



Shire of Dardanup

A G E N D A

FOR THE

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 18th of October 2023
Commencing at 5.00pm

At

ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup Council will be held on Wednesday, the 18th of October 2023 at the Administration Centre Eaton, 1 Council Drive, Eaton – Commencing at 5.00pm.

MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

Date: 13th October 2023

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

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

VISION STATEMENT

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

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COUNCIL ROLE

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

DISCLAIMER

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

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

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

RISK ASSESSMENT

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

RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE

Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	Environmental	Property
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. Example: Gossip, Facebook item seen by limited persons.	Contained, reversible impact managed by on site response.	Inconsequential or no damage.
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. Example: Local paper / Industry news article, Facebook item seen by multiple groups.	Contained, reversible impact managed by internal response.	Localised damage rectified by routine internal procedures.
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. Example: State-wide paper, TV News story.	Contained, reversible impact managed by external agencies.	Localised damage requiring external resources to rectify.
Major (4)	Long-term disability/ multiple injuries Lost time injury >30 days	\$300,001 - \$1.5 million	Prolonged interruption of services – additional resources; performance affected < 1 month	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. Example: Australia wide news stories. Regulatory / Political commentary involvement.	Uncontained, reversible impact managed by a coordinated response from external agencies.	Significant damage requiring internal & external resources to rectify.
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. Example: Worldwide news, Focused articles (e.g. 60 minutes). Regulatory / Political oversight and involvement.	Uncontained, irreversible impact.	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building.

RISK - LIKELIHOOD TABLE

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

LEVEL OF RISK GUIDE

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

SHIRE OF DARDANUP

AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ON WEDNESDAY, THE 18TH OF OCTOBER 2023, AT ADMINISTRATION CENTRE EATON, 1 COUNCIL DRIVE, EATON, COMMENCING AT 5.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

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

Acknowledgement of Country

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

Emergency Procedure

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

Affirmation of Civic Duty and Responsibility

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

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

2.1 Attendance

2.2 Apologies

2.3 Leave of Absence

2.4 Previous Meetings

DATE	TYPE	CR. M T BENNETT	CR. L W DAVIES	CR. J DOW	CR. T G GARDINER	CR. S L GILLESPIE	CR. M R HUTCHINSON	CR. E P LILLY	CR. P R PERKS	CR. P S ROBINSON
DECEMBER 2022										
7/12/22	WS GLEN HUON OVAL - TICKET FENCING	✓	NA	✓	✓	Ap	✓	✓	✓	✓R
7/12/22	AF	✓	NA	✓	✓	✓	✓	✓	✓	✓R
14/12/22	CF	✓	NA	✓	✓	✓	✓	✓	✓	✓
14/12/22	OCM	✓	✓	✓	✓	✓	✓	✓	✓	✓
JANUARY 2023										
18/01/23	AF	✓	LoA	Ap	✓	✓	✓	✓	LoA	✓R
25/01/23	CF	✓	LoA	✓	✓	✓	✓	✓	LoA	✓
25/01/23	OCM	✓	LoA	✓	✓	✓	✓	✓	LoA	✓
25/01/23	SCM ANNUAL ELECTORS MEETING	✓	LoA	✓	✓	✓	✓	✓	LoA	✓
FEBRUARY 2023										
1/02/23	WS CHRMAP DRAFT REPORT PRESENTATION	✓	NA	Ap	✓	✓	✓	✓	✓	Ap
1/02/23	WS DIFFERENTIAL RATES	✓	NA	✓	✓	✓	✓	✓	✓	Ap
8/02/23	WS REVIEW OF DRAFT MEMORIALS POLICY	✓	NA	Ap	✓	LoA	✓	✓	✓	Ap
13/02/23	BUREKUP COMMUNITY MEETING	✓		✓	✓		✓			Ap
14/02/23	DARDANUP COMMUNITY MEETING	✓			✓		✓	✓	✓	Ap
15/02/23	AF	✓	NA	Ap	✓	LoA	✓	✓	Ap	Ap
15/02/23	EATON COMMUNITY MEETING	✓			✓	✓		✓	✓	Ap
16/02/23	FERGUSON COMMUNITY MEETING	✓			✓			✓	✓	Ap

DATE	TYPE	Cr. M T BENNETT	Cr. L W DAVIES	Cr. J DOW	Cr. T G GARDINER	Cr. S L GILLESPIE	Cr. M R HUTCHINSON	Cr. E P LILLY	Cr. P R PERKS	Cr. P S ROBINSON
22/02/23	CF	✓	Ap	✓	✓	LoA	✓	✓	✓	✓
22/02/23	OCM	✓	Ap	✓	✓	LoA	✓	✓	✓	✓
24/02/23	WS FRAUD AWARENESS TRAINING			-			✓		✓	
MARCH 2023										
1/03/23	WS SHIRE OF DARDANUP LOCAL BIKE PLAN	✓	NA	-	✓	Ap	✓	✓	✓	Ap
1/03/23	WS REVIEW OF HERITAGE SURVEY	✓	NA	-	✓	✓	✓	✓	✓	Ap
8/03/23	WS INTEGRATED PLANNING COMMITTEE MEETING	✓	✓	-	✓	✓	✓	✓R	✓	✓
8/03/23	SCM	✓	✓	-	✓	✓	✓	✓R	✓	✓
15/03/23	AF	✓	NA	-	✓	✓	✓	✓	✓	✓R
22/03/23	CF	✓	NA		✓	✓	✓	✓	✓	✓
22/03/23	OCM	✓	✓		✓	✓	✓	✓	✓	✓
29/03/23	WS MARKYT COMMUNITY SCORECARD REPORT	✓			✓		✓	Ap	✓	
30/03/23	WS PROJECT CONNECT	✓	NA	~	✓	Ap	Ap	✓	✓	✓R
APRIL 2023										
19/04/23	AF	✓	NA	~	✓	✓	LoA	✓	✓	✓R
26/04/23	CF	✓	✓	~	✓	✓	LoA	✓	✓	✓
26/04/23	OCM	✓	✓	~	✓	✓	LoA	✓	✓	✓
MAY 2023										
02/05/23	STRATEGIC WS	✓	N/A	~	✓	✓	✓	✓	✓	✓
3/05/23	WS – PRAMP	✓	N/A	~	✓	Ap	✓	✓	✓	Ap
17/05/23	WS – MRWA PRESENTATION	✓	LoA	~	✓	✓	✓	✓	✓R	✓R
17/05/23	AF	✓	LoA	~	✓	✓	✓	✓	✓R	✓R
24/05/23	CF	✓	LoA	~	✓	✓	✓	✓	✓	✓
24/05/23	OCM	✓	LoA	~	✓	✓	✓	✓	✓	✓
31/05/23	SCM	Ap	Ap	~	✓	✓	✓	✓	✓R	✓R
JUNE 2023										
21/06/23	AF	✓	Ap	~	✓	✓R	✓	✓	✓	LoA
28/06/23	CF	✓	Ap	~	✓	Ap	✓	✓	✓	Ap
28/06/23	OCM	✓	✓	~	✓	Ap	✓	✓	✓	✓R
JULY 2023										
12/07/23	WS -GVMT ADVOCACY STRATEGY	✓	Ap	~	✓	✓	✓	✓	Ap	LoA
19/07/23	AF	✓	NA	~	✓	✓	✓	✓	✓	LoA

DATE	TYPE	Cr. M T BENNETT	Cr. L W DAVIES	Cr. J DOW	Cr. T G GARDINER	Cr. S L GILLESPIE	Cr. M R HUTCHINSON	Cr. E P LILLY	Cr. P R PERKS	Cr. P S ROBINSON
26/07/23	CF	✓	NA	~	✓	✓	✓	✓	Ap	LoA
26/07/23	OCM	✓	✓	~	✓	✓	✓	✓	Ap	LoA
AUGUST 2023										
16/08/23	AF	✓	NA	~	✓	✓	✓	Ap	Ap	✓R
23/08/23	CF	✓	Ap	~	✓	✓	✓	Ap	✓	✓
23/08/23	OCM	✓	Ap	~	✓	✓	✓	Ap	✓	✓
30/08/23	WS - CHILD SAFETY AWARENESS POLICY	✓	NA	~	✓	Ap	NA	Ap	✓	Ap
30/08/23	WS - PUBLIC ART POLICY	✓	NA	~	✓	Ap	NA	Ap	✓	Ap
30/08/23	WS - SOUTHERN GATEWAY ALLIANCE	✓	NA	~	✓	Ap	NA	Ap	✓	Ap
SEPTEMBER 2023										
04/09/23	BUREKUP ADVISORY GROUP MEETING	✓		~	✓		✓			
05/09/23	DARDANUP ADVISORY GROUP MEETING	Ap		~	✓			✓		
06/09/23	WS - DIFFERENTIAL RATES	✓	NA	~	✓	✓	✓	✓	✓	Ap
11/09/23	FERGUSON VALLEY ADVISORY GROUP	Ap		~	✓					
12/09/23	EATON ADVISORY GROUP	✓		~		✓			Ap	
20/09/23	AF	✓	NA	~	✓	Ap	✓	✓	Ap	✓R
27/09/23	CF	Ap	NA	~	✓	✓	✓	✓	✓	✓
27/09/23	OCM	Ap	✓	~	✓	✓	✓	✓	✓	✓
OCTOBER 2023										
11/10/23	AF	✓	NA	~	✓	Ap	✓	✓	Ap	✓R
18/10/23	CF			~						
18/10/23	OCM			~						

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

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

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

4 PUBLIC QUESTION TIME

5 APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL RESOLUTION

THAT:

1. be granted leave of absence for the Special Council Meeting to be held on the 25th of October 2023.
2. be granted leave of absence for the Ordinary Council Meeting to be held on the 22nd of November 2023.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

[7.1 Ordinary Council Meeting Held on the 27th of September 2023](#)

OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Ordinary Meeting of Council held on the 27th of September 2023, be confirmed as true and correct subject to no/the following corrections:

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.1 Title: Shire President Monthly Report

Reporting Department

Elected Members

Elected Member

Cr. Michael Bennett - Shire President

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

Event:	12/09/2023 – Annual Sandakan Service hosted by Shire of Boyup Brook
Report:	This is a yearly memorial service for the prisoners of war that were held in prison camps in Borneo and marched to their death by the Japanese.
Event:	17/09/2023 to 19/09/2023 – 2023 WALGA Convention “Local Futures”
Report:	The ‘Local Futures’ theme was great and the discussions around AI was enlightening for those of us who see what this can do to the future of Local Government.
Event:	20/09/2023 – Regional Road Group Chairs Breakfast
Report:	Great meeting with discussion on the RRG Funding.
Event:	20/09/2023 – Resource Recovery Group (RRG) FOGO Tour for SW Councils
Report:	Shire of Dardanup arranged a FOGO Tour with RRG for South West Council’s which was well attended with 26 representatives made up of some staff and councillors indicating where we need to be in treating our FOGO.
Event:	20/09/2023 – Dardanup Community Meeting - Greenbushes rail spur with Talison and SWDC
Report:	Presentation on the proposal to recommission the Greenbushes to Bunbury Railway Line. Part of community consultation to assess the business case.
Event:	21/09/2023 – BGEA Board Meeting
Report:	Hosted by the Shire of Dardanup.
Event:	04/10/2023 – Breakfast Roundtable with the Leader of the Opposition, the Hon. Peter Dutton MP
Report:	Hosted by Nola Marino. Hon. Peter Dutton listened to all who attended.
Event:	04/10/2023 – Meeting regarding Potential Waste Burning System (Waste to Char)
Report:	Another new form of dealing with waste and as soon as I have the info, I will share with Councillors.

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

11 DECLARATION OF INTEREST

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

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

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

- *Elected member, Cr. E P Lilly declared an Impartiality Interest in Item '12.2.1 -Extractive Industry – Lot 81 Marginata Close, Crooked Brook as she is a member of the Dardanup Environmental Action Group.*

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 EXECUTIVE REPORTS

12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

12.2.1 Extractive Industry – Lot 81 Marginata Close, Crooked Brook

Reporting Department	<i>Sustainable Development Directorate</i>
Responsible Officer	<i>Mr Ashwin Nair - Director Sustainable Development</i>
Reporting Officer	<i>Mrs Cecilia Muller - Principal Planning Officer</i>
Applicant	<i>Harley Dykstra Planning & Survey Solutions (on CPSS Pty Ltd)</i>
Legislation	<i>Planning and Development Act 2005</i>
Council Role	<i>Quasi-Judicial.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>12.2.1A - Development application report Version F - Under E Separate Cover</i> <i>12.2.1B - Further Information with amended plan</i> <i>12.2.1C - Public submissions</i> <i>12.2.1D - Agency submissions</i> <i>12.2.1E - Risk assessment</i> <i>12.2.1F - Assessment under clause 67</i>

DECLARATION OF INTEREST
<p>Cr. E P Lilly declared an Impartiality Interest in this item.</p> <p>Please refer to Part 11 ‘Declaration of Interest’ for full details.</p>

Overview -

The purpose of this report is for Council to consider an application for development approval for an extractive industry for sand and gravel on Lot 81 Marginata Close, Crooked Brook.

Officers do not have delegation to determine applications for development approval within the ‘Waste Disposal/Processing’ area as identified in the Local Planning Strategy. There were also four objections received, which further requires Council to determine the application. Officers consider that the proposal is consistent with the planning framework and should be granted approval subject to conditions. Council should also authorise the grant of the extractive industry licence once the applicant has demonstrated compliance with the relevant development approval conditions.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Approve development application DAP-F0293586 (E-Appendix ORD:12.2.1A – Under Separate Cover) for an “Industry – Extractive” on Lot 81 Marginata Close, Crooked Brook under the Greater Bunbury Region Scheme, Clause 68(2)(b) of Schedule 2 (deemed provisions) of the *Planning and Development (Local Planning Schemes) Regulation 2015* and the provisions of Clause 7.3 of the Shire of Dardanup Town Planning Scheme No. 3, subject to the following conditions:**

- a) All development must be carried out in accordance with the approved plans listed below, unless amended with the written consent of the Shire. In the event of an inconsistency between the approved plans and a requirement of the conditions of this development approval, the requirement of the conditions prevail:**

Approved plans:

- Pre Extraction Site Plan No. 22962-02 dated 27 September 2023;
 - Excavation Works Plan No. 22962-01 dated 27 September 2023;
 - Material Evaluation Plan No. 22962-06 dated 27 September 2023;
 - Post Extraction Rehabilitation Plan No. 22962-03 dated 27 September 2023; and
 - Route Map No.22962-04B dated 27 September 2023.
 -
- b) The approval is valid for a period of 10 years from the date of approval.**
 - c) The extractive operations and all associated works, including but not limited to stockpiles, internal access roads, batters, bunds and drainage systems, must be setback as in accordance with the “Extractive License Extent” as depicted on the Pre Extraction Site Plan.**
 - d) The extractive operations are not permitted to intercept the water table. Should the extractive operations intercept the water table then:**
 - The extractive operations must cease immediately and must be reported to the Shire within 24 hours of the interception occurring; and
 - Prior to any further excavation or works proceeding a report must be submitted to an approved by the Shire in consultation with the Department of Water and Environmental Regulation detailing remedial action. Once approved the landowner/proponent is responsible to ensure that the remedial actions are carried out at all times and in all aspects in accordance with the report.
 - e) Any ancillary maintenance or refuelling of plant and equipment shall be restricted to a mobile service vehicle carrying appropriate spill prevention and clean up equipment.**
 - f) Prior to the commencement of works, the Dust Management Plan dated September 2020 (V1) to be amended and resubmitted to the Shire for**

consideration and approval by the Shire. The plan must be based on local weather conditions and include all activities including the crushing and screening activities and how dust generated will be contained onsite. Once approved, the proponent is responsible to ensure that the development is carried out at all times and in all respects in accordance with the plan.

- g) Prior to the commencement of works, the sites water source must be determined and approved by the Shire of Dardanup to ensure continuity of supply for dust management and rehabilitation works.
- h) Prior to the commencement of works, a Stormwater Management Plan must be prepared in accordance with Water Quality Protection Note 15:Basic Raw Materials Extract and submitted to and approved by the Shire of Dardanup, in consultation with the Department of Water and Environmental Regulation (DWER). The plan must (but not limited too) include the following:
- capacity and design of the detention basins.
 - expected volumes of stormwater to be detained.
 - stormwater flow paths and measures to divert stormwater to the detention basins.
 - a map showing the above would greatly assist in clarity of the proposed stormwater management.

Once approved the plan must be implemented in its entirety at all times in accordance with the plan.

- i) Prior to the commencement of works, detailed engineering drawings of all stormwater management structures (i.e. Cut-off drains, contour banks/bunds and stormwater detention basins) must be submitted to and approved by the Shire of Dardanup, and thereafter implemented to the satisfaction of the Shire of Dardanup.
- j) Prior to the commencement of works, a Rehabilitation Management Plan shall be submitted to and approved by the Shire of Dardanup. The plan must demonstrate (but not limited too) the following:
- a) Stages of rehabilitation.
 - b) details of the establishment of pasture post-extraction.
 - c) details the proposed plant species, density of planting and maintenance measures.
 - d) weed identification and management measures to state that weed monitoring should occur every six months (Autumn and Spring).
 - e) dieback identification and management measures.
 - f) demonstrate that it is consistent with WQPN 15 and the Guidelines for Preparing Mine Closure Plans. The proponent is to adhere to the agreed intended staging and ensure successful rehabilitation to the final landform and land use.

- g) management and compliance reporting shall be included to ensure successful implementation.**
- h) demonstrate compliance with the conditions for sites under Council Policy Infr CP055 – Extractive Industries – Site Rehabilitation’.**
- i) the revegetation of areas used for stockpiles.**
- j) extraction of subsequent stages may only commence if rehabilitation of the previous extraction site has substantially commenced.**

Once approved, the proponent is responsible to ensure that the development is carried out at all times and in all respects in accordance with the plan.

- k) The approved hours of operation are 6 am until 6 pm Monday to Friday inclusive.**
- l) Haulage vehicles associated with the development are prohibited from using the gravel portion of Banksia Road and Panizza Road.**
- m) Prior to the commencement of works, satisfactory arrangements being made with the Shire of Dardanup for the full cost of upgrading the intersection of Banksia Road and Marginata Close to provide adequate corner radius for B-Double vehicles to remain lane correct. Detailed engineering drawings of any proposed road upgrades must be submitted to and approved by the Shire of Dardanup. Once approved must be implemented prior to works commencing.**
- n) By 30 June each year in which the development operates, the licensee shall pay an annual contribution to the Shire reflective of the road pavement asset deterioration associated with the development. The contribution is to be calculated in accordance with WALGA User Guide Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks, utilising Figure 4, ESA per vehicle for increasing payload.**
- o) The operator is required to submit an annual “Progress report” detailing progress of the pit over the previous 12 month period up to 30 June. The Report should provide details of the following:**
 - Extent of extraction undertaken (volume and area).**
 - Completion of stages.**
 - Rehabilitation of completed stages.**
 - Outcomes of monitoring of planted vegetation buffers.**
 - Detailed Survey plan.**
- p) Prior to the commencement of works, a Dieback Management Plan is to be prepared, and approved to the satisfaction of the Shire of Dardanup in consultation with DBCA, consistent with the Best Practice Guidelines for Management of Phytophthora Dieback in the Basic Raw Materials Industries. Once approved, the proponent is responsible to ensure that the development is carried out at all times and in all respects in accordance with the plan.**

- q) Prior to the commencement of works an updated Acoustic Assessment is to be submitted and approved by the Shire of Dardanup which demonstrates that noise levels received at sensitive receptors include cumulative noise emissions from nearby industries and compliance with the assigned levels of the Environmental Protection (Noise) Regulations 1997. The assessment must also include recommendations to be included within a Noise Management Plan to be submitted prior to works occurring demonstrating how noise will be managed at all times and where possible reduced. Once approved, the proponent is responsible to ensure that the development is carried out at all times and in all respects in accordance with the plan.
- r) The extractive operations must not exceed a maximum depth of 4m below the current surface level within the area indicated as “Extractive Licence Extent” on the approved Excavation Works Plan.
- s) Prior to the commencement of works a bond per ha of operating area is required on a stage-by-stage basis. The operating area is defined as all areas previously mined where rehabilitation has not been accepted as finalised plus the area to be mined in the current year. The cash bond or bank guarantee is to be accompanied by a signed Extractive Industry Rehabilitation Bond Agreement.
- t) Prior to the commencement of works, an updated excavation plan being submitted demonstrating the spatial extent of the previous area dedicated as landfill for the site. Once this has been submitted, the setbacks of the extraction activities from the landfill area must demonstrate that it is sufficient to not impact upon the capped and sealed area of the landfill area as to avoid environmental contamination.

Advice Notes

- i) Department of Water and Environmental Regulation advises that:
- The proponent is to lodge an application for a works approval (or licence) with DWER under the EP Act for the proposed crushing and screening related to the extraction activity.
 - Activities involving hazardous chemicals are to be in accordance with WQPN 56 – “Toxic and Hazardous Substance Storage and Use”; and
 - Acid sulfate soils (ASS) risk mapping indicates that the site is located within an area identified as representing a low to moderate risk of ASS occurring within 3 metres of the natural soil surface and moderate to high risk below 3 metres. There is a risk of groundwater acidification associated with the proposed development works, that may exacerbate existing potential groundwater contamination associated with the former landfill. Please refer to Department of Water and Environmental Regulation’s acid sulfate soil guidelines for information to assist with the management of ground and/or groundwater disturbing works.

