



**CONFIRMED**

# **MINUTES**

FOR THE

# **ORDINARY COUNCIL MEETING**

Held

**21<sup>st</sup> May 2025**

At

**ADMINISTRATION CENTRE EATON  
1 Council Drive - EATON**

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~ Large Print  
~ Electronic Format [emailed]  
Upon request.

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## 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

<b>Advocacy</b>	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
<b>Executive/Strategic</b>	The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<b>Legislative</b>	Includes adopting local laws, town planning schemes and policies.
<b>Review</b>	When Council reviews decisions made by Officers.
<b>Quasi-Judicial</b>	<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

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

**SHIRE OF DARDANUP**

**MINUTES FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING HELD ON WEDNESDAY, THE 21<sup>ST</sup> MAY 2025, AT THE ADMINISTRATION CENTRE EATON, 1 COUNCIL DRIVE, EATON, COMMENCING AT 5.00PM.**

**1      DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

The Presiding Member, Cr T G Gardiner declared the meeting open at 5.00pm and welcomed those in attendance, referred 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.*

*Recording of Meetings*

*In accordance with Section 5.23A of the Local Government Act 1995, and Part 2A of the Local Government (Administration) Regulations 1996, video or audio recordings of Council meetings apply to all Ordinary and Special Council Meetings of the Shire of Dardanup.*

*All recordings will be retained as part of the Shire of Dardanup records and will be made available to the public via the Shire of Dardanup Website, excluding recordings of matters that Council take Behind Closed Doors.*

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

### 2.1 Attendance

Cr Tyrrell Gardiner	-	Shire President - Chairperson
Cr Ellen Lilly	-	Deputy Chairperson
Cr Tony Jenour	-	Elected Member
Cr Stacey Gillespie	-	Elected Member
Cr Jack Manoni	-	Elected Member
Cr Taneta Bell	-	Elected Member
Cr Luke Davies	-	Elected Member
Cr Mark Hutchinson	-	Elected Member
Mr André Schönfeldt	-	Chief Executive Officer
Mrs Natalie Hopkins	-	Director Corporate and Governance
Mr Ashwin Nair	-	Director Sustainable Development
Mr Theo Naudé	-	Director Infrastructure
Mrs Donna Bailye	-	Manager Governance
Mrs Jolene Roots	-	Executive Support Officer

### 2.2 Apologies

Cr Annette Webster	-	Elected Member
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### 2.3 Leave of Absence

None.

### 2.4 Previous Meetings

DATE	TYPE	CR. T BELL	CR. L W DAVIES	CR. T G GARDINER	CR. S L GILLESPIE	CR. A C JENOUR	CR. E P LILLY	CR. M R HUTCHINSON	CR. J D MANONI	CR. A L WEBSTER
<b>MARCH 2025</b>										
05/03/25	CF	✓	✓	✓	✓	✓R	NA	✓	✓	✓
10/03/25	DARDANUP COMMUNITY MEETING	✓		✓		✓	✓	✓		
17/03/25	EATON COMMUNITY MEETING			✓	✓		LoA	✓		✓
19/03/25	AF	Ap	Ap	Ap	✓	✓R	Ap	✓	Ap	Ap
26/03/25	OCM	✓	✓	✓	✓	✓	LoA	✓	✓	✓
<b>APRIL 2025</b>										
02/04/25	CF	NA	NA	✓	✓	✓R	NA	✓	✓R	NA
09/04/25	SCM	✓	NA	✓	✓	✓	Ap	✓	✓	Ap
16/04/25	AF	✓	NA	✓	LoA	✓R	✓	LoA	Ap	✓
23/04/25	OCM	✓	Ap	✓	✓R	✓	✓	LoA	✓	✓
<b>MAY 2025</b>										

DATE	TYPE	Cr. T BELL	Cr. L W DAVIES	Cr. T G GARDINER	Cr. S L GILLESPIE	Cr. A C JENOUR	Cr. E P LILLY	Cr. M R HUTCHINSON	Cr. J D MANONI	Cr. A L WEBSTER
30/04/25	CF	NA	NA	✓	Ap	✓R	✓	✓	Ap	Ap
14/05/25	AF	✓R	Ap	✓	✓	✓R	✓	✓	✓	Ap
21/05/25	OCM	✓	✓	✓	✓	✓	✓	✓	✓	Ap
28/05/25	SCM									

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

None.

### 5 APPLICATIONS FOR LEAVE OF ABSENCE

#### COUNCIL RESOLUTION

112-25      MOVED -      Cr E P Lilly      SECONDED –      Cr S L Gillespie

THAT Cr A C Jenour be granted leave of absence for the:

- Special Council meeting to be held on 28<sup>th</sup> May 2025; and
- Ordinary Council Meeting to be held on the 25<sup>th</sup> June 2025.

CARRIED  
8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. J D Manoni Cr. L W Davies Cr. M R Hutchinson Cr. A C Jenour Cr. S L Gillespie Cr. T Bell	



## 6 PETITIONS/DEPUTATIONS/PRESENTATIONS

6.1 Ms Katharine Williams - 12.2.2 Title: Additions & Alterations (Restaurant & Incidental Cellar Door Sales) to Single House & Winery – Lot 2 (566) Crooked Brook Road, Crooked Brook

Note: Shire President, Cr T G Gardiner advised Council that they would be receiving a deputation from Ms Katherine Williams upon her arrival which will be later in the meeting.

## 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Council Meeting Held on the 23<sup>rd</sup> April 2025

### OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

113-25      MOVED -      Cr M R Hutchinson      SECONDED –      Cr E P Lilly

**THAT the Minutes of the Ordinary Meeting of Council held on the 23<sup>rd</sup> April 2025, be confirmed as true and correct subject to no corrections.**

CARRIED  
8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. E P Lilly	
Cr. J D Manoni	
Cr. LW Davies	
Cr. M R Hutchinson	
Cr. A C Jenour	
Cr. S L Gillespie	
Cr. T Bell	

## 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.1 Title: Shire President Monthly Report

<b>Reporting Department</b>	<i>Elected Members</i>
<b>Elected Member</b>	<i>Cr. Tyrrell Gardiner - Shire President</i>

Note: The following report was provided to Councillors via email prior to the meeting and then tabled at the meeting.

Participation in various meetings, conferences, and events since my last report to the Council.

<b>Event:</b>	<b>24/4/25 Joint Town Planning Scheme (JTPS) Committee</b>
Report:	Along with Cr Manoni and staff, meeting with Shire of Harvey progress of JTPS
<b>Event:</b>	<b>28/4/25 South West Local Government Zone Meeting</b>
Report:	Travel to Nannup for bi-monthly SW Zone meeting. Also hear from Shire of Nannup about projects in their area, particularly upcoming 2026 UCI World Gravel Championships, the Tour de France off road bike racing. Big numbers with associated events throughout the South West. Various other topics for deliberation. CEO also in attendance.
<b>Event:</b>	<b>6/5/25 Development Assessment Panel (DAP)</b>
Report:	DAP meeting to hear application for Lot 2 Banksia Road removal of conditions. Minutes available on the DAP website. Cr Gillespie also representing Shire of Dardanup.
<b>Event:</b>	<b>8/5/25 Bunbury Geographe Group of Councils (BGGC) Working Group</b>
Report:	Held at Capel discussion with member Councils on working model and aims of the group.
<b>Event:</b>	<b>12/5/25 Eaton Community Hive Rebrand/Launch</b>
Report:	Morning Tea event at Eaton Family Centre now Eaton Community Hive. Since 1988 this facility has been providing services to over 600 community members, young and older, each week. A big shout out to a group the Shire is proud to support. CEO in attendance also.
<b>Event:</b>	<b>15/5/25 Mural Photos Shire Building</b>
Report:	<p>Along with artist Grace and sponsors RCR Mining Technologies photo at completed Mural on south west wall of building. Congratulations Grace a striking image to brighten things up.</p> <p>16/5/25 Marketing Video Tronox Spring Out Festival Preparatory marketing video for Festival. Thank you to sponsors Tronox for their involvement in the festival.</p>

RECEIVED

## 9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

### 9.1 Title: Heads of Agreement - Hydrogen Plant and Dispensing Facility ATCO Australia and Fortescue Future Industries

### 9.2 Determine Tender RFT-F0408167 Busher Road Intersection Upgrade

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

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

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

**Note:** The meeting would go behind closed doors toward the end of the meeting to discuss S.5.23 section (2)(c) where a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

**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.*

- *Shire President, Cr Tyrrell Gardiner declared a Direct Financial Interest in Item 12.4.2 - Proposed Lease of Lot 100 Martin Pelusey Road – Registration of Interest as he has had and could have, business dealings with one of the ROI applicants.*
- *Cr Mark Hutchinson declared a Direct Financial Interest in Item 12.4.2 - Proposed Lease of Lot 100 Martin Pelusey Road – Registration of Interest as he has had and could have, business dealings with one of the ROI applicants.*
- *Deputy Shire President, Cr Ellen Lilly declared a Proximity Interest in Item 12.2.2 - Additions & Alterations (Restaurant & Incidental Cellar Door Sales) to Single House & Winery – Lot 2 (566) Crooked Brook Road, Crooked Brook as she lives near the applicant.*

## 12 REPORTS OF OFFICERS AND COMMITTEES

### 12.1 EXECUTIVE REPORTS

#### 12.1.1 Title: Corporate Business Plan Review 2025-2028

Reporting Department	Executive
Responsible Officer	Mr André Schönfeldt - Chief Executive Officer
Reporting Officer	Mr André Schönfeldt - Chief Executive Officer
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Absolute Majority.
	Appendix ORD 12.1.1A – Corporate Business Plan 2025-2028 – Final Draft
Attachments	Appendix ORD 12.1.1B – Corporate Business Plan 2025-2028 – Tracked changes Appendix ORD: 12.1.1C– Risk Assessment

#### Overview

This report presents Council with an updated Corporate Business Plan 2025-2028 (Appendix ORD: 12.1.1A), which forms part of Council's adopted "Council Plan 2024 – 2034". A number of minor updates have been made to the Corporate Business Plan endorsed by Council in 2024, which is reflected in the tracked changes included in (Appendix ORD: 12.1.1B).

**Change to Officer Recommendation** - No Change.

#### OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

114-25      MOVED -      Cr A C Jenour      SECONDED –      Cr S L Gillespie

**THAT Council endorses the updated Shire of Dardanup Corporate Business Plan 2025-2028, (Appendix ORD: 12.1.1A) which forms part of Council's adopted "Council Plan 2024 – 2034".**

*By Absolute Majority*

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. E P Lilly	
Cr. J D Manoni	
Cr. LW Davies	
Cr. M R Hutchinson	
Cr. A C Jenour	
Cr. S L Gillespie	
Cr. T Bell	



## **Background**

Council adopted its reviewed and updated ten year “Council Plan 2022-2032” in July 2022 [OCM Res:179-22] to fulfil the role of both the Strategic Community Plan and Corporate Business Plan. This review formed part of the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and legislative requirements.

At the 24<sup>th</sup> April 2024 Ordinary Council meeting, Council considered the internal review of the Strategic Community Plan 2024-2034 and endorsed the amendments noted within the review report, which formed part of Council’s updated “Council Plan 2024 – 2034”.

The *Local Government Act 1995* requires the four year Corporate Business Plan to be reviewed and updated (if required) on an annual basis (refer to pages 11 to 50 of the “Council Plan 2024-2034”). The Strategic Community Plan is only reviewed every two years and is scheduled for a full review in the next financial year.

- *Corporate Business Plan*

The Corporate Business Plan (CBP) contains details of the actions and resources (human and financial) to achieve each Objective. It is a four year plan which acts as an organisational guide to the Council and management.

The financial capacity to undertake these tasks is evidenced in the long term financial plan for the period. This long term financial planning provides an assurance that the actions contained in the Corporate Business Plan can be adequately resourced over the next four years and highlights the long term consequences of the application of human and financial resources to undertaking various projects.

The Corporate Business Plan is reviewed annually to assess the progress of projects and realign actions and priorities with current information and funding availability. The first year of the Corporate Business Plan and Long Term Financial Plan is usually ‘sliced off’ to form the basis of the draft annual budget for consideration by the Council.

- *Linkage with Informing Strategies and Service Plans*

The Corporate Business Plan is informed by three other major plans developed in response to the Department of Local Government’s Integrated Planning and Reporting Framework. The Asset Management Plans, Long Term Financial Plan, and Workforce Plan inform the Council as to its resource options and financial circumstances.

It should be noted that the Community Facilities Plans adopted by Council following significant consultation with the Community and relevant Place Based Advisory Groups, inform the Asset Management Plans and therefore indirectly informs the Corporate Business Plans.

- *Review process*

This report presents Council with the reviewed and updated Corporate Business Plan 2025-2028 (Appendix ORD: 12.4.1A), which will be updated within the “Council Plan 2024-2034”. Council Officers have reviewed the Priority Projects and timings to reflect the completion of some actions, and the addition or amendment of others.

## **Legal Implications**

**Local Government (Administration) Regulations 1996:****Division 3 — Planning for the future***[Heading inserted: Gazette 26 Aug 2011 p. 3483.]***19C. Strategic community plans, requirements for (Act s. 5.56)**

- (1) *A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- (3) *A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- (4) *A local government is to review the current strategic community plan for its district at least once every 4 years.*
- (5) *In making or reviewing a strategic community plan, a local government is to have regard to—*
  - (a) *the capacity of its current resources and the anticipated capacity of its future resources; and*
  - (b) *strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
  - (c) *demographic trends.*
- (6) *Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
- (7) *A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

*\*Absolute majority required.*

- (8) *If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*
- (9) *A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
- (10) *A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.*

*[Regulation 19C inserted: Gazette 26 Aug 2011 p. 3483-4.]***19DA. Corporate business plans, requirements for (Acts. 5.56)**

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
  - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
  - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.*



- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A Council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*  
*\*Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the Council, the plan or modified plan applies to the district for the period specified in the plan.*

### **Council Plan**

13.1 - Adopt best practice governance

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

**Environment** - None.

### **Precedents**

The Shire of Dardanup ten year "Council Plan 2024 – 2034" was updated in 2024 in accordance with legislative requirements, and incorporates both the ten year Strategic Community Plan and four year Corporate Business Plan.

### **Budget Implications**

Revenue and expenditure forecasts for the next four years are incorporated within the current Long Term Financial Plan. Once this is adopted by Council the Council Plan will be updated to reflect relevant implications.

**Budget – Whole of Life Cost** - None.

### **Council Policy Compliance**

Council Policy CP018 – *Corporate Business Plan & Long Term Financial Plan* notes that each year with the best endeavours Council aims to consider a draft budget for adoption by the end of June. To achieve this aim the draft Corporate Business Plan needs to be compiled within the last weeks of April or early May.

The Policy notes that "year 1 of the Corporate Business Plan shall inform the development of the draft Annual Budget utilising the forecast rate change, loan projections, asset management plans, capital works, operating income and expenditure and reserve transfers".

While Council Policy Exec CP090 - *Community Engagement* sets out the basis for community engagement related to major plans, the annual Corporate Business Plan review does not require community consultation. The next full review of the Council Plan (incorporating both the Strategic Community Plan and Corporate Business Plan) will involve community engagement and consultation.

### **Risk Assessment**

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Corporate Business Plan Review 2024-2027	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Legal and Compliance	Legislative requirements and compliance determine the need for the production of Corporate Business Plan.
	Financial	The financial implications associated within the elements of the Corporate Business Plan can affect the financial sustainability of Council.
	Reputational	The inclusion of projects and works within the various plans within the Corporate Business Plan build community expectation.

### **Officer Comment**

Short to medium term priorities within Council’s Strategic Community Plan are translated into services and facilities that are delivered to the community through the Corporate Business Plan. This ensures strategic priorities are translated into real actions. The Council’s four year Corporate Business Plan is reviewed annually and reported to community through the Annual Report and Quarterly Performance Reports to Council.

By combining the Strategic Community Plan and the Corporate Business Plan into one “Council Plan”, it is possible to see how the organisation is intending to deliver on the priorities in one compact document. During 2024/25 the desktop review was focussed on the current actions and ensuring all ongoing services are reflected in the Council Plan. As such the changes to the Corporate Business Plan includes incorporating a full list of the services and facilities provided by the Shire in addition to the normal review of actions.

It is intended that a detailed review of the Shire’s Strategic Community Plan and Corporate Business Plan be undertaken in 2025/2026. A detailed project plan for this review will be presented to Council early in the financial year.

END REPORT

## 12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

### 12.2.1 Title: Amendment 1 to Parkridge Structure Plan – Reconsideration

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Mr Ashwin Nair - Director Sustainable Development</i>
<b>Reporting Officer</b>	<i>Land Insights on behalf of Shire of Dardanup</i>
<b>Legislation</b>	<i>Planning and Development Act 2005</i>
<b>Council Role</b>	<i>Quasi-Judicial.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.2.1A – Approved Parkridge Estate Structure Plan – map only</i>
	<i>Appendix ORD: 12.2.1B – 2023 proposed Amendment 1 (as considered by Council November 2023) – map only</i>
	<i>Appendix ORD: 12.2.1C – 2025 Proposed Amendment 1 (Revised) – Full report – E-Appendix – Under Separate Cover</i>
	<i>Appendix ORD: 12.2.1D – 2025 Proposed Amendment 1 (Revised) – map only</i>
	<i>Appendix ORD: 12.2.1E – Risk Assessment</i>

#### **Overview**

The purpose of this report is for Council to reconsider its November 2023 recommendation to the Western Australian Planning Commission (WAPC) with respect to proposed Amendment 1 to the Parkridge Estate Structure Plan (PESP). The now revised proposed amendment seeks to reconfigure Public Open Space (POS) and residential cells and adjust residential densities. Officers recommend that the revised amendment is not supported for the reasons detailed in this report.

**Change to Officer Recommendation** - No Change.

#### **OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

115-25      MOVED -      Cr T G Gardiner      SECONDED –      Cr A C Jenour

**THAT Council, pursuant to Schedule 2, Part 4, Clause 20 of the Planning and Development (Local Planning Schemes) Regulations 2015, recommends to the Western Australian Planning Commission that Amendment 1 (Appendix ORD: 12.2.1C) to the Parkridge Estate Structure Plan be refused for the following reasons:**

1. **The reduction and distribution of Public Open Space proposed by Amendment 1 to the Parkridge Estate Structure Plan is not supported as the proposal does not meet the following objectives and requirements of Western Australian Planning Commission Operational Policy ‘Liveable Neighbourhoods’:**
  - a) **Element 1, Objective 5: The proposal does not provide Public Open Space that meets the recreational, social and health needs of existing and future communities; and**

- b) **Element 1, Objective 6: The proposal does not provide a network of well-distributed parks and recreation areas that offer a variety of safe, appropriate and attractive public open spaces.**
- 2. The decrease in Public Open Space from the central location depicted on the endorsed Parkridge Estate Structure Plan, (Appendix ORD: 12.2.1A) as proposed by Amendment 1 to the Parkridge Estate Structure Plan (Appendix ORD: 12.2.1C), is not supported for the following reasons:**
- a) **The Black Cockatoo Habitat Tree Review (November 2022, Version 1) confirmed that the Parkridge Estate contains black cockatoo habitat, which are listed as threatened species under the Biodiversity Conservation Act 2016 and the Environment Protection and Biodiversity Conservation Act 1999, and removal of a significant proportion of this habitat is unacceptable and avoidable;**
  - b) **The central Public Open Space area provides habitat for the common brushtail, threatened black cockatoo, kestrels and other birds, and western kangaroo, and removal of a significant proportion of this habitat is unacceptable and avoidable;**
  - c) **The central Public Open Space area contains vegetation identified as Priority 1 in the Shire's Local Planning Strategy, being natural areas containing regionally significant vegetation complexes which have at least 2ha in good or better condition (including wetlands), and removal of this habitat is unacceptable and avoidable;**
  - d) **It is inconsistent with the objectives and requirements of Western Australian Planning Commission Operational Policy *'Liveable Neighbourhoods'* Element 1, Requirement 5.2, as the Amendment 1 proposal does not include a site-responsive Public Open Space network to enhance community wellbeing, facilitate a sense of place and one that encourages physical activity and community interaction;**
  - e) **It is inconsistent with the objectives and requirements of Western Australian Planning Commission Operational Policy *'Liveable Neighbourhoods'* Element 5, Design Principle 8, as the Amendment 1 proposal does not include an integrated network of Public Open Space that provides communities with access to nature, sport and recreation and therefore the proposal does not meet the Public Open Space function and size requirements; and**
  - f) **It is inconsistent with the objectives and requirements of Western Australian Planning Commission Operational Policy *'Liveable Neighbourhoods'* Element 5, Design Principle 9, as the Amendment 1 proposal does not optimise the siting and design of Public Open Space to promote accessible and efficient use of land.**

3. The orientation and location of the proposed R40 lots abutting the perimeter POS are not supported on the following grounds:
- a) This precinct will provide for lots directly abutting the perimeter POS thereby reducing accessibility and activation of the POS and creating an element of exclusivity or ownership of the POS to the detriment of other residents;
  - b) The depth of the precinct may result in narrow lots in order to achieve the R40 density. Narrow lots would have a detrimental effect on the adjoining streetscape due to the proliferation of double garages and carports; and
  - c) The provision of long rows of rear-loaded and/or narrow lots is inconsistent with WAPC's Operational Policy draft Liveable Neighbourhoods (2015) - Element 4 'Lot Access'.

CARRIED

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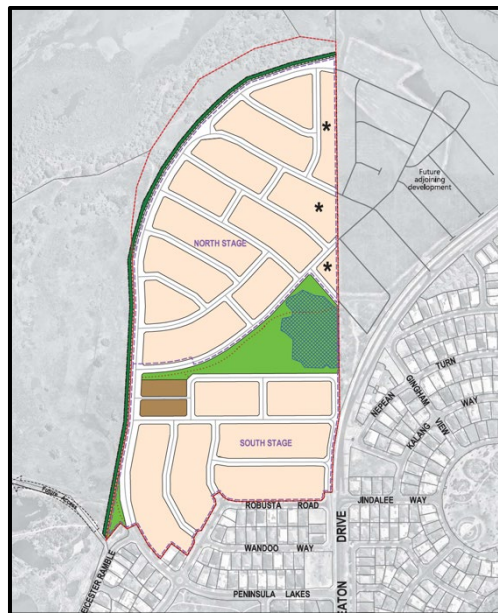
FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. J D Manoni Cr. LW Davies Cr. M R Hutchinson Cr. A C Jenour Cr. S L Gillespie Cr. T Bell	

## Background

### Existing Structure Plan

The existing Parkridge Estate Structure Plan (PESP) was considered by Council at its meeting on 29<sup>th</sup> August 2018, where it resolved to recommend approval of the structure plan subject to a number of modifications. The Western Australia Planning Commission (WAPC) ultimately approved the PESP on 1<sup>st</sup> October 2019. The full approved structure plan document is available on the Shire's website Parkridge Estate Structure Plan. The approved structure plan map has been extracted and provided for reference in (Appendix ORD: 12.2.1A).

The existing PESP applies to current Lot 9010 and developed land bounded by Lot 9010, Eaton Drive, Robusta Road, Glenhuon Boulevard and Peninsula Lakes Drive, shown below:



The land originally formed part of Lot 1 of Wellington Location 19 (Location 19), which was rezoned from 'General Farming' to 'Residential', 'Residential Development Area' and 'Recreation' via a scheme amendment progressed in 1991. Development in this area prior to the PESP was guided by a plan prepared in July 1991 referred to as 'Glen Huon Estate Eaton', or 'Plan 9'. The plan set out the broad layout of major roads, some indication of zonings and residential densities, schools, and areas of POS. The land area of the original Location 19 is 254.25ha, and has been subsequently developed for residential purposes, POS, a recreation centre, a high school and primary school, an aged care facility, and includes Regional Open Space (ROS).

The PESP seeks to guide the development of the PESP area of approximately 32ha for residential purposes, with an overall yield of approximately 436 dwellings. Residential cells have a density range of R20-R40 for the most part, but with two residential cells that specify R40 density. The base code for the PESP is R20. The PESP incorporates areas of Public Open Space (POS) comprising a total of 3.18ha and Regional Open Space (ROS) comprising a total of 1.0276ha.

