



A G E N D A

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 22nd of June 2022
Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup Council will be held on Wednesday, the 22nd of June 2022 in the Council Chambers, Shire of Dardanup – Administration Centre Eaton, 1 Council Drive, Eaton – Commencing at 5.00pm.

A handwritten signature in grey ink, appearing to read "Phil Anastasakis".

MR PHIL ANASTASAKIS

Acting Chief Executive Officer

Date: 17th of June 2022

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

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

VISION STATEMENT

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

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COUNCIL ROLE

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

DISCLAIMER

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

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

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

RISK ASSESSMENT

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

RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE

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

RISK - LIKELIHOOD TABLE

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

LEVEL OF RISK GUIDE

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

SHIRE OF DARDANUP

AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ON WEDNESDAY, THE 22ND OF JUNE 2022, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 5.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

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

Acknowledgement of Country

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

Emergency Procedure

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

Affirmation of Civic Duty and Responsibility

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

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

2.1 Attendance

2.2 Apologies

Mr André Schönfeldt – Chief Executive Officer

2.3 Leave of Absence

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

4 PUBLIC QUESTION TIME

5 APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL RESOLUTION

THAT be granted leave of absence for the Ordinary Council Meeting to be held on the 27th of July 2022.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Council Meeting Held on the 25th of May 2022

OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Ordinary Meeting of Council held on the 25th of May 2022, be confirmed as true and correct subject to no/the following corrections:

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.1 Title: Shire President Monthly Report

Reporting Department: Elected Members

Reporting Councillor: Cr. Michael T Bennett – Shire President

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

Event:	26/05/2022 – Bunbury Geographe Economic Alliance
Report:	Board Meeting discussion on the port plan and efforts to get more investment into our region external to Government.

Event:	15/06/2022 – WALGA Visit
Report:	President and CEO of WALGA dropped in to discuss Councils position on VBFB in our district along with other WALGA issues.

Event:	08/06/2022 – Seniors at Eaton
Report:	General monthly meeting.

Event:	09/06/2022 – Bethanie Group with DWER, DBAC, DFES & SoD
Report:	Shared Wetlands Boundary Fire Risk Assessment.

Event:	09/06/2022 – Eaton Bowling Club
Report:	Meeting on the future of the club and change management process.

Event:	10/06/2022 – Second City
Report:	Further discussion on how the Local Governments can work as one to attract investment to the Greater Bunbury Area.

Event:	17/06/2022 – Webinar – HR and Future of Work Roadshow
Report:	This was more about changes to improve keeping your workforce.

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

11 DECLARATION OF INTEREST

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

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

The following Declarations of Interest have been declared:

Cr. Michael T Bennett declared an Impartiality Interest in Item '12.4.5-Eaton Bowling and Social Club – Sub Lease of Canteen Facilities' as he is a patron and member of the club.

Cr. Stacey L Gillespie declared an Impartiality Interest in Item '12.4.5-Eaton Bowling and Social Club – Sub Lease of Canteen Facilities' as her place of residence is located behind the club.

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

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 EXECUTIVE REPORTS

12.1.1 Title: ITEM WITHDRAWN - Strategic Community Plan and Corporate Business Plan Review - Council Plan 2022 - 2032

<i>Reporting Department:</i>	<i>Executive</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis – Acting Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Withdrawn</i>

Overview

This report was to be presented to Council to endorse the final Council Plan 2022 – 2032, which incorporates both the Strategic Community Plan and Corporate Business Plan.

The Shire President, Cr. M T Bennett and Acting Chief Executive Officer, Mr Phil Anastasakis have considered the Draft final Council Plan 2022-2032. In reviewing the document they have agreed that Councillors should be provided more time to assess the draft outcomes.

In the interests of good governance and probity, this item has been withdrawn and will be brought back to the July 2022 Ordinary Council Meeting.

12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

12.2.1 Title: Burekup Recreational Vehicle Stop-Over Site

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Murray Connell - Manager Development Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.1 A – Public Consultation</i> <i>Appendix ORD: 12.2.1 B – Risk Assessment</i>

Overview

The purpose of this report is for Council to consider the future of the Burekup Recreational Vehicle Stop-over Site ('RV site').

Background

Council at its meeting held on the 28th of January 2015 (Res: 16-15) resolved to initially designate 2 RV sites in Burekup and Dardanup. At its meeting held on the 16th of December 2020 (Res: 342-20) Council resolved to support the location of the Burekup RV site on Reserve 46902 (Gardiner Reserve). Located south east of the cricket nets for up to 5 vehicles at any one time and for a duration no longer than 72 hours.

The RV site was signposted, bays delineated and a permit system implemented with the assistance of the Burekup General Store in February 2021.

It was reported to Council in the minutes from the 16th of December 2020 meeting that monitoring of the RV site would be very limited and would only be attended occasionally to check on its use, but Rangers would not undertake daily routine inspections due to current resourcing limitations.

Since the opening of the Burekup RV site, it became evident that the level of service that the Shire provided was not meeting the expectations of some of the community. Concerns were raised regarding the lack of monitoring and enforcement on a regular 7 day a week basis.

As a result, the issues were presented to Council at its meeting held on the 15th of December 2021 with a number of options presented, and Council resolved (Res: 396-21) to defer the item and bring the matter back to the 23rd of February 2022 meeting.

At the meeting held on the 23rd of February 2022 (Res: 33-22) Council resolved to:

- 1. Undertake all necessary actions to immediately close the Burekup Recreational Vehicle Stop-Over Site;*
- 2. Consult the Burekup community regarding the most appropriate location for a 24 hour Recreational Vehicle Stop-Over within the locality; and*
- 3. Present a further report to Council on the outcomes of the consultation by the 22nd of June 2022 Ordinary Council Meeting.*

Legal Implications

Section 11 of the *Caravan Parks and Camping Grounds Regulations 1997* allows for camping other than at a caravan park or camping ground in road side rest areas as follows:

11. *Camping other than at caravan park or camping ground*
 (1) *A person may camp –*
 (b) *for up to 24 consecutive hours in a caravan or other vehicle on a road side rest area;*

A road side rest area means an area designated by a traffic sign erected in accordance with a written law, as an area which may be used for 24 hours for –

- (a) *resting; or*
 (b) *stopping; or*
 (c) *camping,*
in a vehicle.

Strategic Community Plan

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

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

Environment - None.

Precedents

Council has previously resolved to approve the Burekup RV site at its meetings held on the 28th of January 2015 (Res: 16-15) and the 16th of December 2020 (Res: 342-20).

In addition an e-Petition was presented to Council at its meeting held on the 31st of March 2021. Council received the petition (Res: 45-21) which contained 79 signatures requesting the Shire to close the camping site at Gardiner Reserve in Burekup.

Council at its meeting held on the 29th of September 2021 (Res: 279-21) resolved to adopt a new policy 'SDev CP506 – Burekup and Dardanup Recreational Vehicle Stop-Over Sites'.

As detailed in the 'Background' section of this report Council at its meeting held on the 15th of December 2021 (Res: 396-21) deferred consideration of the future of the RV site to the 23rd of February 2022 meeting.

At the 23rd of February 2022 meeting (Res: 33-22), Council issued instructions to immediately close the RV site and undertake consultation with the community regarding the possible location for a 24 hour RV site. Also at that same meeting a petition with 144 signatures was presented to, and received by Council (Res: 21-22) requesting the Burekup RV site remain open.

- **Consultation**

Consultation with the community consisted of communication via the Shire's web site, Facebook posts and also the distribution of a flier into each of the Burekup PO Boxes. The matter was also discussed at the Burekup Advisory Group meeting held on the 9th of May 2022.

A total of 519 people visited the online consultation social pinpoint page and 300 of those visitors provided feedback via a comment, dropping a pin or indicating a 'like' or 'dislike' on another person's

comment. Seven submissions were also received via email. Therefore a total of 307 people provided feedback to some degree during the consultation period.

The majority of community feedback indicated support for the provision of a RV site at the current Gardiner Reserve location.

Please refer to [Appendix ORD: 12.2.1A] for the detailed results of the public consultation.

Budget Implications

As detailed in the ‘Background’ section of this report, it was reported to Council that monitoring of the RV site would be very limited and Rangers could not undertake daily routine inspections under the current resourcing limitations.

It is envisaged that formally delineating the sites with bollards and providing signage will cost approximately \$5,000 which can be funded from the account J11240 – Parks and Gardens Maintenance – Burekup Reserve.

Budget – Whole of Life Cost - None.

Council Policy Compliance

The Shire's Policy ‘SDev CP506 – Burekup and Dardanup Recreational Vehicle Stop-Over Sites’ regulates the conditions of use of the two RV sites at Burekup and Dardanup.

Once a final determination has been made on the matter the policy may need to be updated accordingly.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Burekup Recreational Vehicle Stop-over Site
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Greater enforcement of the RV site will result in budget implications.
	Service Interruption Staff dealing with public complaints that diverts resources away from other duties.
	Legal and Compliance Limited resourcing to enforce the conditions of use of the RV site.
	Reputational Continue to occasionally monitor site not meeting expectations of some of the community.

Officer Comment

From community consultation it is evident that the majority of respondents want a RV site and favour the current location near the cricket nets.

This location is also consistent with the Burekup Community Facilities Plan which identifies the site in the short-term for formalised car parking. The RV site could easily be accommodated in any future works/design of the car parking area.

It must be acknowledged that there are no additional resources that are available for any increase in the level of service that was previously provided. As per Council policy the Shire will endeavour to undertake twice-weekly patrols however, this cannot be guaranteed and sites may not be routinely inspected/monitored. Attendance will be dictated by resource availability and other priority matters.

The current 24 hour RV site in Dardanup has not raised to date any significant community concerns. For consistency it is recommended that the Burekup site be re-opened with the same limitations and conditions that currently apply to the Dardanup site.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

1. **Supports the location of a Recreational Vehicle Stop-Over site at Reserve 46902 (Gardiner Reserve) Burekup, south east of the cricket nets for up to three vehicles at any one time and for a duration of no longer than 24 hours;**
2. **Requests the Chief Executive Officer to arrange for the delineation of the sites and the installation of signage detailing the conditions of use;**
3. **Amends Council Policy 'SDev CP506 – Burekup and Dardanup Recreational Vehicle Stop-Over Sites' to reflect the above decision in Point 1 accordingly; and**
4. **Recommence the Recreational Vehicle Stop-Over site at Reserve 46902 (Gardiner Reserve) Burekup from the 1st of September 2022, based on the above decision in Point 1 and 2.**

12.2.2 Title: Ferguson Valley Public Art Trail Concept Plan

Reporting Department:	<i>Sustainable Development Directorate</i>
Reporting Officer:	<i>Mr Gary Thompson – Acting Manager Place & Community</i>
Legislation:	<i>Local Government Act 1995</i>
Attachments:	<i>Appendix ORD: 12.2.2A – Ferguson Valley Public Art Trail Concept Plan</i> <i>Appendix ORD: 12.2.2B – Risk Assessment</i>

Overview

The purpose of this report is for Council to receive the Ferguson Valley Public Art Trail Concept Plan and consider the location for the commissioning of the first artwork.

Background

At the Council meeting held on the 29th of September 2021 Council resolved (Res: 282-21):

“THAT Council:

- 1. Acknowledges and authorises unbudgeted grant income in the 2021-2022 Annual Budget of \$62,653 (GST exclusive) from the Department of Local Government, Sport and Cultural Industries for the Ferguson Valley Public Art Trail Concept Plan.*
- 2. Authorises additional expenditure in the 2021-2022 Annual Budget of \$62,653 (GST exclusive) for the Ferguson Valley Public Art Trail Concept Plan.*
- 3. Requests that the Chief Executive Officer present the final Ferguson Valley Public Art Trail Concept Plan post consultation to Council for endorsement upon its completion.”*

The consultation has now been completed and the Ferguson Valley Public Art Trail prepared, and is presented to Council for endorsement at [Appendix ORD: 12.2.2A] per part three of the abovementioned resolution.

Legal Implications - None.

Strategic Community Plan

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

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

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

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

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

The Ferguson Valley Public Art Trail has been included as an action in the draft Council Plan, due for Council adoption on the 26th of June 2022. The references contained within the Art Trail Concept Plan to the existing Strategic Community Plan will be updated to reflect the Council Plan once adopted.

The Ferguson Valley Public Art Trail Concept Plan also contributes to the vision statement of the Shire of Dardanup 2050 Vision strategic document: *In 2050, the Shire of Dardanup will be a healthy, self-sufficient*

and sustainable community that is connected and inclusive, and where our culture and innovation are celebrated.

Environment

The landscape, environment and community of the Ferguson Valley has specific challenges and considerations for the Public Art Trail, which have been addressed in the Concept Plan. The Guiding Principles contained within the Concept Plan also address environmental concerns, including:

- Public artworks in the trail respect the environment and landscape and do not have a negative impact on their natural surroundings;
- Trees are not removed to install public artworks;
- Ferguson Valley local resident's privacy and land is respected;
- Consultation with nearby residents is completed during the planning and commission process;
- Public artworks in the Ferguson Valley are connected to the social, cultural or natural environment of the community;
- Public artworks in the Trail are site-specific and designs address the detailed location considerations; and
- Bibbulmun Noongar cultural protocols are respected.

Precedents

The Shire of Dardanup sponsors the annual Dardanup Art Spectacular and has in recent years commissioned three public artworks (murals) in the Dardanup and Ferguson Valley area which reflect a strong community connection to local wildlife. The positive community feedback about the public art commissions has demonstrated the impact public art can have on public space amenity, belonging and connectivity, and is fertile ground for the development of a more extensive public art collection.

Budget Implications

The Council was successful in receiving a total \$62,653 in funding for the Ferguson Valley Public Art Trail Concept Plan project, comprising \$61,418 to complete the project plus a further \$1,235 to complete the Culture Counts Evaluation per the requirements of Department of Local Government, Sport and Cultural Industries. The adopted 2021/22 Annual Budget includes \$19,000 for Public Art Projects (J11902) which has been allocated toward this project in addition to an in-kind contribution by way of venue hire, Officer time and promotions.

A total of \$48,995 (minus any expenses incurred between the time of writing and the end of financial year) is earmarked to be carried forward to the 2022/23 financial year to allow the completion of the project and acquittal of funding. Combined with the 2022/23 Public Art Projects budget of \$19,000 (subject to adoption of the annual budget) there will be a total \$58,000 for the commissioning of the first artwork, \$690 for a launch event, plus \$9,305 in consultant fees per the awarded contract. This includes managing the commissioning process.

Budget – Whole of Life Cost

The Ferguson Valley Public Art Trail Concept Plan includes commissioning of the initial artwork. The development of further artworks in the trail will be dependent on obtaining additional funding. Any artworks installed will be Shire of Dardanup assets and will be required to be maintained in accordance with artist's instructions. The Procurement Selection Criteria set out in the Concept Plan for the commissioning of artwork includes Appropriate Materials and Ongoing Maintenance criteria to ensure ongoing maintenance is considered carefully when commissioning artwork.

Council Policy Compliance

Exec CP090 – Community Engagement Policy

A significant amount of community engagement was undertaken to inform the Concept Plan in accordance with the Community Engagement Plan for the project. Community engagement activities were conducted throughout February, March and April 2022 including targeted workshops with Elders, businesses and primary schools in addition to open community workshops, an online survey, key stakeholder and community group meetings, a pop-up engagement activities, and an intensive artist charrette. The findings from this community engagement have informed the development of the Concept Plan, with the Plan’s principles, priorities, and curatorial themes reflecting the public art needs and wants of the community and stakeholders.

Risk Assessment

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

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

Officer Comment

In 2021, the Shire of Dardanup were successful in their grant application to the Department of Local Government, Sport and Creative Industries (DLGSC) and received funding to develop a Public Art Trail Concept Plan, including comprehensive community engagement.

The Concept Plan has been developed to provide an overarching strategic approach to the Public Art Trail’s staged development, and to identify appropriate locations for public art in the Ferguson Valley. The Concept Plan aims to ensure that the resulting Public Art Trail:

- Is reflective of and treasured by the local community.
- Demonstrates high-quality and unique public artworks.

A Public Art Trail which achieves the above two aims will be well-placed to achieve further desired outcomes including:

- Supporting local businesses.
- Attracting external investment in the area.
- Partnering and connecting with neighbouring Shires.
- Contributing to the development of the local economy.
- Increasing visitor numbers in the Ferguson Valley.

Development of the Public Art Trail will happen with a staged approach, with the public art opportunities included in the Concept Plan further investigated and implemented over a period of years. The Concept Plan provides the strategic framework necessary for the Shire of Dardanup to be able to respond to public art funding opportunities in a way which reflects long-term intentions and community priorities.

The locations identified focus on public artwork locations, however there was a strong interest from business owners in the Ferguson Valley to include artwork on their premises. An incentive and support scheme should be considered to encourage take-up.

The Public Art Trail Concept Plan includes the following four sections:

Context:

This sections includes a summary of the contextual information that the Concept Plan was developed out of, including historical and context, and the strategic and policy context within the Shire of Dardanup. A comprehensive summary of the consultation completed for this project is also included.

Principles, Priorities and Curatorial Themes:

The principles, priorities and curatorial themes for the Ferguson Valley Public Art Trail form the strong basis that will ensure public art commissions are reflective of the Trail's intent, and achieve the outcomes desired by the Shire of Dardanup, the community and stakeholders. The principles and priorities were developed in consultation with the local arts community, and the curatorial themes were developed from the information gathered during community consultation.

Public Art Opportunities:

Fourteen locations have been identified in the Concept Plan as potential public artwork sites in the Ferguson Valley. This section details the opportunities and considerations for each site, and aligns the location with one of Trail's curatorial themes. Potential partnerships and community engagement activities for each public artwork have also been included.

Procurement Process:

This section includes the Assessment Criteria to be used for all public artwork commissions included in the Public Art Trail, and a flow-chart of the recommended procurement process to be followed. The procurement process takes into account community and key partner representation on selection panels, and the necessary cultural protocols for artworks involving Aboriginal cultural materials.

Officers recommend that the location for the commissioning of the first artwork, included as part of the overall funded project, be Location 3 – Pile Road Photo Pull-In Bay. This is due to the existing infrastructure and therefore greater ease of implementation allowing the majority of the funds to be spent on the artwork itself rather than site works. Officers envisage a metal cut-out style that would

contrast against the sky is achievable within that budget, particularly if an emerging artist is engaged. It is important that the initial artwork speaks to the future of the artwork and inspires future impetus and investment. This initial location would achieve this through its existing tourist connection and the amount of organic photos on social media from visitors.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Endorses the Ferguson Valley Public Art Trail Concept Plan [Appendix ORD: 12.2.2A];**
- 2. Notes the commissioning of the first artwork that will be located at Location 3 – Pile Road Photo Pull-In Bay, as identified in the Ferguson Valley Public Art Trail Concept Plan; and**
- 3. Supports the phased implementation of the Ferguson Valley Art Trail Concept Plan based on external funding received, and Council budget allocations inclusive of annual maintenance provisions.**

12.2.3 Title: Perth Wildcats Pre-Season Game Request

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Gary Thompson – Manager Recreation Centre</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.3 A – Risk Assessment</i> <i>Appendix ORD: 12.2.3 B – Request from Perth Wildcats</i> <i>Appendix ORD: 12.2.3 C – Layout of Courts for 2017 Perth Wildcats Game</i>

Overview

The purpose of this report is for Council to consider the request received from Perth Wildcats to host an NBL pre-season fixture at Eaton Recreation Centre sometime between the dates of the 5th of September 2022 and the 9th of September 2022.

Background

The Perth Wildcats are an Australian professional basketball team based in Perth and competing in the National Basketball League (NBL). The official 2022/2023 season is set to commence in October 2022 which follows on from last season where the Wildcats narrowly missed out in reaching the play-off rounds.

The Perth Wildcats have previously held a sold-out preseason fixture at the Eaton Recreation Centre in 2017 which was very popular and well-received by the community. It also resulted in attracting people into the Shire from Perth Metropolitan and surrounding areas.

The Perth Wildcats were once again due to host a preseason fixture at the Eaton Recreation Centre in September 2021, which was endorsed by Council, however this fixture had to be cancelled due to COVID-19 impacts across Western Australia.

Legal Implications - None.

Strategic Community Plan

Strategy 3.2.2 - Deliver a high level Sport & Recreational Services that encourages social connectedness by facilitating community participation in positive social networks, interaction and events. (Service Priority: Very High)

Environment - None.

Precedents

Council previously endorsed the Eaton Recreation Centre hosting a Perth Wildcats preseason game request at the Council Meeting held on the 28th of July 2021.

Budget Implications

In order to make the exercise financially viable, The Perth Wildcats have requested \$20,000 + GST in financial support. In addition, they require the following to be provided at no cost:

- Venue Hire and Running Costs;
- Event Staff;
- Game Equipment Including Technical Support;
- Three (3) Changing Rooms;
- Up to Thirteen (13) Trestle Tables;
- Fifty (50) General Admission Tickets and Thirty (30) Courtside VIP Tickets’;
- Five (5) VIP Reserved Parking Bays’;
- Eskies and Ice as Required’;
- The Ability for Perth Wildcats to Set Up and Sell Merchandise and Memberships;
- Sandwich Platters for Both Teams and Referee’s; and
- Fifty (50) Gatorades and Four (4) Cartons of Water.

The Shire of Dardanup is responsible for all ticket sales and will receive all ticket revenue, plus revenue derived from food and beverage sales.

The following break-down of anticipated expenditure and revenue:

ITEM	EXPENDITURE
Event Sponsorship	\$20,000
Complimentary Tickets	\$2,500
Drinks	\$235
Sandwich Platter	\$100
Sundries	\$200
Chair Hire	\$772
Staff	\$1,084
Sub-Total	\$24,891
ITEM	INCOME
Ticket – General Admission (600 x \$20)	\$12,000
Ticket – Courtside (250 x \$50)	\$12,500
Ticket – Member Promotion (18 x \$0)	\$0
Café Sales (estimated based on 2017)	\$5,500
Sub-Total	\$30,000
TOTAL PROFIT	\$5,109

As per the table above, it is anticipated there will be a small profit of \$5,109. The sponsorship amount and associated costs are unbudgeted expenditure. In the unlikely event that the event does not generate the expected income and instead makes a loss, this will be sourced from the Eaton Recreation Centre’s existing advertisement budget given the expected marketing return.

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: 12.2.3A] for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Perth Wildcats Preseason Game Request	
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 sell tickets and café items, resulting in a greater loss.
	Reputational	Rejection of offer could lead to fractured relationship with Perth Wildcats and loss of marketing potential.

Officer Comment

A request has been received from the Perth Wildcats [Appendix ORD: 12.2.3B] to host an NBL preseason fixture at the Eaton Recreation Centre sometime between the dates of the 5th of September and the 9th of September 2022.

The Eaton Recreation Centre has capacity to host an event of this nature. A total of 600 general admissions plus 250 courtside seats are available, resulting in total capacity of 850 people. This would be achieved through utilising existing grandstands as well as hiring in courtside seating. In addition, as a member-retention strategy, it is proposed that an additional 18 tickets be made available in an Eaton Recreation Centre members-only box to enable the centre to run a promotion for members where they can go into a draw to win tickets based on their attendance during a specified period. An example of the layout of the courts from the 2017 pre-season fixture hosted at the Eaton Recreation Centre is provided at [Appendix ORD: 12.2.3C].

