



A G E N D A

ORDINARY

COUNCIL MEETING

To Be Held

Wednesday, 14th of December 2022
Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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Upon request.



NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup Council will be held on Wednesday, the 14th of December 2022 in the Council Chambers, Shire of Dardanup – Administration Centre Eaton, 1 Council Drive, Eaton – Commencing at 5.00pm.

MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

Date: 9th of December 2022

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

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

VISION STATEMENT

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

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COUNCIL ROLE

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

DISCLAIMER

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

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

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

RISK ASSESSMENT

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

RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE

Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	Environment
Insignificant (1)	Near miss Minor first aid injuries	Less than \$10,000	No material service interruption - backlog cleared < 6 hours	Compliance - No noticeable regulatory or statutory impact. Legal - Threat of litigation requiring small compensation. Contract - No effect on contract performance.	Unsubstantiated, low impact, low profile or 'no news' item	Contained, reversible impact managed by on site response
Minor (2)	Medical type injuries	\$10,001 - \$50,000	Short term temporary interruption – backlog cleared < 1 day	Compliance - Some temporary non compliances. Legal - Single minor litigation. Contract - Results in meeting between two parties in which one party expresses concern.	Substantiated, low impact, low news item	Contained, reversible impact managed by internal response
Moderate (3)	Lost time injury <30 days	\$50,001 - \$300,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Compliance - Short term non-compliance but with significant regulatory requirements imposed. Legal - Single moderate litigation or numerous minor litigations. Contract - Receive verbal advice that, if breaches continue, a default notice may be issued.	Substantiated, public embarrassment, moderate impact, moderate news profile	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury >30 days	\$300,001 - \$1.5 million	Prolonged interruption of services – additional resources; performance affected < 1 month	Compliance - Non-compliance results in termination of services or imposed penalties. Legal - Single major litigation or numerous moderate litigations. Contract - Receive/issue written notice threatening termination if not rectified.	Substantiated, public embarrassment, high impact, high news profile, third party actions	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$1.5 million	Indeterminate prolonged interruption of services – non-performance > 1 month	Compliance - Non-compliance results in litigation, criminal charges or significant damages or penalties. Legal - Numerous major litigations. Contract - Termination of contract for default.	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Uncontained, irreversible impact

RISK - LIKELIHOOD TABLE

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

LEVEL OF RISK GUIDE

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

SHIRE OF DARDANUP

AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ON WEDNESDAY, THE 14TH OF DECEMBER 2022, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 5.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

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

Acknowledgement of Country

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

Emergency Procedure

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

Affirmation of Civic Duty and Responsibility

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

[illegible]

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

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

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

3.1 Jill Cross (513 Crooked Brook Road, Dardanup) – Application for Development Approval – Extractive Industry – Lot 4580 Panizza Road, Crooked Brook

Reporting Department

Infrastructure Directorate

Elected Member

Mr Theo Naudé - Director Infrastructure

Member of Public Comments

It is noted that a number of local residents have raised potentially dangerous traffic issues in submissions to council and I believe that these concerns are not being properly addressed. With several gravel extraction licences in the Depiazzi, Banksia Rd and Panizza Rd areas, operations at Lot 2 Banksia Rd, heavy and light traffic on Dowdells Line, TJ Depiazzi operations, the Shire transfer station and local and tourist traffic on Ferguson Rd this has all added to a significant increase in traffic using this intersection.

This intersection was not designed to accommodate all these vehicle movements and the safety concerns have been raised with Council on several occasions however it doesn't appear any improvements have been made. Trucks entering Ferguson Rd from Depiazzi treat Ferguson Rd as a slip lane and visibility to the east along Ferguson Rd is very poor. Added to this there are more heavy vehicles entering Ferguson Rd from Dowdells Line, avoiding the BORR work at Waterloo Rd.

Question:

When was the last time that the intersection of Depiazzi, Ferguson Rds and Dowdells Line intersection was assessed for road safety?

Officer Response:

Concerns about the intersection have been raised in the past with the Shire. The previous Director of Infrastructure investigated the matter in September 2019 and proposed an immediate solution, that of improved advanced warning (sign installed on Ferguson Rd in 2019), and also a longer term solution, that of looking at the feasibility for an acceleration lane to be constructed from Depiazzi Road left on to Ferguson Road. The feasibility study of the acceleration lane, however, has not progressed.

In order to fully understand the real issues at hand, it would be prudent and it is recommended to carry out a Road Safety Audit of the intersection.

A Road Safety Audit is a formal, systematic, assessment of the potential road safety risks associated with a road, conducted by an independent qualified audit team. The assessment considers all road users and suggests measures to eliminate or mitigate those risks. The audit team would include a Shire representative.

The Shire will shortly be installing traffic counters / vehicle classifiers to obtain current traffic data on the various roads, which will be useful data for Road Safety Audit.

4 PUBLIC QUESTION TIME

5 APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL RESOLUTION

THAT be granted leave of absence for the Ordinary Council Meeting to be held on the 25th of January 2023.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Council Meeting Held on the 23rd of November 2022

OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Ordinary Meeting of Council held on the 23rd of November 2022, be confirmed as true and correct subject to no/the following corrections:

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.1 Title: Shire President Monthly Report

Reporting Department

Elected Members

Elected Member

Cr. Michael Bennett - Shire President

The following meetings were held since my last report to Council:

Event:	16/11/22 - Meeting with S/W LGA Exec Committee
Report:	Discussion on waste, events and more cooperation.
Event:	0/11/22 - BGEA AGM
Report:	Normal AGM and some new businesses signing up
Event:	18/11/22 - Meeting with Graham Foster
Report:	Confidential discussion.
Event:	22/11/22 - Dardanup Seniors Lunch
Report:	Spoke about Council and future projects and answered questions.
Event:	25/11/22 - SWALGA Meeting at Boyup Brook
Report:	Great meeting and great insight into a Council who runs their own Dr Clinic and Ambulance service so close to a regional centre.
Event:	28/11/22 - Regional Road Group
Report:	Good meeting and interesting that RRGSW looks at returning \$20M-plus as the price gouging is hurting all LG's. Looking to have the first Budget surplus ever next year.
Event:	28/11/22 - Cr Gardiner attended WHS & Volunteer Bushfire Fighters Forum on behalf of the President
Report:	Thanks Cr. T G Gardiner for taking on such a tough task.
Event:	29/11/22 – Economic Development Sundowner – “Hydrogen Innovations”
Report:	Informative presentations with some great virtual reality graphics bringing some realisation to the potential of a Hydrogen Hub. Some good stakeholder engagement.
Event:	01/12/22 - Harvey Water Meeting and Presentation.
Report:	Seeking assistance with Henty Road Bridge and water for Wanjū and Waterloo. Presentation will be included in next Information Bulletin.
Event:	01/12/22 - Presentation to SWDC on the Hydrogen Business Case and other projects.
Report:	Networking opportunity and chance to show what we are up to for the first time in a few years.
Event:	07/12/22 - Dardanup Primary School Senior Year Graduation Ceremony
Report:	Fantastic new format focusing on Graduating Class of 2022.
Event:	08/12/22 - Road network meeting with MRD.
Report:	Discussions with the view to attempt to save lives at the Waterloo interchange cross road and outlets for Waterloo and Wanjū.

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

11 DECLARATION OF INTEREST

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

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

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

The following Declarations of Interest have been declared:

Chief Executive Officer, Mr André Schönfeldt;

Deputy Chief Executive Officer, Mr Phil Anastasakis;

Director Special Projects & Community, Ms Susan Oosthuizen;

Executive Manager Development Services, Mr Murray Connell;

Manager Governance & HR, Ms Cathy Lee;

Manager Financial Services, Mrs Natalie Hopkins;

- have declared an Impartiality Interest in Item '12.4.2 - Motor Vehicle Variation to Policy & Vehicle Changeover' as they have been allocated a Shire of Dardanup Fleet Vehicle.

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 EXECUTIVE REPORTS

12.1.1 Title: Feedback - WALGA Best Practice Governance Review

Reporting Department	Executive
Responsible Officer	Mr André Schönfeldt - Chief Executive Officer
Reporting Officer	Mr André Schönfeldt - Chief Executive Officer
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Appendix ORD: 12.1.1A – Background Paper – WALGA Best Practice Governance Review Appendix ORD: 12.1.1B – Consultation Paper – WALGA Best Practice Governance Review Appendix ORD: 12.1.1C – Risk Assessment Tool

Overview

Council have been requested by the WA Local Government Association [WALGA] to provide feedback on the Model Options provided in their Consultation Paper 'Best Practice Governance Review' [BPGR].

OFFICER RECOMMENDED RESOLUTION

THAT Council provide the following response to the WA Local Government Association in relation to their Best Practice Governance Review Consultation Paper, advising that the Shire of Dardanup preference for the WALGA Governance Model in order of preference is:

OPTION	PREFERENCE (1-5)
Option 1 – Two tier model, existing Zones	2
Option 2 – Board, Regional Bodies	4
Option 3 – Board, Amalgamated Zones	3
Option 4 – Member elected Board, Regional Group	5
Option 5 – Current Model	1

Change to Officer Recommendation

No Change. **OR:**

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

Background

The following is from the WALGA Background Paper on its Best Practice Governance Review [BGPR] [Appendix ORD: 12.1.1A].

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members. Other drivers for the review included:

- *Misalignment between key governance documents; Constitution, Corporate Governance Charter, State Council Code of Conduct, and Standing Orders –stemming from varying amendments.*
- *State Council's 3 September 2021 resolution requesting amendment to the Constitution to "deal with matters related to State Councillors' Candidature for State and Federal elections".*
- *Proposed legislative reforms to remove WALGA from being constituted under the Local Government Act 1995 (WA).*
- *Constitutional requirements for WALGA to become a registered organisation under the Industrial Relations Act 1979 (WA), which would enable WALGA to make applications in its own right to the Western Australian Industrial Relations Commission*

In March 2022 State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had its first meeting on 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. Steering Committee meetings 2 to 5 had a focus on the development of governance model principles.

WALGA are seeking Council's consideration of the WALGA BPGR Consultation Paper [Appendix ORD: 12.1.1B] and the governance model options put forward and provide a Council endorsed position to WALGA.

It is suggested that Council endorse a preferred model (which could be the Current Model) and provide a ranking in terms of an order of preference. Submissions to WALGA are sought by 23rd of December 2022.

Legal Implications - None.

Council Plan - 13.1 - Adopt best practice governance.

Environment - None.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

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

TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Feedback - WALGA Best Practice Governance Review
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<div>Legal and Compliance</div> <div>WALGA provides a representative and united voice for local government along with valuable governance support. Supporting WALGA benefits the Shire of Dardanup.</div> <div>Reputational</div> <div>Not supporting WALGA as a member Council would damage the reputation of the Shire of Dardanup.</div>

Officer Comment

WALGA advise that their BPGR is to ensure WALGA's governance model is contemporary and agile and maximises engagement with members. The review provides the opportunity to re-examine WALGA's constitution, board composition, board role, governance approach and policies, and is driven by:

- *Identification in the Corporate Strategy 2020-2025 of the need to review the governance model as an enabler of organisational performance.*
- *Member and stakeholder feedback from a range of sources highlighting dissatisfaction with the governance model.*
- *Legislative reforms to remove WALGA from being constituted under the Local Government Act 1995.*
- *An opportunity for WALGA to be constituted as a registered employer organisation.*

Council are requested to consider the five options, inclusive of the current model:

OPTION 1				OFFICER COMMENT
Option 1 – Two tier model, existing Zones	Zones (5 Metro, 12 country)	Policy Council (25 members) 24 members plus President.	Board – 11 members 8 elected from Policy Council, including Board elected President and up to 3 independents.	This method would effectively change the State Council to a Policy Council and establish a Board above the Policy Council. Policy Council will meet twice annually. Should the board option be considered as a way forward then this model will see the least disruption to the functioning of the Zone and is therefore the second preferred option.
Option 2 – Board, Regional Bodies	Policy Teams/ Forums / Committees	Regional Bodies (4 metro, 4 country)	Board – 11 members 8 elected from Regional Bodies, including Board elected President and up to 3 independents.	This option is the second least preferred option as it will effectively do away with the zones and replace it with large regional bodies. It will do away with State Council and replace it with a board. Considering the land area and tyranny of distance it is considered that such a model would significantly diminish the effectiveness of input and participation from regional areas as logistically such participation would come at either a financial cost or a loss of interaction and cooperation. It also reduces the overall representation with no policy Council or State Council.
Option 3 – Board, Amalgamated Zones	Policy Teams/ Forums / Committees	Zones (6 metropolitan and 6 country)	Board – 15 members 12 elected from Zones, including Board elected President and up to 2 independents.	This option recommends amalgamating the South West Zone with the Great Southern Zone. It does away with State Council and instead has a board. This option is not supported as it is likely to see diminished participation and representation across the sector with tyranny of distance and costs associated with a board structure some of the main concerns.
Option 4 – Member elected Board, Regional Group	Regional Groups	Policy Teams/ Forums / Committees	Board – 11 members 8 elected via direct election, including Board elected President and up to 3 independents.	This option is the least preferred option as it will effectively do away with the zones as it is now and replace this with Regional Policy Teams. Considering the land area and tyranny of distance it is considered that such a model would significantly diminish the effectiveness of input and participation from regional areas, as logistically such participation would come at either a financial cost or a loss of interaction and cooperation. It also reduces the overall representation with no policy Council or State Council.
Option 5 – Current Model	Policy Teams/ Forums / Committees	Zones (5 metropolitan and 12 country)	State Council (25 members) 24 members plus President.	This is the preferred option. The South West Zone is seen to be very effective in encouraging collaboration and information sharing across the twelve local governments involved. The Shire of Dardanup would like to retain the zone as it is and would recommend that meetings be held quarterly with four meetings per annum. This option also retains the State Council as the controlling, policy and advocacy body on behalf of the local government sector in WA. This model has served the sector well in the past and as such it is recommended that this be the preferred option moving forward.

12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

None.

12.3 INFRASTRUCTURE DIRECTORATE REPORTS

12.3.1 Title: Yabberup Road Gate Licence Request – Public Submissions

Reporting Department:	<i>Infrastructure Directorate</i>
Responsible Officer	<i>M Theo Naudé - Director Infrastructure</i>
Reporting Officer	<i>Mr Nathan Ryder - Manager Infrastructure Planning & Design</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.3.1A – Risk Assessment Tool Appendix ORD: 12.3.1B – Submissions</i>

Overview

Council considered a request from Yabberup Road landowner, Mr Anthony Pitts (the Applicant), for a gate licence for two gates across Yabberup Road. The request was advertised for a period of four weeks. Submissions have now been received and considered. Council is asked to consider either not granting permission and requiring removal of the gates, or granting permission over a 12-month trial period subject to strict conditions.

OFFICER RECOMMENDED RESOLUTION “A”

THAT Council advises Mr Anthony William Pitts of 874 Yabberup Road, Wellington Forest, that:

- 1. Permission for a gate licence on Yabberup Road is not granted;**
- 2. The existing gates, signs and any subsidiary fencing that is wholly contained within the road reserve shall be removed from Yabberup Road within 30 calendar days.**

OR

OFFICER RECOMMENDED RESOLUTION “B”

THAT Council

- 1. Advises Mr Anthony William Pitts of 874 Yabberup Road, Wellington Forest, that the two existing gates across Yabberup Road (located at SLK 0.27 and SLK 1.14) are temporarily permitted to remain and that Council allows Mr Pitts to operate the gates subject the following conditions:**

- a) The gates may only be closed for the express purpose of transferring livestock across Yabberup Road from property to property. Otherwise, the gates must remain fully open;
 - b) The gates shall not be locked at any time and must be able to be opened easily by anyone wishing to pass the gates;
 - c) Closure limited to 1 hour per day;
 - d) Mr Pitts shall relocate to the boundary fence the signs "Visitors please respect farm biosecurity..." that are located within the road reserve;
 - e) Signs to be installed on the gates with a copy of this council resolution to inform the general public;
 - f) The gates are maintained in a safe and serviceable condition at all times and to the satisfaction of the Shire of Dardanup;
 - g) Forty Eight (48) Hour notice by way of email or text messaging is to be given to the neighbours Susan and Brian Pass of 775 Yabberup Road before the gates are closed;
 - h) The Shire of Dardanup reserves the right to recoup the cost of repairs of any damage caused to the road directly attributable to stock along Yabberup Road;
 - i) The Shire of Dardanup will consider cancelling the permission if any of the conditions of this resolution are breached;
 - j) The Shire of Dardanup may consider renewing permission at the expiration of a 12-month trial period.
2. At the expiration of a 12-month trial period, requests that the CEO advertises the proposal of renewing permission for the two gates, via a public notice for a period of not less than four weeks, and also seeks direct feedback from the other landowner on Yabberup Road as well as the other relevant land managers (DPLH and DBCA). Once feedback is received, that the matter be brought back to Council for consideration of renewing permission;
3. That the CEO investigates permanent closure of the Yabberup Road reservation and creation of a new road on the western boundary, inside the property at 874 Yabberup Road to service the existing properties, which currently gain access off Yabberup Road by way of a potential land swap agreement.

Change to Officer Recommendation

No Change. **OR:**

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

Background

At its meeting held on the 27th of July 2022, Council considered the request from Yabberup Road landowner, Mr Anthony Pitts, for a gate licence for two gates across the road. At this meeting, it was resolved (Res: 186-22):

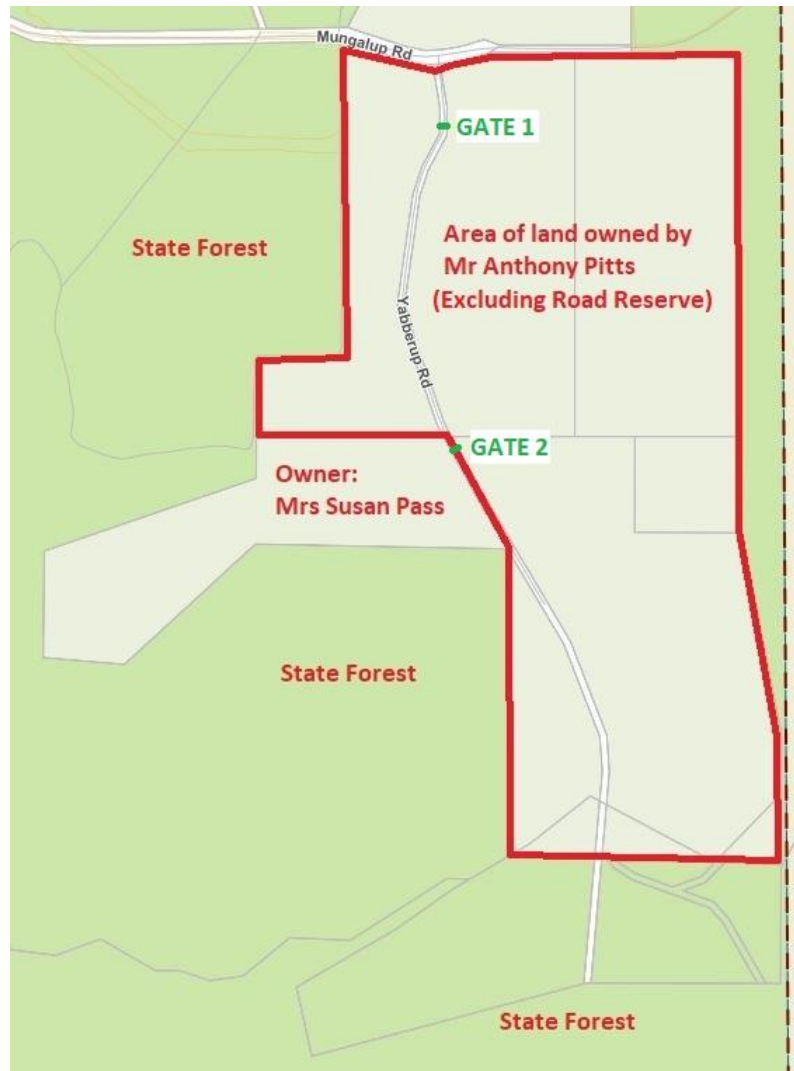
THAT Council requests that:

- 1. The Chief Executive Officer advertises the proposal for a gate licence for two gates across Yabberup Road via a public notice for a period of not less than four weeks, and also seeks direct feedback from the other landowners on Yabberup Road as well as the other relevant land managers (Department of Planning, Lands and Heritage (DPLH) and Department of Biodiversity, Conservation and Attractions (DBCA)); and*
- 2. Once feedback relating to a gate licence for two gates across Yabberup Road as outlined in Item 1 is received, the matter be brought back to Council for further consideration.*

As per the previous Council Report, the request from Mr Pitts was as follows:

- Permission requested to have two gates across Yabberup Road, as indicated in the sketch below. Note, the gates are existing. Gate 1 is located at SLK 0.27 and Gate 2 is located at SLK 1.14.
- The purpose of the gates across Yabberup Road is for transferring livestock from one area to another from time to time;
- The operation of transferring livestock comprises closing both Gates 1 and 2 and the gates need to be closed for up to 6 hours at a time (during daylight hours only). Both gates are then reopened;
- Vehicles and persons are able to fully access Yabberup Road during livestock transfer operations by opening and closing the gates;
- The frequency of transferring livestock varies throughout the year, being roughly every two weeks on average, but can be as frequent as once per week during peak periods.

A diagram showing the various land ownerships is provided herewith:



As per the above Council Resolution, the proposal was advertised publically and direct feedback was also sought. The advertising period has now closed, all submissions have been received and considered, and the matter is herewith brought back to Council for deliberation.

