



A G E N D A

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 16 December 2020
Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup Council will be held on Wednesday, 16th of December 2020 in the Council Chambers, Shire of Dardanup – Administration Centre Eaton, 1 Council Drive, Eaton – Commencing at 5.00pm.

A handwritten signature in black ink, appearing to read "André Schönfeldt", is positioned above the printed name.

MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

Date: 10th of December 2020

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

“Provide effective leadership in encouraging balanced growth and development of the Shire while recognizing the diverse needs of our communities.”

TABLE OF CONTENTS

1	DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS.....	1
2	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED	1
2.1	<i>Attendance.....</i>	<i>1</i>
2.2	<i>Apologies.....</i>	<i>1</i>
2.3	<i>Leave of Absence.....</i>	<i>1</i>
3	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	2
4	PUBLIC QUESTION TIME.....	2
5	APPLICATIONS FOR LEAVE OF ABSENCE	2
6	PETITIONS/DEPUTATIONS/PRESENTATIONS	2
7	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	2
7.1	<i>Ordinary Meeting Held 25 November 2020</i>	<i>2</i>
8	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	3
9	ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED.....	3
9.1	<i>Title: Eaton Recreation Centre Business Implementation Plan.....</i>	<i>3</i>
10	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN.....	4
11	DECLARATION OF INTEREST	4
12	REPORTS OF OFFICERS AND COMMITTEES	5
12.1	<i>Title: Master Plan - Banksia Road Landfill Site.....</i>	<i>5</i>
12.2	<i>Title: Unbudgeted Expenditure – Sealing of Orchard Road</i>	<i>12</i>
12.3	<i>Title: Naming of Eaton Junior Football Club Pavilion.....</i>	<i>20</i>
12.4	<i>Title: Footpath Contribution – Request for Refund (Lot 400 Bryant Street, Eaton – Lyle)</i>	<i>24</i>
12.5	<i>Title: Registration of Interest – Sale of Lot 31 Sanford Way, Eaton.....</i>	<i>28</i>
12.6	<i>Title: Public Art Projects</i>	<i>33</i>
12.7	<i>Title: CnG CP035 – Payment of Accounts Policy Review</i>	<i>37</i>
12.8	<i>Title: Burekup Recreational Vehicle Stop-Over.....</i>	<i>45</i>
12.9	<i>Title: Cancellation of Lease Agreement – Waterloo Bushfire Brigade Site (Part of Reserve No.46108)</i>	<i>51</i>
12.10	<i>Title: Place and Community Plan 2020-2030.....</i>	<i>54</i>
12.11	<i>Title: Draft Amended Dardanup Community Facilities Plan</i>	<i>58</i>
12.12	<i>Title: Eaton Drive Intersection Treatments.....</i>	<i>62</i>
12.13	<i>Title: Annual Report & Annual Electors Meeting.....</i>	<i>72</i>
12.14	<i>Title: Sale of Lot 601 – Apply Common Seal</i>	<i>76</i>
12.15	<i>Title: Monthly Statement of Financial Activity for the Period Ended 30 November 2020</i>	<i>82</i>
12.16	<i>Title: Schedule of Paid Accounts as at the 27th of November 2020</i>	<i>86</i>
12.17	<i>Title: Audit & Risk Committee Meeting Minutes</i>	<i>109</i>
13	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	113
14	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING.....	113
15	PUBLIC QUESTION TIME.....	113
16	MATTERS BEHIND CLOSED DOORS	114
16.1	<i>Title: Eaton Recreation Centre Business Implementation Plan.....</i>	<i>115</i>
17	CLOSURE OF MEETING	115

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	Moderate (5)	Moderate (10)	High (15)	Extreme (20)	Extreme (25)
	Likely	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
	Possible	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely	Low (2)	Low (4)	Moderate (6)	Moderate (8)	Moderate (10)
Rare	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, 16th OF DECEMBER 2020, 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.

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, please proceed to the Assembly Area points located to the western side of the front office car park near the skate park and gazebo 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.

2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

2.2 Apologies

2.3 Leave of Absence

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

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 20th of January 2021.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Meeting Held 25 November 2020

OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Ordinary Meeting of Council held on the 25th of November 2020, be confirmed as true and correct subject to no / the following corrections:

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

9.1 Title: Title: Eaton Recreation Centre Business Implementation Plan

It is recommended that Council go behind closed doors toward the end of the meeting in accordance with Shire of Dardanup Standing Orders & Local Government Act 1995 Section 5.23 (2) - Matters for Which Meeting May Be Closed:

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

- S 5.23 (1) *Subject to subsection (2), the following are to be open to members of the public-*
- (a) *all Council meetings; and*
 - (b) *all meetings of any committee to which a local government power or duty has been delegated.*
- (2) *If a meeting is being held by a Council or by a committee referred to in subsection (1) (b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following -*
- (a) *a matter affecting an employee or employees;*
 - (b) *the personal affairs of any person;*
 - (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
 - (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*
 - (e) *a matter that if disclosed, would reveal -*
 - (i) *a trade secret;*
 - (ii) *information that has a commercial value to a person; or*
 - (iii) *information about the business, professional, commercial or financial affairs of a person,*
where the trade secret or information is held by, or is about, a person other than the local government;
 - (f) *a matter that if disclosed, could be reasonably expected to -*
 - (i) *impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;*
 - (ii) *endanger the security of the local government's property; or*
 - (iii) *prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*
 - (g) *information which is the subject of a direction given under section 23 (1a) of the Parliamentary Commissioner Act 1971; and*
 - (h) *such other matters as may be prescribed.*
- (3) *A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

Note: *Shire President to advise that the meeting will go behind closed doors toward the end of the meeting to discuss S 5.23 (2) (e) (iii) matters that if disclosed, would reveal - information about the business, professional, commercial or financial affairs of a person.*

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 CP039.

Note: Shire President, M T Bennett to ask Councillors and staff if there are any Declarations of Interest to be made.

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 Title: *Master Plan - Banksia Road Landfill Site*

Reporting Department: Sustainable Development Directorate
Reporting Officer: Ms Susan Oosthuizen - Director Sustainable Development
Legislation: Local Government Act 1995

Overview

The report is presented to Council to endorse a Masterplan and supporting technical reports (the Plan) to be publically advertised for comments.

Background

Cleanaway submitted the Masterplan in response to conditions 6, 7 and 9 of the development approval issued in 1999 inclusive of effective stormwater management controls, environmental management, and landscaping and fire management plans. On the 7th of July 2020, Cleanaway agreed to deliver plans and/or documents to satisfy the conditions to the Council by the 3rd of August 2020.

The plans required further changes as requested by Officers and Cleanaway submitted the final updated plans on the 26th of November 2020 for consideration by Council. Cleanaway has also submitted a new development application in regards to the stormwater management controls which will be the subject of future report for Council's consideration.

Legal Implications

The Plan is to be advertised in the public interest under the *Local Government Act 1995*, the *Dust Management Local Law 2011* as well in accordance with the Development Approval Conditions issued in 1999 as per the *Planning and Development (Local Planning Schemes) Regulations 2015*.

In terms of public interest it is recommended to advertise the Plan for a period of not less than 28 days excluding the public holiday period in December and January. Generally as a principle under the proposed *Planning Regulations Amendment Regulations 2020*, the holiday period which is inclusive of the period beginning on the 25 December in a year and ending on the 1 January is excluded from the advertising period. Officers further recommended that the Master Plan and other documents only be advertised once Cleanaway has made changes to address the peer review and further minor modifications outlined in this report. The advertising will most likely only start in January 2021.

Strategic Community Plan

Strategy 2.3.1 - Delivery of a high level of Development & Regulatory Services that considers the environmental, social and land use planning requirements which meets the diverse community needs. (Service Priority: Flagship)

Environment - None.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Council Policy SDev CP505 – Public Consultation – Planning Matters the Plan is to be advertised as follows:

- A notice to be published in a newspaper circulating the area;
- A notice displayed at both the Eaton and Dardanup Administration buildings and also placed on the Shire’s website;
- A sign giving notice to be erected in a conspicuous place on the subject land;
- A written notice to be sent to adjoining landowners within approximately 2km of the subject land; and
- A written notice to be sent to the following agencies:
 - Department of Biodiversity, Conservation and Attractions (DBCA);
 - Department of Planning, Lands and Heritage (DPLH);
 - Department of Water and Environmental Regulation (DWER); and
 - Main Roads.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.1A – Appendices Part 1: Page 1) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Local Development Plan – Banksia Road Landfill Site
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Lack of proper Development Control for the site may damage the Shire’s reputation.
	Environment Lack of proper Development Control for the site may lead to environmental on and off site impacts.
	Legal and Compliance Lack of an adopted LDP for the site means that no specific planning framework exists to guide future development of the site.
	Financial Non-compliance with an adopted LDP and subsequent Development Approvals for the site may lead to increased prosecution with increased financial cost to the Shire.

Officer Comment

The Banksia Road Landfill site (the Site) is located 175km south of Perth and 6km southwest of the Dardanup townsite – services the surrounding Greater Bunbury Region, including industries throughout the wider South West. The landfill is licensed by the Department of Water and Environmental Regulation (DWER) under the *Environmental Protection Act 1986* (EP Act) [L8904/2015/1 (L8904)].

The Site was granted Development Approval by the Minister for Planning through the determination of an appeal on the 13th of October 1999. In a State Administrative Order on the 14th of September 2006,

the time limit set out in Condition 10 of the 1999 approval was extended indefinitely. Since then a multitude of development and licence approvals by Council and the Department of Water, Environment & Regulation (DWER) has been considered and granted.

The current DWER licence allows Cleanaway to accept 350,000 tonnes per annum of Class III waste and 353,000 tonnes per annum of liquid waste with an approved height of 128m AHD. The licence also allows Cleanaway to store tailings from titanium dioxide processing. The licence from DWER requires the proponent to monitor and report on:

- Waste inputs and outputs;
- Groundwater;
- Landfill gas; and
- Complaints.

Cleanaway is required to submit an Annual Audit Report and an Annual Environmental Report to DWER at the end of March each year. The current activities onsite are nine waste cells of which seven are actively being filled, in addition to the liquid and tailings waste disposal cells.

In the Council's letter to Cleanaway dated 6th of July 2020 it asked Cleanaway to submit a landscaping plan, management plan and fire management plan in order to satisfy outstanding conditions 6, 7 and 9 of Ministerial Approval 1999 as listed below:

6. *A management plan to be submitted to and approved by Council covering items such as, but not limited to, Litter, dust and vermin control.*
7. *Suitable and sufficient fire-fighting facilities are to be jointly made available on site or in the close vicinity to the satisfaction of Council.*
9. *A landscaping plan is to be submitted to and approved by Council so designed that the visual impact of the site on the surrounding area is lessened.*

On the 7th of July 2020, Cleanaway agreed to deliver a suite of documents by the 3rd of August 2020 which addresses the issues for the site outlined below:

- A landscaping plan designed to lessen the visual impact of the site, especially cell 5, on the surrounding area.
- A comprehensive environmental management plan covering 'items such as but not limited to litter, dust, [odour], and vermin control'.
- A fire management plan which details how 'suitable and sufficient firefighting facilities are to be jointly made available on site or in close vicinity.'
- An explanation of the waste classifications of waste previously and currently disposed of at the facility and the steps Cleanaway is taking to ensure that the groundwater does not become contaminated.

Cleanaway submitted the updated Master Plan on the 26th of November 2020. Officers are of the opinion that due to the lack of provisions in the Shire of Dardanup Local Planning Scheme No 3 that a Local Development Plan is required for the purposes of orderly and proper planning for the Banksia Road Landfill site. This will more clearly define the future stages and development/operational requirements for the Site. Offices are recommending that Council supports the development of a Local Development Plan by Council once the Master Plan has been publically advertised. The comments received through the public advertising of the Master Plan may inform the Local Development Plan. The Master Plan currently has limited statutory weight under planning legislation, however as it related to condition 6 of the Development Approval of 1999 it can therefore be adopted and be enforced.

Cleanaway has submitted the Master Plan (Appendix ORD: 12.1B – Appendices Part 1: Page 3) which is supported by the following technical appendices:

- Rehabilitation and Closure Plan (Appendix ORD: 12.1C – Appendices Part 1: Page 28);
- Rehabilitation and Closure Plan (Appendix D) - Landscaping Plan (Appendix ORD: 12.1D – Appendices Part 1: Page 45);
- Fire Management Plan (Appendix ORD 12.1E – Appendices Part 1: Page 73); and
- Dust Management Plan (Appendix ORD: 12.1F – Appendices Part 1: Page 86).

The Plan would ultimately see up to 22 cells on the site constructed and rehabilitated in sequence across the life of the project and sets out the priority of construction and rehabilitation to support the operation of the Site. The technical appendices Dust Management Plan (DMP), Fire Management Plan (FMP) and the Rehabilitation and Closure Plan (RCP) has been independently peer reviewed.

- *Dust Management Plan*

The DMP was peer reviewed by ASK Waste Management Consultancy Services, as well as the Department of Water and Environmental Regulation. The general peer review feedback (Appendix ORD: 12.G – Appendices Part 1: Page 120), on the DMP was:

1. *The DMP is in general alignment with the DEC dust management guideline 2011, but lacks clarity, defined protocols and quantifiable targets;*
2. *The DMP fails to meet some of the Shire of Dardanup Dust Local Law clauses, most significantly Part 2, 2.1.(b) “...that no dust is released or escapes from the land...” and Part 2, 3.3 (d) “specify targets for maximum atmospheric concentrations of dust”;*
3. *The DMP refers to some of the dust management conditions contained in the facility licence (L8904/2015/1), but not all. The DMP should, as a minimum, meet all of the same dust management conditions;*
4. *The DMP does not contain a formal risk assessment of the site, to appropriately determine the level of dust management and monitoring required;*
5. *The DMP lacks detail and rationale or industry sources for the values and methodology provided for the proposed dust monitoring plan;*
6. *Given the scale and location of the Cleanaway facility, the DMP should include appropriate and measurable dust trigger levels defined for both ‘corrective action’ and ‘work stoppage’; and*
7. *A monitoring program providing quantifiable data of any dust emissions from the site should be implemented. Such data will determine if the current dust control measures are appropriate and provide transparent information to the wider stakeholders.*

The proponent has addressed the majority of the comments raised in the peer review and submitted an updated DMP, however further minor modifications may be required following the public advertising.

The FMP was also sent to DFES for their comments which has been included in the document.

- *Rehabilitation and Closure Plan and Master Plan*

The Rehabilitation and Closure Plan and Master Plan has been peer reviewed by Urbaqua (Appendix ORD: 12.1H – Appendices Part 1: Page 130) and the key matters identified from this review for consideration by the Council in relation to the proposed Masterplan are:

- insufficient discussion and mitigation of the visual impact on the surrounding locality;
- lack of justification of the future use of the area for passive recreation;
- lack of justification for rehabilitation of the majority of the site with grasses rather than the reinstatement of the former vegetation type;
- uncertainty around completion criteria, timing, monitoring and reporting of rehabilitation actions; and
- lack of a vegetated buffer along the eastern boundary.

Further matters that should be addressed in the Masterplan include:

- site context, character and environmental conditions;
- future use of the site post closure including timing and ongoing management;
- future traffic plans as staged development occurs;
- hours of operation;
- impacts on public amenity from litter and/or pests (as per condition 6);
- locations and reporting of groundwater quality monitoring;
- reference to the assessment and decision-maker regarding the choice of capping; and
- commitments to the delivery of actions contained in the appended plans.

As the peer review was only able to be completed once the updated Master Plan was submitted on the 26th of November 2020, it was received by Officers on the 2nd of December 2020. Officers recommend that Council request Cleanaway to address this review before it is publically advertised for comments.

In addition to the changes required from the peer review, Officers recommend that the Cleanaway make the following changes to the Master Plan and supporting documents:

- Remove all references to “Cleanaway Approved Concept Plan” from all plans and documents before it is publically advertised for comments as this may create confusion for the community. These approved concepts refers to the Proponents internal approvals process only and has not been endorsed or supported by the Council;
- A map and/or figure be inserted that clearly illustrates the sites current planning approvals and add a table in the appendices that list all the planning approval conditions; and
- Insert a table in the appendices that list all current environmental licence approvals pertaining to the site;
- Adjust all the maps to show the whole of the site including the eastern boundary; and
- Make further minor changes to Dust Management Plan.

A report will be presented to Council for consideration of any submissions received during the public consultation period with recommendations for further modifications to be requested from Cleanaway to satisfy condition 6, 7 and 9. Based on the outcomes of the public consultation Officers intend to prepare a Local Development Plan for adoption by Council to ensure orderly and proper planning for the Banksia Road Landfill site as interim measure until the new Local Planning Scheme No 9 can be finalised.

Officers have received legal advice from McLeod’s Barristers and Solicitors who outlined that a Local Development Plan may be prepared and adopted by Council. An LDP is defined in section 46 of the Deemed Provisions contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* as follows:

An LDP means a plan setting out specific and detailed guidance for future development including site and development standards that are to apply to the development.

Clause 47 *Planning and Development (Local Planning Schemes) Regulations 2015* provides the circumstances in which a Local Development Plan may be prepared in respect of an area of land in the Scheme area and the Western Australian Planning Commission and the local government considers that such a plan is required for the purposes of orderly and proper planning. Officers have liaised with Department of Planning, Lands and Heritage (DPLH) and the department is generally supportive of a LDP being prepared for the Site.

Should the Council proceed with a Local Development Plan its effect, if adopted by Council under Clause 56 of the *Planning and Development (Local Planning Schemes) Regulations 2015* is that the local government must have due regard to the plan when deciding a development application, it however does not fetter Council's future decision-making on development applications. The duration of a LDP has effect for a period of 10 years commencing on the day on which the local government has approved the plan, however the Council may extend the period of approval if there are no changes to the terms of the plan or the conditions attached to the approval.

Officers have also assessed the Master Plan and are of the opinion that a Local Development Plan be compiled to address the following issues:

- Off-site traffic impacts on the regional and external road networks to the Site, in terms of increased traffic volumes and/or truck movements;
- Site context, character and environmental conditions;
- Consider a maximum height limit of 128m AHD in line with current works approvals; and
- Consider setbacks to be a minimum of 20m from all boundaries, to create buffer zones. These buffer zones are to be planted out with mature tree stock at a minimum width of 10m on all boundaries and a 10m clearance strip to the active internal working site.

Officers recommend that Council endorse the Master Plan and the supporting appendices for public advertising purposes only and request the Chief Executive Officer to prepare a Local Development Plan for the site.

Cleanaway has also drafted a communication strategy, please refer to (Appendix ORD: 12.1I – Appendices Part 1: Page 139) to better communicate its intention of the Master Plan, management of the site, staging and rehabilitation program. Officers recommend that this be released on both the Shire's and Cleanaway's website as part of the public advertising period.

Council Role - Legislative.

Voting Requirements - 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:

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

- 1. Endorses for the purposes of public advertising only the Master Plan and its appendices (Appendix ORD: 12.1B-12.1F) submitted by Cleanaway and for these documents to be publically advertised for a period of not less than 28 days, subject to the following modifications being made:**
 - a) Requests Cleanaway to remove all reference to “Cleanaway Approved Concept Plan” from all plans and documents.**
 - b) Requests Cleanaway to insert a map and/or figure to clearly illustrate the sites current planning approvals.**
 - c) Requests Cleanaway to insert a table in the appendices that list all current planning approvals pertaining to the site.**
 - d) Requests Cleanaway to adjust all the maps to show the whole of the site including the eastern boundary**
 - e) Requests Cleanaway to modify the Masterplan to address the Peer Review comments received from consultants, Urbaqua.**
 - f) Requests Cleanaway to make further minor changes to the Dust Management Plan.**
- 2. Requests the Chief Executive Officer to bring a report back to Council for consideration of the submissions received during the public consultation on the Master Plan, Dust Management Plan, Fire Management Plan, Rehabilitation and Closure Plan, Rehabilitation and Closure Plan – Landscaping Plan (Appendix ORD: 12.1B-12.1F).**
- 3. Requests the Chief Executive Officer to prepare a Local Development Plan that considers the outcomes of the advertising and for the Local Development Plan to include the following:**
 - a) Off-site traffic impacts on the regional and external road networks to the Site, in terms of increased traffic volumes and/or truck movements.**
 - b) Environmental impacts (water monitoring & contamination, storm-water/drainage, buffer zones, dust management) on and off-site for the Site.**
 - c) A maximum height limit of 128mAHD.**
 - d) Setbacks to be a minimum of 20m from all boundaries to establish buffer zones.**
 - e) Buffer Zones are to be planted out with mature tree stock at a minimum width of 10m on all boundaries and a 10m clearance strip to the active working internal site.**
 - f) Site context, character and environmental conditions.**

By Absolute Majority

12.2 Title: Unbudgeted Expenditure – Sealing of Orchard Road

Reporting Department: Infrastructure Directorate
Reporting Officer: Mr Luke Botica - Director Infrastructure
Legislation: Local Government Act 1995

Overview

Council is requested to consider a request from four property owners to seal a 275 metre section of Orchard Road. It is recommended that Council:

1. Approves the sealing of a section Orchard Road subject to a variation of Council Policy CP064 Upgrade of Existing Roads – Voluntary Contributions by Adjoining Owners.
2. Approves unbudgeted expenditure and income in relation to the works.

Background

The Shire President and Director Infrastructure have been liaising with property owners along Orchard Road in Burekup regarding the possibility of bituminising a portion of the gravel section of Orchard Road. Four owners have expressed an interest in contributing to the bitumen sealing of a section of the gravel road adjacent to their properties in accordance with Council Policy CP064 Upgrade of Existing Roads – Voluntary Contributions by Adjoining Owners.

Orchard Road is a local access rural road which is accessed from South Western Highway and connects to a section of Rose Road. Rose Road is a no through road which terminates at the Henty Brook.

The total length of Orchard Road is 1,130 metres, which is made up of 440 metres of sealed pavement and 690 metres of unsealed gravel pavement. The section of road considered for upgrade is 275 metres in length and extends immediately beyond the end of the sealed section of Orchard Road.

The following map shows the location of the section considered for upgrade:



Although Orchard Road services a total of 15 properties, there are eight properties that adjoin the gravel section of the road. Four owners have expressed an interest in contributing to its sealing as these properties are situated adjacent to the busiest section of the gravel road and are the most affected by dust generated by traffic.

The matter is hereby brought to Council for deliberation.

Legal Implications

Local Government Act 1995, Section 6.8 requires the prior approval of Council before unbudgeted funds are expended.

6.8. Expenditure from municipal fund not included in annual budget

(1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*

(a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*

(b) *is authorised in advance by resolution*; or*

(c) *is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required.*

Orchard Road is under the care, control and management of the Shire. Therefore, the Shire is responsible for preserving and maintaining the road.

The current road width is sufficient for low volumes of traffic on the roads. There are no issues relating to the safety of road users.

Strategic Community Plan

Strategy 1.1.3 - Monitor and ensure compliance with the regulatory framework for local government governance and operations. (Service Priority: High)

Strategy 1.3.2 - To monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)

Environment

The upgrading to a sealed standard does not require any significant widening of the formation, therefore, no clearing of native vegetation is required.

Precedents

Council has previously approved unbudgeted expenditure and has undertaken sealing works whereby adjoining property owners have made a contribution towards the works.

The Shire has previously upgraded the following roads through contributions from adjoining land owners:

1. A section of Carlaminda Road;
2. Full length of Tognolini Road East;
3. A section of Tognolini Road;
4. A section of Gardincourt Drive; and
5. Gravel Pit Road East.

The sealing of Orchard Road and Rose Road (both sections of Rose Road) was considered by Council at the 14th of May 2008 Council meeting. At the time, an offer was made to all adjoining residents to contribute to the sealing of the road to a 6.2 metre wide seal. The Shire was already committed to gravel formation improvements and gravel resheeting of the road in the 2008-2009 financial year. The offer was made to property owners to contribute to the extra cost of sealing to take advantage of the Shire crew while at the site undertaking gravel work anyway. The sealing did not go ahead due to several property owners formally advising that they would not contribute to the extra works.

Budget Implications

Adjoining owners have requested that \$36,500 be a capped contribution for the four properties involved with work to be commenced and primerseal completed by the end of February 2021 (i.e. 2020-2021 financial year). They have also requested that the second seal be completed by February 2022 (i.e. 2021-2022 financial year).