Support from Basketball Southwest would be sought in the form of providing the PA system, score benches and partitioning. In exchange, Basketball Southwest will be provided the fundraising opportunity to run the bar and retain the proceeds of sales. It would be their responsibility to complete a Form 50 Approval Form Consumption of Alcohol, and obtain a Liquor License from the Department of Racing, Gaming and Liquor. They would be responsible for providing any relevant security required by the Department.

The budget implications outlined above indicated that the Eaton Recreation Centre will make a small profit of \$5,109 should Council agree to host the fixture. However, the media coverage and increased exposure of the centre through spectators is significant and may have a long-term impact on memberships and casual users leading to an increase in both. The Perth Wildcats will be responsible for marketing the event including digital channels, website and print advertising. Players will be made available for local radio interviews, and advertising will be placed in press publications and radio. They will also oversee a post-game team signing session.

There is also the opportunity for the Wildcats to conduct basketball clinics at the Eaton Recreation Centre for local junior basketball players along with potential local school visits.

While it is difficult to place a price on marketing, it is expected that the game will generate significant marketing benefit to the Eaton Recreation Centre. As an indication of potential reach, the Perth Wildcats Facebook Page has 122,857 followers and 79,300 Instagram followers. Additionally there is expected to be a large reach through the press, radio and other advertising they will undertake with not only the Perth Wildcats visit but also as this season embarks on them aiming to once again reach the NBL playoff

finals after failing to reach the NBL playoff finals for the first time in 26 years which was the most famous streak in Australian sport history.

The opportunity to host a fixture in Eaton is also of great benefit to our community who may otherwise have limited ability to attend a basketball event of this level.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. **Accepts Perth Wildcat's request to host a 2022 NBL Preseason Fixture at the Eaton Recreation Centre.**
2. **Authorises the over expenditure of \$24,891 from the Eaton Recreation Centre advertising 2022/23 budget (GL 1114013).**
3. **Authorises the following fees for the event:**
 - a) **General Admission Tickets – 600 x \$20.00 each;**
 - b) **Courtside Tickets 250 x \$50.00 each;**
 - c) **Member Promotional Tickets – 18 x \$0.00 each; and**
 - d) **Notes that should the event be sold out through ticket sales then the event will be cost neutral to the Eaton Recreation Centre with additional income being generated through café sales.**

12.2.4 Title: WA State Government Recovery Plan – Water Tank Grant Funding

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Erin Hutchins - Coordinator - Emergency & Ranger Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.4A – Signed Grant Agreement Appendix ORD: 12.2.4B – Risk Assessment</i>

Overview

The Shire has been successful in its application for grant funding of \$20,467.00 (GST exclusive) to install a water tank to the Upper Ferguson Volunteer Bush Fire Brigade to support bush fire response. This report seeks Council approval to amend the 2021/2 and 2022/23 budget to reflect the grant funding received.

Background

Through the State Government's WA Recovery Plan, the Department of Fire and Emergency Services (DFES) was allocated \$2 million over two financial years (commencing 2020/21) for the provision of water tanks at existing bush fire facilities. The additional funding was intended for bush fire brigades located in high bushfire risk areas that do not already have a water tank.

The Shire took advantage of the program and made application to fund a water tank at the Upper Ferguson Volunteer Bush Fire Brigade (VFBF). DFES has advised that the Shire's application was successful. Please refer to [Appendix ORD: 12.2.4A] for a copy of the grant agreement.

While the State Government is directly funding the water tanks from WA Recovery Plan funds rather than Emergency Services Levy funds, payment of grants will follow the Local Government Grants Scheme process and will be administered in accordance with *Section 5.4.1 of the Manual for Capital and Operating Grants* as follows:

*5.4.1. Payment of Capital Grants**(a) Capital Grants Payments of a Financial Nature (cash)*

Where approval is given for a capital grant to be paid, the Local Government will be advised in writing of the maximum approved value. Capital grants will be released upon the receipt of a tax invoice from the Local Government, together with supporting documentation including invoices, receipts or other satisfactory evidence demonstrating that the items purchased, or to be constructed, are the same as those approved by the Capital Grants Committee. Items that are purchased contrary to approved capital grants will not be funded.

Legal Implications

Amending a budget is provided for by the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* as follows:

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

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

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

- (b) is authorised in advance by resolution*; or
 (c) is authorised in advance by the mayor or president in an emergency.
 * Absolute majority required.

- (1a) In subsection (1) —
 additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

Local Government (Financial Management) Regulations 1996

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.

Strategic Community Plan

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

Strategy 3.3.2 - Support volunteer groups within the Shire of Dardanup. (Service Priority: High)

Environment - None.

Precedents

Council at its meeting held on the 20th of January 2021 (Res: 07-21) resolved to accept funding through the State Government's WA Recovery Plan to install water tanks at five stations located in Burekup, Dardanup Central, Joshua Crooked Brook, Waterloo and Wellington Mills.

Budget Implications

Currently, funds totalling \$20,467 for the supply and installation of a water tank at the Upper Ferguson VBF is not recognised in the 2021/22 or 2022/23 Annual Budget. The Shire will receive full funding by the 30th of June 2022 once DFES are in receipt of a tax invoice.

If the grant is supported by Council, works will need to be carried out no later than by the 31st of December 2022 with grant revenue to be received in the current financial year (Res: 21/22). It should be noted that there will be no net cost to Council.

The following table sets out the proposed increase to the relevant budget allocation:

Job No.	Project	Expenditure \$	Income \$ Grant	Net Cost to Council \$
New	Upper Ferguson Bushfire Brigade – 80,000L Water Tank	20,467 (ex GST)	20,467 (ex GST)	0
Total		20,467 (ex GST)	20,467 (ex GST)	0

Budget – Whole of Life Cost

The installation of the permanent water tank and pump will require ongoing maintenance to ensure the equipment is fully operational.

Council Policy Compliance - CP034 – Procurement Policy**Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.2.4B] for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Failure to accept or comply with the conditions of the WA State Government Recovery Plan – Water Tank Grant Funding Allocation
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 comply with the conditions will result in the declining of grant funding payment causing financial losses.
	Legal and Compliance Failure to comply with the conditions will result in the termination of the agreement for default.
	Reputational Failure to accept the grant funding, or comply with the conditions, may jeopardise future grant applications made by the Shire.

Officer Comment

Officers have identified the need for the installation of water tanks at a number of the Shire’s Volunteer Bush Fire Brigades to support bush fire response. By taking advantage of the grant funding the Shire will be able to provide adequate water supply for firefighting purposes at five of its Volunteer Bush Fire Brigades.

As the Shire applied for the grant funding it would be somewhat contrary to now not make the necessary amendments to the budget to reflect the successful grant application. Deferring the matter is not recommended as installation of the water tanks requires completion and acquittal (payment) by the 30th of June 2021.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

- 1. Acknowledges and accepts Grant Revenue of \$20,467 (ex GST) from WA State Government, in partnership with the Department of Fire and Emergency Services, for the Shire to install a water tank at Upper Ferguson Volunteer Bush Fire Brigade;**
- 2. Records the grant income as a contract liability at 30 June 2022 to allow for capital expenditure to occur in the 2022/23 financial year;**
- 3. Endorses the inclusion of the project in the Draft 2022/23 Annual Budget;**
- 4. Includes Capital Expenditure of \$20,467 (ex GST), and Grant Revenue of \$20,467 (ex GST) in the final 2022/23 Annual Budget for the installation of a water tank at Upper Ferguson Volunteer Bush Fire Brigade (Job Number J05007)**

Job No.	Project	Expenditure \$	Income \$ Grant	Net Cost to Council \$
J05007	Upper Ferguson Bushfire Brigade – 80,000L Water Tank	20,467	20,467	0
Total		20,467	20,467	0

- 5. Acknowledges that the installation of a water tank at Upper Ferguson Volunteer Bush Fire Brigade will be completed and the grant funds acquitted by the 31st of December 2022.**

By Absolute Majority

12.3 INFRASTRUCTURE DIRECTORATE REPORTS

12.3.1 Title: RFT F0268807 – Bulk Kerbside Waste Collection

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Jason Gick – Manager Operations</i> <i>Mr Allan Hutcheon - Procurement Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.3.1 - Risk Assessment Tool</i> <i>Confidential Attachment- Evaluation Panel Report</i> <i>Confidential Attachment - Schedule of Rates</i>

Overview

This report provides Council with the results of the evaluation of tenders for the RFT F0268807 Bulk Kerbside Collection – Green and Hard Waste, as advertised and recorded in the Tenders Register, and recommends that Council award a contract for this service to the preferred Tenderer, for a term of three years.

The value of the contract exceeds the purchasing and contract threshold for the Chief Executive Officer and is therefore presented to Council for approval.

Background

The Shire provides to the community a bulk kerbside collection service for green and hard waste several times throughout the year.

The Shire's existing Contract for the Collection of Green and Hard Waste expires on the 30th of June 2022, and does not provide provision for any contract extensions.

TENDER DETAILS		
RFT Number	RFT F0268807	
RFT Title	Bulk Kerbside Collection – Green and Hard Waste	
Recommended Tenderer	Steann Pty Ltd	
Contract Term	Initial:	Three years
	Extension Options:	Two one year options
	Defects Liability Period:	Not Applicable
Tendered Rates/Cost	Provided in Appendix [X] to this report (confidential)	
Advertising:	16 th of April 2022	West Australian
	21 st of April 2022	South West Times
Tender Deadline:	2 nd of May 2022	14:00AWST
Tender Opening:	2 nd of May 2022	14:02AWST
Tender Observers:	Two Shire of Dardanup Employees were present. Nil members of the public were present.	

CONTRACT	
Commencement Date of New Contract:	1 st of July 2022
Completion Date of New Contract:	30 th of June 2025
Estimated value of New Contract:	\$225,600 (GST Excl)
Price Basis of New Contract:	Rates subject to CPI annual increase, plus the movements in labour, fuel and transportation costs will also be taken into account

Legal Implications

The compliance requirements throughout the tender process has been in accordance with:

- *Local Government (Functions and General) Regulations 1996; and*
- *CnG CP034 Procurement Policy.*

The compliance requirements applicable to this report and Officer Recommendation is in accordance with the *Local Government (Functions and General) Regulations 1996*:

18. Rejecting and accepting tenders

- (1) A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.*
- (2) A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.*
- (3) If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.*
- (4) Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.*

Strategic Community Plan

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

Strategy 2.1.3 - Provide our community with a variety of waste disposal options to minimise the impact of waste disposal on our natural environment. (Service Priority: Very High)

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

Environment

The service provided under this contract encourages households to remove surplus green and hard waste from residential properties.

The green waste product is processed to produce mulch, compost and soil conditioner.

The hard waste product is sorted to remove scrap metals.

Precedents

The Shire of Dardanup has previously entered into contracts for the supply of Bulk Kerbside Collection – Green and Hard Waste – Contract No. CON-F0152817.

Budget Implications

Account Number:	GL 11012001
Budget Item:	Annual Bulk Rubbish Collection
Budget Amount:	\$320,000 (GST Excl), approx. over three years
Amount Spent to Date:	\$Nil
Proposed Cost:	\$320,000 (GST Excl), approx. over three years
Balance:	\$320,000 (GST Excl), approx. over three years

The budget structure for this service has previously been undertaken based on a fixed price lump sum with annual CPI adjustments. This tender has been submitted based on tonnage unit rates, as the Contractor has identified ongoing urban growth and varying customer deposit patterns as creating uncertainty in projected volumes.

The use of a tonnage collection rate is a fairer approach as the contract service costs will reflect actual customer kerbside waste deposits.

The following table shows historical kerbside waste collection tonnages:

YEAR	GREENWASTE (SPRING) (T)	GREENWASTE (AUTUMN) (T)	HARD WASTE (T)	TOTAL (T)
2017/18	77.88	218.78	178.30	474.96
2018/19	103.26	188.70	192.88	484.84
2019/20	84.78	335.18	218.02	637.98
2020/21	66.08	207.62	223.98	497.68
2021/22	65.48		213.08	278.56
Total	397.48	950.28	1026.26	2374.02
<i>Average</i>	<i>79.50</i>	<i>237.57</i>	<i>205.25</i>	<i>522.31</i>

The following table shows anticipated forecast costs, based on the following assumptions:

- Use known collection averages from 2017 to 2022 as the estimated base line starting point;
- Use forecast annual population growth consistent with the LTFP to account for ongoing urban development (1.52% in 2022/23, 1.07% in 2023/24 and 1.30% in 2024/25);
- Apply the forecast CPI rates in the LTFP; and
- Forecast for three years to 2024/25.

YEAR	GREENWASTE (COMBINED) (T)	HARD WASTE (T)	GREENWASTE COST (\$180/T)	HARD WASTE COST (\$190/T)	TOTAL COST (\$)
2022/23	321.89	208.37	\$57,939	\$39,591	\$97,530
2023/24	325.33	210.60	\$69,146	\$47,330	\$116,475
2024/25	335.09	216.92	\$84,543	\$57,973	\$142,516
Total	982.30	635.89	\$211,628	\$144,893	\$356,522
<i>Average</i>	<i>326.58</i>	<i>211.47</i>	<i>\$70,543</i>	<i>\$48,298</i>	<i>\$118,841</i>

Separate to the collection costs (this contract) Council should be aware that the disposal of the green and hard waste is paid for separately.

Budget – Whole of Life Cost

There are no assets being created so there are no applicable whole of life costs.

Council Policy Compliance

CnG CP034 Procurement Policy and PR045 Procurement Procedure.

Risk Assessment

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

Tier Choose an item.	
Risk Event	Determine Tender RFT – F0268807 Bulk Waste Collection – Green and Hard Waste
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Bulk collections not collected on the advertised times Financial Contract costs not controlled or service requirement over utilised Environment Waste not disposed of correctly

Officer Comment

Tender Submissions

One Tender submission was received, including alternative and non-conforming Tenders:

- Steann Pty Ltd

The submission was recorded in the Tenders Register at close of tenders [F&G.r.17].

Tender Evaluation Panel

The Tender Evaluation Panel (the Panel) comprised of the following members:

- Allan Hutcheon – Procurement Officer/Tender Evaluation Chair
- Jason Gick – Manager Operations
- Nathan Ryder – Manager Infrastructure Planning and Design

Probity Oversight

Process and probity advice during evaluation was provided by the Procurement Officer who also acted as Panel Chair. All members of the Panel have made a conflict of interest declaration in writing confirming they have no relationships with any of the Respondents. This evidences the probity and integrity considerations within the process.

The Panel have compiled an Evaluation Panel Report which includes the consensus analysis (not individual Panel Member analysis) of the content of each tender submission against the required selection criteria. In some instances this may result in commentary or scoring that may be critical or a negative reflection on an individual tender submission. It is this aspect of the Evaluation Panel Report, which is considered to be confidential in accordance with *s.5.23(2)(e)(ii) information that has a commercial value to a person, or (iii) information about the business, professional, commercial or financial affairs of a person.* The ranking of tender submissions and recommended tenderer in the Evaluation Panel Report is therefore referenced by non-identifying methods.

Evaluation of Tenders

The objective of the Tender Evaluation Panel is to recommend a suitably qualified and experienced Contractor to satisfy the requirements of the abovementioned RFT.

Based on evaluation of the received submissions and subsequent compliance assessments, the Tender Evaluation Panel recommends that the Respondent recommended in this report be accepted at the estimated Contract Value and Contract term provided, from the anticipated commencement date.

Submissions were deemed compliant and progressed for assessment against the following predetermined qualitative and price criteria:

CRITERIA	PERCENTAGE
(a) Sustainable Procurement and Corporate Social Responsibility (as per CnG CPO34) <ul style="list-style-type: none"> • Local Economic Benefit • Purchasing from Disability Enterprises • Purchasing from Aboriginal Businesses • Purchasing from Environmentally Sustainable Business 	5%
(b) Price	50%
(c) Relevant Experience, Skills and Key Personnel	20%
(d) Demonstrated Understanding and Resources	25%
TOTAL	100%

Evaluation Justification

The Tender Evaluation Panel recommends Steann Pty Ltd based on an assessment of submissions against the predetermined qualitative and price criteria shown above. The submission provided by Steann Pty Ltd performed well across all of the aspects and was a complete and detailed representation of the services offered.

In determining Steann Pty Ltd as the preferred Tenderer, officers have undertaken the following Due Diligence checks:

DUE DILIGENCE CHECKS	YES/NO
Has the recommended Tenderer(s) undergone Reference Checks successfully? Note: The preferred Tenderer is the current provider of this service to the Shire, so the evaluation panel agreed that as the Principal it could act as referee.	NO
Has the recommended Tenderer(s) undergone Financial Viability assessment and been deemed acceptable? Note: Whilst the Financial viability check has not been done, the Tender did provide ASIC information and contacts details for their Accountant.	NO
Was a Conflict of Interest declared? If yes, please specify how it was managed?	NO
Has the recommended Tenderer(s) undergone Occupational Safety and Health assessment and been deemed acceptable?	YES

The Evaluation Panel therefore recommends that the contract for Bulk Kerbside Collection – Green and Hard Waste be awarded to Steann Pty Ltd at the rates listed in [attachment] at a total estimated contract cost provided in the confidential attachment.

General Comment

The bulk kerbside waste collection is a service that has been enjoyed by the community for several years. This appointment will extend this service for at least another three years. The costing structure has been submitted on the basis of a tonnage rate for Greenwaste and for hard waste. This is a reasonable approach, particularly as the verge tonnages have fluctuated over the years.

Additionally, the introduction of the FOGO system in 2021 is likely to reduce the volume of Greenwaste being disposed of at the kerbside, which will benefit Council based on tonnage rates.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

1. **Accepts the tender submission for RFT F0268807/2022 Bulk Kerbside Collection – Green and Hard Waste as advertised and recorded in the Tenders Register, received from Steann Pty Ltd, as named in the Evaluation Panel Report recommendation detailed in [Confidential Attachment OCM-R1208523] as the most advantageous, with the Schedule of Rates also detailed in Confidential Attachments [Confidential Attachment OCM-R1208525] applicable for a contract term of Three years commencing on execution of the contract, with Two one year options based on CPI and Contractor performance;**
2. **Delegates to the Chief Executive Officer in accordance with *s.5.42(1) of the Local Government Act 1995*, by Absolute Majority, authority to negotiate minor variations to the contract for RFT F0268807/2022 Bulk Kerbside Collections – Green and Hard Waste as advertised and recorded in the Tenders Register before and / or after its execution in accordance with *Regulations 20 and 21A of the Local Government (Functions and General) Regulations 1996*.**
3. **Authorises the Chief Executive Officer to execute the contract for awarding RFT F0268807/2022 Bulk Kerbside Collection – Green and Hard Waste as advertised and recorded in the Tenders Register in accordance with *s.9.49A of the Local Government Act 1995*.**

By Absolute Majority

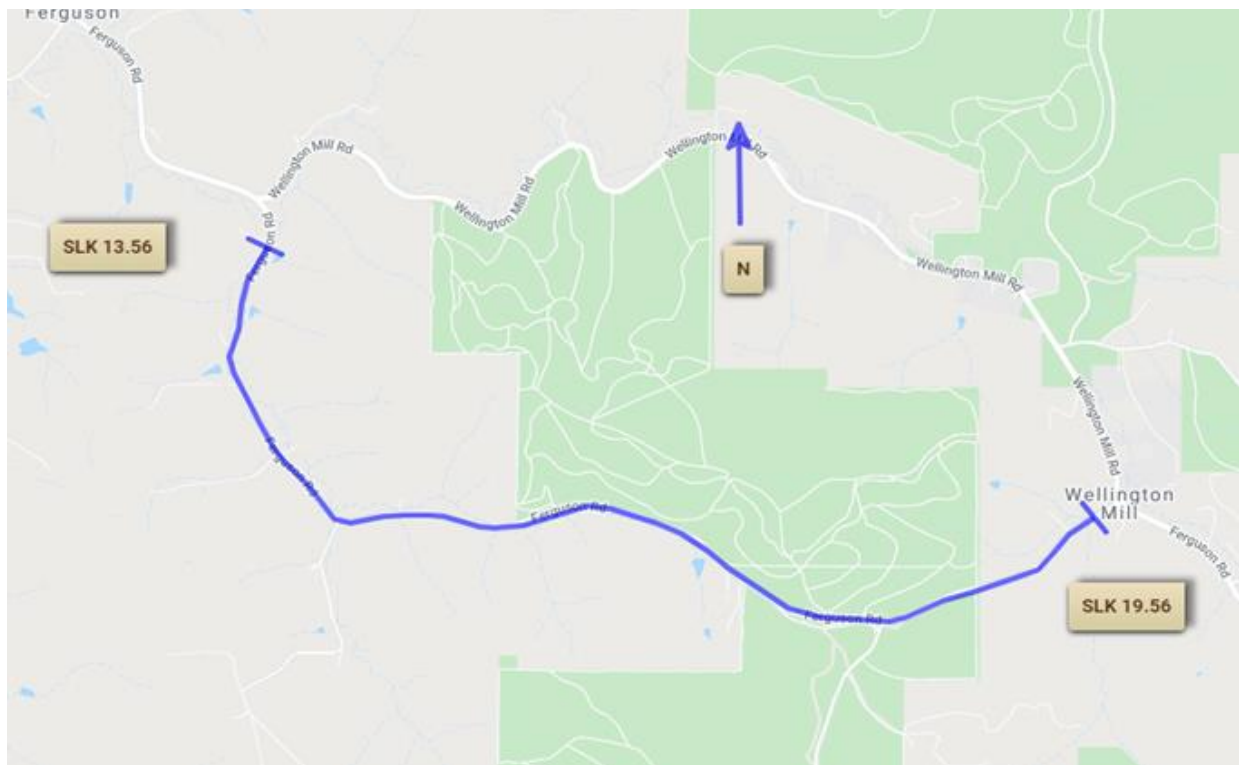
12.3.2 Title: Ferguson Road Blackspot Funding Application

Reporting Department: Infrastructure Directorate
Reporting Officer: Sonja Pienaar – Manager Assets
Legislation: Local Government Act 1995
Attachments: Appendix ORD: 12.3.2 – Risk Assessment

Overview

The Shire has obtained Black Spot funding approval for Ferguson Road SLK 13.56 – SLK 19.56 Stage 1 and Stage 2 for a total of \$933,333. With cost increases and delays in clearing permits, the Shire approached the State Black Spot Program Coordinator for advice to ensure the Shire can still comply with its obligations to deliver the project.

The purpose of this report is to seek endorsement from Council to amend the original project application by applying for a third delivery stage and for an additional application for grant \$1,066,667 for July 2022. The application to the 2023-2024 program will request a gap year with funds required in 2024-2025. This has been discussed in detail and supported in principle by Main Roads WA (program administrator).



ROAD NAME / SECTION	PROJECT ESTIMATE	BLACK SPOT FUNDING	LGA CONTRIBUTION	YEAR
Ferguson Road (SLK 13.56 – SLK 19.56) Stage 1	\$210,000	\$140,000	\$70,000	2022-2023
Ferguson Road (SLK 13.56 – SLK 19.56) Stage 2	\$1,190,000	\$793,333	\$396,667	2023-2024
Ferguson Road (SLK 13.56 – SLK 19.56) Stage 3	\$1,600,000	\$1,066,667	\$533,333	2024-2025
TOTAL	\$3,000,000	\$2,000,000	\$1,000,000	

Background

Council nominates projects annually for funding under the Black Spot program which target high crash rate intersections and road sections, aiming to reduce the risk of crashes through improvements. Funds are available for new infrastructure (or modifications to existing) that directly targets existing crashes.

