305	PPI007515	Kmart	200 x Notebooks - Youth Leadership Conference	MUNICIPAL	$ 868.50
3/09/2026	EFT	EFT000305	PPI007517	M & J Essential Solutions Pty Ltd	EAP Session	MUNICIPAL	$ 180.00
3/09/2026	EFT	EFT000305	PPI007525	State Library of Western Australia	Better Beginnings Book Packs - ECL	MUNICIPAL	$ 1,026.91
3/09/2026	EFT	EFT000305	PPI007509	Omnicom Media Group Australia Pty Ltd	Public Notice - Fire Control Officers 13/08/2026 SW Times	MUNICIPAL	$ 769.14
3/09/2026	EFT	EFT000305	PPI007510	Omnicom Media Group Australia Pty Ltd	Public Notice - Hard Waste Collection: 30/07/2026 - SW Times	MUNICIPAL	$ 647.37
3/09/2026	EFT	EFT000305	PPI007522	Omnicom Media Group Australia Pty Ltd	Public Notice - Fire Prevention Order: 13/08/2026 - SW Times	MUNICIPAL	$ 4,231.17
3/09/2026	EFT	EFT000305	PPI007532	Omnicom Media Group Australia Pty Ltd	Public Notice - RFT-F0429354: 15/08/2026 - The West Australian	MUNICIPAL	$ 1,314.34
3/09/2026	EFT	EFT000305	PPI007455	Annette Webster	Allowance - August 2026	MUNICIPAL	$ 1,498.50
3/09/2026	EFT	EFT000305	PPI007454	Anthony Charles Jenour	Allowance - August 2026	MUNICIPAL	$ 1,498.50
3/09/2026	EFT	EFT000305	PPI007564	Donna Bailye	Reimburse Fuel Purchase - DA329	MUNICIPAL	$ 92.02
3/09/2026	EFT	EFT000305	PPI007518	Illion Australian Pty Ltd (Tenderlink)	Tenderlink Public Notice Subscription: 08/09/2026-07/09/2027	MUNICIPAL	$ 3,080.00
3/09/2026	EFT	EFT000305	PPI007514	Insight Enterprises Australia Pty Ltd	Azure Hosting / Valo Councillor Portal	MUNICIPAL	$ 101.89
3/09/2026	EFT	EFT000305	PPI007458	Luke William Davies	Allowance - August 2026	MUNICIPAL	$ 1,498.50
3/09/2026	EFT	EFT000305	PPI007459	Mark Richard Hutchinson	Allowance - August 2026	MUNICIPAL	$ 1,498.50
3/09/2026	EFT	EFT000305	PPI007556	Regional Media Specialists P/L	Community News Advertising in the Bunbury Herald - August 2026	MUNICIPAL	$ 1,054.71
3/09/2026	EFT	EFT000305	PPI007461	Stacey Gillespie	Allowance - August 2026	MUNICIPAL	$ 2,212.50
3/09/2026	EFT	EFT000305	PPI007419	Team Global Express - Toll	Freight for Office Chair - PACE	MUNICIPAL	$ 145.85
3/09/2026	EFT	EFT000305	PPI007463	Waterloo Bushfire Brigade	Contribution to Brigades – Training Allowance 2026/27 FY	MUNICIPAL	$ 500.00
3/09/2026	EFT	EFT000305	PPI007427	Amity Signs	4 x Street Signs - Restricted Access	MUNICIPAL	$ 301.40
3/09/2026	EFT	EFT000305	PPI007498	Asahi Beverages Pty Ltd	ERC - Cafe Drinks	MUNICIPAL	$ 871.49
3/09/2026	EFT	EFT000305	PPI007436	Eve Yoga	Yoga Classes: 05-15/08/2026 - ERC	MUNICIPAL	$ 240.00
3/09/2026	EFT	EFT000305	PPI007437	Tutt Bryant Hire	Multi Roller Hire: 03/08/2026 - Butcher Rd	MUNICIPAL	$ 253.00
3/09/2026	EFT	EFT000305	PPI007524	Tutt Bryant Hire	Plant Trailer Hire - 31/07/26 to 31/08/26 - Martin Pelusey Rd	MUNICIPAL	$ 374.22

SHIRE OF DARDANUP
Schedule of Monthly Payments as at 30-09-2026

Payment Date	Method	EFT Batch No	Invoice Reference	Vendor Name	Description	Fund	Amount
3/09/2026	EFT	EFT000305	PPI007462	Tyrrell Gardiner	Allowance - August 2026	MUNICIPAL	$ 5,047.74
3/09/2026	EFT	EFT000305	PPI007472	Woolworths Group Limited - Online Order Only	ERC - Cafe Goods	MUNICIPAL	$ 295.60
3/09/2026	EFT	EFT000305	PPI007473	Woolworths Group Limited - Online Order Only	Stock for Council Chambers & Staff Kitchen	MUNICIPAL	$ 273.65
3/09/2026	EFT	EFT000305	PPI007474	Woolworths Group Limited - Online Order Only	ERC - Cafe Goods	MUNICIPAL	$ 413.59
3/09/2026	EFT	EFT000305	PPI007475	Woolworths Group Limited - Online Order Only	ERC - Cafe Goods	MUNICIPAL	$ 265.29
3/09/2026	EFT	EFT000305	PPI007476	Woolworths Group Limited - Online Order Only	Stock for Staff Kitchen	MUNICIPAL	$ 182.74
3/09/2026	EFT	EFT000305	PPI007477	Woolworths Group Limited - Online Order Only	ERC - Cafe Goods	MUNICIPAL	$ 157.24
3/09/2026	EFT	EFT000305	PPI007478	Woolworths Group Limited - Online Order Only	Cafe Stock, Storage, Cleaning & Function Items - ERC	MUNICIPAL	$ 690.25
3/09/2026	EFT	EFT000305	PPI007479	Woolworths Group Limited - Online Order Only	Depot Kitchen Supplies	MUNICIPAL	$ 138.60
3/09/2026	EFT	EFT000305	PPI007480	Woolworths Group Limited - Online Order Only	ERC - Cafe Goods	MUNICIPAL	$ 160.39
3/09/2026	EFT	EFT000305	PPI007481	Woolworths Group Limited - Online Order Only	CEO 15 - Depot Kitchen Supplies	MUNICIPAL	$ 171.66
3/09/2026	EFT	EFT000305	PPI007482	Woolworths Group Limited - Openpay Portal	Milk for Staff Kitchen	MUNICIPAL	$ 45.45
3/09/2026	EFT	EFT000305	PPI007483	Woolworths Group Limited - Openpay Portal	ERC - Cafe Goods - Perth Wildcats Event	MUNICIPAL	$ 102.00
3/09/2026	EFT	EFT000305	PPI007484	Woolworths Group Limited - Openpay Portal	Recognition of Service Vouchers	MUNICIPAL	$ 450.00
3/09/2026	EFT	EFT000305	PPI007485	Woolworths Group Limited - Openpay Portal	ERC - Wildcats Event	MUNICIPAL	$ 34.65
3/09/2026	EFT	EFT000305	PPI007486	Woolworths Group Limited - Openpay Portal	Depot Morning Tea	MUNICIPAL	$ 77.85
3/09/2026	EFT	EFT000305	PPI007487	Woolworths Group Limited - Openpay Portal	Milk for Staff Kitchen	MUNICIPAL	$ 45.45
3/09/2026	EFT	EFT000305	PPI007488	Woolworths Group Limited - Openpay Portal	Stain Removal Supplies for Couches - Eaton Admin	MUNICIPAL	$ 25.98
3/09/2026	EFT	EFT000305	PPI007489	Woolworths Group Limited - Openpay Portal	Milk for Staff Kitchen	MUNICIPAL	$ 38.35
3/09/2026	EFT	EFT000305	PPI007490	Woolworths Group Limited - Openpay Portal	YAG Monthly Meeting Catering	MUNICIPAL	$ 39.30
3/09/2026	EFT	EFT000305	PPI007491	Woolworths Group Limited - Openpay Portal	Gift Voucher - Staff Farewell Gift	MUNICIPAL	$ 200.00
3/09/2026	EFT	EFT000305	PPI007497	Boyles Plumbing And Gas	ERC - Urinal Repairs	MUNICIPAL	$ 385.00
3/09/2026	EFT	EFT000305	PPI007505	Bunnings Group Limited - Account 197942	Culvert Repair - Ferguson Rd	MUNICIPAL	$ 120.81
3/09/2026	EFT	EFT000305	PPI007425	Capel Tree Service	Verge Tree Pruning - Apsley Circle	MUNICIPAL	$ 2,750.00
3/09/2026	EFT	EFT000305	PPI007426	Capel Tree Service	Tree Removal - Belvedere Cres & Tree Pruning - Austin St	MUNICIPAL	$ 2,200.00
3/09/2026	EFT	EFT000305	PPI007464	Choiceone Pty Ltd	Labour Hire: 10-16/08/2026 - Parks	MUNICIPAL	$ 2,671.28
3/09/2026	EFT	EFT000305	PPI007465	Choiceone Pty Ltd	Labour Hire: 17-23/08/2026 - Parks	MUNICIPAL	$ 2,245.87
3/09/2026	EFT	EFT000305	PPI007466	Choiceone Pty Ltd	Labour Hire: 17-23/08/2026 - Parks	MUNICIPAL	$ 1,526.45
3/09/2026	EFT	EFT000305	PPI007562	Bunbury Coffee Machines	ERC - Cafe Goods	MUNICIPAL	$ 632.50
3/09/2026	EFT	EFT000305	PPI007501	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNICIPAL	$ 280.05
3/09/2026	EFT	EFT000305	PPI007526	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNICIPAL	$ 266.70
3/09/2026	EFT	EFT000305	PPI007528	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNICIPAL	$ 4,045.25
3/09/2026	EFT	EFT000305	PPI007529	PFD Food Services Pty Ltd	ERC - Stock for Perth Wildcats Pre Game Function	MUNICIPAL	$ 967.25
3/09/2026	EFT	EFT000305	PPI007429	DSW - Down South Wholesale Bunbury	Cleaning Products - 6 x Buildings	MUNICIPAL	$ 571.60
3/09/2026	EFT	EFT000305	PPI007500	DSW - Down South Wholesale Bunbury	Toilet Rolls for 3 x Public Toilets	MUNICIPAL	$ 215.60
3/09/2026	EFT	EFT000305	PPI007502	DSW - Down South Wholesale Bunbury	ERC - Cleaning Supplies	MUNICIPAL	$ 567.40
3/09/2026	EFT	EFT000305	PPI007503	DSW - Down South Wholesale Bunbury	Cleaning Supplies - Eaton Admin	MUNICIPAL	$ 483.25
3/09/2026	EFT	EFT000305	PPI007504	DSW - Down South Wholesale Bunbury	Paper Towel Dispenser for Ambulant Bathroom - Glen Huon Change Rooms	MUNICIPAL	$ 110.00
3/09/2026	EFT	EFT000305	PPI007519	Harcher - WA Distributors Pty Ltd	ERC - Cafe Goods	MUNICIPAL	$ 898.65
3/09/2026	EFT	EFT000305	PPI007551	WALGA	Strategic Policy Development & Decision Making Training - Cr Farrant & Trevathan	MUNICIPAL	$ 2,860.00
3/09/2026	EFT	EFT000305	PPI007552	WALGA	Strategic Decision Making Training - Cr Laurentsch	MUNICIPAL	$ 715.00
3/09/2026	EFT	EFT000305	PPI007553	WALGA	Delegation and Authorisation - Essentials - Governance Admin Officer	MUNICIPAL	$ 682.00
3/09/2026	EFT	EFT000305	PPI007563	West Australian Newspapers Ltd	Advert for Cyber Awareness Program: 23/07/2026	MUNICIPAL	$ 220.00
3/09/2026	EFT	EFT000305	PPI007523	Winc Australia Pty Ltd	2 x iPhone Cases - Rangers	MUNICIPAL	$ 104.02
3/09/2026	EFT	EFT000305	PPI007531	Winc Australia Pty Ltd	Re-Stocking Fee for Returned iPhone Case - Rangers	MUNICIPAL	$ 10.95
3/09/2026	EFT	EFT000305	PPI007442	Work Clobber - Bunbury	Uniform - Ranger	MUNICIPAL	$ 142.20
3/09/2026	EFT	EFT000305	PPI007444	Work Clobber - Bunbury	Uniform - Works Staff	MUNICIPAL	$ 361.20
3/09/2026	EFT	EFT000305	PPI007550	Brett Hodgson	ERC Umpire Payment: 02/09/2026	MUNICIPAL	$ 83.40
3/09/2026	EFT	EFT000305	PPI007541	Christine Worsfold	ERC Umpire Payment: 01/09/2026	MUNICIPAL	$ 111.20
3/09/2026	EFT	EFT000305	PPI007548	Donna Bastow	ERC Umpire Payment: 02/09/2026	MUNICIPAL	$ 111.20
3/09/2026	EFT	EFT000305	PPI007543	John Thompson	ERC Umpire Payment: 02/09/2026	MUNICIPAL	$ 55.60
3/09/2026	EFT	EFT000305	PPI007546	Kenneth Ross Pomare	ERC Umpire Payment: 02/09/2026	MUNICIPAL	$ 83.40
3/09/2026	EFT	EFT000305	PPI007542	Lily Knight	ERC Umpire Payment: 01/09/2026	MUNICIPAL	$ 111.20
3/09/2026	EFT	EFT000305	PPI007549	Te Wairimu Elinor Pomare	ERC Umpire Payment: 02/09/2026	MUNICIPAL	$ 111.20
3/09/2026	EFT	EFT000305	PPI007499	AE Hoskins Building Services	Investigate Water Leak to Playgroup - Dardanup Community Centre	MUNICIPAL	$ 396.00
3/09/2026	EFT	EFT000305	PPI007547	Benjamin Fishwick	ERC Umpire Payment: 02/09/2026	MUNICIPAL	$ 83.40
3/09/2026	EFT	EFT000305	PPI007448	Stantons International Audit And Consulting Pty Ltd	Probity Services: FOGO Processing	MUNICIPAL	$ 534.60
3/09/2026	EFT	EFT000305	PPI007449	Traffic Force Group Pty Ltd	Traffic Control: 19-20/08/2026 - Eaton Dr	MUNICIPAL	$ 1,972.90
3/09/2026	EFT	EFT000305	PPI007421	Tailorwood Construction Pty Ltd	Refund Overpaid BSL - BA 26270028	MUNICIPAL	$ 51.41
3/09/2026	EFT	EFT000305	PPI007540	Russell Harvie	FCO Allowance 2026/27	MUNICIPAL	$ 868.00
3/09/2026	EFT	EFT000305	PPI007544	Izak John Walker	ERC Umpire Payment: 02/09/2026	MUNICIPAL	$ 55.60