<https://www.der.wa.gov.au/your-environment/acid-sulfate-soils/69-acidsulfatesoils-guidelines>

- ii) The Water Corporation advised that current operations of the Dardanup Wastewater Treatment Plant include several upstream water sampling and monitoring bores on Lot 81 Marginata Close and that the proponent will need to contact the Water Corporation to discuss the relocation of these bores prior to the commencement of works.
 - iii) The proponent is advised to investigate whether or not approval is required pursuant to the *Aboriginal Heritage Act 1972*. The proponent should conduct a search of the Register of Aboriginal Sites to determine if any aboriginal sites have been recorded in the vicinity of their application, and this heritage information should be submitted to the Department of Planning Lands and Heritage (Indigenous Affairs) with a request for advice.
 - iv) It is the responsibility of the proponent to obtain a clearing permit from the Department of Water and Environmental Regulation, where clearing is to occur, and prior to the clearing of vegetation.
2. Authorises the Chief Executive Officer to approve the inclusion of Marginata Close into the Main Roads Western Australia Restricted Access Vehicle (RAV) Network to allow the movement of B Double vehicles along Marginata Close, once the upgrading of the intersection of Banksia Road and Marginata Close has been completed.
3. Authorises the Chief Executive Officer to issue an Extractive Industry License for the extraction of sand and gravel at Lot 81 Marginata Close, Crooked Brook upon complying with the conditions of the above development approval and subject to the following conditions:
- a) The extractive operation shall comply with the Shire of Dardanup Extractive Industries Local Law at all times.
 - b) This Extractive Industry License is valid for a period of 5 years from the date of issue.
 - c) Compliance with all approved plans and any recommendations contained therein at all times during the life of the extractive industry to the satisfaction of the Shire of Dardanup.
 - d) On or before the 30 June in each year, a licensee shall pay to the local government the annual licence fee in accordance with the Schedule of Fees and Charges adopted each year in the Shire of Dardanup annual budget prior to the commencement of extraction.
 - e) The extractive industry area shall be limited to the area shown and to the levels as detailed on the Excavation Works Plan (22962-01 Rev C dated 27 September 2023).

- f) **Material may be stockpiled on site up to a maximum of 5,000m³ at any one time.**
- g) **No discharge of stormwater other than pre-development runoff in defined natural watercourses will be permitted and be in accordance with the approved Water Management Plan.**
- h) **Batters of 1:6 shall apply to rehabilitated sides of excavations.**
- i) **The operator is required to submit to the Shire an annual 'Progress Report' on the 30 June, detailing progress of the pit over the previous 12 month period. The Report should provide details on the following:**
 - **Extent of extraction undertaken (volume and area);**
 - **Completion of stages;**
 - **Rehabilitation of completed stages.**
 - **Site survey plan**
- j) **A current public liability insurance policy in the joint names of the Shire of Dardanup and J&P Group Pty Ltd for the amount of \$20,000,000 indemnifying the licensee and the Shire of Dardanup of any one claim relating to any of the extraction operations is required.**
- k) **Access to the site shall be available to authorised officers of the Shire of Dardanup at all times, and without prior notice, for the purpose of inspection and monitoring of compliance with licence conditions.**
- l) **No soil material to be imported into the site without prior approval from the Shire of Dardanup.**
- m) **Securely fence the excavation to the satisfaction of the Shire of Dardanup.**
- n) **Prior to the commencement of works a rehabilitation bond of \$5,000 per ha of operating area is required on a stage-by-stage basis to be paid to the Shire of Dardanup. The operating area is defined as all areas previously mined where rehabilitation has not been accepted as finalised plus the area to be mined in the current year. The cash bond or bank guarantee is to be accompanied by a signed Extractive Industry Rehabilitation Bond Agreement.**

Change to Officer Recommendation

No Change. **OR:**

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

Background

The Shire received a development application for an extractive industry for sand and gravel on Lot 81 Marginata Close, Crooked Brook. The original proposal was for the extraction of 551,671 cubic metres of sand and gravel over a period of 10 years impacting an area of 52.1398ha involving the clearing of vegetation across both Lot 81 and Lot 2. The development application report Version F is contained in [e- Appendix ORD: 12.2.1A]. *Note: - Due to the volume of information contained within the application report it is provided in electronic format only. A hard copy is available at the Shire of Dardanup Eaton Administration Office.*

On 28 September 2023 the applicant lodged an amended application with the revised overall extraction area now impacting only 37.21ha and the volume of material to be extracted reduced to 372,007 cubic metres. The main reason for the amended application is that the vegetation in the central part of Lot 81 is no longer proposed to be cleared. The amended plans and relating information are contained in [Appendix 12.2.1B].

Location Plan



Lot 81 is located approximately 3.8 km south east of Dardanup townsite and abuts the Dardanup Conservation Park along its eastern boundary. Lot 81 is directly north of Lot 2 the Cleanaway landfill site which contains an existing extractive industry on the western part of the lot and a recent approval granted by the JDAP for an extractive industry on the eastern part of the lot.

Lot 81 is also directly south of Lot 4580 Panizza Road which has approval for an extractive industry for sand and gravel extraction, and Lot 80 which is a site owned by the Shire for future gravel and sand extraction.

Lot 81 contains the Shire of Dardanup's waste transfer station and the Bunbury Harvey Regional Council green waste facility. The Water Corporation's Dardanup wastewater treatment plant abuts Lot 81 in the west, and part of the buffer extends onto Lot 81. Beyond the immediate site the landscape consists of predominantly rural farmland. Access to Lot 81 is via Marginata Close which terminates at the entry to the site.

Proposal

On 28 September 2023 the applicant lodged an amended application. The revised overall extraction area is now proposed to be 37.21ha and it excludes the 11ha vegetated area in the central part of Lot 81. The

amended Excavation Works Plan now also demonstrates a 20m buffer setback from the retained vegetation. The amended plans and relating information are contained in [Appendix 12.2.1B].

The proposal seeks approval of the following:

- An overall extraction area of 37.21ha.
- Volume of material to be extracted is 372,007m³.
- A 20m buffer is provided to the retained vegetation in the northern and central part of Lot 81.
- Excavation will be an average of 2.3m below ground level.
- Maximum depth of extraction is 4m below ground level and expected that there will be a minimum of 16m vertical separation between the lowest extraction point and groundwater.
- Truck movements being 7 inbound and 7 outbound per day.
- Private vehicles 10 inbound and 10 outbound per day.
- Crushing and screening will occur on site based on market demand and material quality requirements.
- Rehabilitation back to pasture.

Excerpt of the Excavation Works Plan No. 22962-01 dated 27 September 2023



The outline of the proposal is as follows:

Region Scheme	Greater Bunbury Region Scheme: Rural zone and Public Purpose Reserve, in addition Lot 81 abuts a Regional Open Space and is impacted by the Strategic Minerals and Basic Raw Materials Resource Policy 2018.
Local Planning Scheme	Town Planning Scheme No. 3: General Farming zone Draft Local Planning Scheme N.9: Rural zone and impacted by SCA6 – waste water treatment plant buffer
Structure Plan/Precinct Plan	N/A
Use Class and Permissibility	Under both TPS3 and draft LPS9: Industry - Extractive is an “A” use
Lot Size	86.5759ha
Existing Land Use	Bunbury Harvey Regional Organic Processing Facility and Dardanup Waste Transfer Station
State Heritage Register	N/A
Local Heritage	N/A
Bushfire Prone Area	Yes

Legal Implications

- Planning and Development Act 2005

Extractive industries require consideration under the Shire of Dardanup Town Planning Scheme No. 3 (TPS3). Application under the Greater Bunbury Region Scheme is also triggered due to Lot 81 abutting a Regional Open Space; a Region Scheme Reserve for Public Purposes encroaching onto Lot 81; and the land being impacted by the Strategic Minerals and Basic Raw Materials Resource Policy 2018.

- Shire of Dardanup Extractive Industries Local Law 2022

The Shire of Dardanup *Extractive Industries Local Law* requires a person carrying out an extractive industry to hold a valid and current licence. The criteria within the local law is generally assessed through the planning process.

Council Plan

8.1 - Support responsible planning and development.

Environment

Lot 81 contains the Whicher Scarp vegetation complex that is considered to be poorly retained. A number of priority flora species have been located close to the Lot 81/DCP boundary. Lot 81 vegetation provides habitat for threatened black cockatoos and western ringtail possums. Black cockatoos are listed as threatened species under the BC Act and EPBC Act. Western ringtail possums are listed as critically endangered under the BC Act and EPBC Act. Other fauna of significance that are likely to use the site include quenda and south-western brush tailed phascogales.

Although the initial intent of the proposal was to clear approximately 16.8 hectare of native vegetation stretching across both Lot 81 and Lot 2, the applicant on 28 September 2023 lodged an amended application that excludes the 11ha vegetated area in the central part of Lot 81. Limited scattered vegetation along the southern boundary of Lot 81 would still require clearing but overall Officers consider the new proposal is a much better outcome from what was previously proposed.

Precedents

Several extractive industry applications have previously been approved within the Dardanup/Waterloo localities; these include:

Lot 4580 Panizza Road, Crooked Brook (north of Lot 81):

- On 23 November 2022 Council resolved to approve the development application for an extractive industry on Lot 4580 Panizza Road, Crooked Brook under the Shire of Dardanup Town Planning Scheme No. 3 and the Greater Bunbury Region Scheme subject to conditions.

Lot 2 Banksia Road, Crooked Brook (south of Lot 81):

- Since 2016 J & P Corporation Pty Ltd operates an extractive industry for sand and gravel extraction on the western portion of Lot 2 Banksia Road, Crooked Brook. Current development approval for the existing landfill operations and the existing extractive industry restrict access to the site only from the northern sealed portion of Banksia Road and prohibits heavy vehicle access to the site from the unsealed southern section.

- On 12 July 2023 the Regional JDAP approved the development application for an extractive industry on the eastern part of Lot 2 Banksia Road, Crooked Brook subject to conditions.

Consultation

Public Consultation

The application was advertised in accordance with the cl. 64(1)(a) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and Council Policy *SDev CP505 – Public Consultation – Planning Matters*.

The advertising period was for 22 days (concluding on Friday 4 November 2022) and involved the following:

- A notice was published in a newspaper circulating the area.
- A notice was displayed on the subject site.
- A notice was displayed at both the Eaton and Dardanup Administration buildings and also placed on the Shire's website.
- A written notice was sent to adjoining landowners within approximately 1km of the subject site.

In response to the advertising, a total of 4 objections were received. All submissions objected to the application. The public submissions are contained in [Appendix ORD: 12.2.1C].

The key issues raised in the submissions are summarised below along with Officer comments in response and further details are also provided in the 'Planning Assessment' section of this report.

ISSUE RAISED	OFFICER COMMENT
<p><i>Concerns were raised with regard to the clearing of approximately 11ha of vegetation on Lot 81 adjoining the Dardanup Conservation Park prior to the extraction of the sand and gravel.</i></p> <p><i>Several concerns were raised with regard to the Accento offset report that forms part of the clearing permit application lodged with DWER. The report does not acknowledge the value of the rare flora and threatened fauna found in the extractive industry footprint.</i></p>	<p>Although the initial intent of the proposal was to clear approximately 16.8 hectare of native vegetation stretching across both Lot 81 and Lot 2 the applicant has confirmed that the current clearing permit application has been amended to exclude Lot 81. The application has been amended to reflect the retained vegetation. Officers note that as a result of the amended proposal limited vegetation along the southern boundary of Lot 81 will require clearing. This may still need a clearing permit from DWER prior to the removal of the vegetation. An advice not to this extend is recommended to be included as part of the conditional approval.</p>
<p><i>State Planning Policy 2.4 is not met by the proposal where it allows responsible extraction of the materials while ensuring the protection of people and environment. Does the value of the resource justify the loss of valuable remnant vegetation.</i></p>	<p>It is to be noted that the policy does not elevate the extraction of basic raw materials over the protection of environmental attributes.</p> <p>On 28 September 2023 the applicant lodged an amended application that excludes the 11ha vegetated area in the central part of Lot 81.</p>
<p><i>State Planning Policy 2.5 is not met by the proposal where it requires the protection and sustainable use of water resource assets. There are no meaningful water testing results and the data collected to date provide no meaningful analysis as to the impact on the quality of the groundwater aquifers. Issues of</i></p>	<p>This is similar to the concern raised by DWER that:</p> <ul style="list-style-type: none"> • <i>the proponent needs to quantify the water requirements for all aspects of the proposed extraction and provide evidence of a secure water source.</i>

ISSUE RAISED	OFFICER COMMENT
<p><i>contamination from past activities need additional investigation.</i></p>	<ul style="list-style-type: none"> • <i>the applicant has indicated that it has 16m separation from lowest extraction point and ground water.</i> • <i>no dewatering to occur ensuring the water table is not intercepted.</i> • <i>stormwater to be contained on site.</i> <p>Officers recommend these matters are addressed through the imposition of relevant conditions.</p>
<p><i>Noise Accumulation - the proposal is located on the ridge and the volume of noise from the two sites owned by JP Group – Lot 2 and Lot 81 is unacceptable in a rural environment and adjoining a Conservation Park.</i></p>	<p>Each application is considered on its merits and has to demonstrate compliance with the <i>Environmental Protection (Noise) Regulations 1997</i>.</p> <p>Due to the proximity of sensitive receptors to the lot boundary and the proposed crushing and screening activities a condition is recommended ensuring ongoing compliance with the <i>Environmental Protection (Noise) Regulations 1997</i>.</p>
<p><i>Visual Impacts - the proponent's report underestimates visual pollution and does not consider the visual impacts from more elevated locations.</i></p>	<p>The application under consideration is for an extractive industry which will leave a void in the ground. The visual appearance of extractive industries in rural areas is common place. Visual amenity impacts associated with such activities are temporary in nature. It should be noted that the proposal has been amended to ensure that clearing of the central pocket of vegetation will not occur retaining some of the natural landform features of the site, improving the visual appearance of the site. The site post extraction will be subject to a comprehensive rehabilitation plan to ensure the site returns to pasture land.</p>
<p><i>Truck movements - the truck movements which would be generated by the proposal will exacerbate an already untenable situation and impact tourist planning opportunities.</i></p>	<p>The application proposes 14 truck movements (7 in/7 out) per day and 20 small vehicle movements (10 in/10out).</p> <p>A significant route of the road network proposed for the larger vehicles to access and exit the site forms part of Main Roads WA RAV network, excluding Marginata Close. Conditions have been recommended for Marginata Close to form part of the RAV network and for upgrades to occur to the intersection to ensure safe manoeuvring of vehicles. A contribution towards accelerated road depreciation has also been recommended as a result of the increase of truck movements generated by the which can lead to road safety impacts.</p> <p>On other approvals Heavy haulage vehicles are prohibited from using the gravel portion of Banksia Road and Panizza Road and a similar condition is recommended for this application.</p>
<p><i>Consideration of the permissibility of the use and works. Works and use should not be allowed if it has major impacts on the surrounding community.</i></p>	<p>The application under consideration is for an extractive industry. The Zoning Table of TPS3 lists 'Industry – Extractive' as an 'A' use under the 'General Farming' zone which means that the use is not</p>

ISSUE RAISED	OFFICER COMMENT
	permitted unless the local government has exercised its discretion by granting development approval after advertising the application. The application has been advertised and the application process allows for public submissions and agency comments to be considered prior to the determination of the application.
<i>DWER has indicated that the site is potentially contaminated.</i>	DWER advised that there is a risk of groundwater acidification associated with the proposed development works, that may exacerbate existing potential groundwater contamination associated with the former landfill. An advice note is recommended.
<i>Staging of extraction is not noted and the proponent could ram up extraction sooner than expected.</i>	The extraction works plan demonstrate the stage numbers and stage areas. A condition is recommended requesting that a Rehabilitation Management Plan be prepared. The plan would need to confirm that that extraction of subsequent stages shall only be allowed if rehabilitation of the previous extraction site have substantially commenced.
<i>Can the Cleanaway landfill site and this extraction site co-exist side by side safely.</i>	Each site will operate under a separate development approval subject to conditions specific to the use and works for that site. Each application is considered on its merits. The development approval runs with the land and some of the conditions of the approval require ongoing compliance by the relevant operator.

Consultation with Government/Service Agencies

The application was referred to the following agencies in accordance with the cl. 66 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*:

- Water Corporation
- Department of Mines, Industry Regulation and Safety
- Department of Planning, Lands, and Heritage
- Department of Water and Environmental Regulation
- Department of Primary Industries and Regional Development
- Department of Biodiversity, Conservation and Attractions

The period for comment was 42 days (concluding on Tuesday 25 November 2022). In response comments were received from 6 agencies. The agency comments are contained in [Appendix ORD: 12.2.1D].

The key issues raised by the agencies are summarised below.

Water Corporation

Water Corporation advised that it has no objection to the proposal. However, current operations of the Dardanup Wastewater Treatment Plant include several upstream water sampling and monitoring bores on Lot 81 Marginata Close. The proponent will need to contact the Water Corporation to discuss the relocation of these bores.

An advice note is recommended.

Department of Mines, Industry Regulation and Safety

DMIRS advised that it has no objection to the development application and made the following comment:

- *There is a 1.88% encroachment on granted E 70/3587. The holder Doral Mineral Sands Pty Ltd, was contacted 09/11/2022 but has not responded.*
- *There is a 41.22% encroachment on granted M 70/83 and a 21.07% encroachment on granted M 70/89. The holder Cable Sands (W.A.) Pty Ltd, was contacted 09/11/2022 but has not responded.*
- *The lack of response would typically suggest there are no concerns. As the current sand operation to the south is well established and it is assumed reasonable communication is active between the various companies working in this area this is our interpretation at the time.*

Submission noted.

Department of Planning, Lands, and Heritage

DPLH advised that under the Greater Bunbury Region Scheme, Resolution 2014/03 Delegation 2014/01 outline the circumstances where a GBRS application will be required and whether the decision is delegated to the local government. On this basis and at this time, the proposal does not appear to require determination by the Western Australian Planning Commission.

Given the neighbouring Greater Bunbury Region Scheme reserves, advice should be sought from the Department of Biodiversity, Conservation and Attractions and Water Corporation regarding the proposed development application.

The proposal was referred to both the referral agencies and their comments are contained in this report.

Department of Water and Environmental Regulation

DWER advised that the proposed extractive industry activities have the potential for impact on the environment and water resource values and management and indicated that it is unclear if the extraction areas are to be used as landfill cells prior to rehabilitation.

As the application under consideration is for an extractive industry only the comments relating to landfill operations will not be entertained. Any proposal to use the areas where extraction had occurred for landfill purposes in future would require a new development application to be lodged for processing and consideration prior to the works and use being commenced with.

Key issues to be addressed are:

- Issue 1 - proposed operations may be categorised as Prescribed Premises under the *Environmental Protection Regulations 1987*

The applicant to lodge an application for a works approval (or licence) with DWER under the EP Act for the proposed crushing and screening related to the extraction activity.

An advice note is recommended.

- Issue 2 - clearing of native vegetation is subject to the *Environmental Protection Act 1986* (EP Act)

Advice received from DWER's Native Vegetation Regulation Department dated 27 September 2023 is as follows: *"The status of the application is currently 'under assessment' and 'waiting on applicant'. The applicant has now agreed to further reduce the application area to 5.99 hectares within Lot 2 on Plan 403943. Given the revised area, no clearing is proposed for Lot 81 no Plan 403943. We are still waiting on further information on offsets from the applicant."*

Further to the advice received from DWER on 28 September 2023 the applicant lodged an amended application that exclude the 11ha vegetated area in the central part of Lot 81. Officers note that as a result of the amended proposal limited vegetation clearing along the southern boundary of Lot 81 may still require clearing permit from DWER prior to the removal of the vegetation.

An advice note is recommended.

- Issue 3 - Water Supply

The proponent is to quantify their water requirements for all aspects of the proposed extraction and provide evidence of a secure water source, to the satisfaction of the Shire.

An advice note is recommended.

- Issue 4 - Environmental Risks

The proposed extraction is to be implemented in accordance with DWER's Water Quality Protection Note (WQPN) no. 15 'Basic raw materials extraction' (July 2019) where appropriate to the site situation to ensure environmental risks are appropriately mitigated.

An advice note is recommended.

- Issue 5 - Staging Plan

Extraction must be undertaken in accordance with the agreed staging plan, as approved by the local government. Commencement of the subsequent extraction stage shall be subject to the previous extraction site having substantially commenced rehabilitation.

A condition is recommended.

- Issue 6 - Rehabilitation Plan and Final Landform

The rehabilitation measures contained within the Planning Report Ver F is to be approved and implemented to the satisfaction of the Shire consistent with WQPN 15 and the Guidelines for Preparing Mine Closure Plans¹. The proponent is to adhere to the agreed intended staging and ensure successful rehabilitation to the final landform and land use. Management and compliance reporting shall be included to ensure successful implementation.

The Shire to consider the appropriateness of the sizing of the proposed rehabilitation stages – noting that these are over 3 times larger than the extraction stages.

A condition and advice notes are recommended.

➤ Issue 7 - Stormwater and Groundwater

Groundwater data requirements: Prior to setting the proposed maximum 2-4 metre extraction depth, the highest groundwater level should be confirmed with the provision of additional information, such as, but not limited to groundwater levels at Lot 2 Banksia Road, Crooked Brook (immediately south of the subject site) to the satisfaction of the Shire to ensure there is no groundwater interception.

No dewatering works are to be undertaken without DWER consultation. The Local Government is to be notified within 24 hours if the water table is intercepted.

A Stormwater Management Plan is to be prepared and approved to the satisfaction of the Shire, in consultation with DWER, consistent with WQPN 15. Details provided should include the following information (and any other information as appropriate):

- *Capacity and design of the detention basins,*
- *Expected volumes of stormwater to be detained,*
- *Stormwater flow paths and measures to divert stormwater to the detention basins*
- *A map showing the above would greatly assist in clarity of the proposed stormwater management*

The applicant has indicated that it is expected that there will be 16m vertical separation from lowest extraction point and groundwater. Relevant conditions are recommended to address the other concerns raised by DWER.

➤ Issue 8 - Fuel and Chemical Management

Management of all activities involving hazardous chemicals (including plant refuelling and/or servicing) shall be in accordance with DWER's WQPN 56 – 'Toxic and Hazardous Substance Storage and Use' (Dec 2018)

A condition and advice note are recommended.

➤ Issue 9 - Dieback Management Plan

A Dieback Management Plan is to be prepared, approved, and implemented to the satisfaction of the Shire, in consultation with DBCA, consistent with the Best Practice Guidelines for Management of Phytophthora Dieback in the Basic Raw Materials Industries I.

A condition is recommended.

➤ Issue 10 - Contaminated Sites

Acid sulfate soils (ASS) risk mapping indicates that the site is located within an area identified as representing a low to moderate risk of ASS occurring within 3 metres of the natural soil surface and moderate to high risk below 3 metres. There is a risk of groundwater acidification associated with the proposed development works, that may exacerbate existing potential groundwater contamination associated with the former landfill. Please refer to Department of Water and Environmental Regulation's acid sulfate soil guidelines for information to assist with the management of ground and/or groundwater disturbing works.
<https://www.der.wa.gov.au/your-environment/acid-sulfate-soils/69-acidsulfatesoils-guidelines>

An advice note is recommended.