#### Previous Consideration of Amendment 1 to PESP (2023)

At its Ordinary Meeting held on 22<sup>nd</sup> November 2023, Council considered 'Amendment 1' to the PESP. A copy of the Amendment 1 map considered by Council is contained in (Appendix ORD: 12.2.1B). Council resolved as follows (Resolution 269-23):

*THAT Council, pursuant to Schedule 2, Part 4, Clause 20 of the Planning and Development (Local Planning Schemes) Regulations 2015, recommends to the Western Australian Planning Commission that Amendment 1 to the Parkridge Estate Structure Plan be refused for the following reasons:*

1. *The reduction in Public Open Space proposed by Amendment 1 to the Parkridge Estate Structure Plan is not supported as the proposal does not meet the following objectives and requirements of Western Australian Planning Commission Operational Policy 'Liveable Neighbourhoods':*
  - a) *Element 5, Requirement 9.1: The proposal does not contribute a minimum 10% of the gross subdivisible area for Public Open Space; and*
  - b) *Element 5, Requirement 9.1: The amendment does not include a Public Open Space schedule detailing the amount, distribution, and function of*

*Public Open Space.*

2. *The removal Public Open Space from the central location depicted on the endorsed Parkridge Estate Structure Plan, as proposed by Amendment 1 to the Parkridge Estate Structure Plan, is not supported for the following reasons:*
- a) *The Black Cockatoo Habitat Tree Review (November 2022, Version 1) confirmed that the Parkridge Estate contains black cockatoo habitat, which are listed as threatened species under the Biodiversity Conservation Act 2016 and the Environment Protection and Biodiversity Conservation Act 1999, and removal of this habitat is unacceptable and avoidable;*
  - b) *The central Public Open Space area provides habitat for the common brushtail, threatened black cockatoo, kestrels and other birds, and western kangaroo, and removal of this habitat is unacceptable and avoidable;*
  - c) *The central Public Open Space area contains vegetation identified as Priority 1 in the Shire's Local Planning Strategy, being natural areas containing regionally significant vegetation complexes which have at least 2ha in good or better condition (including wetlands), and removal of this habitat is unacceptable and avoidable;*
  - d) *It is inconsistent with the objectives and requirements of Western Australian Planning Commission Operational Policy 'Liveable Neighbourhoods' Element 1, Requirement 5.1, as the Amendment 1 proposal does not provide Public Open Space within 300m to all residential lots;*
  - e) *It is inconsistent with the objectives and requirements of Western Australian Planning Commission Operational Policy 'Liveable Neighbourhoods' Element 1, Requirement 5.2, as the Amendment 1 proposal does not include a site-responsive Public Open Space network to enhance community wellbeing, facilitate a sense of place and one that encourages physical activity and community interaction;*
  - f) *It is inconsistent with the objectives and requirements of Western Australian Planning Commission Operational Policy 'Liveable Neighbourhoods' Element 5, Design Principle 8, as the Amendment 1 proposal does not include an integrated network of Public Open Space that provides communities with access to nature, sport and recreation and therefore the proposal does not meet the Public Open Space function and size requirements;*
  - g) *It is inconsistent with the objectives and requirements of Western Australian Planning Commission Operational Policy 'Liveable Neighbourhoods' Element 5, Design Principle 9, as the Amendment 1 proposal does not optimise the siting and design of Public Open Space to promote accessible and efficient use of land; and*
  - h) *It is inconsistent with expectations of existing lot owners in the Parkridge Estate Structure Plan, who purchased lots on the understanding of being within certain proximity to the central Public Open Space shown on the endorsed, published Parkridge Estate Structure Plan.*
3. *The placement of drainage infrastructure, including bioretention swales, within the adjoining Regional Open Space is not supported for the following*

*reasons:*


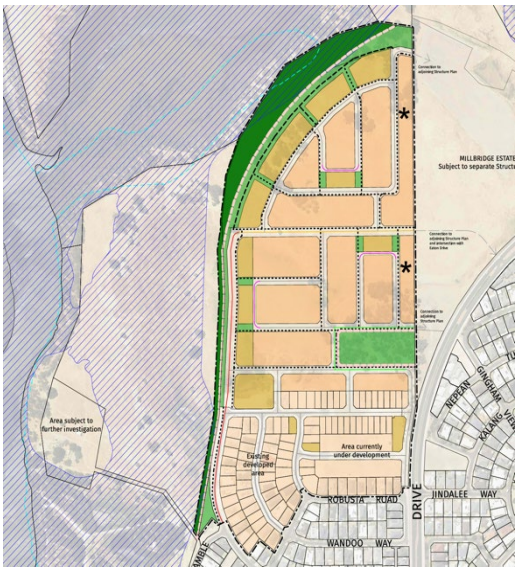
- i) *Introduces potential to impact the wetland environment in the Regional Open Space broadly, and the northernmost basin is proposed within a Conservation Category Wetland which is also within an Environmentally Sensitive Area; and*
- j) *All proposed basins are within or abutting the 1 in 100-year, 1% annual exceedance probability (100-year flood plain).*

### WAPC Decision and Resultant Revision of Amendment 1

Amendment 1 was subsequently refused by the Western Australian Planning Commission (WAPC), consistent with Council's resolution. As a result, the proponent lodged an Application for Review (appeal) to the State Administrative Tribunal (SAT). The matter has been the subject of review proceedings that have led to a 'revised' Amendment 1 document being lodged with the WAPC and referred to Council for comment.

The revised Amendment 1 to the Parkridge Estate Structure Plan (PESP) is the subject of this report.

The main differences between the 2019 approved PESP and the 2025 revised Amendment 1 are outlined below:

	<b>2019 PESP</b>	<b>2025 Revised Amendment 1</b>
Density	Base code R20 Indicative R20-R40 range One pocket of R40 specified	Base code R30 Indicative R30-40 range R40 specified adjacent to perimeter POS
Indicative Yield	436 lots/dwellings	647 lots/dwellings (48% increase)
Estimated population	1,090 @ 2.5 household size (ABS)	1,618 @ 2.5 household size (ABS)
POS	3.2ha: mostly centrally located, including protection of remnant bushland.	2.8ha: one nature POS area, 6 end-of-street 'pocket parks', and 'perimeter POS' abutting ROS.
Plan overview		

### Consideration of Revised Amendment 1 (2025)



The assessment and determination of 'revised' Amendment 1 is undertaken by the WAPC with Council acting as a referral agency. The WAPC are also responsible for seeking public and agency comments on the revised amendment.

Revised Amendment 1 seeks to redistribute POS, reconfigure residential cells and adjust residential densities. The full revised application is contained in (E-Appendix ORD: 12.2.1D) and the proposed revised Amendment 1 map is contained in (Appendix ORD: 12.2.1C).

### Location Plans



## Proposal

The outline of the proposal is as follows:

<b>Region Scheme</b>	Greater Bunbury Region Scheme (GBRS) Predominantly zoned 'Urban' with some portions of 'Regional Open Space' reserve
<b>Local Planning Scheme</b>	<b>Local Planning Scheme No. 3 (LPS3)</b> Predominantly zoned 'Development' with some portions reserved 'Recreation' at northern extremity of structure plan area.  <b>Draft Local Planning Scheme No. 9 (DLPS9)</b> Predominantly zoned 'Urban Development' with developed lots in the Robusta Rd, Tukidale St, Wandoo Wy and Peninsula Lakes Dr vicinity to be zoned 'Residential' with a density of R20. Small portion of land at the northern extremity of structure plan area to be reserved for 'Public Open Spaces'.
<b>Structure Plan/Precinct Plan</b>	Parkridge Estate Structure plan (PESP)
<b>Use Class and Permissibility</b>	N/A
<b>Lot Size</b>	N/A
<b>Existing Land Use</b>	Residential / Vacant
<b>State Heritage Register</b>	N/A
<b>Local Heritage</b>	N/A
<b>Bushfire Prone Area</b>	Yes

## **Legal Implications**

Planning and Development (Local Planning Schemes) Regulations 2015

Part 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 deemed provisions relates to structure plans. Clause 29 relates to the amendment of a structure plan, as follows:

- (1) *A structure plan may be amended by the Commission at the request of the local government or a person who owns land in the area covered by the plan.*
- (2) *The procedures for making a structure plan set out in this Part, with any necessary changes, are to be followed in relation to an amendment to a structure plan under this clause. Despite subclause (2), the local government may decide not to advertise an amendment to a structure plan if, in the opinion of the local government and the Commission, the amendment is of a minor nature.*
- (3) *An amendment to a structure plan under this clause or clause 29A(2) does not extend the period of approval of the plan unless, at the time the amendment is approved, the Commission agrees to extend the period.*

The proposed amendment has been submitted and assessed in accordance with the requirements under Part 4 of the Regulations, including advertising in accordance with Clause 18.

The WAPC's previous refusal of the 2023 proposed amendment is subject to a review in the SAT. After deliberation at SAT, a revised Amendment 1 document was lodged with the WAPC for its reconsideration in 2025 under section 31(1) of the State Administrative Tribunal Act 2004 and is the

subject of this report.



- **Draft Local Planning Scheme No. 9 (LPS9)**

Draft LPS9 has been advertised and is therefore a seriously entertained document. The PESP area is proposed to be zoned 'Urban Development' (equivalent to its current 'Development' zoning under LPS3), with the exception of existing developed lots in the southern portion of the PESP which are proposed to be changed from 'Urban Development' zone to 'Residential' zone (R20). Should the draft scheme be approved as proposed, these lots will be removed from the PESP area, as reflected in the proposed amendment.

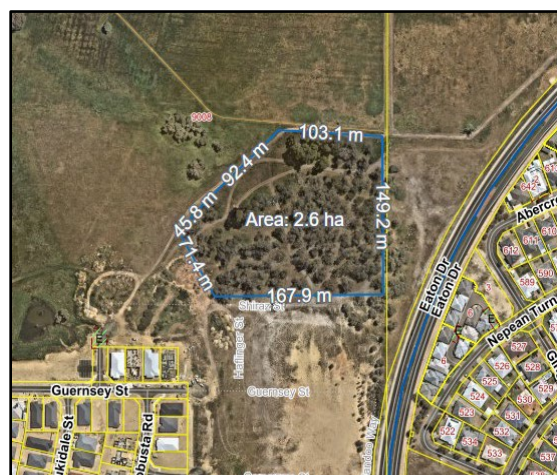
*Special Control Area 4 – 'Floor Prone Area' (SCA4)* affects the northern portion of the site. Schedule 10 of draft LPS9 sets out the purpose, objectives and additional provisions for SCA4, to be considered at development application stage. Broadly the objectives are to ensure that development provides an acceptable level of flood protection to people and property, ensure development doesn't impede the natural passage and drainage of floodwaters, and ensure development siting avoids the adverse impacts of flooding

### **Council Plan**

- 2.2 - Increase participation in sport, recreation and leisure activities.
- 5.1 - Care for natural habitats and waterways to preserve native and endangered fauna and flora.
- 6.1 - Increase awareness and adoption of sustainable practices.
- 8.1 - Support responsible planning and development.
- 9.4 - Provide quality parks and playgrounds.
- 14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

### **Environment**

The PESP adjoins the Collie River Foreshore Reserve on its northern and western boundaries, which contains remnant vegetation. The land contains a large pocket (approximately 2.6ha) of natural vegetation on its eastern edge, identified as POS in the PESP, and some well-established groupings of trees along the northern boundary. Established trees in the northern portion of the site are expected to be removed in part or whole due to subdivisional works but are already identified as residential cells in the PESP.



Council has previously raised concerns with the loss of the 2.6ha stand of vegetation that is currently retained within the 'central' POS area on the PESP. The revised Amendment 1 will see only 1.1ha of this stand retained in a POS area and 1.5ha cleared for residential lots and roads. Concerns regarding

the environmental impact of reducing the amount of protected vegetation remain.

The submitted Local Water Management Strategy (LWMS) originally proposed to locate stormwater drainage infrastructure within the adjoining ROS. This was not supported by Council, officers, DBCA and DWER. The LWMS has subsequently been revised with stormwater disposal relying now on a Perimeter Bioretention Basin arrangement located within the lineal POS and road reserve on the northern and western edges of the structure plan area. The two bioretention basins are both 4.2m wide and 340m – 545m long.

In the case of the basin located within the proposed POS, the basin width will be approximately 20% of the full width of the POS. Additionally, there is a 10m wide fire access / low fuel zone. This will reduce the ability to landscape the POS, as well as reduce its overall utility when compared to larger, more regularly-shaped POS parcels.

### ***Precedents***

At the Ordinary Council Meeting held on 29<sup>th</sup> August 2018, Council resolved to recommend to the WAPC that the PESP be approved subject to modifications. A modified version of the PESP was ultimately approved by the WAPC on 1<sup>st</sup> October 2019 and is valid until 1<sup>st</sup> October 2029.

The PESP area and broader Parkridge Estate (forming part of the original Location 19) has been subject to several subdivision approvals granted by the WAPC, which has seen the area progressively develop since the 1990's.

Council's consideration of Amendment 1 to the PESP in November 2023 is outlined above.

### ***Consultation***

#### **Public Consultation**

Due to the proposal being subject to a s.31 reconsideration under the State Administrative Tribunal Act 2004, public consultation on the revised Amendment 1 has been conducted by the WAPC rather than the Shire. Targeted consultation has been conducted by the WAPC via direct mailout to previous submitters. Previous submitters were directed to the "Have Your Say" website, where the revised Amendment 1 was placed. As this website is publicly accessible, other persons were also able to make a submission. Submissions were invited between 9<sup>th</sup> April 2025 and 30<sup>th</sup> April 2025.

In addition to the "Have Your Say" website, hard copies of the documents were made available at the Shire's offices in Eaton and Dardanup, as well as the Eaton Recreation Centre. The proposal was also advertised on the Shire's "Latest News" webpage.

As the WAPC is receiving and will directly consider the submissions, Council is not required to take public submissions into account when considering its position on the revised amendment.

#### **Consultation with Government/Service Agencies**

Consultation with agencies on the revised Amendment 1 has been conducted by the WAPC. The WAPC will be receiving and will directly consider agency submissions, including Council's.

The agencies that have been consulted with are:

- Department of Water and Environmental Regulation (DWER);
- Department of Biodiversity, Conservation and Attractions (DBCA);

- Department of Fire and Emergency Services (DFES);
- Department of Health (DoH);
- Department of Education (DoE); and
- Water Corporation.

**Budget Implications** - None.

### **Budget – Whole of Life Cost**

At subdivision stage, the developer will be responsible for the design and construction of the roads, drainage infrastructure, and the development of POS to the satisfaction of the Shire of Dardanup. However, the Shire will take on the maintenance costs of the public realm, including the obligations for maintenance of drainage and POS infrastructure.

The POS distribution will create a relatively large number of small parcels that will increase the maintenance burden for the Shire when compared to a single larger parcel as proposed by the PESP. The proposed bioretention basins will have a higher maintenance requirement when compared to conventional piped drains and soak wells. Officers note that the LWMS states that the pocket parks may form a drainage function also.

Maintenance will be critical for the overall efficiency of the drainage network and may place obligations on the Shire that cannot be accommodated by current budget levels and/or are inequitable to ratepayers outside the PESP area.

### **Council Policy Compliance**

#### **CP052 – Pathways – Provision for and contribution by Developer**

This policy requires preliminary pathway layouts to be included on local structure plans with all pathways being constructed as part of subdivision works. Section 4.6 of Part One of Amendment 1 to the PESP refers to the applicant/owner making provision for footpaths through the structure plan area, with the location and width to be determined at subdivision stage.

The revised structure plan map shows the indicative path network for the area. All proposed roads have a pathway along one side of the street, with path linkages through POS “pocket parks”. There is an additional dual path / fire service accessway along the proposed border POS. The pathway adjacent R40 cells will need to connect back to R30/40 cells and should be located on the western side of the road to connect with POS. Connections to the central POS are also needed.

#### **CP093 – Sustainability**

This policy sets out the environmental, social and economic objectives of the Shire at all levels of development and identifies measures for how they can be implemented. Whilst not addressed in any detail in the revised Amendment 1, the policy includes a range of measures to be considered by the developer at the structure plan stage, as outlined below.

CP093 Structure Plan Requirement	Shire Officer Comments
<p>Apply water sensitive urban design (WSUD) principles to the structure plan design.</p>	<p>Further detail needed. The LWMS submitted includes a summary of the WSUD elements that will be implemented within the development to achieve best management practices, under the broad categories of water conservation and servicing, stormwater management, flood protection, ecosystem protection, groundwater management, monitoring and maintenance, and implementation and governance.</p> <p>The Department of Water and Environmental Regulation (DWER) has liaised with the Shire to assess the revised LWMS (Feb 2025), and has provided the following comments, noting that in addressing these comments there will likely be no material changes to the structure plan layout:</p> <p>Section 5.2 The end of the first paragraph states Catchments can be seen in Figure 6, this should read Figure 7.</p> <p>Section 8.1 The sixth dot point states “All lot soakwells are to be shallow in nature”, whereas Section 7.2 states “On lot infiltration was assumed to be 2m/day and be from 1.2m deep soakwells”. Clarification is required of whether standard or shallow soakwells are proposed. This will not change the structure plan layout but may have implications for final fill requirements so requires consideration by the applicant.</p> <p>Section 8.2 The last dot point states “Subsoil network to discharge into the perimeter bio-retention basin for treatment”. The Shire requires subsoil throughout the development to be set at or above the estimated pre-development groundwater level. This is to avoid high maintenance requirements in the perimeter swale, into which the subsoil will discharge for water quality treatment. Based on experience, where subsoils are set at a lower level this can result in year-round discharge, which then results in invasive species like typha entering the system and growing very fast. The required subsoil levels will not change the structure plan layout but may have implications for final fill requirements so requires consideration by the applicant.</p> <p>DWER and Shire request that prior to the amendment being further considered that the Local Water Management Strategy (Oversby Consulting, V3, Feb 2025) is updated to address the above items to ensure that there is a consistent understanding and agreement of how stormwater on lots and groundwater across the development is to be controlled.</p> <p>In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the DWER should be notified to enable the implications to be assessed.</p> <p>Previous drainage infrastructure shown within the ROS has been removed and replaced with infrastructure within POS.</p>

CP093 Structure Plan Requirement	Shire Officer Comments
Prepare a LWMS.	Demonstrated. An LWMS has been prepared and submitted requires modifications as discussed above.
Incorporate cycleway and pedestrian movement plan.	Demonstrated. Pathway network is shown on the structure plan. Modifications are required as discussed in this report.
Provide urban consolidation and lot size/housing choice.	Demonstrated. Building on the densities of the existing PESP, a medium density code range is proposed (R30-40) which provides urban consolidation in an existing residential area. The density range allows for a mix of lot sizes and housing choice.
Propose lot design which incorporates the long axis of the block east-west as appropriate.	Demonstrated. The structure plan layout makes the most of east-west street blocks, taking into account the curved northern lot boundary of the PESP and the need to align with the existing road layout to the south.
Use POS to protect and enhance biodiversity through retention of habitat vegetation and ecological linkages.	Not demonstrated. The current 2.6ha stand of vegetation on the site that was to be protected by the PESP will be reduced to 1.1ha should Amendment 1 be approved. The ability to landscape the perimeter POS will be limited by fire access and drainage requirements.

CP093 Structure Plan Requirement	Shire Officer Comments
Investigate appropriate management of POS and Foreshore Reserves.	<p>Not demonstrated. The ROS and peripheral POS will be managed consistently with the remainder the ROS area. Infrastructure within the peripheral POS on the west and northern edges will be used for a pathway, managed low fuel zone and integrated drainage infrastructure.</p> <p>However, management of the six small 'pocket parks' which may include drainage functions is likely to have a higher cost to the Shire than the POS benefit to the community it may produce. The lack of surveillance of these areas and the resulting opportunity for property damage and other anti-social behaviour places an additional financial and resourcing burden on the Shire and its ratepayers.</p>
Propose a land use response to topography and land capacity.	Not demonstrated. The topography of the site does not preclude its development for residential purposes. However, an existing 2.6ha stand of vegetation protected by the PESP will be reduced to 1.1ha.
Identify and give due consideration to significant ecological, cultural and heritage aspects on the site.	<p>Not demonstrated. The revised Amendment 1 will have a greater environmental impact than the approved PESP. Critically, the 2.6ha parcel of vegetation that performs important environmental functions will be reduced to 1.1ha.</p> <p>There are no cultural or heritage considerations affecting the site.</p>
Provide a road and pathway network that is visually enhanced with incorporated street	Not demonstrated. Road and pathway network identified on the revised structure plan. A sum of \$300 per lot, incremented



CP093 Structure Plan Requirement	Shire Officer Comments
trees and designed to the human scale.	<p>by CPI is proposed to be paid to the Shire for the provision of street trees.</p> <p>The proposed amount is insufficient to provide and establish suitable trees. Following a 2024 SAT reconsideration of subdivision WAPC163565, the developer was required to pay \$12,000 for 25 lots (averaging \$480.00 per lot). While Officers considered this amount as determined by SAT to be low, it is recommended it be applied to this proposal for consistency to be indexed in line with CPI.</p> <p>The exact tree species and cost will need to be established at the subdivision stage.</p>
Provide a development concept which includes a variety of lot sizes and formats to cater for current and changing community lifestyle requirements.	Demonstrated. The medium density code range proposed across the broader PESP area will enable the creation of a variety of lot sizes and formats to cater for current and changing community lifestyle requirements.
Incorporate Liveable Neighbourhoods guidelines with respect to personal safety and security.	Not demonstrated in detail. However, such considerations are more appropriately dealt with at the subdivision/development stage and will include considerations including passive surveillance and lighting of the public realm.
Demonstrate connectivity of the proposed development internally and surrounding land uses external to the site.	Not demonstrated. Although there is appropriate road connectivity within the structure plan area, connection between the perimeter POS and the residential area is limited to three non-vehicular access points. The lack of more open frontage to a public road will create a feeling of the POS being exclusive to the abutting lots only.

### CP120 – Environment

The objective of this policy relevant to the proposal is to ensure that policies, strategies and management plans are prepared and implemented for natural reserves, endemic flora and fauna and natural landscape areas in care, control and management of the Shire.

The revised Amendment 1 will protect less than half of the existing 2.6ha stand of vegetation in the eastern part of the site that would be retained by the approved PESP. This is a substantial reduction in the amount of retained vegetation on the site when compared to the approved PESP. The vegetation acts as an important refuge for native wildlife in the broader Eaton/Millbridge/Parkridge urban area, especially for smaller mammals and birds that cannot travel extended distances without respite. The vegetation stand also provides mature tree habitat for black cockatoos, possums, and other fauna and to provide nesting areas for kestrels and other birds. Removal of 1.5ha of this 2.6ha stand is not supported by officers.

Notwithstanding, other smaller areas of vegetation may be removed, it will be recommended via condition of subdivision approval that prior to the commencement of subdivisional works, measures be undertaken to identify any vegetation on the site worthy of retention, including potential habitat or foraging trees for threatened fauna species. Protection measures are to be implemented to ensure

such vegetation is not impacted by subdivisional works.

### **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.

<b>TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.</b>		
Risk Event	Environmental impacts	
Inherent Risk Rating (prior to treatment or control)	Extreme (20 - 25)	
Risk Action Plan (treatment or controls proposed)	Recommend refusal of the proposal to WAPC based on the grounds of refusal in this report. Note that the environmental risk cannot be reduced through any treatment by the Shire as it will ultimately be up to WAPC to make a decision on the proposal	
Residual Risk Rating (after treatment or controls)	Extreme (20 - 25)	
Risk Category Assessed Against	Environment	Significant impact to vegetation and important habitat within the central POS area if this is removed for residential development
	Legal and Compliance	SAT appeal by applicant if proposal refused
	Reputational	Community expectation that POS shown on endorsed PESP will be provided

- *Shire of Dardanup Local Planning Strategy*

This Strategy provides a strategic plan for the future of the Shire. The Strategy identifies a broader lack of POS at the neighbourhood level in Eaton that can be used for active recreation such as a casual game of cricket or football. Within Eaton, much of the POS has been designed for passive recreation including picnic areas. In several instances they include wetlands. Further, the POS is used to enhance and market housing estates. The application of the requirements for a range of POS as set out in Liveable Neighbourhoods is recommended by the Strategy, to provide a better balance of open space that serves a range of functions.

