



SHIRE OF DENMARK

Ordinary Council Meeting

AGENDA

Tuesday, 30 June 2026

TO BE HELD IN THE COUNCIL CHAMBERS,
953 SOUTH COAST HIGHWAY, DENMARK,
ON TUESDAY JUNE 2026, COMMENCING AT 4.00PM.

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	2
2	RECORD OF ATTENDANCE	2
3	DECLARATION OF INTEREST	2
4	ANNOUNCEMENTS BY THE PRESIDING PERSON.....	2
5	PUBLIC QUESTION TIME	2
5.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	2
5.2	PUBLIC QUESTIONS	2
5.3	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	3
5.4	PRESENTATIONS, DEPUTATIONS & PETITIONS	6
6	APPLICATIONS FOR FUTURE LEAVE OF ABSENCE	6
7	CONFIRMATION OF MINUTES – 26 May 2026.....	7
8	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	7
9	REPORTS OF OFFICERS.....	7
9.1	2026/2027 DIFFERENTIAL RATES AND MINIMUM PAYMENT	7
9.2	DENMARK TOWN CENTRE CONNECTIVITY AND STREETScape DESIGN	12
9.3	ROWER’S SHED – DENMARK RIVERSIDE CLUB	18
9.4	PRIVACY AND RESPONSIBLE INFORMATION SHARING (PRIS) POLICY.....	22
9.5	REPEAL POLICY P110102 - LEASING OF LAND AND/OR BUILDINGS TO COMMUNITY GROUPS	26
9.6	RATES WRITE OFF - RECREATIONAL LAND.....	29
9.7	WRITE OFF OF SUNDRY DEBTOR 30134.....	32
9.8	FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MAY 2026.....	35
9.9	PAYMENT OF ACCOUNTS FOR PERIOD ENDING 31 MAY 2026	39
10	MATTERS BEHIND CLOSED DOORS	40
11	NEW BUSINESS OF AN URGENT NATURE	40
12	CLOSURE OF MEETING	40

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2 RECORD OF ATTENDANCE

MEMBERS

- Cr. Aaron Wiggins (Shire President)
- Cr. Nathan Davenport (Deputy Shire President)
- Cr. Clare Campbell
- Cr. Kingsley Gibson
- Cr. Jay Hockey
- Cr. Jan Lewis
- Cr. Janine Phillips
- Cr. Dominic Youel

STAFF

- David King (Chief Executive Officer)
- Kellie Jenkins (Executive Manager Corporate Services)
- Rob Westerberg (Director Infrastructure & Assets)
- Claire Thompson (Governance Coordinator)

ON APPROVED LEAVE OF ABSENCE

ABSENT WITHOUT LEAVE

- Cr. Alex Sleeman

VISIOTRS

3 DECLARATION OF INTEREST

Name	Item No.	Interest Type	Nature

4 ANNOUNCEMENTS BY THE PRESIDING PERSON

5 PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.2 PUBLIC QUESTIONS

In accordance with Section 5.24 of the Local Government Act 1995, Council conducts a public question time to enable members of the public to address Council or ask

questions of Council. The procedure for public question time can be found on the wall near the entrance to the Council Chambers or can be downloaded from our website at <http://www.denmark.wa.gov.au/council-meetings>.

Questions from the public are invited and welcomed at this point of the Agenda.

In accordance with clauses 3.2 (2) & (3) of the Shire of Denmark Standing Orders Local Law, a second Public Question Time will be held, if required, and the meeting is not concluded prior, at approximately 6.00pm.

Questions from the Public

5.3 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

5.3.1 CR LEWIS – CONTAINERS FOR CHANGE – RECYCLING TONNAGE, COSTS AND COMMUNITY BENEFIT

In accordance with clause 3.10 of the Standing Orders Local Law, Cr Lewis submitted the following questions on the 16 June 2026.

1. Cost Structure

Can the CEO confirm that the gate fee for commingled recycling is charged per tonne, and that reducing the volume of Containers for Change items in the recycling stream results in a corresponding decrease in total costs to the Shire?

Response: Yes, the gate fee for commingled recycling is charged per tonne, with lower tonnages resulting in lower Shire costs.

2. Ratepayer Impact

Can the CEO explain how reductions in recycling processing costs are reflected in the Shire's waste budget, and whether sustained reductions in tonnage could lower waste-related costs for ratepayers over time? Also, does this create a direct financial incentive for the Shire to promote diversion of eligible containers from kerbside recycling?

Response: Forward budget estimates are informed by historical trends. If a negative trend emerged due to reduced tonnage, this would be reflected in future budgets, creating an incentive to divert eligible containers from kerbside recycling.

3. Waste Audit Data

Based on recent waste audits, can the CEO estimate:

- a) the proportion (by weight or volume) of Containers for Change eligible items in the commingled recycling; and
- b) the potential reduction in tonnage and related cost savings if these items are diverted through Containers for Change?

Response: Most recent audits do not record Containers for Change item data. Officers have sought state-average data from third parties and will be able to provide an estimate if it is available.

4. Impact of 1 July Expansion

With the expansion of the Containers for Change scheme from 1 July to include heavier glass containers such as wine and spirit bottles, does the CEO have any modelling or indicative estimates of:

- a) the expected reduction in commingled recycling tonnage; and
- b) the corresponding reduction in processing costs?

Response: Officers have sought data from third parties and will be able to provide an estimate if this is available.

5. Local Community and Economic Benefit

Since Green Skills operates the Shire's only Containers for Change facility at the Tip Shop, can the CEO outline:

- a) how much of the container refund funds are retained locally; and
- b) the economic and employment benefits generated through this local facility?

Response: Officers have sought data from third parties and will be able to provide an estimate if this is available.

6. Household-Level Benefit

Can the CEO provide a simple estimate of the potential financial benefit to an average household if eligible containers are returned through Containers for Change rather than placed in recycling bins?

Response: Officers have sought average household consumption data from third parties and will be able to provide an estimate if this is available.

7. Education and Behaviour Change

What initiatives is the CEO undertaking or planning, to encourage residents to use the local Containers for Change facility at the Tip Shop instead of putting eligible containers in kerbside recycling?

Response: Officers will provide a complete response once the information is collated.

5.3.2 CR LEWIS – OCEAN BEACH PRECINCT KIOSK

In accordance with clause 3.10 of the Standing Orders Local Law, Cr Lewis submitted the following questions on the 17 June 2026.

1. Leasing Efforts

Can the CEO please outline the actions undertaken to date to secure a tenant for the kiosk at the Ocean Beach precinct, including (but not limited to) advertising, Expressions of Interest, engagement of agents, and any direct approaches to potential lessees?

Response: Offices have advertised for Expressions of Interest both locally and statewide, and advertised on-site via posters. A number of discussions and subsequent conversations have occurred with potential lessees that have resulted in a single offer to date that will be presented to Council at a future Council meeting for consideration.

2. Market Feedback / Barriers

Can the CEO please provide an overview of the feedback received from prospective lessees regarding the kiosk, including the key factors influencing decisions not to proceed with a lease?

Response:

The primary factor influencing limited leasing interest appears to be the uncertainty of trade associated with the kiosk's location. Being removed from the town centre, the site does not benefit from consistent, high-volume foot traffic and instead experiences significant variability in visitation.

Patronage fluctuates not only seasonally, with peaks during holiday periods, but also on a day-to-day basis depending on weather conditions, which can materially impact beach usage. This unpredictability makes it difficult for prospective lessees to confidently forecast revenue and assess business viability.