Legal Implications

Landowners are able to request permission to have gates across public thoroughfares. Clause 9 of the *Local Government (Uniform Local Provisions) Regulations 1996* states:

9. Permission to have gate across public thoroughfare — Sch. 9.1 cl. 5(1)

- (1) A person may apply to the local government for permission to have across a public thoroughfare under the control or management of the local government a gate or other device that enables motor traffic to pass across the public thoroughfare and prevents livestock from straying.
- (2) The local government may, before dealing with the application, require the applicant to publish notice of the application in such manner as the local government thinks fit.
- (3) Permission granted by the local government under this regulation —
 - (a) must be in writing; and
 - (b) must specify the period for which it is granted; and
 - (c) must specify each condition imposed under subregulation (4); and

- (d) *may be renewed from time to time; and*
- (e) *may be cancelled by giving written notice to the person to whom the permission was granted.*
- (4) *The local government may impose such conditions as it thinks fit on granting permission under this regulation including, but not limited to, conditions on the construction, placement and maintenance of the gate or other device across the public thoroughfare.*
- (5) *The local government may, when renewing permission granted under this regulation or at any other time, vary any condition imposed by it under subregulation (4) and the variation takes effect when written notice of it is given to the person to whom the permission was granted.*
- (6) *The local government may at any time, by written notice given to the person to whom permission was granted under this regulation, cancel the permission and request the person responsible for the gate or other device to remove it within a time specified in the request.*
- (7) *A person to whom a request is made under subregulation (6) must comply with the request. Penalty: a fine of \$5 000.*
- (8) *A local government must keep a register of gates and other devices constructed in accordance with a permission granted under this regulation.*

Note: This regulation is of a kind prescribed in the Local Government Act 1995 Schedule 3.1 Division 2 item 1A. This means that an offender might be given a notice under section 3.25(1)(b) of the Act and if the notice is not complied with the local government may, under section 3.26, itself do what the notice required and recover the cost from the offender. [Regulation 9 amended in Gazette 1 Feb 2013 p. 425-6.]

Council Plan

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

Environment

If livestock are allowed for an extended period within the road reserve, there is the possibility of “incidental grazing”, which could adversely impact natural vegetation alongside the road.

Precedents

Requests for gate licences on public roads are unusual. However, the Shire received an application for the erection of a gate across Rose Road Burekup some years ago from W & L Rose of Lot 1.

The request was granted at the Ordinary Council Meeting held on the 5th of November 2014 (Res: 348-14) subject to conditions and consideration of renewing permission at the expiration of a 12-month trial period.

The matter was further considered at the Ordinary Council Meeting held on the 23rd of September 2015 (Res: 266-15), Council approved the application subject to review as at the 5th of November 2015.

The matter was finally considered at the Ordinary Council Meeting held on the 25th of November 2015, including reviewing public submissions, whereby Council ultimately approved the request (Res: 312-15):

“THAT Council allows W & L Rose of Lot 1 Rose Road Burekup the erection of a gate across Rose Road Burekup with the following conditions:

- 1. The gate is located on Rose Road immediately south of the intersection with Orchard Road.*
- 2. The gate is only allowed to be closed from Monday to Friday inclusive and from 8.30am to 4.30pm.*
- 3. If no cattle are released during the permissible closure days and times in item 2 above, the gate is to remain open.*

4. *The gate is not to be locked at any time.*
5. *The gate is installed and maintained in a safe and serviceable condition at all times and to the satisfaction of the Shire of Dardanup.*
6. *The Shire of Dardanup reserves the right to recoup the cost of repairs of any damage caused to the road directly attributable to stock along Rose Road.*
7. *Forty Eight (48) Hour notice is to be given to the neighbours Mr Agnew, Mr Hancock and Mr Miller before the gate is closed.*
8. *The Shire of Dardanup may consider cancelling the permission to erect a gate if any of the conditions stipulated in items 3, 4, 5 or 6 of this resolution are breached.*
9. *The Shire of Dardanup, at its discretion, reserves the right to instruct Mr & Mrs Rose to remove the gate and the gate is to be removed from Rose Road within 30 days."*

Budget Implications - None.

The proposal has no direct financial impact on Council as the gates are historical and were installed at no cost to Council. Removal of the gates and ancillary fences, if required, would also be at no cost to Council.

Shire Rangers have expressed concern of having to attend on a regular basis due to complaints and the result of the deteriorated relationship between the two private landowners on Yabberup Road. Although this is unlikely to have any direct financial impact on budgets, the situation does have the potential to create additional staff workload.

Budget – Whole of Life Cost - None.

Council Policy Compliance None.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Allocation of funds to enable land resumption	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Service Interruption	Livestock on roads can cause damage to public roads.
	Legal and Compliance	Gates across public thoroughfares introduce risk to the general public including for emergency access and creating a hazard to road users.
	Reputational	Precedence was been set by Council that allowed one Shire landowner a gate licence (subject to a trial period).

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Environment	Livestock allowed for an extended period within the road reserve could adversely impact natural vegetation alongside the road

Officer Comment

Public consultation was carried out during the period 11th of August 2022 to 9th of September 2022 (four weeks) and comprised the following:

- Direct letters to the other landowner on Yabberup Road as well as the other land managers Department of Planning, Lands and Heritage (DPLH) and Department of Biodiversity, Conservation and Attractions (DBCA); and
- Public Notice on notice boards, Shire website, Shire social media and published in the South Western Times on 11 August 2022.

All submissions received have been considered and are summarised/condensed/paraphrased in the table below together with Officer Responses:

Full copies of all submissions received are included in [Appendix ORD: 12.3.2B].

ITEM	COMMENT/CONCERN	OFFICER RESPONSE
1.	From: Vincent Jenkins, Senior Planning Officer, Department Of Planning Land and Heritage. No comments on or objections to the proposal.	Noted
2.	From: Linda Lycholit Request for restoration work on the fences along the road before any gate licence is granted, noting that fences have been laying on the ground and cattle have been roaming on the road and are a hazard to road users in vehicles or on horseback. Request to know how often the gates will be closed	Noted The Shire will respond to the request once Council has made a determination on the matter
3.	From: Susan and Brian Pass, Lot 3383 at 775 Yabberup Road 1. Susan and Brian Pass have occupied lot 3383 (Pass property) at 775 Yabberup Road, Dardanup, since 2003, 19 years so far. The landowner is Mrs Susan Pass. 2. We oppose the request for a gate licence by Mr Tony Pitt to install or close gates over Yabberup Road, in particular two gates being: Gate 1 near the north entry from Pile/Mungalup Road, and Gate 2 adjacent to Pass property at lot 3383. We request that the gates and solid structure fences across the thoroughfare be removed, and note they are still in place despite the direction given to Mr and Mrs Pitt on 10 January 2022 to remove gates and wire by 28 February 2022. 3. For the reasons set out below we believe the licence sought for these two gates over Yabberup Road between Pile/Mungalup Road and our property entry;	Comment noted. Shire Rangers notified Mr Pitts to remove all gates and fencing within the thoroughfare on 10/1/2022. As at 14/11/2022 the gates are still in place. Comment noted.

ITEM	COMMENT/CONCERN	OFFICER RESPONSE
	<p>a. would unreasonably and unfairly impede access to our property;</p> <p>b. is not necessary or appropriate;</p> <p>c. times and dates requested in excess of what would be required;</p> <p>d. would obstruct and prevent free access of vehicles;</p> <p>e. vague wording, impossible to monitor;</p> <p>f. creates a safety problem for us and our visitors in an emergency;</p> <p>g. the two gates and signage are an assertion of property rights over a public road;</p> <p>h. is rarely granted, is not justified here and should be refused.</p>	
	4. The road verge of Lot 3383 has high conservation value.	Comment noted.
	5. The Pitt property is all the other privately owned land on both sides of Yabberup Road until you reach State forest.	Comment noted.
	6. Yabberup Road is the street address and legal entry to the Pass property and is a road maintained by the Shire of Dardanup.	Comment noted.
	7. While Yabberup Road is described under "Officer Comment" in the Application Papers as a 2.42 Km "no through" road, in fact it continues through to Donnybrook/Boyup Brook Road. At about 2.42 Km along Yabberup Road from Pile/Mungalup Road there is a fence and gate at the south end of Pitt property.	The Yabberup Road Reserve does not continue past the boundary of Reserve 46213 within the Shire of Dardanup and does not connect to Donnybrook-Boyup Brook Road. Although gravel tracks exist that could enable vehicles to travel further south, the route is fully contained within State Forest, which is managed by DBCA.
	8. Concerns of road condition of adjacent forestry tracks and fire emergency access.	This is the responsibility of DBCA.
	9. For about 15 years our neighbours were Jack and Bill Smith and we had a good relationship.	Comment noted.
	10. Jack and Bill Smith used to move cattle as necessary with minimal impact on Yabberup Road, at points where opposing gates were located, and also using many internal gates between their paddocks. Also, rolls of hay were utilised such that closing gates was not required.	Comment noted.
	11. Mr Pitt replaced fencing along Yabberup Road sometime during 2021 and 2022 and installed/strengthened verge fences to support two gates. The two gates subject of this licence request remain in place and able to be closed at his will. During 2021 they have often been closed when we have been at the Pass property, and Mr Pitt has only been leaving them open more often, since Shire personnel became involved and after a number of concerned phone calls from us to the Shire.	Comment noted.
	12. Mr Pitt also built new substantial paddock fencing into the verge opposite Pass property and leading to a rebuilt gate arrangement	Comment noted.

ITEM	COMMENT/CONCERN	OFFICER RESPONSE
	<p>which worked by pushing cattle into the Pass boundary fence with Yabberup Road and its verge and channelling them along Yabberup Road instead of using the internal paddock gates which had long been in place. While his new paddock fence into the verge has now been moved back close to its original position, the gate and its support fence across the thoroughfare remain and we object to it, and request that it is completely removed.</p> <p>13. For quite a while there were no functioning boundary fences along much of Mr Pitt's Yabberup Road boundary, with unsupervised cattle regularly on Yabberup Road and free to wander from paddocks with internal gates open and fences to the public road down, but with gates over Yabberup Road sometimes closed. We spoke with Mr Pitt but did not at first raise or progress a complaint with the Shire, as he indicated he had a lot of maintenance and limited funds at that time.</p> <p>14. Cattle have been on the road and grazing on the verge at other times with the gates across Yabberup Road dosed.</p> <p>15. We consider Mr Pitt and his family are treating Yabberup Road and verge as if it is his private road and part of his property. Signs on gate and fences (Bio –Security signs on Gate 1 fence over Yabberup Road and on CALM gate requiring permission of Pitts to enter). The words on the signs read in part: "Please contact the manager before entering. Do not enter property without prior approval. Keep to roadways and laneways".</p> <p>16. The original request was for permission of one gate not two.</p> <p>17. Request that the application for two gates be refused and message to Mr Pitt and family and Yabberup Rd is a public road.</p> <p>22. If licence granted by Council, stricter conditions should be imposed such as:</p> <ul style="list-style-type: none"> a. Livestock control present; b. Closure limited to 1 hour or less; c. Closure limited to necessary times and prior written notice; d. Require cattle to be kept moving; e. Temporary barriers only, no padlocks or fixed closures; f. Signs "No entry without permission" to Yabberup Road removed; g. If fencing into the thoroughfare is permitted by licence to remain, that it is first assessed for emergency access compliance; h. Licence to be for 12 months only and require re-application with assessment of compliance and damage. <p>18. Request for adequate prior notice of the date of Council meeting and also the right to attend the meeting and speak to this submission</p>	<p>Shire rangers have dealt with these matters.</p> <p>Shire rangers have dealt with these matters.</p> <p>Shire officers can confirm the presences of these signs on gates within the road reserve "Visitors please respect farm biosecurity..."</p> <p>The request was amended by the Applicant to two gates following a meeting on 11/4/2022.</p> <p>Comment noted</p> <p>Comment noted</p> <p>This is standard process.</p>

Shire Ranger Services have commented on the application and suggested that a gate licence should not be granted on this occasion for the following reasons:

- If a gate is installed, Ranger Services would be required to patrol the area on a regular basis;
- Rangers would receive reports on a regular basis that the gate is closed beyond the given time the is permitted to be closed; and
- Throughout the farming communities with the Shire of Dardanup, and another local governments, farmers move their stock without the road being closed. Farmers control their own livestock.

The following factors have been taken into consideration in developing the Officer recommendations:

- Yabberup Road is a very low volume road.
- The road reserve is discontinuous where it ends at State Forest (although travel along forestry tracks is still possible) and it is generally not used by the general public as a through road.
- There is an ongoing dispute between the two private landowners on Yabberup Road and the relationship has deteriorated over the matter of the livestock and gates.
- The Applicant installed gates and signs within the road reserve without Shire permission and has not removed them despite being instructed to do so by Shire rangers.
- To mitigate bushfire risk and other emergencies, any gate across a road or emergency access way must always be able to be opened by anyone in the event of an emergency.
- Any gate across a road or public thoroughfare, if permitted, must be able to be opened by anyone at any time.
- There are many instances of other farmers within the Shire who regularly transfer livestock across public roads that do not have gates and effect the transfer quickly and without incident. They often employ the use of handlers and traffic management depending on the specific circumstances. The requested six-hour gate closure in order to transfer livestock is considered excessive.
- The Applicant has claimed that, due to their current personal circumstances, their ability to obtain assistance from others during livestock transfers is very limited and they would struggle to secure any additional support.
- There is precedence in terms that Council has previously granted a gate licence for a landowner in Burekup, although the circumstances are slightly different. There was an initial 12-month trial period, and after consideration of public comments, Council granted a gate licence subject to conditions.

END REPORT

12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

12.4.1 Title: 2021/22 Annual Report

Reporting Department:	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mr Phil Anastasakis - Deputy CEO</i>
Reporting Officer:	<i>Mr Phil Anastasakis - Deputy CEO</i>
Legislation:	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority</i>
Attachments:	<i>Appendix ORD: 12.4.1A – Risk Assessment Tool</i> <i>Appendix ORD: 12.4.1B – Unqualified Audit Report</i> <i>Appendix ORD: 12.4.1C – Under Separate Cover Document - Annual Report</i>

Overview

This report presents the 2021/22 Annual Report to Council, inclusive of the Annual Financial Statements, for consideration and adoption.

OFFICER RECOMMENDED RESOLUTION

THAT Council receives and adopts the Shire of Dardanup 2021/22 Annual Report incorporating the audited Annual Financial Statements for the financial year ended on the 30th of June 2022 [Appendix ORD: 12.4.1C] provided under a separate cover.

Change to Officer Recommendation

No Change. OR:

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

Background

Section 5.53 of the *Local Government Act 1995* requires a Local Government to prepare an Annual Report for each financial year. The 2021/22 Annual Report is provided under a separate cover.

The Annual Report is to contain;

- a) *a report from the mayor or president;*
- b) *a report from the CEO;*
- c) *an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year;*
- d) *the financial report for the financial year;*
- e) *such information as may be prescribed in relation to the payments made to employees;*
- f) *the auditor's report for the financial year;*
- g) *a matter on which a report must be made under section 29(2) of the Disability Services Act 1993;*
- h) *details of entries made under section 5.121 during the financial year in the register of complaints, including*
 -
 - i) *the number of complaints recorded in the register of complaints;*
 - ii) *how the recorded complaints were dealt with;*

- iii) any other details that the regulations may require;
- iv) such other information as may be prescribed.

The Annual Report includes some general information about the Shire of Dardanup, the Strategic Objectives and Key Performance Areas of Council, Elected Member details, reports from the President and Chief Executive Officer, and an overview of the activities and achievements of the past financial year and the audited annual financial statements.

As a result of recent local government reforms, changes have been made to the *Local Government (Financial Management) Regulations 1996* and the *Local Government (Audit) Regulations 1996*. From the 2021/22 financial year, financial ratios are no longer required to be reported, or audited, in the Annual Financial Report. However, a voluntary disclosure of these ratios is provided in the Annual Report.

FINANCIAL RATIOS

	2022 ACTUAL	2021 ACTUAL	2019 ACTUAL
Current ratio	1.328	1.512	1.270
Asset consumption ratio	0.928	0.653	0.642
Asset renewal funding ratio	1.271	1.601	1.100
Asset sustainability ratio	2.001	1.312	0.901
Debt service cover ratio	3.892	4.368	14.774
Operating surplus ratio	-0.182	-0.181	0.012
Own source revenue coverage ratio	0.742	0.754	0.848

Overall Council is in good financial health and this is reflected in its financial ratios illustrated above. It is important to note that financial ratios are not intended to be the only factor to consider in assessing Council's overall performance. Other factors include the range of services offered, the efficiency of services delivered and overall community satisfaction.

The financial ratios reported for 2021/22 are as follows:

- Current Ratio

$$\frac{(\text{Current Assets MINUS Restricted Assets})}{(\text{Current Liabilities MINUS Liabilities Associated with Restricted Assets})}$$

30th June 2022 = 1.328 or 132.8%. The Department Standard = "Achieving Standard".

This is a modified commercial ratio designed to focus on the liquidity position of a local government that has arisen from past year's transactions. A ratio less than 1 (or 100%) means that a local government does not have sufficient assets that can be quickly converted into cash to meet its immediate cash commitments. The standard is not met if the ratio is lower than 1 (or less than 100%).

- Asset Sustainability Ratio (ASR)

$$\frac{\text{Capital renewal and replacement expenditure}}{\text{Depreciation expense}}$$

30th June 2022 = 2.001 or 200.1%. The Department Standard = "Standard Improving".

This ratio indicates whether a local government is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out (depreciating). Achieving Standard is met if the ratio data can be calculated and ratio is 90% (0.90). Standard Improving is met if the ratio is between 90% and 110% (or 0.90 and 1.10).

- Debt Service Cover Ratio

$$\frac{\text{Annual operating surplus before interest and depreciation}}{\text{Principal and interest}}$$

30th June 2022 = 3.892. The Department Standard = “Achieving Standard”.

This ratio is the measurement of a local government’s ability to repay its debt including lease payments. The higher the ratio is, the easier it is for a local government to obtain a loan. Achieving Standard is met if the ratio is greater than or equal to 2.

- Operating Surplus Ratio

$$\frac{\text{Operating Revenue MINUS Operating Expense}}{\text{Own Source Operating Revenue}}$$

30th June 2022 = -0.182. The Department Standard = “Standard Not Met”.

This ratio is a measure of a local government’s ability to cover its operational costs and have revenues available for capital funding or other purposes. Achieving this Standard is met if the operating surplus ratio is between 0% and 15% (0 and 0.15). “Operating Revenue” means the revenue that is operating revenue for the purposes of the AAS, excluding grants and contributions for the development or acquisition of assets.

This ratio demonstrates the ability to service its day to day operational costs, including asset depreciation from its revenue base. The inclusion of depreciation expense (a non-cash expense) as part of this calculation provides a challenge to meet this ratio into the future. As the Council’s asset base increases, the ratio has an expectation to meet annual depreciation expenditure from revenue.

- Own Source Revenue Coverage Ratio

$$\frac{\text{Own Source Operating Revenue}}{\text{Operating Expense}}$$

30th June 2022 = 0.754. The Department Standard = “Achieving Standard”.

This ratio is the measurement of a local government’s ability to cover its costs through its own revenue efforts. Different standards have been established to recognise the varying revenue raising capacities across the sector, where some rural and remote local governments have limited rate bases and revenue raising capacity, whereas others such as major metropolitan and regional local governments have significant rate bases and other own source revenues. Achieving Standard is met if the ratio is between 40% and 90% (or 0.4 and 0.9).

- Asset Consumption Ratio (ACR)

$$\frac{\text{Depreciated Replacement Cost of Depreciable Assets}}{\text{Current Replacement Cost of Depreciable Assets}}$$

30th June 2022 = 0.928 (92.8%). The Department Standard = “Standard Improving”.

This ratio measures the extent to which depreciable assets have been consumed, by comparing their written down value to their replacement cost. This ratio essentially measures the depreciated state of Council's asset base. 100% would mean all brand new assets, 0% would mean all the assets have reached the end of their life. Achieving Standard is met if the ratio data can be identified and ratio is 50% or greater (0.50 or >). Standard Improving is met if the ratio is between 60% and 75% (0.60 and 0.75).

- Asset Renewal Funding Ratio

$$\frac{\text{Net Present Value of Planned Capital Renewals over 10 years}}{\text{Net Present Value of Required Capital Expenditure over 10 years}}$$

30th June 2022 = 1.271 (127.1%). The Department Standard = "Standard Improving".

This ratio is a measure of the ability of a local government to fund its identified asset renewal / replacement requirements over a period of 10 years. The ratio is calculated from information included in the local government's Long Term Financial Plan and Asset Management Plan; not the Annual Financial Report. Achieving Standard is met if the ratio is between 75% and 95% (or 0.75 and 0.95). Standard Improving is met if the ratio is between 95% and 105% (or 0.95 and 1.05), and The Asset Sustainability Ratio falls within the range 90% to 110%, and Asset Consumption Ratio falls within the range 50% to 75%.

The adoption of the Annual Report by Council allows for the holding of the Annual Electors Meeting which is proposed for Wednesday 25th of January 2023, commencing at 6.00pm in the Eaton Council Chambers, following the completion of the monthly Council meeting.

Legal Implications

Local Government Act 1995

S5.54. Acceptance of annual reports

(1) *Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.*

** Absolute majority required.*

(2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

[Section 5.54 amended by No. 49 of 2004 s. 49.]

S5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

S5.55A. Publication of annual reports

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.

[Section 5.55A inserted by No. 5 of 2017 s. 8.]

5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

Council Plan

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

Environment - None.

Precedents

Historically the annual electors meeting has been held following the Ordinary Meeting of Council in January.

Budget Implications

The Annual Report is produced internally and the preparation and printing costs are incorporated within the staffing, printing and stationery budgets.

The Annual Financial Report presents the financial performance for the past financial year and is scrutinised by an independent auditor to ensure compliance with legislation and accounting standards. The financial impact upon the current financial year is that the audited net current assets position becomes the actual brought forward surplus/(deficit) for the Rate Setting Statement.

Budget – Whole of Life Cost

As no assets/infrastructure is being created, there are no whole of life costs relevant to this item.

Council Policy Compliance - None.

Risk Assessment

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	2021/22 Annual Report
Inherent Risk Rating (prior to treatment or control)	Low (1-4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Category Assessed Against	Legal and Compliance	Risk of Council breaching the Local Government Act 1995 and that the 2020/21 Annual Report is not received by Council.
	Reputational	Loss of reputation through non-compliance or mismanagement of funds.

Officer Comment

In addition to the Annual Financial Report, the Annual Report includes commentary on the past year's activities and performance as well as statements from the Shire President and Chief Executive Officer, and other information to comply with various statutory requirements.