➤ Issue 11 - Noise

The methodology of the noise modelling and assessment conducted by HSA seems appropriate and correct. The predicted noise emission levels and the noise compliance assessment results also seem reasonable and acceptable. ENB agree that noise emissions from the proposed extractive industry can be managed to comply with the Environmental Protection (Noise) Regulations 1997 (Noise Regulations).

Noted, however Officers consider that due to the proximity of sensitive receptors to the lot boundaries some of the impacts relating to crushing and screening may have off-site impacts if not properly managed. A condition is recommended requiring a noise management plan.

➤ Issue 12 - Dust

The Development Application states that activities will also involve ripping and crushing of lateritic hardcap and gravel. DWER notes that for crushing of building material the separation distance is 1,000m, which could reasonably apply to rock crushing as well.

DWER raised some concerns with the Dust Management Plan contained in the application and condition is recommended requiring the Dust Management Plan dated September 2020 (V1) to be amended and resubmitted to the Shire prior to the commencement of works. This will allow for the dust management plan to be updated to address the concerns raised by DWER. Refer further comment under the Officer Comment section on this report.

Department of Primary Industries and Regional Development

The Department of Primary Industries and Regional Development (DPIRD) does not object to the proposed extraction of sand and gravel at Lot 81 Marginata Close. The applicant has a basic description of weed management in the Environmental Assessment and Indicative Rehabilitation Plan (p 16). DPIRD recommends that weed monitoring should at least occur every six months (Autumn and Spring) and not just every 12 months as indicated in the application.

The recommendation from DPIRD is include in the advice note relating to the rehabilitation management plan.

Department of Biodiversity, Conservation, and Attractions

Advice received from Parks and Wildlife Service's South West Region was obtained prior to the applicant amending the proposal and some of the concerns are no longer applicable.

Advice relevant to the amended proposal are summarised below:

➤ Clearing permit

DBCA recommends there be a demarcated buffer between the proposed extraction area stockpiles and associated works from the retained bushland.

The Excavation Works Plan demonstrate a setback of 110m to the DCP. In addition, the applicant has provided a 20m buffer from retained vegetation on Lot 81 as per the amended proposal contained in [Appendix 12.2.1B]. Limited vegetation along the southern boundary of Lot 81 will be cleared and a clearing permit may need to be obtained from DWER prior to the removal of the vegetation.

➤ Revegetation

DBCA seeks to be consulted on the revegetation management plan, including details of the proposed species planting list, to ensure the planted vegetation is consistent with the biodiversity values of the adjoining DCP. It is presumed, but not stated, that the management plan is to be prepared and implemented by the proponent.

The proposal has been amended. Under the new proposal limited clearing will occur along the southern boundary of the lot. The rehabilitation of the site would be back to pasture and in accordance with an approved rehabilitation management plan.

➤ DBCA-Managed Land

There should be no direct or indirect impacts, including surface run-off, drainage, erosion and/or Phytophthora dieback spread from Lot 81 into the adjacent DCP and State Forest, and bushland within the property that is proposed to be retained. Surface water run-off and drainage from within Lot 81, should be contained and managed within the planned disturbance areas.

A condition is recommended requiring a Stormwater Management Plan.

➤ Federal referral

The proposed extractive industry works will involve likely impacts on Matters of National Environmental Significance as listed under the EPBC Act. The proponent should investigate the need for approvals under that Act.

An advice note is recommended informing the proponent of its responsibility to obtain a clearing permit from the Department of Water and Environmental Regulation, where clearing is to occur.

Budget Implications

A bond of \$5,000.00 per ha is required to be paid to the Shire prior to the issue of the licence in accordance with the *Shire of Dardanup Extractive Industries Local Law*. This bond is refundable on completion of rehabilitation of the site in accordance with an approved rehabilitation management plan.

The proponent would be required as a condition of approval to enter a road cost contribution agreement with the Shire prior to the licence being granted. The calculation results in an annual contribution of \$7,956 based on 85,000 ton per year transported in B Double truck configurations. Additionally the upgrades required to the intersection of Marginata Close and Banksia Road are to be undertaken and the full costs are to be borne by the proponents.

Once the extractive industry licence has been granted a licensee shall pay to the local government the annual licence fee determined by the local government from time to time.

Budget – Whole of Life Cost

Council Policy Compliance

- *Infr CP055 – Extractive Industries - Site Rehabilitation*
- *SDev CP505 – Public Consultation - Planning Matters*

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.2.1E] for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Extractive Industry – Lot 81 Marginata Close, Crooked Brook	
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	Should Council refuse the application, and the proponent seek a review of that decision, there is likely to be a financial impact through the State Administrative Tribunal process.
	Environment	Inadequate conditions to mitigate environmental impacts.

Officer Comment

The proposal has been assessed in accordance with Clause 67(2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. A full assessment is contained in [Appendix ORD: 12.2.1F]. Key considerations are identified as Zoning and Land Use Class Permissibility, consultation which identified several amenity and environmental concerns and traffic impacts.

- **Zoning and Land Use Class Permissibility**

Town Planning Scheme No.3 (TPS3)

The subject site is zoned ‘General Farming’ under TPS3 and the objectives of the zone are:

- *To provide for a wide variety of productive farming activities, ranging from broad-acre grazing to horticulture, which are compatible with the capability of the land and retain the rural character and amenity of the locality;*
- *To protect areas of significant agricultural value, particularly those in irrigation districts, from conflicting land uses;*
- *To facilitate low-key tourist development where it is incidental to the use of the land for farming purposes and where land use conflict can be minimised.*

A portion of Lot 81 is used for the Shire of Dardanup waste transfer station purposes and accommodates the Bunbury Harvey Regional Council green waste facility. This proposal is for the extraction of sand/gravel over a period of 10 years. Extractive industries have already been considered and approved on lots to the north and to the south of the application site. Post extraction the lot will be returned to pasture which will reinstate the rural character and complies with the objective of the General Farming zone.

Zones and Uses

The application seeks approval for an 'Industry – Extractive' use class which is defined as:

“an industry which involves the extraction, quarrying or removal of sand, gravel, clay, hard rock, stone or similar materials from the land and includes the treatment and storage of those materials, or the manufacture of products from those materials on, or adjacent to, the land from which the materials are extracted, but does not include industry – mining;”

Lot 81 is zoned General Farming under TPS3. The Zoning Table of TPS3 lists 'Industry – Extractive' as an 'A' use under the 'General Farming' zone which means that the use is not permitted unless the local government has exercised its discretion by granting development approval after advertising the application.

Local Planning Scheme No.9 (LPS9)

Under the draft LPS9 Lot 81 is to be zoned Rural and an 'Industry – Extractive' use is also an 'A' use similar to TPS3. Therefore, the use can be considered within the zone.

Greater Bunbury Region Scheme (GBRS)

Under the Greater Bunbury Region Scheme (GBRS) Lot 81 is zoned 'Rural' and a part of the lot is a Regional Scheme Reserve for Public Purposes which accommodates the buffer for the wastewater treatment plant in addition Lot 81 abuts a 'Regional Open Space' reserve. A GBRS application is triggered, and approval of the application is delegated to the local government where the local government accepts the recommendation and advice of advice agencies or where the local government decides to refuse approval. The proposal was referred to both the referral agencies, DBCA and Water Corporation, and their comments are contained in this report.

The land is located within the *Greater Bunbury Region Scheme Strategic Minerals and Basic Raw Materials Resource Policy area*. The principal purpose of this policy is to ensure long-term security of access to minerals and basic raw materials through appropriate land use planning and control of development. The proposal was referred to the relevant advice agency DMIRS. DMIRS advised that it has no objection to the development application.

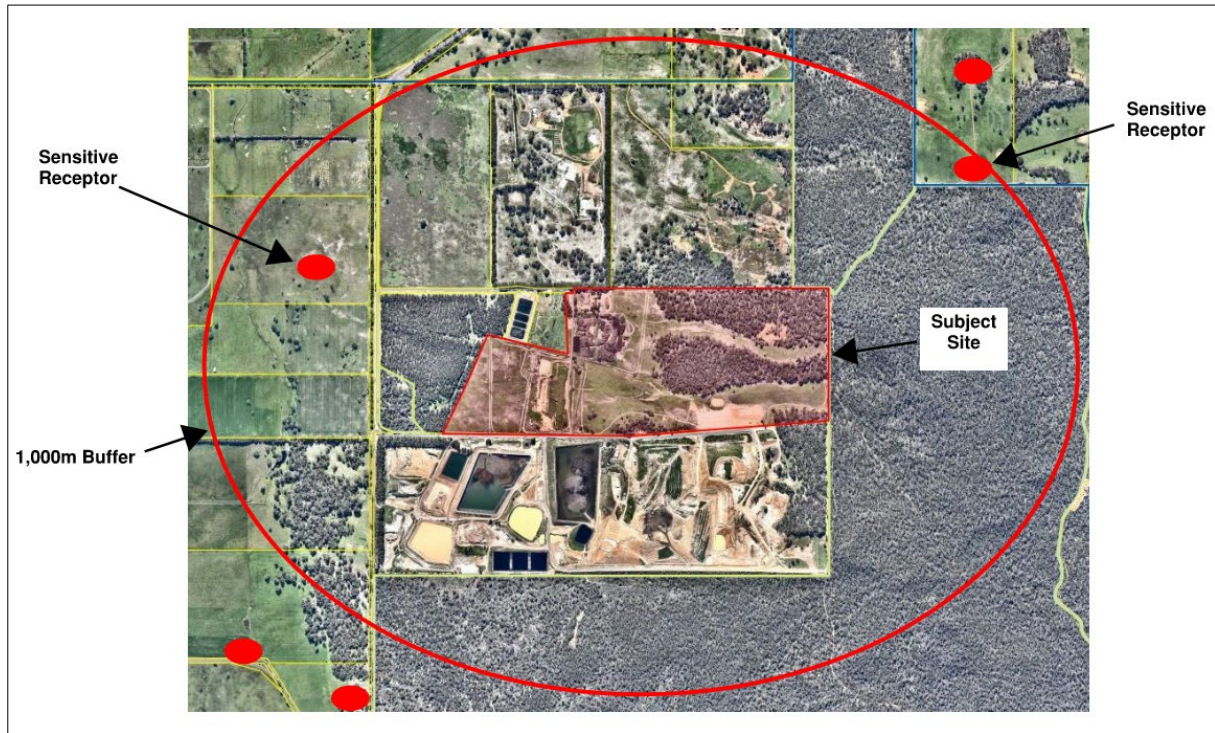
- **Amenity**

Environmental Protection Authority (EPA) – Guidance Statement No.3

The extractive industry meets the 500m separation distance from sensitive land uses outlined in the EPA's Guidance Statement No. 3 (separation distance between Industrial and sensitive land uses). The purpose of the separation distances is to avoid or minimise the potential for land use conflicts.

Activities however, associated with crushing and screening require a further separation distance of 1,000m due to potential dust and noise impacts. With the nearest sensitive receptor at approximately 800m from the site boundary, there is a potential for noise and dust impacts to affect the nearby residents.

The sensitive receptors are depicted in the diagram below:



Noise

This application contains an Acoustic Assessment report prepared by Herring Storer Acoustics (HSA). The report indicates that the nearest resident is at 1,100m from the boundary of the premises. The acoustic assessment modelled noise received at the nearby sensitive receptors from the use of following machinery. The noise received at the sensitive receptors were assessed against the assigned criteria within the *Environmental Protection (Noise) Regulations 1997*.

TABLE 4.1 – SOUND POWER LEVEL - NOISE SOURCES dB(A)

Source Name	Quantity	SWL dB(A)
Loaders (Cat 980H or similar)	1	102
COBRA 290 / 290R IMPACT CRUSHER	1	113
Screening Plant (McCloskey S190 Screener or Similar)	1	104
Trucks	2	98
Terex Ecotec TDS820 Slow Speed Shredder	1	118

Note: The above equipment models have been used to provide an indication of the size. Other models may be used although these have been assumed to have a similar sound power level.

The acoustic assessment demonstrated that the use of the machinery and associated activities complied with the *Environmental Protection (Noise) Regulations 1997* as follows:

TABLE 6.1 – APPLICABLE ADJUSTMENTS AND ASSESSABLE LEVEL OF NOISE EMISSIONS, dB(A)

Receiver	Calculated Noise Level, dB(A)	Applicable Adjustments to Measured Noise Levels, dB(A)			Assessable Noise Level, dB(A)
		Where Noise Emission Is Not Music			
		Tonality	Modulation	Impulsiveness	
R1	37	+5	-	-	42
R2	33	+5	-	-	38
R3	35	+5	-	-	40
R4	34	+5	-	-	39
R5	33	+5	-	-	38
R6	35	+5	-	-	40
R7	38	+5			43

Officers generally agree with the acoustic assessment however note that the nearest sensitive receptor is approximately 800m from the lot boundary as opposed to the 1,100m stated in the assessment. Submissions were also received raising concerns relating to noise accumulation with the two sites owned by JP Group, Lot 2, and Lot 81, located in a rural environment and being elevated.

To address this, Officers recommend a condition to require an updated acoustic assessment to be submitted to include noise levels received at the nearest sensitive receptor located 800m from the site. In terms of the impacts of accumulative noise impacts, the assessment has not considered cumulative noise levels received at sensitive receptors. An updated acoustic assessment is required to be submitted to demonstrate that noise levels received at sensitive receptors include cumulative noise from nearby industries and compliance with the assigned levels of the *Environmental Protection (Noise) Regulations 1997*. The acoustic assessment must also include measures to include in a Noise Management Plan to ensure noise is managed at all times and reduced where possible.

Dust

Based on DWER advice the separation distance of 1,000m could reasonably be applied for crushing of material. The proponent has indicated the nearest sensitive receptor is 800m from the lot boundary with the distance to the dust generating activities over 1,000m. Some of the topsoil stockpiles are between 800m and 1,000m from the nearest receptor. DWER has considered the proposed dust management plan contained in the application and raised some concerns:

- Consideration should be given to placing the crushing and screening activities further east to increase the distance to receptors.
- The assumptions made by the consultant about the prevailing winds is not substantiated using the correct information.
- There appear to be other dust sources adjacent to the boundary of the site which could contribute to cumulative impacts, and this may change the risk profile.

A condition is recommended requiring the Dust Management Plan (DMP) dated September 2020 (V1) to be amended and resubmitted to the Shire prior to the commencement of works. The DMP must consider local weather conditions and include dust management measures associated with crushing and screening activities proposed.

Visual amenity

During the advertising process submissions were received relating to visual impacts of the development when viewed across the locality especially from elevated areas of the site. A Visual Impact Plan was

submitted as part of the application which demonstrates that the elevated part of Lot 81 will be visible from a distance, however, will not appear as a prominent feature in the landscape.

Furthermore, as you travel closer to the site, existing vegetation in the locality provides for a high degree of screening, providing for filtered views and glimpse of the development. It is important to note that any perceived impacts associated with the visual appearance of the development is ultimately temporary as the rehabilitation plan for the site seeks to return the site to pasture land typically in a staged manner.



Visual Impact assessment included in the application.

It should be further noted that the proposal has been amended to retain the large central pocket of vegetation of the site, ultimately retaining the natural landscape features of the site. Officers consider that this will also satisfactorily address the concerns raised by submissions received regarding visual amenity impacts associated with the development.

- **Environmental Impacts**

Vegetation clearing

On 28 September 2023 the applicant lodged an amended application. The revised overall extraction area is now 37.21ha instead of the initial 52.1398ha. The proposal was amended to exclude the 11ha vegetated area in the central part of Lot 81 from the Excavation Works Plan. The plan has also been amended to reflect a 20m buffer setback to the retained vegetation. Officers note that as a result of the amended proposal approximately 1.8ha vegetation along the southern boundary of Lot 81 will still require clearing. Officers are in support of the amended proposal resulting in the clearing of approximately 1.8ha vegetation and consider this a better outcome than the previous proposal for the removal of 11ha as originally proposed.

Rehabilitation

Although the application report contains information about the rehabilitation of the land to pasture several concerns were raised by the objectors and agencies with regard to the sizing of the extraction stages in relation to the sizing of the rehabilitation stages which appears three times larger. As extractive industries may have a long-lasting biodiversity impact on the landscape the Shire needs to ensure that it has the ability to enforce effective management and rehabilitation processes. In order to do this a condition is recommended requiring a rehabilitation management plan.

The rehabilitation management plan will be required to detail at a minimum the following:

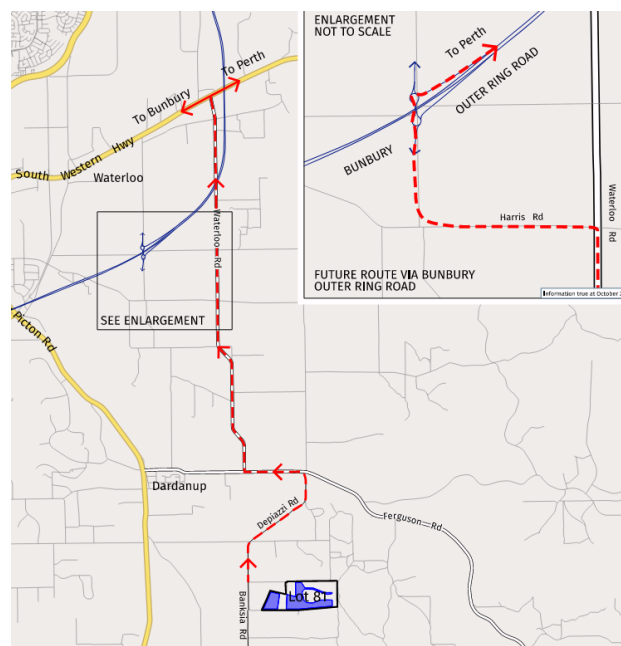
- details of the establishment of pasture post-extraction.
- details the proposed plant species, density of planting and maintenance measures.
- weed identification and management measures to state that weed monitoring should occur every six months (Autumn and Spring).
- dieback identification and management measures.

- demonstrate that it is consistent with WQPN 15 and the Guidelines for Preparing Mine Closure Plans. The proponent is to adhere to the agreed intended staging and ensure successful rehabilitation to the final landform and land use.
- management and compliance reporting shall be included to ensure successful implementation.
- demonstrate compliance with the conditions for sites under Council Policy Infr CP055 – Extractive Industries – Site Rehabilitation’.
- the revegetation of areas used for stockpiles.
- extraction of subsequent stages may only commence if rehabilitation of the previous extraction site has substantially commenced.

Officers are satisfied that through this measure the site can be comprehensively rehabilitated over time ensuring that the development would not have a lasting adverse impact on environmental values.

• **Traffic impacts and Transport route**

The application proposes 14 truck movements per day (7 in/7 out) and 20 small vehicle movements (10 in/10 out). The application proposes to utilise B Double vehicle configurations which can only operate on Main Roads Western Australia (MRWA) approved RAV 2 roads. A significant amount of the proposed truck route is already approved for RAV 4 trucks except for Marginata Close. Vehicle route to site is detailed below:



For the applicant to commence extraction activities if approval is obtained, Marginata Close will need to be included in MRWAs RAV network. Officers have assessed Marginata Close and the safety of the road to be considered suitable for the B-Double vehicles. In this regard, it has been

noted that for the B-Double vehicles to manoeuvre through the Banksia Road/Marginata Close intersection to the site, the corner radius at of the intersection is not suitable to accommodate the vehicles. This results in the B-Double trucks not being able to be lane compliant when turning onto Marginata Close, causing a road safety issue. As seen below the northern corner radius of the intersection would need upgrading to accommodate RAV 2 vehicles.



To address this, a condition is recommended which includes the upgrade of the intersection to accommodate the B-Double vehicles through the Banksia Road / Marginata Close intersection. Furthermore, it is recommended that a condition be imposed authorising the Chief Executive Officer to approve the inclusion of Marginata Close into the Main Roads WA Restricted Access Vehicle (RAV) Network 2 upon completion of the required upgrade works.

More broadly in terms of the overall network, Officers consider that the road network has the capacity to deal with the additional vehicle movements generated by the development. As such, it is unlikely that the proposal will result in an unsafe road environment for users.

It is considered however, that the frequent movement of the B-Double vehicles will cause the road pavement to deteriorate in an accelerated manner due to the movement of the heavier vehicles. Accelerated road deterioration has the potential to lead to road safety issues, often fast tracking when maintenance is required outside of a local governments scheduled maintenance programmes. To address this, the proponent would be required as part of a proposed condition of approval to enter into a road cost contribution agreement with the Shire. The calculation associated with such an agreement results in an annual accelerated road determination contribution based on tonnage per year transported in B-Double truck configurations. The calculation will be undertaken in accordance with the methodology contained in the WALGA User Guide – Estimating the Incremental Cost Impact on Sealed/Unsealed Local Roads from Additional Freight Tasks. Officers are satisfied with the development subject to the conditions being met.

➤ **Possible Contamination**

DWER advised that there is a risk of groundwater acidification associated with the proposed development works, that may exacerbate existing potential groundwater contamination associated with the former landfill. As the lot has previously been used for landfill purposes some objectors have also raised concerns that there may be a possibility of contamination.

Officers advise that Impacts to groundwater through contamination is only likely to occur if the integrity of the landfill capping/seal is impacted upon. In this regard, the applicant will have to demonstrate to the Shire that the excavation will not impact upon the capped area of the previous landfill site. The separation to groundwater will also ensure any potential contamination of the

groundwater is managed. A condition of approval is recommended requiring that an updated excavation plan be submitted showing the extent of the former landfill site and proposed setbacks and separation from the excavation area to avoid contamination.

Conclusion

The proposed extractive industry is compatible with the surrounding development context and the character of the area. Matters raised during the advertising period with regard to amenity, vegetation clearing, rehabilitation, traffic, and possible contamination can be appropriately managed by conditions. Officers consider that the application complies with the requirements of orderly and proper planning and are therefore recommend conditional approval of the application.