Black Spot locations are identified through analysis of crashes over the previous 5 years utilising the Main Roads Western Australia online system. This online database aids Local Governments in determining predominant crash trends at selected points on the road network by giving access to crash reports, and ultimately calculating the benefit-cost ratio of various treatments.

In August 2020 Council endorsed the submission of Ferguson Road SLK 13.6 – SLK 19.6 to the Black Spot 2021/22 program (Res: 229-20) as follows:

ROAD NAME / SECTION	PROJECT ESTIMATE	LGA CONTRIBUTION	YEAR
Ferguson Road (SLK 13.6 – SLK 19.6) Stage 1	\$210,000	\$70,000	2022-2023
Ferguson Road (SLK 13.56 – SLK 19.6) Stage 2	\$1,190,000	\$396,667	2023-2024
TOTAL	\$1,400,000	\$466,667	

Subsequent funding approval was obtained for both Stage 1 and Stage 2.

Legal Implications

If approved, this project will need to meet the terms and conditions of the State Black Spot Funding Agreement. As the project will be initiated in 2022-2023, it should be noted that Council will be obliged to complete all the work within appropriate cost margins. Due to the high Benefit Cost Ratio (BCR) it is a low risk that these margins will be reached. In the event of it being reached and the BCR falls below 1.0, Council will be required to return the grant funding as is standard requirement for all State Blackspot projects.

Strategic Community Plan

Strategy 4.3.3 - Plan and facilitate adequate transport, infrastructure and utility services to meet industry requirements. (Service Priority: Very High)

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

Strategy 5.1.2 - Advocate for transport choices by increasing the availability of safe, affordable and viable transport options. (Service Priority: High)

Environment

Road construction projects undertaken on the Shire's road network need to comply with the requirements of the:

- *Environment Protection Act 1986;*
- *Waterways Conservation Act 1976;*
- *Aboriginal Heritage Act 1972; and*
- *Heritage of Western Australia Act 1990.*

This project is specifically subject to a Clearing Permit.

Precedents

Australian and State Government Black Spot programs have been ongoing for several years and Council has approved projects nominated to these programs in the past.

Budget Implications

Main Roads WA's approval has been granted to carry forward Stage 1 to 2022-2023 and subsequently it is expected that the Shire will be requesting a carry forward for Stage 2 to 2023-2024 in next financial year.

These funding carry forwards have been identified in the endorsed 10 Year Road Asset Management Plan 2022/23-2031/32 program (Res: 109-22) with Stage 1 for implementation in 2022-2023 and for Stage 2 in 2023-2024. .

The current endorsed RAMP identified a total expenditure on Pile Road and Ferguson Road (13-19SLK) of \$5,220,000 over the next 4 years. The intent of the report is to request a change on how these are staged with the overall effect of this request being \$5,310,000 (\$100,000 more) to be spent instead.

The impact of this additional \$100,000 expenditure is an additional \$33,333 to be funded from Shire Road Reserves over the four year timeframe.

Extract from endorsed 10 year Road Asset Management Plan 2022/23-2031/32 program:

ROAD NAME	2022-2023	FUNDING 2022-2023	2023-2024	FUNDING 2023-2024	2024-2025	FUNDING 2024-2025	2025-2026	FUNDING 2025-2026	TOTAL PROJECT VALUE	TOTAL FUNDING INCOME
Ferguson Rd	\$210,000		\$1,190,000		\$750,000		\$750,000		\$2,900,000	
	\$0	\$140,000	\$0	\$166,000	\$0	\$66,000		\$66,000		\$2,231,333
	\$0	\$0	\$0	\$793,333		\$500,000		\$500,000		
Pile Road	\$750,000		\$60,000		\$750,000		\$750,000		\$2,310,000	
	\$0	\$500,000	\$0	\$40,000	\$0	\$500,000		\$500,000		\$2,290,000
	\$0	\$250,000	\$0	\$0	\$0	\$250,000		\$250,000		
Grand Total	\$960,000	\$890,000	\$1,250,000	\$999,333	\$1,500,000	\$1,316,000	\$1,500,000	\$1,316,000	\$5,210,000	\$4,521,333
Funded from Reserves		\$70,000		\$250,667		\$184,000		\$184,000		\$688,667

Blue = State Black Spot Funding; Yellow = Roads to Recovery Funding; Green = RRG Funding

By endorsing the proposed Ferguson Road Stage 3 Black Spot funding application for submission in July 2022 and only amending the Pile Road project the following will result:

ROAD NAME	2022-2023	Funding 2022-2023	2023-2024	Funding 2023-2024	2024-2025	Funding 2024-2025	2025-2026	Funding 2025-2026	Total Project value	Total Funding income
Ferguson Rd	\$210,000		\$1,190,000		\$1,600,000		\$750,000		\$3,750,000	
	\$0	\$140,000	\$0	\$166,000	\$0	\$316,000		\$66,000		\$3,048,000
	\$0	\$0	\$0	\$793,333		\$1,066,667		\$500,000		
Pile Road	\$750,000		\$60,000		\$90,000		\$660,000		\$1,560,000	
	\$0	\$500,000	\$0	\$40,000	\$0	\$60,000		\$440,000		\$1,540,000
	\$0	\$250,000	\$0	\$0	\$0			\$250,000		
Grand Total	\$960,000	\$890,000	\$1,250,000	\$999,333	\$1,690,000	\$1,442,667	\$1,410,000	\$1,256,000	\$5,310,000	\$4,588,000
Funded from Reserves		\$70,000		\$250,667		\$247,333		\$154,000		\$722,000
Increased funds required from reserves		\$0		\$0		\$63,333		-\$30,000		\$33,333

Blue = State Black Spot Funding; Yellow= Roads to Recovery Funding; Green = RRG Funding

The endorsed RAMP was updated for the scenario should the Council support the above modifications. The following shows the overall impact on the Road Reserve balance compared to the endorsed RAMP:

	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032
RESERVE SURPLUS (DEFICIT) - endorsed RAMP	638,951	381,961	231,269	200,389	263,880	163,041	479,638	568,820	354,035	415,389
RESERVE SURPLUS (DEFICIT) - modified RAMP	638,951	381,961	167,935	166,738	230,061	129,053	445,480	534,491	319,534	380,716
Reduction in Reserve Balance	0	0	63,334	33,651	33,819	33,988	34,158	34,329	34,500	34,673

In July 2022 a report will also be presented to Council on the 5 Year Regional Road Group Funding Program that will consider this report’s decision.

Budget – Whole of Life Cost

If the proposed projects are successful in gaining funding any new infrastructure or expansion to the road network will create an on-going maintenance requirement over the life of the asset and renewal at the end of the asset’s useful life.

Council Policy Compliance - None.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Ferguson Road Blackspot Funding Application
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	Construct proposed treatments in compliance with State Blackspot Programs

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Residual Risk Rating (after treatment or controls)	Moderate (5 - 11)	
Risk Category Assessed Against	Health	Not undertaking treatments at these locations may result in further accidents.
	Health	Risk that assets are not upgraded or created to meet demand.
	Reputational	Council may receive negative publicity for not addressing accidents
	Legal and Compliance	[brief explanation required]

Officer Comment

Design Work on the Ferguson Road SLK 13.56 – SLK 19.56 project commenced in 2020 and was originally funded through the Regional Road Group Funding Program.

The design for this project has been completed, land resumption negotiations have been progressed as well as the clearing permit. Due to the 6km length and size of the project, it is estimated that the clearing permit may be obtained by May 2023. Updated costings have been reviewed as the original costings were completed for the original grant application two years ago. The updated costings identified that only 3km could be completed within the approved \$1,400,000 project.

As it is important to ensure the BCR does not go below 1.0, officers were concerned that cost increases will be a risk to the Shire and approached Main Roads WA to consider a request to reduce the scope of the project to 3km. The BCR would still be high and available funding will be sufficient to complete the works.

After deliberations and due to the still high BCR, Main Roads WA recommended that the Shire keep the original project scope of 6km but apply for additional funding to increase the total project from \$1,400,000 to \$3,000,000 subject to Council providing the one third contribution. (See Budget implication section for details.)

The endorsed Road Asset Management Plan provided for a reduced scope to 3km which allowed the completion of the remaining 3km over two years with RRG funding. It is, however, possible to alter the road program so the new Ferguson Road Stage 3 application has minimal effect on the Asset Management Plan Road Reserve balances.

When the 10 Year Road Asset Management Plan is amended to (1) include the Ferguson Road Stage 3 SBS project by replacing the Ferguson Road RRG project in 2024-2025 and (2) delaying the Pile Road project in 2024-2025, it will result in an additional \$33,333 from either Road Reserves or minor further reprogramming. As this will be required in 2024-2025 there is time to provide for the reprogramming in the next review of the RAMP.

The Shire has a unique opportunity to obtain a substantial amount of grant funding for a road project that is nearly implementation ready. This is a significant commitment, however, Main Roads WA is in support of such an application. Staff have further reviewed costings and the project scope and are comfortable with delivering the 6km project for \$3,000,000 over the next 3 years.

This will also reduce pressure on obtaining funding from the Regional Road Group Program as most of the current staged Regional Road Group project has reached their final staged approvals and funding is not guaranteed.

The officer's recommendation is to submit the following amended application:

The current project scope to remain unchanged: Ferguson Road SLK 13.56 - SLK19.56 - Widen road, install 0.5m sealed shoulders, remove roadside hazards, install audible edge lines, pavement markings, signs and delineation.

It is proposed that the following projects be submitted under the State Black Spot program for 2023-2024:

ROAD NAME / SECTION	PROJECT ESTIMATE	BLACK FUNDING	SPOT	LGA CONTRIBUTION	YEAR
Ferguson Road (SLK 13.56 – SLK 19.56) Stage 1	\$210,000	\$140,000		\$70,000	2022-2023
Ferguson Road (SLK 13.56 – SLK 19.56) Stage 2	\$1,190,000	\$793,333		\$396,667	2023-2024
Ferguson Road (SLK 13.56 – SLK 19.56) Stage 3	\$1,600,000	\$1,066,667		\$533,333	2024-2025
TOTAL	\$3,000,000	\$2,000,000		\$1,000,000	

The additional funding will allow road safety improvements to an additional 3km of road and Council's favourable consideration is requested.

Alternative Resolution

Due to the Black Spot Program requirements and the fact that this is an existing approved State Black Spot project, if Council chooses not to support the above recommendation, the following alternative resolution is recommended:

THAT Council declines the opportunity to apply for additional funding and request Main Roads WA to consider the reduction of the project scope to Ferguson Road SLK 13.56 – SLK 16.56 without any amendments to the project value and with no amendments required to the endorsed Road Asset Management Plan.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council endorses the submission of Ferguson Road SLK 13.56 – SLK 19.56 to the Black Spot 2023-2024 program as follows:

ROAD NAME / SECTION	PROJECT ESTIMATE	BLACK SPOT FUNDING	LGA CONTRIBUTION	YEAR
Ferguson Road (SLK 13.56 – SLK 19.56) Stage 1	\$210,000	\$140,000	\$70,000	2022-2023
Ferguson Road (SLK 13.56 – SLK 19.56) Stage 2	\$1,190,000	\$793,333	\$396,667	2023-2024
Ferguson Road (SLK 13.56 – SLK 19.56) Stage 3	\$1,600,000	\$1,066,667	\$533,333	2024-2025
TOTAL	\$3,000,000	\$2,000,000	\$1,000,000	

12.3.3 Title: Eaton Drive, Recreation Drive and Council Drive – Accredited Mass Management Scheme Permit

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Sonja Pienaar – Manager Assets</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.3.3 Risk Assessment</i>

Overview

Council is requested to support Toll Transport to supply the fuel station in Eaton Fair Shopping Complex using a prime mover, trailer heavy vehicle combination under the 19.0 metre fuel AMMS permit (Fuel Endorsement for AMMS 2.3). The permit is linked to the permit holder and will not allow other vehicles this exemption. The nominated road will not be added to the Restricted Access Vehicles (RAV) Network.

This permit, if supported by Council, will allow only Toll Transport to deliver 8.4% more fuel on each trip with the same vehicle resulting in 12.3 less trips a year. This will have no impact on the road condition or traffic. It will reduce the number of trips required and may reduce possible accidents as the vehicle has to navigate through a busy car park.

Background

Heavy Vehicles Services (MRWA) has advised that the 19.0 metre fuel AMMS permit (Fuel Endorsement for AMMS 2.3) has been in place for many years to provide access only for fuel tankers that are purpose trailers specifically designed to carry maximum volumes of fuel. This results in the axle groups on the trailer requiring level 3 AMMS mass limits on the trailer axle group. These purpose built tanker trailers have design features including separate compartments and baffles to ensure the stability of the trailer when carrying bulk liquids such as fuel and operating at AMMS mass limits on the axle group.

Often these trailers are also coupled together in road train combinations to haul fuel over longer distances to regional areas. They are then broken down to single trailer combinations to complete local delivery. This is due to the 'last mile' (generally local roads) often not being approved for road trains. In the Perth metropolitan area and other regional cities, these same trailers are also used to deliver fuel in single trailer combinations to most service stations in urban locations where road train operations are not approved.

At the Ordinary Council Meeting held on the 28th of October 2020 Council resolved (Res: 292-20) to approve additional heavy vehicle routes to the RAV network and gave the Chief Executive Officer delegation to support RAV applications in accordance with these endorsed routes and the adopted *Infrastructure policy CP401 – Heavy Vehicle – Road Contribution*. These delegations did not include any reference to AMMS permit approvals and is the reason why this application is brought to Council.

Legal Implications

The legislation which controls the access to local roads is the *Road Traffic (Vehicles) Act 2012* and the *Road Traffic (Vehicles) Regulations 2014*. Only Main Roads WA (MRWA) can issue permits under the above legislation to operators wishing to operate a prime mover, trailer heavy vehicle combination under the 19.0 metre fuel AMMS permit. However, permits seeking access to local roads can only be issued if supported by the local authority.

Strategic Community Plan

Strategy 4.1.1 - Create connectivity that support business success by efficient movement and exchange of people, business, goods, services and ideas. (Service Priority: Moderate)

Strategy 4.3.3 - Plan and facilitate adequate transport, infrastructure and utility services to meet industry requirements. (Service Priority: Very High)

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

Strategy 5.1.2 - Advocate for transport choices by increasing the availability of safe, affordable and viable transport options. (Service Priority: High)

Environment - None.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.3.3] for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Increase mass limit has potential to increase road wear	
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	Existing Roads identified may reach the end of its useful life sooner than anticipated due to haulage activity.
	Financial	The Shire will have limited ability to raise funds due to extraordinary load on road.
	Reputational	Customer levels of service may be reduced if assets are not maintained or renewed to meet user demand.

Officer Comment

Main Roads WA's Heavy Vehicle Services, on behalf of Toll Transport, has approached the Shire of Dardanup to support the below roads for a 19.0 metre fuel AMMS permit (Fuel Endorsement for AMMS 2.3).

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current RAV Network	Requested Network
2080202	Eaton Dr	0.00 (Forrest Hwy & Eaton Dr Acceleration Lane)	0.88 (Council Dr & Hamilton Dr intersection)	NIL	Fuel endorsement for AMMS 2.3
2080275	Council Dr	0.00 (Recreation Dr intersection)	0.47 (Eaton Dr & Hamilton Rd intersection)	NIL	Fuel endorsement for AMMS 2.3
2080275	Council Dr	0.00 (Recreation Dr intersection)	0.08 (entrance driveway to shopping complex)	NIL	Fuel endorsement for AMMS 2.3
2080220	Recreation Dr	0.00 (Eaton Dr intersection)	0.36 (Council Dr & Cormorant Ent intersection)	NIL	Fuel endorsement for AMMS 2.3

Currently a prime mover semi-trailer combination (19m combination) delivers fuel to the service station within the grounds of the Eaton Fair Shopping complex. These general access vehicles are “as of right” vehicles and need no permission to use public roads.

Under a fuel endorsement the same general access vehicle that will deliver fuel to this service station can request permission to obtain a permit to increase the allowable mass limits.

As the intention is not necessarily to deliver more fuel, but more fuel per delivery there will be a reduction of delivery trips over the year, if the permit is supported. Without a permit more trips will be required with fewer fuel per delivery.

The following is an example of the 19m general access vehicle used to deliver the fuel currently and under the 19.0 metre fuel AMMS permit (Fuel Endorsement for AMMS 2.3):



The following shows the route being requested with the permit application:

Red arrows = inbound journey
Yellow arrows = outbound journey



Please note that the applicant still requests Council Drive from Recreation Drive to Eaton Drive, as the contingency route for inbound and outbound when development works in the area make it necessary.

The following information in support of this application has been provided:

- The fuel stock levels for this customer are monitored, and delivery is made only once the site has enough free storage capacity to receive a full tanker load. This is common practice in bulk fuel transport, they always deliver the maximum possible sized load on a flexible schedule.
- An increase in the allowable payload has a direct effect on the number of trucks needs to be sent, and if the Shire supports this application the interval between deliveries will be extended to allow for the extra fuel delivered with each load.
- A 5.5% increase in total mass will result in an 8.4% increase in volume of fuel delivered to the site, if the permit is supported. The 8.4% improvement in payload corresponds to 12.3 fewer trips per annum or over one less tripper month. Reducing total trips per year from 159.5 to 146.2 or 3.1 per week to 2.8 per week.
- This site is a higher risk site, as trucks are required to make several tight manoeuvres through a busy car park. Reducing the number of trips will provide some mitigation for potential vehicle accidents.

This permit, if supported, will not cause these roads to be added to the RAV Network. The access is limited to the holder of the 19.0 metre fuel AMMS permit (Fuel Endorsement for AMMS 2.3) only.

The permit has no expiry date, but local government may withdraw their support at any time in line with Main Roads WA guidelines.

Main Roads WA's Heavy Vehicle Services will review the permit on application from the road manager under the following circumstances:

- a) A safety concern is raised;
- b) A road cannot sustain RAV access with concessional mass limits;
- c) Road usage and/or the road environment has changed considerably since RAV access was approved; or
- d) Other circumstances with sufficient justification.

It is important to note that the road manager is required to provide adequate evidence when making application to have the permit reviewed/removed for any of the above reasons.

As there will be a minimal effect on the Shire's roads and on traffic with a better risk management outcome, Council's favourable consideration is requested.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council supports the application of Toll Transport to supply the fuel station in Eaton Fair Shopping Complex using a prime mover, trailer heavy vehicle combination under the 19.0 metre fuel AMMS permit (Fuel Endorsement for AMMS 2.3) using the following roads:

ROAD No.	ROAD NAME	FROM LOCATION (SLK)	TO LOCATION (SLK)	REQUESTED NETWORK
2080202	Eaton Dr	0.00 (Forrest Hwy & Eaton Dr Acceleration Lane)	0.88 (Council Dr & Hamilton Dr intersection)	Fuel endorsement for AMMS 2.3
2080275	Council Dr	0.00 (Recreation Dr intersection)	0.47 (Eaton Dr & Hamilton Rd intersection)	Fuel endorsement for AMMS 2.3
2080275	Council Dr	0.00 (Recreation Dr intersection)	0.08 (entrance driveway to shopping complex)	Fuel endorsement for AMMS 2.3
2080220	Recreation Dr	0.00 (Eaton Dr intersection)	0.36 (Council Dr & Cormorant Ent intersection)	Fuel endorsement for AMMS 2.3

Subject to the supply of fuel to the Fuel Station not occurring within 30 minutes of School drop off and School pick up times.

12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

12.4.1 Title: Draft Annual Budget 2022-23

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis – Acting Chief Executive Officer</i> <i>Mrs Natalie Hopkins – Manager Financial Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments</i>	<i>Appendix ORD: 12.4.1A – Draft Shire of Dardanup Annual Budget 2022-23 (Under Separate Cover)</i> <i>Appendix ORD: 12.4.1B – Risk Assessment</i>

Overview

This report presents the draft 2022/23 Annual Budget for Council consideration, deliberation and endorsement. Following the endorsement of the draft Budget, the final 2022/23 Annual Budget papers will be formulated and presented to Council in the statutory format for final adoption at the 27th July 2022 Ordinary Council meeting.

Background

As part of the Integrated Planning and Reporting cycle, Council has recently reviewed and updated its Council Plan (incorporating the 10 year Strategic Community Plan and four year Corporate Business Plan), and ten year Long Term Financial Plan.

The Corporate Business Plan and Long Term Financial Plan is reviewed annually, with the first year of the Long Term Financial Plan being ‘sliced off’ to form the basis of the draft annual budget.

The draft 2022/23 Annual Budget has therefore been prepared taking into consideration the preceding reviews and incorporates relevant elements of the various strategies, plans and resolutions adopted by Council.

This report recommends Council endorse the draft Shire of Dardanup 2022/23 Annual Budget, inclusive of the proposed 4.0% rate revenue increase (excluding interim rate income), Reserve transfers, workforce changes, loans, capital works and operational expenditure. [Appendix ORD: 12.4.1A - Under Separate Cover].

Legal Implications

Local Government Act 1995

Division 2 — Annual budget

6.2. *Local government to prepare annual budget*

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

** Absolute majority required.*

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

- (a) *the expenditure by the local government; and*
 - (b) *the revenue and income, independent of general rates, of the local government; and*
 - (c) *the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*
- (3) *For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.*
- (4) *The annual budget is to incorporate —*
- (a) *particulars of the estimated expenditure proposed to be incurred by the local government; and*
 - (b) *detailed information relating to the rates and service charges which will apply to land within the district including —*
 - (i) *the amount it is estimated will be yielded by the general rate; and*
 - (ii) *the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;**and*
 - (c) *the fees and charges proposed to be imposed by the local government; and*
 - (d) *the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and*
 - (e) *details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and*
 - (f) *particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and*
 - (g) *such other matters as are prescribed.*
- (5) *Regulations may provide for —*
- (a) *the form of the annual budget; and*
 - (b) *the contents of the annual budget; and*
 - (c) *the information to be contained in or to accompany the annual budget.*

Strategic Community Plan

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

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

Environment - None.

Precedents

Each year Council prepares an annual budget for the forthcoming financial year. The annual budget is formed from year one of the Shire of Dardanup Long Term Financial Plan 2022/23 – 2031/32.

Budget Implications

The budget outlines planned expenditure and revenue and determines the financial parameters for the Council to operate within for the 2022/23 financial year.

The draft budget for the year has been prepared on the basis of a 4.0% rate revenue increase (excluding interim rate income), which is forecast to produce an end of year surplus of \$128,757. The small surplus enables Council to withstand any unforeseen financial costs or revenue reductions that may occur during the year.

The current forecast end of year surplus for 2021/22 is \$176,043, which is reflected in the opening surplus at the start of the 2022/23 financial year. This forecast will vary when the final annual financial report is produced for 2021/22, with the final result reflected in the financial statements when the 2022/23 mid-year budget review is conducted in February/March 2023.

The fees and charges when adopted will determine the amount of revenue to be received during the 2022/23 financial year for certain areas. The fees and charges revenue has been forecast in the draft budget income projections, and is based on the recent decisions of Council at the Ordinary Council Meeting dated the 23rd of March 2022, (Res: 58-2) and Special Council Meeting dated the 5th of May 2022, (Res: 107-22) to adopt draft Fees and Charges for the 2022/23 period.

After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure. However, it is allowed to adopt a budget that has a deficit that does not exceed 10% of its rate revenue.