The draft Independent Audit Report was provided to the Audit and Risk Committee at its meeting on the 7th of December 2022, where the Committee reviewed the recommendations to Council. Council's Auditors have issued an unqualified Audit Report, with no issues or adverse trends raised [Appendix ORD: 12.4.1B]. The Audit Report is also shown on page 92 of the Annual Financial Report that forms part of the Annual Report [Appendix ORD: 12.4.1C] provided under a separate cover.

Council is in sound financial health which is reflected in the financial ratios that are reported in the Annual Report. In previous years, these ratios were required to be prepared and reported in the Annual Financial Statements, but recent legislative changes have removed this requirement. It is important to note that financial ratios are not intended to be the only factor to consider in assessing Council's overall performance. Other factors include Council's financial position, asset and cash reserve base, debt level, the range of services offered, the efficiency of services delivered and overall community satisfaction.

Council's actual carried forward surplus as at 30th of June 2022 was \$175,393. This can be compared against the budgeted carried forward surplus in the 2022/23 budget of \$16,552. The favourable variance of \$158,841 was reported to Council as part of the Monthly Financial Statements in November 2022.

There were a number of activities required during the financial year to accommodate changes in reporting requirements under the *Local Government (Financial Management) Regulations 1996* and *Australian Accounting Standards Board (AASB)*. While there were no significant changes to the Australian Accounting Standards, there were a number of legislated changes to the format and presentation of the Annual Financial Statements. These included:

- Presentation of the Financial Statements by Nature or Type – removal of reporting by Program
- Reduction in the size and complexity of the Annual Financial Statements
- Reduction in the number of Disclosures
- Removal of previous audited disclosures i.e.: financial ratios

I would like to take the opportunity to thank the Corporate & Governance Directorate staff for their efforts and high service standard during the year under review and the annual audit process. I also wish to acknowledge and thank the Manager Financial Services, Mrs Natalie Hopkins for the production of Annual Financial Statements with assistance from the finance team.

Council is requested to consider and accept the Annual Report for the 2021/22 financial year.

END REPORT

12.4.2 Title: Motor Vehicle Variation to Policy & Vehicle Changeover

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mr Phil Anastasakis - Deputy CEO
Reporting Officer	Mr Phil Anastasakis - Deputy CEO
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Appendix ORD: 12.4.2 – Risk Assessment Tool

DECLARATION OF INTEREST

Chief Executive Officer, Mr André Schönfeldt;
 Deputy Chief Executive Officer, Mr Phil Anastasakis;
 Director Special Projects & Community, Ms Susan Oosthuizen;
 Executive Manager Development Services, Mr Murray Connell;
 Manager Governance & HR, Ms Cathy Lee;
 Manager Financial Services, Mrs Natalie Hopkins;
 Have declared an Impartiality Interest in this item.
 Please refer to Part 11 'Declaration of Interest' for full details.

Overview

This report is presented to Council to consider and endorse the vehicle change-overs that are due within the next two financial years. The resolution will also provide guidance to Officer's on the scheduled vehicle change-overs and will be reflected in the relevant updated 2023/24 Asset Management Plans.

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

1. Endorse the disposal of DA017 2019 Toyota Prado GXL (Plant P008A) via public tender, with the proceeds of sale returned to the Executive & Compliance Vehicles Reserve.
2. Supports an exception to Council's moratorium and endorse a 2022/23 budget amendment for the disposal of Ranger Services vehicle (DA8222) 2017 Mitsubishi Triton Utility (Plant P012A) and acquisition of a replacement Ranger Services vehicle, with the net changeover cost to be funded from the Executive & Compliance Vehicle Reserve.
3. Endorse a variation to *Exec CP203 – Light Vehicle Fleet Policy* by extending the replacement years for the following Council vehicles to 2024/25:

REGISTRATION	NEW REPLACEMENT YEAR
ODA	2024/25
DA004	2024/25
DA9605	2024/25
DA563	2024/25
DA0	2024/25
DA429	2024/25

4. **Endorse an update to the 'Engineering & Compliance Vehicle Asset Management Plan' and the 'Plant & Vehicle Asset Management Plan' to reflect the extended vehicle replacement dates.**

Change to Officer Recommendation

No Change. **OR:**

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

Background

At the Ordinary Council meeting held on the 31st of March 2021, (Res: 85-21), Council imposed a 2 year moratorium on vehicle purchases and replacements for the 2021/22 and 2022/23 financial years. The 2 year period was to allow staff time to investigate the future vehicle needs of the Council with the aim of providing a safe, modern vehicle fleet that minimised the cost to Council.

In July 2021 Fleet Advisory were appointed as an external consultancy to review the Shire of Dardanup light vehicle fleet and policies. They provided their findings to Council through a workshop on the 9th of February 2022, which was subsequently presented to Council for endorsement at the 23rd of February 2022 Ordinary Council Meeting. Council resolved the following (Res: 39-22).

THAT Council:

1. *Receives the Fleet Advisory Fleet Review – Consulting Report [Appendix ORD: 12.4.2A] and the Fleet Review – Strategic Solutions Report [Appendix ORD: 12.4.2B];*
2. *Supports the merging of existing Policies, Exec CP122, AP007, AP009, AP020 and AP043 into a proposed new Motor Vehicle Policy, encompassing the main topics identified in the Fleet Advisory Review Reports – July 2021, with the new Policy to be considered at the June 2022 Ordinary Council Meeting;*
3. *Review of the existing Policy Exec CP008 encompassing the main topics identified in the Fleet Advisory Review Reports – July 2021, with the new Policy to be considered at the May 2022 Ordinary Council Meeting;*
4. *Supports the development of a Fleet Management Plan based on the adopted new Motor Vehicle Policy, incorporating a 'safety first' culture where the fleet is 100% 5-star ANCAP rated, and transitional steps towards Battery Electric Vehicles;*
5. *Supports the engagement of an external Fleet Management agency to develop the Fleet Management Plan, and review every two years the Plan and proposed new Motor Vehicle Policy to ensure that the Vehicle Types remains 'Fit for Purpose' and have the most advantageous whole of life cost, including minimising Fringe Benefit Tax and consideration of suitable Battery Electric Vehicles.*
6. *Supports an exception to Council's moratorium on the replacement of vehicles and replaces the following two vehicles as soon as practicable in 2021/22:*
 - a) DA9406 2014 Mitsubishi Triton GLX
 - b) DA648 2014 Ford Ranger

and authorises the additional capital expenditure in the 2021/2022 Annual Budget to undertake the vehicle replacements, with additional funding sourced from the Plant & Engineering Equipment and Compliance & Executive Vehicles Reserve.

A report was presented to the 25th of May 2022 Council meeting where Council adopted the updated *Exec CP008 – Private Use of Council's Motor Vehicle by the CEO*.

A report was then brought back to Council on 27th of July 2022 and Council endorsed (Res: 205-22) the merging of existing Policies, Exec CP122, AP007, AP009, AP020 and AP043 into a new Motor Vehicle Policy, [*Exec CP203 – Light Vehicle Fleet*] encompassing the main topics identified in the Fleet Advisory Review Reports – July 2021.

Legal Implications

Local Government Act 1995 – S5.39, 6.2, 6.5

Local Government (Financial Management) Regulation 1996 – Reg 22.

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

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

Environment

Any move towards Hybrid or electric vehicles in the future has the potential to reduce carbon emissions over time.

Precedents

A Light Vehicle Fleet Review and Motor Vehicle Policy review was conducted in 2017, with changes implemented as a result. An updated review of the Motor Vehicle Policies and Fleet Review was again undertaken in July 2021, culminating in the adoption of a new Policy in July 2022 - *Exec CP203 – Light Vehicle Fleet*.

Budget Implications

There are no vehicle acquisitions and / or disposals in the adopted 2022/23 Annual Budget other than a carried forward trade of a Parks & Gardens Ute. If supported, a budget amendment is contained in the resolution to replace the Ranger Services Vehicle DA8222 in the 2022/23 financial year, which would be funded from the Executive and Vehicle Compliance Reserve.

The recently adopted *Exec CP203 – Light Vehicle Fleet* Policy has enabled Officers' that are provided a Council vehicle which is classified as an 'Employee Benefit', to choose how the vehicle is provided to them as part of their overall remuneration package. One employee has chosen the option of being paid a Motor Vehicle Allowance instead of being provided a Council vehicle. As a result of this change, the disposal of (DA017) 2019 Toyota Prado GXL is proposed, with the savings in vehicle operating costs offsetting the Vehicle Allowance paid to the employee. It is forecast that the Plant Expense account 'savings' will offset the Vehicle Allowance paid via the employee's salary and wages.

The proposed future vehicle changeovers (i.e. 2023/24 onwards), will allow for the future 2023/24 Draft Asset Management Plans to incorporate the changeover periods into the plan. This will guide the Vehicle Acquisitions for the 2023/24 Annual Budget process and future years.

Budget – Whole of Life Cost

The whole of life cost of the asset is included in the relevant Vehicle Asset Management Plan, and the Salaries and Wages Budget (Vehicle Allowance).

Council Policy Compliance

Exec CP203 – Light Vehicle Fleet

CnG CP034 – Procurement Policy

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Motor Vehicle Variation to Policy & Vehicle Changeover	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Potential risk of the financial whole-of-life cost of fleet management exceeding expectations.
	Legal and Compliance	Risk of Council breaching the Local Government Act 1995 – Breach of Procurement Policy.
	Reputational	Loss of reputation through non-compliance or mismanagement of funds.

Officer Comment

- **Disposal of DA017 2019 Toyota Prado GXL (Plant P008A)**

One element of the new Exec CP203 – Light Vehicle Fleet Policy, was the ability for Officers’ that are provided a Council vehicle which is classified as an ‘Employee Benefit’, is a Passenger Vehicle and is not a designated ‘Shared Use’ or ‘Pool’ vehicle, to choose how the vehicle is provided to them as part of their overall remuneration package. This provides three Options for the employee to choose from:

Option 1 – Provision of a Motor Vehicle by Council based on the permissible Vehicle Type, with the use based on Council Policy and the Contract of Employment;

OR

Option 2 – Enter into a Novated lease with the employee for the provision of a vehicle (contribution by Council based on actual cost up to a maximum value – capped at the position’s Motor Vehicle Annual Ownership Cost value as per the July 2021 Fleet Advisory review report (indexed annually based on CPI: All Groups – National Jan - Dec), or as updated in the future);

OR

Option 3 – Payment of a ‘Motor Vehicle Annual Allowance’ in lieu of a Council supplied vehicle (Payment of the Allowance based on 100% of the position’s Motor Vehicle Annual Ownership Cost value as per the July 2021 Fleet Advisory review report (indexed annually based on CPI: All Groups – National Jan - Dec), or as updated in the future).

The Director Infrastructure has an ‘Employee Use’ vehicle, which is a Prado GXL (DA017). The Director has chosen to select Option 3 and be paid a Motor Vehicle Allowance rather than continuing to use the vehicle provided by Council. As part of this changeover process, the Prado (DA017) will need to be disposed via public tender through the normal asset disposal process.

- **Light Vehicle Fleet Changeover Dates**

Following the adoption of the new *Exec CP203 – Light Vehicle Fleet* policy, and taking into account the 2 year moratorium period ending in 2022/23, Officers have undertaken a review of all vehicles due for changeover in the 2023/24 period. Currently there are a total of 15 vehicles due for replacement in 2023/24.

Council Officers have considered the impact of changing over such a large proportion of the light vehicle fleet in 2023/24, and have developed a proposed staged changeover regime that can be managed in a more orderly manner.

Council is requested to consider the proposed vehicles identified for changeover in 2023/24, and endorse an extended 2024/25 changeover date for those that extend beyond the Policy's optimum changeover period / km's.

The report also recommends that DA8222 Ranger Services vehicle be replaced this 2022/23 financial year due to the number of km's travelled and its age, with a further 8 vehicles due for replacement in 23/24, and the remainder deferred until 2024/25. Refer to Table at the bottom of this report.

Vehicles and the respective changeover details are provided in the table below which outlines those vehicles that are 'overdue' for replacement (in accordance with Council Policy *Exec CnG CP203*).

Please note, the table does not include all Council vehicles, simply those that are 'overdue'. All other vehicles will be reviewed as part of the Asset Management Planning process in early 2023.

Vehicle Changeover Table - EXECUTIVE & COMPLIANCE VEHICLE ASSET MANAGEMENT PLAN.

#	PLANT NO.	REGISTRATION	YEAR	MAKE	OFFICER	NEW	TRADE	NET	ODOMETER READING APPROX MID-AUG (KMS)	DATE ACQUIRED	FINACIAL YEAR ACQUIRED	COMMENTS	MILESTONE REACHED IE YEAR OR KMS	REPLACEMENT YEAR (IN LINE WITH CNG CP203)	COUNCIL REPORT RECOMMENDED YEAR OF CHANGEOVER
1	P001A	ODA	2020	Toyota Prado VX	Chief Executive Officer	\$69,003	\$34,502	\$34,501	50,327	31/01/20	2019/20	Approx 20,000 km per Year	4 Years	2023/24	2024/25
2	P003A	DA004	2020	Hyundai Santa Fee Active	Manager Development Services	\$43,911	\$21,956	\$21,955	75,460	18/02/20	2019/20	Approx 30,000 km per Year/Likely to reach 100,000 km in 23/24	4 Years / Possible 100,000 km	2023/24	2024/25
3	P029A	DA10181	2019	Toyota Prado GXL	Deputy Chief Executive Officer	\$69,003	\$34,502	\$34,501	57,757	14/10/19	2019/20	Approx 25,000 km per Year/Not likely to reach 100,000 km in 23/24	4 Years	2023/24	2023/24
4	P008A	DA017	2019	Toyota Prado GXL	Director Infrastructure	\$69,003	\$34,502	\$34,501	94,043	16/05/19	2018/19	Approx 30,000 km per Year/Will reach both milestones in 22/23	4 Years / 100,000 km	2023/24	N/A – Vehicle Allowance
5	P031A	DA10408	2019	Volkswagen Tiguan Comfortline	Director Sustainable Development	\$69,003	\$34,502	\$34,501	72,719	11/12/19	2019/20	Approx 30,000 km per Year/Will reach both milestones in 23/24 or earlier	4 Years / Likely 100,000 km	2023/24	2023/24
6	P012A	DA8222	2017	Mitsubishi Triton GLX	Ranger 1	\$43,911	\$17,565	\$26,346	112,243	12/12/17	2017/18	Tool of the Trade; Will reach both milestones in 22/23	5 Years / 116,435 km	2023/24	2022/23 – Current FY
7	P015A	DA997 (was 1CUW501)	2018	Subaru Outback 2.5i	Manager Place and Community Engagement	\$43,911	\$21,956	\$21,955	85,324	30/06/18	2017/18	Approx 22,000 km per Year/Likely to reach	4 Years / Possible 100,000 km	2023/24	2023/24

#	PLANT NO.	REGISTRATION	YEAR	MAKE	OFFICER	NEW	TRADE	NET	ODOMETER READING APPROX MID-AUG (KMS)	DATE ACQUIRED	FINACIAL YEAR ACQUIRED	COMMENTS	MILESTONE REACHED IE YEAR OR KMS	REPLACEMENT YEAR (IN LINE WITH CNG CP203)	COUNCIL REPORT RECOMMENDED YEAR OF CHANGEVER
												100,000 km in 22/23			
8	P020A	DA9376	2018	Mitshubishi Triton GLX	Development Engineer	\$36,593	\$14,637	\$21,956	86,423	30/06/18	2017/18	Tool of the Trade; Approx 10,000 km per Year/Not likely to reach 120,000 km in 23/24	5 Years	2023/24	2023/24
9	P021A	DA9605	2019	Subaru Forester 2.5i	Principal Environmental Health Officer	\$36,593	\$14,637	\$21,956	68,813	22/05/19	2018/19	Approx 22,000 km per Year/Not likely to reach 100,000 km in 23/24	4 Years	2023/24	2024/25
10	P026A	008DA	2018	Subaru Outback Premium	Manager Governance & HR	\$43,911	\$21,956	\$21,955	87,957	30/06/18	2017/18	Approx 22,000 km per Year / Will reach both milestones in 23/24 or earlier	4 Years / Likely 100,000 km	2023/24	2023/24
11	P027A	DA563	2019	Holden Equinox LTZ	Manager Recreation Centre	\$43,911	\$21,956	\$21,955	62,348	14/04/19	2018/19	Approx 20,000 km per Year /Not likely to reach 100,000 in 23/24	4 Years	2023/24	2024/25

#	PLANT NO.	REGISTRATION	YEAR	MAKE	OFFICER	NEW	TRADE	NET	ODOMETER READING APPROX MID-AUG (KMs)	DATE ACQUIRED	FINACIAL YEAR ACQUIRED	COMMENTS	MILESTONE REACHED IE YEAR OR KMS	REPLACEMENT YEAR (IN LINE WITH CNG CP203)	COUNCIL REPORT RECOMMENDED YEAR OF CHANGEOVER
12	P007A	DA0	2019	Subaru Outback 2.5i	Manager Financial Services	\$43,911	\$21,956	\$21,955	53,250	30/01/19	2018/19	Approx 15,000 km per Year	4 Years	2023/24	2024/25
13	P023A	DA329	2018	Nissan X-Trail Series 2	Principal Planning Officer	\$36,593	\$14,637	\$21,956	71,716	30/06/18	2017/18	Approx 20,000 km per Year/Possibly will reach 100,000 km in 23/24	4 Years	2023/24	2023/24
14	P028A	DA10091	2019	Subaru Forester 2.5i	Manager Assets	\$36,593	\$14,637	\$21,956	70,716	31/01/19	2018/19	Approx 20,000 km per Year /Likely to reach 100,000 in 23/24	4 Years	2023/24	2023/24
15	P024A	DA429	2019	Subaru Forester 2.5i	Project Engineer	Budgeted 24/25			63,650	31/01/19	2018/19	Approx 18,000 km per Year /Not likely to reach 100,000 in 23/24	4 Years	2023/24	2024/25

Vehicle Changeover Table - INFRASTRUCTURE ASSET MANAGEMENT PLAN.

#	PLANT NO.	REGISTRATION	YEAR	MAKE	OFFICER	NEW	TRADE	NET	ODOMETER READING APPROX MID-AUG (KMs)	DATE ACQUIRED	FINACIAL YEAR ACQUIRED	COMMENTS	MILESTONE REACHED IE YEAR OR KMS	REPLACEMENT YEAR (IN LINE WITH CNG CP203)	COUNCIL REPORT RECOMMENDED YEAR OF CHANGEOVER
16	P052A	DA588	2018	Mitsubishi Triton GLX	Works Department	\$35,883	\$15,921	\$19,962	96,516	30/01/19	2018/19	2022/23 AMP - Due for replacement 2023/24		2023/24	2023/24

END REPORT

12.4.3 Title: New Loans for 2022/23

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mr Phil Anastasakis - Deputy CEO
Reporting Officer	Mr Phil Anastasakis - Deputy CEO
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Absolute Majority.
Attachments	Appendix ORD: 12.4.3 – Risk Assessment Tool

Overview

This report recommends that Council endorse the revised timing to draw down the budgeted loans for the new Administration/Library building and the R&J Fishwick Sport Pavilion. The resolution will formally endorse a budget amendment relating to the Principal, Interest and Government Guarantee Fee changes on these two loans, and result in overall savings in the 2022/23 budget.

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

1. **Endorse the amended timing to raise the following budgeted loans in the 2022/23 financial year:**
 - a) **Raise a \$700,000 loan through WA Treasury Corporation for the R&J Fishwick Sport Pavilion in early January 2023;**
 - b) **Raise a \$6,000,000 loan through WA Treasury Corporation for the new Administration/Library building in early April 2023; and**
 - c) **No longer raise a \$300,000 for the Sport Lighting in 2022/23 as this project did not proceed as budgeted.**
2. **Endorse a 2022/23 budget amendment based on the revised loan drawdown, principal, interest and government guarantee fee costs incurred.**

Change to Officer Recommendation

No Change. **OR:**

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

Background

The 2022/23 budget includes the raising of three new loans during the year of \$7,000,000 (refer to page 85 of the budget). Of this, \$6,000,000 of these funds are to be utilised to contribute towards the cost of the new Council Administration/Library building (total cost \$18,592,399 plus Project Management), with \$1,000,000 used to fund other building capital works (\$300,000 for Glen Huon Reserve Sports Lighting, \$700,000 for Eaton Oval (*Fishwick Pavilion*) Clubrooms).

Council resolved in September 2022 (Res: 233-22) to not proceed with the \$300,000 loan for the Glen Huon Reserve Sports Lighting due to the removal of the AFL lighting portion of the project:

THAT Council:

1. *Accepts the tender submission for Tender RFT F0294742 Glen Huon Oval Lighting – Softball and AFL advertised and recorded in the Tenders Register, received from Burgess Enterprises Australia Pty Ltd (for items 1 and 2 only, on the tender submission from Burgess Enterprises Australia Pty Ltd and removes the AFL lighting from the project, named as 'Burgess Enterprises Australia Pty Ltd in the Evaluation Panel Report recommendation detailed in [Confidential Attachment RFT-F0294742 – Burgess Enterprises Australia Pty Ltd submission] and identified as the most advantageous, for a lump sum value of \$437,015 (GST Excl).....*

The timing for the drawdown of the remaining two loans in the 2022/23 budget is:

1. \$700,000 loan through WA Treasury Corporation for the R&J Fishwick Sport Pavilion around September 2022, resulting in one 6 monthly loan repayment occurring January 2023. Total Principal, Interest and Government Guarantee expenditure budgeted for 2022/23 is \$24,079.
2. \$6,000,000 loan through WA Treasury Corporation for the new Administration/Library building in early July 2022, resulting in one 6 monthly loan repayment occurring January 2023. Total Principal, Interest and Government Guarantee expenditure budgeted for 2022/23 is \$206,393.

A cash flow projection has been produced to assess Council's payment requirements for both Operating expenditure and new Capital expenditure for the 2022/23 financial year. This Cashflow Statement was informed by the Tender payment projections provided by Perkins builders for the Administration/Library building, together with other capital works, loan repayments, reserve transfers and ordinary operating expenditure.

This cash flow projection has enabled Council Officer's to determine that the two new loans can be drawn down later in 2022/23. This will result in the first repayment being deferred until the 2023/24 financial year, which will reduce the loan costs in 2022/23 and defer the first repayment until 2023/24.