END REPORT

12.2.2 *Title: The Shire of Dardanup New Library, Administration and Community Building – Update on Variation Orders*

Reporting Department	<i>Executive</i>
Responsible Officer	<i>Mr André Schönfeldt - Chief Executive Officer</i>
Reporting Officer	<i>Ms Susan Oosthuizen - Director Special Projects</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>12.2.2 – Risk Assessment Tool</i>

Overview

The report is presented to Council to note and approve the changes to expenditure for Variations to the Works under Contract as part of the approved project budget.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Approves the Variation Order CV 023 - First Floor Tenancy Fit-out for \$329,709.17 (ex GST) on J14322 for the new Shire of Dardanup Library, Administration and Community Building to be funded from the project budget.**
- 2. Approves the Variation Order CV 052 - Makerspace for \$63,831.80 (ex GST) on J14322 for the new Shire of Dardanup Library, Administration and Community Building to be funded from the project budget.**
- 3. Retains the overall approved budget of \$19,331,911.04 (ex GST) until the final payment certificate and defects liability period for 12 months from practical completion as per clause 35 and 37.5 of the Design & Construct Contract.**

Change to Officer Recommendation

No Change. **OR:**

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

Background

The Shire has entered into a contract with the Perkins, appointed as the Contractor for Design and Construct works for the new Shire of Dardanup Library, Administration and Community Building Project, for a Guaranteed Maximum Price in sum of \$15,521,825.00 (ex GST) and Fixed Contingency of \$1,175,000.00 (ex GST).

At the 26th of July 2023 OCM the Council approved the increase of the overall project budget up to \$387,333.15. The scope of works and final quotations for the Make-It Space and Commercial Office Fit-out has been received from the Contractor and is different from what has been presented to Council in July 2023. These variations have been supported by the Working Group and is presented to Council for consideration.

Legal Implications

Section 5.42 of the Local Government Act 1995, authorises the Chief Executive Officer to negotiate changes to the contract to design and construct for the New Shire of Dardanup Administration, Library and Community Building to allow for minor variations under Clause 3A of the Contract, in accordance with Regulation 20 of the Local Government (Functions and General) Regulations 1996.

Under Clause 36 of Design & Construct Contract the Principal needs to confirm in writing if the Contractor is to perform the Variation.

Council Plan

- 2.1 - Facilitate improved access to health and community services.
- 6.3 - Work towards net zero carbon emissions.

Environment - None.

Precedents

At the July 2022 OCM Council resolved under [171-22] to:

- “4. Council delegates, by Absolute Majority, in accordance with section 5.42 of the Local Government Act 1995, authority to the Chief Executive Officer to negotiate changes to the contract to design and construct the New Shire of Dardanup Administration, Library and Community Building to include the following:*
5. *Minor variations under Clause 3A of the Contract, in accordance with Regulation 20 of the Local Government (Functions and General) Regulations 1996, to:*
 - a) *Update the Design & Construct Contract including Part A and F of to allow for the inclusion of the 4.55% (\$586,478 ex GST) to be included as a Contingency;*
 - b) *Include clauses for the Contractor to access these funds (so it not an automatic payment to the Contractor);*
 - c) *Include a mechanism through an open book process, for the Contractor to demonstrate under the Contract the true escalation in the trade cost, materials, etc. before this payment is made.; and*
 - d) *Show if the full Contingency is not required, that this be treated as a shared saving between the Shire and the Contractor on a 50/50% basis.*
 6. *Provisions be included in the contract that allows for an open book process on any escalation and all pricing that form part of the contract;*

7. *Variations, after the contract has been entered into, limited to variations which do not change the scope of the contract and which do not increase the contract value beyond 5%, in accordance with Regulation 21A of the Local Government (Functions and General) Regulations 1996.”*

At the 22nd of March 2023, OCM Council resolved under [76-23] to:

“Authorises the Chief Executive Officer to:

1. *Carry out works outlined within Model 1 outlined in Confidential Attachment A [PRJ-R1343261] for the Library Café in the new Shire of Dardanup Library, Administration and Community building in order to source a suitable tenant;*
2. *Carry out works outlined within Model 2 outlined in Confidential Attachment B [PRJ-R1343259] for the first floor lettable area in the new Shire of Dardanup Library, Administration and Community building in order to source a suitable tenant; and*
3. *Call Registrations of Interest for both the Library Café and the First Floor Lettable Area, and to present the registrations of interests to Council for consideration to determine relevant tenancy agreements.”*

At the 22nd of March 2023, OCM Council resolved under [39-23] to:

1. *Endorses a change of name from “MakerSpace” to “Make It Space”;*
2. *Endorses three “Make It Space” streams –*
 - i) *Mechatronics Engineering (coding, robotics, electrical circuitry);*
 - ii) *Arts/Crafts/Textiles; and*
 - iii) *Media (podcasting, digital music production, film/photography).*
3. *Endorses a 5 year plan to transition from “Model 1 - Connect and Collaborate” to “Model 2 - Connect, Centralise and Develop” as detailed in MakerSpace (Make It Space) Service Models Report [Appendix ORD 12.2.3A PRJ-R1330116], subject to available financial and staffing resources;*
4. *Endorses the establishment of a Make It Space Governance Group to support the implementation and long term sustainability of the “Make It Space” and requests the Chief Executive Officer to present the Terms of Reference for the group back to Council for endorsement.*
5. *Notes that suitable funding sources and fee structures are to be identified and developed to ensure a viable and sustainable service model for the Make It Space.”*

At the 26th July 2023, OCM Council Resolved under [189-23] to:

1. *Notes the Variations approved on the 9 June 2023 by the Chief Executive Officer under delegation of \$158, 619.99 (ex GST) and adjusted to \$137, 527. 60 (ex GST) (Appendix ORD: 12. 2.6A -Approved Variations);*
2. *Notes the Variations approved on the 14th of July 2023 by the Chief Executive Officer under delegation of \$31,811.89 (ex GST) (Appendix ORD: 12.2.6E - Approved Variations);*
3. *Notes the Variations approved on the 19th of July 2023 by the Chief Executive Officer under delegation of \$108,041.63 (ex GST) (Appendix ORD: 12.2.6F - Approved Variations);*
4. *Approves the additional Variation Orders expenditure of \$246, 199.70 (ex GST) as per (Appendix ORD: 12.2.6B - Potential Variations) on J14322 for the new Shire of Dardanup Library, Administration and Community Building to be funded from the Building Reserve.*
5. *Approves the additional Fit-out Variation Orders expenditure of \$288, 761. 00 (ex GST) as per (Appendix ORD: 12. 2.6D - Separate Fit-out & Supply Project Costs) on J14322 for the new Shire of Dardanup Library, Administration and Community Building to be partly funded from Building Reserve.*

6. Approves the additional 2023/24 Capital Budget Expenditure up to \$387, 333. 15 (ex GST) to be funded from the Building Reserve.

The Chief Executive Officer has delegation under Clause 3A of the Contract, in accordance with Regulation 20 of the Local Government (Functions and General) Regulations 1996, to accept and authorise additional minor variations to expenditure.

Budget Implications

A report was presented to OCM in July 2023 to consider and approve the additional expenditure for Variations to the Works under Contract as design changes. This included additional expenditure for the Make It Space and the First Floor Tenancy fit out included in the \$246, 199.70 (ex GST) variation approved as per Resolution [189-23].

Since then officers have received the final quotes for undertaking these works and as a result of design changes and other additional works required – particularly in relation to mechanical ventilation (extraction and air-conditioning) the costs are higher than expected. However due to other quotes being received that are lower for other elements related to the building including the fixed contingencies, the project is still expected to come in under the new adjusted budget.

Under resolution [189-23], the OCM resolved to approve these variations, and to increase the overall budget allocation for the project by \$387,333.15 to a total budget of \$19,331,911.04, as is outlined above under Precedents. The table below outlines the budget and expenditure to date on the project (J14322) and reflects the Council resolution of July 2023:

Initial Project Budget	\$18,748,398.58	
Overheads & Labour	\$183,179.30	
Total	\$18,931,577.88	
CCTV Budget from Skate Park	\$13,000.00	
Variation approved in 26/07/2023 Up to \$387,333.16	\$387,333.16	
Adjusted Budget as Approved by OCM 26/07/2023	<u>\$19,331,911.04</u>	
Expenditure to date	\$189,034.58	FY20/21
Expenditure to date	\$1,030,549.23	FY21/22
Expenditure to date	\$5,929,942.49	FY22/23
Expenditure to date	\$2,820,981.09	FY23/24
Expenditure to Date on Overall Budget	<u>\$9,970,507.39</u>	
Total Remaining Budget	\$9,361,403.65	
Total Committed Expenditure on 29/09/2023 (including proposed variations discussed in this report)	\$9,190,156.02	FY23/24
Overall Remaining Estimated Project Budget	\$195,536.73	

The overall forecasted remaining Project Budget is \$195,536.73(ex GST) which may be achieved if the final quotes for the Fixed Contingencies works remain as expected particularly for the Western Power and Car Park related contingencies.

The contingency for Western Power was originally estimated as \$350,000. To date we have paid \$63,713.35 (ex GST) directly to Western Power. They have now issued the Shire with a quotation which will refund the Shire \$45,000.00 (ex GST). The total direct cost to Western Power is therefore currently expected to be \$18,713.35.

Additionally related to this contingency, we have accepted a Variation Order for a generator switch and connection in the amount of \$17,299.31 (ex GST) from the Contractor to provide temporary power should it be required in the future. This brings the total expenditure for the Fixed Contingency for electrical supply to date to \$36,012.76 (ex GST).

The overall remaining budget for the Western Power contingency is therefore estimated at \$313,987.24 (ex GST). We are working towards the final design for the power supply from Western Power. The draft design indicates that the SOD and the Contractor will likely need to do additional works (i.e. turning pits, a common trench, mechanical extraction, and other works). Officers have estimated these works to cost up to \$100,000.00 (ex GST), however it may cost more.

The contingency for the Car Park and some minor landscaping at the back of the building included \$80,000.00 (ex GST). To date we have accepted Variation Orders for the fire tank screening wall, conduits for future gates and Flagpoles in the amount of \$18,610.93 (ex GST). The overall remaining budget for the Carpark is therefore estimated to be \$61,389.07 (ex GST). The sealing of the carpark at the rear of the building forms part of the Works Under Contract.

If the savings expected from the contingencies are realised then the remaining \$195,536.73 should remain unspent. However, if the works for the power supply costs more than \$100,000 then this will be reduced.

Budget – Whole of Life Cost

This will be further considered as the design and costings for maintenance and whole of life becomes better known, however the indicative costs on other buildings within the Shire constructed of traditional materials is estimated at 2% pa of the value of the project. It should be noted that the cost of maintaining a timber building of this scale is unknown at this time.

The renewal cost is expressed as an annual average figure and is estimated at 2.5% similar to buildings within the Shire.

Council Policy Compliance

SDev CP032 – Wood Encouragement policy.
CnG CP034 – Procurement Policy
CnG CP306 - Capital Works Policy
CnG CP127 – Asset Capitalisation Policy

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.2.2) for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	The Shire of Dardanup New Library, Administration and Community Building – Update on Variation Orders
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 If the savings on the project budget and Fixed Contingencies is not realised it will impact the Reserve in the Long Term Financial Plan resulting in needing to delay other projects.

Officer Comment

Two variations are being presented to Council for consideration. The first relates to the fitout of the First Floor tenancy. Previously this was expected to cost approximately \$155,392.88. However, this did not include mechanical ventilation (air-conditioning) throughout the office area. Due to a required change to the roof structure, the contractors now have to install the ceiling of this area to reach practical completion. It is recommended that the additional expenditure be incurred to provide for the mechanical ventilation which increases the cost of these works to \$353,998.22.

This variation was discussed at the Working Group meeting on 3 October 2023. The working group was supportive of the variation, however suggested that the floor coverings not be included as part of this works, and for that to be installed by the prospective tenant. Excluding the floor coverings (\$24,289.10) will reduce the variation to \$329,709.17 excl. GST. It is recommended that Council supports this variation and notes that this mean the tenancy will be fitted out at a slightly better standard than the Model 2 previously endorsed on 22nd of March 2023, OCM Council resolved under [76-23].

The second variation relates to the Make It Space. The original estimation for the works was approximately \$40,340.16. The mechanical extraction costs and additional fit out items to ensure sufficient connectivity and flexibility in the space, came in higher than expected and as a result the proposed variation requested is costed at \$63,831.80. The Working Group on 3 October 2023, supported this variation and it is recommended that Council approves the variation to allow the best potential use of this space moving forward.

In addition to the fixed contingency savings identified as explained under Budget Implications, there has been some other variations that came in under the original estimated costs. This has allowed some further savings which Officers continue to manage to ensure the project remains within the budget. To achieve this, Officers follow the process for expenditure approvals and acceptance of any variations as per below:

- Identify the need to a change of the scope of works or a change to Works Under Contract if required;
- A cost estimate is issued by the Contractor to the Principal for consideration;
- If the Principal proceeds with the cost estimate an indicative scope of work, this is then formalised through the Contractor and their design Team for pricing; and
- A formal variation is issued to the Principal once the Design/Professional team has finalised the scope and quotation.

There is a high probability that the cost estimate can vary from the final quotation submitted to the Shire (to be either higher or lower) as the Quantity Surveyor appointed by the Council will vet the submitted documentation and make recommendations accordingly.

Officers will continue to manage the project to remain within the overall approved budget of \$19,331,911.04 (ex GST) as approved by Council in July 2023. Officers therefore recommend that the overall approved budget for the project be retained until the defects liability period concludes.

There is also under clause 37.8 within one month of practical completion the contract sum needs to be confirmed and if less than the Guaranteed Maximum Price, the Superintendent needs to certify if there is any savings on the contract. Such shared savings may result in a further refund to Council under the relevant savings provisions included in the contract. It is not possible at this stage to determine what this may likely be.

END REPORT

12.3 INFRASTRUCTURE DIRECTORATE REPORTS

12.3.1 *Title: Rural Rubbish Service*

Reporting Department	<i>Infrastructure Directorate</i>
Responsible Officer	<i>Mr Theo Naudé - Director Infrastructure</i>
Reporting Officer	<i>Ms Joy Welshman - Manager Operations</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Absolute Majority.</i>
Attachments	12.3.1 – Risk Assessment Tool <i>Confidential Item A Under separate cover – Veolia Quote Summary - Tardis link [OCM-R1452770]</i>

Overview

This report provides updated information to Council for the provision of an extended Rural Rubbish Service, following the July 2023 Ordinary Council Meeting Resolution 190-23, which requested that the Chief Executive Officer report back to Council on completion of the investigations to formalise the establishment of the expanded service and any related charges that may be required.

OFFICER RECOMMENDED RESOLUTION “A”

THAT Council:

1. **Approves a voluntary two bin rubbish collection service to the Dardanup rural area along the following streets:**
 - Eastern Rise
 - Ferguson Road from the Ferguson Hall to Wellington Mill Road
 - Gardincourt Drive
 - Greenwood Heights
 - Henty Road
 - Lennard Road
 - Japonica View
 - King Tree Road to Lot 51
 - Nyleeta Close
 - Pfennig Place
 - Pile Road between Ferguson Road and Gardincourt Drive
 - Seaview Heights
 - The Dress Circle
 - Wellington Mill Road

- 2) **Notes that the extended rural waste collection service will be charged at the current 2-bin charge of \$239 pro rata for the 23/24 financial year, and that for each new service the residents will also be charged \$195 for the bins in accordance with the adopted fees and charges.**

- 3) **Requests the Chief Executive Officer to contact all respondents to the Expression of Interest as well as all other residents along the adopted routes to notify them of the outcome of this report and the options available to them.**

- 4) Requests the Chief Executive Officer inform residents that take up this service that the waste bin charges will be reviewed in the annual fees and charges review as part of the budget considerations in 2024/25 and that this may increase significantly depending on the take up of this service, or that the service may be discontinued if not considered viable at that point in time.

By Absolute Majority

OR

ALTERNATE RECOMMENDED RESOLUTION "B"

THAT Council:

1. Approves a voluntary two bin rubbish collection service to the Dardanup rural area along the following streets:
 - Eastern Rise
 - Ferguson Road from the Ferguson Hall to Wellington Mill Road
 - Gardincourt Drive
 - Greenwood Heights
 - Henty Road
 - Lennard Road
 - Japonica View
 - King Tree Road to Lot 51
 - Nyleeta Close
 - Pfennig Place
 - Pile Road between Ferguson Road and Gardincourt Drive
 - Seaview Heights
 - The Dress Circle
 - Wellington Mill Road
- 2) Notes that the extended rural waste collection service will be charged at the current 2-bin charge of \$239 pro rata for the 23/24 financial year, and that a delivery fee will not be charged for the primary service, however additional bin charges will apply for all additional bins as per the current 23/24 adopted fees and charges.
- 3) Requests the Chief Executive Officer to contact all respondents to the Expression of Interest as well as all other residents along the adopted routes to notify them of the outcome of this report and the options available to them.
- 4) Requests the Chief Executive Officer inform residents that take up this service that the waste bin charges will be reviewed in the annual fees and charges review as part of the budget considerations in 2024/25 and that this may increase significantly depending on the take up of this service, or that the service may be discontinued if not considered viable at that point in time.

By Absolute Majority

Change to Officer Recommendation

No Change. **OR:**

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

Background

At the Ordinary Council meeting of the 25th May 2023, Council was presented with a Petition from the Dardanup community requesting a Rural Rubbish service, servicing Ferguson, Henty & Wellington Mills within the Shire of Dardanup. There was a total of 56 signatures on the Petition.

The Shire of Dardanup Standing Orders Local Law S4.8 (4) reads:

- (4) *The only motions in respect of a petition that are in order are that—*
- (a) *the petition be received;*
 - (b) *a report on the petition be prepared; or*
 - (c) *the petition be referred to a Committee.*

Council resolved [116-23]

THAT Council:

1. *Receives the Petition “Ferguson / Henty / Wellington Mill Council Bin Service Proposal” [Appendix ORD: 6.1].*
2. *Requests that the Chief Executive Officer prepare a report to the July Ordinary Council Meeting regarding the potential for delivering an expanded rural waste collection service and the potential costs associated with such a service.*

At the Ordinary Council meeting of the 26th July 2023, Council Officers presented information and recommendations to Council regarding the proposal for an expanded rural waste service, which included the proposed road network route. Further investigations with the Shire's waste collection service provider, Veolia, were required, to clarify the proposed service and associated costs as such, Council Resolved (190-23):

THAT Council:

2. *Approves the continuing investigation of a voluntary expanding two bin rubbish collection service to the Dardanup rural area in the following streets:*
 - *Eastern Rise*
 - *Ferguson Road from the Ferguson Hall to Wellington Mill Road*
 - *Gardincourt Drive*
 - *Greenwood Heights*
 - *Henty Road*
 - *Lennard Road*
 - *Japonica View*
 - *King Tree Road to Lot 51*
 - *Nyleeta Close*
 - *Pfennig Place*
 - *Pile Road between Ferguson Road and Gardincourt Drive*
 - *Seaview Heights*
 - *The Dress Circle*
 - *Wellington Mill Road*
3. *Requests the Chief Executive Officer continues to work with the Shire's waste collection service provider, Veolia, to clarify the proposed service and associated costs for the intended rubbish collection service to the Dardanup rural area as per resolution 1 above.*
4. *Requests the Chief Executive Officer provide feedback to the expression of interest submissions once the investigation has been completed to confirm the suitability and the number of services required.*
5. *Requests that the Chief Executive Officer report back to Council by completion of the investigations to formalise the establishment of the expanded service and any related fees or charges that may be required.*

6. *Requests the Chief Executive Officer to investigate, and where possible, provide an alternative solution to how wheelie bins are being emptied by the public at the Shire's Waste Transfer Station.*

Legal Implications

Section 6. 16 to 6. 19 of the Local Government Act 1995

6. 16. Imposition of fees and charges

*(1) A local government may impose * and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

** Absolute majority required.*

(2) A fee or charge may be imposed for the following -

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) supplying a service or carrying out work at the request of a person;*
- (c) subject to section 5. 94, providing information from local government records;*
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
- (e) supplying goods;*
- (f) such other service as may be prescribed.*

(3) Fees and charges are to be imposed when adopting the annual budget but may be -

- (a) imposed* during a financial year; and*
- (b) amended* from time to time during a financial year.*

** Absolute majority required.*

6. 19. Local government to give notice of fees and charges

If a local government -wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of -

- (a) its intention to do so; and*
- (b) the date from which it is proposed the fees or charges -will be imposed*

The Waste Avoidance and Resource Recovery Act 2007, Part 6 – Waste services

Division 1 — Services provided by local governments,

- *Section 50. (2) A local government does not require a waste collection permit or an EP authorisation to collect or transport local government waste but is otherwise subject to the provisions of the EP Act*

Division 2 – Waste Collection Permits

- *Section 56. (2) (a) a waste collection permit must not be issued to a private collector, to collect local government waste in a local government district or part of a district, unless a local government does not collect the local government waste specified in the waste collection permit in that district or part of that district.*
- *56. (4) if a waste collection permit to collect local government waste in a local government district or part of a district is in force, a local government must not collect that local government waste without written approval.*

The Shire of Dardanup is exempt from requiring a permit in the first instance, under Part 6, Division 1 — Section 50 (2), as written above. However, Division 2, Section 56, states that Department of Water and Environmental Regulation may issue Waste Collection Permits to private companies to collect Local Government Waste, if a local government does not collect the Local Government Waste specified in the waste collection permit in that district or part of that district. Furthermore, if a Waste Collection Permit to a private company to collect Local Government Waste in a local government district or part of a district is in force, a local government must not collect that Local Government Waste without the written approval of the CEO of the Department of Water and Environmental Regulation.

Officers have undertaken investigations with the Department and can confirm that Department Officers were unable to locate any record of a Waste Collection Permit being issued under Section 56 of the Waste Avoidance and Resource Recovery Act 2007 for the collection of waste within the Shire of Dardanup. Therefore, the Shire of Dardanup does not need to apply for written approval to conduct a collection service in the proposed rural service extension.

Following this, it is the Officer's interpretation, that once a local government has nominated a collection route, as part of a district, this may exclude a waste collection permit to be issued to another body for that particular route. As such, even though the Shire intends for the collection to be voluntary, a private company that wishes to formally collect along this route will be unlikely to receive the approval from DWER.