When coupled with the level of initial capital investment required (fit-out is usually expected for commercial tenants) for fit-out and establishment, this uncertainty presents a considerable barrier to entry and has likely contributed to hesitation among potential operators.

3. Measures to Improve Leasing Outcomes

Can the CEO please advise what opportunities may exist to enhance the likelihood of securing a tenant, including any potential capital works, fit-out contributions, lease incentives, or operational adjustments, and note any associated budget considerations?

Response:

The two key elements that could assist in addressing the identified barriers are the provision of a fit-out or the application of reduced lease cost incentives. While the Shire

has advertised the opportunity at market rate, it is important to note that offers have been invited without strictly requiring alignment to that market rate, allowing flexibility in negotiations to respond to market conditions. It is relatively common in commercial contracts to have discounted entry rates.

Officers are currently in discussions regarding a draft offer, with the expectation that formal lease provisions for an operator will be presented to Council at the July Council meeting. This prospective arrangement is contingent on discounted lease rates, which are considered necessary to enable the operator to invest in the required fit-out and to mitigate the commercial risks associated with variable trade at the site.

4. Surf Club Lease Conditions

Can the CEO please provide a summary of the current lease provisions for the Ocean Beach Surf Lifesaving Club relating to the operation of community fundraising events, including any clauses governing:

- a) the frequency and nature of such events; and
- b) any permissions or limitations relating to food, beverage, or commercial activities.

Response:

Fundraising activities involving the sale of food or beverages are limited depending on the type of event: events open to non-members may be held in the function room up to six times per year and must not commence before 2pm, while other fundraising activities are restricted to paying members and their immediate family or carers and may only occur during programmed Nipper activities; however, these restrictions do not apply when the commercial kiosk is unleased, in which case fundraising activities may take place at any time.

5.4 PRESENTATIONS, DEPUTATIONS & PETITIONS

In accordance with Section 5.24 of the Local Government Act 1995, Sections 5, 6 and 7 of the Local Government (Administration) Regulations and section 3.3 and 3.13 of the Shire of Denmark Standing Orders Local Law, the procedure for persons seeking a deputation and for the Presiding Officer of a Council Meeting dealing with Presentations, Deputations and Petitions shall be as per Council Policy P040118 which can be downloaded from the <http://www.denmark.wa.gov.au/council-meetings>. Shire's website at

Prior approval of the Presiding Person is required, and deputations should be for no longer than 15 minutes and by a maximum of two persons addressing the Council.

Nil.

6 APPLICATIONS FOR FUTURE LEAVE OF ABSENCE

A Council may, by resolution, grant leave of absence to a member for future meetings.

7 CONFIRMATION OF MINUTES – 26 May 2026

OFFICER RECOMMENDATION	ITEM 7.1
<p>That the Minutes of the Ordinary Meeting of Council held on 26 May 2026 be CONFIRMED as the true and correct record of the proceedings.</p>	

8 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

9 REPORTS OF OFFICERS

9.1 2026/2027 DIFFERENTIAL RATES AND MINIMUM PAYMENT

File Reference	RTS.1
Applicant	Not Applicable
Disclosure of Officer Interest	Nil
Date	3 June 2026
Author	Kellie Jenkins, Executive Manager Corporate Services
Authorising Officer	Kellie Jenkins, Executive Manager Corporate Services
Attachments	9.1 – Rating Proposal 2026/2027– Statement of Objects and Reasons

EXECUTIVE SUMMARY

- (1) The purpose of this report is for Council to consider the proposed differential rates and minimum payments for 2026/2027 as part of the annual budget process.
- (2) Under section 6.36 of the Local Government Act 1995, Council must give at least 21 days’ local public notice before imposing differential general rates or minimum payments.
- (3) It is recommended that Council approve the proposed 2026/2027 rates in the dollar and minimum payments for public advertising in accordance with the officer's recommendation.

VOTING REQUIREMENTS

- (4) Simple Majority

OFFICER RECOMMENDATION		ITEM 9.1
That Council APPROVE the following differential rates and minimum payment for advertising in accordance with Section 6.36 of the Local Government Act 1995:		
Differential Rate Category	Proposed 2026/2027 Rate in Dollar (\$)	Proposed 2026/2027 Minimum Payment (\$)
Gross Rental Value (GRV)		
Improved	0.086758	1,612
Holiday Purposes	0.169178	1,935
Vacant	0.172649	1,578
Unimproved Value (UV)		
Rural	0.003795	1,853
Rural - Additional Use Holiday	0.004934	2,407
Rural - Additional Use Commercial	0.006452	3,519

LOCATION

- (5) Nil.

BACKGROUND

- (6) The Shire of Denmark (Shire) imposes differential rates based on the purpose for which the land is held or used. Prior to imposing differential general rates when Council adopts its 2026/2027 budget, in accordance with section 6.36 of the Local Government Act 1995, the Shire is required to give local public notice of its intention to do so.
- (7) The differential general rates and minimum payment for the 2025/2026 financial year were as follows:

Differential Rate Category	Proposed 2025/2026 Rate in Dollar (\$)	Proposed 2025/2026 Minimum Payment (\$)
Gross Rental Value (GRV)		
Improved	0.081219	1,512
Holiday Purposes	0.158377	1,815
Vacant	0.161626	1,480
Unimproved Value (UV)		
Rural	0.003885	1,738
Rural - Additional Use Holiday	0.005051	2,258
Rural - Additional Use Commercial	0.006605	3,301

DISCUSSION / OFFICER COMMENTS

- (8) For 2026/2027, rates are proposed to increase by 2% above the annual Consumer Price Index (CPI), plus property growth. The 4.6% CPI component is intended to maintain current service levels and infrastructure, while the additional 2% will help fund the renewal, maintenance and upgrade of existing assets.

- (9) This approach seeks to balance the Shire’s financial sustainability with current cost-of-living pressures. Based on current modelling, the proposed increase represents an average increase of \$142 per household, or \$2.73 per week.
- (10) Overall, the proposed rating model is expected to increase total rate revenue by 6.9% in 2026/2027, supporting the delivery of key services and community outcomes. The Shire will continue to pursue grant funding and other external revenue sources, which have historically contributed more than 50% of annual operating revenue.

Growth of Rateable Properties

- (11) The number of rateable properties has increased during 2025/2026 due to developments and subdivisions of land by individual landowners across the Shire. The following table shows the growth in rateable properties for five years.

Year	No. of Properties	Property Increase	Increase
2025/2026	4227	20	0.48%
2024/2025	4207	27	0.65%
2023/2024	4180	13	0.31%
2022/2023	4167	29	0.70%
2021/2022	4138	10	0.24%

Revaluation

- (12) The basis of valuation is either Gross Rental Value (GRV) or Unimproved Value (UV). GRV is used for non-rural properties, representing the estimated annual rent a property could earn. UV is used for rural properties, referring to the site’s value.
- (13) The Valuation of Land Act 1978 empowers the Valuer General (Landgate) to conduct general valuations on a GRV basis within Western Australia at intervals deemed necessary (every 3 to 6 years) and UV properties annually. Values are determined relative to sales and rentals as of 1 August of the preceding year.
- (14) Landgate completed the GRV valuation of all properties in the Shire of Denmark as of 1 August 2024. These valuations came into force on 1 July 2025.
- (15) The 2025 revaluation of UV properties, effective from 1 July 2026, resulted in an overall valuation average increase of 8.65%.
- (16) Changes in property values are considered when determining the differential rates for the budget. The increase in valuation change justifies discounting the rate in the dollar for differential rate properties to achieve the required rate revenue. The following table shows the discounting rate in the dollar.