Legal Implications

Local Government Act 1995

Division 2 — Annual budget

6.2. Local government to prepare annual budget

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

** Absolute majority required.*

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

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

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

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

Most building loans are taken out to fund the project over 20 years. The Shire of Dardanup has a Master Lending Agreement in place with WA Treasury Corporation (WATC), enabling quotes to be obtained on projected future loan interest rates. In addition to interest charges, raising loans through WATC incurs an additional Government Guarantee Fee.

Council Plan

8.1 - Support responsible planning and development.

13.1 - Adopt best practice governance.

Environment - None.

Precedents

Council has in previous years raised loans through WA Treasury Corporation.

Budget Implications

The 2022/23 budget includes the raising of three new loans during the year of \$7,000,000.

- Loan 1 - \$6,000,000 for a new Council Administration/Library building (\$18,592,399). The loan term is based on a 20 year term, with two repayments per year;
- Loan 2 - \$300,000 for Glen Huon Reserve Sports Lighting. The loan term is based on a 20 year term, with two repayments per year; and
- Loan 3 - \$700,000 for Eaton Oval (*R&J Fishwick Pavilion*) Clubrooms). The loan term is based on a 20 year term, with two repayments per year.

LOAN VALUE AND PURPOSE	2022/23 BUDGET (PRINCIPAL, INTEREST, GOVT FEE)	2022/23 AMENDED BUDGET (ACCRUED INTEREST, GOVT FEE)
• Loan 1 - \$6,000,000 for a new Council Administration/Library building (\$18,592,399);	\$206,393	\$80,808
• Loan 2 - \$300,000 for Glen Huon Reserve Sports Lighting;	\$10,319	\$0
• Loan 3 - \$700,000 for Eaton Oval (R&J Fishwick Pavilion) Clubrooms).	\$24,079	\$18,948
TOTAL	\$240,791	\$99,756

The forecast interest rate and charges included in the final budget were based on interest rates incurred by Council for the most recent FOGO bins loan and a quoted rate of 2.09%. However, it was noted at the time of budget adoption that there had been a number of recent significant interest rate increases that would impact future repayments which were significantly higher than budgeted and forecast in the LTFP. The current quoted interest rates from WATC (16th of September 2022) is 4.6776%.

Based on updated interest rate quotes, the following summarises the forecast total loan repayments (including Principal, Interest and Government Guarantee Fee) for Council over the next 4 years:

LOAN VALUE AND PURPOSE	2023/24 ADOPTED LTFP	2023/24 UPDATED LTFP	2024/25 UPDATED LTFP	2025/26 UPDATED LTFP	2026/27 UPDATED LTFP
• Other Loans (includes second \$1.5 Admin Building Loan in 23/24)	\$377,417	\$380,125	\$429,259	\$427,278	\$425,232
• New \$6m loan - Council Administration/Library building	\$410,929	\$506,841	\$505,466	\$504,026	\$502,518
• Glen Huon Reserve Sports Lighting;	\$20,547	\$0	\$0	\$0	\$0
• Eaton Oval (R&J Fishwick Pavilion) Clubrooms).	\$44,410	\$59,131	\$58,971	\$58,804	\$58,627
TOTAL	\$853,303	\$946,097	\$993,696	\$990,108	\$986,377

Due to the Council decision to not raise a \$300,000 loan in 2022/23 for the Glen Huon Sports Reserve Lighting, the total estimated saving to Council over the 20 year term is \$498,189 (\$300,000 principal plus \$198,189 interest/Govt guarantee fee).

Budget – Whole of Life Cost

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

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.4.3] for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	New Loans for 2022/23	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	The financial impact of loans and cash flow is significant to the sound financial management and health of Council's operations.
	Legal and Compliance	The purpose and process of raising Council loans is governed by legislation and the WATC Master Lending Agreement.

Officer Comment

The proposed amended timing for the drawdown of the remaining two loans in the 2022/23 budget is as follows:

1. \$700,000 loan through WA Treasury Corporation for the R&J Fishwick Sport Pavilion drawn down in early January 2023, resulting in the first two 6 monthly loan repayments occurring in July 2023 and January 2024.

Based on current updated interest rates, the total Principal, Interest and Government Guarantee expenditure budgeted for 2023/24 will be \$59,131.

By deferring the loan drawn down date, a repayment of \$24,079 will not be required in 2022/23 which will have a positive impact on Council's cash flow.

Total accrued Interest and Government Guarantee expenditure will still be calculated for 2022/23, estimated to be \$18,948. The current quoted interest rate from WATC (16th of September 2022) to draw down a loan in January 2023 is 4.6776%.

2. \$6,000,000 loan through WA Treasury Corporation for the new Administration/Library building drawn down in early April 2023, resulting in the first two 6 monthly loan repayments occurring in September 2023 and April 2024.

Based on current updated interest rates, the total Principal, Interest and Government Guarantee expenditure budgeted for 2023/24 will be \$506,841.

By deferring the loan drawn down date, a repayment of \$206,393 will not be required in 2022/23 which will have a positive impact on Council's cash flow.

Total accrued Principal, Interest and Government Guarantee expenditure will still be calculated for 2022/23, estimated to be \$80,808. The current quoted interest rate from WATC (16 Sept 22) to draw down a loan in April 2023 is 4.6776%.

By deferring the draw down date for the above two loans, Council is able to save \$141,035 in 2022/23. Overall the loan costs will not significantly change (other than possible interest rate changes), however the timing of the repayments can improve Council's annual surplus for 2022/23, and improve Council's overall cash position.

END REPORT

12.4.4 Title: Wells Recreation Reserve Lease Fee

Note: At the Agenda Forum held on the 7th of December 2022 Councillors requested an update and further resolution to be added to the report to include the recognition of the Dardanup Sporting & Community Clubs operating as a not-for-profit group. The updated report was omitted from the final agenda and is now provided for Council consideration. This report is to replace the full report provided on page 41 of the Agenda.

12.4.4 Title: Wells Recreation Reserve Lease Fee

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Ms Cathy Lee - Manager Governance & HR
Reporting Officer	Mrs Aly Smith – Building Property Management Officer
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Appendix ORD: 12.4.4A – Correspondence from Dardanup Sporting and Community Clubs 13-10-2022 Appendix ORD: 12.4.4B – Correspondence from Dardanup Sporting and Community Clubs 10-11-2022 Appendix ORD: 12.4.4C – Risk Assessment Tool

Overview

Council is requested to provide direction on a request from the Dardanup Sporting and Community Clubs [DSCC] to not be charged a lease fee on their proposed Lease of part of the Wells Recreation Reserve.

OFFICER RECOMMENDED RESOLUTION “A”

THAT Council:

- 1. Acknowledge the correspondence and request received from the Dardanup Sporting and Community Clubs (Appendix ORD: 12.4.4B);**
- 2. Advises the Dardanup Sporting and Community Clubs that the annual fee of \$2,950.00 will apply to the new Lease Agreement for the Wells Recreation Reserve, based on the group being classified as a community group in the lease fee matrix.**

OR

OFFICER RECOMMENDED RESOLUTION “B”

THAT Council:

- 1. Acknowledge the correspondence and request received from the Dardanup Sporting and Community Clubs (Appendix ORD: 12.4.4B);**

2. **Advises the Dardanup Sporting and Community Clubs that the annual fee of \$950.00 will apply to the new Lease Agreement for the Wells Recreation Reserve, based on the group being classified as a social group in the lease fee matrix.**

OR

OFFICER RECOMMENDED RESOLUTION “C”

THAT Council:

1. **Acknowledge the correspondence and request received from the Dardanup Sporting and Community Clubs (Appendix ORD: 12.4.4B);**
2. **Advises the Dardanup Sporting and Community Clubs that the annual fee of \$492.00 will apply to the new Lease Agreement for the Wells Recreation Reserve, based on the group being classified as a not-for-profit group in the lease fee matrix.**

Change to Officer Recommendation

No Change. **OR:**

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

Background

Wells Recreation Reserve at Lot 55 Ferguson Road, Dardanup is owned by the Shire of Dardanup and has been leased to the Dardanup Sporting and Community Clubs (DSCC) since 2011. The current lease is for a five (5) year term that expired on the 14th of December 2021, and is continuing on ‘holding over’ terms.

The DSCC are comprised of eight (8) clubs, currently being the following:

- Dardanup Basketball Association
- Dardanup Tennis Club
- Dardanup Cricket Club
- South West Veteran Car Club
- Eaton Dardanup Football (Soccer) Club
- South West Rose Society
- Dardanup Bull and Barrel Festival Committee
- South West Mountain Bike Club

Under the current holding over lease, a rent of \$10 per annum is payable with a note as follows;

Item 6 Rent

A rent of \$10 per annum payable.

Note: As per Part 3 of Council resolution 411 /12 of 12/12/12 Ordinary Council Meeting, Council may in the future commence charging a fee for the use of the facilities.

The DSCC were also reimbursing Council, as other lessees did at the time, for the Building Insurance premium. The most recent charges being;

2017/18	\$1,887.99
2016/17	\$ 999.00

Council has since resolved to not seek reimbursement for this cost (Res: 59-20). Building insurance costs borne by Council for the Wells Recreation Reserve in 21/22 totalled \$2,314.23, and for the 22/23 period, including the new change rooms are expected to be \$3,805.41.

The proposed lease fee, in accordance with the lease fee matrix is \$2,950.00 per annum.

Following is a timeline of negotiations to date

28.06.2022	Draft lease, in accordance with the endorsed terms and conditions and lease fee matrix was provided to the DSCC.
3.8.2022	Officers met with DSCC representatives to discuss their queries, where it was resolved that DSCC would formalise their comments and provide via email.
15.8.2022	DSCC provided comments, predominately seeking clarification of responsibilities and highlighting new definitions and conditions that had evolved since the former lease, were responded to on that same day.
13.10.2022	DSCC sent a letter requesting further discussion on the matter [Appendix ORD: 12.4.4A]. This letter was responded to on that same day seeking detail of the specific concerns of the DSCC and a proposed Lease Fee.
28.10.2022	DSCC provided a list of proposed amendments to the lease and advised that they would provide feedback on the lease fee in due course.
1.11.2022	Response regarding lease terms provided to DSCC.
14.11.2022	DSCC sent correspondence requesting CEO present their correspondence [Appendix ORD: 12.4.4B] to the next Council meeting.

Legal Implications

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

3.58. *Disposing of property*

(1) *In this section —*

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

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

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

(a) *the highest bidder at public auction; or*

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

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

(a) *it gives local public notice of the proposed disposition —*

(i) *describing the property concerned; and*

(ii) *giving details of the proposed disposition; and*

(iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

and

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

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

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

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

(c) *the market value of the disposition —*

(i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*

(ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

Council Plan

13.2 - Manage the Shire's resources responsibly.

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

Environment - None.

Precedents

Peppercorn leases have been granted in the past, however this has not continued since Council endorsed the Lease Template and Fee Matrix.

Budget Implications

An Annual lease fee of \$2,950.00 has been included in the 2022/23 budget and Long Term Financial Plan. Reduction of this fee will result in a reduction in revenue of \$2,950.00.

Budget – Whole of Life Cost

The lease fee set will apply for the term of the lease, potentially 10 years if the further five (5) year option is taken.

Council Policy Compliance None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.4.4C] for full assessment document.

TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).		
Risk Event	Wells Recreation Reserve Lease Fee	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable..	
Risk Category Assessed Against	Financial	Reducing the lease fee will decrease the contribution from the club toward the building costs.
	Legal and Compliance	The current agreement is not in line with Council's adopted terms and lease fee.
	Reputational	Council may be viewed in a negative light if we weren't seen to be applying the same terms and fees to all user groups.

Officer Comment

The DSCC have requested that they go back to their former (current) lease agreement. It is mentioned in their letter [Appendix ORD: 12.4.4B] that they do not feel the proposed lease is suitable to their community groups use. The proposed lease template does not vary greatly from the former template and has been accepted by a number of local community groups since its endorsement by Council in June 2022, such as the Country Women's Association of Eaton, Eaton Family Centre, Leschenault Catchment Council, Waterloo Bushfire Brigade and Foster Families South West.

The DSCC have also indicated that they object to being charged a lease fee on the grounds that they are a not for profit group and are providing low cost rooms for hire to the community. While the DSCC are a not for profit group, the activities carried out by the group are considered sporting and community in nature and have been classified as this to determine the proposed fee using the fee matrix.

Council have recently spent \$1.095M on the new change room facility at Wells Recreation Reserve and have forecast expenditure for 22/23 at \$6,118, being maintenance and insurance costs. It is also noted that new clubrooms at the Reserve have been proposed in the Building Asset Management Plan and there is a forecast expenditure of \$757,083 for 2025/26 in the Strategic Financial Plan to provide this.

If Council were to consider the DSCC's request to amend the lease fee, an alternative may be to modify the group's classification in the Lease Fee Matrix to "Social", rather than "Community Group". Whilst there are eight (8) clubs making up the DSCC, three (3) are social groups; South West Veteran Car Club, South West Rose Society and Dardanup Bull and Barrel Festival Committee. The Dardanup Bull and Barrel Festival Committee are a considerable component of the Dardanup social fabric and a well-coordinated driver behind the DSCC. Given the large presence of social groups within the DSCC, it may be deemed appropriate to consider modifying their lease fee to \$950 per annum in accordance with the Lease Fee Matrix for "Social" groups.

A further alternative is for Council to modify the DSCC's classification in the Lease Fee Matrix to "Not-For-Profit Group", rather than "Community Group", modifying their lease fee to \$492 per annum in accordance with the Lease Fee Matrix.

END REPORT

12.4.4 Title: Wells Recreation Reserve Lease Fee

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Ms Cathy Lee - Manager Governance & HR</i>
Reporting Officer	<i>Mrs Aly Smith – Building Property Management Officer</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.4.4A – Correspondence from Dardanup Sporting and Community Clubs 13-10-2022</i> <i>Appendix ORD: 12.4.4B – Correspondence from Dardanup Sporting and Community Clubs 10-11-2022</i> <i>Appendix ORD: 12.4.4C – Risk Assessment Tool</i>

Overview

Council is requested to provide direction on a request from the Dardanup Sporting and Community Clubs [DSCC] to not be charged a lease fee on their proposed Lease of part of the Wells Recreation Reserve.

OFFICER RECOMMENDED RESOLUTION “A”**THAT Council:**

- 1. Acknowledge the correspondence and request received from the Dardanup Sporting and Community Clubs (Appendix ORD: 12.4.4B);**
- 2. Advises the Dardanup Sporting and Community Clubs that the annual fee of \$2,950.00 will apply to the new Lease Agreement for the Wells Recreation Reserve.**

OR

OFFICER RECOMMENDED RESOLUTION “B”**THAT Council:**

- 1. Acknowledge the correspondence and request received from the Dardanup Sporting and Community Clubs (Appendix ORD: 12.4.4B);**
- 2. Advises the Dardanup Sporting and Community Clubs that the annual fee of \$950.00 will apply to the new Lease Agreement for the Wells Recreation Reserve.**

Change to Officer Recommendation

No Change. **OR:**

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

Background

Wells Recreation Reserve at Lot 55 Ferguson Road, Dardanup is owned by the Shire of Dardanup and has been leased to the Dardanup Sporting and Community Clubs (DSCC) since 2011. The current lease is for a five (5) year term that expired on the 14th of December 2021, and is continuing on 'holding over' terms.

The DSCC are comprised of eight (8) clubs, currently being the following:

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Under the current holding over lease, a rent of \$10 per annum is payable with a note as follows;

Item 6 Rent

A rent of \$10 per annum payable.

Note: As per Part 3 of Council resolution 411 /12 of 12/12/12 Ordinary Council Meeting, Council may in the future commence charging a fee for the use of the facilities.

The DSCC were also reimbursing Council, as other lessees did at the time, for the Building Insurance premium. The most recent charges being;

2017/18	\$1,887.99
2016/17	\$ 999.00

Council has since resolved to not seek reimbursement for this cost (Res: 59-20). Building insurance costs borne by Council for the Wells Recreation Reserve in 21/22 totalled \$2,314.23, and for the 22/23 period, including the new change rooms are expected to be \$3,805.41.

The proposed lease fee, in accordance with the lease fee matrix is \$2,950.00 per annum.

Following is a timeline of negotiations to date

28.06.2022	Draft lease, in accordance with the endorsed terms and conditions and lease fee matrix was provided to the DSCC.
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13.10.2022	DSCC sent a letter requesting further discussion on the matter [Appendix ORD: 12.4.4A]. This letter was responded to on that same day seeking detail of the specific concerns of the DSCC and a proposed Lease Fee.

- 28.10.2022 DSCC provided a list of proposed amendments to the lease and advised that they would provide feedback on the lease fee in due course.
- 1.11.2022 Response regarding lease terms provided to DSCC.
- 14.11.2022 DSCC sent correspondence requesting CEO present their correspondence [Appendix ORD: 12.4.4B] to the next Council meeting.

Legal Implications

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

3.58. Disposing of property

(1) In this section —

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

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

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

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

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

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

and

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

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

- (a) the names of all other parties concerned; and
- (b) the consideration to be received by the local government for the disposition; and
- (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

Council Plan

13.2 - Manage the Shire’s resources responsibly.

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

Environment - None.

Precedents

Peppercorn leases have been granted in the past, however this has not continued since Council endorsed the Lease Template and Fee Matrix.

Budget Implications

An Annual lease fee of \$2,950.00 has been included in the 2022/23 budget and Long Term Financial Plan. Reduction of this fee will result in a reduction in revenue of \$2,950.00.

Budget – Whole of Life Cost

The lease fee set will apply for the term of the lease, potentially 10 years if the further five (5) year option is taken.

Council Policy Compliance None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.4.4C] for full assessment document.

TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).		
Risk Event	Wells Recreation Reserve Lease Fee	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable..	
Risk Category Assessed Against	Financial	Reducing the lease fee will decrease the contribution from the club toward the building costs.
	Legal and Compliance	The current agreement is not in line with Council's adopted terms and lease fee.
	Reputational	Council may be viewed in a negative light if we weren't seen to be applying the same terms and fees to all user groups.

Officer Comment

The DSCC have requested that they go back to their former (current) lease agreement. It is mentioned in their letter [Appendix ORD: 12.4.4B] that they do not feel the proposed lease is suitable to their community groups use. The proposed lease template does not vary greatly from the former template and has been accepted by a number of local community groups since its endorsement by Council in June 2022, such as the Country Women's Association of Eaton, Eaton Family Centre, Leschenault Catchment Council, Waterloo Bushfire Brigade and Foster Families South West.

The DSCC have also indicated that they object to being charged a lease fee on the grounds that they are a not for profit group and are providing low cost rooms for hire to the community. While the DSCC are

a not for profit group, the activities carried out by the group are considered sporting and community in nature and have been classified as this to determine the proposed fee using the fee matrix.

Council have recently spent \$1.095M on the new change room facility at Wells Recreation Reserve and have forecast expenditure for 22/23 at \$6,118, being maintenance and insurance costs. It is also noted that new clubrooms at the Reserve have been proposed in the Building Asset Management Plan and there is a forecast expenditure of \$757,083 for 2025/26 in the Strategic Financial Plan to provide this.

If Council were to consider the DSCC's request to amend the lease fee, an alternative may be to modify the group's classification in the Lease Fee Matrix to "Social", rather than "Community Group". Whilst there are eight (8) clubs making up the DSCC, three (3) are social groups; South West Veteran Car Club, South West Rose Society and Dardanup Bull and Barrel Festival Committee. The Dardanup Bull and Barrel Festival Committee are a considerable component of the Dardanup social fabric and a well-co-ordinated driver behind the DSCC. Given the large presence of social groups within the DSCC, it may be deemed appropriate to consider modifying their lease fee to \$950 per annum in accordance with the Lease Fee Matrix for "Social" groups.

END REPORT

12.4.5 Title: Annual Review of Delegations 2022

Reporting Department:	Corporate & Governance Directorate
Responsible Officer	Ms Cathy Lee - Manager Governance & HR
Reporting Officer	Ms Cathy Lee - Manager Governance & HR
Legislation	Local Government Act 1995
Council Role	Legislative.
Voting Requirement	Absolute Majority.
Attachments	Appendix ORD: 12.4.5A – Under Separate Cover Document – November 2022- November 2023 Delegations Register Appendix ORD: 12.4.5B – Risk Assessment Tool

Overview

The annual review of Delegations was reported to Council at its 23rd of November 2022 Ordinary Council Meeting. The attachment referred to in Resolution 300-22 – the final full list of Delegations and Duties to the Chief Executive Officer was not provided to Council.

To correct this error and comply with legislation, Council are requested to revoke part 3 of Resolution 300-22 and formally adopt the “November 2022 - November 2023 Delegations Register” [Appendix ORD: 12.4.5A - Under Separate Cover Document]

OFFICER RECOMMENDED RESOLUTION

THAT Part 3 of Council resolution 300-22 of the 23rd of November 2022 meeting that reads:

“3. In accordance with Section 5.46(2) of the Local Government Act 1995, records confirms that it adopts; having completed its annual review of delegations and duties to the Chief Executive Officer as empowered by the Local Government Act 1995, Regulations, the Shire of Dardanup Town Planning Scheme No. 3, and other relevant statutes as provided for in [e-Appendix ORD: 12.4.1C].”

be revoked.

By Absolute Majority

AND

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- Reaffirms Parts 1 and 2 of Resolution 300-22 of the 23rd of November 2022 Ordinary Council Meeting that details the following Delegations have been amended and/or deleted from the previously adopted November 2021 Delegation Manual:**

#	AMENDED DELEGATION
1.2.16	To purchase goods and services to a specified value.
1.2.20	Local Laws

#	AMENDED DELEGATION
1.3.11	Health (Public Buildings) Regulations 1992
1.4.4	Shire of Dardanup Health Local Laws Delegations
9.1.1	Powers or Duties Under The Local Planning Scheme
10.1.1	Septic Installations
10.1.6	Public Buildings
NO. #	DELETED DELEGATIONS
10.1.9	Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974
12.1.2	Liquor Control Act Delegations

2. In accordance with Section 5.46(2) of the *Local Government Act 1995*, records and confirms that it adopts; (having completed its annual review of delegations and duties to the Chief Executive Officer as empowered by the *Local Government Act 1995*, Regulations, the Shire of Dardanup Town Planning Scheme No. 3, and other relevant statutes) the “November 2022 –November 2023 Delegations Register” provided in [Appendix ORD: 12.4.5A - Under Separate Cover Document].