Council Plan

6.2 - Adopt innovative and more sustainable waste management solutions.

6.1 - Increase awareness and adoption of sustainable practices.

Environment - None.

Precedents - None.

Budget Implications

Veolia has provided a rate per service that reduces based on an increasing number of services provided. Due to the commercial nature of this information, the rates are included in (*Confidential Item Under separate cover – Veolia Quote Summary - Tardis link [OCM-R1452770](#)*).

In applying the rates and associated processing costs it is viable to roll out the service to the properties along the routes identified at the currently endorsed fee of \$239 per annum if more than 121 services are being provided. However, if less than 120 services are taken up, the Shire will be making a slight loss on each of the services, unless Council endorse a new fee specifically for this service.

It is recommended that Council support the new service and apply the \$239 per annum on a pro-rata basis to those taking up the service from 1 November 2023. Veolia will then deliver new bins to each property and start to deliver the service from then on. Council will charge the fee pro rata to properties that take up the service in addition to a new bin charge of \$195 (\$115 for a 240l red bin and \$80 for a 240l yellow bin), in accordance with the current (23/24) endorsed fees and charges.

It should be noted that, should the take up rate be only 24 services as per the Expression of Interest results, Council may incur a loss of up to \$11,210 for this financial year on providing this service. The more services provided the smaller the loss will be.

Budget – Whole of Life Cost -

It is intended that this service be promoted heavily amongst the properties along the route in a hope that the Shire may be able to establish more than 120 services, before the next financial year. Should this not be able to be achieved, Council may wish to consider whether or not to continue the service and what the new fee for this service may be.

Council Policy Compliance

Policy CP069 Waste Management. This policy was endorsed in September 2020 and requires updating to include the mention of the Council's kerbside FOGO service, with additional mention of the 2-bin service (Refuse and Recycling) and 3-bin service (Refuse, Recycling, and FOGO) to the corresponding zoning types, to delineate the service types and localities. This Policy should be reviewed in due course.

Administrative Policy AP048 Waste Services – Special Considerations

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.											
Risk Event	Rural Rubbish Waste Service Extension										
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)										
Risk Action Plan (treatment or controls proposed)	Risk managed internally with constant cooperation and communication between governance and operations staff, and contractor Veolia										
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.										
Risk Category Assessed Against	<table border="0"> <tr> <td>Health</td> <td>Minor. Waste not removed. Low risk rating.</td> </tr> <tr> <td>Financial</td> <td>Minor. Cost of delivery of service. Moderate risk rating</td> </tr> <tr> <td>Service Interruption</td> <td>Minor. Additional administrative resources required to implement additional rural service smoothly over 2-3 weeks. Moderate risk rating</td> </tr> <tr> <td>Reputational</td> <td>Minor. Waste Services and Governance will work closely with Veolia to ensure a well informed and communicated service roll out plan. Low risk rating.</td> </tr> <tr> <td>Property</td> <td>Minor. Bin maintenance schedule regularly undertaken and case by case scenarios liaised one-on-one with service providers, resident, and the Shire. Moderate risk rating.</td> </tr> </table>	Health	Minor. Waste not removed. Low risk rating.	Financial	Minor. Cost of delivery of service. Moderate risk rating	Service Interruption	Minor. Additional administrative resources required to implement additional rural service smoothly over 2-3 weeks. Moderate risk rating	Reputational	Minor. Waste Services and Governance will work closely with Veolia to ensure a well informed and communicated service roll out plan. Low risk rating.	Property	Minor. Bin maintenance schedule regularly undertaken and case by case scenarios liaised one-on-one with service providers, resident, and the Shire. Moderate risk rating.
Health	Minor. Waste not removed. Low risk rating.										
Financial	Minor. Cost of delivery of service. Moderate risk rating										
Service Interruption	Minor. Additional administrative resources required to implement additional rural service smoothly over 2-3 weeks. Moderate risk rating										
Reputational	Minor. Waste Services and Governance will work closely with Veolia to ensure a well informed and communicated service roll out plan. Low risk rating.										
Property	Minor. Bin maintenance schedule regularly undertaken and case by case scenarios liaised one-on-one with service providers, resident, and the Shire. Moderate risk rating.										

Officer Comment

At the May 2023 Ordinary Council meeting, Council was presented with a Petition from the community requesting a Rural Rubbish service, in particular servicing Ferguson, Henty & Wellington Mills. Council requested a report be present to the July Ordinary Council Meeting regarding the potential for delivering an expanded rural waste collection service and the potential costs associated with such a service.

Following this request, Officers released an expression of interest open to all rural residents seeking their interest in receiving a 2-bin waste service, comprising of a general refuse red lid bin weekly collection and a yellow lid recycling bin fortnightly collection.

The results of the expression of interest (EOI), which was advertised for a period of two weeks ending on the 14th of June 2023 are listed below. The Shire continued accepting late submissions. The total number of submissions meeting the criteria outlined in the report to Council in July was 24 properties, as scheduled in table 1 below.

Table: 1. Total Number of EOI Submissions to Date:

ROAD NAME	SUBMISSION
Eastern Rise	1
Ferguson Road from Ferguson Hall to Wellington Mill Rd	2
Gardincourt Drive	1
Greenwood Heights	0
Henty Road	2
Japonica View	5
King Tree Road to Lot 51	2
Lennard Road	1
Nyleeta Close	1
Pfennig Place	1
Pile Road between Ferguson Road and Gardincourt Drive	0
Seaview Heights	2
The Dress Circle	2
Wellington Mill Road	4
TOTAL	24

Further to the EOI, Officers have undertaken discussions with the Shire's contracted waste providers, Veolia and have obtained a quote to extend the rural service, which is detailed in (*Confidential Item Under separate cover – Veolia Quote Summary - Tardis link [OCM-R1452770](#)*).

Based on the collection rates and associated costs, as discussed under budget implications, Officers present Council with the following options for consideration:

- Option 1:** Council does not proceed with the expanded rural collection service. This is not recommended at this point in time, as Officers believe that should there be enough interest this service may be viable.
- Option 2:** Council approves a **voluntary** rural collection service along the previously supported route, and introduces a new fee. Based on the charges expected from Veolia and assuming a low take up rate, it is recommended that should Council endorse this option, that the new fee for this service be double that of the current annual charge of \$239. Therefore the new fee will be \$478 per annum. This fee will have to be applied pro rata for the 23/24 financial year, once the fee is advertised in accordance with legislative requirements and it is likely to apply from after 1 November 2023. As part of this option Council should acknowledge that there may still be a slight loss incurred if the take up rate is too low.
- Option 3:** Council approves a **compulsory** rural collection service along the previously supported route, at the current annual charge of \$239 pro rata for the 23/24 financial year. As part of this option Council should acknowledge there will be more than 121 properties serviced, which will mean that the service will be viable. However, some of these properties may not take up the service, but will still be charged for the service under this option.
- Option 4:** Council approves a **voluntary** rural collection service along the previously supported route, and applies the current fee of \$239 pro rata for the 23/24 financial year, as discussed in the Financial Implications section of this report. This is Officers' recommended option.

If this option is supported, Officers recommend that Council considers the viability of the service and conducts a review of the fee charged for this service as part of the 24/25 budget deliberations. Properties within the voluntary service should be notified that the 24/25 extended rural service charge may increase, with possible Council withdrawal of the service if low voluntary uptake persists.

In conjunction with Options 1, 2 and 4 listed above, an additional \$195 once-off set up fee will apply for the 240L general waste and recycling bins (recycling bin - \$80, general waste bin - \$115). These are existing fees detailed in the 2023/2024 Schedule of Fees and Charges. This set-up fee is not applicable for compulsory services, therefore would not apply to Option 3 as the costs will be recovered over time from these properties.

END REPORT

12.3.2 Title: Off Road Dirt Bike Parks Petition - Finalisation

Reporting Department	<i>Infrastructure Directorate</i>
Responsible Officer	<i>Mr Theo Naudé - Director Infrastructure</i>
Reporting Officer	<i>Mr Nathan Ryder - Manager Infrastructure Planning & Design</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>12.3.2 – Risk Assessment Tool</i>

Overview

Council received a copy of a 1,100-signature petition “Off Road Dirt Bike Parks for the Bunbury Region”, at the Ordinary Council meeting held on 26 October 2022. Shire officers have since progressed the matter and this report provides summary information to finalise the matter.

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

- 1. Notes that the request for Shire funding support towards a feasibility study for an Off Road Dirt/Trail Bike facility within the Bunbury/Eaton/Australind area, as per the e-petition “Off Road Dirt Bike Parks for the Bunbury Region” has not been supported by Shire Officers in accordance with Council Policy SDev CP044;**
- 2. Provides in principle support for an Off Road Dirt/Trail Bike facility to be located on the north side of the Bunbury Outer Ring Road to the west of Willinge Drive, which is within the City of Bunbury; and**
- 3. Provides in principle support for the establishment of Mountain Bike and E-Bike Trails Park at Lot 4 Australind By-Pass Picton East, Lot 42 Temple Road, Picton East and Lot 43 South Western Highway Picton.**

Change to Officer Recommendation

No Change. **OR:**

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

Background

At the Ordinary Council Meeting held on 26 October 2022, Council received a copy of a 1,100-signature petition “Off Road Dirt Bike Parks for the Bunbury Region”. The petition was also provided to Dr Tony Buti, Hon Don Punch MLA, City of Bunbury, Shire of Harvey, Shire of Capel, the Department of Parks and Wildlife and then Premier Mark McGowan.

Council resolved [258-22] as follows:

THAT Council:

1. *Receives the e-petition “Off Road Dirt Bike Parks for the Bunbury Region” presented by Mr Don Martin of the Recreational Trailbike Riders' Association of WA Inc.*
2. *Request that a report be brought back to Council providing further information on the request for support to consider an off-road area for dirt/trail bikes within the Bunbury/Eaton/Australind area.*

Since that time in regard to Item 2 of the above Council Resolution, Shire Officers have progressed the matter as detailed in the Officer Comment section below.

Legal Implications

Control of Vehicles (Off-road Areas) Act 1978

The Department of Local Government, Sport and Cultural Industries is responsible for administering the ‘Control of Vehicles (Off-road Areas) Act 1978. This Act:

- *prohibits the use of off-road vehicles in certain places;*
- *makes provisions for the use of off-road vehicles other than on a road;*
- *provides for areas where the use of off-road vehicles is permitted;*
- *provides requirements for the registration of off-road vehicles.*

Council Plan

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

Environment - None.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance

SDev CP044 – Community & Event Grants Policy

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.3.2) for full assessment document.

TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Off Road Dirt Bike Parks Petition - Close Out Report
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.

Officer Comment

In implementing Item 2 of Council Resolution 258-22, Shire Officers contacted Mr. Don Martin of the Recreational Trailbike Riders' Association of WA (RTRA) to determine the details of the request for support. Mr. Don Martin explained that they are seeking broader support to investigate a facility for Off Road Dirt/Trail Bikes including other motorised recreation bikes, inclusive of electric bikes, electric bicycles and e-ridables as a dedicated recreation area.

From the correspondence and discussions, the request of support from the Shire of Dardanup was determined in summary as follows:

1. Shire to provide assistance in grant funding for a feasibility study;
2. Shire to reach out to the State Government Off-road vehicle (ORV) team, as part of the Department of Local Government, Sport and Cultural Industries (DLGSC) regarding funding and support; and
3. Shire to reach out to the City of Bunbury and Hon. Don Punch MLA to determine if a regional facility may be viable.

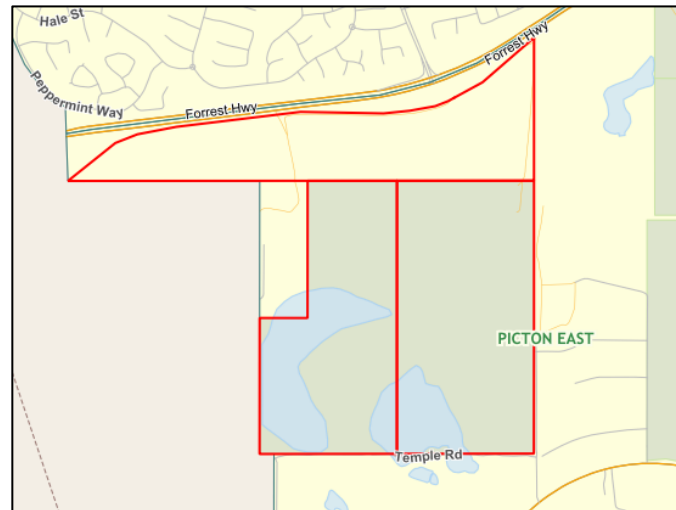
Item 1 – Shire of Dardanup Grant Funding support

Shire Officers communicated with Mr. Martin and advised that, unfortunately, the request for funding for a consultant to conduct a feasibility/investigation was not eligible for a community grant under the Shire's endorsed policy. It was communicated to Mr. Martin that funding could be applied for once the project was agreed to and if the facility was to be located within the Shire of Dardanup.

Officers also provided Mr. Martin with further information regarding potential alternative funding opportunities for the proposed project.

Items 2 and 3 – Shire of Dardanup support to State Government Agencies and Ministers

The parcels of land within the Shire of Dardanup that RTRA was initially proposing comprised Lots 4, 42 and 43 to the south of Forrest Highway directly opposite Eaton Townsite and residential areas. These lots are owned by the Department of Primary Industries and Regional Development (DPIRD).



Initially Proposed Location - Lots 4, 42 and 43

This proposed location is not supported by Officers as an Off Road Dirt/Trail Bike Facility due to its proximity directly across from the residential area of Eaton to the north. Therefore the northern parts of this precinct may be more appropriate to provide for mountain bikes, e-bikes and the like, where the noise generated is less likely to have implications for the residents of Eaton.

To this extent it is recommended that Council supports this location, being Lot 4 Australind By-Pass Picton East, Lot 42 Temple Rd, Picton East and Lot 43 South Western Highway Picton, as a potential location for a mountain bike / e-bike trails park. The southern parts of Lot 42 Temple Rd, Picton East and 43 South Western Highway Picton may provide some opportunity for an Off Road Dirt/ Trail Bike facility. However, Officers consider there is a better potential location for such a facility as discussed further below.

Therefore, it is recommended that Council provides in-principle support for this location to be used for a Mountain bike – e-bike Park. This will enable the Chief Executive Officer to write on behalf of Council to Government agencies and the relevant Ministers in support of this location being developed for such a facility to service the region. It should be made clear that Off Road Dirt/ Trail Bikes or any other bikes that may generate excessive noise should not be allowed in this park.

The Shire became aware of a possible alternative location for a motor sport precinct on land that was acquired by Main Roads WA (MRWA) in relation to the Bunbury Outer Ring (BORR) Project. The precinct is located on the north side of the BORR to the west of Willinge Drive. This land is entirely located within the City of Bunbury. Officers advised MRWA of RTRA's request and recommended MRWA contacted RTRA directly regarding the possibility of establishing an Off Road Dirt/Trail Bike Facility at this location.

It is understood that MRWA is unable to commit to such a facility at this location at this point in time, due to the uncertainty surrounding the future use of this area. Nonetheless, Officers believe that this is a more appropriate location for such a facility given the separation from other sensitive uses such as residential properties. The location is also ideal considering proximity to the Bunbury Speedway and will have great connectivity via the established road network.

To this extent, it is recommended that Council provides in-principle support for the establishment of an Off Road Dirt/Trail Bike Facility at this location (refer map below). This will enable the Chief Executive Officer to write on behalf of Council to government agencies and the relevant Ministers in support of this location being developed for such a facility to service the region.



Possible Alternative Location for Off Road Dirt/Trail Bike Facility (City of Bunbury)

END REPORT

12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

12.4.1 *Title: Quarterly Corporate Performance Report*

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mr Chris Murray – Acting Director Corporate & Governance</i>
Reporting Officer	<i>Mr Chris Murray - Acting Director Corporate & Governance</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.4.1A – Quarterly Corporate Performance Report – July to September 2023; Appendix ORD: 12.4.1B – Risk Assessment Tool</i>

Overview

This report presents Council with the attached Quarterly Corporate Performance [QCP] Report for the period July to September 2023 [Appendix ORD: 12.4.1A] in relation to the organisation's performance against the Shire's Corporate Business Plan, Annual Budget, and Grants.

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Quarterly Corporate Performance Report for the period July to September 2023 as per [Appendix ORD: 12.4.1A].

Change to Officer Recommendation

No Change. **OR:**

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

Background

The last Quarterly Corporate Performance Report was presented to Council on the 26th of July 2023 and covered the period of April 2023 to June 2023.

Legal Implications - None.

Council Plan

- 13.1 - Adopt best practice governance.
13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents -

Quarterly Corporate Performance Reports [QCP] were first introduced and presented to Council in October 2021. Council endorses each the report each Quarter. The QCP is provided in accordance with the Chief Executive Officer Key Performance Indicators set by Council. The report details the delivery of initiatives contained within the Council plan; and delivery of the Capital Works Program contained within the Annual Budget.

Budget Implications - None.

Budget – Whole of Life Cost

As there is no asset being created as a result of this report, there will be no whole of life cost implications.

Council Policy Compliance - None.

Risk Assessment

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

TIER 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Chief Executive Officer Quarterly Corporate Performance Report
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 The Shire not achieving against the Corporate Plan could jeopardise the Shire's brand.

Officer Comment

Quarterly Corporate Performance Reports [QCP] is presented to Council for noting. Matters raised within the report that require further Council decisions will be presented to Council as part of a separate Council report.

END REPORT

12.4.2 Title: Review of Terms of Reference – Committees

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mr Phil Anastasakis - Deputy CEO
Reporting Officer	Mrs Donna Bailye – Manager Governance
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Absolute Majority.
Attachments	Appendix ORD: 12.4.2A – Risk Assessment Appendix ORD: 12.4.2B – Committee ToR for Adoption x 6 Appendix ORD 12.4.2C – ToR Joint TPS No. 1

Overview

Council has the opportunity to review, update or amend the Terms of Reference for any of its Committees at this time prior to the Ordinary Council Elections to be held in October 2023. Following this review, Council endorsement is sought of the Terms of Reference for its Committees.

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

1. **Endorses the 2023 Terms of Reference as provided for in [Appendix ORD: 12.4.1B] with the following/no changes, for the following Committees:**
 - **Bush Fire Advisory Committee**
 - **Integrated Planning Committee**
 - **Local Emergency Management Committee**
 - **Audit and Risk Committee**
 - **CEO Review Committee**
 - **Behaviour Complaints Committee**
2. **Notes the Shire of Harvey & Shire of Dardanup Joint Town Planning Scheme No. 1 Committee Terms of Reference [Appendix ORD: 12.4.1C].**

By Absolute Majority

Change to Officer Recommendation

No Change. **OR:**

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

Background

The Council has formally adopted Terms of Reference for its Committees and Advisory Groups in 2021 at the Ordinary Council Meeting held on 29th September 2021 [Res: 295-21].

Legal Implications

Local Government Act 1995 Section 5.8-5.10:

5.8. Establishment of committees

A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

** Absolute majority required.*

5.9. Committees, types of

(1) *In this section —*

other person means a person who is not a council member or an employee.

(2) *A committee is to comprise — (a) council members*

only; or

(b) council members and employees; or

(c) council members, employees and other persons; or

(d) council members and other persons; or

(e) employees and other persons; or (f) other persons only.

5.10. Committee members, appointment of

(1) *A committee is to have as its members —*

(a) *persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*

(b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

** Absolute majority required.*

(2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*

(3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.*

(4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*

(5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —*

(a) *to be a member of the committee; or*

- (b) *that a representative of the CEO be a member of the committee,*
the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

Council Plan

- 3.1 - Grow participation in arts, culture and community events.
- 13.1 - Adopt best practice governance.
- 14.1 - Increase community awareness, knowledge and understanding of Shire activities and key messages.
- 14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

Environment - None.

Precedents

Council reviews its Terms of Reference for Committees biennially, being prior to each Ordinary Council election.

Budget Implications

It is important that Committees and Working Groups are run efficiently and effectively to assure maximum benefit is achieved. Committees and Working Groups play an important part in Community Engagement and allows great opportunities for community members to be actively involved in Local Government activities and initiatives.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Exec CP088 - Forums of Council – Concept Forums, Agenda Forums and Workshops.

Risk Assessment

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

TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Review of Terms of Reference - Committees
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Legal and Compliance</p> <p>The Terms of Reference provide guidance to Committee members by setting roles, responsibilities, operations, tenure and obligations, in accordance with any specific legislative requirements.</p> <p>Reputational</p> <p>The Shire has a good reputation for following best practice in Governance and Probity.</p>

Officer Comment

A Terms of Reference (TOR) document establishes a particular committee or advisory group and details the specific authority that group has to oversee an area of responsibility. It should clearly set out the roles, responsibilities, operations, tenure and obligations, in accordance with any specific legislative requirements.

The TOR for the following Committees have been reviewed and updated and are presented to Council [Appendix ORD: 12.4.2B] [Terms of Reference - Committees 2023](#) for amendment and/or adoption:

- Bush Fire Advisory Committee
- Integrated Planning Committee
- Local Emergency Management Committee
- Audit and Risk Committee
- CEO Review Committee
- Behaviour Complaints Committee

The following ToR are for acknowledgement only:

- Shire of Harvey & Shire of Dardanup Joint Town Planning Scheme No. 1 Committee

The TOR for the Shire of Harvey & Shire of Dardanup Joint Town Planning Scheme No. 1 Committee are put forward for Council acknowledgement only. As this is a Joint Committee, Council does not have the power to amend the TOR, however, can request the CEO to prepare a report to that Committee requesting they consider changes, if required. [Appendix ORD: 12.4.2C].