As detailed in the Liveable Neighbourhoods assessment below, the removal of the central POS area severely affects accessibility by future residents and removes the ability to provide POS that can be utilised for active recreation. This outcome will further reduce the range and balance of POS within the broader Eaton area.

The Strategy also identifies significant natural areas in the Shire, categorising these into Priority 1, 2 and 3. The PESP area contains vegetation identified as Priority 1, being natural areas containing regionally significant vegetation complexes which have at least 2ha in good or better condition (including wetlands). This is contained within the POS area proposed to be reduced in size, as well as patches extending from the northern boundary associated with the adjoining wetland/regional parkland.

It is noted the Strategy background maps also identify the wetlands and flood potential impacting the northern portion of the PESP area. These features remain unaffected by the proposed amendment.



## **Officer Comment**

### Form and Effect of Amendment

Reference is made in this report to “PESP”, “original or initial Amendment 1” and “revised Amendment 1”. Amendment 1 as currently revised and subject to Council consideration acts as a replacement for the PESP adopted in 2019. The information provided by the proponent includes all supporting documents for replacement of the 2019 PESP. Officers note that the supporting documents do not include any landscaping plans.

In the event Amendment 1 is adopted by the WAPC, it will have the effect of replacing the PESP. The proponents will also seek a new 10-year validity period for the amended structure plan.

### Density

The original PESP proposed a base density of R20, with density range of R20-R40 which provided for lots ranging from 200m<sup>2</sup> - approximately 700m<sup>2</sup>. Until recently, the prevailing lot size created was approximately 550m<sup>2</sup>-650m<sup>2</sup>. However, lots recently created have provided a prevailing lot size of approximately 420m<sup>2</sup>. The approved PESP allows for a total lot / dwelling yield of 436. A population of 1,090 persons is estimated based on the current household size for Eaton of 2.5 (ABS).

Amendment 1 proposes a base density of R30, density range of R30-R40, and specifies R40 abutting the perimeter POS areas on the western and northern boundary of the structure plan area. This will see average lot size reduce with lots tending towards the more recent 415m<sup>2</sup> and likely lower. The total yield of the structure plan area would increase by approximately 48% to 647. The population would also increase to an estimated 1,618 (increase of 528 from PESP).

The general increase in density through a reduction in lot sizes is consistent with contemporary subdivision outcomes. However, to support smaller lots with reduced private open space, quality POS is required. Careful attention to the design and utility of the proposed POS areas will be necessary to support the high density proposed.

### Traffic Impact

The submitted Amendment 1 includes a Transport Impact Assessment (TIA). However, this appears to be based on a dwelling yield of 425, and not the currently proposed 647 being 52% higher. The expected higher dwelling yield will produce 52% higher traffic volumes than have been modelled in the TIA.

In addition to the possible limitation of the TIA, officers have a concern over the ability for Peninsula Lakes Drive to cater for traffic from the structure plan area without a northern access to Eaton Drive being provided through the adjacent estate, being the Garden of Eaton (Southbank@Eaton) Structure Plan area. At full build-out of the Parkridge Estate, based on the TIA-modelled dwelling yield (425), Peninsula Lakes Drive would cater for 4,200 vehicles per day (vpd), which exceeds its design capacity of 3,000vpd. Based on the anticipated lot yield in the Amendment 1 revision report (647) this capacity would be further exceeded and could be up to 5877vpd.

The volume on Peninsula Lakes Drive is anticipated to exceed 3,000vpd at completion of approximately 225 lots in the Parkridge Structure Plan area, noting that 129 of those lots have been completed or are currently under construction. The report indicates that the improvement of Peninsula Lakes Drive does not appear to be possible due to constraints in the road reserve. Further, that construction of the proposed intersection on Eaton Drive for access to ‘Southbank@Eaton’ which also links to the

Parkridge structure plan area will need to be considered to mitigate against the anticipated increase in traffic along Peninsula Lakes Drive.

Officers recommend that any development within the structure plan area is limited to 225 lots until such time that the northern access road onto Eaton Drive is constructed and connected to the road network in the Parkridge Estate. If WAPC is supportive of any modification to the PESP, officers suggest that the structure plan is modified to include a staging plan and appropriate text modifications addressing this requirement.

#### Public Open Space Provision

The approved PESP provides for a total of 3.2ha of POS, or 13.0% of the 24.8ha structure plan area. This was located primarily in a single parcel as a central park. It also contained the approximately 2.6ha of remnant vegetation.

Amendment 1 proposes 2.8ha of POS, or 11.3% of the total structure plan area. This will be distributed throughout the site with a total of 8 POS parcels proposed. A linear POS of 1.0ha will be provided on the northern and western edges of the structure plan area. This POS includes three non-vehicular access legs into the Estate. Approximately 20m wide, the linear POS will be utilised for fire access and drainage requirements, in addition to recreation. This will reduce its overall open space functionality.

The revised Amendment 1 proposes a total of 6 'pocket parks' of 400-500m<sup>2</sup> each. These will provide pedestrian access away from the road network and will function in a similar way to a pedestrian access way, albeit in a wider, more landscaped setting, and will perform a drainage function. These parcels, as well as the access legs into the linear POS described above will have a movement and drainage function rather than an open space / recreational function. These parcels are not considered appropriate for use as public open space.

The central area of POS is approximately 1.1ha and will predominantly be covered with remnant vegetation. It covers part of the 2.6ha stand of remnant vegetation, with the remaining 1.5ha being cleared for roads and lots. It will in effect have an environmental or nature function only. Use of the POS for active recreation will be limited to the immediate boundaries adjacent to road verges. The protection of this vegetated area on environmental grounds to strongly supported by officers.

The proponents advise that the revised Amendment 1, if approved, will exceed the 10% POS required for the structure plan area. The overall provision of POS in Amendment 1 as demonstrated by the proponents is as follows:

<b>Gross Subdividable Area</b>	138.3ha
<b>10% POS Required</b>	13.8ha
<b>Total POS provided</b>	15.7ha
<b>POS proportion of Gross Subdividable Area</b>	11.32%

A comprehensive audit of POS provision in the Estate has been submitted with revised Amendment 1. However, the above calculations do not consider the makeup, distribution and utility of the proposed POS areas.

The proposed distribution of POS though the remaining area of the Estate yet to be development will reduce the ability of any POS area being suitable for active uses, such as playgrounds and informal sports. The peripheral POS has the capacity to present an attractive edge to the path network and ROS

beyond, however there will be a distinct lack of active POS in the vicinity, with this a key consideration given the proposed general increase in overall density (and associated reduction in lot size / private open space).

#### Liveable Neighbourhoods (Draft 2015)

‘Liveable Neighbourhoods’ (WAPC) is an operational policy which guides the development of structure planning for greenfield residential sites, such as the subject proposal. An assessment against the principles of Element 1: Community Design, as applicable to structure plans, is provided below.

Liveable Neighbourhoods	Complies? (Y/N)	Comments
<b>Element 1: Community Design</b>		
Site and context analysis	N/A	Addressed through existing approved PESP. No change based on proposed amendment.
Urban structure	N/A	Addressed through existing approved PESP. No change based on proposed amendment.
Movement network	N	There are a number of issues relating to access to individual lots, the path network and parking. It is recommended that the path network be revised in the area adjoining the perimeter POS.  The lack of a road abutting the linear POS is not supported as it does not provide a highly connected movement network or provide equity of access to the POS.  It is also noted that the Transport Impact Assessment is based on a lower total lot yield than currently proposed by Amendment 1.
Location of activity centres and employment	N/A	The PESP area does not contain any activity centres.
Public open space network	N	The proposal seeks to amend the PESP to remove the 3.0ha area of neighbourhood POS and replacing this with a disbursed network of small POS parcels. The overall amount of POS will drop to 2.8ha, albeit remaining above 10% for the structure plan area. The proposal is not supported and is not considered to meet the requirements of LN. Refer to detailed discussion below regarding POS.
Urban water management	N	The submitted LWMS has been assessed and found by officers and DWER to require modification as discussed earlier in this report.
Housing choice and residential densities	Y	Refer to detailed discussion in the ‘Officer Comment – density’ section of this report.
Education facilities	N/A	The PESP area does not contain any educational sites.
Infrastructure coordination, servicing and staging	N	The existing Servicing Report has not been updated to reflect the increased servicing demand from the proposed amendment.

## Conclusion

The proposed Amendment 1 to the PESP will see the overall yield and population increase by 48%. This will be achieved through the use of a higher base density, as well as greater provision of R40 lots. However, officers consider this increased population to 1,618 will not be well-served due to the disjointed network of public open spaces proposed, none of which will provide a central location for active recreational uses, such as playgrounds. The POS proposed will act in the main as part of the drainage and movement network for the area, with limited amenity. Where increased density is desired, there must be greater attention on providing high quality and usable public open space. Officers consider that this is not achieved in the current proposal.

Amendment 1 seeks to remove approximately 1.5ha of remnant vegetation that was protected by the approved Parkridge Estate Structure Plan. This will have an overall negative impact on the environment when compared to the approved PESP.

For the reasons outlined in this report, it is recommended that Council does not support Amendment 1 to the Parkridge Estate Structure Plan and advises the WAPC accordingly.

END REPORT

### 12.2.2 Title: Additions & Alterations (Restaurant & Incidental Cellar Door Sales) to Single House & Winery – Lot 2 (566) Crooked Brook Road, Crooked Brook

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Mr Ashwin Nair - Director Sustainable Development</i>
<b>Reporting Officer</b>	<i>Mr Ashwin Nair - Director Sustainable Development</i>
<b>Applicant</b>	<i>Alex Williams</i>
<b>Legislation</b>	<i>Planning and Development Act 2005</i>
<b>Council Role</b>	<i>Quasi-Judicial.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.2.2A – DA Application Report &amp; Plans</i> <i>Appendix ORD: 12.2.2B – Schedule of Submissions</i> <i>Appendix ORD: 12.2.2C – Risk Assessment Tool</i> <i>Appendix ORD: 12.2.2D – Transport Impact Statement</i> <i>Appendix ORD: 12.2.2E – Bushfire Management Plan</i>

## Discussion

*Shire President, Cr T G Gardiner advised Council that the matter would be dealt with later in the meeting.*

## PROCESS

*Note: This item was dealt with later in the meeting [refer page 99 of these Minutes], this was due to Ms Katharine Williams arriving at a later stage and wanting to undertake a deputation prior to this item.*

### 12.3 INFRASTRUCTURE DIRECTORATE REPORTS

None.

### 12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

#### 12.4.1 Title: Long Term Financial Plan 2025/26 – 2034/35

<b>Reporting Department</b>	Corporate & Governance
<b>Responsible Officer</b>	Mrs Natalie Hopkins – Director Corporate & Governance
<b>Reporting Officer</b>	Mrs Natalie Hopkins – Director Corporate & Governance
<b>Legislation</b>	Local Government Act 1995
<b>Council Role</b>	Executive/Strategic.
<b>Voting Requirement</b>	Simple Majority.
<b>Attachments</b>	12.4.1A – Long Term Financial Plan 2025- 2035 12.4.1B – Risk Assessment.

#### **Overview**

Council is requested to consider and endorse the final Long Term Financial Plan 2025/26 - 2034/35, which has been updated as part of the annual review of Council's Corporate Business Plan, various Asset Management Plans and Workforce Plan.

A number of updates have been made to the Long Term Financial Plan – Summary Statement of Financial Activity to reflect the 2025/26 Rating Strategy adopted by Council at the Ordinary Council meeting held on 23<sup>rd</sup> April 2025 (CR 96-25). The Plan maintains a Surplus position over the entire ten year period, with Year One (1) of the Long Term Financial Plan forming the basis of the 2025/26 Annual Budget (Appendix ORD: 12.4.1A).

**Change to Officer Recommendation** - No Change.

#### **OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

116-25      MOVED -      Cr T G Gardiner      SECONDED –      Cr J D Manoni

**THAT Council**



- 1. Endorse the Shire of Dardanup Long Term Financial Plan 2025/26– 2034/35 [Appendix ORD: 12.4.1A) which demonstrates a financially sustainable position over the next 10 year period.**

**2. Endorse the increased Transfer to Reserves as contained in the Shire of Dardanup Long Term Financial Plan 2025/26 – 2034/35 [Appendix ORD: 12.4.1A).**

CARRIED

5/3

<i><b>FOR THE MOTION</b></i>	<i><b>AGAINST THE MOTION</b></i>
Cr. T G Gardiner	Cr. T Bell
Cr. E P Lilly	Cr. S L Gillespie
Cr. J D Manoni	Cr. LW Davies
Cr. M R Hutchinson	
Cr. A C Jenour	

### ***Background***

As part of the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and legislative requirements, Council is to develop a Long Term Financial Plan for a minimum period of ten years.

The Long Term Financial Plan (LTFP) is a ten year rolling plan that incorporates the four-year financial projections accompanying the Corporate Business Plan. It is a key tool in prioritising and ensuring the financial sustainability of the Local Government. Annual Budgets are directly aligned to the Corporate Business Plan and LTFP.

The LTFP identifies key assumptions such as demographic projections, rating base growth, consumer price index, local government cost index, interest rates, etc. Major capital and operational expenditure implications included in the Integrated Planning and Reporting suite are included and specifically referenced in the LTFP.

The LTFP includes strategies regarding:

- Rating Structure;
- Fees and Charges;
- Alternative Revenue Sources;
- Pursuit of Grants;
- Workforce;
- Reserves;
- Debt Funding;
- Asset Disposal; and
- Investment Policy.

For the purposes of the Long Term Financial Plan and based on Council's resolution to apply a 6.1% increase for 2025/26, the following rate increases have been forecast:

Year	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
Rate % Increase	6.10	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Growth % **	2.76	1.39	1.76	3.47	3.35	3.71	3.72	3.02	2.44	2.38

\*\* Growth projections are based on forecast population growth projections produced by ID.Solutions in early 2025, which indicate a slower growth projection up to 27/28 than previously forecast.

## Legal Implications

### Local Government (Administration) Regulations 1996:

19C. *Strategic community plans, requirements for (Acts. 5.56)*

19DA. *Corporate business plans, requirements for (Acts. 5.56)*

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
  - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
  - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and **long term financial planning**.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*  
*\*Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

## Council Plan

13.1 - Adopt best practice governance

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

**Environment** - None.

## Precedents

The previous Shire of Dardanup Long Term Financial Plan 2024/25 - 2033/34 that was reviewed and adopted last year has formed the foundation of the current Long Term Financial Plan 2025/26 - 2034/35.

Endorsed Council decisions from both Integrated Planning Committee Meetings held on 12<sup>th</sup> March 2025 and 9<sup>th</sup> April 2025 and subsequently endorsed by Council at the March and April 2025 Ordinary Council Meetings, have been incorporated into the Long Term Financial Plan 2025/26 – 2034/35.

Council's Rating Strategy 2025/26 endorsed at the Ordinary Council Meeting dated 23<sup>rd</sup> April 2025 is incorporated into the Long Term Financial Plan 2025/26 - 2034/35.

The Long Term Financial Plan 2025/26 - 2034/35 – Statement of Financial Activity summarises the financial activity over the 10 Year life of the Plan.

### ***Budget Implications***

Revenue and expenditure forecasts for the next ten years are incorporated within the current Shire of Dardanup Long Term Financial Plan.

### ***Budget – Whole of Life Cost***

Financial commitments made within the various plans that form part of the Long Term Financial Plan in the year of the planned activity. This financial commitment will be in the form of:

- a) Project Expenditure;
- b) Equipment acquisition / replacement;
- c) Annual Reserve allocations; and
- d) New borrowings and subsequent loan repayments.

Alteration to financial commitments can be changed by amendment to the relevant plans.

### ***Council Policy Compliance***

Council Policy CnG CP018 – *Corporate Business Plan & Long Term Financial Plan* notes that each year with the best endeavours Council aims to consider a budget for adoption by the end of June. To achieve this aim the Long Term Financial Plan (Year 1 = budget) needs to be compiled and finalised within the last weeks of April.

### ***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.

<b>Tier 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	Long Term Financial Plan 2025/26 – 2034/35
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Legislative requirements and compliance determine the need for the production of a Long Term Financial Plan.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Financial	The financial implications associated within the elements of the LTFP can affect the financial sustainability of Council.
	Reputational	The inclusion of projects and works within the various plans within the LTFP build community expectation.

### Officer Comment

The financial projections within the LTFP have been reviewed and updated based on Councillor and staff input, the 2024/25 mid-year budget review, updated forecasts and long term asset management works programs. The financial elements and plans integrated within the LTFP have been modelled to produce a ten year *Statement of Financial Activity* (previously called *Rate Setting Statement*) [Appendix ORD: 12.4.1A], which identifies the projected rate income required to achieve a sustainable financial position.

A full copy of the final Long Term Financial Plan inclusive of the ten year Statement of Financial Activity (Rate Setting Statement), detailed Schedules and Notes, will be provided as part of the Strategic Financial Plan document, which is being presented to the 25<sup>th</sup> June 2025 Ordinary Council Meeting for adoption.

While Council has continued to incur increased costs in material and contract costs, through tight budgetary measures and cost control an end of year surplus for 2024/25 of \$517,270 is currently forecast. The following table summarises the projected end of year financial position for the next 10 years:

Long Term Financial Plan – 10 Year Financial Forecast											
Year	24/25 Forecast	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
\$ Surplus / (Deficit)	517,270	333,994	225,668	262,783	91,664	422,795	1,122k	2,777k	5,090k	8,047k	11,852k

The Long Term Financial Plan, as presented, includes all inputs and decision making outcomes from Council's Integrated Planning Committee meetings and Ordinary Council Meetings throughout 2024/25 financial year. The Plan also includes higher transfers to Reserves Accounts for future Building, Roads, Parks & Reserves, Pathways and Storm Water projects as a result of the increased total rate revenue over the 10 year period (6.1% in 25/26, and 6.0% each year there-after).

Through the consideration and adoption by Council of the various elements making up the Long Term Financial Plan (ie: Rating Strategy, Debt Management Plan, Fees & Charges, Donations/Community Events, Councillor Fees & Allowances, Asset Management Plans, etc), together with management and staff recommendations, a Long Term Financial Plan has been produced that demonstrates a financially sustainable position for the Shire of Dardanup over the next 10-15 years.

END REPORT

## 12.4.2 Title: Proposed Lease of Lot 100 Martin Pelusey Road – Registration of Interest

<b>Reporting Department</b>	Corporate & Governance Directorate
<b>Responsible Officer</b>	Mrs Natalie Hopkins - Director Corporate & Governance
<b>Reporting Officer</b>	Ms Chantal Shorter – Building Property Management Officer
<b>Legislation</b>	Local Government Act 1995
<b>Council Role</b>	Executive/Strategic.
<b>Voting Requirement</b>	Simple Majority.
<b>Attachments</b>	12.4.2 – Risk Assessment <i>Confidential Attachment A – Under Separate Cover</i> <i>Confidential Attachment B – Under Separate Cover</i> <i>Confidential Attachment C – Under Separate Cover</i> <i>Confidential Attachment D – Under Separate Cover</i>

DECLARATION OF INTEREST
<p>Shire President, Cr T G Gardiner and Cr M Hutchinson declared a Direct Financial Interest in this item. Please refer to Part 11 'Declaration of Interest' for full details.</p> <p>Cr M Hutchinson and Cr T G Gardiner left the room at 5.18pm.</p>

### Overview

This report summarises the submissions received from calling Registrations of Interest for the lease of Lot 100 Martin-Pelusey Road, Waterloo, which closed on 8<sup>th</sup> May 2025.

Council is requested to consider the Registrations of Interest received and support the preferred submission to progress to the 14-day advertising period, inviting public comment on the proposed lease to Respondent B for a 3 x 1-year period at \$6,264.42 (Inc GST) per annum.

### OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. Receives the Registration of Interest submission for Lot 100 Martin-Pelusey Road, Waterloo, received from "Respondent A", as detailed in [Confidential Attachment [A Tardis Link: [LEA-R1742912](#)]] and referred to as "Submission A";
2. Receives the Registration of Interest submission for Lot 100 Martin-Pelusey Road, Waterloo, received from "Respondent B", as detailed in [Confidential Attachment B [Tardis Link: [LEA-R1742916](#)]] and referred to as "Submission B";
3. Receives the Registration of Interest submission for Lot 100 Martin-Pelusey Road, Waterloo, received from "Respondent C", as detailed in [Confidential Attachment C [Tardis Link: [LEA-R1742918](#)]] and referred to as "Submission C";
4. Receives the Registration of Interest submission for Lot 100 Martin-Pelusey Road, Waterloo, received from "Respondent D", as detailed in [Confidential Attachment D [Tardis Link: [LEA-R1742920](#)]] and referred to as "Submission D";

5. Supports the submission made by “Respondent B” [Confidential Attachment B [Tardis link: [LEA-R1742916](#)]] for the proposed lease of Lot 100 Martin-Pelusey Road, Waterloo for a 3 x 1 year period at \$6,264.42 (Inc GST) per annum;
6. Authorises a 14-day advertising period (local public notice) inviting public comment on the proposed lease to “Respondent B” in accordance with section 3.58 of the *Local Government Act 1995*; and
7. Requests that any submissions received following the giving of local public notice be presented to the next available Ordinary Council Meeting for consideration and a final decision.

*Discussion:*

*Cr T Bell proposed an amended motion to the Officers recommended resolution and Cr S Gillespie seconded the motion.*

**Change to Officer Recommendation**

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

- *Cr T Bell moved an amended motion to change respondent B to respondent A in point 5 and point 6. This was based on concerns that the land in question was not adequately advertised, and that appointing Respondent B, given the financial interest of certain Elected Members, could potentially compromise the Councils reputation. Consequently, Cr Bell proposed that the second highest bidder, Respondent A, be appointed as the successful applicant instead.*

**COUNCIL RESOLUTION**

117-25                  MOVED -                  Cr T Bell                                  SECONDED –                  Cr S Gillespie

**THAT Council:**

1. Receives the Registration of Interest submission for Lot 100 Martin-Pelusey Road, Waterloo, received from “Respondent A”, as detailed in [Confidential Attachment [A Tardis Link: [LEA-R1742912](#)]] and referred to as “Submission A”;
2. Receives the Registration of Interest submission for Lot 100 Martin-Pelusey Road, Waterloo, received from “Respondent B”, as detailed in [Confidential Attachment B [Tardis Link: [LEA-R1742916](#)]] and referred to as “Submission B”;
3. Receives the Registration of Interest submission for Lot 100 Martin-Pelusey Road, Waterloo, received from “Respondent C”, as detailed in [Confidential Attachment C [Tardis Link: [LEA-R1742918](#)]] and referred to as “Submission C”;

4. Receives the Registration of Interest submission for Lot 100 Martin-Pelusey Road, Waterloo, received from “Respondent D”, as detailed in [Confidential Attachment D [Tardis Link: [LEA-R1742920](#)] and referred to as “Submission D”;
5. Supports the submission made by “Respondent A” [Confidential Attachment A [Tardis link: [LEA-R1742912](#)] for the proposed lease of Lot 100 Martin-Pelusey Road, Waterloo for a 3 x 1 year period at \$5,600.00 (Inc GST) per annum;
6. Authorises a 14-day advertising period (local public notice) inviting public comment on the proposed lease to “Respondent A” in accordance with section 3.58 of the *Local Government Act 1995*; and
7. Requests that any submissions received following the giving of local public notice be presented to the next available Ordinary Council Meeting for consideration and a final decision.

CARRIED

4/2

FOR THE MOTION	AGAINST THE MOTION
Cr. E P Lilly Cr. T Bell Cr. S L Gillespie Cr. LW Davies	Cr. J D Manoni Cr. A C Jenour

### Background

Council, at the 28<sup>th</sup> August 2024 Ordinary Council meeting endorsed the acquisition of Lot 100 Martin Pelusey Road, Waterloo [Res: 225-24].