There are no funds allocated towards the upgrade of the road to a sealed standard in the current Budget. There are no plans to upgrade the road to a sealed standard in the foreseeable future.

The cost of upgrading Orchard Road is estimated at a total cost of \$36,500 excluding GST. According to Council Policy CP064, this is the estimated cost that will need to be contributed by the property owners. They have requested that the contribution be capped should the Council expenditure go over and above the estimated figure.

The works would be carried out over two years; year one involves construction to primerseal stage, and year two, the final sealing of the road. The cost of the works to be contributed to, is separated as follows (excluding GST):

Year	Description of Extra Works	Cost
2020-2021	Upgrade to primerseal standard	\$26,530
2021-2022	Final sealing	\$9,970
Total	Total cost for contribution	\$36,500

Three of the four property owners have requested for the opportunity to make payments over five years, with the fourth property seeking to pay the amount in the first year. Cash flows would therefore be as follows (excluding GST):

Year	Cost of Works	Payments				Reserve	Net Cost to Council
		Lot 6 (Dow)	Lot 5 (Hinck)	Lot 4 (Hovey)	Lot 12 (Torrissi)		
2020-2021	\$26,530	\$9,125	\$1,825	\$1,825	\$1,825	\$11,930	\$0
2021-2022	\$9,970	-	\$1,825	\$1,825	\$1,825	\$4,495	\$0
2022-2023	-	-	\$1,825	\$1,825	\$1,825	-\$5,475	\$0
2023-2024	-	-	\$1,825	\$1,825	\$1,825	-\$5,475	\$0
2024-2025	-	-	\$1,825	\$1,825	\$1,825	-\$5,475	\$0
Total	\$36,500	\$9,125	\$9,125	\$9,125	\$9,125	\$0	\$0

The requested payment timeframe of five years will result in the need to utilise Reserve funds in the first two years. In the last three years the contributions to be received will be returned to the Reserve.

Budget – Whole of Life Cost

The Shire's Road Asset Management Plan (RAMP) deals with the full life cycle management of all roads in the Shire, including this road. The RAMP identifies and prioritises improvement, preservation and maintenance works on roads within the Shire. Orchard Road is identified in the RAMP.

The RAMP provides the following information on the current standard of Orchard Road:

Section	Section Length	Road Type	Surface Type	Seal Width	Gravel Width	Formation Width
0 – 0.44 SLK	440 m	Local Access – Rural	Chip Seal	3.8 m	6 m	7.5 m
0.44 – 1.13 SLK	690 m	Local Access - Rural	Gravel	-	5 m	7 m

According to the RAMP, the constructed road meets the minimum standard and upgrading of the gravel portion to a sealed standard is not warranted unless traffic volumes increase. Two traffic classifiers were placed on the road in October/November 2020. Traffic data collected on the road suggests a daily volume in the vicinity of 49 vehicles per day, which is below the RAMP minimum of 100 vehicles per day required for bituminising.

It should be noted that the gravel section of Orchard Road receives maintenance grading at an average of six to eight weeks to reinstate the surface and ride quality.

The sealing of the road will eliminate the need to maintenance grade the road. However, the bitumen seal will require future resurfacing in order to preserve the pavement. Over the life of the asset, a bituminised low volume road (i.e. less than 100 vehicles per day) will cost more than a maintained gravel road. This is based on the combined cost of constructing a sealed road and preservation of the seal in future. However, if funds are contributed to the initial upgrade to a sealed standard, it is expected that maintaining a sealed road would become more viable for the Shire.

Council Policy Compliance

CP064 – Upgrade of Existing Roads – Voluntary Contributions by Adjoining Property Owners

This policy provides a mechanism and guidelines by which property owners and/or residents adjoining a road may contribute financially towards the upgrade of that road to a standard higher than is required for that particular road in the Council’s Road Asset Management Plan.

The following section of the Policy is applicable to this request:

“3.1 Contribution Amount Required

If there are no upgrade works identified in the Road Asset Management Plan for the road, then the full cost of the requested upgrade is to be funded by contribution. The contribution is calculated as follows:

$$\text{Contribution per property} = \text{Upgrade Cost} / \text{No of Contributing Properties} \text{”}$$

The policy also states that payment for the works shall be made as follows:

“Where upgrading works are scheduled, 50% of the required contribution shall be paid before any works commence. Failure by any contributing party to make payment will place the works on hold until the matter is resolved. On completion of the works, the remaining 50% of the required contribution shall be paid by the contributing parties. Where a project is cancelled, contributions held by the Shire for that project shall be refunded.

Standard Shire procedures for invoicing and payment of outstanding accounts shall apply to the contributions to be paid.”

The contribution payment method requested by some of the property owners does not meet the requirements of the policy. The requested payment schedule is over a five-year timeframe instead of two years.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.2 – Appendices Part 2: Page 1) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Sealing of Orchard Road
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 Works cost more than the estimated and capped contribution amount.
	Financial Contributions are not paid by some or all of the participating property owners.
	Reputational Road quality does not meet the expectation of the contributing property owners.

Officer Comment

The proposed upgrade is summarised as follows:

- 275 metres in length extending from the existing section on Orchard Road;
- 6 metre pavement width from edge of shoulder to edge of shoulder (i.e. slight widening);
- 4.5m seal width (absolute minimum seal width allowed by the Shire);
- Cutback primerseal with 7mm aggregate applied initially;
- Hot bitumen final seal with 10mm aggregate applied approximately 12 months after the primerseal; and
- Construction standards shall be to the satisfaction of the Shire and verified through the Shire’s normal processes.

Traffic classifiers (counters) were placed at two locations along the road in October/November 2020, as shown in the following diagram:



Traffic data obtained from the classifiers is as follows:

- Counter 1 – Located at 0.18 SLK – Bitumen section – 91 vehicles per day. Virtual day count generated from data collected over 22.006 days
- Counter 2 – Located at 0.52 SLK - Gravel section – 49 vehicles per day. Virtual day count generated from data collected over 21.9819 days

The property owners have stated that their commitment to contributing to the works is subject to the following:

- Their combined contributions being capped at \$36,500.

Council Policy CP064 requires the Shire to recoup its expenditure on the works so that there is no net cost to Council. Capping the contribution means that if the works ultimately cost more than \$36,500, then the Shire would need to fund the additional costs from its own sources. If the works cost less than contributed amount then the Shire will return the surplus contributions back to the property owners. Although capping the contributions from the four property owners does not meet the requirements of Council Policy CP064, it is expected that the contributions should be able to cover the costs required to upgrade the road and if there were any over-runs the additional cost would not have any significant impact on the Shire's budget (for example, 10% equals \$3,650).

- Work to be commenced and primerseal completed by the end of February 2021 with the final seal to be completed by February 2022.

The Shire's current workforce is fully committed to the delivery of the 2020-2021 construction program. The inclusion of these additional works will impact on the construction program and will result in approximately one week delay in the completion of the program. However, staff will explore other options including the use of contractors or timing the works to minimise impact on the construction program.

Council Role - Executive/Strategic.

Voting Requirements - 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:

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. Instructs the Chief Executive Officer to undertake the upgrading of Orchard Road to a two coat seal (primerseal and final seal) standard with a width of 4.5 metres from the end of the current seal to 275 metres along the gravel section of road as part of the 2020-2021 Works Program.
2. Acknowledges the cost of upgrading the road to a sealed standard shall be paid by the following property owners at the proportions stated:

Property	Owner	Amount (ex GST)
Lot 4	Hovey	\$9,125
Lot 5	Hinck	\$9,125
Lot 6	Dow	\$9,125
Lot 12	Torrisi	\$9,125
TOTAL		\$36,500

3. Waives the requirements of Council Policy CP064 regarding the payment schedule to allow payments to be made by each property owner as follows:

Financial Year	Lot 6 (Dow)	Lot 4 (Hovey)	Lot 5 (Hinck)	Lot 12 (Torrisi)	Total to be Paid
2020-2021	\$9,125	\$1,825	\$1,825	\$1,825	\$14,600
2021-2022	-	\$1,825	\$1,825	\$1,825	\$5,475
2022-2023	-	\$1,825	\$1,825	\$1,825	\$5,475
2023-2024	-	\$1,825	\$1,825	\$1,825	\$5,475
2024-2025	-	\$1,825	\$1,825	\$1,825	\$5,475
TOTAL	\$9,125	\$9,125	\$9,125	\$9,125	\$36,500

Note: All figures exclude GST

4. Authorises the Chief Executive Officer to prepare and enter into a deed of agreement with each property owner to effect the payment schedule.
5. Includes the following unbudgeted expenditure and income in the 2020-2021 Budget:

Total Expenditure	Income (Contribution)	Reserve	Net Cost to Council
\$26,530	\$14,600	\$11,930	\$0

Note: All figures exclude GST

6. Includes the following amounts in the Long Term Financial Plan:

Year	Total Expenditure	Income (Contribution)	Reserve	Net Cost to Council
2021-2022	\$9,970	\$5,475	\$4,495	\$0
2022-2023	\$-	\$5,475	-\$5,475	\$0
2023-2024	\$-	\$5,475	-\$5,475	\$0
2024-2025	\$-	\$5,475	-\$5,475	\$0

Note: All figures exclude GST

By Absolute Majority

12.3 Title: Naming of Eaton Junior Football Club Pavilion

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Susan Oosthuizen - Director Sustainable Development</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

Council has received a request for the proposed naming of a community facility in Eaton after Mr Reg and Ms Jocey Fishwick, long-standing pioneers of Eaton involved in the foundation and development of key community groups and organisations since the 1950's. Officers recommend that the Eaton Junior Football Club Pavilion be named the 'R & J Fishwick Pavilion'.

Background

On the 15th of October 2020, Council received a request from Ms Noeline Fishwick, to give consideration of naming Eaton Junior Football Club Facilities (EJFC) after Reg and Jocey Fishwick (Appendix ORD: 12.3A – Appendices Part 2: Page 2). They have been pioneers of Eaton, being heavily involved in the foundation and development of the key community groups and organisations in Eaton since the early 1950' s. Reg Fishwick became a foundation member of the Eaton Progress Association in 1953, and began a lifelong involvement dedicated to the development of this area.

The children of the Fishwick Family request Council to give consideration to naming the Eaton Junior Football Club Facilities after R & J Fishwick. Reg and Jocey Fishwick were integral in the foundation of the Eaton Junior Football Club, and were involved at every level from President, Committee, Canteen, Coach, parents of players and in more recent time's still avid supporters donating the annual Fishhwick Trophy. While the family has made request in relation to the facilities for the EJFC, the involvement of the Fishwick's go beyond this as they have been the driving force behind, or integral to the development of over a period of nearly seventy years, which shaped Eaton as it is seen today.

Legal Implications

The policy and standards for Geographical naming in Western Australia is provided with the head of power through the:

Land Administration Act 1997, Part 2 – General administration, Division 3 – General and Part 26 of the Constitution and Part 3 of the Land Information Authority Regulations 2007 – Information prescribed as fundamental land information

Strategic Community Plan

Strategy 3.3.1 - Promote and encourage volunteering within the Shire of Dardanup. (Service Priority: High)

Strategy 1.1.1 - Ensure equitable, inclusive and transparent decision-making. (Service Priority: High)

Environment - None.

Precedents - None.

Budget Implications

The cost of signage for the naming of the pavilion.

Budget – Whole of Life Cost

Maintaining the signage over the lifespan of the building.

Council Policy Compliance Exec CP090 – *Community Engagement*.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.3B – Appendices Part 2: Page 4) for full assessment document.

Tier 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Naming of the Eaton Junior Football Club Pavilion
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational To ensure that Council buildings and facilities are appropriately named based on a community members contribution.

Officer Comment

The children of the Fishwick Family are requesting Council to give consideration to naming the EJFC Facilities after R & J Fishwick and should a new pavilion be built that the name be carried over. The naming of buildings, infrastructure and facilities of significance to the community provides an opportunity to honour individuals and groups who deserve recognition in a visible and enduring way. They also present an opportunity to emphasise important landmarks, topographical features or historical events and should not be given lightly. It is important that any new name for a building, infrastructure or facility does not conflict with existing names. The requirements for this process is set in the Policy and Standards for Geographical naming in Western Australia, 2017. Suitable names for such features should be assessed against the criteria for commemorative names and use of personal names:

- All commemorative naming proposals must include evidence of support by the wider community and reach beyond a single local government, person or special interest group.
- Permission of the immediate family must be obtained. Where the person has been deceased for more than 10 years and contact with the immediate family could not be established appropriate consultation must be carried out;
- Based on a demonstrated record of achievement; and
- There is evidence of broad community support for the proposal.

The following will not be considered as appropriate grounds for a commemorative naming request:

- Names will not be supported after a person who has sponsored the development of the area, or was a commercial developer.

Any proposal requesting the renaming of an approved name or any new naming proposal considered to be of significance to the immediate or extended community must include evidence of consultation with the community. The local government must ensure that the level and form of consultation undertaken reflects the significance of the naming proposal.

The President of the EJFC has confirmed its support for naming the pavilion after R & J Fishwick, in memory of late Reg Fishwick a co-founder of this club, the resolution of support was passed at the EJFC Annual General meeting in October 2020. This support generally meets the objectives and requirements of Councils community engagement policy CP090 – Community Engagement, however as the broader community has not yet been consulted Council may wish to consider advertising the naming of the pavilion for broader community comment. Officers recommend that should Council support the advertising of the renaming of the pavilion it be advertised for a period of 14 days starting on the 11 January 2021.

Furthermore, under 5.3.2 of the Policy and Standards, components of local parks or recreational reserves, for example pavilions, and other structures, etc. may be named in honour of living community members who have contributed towards the establishment of the particular feature or towards the community in general. The formal approval of such components is not required when the local park or recreational reserve has already been named as a whole of which the Eaton Oval meets the requirement. However the names shall conform to these naming policies and standards to ensure there is no duplication of names elsewhere within Western Australia. This assists in the provision of early responses from emergency service responders if the need should arise.

Landgate shall be informed of the names of such structures and facilities to ensure that the name, origin and position are recorded and available for inclusion on maps and for the unhindered provision of emergency service responders and essential services. A commemorative name applied to local parks and recreational reserves may use the first name and surname of a person; although, it is preferred that only the surname is used.

Landgate discourages any changes to official names without good reason. Where a change to the name of a local park or recreational reserve is proposed, clear justification outlining sufficient reasons for consideration is required. As names are meant to be enduring, the current name has already been in use within the public domain. The officers are recommending that the EJFC Pavilion be named the R & J Fishwick pavilion.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION 'A'

THAT Council:

- 1. Endorses renaming the Eaton Oval Junior Football Club pavilion to R & J Fishwick Pavilion.**
- 2. Requests the Chief Executive Officer to write to Eaton Junior Football Club and family of Reg Fishwick informing them of Councils decision; and**

OR

OFFICER RECOMMENDED RESOLUTION 'B'

THAT Council:

- 1. Advertises the renaming of Eaton Oval Junior Football Club Pavilion for 14 days and should no objections received, the renaming of the Pavilion is confirmed as R & J Fishwick Pavilion.**
- 2. Endorses renaming the Eaton Oval Junior Football Club pavilion to R & J Fishwick Pavilion.**
- 3. Requests the Chief Executive Officer to write to Eaton Junior Football Club and family of Reg Fishwick informing them of Councils decision.**

12.4 Title: Footpath Contribution – Request for Refund (Lot 400 Bryant Street, Eaton – Lyle)

Reporting Department: Executive
Reporting Officer: Mr André Schönfeldt - Chief Executive Officer
Legislation: Local Government Act 1995

Overview

Council is requested to consider a refund request from Mr. Lyle in relation to a footpath contribution along Bryant Street. The Officer recommends that Council not agree to the request.

Background

The Shire received an enquiry via email on 22 March 2020 from Mr. Lyle in relation to his footpath contribution made in 2010 when Mr Lyle subdivided his existing property (4 Bryant Street) via a Survey Strata Plan 60462, he was required to pay a footpath contribution of \$2,083.40 (including GST).

The contribution was requested on the grounds that as the area was subdivided to a higher residential density, this increase in density would result in higher traffic volumes thus warranting a pathway along the road for pedestrian safety. As subdivision occurs, each developer would be required to contribute to the pathway as it is the subdivisions collectively that create the need for the pathway. The pathway has not been constructed at this stage as there has not been enough development in the area to warrant its construction.

The Shire requests the WAPC to include the contribution requirement as a condition of subdivision approval. It is requested for streets without a pathway now but will require a pathway in future when the area is subdivided and densities increase (hence traffic increases and the need for a pathway occurs). The Shire's PAMP has a provision level of service starting at 400 vehicles per day. Where there is already an adjoining pathway network, the contribution is not requested.

The contribution is a policy of Council – CP052 – *Pathways* – Provision for and contributions by developers. The policy is current, therefore the condition is still requested.

The WAPC determines whether the Shire's request is fair and reasonable and ultimately determines whether to include it as a condition of approval. Developers have the opportunity to appeal the condition at the time of subdivision approval only.

Mr Lyle's request was initially refused by Officers in accordance with Policy on 20 April 2020. Mr. Lyle later on the same day requested a review of the decision. This request appears to have been missed at the time and in August Mr. Lyle contacted the Shire President to lodge a complaint with regards to his request not being dealt with.

In September Mr. Lyle approached the Ombudsman to seek further action from the Shire and a resolution to his request. The Shire's Chief Executive Officer responded to Mr. Lyle outlining the reason for refusing his request was based in policy in November. Mr. Lyle however continued to dispute this decision explaining that it has been over 10 years since the contribution was made and that it was unlikely that the footpath will be built in the near future as the areas is not redeveloping as expected. Mr. Lyle also requested traffic counts to substantiate the requirement for a footpath.

As a result the CEO agreed to present the matter to Council for consideration.

Legal Implications None.

Strategic Community Plan

Strategy 1.1.1 - Ensure equitable, inclusive and transparent decision-making. (Service Priority: High)

Strategy 1.1.4 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

Environment - None.

Precedents - None.

Budget Implications

Whilst the immediate impact on the Shire's budget will be a refund of \$2,083.40 plus any interest incurred since 2010, the broader implications may be that such a refund could set a precedent whereby other contributors would request similar refunds.

Currently we hold a total of \$737,899.99 in reserves which have been received as contributions towards future infrastructure. Effectively such requests may reduce our reserves by this amount which may in the medium to long run result in rate payers having to fund the construction of infrastructure that normally would be funded through these contributions.

Budget – Whole of Life Cost - None.

Council Policy Compliance

The contribution is in accordance with Council Policy – CP052 – *Pathways* – Provision for and contributions by developers.

Please note that when Council reviewed its policies at its OCM on 30 September 2020, Council endorsed the policy unchanged.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.4 – Appendices Part 2: Page 5) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Reduction in reserves as a result of the refund
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 \$2,083.40 refund requested. If approved would only have a moderate small impact on the budget.
	Reputational A final response from Council would assist in providing closure to a complaint from a community member.

Officer Comment

Mr. Lyle in 2010 was required to make a contribution towards a future footpath along Bryant Street when he subdivided his existing property (4 Bryant Street) via a Survey Strata Plan 60462. The contribution was \$2,083.40 (including GST) and was requested on the grounds that the surrounding area will be subdivided to a higher residential density. This increase in density will ultimately result in higher traffic volumes, which will ultimately warrant a pathway along the road for pedestrian safety. As subdivision occurs, the Shire requests the WAPC to include the contribution requirement as a condition of subdivision approval and in turn each developer is required to contribute to the pathway.

The pathway has not been constructed at this stage as there has not yet been enough development in the area to warrant its construction. However, the Shire's Pathway Asset Management Plan requires a path to be provided once the road services 400 vehicles per day.

The Shire has during November and December monitored the vehicle numbers along Bryant Street by placing a traffic classifier on the road. The classifier was placed at 80 metres measured from Watson Street which is between 4 and 6 Bryant Street. The following diagram demonstrates the location:



The traffic classifier indicated 157 vehicles per day. This is based on a virtual day count generated from data collected over 20.75 days. The counts are currently below the Shire's trigger of 400 vehicles per day for a pathway.

Based on the figures it is unlikely that the footpath will be constructed in the next few years, however the current planning scheme has increased the allowable density from R12.5 to R40 within the block. The area therefore does have the potential to see increased residential densities which will ultimately result in increased traffic movement at which point it is likely to require a footpath to be constructed along Bryant Street.

It is not possible at this point in time to estimate the likely timeframe within which the Bryant Street area may be further developed. However, Council should consider that the Eaton Fair Activity Centre plan does support the expansions of the Eaton Fair shopping centre which will have an increased attraction to this precinct. It is expected that this project will be underway in the next 5 years and may result in increased level of development around Bryant Street.

Whilst Mr Lyle's request does raise the issue of timeframes for delivering on infrastructure once development contributions have been received, as outlined above the practice of requiring developers to contribute to infrastructure that will only be required in the longer term has been well established in Council policy and has been supported by the Western Australian Planning Commission in relevant subdivision conditions.

Officers therefore recommend that Council not support Mr. Lyle's request.

Council Role - Review.

Voting Requirements - Simple Majority.

If council resolve to refund Mr Lyle, then the voting requirement will be 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:

OFFICER RECOMMENDED RESOLUTION

THAT Council does not support the request from Mr. Lyle for a refund of his footpath contribution made in 2010 when Mr Lyle subdivided his existing property (4 Bryant Street).

12.5 Title: Registration of Interest – Sale of Lot 31 Sanford Way, Eaton

Reporting Department: Corporate & Governance Directorate
Reporting Officer: Mr Phil Anastasakis - Deputy CEO
Legislation: Local Government Act 1995

Overview

Due to no submissions being received for the sale of Lot 31 Sanford Way, Eaton (Senior Citizen Centre) through the Registration of Interest process, this report seeks Council’s support to list Lot 31 Sanford Way, Eaton (Senior Citizen Centre) for sale through a local Real Estate Agent.

Background

At the OCM held on the 26th of August 2020, Council awarded the Tender for the design and construction of the Eaton Bowling Club and authorised the Chief Executive Officer to undertake an Expression of Interest process for the sale of Lot 31 Sanford Way in Eaton [Extract from Res: 245-20].

“THAT Council:

5. *Authorises the Chief Executive Officer to undertake an Expression of Interest process for the sale of Lot 31 Sanford Way in accordance with S3.58 and S3.59 of the Local Government Act 1995.”*

A Registration of Interest process was commenced and Public Notices were placed on the Public Notice Boards, newspaper and website on the 10th of October 2020, with registrations closing on the 30th of November 2020.

REGISTRATION OF INTEREST
SALE OF LOT 31 (2) SANFORD WAY, EATON WA

The Shire of Dardanup is seeking registrations of interest for the sale of Lot 31 (2) Sanford Way, Eaton.



Property details for Lot 31, (2) Sanford Way, Eaton are provided below:

Title Reference	Lot 31 Plan 10993 Volume 1409 Folio 932
Tenure Type	Freehold
Registered Proprietor	Shire of Dardanup, Registered 25 August 1976
Total Site Are	2,345 sqm
Main Building Area	365 sqm
Current Zoning	“Other Community” – under TPS3
Proposed Future Zoning	“Mixed Use” with R40 Coding under the “Draft” TPS9

A copy of the Public Notice was also forwarded via email to the following Organisations:

- SW Refuge
- Alliance Housing
- Accord West
- Anglicare WA
- Access Housing
- Southern Cross Housing

No enquiries or submissions were received by the closing date.

Legal Implications

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.*

(5) *This section does not apply to —*

(a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*

(b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*

(c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*

(d) *any other disposition that is excluded by **regulations** from the application of this section.*

Lot 31 (2) Sanford Way is currently zoned “Other Community” under LPS3. The objective of the zone is “To provide for uses that are of a community nature and/or civic purpose that would ordinarily not be suitable in other zones.”

Pursuant to the zoning table under LPS3 the following use classes may be considered in the zone:

Use class	Permissibility
Aged or Dependent Person's Dwelling	D
Caretaker's Dwelling	D
Carpark	D
Child Care Premises	P
Civic Use	D
Club premises	D
Communications Infrastructure	D
Community Purpose	P
Educational Establishment	D
Exhibition Centre	D
Hospital	P
Medical Centre	P
Place of Worship	A
Public Amusement	D
Shop	D

This lot is proposed to be zoned “Mixed Use” with a R40 coding under the new draft LPS9. The objective of the zone is:

- To provide for a wide variety of active uses on street level which are compatible with residential and other non-active uses on upper levels.
- To allow for the development of a mix of varied but compatible land uses such as housing, offices, showrooms, amusement centres, eating establishments and appropriate industrial activities which do not generate nuisances detrimental to the amenity of the district or to the health, welfare and safety of its residents.