SHIRE OF DARDANUP
Schedule of Monthly Payments as at 30-09-2026

Payment Date	Method	EFT Batch No	Invoice Reference	Vendor Name	Description	Fund	Amount
3/09/2026	EFT	EFT000305	PPI007439	Karingal St Laurence Ltd T/as GenU	Removal of Graffiti From Footpath - Sindhi Park	MUNICIPAL	$ 600.85
3/09/2026	EFT	EFT000305	PPI007545	Mia Warren	ERC Umpire Payment: 02/09/2026	MUNICIPAL	$ 83.40
3/09/2026	EFT	EFT000305	PPI007450	Golden West Plumbing & Drainage	Secure Sink Mixer in Changeroom & Replace 2 x Push Button Taps - ERC	MUNICIPAL	$ 725.00
3/09/2026	EFT	EFT000305	PPI007520	Golden West Plumbing & Drainage	Don Hewison Centre Public Toilets - Call Out to Investigate and Unblock Female Toilet	MUNICIPAL	$ 270.00
3/09/2026	EFT	EFT000305	PPI007521	Golden West Plumbing & Drainage	Willington Mill Public Toilet - Replace Broken Basin P-Trap	MUNICIPAL	$ 294.00
3/09/2026	EFT	EFT000305	PPI007428	Country Water & Country Landscaping	Call-Out - Dardanup Cemetery - Repairs to Broken Wiring	MUNICIPAL	$ 547.45
3/09/2026	EFT	EFT000305	PPI007460	Ruby Trevathan	Allowance - August 2026	MUNICIPAL	$ 1,498.50
3/09/2026	EFT	EFT000305	PPI007533	Ruby Trevathan	Childcare & Travel Claim: 01/07-24/08/2026	MUNICIPAL	$ 833.76
3/09/2026	EFT	EFT000305	PPI007422	Patrycja Skrzypczak	Reimburse Parking Paid Whilst Attending Training - ERC Staff	MUNICIPAL	$ 32.31
3/09/2026	EFT	EFT000305	PPI007559	BrightMark Group Pty Ltd	Cleaning of 5 x Public Toilets	MUNICIPAL	$ 218.98
3/09/2026	EFT	EFT000305	PPI007451	VMG Hire & Sales	Crowd Control Fencing and Portable Toilets for Perth Wildcats Event - ERC	MUNICIPAL	$ 1,540.00
3/09/2026	EFT	EFT000305	PPI007561	ASP Security	3 x Security Officers for Perth Wildcats Event - ERC	MUNICIPAL	$ 790.63
3/09/2026	EFT	EFT000305	PPI007492	Nyomi Curtin	Refund of Court Hire Due to Training Schedule Change	MUNICIPAL	$ 99.00
3/09/2026	EFT	EFT000305	PPI007438	Joondalup Resort Golf Management Pty Ltd	Accommodation Whilst Attending Conference: 17/09/2026 - 2 x Rangers	MUNICIPAL	$ 544.00
3/09/2026	EFT	EFT000305	PPI007516	Nesuto Mounts bay	Leisure Institute WA Conference Accommodation - 2 x ERC Staff	MUNICIPAL	$ 335.00
3/09/2026	EFT	EFT000305	PPI007441	Paul Knowles	Reimburse WWC Check Fee	MUNICIPAL	$ 87.00
3/09/2026	EFT	EFT000305	PPI007469	Elizabeth Walsh	Refund BSL Due to BA 25260361 Refused	MUNICIPAL	$ 232.90
3/09/2026	EFT	EFT000305	PPI007493	Marie Campbell	Refund Cat Cage Hire Bond	MUNICIPAL	$ 150.00
3/09/2026	EFT	EFT000305	PPI007494	Kerry Ann Scarlett	Rates Refund - A2272 - Overpayment due to direct debit	MUNICIPAL	$ 3,882.80
3/09/2026	EFT	EFT000305	PPI007452	Analise Jackson	Rates Refund - A2684 - Overpayment due to direct debit	MUNICIPAL	$ 2,492.18
4/09/2026	EFT	EFT000306	PV000357	Super Clearing House	Superannuation Contribution	MUNICIPAL	$ 844.78
4/09/2026	EFT	EFT000306	PV000358	Super Clearing House	Superannuation Contribution	MUNICIPAL	$ 70.04
10/09/2026	EFT	EFT000309	PPI007628	Sage Consulting Engineers Pty Ltd	Specialist Services Required for Pole and Drawing Approvals - Glen Huon Oval Upgrade	MUNICIPAL	$ 5,940.00
10/09/2026	EFT	EFT000309	PPI007597	Corenne Lynn - Fairy Threads & Tales	Sewing Workshops: 21 & 28/08/2026 - Make it Space	MUNICIPAL	$ 750.00
10/09/2026	EFT	EFT000309	PPI007576	Greater Bunbury Repair Cafe Inc	Repair Workshop: 03/09/2026 - Make it Space	MUNICIPAL	$ 200.00
10/09/2026	EFT	EFT000309	PPI007593	Eaton Community Hive Inc	Round 1 2026 - 2027 Community Grant Resolution # 210 - 26	MUNICIPAL	$ 1,100.00
10/09/2026	EFT	EFT000309	PPI007590	BCE Surveying Pty Ltd	Standard Survey Mark Relocation: Ann Street & Hamilton Road	MUNICIPAL	$ 2,299.00
10/09/2026	EFT	EFT000309	PPI007616	Officeworks Superstores Pty Ltd	2 x iPhone Cases - Rangers	MUNICIPAL	$ 238.00
10/09/2026	EFT	EFT000309	PPI007617	Officeworks Superstores Pty Ltd	15 x Office Chairs - West Dardanup BFB	MUNICIPAL	$ 2,235.00
10/09/2026	EFT	EFT000309	PPI007618	Officeworks Superstores Pty Ltd	Wristbands for Perth Wildcats Junior Clinics - ERC	MUNICIPAL	$ 98.81
10/09/2026	EFT	EFT000309	PPI007620	Officeworks Superstores Pty Ltd	Memory Foam Seat Cushion - Finance Officer	MUNICIPAL	$ 40.00
10/09/2026	EFT	EFT000309	PPI007589	Bunbury Towing	Tow Abandoned Vehicle From: Watson Reserve	MUNICIPAL	$ 213.40
10/09/2026	EFT	EFT000309	PPI007623	Kathy Houden	Rates Refund - A10606 - Overpayment	MUNICIPAL	$ 1,500.00
10/09/2026	EFT	EFT000309	PPI007595	Eaton Environmental Services	Pest Control - 9 x Public Toilets	MUNICIPAL	$ 1,254.00
10/09/2026	EFT	EFT000309	PPI007632	Fulton Hogan Industries WA	Asphalt Repairs to 5 x Roads	MUNICIPAL	$ 2,304.50
10/09/2026	EFT	EFT000309	PPI007625	Construction Training Fund : BCITF	BCITF Remittance - August 2026	MUNICIPAL	$ 571.75
10/09/2026	EFT	EFT000309	PPI007602	Malatesta Road Paving And Hotmix	Patching & Road Repairs - Ferguson Road	MUNICIPAL	$ 270.00
10/09/2026	EFT	EFT000309	PPI007629	Malatesta Road Paving And Hotmix	Asphalt - Waratah Court Renewal	MUNICIPAL	$ 80,192.42
10/09/2026	EFT	EFT000309	PPI007608	Kmart	Materials for Art Club Programs - ECL	MUNICIPAL	$ 59.00
10/09/2026	EFT	EFT000309	PPI007601	Local Government Professionals Australia WA	Intellectual Property Rights Fundamentals Training Program - Manager Financial Services	MUNICIPAL	$ 1,480.00
10/09/2026	EFT	EFT000309	PPI007591	Elliotts Irrigation Pty Ltd	Repairs and Maintenance on Filter System - Watsons Reserve	MUNICIPAL	$ 2,083.13
10/09/2026	EFT	EFT000309	PPI007614	Tecon WA Pty Ltd	Preliminary BCA Assessment of Sealing Cover - Upgrade to Glen Huon Oval	MUNICIPAL	$ 1,650.00
10/09/2026	EFT	EFT000309	PPI007574	Andrew White	Reimburse Starlink Internet: 22/08-22/09/2026	MUNICIPAL	$ 150.00
10/09/2026	EFT	EFT000309	PPI007575	Andrew White	Reimburse Starlink Internet: 22/07-22/08/2026	MUNICIPAL	$ 150.00
10/09/2026	EFT	EFT000309	PPI007596	Deputec Pty Ltd	Rostering License for ERC - August 2026	MUNICIPAL	$ 400.79
10/09/2026	EFT	EFT000309	PPI007631	Grace Records Management	External Records Management - Storage & Destruction	MUNICIPAL	$ 827.93
10/09/2026	EFT	EFT000309	PPI007607	Les Mills Asia Pacific	ERC Group Fitness Program Licensing - September 2026	MUNICIPAL	$ 1,464.13
10/09/2026	EFT	EFT000309	PPI007605	Naturaliste Hygiene	Pick Up and Disposal of Sharps Containers - Eaton Foreshore & Watson Reserve Public Toilets	MUNICIPAL	$ 185.00
10/09/2026	EFT	EFT000309	PPI007627	Scope Rentals Pty Ltd	Managed Print Service: Usage - August 2026	MUNICIPAL	$ 2,230.83
10/09/2026	EFT	EFT000309	PPI007634	Scope Rentals Pty Ltd	Managed Print Service: Rental - September 2026	MUNICIPAL	$ 2,675.20
10/09/2026	EFT	EFT000309	PPI007604	MyOSH - The Trustee For AM2 & FM2 Trust	Myosh Monthly Subscription - September 2026	MUNICIPAL	$ 653.40
10/09/2026	EFT	EFT000309	PPI007586	Choiceone Pty Ltd	Labour Hire: 24-30/08/2026 - Parks	MUNICIPAL	$ 2,130.67
10/09/2026	EFT	EFT000309	PPI007587	Choiceone Pty Ltd	Labour Hire: 24-30/08/2026 - Parks	MUNICIPAL	$ 2,212.85
10/09/2026	EFT	EFT000309	PPI007588	Choiceone Pty Ltd	Labour Hire: 24-30/08/2026 - Parks	MUNICIPAL	$ 1,590.05
10/09/2026	EFT	EFT000309	PPI007577	Ampol Australia Petroleum Pty Ltd	Shire Vehicles Fuel Usage - August 2026	MUNICIPAL	$ 13,421.02
			01/08/2026	*DA005*	*Fuel*	*$ 102.71*	
			01/08/2026	*DA004*	*Fuel*	*$ 114.05*	
			01/08/2026	*DA0*	*Fuel*	*$ 62.79*	
			01/08/2026	*1IQB365*	*Fuel*	*$ 61.74*	
			03/08/2026	*DA9581*	*Fuel*	*$ 248.72*	
			03/08/2026	*008DA*	*Fuel*	*$ 103.63*	