At the Ordinary Council meeting held on 23<sup>rd</sup> October 2024 [Res: 271-24], Council authorised the Chief Executive Officer to:

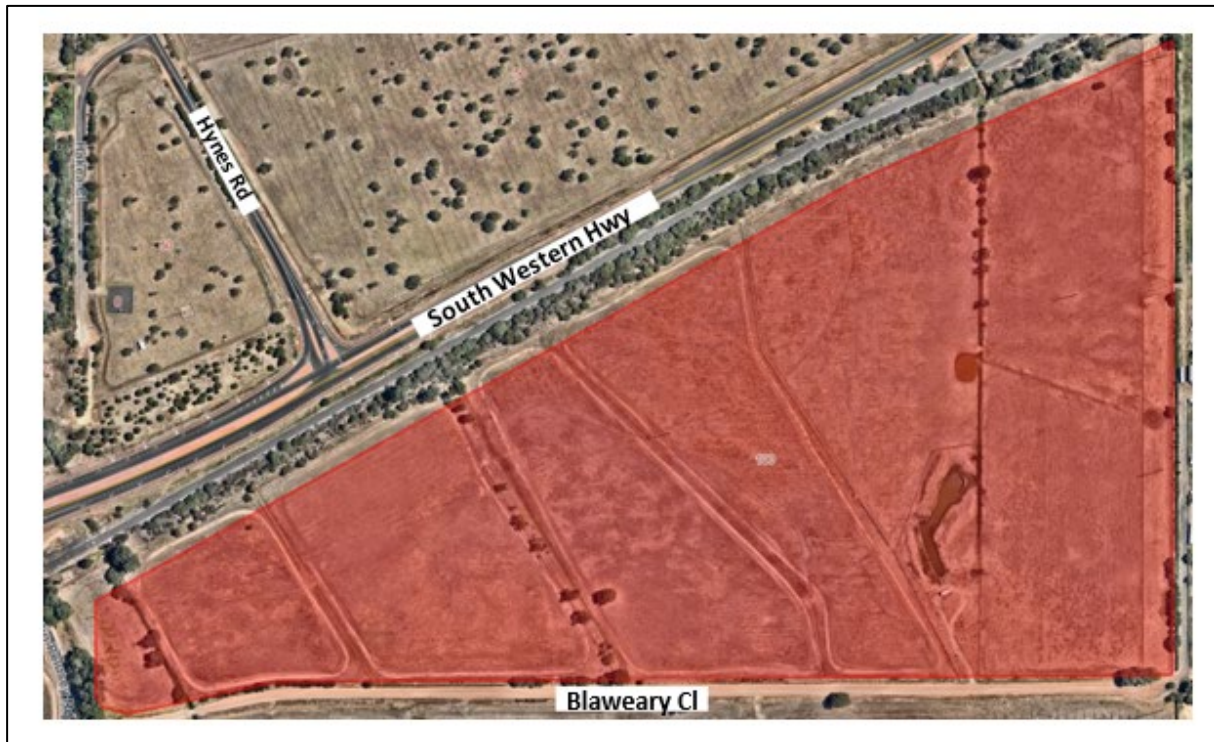
- Finalise the purchase of Lot 100 Martin-Pelusey Road, Waterloo; and
- Call for Registrations of Interest for the use of the land for an Open Access Intermodal Terminal and/or Advanced Timber and Metal Manufacturing.

The property was settled in November 2024 and the Shire now holds the title in Freehold.

In December 2024 an ROI process was undertaken for Open Access Intermodal Terminal & Advanced Manufacturing Opportunities. No submissions were received and Council at the Ordinary Council Meeting of 26<sup>th</sup> March 2025 endorsed [Res: 54-25] the calling of Registrations for leasing Lot 100 Martin-Pelusey Road, Waterloo for the purpose of grazing and / or making of hay for a 3 x 12 months term.

Registrations of Interest were called on 17<sup>th</sup> April 2025 for the area provided below.





### **Legal Implications**

Lot 100 Martin Pelusey Road, Waterloo is a 59 acre freehold site, owned by the Shire of Dardanup.

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

#### **3.58. Disposing of property**

(1) In this section —

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

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

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

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

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

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

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

and

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

- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
- (a) the names of all other parties concerned; and
  - (b) the consideration to be received by the local government for the disposition; and
  - (c) the market value of the disposition —
    - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
    - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

The advertising of the disposal of property is not required in specific circumstances under the *Local Government (Functions and General) Regulations 1996* Section 30 (2)(a)(i).

30. *Dispositions of property to which section 3.58 of Act does not apply*

- (1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*
- (2) *A disposition of land is an exempt disposition if —*
  - (a) *the land is disposed of to*  
*an owner of adjoining land (in this paragraph called the transferee) and —*
    - (i) *its market value is less than \$5 000; and*
    - (ii) *the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;**or*
  - (b) *the land is disposed of to a body, whether incorporated or not —*
    - (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*
    - (ii) *the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;**or*
  - (c) *the land is disposed of to —*
    - (i) *the Crown in right of the State or the Commonwealth; or*
    - (ii) *a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or*
    - (iii) *another local government or a regional local government;**or*
  - (d) *it is the leasing of land to an employee of the local government for use as the employee's residence; or*
  - (e) *it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land; or*
  - (f) *it is the leasing of land to a person registered under the Health Practitioner Regulation National Law (Western Australia) in the medical profession to be used for carrying on his or her medical practice; or*
  - (g) *it is the leasing of residential property to a person.*
- (2a) *A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been.....*

- (2b) Details of a disposition of property under subregulation (2a) must, for a period of 1 year beginning on the day of the initial auction or tender.....
- (3) A disposition of property other than land is an exempt disposition if—
- (a) its market value is less than \$20 000; or
- (b) the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.

### **Council Plan**

13.2 - Manage the Shire's resources responsibly.

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

**Environment** - None.

### **Precedents**

The Shire has recently leased Lot 35 Martin-Pelusey Road, Waterloo for the purpose of hay/grazing purposes.

### **Budget Implications**

A tendered price of \$6,264.42 (Inc GST) per annum has been suggested by Respondent B.

**Budget – Whole of Life Cost** - None.

### **Council Policy Compliance**

The endorsed Lease Agreement Template terms and conditions will be used as the form of contract for this lease. These terms include provision for an annual rent review of 1.5% or CPI whichever is the greater.

### **Risk Assessment**

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

<b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>		
Risk Event	Proposed Lease of Lot 100 Martin Pelusey Road, Waterloo – Registration of Interest	
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	Failure to establish a Lease Agreement could lead to financial implications to the Shire.
	Legal and Compliance	Failure to establish a lease could lead to implications to the Shire.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Reputational	Council would be seen in a negative light if we failed to lease the land in a transparent manner.
	Property	Failure to lease the land may incur ongoing maintenance expenses

### Officer Comment

Acumentis were appointed by the Shire of Dardanup in January 2025 to undertake a valuation of Lot 100 Martin Pelusey Road. The lease market value of the property as at 16<sup>th</sup> of January 2025 was \$6,000 or \$250 per hectare per annum.

Registrations of Interest opened on the 17<sup>th</sup> April 2025, with advertising in the South Western Times, Shire of Dardanup Website and notice boards in Eaton Administration Building, Library and Dardanup Administration Office.

Through the Registration of Interest process which closed at 2.00pm on the 8<sup>th</sup> of May 2025, 4 submissions were received. A summary of these submissions are provided in the table below for Council’s consideration:

	Amount Offered per annum (Inc GST)	Proposed Activity
<b>Submission A</b>	\$5,600.00	Grazing and Hay
<b>Submission B</b>	\$6,264.42 (\$105 per acre)	Grazing and Hay
<b>Submission C</b>	\$2,655.84	Grazing and Hay
<b>Submission D</b>	\$5000.00	Grazing

As 4 submissions were received by the closing date and time, Council is requested to consider the submissions received and the Officer’s recommendation to accept Submission B.

Based on Council’s support for the acceptance of Submission B, the proposed lease will be advertised for a 14-day public notice period (local public notice) which invites public comment in accordance with section 3.58 of the *Local Government Act 1995*.

The advertising period will provide full disclosure of the following details of the preferred submission:

- Business name
- Individual name(s)
- The market value of the property; and
- What the respondent is proposing to pay.

Once the 14-day advertising period has ended, the results of the public comment will be formally presented to Council on the 25<sup>th</sup> of June 2025 Ordinary Council Meeting, or at a later date if required for a final decision.

END REPORT

*Note: -Cr M R Hutchinson & Cr T G Gardiner returned to the room at 5.27pm.*



**12.4.3 Title: Updated Council Policy CnG CP035 Payment of Accounts Update**

<b>Reporting Department</b>	Corporate & Governance Directorate
<b>Responsible Officer</b>	Mrs Natalie Hopkins - Director Corporate & Governance
<b>Reporting Officer</b>	Mr Rehan Shahid – Manager Financial Services
<b>Legislation</b>	Local Government Act 1995
<b>Council Role</b>	Executive/Strategic.
<b>Voting Requirement</b>	Simple Majority.
<b>Attachments</b>	Appendix ORD: 12.4.3A – Draft Policy CnG CP035 Payment of Accounts Policy Appendix ORD: 12.4.3B – Risk Assessment

**Overview**

The purpose of the review of Council Policy CnG CP035 – *Payment of Accounts Policy* (Appendix 12.4.3A *Draft Policy CnG CP035 Payment of Accounts Policy*) is for Council to consider minor amendments to the policy to update the EFT authorised officers and update references from Deputy Chief Executive Officer to Director Corporate & Governance as per the recent title change in the organisation.

**Change to Officer Recommendation** - No Change.

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

118-25      MOVED -      Cr S L Gillespie      SECONDED –      Cr L Davies

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



<b>POLICY NO:</b>
<b>CnG CP035 – PAYMENT OF ACCOUNTS</b>

GOVERNANCE INFORMATION			
<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA

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

**1. RESPONSIBLE DIRECTORATE**

Corporate & Governance

**2. PURPOSE OR OBJECTIVE**

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

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

### **3. REFERENCE DOCUMENTS**

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

### **4. POLICY**

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

- a) For the purposes of this policy an *Authorised Officer* shall be an officer that has delegated authority by the Chief Executive Officer to purchase and authorise payments on behalf of Council.
- b) An official Council Purchase Order shall be created and signed by the Authorised Officer prior to any goods or services being ordered, either as a single Purchase Order or as a Standing Purchase Order for 12 months or the term of a contract. Notwithstanding that, in some instances, the issuing of a Purchase Order is not practical i.e. electricity, water, etc. and therefore is not required but may be raised as an internal Utility Purchase Order to align Invoices with purchasing authority. The Authorised Officer shall be responsible for ensuring that the expense being incurred is in accordance with Council's Procurement Policy.
- c) Upon creation of the Purchase Order, the Authorised Officer shall cause for the Purchase Order to be passed to the Accounts Payable Officer. The Purchase Order shall then be held until the appropriate invoice is received. The Accounts Payable Officer is responsible for raising any internal Utility Purchase Orders.
- d) Each invoice and approval for payment shall be physically marked as correct and approved for payment by the Authorised Officer, or a Delegated Officer from within the same department, incurring the debt.

#### **4.2 Payment of Accounts**

- a) Council staff shall settle accounts due and payable on a weekly basis. Notwithstanding that, the CEO is authorised to make a special payment at any time where an incentive to pay prior to a date is offered (either a penalty or discount) or the terms of trade require an early payment.
- b) Payments shall not be made in cash (other than through the Petty Cash system) in accordance with regulation 11(3) (a) Local Government (Financial Management) Regulation 1996.
- c) Only officers authorised by the CEO or Director Corporate & Governance (or officers acting in those roles, with the required authority) shall be responsible for payment processing and shall be independent of payments approvals.
- d) A list of all accounts shall be prepared and presented to Council each month at the next Ordinary Council Meeting after the date the list is prepared. The list shall comprise of details as prescribed in S13 of the WA Local Government Act (Financial Management Regulations) 1996.

##### **i) Payments by Cheque**

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

2. Each cheque raised, shall be supported by sufficient documentation, including an official Council Purchase Order (where one is required) or in the absence of a Purchase Order, details relating to why the expense has been incurred. An invoice satisfying the requirements of a "Tax Invoice" must also form part of the supporting documentation where relevant.
3. Two signatures are required on each Council cheque. The Director Corporate & Governance or Manager Financial Services (or Authorised Officer acting in that role) shall be required to sign all cheques, together with an officer with delegated authority to sign cheques.
4. Both signatories shall be independent of payments processing and cheque generation.
5. Under no circumstances shall a blank cheque be signed.
6. Blank cheque forms shall be under physical control and kept in a secure place.
7. Cheque forms shall be sequentially numbered and used in sequence.
8. Cancelled cheques shall be properly defaced by way of notation as cancelled and retained in numerical order.
9. A photocopy of the signed cheque accompanied by complete evidence of the transaction shall be securely retained and filed in cheque number order.

**ii) Payments by Electronic Funds Transfer (EFT)**

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

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

OFFICER	ADMINISTRATOR	LOAD PAYMENT FILE	AUTHORISE EFT ACCOUNTS PAYABLE	AUTHORISE EFT PAYROLL
Chief Executive Officer	✓	✓	✓	✓
Director Corporate & Governance	✓	✓	✓	✓
Manager Financial Services	✓	✓	✓	✓
Manager Governance			✓	✓



OFFICER	ADMINISTRATOR	LOAD PAYMENT FILE	AUTHORISE EFT ACCOUNTS PAYABLE	AUTHORISE EFT PAYROLL
Manager Information Services			✓	✓
Finance Coordinator	✓	✓		
Accountant	✓	✓	✓	✓
Assistant Accountant		✓		
Payroll Officer		✓		
Accounts Payable Officer		✓		
Rates Officer		✓		

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

### iii) Payments by Petty Cash

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

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

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

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

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



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

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

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

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

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

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

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

CARRIED  
8/0

<b>FOR THE MOTION</b>	<b>AGAINST THE MOTION</b>
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. T Bell Cr. S L Gillespie Cr. LW Davies Cr. J D Manoni	

Cr. A C Jenour	
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## **Background**

Council carried out a Biennial Policy Manual Review at the 23<sup>rd</sup> of October 2024 Ordinary Council Meeting. Since that time a title change has occurred from Deputy Chief Executive Officer to Director Corporate & Governance. Human Resources, previously part of the Corporate and Governance Directorate, is now part of the Executive Directorate; this change has resulted in the need to update one of the administrators from Manager Human Resources to Manager Governance.

## **Legal Implications**

Policy review is undertaken as a matter of good governance with some policies being required under the *Local Government Act 1995*.

Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations, are outlined in section 2.7 of the *Local Government Act 1995*.

### **2.7. Role of council**

- (1) *The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.*
- (2) *The council's governing role includes the following —*
  - (a) *overseeing the allocation of the local government's finances and resources;*
  - (b) *determining the local government's policies;*
  - (c) *planning strategically for the future of the district;*
  - (d) *determining the services and facilities to be provided by the local government in the district;*
  - (e) *selecting the CEO and reviewing the CEO's performance;*
  - (f) *providing strategic direction to the CEO.*

## **Council Plan**

13.1 - Adopt best practice governance.

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

**Environment** - None.

## **Precedents**

Guided by the principles of good governance, policies reflect the current positions of Council. Council reviews its policies regularly with the last Biennial Policy Manual Review taking place on the 23<sup>rd</sup> of October 2024.

**Budget Implications** - None.

**Budget – Whole of Life Cost** - None.

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

## **Risk Assessment**

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	CnG CP035 Payment of Accounts Policy 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	<div>Legal and Compliance</div> <div>Failure to regularly review and update policies could result in the Shire not meeting its obligations at law.</div> <div>Reputation</div> <div>The Shire’s reputation could be viewed negatively for not undertaking regular reviews of policies of Council.</div>

### ***Officer Comment***

The intention of this policy amendment is to update EFT authorised officer’s to within the Corporate and Governance Directorate i.e. from Manager HR to Manager Governance, and to formalise the change in title from Deputy Chief Executive Officer to Director Corporate & Governance, within this policy.

This policy will undertake a full review in 2026 as part of the normal biennial cycle of Council Policy Manual review.

END REPORT

#### 12.4.4 Title: Appointment of Committee Presiding Member and Deputies – 2025

<b>Reporting Department</b>	<i>Executive</i>
<b>Responsible Officer</b>	<i>Mr André Schönfeldt - Chief Executive Officer</i>
<b>Reporting Officer</b>	<i>Mrs Donna Bailye – Manager Governance</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Legislative.</i>
<b>Voting Requirement</b>	<i>Absolute Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.4.4: Risk Assessment</i>

#### **Overview**

Council is required to appoint Presiding Members to all Council Committees in accordance with Section 5.12(1) of the Local Government Act 1995, as amended in the Local Government Amendment Act 2024.

**Change to Officer Recommendation** - No Change.

#### **OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

119-25      MOVED -      Cr T G Gardiner      SECONDED –      Cr S L Gillespie

**THAT Council endorse the following Presiding Members and Deputies to the following Council Committees [Note: that all appointments expire on the day prior to the next ordinary local government election to be held in October 2025 or in accordance with Section 5.11 of the Local Government Act 1995.**

1.      **Audit & Risk Committee**  
Chairperson: Cr E P Lilly      Deputy Chairperson: Cr M R Hutchinson
2.      **Bushfire Advisory Committee**  
Chairperson: Cr T G Gardiner      Deputy Chairperson: Mr B Putt  
(FCO Dardanup Central)
3.      **Integrated Planning Committee**  
Chairperson: Cr T G Gardiner      Deputy Chairperson: Cr E P Lilly
4.      **Local Emergency Management Committee**  
Chairperson: Cr T G Gardiner      Deputy Chairperson: WA Police Australind

**5. Behaviour Complaints Committee****Chairperson: Cr J D Manoni Deputy Chairperson: Cr T Bell***By Absolute Majority***CARRIED****8/0**

<b>FOR THE MOTION</b>	<b>AGAINST THE MOTION</b>
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. T Bell Cr. S L Gillespie Cr. LW Davies Cr. J D Manoni Cr. A C Jenour	

**Background**

At the Special Meeting of Council on the 25<sup>th</sup> October 2023, Council endorsed Elected Members and staff to Council Committees. At the first Committee meeting, following the Elections, the Committee members elected (in accordance with section 5.12 of the Local Government Act in October 2023) presiding members and deputies.

*Local Government Act 1995 (As of October 2023)***5.12. Presiding members and deputies, election of**

- (1) *The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —*
  - (a) *to “office” were references to “office of presiding member”; and*
  - (b) *to “council” were references to “committee”; and*
  - (c) *to “councillors” were references to “committee members”.*
- (2) *The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —*
  - (a) *to “office” were references to “office of deputy presiding member”; and*
  - (b) *to “council” were references to “committee”; and*
  - (c) *to “councillors” were references to “committee members”; and*
  - (d) *to “mayor or president” were references to “presiding member”.*

The following Presiding Members and Deputies were elected to the following Committees in 2023.

<b>Committee</b>	<b>Presiding Member (Chairperson)</b>	<b>Presiding Deputy (Deputy Chairperson)</b>
Audit & Risk Committee	Cr Ellen Lilly	Cr Mark Hutchinson
Integrated Planning Committee	Cr Tyrrell Gardiner	Cr Ellen Lilly
Bushire Advisory Committee	Cr Tyrrell Gardiner	Mr Brendan Putt (FCO Dardanup Central)
Local Emergency Management Committee	Cr Tyrrell Gardiner	WA Police Australind
Behaviour Complaints Committee	No appointment	No appointment

Committee	Presiding Member (Chairperson)	Presiding Deputy (Deputy Chairperson)
<p>Members</p> <ul style="list-style-type: none"> <li>• Cr Tyrrell Gardiner</li> <li>• Cr Ellen Lilly</li> <li>• Cr Taneta Bell</li> <li>• Cr Jack Manoni</li> <li>• Cr Anette Webster</li> </ul> <p>Deputy Members</p> <ul style="list-style-type: none"> <li>• Cr Mark Hutchinson</li> <li>• Cr Tony Jenour</li> <li>• Cr Luke Davies</li> <li>• Cr Stacey Gillespie</li> </ul>		
Chief Executive Officer Review Committee	Cr Ellen Lilly	Cr Mark Hutchinson
Shire of Harvey and Shire of Dardanup Joint Town Planning Scheme No.1 Committee	Cr Michelle Campbell – Shire of Harvey	Cr Tyrrell Gardiner – Shire of Dardanup

*Note: There have been no formal Committee meetings for the Behaviour Complaints Committee and therefore no appointment of Chairperson or Deputy Chairperson.*

On the 6<sup>th</sup> December 2024, the *Local Government Amendment Act 2024* was enacted. With this enactment came changes to *Section 5.12 – Presiding members and deputies*

### **Legal Implications**

Local Government Act 1995 Section 5.12:

#### *5.12. Presiding members and deputies*

*(1) The local government must appoint\* a member of a committee to be the presiding member of the committee.*

*\* Absolute majority required.*

*(2) The local government may appoint\* a member of a committee to be the deputy presiding member of the committee.*

*\* Absolute majority required.*

*[Section 5.12 inserted: No. 47 of 2024 s. 39.]*

### **Council Plan**

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

13.1 - Adopt best practice governance.

**Environment** - None.

### **Precedents**

Council appoints Presiding members and deputies to each Committee biennially, following each Ordinary Council election.

**Budget Implications** - None.



**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: 12.4.4) for full assessment document.

<b>TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).</b>		
Risk Event	Appointment of Committee Presiding member and Deputies	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Legal and Compliance	Failure to appoint Presiding and Deputy Presiding members is seen as non-compliance in accordance with the Local Government Act 1995
	Reputational	The Shire has a good reputation for following best practice in Governance and Probity.

### **Officer Comment**

In accordance with the Local Government Amendment Act 2024, Part 2 Section 159 Council is required to endorse the new appointments to each Committee by the 1<sup>st</sup> July 2025.

Following the Local Government elections in October 2025, and at a Special Meeting of Council, Council will again be required to endorse Elected Members and staff to Council Committees, along with appointment of Presiding members and Deputy members.

- Audit, Risk and Improvement Committees**

It is to also be noted that, as part of the reforms, the Audit & Risk Committee will be revised, and known as the Audit, Risk and Improvement Committees (ARICs). ARICs must have an independent Presiding Member and Deputy Presiding Member and they must be a person(s) who are not a council member of a local government or an employee of the local government.

Whilst these reforms form part of the Local Government Amendment Act 2024, at present these amendments have not been enacted, and Council will have a period of 6 months from enactment to amend the Committee name and appoint independent Presiding & Deputy Presiding members.

END REPORT

### 12.4.5 Title: Monthly Statement of Financial Activity for the Period Ended on the 30<sup>th</sup> of April 2025

<b>Reporting Department:</b>	Corporate & Governance Directorate
<b>Responsible Officer</b>	Mrs Rehan Shahid – Manager Financial Services
<b>Reporting Officer</b>	Mr Ricky Depillo - Accountant
<b>Legislation</b>	Local Government Act 1995
<b>Council Role</b>	Executive/Strategic.
<b>Voting Requirement</b>	Simple Majority.
<b>Attachments</b>	Appendix ORD: 12.4.5A – Monthly Financial Statement 30 <sup>th</sup> April 2025 Appendix ORD: 12.4.5B – Risk Assessment

#### **Overview**

This report presents the monthly Financial Statements for the period from the 1<sup>st</sup> of April 2025 to the 30<sup>th</sup> of April 2025 for Council endorsement.

**Change to Officer Recommendation** - No Change.

#### **OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

120-25      MOVED -      Cr J D Manoni      SECONDED –      Cr L Davies

**THAT Council: receives the Monthly Statement of Financial Activity (Appendix ORD: 12.4.5A) for the period ending on the 30th of April 2025.**

CARRIED  
8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. E P Lilly	
Cr. M R Hutchinson	
Cr. T Bell	
Cr. S L Gillespie	
Cr. LW Davies	
Cr. J D Manoni	
Cr. A C Jenour	

#### **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: 12.4.5B) for full assessment document.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>		
Risk Event	Monthly Statement of Financial Activity for the Period Ended 30 <sup>th</sup> of April 2025	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Legal and Compliance	Non-compliance with the legislative requirements that results in a qualified audit.
	Reputational	Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively.
	Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.



### **Officer Comment**

The Monthly Financial Report for the period ended on the 30th of April 2025 is contained in (Appendix ORD: 12.4.6A) and consists of:

- Statement of Financial Activity by Nature – including Net Current Assets (liquidity)
- Statement of Comprehensive Income by Program
- Statement of Financial Position
- 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, 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 2023/24. When the 2024/25 Budget was adopted in June 2024, this surplus was estimated to be \$652,816. After completion of audited accounts, the actual surplus in 2023/24 is recorded at \$684,593.