Strategic Community Plan

Strategy 1.1.1 - Ensure equitable, inclusive and transparent decision-making. (Service Priority: High)

Strategy 1.1.3 - Monitor and ensure compliance with the regulatory framework for local government governance and operations. (Service Priority: High)

Environment - None.

Precedents - None.

Budget Implications

Council has not allocated any expenditure towards the sale of Lot 31 Sanford Way, Eaton (Senior Citizen Centre) in the 2020/21 budget, nor has it included sale income in the 2020/21 budget. However in the Council report 16.3 at the 26th of August 2020 Council meeting, the following cost projections were included for the Eaton Bowling Club redevelopment project:

INCOME	
Grant	\$3,000,000
Shire In-kind	\$75,000
Allocation from Sale of Centre	\$403,409
Shire Road Program Funding	\$332,000
Total Income	\$3,810,409
EXPENDITURE	
Expenditure 2018-2019 (Actual)	\$4,370
Expenditure 2019-2020 (Actual to date)	\$16,240
Building Construction (QS Estimated)	\$3,182,800
Carpark	\$182,000
Road Modifications	\$150,000
Project Management (Projected Shire staff in-kind)	\$75,000
Temporary Accommodation	\$200,000
Total Expenditure	\$3,810,409
NET COST TO COUNCIL	\$0

\$403,409 has been included as the projected income to be received from the sale of Lot 31 Sanford Way, Eaton. As it is unlikely that Lot 31 Sanford Way, Eaton will be sold before the Eaton Bowling Club project payment is made, the capital expenditure will need to be drawn down from the Building Maintenance Reserve as an interim funding source, with the sale proceeds returned to this reserve when a sale occurs.

Budget – Whole of Life Cost

The Eaton Senior Citizens Centre is currently a Council asset that is maintained through Council's annual budget. The sale of this asset would remove the cost of this asset maintenance together with future capital works that may be identified in the Building Asset Management Plan.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.5 – Appendices Part 2: Page 6) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Registration of Interest – Sale of Lot 31 Sanford Way, Eaton
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 There is a risk of not receiving adequate funds from the sale of the asset.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Legal and Compliance	The sale process needs to be undertaken in accordance with the Local Government Act and Regulations.
	Reputational	Risk of perception that Council is not servicing the needs of seniors.

Officer Comment

The Shire of Dardanup obtained a valuation for Lot 31 Sanford Way, Eaton on the 24th of April 2020. This market valuation can be used as the advertised sale price through a local Real Estate Agent. While a Real Estate Agent will charge a sales commission, the listing of the property will increase the likelihood of a sale.

Considering the valuation is already more than 6 months old it is recommended that Council request the CEO to seek an updated valuation once the Senior Citizens have vacated the building, and that this valuation be based on the intended zoning changes as is being considered under Local Planning Scheme 9. This will provide Council with a more current valuation and consider the best and most likely use of the land moving forward.

It is further recommended that supports the listing of the property once this valuation is received at the market value determined by the valuation. When an offer is received to purchase the property, Council will be required to consider and advertise the proposed disposition in accordance with the Local Government Act 1995 at that time.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. **Notes that no submissions were received for the sale of Lot 31 Sanford Way, Eaton (Senior Citizen Centre) through the Registration of Interest process;**
2. **Request the Chief Executive Officer to seek an updated valuation after the Seniors Citizens have vacated the facility to reflect the market value based on the proposed changes to the zoning as per draft LPS9;**
3. **Supports the listing of Lot 31 Sanford Way, Eaton (Senior Citizen Centre) for public sale through a local Real Estate Agent for the market value obtained in item 2 above; and**
4. **Allocates funds received from the sale of Lot 31 Sanford Way, Eaton to the Building Maintenance Reserve.**

12.6 Title: Public Art Projects

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Lucy Owen-Conway – Manager Place & Community Engagement</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

The purpose of this report is for Council to consider the future direction of public art within the Shire, including the development of a Public Art Trail within the Dardanup and Ferguson Valley area.

Background

The Shire of Dardanup has been investing in a series of public art murals on an ongoing basis with an associated annual budget allocation. At its meeting on the 6th of March 2019 Council considered Officer's proposal to create a public art project that focussed on beautifying power and service boxes throughout the Shire with a local bird theme. [RES: 37-19]:

“THAT Council acknowledges and endorses the five year Mural Public Art Project identified for the Burekup, Dardanup and Eaton (and surrounding suburbs) communities at the following locations in the;

1. *2018/19 financial year:*
 - *Burekup Exchange Building – Carnaby's Cockatoo (white tailed); and*
 - *Wells Recreation Reserve Dardanup Oval – Western Power electrical boxes – spotted Pardalote; and*
2. *2019/20 financial year:*
 - *Western Power Electrical Box Eaton Drive. (currently has graffiti on it) – Pelican; and*
 - *Western Power Electrical Power Box Cadell Park Millbridge – Red Tailed Black Cockatoo.”*

Since this time the abovementioned projects were completed by artists Brenton See in 2018/19 and Jackson Harvey in 2019/20, and in the 2020/21 financial year artist Melski has been commissioned to complete a further three murals being:

- Crossing Control Equipment located at the Dardanup Entry, corner of Charlotte St and Ferguson Rd, Dardanup – Splendid Fairy Wren; and
- Power Box located Hamilton Road and Bobin St, Eaton - Western Rosella; and
- Power box located corner of Peninsula Lake Drive and Glen Huon Blvd, Eaton - Purple Swamphen.

The location and design for the 2020/21 murals have been discussed with the Eaton and Dardanup Advisory Groups and the project is due to be undertaken during the week commencing on the 11th of December with completion of all three murals by the 18th of December 2020.

Legal Implications - *None*

Strategic Community Plan

Strategy 3.1.1 - To foster Creativity in the community through our public spaces and urban environment. (Service Priority: High)

Strategy 3.1.2 - Promote Creative Participation by supporting the development of opportunities for artists and creative minds. (Service Priority: High)

Strategy 4.2.1 - Develop the local tourism sector to become a choice destination for tourists, visitors and our own residents. (Service Priority: Very High)

Strategy 4.2.3 - Foster and promote the Ferguson Valley as a tourism destination. (Service Priority: Very High)

Environment - None.

Precedents - None.

Budget Implications

The adopted 2020/21 budget has an allocation of \$15,000 for Public Art Projects (J11902). Currently, \$8,000 is committed to the three public art murals being completed in Dardanup and Eaton by artist Melski. Therefore, there are uncommitted funds of \$7,000 remaining.

A maximum \$30,000 grant funding can be applied for through the Department of Culture and the Arts Creative Community COVID-19 Recovery Program with no required matching funding component.

The implementation of the proposed Ferguson Valley Art Trail Concept Plan and public art projects identified by the Place Advisory Groups would be through a phased approach based on Council’s allocated Public Art Projects budget and additional grant funding and corporate sponsorship will be sought.

Budget – Whole of Life Cost

Art installations will be required to be considered as part of Council’s asset management planning.

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: 12.6 – Appendices Part 2: Page 7) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Public Art Projects
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	Consideration of pull-in bays and locations of artworks to be considered as part of concept plan development and project-specific risk assessments.
Residual Risk Rating (after treatment or controls)	Low (1 - 4)
Risk Category Assessed Against	Health Injury to public due to unsafe locations for viewing public artwork.
	Financial Unavailability of funding to support public art projects.
	Reputational Individual community members disliking artwork.
	Environment Negative impact on environment surrounding artwork due to public accessing the area.

Officer Comment

While the local bird themed murals have been well received by the community, a number of other public art projects have recently been suggested by community members individually and through the Place-based Advisory Groups. Public art also forms part of other Shire projects such as the construction of the Gnomesville toilets. Unfortunately these are unable to be supported by the Public Art Projects budget as they are outside of the scope of the abovementioned Council resolution, which specifically relates to local bird themed murals.

Additionally, the adoption of the Place-based Advisory Groups, current development of Community Facilities Plans, and the future development of Place Plans allows for the identification and implementation of public art in each place that speaks to the character of the Place and engagement outcomes with the local communities. It is therefore considered timely to review the public art approach to broaden its scope to allow various mediums and subject matters in-line with the place-based outcomes identified.

Further, an opportunity has arisen to apply for funding through the Department of Culture and the Arts. The Creative Community COVID-19 Recovery Program provides funding for short-term (minimum four weeks) artist-in-residence projects that engage communities and are delivered in partnership with artists. Up to \$30,000 is available with no matching funding component required, and a further \$30,000 can be applied for to complete a second phase of the project. The program supports projects “for the community, by the community” that increase participation in, access to and connection with arts and cultural activities for Western Australian communities. In order to apply for funding there must be demonstrated community support and an artist selected to undertake the residency as the application assessment takes into account the skills, experience and suitability of the artist.

Recent consultation with the Dardanup Advisory Group, Ferguson Valley Advisory Group and representatives from the Ferguson Valley Marketing Association has revealed strong support for the establishment of a Ferguson Valley Art Trail, and interest in the being involved in the development of a concept plan.

It is envisaged that the art trail will be a continuation of the Connect Dardanup project established in response to the COVID-19 pandemic that celebrates the unique stories of our community through the arts. It will support tourism in the Ferguson Valley, while creating distinctive artworks that speak to the unique character of the Dardanup and Ferguson Valley communities, which are developed in collaboration with the community. This concept could be supported through Creative Community COVID-19 Recovery Program whereby an artist-in-residence is engaged to work with the Dardanup and Ferguson Valley communities to develop a concept plan for the Ferguson Valley Art trail. The concept plan would include the artistic mediums, subject matter, identify suitable sites, cost implications, and should consider how local artists and businesses can be involved in the creation and display of the artworks.

Involvement in the concept plan development would be open to any interested residents and business owners within the Dardanup and Ferguson Valley communities. The trail will then be implemented in a staged approach subject to availability of funding.

In addition to the Ferguson Valley Arts Trail proposal, Officers have identified that there is an opportunity to use the remaining funds budgeted in this financial year to undertake a public art projection the proposed Gnomesville Toilet. The toilet facility will be installed shortly and if Council agrees a Gnomesville themed artwork could be considered for the toilet building to improve the building and reflect the character of the place.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

- 1. Supports the development of a Ferguson Valley Art Trail Concept Plan subject to funding being received from the *Department of Culture and the Arts Creative Community COVID-19 Recovery Program*.**
- 2. Authorises the remaining \$7,000 of uncommitted funds within the 2020/21 Public Art Projects budget (J11902) be allocated toward the public art component of the Gnomesville toilet development; and**
- 3. Authorises the Public Art Projects budget (J11902) from 2021/22 onwards be utilised for public art projects that reflect the character of the Places in which they're being installed.**

12.7 Title: CnG CP035 – Payment of Accounts Policy Review

Reporting Department: Corporate & Governance Directorate
Reporting Officer: Mrs Natalie Hopkins - Manager Financial Services
Legislation: Local Government Act 1995

Overview

The purpose of the review of Council Policy CnG CP035 – *Payment of Accounts Policy* is for Council to consider a minor amendment to the policy that was omitted at the Policy Manual Review 2020, which was adopted by Council on the 30th of September 2020.

Background

Council adopted the Policy Manual Review 2020 at the Ordinary Council Meeting dated 30th of September 2020 [CR270-20]. Council Policy CnG CP035 – *Payment of Accounts Policy* (Appendix ORD: 12.7A – Appendices Part 2: Page 8) was included in the Policy annual Review 2020 report tabled at this meeting. All recommended changes to this policy were adopted by Council, however, it has since been identified by Council staff that there was an omission in the revised CP035 - *Payment of Accounts Policy* section 4.1 (d) which was attributed to an input error.

Section 4.1(d) of the current adopted policy CnG CP035 – *Payment of Accounts Policy*:

4. *POLICY*

4.1 *Procedure for ordering and authorisation of goods and services.*

- d) *Each invoice and approval for payment shall be physically marked as correct and approved for payment by the Authorised Officer incurring the debt.*

It is proposed to amend CnG CP035 – *Payment of Accounts Policy* to replace Section 4.1(d) with the following section as follows:

4. *POLICY*

4.1 *Procedure for ordering and authorisation of goods and services.*

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

Effectively the amendment to the policy allows an Authorised Purchasing Officer, identified with Purchasing Delegations as per the Delegations Register, to approve invoices for payment within their limit.

An example of such event may be a Purchase Order is requisitioned by an Officer for the supply of goods/services above the Requisition Officer's purchasing limit i.e. 'Annual Lease of Photocopier' is raised as a Purchase Order for the full contract value for the financial year but invoiced to Council each month. The amended policy would enable a Purchasing Officer to approve the Invoice for payment providing the Invoice for Approval is within that Authorised Purchasing Officer's limit. Effectively, the change in process would allow a Manager to authorise Invoices (within their Purchasing Limit) that otherwise, would require Director authorisation under the previous policy.

Legal Implications

The policy review is undertaken as a matter of good governance. Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations, are outlined in section 2.7 of the *Local Government Act 1995*.

2.7. *Role of council*

- (1) *The council —*
- (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
- (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

Strategic Community Plan

Strategy 1.1.1 - Ensure equitable, inclusive and transparent decision-making. (Service Priority: High)

Strategy 1.1.3 - Monitor and ensure compliance with the regulatory framework for local government governance and operations. (Service Priority: High)

Strategy 1.1.4 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

Strategy 1.4.2 - Maintain, review and ensure relevance of Council's policies and local laws. (Service Priority: Very High)

Environment - None.

Precedents

Guided by the principles of good governance, policies reflect the current positions of Council. Council reviews its policies regularly with the last full policy manual review taking place on the 30th of September 2020.

Budget Implications - None

Budget – Whole of Life Cost - None.

Council Policy Compliance - CP035 – *Payment of Accounts Policy*.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.7B – Appendices Part 2: Page 13) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	CP035 – Payment of Accounts Policy Review
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 Failure to regularly review and update Council policies could result in the Shire

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
	not meeting its statutory obligations and reduce compliance to procurement practices.

Officer Comment

The intention of this policy change is to improve the process associated with invoice approval, by creating a quicker and more efficient invoice review and payment authorisation process. Council’s procurement process requires Purchase Orders to be raised for the full contract commitment within the current financial year. Often the Purchase Order requires Director approval and authorisation of the Purchase Order.

This policy does not propose to change the overall Purchase Order process. It will simply allow Officers (i.e. Managers) from within the Directorate to authorise and approve the invoice once the goods/services have been received. It is anticipated the change in process will reduce the time Directors or the CEO will spend approving invoices, that otherwise, fall within a Manager’s limit. It will also ensure that the person directly associated with the purchase of a good or services will be able to verify receipt of the good or service and authorise payment.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council:

Endorses and adopts the changes as provided in CnG CP035 – *Payment of Accounts Policy* as per below:



POLICY NO:-

CnG CP035 – PAYMENT OF ACCOUNTS

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION							
History:		CORP8	OCM:	27/07/11	Res: 24/11	Synopsis:	Policy created
	1		OCM:	10/05/12	Res: 138/12	Synopsis:	Revised Policy Adopted
Version:	2	CP035	OCM:	28/06/17	Res: 168/17	Synopsis:	New Council Policy Document endorsed
Version:	3		SCM:	26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	4	CnG CP035	OCM:	30/09/20	Res: 270-20	Synopsis:	Reviewed and Adopted by Council
Version:	5	CnG-CP035	OCM:	16/12/20	Res:	Synopsis:	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

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

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

3. REFERENCE DOCUMENTS

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

4. POLICY

4.1 Procedure for ordering and authorisation of goods and services.

- a) For the purposes of this policy an *Authorised Officer* shall be an officer that has delegated authority by the Chief Executive Officer to purchase and authorise payments on behalf of Council.
- b) An official Council Purchase Order shall be created and signed by the Authorised Officer prior to any goods or services being ordered. Notwithstanding that, in some instances, the issuing of a Purchase Order is not practical ie: electricity, water, etc. The Authorised Officer shall be responsible for ensuring that the expense being incurred is in accordance with Council's Procurement Policy.
- c) Upon creation of the Purchase Order, the Authorised Officer shall cause for the Purchase Order to be passed to the Accounts Payable Officer. The Purchase Order shall then be held until the appropriate invoice is received.
- ~~d) Each invoice and approval for payment shall be physically marked as correct and approved for payment by the Authorised Officer incurring the debt.~~
- d) Each invoice and approval for payment shall be physically marked as correct and approved for payment by the Authorised Officer, or a Delegated Officer from within the same department, incurring the debt.

4.2 Payment of Accounts

- a) Council staff shall settle accounts due and payable on a weekly basis. Notwithstanding that, the CEO is authorised to make a special payment at any time where an incentive to pay prior to a date is offered (either a penalty or discount) or the terms of trade require an early payment.
 - b) Payments shall not be made in cash (other than through the Petty Cash system) in accordance with regulation 11(3) (a) Local Government (Financial Management) Regulation 1996.
 - c) Only officers authorised by the CEO or Deputy CEO (or officers acting in those roles, with the required authority) shall be responsible for payment processing and shall be independent of payments approvals.
 - d) A list of all accounts shall be prepared and presented to Council each month at the next Ordinary Council Meeting after the date the list is prepared. The list shall comprise of details as prescribed in S13 of the WA Local Government Act (Financial Management Regulations) 1996.
- i) Payments by Cheque**
- 1. When a payment is made by cheque, the cheque shall only be generated electronically using Council's Accounts Payable System.
 - 2. Each cheque raised, shall be supported by sufficient documentation, including an official Council Purchase Order (where one is required) or in the absence of a Purchase Order, details relating to why the expense has been incurred. An invoice satisfying the requirements of a "Tax Invoice" must also form part of the supporting documentation where relevant.

3. Two signatures are required on each Council cheque. The Deputy Chief Executive Officer or Manager Financial Services (or Authorised Officer acting in that role) shall be required to sign all cheques, together with an officer with delegated authority to sign cheques.
4. Both signatories shall be independent of payments processing and cheque generation.
5. Under no circumstances shall a blank cheque be signed.
6. Blank cheque forms shall be under physical control and kept in a secure place.
7. Cheque forms shall be sequentially numbered and used in sequence.
8. Cancelled cheques shall be properly defaced by way of notation as cancelled and retained in numerical order.
9. A photocopy of the signed cheque accompanied by complete evidence of the transaction shall be securely retained and filed in cheque number order.

ii) Payments by Electronic Funds Transfer (EFT)

1. Where a payment is made by EFT, it shall be made utilising Council's online banking facility.
2. The EFT file shall only be generated electronically using Council's Accounts Payable, or Payroll system.
3. Two electronic signatories shall be required to authorise an EFT payment file. The Deputy Chief Executive Officer or Manager Financial Services (or Authorised Officer acting in that role) shall be required to electrically authorise an EFT payment file together with an Authorised Officer.
4. Both signatories shall be independent of payment processing and EFT file generation.
5. A photocopy or scan of each Accounts Payable EFT Remittance Advice, accompanied by complete evidence of the transaction, shall be securely retained and filed in EFT Remittance Number order.

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

OFFICER	ADMINISTRATOR	LOAD PAYMENT FILE	AUTHORISE EFT ACCOUNTS PAYABLE	AUTHORISE EFT PAYROLL
CHIEF EXECUTIVE OFFICER	X	X	X	X
DEPUTY CHIEF EXECUTIVE OFFICER	X	X	X	X
MANAGER FINANCIAL SERVICES	X	X	X	X
MANAGER GOVERNANCE & HR			X	X
SENIOR FINANCE OFFICER	X	X		

OFFICER	ADMINISTRATOR	LOAD PAYMENT FILE	AUTHORISE EFT ACCOUNTS PAYABLE	AUTHORISE EFT PAYROLL
ACCOUNTANT	X	X	X	X
PAYROLL OFFICER		X		
ACCOUNTS PAYABLE OFFICER		X		
SENIOR /RATES OFFICER		X		

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

iii) Payments by Petty Cash

CUSTODIANSHIP A)	Petty Cash funds shall be maintained on an imprest system
Reason:	<ul style="list-style-type: none"> Places a limit on amounts held. Keeps records up to date Is easily surprise checked as vouchers equal imprest amount at all times.
Responsible Officer:	Petty Cash Officers
Date Due:	Daily

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

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

CUSTODIANSHIP D)	“Petty Cash Tin” to be secured and locked when not being accessed.
Reason:	To prevent unauthorised access
Responsible Officer:	Petty Cash Officers
Date Due:	Daily
CUSTODIANSHIP E)	Petty Cash limit for purchase to any one supplier shall be \$50 (Fifty Dollars)

Reason:	Ensures cash payments are kept to minimal amounts.
Responsible Officer:	Petty Cash Officers
Date Due:	Daily

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

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

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

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

ACCOUNTING A)	Vouchers (with attached receipts) to be attached to the "Petty Cash Reimbursement" Purchase Order
Reason:	<ul style="list-style-type: none"> To ensure vouchers are Bona Fide For authorisation by purchasing officer
Responsible Officer:	Petty Cash Officers
Date Due:	As required

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

INTERNAL AUDITING	Surprise counts & reconciliations of funds are carried out periodically
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Reason:	Deterrent against IOU's and irregularities
Responsible Officer:	Internal Auditor
Date Due:	Periodically

12.8 Title: Burekup Recreational Vehicle Stop-Over

Reporting Department: Infrastructure Directorate
 Reporting Officer: Mr Nathan Ryder - Manager Infrastructure Planning & Design
 Legislation: Local Government Act 1995

Overview

Council is requested to consider the future of the Recreational Vehicle (RV) Stop-Over at Gardiner Reserve in Burekup based on the outcomes of the recent Burekup Community Facility Plan consultations and workshops.

Background

On the 28th of January 2015, the Engineering Services Committee recommended overnight stays of self-contained vehicles at the Dardanup Hall carpark and also the Burekup Hall carpark (Resolution 16/15). This was supported by the Burekup Townscape Committee at its meeting held on the 13th of August 2015 and was adopted by Council at the Ordinary Council Meeting held on the 2nd of September 2015 [248-15]:

“THAT Council supports locating a Transit Park on Reserve 46902 as shown in the following diagram.”



SITE LOCATION PLAN for Transit Park

The matter was discussed again at the Burekup Townscape Committee at its meeting held on the 15th of October 2018 and Council subsequently made the following resolution at its meeting held on the 31st of October 2018 [349-18]:

“THAT Council defer the Overnight Caravanning and Camping Project and it be considered in the Burekup Community Facilities Plan Consultations.”

As part of development of the Burekup Community Facilities Plan, consultations were held with the community via survey, interviews and workshops.

An initial community survey was undertaken in August/September 2019 via Survey Monkey as well as hard copy fliers. 46 responses were received. Question 12 of the survey sought community support for overnight stays in Burekup. 66.67% of survey respondents supported overnight stays. Many of the comments were in the vicinity of the location.

In September 2019, interviews were held with key community stakeholders, including the local school, church, general store, cricket club, Country Women's Association, Playgroup, and the Burekup Volunteer Bushfire Brigade. Responses from the various groups were varied.

On the 30th of October 2019, the first Burekup community workshop was held, facilitated by a consultant (Tuna Blue). The outcomes from the survey and key stakeholder interviews (above) were presented to the workshop participants, including comments from the school regarding concerns about the location of the overnight stay area being close to the school. The Executive Summary of the Tuna Blue report from Workshop 1 states the following in regards to overnight caravanning:

*“In alignment with survey results, a clear majority of the community members present were **opposed to increased overnight caravanning or the installation of a black waste dump point**, particularly at the current short stay caravan location near Gardiner Reserve (due to child safety concerns). There were also concerns about sanitation and littering at the free caravanning site near Waterloo.”* [Page 2, Burekup Facilities Plan Workshop Report, Tuna Blue, 30/10/2019]

It should be noted that the report stated “*opposed to **increased** overnight caravanning*” which means that the community was generally not opposed to overnight caravans but rather were opposed to expanding it.

On Page 10/11 of the same report, the matter was further documented as moving the overnight caravanning to another location under the following topics:

- Move overnight caravanning site to other (eastern) side of the cricket nets;
- Move overnight caravanning site to nearby the shop / McCaughan Park; and
- Move overnight caravanning site further away from the school.