END REPORT

12.4.3 Title: Enterprise Resource Planning (ERP) Software Replacement Program - Quarterly Update

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mr Phil Anastasakis - Deputy CEO</i>
Reporting Officer	<i>Mr Kieran O'Brien - ERP Project Manager</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>12.4.3A – Risk Assessment Tool 12.4.3B - September 2023 Quarterly Progress Update</i>

Overview

This report provides Council with a quarterly update on the progression of the ERP Software Replacement Program since Council accepted the tender on the 26th of July 2023.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Receive the September 2023 Quarterly Progress Update for the ERP Software Replacement Program (Appendix ORD: 12.4.3B).**
- 2. Notes that the project has progressed to contract stage and is on track for all milestones.**

Change to Officer Recommendation

No Change. **OR:**

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

Background

The Shire of Dardanup has been progressing the Enterprise Resource Planning (ERP) Software Replacement Program for some time now. Key milestones to date have included:

Date	Milestone Achieved
30 July 2020	Council endorsed the Information & Communication Technology (ICT) Strategic Plan 2020-2030, which identified as the third Priority Project under Objective 1.1 - Review existing and potential future Enterprise Resource Planning (ERP) system.
March 2021	Internal draft report prepared to provide an analysis of Council's existing ERP system (IT Vision SynergySoft), together with the mix of other software systems used to service Council's information management requirements.
May 2021	To provide additional assurance regarding the future direction proposed, an independent ICT consultancy firm (TANGO Information Technology) was engaged to: <ul style="list-style-type: none"> - undertake an operational analysis and functionality audit of the Shire of Dardanup Business Solutions and IT teams to determine the most suitable staffing and resourcing structure required to meet the current and future ICT needs of the Shire as outlined in the ICT Strategic Plan. - To conduct a Peer Review of the draft "Assessment Report – Enterprise Resource Planning Software" to enable the new ERP Project Proposal to be presented to Council. This review will include validation of the report assumptions, recommendations, and financial assessment.
23 August 2021	TANGO presented a summary of their assurance report and its outcomes to Council.
27 October 2021	Council endorsed the development of an EOI (including Procurement Plan) and ERP Business Case.
29 June 2022	EOI Submission close on Tenderlink.
22 February 2023	Council endorsed: <ul style="list-style-type: none"> - The Enterprise Resource Planning (ERP) Business Case 2023. - The implementation of a new ERP system for the Shire of Dardanup. - Allocation of adequate increased financial and staffing resources. - Two (2) respondents from the EOI process to progress to a restricted Request for Tender (RFT).
31 March 23	Restricted RFT for the ERP System Project released via Tenderlink to Datacom and Open Office
26 July 2023	Council accepted the tender submission RFT-F0317843 ERP Software Replacement Program, received from Open Office Holdings Pty Ltd.

Due to the significance and complexity of the ERP Replacement Program, Council has requested at the 22nd of February 2023 Ordinary Council Meeting that the Chief Executive Officer provides a quarterly report to Council on the progression of the ERP Project [Res: 29-23]. This report has been compiled in direct response to this decision of Council – see Officer Comment section below.

Legal Implications

Local Government Act 1995

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

13.3 - Investigate and adopt innovative and SMART technologies to improve business efficiencies and the customer experience.

Environment - None.

Precedents

None. This is the first quarterly report to be presented to Council on the progression of the ERP Software Replacement Program.

Budget Implications

The Ordinary Council Meeting of the 22nd of February 2023 endorsed the project budget as per the table below, based on the five-year costing.

	CAPITAL COST	Additional Licencing Costs	TOTAL COST OF OWNERSHIP over 5 years (excluding loan costs)
Budget Amount (excluding loan costs):	\$1,758,972 (Ex GST)	\$732,302 (Ex GST)	\$2,491,274 (Ex GST)
	CAPITAL COST	Additional Licencing and Loan Costs	TOTAL COST OF OWNERSHIP over 5 years
Budget Amount (including loan costs):	\$1,758,972 (Ex GST)	\$1,602,634 (Ex GST)	\$3,361,606 (Ex GST)

Budget – Whole of Life Cost

The ERP Project has an implementation cost with contingency of \$1,758,972. There is an existing budget of \$160,000 for a Project Manager. This means that the additional expenditure required for the implementation stage is \$1,598,972 over the three financial years.

	2024/25	2025/26	2026/27
Project Costs (Capex)	\$639,871	\$447,041	\$672,060
Less existing budget allocation	\$120,000	\$40,000	\$0
Additional required budget	\$519,871	\$407,041	\$672,660

The new ERP will have a licencing cost over ten years of \$2,768,017 and a loan repayment cost of \$1,818,130. There will be a saving in software licencing for replaced products from the 25/26 financial year of \$1,152,813. There is an existing budget for the ERP of \$1,887,079 over the ten years. The additional expenditure required to implement the new ERP system over the ten years is \$1,546,256.

Council Policy Compliance

- *Information & Communication Technology (ICT) Strategic Plan 2020-2030.*
- *ERP Business Case.*

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Enterprise Resource Planning (ERP) Software Replacement Program - Quarterly Update	
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	Not adhering to the decision of Council to provide a quarterly report update on the progression of the ERP Project.
	Reputational	Council’s reputation could be viewed negatively if staff do not follow Council’s directive to provide a quarterly report update on the progression of the ERP Project.

Officer Comment

Please see the attached Enterprise Resource Planning Software Replacement Program July – September 2023 Quarterly Project Update (Appendix Ord: 12.4.3B)

END REPORT

12.4.4 **Title: Monthly Statement of Financial Activity for the Period Ended on the 30th of September 2023**

Reporting Department:	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
Reporting Officer	<i>Mrs Katherine Kaurin & Miss Tricia Richards - Assistant Accountants</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.4.4A – Risk Assessment Appendix ORD: 12.4.4B – Monthly Financial Report – 30th of September 2023</i>

Overview

This report presents the monthly Financial Statements for the period from the 1st of September 2023 to the 30th of September 2023 for Council endorsement.

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Monthly Statement of Financial Activity [Appendix ORD: 12.4.4B] for the period ended on the 30th of September 2023.

Change to Officer Recommendation

No Change. **OR:**

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

Background

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

Legal Implications

Local Government Act 1995 – Section 6.4

6.4. Financial Report

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

Local Government (Financial Management) Regulations 1996 r. 34

Part 4 — Financial Reports — s. 6.4

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

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

- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
 - (a) *presented at an ordinary meeting of the Council within 2 months after the end of the month to which the statement relates; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*

- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

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

Council Plan

13.1 - Adopt best practice governance.

Environment - None.

Precedents

Each month Council receives the Monthly Financial Statements in accordance with Council Policy and *Local Government (Financial Management) Regulations 1996*.

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

- CnG CP036 Investment Policy
- CnG CP306 – Accounting Policy for Capital Works.
- CnG AP008 Significant Accounting Policies

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Monthly Statement of Financial Activity for the Period Ended 30th September 2023
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.

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

Officer Comment

The Monthly Financial Report for the period ended on the 30th September 2023 is contained in [Appendix ORD: 12.4.4B] and consists of:

- Statement of Financial Activity by Nature and Type – including Net Current Assets (liquidity)
- Statement of Comprehensive Income by Program
- Notes to the Statement of Financial Activity:
 - * Note 1 Statement of Objectives
 - * Note 2 Explanation of Material Variances
 - * Note 3 Trust Funds
 - * Note 4 Reserve Funds
 - * Note 5 Municipal Liabilities
 - * Note 6 Statement of Investments
 - * Note 7 Accounts Receivable (Rates and Sundry Debtors)
 - * Note 8 Salaries and Wages
 - * Note 9 Rating Information
 - * Note 10 Borrowings
 - * Note 11 Budget Amendments

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

The statement includes the end-of-year surplus brought forward from 2022/23. The 23/24 Budget estimated this at \$332,558. At the time of preparing this report, the actual surplus is recorded at \$278,068, which is currently subject to Council’s financial statements audit.

As at the reporting date, officers forecast the surplus at the 30th of June 2024 to be \$216,463 based on known variances in actual performance to date and estimates for the remainder of the year based on current trends in revenue and expenses.

Note 2 – Contains explanations for items with a material variance. Actual values for the year-to-date are compared to the year-to-date budget to present a percentage variance as well as the variance amount. The minimum level adopted by Council to be used in the Statement of Financial Activity in 2022/23 for reporting material variances is 10% or \$50,000, whichever is greater.

The most significant reported material variances relate to the timing of delivery of capital works program, with most roads, bridges and parks projects yet to have any significant payments recorded.

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

END REPORT

12.4.5 Title: Schedule of Paid Accounts as at the 30th of September 2023

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
Reporting Officer	<i>Ms Joanna Hanson</i>
Council Role	<i>Local Government (Financial Management) Regulations 1996</i>
Voting Requirement	<i>Executive/Strategic.</i>
Attachments	<i>Appendix ORD: 12.4.5 – Risk Assessment</i>

Overview

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

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Schedule of Paid Accounts report from 01/09/2023 to 30/09/2023 as follows:

SHIRE of DARDANUP
30-09-2023 Schedule of Paid Accounts

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
ELECTRONIC FUNDS TRANSFER					
EFT53105	07/09/2023	A1 Sign Shop	Supply and Install 2 x 'Childcare Centre' Directional Signs - Millard/Lofthouse, Eaton/Lofthouse	MUNI	419.32
EFT53106	07/09/2023	Amber Byrne	Refund Upfront Netball Fees Paid for 2022 Season	MUNI	240.00
EFT53107	07/09/2023	Amity Signs	Street Signs - 8 x Shire Roads & White Guide Posts - Wellington Mill Road & Pile Road	MUNI	9,252.10
EFT53108	07/09/2023	Ardross Estates (SA) Pty Ltd	Rates Refund for Assessment A12341	MUNI	1,918.14
EFT53109	07/09/2023	Australian Tax Office	PAYG - Payrun: 1/09/2023	MUNI	84,371.00
EFT53110	07/09/2023	B & B Street Sweeping Pty Ltd	Pipe Inspection Camera Hire - Hazelgrove Cres	MUNI	649.00
EFT53111	07/09/2023	BOC Ltd	ERC - R400C Oxygen Medical C Size: July 2023	MUNI	25.90
EFT53112	07/09/2023	Boyles Plumbing and Gas	Replace RPZD Valve - ERC	MUNI	1,161.99
EFT53113	07/09/2023	Brett Hodgson	ERC Umpire Payment - 06/09/2023	MUNI	135.00
EFT53114	07/09/2023	Bunbury Harvey Regional Council	Green Waste Processing - Waste Transfer Station: August 2023	MUNI	1,419.00
EFT53115	07/09/2023	Bunbury Settlement Services Pty Ltd	Rates Refund for Assessment A9771	MUNI	414.16
EFT53116	07/09/2023	Bunnings Group Limited	Cage Hinges, Hasp & Staples, Screws, Post Caps - Road Maintenance - Recreation Drive	MUNI	130.28
EFT53117	07/09/2023	Cassandra Budge	Reimburse Payment of Regional Government Masterclass Series Registration: Cassandra Budge & Karen Hazlett	MUNI	54.38
EFT53118	07/09/2023	Christine Worsfold	ERC Umpire Payment - 05/09/2023	MUNI	54.00
EFT53119	07/09/2023	Ciphertel Pty Ltd T/as Gateway Internet Services	Monthly Account for Point to Point Microwave Service Depot and Dardanup - August 2023	MUNI	2,893.00
EFT53120	07/09/2023	Civil Projects Southwest	Machine Hire - 5 x Shire Locations	MUNI	9,350.00
EFT53121	07/09/2023	Civitest Pty Ltd	Pavement Investigation - Hayward Street Bus Bay Outside Dardanup Primary School	MUNI	761.20
EFT53122	07/09/2023	Cleanaway Solid Waste Pty Ltd	Waste Transfer Station General Refuse Disposal: 18-21/08/2023	MUNI	1,012.88
EFT53123	07/09/2023	Craneford Plumbing	Scheduled Fujiclean ATU Service - Martin-Pelusey Rd Depot	MUNI	149.16
EFT53124	07/09/2023	CS Legal	Legal Expenses - Debt Recovery - August 2023	MUNI	2,099.00
EFT53125	07/09/2023	Dapco Tyre and Auto Centre	Hub Seals for Trailer - DA15446	MUNI	318.45
EFT53126	07/09/2023	Dardanup Central Bush Fire Brigade	Reimbursement of Fuel Purchased for Dardanup Central BFB Fire Truck	MUNI	185.20
EFT53127	07/09/2023	Denis Hynes	Personal Development Grant Payment 2023-2024	MUNI	400.00
EFT53128	07/09/2023	Deputec Pty Ltd	ERC - Roster Scheduling - August 2023	MUNI	250.31
EFT53129	07/09/2023	Donna Bailye	Reimburse Catering Purchased for LG Candidate Evening 29/08/2023	MUNI	69.00
EFT53130	07/09/2023	Donna Bastow	ERC Umpire Payment - 06/09/2023	MUNI	135.00
EFT53131	07/09/2023	DX Print Group Pty Ltd	Printing: DLX Window faced Envelopes, Tip Passes, Statements - Admin O/H	MUNI	3,069.00
EFT53132	07/09/2023	Eaton Environmental Services	Inspect, Clean & Rebait Rodent Stations - Depot	MUNI	990.00
EFT53133	07/09/2023	Eaton Vet Clinic	Animal Management Program (Sterilisation)	MUNI	70.00
EFT53134	07/09/2023	Ellen Patricia Lilly	Meeting Allowance	MUNI	1,283.17
EFT53135	07/09/2023	Elliotts Irrigation Pty Ltd	Iron Filter Services - Watson Reserve - July 2023	MUNI	320.10
EFT53136	07/09/2023	Ferguson Building Pty Ltd	Fittings to Enable Easier Use/Access of Water With the Lift Pump or From Fire Trucks - Ferguson BFB	MUNI	341.08
EFT53137	07/09/2023	Fit2Work	Monthly Invoice for Police Checks - August 2023	MUNI	202.95
EFT53138	07/09/2023	Fulton Hogan Industries WA	Cold Mix - Lennard Road	MUNI	1,614.80
EFT53139	07/09/2023	Garage Doors South West	Service All Workshop Roller Doors - Depot	MUNI	595.00
EFT53140	07/09/2023	Hanson Construction Materials Pty Ltd	Graded Aggregate - Lennard Road	MUNI	396.88
EFT53141	07/09/2023	Heatleys	Disposable Coveralls - Occ Health & Safety Expenditure - Public Works	MUNI	3,270.25

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT53142	07/09/2023	Illion Australian Pty Ltd (Tenderlink)	3 x Tenderlink Public Notices	MUNI	627.00
EFT53143	07/09/2023	Inspired Development Solutions	Myers Briggs Assessments & De-Brief Session - New Director Sustainable Development	MUNI	605.00
EFT53144	07/09/2023	JCW Electrical Pty Ltd	Repair Faulty Light - Millars Creek & Install 2 x Double Power Points - Eaton CWA Hall	MUNI	923.62
EFT53145	07/09/2023	Jo Jingles South West	Jo Jingles 30 Minute Session for Spring Out 2023 - ECL	MUNI	418.00
EFT53146	07/09/2023	Jorja Wareham	Personal Development Grant 2023-2024	MUNI	400.00
EFT53147	07/09/2023	JP Group - CPSS Pty Ltd	Repayment: Lease 2 - Lot 81 Banksia Rd - J&P Annual Lease of Waste Transfer Station	MUNI	3,382.12
EFT53148	07/09/2023	K's Home Kitchen	Shire President Farewell Catering: 24/08/2023	MUNI	450.00
EFT53149	07/09/2023	Kenny Pomare	ERC Umpire Payment - 06/09/2023	MUNI	135.00
EFT53150	07/09/2023	Kent Lyon Architect	Superintendent Services for New SoD Library, Administration & Community Building - August 2023	MUNI	9,834.00
EFT53151	07/09/2023	Landgate	Mining Tenements: 07/07/2023 to 03/08/2023	MUNI	43.50
EFT53152	07/09/2023	Lee Aird	ERC Umpire Payment - 06/09/2023	MUNI	108.00
EFT53153	07/09/2023	Leigh Fiona Jackson	Refund Partial Dog Registration Fee Due to Sterilisation	MUNI	150.00
EFT53154	07/09/2023	Les Mills Asia Pacific	ERC - Group Fitness Program Monthly Subscription - September 2023	MUNI	1,483.81
EFT53155	07/09/2023	Lily Knight	ERC Umpire Payment - 05/09/2023	MUNI	54.00
EFT53156	07/09/2023	Luke William Davies	Meeting Allowance	MUNI	1,283.17
EFT53157	07/09/2023	M & J Essential Solutions Pty Ltd	EAP Consultations 2023-2024	MUNI	150.00
EFT53158	07/09/2023	Mantrac	Basin Drainage and Material Haulage - Environmental Expenditure	MUNI	2,791.25
EFT53159	07/09/2023	Marece Hetaraka	ERC Umpire Payment - 06/09/2023	MUNI	108.00
EFT53160	07/09/2023	Mark Richard Hutchinson	Meeting Allowance	MUNI	1,283.17
EFT53161	07/09/2023	Melanie May Ring	Reimburse Uniform Purchase	MUNI	48.97
EFT53162	07/09/2023	Michael Theodore Bennett	Local Government Allowance	MUNI	4,270.09
EFT53163	07/09/2023	Midalia Steel Pty Limited	Steel & Mesh for RPZ Valves Cage - Recreation Drive	MUNI	475.38
EFT53164	07/09/2023	Naturaliste Hygiene	Sharps Disposal Service - September 2023 - Watson Reserve & Eaton Foreshore Public Toilets	MUNI	176.55
EFT53165	07/09/2023	Nightguard Security Service SW	Alarm Monitoring: 4 x Shire Buildings - August 2023	MUNI	550.00
EFT53166	07/09/2023	Officeworks Superstores Pty Ltd	30 x Rapid Nova Visitor Chair Black - Dardanup Central BFB - ESL Recurrent Exp	MUNI	3,150.00
EFT53167	07/09/2023	P E Civil	MAF Treatment 18971/ 18972 - Surfacing Fire Access Way - Castlereagh Vista	MUNI	23,771.00
EFT53168	07/09/2023	Patricia Rose Perks	Meeting Allowance	MUNI	1,283.17
EFT53169	07/09/2023	Perfect Landscapes	Weekly Reserves & Lawn Mowing Commencing 21 & 28/08/2023	MUNI	11,972.96
EFT53170	07/09/2023	Peter Robinson	Meeting Allowance	MUNI	1,283.17
EFT53171	07/09/2023	PFI Supplies	Cleaning Items - ERC	MUNI	881.65
EFT53172	07/09/2023	Regional Media Specialists P/L	Advertising Space in Monthly Community News Page - Bunbury Herald Newspaper: August 2023	MUNI	972.40
EFT53173	07/09/2023	RJ Pestell Family Trust T/as Subway Treendale	Platters for Shire of Dardanup BFAC	MUNI	120.00
EFT53174	07/09/2023	Roof Access WA Pty Ltd	Roof Access Safety Repairs - ERC	MUNI	9,079.07
EFT53175	07/09/2023	Ross Neil Johnson	Rates Refund for Assessment A2394	MUNI	799.00
EFT53176	07/09/2023	Securepay Pty Ltd	Bank Fees - Securepay Web & IVR Merchant: August 2023	MUNI	36.65
EFT53177	07/09/2023	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	486.18
EFT53178	07/09/2023	South West Compressors	Depot Compressor Service	MUNI	230.78
EFT53179	07/09/2023	South West Tree Safe	6 x Invoices: Tree Pruning / Removal - Multiple Shire Locations	MUNI	14,850.00
EFT53180	07/09/2023	Spencer Signs	3 x Lockable Display Cabinets - Club Promotions - ERC	MUNI	1,531.20
EFT53181	07/09/2023	Stacey Gillespie	Meeting Allowance	MUNI	1,283.17