As at the reporting date, Officers forecast the end of year surplus at 30<sup>th</sup> of June 2025 to be \$517,272 against an adopted end of year budget of \$506,246. The end of year surplus adjustment is based on known variances in actual performance to date and estimates for the remainder of the year based on current trends and is summarised as follows:

- Surplus Increase of \$31,778 due to an adjustment of the opening year Surplus as of 1<sup>st</sup> July 2024 from the budgeted amount of \$652,816 to actual \$684,593;
- Surplus Decrease of \$26,096 due to increased expenditure, being a Council Contribution of \$25,150 towards the upgrade of the Ferguson Bushfire Brigade and \$946 contribution to install the bore at the Waterloo Bushfire Brigade per Ordinary Council Meeting 28th August 2024 (CR 219-24);
- Surplus Decrease of \$52,132 representing a net adjustment comprising; a decrease of \$126,135 FAG funds, budgeted to be received in 24/25 now expected to be received in 25/26, an increase of \$133,506 being an increase in Local Road Grant funds originally budgeted for receipt in 25/26 but now expected in 24/25, an overall decrease of \$59,503 from movements in FAG General Purpose and LGGC Local Road Unspent Reserves;

- Surplus Increase of \$20,000 due to the Sale of Lot 31, 2 Sanford Way, initially budgeted to be \$730,000 against the actual net proceeds of \$750,000 (\$770,000 less settlement cost \$20,000);
- Surplus Increase of \$87,600 as a result of the periodic review of various Fees & Charges, conducted on 31<sup>st</sup> October 2024;
- Surplus increase of \$36,819 on Interim rates revenue due to creation of new Subdivision with new dwellings construction and various improvement on existing property. Original Forecast from \$163,181 to \$200,000;
- Surplus increase of \$173,503 on Interest revenue in Municipal Fund based on the actual interest rate on TD projection at an average of 5.01%. Initial Forecast from \$216,497 to \$390,000;
- Surplus increase of \$28,820 on MRWA Direct Grant from \$165,685 to \$194,505 based on actual grant received;
- Surplus decrease of \$89,266, due to minor changes in various accounts during the Mid-Year Budget Review.
- Surplus decrease of \$200,000, due to acquisition of 75,000 KL water licence allocation for Eaton Oval and Eaton Foreshore per Ordinary Council Meeting 26<sup>th</sup> March 2025 (CR 50-25).

*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 2024/25 for reporting material variances is 10% or \$50,000, whichever is greater.

Most of the reported material variances relate to the capital works program, with most projects yet to have any significant payments recorded.

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

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

12.4.6 Title: Schedule of Paid Accounts as at the 30<sup>th</sup> April 2025

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mr Rehan Shahid - Manager Financial Services</i>
<b>Reporting Officer</b>	<i>Ms Joanna Hanson – Finance Officer – Accounts Payable</i>
<b>Legislation</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.4.6 – Risk Assessment Tool</i>

**Overview**

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

**Change to Officer Recommendation** - No Change.

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

121-25                  MOVED -                  Cr E P Lilly                  SECONDED –                  Cr S L Gillespie

**THAT Council: receives the Schedule of Paid Accounts report from 1<sup>st</sup> April 2025 to 30<sup>th</sup> April 2025 as follows:**



**SHIRE of DARDANUP**  
**30-04-2025 Schedule of Paid Accounts**

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
<b>ELECTRONIC FUNDS TRANSFER</b>					
EFT59825	03/04/2025	A1 Sign Shop	2 x Dog Exercise Signs - Glen Huon Oval	MUNI	148.50
EFT59826	03/04/2025	AE Hoskins Building Services	Refurbishment of Eaton Recreation Centre Accessible Toilets & Changerooms: Progress Claim # 3	MUNI	160,703.14
EFT59827	03/04/2025	All Aussie Truck and Bobcat Services	Bobcat Services - Waste Transfer Station: 07/02/2025	MUNI	396.00
EFT59828	03/04/2025	Andrew White	Reimburse Starlink Internet Subscription: 22/03-22/04/2025 - J/C Brook BFB - ESL Recurrent Exp	MUNI	139.00
EFT59829	03/04/2025	Anne Deacon	ERC Umpire Payment 01/04/2025	MUNI	55.60
EFT59830	03/04/2025	Annette Webster	Meeting Allowance	MUNI	1,414.08
EFT59831	03/04/2025	Anthony Charles Jenour	Meeting Allowance	MUNI	1,414.08
EFT59832	03/04/2025	Anthony Sabourne	ERC Umpire Payment 02/04/2025	MUNI	194.60
EFT59833	03/04/2025	Arvin Soriano	Refund Hall Hire Bond - Receipt # 160668	MUNI	1,040.00
EFT59834	03/04/2025	Asahi Beverages Pty Ltd	ERC - Cafe Goods - Drinks	MUNI	681.72
EFT59835	03/04/2025	Australian Tax Office	PAYG - Payrun 28/03/2025	MUNI	89,755.00
EFT59836	03/04/2025	B & B Street Sweeping Pty Ltd	Jet-Vac Truck to Clean Pipes - Sykes Ave & Street Sweeping - Various Locations	MUNI	4,342.03
EFT59837	03/04/2025	Brecken Health Care	New Cleaner - Medical Examination	MUNI	261.80
EFT59838	03/04/2025	Bunbury Auto One	Axel Stands, Plate Lights, Gasket Maker, Mini Torch - Plant & Trailers	MUNI	167.83

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59839	03/04/2025	Bunbury Commercial Roofing	Supply & Install New Custom Apron Flashings & Barge Flashings - ERC	MUNI	2,420.00
EFT59840	03/04/2025	Bunbury Harvey Regional Council	Green Waste Processing - Waste Transfer Station: October & September 2024	MUNI	1,848.00
EFT59841	03/04/2025	Bunbury Mitsubishi & Holden	Inspection & Assessment of Rear Shock - DA9287	MUNI	190.00
EFT59842	03/04/2025	Bunnings Group Limited	Tools, Accessories, Sound Proofing, Timber For Inductions - Make-It Space & Repair Items - Parks & Gardens	MUNI	1,274.14
EFT59843	03/04/2025	Choiceone Pty Ltd	Labour Hire - Martin Pelusey Road: 17-23/03/2025	MUNI	2,227.28
EFT59844	03/04/2025	Citygate Properties Pty Ltd	2024/2025 Summer Series - Post Event Survey \$50 Voucher Giveaway	MUNI	50.00
EFT59845	03/04/2025	Cleanaway Solid Waste Pty Ltd	3 x Invoices: Waste Disposal - Crooked Brook Road	MUNI	6,944.42
EFT59846	03/04/2025	Country Water Solutions	Parts For Reticulation Repairs - Castlereagh Park, Lofthouse Ave, Hunter Circle & Holroyd Park	MUNI	642.22
EFT59847	03/04/2025	Cross Security Services	ERC - Supply And Install 10 Additional Cameras	MUNI	12,100.00
EFT59848	03/04/2025	CS3D	3D Printer Filament - Make It Space	MUNI	286.40
EFT59849	03/04/2025	Dapco Tyre and Auto Centre	Service - DA10817 & Number plate Light - DA15303	MUNI	655.90
EFT59850	03/04/2025	Dardanup Veterinary Centre	Sterilisation Program	MUNI	35.00
EFT59851	03/04/2025	Data #3 Limited	Acrobat Pro Enterprise Subscription: Expiry 01/12/2025	MUNI	3,631.76
EFT59852	03/04/2025	Department of Premier and Cabinet	Gazettal of Change of Valuation Basis UV to GRV for DP418338	MUNI	95.94
EFT59853	03/04/2025	Donna Bastow	ERC Umpire Payment 02/04/2025	MUNI	139.00
EFT59854	03/04/2025	Elite Supps Bunbury	ERC Challenge Prize Pack & Protein Power for Cafe	MUNI	254.62

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59855	03/04/2025	Eliza-Jane Jacques	Reimburse Parking Receipts for Authorised Officer Training With The Department of Water & Environmental	MUNI	65.00
EFT59856	03/04/2025	Ella Rafferty	Reimburse Uniform Purchase	MUNI	15.00
EFT59857	03/04/2025	Ellen Patricia Lilly	Meeting Allowance	MUNI	2,080.58
EFT59858	03/04/2025	Elliotts Irrigation Pty Ltd	Iron Filter Services - Millbridge Lakes & Watson Reserve - March 2025	MUNI	737.00
EFT59859	03/04/2025	Environex International Pty Ltd	Cleaning Supplies for BFB's	MUNI	898.47
EFT59860	03/04/2025	Esplanade Hotel Busselton	Accommodation for UDIA Conference: 26-28/02/2025 - Director Sustainable Development	MUNI	420.00
EFT59861	03/04/2025	Eve Yoga	1 Hour Yoga Classes: 05-15/03/2025	MUNI	240.00
EFT59862	03/04/2025	Gavin Walter Mehrtens	Rates Refund for Assessment A1039	MUNI	1,556.00
EFT59863	03/04/2025	Georgia Elson	ERC Umpire Payment 02/04/2025	MUNI	139.00
EFT59864	03/04/2025	Heatleys	Re Stock of PPE Supplies for Depot	MUNI	528.11
EFT59865	03/04/2025	Heidelberg Materials Australia Pty Ltd	Graded Aggregate - Clifton Road	MUNI	2,012.99
EFT59866	03/04/2025	J A K Civil Pty Ltd	Excavator Mobilisation - Ferguson Road & Mungilup Road	MUNI	907.50
EFT59867	03/04/2025	Jack David Manoni	Meeting Allowance	MUNI	1,414.08
EFT59868	03/04/2025	JB Hi-Fi Ltd	Challenge for Members Only Prize - ERC	MUNI	399.00
EFT59869	03/04/2025	John Thompson	ERC Umpire Payment 02/04/2025	MUNI	194.60
EFT59870	03/04/2025	Katie Marie Clayton	ERC Umpire Payment 01/04/2025	MUNI	55.60
EFT59871	03/04/2025	Kent Lyon Architect	Superintendent Fees for Defect Liability Period (Jan-Sept 2025)	MUNI	7,128.00
EFT59872	03/04/2025	Luke William Davies	Meeting Allowance	MUNI	1,414.08

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59873	03/04/2025	Mark Richard Hutchinson	Meeting Allowance	MUNI	1,414.08
EFT59874	03/04/2025	MB Traffic Planning & Management	Traffic Management Plan - Dardanup Anzac Day 2025	MUNI	435.60
EFT59875	03/04/2025	MJ Goods	Antibacterial Wipes - ERC	MUNI	850.00
EFT59876	03/04/2025	Nixon Bunbury Pty Ltd	Supply & Replace 2 x LED Floodlights - Eaton Skate Park	MUNI	5,288.86
EFT59877	03/04/2025	Omnicom Media Group Australia Pty Ltd	4 x Newspaper Public Notices - March 2025	MUNI	2,037.23
EFT59878	03/04/2025	Perfect Landscapes	Weekly Reserves & Lawn Mowing	MUNI	5,475.37
EFT59879	03/04/2025	PFI Supplies	Cleaning Supplies - Eaton Admin Centre	MUNI	89.65
EFT59880	03/04/2025	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	Wheel Alignment & Rotation - DA613	MUNI	191.00
EFT59881	03/04/2025	Prime Supplies	Circlips, Pliers, Welding Rods & Aids, Spanners, Sprays, Soldering Iron - Depot	MUNI	572.28
EFT59882	03/04/2025	Promote You	Embroidery of Logos on 6 x Ranger Shirts	MUNI	321.20
EFT59883	03/04/2025	Regional Media Specialists P/L	Advertising in Bunbury Herald Newspaper for Monthly Community News Page: March 2025	MUNI	1,031.89
EFT59884	03/04/2025	RTV Computers Pty Ltd	1 x Wireless Keyboard - Eaton Admin & Stereo Sound Studio Sound Bar for Meeting Room - ERC	MUNI	1,105.50
EFT59885	03/04/2025	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	614.81
EFT59886	03/04/2025	South West Fire Unit Fabrications	Repairs on Blown Fuse Box, Joshua Crooked Brook BFB Light Tanker - ESL Recurrent Exp	MUNI	612.18
EFT59887	03/04/2025	South West Psychology & Consultancy	Employee Assistance Program Consultations	MUNI	165.00
EFT59888	03/04/2025	South West Tree Safe	Tree Pruning - Dowdells Line & Ratcliffe Road	MUNI	7,150.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59889	03/04/2025	Sportspower Bunbury	ERC - 4 x Netballs & 6 x Basketballs for Sporting Competitions	MUNI	1,136.00
EFT59890	03/04/2025	Stacey Gillespie	Meeting Allowance	MUNI	1,414.08
EFT59891	03/04/2025	Steve Miller's Excavations	Truck Hire to Remove Fallen Tree From Creek Line - South Road	MUNI	2,065.00
EFT59892	03/04/2025	Studio Milton	Installation of Wall Cladding - Eaton Admin Offices	MUNI	19,578.90
EFT59893	03/04/2025	Taneta Bell	Meeting Allowance	MUNI	1,414.08
EFT59894	03/04/2025	Team Global Express - Toll	Brigade Postage 2024/25 & Postage for Items - Dowdells Line	MUNI	179.52
EFT59895	03/04/2025	Telstra	Telephone Use - West Dardanup BFB	MUNI	62.50
EFT59896	03/04/2025	Traffic Force	Traffic Control - Dowdells Line, Shenton Road & Giumelli Road	MUNI	9,079.57
EFT59897	03/04/2025	Tyrrell Gardiner	Local Government Allowance	MUNI	4,727.50
EFT59898	03/04/2025	West Australian Newspapers Ltd	West Australian Newspapers Subscription: 28/03-20/06/2025	MUNI	164.26
EFT59899	03/04/2025	West Coast Waste	Mulch Delivered to Millbridge	MUNI	1,320.00
EFT59900	03/04/2025	West Oz Linemarking	Eaton Basketball Courts Linemarking	MUNI	2,420.00
EFT59901	03/04/2025	Woolworths Group Limited - Online Order Only	Bottled Water for BFB's, Café Goods - ERC	MUNI	2,407.25
EFT59902	03/04/2025	Woolworths Group Limited - Openpay Portal	General Items Purchased (Milk Etc.) for Staff Kitchen & Council Chambers Supplies - Eaton Admin	MUNI	251.24
EFT59903	03/04/2025	Work Clobber	Uniforms - Animal Control	MUNI	271.80
EFT59904	03/04/2025	Wellington Mills BFB	Funding for Prescribed Burn - Wellington Mills Road Verge	MUNI	3,600.00
EFT59905	10/04/2025	Activ Foundation Inc	Mulching - Eaton Drive & Watering 50 Trees 2 x Weekly - Parkridge Estate Reserves: February & March 2025	MUNI	11,871.95

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59906	10/04/2025	Allesac Pty Ltd	Rates Refund for Assessment A12310	MUNI	153.16
EFT59907	10/04/2025	Andrew White	Reimburse Starlink Subscription 22/02-22/03/2025 - J/C Brook BFB - ESL Recurrent Exp	MUNI	139.00
EFT59908	10/04/2025	Anne Deacon	ERC Umpire Payment: 08/04/2025	MUNI	83.40
EFT59909	10/04/2025	Asahi Beverages Pty Ltd	ERC - Cafe Goods - Drinks	MUNI	1,080.68
EFT59910	10/04/2025	ATI-Mirage Training And Business Solutions Pty Ltd	Developing Self Confidence and Assertiveness Course - GIS & Data Analyst - 17/10/2024	MUNI	589.05
EFT59911	10/04/2025	AusQ Training	Basic Worksite Traffic Management Training - Development Engineer	MUNI	356.00
EFT59912	10/04/2025	Australia Post	Monthly Postage Cost: March 2025	MUNI	1,431.42
EFT59913	10/04/2025	B & S Printing Company	200 x Take 5/Hazard Books - Occ Health & Safety Expenditure - Public Works	MUNI	513.70
EFT59914	10/04/2025	Bottles of Australia	ERC - 300 x ERC Branded Water Bottles for Membership Packs	MUNI	1,796.18
EFT59915	10/04/2025	Boyles Plumbing and Gas	2 x New Zip Filters for Staff & Council Chambers Kitchen Taps - Eaton Admin, New RPDZ Valve - Fishwick Pavillion & Annual Backflow Testing - 68 Recreation Dr	MUNI	2,078.54
EFT59916	10/04/2025	Brett Hodgson	ERC Umpire Payment: 09/04/2025	MUNI	111.20
EFT59917	10/04/2025	Brooks Hire Service Pty Ltd	Skid Steer Hire: 1-31/03/2025 - Martin Pelusey Road	MUNI	8,354.72
EFT59918	10/04/2025	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	362.12
EFT59919	10/04/2025	Bunbury City Motorcycles	Service - Polaris Ranger 1000 - DA8979	MUNI	1,137.55
EFT59920	10/04/2025	Bunbury ED Wellbeing Committee	Refund Key Bond - Receipt # 160605	MUNI	40.00
EFT59921	10/04/2025	Bunbury Machinery	Wacker Rammer BS60 to Assist With Compaction - Works	MUNI	4,375.00
EFT59922	10/04/2025	Bunbury Mitsubishi & Holden	Service - DA9376	MUNI	553.54

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59923	10/04/2025	Bunnings Group Limited	Rapid Set Concrete - Depot, Trolley & Parts - Recycling Yard & Maintenance Items - Dardanup Oval Club Buildings	MUNI	1,264.44
EFT59924	10/04/2025	Capel Tree Service	Remove Tree & Poison Stump - Nepean Turn & Hale Street	MUNI	2,640.00
EFT59925	10/04/2025	Carbone Brothers Pty Ltd	Deliver 150 Ton of Gravel to Shire Pit - Panizza Road	MUNI	5,425.92
EFT59926	10/04/2025	Caroline Mears	Chair Yoga Classes - ERC: 04/03-01/04/2025	MUNI	210.00
EFT59927	10/04/2025	Celeste De Munck	Reimburse Uniform Purchase	MUNI	189.94
EFT59928	10/04/2025	Chantal Emily Joan Shorter	TV Remotes Reimbursement - Glen Huon Club Rooms - Football	MUNI	97.86
EFT59929	10/04/2025	Christine Worsfold	ERC Umpire Payment: 08/04/2025	MUNI	83.40
EFT59930	10/04/2025	City of Bunbury	Dog & Cat Poundage Fees - March 2025	MUNI	458.85
EFT59931	10/04/2025	Citygate Properties Pty Ltd	\$200 Voucher for Staff Leaving Gift Contribution From Shire of Dardanup	MUNI	200.00
EFT59932	10/04/2025	Civil Projects Southwest	Machine Hire - Clifton Road & Giumelli Road	MUNI	8,085.00
EFT59933	10/04/2025	Cleanaway Solid Waste Pty Ltd	4 x Invoices: Waste Disposal - Crooked Brook Road, ERC & Depot	MUNI	5,901.05
EFT59934	10/04/2025	Cleanway Xtra Cleaning Services	Contract Cleaning From 17/03/2025 - 04/04/2025 - Eaton Admin & Library	MUNI	6,435.00
EFT59935	10/04/2025	Country Water Solutions	Reticulation Parts for Repairs - Burekup Reserve	MUNI	72.23
EFT59936	10/04/2025	Craig Howells T/as Seven Trees Coffee	Service Coffee Machine - Descale & Change Water Filter - ERC Cafe	MUNI	283.04
EFT59937	10/04/2025	Cross Security Services	ERC - Re-Routed Cable Temporarily to Allow for Renovations	MUNI	440.00
EFT59938	10/04/2025	CS Legal - Recoveries Legal WA	2024/2025 Debt Recovery - Legal Fees	MUNI	30.00
EFT59939	10/04/2025	Dapco Tyre and Auto Centre	Service, Breaks Repair & Headlight Globe - DA005, Tyre Puncture - DA993	MUNI	2,056.07

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59940	10/04/2025	Department of Premier and Cabinet	Gazettal of Change of Valuation Basis UV to GRV for DP427768	MUNI	95.94
EFT59941	10/04/2025	Deputec Pty Ltd	ERC - Monthly Subscription for Rostering - March 2025	MUNI	322.30
EFT59942	10/04/2025	Donna Bastow	ERC Umpire Payment: 09/04/2025	MUNI	111.20
EFT59943	10/04/2025	Driva Pty Ltd	Payroll Clearing - Novated Lease Liabilities	MUNI	1,842.14
EFT59944	10/04/2025	Dylan Murphy	ERC Umpire Payment: 09/04/2025	MUNI	83.40
EFT59945	10/04/2025	Department of Transport	Department of Transport - Vehicle Owner Details Searches	MUNI	9.10
EFT59946	10/04/2025	Educa Aus	ERC - Educa Subscription - March 2025	MUNI	141.67
EFT59947	10/04/2025	Eve Yoga	1 Hour Yoga Classes: 19-29/03/2025	MUNI	240.00
EFT59948	10/04/2025	Georgia Elson	ERC Umpire Payment: 09/04/2025	MUNI	166.80
EFT59949	10/04/2025	Grace Records Management	Records Management External - Storage, Destruction & Consumables	MUNI	1,783.12
EFT59950	10/04/2025	Heatleys	Re-Stock of PPE Supplies for Depot	MUNI	1,468.33
EFT59951	10/04/2025	Hynes Contracting	Golding Crescent Intersection Works	MUNI	22,714.00
EFT59952	10/04/2025	JB Hi-Fi Ltd	ERC Moves Challenge for Members Only Prizes 1X Garmin Forerunner 255 Music Watch Black	MUNI	409.00
EFT59953	10/04/2025	Jetline Kerbing Contractors	Footpath Works - Crampton Avenue	MUNI	40,070.25
EFT59954	10/04/2025	John Thompson	ERC Umpire Payment: 09/04/2025	MUNI	111.20
EFT59955	10/04/2025	Kenneth Ross Pomare	ERC Umpire Payment: 09/04/2025	MUNI	83.40
EFT59956	10/04/2025	Krystle Harrison	Reimburse Accommodation Whilst Attending CCWA Training Seminar: 03-04/04/2025	MUNI	352.70
EFT59957	10/04/2025	Landgate	GRV Interim Valuations: 15/02/2025 to 14/03/2025	MUNI	1,191.10



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59958	10/04/2025	Les Mills Asia Pacific	ERC Group Fitness Program Licence Fee: April 2025	MUNI	1,433.16
EFT59959	10/04/2025	Lynx Integrated Systems	Service Call to Investigate Fault With Softball Lights	MUNI	1,309.00
EFT59960	10/04/2025	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	310.00
EFT59961	10/04/2025	Mario Contarino T/as Southwest Fire Mitigation Services	MAF 25974 - Mulch/ Slash Long Dry Grass Along Drain, West Dardanup	MUNI	5,280.00
EFT59962	10/04/2025	MBS Environmental	Review License Amendment - Cleanaway Banksia Road Peer Review	MUNI	7,290.25
EFT59963	10/04/2025	Mcleods Lawyers Pty Ltd	Sustainable Development Legal Costs - Matter # 52519	MUNI	1,027.84
EFT59964	10/04/2025	Melanie May Ring	Reimburse Fee Paid to Transfer Vehicle Plates - 1INZ103 to 008DA	MUNI	172.80
EFT59965	10/04/2025	Natalie Reid	Reimburse Change of Plates From 1INY999 to DA329	MUNI	77.60
EFT59966	10/04/2025	Nightguard Security Service SW	Alarm Responses - 4 x SoD Buildings - March 2025	MUNI	831.08
EFT59967	10/04/2025	Nutrien Ag Solutions	Supply Pyrethrum - 5 Litre - Eaton Verges	MUNI	363.00
EFT59968	10/04/2025	Paywise Pty Ltd	Payroll Clearing - Novated Lease Liabilities	MUNI	2,435.45
EFT59969	10/04/2025	Perfect Landscapes	Clippings Pick Up and Removal From Dardanup Town Site	MUNI	654.50
EFT59970	10/04/2025	PFI Supplies	Toilet Supplies - Dardanup Hall & Gnomesville Public Toilets	MUNI	138.80
EFT59971	10/04/2025	Ricky Depillo	Reimburse Uniform Purchase	MUNI	330.00
EFT59972	10/04/2025	Robert Bruce Elwin	Refund Cat Cage Hire Bond - Receipt # 160700	MUNI	150.00
EFT59973	10/04/2025	Safestart Test & Tag	Test & Tagging for FY 24/25 - Various SoD Buildings	MUNI	7,843.00
EFT59974	10/04/2025	Scope Electrical Contracting Pty Ltd	Investigate Fault to Lighting - Softball Assoc Club Rooms	MUNI	250.80
EFT59975	10/04/2025	Scope Rentals Pty Ltd	Managed Print Service - Rental: April 2025 & Usage: February & March 2025	MUNI	5,756.70