A copy of the Tuna Blue report from Workshop 1 is included in (Appendix ORD: 12.8A – Appendices Part 2: Page 14). A copy of the Burekup Community Facilities Plan is also provided (Appendix ORD 12.8B – Appendices Part 2: Page 37).

Workshop 2 with the Burekup community was held on the 4th of December 2019, again facilitated by the consultant Tuna Blue. Tuna Blue's meeting notes did not include mention of the caravanning short stay issues. It is worth noting, however, that this meeting focused on refining and ranking the new main 'proposed improvements' that community participants had nominated in Workshop 1, rather than focusing on things that the community did not want. Following Workshop 2, the community engagement outcomes to date were collated and ranked, and the draft Community Facilities Plan was amended to reflect the community wishes as refined through the engagement.

At its meeting held on the 25th of March 2020, Council endorsed the draft Burekup Community Facilities Plan to be issued for public comment [43-20]. It was noted in the report included in the Appendices, which summarised the outcomes of the community consultation, that “*Overnight caravanning including a black waste dump point has not been supported by the broader Burekup Community and is not favoured by the school who are located close to the current overnight caravanning site, so neither has been located on the plan.*”

Following the public comment period, a report was brought back to Council at its meeting held on the 26th of August 2020 and the Burekup Community Facilities Plan was adopted by Council [225-20]. No comments were received during this engagement in relation to caravanning or recreational vehicle short stays or camping.

The adopted Plan does not specifically include a RV site on Gardiner Reserve although it does include some proposed formalized parking on the reserve. The exact location of RV parking on the reserve is currently not demarcated or sign-posted with conditions of use. Officers are therefore seeking direction from Council on the future of the site, so as to either formalize the RV site or take measures to prevent such use depending on the decision of Council.

Legal Implications

This matter is governed by:

- Caravan Parks and Camping Grounds Act 1995; and
- Caravan Parks and Camping Grounds Regulations 1997.

Strategic Community Plan

Strategy 2.6.1 - To provide a variety of places to live, work and play that meet the current and future needs of the community. (Service Priority: Very High)

Environment - None

Precedents - None

Budget Implications

If Council decides to formalise the RV site, funds will be required for appropriate signage and demarcation (similar to the RV parking in Dardanup). This can be sourced from the current Budget.

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: 12.8C – Appendices Part 2: Page 38) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Burekup Overnight Stays Issues
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)	Low (1 - 4)
Risk Category Assessed Against	Reputational Requests that Council reverses its previous decision, to reflect the outcomes of the

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.			
		Burekup Community Facilities Plan consultations.	

Officer Comment

As of November 2020, there has been a noticeable increase in use of the reserve for overnight stays by caravans on Gardiner Reserve in Burekup. This increase in use could be in part due to COVID-19 seeing an increased demand for caravanning opportunities as people are looking more to travel within Western Australia, as overseas travel opportunities and most interstate opportunities have been curtailed.

Caravans have been setting up in various locations in Gardiner Reserve, from the rear of the Country Club to the far eastern end of the Reserve, including under the tree canopies immediately adjacent the cricket club shed. Some caravans have been setting up in the middle of the Reserve which has made the issue more prominent. The situation has resulted in angst among some community members and this has been expressed on social media.

Currently, there is no signage on site to indicate the location and limitations of the RV parking area, which explains why parking is spread across the reserve. The site is well promoted through the Ferguson Valley Marketing and other online sites which promote caravanning and camping. It is expected that the RV parking could be managed better and contained to the site selected in 2015, if the appropriate signage is installed that indicate the extent of the site and the conditions applicable to its use. This signage would be similar to that already installed in Dardanup (at the carpark outside the Dardanup Hall).

The matter was discussed at the Burekup Advisory Group meeting held on the 9th of December 2020. The Burekup Advisory Group supported having an overnight caravan stay at Burekup and agreed to the following:

- Up to five RVs being allowed at any one time.
- Parking area is to be “east” (south east) of the cricket nets.
- If allowable, up to three nights stay being permitted.
- Sign to be installed showing the location, the rules of using the site, as well as information on the nearest black waste dump point and caravan park for extended stays.

Shire staff have checked the above recommendations from the Burekup Advisory Group and provide the following comments:

- Five RVs can be allowed in the area south east of the cricket nets;
- If three nights stay was permitted, the facility would be considered a “Transit Park” under the Caravan Parks and Camping Grounds Regulations 1997.
- If three nights stay was permitted, the Shire would need to have a “responsible person” as per the requirements of Section 13 of the Caravan Parks and Camping Ground Act 1995, which requires that person (i) resides in or near the facility; (ii) is responsible for the supervision of the facility; (iii) is accessible at all times in case of an emergency; and (iv) maintains a register of occupiers. This would be a requirement for any stays longer than one night.

The “responsible person” mentioned above would not need to be a Shire employee and could even be a community member. Shire Officers, however, believe that allocation of a person for management of this facility, whether that person was a Shire employee or a community member, would be problematic, and at best, would be unlikely to ensure effective long term management of the facility in accordance with the Legislation. As such, an overnight stay facility similar to the one in Dardanup is recommended which restricts the stay to a 24 hour period.

Regarding the rules of the facility, to ensure consistency with the existing “24-Hour Recreation Vehicle Stop-Over” located at Dardanup Hall, the following rules are proposed to be placed on signage at the facility:

- maximum of 24 hours within a six (6) consecutive day period;
- Recreational Vehicles using the area must be fully self-contained (on board toilet, shower, washing and cooking facilities must be contained within the vehicle);
- tents, annexes and temporary structures are not permitted;
- attachment of poles, ropes or other fixing to a tree, or the ground is not permitted;
- Authorised Officers may inspect vehicles at any time;
- camp or cooking fires prohibited at all times;
- please use the rubbish bins, or take your rubbish with you;
- dogs are to be on a lead and under effective control;
- owners must clean up after their dogs;
- use of generators is not permitted;
- be considerate of neighbours and ensure that noise from TV, radio and stereos is kept low after 10pm;
- clotheslines external to an RV/caravan are not permitted;
- all grey and black-water must be discharged into vehicle holding tank;
- discharge of wastewater (including greywater) is not permitted;
- sites are not to be reserved; and
- stop-over will be closed during events.

In light of the outcomes of the Community Facility Plan consultations, workshops and feedback from the recent Burekup Advisory Group meeting, Council is therefore requested to consider the future the following options of the RV parking site in Burekup:

1. Allow overnight RV parking on Gardiner Reserve south east of the cricket nets, restricted to five RVs at any one time, for no longer than one night stay. The Shire will install signs with information on the extent and use of the site; or
2. Do not allow Overnight RV parking on Gardiner Reserve. The Shire will then remove any references to the parking opportunity from its website, and request that the Ferguson Valley Marketing and other online sites do the same. The Shire will also install signs prohibiting any such parking on the Reserve.

It is further suggested that Council formally adopt a position that it will not pursue a black waste dump point within the township of Burekup.

It should be noted that the signs to be installed will be similar to that installed at the RV site in Dardanup and will also provide advice on the nearest black waste dump point and caravan park for increased stays.

In regards to policing of an RV parking site, it is expected that the rangers will attend to the site occasionally to check on its use, but will not undertake daily routine inspections due to resourcing limitations. They will be able to attend to any complaints received regarding mis-use of the site, however this will be dependent on other priority matters such as dog attacks and wandering stock. This approach is similar to what has been implemented for the Dardanup site. It should also be noted that issues arising on the weekends may result in additional overtime hours for the Ranger staff in attending any complaints. Additionally it should be acknowledged that complaints in relation to anti-social behaviour are police matters and are not the responsibility of the Shire to enforce.

Note. The conditions of use outlined in Part 3 of Resolution A will be similar to those sign-posted at the Recreational Vehicle Stop-Over at the Dardanup Hall carpark in Dardanup with the addition of information regarding the nearest black waste dump point and caravan park.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

OFFICER RECOMMENDED RESOLUTION 'A'

THAT Council:

- 1. Supports the location of the Recreational Vehicle Stop-Over on Reserve 46902 (Gardiner Reserve) south east of the cricket nets for up to five vehicles at any one time and for a duration no longer than 24 hours;**
- 2. Does not support locating a black waste dump point in Burekup; and**
- 3. Requests that the Chief Executive Officer arranges for the installation of signage at the Recreational Vehicle Stop-Over site to demarcate the extent of the site and the conditions of its use.**

OR

OFFICER RECOMMENDED RESOLUTION 'B'

THAT Council:

- 1. Does not support locating a Recreational Vehicle Stop-Over on Reserve 46902 (Gardiner Reserve);**
- 2. Does not support locating a black waste dump point in Burekup;**
- 3. Requests that the Chief Executive Officer removes all information from the Shire's website relating to the "free short stay caravan parking"; and**
- 4. Requests that the Chief Executive Officer notifies other relevant organisations of Councils' decision, including Ferguson Valley Marketing Inc.**

12.9 Title: Cancellation of Lease Agreement – Waterloo Bushfire Brigade Site (Part of Reserve No.46108)

Reporting Department: Sustainable Development Directorate
Reporting Officer: Ms Susan Oosthuizen - Director Sustainable Development
Legislation: Local Government Act 1995

Overview

This report is presented to rescind Councils decision of the 25th of March 2020 Council meeting so as to not proceed with Lease No 2995/100 – Part of Reserve No 46108 for the Waterloo Bushfire Brigade [RES: 49-20].

“THAT Council:

1. *Approve the execution of the lease for Waterloo Bushfire Brigade Site (Part of Reserve No.46108) from the Conservation and Land Management Executive Body.*
2. *Authorise the Chief Executive Officer and Shire President to negotiate and execute the lease.”*

Background

On the 21st of November 2018, Council resolved to request the Department of Planning Lands and Heritage (DPLH) to amend the boundaries of Reserves 46108 and 43011 to facilitate the construction of the new Waterloo Volunteer Bushfire Brigade (Waterloo VBFB) building. In considering the design of the buildings it was established that the current site is too small to rebuild the new facility. In order to create an increased land area to accommodate the new station that the Shire wanted to gain ownership/management of neighbouring Reserve 48108 under the management of the Department of Biodiversity, Conservation and Attractions (DBCA), who were supportive of this request. DBCA presented lease for a 10 year term, and this was presented to Council for consideration on the 25th of March 2020.

Legal Implications

Reserve No. 46108 is vested in the Conservation and Parks Commission under the Conservation and Land Management Act 1984.

Strategic Community Plan

Strategy 3.4.1 - Enable community safety and a sense of security. (Service Priority: Very High)
 Strategy 3.4.2 - Maintain appropriate emergency services and planning. (Service Priority: Very High)
 Strategy 4.1.4 - Facilitate the provision of essential services and infrastructure to support the growing community and local economy. (Service Priority: High)

Environment - None.

Precedents

Council resolved decision of the 25th of March 2020 Council meeting to proceed with Lease No 2995/100 – Part of Reserve No 46108 for the Waterloo Bushfire Brigade subject to changes.

Budget Implications

The lease is for a period of 10 years at an annual rate of \$150 per annum (CPI indexed annually and subject to future rent reviews – Perth CPI for All Groups to Dec 2019 = 1.59%) excluding GST. The total expenditure over 10 year term of the lease is \$1,500 (ex GST) plus CPI. Council was supportive of the majority of the draft lease conditions, however requested the Department to consider a longer term lease as the proposed ten-year lease term which was too short for the capital investment being made by both the local and state governments to build the new fire station and was of the view that that this may have place the investment at risk.

A request on the 25th of March 2020 by the Chief Executive Officer to the Department to reconsider a minimum of 10 + 10 years or a minimum of 21 years lease term was sent for consideration. The negotiations with DBCA on the lease terms was placed on hold after the Council resolved on the 24th of June 2020 at the Ordinary Council Meeting, to extend the existing Waterloo Hall to incorporate the Waterloo Bushfire Brigade Building pending confirmation of change to the Management Order from the Department of Planning Lands and Heritage.

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: 12.9 – Appendices Part 2: Page 39) for full assessment document.

Tier 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Cancellation of Lease Agreement – Waterloo Bushfire Brigade Site (Part of Reserve No.46108) [brief explanation of the risk event]
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Service Interruption If the alternative site's management order for the Waterloo building is not supported by DPLH as identified for the Waterloo Bushfire Brigade it may cause service interruption.

Officer Comment

The Council at its 24th of June 2020 Ordinary Council Meeting, resolved to extend the existing Waterloo Hall to incorporate the Waterloo Bushfire Brigade Building subject to a change to the Department of Planning, Lands and Heritage (DPLH) Management Order rather than constructing a new brigade building on Part of Reserve No 46108 for the Waterloo Bushfire Brigade as per Lease No 2995/100 from DBCA.

As such the proposed lease area is no longer required for the purposes of a Bushfire Brigade building. Therefore Officers recommend that the Council rescind the resolution of 25th of March 2020 Council meeting and requests the Chief Executive Officer to write to the DBCA to notify the department that Council will not be proceeding with the lease and thank them for the support in progressing the request in the first instance to lease the land.

Council Role - Executive/Strategic.

Voting Requirements - 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:

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. **Rescinds the resolution of the 25th of March 2020 Council meeting[RES: 49-20] as outlined below:**

“THAT Council

1. *Approve the execution of the lease for Waterloo Bushfire Brigade Site (Part of Reserve No.46108) from the Conservation and Land Management Executive Body.*
 2. *Authorise the Chief Executive Officer and Shire President to negotiate and execute the lease.”*
2. **Authorises the Chief Executive Officer to write to Department of Biodiversity, Conservation and Attraction to notify them that Council will be not proceeding with the lease.**

By Absolute Majority

12.10 Title: Place and Community Plan 2020-2030

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Lucy Owen-Conway – Manager Place & Community Engagement</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

The purpose of this report is for Council to consider and adopt the Place and Community Plan 2020-2030.

Background

The Shire of Dardanup has identified the need to develop a 10-year Place and Community Plan (the Plan) (Appendix ORD: 12.10A – Appendices Part 2: Page 40) to guide the priority programs, projects, and initiatives of the Place and Community team. The Plan forms part of Council’s Integrated Planning Framework as an informing strategy. The strategies and actions in the Plan directly relate to the outcomes of the Strategic Community Plan and Corporate Business Plan. Additionally, the Shire has a number of adopted community development strategies which are reflected in the actions of the Plan, including:

- Disability Access and Inclusion Plan 2018 – 2023
- Reconciliation Action Plan 2019
- Community Safety and Crime Prevention Plan 2018 – 2023
- Greater Bunbury Early Years Strategy and Action Plan 20218 – 2023
- Greater Bunbury Age-Friendly Communities Strategy

The Plan was informed by community consultation including a series of meetings with key stakeholders including individuals, community organisations, State Government, funding bodies and the Community Advisory Group. Over 25 meetings were held during a three month period from July 2020 until September 2020. Consultation outputs from other recent consultation such as the Vision 2050 and Community Facilities Plans also informed the Plan.

Research and data was also drawn upon to inform the Plan which provided insights into the make-up and barriers faced within our community and included the Australian Bureau of Statistics Socio-Economic Indexed for Areas (SEIFA) Index, Australian Early Development Census (AEDC) Data 2018, National Disability Insurance Scheme 2023 forecast, and 2031 Dementia Prevalence Predictions.

In addition to the Strategic Community Plan and Corporate Business Plan, the feedback from community engagement and informing research has had a direct impact on the goals, outcomes and actions within the Place and Community Plan 2020-2030.

It is intended that the Plan will form part of a suite of informing strategies including the proposed Sport and Recreation Plan 2020-2030, Community Facilities Plans, and future Place Plans which together will guide the future direction and outcomes for our communities.

Legal Implications - None

Strategic Community Plan

Strategy 1.1.1 - Ensure equitable, inclusive and transparent decision-making. (Service Priority: High)
 Strategy 1.3.3 - Maximise Shire grant funding received by the Shire. (Service Priority: Flagship)

Strategy 3.2.1 - Deliver a high level of Community Programmes & Services that encourages social connectedness, facilitates an accessible, inclusive environment for our diverse community. (Service Priority: Very High)

Strategy 3.2.1 - Deliver a high level of Community Programmes & Services that encourages social connectedness, facilitates an accessible, inclusive environment for our diverse community. (Service Priority: Very High)

Environment - None.

Precedents - None.

Budget Implications

The Shire's annual budget includes allocations for Place and Community programs within Schedule 8 – Education and Welfare; Schedule 11 – Recreation and Culture; and Schedule 13 – Economic Services.

Indicative budget figures for each action have been outlined within the Plan and are inclusive of Council and external funding. Figures are indicative only and subject to Council's annual budget adoption and availability of external funding. It is not suggested that the overall budget allocation for Place and Community programs be increased in 2021/22 as a result of the Plan, however it is recommended that the 2021/22 budget allocation be modified according to the short-term actions identified in the Plan.

Budget – Whole of Life Cost

The whole of life costs for individual projects is to be considered as part of the planning and evaluation associated with each project.

Council Policy Compliance

Exec CP 089 – Advisory Groups

Exec CP 090 – Community Engagement

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.10B – Appendices Part 2: Page 68) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Endorsement of Place and Community Plan 2020 - 2030
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 Reduction of funding and unavailability of external funding compromise progress toward actions in the Plan
	Reputational Unstructured and ad hoc approach to community development if Plan not adopted

Officer Comment

The United Nations describes community development as ‘a process designed to create conditions of economic and social progress for the whole community with its active participation and fullest possible reliance upon the community’s initiative’ (as cited by Lotz, J, 1971).

This definition remains relevant today particularly considering the Shire’s commitment to community engagement through the Community Engagement Policy [Dec: 334-19] and establishment of Topic and Place Based Advisory Groups [Dec: 334-19]. The Plan’s approach to community development is consistent with Council’s community engagement direction by seeking to enable communities to define and drive their own positive social outcomes, working closely with the community to achieve the outcomes and actions in the Plan.

The Shire of Dardanup seeks to *ensure a safe and vibrant community which is inclusive and welcoming for all ages and interests* (Shire of Dardanup Strategic Community Plan, Objective 3). The Plan’s primary purpose is to meet this objective by delivering services, programs and events; facilitating positive outcomes; partnering with community and service providers to achieve shared outcomes; and, where appropriate, advocating for our community. Its actions targets all demographics within our community, from children and families to youth, adults and seniors.

In preparation for the Place and Community Plan, a report was prepared to summarise the stakeholder meetings with individuals, youth, community organisations, State Government, funding bodies and the Community Advisory Group. This report can be found within the attachments to the Plan. The feedback and outcomes of the engagement were grouped into the following themes:

- Community connectedness: through events, activities and projects that encourage connection within communities and are inclusive.
- Partnerships: increased opportunities for community groups and services to partner with the Shire and meet shared objectives and outcomes.
- Total participation: improving and promoting accessibility and inclusivity.
- Celebrating our unique community: highlighting and promoting the unique places within the Shire.
- Engaged youth: encouraging youth to be more active in our community.

From the above consultation themes, five focus areas have been identified for the Plan, directly reflecting Strategic Community Plan outcomes and supported by strategies and short, medium and long-term measurable actions. The focus areas are:

- An Empowered and Actively Engaged Community
- A Sustainable and Resilient Community
- An Accessible and Inclusive Community
- A Vibrant and Connected Community
- A Unique and Celebrated Community

If endorsed, the Place and Community Plan 2020 – 2030 will guide the priority programs, projects, and initiatives that the Place and Community team, in partnership with the community, seek to deliver over the coming 10-year period in-line with the Shire’s Strategic Community Plan. It will be a crucial tool for attracting external funding as it clearly demonstrates the direction of Council, the priority programmes and outcomes we are seeking to achieve, and the demonstrates a clear community need.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council receives and endorses the Place and Community Plan 2020 – 2030 (Appendix ORD: 12.10A).

12.11 Title: Draft Amended Dardanup Community Facilities Plan

Reporting Department: Infrastructure Directorate
Reporting Officer: Ms Vicki Pretorius - Landscape Designer
Legislation: Local Government Act 1995

Overview

The draft amended Dardanup Community Facilities Plan (The Plan) has been prepared and is presented to Council for endorsement to seek public comment.

Following the public consultation period, the final Plan will then be presented to Council for adoption.

Background

Council adopted the first Plan at the Ordinary Council Meeting held on the 21st of November 2018 [OCM: 367-18].

“THAT Council adopt the Dardanup Community Facilities Plan as presented with the following modifications:

- 1. Dardanup Central Fire Station (No. 5 on the legend) be shown as “subject to further investigation; and*
- 2. The old Dardanup Depot site (No. 1 on the legend) be confirmed to be cleared including the demolition of the shed as adopted in the Asset Management Plan and the Corporate Business Plan.”*

The Plan as endorsed on the 21st of November 2018 is attached at (Appendix ORD: 12.11A – Appendices Part 2: Page 69), together with the original Baseline Report by consultants Bodhi Alliance, at (Appendix ORD: 12.11B – Appendices Part 2: Page 70).

The Plan has since been reviewed through the Dardanup Advisory Group to reflect changing needs of the community as well as the Shire’s ongoing asset management demands.

The amended draft Plan of November 2020 is attached at (Appendix ORD: 12.11C – Appendices Part 2: Page 91), together with a supplement to the original Baseline Report, at (Appendix ORD: 12.11D – Appendices Part 2: Page 93). It was determined that the 2018 Baseline report provided the necessary information on which to proceed with development of the revised plan and that much of the location, demographic and community consultation outcomes information contained therein was recent enough to be deemed still valid.

The aim of the 2020 study was to produce an updated plan that provides a visual representation of current facilities and proposed facilities that are the result of research and more recent stakeholder consultation, which resulted in changes to the original Plan’s recommendations. The broader community input that was gathered as a result of the original Plan and report together with select stakeholder consultation was considered as providing suitable data on which to base the revised Plan.

Council is requested to endorse the draft Plan for advertising, for the purpose of seeking final community comment. Public comments will then be presented to Council for consideration and for finalisation of the Plan.

Legal Implications - None.

Strategic Community Plan

Strategy 1.3.3 - Maximise Shire grant funding received by the Shire. (Service Priority: Flagship)

Strategy 1.6.1 - Provide opportunities for the community to engage with Councillors and Staff. (Service Priority: High)

Strategy 2.5.1 - Develop, review and implement Townscape Plans. (Service Priority: High)

Strategy 4.1.4 - Facilitate the provision of essential services and infrastructure to support the growing community and local economy. (Service Priority: High)

Strategy 2.6.1 - Provide a variety of places to live, work and play that meet the current and future needs of the community. (Service Priority: Very High)

Environment - None.

Precedents

The Shire undertook a community consultation process and developed the draft Dardanup Community Facilities Plan which was adopted at the Ordinary Council Meeting held on the 21st of November 2018.






The Shire has also endorsed the Burekup Community Facilities Plan and is now proceeding with the preparation of Community Facilities Plans for Eaton/Millbridge and the Ferguson Valley and Surrounds.

Budget Implications

The facilities and projects identified in the Community Facilities Plan are either already included in the 2020-2021 Budget, identified within the Shire's 10 Year Programs in the various Asset Management Plans or require further feasibility and consideration on where and how the improvements could be included in the Shire's forward capital works plans. As a result, some projects are already funded through Council's reserves, while some others will require further financial consideration by Council, rely on developer contributions and/or will require grant funding to be able to be delivered.

The Community Facilities Plan identifies the possible timeframes for implementation of the various facilities and projects using colour coding as follows:

Possible timeframes for implementation are defined as follows:

	Immediate - within 1 year (Year 1)
	Short term - between 1-4 years (Years 2 to 4)
	Medium term - between 5-10 years (Years 5 to 10)
	Long term - possible future projects (in more than 10 years)
	Projects requiring the cooperation of an external authority or group

Further to this, items that are marked with a "\$" are already included in the Shire's forward plans whether it be in the current financial year or future years within the 10 Year Programs. Items marked with a "#" relate to projects that are currently not included in the 10 Year Programs and will require further consideration including feasibility, external approvals and/or grant funding. Projects that were identified through community consultation in 2018 are marked with a "*" for purposes of community engagement; this reference will be removed from the Final Plan when it is brought to Council for final endorsement as it is for community information only and not relevant to the Final Plan.

Budget – Whole of Life Cost

The Plan contains projects that have proposed implementation timeframes ranging from within one year, to more than ten years. Therefore, there will be budget implications as Council considers which of the projects can be scheduled into the 10 year Asset Management Plans for implementation. As many

of the proposed improvements are still to have feasibility and cost estimates determined, the value of budget implications for the Plan has not yet been confirmed. This will need to be undertaken on a case by case basis, with the higher priority projects most likely considered first as new projects.