Differential Rate Category	2025/2026 Rate in Dollar (\$)	Proposed 2026/2027 Rate in Dollar (\$)	Change (%)
Gross Rental Value (GRV)			
Improved	0.081219	0.086758	6.8
Holiday Purposes	0.158377	0.169178	6.8
Vacant	0.161626	0.172649	6.8
Unimproved Value (UV)			
Rural	0.003885	0.003795	- 2.3
Rural - Additional Use Holiday	0.005051	0.004934	- 2.3
Rural - Additional Use Commercial	0.006605	0.006452	- 2.3

- (17) The proposed rate in the dollar and minimum payment for 2026/2027 financial year are detailed in the table below.

Differential Rate Category	Proposed 2026/2027 Rate in Dollar (\$)	Proposed 2026/2027 Minimum Payment (\$)
Gross Rental Value (GRV)		
Improved	0.086758	1,612
Holiday Purposes	0.169178	1,935
Vacant	0.172649	1,578
Unimproved Value (UV)		
Rural	0.003795	1,853
Rural - Additional Use Holiday	0.004934	2,407
Rural - Additional Use Commercial	0.006452	3,519

Rating Proposal

- (18) The Rating Proposal for 2026/2027, includes the statement of objects and reasons for the proposed differential rates and minimum payments. The objects and reasons provide a brief explanation of the key differences between rate categories, as per Attachment 9.1.

CONSULTATION AND EXTERNAL ADVICE

- (19) In accordance with section 6.36 of the Local Government Act 1995, local public notice will be given for a period of at least 21 days, setting out each proposed rate in the dollar and minimum payment and making available the Statement of Objects and Reasons for the proposed differential rates.

STATUTORY / LEGAL IMPLICATIONS

Local Government Act 1995

- (20) Section 6.36 of the Local Government Act 1995 requires a local government to give local public notice of its intention to impose differential general rates or a minimum payment applying to a differential rate category.
- (21) The Act also prescribes the information to be included in the notice and requires Council to consider any submissions received before adopting the proposed rates.

STRATEGIC / POLICY IMPLICATIONS**Rating Equity Policy**

- (22) The report and officer recommendation align with Council's adopted Rating Equity Policy, as per resolution 050325 dated 25 March 2025.

FINANCIAL IMPLICATIONS**Long Term Financial Plan**

- (23) The 2024-2033 Long Term Financial Plan (LTFP) was endorsed by Council on 30 April 2024, as per resolution 070424. For 2026/2027, the proposed rating model reflects CPI, asset renewal requirements and property growth. This will result in an estimated 6.9% increase in total rate revenue, which is above the LTFP forecast of 5.5%. The variance reflects current economic conditions and the need to maintain services, renew assets and respond to growth, and will be incorporated into the next review of the LTFP.

OTHER IMPLICATIONS**Environmental**

- (24) There are no known significant environmental implications relating to the report or officer recommendation.

Economic

- (25) The Australian Bureau of Statistics reported that Perth's CPI increased by 1.2% in the March 2026 quarter, bringing annual inflation to 4.6%, in line with the national rate. Key inflation drivers were housing, transport, and food and non-alcoholic beverages, reflecting ongoing cost pressures on households.
- (26) Sustained inflation continues to increase the cost of goods, services and service delivery, placing pressure on households, communities and local government. These conditions reinforce the need for prudent financial planning to maintain services, renew assets and respond to growing community demand.

Social

- (27) There are no known significant social considerations relating to the report or officer recommendation.

RISK MANAGEMENT

- (28) Risk Table

Risk	Risk based on history and with existing controls			Proposed Treatment/Control
	Likelihood	Consequence	Risk Rating	
<p>Reputational Impacts: That community concern or negative public feedback may arise if the proposed differential rates and minimum payments are perceived to be unfair, insufficiently explained, or not aligned with service delivery outcomes.</p>	Likely (4)	Major (4)	High (16)	Provide clear public notice, accessible explanatory material, and transparent reasons for the proposed rates, and consider submissions received through the advertising process before adopting the final differential rates.

9.2 DENMARK TOWN CENTRE CONNECTIVITY AND STREETSCAPE DESIGN

File Reference	ORG.27
Applicant	Not Applicable
Disclosure of Officer Interest	Nil
Date	23 June 2026
Author	David King, Chief Executive Officer
Authorising Officer	David King, Chief Executive Officer
Attachments	9.2a – Confidential - Extract from GHD Denmark Town Centre Connectivity and Streetscape Design Submission 9.2b – Consultation Plan

EXECUTIVE SUMMARY

- (1) In January 2026, Council endorsed the preparation of a Regional Precincts and Partnerships Program ('RPPP') application to support a broad town centre activation package, including streetscape and connectivity improvements, Civic Centre works, Strickland Street upgrades and related project development costs. The broader scope was supported at that time because the program provided a potential opportunity to leverage the proposed Hardy Street supermarket development and seek external funding for public realm and movement network improvements.

- (2) Since that decision, Officers have reviewed the Federal Budget 2026–27 and available program information and have not identified a new or extended RPPP funding round. This materially changes the basis for progressing the full original scope, particularly the Civic Centre component, which would otherwise require a substantial Shire contribution and is more appropriately considered as a future project.
- (3) The revised scope retains the town centre movement, connectivity and streetscape design components that remain strategically relevant irrespective of the immediate availability of RPPP funding. This includes planning and design work for South Coast Highway, Strickland Street, Hollings Road, Walker Street and related pedestrian and accessibility connections between the traditional town centre and the Hardy Street supermarket site.
- (4) The preferred tendered scope for the streetscape and connectivity work is \$150,000. The Civic Centre design component, tendered at \$100,000, is recommended to be deferred. Of the remaining application and agreement costs, \$20,000 has been committed and Officers will seek to mitigate or redirect the balance where possible.
- (5) Officers recommend that Council endorse the revised scope and associated consultation plan. This will allow the Shire to continue progressing strategically important town centre planning, while reducing abortive expenditure associated with the broader RPPP-driven scope and ensuring stronger community and stakeholder engagement before final concepts are presented to Council.

VOTING REQUIREMENTS

- (6) Simple Majority

OFFICER RECOMMENDATION	ITEM 9.2
That Council ENDORSE the revised scope as per Attachment 9.2a and the associated consultation plan as per Attachment 9.2b.	

LOCATION

- (7) The project area is the Denmark town centre, including South Coast Highway, Strickland Street, Hollings Road, Walker Street and related pedestrian and movement connections between the existing town centre, the Hardy Street supermarket site and civic destinations.

BACKGROUND

- (8) At its January 2026 Ordinary Council Meeting, Council considered a report titled Regional Precincts and Partnerships Program. The report proposed that the Shire prepare an application to the Australian Government’s Regional Precincts and Partnerships Program to support town centre activation and address challenges arising from the relocation of the IGA supermarket outside the traditional town centre.
- (9) The January 2026 report identified that the proposed new supermarket development on South Coast Highway near Hardy Street represented a private investment of

approximately \$10 million to \$15 million or more. The report noted that this investment created a potential partnership opportunity that could align with the RPPP's precinct delivery stream and strengthen the case for public realm and movement network improvements.