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59976	10/04/2025	Securepay Pty Ltd	Bank Fees - 2024/2025 Securepay Web & IVR Merchant	MUNI	30.58
EFT59977	10/04/2025	South West Septics	ERC - Empty Greasetrap Services Quarterly	MUNI	214.50
EFT59978	10/04/2025	South West Tree Safe	Tree Removal - Nyleeta Close & Tree Pruning - Shaw Road	MUNI	5,280.00
EFT59979	10/04/2025	Southwest Solar and Window Cleaning Services	Pressure Cleaning of Outside Plant Desk on First Floor - Eaton Admin	MUNI	715.00
EFT59980	10/04/2025	Stephen Wills Pulsford	Rates Refund for Assessment A10922	MUNI	801.50
EFT59981	10/04/2025	Synergy	Townsite Street Lights & Auxiliary Lighting & Electricity - Upper Ferguson BFB	MUNI	28,130.22
EFT59982	10/04/2025	T J Depiazzi & Sons	Top Dress Lawn Mix - Burekup Oval	MUNI	11,961.18
EFT59983	10/04/2025	Taylor Burrell Barnett	Consultant Fees/Structure Plan Review - March 2025. Developer Contribution Plan for Dardanup - Variation 1	MUNI	6,675.90
EFT59984	10/04/2025	Team Global Express - Toll	Environmental Health Service Postage 2024/25	MUNI	143.96
EFT59985	10/04/2025	The Cafe Merchant & Merchant Warehouse Cafe	5 x Invoices for Various Catering Requirements	MUNI	1,028.00
EFT59986	10/04/2025	The Trustee for AM2 & FM2 Trust	Myosh Subscription for April 2025	MUNI	653.40
EFT59987	10/04/2025	Tint City	Supply & Install UV Laminated Printed Self Adhesive Vinyl Decals - Eaton Admin Office	MUNI	105.00
EFT59988	10/04/2025	TPG Network Pty Ltd	Enterprise Ethernet WAN Services - March 2025	MUNI	4,626.48
EFT59989	10/04/2025	Traffic Force	Traffic Control - Dowdells Line	MUNI	1,294.62
EFT59990	10/04/2025	Tutt Bryant Hire	3 x Invoices: Machine Hire - Martin Pelusey Road, Mungalup Road, Ferguson Road	MUNI	8,025.69
EFT59991	10/04/2025	Tyson Hobba	Refund Partial Gym Membership Fees Paid Within Cooling-Off Period - ERC	MUNI	29.00
EFT59992	10/04/2025	VDW Electrical	Investigate & Repair Lights Out - Millars Creek Pathway	MUNI	294.25

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59993	10/04/2025	Veolia Recycling & Recovery Pty Ltd	Waste Transfer Station Recycling Skip & Cardboard Processing: March 2025	MUNI	1,231.72
EFT59994	10/04/2025	Visimax	Microchip Reader - Rangers	MUNI	599.59
EFT59995	10/04/2025	Waterloo Nursery & Garden Centre	Plant Hire & Maintenance of Non-Hired Plants - March 2025	MUNI	1,410.93
EFT59996	10/04/2025	Work Clobber	Work Boots - Animal Control	MUNI	200.70
EFT59997	10/04/2025	Yep Booking	ERC - Yep Booking - February 2025	MUNI	59.00
EFT59998	17/04/2025	Access Wellbeing Services	Employee Assistance Program Consultations	MUNI	176.00
EFT59999	17/04/2025	Altus Planning	Planning Consultant - Development Applications and Dap Application Monthly Planning Fee - March 2025	MUNI	17,029.38
EFT60000	17/04/2025	Amanda Allys Fairbairn	Rates Refund for Assessment A10794	MUNI	614.85
EFT60001	17/04/2025	Amity Signs	2024/2025 Rural Street Sign # 88, 181	MUNI	58.30
EFT60002	17/04/2025	Ampol Australia Petroleum Pty Ltd	Shire Vehicles Fuel Usage - March 2025	MUNI	18,989.59
EFT60003	17/04/2025	Ampol Petroleum Distributors Pty Ltd	2 x 20 Lt Diesel Engine Oil - Plant	MUNI	260.86
EFT60004	17/04/2025	Asahi Beverages Pty Ltd	ERC - Cafe Goods - Drinks	MUNI	1,248.42
EFT60005	17/04/2025	AusQ Training	Basic Worksite Training Management & Traffic Controller Reaccreditation - 14/04/2025 - Works Staff	MUNI	712.00
EFT60006	17/04/2025	Australian Tax Office	PAYG - Payrun: 11/04/2025	MUNI	91,110.00
EFT60007	17/04/2025	Australind/Eaton Medical Centre	18/3/25 Workers Compensation First Medical - to Be Recouped From LGIS	MUNI	478.20

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60008	17/04/2025	B & S Printing Company	30 x Wallets for Take 5 Books - Public Works	MUNI	328.90
EFT60009	17/04/2025	BCE Surveying Pty Ltd	Pit Location - Eaton Drive	MUNI	484.00
EFT60010	17/04/2025	Belinda Jansen Van Vuuren	Reimburse Uniform Purchase	MUNI	88.50
EFT60011	17/04/2025	Bell Fire Equipment Company Pty Ltd	Adaptors & Socket - Council - ESL Recurrent Exp	MUNI	125.40
EFT60012	17/04/2025	Boyles Plumbing and Gas	Parts & Consumables Flow Meter Hydro Tap & Zip Tap - Depot & Repair Drink Fountain - Illawarra Park	MUNI	914.44
EFT60013	17/04/2025	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	497.73
EFT60014	17/04/2025	Bunbury Auto One	Dash Mat - DA995	MUNI	89.95
EFT60015	17/04/2025	Bunbury Coffee Machines	ERC - Cafe Goods	MUNI	505.50
EFT60016	17/04/2025	Bunnings Group Limited	Tools - Depot & Parks	MUNI	1,217.75
EFT60017	17/04/2025	Christine Worsfold	ERC Umpire Payment: 15/04/2025	MUNI	55.60
EFT60018	17/04/2025	Civil Projects Southwest	Excavator Hire for Grave Preparation	MUNI	1,155.00
EFT60019	17/04/2025	Clay Mildwaters	Youth Musician 1 Hour Performance - Youthfest 2025	MUNI	250.00
EFT60020	17/04/2025	Cleanaway Solid Waste Pty Ltd	4 x Invoices: Waste Disposal - Waste Transfer Station & Crooked Brook Rd	MUNI	7,196.91
EFT60021	17/04/2025	Close Protection Security Services Pty Ltd	Event Security to Supervise Boomers Changeroom Entrance - Youthfest 2025	MUNI	440.00
EFT60022	17/04/2025	Coates Hire Ltd	ERC - Portaloo Hire for SW Slammers Event 05/04/2025	MUNI	751.85
EFT60023	17/04/2025	Connect Call Centre Services	After Hours Call Centre - March 2025	MUNI	879.34
EFT60024	17/04/2025	Construction Training Fund : BCITF	BCITF Remittance - March 2025	MUNI	5,433.20

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60025	17/04/2025	Corsign WA Pty Ltd	Sign Order - Dowdells Line	MUNI	1,810.60
EFT60026	17/04/2025	Country Landscaping Pty Ltd	Irrigation Repairs - Millbridge Verges	MUNI	3,977.45
EFT60027	17/04/2025	Country Water Solutions	Reticulation Parts for Repairs - Eaton Foreshore, Primrose Vista, Wilmot Park & Beaufort Loop	MUNI	3,572.57
EFT60028	17/04/2025	Craneford Plumbing	Scheduled Quarterly Fujiclean ATU Service - Martin-Pelusey Rd Depot	MUNI	165.66
EFT60029	17/04/2025	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	326.98
EFT60030	17/04/2025	Cross Security Services	Alarm System Monitoring - 6 x Shire Buildings	MUNI	600.00
EFT60031	17/04/2025	Dardanup Art Spectacular	Refund Hall Hire Bond - Receipt # 160663	MUNI	290.00
EFT60032	17/04/2025	Department of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BSL Remittance - March 2025	MUNI	13,716.74
EFT60033	17/04/2025	Department of Water and Environmental Regulation	Return Unspent Grant Funds (E-Waste Grant, Tardis Ref: GRT-F0339282).	MUNI	170.36
EFT60034	17/04/2025	Diesel Force	Repairs to Trailer - 1TUM055	MUNI	334.29
EFT60035	17/04/2025	Donna Bastow	ERC Umpire Payment: 16/04/2025	MUNI	139.00
EFT60036	17/04/2025	Ductworks Australia Bunbury & Busselton Air	Call Out and Inspect Aircon Oscillation Not Working in Manager Operations Office - Depot	MUNI	170.00
EFT60037	17/04/2025	Eaton Pet Vet	Vet Consultation & Supply Fees & Charges	MUNI	160.00
EFT60038	17/04/2025	Educa Aus	ERC - Educa Subscription April 2025	MUNI	141.67
EFT60039	17/04/2025	Elliotts Irrigation Pty Ltd	Electrical Checks for Filtration on Millbridge Lake	MUNI	299.20
EFT60040	17/04/2025	Erin Emerson	ERC Umpire Payment: 16/04/2025	MUNI	111.20
EFT60041	17/04/2025	Evva Doddy	Youth Musician - 1 Hour Music Performance - Youthfest 2025	MUNI	130.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60042	17/04/2025	Ferguson Building Pty Ltd	Plumbing Repairs - Ferguson BFB - ESL Recurrent Exp	MUNI	746.62
EFT60043	17/04/2025	Fit2Work	Police Checks - March 2025	MUNI	357.50
EFT60044	17/04/2025	Foster F/Trust T/as Surveillance Systems Australia	Supply, Install Security Equipment & Set Up User Applications for Authorized Users - J/C Brook BFB - ESL Recurrent Exp	MUNI	4,050.20
EFT60045	17/04/2025	Gabriella Hayward	Reimburse Overpayment of Study Fees: Intro to Planning History & Theory - Assistant Planning Officer	MUNI	724.88
EFT60046	17/04/2025	Georgia Elson	ERC Umpire Payment: 16/04/2025	MUNI	139.00
EFT60047	17/04/2025	Giadresco Earthmoving	Callout to Fire on Moore Rd - ESL Recurrent Exp	MUNI	2,904.00
EFT60048	17/04/2025	Harley Scott - The Fool's Journey	Roving Circus Entertainment - Youthfest 2025	MUNI	225.00
EFT60049	17/04/2025	Heatleys	Re-Stock PPE Supplies - Depot	MUNI	239.34
EFT60050	17/04/2025	Insight Enterprises Australia Pty Ltd	Azure Plan Consumption: February 2025	MUNI	92.61
EFT60051	17/04/2025	J A K Civil Pty Ltd	Mobilise Excavator From Ferguson Road & Take Back to Tutt Bryant	MUNI	577.50
EFT60052	17/04/2025	James Reilly	Reimburse Uniform Purchase	MUNI	289.50
EFT60053	17/04/2025	Jemex Cleaning Services	External Clean of Eaton Sports Pavilion	MUNI	400.00
EFT60054	17/04/2025	Jo Jingles South West	Jo Jingles Sessions for The Early Learning Program at Eaton, Dardanup & Burekup: 01-08/04/2025	MUNI	957.00
EFT60055	17/04/2025	John Thompson	ERC Umpire Payment: 16/04/2025	MUNI	111.20
EFT60056	17/04/2025	Kavyen Fullerton	1 Hour Musical Performance - Youthfest 2025	MUNI	110.00
EFT60057	17/04/2025	Kenneth Ross Pomare	ERC Umpire Payment: 16/04/2025	MUNI	55.60
EFT60058	17/04/2025	Kirsty Collins	Refund Key Bond - Receipt # 160176	MUNI	40.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60059	17/04/2025	Landgate	Slip Subscription Services Annual Charge	MUNI	2,609.00
EFT60060	17/04/2025	Leschenault Catchment Council Inc	Possum Drey Making Workshop for Planet Matters Session: 10/04/2025	MUNI	453.88
EFT60061	17/04/2025	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	310.00
EFT60062	17/04/2025	Malatesta Road Paving and Hotmix	Bitumen to Cover Graffiti on Road - Ferguson Road	MUNI	1,425.60
EFT60063	17/04/2025	Mantrac Pty Ltd	Hire 8T Excavator to Mulch Near Walkway - Millbridge	MUNI	1,760.00
EFT60064	17/04/2025	Monsterball Amusements & Hire	Inflatable Amusement Hire - Youthfest 2025 Event	MUNI	1,245.00
EFT60065	17/04/2025	Naturaliste Hygiene	Monthly Pick Up Sharps Containers & Disposal: Watson Street Reserve Toilets - March 2025	MUNI	192.50
EFT60066	17/04/2025	Neil Nicholson	Reimburse Purchase of Staff Leaving Gift	MUNI	559.39
EFT60067	17/04/2025	Officeworks Superstores Pty Ltd	ERC - Stationery Order & Items for Make it Space	MUNI	804.28
EFT60068	17/04/2025	Perfect Landscapes	2 x Weekly Reserves & Lawn Mowing	MUNI	9,916.51
EFT60069	17/04/2025	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	886.70
EFT60070	17/04/2025	Promote You	Embroidery of Staff Uniforms - Admin	MUNI	70.40
EFT60071	17/04/2025	Roadscan	Contract Labour - Ramm Validation & Update: March 2025	MUNI	1,845.18
EFT60072	17/04/2025	Roofwest & Graffiti Doctors	Removal of Graffiti From Glen Huon Oval and Skate Park	MUNI	1,350.00
EFT60073	17/04/2025	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	643.25
EFT60074	17/04/2025	Simply Sound PA Hire	Sound Equipment - Youthfest 2025	MUNI	350.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60075	17/04/2025	South West Pop up Shops and Events	Youth Stallholder Market Management - Youthfest 2025	MUNI	250.00
EFT60076	17/04/2025	Southern Lock and Security	Replace 24/7 Gym Access Exterior Door Handle/Lock - ERC	MUNI	325.93
EFT60077	17/04/2025	Stacey Patterson	Reimburse Uniform Purchase	MUNI	57.59
EFT60078	17/04/2025	State Wide Turf Services	Top Dressing - Burekup Oval	MUNI	10,626.00
EFT60079	17/04/2025	Synergy	Electricity Account - 8 x Locations	MUNI	21,149.77
EFT60080	17/04/2025	Telstra	Staff Mobiles & Tablets, Phones: Eaton Office, Dardanup Office & Burekup BFB	MUNI	4,751.90
EFT60081	17/04/2025	Winc Australia Pty Ltd	Stationery - Eaton Admin	MUNI	975.80
EFT60081	24/04/2025	Altus Planning	Planning Services Relating to the Sat Reconsideration for Lot 2 Banksia Road, Crooked Brook	MUNI	5923.50
EFT60082	24/04/2025	Andre Van Der Merwe	Reimburse Payment to DoT for Inspection Fee - DA8979	MUNI	187.90
EFT60083	24/04/2025	Andrea Louise Staples	Rates Refund for Assessment A11609	MUNI	1334.15
EFT60084	24/04/2025	Anne Deacon	ERC Umpire Payment: 22/04/2025	MUNI	83.40
EFT60085	24/04/2025	Aquila Food Forest	Sustainable Living Workshop: 10/04/2025	MUNI	400.00
EFT60086	24/04/2025	Brett Hodgson	ERC Umpire Payment: 23/04/2025	MUNI	111.20
EFT60087	24/04/2025	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	448.79
EFT60088	24/04/2025	Bunbury Bearings	Trailer Repair Parts for Old Spray Trailer	MUNI	111.76
EFT60089	24/04/2025	Bunbury Harvey Regional Council	Green Waste Processing - Waste Transfer Station: March 2025	MUNI	1254.00
EFT60090	24/04/2025	Bunbury Mower Service	2 x Chainsaw Bars, Harness, Starter Rope, Oil Spark Plugs - Parks	MUNI	693.00



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60091	24/04/2025	Bunnings Group Limited	External Door, Draft Excluder, Paint, Pruners & Door Knob - Ferguson Hall	MUNI	343.33
EFT60092	24/04/2025	Carbone Brothers Pty Ltd	Pratt Road Modifications - Claim #01	MUNI	44326.15
EFT60093	24/04/2025	Charlie Johnston	Charlie Johnston - Personal Development Grant 2024 - 2025	MUNI	400.00
EFT60094	24/04/2025	Choiceone Pty Ltd	Labour Hire: 24-30/032025 - Martin Pelusey Road	MUNI	4398.88
EFT60095	24/04/2025	Chubb Fire and Security	Routine Service of Fire Protection System & Equipment - SoD Library, Admin & Community Building	MUNI	269.50
EFT60096	24/04/2025	Cleanaway Solid Waste Pty Ltd	6 x Invoices: Waste Disposal - Crooked Brook Rd	MUNI	11701.10
EFT60097	24/04/2025	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods, ERC - Cafe Goods	MUNI	605.79
EFT60098	24/04/2025	Dardanup Senior Citizens	Dardanup Senior Citizens - QR Grant - Community Morning Tea 2025	MUNI	474.50
EFT60099	24/04/2025	Darshan Thandi Eaton Pty Ltd - Small's Bar	Staff Retirement Function: 10/04/2025	MUNI	1066.00
EFT60100	24/04/2025	Daryl Fishwick	ERC Umpire Payment: 23/04/2025	MUNI	139.00
EFT60101	24/04/2025	Donna Bastow	ERC Umpire Payment: 23/04/2025	MUNI	139.00
EFT60102	24/04/2025	Driva Pty Ltd	Payroll Clearing - Novated Lease Liabilities	MUNI	1842.14
EFT60103	24/04/2025	Erin Emerson	ERC Umpire Payment: 23/04/2025	MUNI	111.20
EFT60104	24/04/2025	Georgia Elson	ERC Umpire Payment: 23/04/2025	MUNI	111.20
EFT60105	24/04/2025	Goodstart Early Learning Ltd	Remaining Funds from the Attraction & Retention Package for Regional Child Care Workers Grant Program	MUNI	5240.63
EFT60106	24/04/2025	Government of WA - Central Regional Tafe	Regulatory Officer Compliance Skills 1 & 2 - Emergency Management Officer/Ranger	MUNI	1258.11
EFT60107	24/04/2025	Hooleys Catering Company	Catering for Ordinary Council Meeting: 23/04/2025	MUNI	678.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60109	24/04/2025	Illion Australian Pty Ltd (Tenderlink)	1 x Public Tender Notice: RFT-F0413371 Burekup Changerooms	MUNI	209.00
EFT60110	24/04/2025	Kenneth Ross Pomare	ERC Umpire Payment: 23/04/2025	MUNI	55.60
EFT60111	24/04/2025	Kmart	ERC - Items For Cafe	MUNI	411.00
EFT60112	24/04/2025	Lions Club of Dardanup	Refund Hall Bond - Debtor # 22065 Inv # 35090	MUNI	290.00
EFT60113	24/04/2025	Michael Gibbings	Reimburse Car Battery & Toilet Paper Purchase	MUNI	527.00
EFT60114	24/04/2025	MJ Goods	ERC - Cafe Goods	MUNI	161.70
EFT60115	24/04/2025	Moore Australia (WA) Pty Ltd	2025 Annual Financial Reporting Workshops - Via Livestream 23/05/2025 - Accountant	MUNI	2,310.00
EFT60116	24/04/2025	Narelle Gardiner	Refund of Remaining Upfront Membership Fees After Cancellation Period - 18520	MUNI	139.73
EFT60117	24/04/2025	Otis Elevator Company Pty Ltd	Quarterly Service of Lift (31N12320) - SoD Library, Administration & Community Building	MUNI	1,639.35
EFT60118	24/04/2025	Paywise Pty Ltd	Payroll Clearing - Novated Lease Liabilities	MUNI	3,036.00
EFT60119	24/04/2025	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	1,090.95
EFT60120	24/04/2025	PFI Supplies	Cleaning Supplies - Eaton Administration Office	MUNI	273.10
EFT60121	24/04/2025	Raymond Wei Kain Wong	Crossover Rebate (A10440)	MUNI	137.80
EFT60122	24/04/2025	Rent a Fence	Extension of Temporary Fencing Rental During Changeroom Upgrade: 14/03/2025 - 13/04/2025	MUNI	89.00
EFT60123	24/04/2025	Sharon Patricia McKay	Rates Refund for Assessment A2384	MUNI	2,100.00
EFT60124	24/04/2025	Southern Lock and Security	Door Lock For Disabled Toilet - Dardanup Oval	MUNI	172.50
EFT60125	24/04/2025	Stephanie Congdon	Reimburse Uniform Purchase	MUNI	79.95

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60126	24/04/2025	Sure Shot Photography and Training	Event Photography - Youthfest 2025	MUNI	380.00
EFT60127	24/04/2025	Synergy	Electricity Account: Depot & Dardanup Oval	MUNI	2,855.69
EFT60128	24/04/2025	Team Global Express - Toll	Environmental Health Service Postage 2024/25	MUNI	40.99
EFT60129	24/04/2025	The Cafe Merchant & Merchant Warehouse Cafe	Catering for Morning Tea - Staff Retirement: 10/04/2025	MUNI	607.00
EFT60130	24/04/2025	Therese Price	ERC Umpire Payment: 22/04/2025	MUNI	83.40
EFT60131	24/04/2025	Unique Team Building Pty Ltd	50% Deposit - SoD Team Building Events: 05 & 06/06/2025	MUNI	3,520.00
EFT60132	24/04/2025	VDW Electrical	Patio Light Fault - Diagnose & Isolate to Prevent Further Fuse Tripping: Group Fitness Studio - ERC	MUNI	503.25
EFT60133	24/04/2025	Veolia Recycling & Recovery Pty Ltd	Shire Bin Collection - March 2025	MUNI	92,836.48
EFT60134	24/04/2025	Winc Australia Pty Ltd	Stationery - ECL	MUNI	213.11
EFT60135	24/04/2025	Work Clobber	Uniform - Public Works	MUNI	291.00
<b>DIRECT DEBIT</b>					
DD18625.1	01/04/2025	Links Modular Solutions Pty Ltd	Annual Support & Maintenance for Links Software (ERC): April 2025 - REFUNDED 14/04/2025	MUNI	1,160.53
DD18623.1	02/04/2025	Commonwealth Bank of Australia	Bank Fees - March 2025	MUNI	2,163.22
DD18638.1	11/04/2025	Fines Enforcement Registry	FER15669151 - 10/04/2025	MUNI	86.00
DD18656.1	15/04/2025	Commonwealth Bank of Australia	CBA Activity Fees - March 2025	MUNI	1,091.63
DD18657.1	30/04/2025	Australia Post	2024/25 Australia Post Commission For Rates Payments - March 2025	MUNI	205.07