SHIRE OF DARDANUP
Schedule of Monthly Payments as at 30-09-2026

Payment Date	Method	EFT Batch No	Invoice Reference	Vendor Name	Description	Fund	Amount
			03/08/2026	*1IGG686*	*Fuel*	*$*	*58.59*
			03/08/2026	*DA10181*	*Fuel*	*$*	*67.00*
			04/08/2026	*DA005*	*Fuel*	*$*	*118.97*
			04/08/2026	*DA8222*	*Fuel*	*$*	*84.32*
			04/08/2026	*DA10091*	*Fuel*	*$*	*110.61*
			04/08/2026	*1IGG686*	*Fuel*	*$*	*32.45*
			05/08/2026	*DA329*	*Fuel*	*$*	*97.96*
			06/08/2026	*DA0*	*Fuel*	*$*	*92.04*
			06/08/2026	*DA955*	*Fuel*	*$*	*127.22*
			06/08/2026	*DA9605*	*Fuel*	*$*	*85.96*
			06/08/2026	*DA994*	*Fuel*	*$*	*116.74*
			06/08/2026	*DA993*	*Fuel*	*$*	*171.97*
			06/08/2026	*DA995*	*Fuel*	*$*	*135.76*
			07/08/2026	*DA1314*	*Fuel*	*$*	*112.32*
			07/08/2026	*DA8222*	*Fuel*	*$*	*103.59*
			07/08/2026	*DA429*	*Fuel*	*$*	*78.57*
			07/08/2026	*DA10091*	*Fuel*	*$*	*68.36*
			07/08/2026	*DA613*	*Fuel*	*$*	*166.77*
			07/08/2026	*DA10817*	*Fuel*	*$*	*132.84*
			09/08/2026	*DA005*	*Fuel*	*$*	*150.42*
			10/08/2026	*DA004*	*Fuel*	*$*	*125.34*
			10/08/2026	*DA588*	*Fuel*	*$*	*119.34*
			10/08/2026	*DA648*	*Fuel*	*$*	*177.21*
			10/08/2026	*1IGG686*	*Fuel*	*$*	*89.09*
			10/08/2026	*DA995*	*Fuel*	*$*	*118.83*
			10/08/2026	*DA017*	*Fuel*	*$*	*154.59*
			11/08/2026	*DA8457*	*Fuel*	*$*	*240.45*
			11/08/2026	*HIRE PLANT*	*Fuel*	*$*	*70.81*
			11/08/2026	*DA988*	*Fuel*	*$*	*146.60*
			11/08/2026	*DA10181*	*Fuel*	*$*	*81.28*
			12/08/2026	*DA9287*	*Fuel*	*$*	*151.28*
			12/08/2026	*DA10091*	*Fuel*	*$*	*39.71*
			12/08/2026	*DA9219*	*Fuel*	*$*	*276.89*
			13/08/2026	*DA8200*	*Fuel*	*$*	*171.83*
			13/08/2026	*DA1314*	*Fuel*	*$*	*73.07*
			13/08/2026	*DA8673*	*Fuel*	*$*	*128.69*
			13/08/2026	*DA10091*	*Fuel*	*$*	*104.83*
			13/08/2026	*1IGG686*	*Fuel*	*$*	*55.29*
			13/08/2026	*DA994*	*Fuel*	*$*	*140.81*
			13/08/2026	*DA995*	*Fuel*	*$*	*118.47*
			14/08/2026	*DA955*	*Fuel*	*$*	*99.65*
			14/08/2026	*DA8222*	*Fuel*	*$*	*102.46*
			14/08/2026	*008DA*	*Fuel*	*$*	*95.12*
			14/08/2026	*DA10091*	*Fuel*	*$*	*41.21*
			14/08/2026	*DA9605*	*Fuel*	*$*	*42.25*
			14/08/2026	*DA993*	*Fuel*	*$*	*153.19*
			14/08/2026	*DA9668*	*Fuel*	*$*	*114.78*
			14/08/2026	*HIRE PLANT*	*Fuel*	*$*	*87.07*
			17/08/2026	*DA9287*	*Fuel*	*$*	*149.74*
			18/08/2026	*DA628*	*Fuel*	*$*	*164.08*
			18/08/2026	*DA10091*	*Fuel*	*$*	*101.14*
			18/08/2026	*1IGG686*	*Fuel*	*$*	*74.31*
			18/08/2026	*DA9219*	*Fuel*	*$*	*147.93*
			18/08/2026	*HIRE PLANT*	*Fuel*	*$*	*80.52*
			19/08/2026	*DA996*	*Fuel*	*$*	*172.89*
			19/08/2026	*DA995*	*Fuel*	*$*	*112.77*
			20/08/2026	*DA8457*	*Fuel*	*$*	*90.66*
			20/08/2026	*DA004*	*Fuel*	*$*	*121.41*
			20/08/2026	*DA0*	*Fuel*	*$*	*108.75*
			20/08/2026	*DA8222*	*Fuel*	*$*	*92.87*
			20/08/2026	*DA429*	*Fuel*	*$*	*96.17*

SHIRE OF DARDANUP
Schedule of Monthly Payments as at 30-09-2026

Payment Date	Method	EFT Batch No	Invoice Reference	Vendor Name	Description	Fund	Amount
			20/08/2026	*DA648*	*Fuel*	*$*	*114.64*
			20/08/2026	*DA9376*	*Fuel*	*$*	*134.01*
			20/08/2026	*DA994*	*Fuel*	*$*	*131.43*
			20/08/2026	*DA993*	*Fuel*	*$*	*142.60*
			20/08/2026	*DA997*	*Fuel*	*$*	*99.72*
			20/08/2026	*DA017*	*Fuel*	*$*	*169.03*
			21/08/2026	*DA588*	*Fuel*	*$*	*161.44*
			21/08/2026	*DA1314*	*Fuel*	*$*	*39.24*
			21/08/2026	*DA9287*	*Fuel*	*$*	*106.32*
			21/08/2026	*008DA*	*Fuel*	*$*	*55.75*
			21/08/2026	*DA10091*	*Fuel*	*$*	*68.99*
			21/08/2026	*DA329*	*Fuel*	*$*	*95.93*
			21/08/2026	*DA9605*	*Fuel*	*$*	*42.27*
			21/08/2026	*HIRE PLANT*	*Fuel*	*$*	*72.76*
			23/08/2026	*DA10181*	*Fuel*	*$*	*77.80*
			24/08/2026	*DA9581*	*Fuel*	*$*	*267.98*
			24/08/2026	*DA994*	*Fuel*	*$*	*130.70*
			24/08/2026	*DA613*	*Fuel*	*$*	*159.31*
			24/08/2026	*DA10817*	*Fuel*	*$*	*115.75*
			25/08/2026	*DA8200*	*Fuel*	*$*	*161.07*
			25/08/2026	*DA8457*	*Fuel*	*$*	*160.39*
			25/08/2026	*DA8222*	*Fuel*	*$*	*136.12*
			25/08/2026	*DA563*	*Fuel*	*$*	*91.83*
			25/08/2026	*DA10091*	*Fuel*	*$*	*101.44*
			25/08/2026	*DA995*	*Fuel*	*$*	*138.92*
			26/08/2026	*DA005*	*Fuel*	*$*	*110.09*
			26/08/2026	*DA955*	*Fuel*	*$*	*122.18*
			26/08/2026	*DA1314*	*Fuel*	*$*	*84.71*
			26/08/2026	*DA996*	*Fuel*	*$*	*184.97*
			27/08/2026	*1IGG686*	*Fuel*	*$*	*56.12*
			27/08/2026	*DA9605*	*Fuel*	*$*	*21.99*
			28/08/2026	*DA005*	*Fuel*	*$*	*106.29*
			28/08/2026	*DA004*	*Fuel*	*$*	*127.33*
			28/08/2026	*DA588*	*Fuel*	*$*	*156.05*
			28/08/2026	*DA1314*	*Fuel*	*$*	*64.56*
			28/08/2026	*DA8673*	*Fuel*	*$*	*161.35*
			28/08/2026	*DA10091*	*Fuel*	*$*	*99.42*
			28/08/2026	*DA9605*	*Fuel*	*$*	*52.04*
			28/08/2026	*DA994*	*Fuel*	*$*	*157.40*
			28/08/2026	*DA993*	*Fuel*	*$*	*169.52*
			28/08/2026	*DA995*	*Fuel*	*$*	*126.17*
			28/08/2026	*DA017*	*Fuel*	*$*	*150.98*
			30/08/2026	*DA9668*	*Fuel*	*$*	*132.78*
			31/07/2026	*DA1314*	*Fuel*	*$*	*86.87*
			31/07/2026	*DA993*	*Fuel*	*$*	*130.55*
			31/07/2026	*DA017*	*Fuel*	*$*	*143.57*
			31/08/2026	*DA005*	*Fuel*	*$*	*116.31*
			31/08/2026	*008DA*	*Fuel*	*$*	*110.83*
			31/08/2026	*1IGG686*	*Fuel*	*$*	*60.37*
			31/08/2026	*DA10181*	*Fuel*	*$*	*73.65*
10/09/2026	EFT	EFT000309	PPI007603	McLeods Lawyers Pty Ltd	Legal Advice on the Management of Reserve 131787	MUNICIPAL	$ 2,550.50
10/09/2026	EFT	EFT000309	PPI007599	Nutrien Ag Solutions	Tree Guards & Bamboo Stakes - Pratt Rd Reserve	MUNICIPAL	$ 1,039.50
10/09/2026	EFT	EFT000309	PPI007600	Nutrien Ag Solutions	Weed Control for Verges	MUNICIPAL	$ 1,386.00
10/09/2026	EFT	EFT000309	PPI007610	Nutrien Ag Solutions	Tree Ties for Planting Program - Eaton Dr	MUNICIPAL	$ 352.00
10/09/2026	EFT	EFT000309	PPI007624	DSW - Down South Wholesale Bunbury	ERC - Cleaning Supplies	MUNICIPAL	$ 145.00
10/09/2026	EFT	EFT000309	PPI007630	RTV Computers Pty Ltd	Hand Held Scanner - Eaton Admin	MUNICIPAL	$ 313.50
10/09/2026	EFT	EFT000309	PPI007612	Southern Lock And Security	Replace 6 x Generator Cam Locks & Supply 2 x New Generator Cam Locks & Key Alike - Eaton Admin	MUNICIPAL	$ 438.40
10/09/2026	EFT	EFT000309	PPI007565	Synergy	Electricity - Townsite Street Lights: 25/07-24/08/2026	MUNICIPAL	$ 31,349.77
10/09/2026	EFT	EFT000309	PPI007566	Synergy	Electricity - Standpipe at Harold Douglas Drive: 04/07-01/09/2026	MUNICIPAL	$ 127.73
10/09/2026	EFT	EFT000309	PPI007567	Synergy	Electricity - Dardanup Cemetery, Garvey Rd: 04/07-01/09/2026	MUNICIPAL	$ 141.86
10/09/2026	EFT	EFT000309	PPI007568	Synergy	Electricity - Auxiliary Lighting, Streetlights and Irrigation Control: 28/07-27/08/2026	MUNICIPAL	$ 498.78