For the 2022/23 budget it is proposed a total of \$14,551,891 be raised from general property rates, \$264,740 for the Eaton Landscaping Specified Area Rate, and \$109,726 for the Annual Bulk Waste Collection Specified Area Rate. In addition, Council forecast Interim Rate revenue of \$111,668 for the 2022/23 financial year. The expected yield from rates will be sufficient to balance the 2022/23 budget after some adjustments have been made to increase other sources of revenue, reduce operating expenditure and to adjust the amount transferred to or from reserves.

Budget – Whole of Life Cost

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

Council Policy Compliance

Council Policy CnG 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 and Long Term Financial Plan (budget) needs to be compiled within the last weeks of May or early June.

For the 2022/23 budget, Council considered the timing of the budget adoption and supported the proposed adoption date being extended to the Ordinary Council Meeting scheduled for the 27th of July 2022 to enable an accurate estimate of the Carried Forward Surplus.

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Draft Annual Budget 2022/23
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Legal and Compliance Legislative requirements and compliance determine the need for the production of the Annual Budget.</p> <p>Financial The financial implications associated within the elements of the Annual Budget</p>

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

Officer Comment

The draft budget document follows a similar format to that intended for the final document and includes the following information:

- Financial statements including the Statement of Comprehensive Income (by Nature or Type) and (by Program), Budget Summary and Rate Setting Statement;
- Notes to and forming part of the budget including notes on operating expenditure and revenue, loan borrowings, transfers to and from reserves, rating information and grants (to be provided with the final budget document); and
- Detailed Financial Information for each Schedule at account level, with Sundry Notes providing a greater level of detail for each account. This information is formatted with the account number, description and totals for the 2022/23 Budget.

The 2022/23 draft budget has been prepared utilising the various elements that Council has previously resolved to adopt. These include:

- Strategic Community Plan;
- Corporate Business Plan;
- Long Term Financial Plan;
 - Debt Management Plan;
 - Reserve Funds;
 - Rating Strategy;
- Workforce Plan;
- Asset Management Plans;
 - Pathways;
 - Roads;
 - Parks & Reserves;
 - Buildings;
 - Stormwater Drainage;
 - Plant & Vehicles;
 - Compliance & Executive Vehicles;
 - Information Technology;
 - Eaton Recreation Centre Equipment;
- Elected Member Fees, Expenses & Allowances;
- Community Budget Requests;
- Events, Festivals & Community Services Programs;

- Community Funding Applications;
- Minor & Community Grants;
- Elected Member Budget Requests; and
- Fees & Charges Schedule.

While the 2021/22 financial year has not yet ended, the draft 2022/23 Budget document presented to Council represents the current forecast closing surplus on the 30th of June 2022.

The final 2022/23 Budget document is scheduled to be presented to Council and adopted at the Ordinary Council Meeting on the 27th of July 2022. It is not anticipated that the final budget document will vary from the current draft budget, unless Council resolves to vary any of the revenue or expenditure items presented in the draft budget.

- *Rate Setting Statement*

This statement shows the proposed financial position for the year, after including all operating revenue and expenditure, capital expenditure, loan repayments, transfers to and from reserves, income from sale of assets and rates (refer to page 2 of the draft budget). The statement is designed to show how much must be raised from rates to record a breakeven result.

The draft Budget for 2022/23 as presented produces a surplus of \$128,757 at the end of the financial year. There is effectively a small deficit of \$47,286 for the 12 month period, as the forecast opening surplus of \$176,043 is taken into consideration when calculating the end of year position.

If grants, revenue and the estimated brought forward surplus do not meet expectations or there are requests to increase or add expenditure items, this position will not be achievable. The other factor to be taken into account is the value of projects and items that have not been completed in 2021/22 and need to be brought forward to 2022/23 through the Carried Forward Projects Reserve.

- *Rates*

The draft 2022/23 Budget includes a 4.0% rate revenue increase (excluding interim rate income) for UV and GRV properties, and 0% increase in minimum rates. This in accordance with Council's previous resolution through the adoption of the Long Term Financial Plan.

After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure. However, it is allowed to adopt a budget that has a deficit that does not exceed 10% of its rate revenue.

For the 2022/23 budget it is proposed a total of \$14,551,891 be raised from general property rates, \$264,740 for the Eaton Landscaping Specified Area Rate, and \$109,726 for the Annual Bulk Waste Collection Specified Area Rate. In addition, Council forecast Interim Rate revenue of \$111,668 for the 2022/23 financial year. The expected yield from rates will be sufficient to balance the 2022/23 budget after some adjustments have been made to increase other sources of revenue, reduce operating expenditure and to adjust the amount transferred to or from reserves.

Based on a 4.0% rate revenue increase, the Gross Rental Valuation (GRV), Unimproved Valuation (UV) and Minimum Rates are included as follows:

	UNIMPROVED VALUE RATE IN DOLLAR	GROSS RENTAL VALUE RATE IN IN DOLLAR	MINIMUM RATE
2021/22 – Current	\$0.006468	\$0.104016	\$1,547.50
2022/23 – Proposed	\$0.006362	\$0.103260	\$1,547.50

	SPECIFIED AREA RATE BULK WASTE	SPECIFIED AREA RATE EATON LANDSCAPING
2021/22 – Current	\$0.001315	\$0.002925
2022/23 – Proposed	\$0.001315	\$0.002925

The increase applied to GRV and UV properties represents Council's endorsement of a 4.0% rate revenue increase for the 2022/23 budget, with a 0% increase in minimum rates (OCM 23rd of March 2022 Res: 59-22). The outcome of the rates modelling required to produce an overall 4.0% rate revenue increase results in an average 4.34% increase in GRV and UV properties not on the minimum rate, with a 0% increase in minimum rates. This 4.34% increase is primarily due to the 0% increase in minimum rates, resulting in the overall 4.0% increased income being generated solely from properties not on minimum rates, with 611 properties moving from a minimum rate in 2021/22 to a GRV rate in 2022/23. The impact of this rate increase will be softened through the 0% increase in the Bulk Waste and Eaton Landscaping Specified Area Rates.

The following table provides a summary of the rates modelling produced, which reflects the percentage increase and shows the mean (average), median (midpoint) and mode (most common) rate for each rating category (excludes Specified Area Rates, Waste Charges and ESL Levy):

GENERAL RATE CATEGORY	VALUE	NUMBER ON MINIMUM RATE	NUMBER ON GENERAL RATE	MEAN RATE	MEAN INCREASE / (DECREASE)	MEDIAN RATE	MODE RATE RANGE
Residential	GRV	834	4,069	\$1,843.84	\$81.99	\$1,825.64	\$1,501 - \$1,601
Commercial	GRV	9	61	\$21,767.06	(\$1,094.68)	\$3,599.13	\$1,501 - \$1,601
Industrial	GRV	49	65	\$8,795.04	\$1,115.50	\$3,539.65	\$1,501 - \$1,601
Small Holdings	GRV	65	369	\$2,287.12	\$86.35	\$2,295.47	\$1,501 - \$1,601
Rural	UV	108	200	\$2,804.00	(\$58.34)	\$1,962.68	\$1,501 - \$1,601
Farmland	UV	22	291	\$3,517.97	\$116.78	\$3,002.86	\$1,501 - \$1,601
Mining	UV	18	0	\$1,547.50	\$0	\$1,547.50	\$1,501 - \$1,601
TOTAL		1,105	5,055	\$2,147.25*	\$74.56	\$1,825.64	\$1,501 - \$1,601

It should be noted that some GRV and UV properties will receive either an increase or decrease in their rates due to recent Landgate GRV and UV revaluations. Valuation methodologies and revaluations are effectively outside of Council's control, however, property owners are entitled to appeal valuations issued by Landgate should they believe their UV valuation is not correct.

At the Ordinary Council Meeting dated the 25th of March 2020, Council endorsed to continue with the Eaton Specified Area Rate. In line with Council's decision for a 0% increase in minimum rates, and to abide by the principle where Specified Area Rates are based on the recovery of costs, there is no increase forecast for Specified Area Rates Eaton Landscaping or Specified Area Rate Bulk Waste in the 2022/23 financial year.

Household waste collection charges have been increased 3.2% from \$229.70 to \$237.00 to predominantly reflect the forecast increase in kerbside recycling contract costs associated with the waste contract and the introduction of the three bin FOGO system from 2021/22.

- *Brought Forward Position*

The draft 2022/23 Budget includes an estimated brought forward surplus from the 30th of June 2022 of \$176,043. The surplus compares favourably with the amended budget position of \$156,668. This is primarily attributed to some revenue items exceeding budget forecasts, some expenditure items being lower than budget and the carrying forward of some capital works projects.

- *Staffing*

A concerted effort has been made in this budget to contain staff costs in the 2021/22 budget and future years, however the Council is growing and additional staff may be required to maintain and develop Council's facilities and services to the community. Provision has been made in the 2021/22 Budget for a Fair Work Australia minimum wage increase. As Council pays over the award an overall increase of 2.5% is forecast for 2022/23 with an allocation of \$134,381 or 1.0% for performance increases, which are advancing employees to a higher level due to promotion, new qualifications or responsibilities, or above standard performance.

At the Special Council Meeting held on the 5th of May 2022, Council endorsed the draft Workforce Plan for the 2022/23 – 2031/32. The Workforce Plan identifies the full time equivalent staff required for Council's operations.

Based on the Workforce Plan, the total number of full-time equivalent (FTE) staff at the end of 2022/23 will be 120.27 FTE. The total salaries and wages cost (including superannuation) associated with the employment of 120.27 FTE's is \$11,336,277, which is an increase of 4% in full-time equivalent staff from the adopted 2021/22 budget of 115.31 FTE.

Employee costs consist of direct salary and wages, annual and long service leave provisions, workers compensation insurance, training costs, superannuation contributions, uniforms and protective clothing, professional development, fringe benefits tax and any other costs related to the employment of staff.

Total insurance costs for Council, incorporating Workers Compensation and General Insurances has increased from the 2021/22 forecast of \$498,520 to \$520,843 in 2022/23. This is due largely to the high number of natural disaster that have occurred over the last 12 months and projected increased risk from insurance underwriters.

Fringe Benefits Tax is incurred by Council for benefits provided to Council employees. The primary area of benefit provided is the private use of Council motor vehicles, with very minor costs for phone and entertainment. Fringe benefits tax is estimated continue to remain within forward budget estimates from an adopted budget of \$138,735 in 2021/22 to \$139,712 in 2022/23.

- *(Profit)/Loss on Asset Disposals*

There is a forecast profit on disposal for the 2022/23 financial year of \$2,942,186 which primarily relates to the sale of the current Council Administration Building of \$2,940,246 (represents the \$5.0m sale price less the Written Down Value of \$2.059m), and a smaller profit spread over two vehicle disposals of \$1,940. The vehicle disposals are scheduled to be carried over from 21/22 to 22/23 financial year due to the timing of vehicle delivery. The actual profit or loss on asset disposal on all other plant and vehicle disposals will be calculated during the year based on the sale price and written down asset value.

- *Capital Works Programme*

\$22,619,653 is to be spent in 2022/23 on the acquisition and/or construction of furniture, equipment, vehicles, plant, buildings and infrastructure assets, including carried forward projects. Council will allocate \$9,358,067 from Reserves to fund this expenditure, with the balance of funding sourced from external grants and contributions, and proceeds from the sale of assets. Refer to pages 91 to 104 of the draft budget for a detailed list of asset acquisitions, works and disposal.

Council has established Asset Management Plans for its various classes of assets, which project over a 10+ year period the required capital upgrade, expansion and renewal requirements. These Asset Management Plans include the regular transfer of funds to Reserves to ensure the Council's cash flow requirements can be met each year.

These Asset Management Plans were considered and adopted by Council at the Special Council Meeting on 5th of May 2022.

Of the \$22,619,562 capital expenditure budget, the following is the breakdown based on Asset Category:

- Asset Renewal \$2,844,778 (12.6%);
- Asset Upgrade \$1,992,574 (8.8%); and
- New Assets \$17,782,210 (78.6%).

- *Carried Forward Projects*

The 2022/23 draft budget includes a number of carried forward projects that were not able to be completed during the 2021/22 financial year due to a number of factors. These projects are predominantly capital Transport Construction, Building Construction and Parks & Reserves Construction and are identified in their respective sections of the budget.

Whilst there remains a significant number of carried forward projects for 2022/23, with careful consideration by the Executive and Management, Council Officers have proposed to remove or defer a number of projects to enable all of the remaining projects to be completed during 2022/23, including:

- Eaton Drive Intersection Upgrades (\$375,000)
A reassessment of improvements are currently underway with assistance of MRWA. It is unlikely that any works will be done in 22/23. A provision exists for the carried forward for Eaton Drive intersection upgrade and it is proposed to return/postpone the new funding received towards this project.
- Hynes Road (\$300,000)
Although this project can be delivered, it has not been designed/costed in details. Proper planning can recommence once the BORR is completed and upgrade to the intersection with South West Highway is completed. It is recommended to postpone this project for reconsideration in the RAMP and to return/postpone the new funding received towards this project.
- Eaton Drive 0.06 to 0.14 (\$50,000)
The road is showing signs of failure, but the critical section is within the MRWA jurisdiction. Work to the Shire section will only partly address issue. Delaying the project allows for RRG grant funding application to be submitted and more time to collaborate with MRWA.
- Millbridge Blvd Bridge (\$60,000)
After reinspection indicated no immediate works are required, it is recommended to postpone this project for reconsideration in the RAMP.

- Eaton Drive Pathway Renewal (\$20,000)
Temporary works addressed the trip hazards. Staff will monitor the condition of the path and other know trip hazards and forward a new project for reconsideration in the PAMP
- Wellington Mills Bushfire Brigade (\$52,395)
LTFP has shown the construction in 24/25 allowing the design to be postponed. Funds received and no used will be returned back to DFES.
- Eaton Recreation Centre Landscaping (\$10,000)
Once the renovation works inside the building is completed, a detail design can be done for the refurbishment of the centre Entrance. Currently no scope or costings have been done. IT is recommended to postpone this project for reconsideration in the BAMP
- Eaton Foreshore Bore & Landscaping Project (reduction in project from \$400,000 to \$100,000)
Significant approvals and design will have to be done prior to any bore installation. It is anticipated that the approval process may delay installation and therefore it is proposed to stage the project over two years. Stage 2 to be considered in the review of the PRAMP.

- *Loan Borrowings*

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

Council will continue to repay existing loans during the year, with total Principal payments of \$529,713 and Interest/Government Guarantee Fee payments of \$200,118.

- *Reserves*

Transfers to reserves are expected to total \$10,421,214 for the 2022/23 year. Reserve Interest of \$53,741 is forecast to be earned on cash backed reserves during 2022/23, with 50% returned to the municipal fund. This compares with the forecast interest for 2021/22 of \$60,000. This increased earnings forecast is attributed to higher forecast interest rates, despite having reduced cash reserves.

Transfers from reserves (including carried forward projects) totalling \$13,709,610 are primarily used for capital projects.

Reserve transfers are detailed in the explanatory information of the draft budget document (refer to pages 105 to 110 of the draft budget), together with the various Reserve balances.

The 2022/23 Budget expects less funds to be transferred to reserves than is in from reserves. If the reserve transfers proceed as budgeted the expected balance of reserves at the 30th of June 2023 will be \$10,146,925 and is a decrease on the expected balance at the start of the year of \$13,435,321.

- *Revenue and Expenditure Explanatory Information*

This area of the budget primarily represents the operating expenditure and revenue for the coming year.

- *Schedule 3 - General Purpose Funding*

In accordance with Council's previous resolution through the adoption of the Long Term Financial Plan and draft Corporate Business Plan, the draft budget has been formulated on a 4.0% increase in overall the rate revenue, with minimum rate for all properties continuing to be levied at \$1,547.50.

The WA Local Government Grants Commission (WALGGC) has not yet finalised the grants for 2022/23. Interim advice received from the Department Local Government, Sport and Cultural Industries (DLGSCI) indicate that the 2022/23 grant allocation will reflect the 2021/22 grant funds received. Management has undertaken a conservative approach and forecast a 3.75% increase in the Financial Assistance Grants revenue as per the actual 2021/22 figures, which reflects the forecast National (All Groups) CPI increase.

It is expected that Council will receive General Purpose Grant revenue of \$984,091 and Local Roads Grant revenue of \$538,187, noting that approximately 75% of these grant funds have been received in May 2022, and subsequently will be transferred to the Unspent Grants Reserve.

Interest earned on investments is expected to be as per 2022/23 budget estimates. Investments are placed in accordance with Council's investment policy and are limited to secure and liquid investment options such as term deposits. The 2022/23 budget forecasts Municipal Fund interest of \$7,080, and Reserve Fund interest of \$107,483. Reserve Fund interest is accumulated throughout the year with 50% distributed across all of Council's Reserve Accounts at year-end, and the balance returned to the municipal fund.

Total interest earnings for the Council, inclusive of interest charged on instalments and overdue rates, is budgeted to be \$250,089, which is an increase on the budget estimate for 2021/22 of \$196,149. Increasing interest rates on investments (term deposits) and an increase of interest on rates are significant factors in this estimate.

- *Schedule 4 – Governance*

Schedule 4 contains the provision for Members of Council expenditure which includes the President/Councillor Meeting Attendance Fees combined budget of \$120,138. This includes a 2.5% increase applied to the SAT Band, and application of Council's Policy in relation to Councillor fees to reflect 75% of the SAT Band fee. In addition, Councillors are entitled to an annual Telecommunications allowance of \$2,625 per Councillor as adopted by Council. Councillor training and conference expenditure is budgeted at \$26,123.

Forecast expenditure of \$28,000 is budgeted for Council Refreshments/Receptions which includes Council meeting meals, regional meetings plus general refreshments (sundry items for both Council and staff kitchen areas). Total Audit Fees expenditure is forecast at \$38,600 and comprises of Council's audit contract \$34,600, plus grant acquittals scheduled for 2022/23.

- *Schedule 5 – Law, Order & Public Safety*

Emergency Services Levy (ESL) expenditure and revenue is recorded in the Fire Prevention section of the draft annual budget. Council estimates ESL expenditure across all eight brigades of \$202,987 which is funded through DFES's (Department Fire Emergency Services) ESL program. ESL levies are raised through Council's rating system and subsequently the funds collected are remitted to DFES.

The draft budget also includes the carried forward sealing costs for Dardanup Central Bushfire Brigade Station of \$205,839; and carried forward Joshua Crooked Brook works of \$4,675. Additionally the Upper Ferguson Bushfire Brigade has also received an 80,000 litre water tank grant from DFES. Capital brigade works can be found in the Building Construction section of the budget on page 95.

Ranger Services and Emergency Services staff are contained within Law, Order & Public Safety. Budgeted salaries and wages are spread over Animal Control and Other Law, Order and Public Safety to a combined salaries including superannuation budget of \$471,109. Animal Management Program expenditure includes a budget allocation of \$5,250 in the draft budget. Dog and Cat Registration revenue is budgeted at \$54,000 and \$8,000 respectively, whilst Animal Infringements fines is forecast at \$10,000 for 2022/23. A new fee for the return of Animals has been introduced in 2022/23.

- *Schedule 7 - Health*

The Health program covers maternal and infant health expenditure which incorporates Council's building maintenance costs for the Eaton Family Centre.

Preventative Services contains all expenditure relating to Health Administration and Inspections. Health fees and charges are forecast at \$25,000 for the 2022/23 budget year reflecting an increase in these fees.

Pest Control expenditure is budgeted at \$2,600 for Mosquito Control, and \$5,000 contribution towards the 2022/23 Leschenault CLAG contribution scheme administered by the City of Bunbury.

- *Schedule 8 – Education & Welfare*

Education and Welfare comprises of operational expenditure and revenue attributed to Education, Aged & Disabled Care, and Other Welfare. Annual School Awards are a budgeted donation totalling \$1,350 where Council contributes towards both primary and secondary school awards. In addition Council donates \$6,016 towards the Chaplaincy Program at Eaton Community College and Eaton Primary School.

Other Welfare expenditure and revenues pertains to costs relating to Culture & Community Services. The Community Services Programs expenditure, as listed on page 29 of the draft budget, is forecast at \$34,500 and includes the Youth Development Programs, Skateboard Competitions, Minor and Community Event Assistance, and Minor Community Activities.

Donation expenses is budgeted at \$28,350 which includes donations to various community groups and projects, Seniors Christmas Dinners, and Council's Personal Development Scheme.

- *Schedule 10 – Community Amenities*

Community Amenities encompasses Sanitation, Refuse, Protection of Environment, Town Planning and Regional Development, and Other Community Amenities expenditure and revenue.

The total provision for all Sanitation Household expenditure including kerbside refuse and recycling removal and disposal, processing and operational Refuse Site expenditure is budgeted at \$1,579,440.

Domestic Refuse, Recycling and FOGO levies are budgeted at a combined \$1,311,795 in the 2022/23 draft budget. In addition to the rubbish, recycling and FOGO levies, Council has forecast Specified Area Rate (SAR) - Bulk Waste Collection revenue of \$109,926 of which \$77,726 is allocated to the Bulk Waste Collection, and \$32,000 contribution to the Transfer Station.

Revenue for Refuse Site Fees and Charges is budgeted at \$91,631 for 2022/23 financial year, which is a small increase on the previous year's forecast.

Environmental Expenditure is budgeted at \$35,000 and incorporates expenditures on projects including declared weeds management, revegetation projects, grant seed funding (match funding grant expenditure) and other projects as determined by management. The full extent of works is further defined in the Environmental Management Plan.

Town Planning expenditure items include \$278,000 for Consultancy, consisting of \$188,000 for Wanju and Waterloo Consultancy for the Development Contribution Plan which is funded from the Wanju Loan Funds, \$20,000 various Town Planning projects, and \$50,000 allocation for Developer Contribution Plans for Dardanup and Burekup. An additional \$20,000 is included in this section of the budget for Council's Heritage Review which is funded by grant from Department of Planning, Lands & Heritage. A sundry provision of \$5,000 is allocated for Land Development Expenses.

Town Planning Application revenue is budgeted at \$70,000 in 2022/23, which is an increase from the previous year's forecast of \$55,000; this is primarily due to an increase in the market economy and planning activities within the Shire.

Other Community Amenities includes operational expenditure on Dardanup and Ferguson cemeteries' maintenance, disability services expenditure, public toilets maintenance and street furniture maintenance.

The draft budget includes the capital projects of \$107,036 for the Charlotte Street Public Toilets which is primarily grant funded, plus the remaining \$3,000 allocated for the Gnomesville Public Toilets Artwork Installation to be completed in early 2022/23.

- *Schedule 11 – Recreation & Culture*

Recreation and Culture includes Public Halls, Parks Gardens and Reserves, Eaton Recreation Centre, Eaton and Dardanup Libraries and Other Culture.

As detailed on page 115 to 116 of the draft budget, Appendix C – Building Maintenance and Minor Works Program includes public hall budget maintenance of \$93,612. Included in this figure is the estimated 2022/23 operational expenditure of \$40,611 on the Dardanup Hall, which is partly offset by budgeted Dardanup Hall hire revenue of \$10,000.

The adopted 10 year Building Asset Management Plan 2022/23 – 2031/32 includes building capital expenditure projects, including the Eaton Bowling Club Rooms, Eaton Oval Club Rooms, Eaton Skate Park, Sport Lighting and Wells Recreation Reserve Change Rooms.

Parks, Gardens and Reserves operational expenditure is budgeted at \$3,403,635 for Reserves detailed on pages 118 to 119 'Appendix E – Parks & Reserves Maintenance and Minor Works Expenditure'.