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
<b>BPAY</b>					
DD18629.1	16/04/2025	Alinta	ERC - Quarterly Invoice For Gas Consumption: 08/01-08/04/2025	MUNI	437.45
<b>CHEQUE</b>					
66	10/04/2025	Shire of Dardanup	Petty Cash Recoup as at 01/04/2025	MUNI	196.70
<b>INTERNATIONAL</b>					
DD18647.1	24/04/2025	Netcore J.S.A.	Unimus Yearly License Per-Device Licensing 8/5 Email Support Included	MUNI	142.12
<b>TRUST</b>					
<b>DEBIT CARD</b>					
<b>CREDIT CARD</b>					
DD18662.1	28/04/2025	Facebook Ireland Limited	Events & ERC Promotion & Marketing	MUNI	1,151.98
DD18662.2	28/04/2025	Woolworths Group Limited - Openpay Portal	Farewell Gift Voucher - in Accordance With CP016	MUNI	150.00
DD18662.3	28/04/2025	Lorna Jane	Member Moves Challenge Prize - ERC	MUNI	40.00
DD18662.4	28/04/2025	Mailchimp	Monthly Subscription and Charge for Email Newsletters: March 2025	MUNI	208.62
DD18662.5	28/04/2025	Department Of Transport	DA8979 Vehicle Registration to 31-07-2025	MUNI	135.35
<b>FUEL PURCHASING CARD</b>					
	28/02/2025	DA698	Fuel		577.09
	28/02/2025	DA0	Fuel		71.93
	28/02/2025	DA10091	Fuel		70.73
	28/02/2025	DA613	Fuel		120.22
	4/03/2025	DA005	Fuel		94.25

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	4/03/2025	DA588	Fuel	88.30
	4/03/2025	SUNDRY 1	Fuel	144.22
	4/03/2025	DA563	Fuel	100.04
	4/03/2025	DA9605	Fuel	53.49
	4/03/2025	DA997	Fuel	92.66
	4/03/2025	DA988	Fuel	97.21
	4/03/2025	DA9781	Fuel	59.57
	5/03/2025	DA10105	Fuel	23.52
	5/03/2025	DA993	Fuel	122.37
	5/03/2025	DA996	Fuel	133.61
	5/03/2025	DA995	Fuel	96.02
	5/03/2025	DA9668	Fuel	96.72
	5/03/2025	VARIOUS	Fuel	106.85
	6/03/2025	DA8222	Fuel	74.29
	6/03/2025	DA10091	Fuel	63.23
	6/03/2025	DA613	Fuel	108.59
	7/03/2025	DA005	Fuel	90.47
	7/03/2025	DA1314	Fuel	101.41
	7/03/2025	DA9287	Fuel	110.54
	7/03/2025	DA648	Fuel	120.98
	7/03/2025	DA017	Fuel	160.57
	7/03/2025	DA9605	Fuel	32.03
	8/03/2025	DA955	Fuel	93.90
	10/03/2025	DA9581	Fuel	188.96
	10/03/2025	1WATERLOO	Fuel	144.26
	10/03/2025	DA9605	Fuel	38.89
	10/03/2025	DA994	Fuel	97.95
	11/03/2025	DA005	Fuel	112.29
	11/03/2025	DA628	Fuel	164.95
	11/03/2025	ODA	Fuel	182.28
	11/03/2025	DA8673	Fuel	113.31
	11/03/2025	DA8569	Fuel	49.65
	11/03/2025	DA1684	Fuel	129.70
	11/03/2025	DA10105	Fuel	30.42
	11/03/2025	DA613	Fuel	130.49
	11/03/2025	VARIOUS	Fuel	87.74
	12/03/2025	DA8200	Fuel	109.94

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	12/03/2025	DA8222	Fuel	88.61
	12/03/2025	DA993	Fuel	139.00
	12/03/2025	DA996	Fuel	135.06
	12/03/2025	DA995	Fuel	105.84
	12/03/2025	VARIOUS	Fuel	53.67
	13/03/2025	DA588	Fuel	79.48
	13/03/2025	DA0	Fuel	53.04
	13/03/2025	DA8673	Fuel	66.82
	13/03/2025	008DA	Fuel	46.34
	13/03/2025	DA10105	Fuel	43.66
	13/03/2025	DA2833	Fuel	235.05
	13/03/2025	DA9605	Fuel	27.31
	13/03/2025	DA994	Fuel	75.48
	13/03/2025	HIRE PLANT	Fuel	251.67
	13/03/2025	HIRE PLANT	Fuel	1774.66
	14/03/2025	DA005	Fuel	113.59
	14/03/2025	DA1314	Fuel	87.85
	14/03/2025	DA429	Fuel	53.57
	14/03/2025	DA10091	Fuel	67.66
	14/03/2025	DA329	Fuel	62.60
	14/03/2025	DA9605	Fuel	23.74
	14/03/2025	DA613	Fuel	118.26
	15/03/2025	DA017	Fuel	156.38
	16/03/2025	DA955	Fuel	106.75
	17/03/2025	DA1314	Fuel	86.84
	17/03/2025	008DA	Fuel	80.40
	17/03/2025	DA9605	Fuel	34.24
	17/03/2025	DA995	Fuel	101.81
	17/03/2025	DA9781	Fuel	49.56
	17/03/2025	VARIOUS	Fuel	48.78
	18/03/2025	DA005	Fuel	100.52
	18/03/2025	DA8457	Fuel	161.03
	18/03/2025	DA588	Fuel	91.11
	18/03/2025	DA648	Fuel	113.30
	18/03/2025	DA9376	Fuel	104.59
	18/03/2025	DA993	Fuel	117.55
	18/03/2025	DA988	Fuel	97.05

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	19/03/2025	DA8200	Fuel	105.06
	19/03/2025	DA004	Fuel	118.62
	19/03/2025	DA8222	Fuel	103.49
	19/03/2025	DA9287	Fuel	114.94
	19/03/2025	DA10105	Fuel	31.68
	19/03/2025	DA994	Fuel	110.33
	19/03/2025	DA613	Fuel	112.06
	19/03/2025	DA9668	Fuel	88.66
	20/03/2025	DA628	Fuel	245.06
	20/03/2025	SUNDRY 1	Fuel	140.86
	20/03/2025	DA8673	Fuel	81.27
	20/03/2025	HIRE PLANT	Fuel	1070.19
	20/03/2025	VARIOUS	Fuel	79.61
	21/03/2025	DA8457	Fuel	147.04
	21/03/2025	DA1314	Fuel	28.22
	21/03/2025	DA9513	Fuel	343.13
	21/03/2025	DA648	Fuel	93.59
	21/03/2025	DA9605	Fuel	45.31
	21/03/2025	DA993	Fuel	99.56
	21/03/2025	DA996	Fuel	123.36
	21/03/2025	DA9781	Fuel	106.00
	21/03/2025	DA613	Fuel	84.33
	24/03/2025	DA588	Fuel	65.25
	24/03/2025	DA017	Fuel	163.92
	24/03/2025	DA9605	Fuel	31.82
	24/03/2025	DA994	Fuel	84.27
	24/03/2025	HIRE PLANT	Fuel	95.07
	25/03/2025	DA0	Fuel	106.28
	25/03/2025	DA9774	Fuel	255.68
	25/03/2025	DA563	Fuel	100.48
	25/03/2025	DA10105	Fuel	31.32
	25/03/2025	DA994	Fuel	59.88
	25/03/2025	DA995	Fuel	111.80
	25/03/2025	DA613	Fuel	113.98
	26/03/2025	DA005	Fuel	77.50
	26/03/2025	DA588	Fuel	67.97
	26/03/2025	DA9513	Fuel	306.01

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
	26/03/2025	DA8222	Fuel	69.98	
	26/03/2025	DA9287	Fuel	115.35	
	27/03/2025	DA8200	Fuel	122.99	
	27/03/2025	DA1314	Fuel	88.48	
	27/03/2025	DA10105	Fuel	36.42	
	27/03/2025	DA9219	Fuel	253.85	
	27/03/2025	DA993	Fuel	118.81	
	27/03/2025	HIRE PLANT	Fuel	1260.30	
	27/03/2025	DA10817	Fuel	87.77	
	28/03/2025	DA005	Fuel	82.81	
	28/03/2025	DA8457	Fuel	150.76	
	28/03/2025	DA8673	Fuel	107.37	
	28/03/2025	DA9513	Fuel	58.57	
	28/03/2025	DA648	Fuel	118.28	
	28/03/2025	008DA	Fuel	97.84	
	28/03/2025	DA329	Fuel	69.70	
	28/03/2025	DA9605	Fuel	39.04	
	28/03/2025	DA995	Fuel	91.40	
	28/03/2025	DA613	Fuel	98.15	
	30/03/2025	DA955	Fuel	112.49	
	30/03/2025	1BYC846	Fuel	133.99	
	30/03/2025	DA196	Fuel	182.53	
	30/03/2025	1WATERLOO	Fuel	190.76	
	30/03/2025	1WATERLOO	Fuel	129.62	
	31/03/2025	DA988	Fuel	115.36	
	31/03/2025	DA9781	Fuel	74.86	

#### PAYROLL


DD18616.1	11/04/2025	Aware Super Pty Limited	Payroll Deductions	MUNI	31,234.63
DD18616.2	11/04/2025	MLC Super Fund	Payroll Deductions	MUNI	1,882.04
DD18616.3	11/04/2025	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	538.13
DD18616.4	11/04/2025	Hostplus	Payroll Deductions	MUNI	1,324.55



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18616.5	11/04/2025	Hesta Super Fund	Payroll Deductions	MUNI	1,951.28
DD18616.6	11/04/2025	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,345.50
DD18616.7	11/04/2025	Australian Ethical Superannuation	Payroll Deductions	MUNI	469.77
DD18616.8	11/04/2025	Australian Super	Superannuation Contributions	MUNI	320.74
DD18616.9	11/04/2025	Colonial First State First Choice Wholesale Personal Super	Payroll Deductions	MUNI	1,198.31
DD18616.10	11/04/2025	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	287.28
DD18616.11	11/04/2025	Plum Superannuation Fund	Superannuation Contributions	MUNI	828.22
DD18616.12	11/04/2025	Australian Retirement Trust	Payroll Deductions	MUNI	1,456.89
DD18616.13	11/04/2025	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	319.20
DD18616.14	11/04/2025	Public Sector Superannuation Accumulation Plan	Payroll Deductions	MUNI	669.51
DD18616.15	11/04/2025	Spirit Super	Superannuation Contributions	MUNI	348.08
DD18616.16	11/04/2025	Unisuper	Payroll Deductions	MUNI	1,573.34
DD18616.17	11/04/2025	Mercer Super Trust	Superannuation Contributions	MUNI	723.15
DD18616.18	11/04/2025	The Trustee For The Bendigo Superannuation Plan	Superannuation Contributions	MUNI	313.81
DD18616.19	11/04/2025	Caresuper	Payroll Deductions	MUNI	973.47
DD18616.20	11/04/2025	Commonwealth Essential Super	Superannuation Contributions	MUNI	60.63

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18616.21	11/04/2025	Rest Superannuation	Payroll Deductions	MUNI	2,369.69
DD18616.22	11/04/2025	The Bro Code Super Fund	Superannuation Contributions	MUNI	62.59
DD18616.23	11/04/2025	Thomson Family Superannuation Fund	Superannuation Contributions	MUNI	1,117.78
DD18616.24	11/04/2025	Australiansuper	Superannuation Contributions	MUNI	8,598.26
DD18616.25	11/04/2025	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	18.52
DD18616.26	11/04/2025	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	346.26
DD18616.27	11/04/2025	Hughes Superannuation Fund	Superannuation Contributions	MUNI	73.45
DD18645.1	25/04/2025	Aware Super Pty Limited	Payroll Deductions	MUNI	31,172.35
DD18645.2	25/04/2025	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	570.08
DD18645.3	25/04/2025	Hostplus	Payroll Deductions	MUNI	1,342.62
DD18645.4	25/04/2025	Australiansuper	Payroll Deductions	MUNI	8,533.81
DD18645.5	25/04/2025	Hesta Super Fund	Payroll Deductions	MUNI	1,933.11
DD18645.6	25/04/2025	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,153.67
DD18645.7	25/04/2025	Australian Ethical Superannuation	Payroll Deductions	MUNI	478.06
DD18645.8	25/04/2025	Australian Super	Superannuation Contributions	MUNI	532.25
DD18645.9	25/04/2025	Colonial First State First Choice Wholesale Personal Super	Payroll Deductions	MUNI	1,028.38

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18645.10	25/04/2025	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	287.28
DD18645.11	25/04/2025	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	319.20
DD18645.12	25/04/2025	Australian Retirement Trust	Payroll Deductions	MUNI	1,380.98
DD18645.13	25/04/2025	Public Sector Superannuation Accumulation Plan	Payroll Deductions	MUNI	669.51
DD18645.14	25/04/2025	Spirit Super	Superannuation Contributions	MUNI	348.08
DD18645.15	25/04/2025	Unisuper	Payroll Deductions	MUNI	1,604.56
DD18645.16	25/04/2025	The Trustee for the Bendigo Superannuation Plan	Superannuation Contributions	MUNI	313.81
DD18645.17	25/04/2025	Caresuper	Payroll Deductions	MUNI	973.47
DD18645.18	25/04/2025	Commonwealth Essential Super	Superannuation Contributions	MUNI	67.76
DD18645.19	25/04/2025	Plum Superannuation Fund	Superannuation Contributions	MUNI	600.81
DD18645.20	25/04/2025	Mercer Super Trust	Superannuation Contributions	MUNI	371.81
DD18645.21	25/04/2025	Rest Superannuation	Payroll Deductions	MUNI	2,973.47
DD18645.22	25/04/2025	The Bro Code Super Fund	Superannuation Contributions	MUNI	46.95
DD18645.23	25/04/2025	Thomson Family Superannuation Fund	Superannuation Contributions	MUNI	1,117.78
DD18645.24	25/04/2025	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	18.52
DD18645.25	25/04/2025	MLC Super Fund	Superannuation Contributions	MUNI	1,873.10

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18645.26	25/04/2025	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	384.99
DD18645.27	25/04/2025	Hughes Superannuation Fund	Superannuation Contributions	MUNI	73.45
					1,217,655.74
EFT	\$	1,089,912.13	CERTIFICATE of Chief Executive Officer		
Muni Cheque	\$	196.70	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		
Trust	\$	-			
Payroll	\$	120,574.94			
Credit Card	\$	1,685.95			
Debit Card	\$	-			
Direct Debit	\$	4,706.45			
International	\$	142.12			
BPAY	\$	437.45			
TOTAL	\$	1,217,655.74			
			Chief Executive Officer: 		

CARRIED  
8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. T Bell Cr. S L Gillespie Cr. LW Davies Cr. J D Manoni Cr. A C Jenour	

## Background

Council delegates authority to the Chief Executive Officer annually through Delegation 1.2.16 To Purchase Goods and Services to a Specified Value, 1.2.31 Payments from the Municipal or Trust Funds and 1.2.35 Authorise Electronic Funds Transfers:

- Authority to make payments from Trust and Municipal Funds (1.2.31);
- To purchase goods and services to a value of not more than \$250,000 (1.2.16);
- To purchase goods and services for the Australian Tax Office and other Australian or Western Australian Government Departments, agencies, utility providers (i.e. electricity, water, gas) or Insurance up to the value of \$500,000 (1.2.16);
- To purchase goods and services for Creditors where an executed agreement or legal obligation exists which has prior Council endorsement (1.2.16) and
- To authorise Electronic Funds Transfer (EFT) (1.2.35).

## 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.*

*R13. 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.*

**R13A. Payments by employees via purchasing cards**

*(1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —*

- (a) the payee's name;*
- (b) the amount of the payment;*
- (c) the date of the payment;*
- (d) sufficient information to identify the payment.*
- (2) A list prepared under subregulation (1) must 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**

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: 12.4.6] for full assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Schedule of Paid Accounts as at the 30 <sup>th</sup> April 2025	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Reputational	Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively

**Officer Comment**

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

END REPORT

## 12.5 COMMITTEES

### 12.5.1 Title: Local Emergency Management Committee Meeting

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Mr Ashwin Nair - Director Sustainable Development</i>
<b>Reporting Officer</b>	<i>Ms Renee Thompson - PA to Director Sustainable Development</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.5.1A - Minutes Appendix ORD: 12.5.1B – Bushfire Risk Management Plan</i>

**MINUTES OF THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY, 7<sup>TH</sup> MAY 2025, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 10.00AM**

#### **Overview**

The Minutes of the Local Emergency Management Committee Meeting held on the 7<sup>th</sup> May 2025 (Appendix ORD: 12.5.1) are attached.

#### **OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION “A”**

122-25                      MOVED -                      Cr E P Lilly                      SECONDED –                      Cr T G Gardiner

**THAT Council receives the Minutes (Appendix ORD: 12.5.1A) of the Local Emergency Management Committee Meeting held on the 7<sup>th</sup> of May 2025.**

CARRIED

8/0

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. T G Gardiner	
Cr. E P Lilly	
Cr. M R Hutchinson	
Cr. T Bell	
Cr. S L Gillespie	
Cr. LW Davies	
Cr. J D Manoni	
Cr. A C Jenour	



**LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION & COUNCIL RESOLUTION “B”**

123-25                  MOVED -                  Cr E P Lilly                                  SECONDED –                  Cr T G Gardiner

**THAT Council approves the Shire of Dardanup Bushfire Risk Management Plan (Appendix ORD: 12.5.1B)**

CARRIED

8/0

<i><b>FOR THE MOTION</b></i>	<i><b>AGAINST THE MOTION</b></i>
Cr. T G Gardiner	
Cr. E P Lilly	
Cr. M R Hutchinson	
Cr. T Bell	
Cr. S L Gillespie	
Cr. LW Davies	
Cr. J D Manoni	
Cr. A C Jenour	

<b>13          ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>
--

None.

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

None.

<b>15          PUBLIC QUESTION TIME</b>
---

None.

<b>16          MATTERS BEHIND CLOSED DOORS</b>
--

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

Shire of Dardanup Standing Orders & Local Government Act 1995 Section 5.23 - Matters for Which Meeting May Be Closed.

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

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

124-25

MOVED -

Cr J D Manoni

SECONDED –

Cr L Davies

**THAT in accordance with the Local Government Act 1995, S 5.23, section (2)(a) Council goes Behind Closed Doors at 5.32pm to discuss a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting**

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. T Bell Cr. S L Gillespie Cr. LW Davies Cr. J D Manoni Cr. A C Jenour	

*Note: The public member left the room at 5.32pm.*

**16.1** Title: Heads of Agreement - Hydrogen Plant and Dispensing Facility ATCO Australia and Fortescue Future Industries

<b>Reporting Department</b>	Executive
<b>Responsible Officer</b>	Mr André Schönfeldt - Chief Executive Officer
<b>Reporting Officer</b>	Mr André Schönfeldt - Chief Executive Officer
<b>Legislation</b>	Local Government Act 1995
<b>Council Role</b>	Executive/Strategic.
<b>Voting Requirement</b>	Simple Majority.

**REPORT UNDER SEPARATE COVER**

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

**OFFICER RECOMMENDED RESOLUTION**

125-25      MOVED -      Cr A C Jenour      SECONDED –      Cr J D Manoni

**THAT Council**

- 1. Endorses the draft Heads of Agreement as included in (Confidential attachment A) of this Agenda;**
- 2. Authorises the Shire President and the Chief Executive Officer to execute the draft Heads of Agreement, (Confidential Attachment A) between the Shire of Dardanup, Atco Australia and Fortescue Future Industries.**

CARRIED  
8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. T Bell Cr. S L Gillespie Cr. LW Davies Cr. J D Manoni Cr. A C Jenour	

**16.2 Title: Determine Tender RFT-F0408167 Busher Road Intersection Upgrade**

<b>Reporting Department:</b>	Corporate & Governance Directorate
<b>Responsible Officer</b>	Mrs Natalie Hopkins – Director Corporate & Governance
<b>Reporting Officers</b>	Mr Theo Naudé - Director Infrastructure Mrs Natalie Reid - Procurement Officer
<b>Legislation</b>	Local Government Act 1995 Local Government (Functions and General) Regulations 1996
<b>Council Role</b>	Executive/Strategic.
<b>Voting Requirement</b>	Absolute Majority.

**REPORT UNDER SEPARATE COVER**

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

**COUNCIL RESOLUTION**

126-25      MOVED -      Cr E P Lilly      SECONDED –      Cr T Bell

**THAT Council**

- Delegates to the Chief Executive Officer in accordance with s.5.42(1) of the Local Government Act 1995, by Absolute Majority, authority to award Tender RFT-F0408167 - Busher Road Intersection Upgrade, subject to additional funding being received and to negotiate minor variations to the contract for before and / or after its execution in accordance with Regulations 20 and 21A of the Local Government (Functions and General) Regulations 1996.**
- Authorises the Council's additional contribution of \$151,761, to be funded from the Shire's Road Construction and Major Maintenance Reserve to the maximum of one third of the contract value plus 5% contingency.**
- Requests that the Chief Executive Officer seek a contribution commitment from Wespine Industries towards the upgrade of the Busher Road Intersection, accepting that this contribution payment may come in future financial years 2026, 2027, 2028 or 2029.**

*Absolute Majority*

CARRIED

8/0

<b>FOR THE MOTION</b>	<b>AGAINST THE MOTION</b>
Cr. T G Gardiner	
Cr. E P Lilly	
Cr. M R Hutchinson	
Cr. T Bell	
Cr. S L Gillespie	
Cr. LW Davies	
Cr. J D Manoni	
Cr. A C Jenour	

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

127-25                      MOVED -                      Cr S L Gillespie                      SECONDED –                      Cr M R Hutchinson

**THAT Council return from Behind Closed Doors 5.50pm.**

CARRIED  
8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. E P Lilly	
Cr. M R Hutchinson	
Cr. T Bell	
Cr. S L Gillespie	
Cr. LW Davies	
Cr. J D Manoni	
Cr. A C Jenour	

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

**Note:** Mrs Katharine Williams joined the meeting at 5.50pm

**Discussion**

Shire President, Cr T G Gardiner acknowledged the attendance of Mrs Katharine Williams and advised Council that Ms Williams would be provided with the opportunity to present a Deputation to Council regarding Item 12.2.2 - Additions & Alterations (Restaurant & Incidental Cellar Door Sales) to Single House & Winery – Lot 2 (566) Crooked Brook Road, Crooked Brook.

**6.1                      Ms Katharine Williams - 12.2.2    Title:    Additions    &    Alterations  
(Restaurant & Incidental Cellar Door Sales) to Single House & Winery – Lot  
2 (566) Crooked Brook Road, Crooked Brook**

**Note:** Mrs Katharine Williams read aloud the following Deputation.

*Hello, my name is Katharine Williams and I would like to thank Council and the Councillors for considering our Design Application for a Stage 1 Cellar Door and Stage 2 Wine Cafe at 566 Crooked Brook Road, Crooked Brook. We plan this to be a small cellar door operation to direct sell our boutique wine and plan to pair local cheeses to be enjoyed with our wine. We are a family partnership with myself and my husband Alex and my parents-in-law, Jean and Ian Williams.*

*We planted our vineyard in 1998 when Alex was employed at the Collie Refinery Expansion, and we lived in Bunbury having relocated from Perth. Our first child was born in Bunbury in 1999, with our Emma Chardonnay being named after her, with every vintage named after a family member. All the family have worked on and maintained the vineyard over the past 26 years, having produced gold and silver medal plus trophy wining wines from Geographe Wine Show, Blackwood Valley Wine Show and Small Vignerons Awards. Through this time, we have benefited from solid relationships with local professionals who have become integral part of our vineyard team, such as our Viticulturist Jim Campbell-Clause, Winemaker Peter Stanlake and have had the support of local businesses such as Dardanup Rural, Riverace Viticulture and Capel Storage.*

*Over the years I have spent many hours, around other employment, cold calling, running weekend market stalls, running Urban Cellar Door at Origins Market Busselton and Fremantle Market,*

*trying to find niche selling opportunities for the wine. As with most small business and primary producers, the margins to sell to through the middle man are very tight, especially with boutique production of wine, where we do not get the economies of scale. With the global changes to the wine market due to the pandemic, the changes due to tariffs affecting the larger producers, thus flooding the market and affecting smaller businesses such as ours. Therefore, the next step for us would be to run a small, rustic, cellar door in an effort to continue the vineyard production and make the business viable. This would also continue to employ locals and opportunities for job creation in the future.*

*We have always loved the peace and tranquillity of the region and plan to continue to maintain this. We have also endeavoured to re-vegetate the native tree species to encourage birdlife, which is prolific on Crooked Brook and beautify the property, of which was previous dairy country. Jean and Ian have been the driving force for planting Wandoo, Tuart, Rose Gum and Marri around the 100-acre property, at the top of the hill and along the banks of the Crooked Brook and, in particular, along the road verge where it was cleared by the Council to re-align Crooked Brook Road for road safety in 2018). Alex and I have helped with planting, watering and fencing off the new trees from the cattle which has been agisted on the other approx. 80 acres of our property by the adjoining neighbours the Houden family.*

*The operating hours are similar to those of other small cellar doors in the region and therefore, we hoped to have around 10 visitors or so per hour and would control the numbers though a notice on the website, asking visitors to book for groups of 10 or more. With a variety of experiences offered by fellow wineries, breweries and of course businesses in Bunbury, we do not expect to cause a loss of amenity in the region, in contrast, we plan to contribute to the Ferguson Valley experience for people that want to taste all that the region has to offer. We anticipate that single vineyard wines using traditional winemaking methods such as resting on lees on French oak, will have a niche market, and be a low-key operation, with the hope that connoisseurs of fine wines will sign up to our limited mailing list. The proposed area for the rustic cellar door is low down, screened from trees and private from our neighbours. Background music will be played, with the experience being more about listening to birdsong and enjoying the proximity to the vineyard which is a carbon offset. Visitors may be travelling to see Crooked Brook Forrest and pick up a bottle of wine on their way through for a family picnic or BBQ at the facilities in Crooked Brook Forrest.*

*During the 14 months since this DA has been with the Shire, we have met with the Shire representatives on site, had many emails and phone conversations with the Executive team and when requested we have supplied reports that, hopefully, have allayed any concerns raised. In particular, the Traffic Impact Assessment by local Bunbury Business MB Traffic Management, has assessed the Cellar Door will have low and safe traffic impact on Crooked Brook Rd. During this process a small tree along the road verge was identified as potentially being a hazard and we have received permission from DWER to remove this tree.*

*Thank you for considering our Design Application and we hope to have a positive vote so we can continue to produce local single vineyard wines for everyone to enjoy."*

Councillors were provided with time to ask questions if necessary.