Council Policy Compliance

Council Policy CP090 – *Community Engagement and the Community Engagement Framework* is applicable to master planning projects such as the Dardanup Community Facilities Plan. In accordance with this policy and in development of the draft Amended Plan, the community has been regularly engaged through the Dardanup Advisory Group, which is the appropriate level of engagement at this point in time. Public consultation with the broader community is now proposed to finalise the Plan.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.11E – Appendices Part 2: Page 112) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Dardanup Community Facilities Plan – Adopt Plan
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Negative perception of the Shire if projects are not programmed to meet Community needs

Officer Comment

When adopted by Council, the DCFP will inform future Development and Planning decisions and the Asset Management Plan 10 Year Programs.

The DCFP will effectively become the masterplan for provision of community facilities in the Dardanup Townsite. It should be noted, however, that changes are to be expected, as a result of, but not limited to –

- Change in community expectations;
- Change in rate of development;
- ‘One off’ type funding opportunities (i.e. fulfilment of election promises); and
- Success or otherwise of routine funding applications (e.g. Black Spot Road Funding).

The adoption of the Plan will then enable the Shire’s Asset Management Plan 10 Year Programs to be updated.

Director Infrastructure Comment

The Dardanup Advisory Group was engaged to review the projects listed on the Plan and the priority order of the projects. The process resulted in the project order being amended. This included the increased prioritisation of the Charlotte Street toilet facility and pedestrian crossing over the railway. Since the last Dardanup Advisory Group meeting, Council at its Ordinary Council meeting held on the

25th of November 2020, endorsed the delivery of the Charlotte Street toilet facility and rail crossing in the next 12 months through the allocation of funds to be received through the Local Roads and Community Infrastructure Program. Subsequently, the Plan has been amended further to reflect this project commitment.

Furthermore, the Shire Chief Executive Officer and Manager Infrastructure Planning & Design recently met with the Dardanup Playgroup, who currently use the Dardanup Community Centre. At the meeting, the Dardanup Playgroup indicated that they would be willing to relocate to the Wells Recreation Park building, particularly if a new building were to be developed.

If the relocation of the Playgroup were to occur, it would result in the rear portion of the Community Centre being vacated, allowing the possibility of relocating the Shire's library and associated Shire services to this section of the Community Centre. Subsequently, if such a move were to be made, it would enable the Shire to vacate the existing Dardanup office, allowing further consideration for a possible repurposing of the building or its demolition.

The draft Plan indicates that other uses for the Community Centre are to be explored – the Playgroup has been encouraged to provide comment on the Plan when it is advertised in order to bring certainty on the future of the Playgroup and the Community Centre.

As a result of the above, Officers recommend that Council considers including in the Plan its intention to relocate the library and Shire staff to the Community Centre should the Playgroup relocate to the new building at the Wells Recreation Park. This will be added to Improvement No. 20 on the Plan should Council approve this.

It is expected that consultation with the broader community will yield community feedback on the proposal in regards to the Community Centre and the Shire Office for further consideration.

Council Role - Review.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. **Endorses the draft Dardanup Community Facilities Plan (Appendix ORD: 12.11C) and Baseline Report (Appendix ORD: 12.11D) to proceed to the formal comment period, subject to the following changes:**
 - ***Identifying the relocation of the library and Shire staff to the Community Centre following relocation of the Playgroup to the new building at the Wells Recreation Park under Improvement No. 20 on the Plan; and***
2. **Requests the Chief Executive Officer to report back to Council the comments received from the comment period for Council consideration and finalization of the Plan.**

12.12 Title: Eaton Drive Intersection Treatments

Reporting Department: Infrastructure Directorate
Reporting Officer: Mr Nathan Ryder - Manager Infrastructure Planning & Design
Legislation: Local Government Act 1995

Overview

This item is seeking Council's endorsement of the outcomes of the Eaton Drive / Hands Avenue Feasibility Study and approval to commence community consultation regarding the proposed intersection treatment for the Eaton Drive in accordance with the overall strategy for the progressive development of intersection treatments along Eaton Drive.

Background

At the Ordinary Council Meeting held on the 24th of June 2020, Council endorsed the following project delivery framework for improvements to the Hands Avenue intersection with Eaton Drive (Council Resolution 168-20):

“THAT Council in regards to the project to improve the Hands Avenue intersection with Eaton Drive (including possible new intersection of Watson Street or Cudliss Street):

- 1. Endorses the following concepts for inclusion in the Feasibility Study:*
 - a) Five-Leg roundabout at the intersection of Hamilton Road and Eaton Drive;*
 - b) Signalised intersection at a new intersection of Eaton Drive and Cudliss Street; and*
 - c) Signalised intersection at a new intersection of Eaton Drive and Watson Street.*
- 2. Endorses the proposed project delivery of the design and consultation for this project to be undertaken in the 2020-2021 financial year:*
 - a) Complete the Feasibility Study, including the three above-mentioned concepts. The outcomes of this study will include traffic modelling, indicative costs (order of magnitude) and the pros and cons of each option;*
 - b) Complete the Consultation Strategy;*
 - c) Seek feedback from Main Roads;*
 - d) Report to Council and seek endorsement to consult with the Community;*
 - e) Carry out Community consultation as per the Consultation Strategy;*
 - f) Report to Council and seek endorsement on the preferred option;*
 - g) Complete the design and seek formal Main Roads approval*

3. *Defers the construction of the intersection scheduled in the 2020-2021 Budget to 2022-2023 and amends the 2020-2021 to reflect these changes at the Mid-Year Budget Review.*
4. *Advises the Regional Road Group of the program changes and that the program is amended accordingly.”*

This report responds directly to Items 1, and 2(a) through to 2(d) above.

- *Feasibility Study*

WML Consultants were engaged to prepare a feasibility study and the three options as per Item 1 of the above council resolution were included. In addition, a number of other options were examined in order to ensure there was justification for the final option that is recommended to Council.

In total, there were six options modelled in the Feasibility Study, as follows:

1. Modify existing 4 leg roundabout (Hamilton/Eaton/Council) to a 5 leg roundabout option incorporating Hands Avenue as the fifth leg and with a mid-block signalised pedestrian crossing (Item 1(a) of CR 168-20);
2. Maintain existing 4 leg roundabout and add 4 leg traffic signals incorporating Watson Street (Item 1(c) of CR 168-20);
3. Maintain existing 4 leg roundabout and add 4 leg traffic signals incorporating Cudliss Street (Item 1(b) of CR 168-20);
4. Maintain existing 4 leg roundabout and add 4 leg roundabout incorporating Watson or Cudliss Streets with a mid-block signalised pedestrian crossing (New Option);
5. A new elongated intersection treatment with signalised pedestrian crossings (New Option); and
6. Replace the existing Eaton Drive / Hamilton Road / Council Avenue roundabout with a signalised 4 way intersection (New Option).

The outcomes of the study as per Item 2(a) of CR 168-20 are discussed in the Officer Comment Section.

The study and its conclusions were presented by Officers to Councillors and discussed at a workshop held on the 19th of November 2020.

The key findings presented at the workshop are summarised in the following table:

Option	1	2	3	4	5	6
Description	Five-leg roundabout at Hamilton Rd and pedestrian crossing signals at Watson St	Traffic signals at Watson St	Traffic signals at Cudliss St	Roundabout at Watson St and mid-block pedestrian crossing signals	Elongated U-turn and pedestrian crossing signals both ends	Replace Hamilton Rd roundabout with traffic signals. Open Ann St.

Option	1	2	3	4	5	6
Traffic Flow	Acceptable	Not acceptable	Not acceptable	Acceptable (Best option for traffic movements)	Not assessed	Acceptable
Services Impact	Minimal	Significant	Significant	Significant	Minimal	Requires further study
Land Acquisition	Yes	Yes	No	Yes	No	Unlikely
Environmental Impact	Significant	Minimal	Minimal	Minimal	Significant	Minimal
Safety Concerns	Yes (as per Road Safety Audit)	No	Geometry not likely to be favoured by MRWA	No	Not assessed	No
Order of Magnitude Cost	\$1.91M	\$1.88M	\$1.88M	\$1.85M	\$1.34M	\$1.72M
Comment	Not recommended	Not recommended	Not recommended	Not recommended	Not recommended	Recommended for further study

The conclusion of the feasibility study was that none of the three options included as per Item 1 of the Council Resolution is recommended.

Option 6 (Replace the existing Eaton Drive / Hamilton Road / Council Avenue roundabout with a signalised 4-way intersection) is the option that is recommended to Council. This option also includes opening up Ann Street to Hamilton Road (“left-out” only), changing the Hands Avenue intersection to “left-in-left-out” only, as well as a treatment to the median strip to the north of Hands Avenue to facilitate a U-turn movement, potentially in the vicinity of Frost Way.

Shire staff worked closely with Main Roads WA Traffic Services Directorate in Perth and the South West Regional Branch of Main Roads in Bunbury in considering these options. While the Shire received comments and guidance from Main Roads WA to satisfy Item 2(c) of resolution CR 168-20, Main Roads have a three-part system for the approval of Traffic Signals, known as “Gates”, and cannot issue formal comments until the Shire has submitted a formal application for approval.

At this stage Shire Officers have not submitted an application to MRWA for approval but will do so once Council endorses a preferred option.

Council is requested to consider the six options that were included in the Feasibility Study and endorse Option 6 thus enabling Shire staff to commence community consultation and to progress further with the study and design. As a result of the recommended treatment there are also other implications for other intersections along Eaton Drive. These are discussed further in the Officer Comment section of this report.

One of these intersections is the proposed roundabout at Blue Wren Drive which was recently tendered (RFT-F0172403) and a contractor was recommended to be engaged subject to receiving confirmation of the additional funds that would be required to complete the project. Refer Council Resolution [289-20] below from the Ordinary Council Meeting held on the 28th of October 2020:

“THAT Council:

1. *Requests the Chief Executive Officer to seek approval from the Regional Road Group and the State Black Spot Program administrators for additional State Black Spot funding for the Eaton Drive Blue Wren Drive Roundabout Project.*
2. *Subject to receiving confirmation from the Regional Road Group and the State Black Spot Program administrators that the additional funds requested will be received by the Shire:*
 - a) *Accepts the tender submission for Tender RFT0172403 from RCA Civil Group Pty Ltd for the construction of a roundabout at the intersection of Eaton Drive and Blue Wren Drive;*
 - b) *Enters into a contract with RCA Civil Group Pty Ltd for the construction of a roundabout at the intersection of Eaton Drive and Blue Wren Drive;*
 - c) *Authorises the Chief Executive Officer to sign and execute the Contract;*
 - d) *Approves over-budget expenditure of \$412,826 to the Project in the 2020-2021 Budget to be transferred from the Road Construction & Major Maintenance Reserve; and*
 - e) *Acknowledges that additional State Black Spot funds are to be received in the 2021-2022 financial year and will be transferred to the Road Construction & Major Maintenance Reserve.”*

Additional funding has been requested to the Regional Road Group as per Point 1 of the resolution. This is further discussed in the Officer Comments below.

Legal Implications

There is a history of accidents on the Eaton Drive / Hamilton Road roundabout, possibly contributed to by vehicles trying to change lanes to access Hands Avenue. Once aware of an accident pattern the Shire could be held liable if action is not taken to treat these accidents.

Strategic Community Plan

Strategy 5.1.1 - To provide an efficient road network for efficient movement of people and goods by road. (Service Priority: Very High)

Strategy 5.1.3 - To provide a safe road transport network where crashes resulting in death or serious injury are minimised. (Service Priority: High)

Strategy 5.1.5 - A series of interconnected walkways, pathways and cycle ways that meets community needs and expectations. (Service Priority: High)

Environment

The recommended Option 6 of traffic signals at Hamilton Rd in lieu of the roundabout is expected to have minimal environmental impact.

Precedents

The Council has previously endorsed road projects that have been listed in the Annual Budget and forward plans that are likely to attract a high level of public comment.

Budget Implications

Nil, the analysis and design of the traffic treatment is included in the 2020-2021 Budget, including the receipt of Regional Road Group funds toward the project.

The outcomes from the selection process and subsequent design will enable accurate estimation of the construction of the treatment required and its inclusion in the Shire's forward capital works programs. Staff will also seek further funds through the Regional Road Group.

Budget – Whole of Life Cost

The selected treatment, when constructed in future, will add road pavement to the Shire's road inventory. Additional pavement will add to the ongoing cost of maintaining and renewing the Shire's road network. However, due to traffic growth and demands placed on the intersections in the Eaton area, such works are necessary to maintain a safe and efficient road network.

Council Policy Compliance

The Community Engagement Policy is applicable to this project and will be a critical part in the delivery of the overall project. The following documents were used to develop the Community Engagement Plan for this project:

- Shire of Dardanup - Community Engagement Plan Template
- Shire of Dardanup - Community Engagement Framework
- Shire of Dardanup - Community Engagement 10 Step Guide

A Community Engagement Plan will be prepared as per Item 2(b) of Council Resolution 168-20. This plan will identify which decisions need to be made, and how these decisions are to be communicated to the relevant stakeholders. The decision needed for this project is:

“Whether the proposed intersection treatments along Eaton Drive is appropriate and acceptable to the community.”

It is proposed to provide regular cycles of information with the communication objectives of Educate, Inform, and Engage:

- | | |
|------------------|--|
| <i>Educate -</i> | <i>Get their attention. Make it easy for the community to identify with the project with a strong first impression.</i> |
| <i>Inform -</i> | <i>Keep their interest. Give people the facts they seek, so that they can make decisions on the project and the consultation offers opportunity to be involved.</i> |
| <i>Engage -</i> | <i>Generate action. Building confidence in community relationships takes time and repeated engagement as you turn outgoing information into important community input.</i> |

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.12 – Appendices Part 2: Page 113) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Intersection Treatments on Eaton Drive – Feasibility Study and Community Engagement
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)	Low (1 - 4)
Risk Category Assessed Against	Legal and Compliance The potential of legal action against Council for mitigating the risk of accidents.
	Reputational Not mitigating risk of accidents and poor communication and Community consultation.

Officer Comment

In summary, the following projects along Eaton Drive reflect previous decisions or investigations requested by Council:

1. Blue Wren Drive Roundabout (tendered and scheduled for construction 2020/2021);
2. Glenhuon Boulevard Roundabout (scheduled for construction 2021/2022);
3. Hands Avenue Intersection Feasibility (as discussed in this report);
4. Forrest Highway Extra Turn Lane (Main Roads Project, timing unknown); and
5. Lofthouse Avenue Traffic Signals (timing TBA, requires further modelling).

During a workshop held between Shire Officers and Councillors on the 19th of November 2020, the above-listed projects were discussed.

With regards to the Blue Wren Roundabout proposal, it should be noted that the roundabout proposal was developed when it was understood that the signalisation of Lofthouse Avenue was not considered possible. Peer review of the traffic studies late last year by Main Roads revealed that traffic signals was actually a possibility.

With this in mind and with consideration of the number of proposed intersection treatments along Eaton Drive, the option of not proceeding with the immediate construction of the roundabout at Blue Wren Drive, and instead converting Lavender Way into a “left-in” only intersection, was discussed at the workshop on the 19th of November 2020. This alternative would reduce the total number of intersection treatments proposed along Eaton Drive.

The “left-in” only treatment at Lavender Way would remove the current issue of road users turning left from Lavender Way into Eaton Drive and then performing a U-turn at Blue Wren Drive, which was the safety issue highlighted in the Road Safety Audits carried out by Cardno in 2015 and 2017. Under this arrangement, the traffic that normally would use Lavender Way to access Forrest Highway would be diverted along Millard Street and Lofthouse Avenue to the proposed traffic signals that would be required at Eaton Drive and Lofthouse Avenue in future. It is further recommended to consider the installation of a roundabout at the intersection of Millard St and Lofthouse Ave.

It is therefore considered that if the funding is not immediately forthcoming to install a roundabout at Blue Wren Drive, that this project be delayed for further consideration following traffic signals being installed at Lofthouse Avenue. In this regard, it should be noted that the roundabout may ultimately still be constructed if increased traffic volumes deemed it necessary to alleviate pressure on the Eaton Drive and Recreation Drive signalised intersection and/or there was the need for U-turn provision along Eaton Drive. Therefore, the construction of the roundabout on Blue Wren Drive and Eaton Drive intersection is currently not critical if the Lofthouse Avenue and Eaton Drive intersection is signalised in the near future.

With regards to the proposed Glenhuon Boulevard Roundabout, initial design work has revealed impact on services and also land acquisition (due to the size of the roundabout that would be required). Subsequently, the matter was discussed with MRWA informally and the outcome was that traffic signals at this intersection, in lieu of a roundabout, would likely receive support from MRWA and would work well in the scenario of Option 6 being applied to resolve the Hands Avenue issue. Geometrically, the existing intersection could potentially lend itself to installation of traffic signals without extensive modifications, however, that would require further study. As such, it is recommended to change the project to "Glenhuon Boulevard Traffic Signals" and proceed with design of this option.

With regards to the Hands Avenue Intersection as outlined above it is recommended that this be addressed through Option 6 which is a signalised intersection at the Hamilton Road / Eaton Drive Intersection, with a Left-in Left-out only at Hands Avenue and provision for a U-turn further north along Eaton Drive, and a left out only at Ann Street.

Council is therefore requested to consider adopting the following reduced list of proposed intersection projects along Eaton Drive:

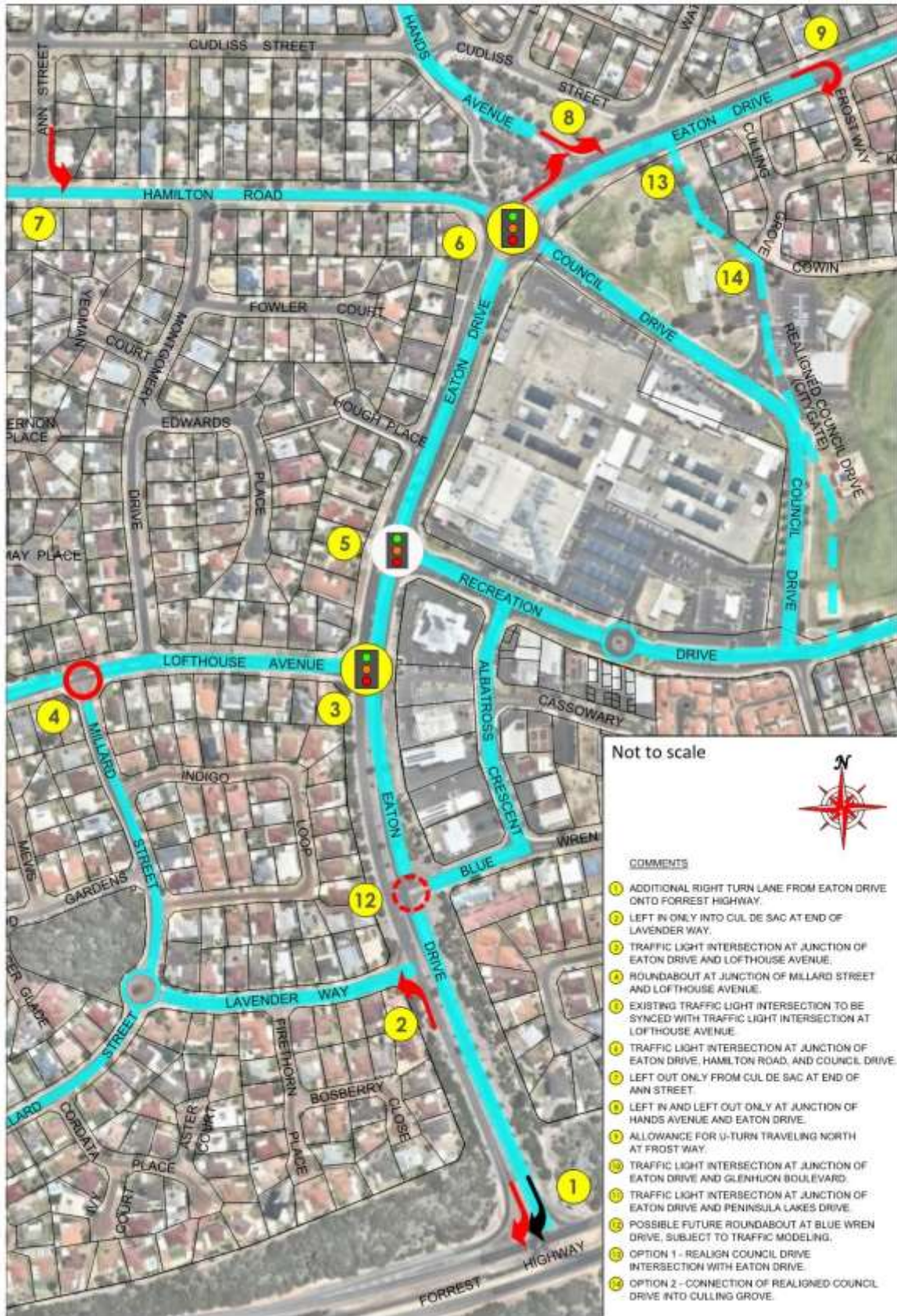
1. Glenhuon Boulevard Traffic Signals (scheduled for construction 2021/2022);
2. Hamilton Road Traffic Signals (scheduled for construction 2022/2023);
3. Forrest Highway Extra Turn Lane (Main Roads Project, timing unknown);
4. Lofthouse Avenue Traffic Signals (timing TBA, requires further modelling); and
5. Peninsula Lakes Drive traffic signals (timing TBA, requires further modelling).

The following complementary road treatments will be required as a consequence of the signalisation of the Hamilton Road Traffic Signals:

1. Left-in-Left-out treatment at Hands Avenue and Eaton Drive;
2. Left-out treatment at Ann Street;
3. A U-turn provision on Eaton Drive for vehicles exiting Hands Avenue onto Eaton Drive, in the vicinity of Frost Way; and
4. Lavender Way and Eaton Drive intersection be converted to a left-in only intersection to address the U-turn issue at the Blue Wren intersection.

Council may also wish to explore the option of relocating the re-aligned Council Drive to connect to Culling Grove instead of a direct connection to Eaton Drive. This option may impact on several residences but could have benefits when compared to the current proposed route. It is suggested that Officers commence discussions with local residents regarding this as part of the consultation process for Option 6.

The proposed modifications to intersections along Eaton Drive are illustrated below:



It is recommended that Council supports Officers to undertake public consultation in relation to the entire Eaton Drive intersection strategy. This more holistic approach will provide context to the Hamilton Road signalisation proposal, the possible change required at Blue Wren and Lavender intersection also explain the associated treatments required for the ongoing development of Eaton Drive and traffic in the Eaton area in general.

Director Infrastructure Comment

In regards to the Blue Wren Roundabout Project, Main Roads have advised that the additional funds will need to be sourced from the next Black Spot Program (i.e. paid in 2021-2022 FY) as there are no surplus funds identified in the current funding round. The next Black Spot program is only draft at this stage and will need to be submitted to the Minister for sign-off. Sign-off normally occurs around the start of the financial year.

It should be noted that the additional funding can only be supported in-principle at this stage, as it is not officially signed off by the Minister. If Council proceeds with the project now, it is effectively accepting the risk that the funding may potentially not be signed off by the Minister and the Shire will need to fund the additional cost of the works from its own sources.

The draft 2021-2022 Black Spot Program and the Blue Wren Drive Roundabout Project were both discussed at the Regional Road Group Technical Group meeting held on the 23rd of November 2020 and the Regional Road Group Elected Members meeting held on the 7th of December 2020. At the meetings, it was identified that the project may not proceed and the additional funds may not be required. The Elected Members Group endorsed the draft 2021-2022 Black Spot Program for the South West Region with the exclusion of the Blue Wren Drive Roundabout Project.