SHIRE OF DARDANUP
Schedule of Monthly Payments as at 30-09-2026

Payment Date	Method	EFT Batch No	Invoice Reference	Vendor Name	Description	Fund	Amount
10/09/2026	EFT	EFT000309	PPI007569	Synergy	Electricity - Lot 501 Sandpits Rd: 30/06-31/08/2026	MUNICIPAL	$ 571.82
10/09/2026	EFT	EFT000309	PPI007570	Synergy	Electricity - West Dardanup BFB: 04/07-01/09/2026	MUNICIPAL	$ 246.99
10/09/2026	EFT	EFT000309	PPI007621	Synergy	Electricity - Dardanup Hall & Office: 08/07-03/09/2026	MUNICIPAL	$ 1,129.60
10/09/2026	EFT	EFT000309	PPI007622	Synergy	Electricity - Don Hewison Centre: 08/07-03/09/2026	MUNICIPAL	$ 250.50
10/09/2026	EFT	EFT000309	PPI007619	Work Clobber - Bunbury	3 x All Weather Jackets - Rangers	MUNICIPAL	$ 364.35
10/09/2026	EFT	EFT000309	PPI007585	Bunbury Toyota	Service & Panel Replacement - DA10181	MUNICIPAL	$ 649.64
10/09/2026	EFT	EFT000309	PPI007633	AE Hoskins Building Services	Investigate Water Leak - Glen Huon Club Rooms	MUNICIPAL	$ 396.00
10/09/2026	EFT	EFT000309	PPI007311	Wellington Mills BFB	Contribution to Brigades – Training Allowance	MUNICIPAL	$ 500.00
10/09/2026	EFT	EFT000309	PPI007592	Driva Pty Ltd	Novated Lease Liability	MUNICIPAL	$ 1,842.11
10/09/2026	EFT	EFT000309	PPI007594	Eaton CWA	Eaton CWA - Quick Response Grant Approved	MUNICIPAL	$ 112.50
10/09/2026	EFT	EFT000309	PPI007611	Karingal St Laurence Ltd T/as GenU	Bus Stop Graffiti Removal - Recreation Drive	MUNICIPAL	$ 572.00
10/09/2026	EFT	EFT000309	PPI007609	Golden West Plumbing & Drainage	Dardanup Playgroup Kitchen - Supply and Install New Pillar Tap to Basin & Replace P-Trap	MUNICIPAL	$ 533.50
10/09/2026	EFT	EFT000309	PPI007571	Phoenix Petroleum	Fuel: 02/09/2026 - 1IQB365 West Dardanup BFB	MUNICIPAL	$ 68.21
10/09/2026	EFT	EFT000309	PPI007626	Department of Local Government, Industry Regulation and Safety - BSL	BSL Remittance - August 2026	MUNICIPAL	$ 7,399.03
10/09/2026	EFT	EFT000309	PPI007613	TBB Planning	Consultancy Services – Developer Contribution Plan for Wanju	MUNICIPAL	$ 13,027.85
10/09/2026	EFT	EFT000309	PPI007615	Southern Cross Austereo Pty Ltd	Radio Advertising for Perth Wildcats Event - ERC	MUNICIPAL	$ 1,160.50
10/09/2026	EFT	EFT000309	PPI007572	Elders Real Estate South West	Rates Refund - A3327 - Overpaid 1st Instalment	MUNICIPAL	$ 695.23
10/09/2026	EFT	EFT000309	PPI007573	Blue Horizon Migration Pty Ltd	Refund for Dama Endorsement Applications - 2 Positions	MUNICIPAL	$ 580.00
10/09/2026	EFT	EFT000309	PPI007598	Fennell Tyres International Pty Ltd	Puncture Repair & Balance - DA429	MUNICIPAL	$ 50.00
10/09/2026	EFT	EFT000309	PPI007663	Paywise Pty Ltd	Novated Lease Liability	MUNICIPAL	$ 3,036.00
10/09/2026	EFT	EFT000309	PPI007682	Harley Dykstra	Development Plan for Lot 220 Charterhouse St	MUNICIPAL	$ 2,915.00
10/09/2026	EFT	EFT000309	PPI007666	WA Car Wash Pty Ltd	DA988 - Detail Following Hand Over From Staff Member	MUNICIPAL	$ 110.00
10/09/2026	EFT	EFT000309	PPI007646	Bunbury Bus Service	Youth Leadership Conference Transport	MUNICIPAL	$ 385.00
10/09/2026	EFT	EFT000309	PPI007686	Prime Supplies	Digital Tyre Inflator - Works	MUNICIPAL	$ 128.70
10/09/2026	EFT	EFT000309	PPI007661	Hastie Waste Pty Ltd	Waste Transfer Station - Green Waste Processing - August 2026	MUNICIPAL	$ 2,075.00
10/09/2026	EFT	EFT000309	PPI007649	ABC Filter Exchange	ERC - Deep Fryer Filter exchange	MUNICIPAL	$ 55.00
10/09/2026	EFT	EFT000309	PPI007660	Robert's Transport Solutions	Collection of e-Waste Container From Waste Transfer Station to Total Green and Return	MUNICIPAL	$ 1,293.60
10/09/2026	EFT	EFT000309	PPI007671	Print Media Group	BFB Volunteer Vehicle Identification Stickers	MUNICIPAL	$ 49.90
10/09/2026	EFT	EFT000309	PPI007659	Steann Pty Ltd	Annual Bulk Hardwaste Collection	MUNICIPAL	$ 153,501.48
10/09/2026	EFT	EFT000309	PPI007645	Bunbury Towing	Tow Abandoned Vehicle From: Clifton Rd	MUNICIPAL	$ 205.70
10/09/2026	EFT	EFT000309	PPI007658	Total Green Recycling	e-Waste Processing	MUNICIPAL	$ 2,533.11
10/09/2026	EFT	EFT000309	PPI007672	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNICIPAL	$ 254.55
10/09/2026	EFT	EFT000309	PPI007676	B & B Street Sweeping Pty Ltd	Street Sweeping - Waratah Tce	MUNICIPAL	$ 1,657.43
10/09/2026	EFT	EFT000309	PPI007651	Cross Security Services	ERC - Repairs to Security Alarm System	MUNICIPAL	$ 1,083.50
10/09/2026	EFT	EFT000309	PPI007662	Nightguard Security Service SW	Alarm Responses - August 2026	MUNICIPAL	$ 1,328.88
10/09/2026	EFT	EFT000309	PPI007667	Sure Shot Photography and Training	Photographer - Perth Wildcats Event - ERC	MUNICIPAL	$ 380.00
10/09/2026	EFT	EFT000309	PPI007652	Veolia Recycling & Recovery Pty Ltd	Waste Transfer Station 30m3 Skip Bin Hire - August 2026	MUNICIPAL	$ 760.81
10/09/2026	EFT	EFT000309	PPI007653	Veolia Recycling & Recovery Pty Ltd	Waste Transfer Station - Commingled Recycling Processing - August 2026	MUNICIPAL	$ 842.80
10/09/2026	EFT	EFT000309	PPI007654	Veolia Recycling & Recovery Pty Ltd	Waste Transfer Station - Cardboard Recycling - August 2026	MUNICIPAL	$ 693.12
10/09/2026	EFT	EFT000309	PPI007656	Veolia Recycling & Recovery Pty Ltd	Shire Bin Collection - August 2026	MUNICIPAL	$ 114,618.81
10/09/2026	EFT	EFT000309	PPI007648	Australia Post	Monthly Postage Including Annual Rates Notices - August 2026	MUNICIPAL	$ 10,023.19
10/09/2026	EFT	EFT000309	PPI007643	Cleanaway Solid Waste Pty Ltd	Kerbside Waste Disposal - August 2026	MUNICIPAL	$ 17,469.84
10/09/2026	EFT	EFT000309	PPI007644	Cleanaway Solid Waste Pty Ltd	Kerbside Waste Disposal - August 2026	MUNICIPAL	$ 9,114.73
10/09/2026	EFT	EFT000309	PPI007647	Cleanaway Solid Waste Pty Ltd	Waste Transfer Station - Waste Disposal - August 2026	MUNICIPAL	$ 3,034.69
10/09/2026	EFT	EFT000309	PPI007650	Cleanaway Solid Waste Pty Ltd	Kerbside FOGO Processing - August 2026	MUNICIPAL	$ 16,099.35
10/09/2026	EFT	EFT000309	PPI007678	Eve Yoga	Yoga Classes - August 2026 - ERC	MUNICIPAL	$ 315.00
10/09/2026	EFT	EFT000309	PPI007679	VDW Electrical	Sindhi Park Eaton - Call Out to Investigate & Repair Park Lighting	MUNICIPAL	$ 857.75
10/09/2026	EFT	EFT000309	PPI007668	MJ Goods	ERC - Cafe Stock	MUNICIPAL	$ 93.85
10/09/2026	EFT	EFT000309	PPI007669	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNICIPAL	$ 1,265.30
10/09/2026	EFT	EFT000309	PPI007670	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNICIPAL	$ 774.60
10/09/2026	EFT	EFT000309	PPI007635	Synergy	Electricity - Clydesdale Drive: 09/07-04/09/2026	MUNICIPAL	$ 123.48
10/09/2026	EFT	EFT000309	PPI007636	Synergy	Electricity - Parkridge Estate Reserves: 09/07-04/09/2026	MUNICIPAL	$ 123.48
10/09/2026	EFT	EFT000309	PPI007637	Synergy	Electricity - Eaton Foreshore Toilets: 09/07-04/09/2026	MUNICIPAL	$ 451.20
10/09/2026	EFT	EFT000309	PPI007638	Synergy	Electricity - Eaton Foreshore, Pratt Road: 09/07-04/09/2026	MUNICIPAL	$ 220.34
10/09/2026	EFT	EFT000309	PPI007639	Synergy	Electricity - Glenhoun Boulevard: 09/07-04/09/2026	MUNICIPAL	$ 124.06
10/09/2026	EFT	EFT000309	PPI007640	Synergy	Electricity - Bobin Street: 09/07-04/09/2026	MUNICIPAL	$ 176.51
10/09/2026	EFT	EFT000309	PPI007641	Synergy	Electricity - Watson Street: 09/07-04/09/2026	MUNICIPAL	$ 242.92
10/09/2026	EFT	EFT000309	PPI007642	Telstra	Dardanup Office Fax	MUNICIPAL	$ 34.95
10/09/2026	EFT	EFT000309	PPI007680	Telstra	Telephone - West Dardanup BFB	MUNICIPAL	$ 70.91
10/09/2026	EFT	EFT000309	PPI007681	Telstra	Telephone - West Dardanup BFB including overdue fee for bill not received	MUNICIPAL	$ 83.00
10/09/2026	EFT	EFT000309	PPI007687	The Cafe Merchant & Merchant Warehouse Cafe	Catering for the Local Emergency Management Committee Meeting: 12/08/2026	MUNICIPAL	$ 236.00