- (10) The report also identified a key strategic risk: that relocating a major retail anchor outside the traditional core could reduce foot traffic and economic activity in Strickland Street, potentially fragmenting the town centre into two commercial nodes. The RPPP proposal was therefore framed as a way to improve connectivity, pedestrian movement, traffic safety and town centre resilience.
- (11) The project components identified as potentially eligible for RPPP funding included enhanced streetscape and connectivity along South Coast Highway, Civic Centre improvements, Strickland Street upgrades, satellite parking and other application and partnership development costs.
- (12) The rationale for progressing such a broad scope was that the RPPP could potentially leverage the supermarket investment and support a precinct-scale package of public works that would otherwise be difficult to deliver within ordinary municipal funding capacity. The January 2026 report also recognised the risk of abortive costs if the RPPP application was unsuccessful, but noted that design work would remain useful for future funding opportunities and help keep projects shovel-ready.
- (13) Since that Council decision, Officers have reviewed the Federal Budget 2026–27 and associated public information and have not identified a new or extended RPPP funding round. The Department of Infrastructure's program information indicates that the RPPP remains paused for new applications. This materially changes the basis on which the broader project scope, particularly the Civic Centre component, was previously contemplated.
- (14) Whilst the design components have been appropriately tendered, and the preferred consultants notified, no formal design contracts have been awarded to date.
- (15) As such, whilst there are some abortive costs in application development, the Shire has not yet committed significant expenditure to detailed design. Council is therefore able to reconsider the scope before entering into the next stage of work.

DISCUSSION / OFFICER COMMENTS

- (16) The central issue for Council is whether to continue with the broader project scope previously contemplated in anticipation of a Regional Precincts and Partnerships Program funding opportunity, or to proceed with a narrower and more immediately relevant town centre movement and streetscape design scope.
- (17) Officers recommend that the Civic Centre component be removed from the current project scope. Without a current external funding pathway, the Civic Centre component would likely require a substantial Shire contribution and remains more appropriately considered as a separate future project aligned to the Long Term Financial Plan.

- (18) The town centre movement, connectivity and streetscape design work remain strategically relevant. It responds directly to the need to maintain Strickland Street as Denmark’s primary civic and commercial spine, and provide planning for improved pedestrian, cycle and vehicle connectivity, and an integrated plan for South Coast Highway, Strickland Street, Hollings Road and Walker Street.
- (19) The GHD submission (extract provided as Attachment 9.2a) identifies a staged methodology including a town centre movement and connectivity concept, preliminary design for South Coast Highway, complementary streetscape concepts for Hollings Road and Strickland Street, and a Walker Street concept. The proposed deliverables include mapping, accessibility and universal design considerations, concept plans, preliminary design documentation, cost estimates and implementation planning.
- (20) The work will also assist the Shire in coordinating future developer-related works, particularly intersection treatments, pedestrian links and public realm improvements associated with the Hardy Street supermarket development. It will also support future advocacy to State and Federal Government for South Coast Highway, intersections, pedestrian safety and public realm investment.
- (21) At the Concept Forum held on 12 May 2026, Councillors raised concerns regarding the level of consultation undertaken to date for a project of this significance. In the absence of an immediate Regional Precincts and Partnerships Program deadline, Officers recommend that the revised project include stronger and more extensive community and stakeholder engagement before any final concept is presented to Council.

CONSULTATION AND EXTERNAL ADVICE

- (22) The revised project scope will require community and stakeholder engagement. An engagement plan is provided in Attachment 9.2b.

FINANCIAL IMPLICATIONS

- (23) In January 2026, Council approved a budget adjustment of \$280,000 to enable an upper limit of the expenditure of \$300,000. The table below is an extract from the January Ordinary Council minutes.

- (24) *Extract from the January 2026 minutes – Financial Implications*

Priority Order	Project Component	Est Construction Cost	%	Consultant Fee (to D&C)
1	Enhanced Streetscape and Connectivity along South Coast Highway (SCH)	\$7M	2%	\$140k
2	Civic Centre	\$3M	4%	\$100k
3	Upgrades to Strickland Street	\$2M	2%	\$40k

4	Satellite Parking	\$2M	1%	\$20k
N/A	Other Costs (application/agreements)	-	-	\$40k

(25) Following the tendering process, the following costs represent the fees for the preferred tenderers

(26) *Tendered Amount and Scope*

Project Component	Consultant Fee	Comments
Movement and Connectivity Assessment Enhanced Streetscape and Connectivity along South Coast Highway (SCH) – Preliminary Design Upgrades to Strickland Street - Concept Upgrades to Hollings Road – Concept Upgrade to Walker Street – Concept <i>Note – Attachment 9.2a (confidential) is an extract from the preferred tenderer's submission and provides the scope of works in more detail.</i>	\$150k	Recommendation is to proceed with this component of the design
Civic Centre	\$100k	Recommendation is to defer this work to a later date
Other Costs (application/agreements)	\$40k	\$20k has been committed. Officers will work with the consultant to mitigate or redirect to other funding applications.

STATUTORY / LEGAL IMPLICATIONS

(27) Nil

STRATEGIC / POLICY IMPLICATIONS**Council Plan**

- (28) The revised scope is consistent with Council's strategic direction to enhance the Denmark town centre and support a vibrant, activated, accessible and pedestrian-friendly public realm. Removing the Civic Centre component better aligns the project with the Long Term Financial Plan and avoids progressing design work for a component without a clear funding pathway.

OTHER IMPLICATIONS**Environmental**

- (29) There are no known significant environmental implications relating to the report or officer recommendation.

Economic

- (30) There are no known significant economic implications relating to the report or officer recommendation.

Social

- (31) There are no known significant social considerations relating to the report or officer recommendation.

RISK MANAGEMENT

- (32) A risk assessment has been undertaken per the Council's Risk Management Policy, and no risks have been identified in relation to the officer recommendation or the report.

9.3 ROWER'S SHED – DENMARK RIVERSIDE CLUB

File Reference	A3069 / DA 2026/66; Reserve 20403, Lot 1110, 3 Morgan Road, Denmark
Applicant	Denmark Riverside Club Inc.
Disclosure of Officer Interest	Nil
Date	17 June 2026
Author	David King, Chief Executive Officer
Authorising Officer	David King, Chief Executive Officer
Attachments	9.3 – Denmark Riverside Club Development Application – Rowers' Shed

EXECUTIVE SUMMARY

- (1) The purpose of this report is to seek Council's support, as landowner and lessor, for Denmark Riverside Club Inc. to construct a 16 metre by 4 metre rowers' shed within the existing Denmark Riverside Club lease area on Reserve 20403, Lot 1110, 3 Morgan Road, Denmark.
- (2) The proposed shed would be funded and delivered by Denmark Riverside Club Inc. and used to store and maintain rowing boats, trailers and associated equipment used by Denmark Rowers, which forms part of the Denmark Riverside Club.
- (3) The current lease requires the Lessee to obtain the Shire's prior consent before altering the premises or undertaking building work. If Council supports construction under the current lease, the shed will form part of the Shire's asset base, and the Shire will be responsible for insuring the infrastructure. The anticipated insurance cost is expected to be nominal having regard to the size, value and classification of the proposed building.
- (4) The alternative would be to negotiate a new or amended lease structure that expressly makes the shed the property of the Lessee. Although there are examples of this approach for other community facilities, such as the Denmark Men's Shed and Woodturners, officers consider that Shire ownership is the preferred approach for this relatively minor infrastructure because it is simpler, consistent with other assets on the land parcel and avoids unnecessary lease complexity as lease areas and related assets evolve over time.

VOTING REQUIREMENTS

- (5) Simple Majority

OFFICER RECOMMENDATION

ITEM 9.3

That Council:

1. SUPPORTS, as landowner and lessor, Denmark Riverside Club Inc., constructing a 16 metre by 4 metre rowers' shed within the existing Denmark Riverside Club lease area on Reserve 20403, Lot 1110, 3 Morgan Road, Denmark, generally in accordance with the submitted development application documentation provided in attachment 9.3a.
2. NOTES that Shire support as landowner and lessor does not constitute development approval or building approval, and that all statutory approvals and any other required consents must be obtained before works commence.