By Absolute Majority

Change to Officer Recommendation

No Change. **OR:**

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

Background

At the Ordinary Council meeting held on the 23rd of November 2023, the Councillors considered the Annual Delegations and agreed to delete and amend previous delegation and adopt the 'November 2022 to November 2023' annual delegations.

Prior to the meeting, Elected Members had all been provided with a copy of the delegations showing the intended amendments and deletions. All other delegations that were to remain the same were also provided.

Officers found that the appendices referred to in the resolution – the final list of delegations without tracked changes – that was to be adopted, was not provided as an electronic attachment. The resolution referred to this as [*e-Appendix ORD: 12.4.1C*].

To ensure compliance with the *Local Government Act 1995*, the omission should be rectified by revoking Part 3 of Resolution 300-22 and adopting the provided 'November 2022 to November 2023 –Delegations Register' provided in [Appendix ORD: 12.4.5A - Under Separate Cover Document].

Legal Implications

- Revoking Resolution

Section 10 of the *Local Government Administration Regulations 1996* (Act s. 5.25(1)(e)) state:

“10. Revoking or changing decisions (Act s. 5.25(1)(e))

(1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —

(a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or

(b) in any other case, by at least $\frac{1}{3}$ of the number of offices (whether vacant or not) of members of the council or committee,

inclusive of the mover.

(1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least $\frac{1}{3}$ of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

(2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made —

(a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or

(b) in any other case, by an absolute majority.

(3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

If Councillors are intending considering revoking the whole of or part of a resolution, then under Standing Orders the Chief Executive Officer will need a Notice of Motion that is signed by at least 3 councillors, one being the person that is to move the motion at the meeting.

In accordance with Shire of Dardanup Standing Orders Local Law 2014, S4.12(2) “*A notice of motion under subclause (1) is to be signed by the member and given to the CEO at least 4 clear working days before the meeting at which the motion is to be moved.*”

A motion can be revoked at any time after it is adopted providing that the action has not been initiated.

A formal notice of motion has been received by the Chief Executive Officer, signed by the intended mover, Cr. M T Bennett

- Delegations

- *Local Government Act 1995*

Section 3.24 and 3.25 - The powers given to the local government by this Subdivision can only be exercised on behalf of the local government by a person expressly authorized by it to exercise those powers. (This section relates to requiring the owner or occupier of land to do what is specified in the notice in relation to the land).

Section 5.16 - Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.* Absolute majority required. A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Section 5.42 –

5.42. Delegation of some powers and duties to CEO

(1) *A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*

- (a) *this Act other than those referred to in section 5.43; or*
- (b) *the Planning and Development Act 2005 section 214(2), (3) or (5).*

** Absolute majority required.*

(2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

[Section 5.42 amended: No. 1 of 1998 s. 13; No. 28 of 2010 s. 70.]

Section 5.43 –

5.43. Limits on delegations to CEO²⁸

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) *any power or duty that requires a decision of an absolute majority of the Council;*
- (b) *accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) *appointing an auditor;*
- (d) *acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) *any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
- (f) *borrowing money on behalf of the local government;*
- (g) *hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) *the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- (h) *any power or duty that requires the approval of the Minister or the Governor;*
- (i) *such other powers or duties as may be prescribed.*

[Section 5.43 amended: No. 49 of 2004 s. 16(3) and 47; No. 17 of 2009 s. 23; No. 16 of 2019 s. 23.]

Section 5.44 –

5.44. CEO may delegate powers and duties to other employees

- (1) *A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.*
- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*
- (3) *This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —*
 - (a) *the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and*
 - (b) *the exercise of that power or the discharge of that duty by the CEO's delegate,*
are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) *Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.*
- (5) *In subsections (3) and (4) —*
conditions *includes qualifications, limitations or exceptions.*

[Section 5.44 amended: No. 1 of 1998 s. 14(1).]

Section 5.45 (a) – delegations are for the period of time specified, or if no time is specified then the delegation is indefinite.

Section 5.45 (b) – any decision to amend or revoke a delegation is to be by an absolute majority vote.

Section 5.46(2) – requires that at least once in every financial year, delegations are to be reviewed by the delegate.

Section 7.1B - Despite section 5.16, the only powers and duties that a local government may delegate* to its audit committee are any of its powers and duties under this Part other than this power of delegation.* Absolute majority required. A delegation to an audit committee is not subject to section 5.17.

Section 9.10 - Appointment of authorised persons - The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions. The local government is to issue the authorised person with a certificate stating the person is so authorised.

- ***Bush Fires Act 1954***

Section 59 (3) - A local government may, by written instrument of delegation, delegate authority generally, or in any class of case, or in any particular case, to its bush fire control officer, or other officer, to consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district, and may pay out of its funds any costs and expenses incurred in or about the proceedings.

Section 48 (1) - A local government may, in writing, delegate to its Chief Executive Officer the performance of any of its functions under this Act.

- *Graffiti Vandalism Act 2016*

Section 16 - The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Part.

Section 17 - A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under another provision of this Part other than this power of delegation.

- *Food Act 2008*

Section 118 - A local government is authorised to empower an officer to undertake duties as defined by the Act.

- *Health (Miscellaneous Provisions) Act 1911 & Public Health Act 2016.*

Section 26 - Every local government is hereby authorised and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made thereunder: Provided that a local government may appoint and authorise any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or function.

- *Cat Act 2011*

Section 44 - The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.

Section 45 - A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under another provision of this Act.

- *Dog Act 1976*

Section 10 AA - The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.

- *Litter Act 1979 Appointment of Authorised Officers*

All local government employees can be authorized officers providing they have been provided a Certificate of Appointment by the Authority, per Schedule 2 of the Litter Regulations 1981.

- *Town Planning*

The Planning and Development (Local Planning Scheme) Regulations 2015 and the Shire of Dardanup Town Planning Scheme No. 3 provides Council the power to delegate power to the Chief Executive Officer.

- *Building Act 2011*

Section 127 of the Building Act 2011 enables local governments to delegate any of its powers or duties as a permit authority under the Act. Such a delegation can only be made to an employee of the local government as per the Local Government Act 1995 section 5.36 [Chief Executive Officer].

- **Principal Environmental Health Officer**

The Environmental Health Officer [EHO or PEHO] should be delegated the powers (in the list) for the performance of his/her day-to-day duties. There may, from time to time, be an urgent or emergency situation pertaining to public health in which prompt action by an EHO is required.

There are a number of items on the list which would not pertain to any emergency but such a part of the normal day-to-day functions of an EHO and well within the capabilities and competencies of an EHO.

There are a handful of significant emergency powers which are not included in the list. They pertain to events and matters which only a Chief Executive Officer should preside over.

Council Plan - 13.1 - Adopt best practice governance.

Environment - None.

Precedents

Council consider delegations annually in accordance with the *Local Government Act 1995*.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.4.5B] for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Annual Review of Delegations 2022	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Legal and Compliance	Local Government Act 1995 compliance requirement to review delegations annually.
	Reputational	Notification from Dept. Local Government Non Compliance.

Officer Comment

Each delegation has been reviewed by members of staff as well as Executive and signed off by the Chief Executive Officer before being submitted to Council for endorsement. Section 5.42 of the Local Government Act empowers Council to delegate authority to the Chief Executive Officer. Where appropriate, the Chief Executive Officer may on-delegate authority to other officers for operational

reasons. Such delegations will be made to the relevant officers that have the relevant qualifications and experience in relation to the delegated powers.

The “*November 2022 –November 2023 Delegations Register*” includes the amendments and deletions as provided for in Parts 1 and 2 of Resolution 300-22.

END REPORT

12.4.6 Title: Monthly Statement of Financial Activity for the Period Ended on the 30th of November 2022

Reporting Department:	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
Reporting Officer	<i>Mr Ray Pryce - Accountant</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.4.6A – Risk Assessment Tool Appendix ORD: 12.4.6B – Monthly Financial Report – 30th of November 2022</i>

Overview

This report presents the monthly Financial Statements for the period ended on the 30th of November 2022 for Council adoption.

OFFICER RECOMMENDED RESOLUTION

THAT Council: receives the Monthly Statement of Financial Activity [Appendix ORD: 12.4.6B] for the period ended on the 30th of November 2022.

Change to Officer Recommendation

No Change. **OR:**

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

Background

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

Legal Implications

Local Government Act 1995 – Section 6.4

6.4. Financial Report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.
- (2) The financial report is to —
 - (a) be prepared and presented in the manner and form prescribed; and
 - (b) contain the prescribed information.

Local Government (Financial Management) Regulations 1996 r. 34

Part 4 — Financial Reports — s. 6.4

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

- (1A) In this regulation—
committed assets means revenue unspent but set aside under the annual budget for a specific purpose.
- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.

- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) *presented at an ordinary meeting of the Council within 2 months after the end of the month to which the statement relates; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

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

Council Plan

13.1 - Adopt best practice governance.

Environment - None.

Precedents

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

Budget Implications

The financial activity statement compares budget estimates to actual expenditure and revenue to the end of the month to which the statement relates. Material variances and explanations of these are included in the notes that form part of the report. Although the statement has no direct budget implications, any identified permanent budget variances are adopted separately by the Council as part of specific project approval or periodic budget review reporting.

Budget – Whole of Life Cost - None.

Council Policy Compliance

- CnG CP036 Investment Policy
- CnG CP128 Significant Accounting Policies
- CnG CP306 – Accounting Policy for Capital Works.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.4.6A] for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Monthly Statement of Financial Activity for the Period Ended 30 th of November 2022
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.				
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.			
Risk Category Assessed Against	Legal and Compliance	Non-compliance with the legislative requirements that results in a qualified audit.		
	Reputational	Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively.		
	Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.		

Officer Comment

The Monthly Financial Report for the period ended on the 30th of November 2022 is contained in [Appendix ORD: 12.4.6B] and consists of:

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

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

The Statement of Financial Activity includes the end-of-year surplus brought forward from 2021/22 of \$175,393. This surplus is an estimate based on officer forecast and is subject to change depending on the outcome of the annual audit review.

As at the reporting date, officers forecast the surplus at the 30th of June 2023 at \$193,686 compared to the current budgeted surplus of \$127,167.

Note 2 – Contains explanations for items with a material variance. Actual values for the year-to-date are compared to the year-to-date budget to present a percentage variance as well as the variance amount. The minimum level adopted by Council to be used in the Statement of Financial Activity in 2022/23 for reporting material variances is 5% or \$25,000, whichever is greater.

As we near the year, most reported variances between actual costs and the corresponding budget allocations are considered to be due to timing. Officers have continued to improve the seasonality

factors associated with monthly budgets, however, there will be occasions when actual revenues and expenses do not follow historical or anticipated patterns.

Note 6 – Statement of Investments reports the current Council cash investments and measures the portfolio against established credit risk limits based on reputable credit ratings agencies and incorporated in the Council's Investment Policy.

The total investment portfolio is currently \$16,000,000 – being \$12,000,000 in Reserve Account and \$4,000,000 in general municipal fund term deposit funds. 87.5% of the portfolio is invested with AA rated Australian banks and 12.5% invested with BBB rated Australian banks.

Yield return on term deposit investments have improved with the changing economic conditions and recent Reserve Bank decisions to raise interest rates. Some major banks now offer rates around 3.75% p.a. for a 3 month term and 4% p.a. for 6 month deposits. At the same time last year, interest rates for comparable deposits were less than 0.5% for all terms up to 12 months. Officers are reviewing the impact of the changing interest rate environment on Council's interest revenue and borrowing costs.

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

END REPORT

12.4.7 Title: *Schedule of Paid Accounts as at the 24th November 2022*

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
Reporting Officer	<i>Ms Joanna Hanson</i>
Council Role	<i>Local Government (Financial Management) Regulations 1996</i>
Voting Requirement	<i>Executive/Strategic.</i>
Attachments	<i>Appendix ORD: 12.4.7 – Risk Assessment Tool</i>

Overview

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

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Schedule of Paid Accounts report from 1/11/2022 to 24/11/2022 as follows:

SHIRE of DARDANUP
24-11-2022 Schedule of Paid Accounts

Payment	Date	Name	Invoice Description	Fund	Amount
ELECTRONIC FUNDS TRANSFER					
EFT49512	03/11/2022	Advanced Traffic Management WA P/L	Traffic Management For Road Works: Pile Road 19-25/10/2022	MUNI	7,751.63
EFT49513	03/11/2022	Amity Signs	Rural Street Number Signs 22/23	MUNI	53.90
EFT49514	03/11/2022	Animal Care Equipment & Services (Australia) Pty Ltd	Safeguard Trap Isolator - Animal Control	MUNI	176.74
EFT49515	03/11/2022	Australian Tax Office	PAYG - Payrun: 28/10/2022	MUNI	88,569.00
EFT49516	03/11/2022	B & B Street Sweeping Pty Ltd	4 x Invoices: Street Sweeping numerous Shire Locations	MUNI	5,271.75
EFT49517	03/11/2022	Berend Kaaks	Refund Eaton Boomers Key Deposit - Receipt # 141699	MUNI	40.00
EFT49518	03/11/2022	Big W	Enlighten Community Event: Glow Sticks Packs	MUNI	146.00
EFT49519	03/11/2022	BOC Ltd	ERC - Hire of Oxygen Bottles October 2022	MUNI	12.95
EFT49520	03/11/2022	Brownes Foods Operations Pty Ltd	ERC - Cafe Stock Purchases	MUNI	378.55
EFT49521	03/11/2022	Bunbury Auto One	Trailer Repair Parts and Small Plant Repair Parts	MUNI	140.63
EFT49522	03/11/2022	Bunbury Coffee Machines	ERC - Cafe Stock Purchases	MUNI	410.00
EFT49523	03/11/2022	Bunbury Fringe	Enlighten Community Event - Pallet Furniture	MUNI	550.00
EFT49524	03/11/2022	Bunbury Machinery	Hire of Pavement Saw: 26/10/2022 - Pile Road	MUNI	143.18
EFT49525	03/11/2022	Bunbury Mower Service	Sundry Plant Items - Parks and Environment Mtce	MUNI	92.00
EFT49526	03/11/2022	Bunbury Plumbing Service	Cap Off the Water and Waste Line Below the Old Fire Shed (300Mm Underground) For Dardanup Civic Precinct Earthworks	MUNI	319.92
EFT49527	03/11/2022	Bunbury Subaru	008DA Service - 91,161Km	MUNI	353.32

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49528	03/11/2022	Bunnings Group Limited	5 x Invoices: Events Items, 2 BFB Maintenance Items, ERC Lockbox, Lofthouse Park Maintenance Items	MUNI	1,115.82
EFT49529	03/11/2022	Cameron Baker	Umpire ERC Sporting Games - 02/11/2022	MUNI	108.00
EFT49530	03/11/2022	Chloe Scott	Umpire ERC Sporting Games - 02/11/2022	MUNI	162.00
EFT49531	03/11/2022	Christine Worsfold	Umpire ERC Sporting Games - 28/10 & 01/11/2022	MUNI	94.00
EFT49532	03/11/2022	Cleanaway Solid Waste Pty Ltd	Pick Up 30M3 Hook Bins From Waste Transfer Station (Banksia Road) 20-26/10/2022	MUNI	2,245.03
EFT49533	03/11/2022	Country Landscaping Pty Ltd	Repair Retic and Turf - Wells Reserve	MUNI	3,195.25
EFT49534	03/11/2022	Country Water Solutions	3 x Invoices: Reticulation Maintenance and Repairs - 5 x Shire Locations	MUNI	1,250.25
EFT49535	03/11/2022	Craven Foods	ERC - Cafe Stock Purchases	MUNI	2,501.48
EFT49536	03/11/2022	Dapco Tyre and Auto Centre	2 Invoices: Wheel Balance & realignment DA994 & New Trailer Tyres	MUNI	370.00
EFT49537	03/11/2022	David Lanigan	Reimburse Purchase of 2 x Phone Covers For Ranger Phones	MUNI	149.90
EFT49538	03/11/2022	David Wells Builder	Progress Payment For Installation of RV Dump Point and Modular Toilet Building - Charlotte Street	MUNI	10,000.00
EFT49539	03/11/2022	Department of Fire and Emergency Services	2022-23 ESL Charges - Multiple Shire Locations	MUNI	6,043.68
EFT49540	03/11/2022	Department of Planning, Lands and Heritage	DAP F0309656 - Lot 2 Banksia Road, Crooked Brook	MUNI	5,815.00
EFT49541	03/11/2022	Donna Bastow	Umpire ERC Sporting Games - Recoup 02/11/2022	MUNI	189.00
EFT49542	03/11/2022	Eaton Community Pharmacy	ERC - Cafe Stock & First Aid Supplies	MUNI	352.16
EFT49543	03/11/2022	Eaton Netball Association	Refund From Double Payment of Invoice #33210 on 02/08/2022	MUNI	1,998.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49544	03/11/2022	Ellen Patricia Lilly	Council Meeting Fees & Allowances	MUNI	1,267.25
EFT49545	03/11/2022	Emerge Associates	Ferguson Road - Spring Targeted Flora Survey and Hollows Inspection	MUNI	1,320.00
EFT49546	03/11/2022	Geotechnical Laboratory Services Pty Ltd	Pile Road 5.66 - 6.56 SLK	MUNI	782.43
EFT49547	03/11/2022	Hanson Construction Materials Pty Ltd	34.70 Tonne Spalls - Pile Road	MUNI	1,259.61
EFT49548	03/11/2022	Inspired Development Solutions	Performance Review Difficult Conversations Training x 20	MUNI	3,921.72
EFT49549	03/11/2022	Janice Patricia Dow	Council Meeting Fees & Allowances	MUNI	1,267.25
EFT49550	03/11/2022	John Thompson	Umpire ERC Sporting Games - 02/11/2022	MUNI	81.00
EFT49551	03/11/2022	Kent Lyon Architect	Superintendent Services - Admin Building/Library Project: Contract Award Con-F0312601 Progress Payment	MUNI	11,814.00
EFT49552	03/11/2022	Kings Tree Care	Tree Pruning: Crampton Road & Wilmot Court	MUNI	4,290.00
EFT49553	03/11/2022	Landgate	GRV Interim Valuation	MUNI	616.67
			Schedule No: G 2022/18 Dated 20/08/2022 To 02/09/2022		
			Schedule No: G 2022/19 Dated 03/09/2022 To 16/09/2022		
EFT49554	03/11/2022	Local Government Professionals Australia WA	Annual State Conference: 02-03/11/2022 - Andre Schönfeldt	MUNI	1,510.00
EFT49555	03/11/2022	Luke William Davies	Council Meeting Fees & Allowances	MUNI	1,267.25
EFT49556	03/11/2022	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultation	MUNI	140.00
EFT49557	03/11/2022	Main Roads Western Australia	LGA Contribution For Bridge 3658 Substructure Repairs on Ferguson Road Over Ferguson River	MUNI	303,600.00
EFT49558	03/11/2022	Margery Ann Stevens	Umpire ERC Sporting Games - 31/10 & 01/11/2022	MUNI	110.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49559	03/11/2022	Mark Richard Hutchinson	Council Meeting Fees & Allowances	MUNI	1,267.25
EFT49560	03/11/2022	Michael Bennett	Council Meeting Fees & Allowances	MUNI	2,050.44
EFT49561	03/11/2022	MM Electrical Merchandising	Pit Cover Label - Glen Huon Reserve	MUNI	27.50
EFT49562	03/11/2022	Nutrition Systems	ERC - Cafe Order	MUNI	692.45
EFT49563	03/11/2022	One Eleven (WA) Pty Ltd - Roofwest	Additional Graffiti Removal - Fire Station	MUNI	168.00
EFT49564	03/11/2022	Patricia Rose Perks	Council Meeting Fees & Allowances	MUNI	1,267.25
EFT49565	03/11/2022	Perfect Landscapes	3 Invoices: Glen Huon Oval & Wells Reserve Turf Renovations & Weekly Lawn Mowing - Week Commencing 24/10/2022	MUNI	25,031.05
EFT49566	03/11/2022	Peter Robinson	Council Meeting Fees & Allowances	MUNI	1,267.25
EFT49567	03/11/2022	PFD Food Services Pty Ltd	ERC - Cafe Stock Purchases	MUNI	1,452.30
EFT49568	03/11/2022	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	Call Out For Tyre Repair on Hire Roller Pile Road	MUNI	318.00
EFT49569	03/11/2022	Prime Supplies	2 x Black Rat Safety Recovery Kit	MUNI	702.68
EFT49570	03/11/2022	Promote You	Embroidery of Staff Uniforms - Administration	MUNI	45.38
EFT49571	03/11/2022	Rent A Fence	Extension of Temporary Fencing Hire To End of Footy Season - Glen Huon Oval	MUNI	17.82
EFT49572	03/11/2022	Rhodes Mechanical	Toro 360 Lawn Mower Service Including Travel and Parts	MUNI	475.50
EFT49573	03/11/2022	Roldan Tomas	Umpire Recoup 02/11/2022	MUNI	162.00
EFT49574	03/11/2022	Run Wild Design & Print	ERC - 29 x Umpire Uniform Print	MUNI	326.15
EFT49575	03/11/2022	Safestart Test & Tag	2 Invoices: Electrical Test and Tag 22/23 - Eaton Administration Centre, Transportable Building and Events Equipment	MUNI	1,431.10