SHIRE OF DARDANUP
Schedule of Monthly Payments as at 30-09-2026

Payment Date	Method	EFT Batch No	Invoice Reference	Vendor Name	Description	Fund	Amount
10/09/2026	EFT	EFT000309	PPI007688	The Cafe Merchant & Merchant Warehouse Cafe	Catering for the Ed Network for Investment Prospectus Workshop: 23/07/2026	MUNICIPAL	$ 349.50
10/09/2026	EFT	EFT000309	PPI007689	The Cafe Merchant & Merchant Warehouse Cafe	Catering - Staff Farewell - 28 Years Service	MUNICIPAL	$ 460.00
10/09/2026	EFT	EFT000309	PPI007673	Harcher - WA Distributors Pty Ltd	ERC - Cafe Goods	MUNICIPAL	$ 51.60
10/09/2026	EFT	EFT000309	PPI007674	Harcher - WA Distributors Pty Ltd	ERC - Cafe Goods	MUNICIPAL	$ 913.75
10/09/2026	EFT	EFT000309	PPI007675	Harcher - WA Distributors Pty Ltd	ERC - Cafe Goods	MUNICIPAL	$ 75.00
10/09/2026	EFT	EFT000309	PPI007677	Waterloo Nursery & Garden Centre	Plant Hire and Plant Maintenance for Eaton Admin - August 2026	MUNICIPAL	$ 1,475.98
10/09/2026	EFT	EFT000309	PPI007655	Traffic Force Group Pty Ltd	Traffic Management Plan and Traffic Control: 01-04/09/2026 - Waratah Terrace	MUNICIPAL	$ 5,362.00
10/09/2026	EFT	EFT000309	PPI007683	Karingal St Laurence Ltd T/as GenU	Mowing - Karrak Park	MUNICIPAL	$ 1,061.72
10/09/2026	EFT	EFT000309	PPI007684	Karingal St Laurence Ltd T/as GenU	High Pressure Clean Play Equipment - Greenough Park	MUNICIPAL	$ 600.85
10/09/2026	EFT	EFT000309	PPI007685	Karingal St Laurence Ltd T/as GenU	Monthly Landscape Maintenance - Hazelgrove Drainage Sump	MUNICIPAL	$ 600.85
10/09/2026	EFT	EFT000309	PPI007664	Golden West Plumbing & Drainage	Eaton Admin - Call Out Fee to Unblock Ground Floor Male Toilet & Secure Toilet Seats	MUNICIPAL	$ 135.00
10/09/2026	EFT	EFT000309	PPI007665	Golden West Plumbing & Drainage	Watson Street Reserve Public Toilet - Repair Leaking Toilet	MUNICIPAL	$ 420.50
10/09/2026	EFT	EFT000309	PPI007700	Daryl Fishwick	ERC Umpire Payment: 09/09/2026	MUNICIPAL	$ 83.40
10/09/2026	EFT	EFT000309	PPI007691	Margery Ann Stevens	ERC Umpire Payment: 08/09/2026	MUNICIPAL	$ 68.10
10/09/2026	EFT	EFT000309	PPI007699	Brett Hodgson	ERC Umpire Payment: 09/09/2026	MUNICIPAL	$ 55.60
10/09/2026	EFT	EFT000309	PPI007690	Christine Worsfold	ERC Umpire Payment: 08/09/2026	MUNICIPAL	$ 83.40
10/09/2026	EFT	EFT000309	PPI007697	Donna Bastow	ERC Umpire Payment: 09/09/2026	MUNICIPAL	$ 111.20
10/09/2026	EFT	EFT000309	PPI007692	John Thompson	ERC Umpire Payment: 09/09/2026	MUNICIPAL	$ 55.60
10/09/2026	EFT	EFT000309	PPI007695	Kenneth Ross Pomare	ERC Umpire Payment: 09/09/2026	MUNICIPAL	$ 55.60
10/09/2026	EFT	EFT000309	PPI007698	Te Wairimu Elinor Pomare	ERC Umpire Payment: 09/09/2026	MUNICIPAL	$ 83.40
10/09/2026	EFT	EFT000309	PPI007693	Erin Emerson	ERC Umpire Payment: 09/09/2026	MUNICIPAL	$ 83.40
10/09/2026	EFT	EFT000309	PPI007696	Benjamin Fishwick	ERC Umpire Payment: 09/09/2026	MUNICIPAL	$ 111.20
10/09/2026	EFT	EFT000309	PPI007694	Mia Warren	ERC Umpire Payment: 09/09/2026	MUNICIPAL	$ 83.40
10/09/2026	EFT	EFT000309	PPI007701	Rachel Sweeney	Reimburse IPEA WA Membership	MUNICIPAL	$ 231.00
10/09/2026	EFT	EFT000309	PPI007703	VDW Electrical	ERC - Cleaning of External Switch Board & Seal Incoming Conduit	MUNICIPAL	$ 427.90
10/09/2026	EFT	EFT000309	PPI007702	Lions Club of Eaton	Round 1 2026 - 2027 Community Grant - Res# 210-26	MUNICIPAL	$ 869.97
10/09/2026	EFT	EFT000310	PV000362	Services Australia T/As Centrelink	Payroll Deduction	MUNICIPAL	$ 548.77
10/09/2026	EFT	EFT000310	PV000367	Services Australia T/As Centrelink	Payroll Deduction	MUNICIPAL	$ 313.74
10/09/2026	EFT	EFT000310	PV000361	Australian Tax Office	PAYG	MUNICIPAL	$ 67,740.00
10/09/2026	EFT	EFT000310	PV000364	Australian Tax Office	PAYG	MUNICIPAL	$ 21,876.00
10/09/2026	EFT	EFT000310	PV000370	Australian Tax Office	PAYG	MUNICIPAL	$ 6,864.00
10/09/2026	EFT	EFT000310	PV000363	Services Australia - Child Support Agency	Payroll Deduction	MUNICIPAL	$ 1,170.55
10/09/2026	EFT	EFT000310	PV000366	Services Australia - Child Support Agency	Payroll Deduction	MUNICIPAL	$ 166.81
10/09/2026	EFT	EFT000311	PV000359	Super Clearing House	Superannuation Contribution	MUNICIPAL	$ 74.89
10/09/2026	EFT	EFT000311	PV000360	Super Clearing House	Superannuation Contribution	MUNICIPAL	$ 8,552.05
10/09/2026	EFT	EFT000311	PV000365	Super Clearing House	Superannuation Contribution	MUNICIPAL	$ 1,854.28
10/09/2026	EFT	EFT000311	PV000368	Super Clearing House	Superannuation Contribution	MUNICIPAL	$ 42,446.02
10/09/2026	EFT	EFT000311	PV000369	Super Clearing House	Superannuation Contribution	MUNICIPAL	$ 16,382.54
10/09/2026	EFT	EFT000311	PV000371	Super Clearing House	Superannuation Contribution	MUNICIPAL	$ 152.22
15/09/2026	EFT	EFT000313	PV000372	Australian Tax Office	PAYG	MUNICIPAL	$ 10.00
15/09/2026	EFT	EFT000313	PV000373	Super Clearing House	Superannuation Contribution	MUNICIPAL	$ 22.24
17/09/2026	EFT	EFT000315	PPI007811	BES Electrical Solutions WA	Supply/Install/Replace LED Lights - Upper Ferguson BFB	MUNICIPAL	$ 4,132.55
17/09/2026	EFT	EFT000315	PPI007819	Quay Perth Hotel	WALGA Convention - Additional Night Accommodation - CEO & 2 x Councillors	MUNICIPAL	$ 942.30
17/09/2026	EFT	EFT000315	PPI007785	Carbone Brothers Pty Ltd	Gravel for Maintenance Grading - Warburton, Giumelli & Queenwood Rds	MUNICIPAL	$ 3,063.94
17/09/2026	EFT	EFT000315	PPI007799	Shire of Harvey	Contribution to Treendale Bridge FY26/27 for Annual Lifecycle Costs	MUNICIPAL	$ 25,169.82
17/09/2026	EFT	EFT000315	PPI007787	Brad Brooksby Consulting	Hamilton-Ann Street Intersection - Pre-Opening Road Safety Audit	MUNICIPAL	$ 3,080.00
17/09/2026	EFT	EFT000315	PPI007763	Prime Supplies	Battery Charger - Operations	MUNICIPAL	$ 152.88
17/09/2026	EFT	EFT000315	PPI007764	Prime Supplies	Jump Starter - Operations	MUNICIPAL	$ 606.18
17/09/2026	EFT	EFT000315	PPI007752	Ergolink Advanced Ergonomics	Ergonomic Chair & Delivery - Eaton Admin	MUNICIPAL	$ 722.00
17/09/2026	EFT	EFT000315	PPI007792	Southwest Ventures T/A Geographe Ford/Bunbury Hyundai	Service - DA004	MUNICIPAL	$ 490.00
17/09/2026	EFT	EFT000315	PPI007748	Lions Club of Dardanup	Council Allocation 2026/27 - Dardanup Australia Day	MUNICIPAL	$ 4,200.00
17/09/2026	EFT	EFT000315	PPI007745	IPWEA - Western Australia Inc	2026 Annual Country Meeting - 06/11/2026 - Manager Assets	MUNICIPAL	$ 440.00
17/09/2026	EFT	EFT000315	PPI007746	IPWEA - Western Australia Inc	2026 Annual Country Meeting - 06/11/2026 - Manager Infrastructure	MUNICIPAL	$ 500.00
17/09/2026	EFT	EFT000315	PPI007747	IPWEA - Western Australia Inc	2026 Annual Country Meeting - 06/11/2026 - Manager Operations	MUNICIPAL	$ 500.00
17/09/2026	EFT	EFT000315	PPI007798	Aquila Food Forest	Sustainable Living Workshop: 10/09/2026 - Dardanup Hall	MUNICIPAL	$ 400.00
17/09/2026	EFT	EFT000315	PPI007821	Arrow Bronze	Cemetery Wall Plaque	MUNICIPAL	$ 635.32
17/09/2026	EFT	EFT000315	PPI007832	Eaton Pet Vet	Vet Fee	MUNICIPAL	$ 680.00
17/09/2026	EFT	EFT000315	PPI007749	Lonsdale Party Hire	30% Deposit - Hire Tables & Chairs - Spring Out 2026	MUNICIPAL	$ 688.50
17/09/2026	EFT	EFT000315	PPI007783	Officeworks Superstores Pty Ltd	Water Urn Replacement - Dardanup Hall	MUNICIPAL	$ 84.00
17/09/2026	EFT	EFT000315	PPI007762	Angela Brooke	4 x Staff CPR Training - ERC & Pace	MUNICIPAL	$ 200.00
17/09/2026	EFT	EFT000315	PPI007831	The Print Shop	3000 x Flyers - Spring Out 2026	MUNICIPAL	$ 345.40

SHIRE OF DARDANUP
Schedule of Monthly Payments as at 30-09-2026

Payment Date	Method	EFT Batch No	Invoice Reference	Vendor Name	Description	Fund	Amount
17/09/2026	EFT	EFT000315	PPI007830	Daryl Fishwick	ERC Umpire Payment: 16/09/2026	MUNICIPAL	$ 83.40
17/09/2026	EFT	EFT000315	PPI007835	Caroline Mears	Chair Yoga: 01-15/09/2026 - Eaton	MUNICIPAL	$ 150.00
17/09/2026	EFT	EFT000315	PPI007744	Malatesta Road Paving And Hotmix	Recycled Road Base - Reinstating Washed Out Access Track Watsons Reserve/Leake St	MUNICIPAL	$ 1,170.00
17/09/2026	EFT	EFT000315	PPI007784	Malatesta Road Paving And Hotmix	Road Reseal at Intersection Dowdells Line & Edwards Rd	MUNICIPAL	$ 19,041.00
17/09/2026	EFT	EFT000315	PPI007740	Electrical Experts (WA) Pty Ltd	Dardanup Hall - Supply & Install Double GPO in Storeroom for Wireless NBN Access Point	MUNICIPAL	$ 489.50
17/09/2026	EFT	EFT000315	PPI007810	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNICIPAL	$ 179.69
17/09/2026	EFT	EFT000315	PPI007816	Connect Call Centre Services	After Hours Call Service Fees - August 2026	MUNICIPAL	$ 762.52
17/09/2026	EFT	EFT000315	PPI007738	Dapco Tyre And Auto Centre	Battery Replacement - DA9605	MUNICIPAL	$ 378.95
17/09/2026	EFT	EFT000315	PPI007769	M & J Essential Solutions Pty Ltd	EAP Session	MUNICIPAL	$ 180.00
17/09/2026	EFT	EFT000315	PPI007741	Rentokil Initial Pty Ltd	Pest Control - 14 Buildings	MUNICIPAL	$ 3,767.49
17/09/2026	EFT	EFT000315	PPI007743	Rentokil Initial Pty Ltd	Termite Inspection - 30 Buildings	MUNICIPAL	$ 2,392.50
17/09/2026	EFT	EFT000315	PPI007756	Brecken Health Care	Pre Employment Medical Costs	MUNICIPAL	$ 260.70
17/09/2026	EFT	EFT000315	PPI007757	Brecken Health Care	Pre Employment Medical Costs	MUNICIPAL	$ 299.20
17/09/2026	EFT	EFT000315	PPI007758	Brecken Health Care	Pre Employment Medical Costs	MUNICIPAL	$ 73.70
17/09/2026	EFT	EFT000315	PPI007759	Brecken Health Care	Pre Employment Medical Costs	MUNICIPAL	$ 200.20
17/09/2026	EFT	EFT000315	PPI007760	Brecken Health Care	Pre Employment Medical Costs	MUNICIPAL	$ 182.60
17/09/2026	EFT	EFT000315	PPI007761	Brecken Health Care	Pre Employment Medical Costs	MUNICIPAL	$ 173.80
17/09/2026	EFT	EFT000315	PPI007814	Cross Security Services	Eaton Admin - Call Out Fee to Investigate Faulty Camera Outside Level 1 Bin Store	MUNICIPAL	$ 165.00
17/09/2026	EFT	EFT000315	PPI007781	Team Global Express - Toll	Postage - Health	MUNICIPAL	$ 41.40
17/09/2026	EFT	EFT000315	PPI007817	Veolia Recycling & Recovery Pty Ltd	Waste Transfer Station - Commingled Recycling Processing - May 2026	MUNICIPAL	$ 975.48
17/09/2026	EFT	EFT000315	PPI007735	Amity Signs	Rural Street Sign # 188, 160, 174	MUNICIPAL	$ 113.85
17/09/2026	EFT	EFT000315	PPI007809	Asahi Beverages Pty Ltd	ERC - Cafe Drinks	MUNICIPAL	$ 948.91
17/09/2026	EFT	EFT000315	PPI007739	Cleanaway Solid Waste Pty Ltd	ERC- Skip Bin Emptied: 13/08/2026	MUNICIPAL	$ 78.43
17/09/2026	EFT	EFT000315	PPI007706	Water Corporation	Water - Lions Park Foreshore Toilets & Reticulation: 10/07-10/09/2026	MUNICIPAL	$ 350.52
17/09/2026	EFT	EFT000315	PPI007707	Water Corporation	Water - Eaton Football Clubrooms: 10/07-10/09/2026	MUNICIPAL	$ 324.20
17/09/2026	EFT	EFT000315	PPI007708	Water Corporation	Water - Burekup BFB: 08/07-09/09/2026	MUNICIPAL	$ 84.87
17/09/2026	EFT	EFT000315	PPI007709	Water Corporation	Water - Eaton Oval Standpipe: 10/07-10/09/2026	MUNICIPAL	$ 46.43
17/09/2026	EFT	EFT000315	PPI007710	Water Corporation	Water - Drainage Reserve - Gardiner St: 08/07-10/09/2026	MUNICIPAL	$ 15.48
17/09/2026	EFT	EFT000315	PPI007782	Water Corporation	Water - Eaton Hall: 10/07-10/09/2026	MUNICIPAL	$ 163.17
17/09/2026	EFT	EFT000315	PPI007807	Water Corporation	Water - Swan Avenue Reserve: 13/07-14/09/2026	MUNICIPAL	$ 94.16
17/09/2026	EFT	EFT000315	PPI007736	Boyles Plumbing And Gas	ERC - Repairs to Blocked Drain	MUNICIPAL	$ 1,037.52
17/09/2026	EFT	EFT000315	PPI007734	Choiceone Pty Ltd	Labour Hire: 31/08-06/09/2026 - Works	MUNICIPAL	$ 1,081.23
17/09/2026	EFT	EFT000315	PPI007772	Choiceone Pty Ltd	Labour Hire: 31/08-06/09/2026 - Parks	MUNICIPAL	$ 1,621.85
17/09/2026	EFT	EFT000315	PPI007773	Choiceone Pty Ltd	Labour Hire: 31/08-06/09/2026 - Parks	MUNICIPAL	$ 2,703.09
17/09/2026	EFT	EFT000315	PPI007774	Choiceone Pty Ltd	Labour Hire: 31/08-06/09/2026 - Parks	MUNICIPAL	$ 2,807.34
17/09/2026	EFT	EFT000315	PPI007834	Choiceone Pty Ltd	Labour Hire: 07-13/09/2026 - Works	MUNICIPAL	$ 2,798.49
17/09/2026	EFT	EFT000315	PPI007815	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNICIPAL	$ 241.57
17/09/2026	EFT	EFT000315	PPI007765	Machinery West	DA9781 - New Holland Tractor - New Battery	MUNICIPAL	$ 293.98
17/09/2026	EFT	EFT000315	PPI007766	Machinery West	Alternator for Tractor DA9781	MUNICIPAL	$ 1,291.95
17/09/2026	EFT	EFT000315	PPI007812	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNICIPAL	$ 184.80
17/09/2026	EFT	EFT000315	PPI007737	DSW - Down South Wholesale Bunbury	Dardanup Hall & Public Toilets - Scissor Mop Refill	MUNICIPAL	$ 154.00
17/09/2026	EFT	EFT000315	PPI007711	Synergy	Electricity - BBQ at Torrens Loop: 10/07-07/09/2026	MUNICIPAL	$ 277.87
17/09/2026	EFT	EFT000315	PPI007712	Synergy	Electricity - Lot 2002 Cygnet Court: 10/07-07/09/2026	MUNICIPAL	$ 164.10
17/09/2026	EFT	EFT000315	PPI007713	Synergy	Electricity - Sindhi Close Park: 10/07-07/09/2026	MUNICIPAL	$ 144.90
17/09/2026	EFT	EFT000315	PPI007714	Synergy	Electricity - BBQ Castlereagh Vista: 10/07-07/09/2026	MUNICIPAL	$ 129.39
17/09/2026	EFT	EFT000315	PPI007715	Synergy	Electricity - Gary Engel Park: 12/08-08/09/2026	MUNICIPAL	$ 2,346.27
17/09/2026	EFT	EFT000315	PPI007716	Synergy	Electricity - Lot 152 Recreation Drive: 11/07-08/09/2026	MUNICIPAL	$ 132.06
17/09/2026	EFT	EFT000315	PPI007717	Synergy	Electricity - BBQ at Archer View: 10/07-07/09/2026	MUNICIPAL	$ 130.19
17/09/2026	EFT	EFT000315	PPI007718	Synergy	Electricity - Hazelgrove Crescent: 10/07-07/09/2026	MUNICIPAL	$ 234.58
17/09/2026	EFT	EFT000315	PPI007719	Synergy	Electricity - 6 x Street Lights Along Side of Softball Building: 11/07-08/09/2026	MUNICIPAL	$ 188.50
17/09/2026	EFT	EFT000315	PPI007720	Synergy	Electricity - Millars Creek East, Cnr Beaufort Loop: 10/07-07/09/2026	MUNICIPAL	$ 315.29
17/09/2026	EFT	EFT000315	PPI007721	Synergy	Electricity - Cadell Park: 10/07-07/09/2026	MUNICIPAL	$ 143.44
17/09/2026	EFT	EFT000315	PPI007722	Synergy	Electricity - Isdell Gardens: 11/07-08/09/2026	MUNICIPAL	$ 130.76
17/09/2026	EFT	EFT000315	PPI007723	Synergy	Electricity - Eaton Hall: 10/07-07/09/2026	MUNICIPAL	$ 127.73
17/09/2026	EFT	EFT000315	PPI007724	Synergy	Electricity - Hunter Circle: 10/07-07/09/2026	MUNICIPAL	$ 130.24
17/09/2026	EFT	EFT000315	PPI007725	Synergy	Electricity - Lofthouse Ave: 11/07-08/09/2026	MUNICIPAL	$ 221.12
17/09/2026	EFT	EFT000315	PPI007726	Synergy	Electricity - ERC: 12/08-08/09/2026	MUNICIPAL	$ 6,193.63
17/09/2026	EFT	EFT000315	PPI007727	Synergy	Electricity - Eaton Admin & Library Building: 13/08-09/09/2026	MUNICIPAL	$ 6,252.43
17/09/2026	EFT	EFT000315	PPI007728	Synergy	Electricity - Ferguson BFB: 10/07-07/09/2026	MUNICIPAL	$ 227.18
17/09/2026	EFT	EFT000315	PPI007729	Synergy	Electricity - Lot 2000 Duncan Loop: 10/07-07/09/2026	MUNICIPAL	$ 271.44
17/09/2026	EFT	EFT000315	PPI007730	Synergy	Electricity - Crampton/Millard St Carpark Flood Light: 11/07-08/09/2026	MUNICIPAL	$ 153.37