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT53182	07/09/2023	T - Quip	Parts For Repairs and Maintenance - Toro Mower - DA9429	MUNI	1,377.70
EFT53183	07/09/2023	Te Wairimu Elinor Pomare	ERC Umpire Payment - 06/09/2023	MUNI	135.00
EFT53184	07/09/2023	Telstra	Alarm Monitoring & Fax Dardanup Office	MUNI	69.90
EFT53185	07/09/2023	Therese Price	ERC Umpire Payment - 05/09/2023	MUNI	54.00
EFT53186	07/09/2023	Tiana Fraser	ERC Umpire Payment - 05/09/2023	MUNI	44.00
EFT53187	07/09/2023	Total Eden Pty Ltd	Reticulation Maintenance and Repairs - Eaton Foreshore	MUNI	441.07
EFT53188	07/09/2023	Tyrrell Gardiner	Meeting Allowance	MUNI	1,883.92
EFT53189	07/09/2023	Water Corporation	Annual Trade Waste Charges - Eaton Rec Centre - 01/07/2023 - 30/06/2024	MUNI	344.51
EFT53190	07/09/2023	Winc Australia Pty Ltd	General Stationery - ECL	MUNI	188.86
EFT53191	07/09/2023	WML Consultants	Investigation and Report - Pile Rd	MUNI	2,541.00
EFT53192	07/09/2023	Woodlands	Dog Bag Galvanised Brake Dispenser - Townsites	MUNI	2,079.00
EFT53193	07/09/2023	Woolworths Group Limited - Online Order Only	Staff Kitchen & Council Chambers Supplies & ERC - Cafe Goods & Stationery	MUNI	2,165.40
EFT53194	07/09/2023	Woolworths Group Limited - Openpay Portal	ERC - Cafe Goods & Recognition of Service Voucher - 38 x Employees	MUNI	6,956.89
EFT53195	14/09/2023	Advanced Traffic Management WA P/L - In Liquidation	Traffic Control - Dowdells Line	MUNI	2764.18
EFT53196	14/09/2023	Amanda Burrows	Reimburse Purchases for ECL: Artificial Plant & Party Supplies	MUNI	56.50
EFT53197	14/09/2023	Ampol Australia Petroleum Pty Ltd	Shire Vehicles Fuel Usage - August 2023	MUNI	13692.41
EFT53198	14/09/2023	Andrew White	Reimburse Monthly Internet Invoice: 22/08-21/09/2023 - J/C Brook BFB - ESL Recurrent Exp	MUNI	139.00
EFT53199	14/09/2023	Aqua Cooler Pty Ltd	Outdoor Pet Accessible Fountain With Tap, Bottle Filler & Dog Bowl	MUNI	3410.00
EFT53200	14/09/2023	Australind Senior High School	Budget Allocation - 2023 Leavers Donation	MUNI	300.00
EFT53201	14/09/2023	BeSafe Building Inspections	Certificate of Design Compliance for Replacement of CWA Hall Roof	MUNI	490.00
EFT53202	14/09/2023	Brett Hodgson	ERC Umpire Payment - 13/09/2023	MUNI	108.00
EFT53203	14/09/2023	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	301.91
EFT53204	14/09/2023	Bunbury Bearings	4 x Trailer Bearings, 4 x HD Jockey Wheels - Sundry Trailers	MUNI	902.00
EFT53205	14/09/2023	Bunbury Coffee Machines	ERC - Cafe Goods - Hot Drinks	MUNI	734.00
EFT53206	14/09/2023	Bunbury Harvey Regional Council	Kerbside FOGO Processing: August 2023	MUNI	22,210.30
EFT53207	14/09/2023	Bunbury Regional Entertainment Centre	Annual Budget Allocation - 2023	MUNI	16500.00
EFT53208	14/09/2023	Bunbury Telecom Service Pty Ltd	Provide Service Locations for Phone - Ferguson Road	MUNI	2,200.00
EFT53209	14/09/2023	Bunnings Group Limited	Items for General Maintenance - ERC & Martin-Pelusey Rd Depot	MUNI	929.47
EFT53210	14/09/2023	Burekup and District Country Club	Club Donations for 2023/2024	MUNI	5,665.00
EFT53211	14/09/2023	Carbone Brothers Pty Ltd	Retentions for Job 202208	MUNI	6,607.81
EFT53212	14/09/2023	Cassandra Budge	Reimburse Payment for Regional Government Masterclass Series Registration: Cassandra Budge & Karen Hazlett	MUNI	54.38
EFT53213	14/09/2023	Christine Worsfold	ERC Umpire Payment - 12/09/2023	MUNI	54.00
EFT53214	14/09/2023	Christopher James Jeffries	Rates Refund for Assessment A1690	MUNI	1,463.92
EFT53215	14/09/2023	City of Bunbury	Budget Allocation 2023/2024 - City of Bunbury Australia Day Skyfest & Cat Pund Fees - August 2023	MUNI	5,647.00
EFT53216	14/09/2023	City of Busselton	Busselton Margaret River Airport - 2023/24 Financial Year Contribution Towards Business Case Development	MUNI	20,00.00
EFT53217	14/09/2023	Cleanaway Solid Waste Pty Ltd	Kerbside General Refuse Landfill & Waste Transfer Station Disposal	MUNI	2,232.02
EFT53218	14/09/2023	Connect Call Centre Services	After Hours SoD Call Centre Services - August 2023	MUNI	475.48
EFT53219	14/09/2023	Construction Training Fund : BCITF	BCITF Remittance - August 2023	MUNI	567.38
EFT53220	14/09/2023	Country Landscaping Pty Ltd	Additional Minor Service Works - Duncan Loop Pump Station	MUNI	338.14
EFT53221	14/09/2023	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods & Morning Tea Items - Kristy Hitchens Farewell	MUNI	2094.65
EFT53222	14/09/2023	Crooked Brook Forest Association	Budget Allocation - 2023/2024 Annual Donation	MUNI	1,000.00
EFT53223	14/09/2023	Cross Security Services	Alarm System Monitoring: 1/7/2023-30/9/2023 - 7 x Shire Buildings	MUNI	1,001.00
EFT53224	14/09/2023	Dapco Tyre and Auto Centre	Service - DA429	MUNI	342.95
EFT53225	14/09/2023	Dardanup & Districts Residents Association	Dardanup & Districts Resident Association -- Dardanup Times Donation	MUNI	1,100.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT53226	14/09/2023	Dardanup Primary School	Shire of Dardanup School Awards Donation - 2023	MUNI	150.00
EFT53227	14/09/2023	Dardanup Senior Citizens	Budget Allocation - Dardanup Christmas Dinner	MUNI	2,000.00
EFT53228	14/09/2023	Daryl Fishwick	ERC Umpire Payment - 13/09/2023	MUNI	81.00
EFT53229	14/09/2023	Department of Fire and Emergency Services	2023-24 ESL Quarter 1 Instalment as Per Option B Agreement	MUNI	230,565.30
EFT53230	14/09/2023	Department of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BSL Remittance - August 2023	MUNI	6,249.08
EFT53231	14/09/2023	Dominos Eaton	Mark Atherton 25 Year Pizza Luncheon - Depot Staff	MUNI	150.00
EFT53232	14/09/2023	Donna Bastow	ERC Umpire Payment - 13/09/2023	MUNI	108.00
EFT53233	14/09/2023	Eaton Community College	2023 Annual School Awards - Budget Allocation	MUNI	300.00
EFT53234	14/09/2023	Eaton Family Centre	Budget Allocation 2023-2024	MUNI	9,900.00
EFT53235	14/09/2023	Eaton Primary School	2023 Budget Allocation - Awards Ceremony Donation	MUNI	150.00
EFT53236	14/09/2023	Eve Yoga	Yoga Classes: 23/08-02/09/2023 - ERC	MUNI	240.00
EFT53237	14/09/2023	Ferguson Hall Management Committee Inc	Budget Allocation - Ferguson Hall Management Committee- Donation 2023/2024	MUNI	3121.00
EFT53238	14/09/2023	Ferguson Valley Marketing And Promotions Inc	2023/2024 Operational Grant - Ferguson Valley Marketing - Budget Allocation	MUNI	23,500.00
EFT53239	14/09/2023	Fleet Network Pty Ltd	Payroll Clearing - Novated Lease Liabilities	MUNI	506.00
EFT53240	14/09/2023	Glen Huon Primary School	Budget Allocation - 2023 Annual School Awards	MUNI	150.00
EFT53241	14/09/2023	Go Electrical Contracting	ERC - Supply and Replace 2 x Faulty Led Lights at Reception, 3 x High Bay Lights On Courts & EWP Hire	MUNI	1,512.50
EFT53242	14/09/2023	Hanson Construction Materials Pty Ltd	Graded Aggregate - Gnomesville	MUNI	236.71
EFT53243	14/09/2023	Heatleys	Safety Gloves: Occ Health & Safety Expenditure - Public Works	MUNI	488.69
EFT53244	14/09/2023	Holman Electrical Services	ERC - Cafe - Dishwasher Repairs	MUNI	218.85
EFT53245	14/09/2023	Hospitality House Australia	30L Urn for Pickleball, Badminton & Fit Over 50 Programs - ERC	MUNI	399.00
EFT53247	14/09/2023	JCW Electrical Pty Ltd	Replace Light Fitting - HP-004 Millars Creek	MUNI	715.00
EFT53248	14/09/2023	JDSI Consulting Engineers Pty Ltd	Eaton Drive - Order of Magnitude Estimates for RRG Applications	MUNI	3,300.00
EFT53249	14/09/2023	Jo Jingles South West	Junior Jigglers and Tiny Wigglers at Eaton, Burekup and Dardanup - July & August 2023	MUNI	4,026.00
EFT53250	14/09/2023	John Jack Tavasci	Rates Refund for Assessment A2845	MUNI	1,500.00
EFT53251	14/09/2023	John Thompson	ERC Umpire Payment - 13/09/2023	MUNI	81.00
EFT53252	14/09/2023	Kenny Pomare	ERC Umpire Payment - 13/09/2023	MUNI	54.00
EFT53253	14/09/2023	Kingpark Pty Ltd	Refund of BPAY Payment Made in Error - Payment is for a Property in The Shire of Harvey	MUNI	915.96
EFT53254	14/09/2023	Lions Club Of Eaton	Budget Allocation 2023/2024 - Eaton Australia Day Breakfast & Christmas Hampers 2023	MUNI	10,626.00
EFT53255	14/09/2023	Maddie Darch	Reimburse Leaving Gift Purchase & Morning Tea Items - Kristy Hitchens	MUNI	302.77
EFT53256	14/09/2023	Malatesta Road Paving and Hotmix	Emulsion - Henty Road	MUNI	240.00
EFT53257	14/09/2023	Margery Ann Stevens	ERC Umpire Payment - 12/09/2023	MUNI	44.00
EFT53258	14/09/2023	McDonald Fencing	Remove Existing Fence & Install New Colourbond Fence - Burekup BFB	MUNI	9,479.80
EFT53259	14/09/2023	MJ Goods	Gym Wipes - ERC	MUNI	599.40
EFT53260	14/09/2023	Microcom Pty Limited T/as Metrocount	Field - Full Field Kit (Sealed Roads) - Public Works	MUNI	432.30
EFT53261	14/09/2023	Officeworks Superstores Pty Ltd	Earphones - ECL & Brigade Training/Operational Office Supplies - Waterloo BFB - ESL Recurrent Exp	MUNI	455.82
EFT53262	14/09/2023	Online Compliance Training Australia Pty Ltd	190 x Online Training Modules: Induction, Sexual Harassment, Discrimination & Bullying & Manager Overview	MUNI	8,797.80
EFT53263	14/09/2023	Onsite Rental Group	Repayment: Lease 26: Hire of Office & Ablution Block - August 2023	MUNI	4,728.66
EFT53264	14/09/2023	Our Lady of Lourdes School	Budget Allocation - 2023 School Awards Donation	MUNI	150.00
EFT53265	14/09/2023	P E Civil	MAF - 7240 Mechanical Works - Ferguson BFB	MUNI	4,994.00
EFT53266	14/09/2023	Perfect Landscapes	Weekly Reserves Mowing Commencing 04/09/2023	MUNI	2,585.21

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT53267	14/09/2023	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	2,019.65
EFT53268	14/09/2023	PFI Supplies	Cleaning Items - Dardanup Boyanup-Picton Toilet & Dardanup Office	MUNI	164.80
EFT53269	14/09/2023	Pickleball Superstore Pty Ltd	Pickleball Net & Balls - ERC	MUNI	367.50
EFT53270	14/09/2023	Rawlinsons (W.A.)	Quantity Survey To Assess Perkins Construction Progress Claims & Variation Schedule for the New SoD Admin & Library Building Project: August 2023	MUNI	8,390.25
EFT53271	14/09/2023	River Valley Primary School	Budget Allocation - 2023 Student Citizenship Awards	MUNI	150.00
EFT53272	14/09/2023	Schweppes Australia Pty Ltd	ERC - Cafe Goods	MUNI	3,311.00
EFT53273	14/09/2023	Scope Rentals Pty Ltd	Year Two Of Managed Print Contract: Usage - August 2023 & Rental - September 2023	MUNI	4,428.20
EFT53274	14/09/2023	Shane Richard Beattie	Refund BSL & BCITF Levy - Cancelled Application # 23240052	MUNI	117.08
EFT53275	14/09/2023	Soft Landing	83 x Mattress Removal From Waste Transfer Station	MUNI	3,916.77
EFT53276	14/09/2023	South West Academy of Sport Inc	Budget Allocation - 2023/2024 Annual Donation	MUNI	5,610.00
EFT53277	14/09/2023	South West Tree Safe	Roadside Tree Pruning - Ferguson Road	MUNI	3,850.00
EFT53278	14/09/2023	Southern Lock and Security	10 x Padlocks - Depot & CCTV 4 Channel NVR Upgrade to 8 and 3 Cameras Installed - Dardanup Central BFB - ESL Recurrent Exp	MUNI	4,497.98
EFT53279	14/09/2023	Southwest Vehicle Group T/as Bunbury Nissan	Service - DA329	MUNI	287.00
EFT53280	14/09/2023	Stewart and Heaton Clothing Company Pty Ltd	1 x Pair of Trousers - West Dardanup BFB - ESL Recurrent Exp	MUNI	104.58
EFT53281	14/09/2023	Synergy	Electricity - 32 x Shire Locations	MUNI	6,443.83
EFT53282	14/09/2023	Te Wairimu Elinor Pomare	ERC Umpire Payment - 13/09/2023	MUNI	54.00
EFT53283	14/09/2023	Telair Pty Ltd	Library NBN Enterprise Ethernet Service - ECL: August 2023	MUNI	658.90
EFT53284	14/09/2023	Telstra	Telephone - West Dardanup BFB & Dardanup Office Fax	MUNI	112.10
EFT53285	14/09/2023	The Cafe Merchant	Catering: Ashwin Nair Welcome Tea & Training Courses: Ferguson BFB - ESL Recurrent Exp	MUNI	825.50
EFT53286	14/09/2023	The Churches Commission on Education Inc	School Chaplaincy Donation 2023/2024	MUNI	6,849.70
EFT53287	14/09/2023	The Dardanup Bull and Barrel Festival	Budget Allocation - Shire of Dardanup 2023 Grant Donation - Bull and Barrel Festival	MUNI	10,500.00
EFT53288	14/09/2023	The Print Shop	500 x Bookmarks - ECL	MUNI	228.80
EFT53289	14/09/2023	Therese Price	ERC Umpire Payment - 12/09/2023	MUNI	54.00
EFT53290	14/09/2023	Tiana Fraser	ERC Umpire Payment - 12/09/2023	MUNI	44.00
EFT53291	14/09/2023	Total Eden Pty Ltd	Reticulation Repairs and Maintenance - Eaton Foreshore	MUNI	504.87
EFT53292	14/09/2023	Water Corporation	Water Use and Service Charges - 13 x Shire Locations	MUNI	2,893.49
EFT53293	14/09/2023	Winc Australia Pty Ltd	Brigade Training Office Supplies: Waterloo BFB - ESL Recurrent Exp	MUNI	214.15
EFT53294	21/09/2023	Access Wellbeing Services	Employee Assistance Consultations and Services	MUNI	990.00
EFT53295	21/09/2023	Ahoy Management	Tourism Event Grant - Lost and Found 2023. Funding Approved by Council, Resolution #155-23	MUNI	11,000.00
EFT53296	21/09/2023	Aquila Food Forest	Sustainable Living Workshop: 14/09/2023	MUNI	300.00
EFT53297	21/09/2023	Ardross Estates (SA) Pty Ltd	Rates Refund for Assessment A12330	MUNI	1,917.72
EFT53298	21/09/2023	Australia Post	Monthly Postage Cost - August 2023	MUNI	1,222.57
EFT53299	21/09/2023	Australian Tax Office	PAYG - Payrun: 15/09/2023	MUNI	92,749.00
EFT53300	21/09/2023	Brett Hodgson	ERC Umpire Payment: 13/09/2023	MUNI	81.00
EFT53301	21/09/2023	Bronaugh Bos	Refund Of Bit Levy - Building Permit # 23240063 - Receipt # 150522	MUNI	106.85
EFT53302	21/09/2023	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	284.77
EFT53303	21/09/2023	Bunnings Group Limited	2 x Sheets Hardi Flex, PVC Joiners, Nails - Dardanup Community Centre	MUNI	89.28
EFT53304	21/09/2023	Byron James Seewald	Refund - Copy of Building Plan Application - No Plans Found - Receipt # 150754	MUNI	50.00
EFT53305	21/09/2023	Capel Tree Service	Tree Works - Collie River Road & Panizza Road	MUNI	3,740.00
EFT53306	21/09/2023	CFM - Myzone	Heart Rate Monitors & Straps - ERC	MUNI	1,085.10
EFT53307	21/09/2023	Christine Worsfold	ERC Umpire Payment: 12/09/2023	MUNI	27.00
EFT53308	21/09/2023	Civil Projects Southwest	Machine Hire - Dardanup West Road, Shenton Road & Offer Road	MUNI	5,940.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT53309	21/09/2023	Cleanaway Solid Waste Pty Ltd	5 x Invoices: Waste Removal - Crooked Brook Road & Banksia Road	MUNI	7,603.97
EFT53310	21/09/2023	Crown Perth	Accommodation 2023 LGPWA Community Development Conference - 4 x Staff	MUNI	2,214.50
EFT53311	21/09/2023	Danita Ballard	Reimbursement for Fuel to Travel to Manjimup for 2 Day Auschem Course	MUNI	45.82
EFT53312	21/09/2023	Dardanup Veterinary Centre	Animal Management Program (Sterilisation)	MUNI	35.00
EFT53313	21/09/2023	Dardy Cafe & Convenience Store	Supply of Milk, Coffee, Tea - Dardanup Office - August 2023	MUNI	40.80
EFT53314	21/09/2023	Dell Financial Services Pty Ltd	Repayment: Lease #23 Quarterly Leasing Councillor Laptops (x7) - 01/08-31/10/2023	MUNI	1,265.12
EFT53315	21/09/2023	Department of Premier and Cabinet	Gazette Publication of Amendment 205 for Local Planning Scheme No.3	MUNI	296.40
EFT53316	21/09/2023	Donna Bastow	ERC Umpire Payment: 13/09/2023	MUNI	81.00
EFT53317	21/09/2023	DX Print Group Pty Ltd	250 x Business Cards - 6 x Staff	MUNI	577.50
EFT53318	21/09/2023	Eaton Pet Vet	Animal Management Program - Sterilisation	MUNI	35.00
EFT53319	21/09/2023	Ebony Gene Jones	ERC Umpire Payment: 12/09/2023	MUNI	27.00
EFT53320	21/09/2023	Edge Landworks	MAF 7241 - Fire Access Way, Henty Reserve	MUNI	25,190.00
EFT53321	21/09/2023	Grace Records Management	Records Management External - Storage, Destruction and Consumables	MUNI	797.26
EFT53322	21/09/2023	Hamish Melvin	Reimburse Working with Children Check - Hamish Melvin - ERC	MUNI	87.00
EFT53323	21/09/2023	HP Financial Services (Australia) Pty Ltd	Repayment: Lease 19 - Sophos Firewalls X2 2019 # 5485057843AUS2 - 01/10-31/12/2023	MUNI	1,995.90
EFT53324	21/09/2023	In Town Centre Inc	Budget Allocation - Donation to In Town Centre - 2023	MUNI	2,500.00
EFT53325	21/09/2023	John Thompson	ERC Umpire Payment: 13/09/2023	MUNI	81.00
EFT53326	21/09/2023	Kenny Pomare	ERC Umpire Payment: 13/09/2023	MUNI	81.00
EFT53327	21/09/2023	M & J Essential Solutions Pty Ltd	EAP Consultations 2023-2024	MUNI	150.00
EFT53328	21/09/2023	Margery Ann Stevens	ERC Umpire Payment: 12/09/2023	MUNI	22.00
EFT53329	21/09/2023	Neil Nicholson	Reimburse 50% of Fees Paid for Mini-MBA Course (Australian Institute of Management WA)	MUNI	1,258.50
EFT53330	21/09/2023	Officeworks Superstores Pty Ltd	2 x Matrix Mesh Deluxe Heavy Duty Chair Black - PACE Team (Michelle and PACE Officer)	MUNI	517.95
EFT53331	21/09/2023	Parks and Leisure Australia	Seminar 'How to Sell Leisure Centre Memberships' - 2 x Staff - ERC	MUNI	88.00
EFT53332	21/09/2023	Perkins WA Pty Ltd	Shire of Dardanup - Design and Construct Contract - New Admin, Library and Community Building - Progress Claim # 15	MUNI	1,536,480.88
EFT53333	21/09/2023	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	1,208.20
EFT53334	21/09/2023	Raymond Edward Cosh	Rates Refund for Assessment A3274	MUNI	87.04
EFT53335	21/09/2023	Schweppes Australia Pty Ltd	ERC - Cafe Goods - Packaged Drinks	MUNI	743.22
EFT53336	21/09/2023	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	498.14
EFT53337	21/09/2023	SMR Psychology	Employee Assistance Consultations	MUNI	203.50
EFT53338	21/09/2023	South West Networking	Attend Property, Remove & Dispose of All Debris to Valleys & Gutter - Dardanup Office	MUNI	550.00
EFT53339	21/09/2023	South West Septics	Quarterly Grease trap Service - Glen Huon Club Rooms	MUNI	286.00
EFT53340	21/09/2023	South West Tree Safe	Tree Pruning - Ferguson Road	MUNI	3,850.00
EFT53341	21/09/2023	Southern Lock and Security	4 x 9 Keys: 1 x Recreation Centre, 2 x Governance & 1 x Fire Control Officer	MUNI	79.99
EFT53342	21/09/2023	Stacey Gillespie	Childcare Allowance 05/07-12/09/2023	MUNI	463.75
EFT53343	21/09/2023	Synergy	Electricity Account - 2 x Shire Locations	MUNI	218.45
EFT53344	21/09/2023	Team Global Express - Toll	Environmental Health & DA10105 Parts Postage	MUNI	191.95
EFT53345	21/09/2023	Telstra	Phone Lines - Eaton Admin & Dardanup Central BFB & Staff Mobiles & iPad	MUNI	5,982.66
EFT53346	21/09/2023	The Cafe Merchant	Catering for WALGA 'Presenting With Confidence' Training - 05/09/2023	MUNI	422.00
EFT53347	21/09/2023	The Strategic Directions Group Pty Ltd	Conduct Business Engagement Workshops, Map Business Processes & Deliver Business Process Maps - August 2023	MUNI	32,238.92
EFT53348	21/09/2023	The Trustee for AM2 & FM2 Trust	Monthly Subscription for Myosh Classic Plus: September 2023	MUNI	621.50
EFT53349	21/09/2023	Tiana Fraser	ERC Umpire Payment: 12/09/2023	MUNI	22.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT53350	21/09/2023	TPG Network Pty Ltd	NBN Ee 1Gbps IP Line: August 2023	MUNI	875.60
EFT53351	21/09/2023	Veolia Recycling & Recovery Pty Ltd	Cardboard Recycling Skips at Waste Transfer Station - August 2023	MUNI	288.12
EFT53352	21/09/2023	Water Corporation	Water - 4 x Shire Locations	MUNI	1,859.11
EFT53353	21/09/2023	West Oz Linemarking	Install Yellow Shared Bay Line Marking - Eaton Family Centre Parking Bay	MUNI	544.51
EFT53354	21/09/2023	Winc Australia Pty Ltd	Post-It Super Sticky Easel Pad - Cindy Barbetti	MUNI	163.60
EFT53355	28/09/2023	Amity Signs	Handrail - Recreation Drive & Rural Road Sign # 177	MUNI	249.15
EFT53356	28/09/2023	B & B Street Sweeping Pty Ltd	Street Sweeping - 3 x Shire Locations	MUNI	1,336.50
EFT53357	28/09/2023	Bethany Patricia Eggeling	2023/24 Rates Prize Draw Winner - A3568	MUNI	1,500.00
EFT53358	28/09/2023	Bluesteel Enterprises Pty Ltd	Fire Fighting Items - J/C Brook BFB - ESL Recurrent Exp	MUNI	5,109.66
EFT53359	28/09/2023	Bottles of Australia	ERC - Promotion Material for Sports, Gym, Group Fitness	MUNI	467.87
EFT53360	28/09/2023	Brecken Corporate Care	Jay Jordan - Pre-Employment Medical - General Hand Preferred Candidate	MUNI	261.80
EFT53361	28/09/2023	Brodie Lee Powell	Rates Refund for Assessment A1787	MUNI	2,138.12
EFT53362	28/09/2023	Bunbury Geographe Economic Alliance	Investment Prospectus Contribution	MUNI	770.00
EFT53363	28/09/2023	Bunbury Mower Service	Chains for P&G Maintenance	MUNI	356.00
EFT53364	28/09/2023	Bunbury Settlement Services Pty Ltd	Rates Refund for Assessment A12331	MUNI	127.19
EFT53365	28/09/2023	Bunnings Group Limited	Items for Minor Repairs - Martin-Pelusey Rd Depot & Dardanup Oval	MUNI	393.40
EFT53366	28/09/2023	Cleanaway Solid Waste Pty Ltd	Rubbish Collection: ERC, Crooked Brook Rd, Banksia RD & Martin-Pelusey Depot	MUNI	3,580.67
EFT53367	28/09/2023	Dapco Tyre and Auto Centre	Window Regulator Part - DA997	MUNI	680.00
EFT53368	28/09/2023	Dardanup Aeromodellers Society Inc	Quick Response Grant Payment 2023-2024	MUNI	500.00
EFT53369	28/09/2023	Data #3 Limited	Microsoft 365 Shared Server Subscription: 01/10/2023 - 30/09/2024	MUNI	2,870.34
EFT53370	28/09/2023	Dion Berend Gazendam	Crossover Rebate - A12034	MUNI	455.80
EFT53371	28/09/2023	Duncan Njoroge Kariuki Nganga	Crossover Rebate - A12037	MUNI	238.50
EFT53372	28/09/2023	Duxton Hotel Perth	Accommodation 17-20/09/2023 - André Schönfeldt	MUNI	2,610.00
EFT53373	28/09/2023	Eaton Pet Vet	Veterinary Consultation & Supply Fees/Charges	MUNI	150.00
EFT53374	28/09/2023	Elliotts Irrigation Pty Ltd	Iron Filter Services - Watson Reserve - September 2023	MUNI	320.10
EFT53375	28/09/2023	Ferguson Bushfire Brigade	Reimburse Purchase of Starlink Hardware & Monthly Internet Service Invoice	MUNI	368.00
EFT53376	28/09/2023	Fleet Network Pty Ltd	Payroll Clearing - Novated Lease Liabilities - Pre Tax	MUNI	506.00
EFT53377	28/09/2023	Glen Huon Primary School P & C Association	Glen Huon Breakfast Club - 2023 Budget Allocation	MUNI	3,500.00
EFT53378	28/09/2023	Go Electrical Contracting	Electrical Check - Gym and Kitchen Equipment Tripping - ERC	MUNI	582.45
EFT53379	28/09/2023	Gregory Charles Gibbs	Crossover Rebate - A11613	MUNI	365.70
EFT53380	28/09/2023	Guardian First Aid and Fire	Insurance Claim - Replace Missing Defibrillator - Eaton FC	MUNI	2,144.10
EFT53381	28/09/2023	Heatleys	Disposable Coveralls & Graffiti Wipes - Occ Health & Safety Expenditure - Public Works	MUNI	686.06
EFT53382	28/09/2023	Hooleys Catering Company	Ordinary Council Meeting Catering - 27/09/2023	MUNI	734.50
EFT53383	28/09/2023	Hospitality House Australia	10ltr Urn for Meeting Room - ERC	MUNI	330.00
EFT53384	28/09/2023	IT Vision Australia Pty Ltd	Support for GL Imbalance 2022/2023 & Forecast Imbalance 2023/2024 - Admin O/H	MUNI	277.20
EFT53385	28/09/2023	Kilmore Group Pty Ltd	Eaton Junior Football & Cricket Club Pavilion & Changeroom Design & Construction - August 2023 Claim	MUNI	147,008.11
EFT53386	28/09/2023	KMART	ERC Promotional Items	MUNI	187.50
EFT53387	28/09/2023	Larsens Bricklaying And Concreting	Supply and Lay Concrete Plus All Earthworks - Carramar Park Extension	MUNI	4,844.40
EFT53388	28/09/2023	Liam Yates	Reimburse Uniform Purchase	MUNI	227.56
EFT53389	28/09/2023	Michael Angelo Ting Yu	Crossover Rebate - A12044	MUNI	238.50
EFT53390	28/09/2023	Michael Theodore Bennett	Travel Allowance 21/06-20/09/2023 1079Km @ 0.6866 c/Km	MUNI	740.84
EFT53391	28/09/2023	Michelle Edwards	Reimburse Uniform Purchase	MUNI	123.98
EFT53392	28/09/2023	Modern Teaching Aids Pty Ltd	ERC - Vacation Care Items	MUNI	274.95
EFT53393	28/09/2023	Nathan Daniel Golding	Crossover Rebate - A12093	MUNI	302.10
EFT53394	28/09/2023	No Agent Property & Business	Online Listing & Sale Board for Sale of L220 Charterhouse Street, Eaton	MUNI	1,100.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT53395	28/09/2023	Northstar Asset Trust Trading as Artistralia	Movies by Moonlight Film Right Fees - 3 x Films	MUNI	1,870.00
EFT53396	28/09/2023	Nutrition Systems	ERC - Cafe Goods - Packaged Drinks	MUNI	805.86
EFT53397	28/09/2023	Officeworks Superstores Pty Ltd	Post-It Easel Pad White - Cindy	MUNI	138.00
EFT53398	28/09/2023	Perfect Landscapes	Weekly Reserves & Lawn Mowing Commencing 11/09/2023	MUNI	5,644.58
EFT53399	28/09/2023	Peron Naturaliste Partnership	Dardanup Contribution Towards Peron Naturaliste Partnership 2023-2024	MUNI	4,595.25
EFT53400	28/09/2023	Proven Project Management	External Project Management Services - New SoD Administration Building/Library Project - August 2023	MUNI	7,092.80
EFT53401	28/09/2023	Quality Press	DFES Operational Printed Items - 8 x Shire BFB	MUNI	891.00
EFT53402	28/09/2023	Sandy Marshall	Crossover Rebate - A12104	MUNI	217.30
EFT53403	28/09/2023	Signs Plus	5 x Name Badges for Shire Staff	MUNI	91.00
EFT53404	28/09/2023	South West Networking	Repair Leaking Roof - ERC & ECL	MUNI	680.00
EFT53405	28/09/2023	South West Septics	Vac Excavation to Identify Water Corp Asset - Glenhuon Boulevard	MUNI	1,166.00
EFT53406	28/09/2023	South West Tree Safe	Clean Up and Remove Hangers Following Storm Damage - Recreation Road	MUNI	3,850.00
EFT53407	28/09/2023	Southern Lock and Security	Replace Lock Barrel With #9 Key - Dardanup Oval Toilets	MUNI	165.00
EFT53408	28/09/2023	Stratagreen	Sickle & Glyphosate - 4 x Shire Locations	MUNI	2,437.68
EFT53409	28/09/2023	Synergy	Electricity Supply - 7 x Shire Locations	MUNI	15,061.80
EFT53410	28/09/2023	Taylor Burrell Barnett	Assessments: Parkridge Structure Plan Amendment & Lot 10 Temple Road LDP and DA	MUNI	6,492.20
EFT53411	28/09/2023	Team Global Express - Toll	Postage - 3 x Shire Locations	MUNI	471.75
EFT53412	28/09/2023	Telstra	Telephone Account for Wellington Mills BFB	MUNI	89.99
EFT53413	28/09/2023	Total Eden Pty Ltd	Reticulation Maintenance and Repairs - Eaton Oval, Dardanup Oval & Carramar Park	MUNI	2,121.02
EFT53414	28/09/2023	Total Hygiene	Monthly Sanitary Bin Disposal Service: 03/10/2023 - 02/10/2024 - ERC	MUNI	1,485.00
EFT53415	28/09/2023	Veolia Recycling & Recovery Pty Ltd	SoD Monthly Rubbish Collection - August 2023	MUNI	92,576.77
EFT53416	28/09/2023	WA Country Health Service - South West	Refund Duplicate Payment of Invoice #33833	MUNI	2,250.00
EFT53417	28/09/2023	WALGA	Presenting With Confidence Course @ SoD Eaton Office: 05/09/2023 & Roadside Vegetation Management Workshop: 5 x Staff	MUNI	6,772.80
EFT53418	28/09/2023	Water Corporation	Water: ERC & ECL	MUNI	1,154.24
EFT53419	28/09/2023	Western Australian Treasury Corporation	Repayment - Loan 73 - New SoD Library / Admin Centre	MUNI	227,400.20
EFT53420	28/09/2023	Winc Australia Pty Ltd	Stationery Order - Admin O/H & ECL	MUNI	1,375.94
EFT53421	28/09/2023	Work Clobber	Danita Ballard - Blundstone Unisex Steel Cap Gumboots - Public Works	MUNI	80.10
CHEQUES					
46	07/09/2023	Department of Mines, Industry, Regulations & Safety (DMIRS) - BSL	Adjustment - Peter Jackson Building Surveyor Practitioner Level 2 Registration Renewal - Balance of \$1125 Registration Fee - \$747 Already Paid	MUNI	378.00
DIRECT DEBIT					
BPAY					
DD17491.1	13/09/2023	Department of Transport	Department of Transport - Vehicle Owner Details Searches	MUNI	136.40
DD17522.1	27/09/2023	inet Ltd	Monthly Charge for Business NBN100 Value & NBN Wireless 4 Service - October 2023	MUNI	174.94
CREDIT CARD					
DD17528.1	27/09/2023	Mailchimp	Monthly Subscription and Charge for Email Newsletters - August 2023	MUNI	179.58
DD17528.2	27/09/2023	Department of Water and Environmental Regulation	Clearing Permit Application for Intersection of Ferguson Road and Depiazzi Road	MUNI	400.00
DD17528.3	27/09/2023	Facebook Ireland Limited	Facebook Advertising for Events and Programs	MUNI	87.89
DEBIT CARD					
DD17498.1	14/09/2023	Shire of Dardanup - ERC Debit Card Recoup	Autopro Treendale - Water Scrubber & Spout for Court Cleaning	MUNI	19.90
	14/09/2023	Shire of Dardanup - ERC Debit Card Recoup	Bunnings - Minor Court & Building Maintenance Items	MUNI	21.36
	14/09/2023	Shire of Dardanup - ERC Debit Card Recoup	Bunnings - Clothes Hangers & Cleaning Cloths (Courts)	MUNI	36.44
	14/09/2023	Shire of Dardanup - ERC Debit Card Recoup	Woolworths - Lettuce for Café	MUNI	3.70