Parks and Reserves capital expenditure is list on page 98 and is budgeted at \$845,258 and is part funded by Reserve transfers, grants and the Specified Area Rate (SAR) for Eaton Landscaping. The SAR collected through Council's rating function has been partly allocated to the Unspent Eaton Landscaping Reserve to be used in future projects.

Operating Revenue includes a budget provision of \$264,740 for Specified Area Rate for Eaton Landscaping allocated to Millbridge Public Open Space Maintenance \$164,740 and Eaton Parks and Reserves Upgrades of \$100,000.

The Eaton Recreation Centre (ERC) operating deficit for 2022/23 is forecast to be \$198,615, excluding depreciation and administration overhead costs. Operational expenditure including building maintenance, plus lease repayments and capital equipment, is budgeted at \$1,548,315. A full breakdown of ERC 2022/23 draft budget is included on pages 50 and 51, and by cost centre on page 60.

- *Schedule 12 - Transport*

Road Maintenance expenditure is budgeted at \$1,900,038, Bridges Maintenance \$96,606 and Ancillary Maintenance of \$431,320.

Capital Transport Projects are forecast at a total \$4,217,151 for Road Upgrades, Renewals, Pathway and Drainage projects. Transport Grant Revenue is budgeted at \$140,000 in Black Spot Funding, \$1,080,000 in Regional Road Group Funding, \$316,017 for Roads to Recovery projects, and \$19,317 in contributions.

Transport Construction Expenditure also includes several carried forward capital road upgrade and renewal projects which are funded from the Carried Forward Projects reserve or the Unspent Grants Reserve.

- *Schedule 13 – Economic Services*

Economic Services contains expenditures and revenues for Tourism and Area Promotion, Building Control and Other Economic Services. Budgeted Tourism donations totalling \$68,500 and Economic Development contributions of \$42,000 are included in the draft annual budget.

Building Licence revenue is budgeted at \$120,000 for 2022/23 financial year, and Swimming Pool levies is forecast at \$24,000 in 2022/23.

- *Schedule 14 – Other Property & Services*

Administration Overheads, Public Works Overheads, Plant Operation and Salaries and Wages are reported in the Other Property & Services Function. A change occurred in the 2021/22 budget in how Public Works Overheads are allocated to capital works projects, to ensure compliance with the Australia Accounting Standards where administration overheads are not capitalised. Administration overheads can still be applied to maintenance works. This resulted in a PWOH rate of 122% being applied to capital works and 278% for maintenance works for the 2022/23 budget, in addition to several engineering staff's salary cost being applied directly to capital works. This reallocation of PWOH from capital works to maintenance works has required a corresponding reduction in the transfer to the Road Reserve to maintain the same end of year surplus. Other significant budget forecasts include workers compensation insurance budget of \$181,235, IT Equipment Leasing Expenditure of \$139,027 which includes IT Equipment leased as per IT Asset Management Plan, and Software Licencing Expenses \$622,719.

- *Summary*

The draft budget for 2022/23 is balanced and Councillors are encouraged to examine the document thoroughly. Councillors are welcome to contact the Deputy Chief Executive Officer or Manager Financial Services prior to the Council meeting to discuss any questions.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority - [Absolute Majority for final adoption]

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION "A"

DRAFT BUDGET FOR 2022/23 – TRANSPORT ASSETS

THAT Council endorse the Transport Assets capital acquisition/works as contained in the 2022/23 Draft Budget [Appendix ORD: 12.4.1A - Under Separate Cover].

OFFICER RECOMMENDED RESOLUTION "B"

DRAFT BUDGET FOR 2022/23 – PARKS & RESERVES ASSETS

THAT Council endorse the Parks & Reserves Assets capital acquisition/works as contained in the 2022/23 Draft Budget [Appendix ORD: 12.4.1A - Under Separate Cover].

OFFICER RECOMMENDED RESOLUTION “C”**DRAFT BUDGET FOR 2022/23 – LAND & BUILDING ASSETS**

THAT Council endorse the Land & Buildings Assets capital acquisition/works/disposals as contained in the 2022/23 Draft Budget [Appendix ORD: 12.4.1A - Under Separate Cover].

OFFICER RECOMMENDED RESOLUTION “D”**DRAFT BUDGET FOR 2022/23 – OTHER ASSETS**

THAT Council endorse the Plant & Equipment, Motor Vehicles, Furniture & Fittings capital acquisition/works/disposals as contained in the 2022/23 Draft Budget [Appendix ORD: 12.4.1A - Under Separate Cover].

OFFICER RECOMMENDED RESOLUTION “E”**DRAFT BUDGET FOR 2022/23 – RESERVE TRANSFERS & LOANS**

THAT Council endorse the Reserve Transfers and Loans as contained in the 2022/23 Draft Budget [Appendix ORD: 12.4.1A - Under Separate Cover].

OFFICER RECOMMENDED RESOLUTION “F”**DRAFT BUDGET FOR 2022/23 – OPERATING INCOME & EXPENDITURE**

THAT Council endorse the ‘Operating Income and Expenditure presented in Schedules 3 to 14’ as contained in the 2022/23 Draft Budget [Appendix ORD: 12.4.1A - Under Separate Cover].which includes the following:

- Statement of Comprehensive Income by Nature or Type;
- Statement of Comprehensive Income by Program;
- Statement of Cash Flows;
- Rate Setting Statement showing an amount required to be raised from rates for 2022/23 of \$14,647,497;
- Revenue generated from the Schedule of Fees and Charges for 2022/23;
- Notes to and Forming Part of the Budget; and
- Budget Program Schedules.

OFFICER RECOMMENDED RESOLUTION “G”**GENERAL AND MINIMUM RATES****THAT Council:**

1. For the purposes of yielding the deficiency disclosed by the Draft Budget for 2022/23 adopted as Part F above, endorse the imposition of the following general rates and minimum rates on Gross Rental and Unimproved Values to generate a general rate revenue increase of 4.0% (excluding interim rates with a 0% increase in minimum rates):
 - a) General Rates
 - Gross Rental Value (GRV) Rated Properties = \$0.103260
 - Unimproved Value (UV) Rated Properties = \$0.006362
 - b) Minimum Payments
 - Gross Rental Value (GRV) Rated Properties = \$1,547.50
 - Unimproved Value (UV) Rated Properties = \$1,547.50
2. Endorses the raising of the following Specified Area Rates:
 - a) “Bulk Waste Collection Levy” on developed residential properties within (and adjoining to) the townsites of Eaton, Dardanup and Burekup that are serviced with Council’s bulk and green waste kerbside pickup to meet the cost of the service and to contribute to the refuse site.
 - Residential GRV = \$0.001315 per specified assessment to yield \$109,726.
 - b) “Eaton Landscaping” levy on properties within the townsite of Eaton for the purpose of upgrading and maintaining parks and reserves in Eaton townsite.
 - Residential GRV = \$0.002925 per specified assessment to yield \$264,740.
3. Endorses an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$14.00 for each instalment after the initial instalment is paid (\$42.00 for four (4) instalment option).
4. Endorses an interest rate of 5.50% where the owner has elected to pay rates (and service charges) through an instalment option.
5. Endorses an interest rate of 11.0% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

By Absolute Majority

12.4.2 Title: Strategic Financial Plan 2022/23 – 2031/32

Reporting Department: Corporate & Governance Directorate
Reporting Officer: Mr Phil Anastasakis – Deputy Chief Executive Officer
Legislation: Local Government Act 1995
Attachments: Appendix ORD: 12.4.2A – Strategic Financial Plan 2022/23 – 2031/32 (Under Separate Cover)
 Appendix ORD: 12.4.2B – Risk Assessment

Overview

Council is requested to consider and endorse the Strategic Financial Plan 2022/23-2031/32 which has been updated as part of the annual review of the Long Term Financial Plan, Corporate Business Plan, Asset Management Plans and Workforce Plan.

Background

Council is requested to review and receive the Strategic Financial Plan for 2022/23-2031/32. This document is provided under a separate cover [Appendix ORD: 12.4.2A – Under Separate Cover]. The Strategic Financial Plan provided in the appendices includes the various Asset Management Plans Summary Programs.

Council’s Corporate Planning Framework (Chart 1) articulates the financial planning framework, systems and processes that are included as part of the annual review and updated of the Strategic Financial Plan.

The Strategic Financial Plan is a rolling 10 year forecasting and planning document primarily focused on the long term financial plan and asset planning. The asset management plans not only plan project expenditure and their timing, but also incorporate funding planning through the setting aside of monies into respective reserve funds to ensure projects are funded in the planned year of activity.

The Strategic Financial Plan includes the following documents;

a) *Long Term Financial Plan*

The purpose of this Plan is to project the financial income and expenditure of Council for the next 10 years, and in doing so determine the rating, grant and other income requirements. The Long Term Financial Plan is an integrated financial model which incorporates the financial requirements associated with the Workforce Plan, Asset Management Plans and other Service Strategies, and was presented and adopted by Council (Res: 125-22) in a separate report on the 25th of May 2022.

In adopting the Long Term Financial Plan 2022/23-2031/32, Council have endorsed a proposed rate revenue increase of 4.0% for 2022/23 (with a 0% increase in minimum rates), a 6.0% increase for 2023/24, 4.0% from 2024/25 to 2028/29, and 3.0% thereafter. Year one of the Long Term Financial Plan forms the foundation of the 2022/23 budget. The following table summarises the projected rate revenue increases and end of financial year surplus / (deficit) for the next 10 years:

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Rate Increase	4.0%	6.0%	4.0%	4.0%	4.0%	4.0%	4.0%	3.0%	3.0%	3.0%
Surplus / (Deficit)	\$142,393	\$146,081	\$93,709	\$127,027	\$69,089	\$28,360	\$53,915	\$171,981	\$219,469	\$283,412

b) *Debt Management Plan*

The general purpose of this document is to plan and monitor Council's debt levels and to note any proposed new loans. The Debt Management Plan consolidates all Councils current & future borrowings into one document that allows the impact of new borrowing decisions to be readily identified.

The Debt Management Plan was presented to the Integrated Planning Committee meeting on the 9th of March 2022, and was subsequently adopted by Council (Res: 60-22) on the 23rd of March 2022. As part of the deliberations associated with the Long Term Financial Plan where a number of building projects were brought forward on the works program, changes have occurred to the loan schedule previously adopted by Council. The Debt Management Plan incorporated within the Strategic Financial Plan has been updated to reflect those changes endorsed by Council.

c) *Reserve Funds Plan*

This document summarises Reserve Fund requirements for the period of the Long Term Financial Plan. It consolidates the proposed funding that will be required to meet existing asset funding gaps and specific large operating expenses, while highlighting those Restricted and Unrestricted Reserve funds.

The Reserve Funds transfers for the various Asset Management Plans was presented to the Integrated Planning Committee meeting on the 9th of March 2022, and was subsequently adopted by Council (Res: 61-22 to Res: 68-22) on the 23rd of March 2022. As part of the deliberations associated with the Long Term Financial Plan where a number of building projects were brought forward on the works program, changes have occurred to some of the reserve transfers which were presented and adopted by Council (Res: 125-22) on the 25th of May 2022.

The following table summarises the projected total reserve funds available over the next 10 years (\$ million):

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Restricted	2.27	2.29	2.31	2.37	2.43	2.50	2.57	2.64	3.11	3.60
Unrestricted	9.83	5.64	5.43	5.35	5.76	4.98	5.70	6.13	7.17	7.89
TOTAL	\$12.11	\$7.93	\$7.74	\$7.73	\$8.20	\$7.48	\$8.27	\$8.77	\$10.28	\$11.50

d) *Rating Strategy*

This document defines and articulates Council's rating objectives associated with a General Rating methodology, and incorporates the decisions made by Council during the 2022/23 Long Term Financial Plan review process. The Rating Strategy also includes the principles around the raising of a Bulk Waste Collection Specified Area Rate, the Eaton Landscaping Specified Area Rate, the Minimum Rate payment, and Discounts and Concessions applied for Pensioners, Seniors, Early Payment and Concessions.

The Rating Strategy was presented to the Integrated Planning Committee meeting on the 9th of March 2022, and was subsequently adopted by Council (Res: 59-22) on the 25th March 2022 based on a 4% rate increase for 2022/23, followed by a 4% increase thereafter. As part of the deliberations associated with the Long Term Financial Plan 2022/23-2031/32, Council endorsed (Res: 125-22) a revised proposed rate revenue increase of 4.0% for 2022/23 (with a 0% increase in minimum rates), a 6.0% increase for 2023/24, a 4.0% from 2024/25 to 2028/29, and 3.0% thereafter.

e) *Workforce Plan*

This document details staffing levels for the next 10 years. The Draft 2022/23 - 2031/32 Workforce Plan was presented to the Integrated Planning Committee meeting on the 9th of March 2022, but was deferred. The item was subsequently considered and adopted by Council (Res: 108-22) on the 5th of May 2022.

The following table summarises the projected Full-time Equivalent (FTE) staffing numbers for the next 10 years:

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
FTE Numbers	120.27	119.47	121.17	121.17	121.37	125.07	126.27	126.97	127.17	127.17

The final Workforce Plan staffing levels have been incorporated into the Long Term Financial Plan adopted by Council (Res: 125-22) on the 25th of May 2022.

f) *10 Year Building Asset Plan – 2022/23*

This is a 10 year asset management budget. It details the construction, additions and major maintenance of Council buildings.

g) *10 Year Engineering Plant & Vehicle Asset Plan – 2022/23*

This is a 10 year asset management budget. It details the acquisition and replacement of works plant & vehicles within Council's Infrastructure Services Department.

h) *10 year Executive & Compliance Vehicle Asset Plan – 2022/23*

This is a 10 year asset management budget. It details the acquisition and replacement of Councils Executive & Compliance vehicle fleet.

i) *10 year Information Technology Asset Plan – 2022/23*

This is a 10 year asset management budget. It details the acquisition and replacement of Councils Information Technology hardware and software requirements.

j) *10 year Eaton Recreation Centre Equipment Asset Plan – 2022/23*

This is a 10 year asset management budget. It details the acquisition and replacement of gym and other equipment at the Eaton Recreation Centre.

k) *Road Asset Management Plan Summary – 2022/23*

This asset management plan details Council's road transport preservation and expansion requirements.

l) *Pathway Asset Management Plan Summary – 2022/23*

This asset management plan details Council's pathway network preservation and expansion requirements.

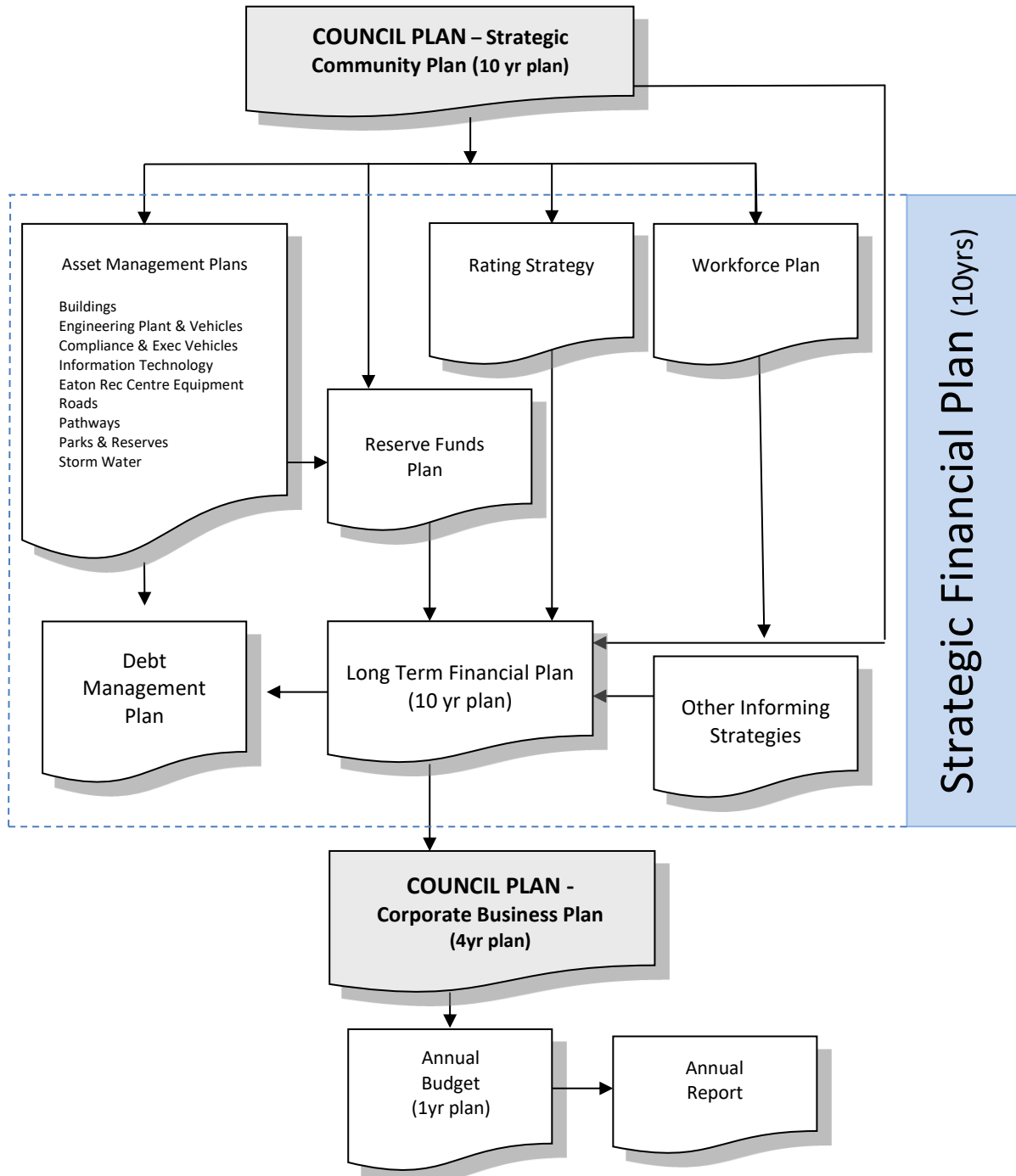
m) *Parks & Reserves Asset Management Plan Summary – 2022/23*

This asset management plan details Council's Parks & Reserves preservation and upgrades.

n) Storm Water Asset Management Plan Summary – 2022/23

This asset management plan details Council’s storm water assets identified for major drainage upgrades.

Corporate Planning Flow Chart
(Chart 1)



Legal Implications

Local Governments are required to adopt a Long Term Financial Plan. It is a 10 year rolling plan that informs the Corporate Business Plan (4yr plan) to activate the Strategic Community Plan priorities.

Council has a legislative requirement to comply with *section 5.56 of the Local Government Act 1995*, which requires all local governments to produce a 'Plan for the Future' of its district, with the Strategic Community Plan and Corporate Business Plan making up this Plan.

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.*

Strategic Community Plan

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

Environment - None.

Precedents

This Strategic Financial Plan is adopted annually and is the lead document for the Annual Budget and Long Term Financial Planning.

Budget Implications

The Strategic Financial Plan's impact on the budget is in line with 2022/23 forecasts.

Budget – Whole of Life Cost

Financial commitments made within these plans will be included in the Corporate Business 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 CP018 – *Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year.

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Strategic Financial Plan 2022/23 - 2031/32
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Legal and Compliance Legislative requirements and compliance determine the need for the production of various plans and financial projections.</p> <p>Financial The financial implications associated within the elements of the Strategic Financial Plan can affect the financial sustainability of Council.</p> <p>Reputational The inclusion of projects and works within the various plans within the Strategic Financial Plan build community expectation.</p>

Officer Comment

Financial planning as a driver of the Annual Budget has greatly enhanced Council’s ability to plan in detail the priority, affordability and timing of future community projects. These plans not only forecast expenditure requirements, but more importantly, plan for cash flow requirements necessary to fund planned activity.

The Long Term Financial Planning process indicates a Local Government’s long term financial sustainability and allows early identification of financial issues and their longer term impacts.

Upon adoption of the Strategic Financial Plan, staff will continue to develop the Annual Budget. The Annual Budget provides the opportunity to fine tune the estimates from year 1 the Long Term Financial Plan, therefore it is anticipated that there will be some minor changes in the final budget document.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council adopts the 2022/23 Strategic Financial Plan [Appendix ORD: 12.4.2A – Under Separate Cover], inclusive of the updates to the Plans and Strategies noted in the Council agenda report.

12.4.3 Title: Shire of Dardanup – New Lease Agreement Template

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis - Deputy CEO</i> <i>Mrs Aly Smith – Building Property Management Officer</i> <i>Mrs Donna Bailye - Personal Assistant to D/CEO</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.4.3A – Lease Fee Matrix</i> <i>Appendix ORD: 12.4.3B – Risk Assessment</i> <i>Appendix ORD 12.4.3C – Correspondence from Lessees</i>

Overview

Council is requested to endorse the Shire of Dardanup's new Lease Agreement Template and confirm the standard terms and conditions to be applied to all future building, land and facility lease agreements.

Background

In accordance *with Section 3.58 of the Local Government Act 1995*, the Council may dispose of property through sale or lease to the public through a prescribed process. Council currently leases properties to various sporting organisations, not for profit, community groups and the public. The leases cover both buildings, facilities and vacant land.

WALGA provides a lease agreement template document for Local Government use. Council has been using this template since 2011, with this document being modified and updated to reflect the changing needs of Council since that time. A review of the WALGA lease agreement template document was undertaken in September 2019, and formally endorsed by Council at its Ordinary meeting held on the 25th of September 2019 (Res: 278-19). Updated terms and conditions were applied to new Leases and Leases renewed from September 2019 onwards, which provided for the following:

- Peppercorn annual lease fee for Not-for-Profit groups of \$0;
- Lessee to pay for all internal fit-out repairs, maintenance and replacement of items;
- Lessee to pay for all utility charges and contents and other relevant operational insurances;
- Lessee paying for the building insurance through a reimbursement to Council of the actual lease costs incurred by the Council through LGIS;
- Lessee to pay for all annual safety inspections and servicing;
- Lessee to pay all rubbish collection charges and pest maintenance;
- Council paying for major structural repairs and maintenance, including fixed equipment and chattels; and
- Council being provided free use of the facility up to 5 times a year.

These standard terms and conditions were also applied to the new 5 year leases for the Burekup & Districts Country Club and Eaton Junior Football Club/Eaton Cricket Club, endorsed by Council at its Ordinary Council Meeting held on the 25th of March 2020 (Res: 41-20 and 42-20).

In March 2020 Council received a request from the Dardanup Sporting & Community Club to not pay building insurance. Council had previously resolved (Res: 350-19) to provide a 50% subsidy on the insurance cost for sporting and community groups who leased Council buildings in the 2019/20 financial

year of \$14,087.37. Council subsequently resolved at its Ordinary Council meeting on the 25th of March 2020 (Res: 59-20) to refund 100% of Insurance premiums paid by Lessees under the current Lease template (\$28,174.74), and no longer on-charge the insurance fees for each lease. The Lease Agreement Template was updated to reflect this change.

A new 20 year lease agreement was established for the Eaton Bowling Club and endorsed by Council at the 25th of August 2021 Council meeting (Res: 263-21), which introduced an annual lease fee in lieu of rates, taxes and charges being paid by the Lessee.

Follow the review of the Lease Agreement template in 2021, a report was presented to the 24th of November 2021 Council meeting relating to the establishment of a new Lease Agreement Template. Council did not adopt the Officer Recommendation at that time but resolved to defer the matter until all of the Clubs have been consulted:

384-21 *MOVED -* *Cr. M T Bennett* *SECONDED -* *Cr. E P Lilly*

THAT Council defer making a decision on the new lease agreement template and lease conditions until all Clubs have been consulted.