## PROCESS

**Note:** This item was moved from earlier in the Agenda (page 31 of the Minutes) and was dealt with following Councils return from Behind Closed Doors.

**12.2.2** Title: Additions & Alterations (Restaurant & Incidental Cellar Door Sales) to Single House & Winery – Lot 2 (566) Crooked Brook Road, Crooked Brook

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Mr Ashwin Nair - Director Sustainable Development</i>
<b>Reporting Officer</b>	<i>Mr Ashwin Nair - Director Sustainable Development</i>
<b>Applicant</b>	<i>Alex Williams</i>
<b>Legislation</b>	<i>Planning and Development Act 2005</i>
<b>Council Role</b>	<i>Quasi-Judicial.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.2.2A – DA Application Report &amp; Plans</i> <i>Appendix ORD: 12.2.2B – Schedule of Submissions</i> <i>Appendix ORD: 12.2.2C – Risk Assessment Tool</i> <i>Appendix ORD: 12.2.2D – Transport Impact Statement</i> <i>Appendix ORD: 12.2.2E – Bushfire Management Plan</i>

DECLARATION OF INTEREST
<p>Deputy Shire President, Cr E Lilly declared a Proximity Interest in this item. Please refer to Part 11 'Declaration of Interest' for full details.</p> <p>Cr E Lilly left the room at 5.57pm</p>

**Overview**

The purpose of this report is for Council to consider a development application for additions and alterations (Restaurant & Incidental Cellar Door Sales) to an existing Single House & Winery at Lot 2 (566) Crooked Brook Road, Crooked Brook.

The application is presented to Council as concerns were raised during the advertising process. The concerns relate to the perceived compatibility and amenity impacts resulting from the proposal. Officers do not have delegated authority to determine development applications where concerns/objections cannot be addressed by way of amendments or through the imposition of planning conditions, in accordance with Delegated Authority 9.1.1 Powers or Duties Under the Local Planning Scheme.

For the reasons outlined in the report, Officers recommend that Council approves the development application subject to conditions.

**Change to Officer Recommendation** - No Change.

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

128-25      MOVED -      Cr T Bell      SECONDED –      Cr A C Jenour

**THAT Council approves the development application for the additions and alterations (Restaurant & Incidental Cellar Door Sales) to an existing Single House and Winery at Lot 2 (566) Crooked Brook Road, as contained within (Appendix ORD: 12.2.2A) subject to the following conditions:**

- Prior to the approved use commencing, the existing crossovers as marked on the approved plans must be upgraded to contain a 6.0m width to the satisfaction of the Shire of Dardanup.**

2. Prior to the approved use commencing, all car parking areas, traffic aisles and driveways shown on the approved plans must be designated and marked onsite. These areas must be maintained to a trafficable standard for the life of the development, to the satisfaction of the Shire of Dardanup.
3. Prior to the approved use commencing, the street tree marked on the approved plans to be removed must be felled to ensure clear sight lines along Crooked Brook Road are maintained to the satisfaction of the Shire of Dardanup.
4. Prior to stage 2 operations occurring, a plan is to be submitted to the Shire of Dardanup demonstrating how the bin store area is to be screened from view and managed to avoid odour and rodent infestation. The plan should also provide further details on waste volumes to ensure adequate bins are supplied for the development.
5. The operations are to be operated on Thursday-Sunday including public holidays, between the hours of 10am-4pm.
6. The development hereby approved is restricted to no more than 50 visitors a day on the approved days of operation.
7. Prior to the use commencing, a water tank for firefighting purposes must be installed onsite to the satisfaction of the Shire of Dardanup at a capacity of no less than 10,000 litres.

CARRIED

7/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. M R Hutchinson	
Cr. T Bell	
Cr. S L Gillespie	
Cr. LW Davies	
Cr. J D Manoni	
Cr. A C Jenour	

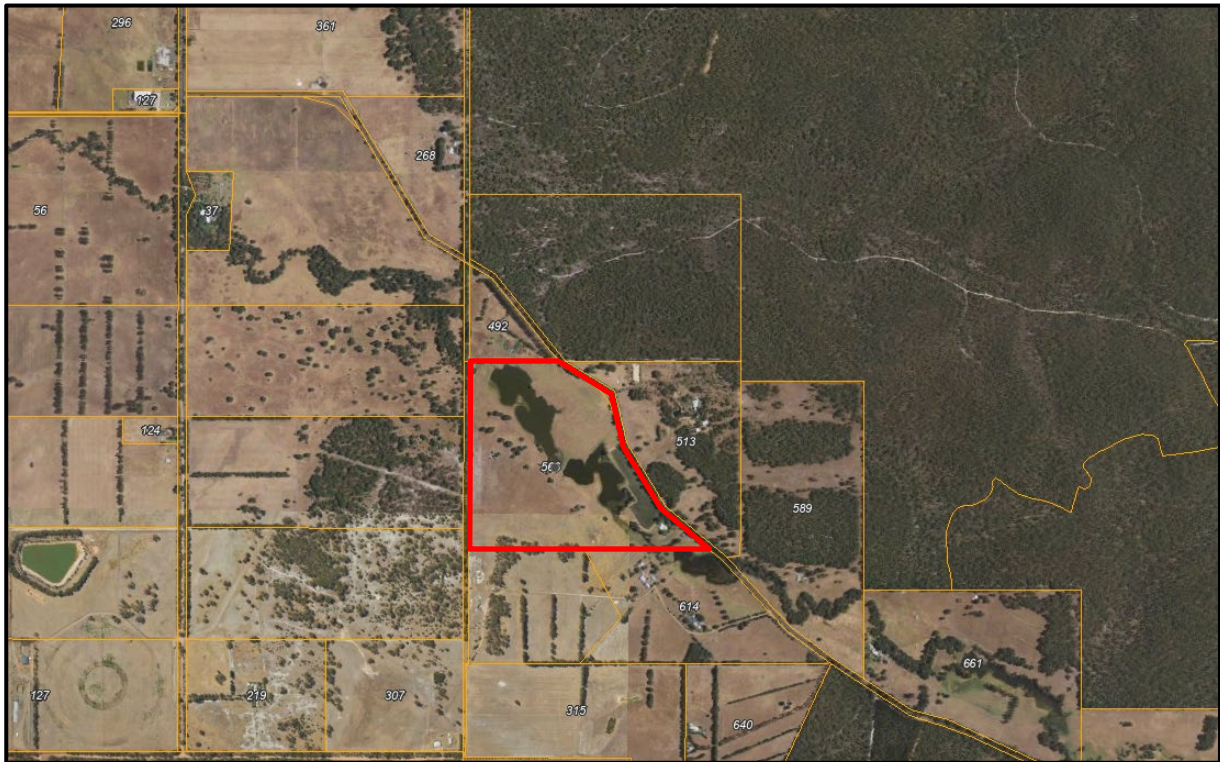
### **Background**

The subject land is located approximately 6km southeast of the Dardanup townsite, abutting the Dardanup Conservation Park to the northeast. The site is approximately 40.4ha in size and is zoned 'General Farming' under the Shire of Dardanup Local Planning Scheme No.3 (LPS3).

The site is currently a family owned and run winery, with a single house and incidental structures present. Primary access to the site is taken from Crooked Brook Road, located to the southeastern corner of the site.



### Location Plan



Lot 2 (566) Crooked Brook Road, Crooked Brook (Source: SLIP Locate 2025)

### Proposal

The application seeks approval for the additions and alterations (Restaurant & Incidental Cellar Door Sales) to an existing Single House & Winery at Lot 2 (566) Crooked Brook Road (**subject land or site**). Specifically, the applicable land uses will be a Single Dwelling, Restaurant/Café, Winery, and Incidental Cellar Door Sales.

Key aspects of the application are as follows:

#### Stage 1

- Repurpose the existing building to provide a cellar door for direct point of sale, offering a range of vintages and varieties all grown on the site for tasting and sale.
- Renovate to add decks, wheelchair access ramp, and an additional accessible toilet within the existing building (including a new leach drain).
- Operating hours were originally 11am - 3pm Friday to Sunday, with an expected maximum number of 10-20 visitors a day. The applicants have since amended this to Thursday-Sunday between 10am-4pm
- Existing access from Crooked Brook Road is to remain.

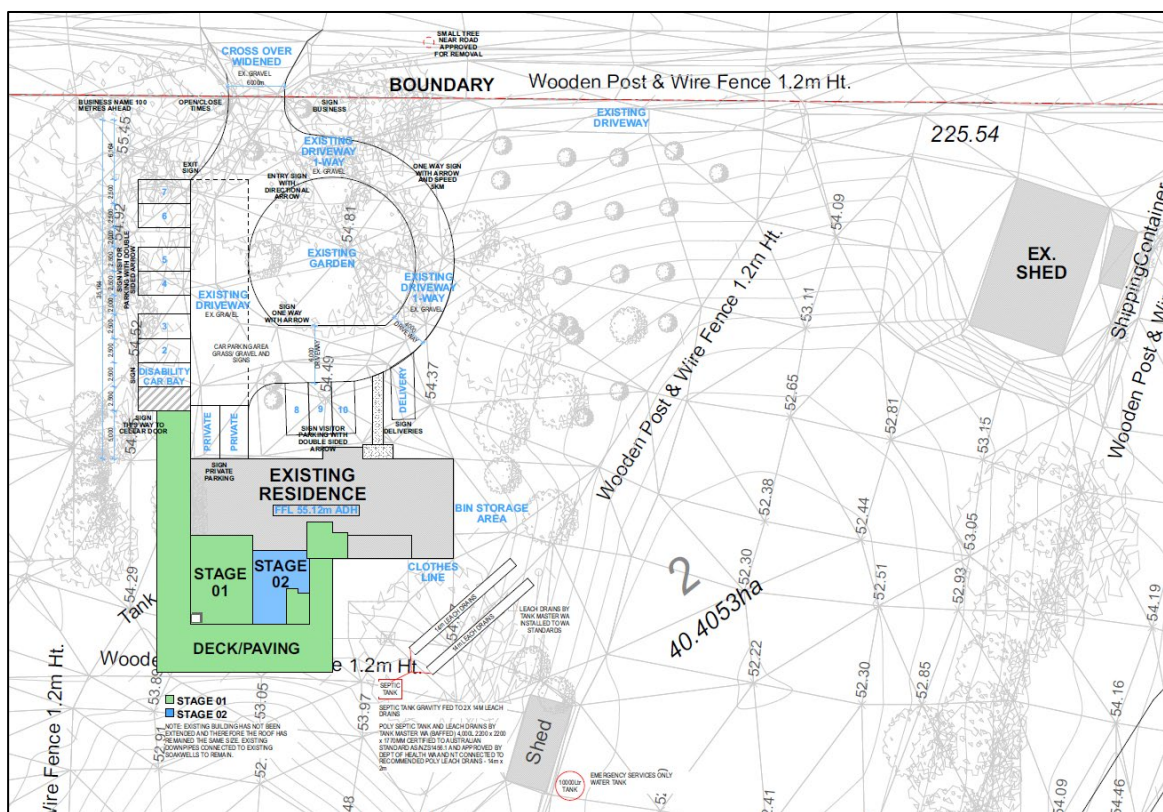
#### Stage 2

- Provide al fresco dining, selling pizzas and other bistro style food.
- Provide additional male and female toilets adjacent to the stage 1 disabled toilet, including additional leach drains.

- Renovate the remainder of the existing building and convert into commercial kitchen.
- Provide external decks, brick-paving and landscaping.
- Operating hours will remain 11am – 3pm Friday to Sunday, with an increase to the expected maximum number of visitors being up to 40 visitors a day for both the cellar door and dining. The applicants have since amended this to Thursday-Sunday between 10am - 4pm. The applicant has requested 50 people a day as the maximum number as opposed to the 40 initially advertised.

Council should note that the initial proposal which was circulated to adjoining neighbours contemplated 84 visitors a day. This has been reduced by the applicant to the 40 as proposed in the November 2024 updated Business Report. The updated Business Report submitted by the applicant forms part of the attachments. The applicant has also submitted an Operational Management Plan to address matters concerning to traffic, noise, waste as part of considering their overall application.

Site plan can be viewed below.



Site Plan

### Legal Implications

Planning and Development (Local Planning Schemes) Regulations  
Greater Bunbury Regional Scheme  
Shire of Dardanup Local Planning Scheme No. 3

### Council Plan

- 8.1 - Support responsible planning and development.
- 11.1 - Support industry and business growth.
- 13.1 - Adopt best practice governance.
- 14.2 - Ensure equitable, inclusive and transparent engagement and decision-making.

## Environment

The development is to have any new effluent disposal system at a minimum setback of 100m to any waterway. The proposed location is deemed acceptable.

**Precedents** - None.

## Consultation

### • Public Consultation

The application was advertised in accordance with clause 64 of Schedule 2 (**Deemed Provisions**) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The advertising period was conducted for a period of 15 days, commencing 11<sup>th</sup> June 2024 and concluding on 26<sup>th</sup> June 2024. A written notice was sent to adjoining landowners in accordance with *SDEV CP505- Public Consultation -Planning Matters*

In response to the advertising a total of one (1) public submission was received objecting to the proposal. The public and State Government submissions are included in (Appendix ORD: 12.2.2B).

The key issues raised in the submission is summarised below, along with Officer comments in response. Further commentary is also provided in the 'Officer Comment' section of this report.

Issue Raised	Officer comments
Undesirable Precedent	The proposal is capable of approval as previously denoted by the permissibility of the land uses. This application, and any potential future applications for the area will be assessed on their individual merits against the relevant planning framework.
Amenity	The potential for the development to create adverse amenity impacts is a valid planning concern. Reference should be made to the 'Officer Comment' section of this report which concludes that amenity impacts can be appropriately managed.
Access & Egress	The applicant has submitted a Transport Impact Assessment ( <b>TIA</b> ) to the Shire following a request for further information. The TIA has been assessed by Shire officers, and it has been determined that the access arrangements is considered acceptable, subject to the removal of one (1) verge tree.  Reference should be made to the Traffic and Parking section of this report for further assessment.

### • Consultation with Government/Service Agencies

The following agencies were consulted:

- Department of Biodiversity, Conservation and Attractions
- Department of Fire and Emergency Services
- Department of Water and Environment Regulation

The following departments/agencies submissions are summarised below:

- *Department of Biodiversity, Conservation and Attractions (DBCA):*
  - DBCA does not object to the proposal and has provided general advice.

- **Department of Fire and Emergency Services (DFES):**
  - DFES objects to the proposal based on the current information provided.
  - DFES have identified that there are some inconsistencies within the Bushfire Management Plan (BMP), largely surrounding vegetation classification and separation distances that contribute to the Bushfire Attack Level (BAL) rating.
  - DFES have noted that a 10,000-litre water tank that is dedicated for firefighting purposes is appropriately accessible.

#### **Officer Comment**

An updated BMP was submitted addressing DFES comments and is supported by Officers. A condition has been imposed requiring a 10,000-litre water tank as part of the Officer recommendation.

- **Department of Water and Environment Regulation (DWER):**
  - DWER does not object to the proposal and has provided general advice.

**Budget Implications** - None.

**Budget – Whole of Life Cost** - None.

**Council Policy Compliance** - None.

#### **Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Additions and alterations (Restaurant & Incidental Cellar Door Sales) to an existing Single House & Winery – Lot 2 (566) Crooked Brook Road, Crooked Brook
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 If Council refuses the application and a review is lodged with the State Administrative Tribunal, reasons for the refusal based on sound planning principles must be provided.

#### **Officer Comment**

A full technical assessment was carried out against the current planning framework in accordance with the Deemed Provisions. For the purpose of this report, discussion is confined to the objection resulting in the item, in addition to other key aspects of the proposal, being presented to Council and where Council is required to exercise discretion.

The following matters have been identified as key considerations for the determination of this application:

- Land Use and Permissibility
- Site Requirements/Boundary Setbacks
- Traffic and Parking
- Operational management
- Bushfire
- Amended Plans Required

*Land Use and Permissibility:*

The subject site is zoned 'General Farming' under LPS3. It is affirmed that the application proposes the following land uses and their permissibility pursuant to LPS3:

- Single Dwelling (existing) – Permitted 'P' use
- Winery (existing) – Discretionary 'D' use
- Restaurant/Café – Discretionary 'D' use
- Cellar Door Sales – Discretionary 'D' use

A permitted 'P' use means that the use is permitted, subject to complying with the relevant development standards and requirements of LPS3.

A discretionary 'D' use means that the use is not permitted unless the Shire has exercised its discretion by granting planning approval. Ultimately, the proposal is capable of approval.

*Site Requirements/Boundary Setbacks:*

All relevant site requirements for the subject land have been assessed, exclusive of car parking as this is assessed later within the report. The assessment has determined that the proposal is consistent with the relevant site requirements contained within LPS3 and it is therefore deemed acceptable.

*Carparking and Traffic:*

The applicant submitted a TIA which is contained in (Appendix ORD: 12.2.2D). The TIA was prepared on the basis that the development will cater for a maximum of 40 visitors per day, visiting for approximately 1.5 hours. The applicant however, more recently, has proposed to increase the overall visitors to a total of 50 per day.

The TIA which was submitted was assessed on a trip generation of 40 visitors a day. Based on this it estimated on a worst-case scenario there will be 46 trips per day, with 23 trips in the traffic peak hour. These movements generated by the development are minimal and not considered to pose an impact on the road network, when considering existing background traffic and capacity of the road.

In terms of the slight increase of patrons proposed to 50 visitors a day, based on the above, Officers consider the immediate road network to still be adequate to safely cater for the slight increase in trip generation to the site over the 4-hour operation period. The small-scale size and intensity of the development coupled with the minimal trips generated during the peak period will ensure that the safe flow/movement of traffic on Crooked Brook Road is maintained.

With respect to the adequacy of access and egress of the site, the TIA identified that one (1) mature tree within the road reserve created a sightline issue for drivers exiting the site. Subsequently, the applicant has received separate advice from DWER which have advised in writing that the subject tree is exempt

from a clearing permit. The removal of one (1) tree to allow for clear sightlines is considered appropriate prior to the use occurring. The tree has been identified on the site plan to be removed.

In terms of parking, pursuant to the requirements of LPS3, 10 car parking bays are required for the proposal, based on the Restaurant land use of the LPS 3 parking requirements. The proposal provides for 10 car parking bays and is therefore compliant based on the Stage 2 greater patron numbers.

Although parking complies, it is noted that a tourism-based development such as this proposal can be seen as a development that may create adverse impacts to the general farming locality. It is considered that the development will have minimal amenity impacts to the locality as the proposal is relatively small in visitor numbers and the hours of operation are strictly limited to only four (4) hours per day, for only three (3) days per week.

To provide greater control and management of customer parking, the applicant has provided for an operational management plan which amongst other things provides further management of parking and traffic matters to address any perceived amenity impacts resulting from the development. This document is recommended to be approved as part of the plans to be removed.

#### *Noise:*

The application poses a small-scale development which restricts patronage to no more than 50 patrons a day between Thursday - Sunday 10am-4pm. The development in this regard is not considered to result in amenity impacts resulting from noise as the main noise source is from the patrons speaking which is generally at an audible level. Such noise is not considered to project beyond the property boundaries of the site.

The applicant however, to assist in managing perceived impacts from noise, has submitted an Operational Management Plan which provides for measures to be put in place to respond to complaints and to ensure music is always played at a background level.

Although officers are generally satisfied that due to the small-scale level of the development, the activities proposed will not result in amenity impacts, the Operational Management Plan is a commonly used effective tool to further manage noise emission from a development. It also, provides a mechanism for Officers to draw upon in the instance a noise complaint is reported to the Shire.

#### *Bushfire:*

The applicant submitted a Bushfire Management Plan (BMP) to support the development. (Appendix ORD: 12.2.2E). The BMP was referred to DFES for comment who outlined a number of amendments to be required to be undertaken to the BMP.

A revised BMP was submitted on 24<sup>th</sup> December 2024 addressing DFES comments. Officers are now satisfied the BMP correctly identifies the plot of vegetation surrounding the development and that it adequately meets the requirements for Planning for Bushfire Guidelines (November 2024) as summarised below:

#### Siting and Design

The development will achieve a Bushfire Attack Level (BAL) rating of BAL-29 after the implementation of an Asset Protection Zone (APZ) which is also required to be maintained in perpetuity. The APZ has been recommended as part of the BMP to 'extend 27m south (downslope) and 21m upslope' to ensure that a BAL-29 is maintained at all times.



### Vehicular Access

The site has access to Crooked Brook Road which is a sealed public road which can be safely accessed to provide two alternate directions to be able to avoid/drive away from an oncoming fire. The road dimensions are compliant with the minimum road widths of the Guidelines. The road also connects to 2 separate townsites in an east west direction to provide refuge for patrons in the instance escape from a fire threat is imminent.

### Provisions of water

The proposal is required to provide a dedicated 10,000 L reserve of water for use by emergency services at a ratio of 10,000 L for every 500m<sup>2</sup> of habitable floor space. The proposal is 488m<sup>2</sup> and requires 10,000 L. this will form a condition of approval.

As demonstrated from the above points, the development is considered to satisfy DFES's initial comments and now comply with Element 5: Vulnerable Tourism Land Uses of the Bushfire Prone Planning Guidelines (November 2024).

### **Conclusion**

The proposal is of a nature that is not unexpected within the general farming locality, as the principal function of the land will remain the vineyard with the landowners diversifying the activities to remain economically viable. The development will have minimal impact to the amenity of the locality due to low visitor numbers and short hours of operation.

The development is largely consistent with the local and state planning frameworks, and therefore the assessing officer recommends that the application be approved, subject to conditions.

END REPORT

*Note: Cr E Lilly returned to the room at 6.00pm*

## **17 CLOSURE OF MEETING**

The Presiding Officer advised that the date of the next:

- Special Meeting of Council will be Wednesday, the 28<sup>th</sup> May 2025, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton
- Ordinary Meeting of Council will be Wednesday, the 25<sup>th</sup> June 2025, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Presiding Officer declared the meeting closed at 6.01pm.



## CONFIRMATION OF MINUTES

**"As the person presiding at the meeting at which these minutes were confirmed on 25<sup>th</sup> June 2025, I certify that these minutes have been confirmed as a true and accurate record of proceedings.**

A handwritten signature in black ink, appearing to be "Tyrrell Gardiner", is written over the word "Signed:".

**Signed:**

(Chairman or Shire President or Other Presiding Officer)

Email: [Tyrrell.gardiner@dardanup.wa.gov.au](mailto:Tyrrell.gardiner@dardanup.wa.gov.au)