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49576	03/11/2022	Schweppes Australia Pty Ltd	ERC - Cafe Stock Purchases	MUNI	951.26
EFT49577	03/11/2022	Scope Electrical Contracting Pty Ltd	Straighten 2 x Poles and Backfill With Stabilised Sand - ERC Car Park	MUNI	1,300.60
EFT49578	03/11/2022	Simon Thompson	Refund Unused Gym Membership # 16425 & 16426	MUNI	482.24
EFT49579	03/11/2022	South West Septics	ERC - Emptying Grease Trap on 17-10-2022	MUNI	187.00
EFT49580	03/11/2022	Southern Lock and Security	No 9 Padlocks For Various Shire Locations	MUNI	981.55
EFT49581	03/11/2022	Stacey Gillespie	Council Meeting Fees & Allowances / Busselton Social Forum Ticket Reimbursement	MUNI	1,284.00
EFT49582	03/11/2022	Steann Pty Ltd	Bi-Annual Green Waste Collection - October 2022	MUNI	11,583.00
EFT49583	03/11/2022	Sanpoint Pty Ltd	Contract Con F0311268 Dardanup Civic Precinct - Progress Claim # 1	MUNI	37,444.32
EFT49584	03/11/2022	Te Wairimu Elinor Pomare	Umpire ERC Sporting Games - 02/11/2022	MUNI	294.00
EFT49585	03/11/2022	The Cafe Merchant	Enlighten Community Event - Debrief Meeting Catering	MUNI	92.00
EFT49586	03/11/2022	Therese Price	Umpire ERC Sporting Games - 28/10 & 01/11/2022	MUNI	94.00
EFT49587	03/11/2022	Tiana Fraser	Umpire ERC Sporting Games - 31/10 & 01/11/2022	MUNI	110.00
EFT49588	03/11/2022	Total Eden Pty Ltd	Reticulation Maintenance and Repairs - Eaton Drive & Spray Trailer Fittings	MUNI	745.28
EFT49589	03/11/2022	Tyrrell Gardiner	Council Meeting Fees & Allowances	MUNI	1,859.17
EFT49590	03/11/2022	WA Distributors Pty Ltd	ERC - Cafe Stock Purchases	MUNI	209.50
EFT49591	03/11/2022	WALGA	Elected Member Essential Training - Luke Davies - Understanding Financial Reports & Budgets and Meeting Procedures	MUNI	660.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49592	03/11/2022	Woolworths Group Limited	ERC - Cafe Stock Purchases	MUNI	225.06
EFT49593	03/11/2022	Woolworths Group Limited	11 Invoices: ERC - Cafe Goods, Events Items & Eaton Admin Kitchen Purchases	MUNI	1,261.72
EFT49594	03/11/2022	Work Clobber	Protective Clothing - Darcy Webb	MUNI	1,020.60
EFT49595	04/11/2022	Shire of Dardanup	BSL For New Admin/Library Building. Application # 22230162	MUNI	21,266.32
EFT49596	10/11/2022	ABC Filter Exchange	ERC Mtce - Cleaned and Polished Hood & 4 New Filters	MUNI	546.70
EFT49597	10/11/2022	Advanced Traffic Management WA P/L	Traffic Management For Road Works: Pile Road 26-31/10/2022	MUNI	4,891.19
EFT49598	10/11/2022	Amity Signs	Supply 2 x Hand Rails - Hayward Street	MUNI	429.00
EFT49599	10/11/2022	Angela Winter	First Aid Courses - 12 x Officers	MUNI	1,140.00
EFT49600	10/11/2022	Australia Post	Monthly Invoice of Postage and Mail - October 2022	MUNI	4,220.56
EFT49601	10/11/2022	Australian Institute of Building Surveyors	AIBS Membership Renewal - Peter Jackson - 1/11/2022 - 31/10/2023	MUNI	800.00
EFT49602	10/11/2022	Acquire Home Living	Farewell Present - Kathleen Hault	MUNI	100.00
EFT49603	10/11/2022	BCE Surveying Pty Limited	Survey Set Out For Drawing Series DA272 - Pile Road & Reinstatement of Survey Pegs	MUNI	3,107.61
EFT49604	10/11/2022	Bell Fire Equipment Company Pty Ltd	Tank Fittings & Extension - Ferguson BFB & Repair Electric Hose Reel - Waterloo BFB	MUNI	1,001.00
EFT49605	10/11/2022	Blue Vane Scoreboards Pty Ltd	ERC - K6 Show Court Control Panel	MUNI	1,364.00
EFT49606	10/11/2022	Boyles Plumbing and Gas	Repair Cistern in Service Duct - Damaged By Event Equipment Storage At Eaton Foreshore Public Toilet	MUNI	110.00
EFT49607	10/11/2022	Brownes Foods Operations Pty Ltd	ERC - Cafe Stock Purchases	MUNI	470.06
EFT49608	10/11/2022	Bunbury Coffee Machines	ERC - Cafe Stock Purchases	MUNI	350.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49609	10/11/2022	Bunbury Harvey Regional Council	Monthly Hook Bin Hire & Green Waste Collection - October 2022	MUNI	869.00
EFT49610	10/11/2022	Bunbury Mower Service	Repairs To Fire Pump - Ferguson Station	MUNI	190.50
EFT49611	10/11/2022	Bunbury Subaru	Service of Subaru Forester - DA10091	MUNI	863.68
EFT49612	10/11/2022	Cameron Baker	Umpire ERC Sporting Games - 09/11/2022	MUNI	108.00
EFT49613	10/11/2022	Caroline Mears	Chair Yoga Workshops - October 2022	MUNI	195.00
EFT49614	10/11/2022	Castledine Gregory	Sat Mediation Process - Lot 2 Banksia Rd - Amended LDP Refusal. Matter # 0162-0005	MUNI	1,062.60
EFT49615	10/11/2022	Chloe Scott	Umpire ERC Sporting Games - 09/11/2022	MUNI	108.00
EFT49616	10/11/2022	Christine Worsfold	Umpire ERC Sporting Games - 04, 07 & 08/11/2022	MUNI	215.00
EFT49617	10/11/2022	Ciphertel Pty Ltd T/A Gateway Internet Services	Monthly Account For Point To Point Microwave Service Depot and Dardanup - October 2022	MUNI	2,893.00
EFT49618	10/11/2022	City of Bunbury	Annual Budget Allocation - City of Bunbury 2023 Australia Day Skyfest	MUNI	5,500.00
EFT49619	10/11/2022	Cleanaway Solid Waste Pty Ltd	4 x Invoices: General Waste Disposal - Banksia Rd, Crooked Brook Road, ERC, Martin Pelusey Rd	MUNI	6,327.43
EFT49620	10/11/2022	Country Landscaping Pty Ltd	Repairs - Glen Huon Oval, Eaton Oval & Finch Way Reserve Pumps	MUNI	15,821.92
EFT49621	10/11/2022	Country Water Solutions	Repair To Electrical Cable (Rodent Damage) - Eaton Foreshore	MUNI	156.31
EFT49622	10/11/2022	Craven Foods	ERC - Cafe Stock Purchases	MUNI	234.61
EFT49623	10/11/2022	Crown Perth	Accommodation - CEO Shire of Dardanup, Parking & Meal Allowance	MUNI	1,122.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49624	10/11/2022	Dapco Tyre and Auto Centre	Supply and Fit 4 x New Tyres, Wheel Alignment, Balance DA955 & Service DA563	MUNI	1,348.93
EFT49625	10/11/2022	Daryl Fishwick	Umpire ERC Sporting Games - 09/11/2022	MUNI	121.50
EFT49626	10/11/2022	Data #3 Limited	Microsoft Licensing For 2022/2023 Under Enterprise Agreement: October 2022	MUNI	27,406.32
EFT49627	10/11/2022	Deputec Pty Ltd	ERC - Deputy Roster Schedule Software - October 2022	MUNI	233.20
EFT49628	10/11/2022	DJ Emma	Tronox Spring Out Festival - DJ Set and Event MC	MUNI	654.50
EFT49629	10/11/2022	Dodgy Bros Dodgeball - JP & MK Kinsella	Tronox Spring Out Festival - 3 Hour Open Play Dodgeball Zone, Equipment and Operators	MUNI	2,310.00
EFT49630	10/11/2022	Donna Bastow	Umpire ERC Sporting Games - 09/11/2022	MUNI	202.50
EFT49631	10/11/2022	DX Print Group Pty Ltd	Business Cards - 2 x Shire Staff	MUNI	286.00
EFT49632	10/11/2022	Earth 2 Ocean Communications	Replacement Aerial - DA8222	MUNI	41.00
EFT49633	10/11/2022	Eaton Pet Vet	2 Invoices: Veterinary Consultation, Desexing, Euthanasia & Cremation	MUNI	344.52
EFT49634	10/11/2022	Eco Faeries	Tronox Spring Out Festival - Roving Faeries and 2 x Glitter Station Faeries	MUNI	1,400.00
EFT49635	10/11/2022	Elizabeth Stacey	Part Payment of Registration With the Office of Migration Agents Registration Authority (Omara)	MUNI	530.00
EFT49636	10/11/2022	Eve Yoga	Eaton Recreation Centre Contracted Yoga Classes: 19-29/10/2022	MUNI	240.00
EFT49637	10/11/2022	Exetel Pty Ltd	Exetel 200/200Mbit Data Communications - November 2022	MUNI	1,250.00
EFT49638	10/11/2022	Fit2Work	Monthly Invoice For Police Checks (HR) - October 2022	MUNI	268.73

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49639	10/11/2022	Fraser Suites Perth	Accommodation For Gary Thompson 09-10/10/2022 - Parks and Leisure Australia WA State Conference	MUNI	522.00
EFT49640	10/11/2022	Garvey Road Pty Ltd	Refund WAPC 151949 Lot 503 Garvey Rd Stage 3 Return of 12 Month Defect Liability Bond	MUNI	7,569.43
EFT49641	10/11/2022	Gary Thompson	Reimburse Purchase of Food Thermometer for ERC	MUNI	15.00
EFT49642	10/11/2022	GHD Pty Ltd	Feasibility Study of Forrest Highway Cycle Route	MUNI	1,433.61
EFT49643	10/11/2022	Grace Records Management	Records Management External - Storage, Destruction and Consumables	MUNI	601.71
EFT49644	10/11/2022	Hastie Waste	Refund 50% of DAP-F0311009 - Application Withdrawn	MUNI	640.00
EFT49645	10/11/2022	Integrated Energy Pty Ltd	Hydrogen Feasibility and Business Case - Stage Payment 2	MUNI	16,500.00
EFT49646	10/11/2022	Integrity Management Solutions Pty Ltd	Attain Annual Software Licence - 15/11/2022 - 15/11/2023	MUNI	6,050.00
EFT49647	10/11/2022	It Vision Australia Pty Ltd	2 Day Training Course WA Interim Rating - Rebecca Wilson 24-25/10/2022	MUNI	1,375.00
EFT49648	10/11/2022	JCW Electrical Pty Ltd	3 Invoices: Repair Light Pole - Eaton Skate Park, Install Power Points & Repair Pump Button - Ferguson BFB, Hard Wire Roller Doors & Install Power Point - Burekup BFB	MUNI	3,311.84
EFT49649	10/11/2022	Jodie Deeley	Tronox Spring Out Event - 3 Hours Photographer & Editing	MUNI	450.00
EFT49650	10/11/2022	John Thompson	Umpire ERC Sporting Games - 09/11/2022	MUNI	81.00
EFT49651	10/11/2022	Kenny Pomare	Umpire ERC Sporting Games - 09/11/2022	MUNI	189.00
EFT49652	10/11/2022	Kilmore Group Pty Ltd	RFQ-F0245622 Wells Recreation Park Change Rooms and Cricket Nets Progress Payment	MUNI	245,469.07
EFT49653	10/11/2022	KR & DR Bennell	Tronox Spring Out Festival - Welcome To Country	MUNI	500.00
EFT49654	10/11/2022	Kylie Marie Balding	Refund Unused Gym Membership - Kylie Balding	MUNI	943.20

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49655	10/11/2022	Luke Wilkinson	Umpire ERC Sporting Games - 09/11/2022	MUNI	162.00
EFT49656	10/11/2022	Malatesta Road Paving and Hotmix	Supply and Spray Bitumen and Aggregate - Pile Rd & Emulsion - Dowdells Line & Damiani Italiano Road	MUNI	31,364.30
EFT49657	10/11/2022	Margery Ann Stevens	Umpire ERC Sporting Games - 08/11/2022	MUNI	44.00
EFT49658	10/11/2022	Marketforce	2 x Adverts in SW Times: Fire Prevention Order & Public Notice: Sand & Gravel - Marginata Close	MUNI	3,168.16
EFT49659	10/11/2022	MGM Bulk Pty Ltd	Supply and Delivery of 5,070.95 Tonnes Gravel - Pile Road	MUNI	135,881.17
EFT49660	10/11/2022	MJ Goods	ERC - Cafe Stock Purchases	MUNI	89.85
EFT49661	10/11/2022	MM Electrical Merchandising	Pit Cover - Glen Huon Reserve	MUNI	238.62
EFT49662	10/11/2022	Nathan Gardiner	Tronox Spring Out Community Event: Art Installation For Event Entrance	MUNI	450.16
EFT49663	10/11/2022	Nightguard Security Service SW	Alarm Monitoring: Various Shire Buildings - October 2022	MUNI	1,672.00
EFT49664	10/11/2022	Officeworks Superstores Pty Ltd	Stationery Expense - Eaton Admin & ECL	MUNI	627.74
EFT49665	10/11/2022	Onsite Rental Group	Lease 26 - Hire of Office & Ablution Block - October 2022	MUNI	7,000.38
EFT49666	10/11/2022	Parkridge Group Pty Ltd	Refund WAPC 159295 - Lot 9004 Robusta Road - Stage 2A & 2B Defects Liability Bond	MUNI	32,505.63
EFT49667	10/11/2022	Perfect Landscapes	Weekly Reserves Lawn Mowing - Week Commencing 31/10/2022	MUNI	2,678.50
EFT49668	10/11/2022	PFD Food Services Pty Ltd	ERC - Cafe Stock Purchases	MUNI	707.10
EFT49669	10/11/2022	Rachel O'Donoghue	Reimburse Bunnings & Bunsen Burgers Purchases - Tronox Spring Out Community Festival	MUNI	49.83
EFT49670	10/11/2022	Redback Security	Tronox Spring Out Community Festival - 2 x Security Guards	MUNI	242.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49671	10/11/2022	Regional Media Specialists P/L	Community News Page in Bunbury Herald & Bunbury Mail - October 2022	MUNI	1,520.06
EFT49672	10/11/2022	River Valley Primary School	Annual Budget Allocation - 2022 Citizenship Awards	MUNI	150.00
EFT49673	10/11/2022	Scope Rentals Pty Ltd	3 Invoices: Managed Print Service Contract Costs: Monthly Rental October 2022, Usage August & September 2022	MUNI	12,567.49
EFT49674	10/11/2022	Southern Cross Austereo	Eaton Recreation Centre 6 x Month Radio Advertisement Campaign - October 2022	MUNI	2,296.80
EFT49675	10/11/2022	Southwest Ventures T/A Geographe Ford / Bunbury Hyundai	Supply and Install Aluminium Tray - DA993	MUNI	3,350.00
EFT49676	10/11/2022	St John Ambulance Western Australia Ltd	Defibrillator, Cabinet, Chart, Sign: Ferguson BFB - Grant Funded Exp	MUNI	2,752.26
EFT49677	10/11/2022	Stantec Australia Pty Ltd	Dardanup Local Bike Plan - Additional Work as Per Outcome From Workshop 31.08.2022	MUNI	5,754.29
EFT49678	10/11/2022	Stewart and Heaton Clothing Company Pty Ltd	Burekup BFB Officer Clothing - ESL Recurrent Exp	MUNI	554.38
EFT49679	10/11/2022	Synergy	Electricity Account For 40 x Shire Locations	MUNI	12,074.40
EFT49680	10/11/2022	Tara Louise Dillon	Refund BCITF Levy Fee Paid - Levy N/A Due To Decrease in Shed Size	MUNI	189.70
EFT49681	10/11/2022	Telstra	3 Invoices: Sat Phones, Phone Charge West Dardanup BFB, Internet Wellington Mills BFB	MUNI	210.66
EFT49682	10/11/2022	The Funk Factory	Tronox Spring Out Community Event - 3 Hours Roving Entertainment From Junkadelic Crew - 30/10/2022	MUNI	1,650.00
EFT49683	10/11/2022	The Print Shop	Printing of 20 x Fire Permit Books	MUNI	591.80
EFT49684	10/11/2022	Therese Price	Umpire ERC Sporting Games - 08/11/2022	MUNI	54.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49685	10/11/2022	Tiana Fraser	Umpire ERC Sporting Games - 07 & 08/11/2022	MUNI	110.00
EFT49686	10/11/2022	Toll Transport - Ipec Pty Ltd	2022-2023 Postage & Freight - 3 x Shire Locations	MUNI	54.80
EFT49687	10/11/2022	Tutt Bryant Hire	Hire of Various Equipment For Road Renewal/Maintenance: Pile Road, Venn Road, Ferguson Road	MUNI	27,061.45
EFT49688	10/11/2022	Veolia Recycling & Recovery Pty Ltd	Weekly Bin Collection of Cardboard: October 2022	MUNI	204.90
EFT49689	10/11/2022	West Oz Wildlife	ERC Vacation Care Event - West Oz Wildlife Visit - 05/10/2022	MUNI	577.50
EFT49690	10/11/2022	Western Australian Rangers Association Inc	3 Year Membership - Ranger Paul Sydney-Smith	MUNI	120.00
EFT49691	10/11/2022	Westrac Pty Ltd	2 x Caps - Wheel Loader DA873	MUNI	172.90
EFT49692	10/11/2022	Winc Australia Pty Ltd	Stationery Expense - Eaton Admin	MUNI	942.88
EFT49693	10/11/2022	Woolworths Group Limited - Online Order Only	Council Chambers & Kitchen Stock	MUNI	638.10
EFT49694	10/11/2022	Work Clobber	Protective Clothing - Nikolas Farnsworth & Eliza-Jane Jacques	MUNI	510.30
EFT49695	10/11/2022	X5 Academy	Tronox Spring Out Festival - 3Hrs of Parkour Demos and Workshops	MUNI	968.00
EFT49696	10/11/2022	Zachary Cloutman - Cloutz Event Hire	Tronox Spring Out Festival - Amusements, Operators & Generator Hire	MUNI	2,238.20
EFT49697	17/11/2022	A1 Sign Shop	Laser Etched Plaque - Purple Bench Project	MUNI	277.20
EFT49698	17/11/2022	Advanced Traffic Management WA P/L	3 x Traffic Controllers For Venn Rd, Martin Pelusey Road & Ferguson Road	MUNI	4,785.74
EFT49699	17/11/2022	Amity Signs	2 x Box of White Guild Posts - Pile Road	MUNI	979.00
EFT49700	17/11/2022	Ampol Australia Petroleum Pty Ltd	Shire Vehicle Fuel - October 2022	MUNI	31,099.78
EFT49701	17/11/2022	Angela Winter	First Aid Course - 4 x Staff	MUNI	560.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49702	17/11/2022	Aquachill	Rental of Aquachill Water Cooler 2022-2023 - Dardanup Office	MUNI	686.40
EFT49703	17/11/2022	Aquila Food Forest	Community Event: Sustainable Living Workshop: 10-11-2022	MUNI	300.00
EFT49704	17/11/2022	Australian Tax Office	PAYG - Payrun: 11/11/2022	MUNI	89,180.00
EFT49705	17/11/2022	B & B Street Sweeping Pty Ltd	Street Sweeping 8 x Shire Locations	MUNI	3,192.75
EFT49706	17/11/2022	Blackwoods	Heavy Duty Disposable Nitrile Gloves - Health Expense	MUNI	72.75
EFT49707	17/11/2022	Breeanna Batrick	Reimburse Headphone Purchase	MUNI	25.00
EFT49708	17/11/2022	Bunbury Bearings	Mowing Trailer: Brake Discs & Pads	MUNI	391.60
EFT49709	17/11/2022	Bunbury Community Radio Inc	Advertising For Dardanup Heritage Trail: 30 x 30 Second Spots	MUNI	144.00
EFT49710	17/11/2022	Bunbury Harvey Regional Council	Disposal of Kerbside Collected FOGO Waste: October 2022	MUNI	15,185.00
EFT49711	17/11/2022	Bunbury Mower Service	Repair Parts For Quickcut TS 700 Chainsaw	MUNI	70.50
EFT49712	17/11/2022	Bunbury Plumbing Service	2 x Invoices: Repair Damaged Water Line - Dardanup Civic Precinct & Replace Stolen Fittings - Eaton Boat Ramp Washdown Facility	MUNI	508.43
EFT49713	17/11/2022	Bunnings Group Limited	Repair / Maintenance Items: Dardanup Office & Dardanup BFB, Construction Items: Dardanup Civic Precinct	MUNI	1,464.71
EFT49714	17/11/2022	Cameron Baker	Umpire ERC Sporting Games - 16/11/2022	MUNI	108.00
EFT49715	17/11/2022	Carey Park Scouts Group	Tronox Spring Out - 3Hrs Large Inflatable & Operators	MUNI	1,500.00
EFT49716	17/11/2022	Chloe Scott	Umpire ERC Sporting Games - 16/11/2022	MUNI	81.00
EFT49717	17/11/2022	Christine Worsfold	Umpire ERC Sporting Games - 11 & 15/11/2022	MUNI	94.00
EFT49718	17/11/2022	City of Bunbury	Dog & Cat Pound Sustenance Fees - October 2022	MUNI	149.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49719	17/11/2022	Civil Projects Southwest	3 Invoices: Bobcat & Digger Hire - 3 x Shire Locations	MUNI	6,930.00
EFT49720	17/11/2022	Cleanaway Solid Waste Pty Ltd	General Waste Disposal: 03-07/11/2022 - Crooked Brook Road	MUNI	2,267.18
EFT49721	17/11/2022	Codee-Lee Down	November Connected Community BBQ Event - Musician 40 Minute Set	MUNI	150.00
EFT49722	17/11/2022	Cross Security Services	ERC - Alarm Monitoring: 01/07-30/09/2022	MUNI	286.00
EFT49723	17/11/2022	Dapco Tyre and Auto Centre	DA9668 Hyundai Santa Fe: 50000km Service, 4 x New Tyres & Wheel Alignment	MUNI	1,478.49
EFT49724	17/11/2022	Darby Sidebotham	Umpire ERC Sporting Games - 15/11/2022	MUNI	54.00
EFT49725	17/11/2022	Daryl Fishwick	Umpire ERC Sporting Games - 16/11/2022	MUNI	108.00
EFT49726	17/11/2022	Data #3 Limited	Adobe Pro, Creative Cloud & Indesign Software Licences - 30/11/2023	MUNI	18,874.75
EFT49727	17/11/2022	Diesel Force	2 Invoices: Service Shire Loader DA873 & DA2833	MUNI	3,122.60
EFT49728	17/11/2022	Donna Bastow	Umpire ERC Sporting Games - 16/11/2022	MUNI	189.00
EFT49729	17/11/2022	Eaton Environmental Services	ERC - Locate, Clean, and Rebait Rodent Stations	MUNI	429.00
EFT49730	17/11/2022	Eaton Family Centre	2 x Community Grant Payments, Round 1 2022-2023. Council Resolution # 261-22	MUNI	1,745.99
EFT49731	17/11/2022	Element WA	Eaton and Dardanup Masterplans and Place Plans - Approved Variation	MUNI	7,700.00
EFT49732	17/11/2022	Flex Fitness Equipment	ERC Fitness Centre - Mag Grip Attachment Kit, Storage Tree & Delivery	MUNI	494.31
EFT49733	17/11/2022	Frontline Signs	Community Event: Tronox Spring Out Festival - 10x Grass Signage & 10x Spikes	MUNI	139.70