CARRIED
9/0

A Councillor Workshop occurred on the 9th of February 2022 to review Council' standard lease terms and conditions within the template lease agreement. Following the workshop with Councillors, a report was brought back to Council on the 27th April 2022 for endorsement (Res: 88-22) of the new Lease Agreement template along with the requirement that Officers consult with existing Lessees and receive their feedback or comments in regards to the new terms.

THAT Council:

1. *Supports the following proposed updated terms and conditions being included in the new Shire of Dardanup Lease Agreement Template.....*
2. *Requests that the Chief Executive Officer consult with existing Shire of Dardanup Lessees in regards to the proposed New Lease Agreement Terms and the Associated Fees and Conditions provided for in part 1 of resolution above;*
3. *Requests that following consultation with the relevant Lessees, the Chief Executive Officer bring a report back to Council in June 2022 for Council endorsement of the new terms for the Shire of Dardanup Lease Agreement Template, Fees and Conditions.*

The Lease Agreement Template and Lease Fee Matrix [Appendix ORD: 12.4.3A] will assist Council officers in future lease negotiations and ongoing lease management, and ensure that Council's lease documentation meets current legal and professional standards.

Legal Implications

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

3.58. Disposing of property

(1) *In this section —*

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

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

- (2) *Except as stated in this section, a local government can only dispose of property to —*
- (a) *the highest bidder at public auction; or*
 - (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
- (a) *it gives local public notice of the proposed disposition —*
 - (i) *describing the property concerned; and*
 - (ii) *giving details of the proposed disposition; and*
 - (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*
 - and*
 - (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the Council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) *the names of all other parties concerned; and*
 - (b) *the consideration to be received by the local government for the disposition; and*
 - (c) *the market value of the disposition —*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

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)(b)(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.*

Strategic Community Plan

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

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

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

Strategy 1.4.1 - Maintain a Customer Service Charter that provides for customer feedback mechanisms. (Service Priority: Very High)

Environment - None.

Precedents

Council has in the past utilised a lease template.

Budget Implications

Introduction of a new lease fee and maintenance system for the lease of Council properties will be reflected in the current 2022/23 budget.

Budget – Whole of Life Cost

LESSEE	LEASE RENEWAL DATE	ORIGINAL PROPOSED LEASE FEE	CURRENT COUNCIL EXPENSE CONTRIBUTION
Bunbury Repertory Club	31 January 2026	\$3,800	
Bunbury & Districts Softball Association	31 December 2027	\$7,800	
Burekup & Districts Country Club	31 October 2023	\$6,200	\$2,906
CWA - Eaton	*Expired 23 February 2022	\$200	
Dardanup Aero modellers Society	4 June 2023	\$1,000	
Dardanup Equestrian Centre	14 September 2041	\$5,000	
Wells Recreation Park Clubrooms	*Expired 14 December 2021	\$3,400	
Eaton Bowling Club	30 June 2041	\$8,200	
Eaton Family Centre	*Expired 27 June 2019	\$1,000	\$9,000
Eaton Junior Football & Eaton Cricket Club	18 March 2025 – New lease to be established for new building.	\$3,800	
Ferguson Community Hall Committee	30 September 2024	\$3,800	\$2,906
Ferguson Valley Marketing – Don Hewison Centre	30 June 2025	\$1,800	
Waterloo Bushfire Brigade	*Expired – 30 June 2021	\$700	
Lions Club – Millbridge & Eaton	29 August 2028	\$500	
Burekup Cricket Club	31 October 2023	\$2,700	

*Council has endorsed renewal of expired leases subject to endorsement of new Lease Template document

Council Policy Compliance - None.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Shire of Dardanup – New Lease Agreement Template
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 preferred template could lead to incorrect charges and loss of income for leasing of Council property.
	Legal and Compliance Establishment of a Council endorsed template will ensure compliance for future lease agreements.
	Reputational Inconsistencies in lease agreement terms could lead to damage to the Shire’s reputation.

Officer Comment

Letters were sent out to Lessees outlining details of current leases and the proposed terms and fees charges seeking feedback from each Lessee. Officers engaged with lessee groups who sought clarification on items prior to submitting written comment in regards to the proposed Template terms and fees.

A number of responses were received, please refer to [Appendix ORD: 12.4.3C] for copies of correspondence received. Most responses were regarding the proposed lease fee which sporting and community groups thought was too high and would put undue pressure on their ability to service the community.

The other common response was the short time frame to provide a response given that most clubs only meet once a month, and many committee members were travelling so they had to liaise remotely with their groups on this matter. Written responses were received from the following lessees;

CLUB	COMMENT	OFFICER COMMENT
Ferguson Hall Management Committee (FHMC)	<p>Lease Fee Matrix is overly simplified and doesn't factor in the complex individual and shared responsibilities of the FHMC and the Shire. The template does not consider the historical and social importance of the Ferguson Valley community's century old association with the Hall. The only benefit of the new lease would provide was a rubbish service.</p> <p>Supportive of standardised approach however concerned with short consultation period on an issue that may affect their group's viability.</p> <p>Seek : To confirm that they are a not-for-profit organisation;</p> <p>Amendment to the lease fee matrix making lease fee one peppercorn pa and;</p> <p>To continue provision for the Shire to make financial grants to FHMC for their operation and maintenance costs.</p>	<p>Noted</p> <p>Noted</p> <p>Agreed. Fee in matrix amended from \$3,800pa to \$680pw</p> <p>Note revised fee of \$680pa</p> <p>Noted – Response is at the discretion of Council. 2022/23 payment forms part of the 2022/23 Draft Budget. Ongoing support noted in the LTFP.</p>
Burekup and Districts Country Club (BDCC)	<p>BDCC felt they weren't being consulted. BDCC's volunteer members provide support to the Burekup and wider community by raising & providing thousands of dollars to a diverse range of community endeavours. Feel the Shire is seeking to move BDCC from community to corporate minded. BDCC have suffered financial loss following closure of the RV stopover, predicted to be in the order of \$3,000pa.</p> <p>Expense of lease fee will result in additional fund raising required and BDCC have very few avenues to raise money. Result will disrupt approx. 200 members. Unachievable</p>	<p>Noted.</p> <p>Noted.</p>

CLUB	COMMENT	OFFICER COMMENT
	<p>volunteer involvement would be required to meet this level of revenue generation.</p> <p>BDCC Committee are aware of the broader impact this will have on the Burekup community in general and object to the forced corporatisation of their community Club.</p> <p>BDCC have put in a great deal of effort to gain funding for solar power system however these savings are now irrelevant as saved funds will now be needed to assist in paying the lease payment rather than returned to the community.</p>	<p>Noted.</p> <p>Noted.</p>
Eaton Junior Football Club (EJFC) & Eaton Cricket Club (ECC)	<p>EJFC are not for profit and higher costs could jeopardise the ability to provide for their junior players and bringing the community together.</p> <p>Proposed fee was “rather large” given that they’re promoting kids sport and community involvement.</p> <p>Utilise additional rubbish service, to cover spectator areas and keep the area litter free, query if there will be additional fee.</p> <p>ECC in agreeance and accept cost if 50:50 split with EJFC.</p> <p>ECC requested invoices split according to sporting seasons – cricket in December, football in June.</p>	<p>Noted.</p> <p>Noted.</p> <p>Rubbish service of 9 bins is currently not charged for, under the new agreement, the fee for 6 bins will be \$875pa.</p> <p>Noted.</p> <p>Noted.</p>
Dardanup Equestrian Centre	<p>Sport & recreation facilities should be exempt from any fees apart from clubs that run a bar & supply meals as a form of fundraising. Most sporting clubs are run by volunteers who contribute time & sometimes finances.</p> <p>Sport & recreation is important for health/wellbeing & mental stimulation. The Shire should encourage clubs promoting this, onerous lease fees will deter it.</p> <p>Applying fees puts strain on overworked volunteers and pressure on increasing costs to memberships, result being unviable club that will fold.</p> <p>Equestrian Centre Campdraft yards were built & are now used collaboratively by the Centre and the Shire.</p>	<p>Noted.</p> <p>Noted</p> <p>Noted.</p> <p>Noted.</p>
Eaton Bowling and Social Club (EBSC)	Sought confirmation that the proposed template was the same lease as the existing EBSC lease, as they understood they were	Confirm that the template is essentially the same as their lease.

CLUB	COMMENT	OFFICER COMMENT
	<p>required to enter into a new lease to comply with the new template.</p> <p>Sought confirmation that their lease, including the further 10 year term expired 30th June 2051.</p> <p>EBSC are required to hold PL insurance \$20M, why does the template state \$10M</p> <p>Internal fit-outs are stated as a Lessee responsibility, seeking confirmation that this is as per their existing lease.</p> <p>Object to a new Emergency Services Levy (ESL) being charged.</p> <p>Queried what "Other taxes or charges payable by Lessee" could be</p> <p>Queried if "Fire Fighting Equipment payable by Lessee" related to statutory inspections/checks.</p> <p>Commented that 5 year lease term would be too short for financial viability of a club such as EBSC.</p> <p>Object to annual lease fee review.</p>	<p>Confirmed.</p> <p>This was a communication error, \$10M is for community & sporting groups without a bar, \$20M is the requirement for clubs with a liquor licence.</p> <p>Confirmed.</p> <p>Noted. Note that EBSC have historically paid the ESL which was \$128.82 in FY21/22. ESL to remain a Lessee charge in new leases.</p> <p>Other taxes or charges refers to any State or Commonwealth taxes forming part of the operating as a Club, ie Payroll Tax, Stamp Duty etc.</p> <p>Confirmed yes, as per current EBSC lease.</p> <p>Confirmed initial lease for a new group would be 5 years, intent was to allow a longer lease if there was a long history already with the club.</p> <p>A 1.5% annual lease fee review is important to ensure costs are being covered. Lease fee review at renewal of terms will allow longer leases to "catch up" if required. As costs escalate over time, officers need to be able to reflect rising costs and suggest the Lease Fee Matrix should be reviewed annually in line with the Schedule of Fees and Charges</p>
Dardanup Sporting and Community Group	Oppose a lease fee as DSCC believe they're not leasing the facility, rather are providing a management structure on behalf of the Shire.	DSCC provide an excellent service to the community & aid management of the facility for the Shire. The Shire enables this through provision of a Lease and all Shire leases have costs associated with them i.e.: insurance, maintenance, etc.

CLUB	COMMENT	OFFICER COMMENT
	<p>Lease fee places additional burden on the 8 member Clubs who are already paying an annual membership fee to DSCC for cleaning, insurance & maintenance costs.</p> <p>DSCC have upgraded Clubrooms over the past 10 years with various projects, Shire have assisted but the majority of funding and labour has been provided by the DSCC. Current canteen upgrade is required as the Shire facility is not suitable for food preparation. Object</p> <p>DSCC manage bookings of the Clubrooms providing a low cost usage option for Clubs that service the community.</p> <p>DSCC and all of their member Clubs are not for profit groups and seek be classified in the lease fee matrix as such.</p>	<p>Noted. The proposed cost (\$2,950) is marginally higher than the former Building Insurance cost (\$2,327 un 2019) which is no longer charged</p> <p>Noted.</p> <p>Noted.</p> <p>Noted. DSCC are a mixture of sporting and community clubs, they were categorised in the lower (cheaper) community group. If exclusively sporting, annual rate would be higher.</p>
Burekup Cricket Club (BCC)	<p>Lease fee of \$2,700pa split 50/50 with BCC and BDCC is unreasonable.</p> <p>Lease fee of \$1,000pw for a 6x6m garden shed would have a considerable impact to the volunteer run organisation, especially considering the cricket club have had to purchase their own lawn mower and fertilizer over the years to upkeep the oval.</p>	<p>The 50% deduction is because the facility is only used for the summer cricket season, not year round so cost would be \$1,375 per season. No additional cost to the BDCC.</p> <p>Noted.</p>
Ferguson Valley Marketing Inc	Ferguson Valley Marketing are a not for profit organisation with limited fund raising abilities and request to be classified as not for profit for use of the lease fee matrix.	Noted. Fee has been applied through the Matrix as Tourism, as this is the Ferguson Valley Marketing core business activity. Ferguson Valley Marketing has the capacity to generate income through sales at the Visitor Centre located at the Don Hewison Centre.
Dardanup Aeromodellers Society Inc.	<p>DAMS would like existing fee arrangement (peppercorn) to remain as the club only uses the land to provide a safe controlled space for their 35 members to fly model planes from.</p> <p>No services or equipment are provided by the Shire and DAMS set up the site without Shire aid, they have established their own access, storage, and disabled toilet.</p>	<p>Noted.</p> <p>Noted.</p>

CLUB	COMMENT	OFFICER COMMENT
	DAMS are not for profit with no income and club fees only set to cover operating costs and insurance and a lease fee increase would place an undue cost on their members.	Noted. Recommend changing to Not For Profit, which will see change from \$1,000 to \$26.

As a formal written response was not received by all groups, Officers followed up with a courtesy call to ensure lessees had received the correspondence and canvased their responses verbally. A summary of the conversation is provided below:

CLUB	LESSEE COMMENT
Lions Club of Eaton & Lions Club of Millbridge	Phone conversation with Michael McFerson; do not intend to provide a written comment, Lease Fee sounds fair given that it's close to the old Building insurance amount that they're no longer paying.
Bunbury and Districts Softball Association	Phone conversation with Ena Curtis; do not intend to provide a written comment, no issue with the proposed terms and fees.
Mark Barnes	Did not intend to comment, most terms were not applicable to his vacant land lease and currently pays market rate so no change.
Bunbury Repertory Club	Left messages with no response from Club.
CWA – Eaton	Left Messages. Advised that if there were comments they would call back. No call received.
Eaton Family Centre	Called left messages. No response from Department of Communities.
Waterloo Bushfire Brigade	Called left message. No response.

Based on feedback received from the existing Council lessees, Officers have modified the Lease Fee Matrix to reduce the base annual fee for Sporting and Community groups and made amendments to the fee matrix category of particular clubs. As a result, the proposed lease fee for existing Lessees has been updated as follows:

LESSEE	PROPOSED ANNUAL RATE	CHANGE BASED ON FEEDBACK RECEIVED AND ASSESSMENT	UPDATED ANNUAL RATE
Bunbury Repertory Club	\$3,800		\$3,800
Bunbury & Districts Softball Assoc.	\$7,800		\$7,800
Burekup & Districts Country Club	\$6,200		\$6,200
CWA - Eaton	\$200		\$200
Dardanup Aeromodellers Society	\$1,000	No buildings & club is NFP	\$26
Dardanup Equestrian Centre	\$5,000		\$5,000
Dardanup Sporting & Community Group	\$3,400	Building Use is meeting room only.	\$2,950
Eaton Bowling Club	\$8,200		\$8,200
Eaton Family Centre	\$1,000		\$1,000
Eaton Jnr Football & Eaton Cricket	\$3,800		\$3,800
Ferguson Community Hall Committee	\$3,800	Group is Not For Profit	\$680
Ferguson Valley Marketing	\$1,800		\$1,800
Waterloo Bush Fire Brigade - vacant land	\$700	No Buildings – Land Only Not For Profit Group	\$26
Lions Club of Eaton & Lions Club of Millbridge	\$500		\$500
Burekup Cricket Club	\$2,700	Only use for 50% of year	\$1,350

LESSEE	PROPOSED ANNUAL RATE	CHANGE BASED ON FEEDBACK RECEIVED AND REVISED ASSESSMENT	UPDATED ANNUAL RATE
Foster Families South West – Dardanup Community Centre	Montessori Group previously charged \$1,000 pa.	New Lease from 1 July 2022. Fee based on Not For Profit Group. Generation of any income will see an increase in the fee.	\$950
Eaton Boomers (future user fee)	\$7,800	Proposed Seasonal Charge is \$7k in fees & charges	\$2,600 for 2022 season

At the 23rd of February 2022 Ordinary Council Meeting, Council requested that a report be brought back to Council regarding the outcome of discussions with Foster Families South West (FFSW) for consideration (Res: 32-22).

THAT Council:

1. *Receives the Registrations of Interest for Lot 45 Little Street, Dardanup (Dardanup Community Centre);*
2. *Requests the Chief Executive Officer enter into further discussions with Foster Families South West regarding their Registration of Interest in establishing a five year peppercorn lease over Lot 45 Little Street, Dardanup (the entire Dardanup Community Centre); and*
3. *Requests the Chief Executive Officer to consult with the relevant parties on the longer term options as considered in the Dardanup Community Facilities Plan for the Dardanup Playgroup to relocate to Wells Recreation Ground.*
4. *Requests the Chief Executive Officer provide a future report to Council regarding the outcome of discussions with Foster Families South West, for Council's consideration.*

Officers have liaised with FFSW, including presentation of a draft lease containing the proposed template conditions. FFSW indicated that they were grateful for the reasonable lease fee and are ready to execute the lease and occupy the premises.

They are required to vacate their current property by the 18th of June 2022 and they are seeking to enter into a lease and take possession of the Dardanup Community Centre soon as possible. To enable early access, FFSW have been granted an occasional usage agreement for dates between the 10th of June 2022 and the 30th June 2022 at an agreed rate of \$30 per day. Officers are now seeking approval to grant a Lease Agreement to FFSW based on the proposed terms and fee matrix.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. **Endorses the following proposed updated terms and conditions being included in the new Shire of Dardanup Lease Agreement Template:**

		CHARITABLE, BENEVOLENT, RELIGIOUS, CULTURAL, EDUCATIONAL, RECREATIONAL, SPORTING OR OTHER LIKE NATURE NOT-FOR-PROFIT CLUBS & GROUPS	COMMERCIAL & SPORTING CLUBS HOLDING A FULL LIQUOR LICENCE	COMMERCIAL FARM LEASES (VACANT LAND)
a)	Lease Fee	Payable by Lessee	Payable by Lessee	Payable by Lessee
	Amount Payable – Buildings	Refer to Lease Fee Matrix	Refer to Lease Fee Matrix	N/A
	Amount Payable – Vacant Land	\$100 per annum	N/A	\$175 - \$500 per hectare or Market Valuation
	Amount Payable – Vacant Land (Lessee removable structures)	Refer to Lease Fee Matrix	Refer to Lease Fee Matrix	\$175 – 500 per hectare or Market Valuation
b)	Building Insurance	Payable by Lessor	Payable by Lessor	N/A
c)	Contents, Public Liability, Workers Compensation Insurance	Payable by Lessee – (\$10M Public Liability Policy)	Payable by Lessee (\$20M Public Liability Policy)	Payable by Lessee – (\$20M Public Liability Policy)
d)	Ancillary Insurances (Cricket nets, lighting towers, sheds)	Payable by Lessor	Payable by Lessor – reimbursed by Lessee	Payable by Lessor – reimbursed by Lessee
e)	Internal fit-out, repairs, maintenance and replacement of items;	Payable by Lessee	Payable by Lessee	N/A
f)	Structural repairs, maintenance and replacement of items;	Payable by Lessor	Payable by Lessor	N/A
g)	Vandalism of facility	Payable by Lessor	Payable by Lessor	Payable by Lessor
h)	Council Rates	Payable by Lessor	Payable by Lessee	Payable by Lessee
i)	Council Rubbish Charges	Payable by Lessor (1 standard rubbish service only)	Payable by Lessee	N/A
j)	Emergency Services Levy	Payable by Lessee	Payable by Lessee	Payable by Lessee
k)	Other taxes or charges	Payable by Lessee	Payable by Lessee	Payable by Lessee
l)	Utility rates and consumption charges	Payable by Lessee (Council Rates paid by Lessor – service and consumption Lessee)	Payable by Lessee	Payable by Lessee
m)	Test & Tag – Electrical Checks	Payable by Lessee	Payable by Lessee	N/A
n)	Fire Fighting Equipment	Payable by Lessee	Payable by Lessee	N/A
o)	Term of Lease	5 years (longer history, longer lease)	5 years (longer history, longer lease)	2 years
p)		Council being provided free use of the facility up to 5 times a year.		

- 2. Acknowledges the responses received from various Lessees and User Groups regarding the lease fees calculated under the Lease Fee Matrix, with these proposed Lease Fees forming the basis of initial Lease negotiations, with the final lease fee determined by Council in each circumstance.**

- 3. Authorises the Chief Executive Officer to negotiate and execute a five year Lease Agreement with Foster Families South West at Lot 45 Little Street, Dardanup in accordance with the terms and conditions provided for in Resolution 1.**

12.4.4 Title: Eaton Boomers Football Club – Interim Charge for User Agreement Seasonal Use

Reporting Department:	Corporate & Governance Directorate
Reporting Officer:	Mr Phil Anastasakis – Acting Chief Executive Officer Mrs Aly Smith – Building Property Management Officer
Legislation:	Local Government Act 1995
Attachments:	Appendix ORD: 12.4.4 – Risk Assessment

Overview

Council is requested to endorse a Seasonal User Fee for the Eaton Boomers Football Club use from the 1st of January 2022 to the 9th of October 2022 for the Eaton Sports Pavilion, Change Rooms and Glen Huon Oval.

Note: A future Seasonal User Fee has been proposed for consideration within the 2022/2023 Schedule of Fees and Charges at the 27th of July 2022 Ordinary Council Meeting which will apply to the 2023 football season.

Background

The Eaton Boomers Football Club lease over the Eaton Sports Pavilion and Change Rooms was extinguished by the Council in December 2021. In lieu of the lease agreement, a User Agreement was entered into with the Club in January 2022, for the period of the 10th of January 2022 to the 9th of October 2022.

Legal Implications

Local Government Act 1995

Division 2 — Annual budget

6.2. *Local government to prepare annual budget*

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

** Absolute majority required.*

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

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

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

(4) *The annual budget is to incorporate —*

- (a) *particulars of the estimated expenditure proposed to be incurred by the local government; and*
- (b) *detailed information relating to the rates and service charges which will apply to land within the district including —*

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

Strategic Community Plan

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

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

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

Environment - None.

Precedents - None.

Budget Implications

The 2021/22 Fees and Charges do not provide for a User Fee for the Pavilion, Change Rooms or Glen Huon Oval. Council endorsement of an interim Seasonal User Fee charge will see an increase in revenue based on the fee provided for in the Council resolution.

Budget – Whole of Life Cost

Each year Council prepares an annual budget for the forthcoming financial year. Fees and Charges form part of the annual budget. User Fees in the 2022/23 Budget form part of the Council's revenue and the proposed seasonal charge for the 2022/23 period will be:

- Eaton Sports Pavilion (\$3,000 plus GST);
- Glen Huon Change Rooms (\$2,000 plus GST); and
- Glen Huon Oval (\$2,000 plus GST).

Note – Booking of the Glen Huon oval for scheduled fixture football games by the South West Football League are separate and in addition to the User Agreement oval usage for training and related activities by the Eaton Boomers Football Club.

Council Policy Compliance - None.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.							
Risk Event	Eaton Boomers Football Club – Interim Charge for User Agreement Seasonal Use						
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	<table border="0"> <tr> <td>Financial</td> <td>Possible loss of revenue.</td> </tr> <tr> <td>Legal and Compliance</td> <td>Compliance with User Agreement.</td> </tr> <tr> <td>Reputational</td> <td>Reputational impact of fees charged.</td> </tr> </table>	Financial	Possible loss of revenue.	Legal and Compliance	Compliance with User Agreement.	Reputational	Reputational impact of fees charged.
Financial	Possible loss of revenue.						
Legal and Compliance	Compliance with User Agreement.						
Reputational	Reputational impact of fees charged.						