SHIRE OF DARDANUP
Schedule of Monthly Payments as at 30-09-2026

Payment Date	Method	EFT Batch No	Invoice Reference	Vendor Name	Description	Fund	Amount
17/09/2026	EFT	EFT000315	PPI007731	Synergy	Electricity - BBQ at Illawarra Park: 11/07-08/09/2026	MUNICIPAL	$ 127.73
17/09/2026	EFT	EFT000315	PPI007732	Synergy	Electricity - Gascoyne Circle: 10/07-07/09/2026	MUNICIPAL	$ 127.73
17/09/2026	EFT	EFT000315	PPI007777	Synergy	Electricity - Eaton Family Centre: 15/07-10/09/2026	MUNICIPAL	$ 205.34
17/09/2026	EFT	EFT000315	PPI007778	Synergy	Electricity - Hale Street Reserve: 15/07-10/09/2026	MUNICIPAL	$ 127.82
17/09/2026	EFT	EFT000315	PPI007800	Synergy	Electricity - McCaughan Park: 16/07-11/09/2026	MUNICIPAL	$ 123.48
17/09/2026	EFT	EFT000315	PPI007801	Synergy	Electricity - 35 Gardiner Street Burekup: 16/07-11/09/2026	MUNICIPAL	$ 124.47
17/09/2026	EFT	EFT000315	PPI007802	Synergy	Electricity - 11 Russell Road, Burekup: 16/07-11/09/2026	MUNICIPAL	$ 130.99
17/09/2026	EFT	EFT000315	PPI007803	Synergy	Electricity - Burekup BFB: 16/07-11/09/2026	MUNICIPAL	$ 284.11
17/09/2026	EFT	EFT000315	PPI007755	Telstra	Telephone - Eaton Admin	MUNICIPAL	$ 667.15
17/09/2026	EFT	EFT000315	PPI007805	Telstra	Telephone & Internet - Burekup BFB	MUNICIPAL	$ 120.00
17/09/2026	EFT	EFT000315	PPI007806	Telstra	Internet - Dardanup Central BFB	MUNICIPAL	$ 199.98
17/09/2026	EFT	EFT000315	PPI007808	Telstra	Staff Mobiles, iPads & Tablets	MUNICIPAL	$ 2,583.79
17/09/2026	EFT	EFT000315	PPI007753	WALGA	Traineeship Course - Certificate III in Local Government	MUNICIPAL	$ 63.05
17/09/2026	EFT	EFT000315	PPI007776	WALGA	Procurement Masterclass: Waste and Resource Recovery Services	MUNICIPAL	$ 82.50
17/09/2026	EFT	EFT000315	PPI007833	WALGA	LGA50120 Diploma of Local Government Study Policy CP015 - Compliance Officer	MUNICIPAL	$ 9,000.00
17/09/2026	EFT	EFT000315	PPI007750	Winc Australia Pty Ltd	Stationery - Eaton Admin	MUNICIPAL	$ 430.61
17/09/2026	EFT	EFT000315	PPI007775	Work Clobber - Bunbury	Uniform - Manager Infrastructure	MUNICIPAL	$ 73.20
17/09/2026	EFT	EFT000315	PPI007793	Zipform Pty Ltd	Annual Rates Notice Printing	MUNICIPAL	$ 13,240.77
17/09/2026	EFT	EFT000315	PPI007828	Donna Bastow	ERC Umpire Payment: 16/09/2026	MUNICIPAL	$ 83.40
17/09/2026	EFT	EFT000315	PPI007826	Kenneth Ross Pomare	ERC Umpire Payment: 16/09/2026	MUNICIPAL	$ 55.60
17/09/2026	EFT	EFT000315	PPI007823	Lily Knight	ERC Umpire Payment: 15/09/2026	MUNICIPAL	$ 83.40
17/09/2026	EFT	EFT000315	PPI007829	Te Wairimu Elinor Pomare	ERC Umpire Payment: 16/09/2026	MUNICIPAL	$ 111.20
17/09/2026	EFT	EFT000315	PPI007794	Otis Elevator Company Pty Ltd	Quarterly Elevator Maintenance - Eaton Admin	MUNICIPAL	$ 1,361.25
17/09/2026	EFT	EFT000315	PPI007824	Erin Emerson	ERC Umpire Payment: 16/09/2026	MUNICIPAL	$ 111.20
17/09/2026	EFT	EFT000315	PPI007804	Caitlyn Roberts	Reimburse Uniform Purchase	MUNICIPAL	$ 159.85
17/09/2026	EFT	EFT000315	PPI007827	Benjamin Fishwick	ERC Umpire Payment: 16/09/2026	MUNICIPAL	$ 111.20
17/09/2026	EFT	EFT000315	PPI007742	Traffic Force Group Pty Ltd	Road Repairs - Ferguson Road - Storm Damage	MUNICIPAL	$ 1,341.07
17/09/2026	EFT	EFT000315	PPI007788	Traffic Force Group Pty Ltd	Traffic Control - Eaton Dr	MUNICIPAL	$ 578.33
17/09/2026	EFT	EFT000315	PPI007789	Traffic Force Group Pty Ltd	Traffic Management Plan - Eaton Dr	MUNICIPAL	$ 5,087.64
17/09/2026	EFT	EFT000315	PPI007797	Traffic Force Group Pty Ltd	Road Resealing - Dowdells Line	MUNICIPAL	$ 2,539.41
17/09/2026	EFT	EFT000315	PPI007767	Karingal St Laurence Ltd T/as GenU	Graffitti Removal - Lofthouse Park, Hough Place, Vernon Place	MUNICIPAL	$ 3,685.00
17/09/2026	EFT	EFT000315	PPI007770	Karingal St Laurence Ltd T/as GenU	Pressure Clean Algae and Moss - Greenough Place	MUNICIPAL	$ 600.84
17/09/2026	EFT	EFT000315	PPI007771	Karingal St Laurence Ltd T/as GenU	Pressure Clean & Mulch Creche Area - ERC	MUNICIPAL	$ 2,150.50
17/09/2026	EFT	EFT000315	PPI007825	Mia Warren	ERC Umpire Payment: 16/09/2026	MUNICIPAL	$ 111.20
17/09/2026	EFT	EFT000315	PPI007705	Phoenix Petroleum	Fuel: 11/09/2026 - DA8370 Wellington Mills BFB	MUNICIPAL	$ 200.00
17/09/2026	EFT	EFT000315	PPI007768	Landscape and Maintenance Solutions	Mowing Service - August 2026	MUNICIPAL	$ 18,359.00
17/09/2026	EFT	EFT000315	PPI007820	Pipe Networks Pty Ltd - Vocus	Enterprise Ethernet WAN Services: August 2026	MUNICIPAL	$ 4,511.17
17/09/2026	EFT	EFT000315	PPI007733	Louis Dreyer	Reimburse Uniform Purchase	MUNICIPAL	$ 344.85
17/09/2026	EFT	EFT000315	PPI007791	Stantec Australia Pty Ltd	Wanju DCP - Traditional Infrastructure Design	MUNICIPAL	$ 64,313.15
17/09/2026	EFT	EFT000315	PPI007779	Wayne Ticehurst	Sitting Fee & Travel Claim - Aric 09/09/2026	MUNICIPAL	$ 1,318.10
17/09/2026	EFT	EFT000315	PPI007822	Julie Combes	ERC Umpire Payment: 15/09/2026	MUNICIPAL	$ 83.40
17/09/2026	EFT	EFT000315	PPI007795	Psychological Leadership Pty Ltd	Psychosocial Hazard Gap Analysis and Risk Assessment Initiation Fee	MUNICIPAL	$ 6,600.00
17/09/2026	EFT	EFT000315	PPI007780	David Price	Sitting Fee & Travel Claim - Aric 09/09/2026	MUNICIPAL	$ 1,401.82
17/09/2026	EFT	EFT000315	PPI007790	Tayib Coffee Van	Coffee Van for Staff Retirement Function	MUNICIPAL	$ 330.00
17/09/2026	EFT	EFT000315	PPI007786	Lalla Rookh	Dinner for Councillors & CEO - WALGA Convention	MUNICIPAL	$ 672.00
17/09/2026	EFT	EFT000315	PPI007754	Fennell Tyres International Pty Ltd	Puncture Repair & Balance - DA429	MUNICIPAL	$ 50.00
17/09/2026	EFT	EFT000315	PPI007751	Rhys Van Asselt	Rates Refund - A9550 - Due to sale of property	MUNICIPAL	$ 152.48
17/09/2026	EFT	EFT000315	PPI007818	NovoFit	Nautilus Glute Drive Replacement Belt - ERC	MUNICIPAL	$ 476.30
17/09/2026	EFT	EFT000315	PPI007813	Paull & Warner Resources Pty Ltd & South West Fire Unit Fabrications	Service - Wellington Mills 1.4 Fire Appliance	MUNICIPAL	$ 7,111.36
17/09/2026	EFT	EFT000316	PV000375	Super Clearing House	Superannuation Contribution	MUNICIPAL	$ 73.39
17/09/2026	EFT	EFT000316	PV000376	Super Clearing House	Superannuation Contribution	MUNICIPAL	$ 288.00
18/09/2026	EFT	EFT000317	PPI007837	Quay Perth Hotel	Parking, Meals & Incidentals - WALGA Conference & AGM 2026 - 4 x Councillors	MUNICIPAL	$ 1,000.00
24/09/2026	EFT	EFT000322	PPI007884	Paywise Pty Ltd	Novated Lease Liability	MUNICIPAL	$ 3,036.00
24/09/2026	EFT	EFT000322	PPI007860	Boyanup Hockey Club Inc	Refund Key & Hall Hire Bond	MUNICIPAL	$ 310.00
24/09/2026	EFT	EFT000322	PPI007911	Country Framers	Framing 4 x Perth Wildcats Jerseys - ERC	MUNICIPAL	$ 3,000.00
24/09/2026	EFT	EFT000322	PPI007896	Ductworks Australia Bunbury & Busselton Air	Eaton Sports Pavilion - Bi-Annual Heating, Ventilation & Air Conditioning Equipment Maintenance	MUNICIPAL	$ 792.00
24/09/2026	EFT	EFT000322	PPI007870	CS Legal - Recoveries Legal WA	2026/27 Debt Recovery - Legal Fees	MUNICIPAL	$ 3,867.40
24/09/2026	EFT	EFT000322	PPI007899	Malatesta Road Paving And Hotmix	Emulsion for Road Works - Martin Pelusey Rd	MUNICIPAL	$ 360.00
24/09/2026	EFT	EFT000322	PPI007897	Electrical Experts (WA) Pty Ltd	Supply & Install 2 x Power Points & Isolator Switch - West Dardanup BFB	MUNICIPAL	$ 998.80
24/09/2026	EFT	EFT000322	PPI007887	Bunbury Retravision	Eaton Admin - Carpet Cleaning Solution	MUNICIPAL	$ 39.90
24/09/2026	EFT	EFT000322	PPI007907	Hooleys Catering Company	Catering for OCM: 23/09/2026	MUNICIPAL	$ 926.25