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49734	17/11/2022	Gissa International Pty Ltd	A-Spec: Contribution To Administration 2022-2023, D & R-Spec: Metadata Standard Specs Annual Support & Maintenance Fee	MUNI	2,626.80
EFT49735	17/11/2022	Hanson Construction Materials Pty Ltd	Spalls & Aggregate: 3 x Shire Locations	MUNI	1,151.90
EFT49736	17/11/2022	Harvey Norman AV/IT Bunbury	Surface Pro Bundle - West Dardanup BFB	MUNI	2,075.00
EFT49737	17/11/2022	Hersey's Safety P/L	OHS Expend - Sunscreen, Gloves & Consumables - Martin-Pelusey Depot	MUNI	2,484.19
EFT49738	17/11/2022	Imogen Pinelli	November Connected Community BBQ - Musician Imogen Pinelli	MUNI	35.00
EFT49739	17/11/2022	Integran Pty Ltd	Wanju and Waterloo DCP Awarded Consultant Contract (Rft-F0233817)	MUNI	24,203.78
EFT49740	17/11/2022	JCW Electrical Pty Ltd	RCD's and Circuit Breakers, Conduit Caps/Insulation & Ensure Lights are on in 3 x Shire Reserves During Night Hours	MUNI	1,080.38
EFT49741	17/11/2022	Jo Jingles South West	ECL Program: Jo Jingles Sessions - October 2022	MUNI	1,848.00
EFT49742	17/11/2022	John Thompson	Umpire ERC Sporting Games - 16/11/2022	MUNI	81.00
EFT49743	17/11/2022	Kenny Pomare	Umpire ERC Sporting Games - 16/11/2022	MUNI	162.00
EFT49744	17/11/2022	Kmart	Staff End of Year Party Items 2022, Storage Tubs for Uniforms & Film Development from Staff 2021 Christmas Party	MUNI	123.00
EFT49745	17/11/2022	Landgate	GRV Interim Valuation: Schedule No: G2022/20 Dated 17/09/2022 To 30/09/2022 & Schedule No: G2022/21 Dated 01/10/2022 To 14/10/2022	MUNI	1,760.32
EFT49746	17/11/2022	Les Mills Asia Pacific	Eaton Recreation Centre Monthly Les Mills Licence: November 2022	MUNI	1,440.88
EFT49747	17/11/2022	Links Modular Solutions Pty Ltd	ERC - Annual Links Support Fee (Software)	MUNI	4,765.07

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49748	17/11/2022	Lions Club of Eaton	Community Grant Payment, Round 1 2022-2023. Council Resolution # 261-22	MUNI	747.86
EFT49749	17/11/2022	Luke Wilkinson	Umpire ERC Sporting Games - 16/11/2022	MUNI	108.00
EFT49750	17/11/2022	Malatesta Road Paving and Hotmix	Emulsion & Aggregate: Venn Road Edge Repair	MUNI	14,615.84
EFT49751	17/11/2022	Margery Ann Stevens	Umpire ERC Sporting Games - 15/11/2022	MUNI	44.00
EFT49752	17/11/2022	MJ Goods	ERC - Gym Wipes	MUNI	636.00
EFT49753	17/11/2022	Natalie Rogers	Refund Key Bond - Receipt # 145852	MUNI	40.00
EFT49754	17/11/2022	Naturaliste Hygiene	Sharps Disposal - Eaton Foreshore & Watson Street Reserve Public Toilets	MUNI	165.00
EFT49755	17/11/2022	Perfect Landscapes	Fertilisation: Eaton Oval, Glen Huon Oval & Wells Recreation Reserve	MUNI	8,630.55
EFT49756	17/11/2022	Perkins WA Pty Ltd	Shire of Dardanup - Design & Construct Contract - New Admin, Library and Community Building - Progress Claim # 5	MUNI	278,725.70
EFT49757	17/11/2022	PFD Food Services Pty Ltd	ERC - Cafe Stock Purchases	MUNI	1,198.20
EFT49758	17/11/2022	PFI Supplies	ERC - Cleaning Materials	MUNI	743.15
EFT49759	17/11/2022	Prime Supplies	High Pressure Gun For Power Washer - Sundry Plant	MUNI	306.66
EFT49760	17/11/2022	Promote You	Shire Of Dardanup Polo Shirts (Various Sizing)	MUNI	770.00
EFT49761	17/11/2022	Proven Project Management	Project Management Services - Contract Award Con-F0312613	MUNI	13,563.00
EFT49762	17/11/2022	R & S Co Pty Ltd T/As Fresh Floral Studio	Remembrance Day Wreath - 11/11/2022 - Burekup	MUNI	80.00
EFT49763	17/11/2022	Radrock Adventures	Tronox Spring Out Festival: Rock Climbing Wall	MUNI	1,408.00
EFT49764	17/11/2022	Rent a Fence	Temporary Fencing For Eaton Boomer's Clubrooms: 11-13/08/2022	MUNI	53.46

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49765	17/11/2022	Roof Safety Solutions Pty Ltd	6 Month Inspection of Roof System - Dardanup Depot	MUNI	517.00
EFT49766	17/11/2022	Safestart Test & Tag	Electrical Test and Tag 22/23 - Eaton Office Transportable, ECL & ERC	MUNI	2,309.45
EFT49767	17/11/2022	Sanpoint Pty Ltd	Contract Con F0311268 - Dardanup Civic Precinct - Claim # 2	MUNI	147,669.04
EFT49768	17/11/2022	Schweppes Australia Pty Ltd	ERC - Cafe Stock Purchases	MUNI	721.03
EFT49769	17/11/2022	Scope Electrical Contracting Pty Ltd	Remove 2 x Floor Boxes in the Council Chambers	MUNI	290.40
EFT49770	17/11/2022	Securepay Pty Ltd	Bank Fees - 2022-2023 Securepay Web	MUNI	12.94
EFT49771	17/11/2022	Shadewest	Repairs and Refit of Shade Sails - Hunter Park	MUNI	440.00
EFT49772	17/11/2022	South West Fire	Dardanup Central BFB 2.4U - B Service, Plus Pick Up & Drop Off of Fire Appliance	MUNI	18,171.42
EFT49773	17/11/2022	Stacey Gillespie	Reimburse Childcare Fees Incurred Whilst Attending Meeting / Workshop & Agenda Forum: 10, 12 & 19/10/2022	MUNI	178.50
EFT49774	17/11/2022	Synergy	Electricity: 6 x Shire Locations	MUNI	29,135.41
EFT49775	17/11/2022	Te Wairimu Elinor Pomare	Umpire ERC Sporting Games - 16/11/2022	MUNI	162.00
EFT49776	17/11/2022	Telair Pty Ltd	Library NBN Enterprise Ethernet Services - Data Network Connection: October 2022	MUNI	658.90
EFT49777	17/11/2022	Telstra	2 Invoices: Shire Staff Mobiles & Ipads, Alarm Monitoring - Dardanup Office	MUNI	3,856.30
EFT49778	17/11/2022	Teresa Maree Partridge	Reimburse Uniform Purchase	MUNI	69.95
EFT49779	17/11/2022	The Cafe Merchant	Catering For WA Rangers Association SW Zone AGM Meeting: 09/11/2022	MUNI	272.50

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49780	17/11/2022	The Fifteenth Creative	Printing and Design Work - Heritage Trail Opening, November 2022	MUNI	880.00
EFT49781	17/11/2022	The Workwear Group	Uniform Order - Matthew Mangano	MUNI	145.36
EFT49782	17/11/2022	Therese Price	Umpire ERC Sporting Games - 11 & 14/11/2022	MUNI	121.00
EFT49783	17/11/2022	Thomas Fields Pty Ltd	Rates Refund For Assessment A12152	MUNI	64.03
EFT49784	17/11/2022	Tiana Fraser	Umpire ERC Sporting Games - 14 & 15/11/2022	MUNI	110.00
EFT49785	17/11/2022	Toll Transport - Ipec Pty Ltd	2022-2023 Postage & Freight - Environmental Health	MUNI	22.15
EFT49786	17/11/2022	Total Eden Pty Ltd	Reticulation Maintenance and Repairs: Eaton Oval, Glen Huon Oval, Hunter Park	MUNI	2,341.68
EFT49787	17/11/2022	Tutt Bryant Hire	Hire Possi Track, Slasher, Plant Trailer Combinatin: 30/09-16/10/2022 - 6 x Shire Locations	MUNI	2,840.07
EFT49788	17/11/2022	WA Distributors Pty Ltd	ERC - Toilet Paper	MUNI	1,211.25
EFT49789	17/11/2022	WALGA	WALGA Elected Member Training - Professionally Speaking With Lanna Hill: 27/10/2022 Plus Trainer Expenses	MUNI	5,297.80
EFT49790	17/11/2022	Water Corporation	Water Use: 16 x Shire Locations	MUNI	7,204.13
EFT49791	17/11/2022	West Oz Linemarking	Cassowary Bend Eaton: Car Bay Line Marking (27 Car Parking Bays)	MUNI	445.50
EFT49792	17/11/2022	Woolworths Group Limited	ERC - Cafe Stock Purchases	MUNI	238.21
EFT49793	17/11/2022	Work Clobber	Protective Clothing - Michael Jeffery	MUNI	263.40
EFT49794	17/11/2022	Zipform Pty Ltd	Print & Prepare 2022-2023 Rates Instalment Notices	MUNI	1,847.45
EFT49795	24/11/2022	Advanced Traffic Management WA P/L	Traffic Control: Venn Rd, Damiani Italiano Rd, Eaton Dr & Illawarra Dr	MUNI	3,002.73

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49796	24/11/2022	All Aussie Truck and Bobcat Services	Hire of Bobcat and Truck: Banksia Road Site - 07-28/10/2022	MUNI	1,320.00
EFT49797	24/11/2022	Amity Signs	Road Signs - Twomey & Depiazzi, Pile Roads & Dardanup Civic Precinct	MUNI	2,483.14
EFT49798	24/11/2022	B & B Street Sweeping Pty Ltd	Hire Of Sweeper Truck For Storm Water Drain Cleaning: 08 & 15/11/2022 - Eaton Drive	MUNI	2,598.75
EFT49799	24/11/2022	Blackwoods	Gloves & Earmuffs - Public Works Safety Exp	MUNI	497.62
EFT49800	24/11/2022	Bluesteel Enterprises Pty Ltd	Helmet, Torch, Goggles, Jerry Cans - Ferguson BFB	MUNI	634.72
EFT49801	24/11/2022	Brandon Jesse Edwards	Rates Refund For Assessment A9244	MUNI	2,377.65
EFT49802	24/11/2022	Brecken Corporate Care	Pre-Employment Medical - Danita Ballard - 07/11/2022	MUNI	248.60
EFT49803	24/11/2022	Brownes Foods Operations Pty Ltd	ERC - Cafe Stock Purchases	MUNI	419.46
EFT49804	24/11/2022	Bunbury Coffee Machines	ERC - Cafe Stock Purchases	MUNI	290.00
EFT49805	24/11/2022	Bunbury Machinery	Mini Excavator Hire: Glen Huon Reserve - 16/11/2022	MUNI	250.00
EFT49806	24/11/2022	Bunbury Mower Service	Maintenance and Repairs - Sundry Plant	MUNI	3.50
EFT49807	24/11/2022	Bunbury Toyota	Ignition Key Battery - DA10181	MUNI	12.89
EFT49808	24/11/2022	Bunnings Group Limited	Dardanup Civic Precinct - Construction Items, ERC & Dardanup Office - Maintenance Products, Event Items - The Poppy Project	MUNI	1,497.12
EFT49809	24/11/2022	Cameron Baker	Umpire ERC Sporting Games - 23/11/2022	MUNI	54.00
EFT49810	24/11/2022	Cardno (WA) Pty Ltd	Dardanup Bike Plan - Additional Consultation	MUNI	4,061.75
EFT49811	24/11/2022	Chloe Scott	Umpire ERC Sporting Games - 23/11/2022	MUNI	108.00
EFT49812	24/11/2022	Christine Worsfold	Umpire ERC Sporting Games - 22/11/2022	MUNI	54.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49813	24/11/2022	Ciphertel Pty Ltd T/A Gateway Internet Services	Monthly Account For Point To Point Microwave Service Depot and Dardanup - January 2022 (Invoice Not Previously Received)	MUNI	2,893.00
EFT49814	24/11/2022	Cleanaway Solid Waste Pty Ltd	2 x Invoices - General Waste Disposal: Crooked Brook Rd 10-16/11/2022	MUNI	2,189.36
EFT49815	24/11/2022	Connect Call Centre Services	After Hours Call Centre Service For The Shire Of Dardanup - All Services - October 2022	MUNI	453.31
EFT49816	24/11/2022	Construction Training Fund : BCITF	BCITF Remittance - October 2022	MUNI	352.89
EFT49817	24/11/2022	Country Landscaping Pty Ltd	Additional Works To Reinstall Pumps At Eaton Oval & Finch Way Reserve & Retic repairs - Glen Huon Oval	MUNI	2,148.64
EFT49818	24/11/2022	Craven Foods	ERC - Cafe Stock Purchases	MUNI	1,201.24
EFT49819	24/11/2022	Dardanup Delights	96 World Kindness Day Cupcakes: Public Relations	MUNI	360.00
EFT49820	24/11/2022	Dardanup Rural Supplies	Rapid Set Concrete - Dardanup Civic Precinct	MUNI	128.40
EFT49821	24/11/2022	Data #3 Limited	2 Invoices: Xstream, Webserver & Email Protection, End Date: 31/08/2025 & Adobe Software, End date 01/12/2022	MUNI	12,486.38
EFT49822	24/11/2022	Department Of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BSL Remittance - October 2022	MUNI	4,847.35
EFT49823	24/11/2022	Dion Brady Green	Rates Refund For Assessment A2749	MUNI	740.00
EFT49824	24/11/2022	Donna Bastow	Umpire ERC Sporting Games - 23/11/2022	MUNI	162.00
EFT49825	24/11/2022	Dynamite Dan's Cleaning Services	Cleaning Supplies - Dardanup Oval Toilets	MUNI	332.20
EFT49826	24/11/2022	Eaton CWA	Community Grant Payment, Round 1 2022-2023. Council Resolution # 261-22	MUNI	1,000.00
EFT49827	24/11/2022	Eaton Environmental Services	Inspect, Clean and Rebait Rodent Stations: Martin-Pelusey Depot	MUNI	1,452.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49828	24/11/2022	Elders Real Estate Southern Districts Estate Agency	Rates Refund For Assessment A11042	MUNI	1,234.10
EFT49829	24/11/2022	Elliotts Irrigation Pty Ltd	Iron Filter Services - Millbridge Lakes & Watson Reserve - October 2022	MUNI	640.20
EFT49830	24/11/2022	Entertainment Bank	Library Programs: Naidoc Week Crafts - July 2022 & Harry Potter - October 2022	MUNI	2,200.00
EFT49831	24/11/2022	Equans Mechanical Services (WA) Pty Ltd	ERC - Quarterly Maintenance	MUNI	522.50
EFT49832	24/11/2022	Eric Ingram	Rates Refund For Assessment A10003	MUNI	796.50
EFT49833	24/11/2022	Fulton Hogan Industries WAR	4 Tonne of Premix - Venn & Offer Roads	MUNI	1,614.80
EFT49834	24/11/2022	Go Electrical Contracting	ERC - 6 x Light Replacement, Repair Score Clock Lead & investigate Mains Power Tripping	MUNI	324.50
EFT49835	24/11/2022	Government Grant Guru	Technical Services 12 Month Subscription For Grant Funding Support: 10/12/2022 - 10/12/2023	MUNI	3,025.00
EFT49836	24/11/2022	Heatleys	Disposable Coveralls - Various Sizes	MUNI	2,052.60
EFT49837	24/11/2022	Helen Ammon	Refund Purchases For Harry Potter School Holiday Library Program	MUNI	639.62
EFT49838	24/11/2022	Hooleys Catering Company	23/11/2022 Ordinary Council Meeting Dinner	MUNI	795.00
EFT49839	24/11/2022	J A K Civil Pty Ltd	John Deere Grader With Operator - Pile Road	MUNI	29,073.00
EFT49840	24/11/2022	JCW Electrical Pty Ltd	Return Labour To Ensure Lights Are On At Correct Times In Hazelgrove & Primrose Reserve and Beaufort Park	MUNI	278.53
EFT49841	24/11/2022	Jo Jingles South West	Jo Jingles Session At Spring Out Festival - 30/10/2022	MUNI	385.00
EFT49842	24/11/2022	John Thompson	Umpire ERC Sporting Games - 23/11/2022	MUNI	54.00
EFT49843	24/11/2022	Kenny Pomare	Umpire ERC Sporting Games - 23/11/2022	MUNI	81.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49844	24/11/2022	KMART	Board Games For ECL Games Month - November 2022	MUNI	148.50
EFT49845	24/11/2022	KR & DR Bennell	Eaton Bowling Club Artwork Mural - Instalment 1 & 2 of 3	MUNI	16,450.00
EFT49846	24/11/2022	LGIS - Local Government Insurance Services	Ticket To WHS & Volunteer Bushfire Fighters Local Government Forum: Cr Tyrrell Gardiner & CEO Andre Schönfeldt	MUNI	66.00
EFT49847	24/11/2022	Lonsdale Party Hire	Tronox Spring Out Festival - Event Items Hire	MUNI	1,608.87
EFT49848	24/11/2022	Luke Wilkinson	Umpire ERC Sporting Games - 23/11/2022	MUNI	135.00
EFT49849	24/11/2022	Maguire Glass and Aluminium	ERC - Repair East Glass Panel	MUNI	313.50
EFT49850	24/11/2022	Malatesta Road Paving and Hotmix	Emulsion - Venn Road & Pile Road	MUNI	800.00
EFT49851	24/11/2022	Mantrac	Excavator and Operator To Move Logs: Dardanup Civic Precinct	MUNI	1,365.10
EFT49852	24/11/2022	Margery Ann Stevens	Umpire Recoup 21 & 22/11/2022	MUNI	110.00
EFT49853	24/11/2022	MB Traffic Planning & Management	Traffic Control for Ferguson Road: Shire Event - 20/11/2022	MUNI	481.80
EFT49854	24/11/2022	Mckayhla Pomare	Umpire ERC Sporting Games - 23/11/2022	MUNI	162.00
EFT49855	24/11/2022	MJ Goods	ERC - Cafe Stock Purchases	MUNI	216.05
EFT49856	24/11/2022	MJB Industries Pty Ltd	6 x 450mm Class4 Pipes & 2 x 450mm Single Headwalls - Widen Culvert: Weetman Road	MUNI	1,943.88
EFT49857	24/11/2022	Nutrien Ag Solutions	Park & Gardens Maintenance Items	MUNI	514.80
EFT49858	24/11/2022	Officeworks Superstores Pty Ltd	2 x Invoices: Wells Mills BFB: Filing Cabinet & Stationery Cupboard - ESL Exp & Community Projects Thank you Gift Card	MUNI	948.00
EFT49859	24/11/2022	On2It Graphics	Design and Printing Costs of Materials for Dardanup Heritage Trail Official Opening and Forum	MUNI	693.00
EFT49860	24/11/2022	Outside Creative	Library Program: Spring Out - Storytime With Josh Langley	MUNI	350.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49861	24/11/2022	Perfect Landscapes	2 x Invoices: Broadleaf Weed Spraying: 6 x Shire Locations & Weekly Reserves Lawn Mowing - Week Commencing 07/11/2022	MUNI	11,199.05
EFT49862	24/11/2022	Peter Barry Johnston	Rates Refund For Assessment A11637	MUNI	150.26
EFT49863	24/11/2022	PFD Food Services Pty Ltd	ERC - Cafe Stock Purchases	MUNI	2,041.05
EFT49864	24/11/2022	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	Replace Rear Tyres - DA9513 & 3 x New Tyres DA588	MUNI	3,040.00
EFT49865	24/11/2022	Prime Supplies	Hose Assembly & Dymark Spray - Depot Maintenance	MUNI	168.81
EFT49866	24/11/2022	R & S Co Pty Ltd T/As Fresh Floral Studio	Community Project - The Poppy Project: Thank You Flowers For Eaton Community College	MUNI	60.00
EFT49867	24/11/2022	Roof Safety Solutions Pty Ltd	6 Month Inspection of Roof System - Eaton Rec Centre, Eaton Softball Pavilion & Eaton Football Pavilion	MUNI	1,410.09
EFT49868	24/11/2022	Safestart Test & Tag	Emergency Exit Lights Test and Tag 22/23 - Glen Huon Club Rooms, Changerooms & Softball Building	MUNI	363.00
EFT49869	24/11/2022	Scope Electrical Contracting Pty Ltd	Install Solar Powered Bollard Lights To Jetties at Pratt Road Boat Ramp	MUNI	4,089.65
EFT49870	24/11/2022	Signs Plus	Name Badges For 4 x Staff	MUNI	63.50
EFT49871	24/11/2022	South West Nutrition Services	ECL Program: Health at Every Size - August 2022	MUNI	620.00
EFT49872	24/11/2022	Synergy	Electricity Supply - Eaton Recreation Centre & Gary Engel Park	MUNI	6,637.57
EFT49873	24/11/2022	Te Wairimu Elinor Pomare	Umpire ERC Sporting Games - 23/11/2022	MUNI	162.00
EFT49874	24/11/2022	Telstra	Telephone and Various Lines For Eaton Admin Centre - Includes Directory Charges and Link To Library	MUNI	3,470.32