Based on the fact that the Black Spot funding could not be guaranteed at this stage due to the Minister having to sign it well into the future, point 2 of Council Resolution 289-20 will not be able to be met. It is therefore recommended that the Shire not continue with the Blue Wren Drive Roundabout Project.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

1. **Acknowledges the outcomes of the Feasibility Study undertaken by WML Consultants, as presented in this report and at the workshop held on the 19th of November 2020;**
2. **Endorses the following proposed intersection treatments and complementary road treatments for Eaton Drive for the purposes of public comment:**
 - a) **Glenhuon Boulevard Traffic Signals (scheduled for construction 2021/2022);**
 - b) **Hamilton Road Traffic Signals (scheduled for construction 2022/2023);**
 - c) **Forrest Highway Extra Turn Lane (Main Roads Project, timing unknown);**
 - d) **Lofthouse Avenue Traffic Signals (timing TBA, requires further modelling);**

- e) **Peninsula Lakes Drive traffic signals (timing TBA, requires further modelling);**
 - f) **Left-in-Left-out treatment at Hands Avenue and Eaton Drive;**
 - g) **Left-out treatment at Ann Street;**
 - h) **A U-turn provision on Eaton Drive for vehicles exiting Hands Avenue onto Eaton Drive, in the vicinity of Frost Way; and**
 - i) **Lavender Way and Eaton Drive intersection be converted to a left-in only intersection to address the U-turn issue at the Blue Wren intersection.**
 - j) **Re-alignment of Council Drive to connect to Culling Grove instead of a direct connection to Eaton Drive.**
3. **Requests that the Chief Executive Officer seeks approval from Main Roads Western Australia for the proposed intersection treatments along Eaton Drive;**
4. **Instruct the Chief Executive Officer to commence public consultation on the recommended intersection treatments once in-principle support is received from Main Roads;**
5. **Requests that the Chief Executive Officer reports back to Council with the results of the public consultation on the recommended option;**
6. **Instructs the Chief Executive Officer to not proceed with construction of the Blue Wren Roundabout, as per Council Resolution 289-20 from the Ordinary Council Meeting held on the 28th of October 2020, and as such, requests the Chief Executive Officer:**
- a) **Advises the Regional Road Group and the State Black Spot Program administrators that the additional State Black Spot funding for the Eaton Drive Blue Wren Drive Roundabout Project is no longer required;**
 - b) **Advises the tenderers for construction of the Blue Wren Roundabout (RFT-F0172403), that the project will not be proceeding.**

12.13 Title: Annual Report & Annual Electors Meeting

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

This report presents the 2019/20 Annual Report and Annual Financial Statements to Council for consideration and adoption, and sets the date for Annual Electors meeting.

Background

Section 5.53 of the *Local Government Act 1995* requires a Local Government to prepare an Annual Report for each financial year. The 2019/20 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.

The adoption of the Annual Report by Council allows for the holding of the Annual Electors Meeting which is proposed for Wednesday 20 January 2021, commencing at 6.30pm 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.*

Should the Annual Report be adopted at this meeting (16th of December 2020), Local Public notice of 14 days is required to be given per s5.29 of the LGA.

It is therefore recommended that the Annual Electors Meeting follow recent practice and be held following the Ordinary Meeting of Council on the 20th of January 2021.

Strategic Community Plan

Strategy 1.3.1 - Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Strategy 1.3.2 - Monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)

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: 12.13A – Appendices Part 2: Page 114) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Annual Report and Annual Electors Meeting
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 Risk of Council breaching the Local Government Act 1995 and that the 2019/20 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 Independent Audit Report was provided to the Audit and Risk Committee at its meeting on the 7th of December 2020, where the Committee reviewed the recommendations to Council. Council’s Auditors have issued an unqualified Audit Report, with no issues or adverse trends raised. The Audit Report is shown in the Annual Financial Report which forms part of the Annual Report (Appendix ORD: 12.13B) provided under separate cover.

Council is in sound financial health which is reflected in the statutory financial ratios that require reporting in the Annual Financial Report. It is important to note that statutory 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.

Council’s actual carried forward surplus as at 30 June 2020 was \$474,501. This can be compared against the budgeted opening carried forward surplus in the 2020/21 budget of \$382,052. The favourable variance of \$92,449 will be included in the 2020/21 mid-year budget review.

There were a number of significant 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)*.

The changes in Australian Accounting Standards came into effect on the 1st of July 2019 and applied (for the first time) to Local Governments for the financial year ending 30th of June 2020. The new standards, *AASB 15 Revenue from Contracts with Customers*, *AASB 16 Leases*, and *AASB 1058 Income of Not-for-Profit Entities*, required significant time and resources of Council staff to ensure a full understanding of the impact of the new standards, and meet the required statutory obligations of each standard.

In addition to the AASB changes, in early November 2020, changes to the *Local Government (Financial Management) Regulations 1996* were enacted that required local governments to apply new Regulation amendments to the financial statements for 2019/20 financial year. Whilst the intention of the regulatory change was to reduce cost and the reporting burden on Local Governments by simplifying and removing requirements for the revaluation of certain asset classes and to address recent changes to the Accounting Standards, the timing of the gazetted changes (6th of November 2020) has required many Councils, including Dardanup, to revise their draft annual financial statements. The impact of these 'late' changes required Council to review its asset valuation practices and derecognise asset valuations for Easements, in accordance with the removal of *Regulation 16* of the *Local Government (Financial Management) Regulations 1996*.

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 Manager Financial Services, Mrs Natalie Hopkins for the production of Annual Financial Report; and Communications Officer, Mrs Kristy Hitchens for her work on the Annual Report document.

Council is requested to consider and accept the Annual Report for the 2019/20 financial year and endorse the holding of the Annual Electors meeting on Wednesday, 20th of January 2021, in Eaton following the monthly Council meeting.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. OR:

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

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Receives and adopt the Shire of Dardanup 2019/20 Annual Report incorporating the audited Annual Financial Statements for the financial year ended on the 30th of June 2020 (Appendix ORD: 12.13B); and**
- 2. Endorses the holding of the Annual Electors Meeting at the Administration Centre, Eaton on the 20th of January 2021 commencing at 6.30pm.**

12.14 Title: Sale of Lot 601 – Apply Common Seal

Reporting Department: Corporate & Governance Directorate
 Reporting Officer: Ms Cathy Lee - Manager Governance & HR
 Legislation: Local Government Act 1995

Overview

Council are requested to authorise the Shire President and Chief Executive Officer to Affix the Common Seal and sign the Contract of Sale for Lot 601 on Deposited Plan 412288.

Background

At the Ordinary Council Meeting [OCM] held on the 27th of April 2016, Council resolved [98-16] to adopt the following recommendation from the Strategic Planning Committee:

“THAT Council:

1. *The new Community Library and Administration Building Extension project be continued with the new revised concept drawings reference SK03 REV-B Job No. BDG 1542 as per appendices (Appendix ORD: 12.8B), inclusive of the west wing and the new community library.*
2. *Tender documentation be completed as soon as possible to be referred to Council for Council to consider proceeding to calling tenders.*
3. *Council includes new loan borrowings of \$4M to complete the project in the 2017/18 Budget.”*

At the OCM held on the 8th of March 2017, Council made the following resolution [54-17] in regards to an offer from Citygate Properties Pty Ltd:

“THAT Council:

1. *Acknowledges the offer from Citygate Properties Pty Ltd.*
2. *Acknowledges the risk assessment as provided in Appendices (Appendix ORD: 16.1D).*
3. *Acknowledges that the proposal has been assessed over a period of eight months and all due consideration has been given to the proposal; and*
4. *Endorse the amendment to the Country Local Government Fund 2012-13 funding agreement to transfer the \$345,522 allocation from the library project to the Glen Huon Reserve Sport Pavilions project to replace the reserve funds allocation.*

At the same meeting Council made the following further resolution [55-17]:

“THAT in relation to the offer from Citygate Properties Pty Ltd to pay the Shire of Dardanup \$5,000,000.00 plus GST for the purchase of Lot 500 Council Drive Eaton, Council:-

1. *Commission an independent study including the appointment of an architect for a concept design and fit out in order to establish the bona fide long term suitability of the site and the estimated cost of the project.*

2. *Require the independent analysis to take into account the following: -*
 - a) *Citygate Properties Pty Ltd's offer.*
 - b) *The estimated cost following the draft design and fit out of a two and three storey building (if analysis dictates three storey is required within the next twenty years) including the option of the building being constructed out of timber.*
 - c) *The required detail of a Heads of Agreement to outline the details of the agreement, including the approvals required from the State Government Ministers.*
 - d) *Preliminary advice from the WA Planning Commission re an approval of the required amendment to the land zoning and the Eaton Fair Activity Structure Plan.*
 - e) *Preliminary advice from the Minister for Lands re approval of the sale of the land to Citygate Properties Pty Ltd.*
 - f) *Preliminary advice from the Minister for Planning to use the land sale proceeds for the building of the Shire Administration Building and Library.*
3. *Request the Chief Executive Officer report back to Council on the outcome of the study for Council to review, by the 30 November 2017.*
4. *Fund the cost of the independent study from the Administration building/Library project budget, estimated to be in the order of \$100,000."*

At its Special Council Meeting [SCM] held on the 24th of January 2018, Council resolved [02-18] to prepare a Heads of Agreement with Citygate Properties Pty Ltd for the creation of a new lot for the purposes of a Shire administration and library building and the sale of crown land, as follows:

"THAT Council:

1. *Adopts the concept for the new three-storey Shire administration and library building (with a floor area of 6,069m²), incorporating timber construction as specified in the Concept Plans and Financial Analysis Report prepared by Bollig Design Group.*
2. *Directs the Chief Executive Officer to prepare a Heads of Agreement with Citygate Properties for the creation of a new lot for the purposes of a Shire administration and library and the sale of crown land, incorporating the following:*
 - a) *Land swap between Citygate Properties Pty Ltd and the Shire of Dardanup for the creation of a new lot of 3000 m² of land from Citygate Properties land to be vested in the Shire and an equivalent portion being excised from Lot 500, Council Drive, Eaton;*
 - b) *The relocation of all drainage infrastructure from the newly created lot;*
 - c) *The relocation of all Shire drainage infrastructure from Lot 500 and Council Drive to be relocated to other Shire managed land or easement or if not relocated immediately, to be protected via easement when the*

- land changes ownership to Citygate Properties Pty Ltd. This is to be at the cost of Citygate Properties Pty Ltd;*
- d) The skate park to be relocated to another suitable location in the Eaton Town Centre with the possibility of a contribution from Citygate towards that relocation;*
 - e) The newly created lot to be fully serviced by utilities including electricity, water, gas and sewer at the cost of Citygate Properties Pty Ltd at the time of creation; and*
 - f) The newly created lot to be prepared (site worked) by Citygate Properties Pty Ltd to be suitable for a three-storey development.*
 - g) The Shire to be able to remain in the existing building at no lease cost following the sale of Lot 500 until the new building is completed and fully occupied by the Shire administration.*
 - h) The Shire to acquire Lot 500 from the Crown for the purpose of land swap and sale to Citygate Properties Pty Ltd.*
 - i) The sale of the balance of Lot 500 to Citygate Properties is at a minimum price of \$5,200,585 plus GST.*
 - j) The amendment of the Eaton Fair Activity Centre Plan to include the proposed changes to Lot 500, closure of the western portion of Council Drive, and creation of new lot to be vested in the Shire.*
 - k) The acquisition of Lot 500, land swap, and sale of land to Citygate Properties is subject to approval of the Minister.*
 - l) An agreed timeframe for the implementation of the various components of the Heads of Agreement to ensure that the construction of the new Shire building is expedited.*
 - m) A hydrology analysis and the treatment of storm water is acknowledged as a component of the Development Application.*
- 3. Once the Heads of Agreement is executed between the Shire and Citygate Properties and the Minister has granted approval for the acquisition of Lot 500, land swap, and sale of land to Citygate Properties Pty Ltd, directs the Chief Executive Officer to call tenders for a suitably qualified consultant for:*
- a) The preparation of detailed designs and specifications;*
 - b) The preparation of construction tender documentation;*
 - c) Tender evaluation;*
 - d) The preparation of contract documentation for the construction of the new Shire administration and library building; and*
 - e) The role of Superintendent for the construction project.*

4. *Authorises the Shire President and Chief Executive Officer to meet with the Minister for Transport; Planning; Lands to seek in-principle support for the proposal for the land swap and sale of Lot 500 for the purposes of the new Shire building and expansion of Eaton Fair.*
5. *Request the Chief Executive Officer to investigate a 'design and construct' option as an alternative, and arrange a presentation to Council regarding what the positive and negative aspects of that option."*

At its Ordinary Council Meeting [OCM] held on the 28th of March 2018, Council resolved [81-18] as follows:

"THAT Council:

1. *Receive and endorse the Business Case (Appendix ORD: 12.3) dated 28 March 2018 for the Purchase and Sale of Lot 500 Council Drive Eaton.*
2. *Resolve that the market value of Lot 500 Council Drive dated 3 November 2016 is believed to be a true indication of the value at the time of the proposed disposition.*
3. *Require the Business Case to be advertised in the local and statewide media calling for public submissions as required by the Local Government Act 1995, section 3.58 and section 3.59.*
4. *Require the Chief Executive Officer to provide a report to Council including each submission received to the 9 May 2018 Ordinary Meeting of Council."*

At its OCM held on the 12th of December 2018, Council resolved [390-18] as follows:

"THAT Council:

1. *Acknowledges the 'in principle' approval provided by the Minister for Lands, in correspondence dated 15 October 2018 (State ref: 72-13364), for the sale of the balance of Lot 500 Council Drive, Eaton, to the Shire at a discounted price of \$1.00 plus GST subject to conditions as stipulated in the Minister's correspondence;*
2. *Instructs the Chief Executive Officer to undertake the activities necessary to fulfil the conditions for approval as in the Minister's correspondence, being:*
 - a) *Demonstrating Western Australian Planning Commission support for the amendment of the Eaton Fair Activity Centre Plan to include the proposed changes to Lot 601 and the relocation of the administration buildings and associated services; and*
 - b) *Undertaking public consultation for the proposed disposal, providing the opportunity for submissions prior to the final decision by Council to seek the approval of the Minister pursuant to section 74 of the Land Administration Act 1997.*

Advice Note:

- i) *Lot 601 is the new lot to be created from the balance of Lot 500."*

At its OCM held on the 29th of July 2020, Council resolved [202-20] as follows:

“THAT Council:

1. *Acknowledges that the Western Australian Planning Commission have endorsed the amendments to Eaton Fair Activity Centre Plan to include the proposed changes to Lot 601 and the relocation of the administration buildings and associated services;*
2. *Acknowledges that the Proposal was advertised for a period of 6 weeks from 23 May 2020 until 6 July 2020, and further acknowledges the submissions received and responses as included in this report;*
3. *Requests the Minister to sell Lot 601 to the Shire of Dardanup for \$1 plus GST as per the in-principle approval granted in 2018, now that the relevant conditions have been satisfied as per 1 and 2 above;*
4. *Authorises the Chief Executive Officer to undertake the necessary actions to implement the Proposal and satisfy the conditions of the Heads of Agreement 2018 with Citygate Properties Pty Ltd.”*

Legal Implications - None.

Strategic Community Plan

Strategy 4.1.3 - Encourage business to develop by supporting the capacity of local firms and industry to establish, grow and employ. (Service priority: Moderate).

Strategy 4.1.4 - Facilitate the provision of essential services and infrastructure to support the growing community and local economy. (Service Priority: High).

Environment - None.

Precedents

Council has received numerous reports on the sale and purchase of land in relation to Lot 500 and newly created Lot 601.

Budget Implications

The Minister for Lands (Minister) acting under section 74 of the Land Administration Act 1997 has agreed to the sale of Lot 601 on Deposited Plan 412288 to the Shire of Dardanup for the purchase price of \$1.10 (including GST).

Budget – Whole of Life Cost - None.

Council Policy Compliance

Council has given delegated authority (Delegation 1.2.19 – Execution of Documents & Application of Common Seal) to the Chief Executive Officer giving:

1. *Authorisation to sign documents with Shire President and apply the Common Seal in accordance with the Local Government Act. [s 9.49A (3)].*
2. *Authority to sign documents on behalf of the local government. [s 9.49A (1) (b), (4)].*

A Council Policy giving further direction on the Execution of Documents and Application of Common Seal is the subject of a further report.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.14A – Appendices Part 3: Page 1) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Authorisation to Sign Contract of Sale for Purchase of Lot 601 and Apply Common Seal.
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial To not accept the Offer of Sale for the minimal sum of \$1 – would incur significant loss for the Shire.
	Legal and Compliance Application of the Common Seal as outlined in the Local Government Act.
	Reputational Failure to accept the offer of sale would incur significant reputational damage.

Officer Comment

Correspondence received (Appendix ORD: 12.14B – Appendices Part 3: Page 2) from the Department of Planning, Lands and Heritage offers Lot 601 on Deposited Plan 41288 to the Shire of Dardanup for \$1 plus GST and as supported by the Minister of Lands. As per Councils previous resolutions, business plan and recent land transaction proposal it is recommended that Council authorises the relevant documents be executed by the Shire President and the Chief Executive Officer to give effect to the subsequent land transactions.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council authorises the Shire President and the Chief Executive Officer to engross the documents and apply the Common Seal for:

- 1. The purchase of Lot 601 on Deposited Plan 41288; and**
- 2. The sale of Lot 601 (the balance of Lot 500 [Reserve 39158]) to Citygate Properties Pty Ltd as per the Heads of Agreement 2018.**

12.15 Title: Monthly Statement of Financial Activity for the Period Ended 30 November 2020

Reporting Department: Corporate & Governance Directorate
 Reporting Officer: Mr Ray Pryce - Accountant
 Legislation: Local Government Act 1995

Overview

This report presents the monthly Financial Statements for the period ended 30th of November 2020 for Council adoption.

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.]*

Strategic Community Plan

Strategy 1.3.2 - Monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)

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.

Budget – Whole of Life Cost - None.

Council Policy Compliance

CnG CP036 Investment Policy & CnG CP128 Significant Accounting Policies

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.15A – Appendices Part 3: Page 7) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Monthly Statement of Financial Activity for the Period Ended 30 November 2020
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance 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 30th of November 2020 is contained in (Appendix ORD: 12.15B – Appendices Part 3: Page 8) and consists of:

- Statement of Financial Activity by Program – including Net Current Assets (liquidity)
- Statement of Comprehensive Income by Nature and Type
- 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 statutory program and also 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 current year forecasts are also included for information.

The Statement of Financial Activity includes the end-of-year surplus brought forward from 2019/20 of \$474,501, with a forecast surplus at 30 June 2021 of \$49,135. The lower forecast is attributable mainly to reduced revenue of \$121,000 from Local Government Grants Commission Financial Assistance and Local Road Grants and \$138,000 from interest received on cash investments.

Please note that the annual accounts for 2019/20 and resulting surplus position are not yet final – being still subject to final audit. It is anticipated the audit will be completed by early December 2020.

Note 2 – Explanation of material variances. 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 2020/21 for reporting material variances is 5% or \$25,000, whichever is greater. Additional details are provided in Note 2 with the reasons for revenue or expenditure variances exceeding the minimum variance level.

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 yield return on cash investments is relatively subdued and is likely to continue to be very low for the next year or longer as Government and Reserve Bank measures remain in place to assist with economic recovery. Interest revenue will be monitored closely over the coming months but is anticipated to be significantly lower than the budget estimate.

Note 7 – Accounts Receivable. The collection of rates revenue debt is significantly better this year to date when compared to historical levels at the same time of the year. At 30 November 2020, 26% of collectible rates remain outstanding. The average rate of outstanding rates for the previous 5 years is 28%. The 2% improvement represents approximate value of \$370,000 and can anecdotally be attributed to Rates staff working diligently with ratepayers to develop appropriate repayment plans that are mutually agreed.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Monthly Statement of Financial Activity (Appendix ORD: 12.15B) for the period ended 30th of November 2020.

12.16 Title: Schedule of Paid Accounts as at the 27th of November 2020

Reporting Department:	Corporate & Governance Directorate
Reporting Officer:	Ms Jasmine Sillifant – Accounts Payable Officer
Legislation:	Local Government (Financial Management) Regulations 1996

Overview

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

Background

Council delegates authority to the Chief Executive Officer annually:

- To make payments from Trust, Reserve and Municipal Fund;
- To purchase goods and services to a value of not more than \$200,000;
- 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.

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.

Strategic Community Plan

Strategy 1.3.2 - To monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

Payments are checked to ensure compliance with Council's Purchasing Policy CP034 – Procurement Policy and processed in accordance with Policy CP035 – Payment of Accounts.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.16 – Appendices Part 3: Page 26) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Schedule of Paid Accounts as at 27 November 2020	
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.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Schedule of Paid Accounts report from 7/11/2020 to 27/11/2020 as follows:

Payment	Date	Name	Invoice Description	Fund	Amount
ELECTRONIC FUNDS TRANSFER					
EFT40420	13/11/2020	Advanced Traffic Management WA P/L	Traffic Controllers - 28/10/2020 - 30/10/2020 - Pile Road Widening	MUNI	8,800.14
EFT40421	13/11/2020	Aquachill	Water Cooler Annual Charges - 11-11-2020 - 11-11-2021 - Dardanup Office	MUNI	686.40
EFT40422	13/11/2020	Australia's South West	2nd Milestone Payment On Submission Of Interim Report - Ferguson Valley And Wellington Forest Marketing Plan	MUNI	27,500.00
EFT40423	13/11/2020	Australian Tax Office	PAYG Withholding Interim Payment 6/11/2020	MUNI	6,395.00
EFT40424	13/11/2020	B.Social	Employee Deductions PPE	MUNI	60.00
EFT40425	13/11/2020	BCE Surveying Pty Limited	Survey Pile Road Approx. 40 Hours Engineering Surveyor - Boundary Re-Establishment Survey Hutchinson Road, Burekup - Footpath Alignment set out Eaton Foreshore	MUNI	5,242.14
EFT40426	13/11/2020	Blackwoods	PPE - 48 x Safety Glasses & 200 x Gloves	MUNI	420.86
EFT40427	13/11/2020	Bluesteel Enterprises Pty Ltd	PPE - Waterloo Brigade - Helmets x 2, LED Torch and Holder x 2, Gloves Various Sizes x 16, Boots x 2, Replacement Zip Kit x 2	MUNI	1,833.19
EFT40428	13/11/2020	Boyles Plumbing And Gas	616 Collie River Rd - Removal Of Ceased Valve And Replace & After Hours Call Out To Repair Tank Water Leak and Float Valve	MUNI	2,404.16
EFT40429	13/11/2020	Brian Fisher Fabrications	Supply And Install W-Beam Guardrail Pile Road	MUNI	61,534.00
EFT40430	13/11/2020	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	150.75
EFT40431	13/11/2020	BSW Connect	Approved Sponsorship For 2020/2021 Business Excellence Awards - Premium Partner Sponsorship (Community Engagement Award Category). Council Resolution # 300-20.	MUNI	5,500.00
EFT40432	13/11/2020	Bunbury Coffee Machines	ERC - Cafe Order	MUNI	1,105.70
EFT40433	13/11/2020	Bunbury Harvey Regional Council	Stanley Road - Waste Disposal & Hook Bin Hire October 2020	MUNI	1,923.27