SHIRE OF DARDANUP
Schedule of Monthly Payments as at 30-09-2026

Payment Date	Method	EFT Batch No	Invoice Reference	Vendor Name	Description	Fund	Amount
24/09/2026	EFT	EFT000322	PPI007883	M & J Essential Solutions Pty Ltd	EAP Session	MUNICIPAL	$ 180.00
24/09/2026	EFT	EFT000322	PPI007908	Rentokil Initial Pty Ltd	Quarterly Termite Inspection & Bait Station Installation - ERC	MUNICIPAL	$ 5,358.96
24/09/2026	EFT	EFT000322	PPI007880	Sure Shot Photography and Training	Photoshoot With Youth Advisory Group to Support Future Marketing and Promotions	MUNICIPAL	$ 250.00
24/09/2026	EFT	EFT000322	PPI007909	Asahi Beverages Pty Ltd	ERC - Cafe Drinks	MUNICIPAL	$ 624.89
24/09/2026	EFT	EFT000322	PPI007904	CHG-Meridian Australia Pty Limited	ERC Leased Cardio Equipment Purchase	MUNICIPAL	$ 1,018.69
24/09/2026	EFT	EFT000322	PPI007902	Cleanaway Solid Waste Pty Ltd	Kerbside Waste Disposal Price Adjustment - August 2026	MUNICIPAL	$ 395.32
24/09/2026	EFT	EFT000322	PPI007903	Cleanaway Solid Waste Pty Ltd	Kerbside Waste Disposal Price Adjustment - August 2026	MUNICIPAL	$ 757.69
24/09/2026	EFT	EFT000322	PPI007912	Cleanaway Solid Waste Pty Ltd	Waste Transfer Station - Waste Disposal Price Adjustment	MUNICIPAL	$ 131.62
24/09/2026	EFT	EFT000322	PPI007878	Eve Yoga	Yoga Classes: 02-11/09/2026 - ERC	MUNICIPAL	$ 240.00
24/09/2026	EFT	EFT000322	PPI007888	VDW Electrical	Sindhi Park - Supply & Install LED Street Light to Replace Damaged Unit	MUNICIPAL	$ 1,404.48
24/09/2026	EFT	EFT000322	PPI007885	Promote You	100 x Shire Branded Pens for Events and Community Workshops	MUNICIPAL	$ 319.00
24/09/2026	EFT	EFT000322	PPI007886	Promote You	Embroidery of Staff Uniforms	MUNICIPAL	$ 26.40
24/09/2026	EFT	EFT000322	PPI007894	Rhythm Civil And Contracting	Bridge 3658 Ferguson Road - Supply & Install of Pile Bands and Propping	MUNICIPAL	$ 6,809.55
24/09/2026	EFT	EFT000322	PPI007844	Water Corporation	Water - Dardanup Office: 13/07-15/09/2026	MUNICIPAL	$ 153.89
24/09/2026	EFT	EFT000322	PPI007845	Water Corporation	Water - Dardanup Hall: 13/07-15/09/2026	MUNICIPAL	$ 401.68
24/09/2026	EFT	EFT000322	PPI007846	Water Corporation	Water - Don Hewison Centre: 13/07-15/09/2026	MUNICIPAL	$ 108.90
24/09/2026	EFT	EFT000322	PPI007847	Water Corporation	Water - Dardanup Oval: 13/07-15/09/2026	MUNICIPAL	$ 352.16
24/09/2026	EFT	EFT000322	PPI007848	Water Corporation	Water - Glen Huon Oval & Eaton Football Club: 16/07-16/09/2026	MUNICIPAL	$ 877.82
24/09/2026	EFT	EFT000322	PPI007849	Water Corporation	Water - ERC: 16/07-16/09/2026	MUNICIPAL	$ 741.73
24/09/2026	EFT	EFT000322	PPI007850	Water Corporation	Water - Bobin St: 16/07-17/09/2026	MUNICIPAL	$ 78.68
24/09/2026	EFT	EFT000322	PPI007851	Water Corporation	Water - Eaton Speed Boat Ramp Toilets:: 107/07-17/09/2026	MUNICIPAL	$ 27.86
24/09/2026	EFT	EFT000322	PPI007852	Water Corporation	Water - Railway Reserve Standpipe - Charlotte St: 13/07-15/09/2026	MUNICIPAL	$ 9.29
24/09/2026	EFT	EFT000322	PPI007853	Water Corporation	Water - 3 Boyanup - Picton Road: 13/07-15/09/2026	MUNICIPAL	$ 118.92
24/09/2026	EFT	EFT000322	PPI007854	Water Corporation	Water - Dardanup Community Centre: 13/07-15/09/2026	MUNICIPAL	$ 205.05
24/09/2026	EFT	EFT000322	PPI007855	Water Corporation	Water - Eaton Admin: 16/07-16/09/2026	MUNICIPAL	$ 886.17
24/09/2026	EFT	EFT000322	PPI007905	Bunnings Group Limited - Account 197942	30 x Concrete Bags - Depot	MUNICIPAL	$ 318.60
24/09/2026	EFT	EFT000322	PPI007864	Choiceone Pty Ltd	Labour Hire: 07-13/09/2026 - Parks	MUNICIPAL	$ 2,849.97
24/09/2026	EFT	EFT000322	PPI007865	Choiceone Pty Ltd	Labour Hire: 07-13/09/2026 - Parks	MUNICIPAL	$ 3,135.36
24/09/2026	EFT	EFT000322	PPI007875	Heatley Sales Pty Ltd	Safety Gloves - Public Works	MUNICIPAL	$ 132.18
24/09/2026	EFT	EFT000322	PPI007882	Landgate	UV Interim Valuations - Schedule No: R2026/5	MUNICIPAL	$ 49.80
24/09/2026	EFT	EFT000322	PPI007910	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNICIPAL	$ 1,427.80
24/09/2026	EFT	EFT000322	PPI007889	Southern Lock And Security	Replace Door Handles & Locks - Dardanup Office	MUNICIPAL	$ 2,634.15
24/09/2026	EFT	EFT000322	PPI007840	Synergy	Electricity - Glen Huon Oval & Club Rooms: 18/08-14/09/2026	MUNICIPAL	$ 2,796.09
24/09/2026	EFT	EFT000322	PPI007841	Synergy	Electricity - Dardanup Oval: 18/08-14/09/2026	MUNICIPAL	$ 660.13
24/09/2026	EFT	EFT000322	PPI007842	Synergy	Electricity - Martin Pelusey Road Depot: 18/08-14/09/2026	MUNICIPAL	$ 1,648.03
24/09/2026	EFT	EFT000322	PPI007843	Telstra	Internet - Waterloo BFB	MUNICIPAL	$ 99.99
24/09/2026	EFT	EFT000322	PPI007898	Harcher - WA Distributors Pty Ltd	ERC - Cleaning Supplies	MUNICIPAL	$ 367.15
24/09/2026	EFT	EFT000322	PPI007893	Winc Australia Pty Ltd	Binding Machine - Eaton Admin	MUNICIPAL	$ 1,365.83
24/09/2026	EFT	EFT000322	PPI007862	AE Hoskins Building Services	Repair Basketball Court Dividing Curtain Cord - ERC	MUNICIPAL	$ 718.85
24/09/2026	EFT	EFT000322	PPI007871	Chubb Fire And Security	Eaton Admin Centre - Supply & Install New Smoke Detector in Print Room	MUNICIPAL	$ 598.40
24/09/2026	EFT	EFT000322	PPI007872	Chubb Fire And Security	Eaton Admin - Top Up Fuel of Hydrant Diesel Booster Pump	MUNICIPAL	$ 115.83
24/09/2026	EFT	EFT000322	PPI007879	Driva Pty Ltd	Novated Lease Liability	MUNICIPAL	$ 1,842.10
24/09/2026	EFT	EFT000322	PPI007857	Michelle Sutton	Reimburse Uniform Purchase	MUNICIPAL	$ 40.00
24/09/2026	EFT	EFT000322	PPI007861	BKM Plumbing Gas and Drainage	ERC - Investigate Possible Second Fryer Connection	MUNICIPAL	$ 150.70
24/09/2026	EFT	EFT000322	PPI007891	Karingal St Laurence Ltd T/as GenU	Verge Mowing - Soloman St	MUNICIPAL	$ 550.00
24/09/2026	EFT	EFT000322	PPI007876	Golden West Plumbing & Drainage	Gnomesville Public Toilets - Supply & Install New Water Tank Pump	MUNICIPAL	$ 891.00
24/09/2026	EFT	EFT000322	PPI007877	Golden West Plumbing & Drainage	Emergency Call Out to Replace the Hot Water System Which is Tripping the Power - Eaton Family Centre	MUNICIPAL	$ 1,820.50
24/09/2026	EFT	EFT000322	PPI007900	Phoenix Petroleum	Fuel: 22/09/2026 - DA196 Dardanup Central BFB	MUNICIPAL	$ 150.70
24/09/2026	EFT	EFT000322	PPI007867	Country Water & Country Landscaping	Irrigation Parts for Repairs - Parkridge Estates	MUNICIPAL	$ 251.48
24/09/2026	EFT	EFT000322	PPI007868	Country Water & Country Landscaping	Irrigation Parts for Repairs - Gromark Park	MUNICIPAL	$ 505.65
24/09/2026	EFT	EFT000322	PPI007869	Country Water & Country Landscaping	Parts for Reticulation Repairs - Dardanup Cemetery	MUNICIPAL	$ 623.80
24/09/2026	EFT	EFT000322	PPI007901	Sandgroper Contracting & South West Septics	Quarterly Servicing of the Grease Traps - Glen Huon Club Rooms	MUNICIPAL	$ 436.70
24/09/2026	EFT	EFT000322	PPI007863	BrightMark Group Pty Ltd	Cleaning - 5 x Public Toilets	MUNICIPAL	$ 218.98
24/09/2026	EFT	EFT000322	PPI007895	Totally Workwear Bunbury	Safety Boots - Planning Officer	MUNICIPAL	$ 160.95
24/09/2026	EFT	EFT000322	PPI007906	Totally Workwear Bunbury	Safety Work Boots - Planning Officer	MUNICIPAL	$ 249.95
24/09/2026	EFT	EFT000322	PPI007796	Studio 42 Marketing & Design	Graphic Design Work on Strategic Community Plan 2026	MUNICIPAL	$ 2,420.00
24/09/2026	EFT	EFT000322	PPI007890	Lalla Rookh	Councillors & CEO Dinner Whilst Attending WALGA Conference - 7 x Shire of Harvey to Be Reimbursed	MUNICIPAL	$ 846.50
24/09/2026	EFT	EFT000322	PPI007856	Kate Pyburne	Crossover Rebate - A12576	MUNICIPAL	$ 213.06
24/09/2026	EFT	EFT000322	PPI007866	Buckingham Meat Market	ERC - Cafe Goods	MUNICIPAL	$ 600.00
24/09/2026	EFT	EFT000322	PPI007892	Jarred O'Brien	Pre Game Function MC Services - Perth Wildcats Event - ERC	MUNICIPAL	$ 200.00
24/09/2026	EFT	EFT000322	PPI007858	Karen Hart	Refund Key & Hall Hire Bond	MUNICIPAL	$ 310.00