Officer Comment

The current Shire of Dardanup 2021/22 Fees and Charges do not include a User Agreement Fee for the Eaton Sports Pavilion, Change Rooms or Glen Huon Oval. Council entered into a Seasonal User Agreement with the Eaton Boomers in January 2022 for the period of the 10th of January 2022 to the 9th of October 2022. The Agreement included provision of a User Fee charge as per the Council’s Fees and Charges for this period.

To accommodate the charging of a fee for the 2022 season, an individual Seasonal User Fee is required to be endorsed by Council to enable invoicing for this period.

The following 2023 Seasonal charges are proposed in the 2022/23 Schedule of Fees & Charges:

- Eaton Sports Pavilion (\$3,000 plus GST);
- Glen Huon Change Rooms (\$2,000 plus GST); and
- Glen Huon Oval (\$2,000 plus GST).

This proposed User Fee for the Eaton Boomers Football Club is similar to the proposed Annual Lease Fee to be charged to the Bunbury & Districts Softball Association when their current lease expires in 2027.

Based on the above future proposed Seasonal charges (which would apply for the 2023 football season), the User Fee payable by the Boomers for the 2022 season would have been less than or equal to \$7,000 (plus GST). As this is a new arrangement between the Eaton Boomers and the Shire of Dardanup, Officers are proposing to charge a reduced interim User Fee of \$2,600 plus GST for the 2022 season.

This fee is equivalent to the fee charged to the Bunbury & Districts Softball Association, who are provided a building and oval usage in their lease agreement, and would provide additional time for the Eaton Boomers Football Club to budget for this future fee.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council endorses a fee of \$2,600.00 plus GST being raised as an individual Seasonal User Fee to the Eaton Boomers Football Club for the use of the Eaton Sports Pavilion, Glen Huon Change Rooms and Glen Huon oval for the 2022 season.

By Absolute Majority

12.4.5 Title: Eaton Bowling and Social Club – Sub Lease of Canteen Facilities

Reporting Department: Corporate & Governance Directorate
Reporting Officer: Mrs Aly Smith – Building Property Management Officer
Legislation: Local Government Act 1995
Attachments: Appendix ORD: 12.4.5A – Correspondence from EBSC – Seeking Shire Consent to Sublease
Appendix ORD: 12.4.5B – Risk Assessment

DECLARATION OF INTEREST

Cr. M T Bennett declared an Impartiality Interest in this item.

Cr. S L Gillespie declared an Impartiality Interest in this item.

Refer to the list of Declarations of Interest.

Overview

Council is requested to approve the Eaton Bowling and Social Club (EBSC) request for the sub-leasing of their canteen for a period of 3 months commencing July 2022.

Background

The EBSC have a lease with Council over the Eaton Bowling & Social Club on Pratt Road, Eaton.

The EBSC have written to Council to seek support and approval to their proposed sub-lease of their Canteen Facilities to a third party operator for a three month trial. [Appendix ORD: 12.4.5A]

Legal Implications

The EBSC currently lease the Eaton Bowling and Social Club from the Shire of Dardanup. *Section 5.23* of the current lease agreement provides for the sub-leasing of the premises conditional upon the Lessors consent.

In accordance with Section 7.15 of the current Lease Agreement with the Eaton Bowling and Social Club, a Joint Management Committee was established to meet the obligations of the MOU signed by the Eaton Bowling & Social Club and the Eaton Senior Citizens, and to discuss and address ongoing operations of the new building.

Strategic Community Plan

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

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

Strategy 3.3.2 - Support volunteer groups within the Shire of Dardanup. (Service Priority: High)

Environment - None.

Precedents

Council have previously approved the canteen facility sub-lease by the Bunbury & Districts Softball Association at the Bunbury & Districts Softball Building at the Ordinary Council Meeting held on the 27th of October 2021.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Eaton Bowling and Social Club Sub Leasing of Canteen Facilities
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 Failure to comply with the terms of the lease agreement could lead to legal non compliance
	Reputational Not supporting the clubs requests could be seen in a negative light by the club and its members

Officer Comment

Since moving into the new Eaton and Social Club building, the EBSC has seen a growth in social membership to around 550 active members. With an increasing demand and a time poor, aging volunteer base, the Club is no longer able to service the catering needs of its members. EBSC have trialled several alternative catering options, including an internal catering committee, an external catering company and a combination of the two. However these options were too onerous on aging members and not considered viable going forward. The EBSC believe it is an appropriate time to sub-lease the canteen facility to an external party.

Additionally, the EBSC are currently undertaking a “Change Project” to assist in determining the future direction of the Club, a key component being updating the Business Plan to engage a caterer to provide catering services, create a new revenue stream and aid the ongoing viability of the Club. EBSC have engaged with members, including the Eaton Senior Citizens, Probus Club of Eaton, Bunbury Rowing Club and the Boot Scooters who all provide strong support for the proposed sub-lease of the canteen facilities.

EBSC have undertaking an extensive advertising and interview process to select a suitable candidate who is prepared to proceed with a three-month trial, subject to Council consent. EBSC are proposing to enter into a free three-month trial with Ms Charmaine Woodley who owns Chars Cottage business and until recently, successfully operated a lunch bar in Eaton. Ms Woodley will be responsible for the full

operations of the canteen, including employing staff, insurances and purchase of stock. The EBSC will be entering into a written sub-lease agreement, and Council, as Lessors will be signatory to the sub-lease.

The EBSC will be responsible for establishing the sub- lease agreement. It is also proposed that the Club will be requested to report on this arrangement following the three month trial and provide for this arrangement in its future Business Plan.

Verbal confirmation has been received from the Eaton Bowling & Social Club and Eaton Senior Citizens Presidents confirming both groups support of the new proposed canteen sub lease. Formal confirmation through the Joint Management Committee Minutes will be forwarded following the Committee meeting to be held on the 13th of June 2022.

Lessor approval is required under the current Lease Agreement for the sub-letting or sub-leasing of any facilities with the building. Therefore the sub-leasing of the EBSC canteen is brought to Council for consideration.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. **Approves the Eaton Bowling and Social Club request for sub-leasing of the canteen facilities at the Eaton Bowling and Social Club building for a three month trial commencing the 1st of July 2022, subject to the following conditions:**
 - a) **Written confirmation being received that the Eaton Bowling and Social Club Joint Management Committee support the proposal;**
 - b) **Following the three month trial, the Eaton Bowling and Social Club provide a report to Council on the operations of the sub-lease and report these operations within its future Business Plan;**
 - c) **Lessor to be signatory to the sub-lease with Eaton Bowling and Social Club and incoming sub-lessee, based on the sub-lease meeting Council's requirements;**
 - d) **The sub-lessee to obtain and maintain the relevant insurances, and to indemnify the Shire of Dardanup against any actions arising from the sub-lessees activities; and**
 - e) **Lessor to be notified of any breaches or termination of the sub-lease agreement.**

2. **Authorises the Chief Executive Officer to execute any future Canteen sub-leasing arrangement between the Eaton Bowling and Social Club and future sub-lessee parties.**

12.4.6 Title: Monthly Statement of Financial Activity for the Period Ended on the 31st of May 2022

Reporting Department:	Corporate & Governance Directorate
Reporting Officer:	Mrs Natalie Hopkins - Manager Financial Services Mr Ray Pryce - Accountant
Legislation:	Local Government Act 1995
Attachments:	Appendix ORD: 12.4.6A – Risk Assessment Appendix ORD: 12.4.6B – Monthly Financial Report – 31 st of May 2022

Overview

This report presents the monthly Financial Statements for the period ended on the 31st of May 2022 for Council adoption.

Background

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

Legal Implications

Local Government Act 1995 – Section 6.4

6.4. *Financial Report*

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

Local Government (Financial Management) Regulations 1996 r. 34

*Part 4 — Financial Reports — s. 6.4*34. *Financial activity statement required each month (Act s. 6.4)*

- (1A) *In this regulation—*

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.
- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*
 - (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 - (b) *budget estimates to the end of the month to which the statement relates; and*
 - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
 - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*

- (e) *the net current assets at the end of the month to which the statement relates.*
- (2) *Each statement of financial activity is to be accompanied by documents containing —*
- (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
- (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
- (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown —*
- (a) *according to nature and type classification; or*
- (b) *by program; or*
- (c) *by business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) *presented at an ordinary meeting of the Council within 2 months after the end of the month to which the statement relates; and*
- (b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

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

Strategic Community Plan

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

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

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

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Monthly Statement of Financial Activity for the Period Ended 31 st May 2022
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	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 31st of May 2022 is contained in [Appendix ORD: 12.4.6B] and consists of:

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

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

The Statement of Financial Activity includes the end-of-year surplus brought forward from 2020/21 of \$961,190.

Taking into account the larger surplus brought forward from last year, budget amendments adopted by the Council at previous meetings this financial year and officer review of year-to date performance, the forecast surplus at the 30th of June 2022 is currently estimated at \$176,043.

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 2021/22 for reporting material variances is 5% or \$25,000, whichever is greater.

Most reported variances are due to timing differences between actual costs and the corresponding budget allocations. Generally, the budget is spread evenly over the year, however, revenue and expenses (especially asset acquisition and receipt of grants) are not occurring on the same regular pattern. Officers will continue to improve this seasonality aspect of presentation of the budget estimates for future reporting.

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

The total investment portfolio is currently \$17,114,530, and includes \$2,500,000 in Municipal Fund and \$14,614,530 in Reserve Account term deposit funds. 82% of the portfolio is invested with AA rated Australian banks, with the remaining 18% being lodged with BBB rated financial institutions.

Yield return on major bank term deposit investments remain relatively low, but with changing economic conditions and the recent Reserve Bank decision to raise interest rates, rates appear to be on a rising trend. Some major banks now offering in excess of 2.5% for a 12 month term. At the same time last year, interest rates for a comparable deposit were less than 0.5%.

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

Council Role - Review.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council: receives the Monthly Statement of Financial Activity [Appendix ORD: 12.4.6B] for the period ended on the 31st of May 2022.

12.4.7 Title: Schedule of Paid Accounts

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
<i>Legislation:</i>	<i>Local Government (Financial Management) Regulations 1996</i>
<i>Attachments</i>	<i>Appendix ORD: 12.4.7 – Risk Assessment</i>

Overview

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

Background

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

- To make payments from Trust and Municipal Funds;
- To purchase goods and services to a value of not more than \$200,000;
- To purchase goods and services for the Tax Office and other Government Agencies up to the value of \$300,000;
- To purchase goods and services for Creditors where an executed agreement or legal obligation exists which has prior Council endorsement, up to the value of \$300,000.

Legal Implications*Local Government Act 1995*

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

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

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

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

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

- (a) for each account which requires council authorisation in that month—
- (i) the payee's name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
- (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under subregulation (1) or (2) is to be—
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Strategic Community Plan

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

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Schedule of Paid Accounts as at the 31 st May 2022
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.
	Reputational Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively

Officer Comment

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

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Schedule of Paid Accounts report from 30/4/2022 to 31/5/2022 as follows:

Payment	Date	Name	Invoice Description	Fund	Amount
ELECTRONIC FUNDS TRANSFER					
EFT47267	05/05/2022	Advanced Traffic Management WA P/L	Traffic Control - Pratt Road - 21/04/2022	MUNI	574.20
EFT47268	05/05/2022	All Aussie Truck and Bobcat Services	Waste Transfer Station Maintenance - Banksia Road	MUNI	1,320.00
EFT47269	05/05/2022	Amity Signs	Supply Warning Signs - 3 x Shire Locations	MUNI	2,071.85
EFT47270	05/05/2022	Aquila Food Forest	Innovate Youth Event - Eco Con - Facilitator Fees - 12/04/2022	MUNI	300.00
EFT47271	05/05/2022	Australia Post	April 2022 Invoice of Mail and Postage	MUNI	664.44
EFT47272	05/05/2022	Australian Tax Office	PAYG - Payrun: 29/04/2022	MUNI	76,423.00
EFT47273	05/05/2022	Australind Landscaping Supplies	Lawn Mix - Glen Huon Oval	MUNI	35.00
EFT47274	05/05/2022	B & B Street Sweeping Pty Ltd	Hire of Combination Jet-Vac & Street Sweeper - 2 x Shire Locations	MUNI	2,772.00
EFT47275	05/05/2022	Bailey Harkness	Umpire Recoup - 03/05/2022	MUNI	45.00
EFT47276	05/05/2022	Billabong Pools WA Pty Ltd	Refund Verge Permit Application Fee - Building Application 2020210256	MUNI	260.00
EFT47277	05/05/2022	BOC Ltd	ERC - Hire of Oxygen Bottle	MUNI	12.53
EFT47278	05/05/2022	Boyanup Capel Dardanup Football Club - Eaton Boomers FC	Community Grant Funding L2 Round 2 2021-2022.	MUNI	1,100.00
EFT47279	05/05/2022	Brownes Foods Operations Pty Ltd	ERC - Stock Purchases	MUNI	169.45
EFT47280	05/05/2022	Bunbury Geographe Chamber of Commerce and Industry	State Budget Breakfast - Cr Michael Bennett & Andre Schonfeldt	MUNI	80.00
EFT47281	05/05/2022	Bunbury Holden	30,000Km Service - DA005	MUNI	499.00
EFT47282	05/05/2022	Bunbury Regional Entertainment Centre	2021-2022 Annual Budget Contribution	MUNI	11,055.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT47283	05/05/2022	Bunbury Towing	2021-22 Tow of Abandoned Vehicles To Vehicle Impound Facility	MUNI	120.00
EFT47284	05/05/2022	Bunnings Group Limited	Items For Patching Crew and Tools for 4 x Ranger Vehicles	MUNI	983.29
EFT47285	05/05/2022	Bunbury Rowing Club	Refund Key Bond	MUNI	40.00
EFT47286	05/05/2022	Cadgroup Australia Pty Ltd	Bluebeam Revu Annual Subscription - 27/05/2022 - 27/05/2023	MUNI	8,745.00
EFT47287	05/05/2022	Cameron Baker	Umpire Recoup - 04/05/2022	MUNI	132.00
EFT47288	05/05/2022	Christine Worsfold	Umpire Recoup - 02 & 03/05/2022	MUNI	157.50
EFT47289	05/05/2022	Civil Projects Southwest	Bobcat and Roller Hire - 3 x Shire Locations	MUNI	5,538.50
EFT47290	05/05/2022	Cleanaway Solid Waste Pty Ltd	General Waste Disposal - 21-27/04/2022	MUNI	3,146.85
EFT47291	05/05/2022	Coates Civil Consulting Pty Ltd	Engineering Services - 2 x Shire Locations	MUNI	16,005.00
EFT47292	05/05/2022	Combined Team Services	WHS Rep Training Michael Harnett 02-06/05/2022	MUNI	995.00
EFT47293	05/05/2022	Cynthia Leigh-Anne Barbetti	Refund Uniform Purchase	MUNI	269.33
EFT47294	05/05/2022	Dapco Tyre and Auto Centre	2 x New Tyres & Wheel Alignment - DA10408	MUNI	505.00
EFT47295	05/05/2022	Darby Sidebotham	Umpire Recoup - 29/04 & 03/05/2022	MUNI	75.00
EFT47296	05/05/2022	Dardanup Central Bush Fire Brigade	Reimbursement For Outdoor Table	MUNI	1,250.00
EFT47297	05/05/2022	Dardanup Rural Supplies	2 x Strainer Post, 3 x Rolls of Sight Wire - Martin Pelusey Rd	MUNI	465.06
EFT47298	05/05/2022	Daryl Fishwick	Umpire Recoup - 04/05/2022	MUNI	44.00
EFT47299	05/05/2022	Data #3 Limited	Power Adaptor & Power Cord	MUNI	39.38
EFT47300	05/05/2022	David John Leek T/A Acefire	February Servicing Fire Extinguishers - 19 Shire Locations	MUNI	4,381.85
EFT47301	05/05/2022	Dell Financial Services Pty Ltd	Lease Contract 009-0141985-003 From 1/3/22 To 31/5/22	MUNI	1,290.75

Payment	Date	Name	Invoice Description	Fund	Amount
EFT47302	05/05/2022	Diesel Force	Major Service DA8170	MUNI	1,430.24
EFT47303	05/05/2022	Donna Bastow	Umpire Recoup - 04/05/2022	MUNI	132.00
EFT47304	05/05/2022	Eaton Pet Vet	2021-2022 Animal Management Program (Sterilisation)	MUNI	35.00
EFT47305	05/05/2022	Ellen Patricia Lilly	Meeting Attendance	MUNI	1,241.67
EFT47306	05/05/2022	Engie Mechanical Services WA Pty Ltd	ERC - Quarterly Maintenance	MUNI	522.50
EFT47307	05/05/2022	Evan Mills	Umpire Recoup - 04/05/2022	MUNI	44.00
EFT47308	05/05/2022	Fit2Work	Monthly Invoice For Employee Police Checks	MUNI	230.34
EFT47309	05/05/2022	Fulton Hogan Industries Wa	Emergency Bridge Repairs - Pile Rd & Hot Mix - 3 Shire Locations	MUNI	114,308.62
EFT47310	05/05/2022	Gabriella Hayward	Reimburse Uniform Purchase	MUNI	79.95
EFT47311	05/05/2022	Green Workz	12 Pack Blast - Gary Engel Park	MUNI	656.00
EFT47312	05/05/2022	Hynes Contracting	Subgrade Preparation For Pavement - Waterloo Fire Station	MUNI	30,000.00
EFT47313	05/05/2022	Janice Patricia Dow	Meeting Attendance	MUNI	1,241.67
EFT47314	05/05/2022	Jayden Willmott	Refund of Membership Fees #16556	MUNI	121.88
EFT47315	05/05/2022	Jayne Lee Performance & Entertainment	3 x School Holidays Musical Theater Workshops	MUNI	600.00
EFT47316	05/05/2022	Jenna Marie Priddle	Refund Cat Cage Hire	MUNI	150.00
EFT47317	05/05/2022	Jim's Test and Tag	Electrical Test and Tag 2021/22 - Glen Huon Football Pavilion	MUNI	418.07
EFT47318	05/05/2022	John Thompson	Umpire Recoup - 04/05/2022	MUNI	88.00
EFT47319	05/05/2022	K's Home Kitchen	Catering For Council Meeting Meal - 27/04/2022	MUNI	750.00
EFT47320	05/05/2022	Korrine Bennell	Welcome To Country - 13-01-2022 - Waterloo and Dardanup Central Bushfire Brigade Openings	MUNI	1,000.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT47321	05/05/2022	Landgate	GRV Interim Valuation	MUNI	986.06
EFT47322	05/05/2022	Links Modular Solutions Pty Ltd	Active Carrot Training - 3 x Employees	MUNI	433.13
EFT47323	05/05/2022	Lions Club of Eaton	Skate Rattle & Roll Event - Provision of "Free" Sausage Sizzle For Community Youth Event	MUNI	300.00
EFT47324	05/05/2022	Luke Snelling	Youth Week Event - DJ Services and PA Hire Equipment For Guest Speakers	MUNI	850.00
EFT47325	05/05/2022	Luke William Davies	Meeting Attendance	MUNI	1,241.67
EFT47326	05/05/2022	M & J Essential Solutions Pty Ltd	EAP Consultations	MUNI	520.00
EFT47327	05/05/2022	Malatesta Road Paving and Hotmix	Asphalt - 4 x Shire Locations	MUNI	20,959.83
EFT47328	05/05/2022	Margery Ann Stevens	Umpire Recoup - 02/05/2022	MUNI	80.00
EFT47329	05/05/2022	Mark Richard Hutchinson	Meeting Attendance	MUNI	1,241.67
EFT47330	05/05/2022	Melanie Young	Reimburse Uniform Cost	MUNI	69.00
EFT47331	05/05/2022	Michael Bennett	Local Government Allowance	MUNI	1,554.50
EFT47332	05/05/2022	Natalie Rogers	Refund For Key Bond	MUNI	40.00
EFT47333	05/05/2022	Naturaliste Hygiene	Sharps Disposal Service 2021/2022 - Eaton Foreshore & Watson St Reserve Public Toilets	MUNI	165.00
EFT47334	05/05/2022	Nutrien Ag Solutions	Weed Control- 4 x Shire Locations	MUNI	3,124.00
EFT47335	05/05/2022	Officeworks Superstores Pty Ltd	Printing of 80% Design Plans - New Building	MUNI	2,654.75
EFT47336	05/05/2022	Our Lady of Lourdes School	2021-2022 Dotation - Budget Allocation	MUNI	150.00
EFT47337	05/05/2022	Parkridge Group Pty Ltd	Rates Refund For Assessment A12031	MUNI	425.41
EFT47338	05/05/2022	Patricia Rose Perks	Meeting Attendance	MUNI	1,241.67

Payment	Date	Name	Invoice Description	Fund	Amount
EFT47339	05/05/2022	Perfect Landscapes	Weekly Reserves & Millbridge Lawn Mowing	MUNI	9,059.33
EFT47340	05/05/2022	Peter Robinson	Meeting Attendance	MUNI	1,241.67
EFT47341	05/05/2022	PFD Food Services Pty Ltd	ERC - Stock Purchases	MUNI	683.40
EFT47342	05/05/2022	Piacentini & Son	Transfer of Used Sea Container	MUNI	50.00
EFT47343	05/05/2022	Roof Safety Solutions Pty Ltd	Inspection, Testing and Reporting On Height Safety Systems - 4 x Shire Locations	MUNI	1,680.00
EFT47344	05/05/2022	Securepay Pty Ltd	Bank Fees - April 2022 Securepay Web & IVR Credit Card Payments	MUNI	6.07
EFT47345	05/05/2022	Seek Limited	Seek Advertising Monthly Plan - April 2022	MUNI	1,342.57
EFT47346	05/05/2022	Signs Plus	Name Badges For Shire Staff As Required	MUNI	174.50
EFT47347	05/05/2022	SOS Office Equipment	Monthly Rental 1x APC7785, 1x APC6685, 7x APC3371, 1x APC2276 and AWMS Software - 11/04-10/05/2022	MUNI	4,785.00
EFT47348	05/05/2022	Southern Lock and Security	6 x No. 9 Keys For Administration	MUNI	132.00
EFT47349	05/05/2022	Southwest Ventures T/A Geographe Ford/Bunbury Hyundai	63,000 KM Service - DA10408	MUNI	1,221.50
EFT47350	05/05/2022	Spencer Signs	New A-Frame Print & Re-Skin Existing A-Frame	MUNI	404.80
EFT47351	05/05/2022	Spraymow Services	General Weed Control - Eaton Drive	MUNI	1,078.00
EFT47352	05/05/2022	St John Ambulance Western Australia Ltd	Skate Rattle & Roll - Ambulance Event Attendance - 11/04/2022	MUNI	462.00
EFT47353	05/05/2022	Stacey Gillespie	Meeting Attendance	MUNI	1,361.67
EFT47354	05/05/2022	Synergy	Electricity - 3 x Shire Locations	MUNI	30,448.40
EFT47355	05/05/2022	T-Quip	Parts For Repairs - Toro 360 Ride On Mower DA10105	MUNI	332.05
EFT47356	05/05/2022	TCA Traffic Calming Australia Pty Ltd	Supply & Install Speed Cushions - 3 Shire Locations	MUNI	19,690.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT47357	05/05/2022	Telstra	Internet Service For Waterloo Bush Fire Brigade - March & April 2022	MUNI	200.00
EFT47358	05/05/2022	The Cafe Merchant	Citizenship Ceremony Catering - 28/04/2022	MUNI	530.00
EFT47359	05/05/2022	The Concrete Club Incorporated	Youth Week 2022 - Skate Rattle and Roll Event. Roller Skate Facilitators and Hire of Skates	MUNI	750.00
EFT47360	05/05/2022	The Good Guys	Kitchen Items For Waterloo BFB	MUNI	833.50
EFT47361	05/05/2022	The Workwear Group	Staff Uniforms - Dean Pitts	MUNI	217.93
EFT47362	05/05/2022	Therese Price	Umpire Recoup - 02/05/2022	MUNI	67.50
EFT47363	05/05/2022	Tiana Fraser	Umpire Recoup - 29/04 & 03/05/2022	MUNI	96.00
EFT47364	05/05/2022	Toll Transport - Ipec Pty Ltd	2021- 2022 Postage & Freight - Environmental Health	MUNI	11.01
EFT47365	05/05/2022	Total Eden Pty Ltd	Reticulation Repairs - Eaton Foreshore	MUNI	198.56
EFT47366	05/05/2022	Tyrrell Gardiner	Meeting Attendance	MUNI	1,819.09
EFT47367	05/05/2022	Vanessa Black	Umpire Recoup - 02/05/2022	MUNI	67.50
EFT47368	05/05/2022	Winc Australia Pty Ltd	Stationery Expense - Admin O/H	MUNI	953.74
EFT47369	05/05/2022	Woodlands	Eaton Skate Park - A280 Drink Station	MUNI	5,673.25
EFT47370	05/05/2022	Woolworths Group Limited - Online Order Only	Stock For Staff Kitchen	MUNI	191.40
EFT47371	05/05/2022	Woolworths Group Limited - Openpay Portal	ERC - Stock Purchases - Cafe & Vac Care	MUNI	947.23
EFT47372	05/05/2022	Work Clobber	Protective Clothing - Public Works - Owen Denton	MUNI	1,934.61
EFT47373	12/05/2022	Abdul Wahab	Partial Refund of Upfront Membership Fees	MUNI	608.72
EFT47374	12/05/2022	Advanced Traffic Management WA P/L	Traffic Control - Drain Maintenance, Collie River Road & Martin Pelusey Road	MUNI	1,722.60