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
	14/09/2023	Shire of Dardanup - ERC Debit Card Recoup	JB HiFi - Book Stock - ECL	MUNI	228.74
INTERNATIONAL					
-					
TRUST					
-					
PAYROLL					
DD17467.1	01/09/2023	Aware Super Pty Limited	Payroll Deductions	MUNI	37,952.03
DD17467.2	01/09/2023	MLC Super Fund	Superannuation Contributions	MUNI	1,693.72
DD17467.3	01/09/2023	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	445.34
DD17467.4	01/09/2023	One Path Masterfund	Superannuation Contributions	MUNI	34.10
DD17467.5	01/09/2023	Hostplus	Payroll Deductions	MUNI	1,087.71
DD17467.6	01/09/2023	Brighter Super	Superannuation Contributions	MUNI	277.80
DD17467.7	01/09/2023	Hesta Super Fund	Payroll Deductions	MUNI	1,613.08
DD17467.8	01/09/2023	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,069.04
DD17467.9	01/09/2023	Australian Retirement Trust	Superannuation Contributions	MUNI	194.09
DD17467.10	01/09/2023	Australian Ethical Superannuation	Payroll Deductions	MUNI	285.84
DD17467.11	01/09/2023	Australian Super	Superannuation Contributions	MUNI	385.46
DD17467.12	01/09/2023	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	899.87
DD17467.13	01/09/2023	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	786.92
DD17467.14	01/09/2023	Mercer Super Trust	Superannuation Contributions	MUNI	185.82
DD17467.15	01/09/2023	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	263.50
DD17467.16	01/09/2023	Plum Superannuation Fund	Superannuation Contributions	MUNI	185.46
DD17467.17	01/09/2023	Rest Superannuation	Payroll Deductions	MUNI	1,612.50
DD17467.18	01/09/2023	The Bro Code Super Fund	Superannuation Contributions	MUNI	291.75
DD17467.19	01/09/2023	Media Super	Superannuation Contributions	MUNI	617.21
DD17467.20	01/09/2023	Australiansuper	Payroll Deductions	MUNI	8,418.23
DD17467.21	01/09/2023	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	8.68
DD17467.22	01/09/2023	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	316.70
DD17467.23	01/09/2023	Hughes Superannuation Fund	Superannuation Contributions	MUNI	75.03
DD17503.1	15/09/2023	Aware Super Pty Limited	Payroll Deductions	MUNI	38,243.28
DD17503.2	15/09/2023	MLC Super Fund	Superannuation Contributions	MUNI	1,730.78
DD17503.3	15/09/2023	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	603.85
DD17503.4	15/09/2023	One Path Masterfund	Superannuation Contributions	MUNI	83.12
DD17503.5	15/09/2023	Hostplus	Payroll Deductions	MUNI	1,158.88
DD17503.6	15/09/2023	Brighter Super	Superannuation Contributions	MUNI	277.80
DD17503.7	15/09/2023	Hesta Super Fund	Payroll Deductions	MUNI	1,690.77
DD17503.8	15/09/2023	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,069.04
DD17503.9	15/09/2023	Australian Retirement Trust	Superannuation Contributions	MUNI	193.44
DD17503.10	15/09/2023	Australian Ethical Superannuation	Payroll Deductions	MUNI	282.14
DD17503.11	15/09/2023	Australian Super	Superannuation Contributions	MUNI	338.40
DD17503.12	15/09/2023	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	899.87
DD17503.13	15/09/2023	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	786.92
DD17503.14	15/09/2023	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	119.35
DD17503.15	15/09/2023	Mercer Super Trust	Superannuation Contributions	MUNI	185.82
DD17503.16	15/09/2023	TWU Superannuation Fund	Superannuation Contributions	MUNI	20.46
DD17503.17	15/09/2023	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	263.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD17503.18	15/09/2023	Plum Superannuation Fund	Superannuation Contributions	MUNI	187.20
DD17503.19	15/09/2023	Construction & Building Industry Super	Superannuation Contributions	MUNI	10.66
DD17503.20	15/09/2023	Rest Superannuation	Payroll Deductions	MUNI	1,595.03
DD17503.21	15/09/2023	The Bro Code Super Fund	Superannuation Contributions	MUNI	29.76
DD17503.22	15/09/2023	Media Super	Superannuation Contributions	MUNI	617.21
DD17503.23	15/09/2023	Australiansuper	Payroll Deductions	MUNI	8,628.42
DD17503.24	15/09/2023	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	52.09
DD17503.25	15/09/2023	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	316.70
DD17503.26	15/09/2023	Hughes Superannuation Fund	Superannuation Contributions	MUNI	54.57
DD17526.1	29/09/2023	Aware Super Pty Limited	Payroll Deductions	MUNI	37,945.87
DD17526.2	29/09/2023	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	597.06
DD17526.3	29/09/2023	One Path Masterfund	Superannuation Contributions	MUNI	68.20
DD17526.4	29/09/2023	Hostplus	Payroll Deductions	MUNI	1,201.32
DD17526.5	29/09/2023	Brighter Super	Superannuation Contributions	MUNI	277.80
DD17526.6	29/09/2023	Hesta Super Fund	Payroll Deductions	MUNI	1,613.08
DD17526.7	29/09/2023	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,069.04
DD17526.8	29/09/2023	Australian Retirement Trust	Superannuation Contributions	MUNI	197.73
DD17526.9	29/09/2023	Australian Ethical Superannuation	Payroll Deductions	MUNI	282.14
DD17526.10	29/09/2023	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	6.66
DD17526.11	29/09/2023	Australian Super	Superannuation Contributions	MUNI	271.46
DD17526.12	29/09/2023	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	899.87
DD17526.13	29/09/2023	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	741.14
DD17526.14	29/09/2023	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	214.84
DD17526.15	29/09/2023	Mercer Super Trust	Superannuation Contributions	MUNI	185.82
DD17526.16	29/09/2023	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	135.21
DD17526.17	29/09/2023	Unisuper	Superannuation Contributions	MUNI	31.97
DD17526.18	29/09/2023	Plum Superannuation Fund	Superannuation Contributions	MUNI	108.47
DD17526.19	29/09/2023	Rest Superannuation	Payroll Deductions	MUNI	1,535.62
DD17526.20	29/09/2023	Media Super	Superannuation Contributions	MUNI	617.21
DD17526.21	29/09/2023	Australiansuper	Payroll Deductions	MUNI	8,924.34
DD17526.22	29/09/2023	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	26.04
DD17526.23	29/09/2023	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	316.70
DD17526.24	29/09/2023	Hughes Superannuation Fund	Superannuation Contributions	MUNI	75.03
DD17526.25	29/09/2023	MLC Super Fund	Superannuation Contributions	MUNI	1,803.98

REPORT TOTALS

EFT	3,073,902.96
Muni Cheque	378.00
Trust	0.00
Payroll	177,285.54
Credit Card	667.47
Debit Card	310.14
Direct Debit	0.00
International	0.00
BPAY	311.34

3,252,855.45

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.

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
TOTAL	3,252,855.45		MR ANDRÉ SCHÖNFELDT	



Chief Executive Officer

Change to Officer Recommendation

No Change. **OR:**

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

Background

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

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

Legal Implications

Local Government Act 1995

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

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

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

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

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

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

Council Plan

- 13.1 - Adopt best practice governance.
- 13.2 - Manage the Shire’s resources responsibly.

Environment - None.

Precedents - None.

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

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

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Schedule of Paid Accounts as at the 30 th 2023
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.</p> <p>Reputational Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively</p>

Officer Comment

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

END REPORT

12.5 COMMITTEES

12.5.1 Title: Bushfire Advisory Committee Meeting held on 11th October 2023

Reporting Department:	Sustainable Development Directorate
Responsible Officer	Ms Ashwin Nair – Director Sustainable Development
Reporting Officer	Mrs Michelle Edwards - Personal Assistant to DSD
Legislation	Local Government Act 1995
Attachments	Appendix ORD: 12.5.1 – Bushfire Advisory Committee meeting Minutes

MINUTES OF THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY, 11TH OCTOBER 2023, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 7.00PM.

Overview

The Minutes of the Local Bushfire Advisory Committee Meeting held on the 11th of October 2023 [Appendix ORD: 12.5.1] are attached.

OFFICER RECOMMENDED RESOLUTION “A”

THAT Council receives the Minutes [Appendix ORD: 12.5.1A] of the Bushfire Advisory Committee Meeting held on the 11th of October 2023.

BUSH FIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION “B”

THAT Council:

- Notes the proposed minimum standards for Brigade Volunteer Minimum Fire Training as agreed by Brigades and included in (Appendix OCM: 12.5.1B);**
- Adopts the amended Council Policy SDev CP077 – Brigade Volunteer Minimum Fire Training Requirements Policy**



POLICY NO:-
SDev CP077 - BRIGADE VOLUNTEER MINIMUM FIRE TRAINING REQUIREMENTS

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION								
History:	1	DEV2	OCM:	11/10/07	Res:	295/07	Synopsis:	Policy created. 11/10/2007
			OCM:	10/05/12	Res:		Synopsis:	Reviewed Policy Adopted
Version:	2	CP077	SCM	26/07/18	Res:	251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	SDev CP077	SCM	30/09/20	Res:	270-20	Synopsis:	Reviewed and Adopted by Council
Version:	3	SDev CP005	OCM	28/09/22	Res:	243-22	Synopsis:	Reviewed and adopted by Council.
Version	4	SDev CP077	OCM	18/09/23	Res:		Synopsis:	Reviewed and adopted by Council

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

To ensure that the volunteer bushfire brigades have a breadth of training, and officers have received a minimum level of training, to be able to undertake firefighting duties safely, efficiently and confidently whilst on the fire ground.

3. POLICY

3.1 Active Volunteers

Prior to undertaking any firefighting duties all 'active' volunteer bushfire brigade members will be required to;

- a) Complete the Volunteer Induction Program through their relevant brigade;
- b) Complete 'AIMS Awareness', 'Bushfire Safety Awareness' and 'Firefighting Skills' courses;
- c) Register on the DFES Volunteer Hub and eAcademy; and
- d) Accept and be willing to fulfill all duties as an 'Active' volunteer member of the brigade.

3.3 Lieutenants

The minimum requirements for an individual to be appointed to the position of Lieutenant are:

- a) Completion of the minimum training requirement for Active Fire Fighter;
- b) Completion of 'Advanced Firefighter' and 'Crew Leader' courses; and
- c) Accept and be willing to fulfill all duties of the Lieutenant as outlined in the Brigade Local Law.

3.4 Captains

The minimum requirements for an individual to be appointed to the position of Captain are:

- a) Completion of the minimum training requirements for Lieutenant;
- b) Completion of 'Sector Commander' course; and
- c) Accept and be willing to fulfill all duties of the Captain as outlined in the Brigade Local Law.

3.5 Fire Control Officer

The minimum requirements for an individual to be appointed to the position of Fire Control Officer are:

- a) Completion of the minimum training requirements for Captain;
- b) completion of 'Fire Control Officer' course; and
- c) Accept and be willing to fulfill all duties of the Fire Control Officer as outlined in the Brigade Local Law.

3.6 Incident Controllers.

The Shire of Dardanup will have access to four (4) Level 1 Incident Controllers from across all the Brigades for Incident Management.

13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

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

15 PUBLIC QUESTION TIME

16 MATTERS BEHIND CLOSED DOORS

None.

17 CLOSURE OF MEETING

The Presiding Officer advises that the date of the next:

- Special Meeting of Council will be Wednesday, the 25th October 2023, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.
- Ordinary Meeting of Council will be Wednesday, the 22nd of November 2023, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

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