SHIRE OF DARDANUP
Schedule of Monthly Payments as at 30-09-2026

Payment Date	Method	EFT Batch No	Invoice Reference	Vendor Name	Description	Fund	Amount
24/09/2026	EFT	EFT000322	PPI007859	Matt Mumme	Refund Key Bond	MUNICIPAL	$ 40.00
24/09/2026	EFT	EFT000322	PPI007920	Dylan Murphy	ERC Umpire Payment: 23/09/2026	MUNICIPAL	$ 111.20
24/09/2026	EFT	EFT000322	PPI007918	Margery Ann Stevens	ERC Umpire Payment: 22/09/2026	MUNICIPAL	$ 68.10
24/09/2026	EFT	EFT000322	PPI007913	Andrew White	Reimburse Starlink Internet: 22/09-22/10/2026 - Joshua Crooked Brook BFB	MUNICIPAL	$ 150.00
24/09/2026	EFT	EFT000322	PPI007917	Christine Worsfold	ERC Umpire Payment: 22/09/2026	MUNICIPAL	$ 83.40
24/09/2026	EFT	EFT000322	PPI007924	Donna Bastow	ERC Umpire Payment: 23/09/2026	MUNICIPAL	$ 139.00
24/09/2026	EFT	EFT000322	PPI007914	Chubb Fire And Security	Fire Detection and Alarm System @ Eaton Admin	MUNICIPAL	$ 269.50
24/09/2026	EFT	EFT000322	PPI007919	Erin Emerson	ERC Umpire Payment: 23/09/2026	MUNICIPAL	$ 111.20
24/09/2026	EFT	EFT000322	PPI007922	Benjamin Fishwick	ERC Umpire Payment: 23/09/2026	MUNICIPAL	$ 166.80
24/09/2026	EFT	EFT000322	PPI007923	Izak John Walker	ERC Umpire Payment: 23/09/2026	MUNICIPAL	$ 111.20
24/09/2026	EFT	EFT000322	PPI007921	Mia Warren	ERC Umpire Payment: 23/09/2026	MUNICIPAL	$ 139.00
24/09/2026	EFT	EFT000322	PPI007916	Julie Combes	ERC Umpire Payment: 22/09/2026	MUNICIPAL	$ 83.40
24/09/2026	EFT	EFT000322	PPI007925	Vanessa Black	ERC Umpire Payment: 22/09/2026	MUNICIPAL	$ 83.40
24/09/2026	EFT	EFT000322	PPI007926	IPWEA - Australasia Ltd	Using Technology to Increase Fleet Service Levels Webinar - Procurement Officer	MUNICIPAL	$ 99.00
24/09/2026	EFT	EFT000322	PPI007927	IPWEA - Australasia Ltd	Developing Fleet KPI's and Benchmarks Webinar - Procurement Officer	MUNICIPAL	$ 99.00
24/09/2026	EFT	EFT000323	PV000380	Services Australia T/As Centrelink	Payroll Deduction	MUNICIPAL	$ 621.71
24/09/2026	EFT	EFT000323	PV000385	Services Australia T/As Centrelink	Payroll Deduction	MUNICIPAL	$ 313.74
24/09/2026	EFT	EFT000323	PV000379	Australian Tax Office	PAYG	MUNICIPAL	$ 67,342.00
24/09/2026	EFT	EFT000323	PV000382	Australian Tax Office	PAYG	MUNICIPAL	$ 22,032.00
24/09/2026	EFT	EFT000323	PV000381	Services Australia - Child Support Agency	Payroll Deduction	MUNICIPAL	$ 1,171.86
24/09/2026	EFT	EFT000323	PV000384	Services Australia - Child Support Agency	Payroll Deduction	MUNICIPAL	$ 213.92
24/09/2026	EFT	EFT000323	PV000378	Super Clearing House	Superannuation Contribution	MUNICIPAL	$ 8,985.00
24/09/2026	EFT	EFT000323	PV000383	Super Clearing House	Superannuation Contribution	MUNICIPAL	$ 1,565.81
24/09/2026	EFT	EFT000323	PV000386	Super Clearing House	Superannuation Contribution	MUNICIPAL	$ 42,384.44
24/09/2026	EFT	EFT000323	PV000387	Super Clearing House	Superannuation Contribution	MUNICIPAL	$ 16,255.53
24/09/2026	EFT	EFT000323	PV000388	Super Clearing House	Superannuation Contribution	MUNICIPAL	$ 71.55
Payroll							
10/09/2026	EFT			Staff Payroll	Fortnight Ending 13/09/2026	MUNICIPAL	$ 331,598.70
24/09/2026	EFT			Staff Payroll	Fortnight Ending 27/09/2026	MUNICIPAL	$ 316,538.42
BPAY							$ -
Direct Debit							
2/09/2026	DD	EFT000307	PPI007578	Commonwealth Bank of Australia	CBA Merchant Fees - Dardanup - August2026	MUNICIPAL	$ 162.83
2/09/2026	DD	EFT000307	PPI007579	Commonwealth Bank of Australia	CBA Merchant Fees - Eaton - August 2026	MUNICIPAL	$ 1,414.91
2/09/2026	DD	EFT000307	PPI007580	Commonwealth Bank of Australia	CBA Merchant Fees - ECL - August 2026	MUNICIPAL	$ 50.10
2/09/2026	DD	EFT000307	PPI007581	Commonwealth Bank of Australia	CBA Merchant Fees - ERC - August 2026	MUNICIPAL	$ 450.47
2/09/2026	DD	EFT000307	PPI007582	Commonwealth Bank of Australia	CBA Merchant Fees - Securepay - August 2026	MUNICIPAL	$ 2,049.49
2/09/2026	DD	EFT000307	PPI007583	Commonwealth Bank of Australia	CBA Merchant Fees - Tip - August 2026	MUNICIPAL	$ 88.27
4/09/2026	DD	EFT000308	PPI007584	Payrix	Fees for ERC Membership Via Direct Debit	MUNICIPAL	$ 16.12
11/09/2026	DD	EFT000312	PPI007704	Payrix	Fees for ERC Membership Via Direct Debit	MUNICIPAL	$ 613.80
15/09/2026	DD	EFT000314	PPI007836	Commonwealth Bank of Australia	Activity Statement - August 2026	MUNICIPAL	$ 1,149.09
18/09/2026	DD	EFT000318	PPI007838	Payrix	Fees for ERC Membership Via Direct Debit	MUNICIPAL	$ 18.72
15/09/2026	DD	EFT000320	PPI007839	Fat Zebra Pty Ltd	Bank Fees 2026/2027 Web & IVR Merchant ID	MUNICIPAL	$ 866.25
23/09/2026	DD	EFT000321	PPI007915	Department of Justice	Lodgement fee for registering unpaid infringements	MUNICIPAL	$ 362.00
25/09/2026	DD	EFT000324	PPI007928	Payrix	Fees for ERC Membership Via Direct Debit	MUNICIPAL	$ 598.53
Credit Card							
25/09/2026	CC	EFT000325	PPI007929	Facebook Ireland Limited	ERC & Events Advertising	MUNICIPAL	$ 319.97
25/09/2026	CC	EFT000325	PPI007932	Mailchimp	Enewsletter Subscription -September 2026	MUNICIPAL	$ 207.86
25/09/2026	CC	EFT000325	PPI007930	Bunnings Group Limited - Account 197942	Reception Desk for Gym - ERC	MUNICIPAL	$ 1,069.99
25/09/2026	CC	EFT000325	PPI007931	Department of Transport - Bulk Vehicle Licencing	Vehicle Registration Adjustment - DA196	MUNICIPAL	$ 204.80
Term Deposit							
18/09/2026	EFT		Term Deposit	National Australia Bank	Maturity - 17/12/2026 - Interest Rate 5.25%	RESERVE	$ 1,000,000.00
18/09/2026	EFT		Term Deposit	National Australia Bank	Maturity - 20/01/2027 - Interest Rate 5.30%	RESERVE	$ 1,000,000.00
18/09/2026	EFT		Term Deposit	National Australia Bank	Maturity - 17/02/2027 - Interest Rate 5.40%	RESERVE	$ 1,000,000.00
18/09/2026	EFT		Term Deposit	National Australia Bank	Maturity - 17/03/2027 - Interest Rate 5.50%	RESERVE	$ 1,000,000.00
18/09/2026	EFT		Term Deposit	Bank of Queensland	Maturity - 26/05/2027 - Interest Rate 5.55%	RESERVE	$ 1,500,000.00
18/09/2026	EFT		Term Deposit	Heritage Bank	Maturity - 25/06/2027 - Interest Rate 5.60%	RESERVE	$ 500,000.00
18/09/2026	EFT		Term Deposit	Judo Bank	Maturity - 25/06/2027 - Interest Rate 5.60%	RESERVE	$ 1,000,000.00
18/09/2026	EFT		Term Deposit	Commonwealth Bank of Australia	Maturity - 18/11/2026 - Interest Rate 5.01%	RESERVE	$ 3,000,000.00
18/09/2026	EFT		Term Deposit	National Australia Bank	Maturity - 17/12/2026 - Interest Rate 5.25%	MUNICIPAL	$ 1,000,000.00
18/09/2026	EFT		Term Deposit	National Australia Bank	Maturity - 20/01/2027 - Interest Rate 5.30%	MUNICIPAL	$ 1,000,000.00

SHIRE OF DARDANUP
Schedule of Monthly Payments as at 30-09-2026

Payment Date	Method	EFT Batch No	Invoice Reference	Vendor Name	Description	Fund	Amount
18/09/2026	EFT		Term Deposit	National Australia Bank	Maturity - 17/02/2027 - Interest Rate 5.40%	MUNICIPAL	$ 1,000,000.00
18/09/2026	EFT		Term Deposit	National Australia Bank	Maturity - 17/03/2027 - Interest Rate 5.50%	MUNICIPAL	$ 1,000,000.00
18/09/2026	EFT		Term Deposit	Heritage Bank	Maturity - 25/06/2027 - Interest Rate 5.60%	MUNICIPAL	$ 1,000,000.00
18/09/2026	EFT		Term Deposit	Judo Bank	Maturity - 25/06/2027 - Interest Rate 5.60%	MUNICIPAL	$ 500,000.00
18/09/2026	EFT		Term Deposit	Commonwealth Bank of Australia	Maturity - 18/11/2026 - Interest Rate 5.01%	MUNICIPAL	$ 1,000,000.00
24/09/2026	EFT		Term Deposit	Heartland Bank	Maturity - 25/06/2027 - Interest Rate 5.65%	RESERVE	$ 500,000.00
24/09/2026	EFT		Term Deposit	Bank of US	Maturity - 27/04/2027 - Interest Rate 5.58%	RESERVE	$ 500,000.00
24/09/2026	EFT		Term Deposit	Great Southern Bank	Maturity - 25/06/2027 - Interest Rate 5.66%	RESERVE	$ 1,000,000.00
24/09/2026	EFT		Term Deposit	Great Southern Bank	Maturity - 25/06/2027 - Interest Rate 5.66%	MUNICIPAL	$ 1,000,000.00
24/09/2026	EFT		Term Deposit	Heartland Bank	Maturity - 25/06/2027 - Interest Rate 5.65%	MUNICIPAL	$ 1,000,000.00
24/09/2026	EFT		Term Deposit	Judo Bank	Maturity - 25/06/2027 - Interest Rate 5.70%	MUNICIPAL	$ 500,000.00
24/09/2026	EFT		Term Deposit	National Australia Bank	Maturity - 27/04/2027 - Interest Rate 5.55%	MUNICIPAL	$ 1,000,000.00
Cheque							$ -
International							$ -
							$ 24,005,410.12

Report Totals		
EFT	**$**	**1,347,629.80**
Payroll	**$**	**648,137.12**
BPAY	**$**	**-**
Direct Debit	**$**	**7,840.58**
Credit Card	**$**	**1,802.62**
Term Deposit	**$**	**22,000,000.00**
Cheque	**$**	**-**
International	**$**	**-**
	$	**24,005,410.12**

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: *Schedule of Monthly Payments as at 30th September 2026*

RISK THEME PROFILE:

3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	That payments are not made in accordance with Shire's policies and procedures.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Not reporting schedule of paid accounts to Council is in contravention of Local Government Act 1995.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Non-compliance with a legal requirement may lead to community confidence being eroded in Shire's management and Council.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.