Payment	Date	Name	Invoice Description	Fund	Amount
EFT49875	24/11/2022	The Cafe Merchant	Catering For South West Local Government Branch Meeting - 18/11/2022	MUNI	675.00
EFT49876	24/11/2022	The Print Shop	2 x Invoices: Community Event: Summer In Your Park 2022 - 23 Program Flyers Printing & ERC Membership Agreement Books	MUNI	2,382.60
EFT49877	24/11/2022	Tiana Fraser	Umpire ERC Sporting Games - 18, 21 & 22/11/2022	MUNI	212.00
EFT49878	24/11/2022	Toll Transport - Ipec Pty Ltd	2022-2023 Postage & Freight - Burekup BFB	MUNI	11.01
EFT49879	24/11/2022	Total Eden Pty Ltd	3 x Invoices: Sprinklers - Eaton Foreshore, Reticulation Maintenance - Hunter Park, Glen Huon Oval & Lavender Way Reserve	MUNI	809.49
EFT49880	24/11/2022	Veolia Recycling & Recovery Pty Ltd	Monthly Kerbside Bin Collection: October 2022	MUNI	80,513.16
EFT49881	24/11/2022	WALGA	Making Local Laws - Elearning - Donna Bailye	MUNI	242.00
EFT49882	24/11/2022	Water Corporation	Water Use and Service Charges - 3 x Shire Locations	MUNI	2,256.28
EFT49883	24/11/2022	Westrac Pty Ltd	2 x Caps For Loader: DA873	MUNI	157.52
EFT49884	24/11/2022	Winc Australia Pty Ltd	2 x Invoices: Stationery ECL & Eaton Admin Office	MUNI	1,731.78
EFT49885	24/11/2022	Winterfall Nominees Pty Ltd	Refund WAPC 142636: Lot 1 Killarney Rd Bond for Access to Lot 9001 Plus Interest	MUNI	15,631.53
EFT49886	24/11/2022	Wespine Industries Pty Ltd	Rates Refund For Assessment A12181	MUNI	304.00
EFT49887	24/11/2022	Woolkabunning Kiaka Aboriginal Corporation	Welcome To Country For The Official Opening Of The Dardanup Heritage Trail - 20/11/2022	MUNI	605.00
EFT49888	24/11/2022	Zachary Cloutman - Cloutz Event Hire	Shire of Dardanup 2022 End of Year Celebration: Tropical Island Combo Bouncy Castle, Generator Hire & Operator (3 Hours)	MUNI	670.01
EFT49889	24/11/2022	Zoho Corporation Pty Ltd	Servicedeskplus Enterprise Edition 10 Technician Annual Software Subscription & Onsite Training	MUNI	18,102.70

Payment	Date	Name	Invoice Description	Fund	Amount
CHEQUES					
BPAY					
DD16841.1	02/11/2022	Mine Super	Contribution to Super in lieu of Councillor Meeting Fees & Allowances - Cr Michael Bennett	MUNI	3,000.00
DD16853.1	10/11/2022	Department of Transport	2022-2023 Department of Transport - Vehicle Licensing Information Searches	MUNI	16.40
DD16880.1	22/11/2022	IINET LTD	Charge for NBN Wireless & Business NBN100 - December 2022	MUNI	174.94
CREDIT CARD					
INTERNATIONAL					
DD16870.1	18/11/2022	INSIGHT SECURITY	Glass Inspection Mirror With Telescopic Arm - Used By Infrastructure For Drain / Pipe Inspection	MUNI	341.88
DIRECT DEBIT					
TRUST					
PAYROLL					
DD16857.1	11/11/2022	Aware Super Pty Limited	Payroll Deductions	MUNI	33,953.51
DD16857.2	11/11/2022	Hughes Superannuation Fund	Superannuation Contributions	MUNI	118.78
DD16857.3	11/11/2022	MLC Super Fund	Superannuation Contributions	MUNI	1,395.81
DD16857.4	11/11/2022	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	594.62
DD16857.5	11/11/2022	One Path Masterfund	Superannuation Contributions	MUNI	120.09
DD16857.6	11/11/2022	Hostplus	Payroll Deductions	MUNI	1,457.22

Payment	Date	Name	Invoice Description	Fund	Amount
DD16857.7	11/11/2022	Suncorp Brighter Super	Superannuation Contributions	MUNI	248.82
DD16857.8	11/11/2022	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	536.34
DD16857.9	11/11/2022	ANZ Australian Staff Superannuation Scheme	Superannuation Contributions	MUNI	130.33
DD16857.10	11/11/2022	Local Government Super	Superannuation Contributions	MUNI	257.06
DD16857.11	11/11/2022	Hesta Super Fund	Payroll Deductions	MUNI	614.05
DD16857.12	11/11/2022	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	716.01
DD16857.13	11/11/2022	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,045.50
DD16857.14	11/11/2022	Australian Retirement Trust	Superannuation Contributions	MUNI	148.10
DD16857.15	11/11/2022	Australian Ethical Superannuation	Payroll Deductions	MUNI	265.87
DD16857.16	11/11/2022	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	12.82
DD16857.17	11/11/2022	Australian Super	Superannuation Contributions	MUNI	149.62
DD16857.18	11/11/2022	IOOF Portfolio Service Superannuation Fund	Superannuation Contributions	MUNI	461.33
DD16857.19	11/11/2022	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	18.96
DD16857.20	11/11/2022	Mercer Super Trust	Superannuation Contributions	MUNI	172.21
DD16857.21	11/11/2022	TWU Superannuation Fund	Superannuation Contributions	MUNI	12.64
DD16857.22	11/11/2022	Rest Superannuation	Payroll Deductions	MUNI	2,150.89
DD16857.23	11/11/2022	The Bro Code Super Fund	Superannuation Contributions	MUNI	84.89
DD16857.24	11/11/2022	Media Super	Superannuation Contributions	MUNI	581.61

Payment	Date	Name	Invoice Description	Fund	Amount
DD16857.25	11/11/2022	Construction & Building Industry Super	Superannuation Contributions	MUNI	180.80
DD16857.26	11/11/2022	Australiansuper	Payroll Deductions	MUNI	7,213.68
DD16857.27	11/11/2022	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	48.77
DD16857.28	11/11/2022	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	293.50

REPORT TOTALS**2,385,655.07**

EFT	2,329,138.02
Muni Cheque	0.00
Trust	0.00
Payroll	52,983.83
Credit Card	0.00
Direct Debit	0.00
International	341.88
BPAY	3,191.34

TOTAL	2,385,655.07
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CERTIFICATE of Chief Executive officer

This schedule of accounts to be passed for payment, covering vouchers as above which was submitted to each member of Council has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings and the amounts shown are due for payment



ANDRÉ SCHÖNFELDT
Chief Executive Officer

Change to Officer Recommendation

No Change. **OR:**

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

Background

Council delegates authority to the Chief Executive Officer annually through Delegation 1.2.16 and 1.2.31:

- To make payments from Trust and Municipal Funds;
- To purchase goods and services to a value of not more than \$250,000;
- To purchase goods and services for the Tax Office and other Government Agencies up to the value of \$300,000;
- To purchase goods and services for Creditors where an executed agreement or legal obligation exists which has prior Council endorsement, up to the value of \$300,000.

Legal Implications

Local Government Act 1995

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

R12. Payments from municipal fund or trust fund, restrictions on making

- (1) *A payment may only be made from the municipal fund or the trust fund —*
 - (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
 - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*
- (2) *The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

S13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared—*
 - (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing—*
 - (a) *for each account which requires council authorisation in that month—*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction; and*
 - (b) *the date of the meeting of the council to which the list is to be presented.*

- (3) A list prepared under subregulation (1) or (2) is to be—
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents - None.

Council endorses the Schedule of Paid Accounts at each Ordinary Council Meeting.

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

Payments are checked to ensure compliance with Council's *Purchasing Policy CngCP034 – Procurement Policy* and processed in accordance with *Policy CngCP035 – Payment of Accounts*.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.4.7] for full assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Schedule of Paid Accounts as at the 24 th November 2022	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.
	Reputational	Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively

Officer Comment

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

END REPORT

12.5 COMMITTEES

12.5.1 Title: Audit and Risk Committee Meeting Minutes held on the 7th of December 2022

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mr Phil Anastasakis - Deputy CEO
Reporting Officer	Mrs Donna Bailye - Personal Assistant to D/CEO
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
	Appendix ORD: 12.5.1A – Meeting Minutes
	Appendix ORD: 12.5.1B – Financial Report
	Appendix ORD: 12.5.1C – Annual Audit Work Plan
Attachments	Confidential Attachment – Under Separate Cover (Document Reference: MEE-R1314001)
	Confidential Attachment – Under Separate Cover (Document Reference: MEE-R1312182)
	Confidential Attachment – Under Separate Cover (Document Reference: MEE-R1314009)

MINUTES OF THE SHIRE OF DARDANUP AUDIT & RISK COMMITTEE MEETING HELD ON WEDNESDAY, 7th OF DECEMBER 2022, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 2.00PM.

Officer Comment

The Minutes of the Audit & Risk Committee Meeting held on the 7th of December 2022 [Appendix ORD: 12.5.1A] are attached.

PROCESS

In accordance with Shire of Dardanup Standing Orders Local Law 2014, Part 9, s9.2, 'Adoption of Recommendations En Bloc'; A member may move a motion to adopt by one resolution, all the recommendations or a group of recommendations from a Committee or several reports, without amendment or qualification after having first identified those recommendations, if any—

- (a) which require adoption by an absolute or special majority vote;*
- (b) in which an interest has been disclosed;*
- (c) that has been subject of a petition or deputation;*
- (d) which any member has indicated the wish to debate; and*
- (e) in which any member has indicated the wish to ask a question or to raise a point of clarification,*

and, each of those recommendations referred to in paragraphs (a), (b), (c), (d) and (e) must be considered separately.

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Minutes [Appendix ORD: 12.5.1A] of the Audit & Risk Committee Meeting held on the 7th of December 2022.

AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION “A”

THAT Council:

- 1. Accepts the Draft Unqualified Auditor’s Report (Confidential Attachment MEE-R1314001) as issued by the Office of the Auditor General (OAG) of the Annual Financial Statements for the 2021/22 financial year;**
- 2. Acknowledges that the 2021/22 Audit Exit meeting and Behind Closed Doors session with Council’s auditors was held at the Audit & Risk Committee meeting on the 7th of December 2022 as per the adopted 2022 Annual Audit Work Plan.**

AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION “B”

THAT Council receives the Shire of Dardanup 2021/22 audited Annual Financial Statements for the financial year ended 30th of June 2022 [Appendix ORD: 12.5.1B].

AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION “C”

THAT Council receives and endorses the 2023 Annual Audit Work Plan [Appendix ORD: 12.5.1C].

AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION “D”

THAT Council endorses Item 8.6 “Confirmation of Completed Committee Responsibilities for 2022” from the 7th of December 2022 Audit & Risk Committee Meeting Minutes confirming the Audit and Risk Committee’s responsibilities that have been carried out in the 2022 Annual Audit Work Plan:

AUDIT AND RISK COMMITTEE – 2022 ANNUAL AUDIT WORK PLAN						MANAGEMENT RESPONSE
FUNCTIONS, RESPONSIBILITIES & ASSOCIATED ACTIVITIES	16 Mar 22	* Apr/ May 22	8 Jun 22	14 Sep 22	7 Dec 22	
1. Committee Operation						
Biennial review of the Charter (Terms of Reference). <i>Next Due 2023.</i>	Not Applicable – next due 2023					
Agree on the annual audit work plan; and set priority areas for the coming year.					ü AAR: 26-22	This function is occurring at this committee meeting
Annual confirmation that all responsibilities outlined in the Charter have been carried out. The annual confirmation will be reported through to Council and will include information about the Committee and the outcomes delivered during the period.					ü AAR: 29-22	This function is occurring at this committee meeting
New members are briefed on their appointment to assist them to meet their Committee responsibilities. <i>Next Due 2023.</i>	Not Applicable – next due 2023					
Appointment of Presiding Member and Deputy Presiding Member. <i>Next Due 2023.</i>	Not Applicable – next due 2023					
2. Risk Management						
To consider the Risk Management Governance Framework (once in every 3 years) for appropriateness and effectiveness. Current Framework adopted: OCM 14-08-2019 [Res 250-19] <i>Report Next Due: 2022</i>	Carried forward to March 2023 meeting. <i>The Risk Management Governance Framework is scheduled for an external review, with a workshop now to be held on 14 February 2023 with Executive and Management. Following the workshop, a report will be presented to the Audit and Risk Committee at the March 2023 meeting.</i>					
Receive the biannual dashboard report			ü AAR 09-22		ü Res: Pending	Completed
3. Legislative Compliance						
Review the annual Compliance Audit Return (CAR) and report to the Council the results of that review.	ü AAR 02-22					Completed
Receive the biannual compliance report	ü AAR			ü AAR		Completed

AUDIT AND RISK COMMITTEE – 2022 ANNUAL AUDIT WORK PLAN						MANAGEMENT RESPONSE
FUNCTIONS, RESPONSIBILITIES & ASSOCIATED ACTIVITIES	16 Mar 22	* Apr/ May 22	8 Jun 22	14 Sep 22	7 Dec 22	
resulting from the Compliance Manual (incorporating the annual calendar).	04-22			15-22		
4. Internal Audit						
Review annually the internal audit annual work plan, including any reports produced as part of special assignments undertaken by internal audit.				ü AAR 16-22		Completed
5. Financial Reporting						
Consider and recommend adoption of the Annual Financial Report to Council.					ü AAR: 25-22	This function is occurring at this committee meeting
6. External Audit (OAG)						
Audit Entrance Meeting with Chair and Deputy Chair as representatives of the Audit and Risk Committee, Management and Council Auditors.		* ü Not minuted				Completed Microsoft Teams Meeting held 5 May 2022 with Chair, Deputy Chair, Moore Australia representative, OAG representative & Management
To meet with the auditor, at least once per year without management present (closed door session). The Committee will discuss matters relating to the conduct of the audit, including any difficulties encountered, restrictions on scope of activities or access to information, significant disagreements with management and adequacy of management responses.					ü AAR: 24-22	These functions are occurring at this committee meeting
Examine the reports of the auditor to – i.) determine if any matters raised require action to be taken by the local government; and ii.) ensure that appropriate					ü AAR: 24-22	

AUDIT AND RISK COMMITTEE – 2022 ANNUAL AUDIT WORK PLAN						MANAGEMENT RESPONSE
FUNCTIONS, RESPONSIBILITIES & ASSOCIATED ACTIVITIES	16 Mar 22	* Apr/ May 22	8 Jun 22	14 Sep 22	7 Dec 22	
action is taken in respect of those matters.						
Audit Exit Meeting with Audit and Risk Committee, Management and Council Auditors. To meet with the auditor, once in each year and provide a report to Council on the matters discussed and the outcome of those discussions.					ü AAR: 24-22	
To consider that relevant mechanisms are in place to review and implement, where appropriate, issues raised in OAG better practice guides and performance audits of other State and local government entities.	ü AAR 06-22		ü AAR 10-22	ü AAR 14-22	ü AAR: 28-22	Completed
7. Regulation 17 Triennial Review (report next Due: March 2024)						
To consider the CEO's triennial review on risk management, internal control and legislative compliance.	Not Applicable – next due 2024					
Set the action plan arising from auditor recommendations from the Regulation 17 review.	Not Applicable – next due 2024					
Receive an update on the action plan arising from auditor recommendations from the 2021 Regulation 17 review (until all action items are completed).	<p>Carried forward to March 2023 meeting.</p> <p><i>A full review of Administration Policies and Procedures remains the only outstanding finding from the 2021 Regulation 17 Review. The Senior Corporate Governance Officer has commenced this process and a report will be provided to the Audit and Risk Committee at the March 2023 meeting to confirm this is complete.</i></p>					
8. Financial Management Systems Triennial Review (report next Due: March 2022)						
To consider the Financial Management Systems Review required every three years under Regulation 5 of the Local Government (Financial Management) Regulations 1996, and report to Council the results of that review.	ü AAR 03-22					Completed
Set the action plan arising from auditor	Not Applicable – all actions marked as complete					

AUDIT AND RISK COMMITTEE – 2022 ANNUAL AUDIT WORK PLAN						MANAGEMENT RESPONSE
FUNCTIONS, RESPONSIBILITIES & ASSOCIATED ACTIVITIES	16 Mar 22	* Apr/ May 22	8 Jun 22	14 Sep 22	7 Dec 22	
recommendations from the Financial Management Systems Review.						
Receive an update on the action plan arising from auditor recommendations from the Financial Management Systems Review.	Not Applicable – all actions marked as complete					
9. Governance Health & Financial Sustainability Four-Yearly Review (report next Due: March 2024)						
To consider the CEO’s Governance Health and Financial Sustainability Review, and report to the Council the results of that review.	Not Applicable – next due 2024					
Set the action plan arising from the recommendations from the review.	Not Applicable – next due 2024					
Receive an update on the action plan arising from the recommendations from the review.	Not Applicable – next due 2024					
Undertake an independent external assessment of the Committee at least once in every three years. This assessment may be included in the scope of the Governance Health and Financial Sustainability Review.	Not Applicable – next due 2024					
10. Information Systems Security Audit (report next Due: 2022-23)						
Receive the audit report arising from the 2 yearly Information Systems Security Audit.					ü AAR: 31-22	These functions are occurring at this committee meeting
Set the action plan arising from the recommendations from the Information Systems Security Audit.					ü AAR: 31-22	
Receive an update on the action plan arising from the recommendations from the Information Systems Security Audit.	Not Applicable – next due March 2023					

* A minimum of four meetings per annum is required, however an additional meeting may be scheduled for April/May 2022 that serves as an audit entrance meeting with Council's appointed Auditors, Chair and Deputy Chair as representatives of the Audit and Risk Committee and management.

AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION “E”

THAT Council:

- 1. Notes the three reports containing the findings and recommendations from the 2022 Cyber Security Audit conducted by Zirilio [Confidential Attachments MEE-R1312182];**
- 2. Endorses the actions shown in [Confidential Attachment MEE-R1314009] to remediate the issues that have been reported.**

13	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
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13.1 Title: Removal of 2 Flame Trees at the Side of the Burekup Store

Reporting Department	<i>Infrastructure Directorate</i>
Elected Member	<i>Cr. Janice Dow - Elected Member</i>
Reporting Officer	<i>Mr Theo Naudé - Director Infrastructure</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 13.1A – Supporting Images Appendix ORD: 13.1B – Signed Letter from Residents on Rose Street</i>

Overview

The intent of this report is to seek approval to remove 2 Flame Trees that are located at the side of the Burekup Store on Rose Street. There is quite a few years' worth of history involved with this request and there will be costs involved to remove these trees. If a full report is required to go to Council, Officers recommend that this item be deferred to the February 2023 Ordinary Council meeting to allow Officers time to investigate and write a full report.

ELECTED MEMBER RECOMMENDED RESOLUTION

THAT Council:

- 1. Authorises the removal of 2 flame trees at the side of the Burekup Store, one each year to be removed over 2 financial years, 2022/23 and 2023/24;**
- 2. Seeks comments from residents along Rose St on the removal of the 2 trees over 2 consecutive years;**
- 3. Requests trees to be removed in January 2023 if no objections received from residents on Rose St.**

Change to Officer Recommendation

No Change. **OR:**

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

Elected Member Comment

The removal of the trees has been requested by the shop lessee over many years so he is able to access the side of his property especially now that he needs to access the side entrance for parcels & Australia Post and the trucks carrying mail are unable to back into the doorway to unload.

The other issue is the trees drop branches making it dangerous to residents and debris from the trees are causing a nuisance and blocking the drains.

Proposed Resolution:

THAT Council:

1. *Authorises the removal of 2 flame trees at the side of the Burekup Store, one each year to be removed over 2 financial years, 2022/23 and 2023/24;*
2. *Seeks comments from residents along Rose St on the removal of the 2 trees over 2 consecutive years;*
3. *Requests trees to be removed in January 2023 if no objections received from residents on Rose St.*

Officer Comment

A request was received from Mr Rob Self from Burekup to have the trees removed at the side of the Burekup Store on Rose Street. The request was made to allow Mr Self improved access to his backyard behind the store.

This item was included for discussion in the Burekup Advisory Group meeting agenda on the 3rd of March 2021. At this meeting the question was asked that should the trees be removed in a staged approach, whether the community would object to it. At the meeting there were no objections to the trees being removed and replaced with more suitable species.

The following day, 4th of March 2021 the Director Infrastructure and Parks Supervisor met with Mr Rob Self and it was agreed that only one tree be removed (left hand side of his gate) as well as to take out a large limb (on the right side of his gate) to provide better access.

Further to this meeting, the CEO and Director Infrastructure met with Mr Self to discuss the request and it was again agreed at that meeting that only one tree will be removed. Community consultation was sought by way of a flier that was sent out during December 2021, advising that *"The Shire has been requested to remove one of the trees which currently creates an obstruction to the adjacent property owner's backyard access"*. Feedback was requested from the community and by the closing date on the 4th of January 2022 no objections were received and the tree was subsequently removed as agreed.

The file notes that were made at the time (March 2021) reflect the following:

"At the discussion with the Director Infrastructure on 4 March 2022, the store owner Mr Rob Self requested to remove trees to provide access for him to be able to back caravans into his backyard (behind the shop). It was agreed at that meeting that one tree, on the left side of his gate be removed to provide the requested access.

After that conversation and ongoing discussions with the Parks Supervisor, Mr Self changed the tree choice that he wanted to be removed to be the one in front of the shed."

END REPORT

<p>14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING</p>

None.

<p>15 PUBLIC QUESTION TIME</p>

<p>16 MATTERS BEHIND CLOSED DOORS</p>
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None.

<p>17 CLOSURE OF MEETING</p>

The Presiding Officer advises that the date of the next:

- Ordinary Meeting of Council will be Wednesday, the 25th of January 2023, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

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