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40434	13/11/2020	Bunbury Mower Service	Brush Cutter Parts	MUNI	190.50
EFT40435	13/11/2020	Bunnings Group Limited	Parts for Repairs at Burekup Tennis Toilets and ERC, Sealant and Caulking Gun, Items for Installation of Hand Sanitizer Stations	MUNI	423.87
EFT40436	13/11/2020	Callum Hill	Umpire Recoup 11/11/2020	MUNI	66.00
EFT40437	13/11/2020	Cameron Baker	Umpire Recoup 11/11/2020	MUNI	66.00
EFT40438	13/11/2020	Carey Park Scouts Group	Spring Out - 18/10/2020 - 3 Hour Hire Of Carey Park Scout 35M X 10M Inflatable Plus Staffing	MUNI	1,100.00
EFT40439	13/11/2020	Christine Kennedy	Reimbursement For Purchase Of Lake Scoop - Gary Engel Park	MUNI	23.95
EFT40440	13/11/2020	Cineads Australia Pty Ltd	ERC - Scheduled Media Screening October 2020	MUNI	1,100.00
EFT40441	13/11/2020	City Of Busselton	Payout Of Long Service Leave For Stella Botte	MUNI	4,035.13
EFT40442	13/11/2020	Citygate Properties Ptd Ltd	Gift Vouchers x 7 For Library Program Prizes	MUNI	180.00
EFT40443	13/11/2020	Cleanaway Solid Waste Pty Ltd	Hire and Emptying Skip Bins At Transfer Station & Skip Bine Hire ERC October 2020 - Landfill Waste & Kerbside Collection 15/10/2020 - 21/10/2020	MUNI	8,513.85
EFT40445	13/11/2020	Craven Foods	ERC - Cafe Order	MUNI	258.51
EFT40446	13/11/2020	Dardanup Rural Supplies	Contribution to Generator for Joshua Crooked Brook Brigade	MUNI	1,500.00
EFT40447	13/11/2020	Dardanup Senior Citizens	Community Grant Funding - Round 1 2020/21	MUNI	500.00
EFT40448	13/11/2020	Dardanup Sporting And Community Clubs Inc	Community Grant Funding (Round 1) 2020-2021, Council Resolution # 299-20.	MUNI	5,000.00
EFT40449	13/11/2020	Daryl Fishwick	Umpire Recoup 11/11/2020	MUNI	66.00
EFT40450	13/11/2020	Deputec Pty Ltd	ERC - Deputy Roster Software 2020/2021	MUNI	91.52
EFT40451	13/11/2020	Donna Bastow	Umpire Recoup 11/11/2020	MUNI	132.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40452	13/11/2020	Donna Nicholls	Umpire Recoup 6/11/2020 & 10/11/2020	MUNI	75.00
EFT40453	13/11/2020	Duxton Hotel Perth	Accommodation - Andre Schönfeldt (LGP Annual Conference) - 05/11/2020 - 06/11/2020	MUNI	241.00
EFT40454	13/11/2020	DX Print Group Pty Ltd	500 Business Cards Murray Connell / 500 Business Cards Melissa Howard	MUNI	275.00
EFT40455	13/11/2020	Earth 2 Ocean Communications	1.5M Lead And Plugs For WAERN Radio In Eaton Admin Office and Cables and Connectors for Shire Radio	MUNI	150.04
EFT40456	13/11/2020	Eaton Trophies	Refund Of Double Payment By Debtor #21077 On Invoice #32068	MUNI	300.00
EFT40457	13/11/2020	Garage Doors South West	Servicing To 6 Roller Shutter Doors At Shire Depot	MUNI	745.00
EFT40458	13/11/2020	Hynes Contracting	5/10/2020 Install and Construct Retaining Wall and Limestone Path Scout Hall, 22/10/2020 Fire Mitigation Activities, 2/11/2020 Level and Roll Gravel as 3 Sites & 6/11/2020 Remove Fallen Tree From Henty Road	MUNI	10,452.50
EFT40459	13/11/2020	Jason Cartledge	Umpire Recoup 11/11/2020	MUNI	110.00
EFT40460	13/11/2020	JCW Electrical Pty Ltd	Investigate RCD And Water Damage At Waterloo Fire Station	MUNI	104.50
EFT40461	13/11/2020	Karyn Rowe	Umpire Recoup 6/11/2020, 9/11/2020 10/11/2020	MUNI	210.00
EFT40462	13/11/2020	Kings Tree Care	Removal Of Marri On Verge And Grind To Stump - Advanced State Of Decline - Belvedere Cres	MUNI	2,640.00
EFT40463	13/11/2020	Landgate	Monthly Valuation Fees	MUNI	386.05
EFT40464	13/11/2020	Lucy Owen-Conway	2020/21 Uniform Reimbursement	MUNI	159.97
EFT40465	13/11/2020	Machinery West	Tractor Air Con Switch	MUNI	109.76
EFT40466	13/11/2020	Madison Hancock	Umpire Recoup 10/11/2020	MUNI	90.00
EFT40467	13/11/2020	Main Roads Western Australia	Removal, Safe Storage And Reinstallation Of Electronic Speed Limit Signs - Ferguson Road, Dardanup	MUNI	8,273.43
EFT40468	13/11/2020	Malatesta Road Paving And Hotmix	Supply And Lay 7mm 90/10 Cutback Bitumen Primerseal - Pile Road Widening & Supply 1 Tonne Premix - Dowdells Line	MUNI	5,883.32

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40469	13/11/2020	Margaret River In Town Apartments	Michael Milligan - Accommodation - 3 Nights - 16 Oct To 18 Oct 2020 (Ta Training)	MUNI	492.00
EFT40470	13/11/2020	Marketforce	Public Notices and Recruitment Advertising - October 2020	MUNI	3,377.05
EFT40471	13/11/2020	Mckayhla Pomare	Umpire Recoup 11/11/2020	MUNI	110.00
EFT40472	13/11/2020	MDC Legal	Industrial Relations Legal Advice	MUNI	2,242.20
EFT40473	13/11/2020	Melanie Serra	2020/21 Uniform Reimbursement	MUNI	188.00
EFT40474	13/11/2020	MJB Industries Pty Ltd	Precase Concrete Drainage Structures - Pile Road Widening	MUNI	2,697.42
EFT40475	13/11/2020	Modal Pty Ltd	Modal HR Consultant - 50% Initial Deposit	MUNI	2,892.12
EFT40476	13/11/2020	Murray Connell	Reimbursement For Relocation Expenses As Per Contract Of Employment	MUNI	4,999.50
EFT40477	13/11/2020	Naturaliste Hygiene	Sharps Disposal Service October 2020 - Eaton Foreshore Public Toilets	MUNI	165.00
EFT40478	13/11/2020	Officeworks Superstores Pty Ltd	Stifford Screen White Frame Blue Fabric x 3 - Development Services Office	MUNI	426.95
EFT40479	13/11/2020	Opposite Lock 4Wd & Vehicle Accessories	Maxtrax (Pr) Mark 2 - Orange - Burekup Bush Fire Brigade	MUNI	567.00
EFT40480	13/11/2020	Perfect Landscapes	Mowing Week Commencing 2/11/2020	MUNI	4,554.00
EFT40481	13/11/2020	Pfd Food Services Pty Ltd	ERC - Cafe Order	MUNI	397.45
EFT40482	13/11/2020	Prime Supplies	SPF Lipbalm For Parks and Gardens Crew	MUNI	109.20
EFT40483	13/11/2020	Qk Technologies Pty Limited	ERC - Qikkids Gateway Usage	MUNI	15.35
EFT40484	13/11/2020	Quality Press	5 x Level 1 Pocket Book - Fire DFES 47 - 16 x Vuey Tuey DFES 51 & 16 x IMB Clip Board DFES 72	MUNI	479.22
EFT40485	13/11/2020	Raya Thompson	Umpire Recoup 11/11/2020	MUNI	66.00
EFT40486	13/11/2020	Renee Thomson	Reimbursement For Purchase Of Refreshments For Depot Catch-Up	MUNI	97.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40487	13/11/2020	RJ Pestell Family Trust Ta Subway Treendale	Platters for Brigades 13/10/2020 and 6/11/2020	MUNI	272.00
EFT40488	13/11/2020	Roldan Tomas	Umpire Recoup 11/11/2020	MUNI	44.00
EFT40489	13/11/2020	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	405.15
EFT40490	13/11/2020	Scope Electrical Contracting Pty Ltd	Lofthouse Lighting - Urgent Repairs As Per Email Quote	MUNI	997.14
EFT40491	13/11/2020	Securepay Pty Ltd	Bank Fees - Securepay Web & Ivr Credit Card Payments - October 2020	MUNI	18.70
EFT40492	13/11/2020	Signs Plus	Name Badges For Shire Staff As Required	MUNI	112.10
EFT40493	13/11/2020	SMR Psychology	Employee Assistance Program - Counselling	MUNI	935.00
EFT40494	13/11/2020	Soundwave Car Stereo	Reversing Camera - Gator Gs700 As Per Quotation 571 - Burekup Fire Truck	MUNI	499.00
EFT40495	13/11/2020	Southern Lock And Security	Supply 2-Button Remote For Depot Gates	MUNI	92.50
EFT40496	13/11/2020	State Law Publisher	Government Gazette Advertising - LPS No. 3 Amendment No. 191 & Change of Rating Valuation Basis UV To GRV	MUNI	247.20
EFT40497	13/11/2020	Stewart And Heaton Clothing Company Pty Ltd	PPE - Waterloo Brigade - Jacket x 2, Pants x 1, Badge x 2	MUNI	465.77
EFT40498	13/11/2020	Synergy	Shire Electricity Accounts x 44 Sites	MUNI	45,873.87
EFT40499	13/11/2020	T-Quip	Sets Of Mulching Blades 110-0624-03 For Toro Groundmaster 360 72 Inch Deck	MUNI	109.65
EFT40500	13/11/2020	Taylor Anderson	Umpire Recoup 11/11/2020	MUNI	132.00
EFT40501	13/11/2020	Telstra	Telstra Account x 3	MUNI	213.04
EFT40502	13/11/2020	Tennant Australia	ERC - Service For Tennant Scrubber R0000830073	MUNI	364.01

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40503	13/11/2020	The Print Shop	6000 X Fire Prevention Order - Postcard/Double Sided/300Gsm Gloss/Full Colour Including Magnets Bundles In 1005 & 10 x Pads Vehicle Removal Pads, 10 x Contact Note Books	MUNI	1,054.00
EFT40504	13/11/2020	Therese Price	Umpire Recoup 9/11/2020 & 10/11/2020	MUNI	180.00
EFT40505	13/11/2020	Toll Transport	Postage & Freight - Various Orders Between July 2020 and October 2020	MUNI	1,147.06
EFT40506	13/11/2020	Toni Hotchin	Umpire Recoup 9/11/2020 & 10/11/2020	MUNI	180.00
EFT40507	13/11/2020	Total Eden Pty Ltd	Parts For Repairs - Hunter Circle	MUNI	1,253.43
EFT40508	13/11/2020	Traffic Force	Controlled Burn Cemetery Reserve, Garvey Rd - 3 Person Crew + 1 Vehicle - 3 Oct 2020	MUNI	626.41
EFT40509	13/11/2020	UDIA (WA)	Funding The Future Breakfast - Wednesday 11 November - A Schönfeldt & S Oosthuizen	MUNI	198.00
EFT40510	13/11/2020	Universal Marina Systems (WA) Pty Ltd	RFT-F0154117 - Eaton Foreshore Boat Ramp And Jetty Upgrade - Claim 4	MUNI	72,921.93
EFT40511	13/11/2020	Vogue Furniture	Folding Tables For West Dardanup Fire Station	MUNI	1,120.00
EFT40512	13/11/2020	WALGA	Vicki Pretorius - Attending Urban Forest Conference 27 November 2020 & Andre Schönfeldt - Attending Breakfast with Directors General	MUNI	290.00
EFT40513	13/11/2020	Water Corporation	Water Use And Service Charges For Shire Sites x 12	MUNI	8,748.88
EFT40514	13/11/2020	West Country Print Sync	High Quality A1 Colour Plan Printing On Thickest Paper - Ferguson Valley Map Scaled To Fit A1 X 1 Copy	MUNI	30.50
EFT40515	13/11/2020	Westrac Pty Ltd	DA10440 - Service 250 Hrs	MUNI	449.38
EFT40516	13/11/2020	Winc Australia Pty Ltd	Stationery Order - Eaton Admin	MUNI	304.10
EFT40517	13/11/2020	Wml Consultants	Proposed Road Network Upgrades Eaton Area: Design Consultancy - Progress Claim	MUNI	12,826.00
EFT40518	13/11/2020	Woolworths Group Limited	Groceries - Eaton Admin & ERC - 5/10/2020 - 6/11/2020	MUNI	688.29
EFT40519	13/11/2020	Work Clobber	Nick Farnsworth - Stretch Work Jeans x 2	MUNI	129.60
EFT40520	13/11/2020	Zipform Pty Ltd	1000 x A4 Instalment Notice Base Stock	MUNI	1,213.67

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40521	13/11/2020	Zoe Hill	Umpire Recoup 9/11/2020 & 10/11/2020	MUNI	135.00
EFT40522	19/11/2020	21 Graphic Design Pty Ltd	Monthly Graphic Design And Creation Of Artwork For Community News - October 2020	MUNI	99.00
EFT40523	19/11/2020	All Aussie Truck And Bobcat Services	Truck And Bobcat Hire - Bridle Paths And Verges Dardanup West, Waste Transfer Station Maintenance 9, 16 and 21 October 2020	MUNI	2,926.00
EFT40524	19/11/2020	Aquila Food Forest	Sustainable Living Workshop - Dardanup	MUNI	230.00
EFT40525	19/11/2020	Arbor Guy	Large Limb Removed Opposite House #8 Elaap Street Eaton	MUNI	572.00
EFT40526	19/11/2020	Blaine Thompson	Umpire Recoup Basketball 18-11-2020	MUNI	110.00
EFT40527	19/11/2020	Boc Ltd	ERC - Hire Of Oxygen Bottle	MUNI	12.38
EFT40528	19/11/2020	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	76.01
EFT40529	19/11/2020	Bunbury Mower Service	Deflector Kit Vortex Line Prewound Spool And Eyelet Auto Cut - Brush Cutter Parts & Carbi For 192T Chainsaw	MUNI	280.50
EFT40530	19/11/2020	Bunbury Plumbing Services	Supply And Deliver 12,000 Ltrs Water To Transfer Stn.	MUNI	345.00
EFT40531	19/11/2020	Bunbury Tyrepower - Picton	Replace Worn Front Tyre On Loader - DA873	MUNI	2,145.00
EFT40532	19/11/2020	Bunnings Group Limited	Parts and Materials for Toilet Repairs	MUNI	103.79
EFT40533	19/11/2020	Callum Hill	Umpire Recoup Basketball 18-11-2020	MUNI	154.00
EFT40534	19/11/2020	Cameron Baker	Umpire Recoup Basketball 18-11-2020	MUNI	44.00
EFT40535	19/11/2020	Caroline Mears	Chair Yoga In October - Four Sessions	MUNI	260.00
EFT40536	19/11/2020	Cesura Pty Ltd	Rates Refund For Assessment - Lot 202 Moore Rd, Dardanup West	MUNI	621.72
EFT40537	19/11/2020	Cleanaway	Replacement Waste Bin Service X Qty - Monthly/Year	MUNI	1,796.51

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40538	19/11/2020	Cleanaway Solid Waste Pty Ltd	Bin Repairs and Replacements October 2020 & Landfill and Kerbside Waste Collection 5/11/2020 - 11/11/2020	MUNI	5,500.70
EFT40539	19/11/2020	Codee-Lee Down	Performance - Seniors Celebration Day	MUNI	200.00
EFT40540	19/11/2020	Colleen Tregillis	Dog Sterilisation Refund	MUNI	150.00
EFT40541	19/11/2020	Connect Call Centre Services	After Hours Call Centre Service - October 2020	MUNI	642.79
EFT40542	19/11/2020	Craven Foods	ERC - Cafe Order	MUNI	321.39
EFT40543	19/11/2020	Dardanup Rural Supplies	Sundry Parts For Fence Repairs - Shenton Road	MUNI	159.45
EFT40544	19/11/2020	Dardanup Senior Citizens	Dardanup Christmas Dinner - 2020/2021 Grant	MUNI	2,000.00
EFT40545	19/11/2020	David Wells Builder	Provision Of New Meeting Room And Moving Stationary Office	MUNI	4,235.00
EFT40546	19/11/2020	Dominos Eaton	Pizzas For Youth Planning Afternoon	MUNI	42.95
EFT40547	19/11/2020	Donna Bastow	Umpire Recoup Basketball 18-11-2020	MUNI	132.00
EFT40548	19/11/2020	Donna Nicholls	Umpire Recoup Netball 17-11-2020	MUNI	45.00
EFT40549	19/11/2020	Eaton Environmental Services	ERC - Quarterly Rodent Control	MUNI	132.00
EFT40550	19/11/2020	Eaton Party Hire And Balloons	End Of Year Function - Photo Booth Hire	MUNI	650.00
EFT40551	19/11/2020	Ebony Brown	Refund For Sterilisation Of Dog - Jarrah L001877	MUNI	150.00
EFT40552	19/11/2020	Elliott's Irrigation Pty Ltd	Iron Filter Services - Millbridge Lakes - October 2020	MUNI	286.00
EFT40553	19/11/2020	Eve Yoga	ERC - Yoga Instruction 4-11-20 And 10-11-20	MUNI	120.00
EFT40554	19/11/2020	First Class Training	Excel Report Training - Peta Nolan And Renee Thomson 24-11-2020	MUNI	750.00
EFT40555	19/11/2020	Green Workz	Blast Water Treatment - 12 Pack	MUNI	986.70
EFT40556	19/11/2020	Heatleys	PPE - Coveralls x 31 and Respirators x 3 - Parks and Gardens	MUNI	1,167.50

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40557	19/11/2020	Hynes Contracting	Reserve - Garvey Rd - Knock Over Burnt Trees For Safety	MUNI	220.00
EFT40558	19/11/2020	Illion Australian Pty Ltd (Tenderlink)	Tenderlink Private Notice Fee - Watson Reserve RFQ F0173887	MUNI	198.00
EFT40559	19/11/2020	Jason Cartledge	Umpire Recoup Basketball 18-11-2020	MUNI	44.00
EFT40560	19/11/2020	JCW Electrical Pty Ltd	Repair Faulty Light Switch At Eaton Admin Building	MUNI	109.97
EFT40561	19/11/2020	Jim'S Test And Tag	Electrical Test And Tag 2020/21 - 24 x Locations	MUNI	5,141.39
EFT40562	19/11/2020	K's Home Kitchen	Catering For Seniors Celebration Day 2020	MUNI	565.00
EFT40563	19/11/2020	Karyn Rowe	Umpire Recoup Netball 16-11-2020	MUNI	180.00
EFT40564	19/11/2020	Kelly Marie Mundy	Umpire Recoup Netball 13-11-2020	MUNI	30.00
EFT40565	19/11/2020	Kenny Pomare	Umpire Recoup Basketball 18-11-2020	MUNI	44.00
EFT40566	19/11/2020	Kings Tree Care	Pruning and Tree Removal x 3 Invoices - Millbridge Area, Rose Road Burekup, Bush Reserve Recreation Drive Eaton	MUNI	7,315.00
EFT40567	19/11/2020	Landgate	Rural Unimproved Valuation	MUNI	119.20
EFT40568	19/11/2020	Lonsdale Party Hire	Equipment Hire For Seniors Celebrations Day	MUNI	645.25
EFT40569	19/11/2020	Madison Hancock	Umpire Recoup Netball 17-11-2020	MUNI	90.00
EFT40570	19/11/2020	Malatesta Road Paving And Hotmix	250 Litres Of Catamoil	MUNI	400.00
EFT40571	19/11/2020	Margaret Anne Hatfull	Refund Cage Bond	MUNI	150.00
EFT40572	19/11/2020	Marketforce	Public Notices & Recruitment Advertising	MUNI	2,211.87
EFT40573	19/11/2020	Mckayhla Pomare	Umpire Recoup Basketball 18-11-2020	MUNI	66.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40574	19/11/2020	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	445.80
EFT40575	19/11/2020	Prestige Products	ERC - Cleaning Products	MUNI	844.58
EFT40576	19/11/2020	Promote You	Uniform Embroidery and Purchase of 7 x Polo Shirts for Rangers	MUNI	581.35
EFT40577	19/11/2020	Raya Thompson	Umpire Recoup Basketball 18-11-2020	MUNI	66.00
EFT40578	19/11/2020	Regional Media Specialists P/L	Bulk Purchase Of Newspaper Advertising Space For Community News - October 2020	MUNI	821.48
EFT40579	19/11/2020	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	529.31
EFT40580	19/11/2020	SMR Psychology	Employee Assistance Program - Counselling	MUNI	187.00
EFT40581	19/11/2020	SOS Office Equipment	Monthly Rental of Printers 11 October 2020 - 10 November 2020 & Printing Cost for October 2020	MUNI	8,113.58
EFT40582	19/11/2020	Southern Lock And Security	New Cylinder To KA 16 - 5x GMK Keys - 4 X KA 12 Keys - 4 X Star Keys - ERC	MUNI	510.00
EFT40583	19/11/2020	Southwest Ventures T/A Geographe Ford/Bunbury Hyundai	15,000 Km Service - DA8170	MUNI	405.00
EFT40584	19/11/2020	Spraymow Services	Carry Out The Weed Spraying Of Urban Road Verges, Traffic Islands and Footpaths As Per Scope Of Works And Quotation	MUNI	5,990.22
EFT40585	19/11/2020	Stewart And Heaton Clothing Company Pty Ltd	PPE Brigades - 6 x Jackets and 5 x Trousers	MUNI	1,008.17
EFT40586	19/11/2020	Taylor Anderson	Umpire Recoup Basketball 18-11-2020	MUNI	88.00
EFT40587	19/11/2020	Telstra	Shire Mobile Accounts October 2020	MUNI	3,797.56
EFT40588	19/11/2020	The KP Collective	2050 Visioning Document - Parts 5 & 8 Engagement and Final Reports	MUNI	7,584.50
EFT40589	19/11/2020	Therese Price	Umpire Recoup Netball 16-11-2020	MUNI	210.00
EFT40590	19/11/2020	Toni Hotchin	Umpire Recoup Netball 17-11-2020	MUNI	90.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40591	19/11/2020	Total Eden Pty Ltd	Reticulation Parts - Cadell Park - Mainline Break	MUNI	352.11
EFT40592	19/11/2020	Vanessa Rose Black	Umpire Recoup Netball 16-11-2020	MUNI	112.50
EFT40593	19/11/2020	Water Corporation	Water Use And Service Charges For Swan Avenue Reserve 01-11-20 To 31-12-20 & Eaton Boat Ramp Toilets 9-09-2020 - 12-11-2020	MUNI	136.89
EFT40594	19/11/2020	Winc Australia Pty Ltd	Stationery Order - Eaton Admin & Eaton Community Library	MUNI	471.91
EFT40595	19/11/2020	Woolworths Group Limited	ERC - Cafe Order	MUNI	109.00
EFT40596	19/11/2020	Zoe Hill	Umpire Recoup Netball 16-11-2020	MUNI	90.00
EFT40598	27/11/2020	Nutrien Ag Solutions	Sundry Turf Supplies & Varijet Spray Gun	MUNI	1,234.48
EFT40599	27/11/2020	Pages Mechanical Repairs	DA9513 - Service	MUNI	815.88
EFT40600	27/11/2020	Perfect Landscapes	Mowing Week Commencing 9/11/2020	MUNI	4,389.00
EFT40601	27/11/2020	PFI Supplies	Cleaning Supplies	MUNI	251.15
EFT40602	27/11/2020	Scope Electrical Contracting Pty Ltd	Repairs To Yard And Carpark Lighting - Shire Depot	MUNI	1,919.08
EFT40603	27/11/2020	Shire Of Harvey	Insurance Contribution 68.77% For The Danjoo Koorliny (Treedale Bridge) As Per Joint Maintenance Agreement	MUNI	20,123.05
EFT40604	27/11/2020	SJ Traffic Management	Traffic Management - Collie River Road 25/08/2020 - 11/09/2020 & Shoulder Grading Mungilup Road 31/08/2020 - 02/09/2020	MUNI	18,081.26
EFT40605	27/11/2020	SMR Psychology	Employee Assistance Program - Counselling	MUNI	374.00
EFT40606	27/11/2020	SOS Office Equipment	Monthly Rental of Printers 11/11/2020 - 10/12/2020	MUNI	4,785.00
EFT40607	27/11/2020	South West Psychology & Consultancy	Counselling Services - Employee Assistance Program	MUNI	640.00
EFT40608	27/11/2020	Spencer Signs	Change Ferguson Valley Logos On Existing Signs 20 x Logos Supply Only	MUNI	4,235.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40609	27/11/2020	Stewart And Heaton Clothing Company Pty Ltd	PPE Brigades - 4 x Jackets and 4 x Trousers	MUNI	274.02
EFT40610	27/11/2020	Synergy	Electricity Account For Garry Engel Park, Eaton	MUNI	2,623.30
EFT40611	27/11/2020	T-Quip	Sets Of Mulching Blades 110-0624-03 For Toro Groundmaster 360 72 Inch Deck	MUNI	654.85
EFT40612	27/11/2020	Talis Consultants Atf The Talis Unit Trust	Waste Management Contract And Tender Services - Tender Pack Preparation	MUNI	5,726.88
EFT40613	27/11/2020	Taylor Anderson	Umpire Recoup Basketball 25-11-2020	MUNI	88.00
EFT40614	27/11/2020	Telstra	Telephone And Various Lines For Eaton Admin Centre - Includes Directory Charges And Link To Library & Satellite Phones	MUNI	6,122.48
EFT40615	27/11/2020	The Funk Factory	Buy It Back Fair 2020 - Junkadelic Brass Band 3 x 45 Minutes percussion Workshop Sets With A 4 Piece Group	MUNI	1,100.00
EFT40616	27/11/2020	The Print Shop	Summer In Your Park Flyers & Buy It back Fair Banner	MUNI	753.20
EFT40617	27/11/2020	Therese Price	Umpire Recoup Netball 23-11-2020	MUNI	180.00
EFT40618	27/11/2020	Toll Transport	Postage & Freight - Burekup & Waterloo VBFB	MUNI	22.66
EFT40619	27/11/2020	Toni Hotchin	Umpire Recoup Netball 24-11-2020	MUNI	112.50
EFT40620	27/11/2020	Total Calibration Pty Ltd	Lanteria HR SCORM Engine Annual Subscription For Perpetual License	MUNI	295.02
EFT40621	27/11/2020	Total Eden Pty Ltd	Parts For Repairs - Cadell Park	MUNI	31.83
EFT40622	27/11/2020	Undercover SW	Spring Out - Sunday 18/10/2020- 3 Hours Of Laser Tag Hire And Staff To Run Activity	MUNI	650.00
EFT40623	27/11/2020	Vanessa Rose Black	Umpire Recoup Netball 23-11-2020	MUNI	120.00
EFT40624	27/11/2020	Water Corporation	Water Use And Service Charges For Bobin Street Depot 1-11-20 To 31-12-20 & ERC 8-09-20 - 6-11-20	MUNI	595.92
EFT40625	27/11/2020	West Australian Newspapers Ltd	Subscription For West Australian Newspapers 27/10/20 To 19/01/21	MUNI	164.34