LOCATION

- (6) The proposal relates to the Denmark Riverside Club lease area at 3 Morgan Road, Denmark, being a portion of Reserve 20403, Lot 1110. The proposed shed is to be located near the southern end of the bowling greens, within the existing lease area and close to the river access used by the rowing and dragon boat groups.

BACKGROUND

- (7) Denmark Riverside Club Inc. leases portion of Reserve 20403, Lot 1110 and portion of Reserve 39066, Lot 1002 from the Shire of Denmark under a 21-year Crown land lease that commenced on 21 October 2016 and expires on 20 October 2037. The permitted use under the lease is the Riverside Club Complex.
- (8) The lease provides that the Lessee must not alter the premises or undertake building work without the Landlord's prior consent. It also provides that the Shire must insure the premises at the Shire's cost, while the Lessee is responsible for public liability insurance and for keeping the premises in good repair, subject to fair wear and tear.
- (9) The Denmark Community Rowing Association amalgamated with Denmark Riverside Club in 2022. The Club advises that Denmark Rowers has two St Ayles skiffs, two boat trailers and a launching trolley. Currently, only one boat and one launching trolley can be stored at the Club, with the remaining assets stored off-site. The proposed shed is intended to allow both boats and associated equipment to be stored, accessed and maintained at the Club.

DISCUSSION / OFFICER COMMENTS

- (10) The development application seeks approval for a 16 metre by 4 metre shed to store and maintain rowing boats, with associated landscaping, gravel access, retaining works and connections to power and water. The estimated project cost in the application is approximately \$60,000. The Club proposes to fund the project through grants, sponsorship, donations, fundraising and in-kind (club) contributions.
- (11) The Club's stated rationale is that rowing participation is constrained by the current storage arrangements. Locating both boats at the Riverside Club would improve

access, support increased rowing participation, protect the Club's rowing assets and strengthen the Club's multi-sport community role.

- (12) The proposal has been considered separately through the development assessment process. This report does not duplicate the planning officer assessment. Instead, it considers whether Council should support the proposed construction in its capacity as landowner and lessor.
- (13) If Council consents to the works under the current lease, the shed will be treated as part of the Shire's infrastructure on the reserve. This means the Shire will be responsible for insuring the building, consistent with the existing lease position. The additional cost is expected to be nominal given the shed's modest scale, estimated value and likely building classification. The Club would remain responsible for public liability insurance, day-to-day use and relevant maintenance obligations under the lease.
- (14) An alternative approach would be to prepare a new or amended lease that expressly provides that the shed remains the property of the Lessee. There are examples of this approach in relation to other community facilities, including the Denmark Men's Shed and Woodturners. However, for infrastructure of this scale, officers consider that retaining Shire ownership is the preferred approach. It is administratively simpler, consistent with the other Shire-owned infrastructure on the land parcel and avoids creating unnecessary distinctions between small buildings and improvements as lease areas and related community assets evolve over time. The recommended approach is also the preference of the Riverside Club.

CONSULTATION AND EXTERNAL ADVICE

- (15) The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy and believes that no additional external/internal engagement or consultation is required.

STATUTORY / LEGAL IMPLICATIONS

Lease of Crown Land

- (16) The land is Crown reserve land leased by the Shire to Denmark Riverside Club Inc. under a registered lease. The lease permits use as the Riverside Club Complex and requires the Lessee to obtain the Landlord's prior consent before altering the premises or undertaking building work. Council may support the proposal in its capacity as landowner and lessor, subject to all statutory approvals being obtained before works commence.

STRATEGIC / POLICY IMPLICATIONS

- (17) Nil

FINANCIAL IMPLICATIONS

- (18) The project is proposed to be funded by Denmark Riverside Club Inc. and external sources. No capital contribution is sought from the Shire. If the shed is accepted as Shire infrastructure under the current lease, the Shire will be responsible for insuring the building. This cost is expected to be nominal given the size, estimated value and nature of the proposed building.

OTHER IMPLICATIONS**Environmental**

- (19) The proposed works are located close to the Denmark River and include earthworks, retaining works and access improvements. Environmental matters, including stormwater, erosion control, site works and construction impacts, are to be addressed through the development approval and building approval processes and through any conditions imposed by the Shire.

Economic

- (20) There are no known significant economic implications relating to the report or officer recommendation.

Social

- (21) The proposal is expected to have positive social implications by improving access to rowing, supporting growth in participation, improving the Club's capacity to accommodate multiple user groups and strengthening the role of the Riverside Club as a shared community sporting and recreation facility.

RISK MANAGEMENT

- (22) A risk assessment has been undertaken in accordance with the Council's Risk Management Policy. The principal risks relate to asset ownership, insurance, construction approvals and future maintenance but are considered low. These risks are considered manageable through the existing lease, formal written consent, approval conditions, confirmation of insurance arrangements and clear construction and handover requirements.

9.4 PRIVACY AND RESPONSIBLE INFORMATION SHARING (PRIS) POLICY

File Reference	ADMIN.2
Applicant	Not Applicable
Disclosure of Officer Interest	Nil
Date	15 June 2026
Author	Angela Simpson, Corporate Planning and Policy Officer
Authorising Officer	Kellie Jenkins, Executive Manager Corporate Services
Attachments	9.4 – Privacy and Responsible Information Sharing Policy

EXECUTIVE SUMMARY

- (1) Council is requested to adopt the Privacy and Responsible Information Sharing (PRIS) Policy.
- (2) The Policy provides a framework for how the Shire collects, uses, stores, protects and shares information in a lawful, transparent and responsible way, consistent with the Privacy and Responsible Information Sharing Act 2024.

VOTING REQUIREMENTS

- (3) Simple Majority

OFFICER RECOMMENDATION	ITEM 9.4
That Council:	
<ul style="list-style-type: none"> 1. ADOPTS the Privacy and Responsible Information Sharing (PRIS) Policy, as per Attachment 9.4; and 2. REPEALS Privacy Statement P040132 Policy. 	

LOCATION

- (4) Nil

BACKGROUND

- (5) The Privacy and Responsible Information Sharing Act 2024 introduces a modern privacy and information sharing framework for the Western Australian public sector, including local governments. The legislation establishes Information Privacy Principles and Responsible Sharing Principles to strengthen privacy protections and support appropriate information sharing where there is a clear public benefit.
- (6) The Shire currently manages privacy, records, Information and Communications Technology (ICT) and information security matters through a range of policies,

procedures and operational standards. These arrangements do not currently provide a single overarching policy aligned to the new legislative framework.

- (7) The proposed PRIS Policy addresses this gap by setting clear principles, expectations and governance arrangements for how information is managed and shared across the organisation.

DISCUSSION / OFFICER COMMENTS

- (8) The PRIS Policy is intentionally high level and principles based. It provides organisational direction without duplicating detailed operational procedures.
- (9) Key elements of the Policy include:
- A clear statement of Council’s commitment to protecting privacy while enabling responsible information sharing in the public interest.
 - Alignment with the Information Privacy Principles and Responsible Sharing Principles under the Privacy and Responsible Information Sharing Act 2024.
 - Guidance on how information is collected, used, shared and protected across physical, digital and online environments.
 - Explicit recognition of privacy and security risks associated with third-party platforms, cloud services and digital tools.
 - Commitments to transparency, data minimisation, information security, and accountable governance.
 - Clear pathways for access, correction and complaints.
- (10) Adopting the PRIS Policy will provide Council and the community with confidence that the Shire has a contemporary and defensible framework for managing privacy and responsible information sharing.
- (11) In adopting this Policy, Council is requested to repeal Privacy Statement P040132. That statement explains how the Shire of Denmark collects and uses information and outlines how personal information is handled. The new PRIS Policy replaces this statement with a broader, contemporary policy framework that addresses privacy, responsible information sharing, governance, security and accountability requirements under the Privacy and Responsible Information Sharing Act 2024.