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40626	27/11/2020	Woolworths Group Limited	Groceries Office and Meetings - November 2020	MUNI	377.38
EFT40627	27/11/2020	Wren Oil	Removal Of Waste Oil - Refuse Site	MUNI	192.50
EFT40628	27/11/2020	Xtreme Bounce Party Hire	Spring Out Festival	MUNI	1,600.00
EFT40629	27/11/2020	21 Graphic Design Pty Ltd	Inflatables Hire (Shooting Stars, Soccer Shoot, Hot Rods , Kids Bounce) And Staff Per Amusement Events Calendar - Dec 2020 & Jan 2021 School Holidays & Advertorial August 2020	MUNI	445.50
EFT40630	27/11/2020	Activ Industries Bunbury	Cleaning Of Playground Equipment - Carramar Park	MUNI	519.75
EFT40631	27/11/2020	Advanced Traffic Management WA P/L	Traffic Management - Pile Road - 2/11/2020 - 17/11/2020	MUNI	24,071.19
EFT40632	27/11/2020	Amanda Lee Kenny	Refund Cage Bond	MUNI	150.00
EFT40633	27/11/2020	Australian Tax Office	PAYG Withholding Fortnight Ending 13/11/2020 & 27/11/2020	MUNI	188,221.00
EFT40634	27/11/2020	Australind Landscaping Supplies	Turf Top Dress Sand - Glen Huon Oval	MUNI	272.00
EFT40635	27/11/2020	Better Telco Solutions Pty Ltd	Test Network Port 23A Not Working	MUNI	275.00
EFT40636	27/11/2020	Blaine Thompson	Umpire Recoup Basketball 25-11-2020	MUNI	88.00
EFT40637	27/11/2020	Boyles Plumbing And Gas	Repairs To RPZD - PT2 Hutchinson Road, Burekup	MUNI	360.71
EFT40638	27/11/2020	Brandicoot	Monthly Web Hosting For Shire Sites	MUNI	906.98
EFT40639	27/11/2020	Brett Hodgson	Umpire Recoup Basketball 25-11-2020	MUNI	44.00
EFT40640	27/11/2020	Bunbury Bearings	Large Tub Of Pressure Grease	MUNI	269.50
EFT40641	27/11/2020	Bunbury Bus Hire & Tint A Car Bunbury	Bus Hire - Seniors Celebration Day	MUNI	411.40
EFT40642	27/11/2020	Bunbury House Of Dance	Spring Out Festival - Bunbury House Of Dance 2 Hours Of Performances And Workshops	MUNI	200.20

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40643	27/11/2020	Bunbury Telecom Service Pty Ltd	Pile Road Section 3 - Service Locations	MUNI	275.00
EFT40644	27/11/2020	Bunnings Group Limited	Lock, Replacement Tyre Inflator, Cable Hooks, Event Items, Padlock for Depot Stores	MUNI	205.86
EFT40645	27/11/2020	Buss Group	Preventative Bridge Maintenance 2020/21	MUNI	14,720.09
EFT40646	27/11/2020	C & C Conveyancing	Rates Refund - 18 Bocker Street, Dardanup	MUNI	840.74
EFT40647	27/11/2020	Callum Hill	Umpire Recoup Basketball 25-11-2020	MUNI	110.00
EFT40648	27/11/2020	Caltex Australia Petroleum Pty Ltd	Fuel Shire Vehicles - October 2020	MUNI	14,619.80
EFT40649	27/11/2020	Cameron Baker	Umpire Recoup Basketball 25-11-2020	MUNI	66.00
EFT40650	27/11/2020	Charlotte White	Painting To Music Workshop x 2	MUNI	245.00
EFT40651	27/11/2020	Cindy Barbetti	Reimbursement Of 8 x Farewell Cards	MUNI	96.00
EFT40652	27/11/2020	Cleanaway	Waste, Recycle, Park and Street Bin Servicing - October 2020 and Bin Hire for Spring out Festival 18/10/2020	MUNI	45,270.54
EFT40653	27/11/2020	Coates Civil Consulting Pty Ltd	Revise Design Documents For Pile Road To Modify Intersection Bulge	MUNI	1,056.00
EFT40654	27/11/2020	Complete Hire And Sales Pty Ltd	Spring Out - Handwashing Unit Hire Sunday 18/10/2020	MUNI	649.00
EFT40655	27/11/2020	Country Landscaping Pty Ltd	Irrigation Pump Replacement & Construction of New Bore - Loffhouse Reserve, Install New Bermad - Gary Engel Park, Rectify Faults With Decoder - Millbridge Estate	MUNI	8,812.85
EFT40656	27/11/2020	Dardanup & Districts Residents Association	Community Grant Funding Round 1 2020-2021, Council Resolution # 299-20	MUNI	790.50
EFT40657	27/11/2020	Daryl Fishwick	Umpire Recoup Basketball 25-11-2020	MUNI	66.00
EFT40658	27/11/2020	Dave Lanfear Consulting Pty Ltd	Sport And Recreation Plan 2020-2030 - Completion of Phase 3 and 4	MUNI	14,553.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40659	27/11/2020	Department Of Fire And Emergency Services	2020/21 ESL Quarter 2 Contribution - ESL Collected Via Council's Rating Function And Remitted To DFES Quarterly	MUNI	205,589.54
EFT40660	27/11/2020	Donna Bastow	Umpire Recoup Basketball 25-11-2020	MUNI	110.00
EFT40661	27/11/2020	Donna Nicholls	Umpire Recoup Netball 23-11-2020	MUNI	165.00
EFT40662	27/11/2020	Eaton Baptist Church	Refund of Development Application For Temporary Sign - Exemption	MUNI	147.00
EFT40663	27/11/2020	Eaton Party Hire And Balloons	End Of Year Function - Balloon Arch And Floor Bunches	MUNI	260.00
EFT40664	27/11/2020	Eco Faeries	Buy It Back Fair - 15/11/2020 Eco Faeries - 3 Hours - Recycling Education , Craft And Entertainment Station	MUNI	1,250.00
EFT40665	27/11/2020	Erich Klaus Scherg	Refund Cage Bond	MUNI	150.00
EFT40666	27/11/2020	Fulton Hogan Industries WA	1 Tonne Of Premix	MUNI	480.96
EFT40667	27/11/2020	Gemhurst Pty Ltd	Rates Refund - 485 Harris Rd, Paradise	MUNI	446.95
EFT40668	27/11/2020	Integrity Management Solutions Pty Ltd	Attain Annual Software Licence - From 3/11/2020 To 24/11/2021	MUNI	6,050.00
EFT40669	27/11/2020	Janice Patricia Dow	Reimbursement 440Km Travel X 0.72	MUNI	316.80
EFT40670	27/11/2020	Jason Cartledge	Umpire Recoup Basketball 25-11-2020	MUNI	66.00
EFT40671	27/11/2020	Jim's Test And Tag	Electrical Test And Tag 2020/21 - Depot	MUNI	902.66
EFT40672	27/11/2020	Jo Jingles South West	Jo Jingles Sessions In The Eaton Library From 12.10.2020 - 27.10.2020	MUNI	1,584.00
EFT40673	27/11/2020	Josie Phillips	Umpire Recoup Netball 23-11-2020	MUNI	90.00
EFT40674	27/11/2020	Karyn Rowe	Umpire Recoup Netball 24-11-2020	MUNI	90.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40675	27/11/2020	Kenny Pomare	Umpire Recoup Basketball 25-11-2020	MUNI	22.00
EFT40676	27/11/2020	Kent Lyon Architect	Project Management Services - October 2020	MUNI	9,174.00
EFT40677	27/11/2020	Kmart	Buy It Back Fair 3X Paper Towel Holders, 3X Hand Sanitiser 1L, 8X Plastic Basket	MUNI	65.00
EFT40678	27/11/2020	Kylie Ann Fox	Rates Refund - Lot 122 Greenwood Hts, Ferguson	MUNI	1,865.43
EFT40679	27/11/2020	Kylie's Magical Face Painting	Buy It Back Fair - 2 X Airbrush Face-Painting Artist And Line Manager 3 Hours	MUNI	1,005.00
EFT40680	27/11/2020	Larry Price	Service And Repairs - DA9429 & DA10105	MUNI	884.45
EFT40681	27/11/2020	Lonsdale Party Hire	Buy It Back Fair - Equipment Hire 8 X Trestle Tables , 4 x Outdoor Table,31 X Chairs, 4 X Umbrellas, 2 x 6MX3M Marquees	MUNI	1,537.42
EFT40682	27/11/2020	Madison Hancock	Umpire Recoup Netball 24-11-2020	MUNI	45.00
EFT40683	27/11/2020	Mckayhla Pomare	Umpire Recoup Basketball 25-11-2020	MUNI	66.00
EFT40684	27/11/2020	Mcleods Barristers And Solicitors	Eaton Bowling Club - Review Of Contracts	MUNI	3,828.50
EFT40685	27/11/2020	MGM Bulk Pty Ltd	Supply and Deliver Gravel - Pile Road - 4,126.52 Tonnes	MUNI	79,435.51
EFT40686	27/11/2020	Paxon Consulting Group Pty Ltd	Consultancy Fees: Preparation Of Business Case For Reticulated Gas From Burekup To Dardanup - 50% Progress Fee	MUNI	14,960.00
EFT40687	27/11/2020	PFI Supplies	Cleaning Supplies	MUNI	493.50
EFT40688	27/11/2020	Raya Thompson	Umpire Recoup Basketball 25-11-2020	MUNI	66.00

CHEQUES

TRUST

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40597	26/11/2020	Shire Of Dardanup	Reimburse For Ferguson Valley & Wellington Forest Marketing Plan From Tourism WA Trust Funds - Ferguson Valley Marketing Project For Australia South West Invoice 20210009 - 2nd Milestone Payment	TRUST	25,000.00
PAYROLL					
DD15365.1	13/11/2020	WA Super	Payroll Deductions	MUNI	36,375.53
DD15365.2	13/11/2020	MLC Super Fund	Superannuation Contributions	MUNI	567.97
DD15365.3	13/11/2020	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	165.36
DD15365.4	13/11/2020	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	229.80
DD15365.5	13/11/2020	One Path Masterfund	Superannuation Contributions	MUNI	64.28
DD15365.6	13/11/2020	Hostplus	Superannuation Contributions	MUNI	315.97
DD15365.7	13/11/2020	Suncorp Brighter Super	Superannuation Contributions	MUNI	207.89
DD15365.8	13/11/2020	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	55.43
DD15365.9	13/11/2020	Local Government Super	Superannuation Contributions	MUNI	232.58
DD15365.10	13/11/2020	BT Super	Payroll Deductions	MUNI	541.06
DD15365.11	13/11/2020	Commonwealth Essential Super	Superannuation Contributions	MUNI	77.38
DD15365.12	13/11/2020	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	261.82
DD15365.13	13/11/2020	Rest Superannuation	Superannuation Contributions	MUNI	793.00
DD15365.14	13/11/2020	The Bro Code Super Fund	Payroll Deductions	MUNI	34.63
DD15365.15	13/11/2020	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	663.66

Payment	Date	Name	Invoice Description	Fund	Amount
DD15365.16	13/11/2020	Media Super	Superannuation Contributions	MUNI	522.66
DD15365.17	13/11/2020	MIML - Macquarie Super Accumulator	Superannuation Contributions	MUNI	476.06
DD15365.18	13/11/2020	Australiansuper	Superannuation Contributions	MUNI	2,420.44
DD15365.19	13/11/2020	Burton Superannuation Fund	Superannuation Contributions	MUNI	257.93
DD15365.20	13/11/2020	Perpetual Wealth Focus Super Plan	Superannuation Contributions	MUNI	155.85
DD15396.1	27/11/2020	Aware Super Pty Limited	Payroll Deductions	MUNI	43,874.54
DD15396.2	27/11/2020	Hostplus	Superannuation Contributions	MUNI	304.42
DD15396.3	27/11/2020	Perpetual Wealth Focus Super Plan	Superannuation Contributions	MUNI	173.17
DD15396.4	27/11/2020	MLC Super Fund	Superannuation Contributions	MUNI	763.22
DD15396.5	27/11/2020	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	255.76
DD15396.6	27/11/2020	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	300.64
DD15396.7	27/11/2020	One Path Masterfund	Superannuation Contributions	MUNI	109.41
DD15396.8	27/11/2020	Suncorp Brighter Super	Superannuation Contributions	MUNI	265.95
DD15396.9	27/11/2020	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	58.94
DD15396.10	27/11/2020	Local Government Super	Superannuation Contributions	MUNI	232.58
DD15396.11	27/11/2020	BT Super	Payroll Deductions	MUNI	625.04

Payment	Date	Name	Invoice Description	Fund	Amount
DD15396.12	27/11/2020	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	353.46
DD15396.13	27/11/2020	Commonwealth Essential Super	Superannuation Contributions	MUNI	257.93
DD15396.14	27/11/2020	Rest Superannuation	Payroll Deductions	MUNI	1,141.45
DD15396.15	27/11/2020	The Bro Code Super Fund	Superannuation Contributions	MUNI	108.23
DD15396.16	27/11/2020	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	778.08
DD15396.17	27/11/2020	Media Super	Superannuation Contributions	MUNI	634.78
DD15396.18	27/11/2020	MIML - Macquarie Super Accumulator	Superannuation Contributions	MUNI	581.58
DD15396.19	27/11/2020	Australiansuper	Superannuation Contributions	MUNI	2,726.62
DD15396.20	27/11/2020	Burton Superannuation Fund	Superannuation Contributions	MUNI	348.20
CREDIT CARD					
DD15412.1	27/11/2020	Canva Pty Ltd	ERC - Annual License Fee For Canva Pro	MUNI	167.88
DD15412.2	27/11/2020	Zoom	Zoom Cloud Storage For Video Recordings 100Gb	MUNI	61.60
DD15412.3	27/11/2020	Grammarly Business	Grammarly Annual Subscription 27-10-2020 - 26-10-2021	MUNI	649.29
DD15412.4	27/11/2020	Facebook Ireland Limited	Buy It Back Fair Facebook Paid Post	MUNI	85.70
DD15412.5	27/11/2020	Mailchimp	Monthly Subscription And Charge For Electronic Newsletters July 20 - June 21	MUNI	113.58
DD15412.6	27/11/2020	Surveymonkey Europe	Subscription To Survey Service - Survey Monkey Online November 20 - February 21	MUNI	111.00
DIRECT DEBIT					

Payment	Date	Name	Invoice Description	Fund	Amount
DD15410.1	16/11/2020	SGFleet	Vehicle Lease 2020/21 - Bushfire Risk Planning Coordinator For Period 15-11-20 To 14-12-20	MUNI	564.04
INTERNATIONAL					
BPAY					
DD15391.1	25/11/2020	Alinta	Electricity Account Eaton Recreation Centre - 20/10/2020 - 16/11/2020	MUNI	2,366.94
DD15404.1	26/11/2020	inet Ltd	Monthly Charge For Business-4 Service Sod@Westenet.Com.Au	MUNI	174.94
REPORT TOTALS					1,288,582.76
EFT	1,160,974.49				
Muni Cheque	0.00				
Trust	25,000.00				
Payroll	98,313.30				
Credit Card	1,189.05				
Direct Debit	564.04				
International	0.00				
BPAY	2,541.88				
TOTAL					1,288,582.76

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

12.17 Title: Audit & Risk Committee Meeting Minutes

Reporting Department: Corporate & Governance Directorate
Reporting Officer: Mrs Donna Bailye - Personal Assistant to D/CEO
Legislation: Local Government Act 1995

MINUTES OF THE SHIRE OF DARDANUP AUDIT & RISK COMMITTEE MEETING HELD ON MONDAY, 7 DECEMBER 2020, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 1.00PM.

Officer Comment

The Minutes of the Audit & Risk Committee Meeting held on the 7th of December 2020 are attached (Appendix ORD: 12.17A – Appendices Part 3: Page 27).

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Minutes of the Shire of Dardanup Audit & Risk Committee Meeting held on the 7th of December 2020 (Appendix ORD: 12.17A).

**AUDIT & RISK COMMITTEE
RECOMMENDED RESOLUTION 'A'**

THAT Council accepts the Draft Auditor's Report (Appendix ORD: 12.17B – Appendices Part 3: Page 71) as issued by the Office of the Auditor General (OAG) of the Annual Financial Statements for the 2019/20 financial year.

**AUDIT & RISK COMMITTEE
RECOMMENDED RESOLUTION 'B'**

THAT Council receives the Shire of Dardanup 2019/20 audited Annual Financial Statements for the financial year ended 30th of June 2020 (Appendix ORD: 12.17C – Appendices Part 3: Page 73).

**AUDIT & RISK COMMITTEE
RECOMMENDED RESOLUTION 'C'**

THAT the Audit and Risk Committee recommends that Council receive and endorse the 2021 Annual Audit Work Plan.

AUDIT AND RISK COMMITTEE – 2021 ANNUAL AUDIT WORK PLAN					
FUNCTIONS, RESPONSIBILITIES & ASSOCIATED ACTIVITIES	Mar 21	* Apr 21	Jun 21	Sep 21	Dec 21
1. Committee Operation					
Biennial review of the Charter (Terms of Reference). <i>Next Due 2022.</i>	Not Applicable				
Agree on the annual audit work plan; and set priority areas for the coming year.					✓
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.					✓
New members are briefed on their appointment to assist them to meet their Committee responsibilities. <i>Next Due 2021.</i>					✓
Appointment of Presiding Member and Deputy Presiding Member. <i>Next Due 2021.</i>					✓
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: 30-06-2022</i>	Not Applicable				
Receive the biannual dashboard report			✓		✓
3. Legislative Compliance					
Review the annual Compliance Audit Return (CAR) and report to the Council the results of that review.	✓				
Receive the biannual compliance report resulting from the Compliance Manual (incorporating the annual calendar).	✓			✓	
4. Internal Audit					
Review annually the internal audit annual work plan, including any reports produced as part of special assignments undertaken by internal audit.				✓	
5. Financial Reporting					
Consider and recommend adoption of the Annual Financial Report to Council.					✓
6. External Audit (OAG)					
Audit Entrance Meeting with Audit and Risk Committee, Management and Council Auditors. The option exists for this entrance meeting to be only		*			

AUDIT AND RISK COMMITTEE – 2021 ANNUAL AUDIT WORK PLAN					
FUNCTIONS, RESPONSIBILITIES & ASSOCIATED ACTIVITIES	Mar 21	* Apr 21	Jun 21	Sep 21	Dec 21
with the CEO and Finance staff negating the need for an Audit and Risk Committee meeting.					
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.					✓
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 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.					✓
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.	✓		✓	✓	✓
7. Regulation 17 Triennial Review (report next Due: March 2021)					
To consider the CEO's triennial review on risk management, internal control and legislative compliance.	✓				
Set the action plan arising from auditor recommendations from the Regulation 17 review.	✓				
Receive an update on the action plan arising from auditor recommendations from the Regulation 17 review.			✓	✓	✓
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.	Not Applicable				
Set the action plan arising from auditor recommendations from the Financial Management Systems Review.	Not Applicable				
Receive an update on the action plan arising from auditor recommendations from the Financial Management Systems Review.	Not Applicable				
9. Governance Health & Financial Sustainability Biennial Review (report next Due: March 2022)					

AUDIT AND RISK COMMITTEE – 2021 ANNUAL AUDIT WORK PLAN					
FUNCTIONS, RESPONSIBILITIES & ASSOCIATED ACTIVITIES	Mar 21	* Apr 21	Jun 21	Sep 21	Dec 21
To consider the CEO's biennial Governance Health and Financial Sustainability Review, and report to the Council the results of that review.	Not Applicable				
Set the action plan arising from the recommendations from the review.	Not Applicable				
Receive an update on the action plan arising from the recommendations from the review.	Not Applicable				
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				
10. Information Systems Security Audit (report next Due: June 2021)					
Receive the audit report arising from the 2 yearly Information Systems Security Audit.				✓	
Set the action plan arising from the recommendations from the Information Systems Security Audit.					✓
Receive an update on the action plan arising from the recommendations from the Information Systems Security Audit.					✓

** A minimum of four meetings per annum is required, however an additional meeting may be scheduled for April 2021 that serves as an audit entrance meeting with Council's appointed Auditors, unless this entrance meeting can be conducted with just the CEO and Finance Staff.*

**AUDIT & RISK COMMITTEE
RECOMMENDED RESOLUTION 'D'**

THAT Council:

- 1. Receives the SecurePay Fraudulent Transaction report in the Audit & Risk Committee Meeting Minutes 7 December 2020 (Appendix ORD: 12.17A).**
- 2. Requests that the Chief Executive Officer formulate an Administrative Policy and Procedure to ensure that the controls around the selection and evaluation of future online payment providers be created.**

13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

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

None.

15 PUBLIC QUESTION TIME

16 MATTERS BEHIND CLOSED DOORS
--

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

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

- S 5.23 (1) Subject to subsection (2), the following are to be open to members of the public-*
- (a) all Council meetings; and*
 - (b) all meetings of any committee to which a local government power or duty has been delegated.*
- (2) If a meeting is being held by a Council or by a committee referred to in subsection (1) (b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following -*
- (a) a matter affecting an employee or employees;*
 - (b) the personal affairs of any person;*
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*
 - (e) a matter that if disclosed, would reveal -*
 - (i) a trade secret;*
 - (ii) information that has a commercial value to a person; or*
 - (iii) information about the business, professional, commercial or financial affairs of a person,*
where the trade secret or information is held by, or is about, a person other than the local government;
 - (f) a matter that if disclosed, could be reasonably expected to -*
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;*
 - (ii) endanger the security of the local government's property; or*
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*
 - (g) information which is the subject of a direction given under section 23 (1a) of the Parliamentary Commissioner Act 1971; and*
 - (h) such other matters as may be prescribed.*
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

OFFICER RECOMMENDED RESOLUTION

THAT in accordance with the Local Government Act 1995, S 5.23 (2) (e) (iii), the Council goes Behind Closed Doors [.....pm] to discuss a matter that if disclosed, would reveal - information about the business, professional, commercial or financial affairs of a person.

16.1 Title: Eaton Recreation Centre Business Implementation Plan

Reporting Department: Sustainable Development Directorate
Reporting Officer: Ms Susan Oosthuizen - Director Sustainable Development
Legislation: Local Government Act 1995

REPORT UNDER SEPARATE COVER

Note: In accordance with the Local Government Act 1995 5.23 (2) this report is not available to the public. The Shire President tables the confidential report on this matter and provides copies to each elected member. The report will be located in the Records Management System of the Council.

OFFICER RECOMMENDED RESOLUTION

THAT Council returns from Behind Closed Doors [time].

Note: In accordance with Standing Order 5.2(6) the Presiding Officer, may cause the motion passed by Council whilst behind closed doors to be read out.

17 CLOSURE OF MEETING

The Presiding Officer advises that the next Ordinary Meeting of Council will be held on Wednesday the 20th of January 2021, 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.