CONSULTATION AND EXTERNAL ADVICE

- (12) Internal consultation was undertaken with relevant Corporate Services, and Governance officers to ensure the Policy reflects current organisational practices and identifies matters requiring further operational guidance.
- (13) The Policy has also been informed by available guidance material relating to the Privacy and Responsible Information Sharing Act 2024.

STATUTORY / LEGAL IMPLICATIONS**Privacy and Responsible Information Sharing (PRIS) Act 2024**

- (14) The PRIS Act establishes privacy obligations for WA public sector entities, including local governments, and provides a framework for responsible information sharing.
- (15) The objectives of the PRIS Act include:
- Promote responsible and transparent practices in the handling of personal information.
 - Balance the public interests of protecting the privacy of personal information with the free flow of information.
 - Provide a mechanism for individuals to complain about alleged interferences with their privacy.
 - Promote responsible information security practices.
- (16) The Policy supports the Shire's compliance with relevant statutory obligations including:
- Privacy and Responsible Information Sharing Act 2024; and
 - Freedom of Information Act 1992.
- (17) Adoption of the Policy provides a clear governance framework to support lawful decision-making, responsible information handling and privacy risk management.

Local Government Act 1995

- (18) Section 2.7(2)(b) provides that one of Council's roles is to determine the local government's policies.

STRATEGIC / POLICY IMPLICATIONS**Council Policy Framework**

- (19) The PRIS Policy supports good governance, organisational accountability and public trust by consolidating privacy and information handling expectations into a single, accessible policy.
- (20) The Policy aligns with Council's commitment to transparency, responsible risk management and ethical administration.

FINANCIAL IMPLICATIONS

- (21) There are no direct financial implications arising from the adoption of this Policy.
- (22) Any future resource or system improvements required to support implementation will be considered through normal budget and business planning processes.

OTHER IMPLICATIONS**Environmental**

(23) There are no known significant environmental implications relating to the report or officer recommendation.

Economic

(24) There are no known significant economic implications relating to the report or officer recommendation.

Social

(25) The Policy supports community confidence by clearly articulating how personal information provided to the Shire is handled, protected and used responsibly.

RISK MANAGEMENT

(26) Without a contemporary privacy and information sharing policy, the Shire faces increased risks of:

- Non-compliance with new legislative requirements;
- Inconsistent information handling practices;
- Privacy breaches and reputational damage; and
- Reduced public trust.

(27) Adoption of the PRIS Policy mitigates these risks by establishing clear principles, governance arrangements and accountability for information management across the organisation.

(28) Risk table:

Risk	Risk based on history and with existing controls			Proposed Treatment/Control
	Likelihood	Consequence	Risk Rating	
Legal / Regulatory Compliance: Risk of non-compliance with new legislative requirements or inconsistent information handling practices.	2	2	4 - Low	Monitor and review Operational Standards for the Information Asset Register, information breaches and the privacy complaint process.
Reputational Impacts: Risk that a privacy breach results in reputational damage and reduced public trust.	2	2	4 - Low	

9.5 REPEAL POLICY P110102 - LEASING OF LAND AND/OR BUILDINGS TO COMMUNITY GROUPS

File Reference	ADMIN.2
Applicant	Not Applicable
Disclosure of Officer Interest	Nil
Date	16 June 2026
Author	Angela Simpson, Corporate Planning and Policy Officer
Authorising Officer	David King, Chief Executive Officer
Attachments	9.5a – Policy P110102 9.5b – Property Management Policy

EXECUTIVE SUMMARY

- (1) This report recommends the repeal of Policy P110102 – Leasing of Land and/or Buildings to Community Groups, as its provisions are now comprehensively addressed through the Property Management Policy adopted in August 2024, associated lease documentation, and the annual Fees and Charges Schedule.

VOTING REQUIREMENTS

- (2) Simple Majority

OFFICER RECOMMENDATION	ITEM 9.5
That Council REPEALS Policy P110102 – Leasing of Land and/or Buildings to Community Groups	

LOCATION

- (3) NA

BACKGROUND

- (4) Policy P110102 was adopted to guide the leasing of Council land and/or buildings to community groups, including provisions regarding lease requirements, rental subsidies, insurance, maintenance responsibilities, and contributions to certain community facilities.
- (5) The policy has undergone several amendments since its adoption in 2008 to reflect evolving Council practices and priorities.
- (6) In August 2024, Council adopted a comprehensive Property Management Policy, which now provides an overarching framework for the management, leasing, and use of Council-owned land and buildings. In addition, relevant operational matters are embedded in lease agreements and annually reviewed Fees and Charges.

DISCUSSION / OFFICER COMMENTS

- (7) Policy P110102 is now considered redundant, as its key provisions are addressed through more contemporary and integrated mechanisms:
- Lease requirements, legal costs, tenure, and conditions are governed through standardised lease documentation and legal agreements
 - Rental structures and concessions are addressed annually through the Fees and Charges Schedule and Community Contributions schedules and informed by policy principles
 - Maintenance responsibilities, insurance arrangements, and outgoings are clearly defined within individual lease agreements
 - Strategic land use considerations and tenure decisions are guided by the Property Management Policy.
- (8) Some historical provisions within Policy P110102 relate to legacy arrangements, such as specific maintenance contributions or responsibilities for certain community facilities (e.g. halls and the museum building). A number of these arrangements are embedded within existing leases and will be addressed progressively as leases expire and are renewed. Where a maintenance contribution is made for the Halls and Museums, transparency of this payment is captured in the community contributions schedule in the annual budget document. The repeal of Policy P110102 will:
- Remove duplication and potential inconsistency between policies;
 - Ensure a single, contemporary policy framework governs property management; and
 - Improve clarity and administrative efficiency.

CONSULTATION AND EXTERNAL ADVICE

- (9) The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and has considered Council's Community Engagement Policy and believes that no additional external/internal engagement or consultation is required. Internal consultation has been undertaken with relevant officers responsible for property management and community facilities. No external consultation is required, as the repeal does not remove existing contractual rights or obligations under current lease agreements.

STATUTORY / LEGAL IMPLICATIONS

- (10) There are no adverse statutory or legal implications arising from the repeal of Policy P110102. Existing leases and contractual arrangements will remain in force and remain legally binding. Any changes to lease conditions will be made in accordance with the lease terms and applicable legislation at the time of renewal.

STRATEGIC / POLICY IMPLICATIONS

- (11) The repeal aligns with:

- The Property Management Policy (August 2024), which provides the current strategic framework; and
- Council's commitment to maintaining a streamlined, contemporary, and non-duplicative policy framework.

OTHER IMPLICATIONS

Environmental

- (12) There are no known significant environmental implications relating to the report or officer recommendation.

Economic

- (13) There are no known significant economic implications relating to the report or officer recommendation. Continued support for community groups will be managed through existing policy and budget frameworks.

Social

- (14) Positive impact through clearer governance arrangements and continued support for community use of Council facilities.

RISK MANAGEMENT

- (15) A risk assessment has been undertaken per the Council's Risk Management Policy, and no risks have been identified in relation to the officer recommendation or the report. This is because key mitigations are in place, including the existing Property Management Policy, legally binding lease agreements that preserve existing arrangements, and a progressive review of legacy conditions as leases expire.

9.6 RATES WRITE OFF - RECREATIONAL LAND

File Reference	A3127
Applicant	Not Applicable
Disclosure of Officer Interest	Nil
Date	03 June 2026
Author	Judy Savic, Senior Rates Officer
Authorising Officer	Kellie Jenkins, Executive Manager Corporate Services
Attachments	Nil

EXECUTIVE SUMMARY

- (1) This report seeks Council approval to write off rates and service charges totalling \$629.70 for assessment A3127, being Lot 943, 21 Barnett Street, Denmark.
- (2) The debt arose because 2025/2026 charges were raised before the land was incorporated into Reserve 15513 and became non-rateable when vested in the Shire for recreation purposes.
- (3) As the amount exceeds the Chief Executive Officer’s delegated write-off limit of \$500, Council approval is required under section 6.12(1)(c) of the Local Government Act 1995.

VOTING REQUIREMENTS

- (4) Simple Majority

OFFICER RECOMMENDATION	ITEM 9.6
<p>That Council write off rates and service charges totalling \$629.70 for assessment A3127, being Lot 943 on Deposited Plan 171283, pursuant to section 6.12(1)(c) of the Local Government Act 1995.</p>	

LOCATION

- (5) Lot 943, 21 Barnett Street, Denmark adjoining Reserve 15513.



BACKGROUND

- (6) Lot 943 on Deposited Plan 171283 was previously held by Retirees WA Inc. for the purpose of a Pensioners Homes Site. The Department of Planning, Lands and Heritage later determined the land was unsuitable for residential development because of significant bushfire risk.
- (7) The Department proposed that Lot 943 be incorporated into Reserve 15513 (McLean Park). Reserve 15513 is managed by the Shire of Denmark for the purpose of Recreation and Showground under Management Order from the Minister for Lands.

DISCUSSION / OFFICER COMMENTS

- (8) The 2025/2026 rates for Lot 943 were raised before the land was incorporated into Reserve 15513. Once transferred, the land became non-rateable.
- (9) Under Council’s delegation, the CEO may approve the write-off of an individual debt only up to \$500. As the amount proposed to be written off is \$629.70, Council approval is required.

CONSULTATION AND EXTERNAL ADVICE

- (10) The officer has considered whether consultation or engagement is required under Council’s Community Engagement Policy and determined that no additional internal or external consultation is necessary.

STATUTORY / LEGAL IMPLICATIONS

Local Government Act 1995

- (11) Section 6.12(1)(c) of the Local Government Act 1995 gives Council power to write off money owed to the Shire.

STRATEGIC / POLICY IMPLICATIONS**Delegation Register**

- (12) The Chief Executive Officer may grant discounts, waive, or write off an individual debt up to \$500, subject to the total budget allocation adopted by Council. As this proposed write-off exceeds that limit, it must be determined by Council.

FINANCIAL IMPLICATIONS

- (13) The total amount proposed to be written off is \$629.70, comprising rates of \$441.70, Emergency Services Levy of \$108.00, and a GRV facilities maintenance charge of \$80.00.

OTHER IMPLICATIONS**Environmental**

- (14) There are no known significant environmental implications relating to the report or officer recommendation.

Economic

- (15) There are no known significant economic implications relating to the report or officer recommendation.

Social

- (16) There are no known significant social considerations relating to the report or officer recommendation.

RISK MANAGEMENT

- (17) A risk assessment has been undertaken in accordance with Council's Risk Management Policy. No material risks have been identified in relation to the report or officer recommendation.

9.7 WRITE OFF OF SUNDRY DEBTOR 30134

File Reference	FIN.32.2025/26
Applicant	Not Applicable
Disclosure of Officer Interest	Nil
Date	3 June 2026
Author	Nikki Westerberg, Senior Finance Officer
Authorising Officer	Kellie Jenkins, Executive Manager Corporate Services
Attachments	Nil

EXECUTIVE SUMMARY

- (18) This report seeks Council approval to write off sundry debtor 30134 to the amount of \$593 for dog impoundment fees.
- (19) The debt arose in May 2025 after two dogs were impounded and later surrendered to the Shire. Recovery action has been undertaken, including referral to a debt collection agency, without success.
- (20) As the amount exceeds the Chief Executive Officer’s delegated write-off limit of \$500, Council approval is required under section 6.12(1)(c) of the Local Government Act 1995.

VOTING REQUIREMENTS

- (21) Simple Majority

OFFICER RECOMMENDATION	ITEM 9.7
That Council, pursuant to section 6.12(1)(c) of the Local Government Act 1995, write off sundry debtor 30134 to the amount of \$593.	

LOCATION

- (22) Nil.

BACKGROUND

- (23) Council is responsible for recovering outstanding debts and charges in a timely manner to support sound financial management and cash flow.
- (24) A debt may be written off where reasonable recovery action has been taken, and the cost of further recovery is likely to exceed the value of the debt.
- (25) Writing off unrecoverable debts ensures the Shire’s receivables are stated accurately and avoids unnecessary administrative and recovery costs.

- (26) Under delegation 1.2.20, the Chief Executive Officer may grant discounts, waive, or write off an individual debt up to \$500. Where the amount exceeds that limit, the matter must be referred to Council for determination.

DISCUSSION / OFFICER COMMENTS

- (27) A review of the Shire’s sundry debtors ledger identified one unpaid invoice considered unrecoverable.
- (28) The invoice recommended for write-off is:

Debtor	Invoice Number	Amount \$	Invoice Date	Description
30134	28522	593.00	31/05/2025	Dog Impoundment

- (29) The debt relates to dog impoundment and sustenance fees incurred in May 2025. The two dogs were not collected and were later surrendered to the Shire.
- (30) Recovery action included a final demand letter, which was delivered and signed for on 7 November 2025, and referral to AMPAC Debt Recovery on 19 March 2026.
- (31) On 8 May 2026, AMPAC advised that all available recovery avenues had been exhausted and closed the matter.
- (32) The debtor also has six outstanding infringements referred separately to the Fines Enforcement Registry. These matters are not affected by the proposed write-off.

CONSULTATION AND EXTERNAL ADVICE

- (33) The officer has considered whether consultation or engagement is required under Council’s Community Engagement Policy and determined that no additional internal or external consultation is necessary for this matter.

STATUTORY / LEGAL IMPLICATIONS

Local Government Act 1995

- (34) Section 6.12(1)(c) enables Council to write off money owed to the Shire.

STRATEGIC / POLICY IMPLICATIONS

Delegation Register

- (35) The Chief Executive Officer is authorised to grant discounts, waive, or write off an individual debt up to \$500. As the proposed write-off exceeds that limit, it must be determined by Council.

FINANCIAL IMPLICATIONS

- (36) The total amount proposed to be written off is \$593, comprising impound fees of \$215 and sustenance fees for seven days of \$378. The financial impact on the Shire is minimal.

OTHER IMPLICATIONS**Environmental**

- (37) There are no known significant environmental implications arising from the report or officer recommendation.

Economic

- (38) There are no known significant economic implications arising from the report or officer recommendation.

Social

- (39) There are no known significant social implications arising from the report or officer recommendation.

RISK MANAGEMENT

- (40) A risk assessment has been undertaken in accordance with Council's Risk Management Policy. No material risks have been identified in relation to the report or officer recommendation.

9.8 FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MAY 2026

File Reference	FIN.66.2025/26
Applicant	Not Applicable
Disclosure of Officer Interest	Nil
Date	17 June 2026
Author	Scott Sewell, Financial Accountant
Authorising Officer	Kellie Jenkins, Executive Manager Corporate Services
Attachments	9.8 – May 2026 Monthly Financial Report

EXECUTIVE SUMMARY

- (1) In accordance with the Local Government Financial Management Regulations 1996, local governments must prepare a monthly Statement of Financial Activity reporting financial performance against the adopted budget.
- (2) The Shire of Denmark has prepared its Statement of Financial Activity for the period ending 31 May 2026.
- (3) A monthly Investment Register is also provided to Council to ensure compliance with the Shire’s Investment Policy.

VOTING REQUIREMENTS

- (4) Simple Majority

OFFICER RECOMMENDATION	ITEM 9.8
That Council RECEIVE the Financial Activity Statements for the period ending 31 May 2026, incorporating the Statement of Financial Activity and other supporting documentation, as per Attachment 9.8.	

LOCATION

- (5) Nil.

BACKGROUND

- (6) To meet statutory reporting obligations, the Monthly Financial Report provides a snapshot of the Shire’s year-to-date financial performance. The report includes the following:
 - Statement of Financial Activity by Nature or Type;
 - Explanation of Material Variances;
 - Net Current Funding Position;
 - Receivables;

- Capital Acquisitions;
- Cash Backed Reserve Balances;
- Loan Schedule;
- Investment Register; and
- Cash and Investments Summary.

(7) Council has endorsed a materiality threshold of 10% or \$50,000 for reporting variances (Resolution 080725). Variances meeting or exceeding this threshold must be explained.

DISCUSSION / OFFICER COMMENTS

(8) The Statement of Financial Activity for May 2026 reports a closing funding surplus of \$2,007,995. The adopted and amended budget provides for a balanced year-end closing position. The main year-to-date variances are:

- Operating income above budget by \$236,005;
- Operating expenses below budget by \$947,519;
- Capital income below budget by \$1,893,539; and
- Capital expenses below budget by \$2,593,661.

(9) Further details are provided in Note 1 of the Statement of Financial Activity, Major Variances.

(10) A summary of the financial position for May 2026 is provided in the table below:

	Adopted Annual Budget (as amended)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	\$	\$	\$	\$	%
Opening Funding Surplus	659,358	659,358	659,358	0	0%
Revenue					
Operating revenue	15,896,253	15,599,558	15,835,563	236,005	2%
Capital revenue, grants and contributions	10,609,876	5,864,746	3,971,207	-1,893,539	-32%
	26,506,129	21,464,304	19,806,771	-1,657,533	
Expenditure					
Operating Expenditure	-21,051,100	-18,767,583	-17,820,064	947,519	5%
Capital Expenditure	-12,014,281	-8,701,250	-6,107,589	2,593,661	30%
	-33,065,381	- 27,468,833	-23,927,653	3,541,180	

Funding balance adjustments	5,899,894	5,501,868	5,469,520	-32,348	-1%
Closing Funding Surplus	0	156,697	2,007,995	1,851,299	1181.45%

Investment Report

- (11) In accordance with the Shire's Investment Policy, the monthly Investment Register reports on portfolio performance, counterparty exposure, and investment income earned against budget. It also confirms whether the portfolio complies with relevant legislative and policy limits.
- (12) As at 31 May 2026, total cash holdings, including trust funds, were \$11,744,724. This comprised:
- Municipal Funds totalling \$5,395,704;
 - Shire Trust Funds totalling \$55,850;
 - Restricted Reserve Funds invested totalling \$6,293,169; and
 - Unrestricted Municipal Funds invested totalling \$4,978,248.
- (13) The Reserve Bank of Australia's official cash rate remains at 4.35%. The RBA Monetary Policy Board maintained this rate on 16 June 2026, noting that inflation remains above the target range and that it will continue to assess the impact of earlier interest rate increases.

CONSULTATION AND EXTERNAL ADVICE

- (14) The officer has considered whether consultation or engagement is required under Council's Community Engagement Policy and determined that no additional internal or external consultation is necessary for this matter.

STATUTORY / LEGAL IMPLICATIONS

Local Government Act 1995

- (15) Section 6.8 relates to a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by Council resolution.
- (16) Section 6.14 outlines the power to invest for local governments.

Local Government (Financial Management) Regulations 1996

- (17) Regulation 34 (1-5) outlines the requirements for financial activity statements.
- (18) Regulation 19,28 and 49; and the Australian Accounting Standards, sets out the statutory conditions under which Council funds may be invested.

The Trustees Act 1962

- (19) Part III Investments covers the investment powers and responsibilities of trustees.

STRATEGIC / POLICY IMPLICATIONS**Investment Policy**

- (20) A monthly report will be provided to Council on the investment portfolio. The report will include portfolio performance, counterparty exposure as a percentage of the total portfolio, investment maturity dates, investment income earned against the year-to-date budget, and confirmation that investments comply with legislative and Policy limits.

FINANCIAL IMPLICATIONS

- (21) The 2025/2026 Annual Budget provides the framework for the Shire's financial management.
- (22) Financial impacts are addressed in this report.

OTHER IMPLICATIONS**Environmental**

- (23) There are no known significant environmental implications arising from the report or officer recommendation.

Economic

- (24) There are no known significant economic implications arising from the report or officer recommendation.

Social

- (25) There are no known significant social implications arising from the report or officer recommendation.

RISK MANAGEMENT

- (26) A risk assessment has been undertaken in accordance with Council's Risk Management Policy. No material risks have been identified in relation to the report or officer recommendation.

9.9 PAYMENT OF ACCOUNTS FOR PERIOD ENDING 31 MAY 2026

File Reference	FIN.22.2025/26
Applicant	Not Applicable
Disclosure of Officer Interest	Nil
Date	15 June 2026
Author	Kelly Schroeter, Senior Finance Officer
Authorising Officer	Kellie Jenkins, Executive Manager Corporate Services
Attachments	9.9 – Payment of Accounts – May 2026

EXECUTIVE SUMMARY

- (1) To advise Council of payments made for the period 1 May to 31 May 2026.

VOTING REQUIREMENTS

- (2) Simple Majority

OFFICER RECOMMENDATION	ITEM 9.9
That Council RECEIVE the payment of accounts totalling \$1,875,413.00 for the month of May 2026, as per Attachment 9.9.	

LOCATION

- (3) Not applicable.

BACKGROUND

- (4) Nil.

DISCUSSION / OFFICER COMMENTS

- (5) Nil.

CONSULTATION AND EXTERNAL ADVICE

- (6) The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy and believes that no additional external/internal engagement or consultation is required.

STATUTORY / LEGAL IMPLICATIONS

Local Government (Financial Management) Regulations 1996

- (7) Regulation 13 – list of accounts to be prepared each month and presented to Council.

STRATEGIC / POLICY IMPLICATIONS

- (8) Nil.

FINANCIAL IMPLICATIONS

- (9) Nil.

OTHER IMPLICATIONS**Environmental**

- (10) There are no known significant environmental implications relating to the report or officer recommendation.

Economic

- (11) There are no known significant economic implications relating to the report or officer recommendation.

Social

- (12) There are no known significant social considerations relating to the report or officer recommendation.

RISK MANAGEMENT

- (13) A risk assessment has been undertaken per the Council's Risk Management Policy, and no risks have been identified in relation to the officer recommendation or the report.

10 MATTERS BEHIND CLOSED DOORS**11 NEW BUSINESS OF AN URGENT NATURE****12 CLOSURE OF MEETING**