Payment	Date	Name	Invoice Description	Fund	Amount
EFT47375	12/05/2022	Amity Signs	Road Signs - 5 Shire Locations	MUNI	3,033.80
EFT47376	12/05/2022	Annette Webster	Refund 2021 Local Government Election Nomination Fee	MUNI	80.00
EFT47377	12/05/2022	Aquila Food Forest	Sustainable Living Workshop - 05/05/2022	MUNI	230.00
EFT47378	12/05/2022	Axio Maintenance and Construction	ERC - Installation of Removal of Wall Signage	MUNI	709.50
EFT47379	12/05/2022	B & B Street Sweeping Pty Ltd	Supply Combination Jet Cleaner - 4 x Shire locations	MUNI	3,685.00
EFT47380	12/05/2022	Bailey Harkness	Umpire Recoup - 10/05/2022	MUNI	45.00
EFT47381	12/05/2022	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	334.51
EFT47382	12/05/2022	Bunbury Auto One	50Mm Tow Ball, Aero Start, Gasket Sealer	MUNI	78.21
EFT47383	12/05/2022	Bunbury Coffee Machines	ERC - Cafe Order	MUNI	1,053.00
EFT47384	12/05/2022	Bunbury Harvey Regional Council	Disposal of Organic Waste - April 2022	MUNI	9,500.27
EFT47385	12/05/2022	Bunbury Machinery	Nozzel Kit, Nozzel, Pressure Gauge - Repairs To Tractor Boom Sprayer	MUNI	532.11
EFT47386	12/05/2022	Bunbury Mower Service	Trimmer Line & OHS Items	MUNI	515.00
EFT47387	12/05/2022	Bunbury Plumbing Service	Investigate Toilet Block Leak - Watson Reserve	MUNI	261.25
EFT47388	12/05/2022	Bunbury Towing	2021-22 Tow of Abandoned Vehicles To Vehicle Impound Facility	MUNI	120.00
EFT47389	12/05/2022	Bunnings Group Limited	Repairs & Maintenance - 4 x Shire Locations	MUNI	881.77
EFT47390	12/05/2022	Busselton Acton South West	Rates Refund For Assessment A3365	MUNI	1,539.60
EFT47391	12/05/2022	Cancer Council Western Australia	ERC - Renewal of Sunsmart Membership	MUNI	50.00
EFT47392	12/05/2022	Caroline Mears	Chair Yoga - 05-19/04/2022	MUNI	195.00
EFT47393	12/05/2022	Christine Worsfold	Umpire Recoup - 10/05/2022	MUNI	67.50

Payment	Date	Name	Invoice Description	Fund	Amount
EFT47394	12/05/2022	Ciphertel Pty Ltd T/A Gateway Internet Services	Monthly Account For Point To Point Microwave Service Depot and Dardanup - April 2022	MUNI	2,893.00
EFT47395	12/05/2022	City of Bunbury	April 2022 Cat Pound Sustenance Fees	MUNI	228.00
EFT47396	12/05/2022	Civil Projects Southwest	Digger Hire - Crampton Rd & Garvey Rd	MUNI	4,545.75
EFT47397	12/05/2022	Cleanaway Solid Waste Pty Ltd	General Waste Disposal - 3 x Shire Locations	MUNI	7,546.62
EFT47398	12/05/2022	Construction Training Fund : Bcitif	BCITF Remittance - April 2022	MUNI	995.25
EFT47399	12/05/2022	Country Water Solutions	Geardrive Rainbird 6504 Falcon P/C - Eaton Oval	MUNI	1,042.41
EFT47400	12/05/2022	Craneford Plumbing	Shire of Dardanup Depot (Martin Pelusey Road) - Service Agreement For ATU	MUNI	146.67
EFT47401	12/05/2022	Craven Foods	ERC - Stock Purchases	MUNI	558.10
EFT47402	12/05/2022	Cross Security Services	Replace Two Faulty Detectors - Ne Corner Function Room, Pavillion and Warm Up Room - Change Rooms	MUNI	305.80
EFT47403	12/05/2022	Dapco Tyre and Auto Centre	Supply & Fit 2 New Tyres & Wheel Alignment - DA648	MUNI	525.00
EFT47404	12/05/2022	Darby Sidebotham	Umpire Recoup - 09 & 10/05/2022	MUNI	112.50
EFT47405	12/05/2022	Dardanup Rural Supplies	Irrigation Fitting For Quad Bike	MUNI	26.85
EFT47406	12/05/2022	Daryl Fishwick	Umpire Recoup - 11/05/2022	MUNI	44.00
EFT47407	12/05/2022	Department of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BSL Remittance - April 2022	MUNI	5,566.22
EFT47408	12/05/2022	Department of Premier and Cabinet	Publishing of Bush Fire Brigades Amendment Local Law 2022 - Government Gazette	MUNI	218.40
EFT47409	12/05/2022	Deputec Pty Ltd	ERC - Deputy Roster Schedule Software - April 2022	MUNI	96.80
EFT47410	12/05/2022	Diesel Force	Repairs & Pintel Hook Replacement - DA325	MUNI	4,164.14

Payment	Date	Name	Invoice Description	Fund	Amount
EFT47411	12/05/2022	Donna Bastow	Umpire Recoup - 11/05/2022	MUNI	154.00
EFT47412	12/05/2022	Ductworks Australia Bunbury & Busselton Air	Air Conditioner Diagnosis Call Out - Depot	MUNI	80.00
EFT47413	12/05/2022	Dolphin Discovery Centre	Eco Con Event - Keynote Speaker Donation	MUNI	300.00
EFT47414	12/05/2022	Ebony Gene Jones	Umpire Recoup - 09/05/2022	MUNI	66.00
EFT47415	12/05/2022	Eplus (WA) Pty Ltd	Innovate Youth - Eco Con Event - Facilitator Fees	MUNI	120.00
EFT47416	12/05/2022	Eve Yoga	ERC - Yoga Sessions Eve Yoga - 6-20/04/2022	MUNI	360.00
EFT47417	12/05/2022	Exetel Pty Ltd	Exetel 200/200Mbit Data Communications - TSF200R2 - May 2022	MUNI	1,250.00
EFT47418	12/05/2022	Elizabeth Stacey	Uniform Reimbursement	MUNI	103.96
EFT47419	12/05/2022	Flexi Staff Pty Ltd	Labour Hire - Jorjah Louise Mitchell Reed - 26-29/04/2022	MUNI	1,628.00
EFT47420	12/05/2022	Grace Records Management	External Records Management Services - Storage, Consumables	MUNI	706.65
EFT47421	12/05/2022	Graffiti Doctors Pty Ltd	Graffiti Removal - 3 x Shire Locations	MUNI	5,687.00
EFT47422	12/05/2022	Growest Pty Ltd	Rates Refund For Assessment A12193	MUNI	552.89
EFT47423	12/05/2022	Hersey's Safety P/L	Depot Safety and Store Supplies	MUNI	1,249.17
EFT47424	12/05/2022	Illion Australian Pty Ltd (Tenderlink)	Tenderlink Public Notice Fee - 08 & 15/04/2022	MUNI	418.00
EFT47425	12/05/2022	John Thompson	Umpire Recoup - 11/05/2022	MUNI	44.00
EFT47426	12/05/2022	Jubilee Pty Ltd T/As Chambers Fencing	Remove & Dispose of Existing Asbestos Fence. Supply & Install New Colourbond Fence	MUNI	2,035.00
EFT47427	12/05/2022	Justine Eichner	Umpire Recoup - 11/05/2022	MUNI	22.00
EFT47428	12/05/2022	Karyn Rowe	Umpire Recoup - 09 & 10/05/2022	MUNI	135.00
EFT47429	12/05/2022	Kings Tree Care	Power Line Pruning - South Road & Slattery Road	MUNI	4,620.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT47430	12/05/2022	Kristylee Martin	Refund Partial Dog Registration Fee Due To Sterilisation	MUNI	150.00
EFT47431	12/05/2022	Kyle Jones	Umpire Recoup - 11/05/2022	MUNI	44.00
EFT47432	12/05/2022	Les Mills Asia Pacific	ERC - Monthly Licence Fees - May 2022	MUNI	1,435.92
EFT47433	12/05/2022	Luke Wilkinson	Umpire Recoup - 11/05/2022	MUNI	66.00
EFT47434	12/05/2022	M & J Essential Solutions Pty Ltd	EAP Consultations	MUNI	130.00
EFT47435	12/05/2022	Mark Anthony Maxwell	Rates Refund For Assessment A11033	MUNI	71.17
EFT47436	12/05/2022	Mcdonald Fencing	Remove & Dispose Vandalised Fence Panels & Replace With New - Glen Huon Playground	MUNI	275.00
EFT47437	12/05/2022	Mckayhla Pomare	Umpire Recoup - 11/05/2022	MUNI	88.00
EFT47438	12/05/2022	Mcleods Barristers and Solicitors	Transfer and Amalgamation of Lot 300 (Reserve 49275) Kerr Road, Picton East - Matter # 47395	MUNI	5,635.26
EFT47439	12/05/2022	Melo Velo	Youth Week - Bike Clinic Workshop and Prize Fees	MUNI	800.00
EFT47440	12/05/2022	Right Foot Forward	Bush Adventure Learning Scholarship - Program Provider - 20-21/04/2022	MUNI	6,470.00
EFT47441	12/05/2022	Midalia Steel Pty Limited	Patio Tubing and Fittings For Repairs - Mccaughan Park	MUNI	522.97
EFT47442	12/05/2022	Nicole Matthews	Reimbursement For Purchase of Café Food	MUNI	21.00
EFT47443	12/05/2022	Nightguard Security Service	Alarm Responses To 4 x Shire Locations - April 2022	MUNI	1,045.00
EFT47444	12/05/2022	Onsite Rental Group	Lease 26 - Transportable Building & Ablutions - 01-30/04/2022	MUNI	3,865.08
EFT47445	12/05/2022	Patricia Anne Worrell	Refund Cat Cage Hire Bond	MUNI	150.00
EFT47446	12/05/2022	Perfect Landscapes	Weekly Reserves & Millbridge Lawn Mowing	MUNI	4,613.23
EFT47447	12/05/2022	Peta Nolan	Uniform Reimbursement	MUNI	146.92

Payment	Date	Name	Invoice Description	Fund	Amount
EFT47448	12/05/2022	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	786.30
EFT47449	12/05/2022	Raelene Tedd	Umpire Recoup - 09/05/2022	MUNI	67.50
EFT47450	12/05/2022	Rapid Building Inspections	Structural Building Inspections For 4 x Shire Buildings	MUNI	1,740.00
EFT47451	12/05/2022	Retro Booth	Enlighten - Photobooth Deposit - 01/10/2022	MUNI	150.00
EFT47452	12/05/2022	Rochelle Louise Dodds	Reimbursement For Purchase of Cleaning Products	MUNI	6.30
EFT47453	12/05/2022	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	2,331.83
EFT47454	12/05/2022	Scope Electrical Contracting Pty Ltd	Replace Light Damaged By Vandalism at The Softball Club Rooms	MUNI	310.12
EFT47455	12/05/2022	Shire of Dardanup	Correction For Park Hire Fee Incorrectly Receipted As A Bond	MUNI	179.00
EFT47456	12/05/2022	SOS Office Equipment	Photocopier Meter Reading - 9 x Shire Locations - April 2022	MUNI	2,364.27
EFT47457	12/05/2022	South West Fire	Replace Pressure Protection Valve and Retest Pump On Waterloo Appliance	MUNI	474.28
EFT47458	12/05/2022	South West Networking	Install New Commercial Door Closer To Staff & Fire Escape Door. Supply and Install New Wool Pile To Staff Doors	MUNI	869.50
EFT47459	12/05/2022	South West Tree Safe	Lennard Rd Bridge Pruning	MUNI	1,980.00
EFT47460	12/05/2022	Synergy	Electricity - 20 x Shire Locations	MUNI	38,480.45
EFT47461	12/05/2022	Tailtap	Youth Week - Skate Rattle & Roll Event 11/04/2022 - Facilitator Fees and Prizes	MUNI	1,400.00
EFT47462	12/05/2022	Telair Pty Ltd	NBN EE - Monthly Fee - April 2022	MUNI	658.90
EFT47463	12/05/2022	Telstra	Telephone/Internet Costs - 3 x Shire Locations	MUNI	3,314.95
EFT47464	12/05/2022	The Cafe Merchant	Youth Week Catering - Eco Con	MUNI	790.00
EFT47465	12/05/2022	The Health Hub At Eaton Fair	2022 Employee Flu Vaccination Program	MUNI	774.40

Payment	Date	Name	Invoice Description	Fund	Amount
EFT47466	12/05/2022	Tiana Fraser	Umpire Recoup - 06/05/2022	MUNI	30.00
EFT47467	12/05/2022	Total Eden Pty Ltd	Reticulation Maintenance - Eaton Foreshore	MUNI	249.09
EFT47468	12/05/2022	Water Corporation	Water Use and Service Charges For Lot 90 Swan Avenue, Millbridge - 01/05-30/06/2022	MUNI	177.88
EFT47469	12/05/2022	Winc Australia Pty Ltd	Stationery Expense - Admin O/H	MUNI	255.20
EFT47470	12/05/2022	Woolworths Group Limited - Online Order Only	ERC - Vacation Care Items	MUNI	526.31
EFT47471	12/05/2022	Work Clobber	Protective Clothing - Nick Farnsworth	MUNI	124.95
EFT47472	12/05/2022	Woolkabunging Kiaka Aboriginal Corporation	Welcome To Country - Official Opening of The Eaton Bowling Club - 28/04/2022	MUNI	550.00
EFT47473	19/05/2022	A1 Sign Shop	Street Signs - 2 x Shire Locations	MUNI	962.17
EFT47474	19/05/2022	ABC Filter Exchange	ERC - Filter Change	MUNI	50.60
EFT47475	19/05/2022	Access Wellbeing Services	Employee Assistance Program Consultations	MUNI	187.00
EFT47476	19/05/2022	Advanced Traffic Management WA P/L	Traffic Control - Garvey Road & Crampton Road	MUNI	3,202.93
EFT47477	19/05/2022	Amity Signs	Slow Moving Vehicle Sign	MUNI	191.40
EFT47478	19/05/2022	Ampol Australia Petroleum Pty Ltd	Fuel - Shire Vehicles - April 2022	MUNI	17,251.74
EFT47479	19/05/2022	Anthea Morta	Rates Refund For Assessment A10331	MUNI	613.90
EFT47480	19/05/2022	Australian Tax Office	PAYG - Payrun: 13/05/2022	MUNI	79,537.00
EFT47481	19/05/2022	Australind Landscaping Supplies	Mushroom Mulch - Eaton Foreshore	MUNI	864.00
EFT47482	19/05/2022	Bailey Harkness	Umpire Recoup - 17/05/2022	MUNI	45.00
EFT47483	19/05/2022	Barry Allen Electrical Services	Investigate & Repair Electric Oven Which Has Been Tagged Out At The Switchboard - Dardanup Hall	MUNI	165.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT47484	19/05/2022	BCE Surveying Pty Limited	Surveys - Glen Huon Carpark & Clarke St	MUNI	4,557.78
EFT47485	19/05/2022	Brandicoot	Monthly Web Hosting For 5 x Shire Addresses	MUNI	907.00
EFT47486	19/05/2022	Bunbury Bearings	Hubs,Nuts and Bolts, Nylon Bushes For Trailer Repair - DA9429	MUNI	146.74
EFT47487	19/05/2022	Bunbury Holden	15,000Km Service DA995	MUNI	456.70
EFT47488	19/05/2022	Bunbury Mower Service	Brushcutter Parts	MUNI	107.00
EFT47489	19/05/2022	Bunbury Plumbing Service	Repairs To Urinal - Watson Reserve	MUNI	385.34
EFT47490	19/05/2022	Bunnings Group Limited	Repairs & Maintenance - 5 x Shire Locations & Trailers	MUNI	403.30
EFT47491	19/05/2022	Barbell Jack	2 x Barbells - ERC	MUNI	137.50
EFT47492	19/05/2022	Carbone Brothers Pty Ltd	Harris Road Widening and Reconstruction - Claim # 05	MUNI	210,211.58
EFT47493	19/05/2022	Catalyse Pty Ltd	Strategic Community Plan Review & Frameworks, Corporate Buisness Plan & Desktop Publishing B - 70% Fee	MUNI	31,322.50
EFT47494	19/05/2022	Christine Worsfold	Umpire Recoup - 13 & 17/05/2022	MUNI	127.50
EFT47495	19/05/2022	Civil Projects Southwest	Digger Hire For Rock Pitching - Pile Rd - 12-16/05/2022	MUNI	2,455.75
EFT47496	19/05/2022	Claire Lee	Reimburse Uniform Purchase	MUNI	79.95
EFT47497	19/05/2022	Cleanaway Solid Waste Pty Ltd	General Waste Disposal - 2 x Shire Locations	MUNI	2,073.06
EFT47498	19/05/2022	Connect Call Centre Services	After Hours Call Centre Service - April 2022	MUNI	443.30
EFT47499	19/05/2022	Craig Joseph Shaw	Rates Refund For Assessment A9486	MUNI	69.03
EFT47500	19/05/2022	CWA River Valley Belles	Community Grant Funding L2 Round 2 2021-2022.	MUNI	1,000.00
EFT47501	19/05/2022	Darby Sidebotham	Umpire Recoup - 17/05/2022	MUNI	45.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT47502	19/05/2022	Dardanup Art Spectacular	Sponsorship - 2022 Dardanup Art Spectacular	MUNI	7,100.00
EFT47503	19/05/2022	Daryl Fishwick	Umpire Recoup - 18/05/2022	MUNI	88.00
EFT47504	19/05/2022	Data #3 Limited	APC Replacement Battery, HP Laserjet Pro, APC Back-ups	MUNI	3,330.89
EFT47505	19/05/2022	David John Leek T/A Acefire	Supply & Replace 4 x Expired Fire Extinguishers	MUNI	352.00
EFT47506	19/05/2022	David Lovett	Reimburse Uniform Purchase	MUNI	339.80
EFT47507	19/05/2022	Dell Financial Services Pty Ltd	Lease 22 - Contract Period 1/4/22 To 30/6/22	MUNI	4,475.22
EFT47508	19/05/2022	Devon Chang	Reimburse Payment For FME World Tour 2022 Perth	MUNI	80.00
EFT47509	19/05/2022	Diesel Force	Diagnose & Rectify Cat Backhoe Not Starting & preview Slasher for Repairs	MUNI	1,134.28
EFT47510	19/05/2022	Donna Bastow	Umpire Recoup - 18/05/2022	MUNI	176.00
EFT47511	19/05/2022	Ductworks Australia Bunbury & Busselton Air	Relocate A/C Wall Control Panel From Locked Bar Area To Allow Access To Occasional Users - Pavilion	MUNI	250.00
EFT47512	19/05/2022	Duxton Hotel Perth	Accommodation, Meal & Parking - 05-06/05/2022 - Cr Michael Bennett	MUNI	279.00
EFT47513	19/05/2022	Eaton Community College	Catering - Eaton Skatepark Opening	MUNI	183.70
EFT47514	19/05/2022	Eaton Primary School P & C Association	Reserve Bond Refund	MUNI	1,040.00
EFT47515	19/05/2022	Element WA	Ferguson Valley Public Art Trail Concept Plan - Phase 4	MUNI	6,743.00
EFT47516	19/05/2022	Elliotts Irrigation Pty Ltd	Iron Filter Services - Millbridge Lakes - April 2022	MUNI	286.00
EFT47517	19/05/2022	Engie Mechanical Services WA Pty Ltd	ERC - Air Con Maintenance - Gym and Meeting Room	MUNI	3,500.20
EFT47518	19/05/2022	Felton Industries	8 Seater Aluminium Park Setting - Burekup Hall & Oval	MUNI	10,339.96
EFT47519	19/05/2022	Flexi Staff Pty Ltd	Labour Hire -2 x General Hands - 02-06/05/2022	MUNI	3,281.74

Payment	Date	Name	Invoice Description	Fund	Amount
EFT47520	19/05/2022	Frontline Technology Services Pty Ltd	3 Year Datto Backup Solution Cloud Subscription & 1 Year Upfront Service Cost	MUNI	54,561.10
EFT47521	19/05/2022	Hanson Construction Materials Pty Ltd	Road Repairs and Maintenance - Dowdells Line	MUNI	322.54
EFT47522	19/05/2022	Isabella Francis	Umpire Recoup - 16/05/2022	MUNI	45.00
EFT47523	19/05/2022	IT Vision Australia Pty Ltd	Rates and Property Essentials - 2 Day Course 01/04/2022 and 04/04/2022 - Sonya Williams	MUNI	2,200.00
EFT47524	19/05/2022	Integran Pty Ltd	Wanju and Waterloo DCP Awarded Consultant Contract - Progress Claim March 2022	MUNI	18,913.82
EFT47525	19/05/2022	JCW Electrical Pty Ltd	Eaton Skate Park Lighting Install	MUNI	74,429.73
EFT47526	19/05/2022	Jim's Test and Tag	Electrical Test and Tag 2021/22 - Depot	MUNI	1,172.39
EFT47527	19/05/2022	Jukel Pty Ltd T/As Kelcom	Install 6 x Cat6 Data Points To Transportable	MUNI	2,068.00
EFT47528	19/05/2022	Justine Eichner	Umpire Recoup - 18/05/2022	MUNI	66.00
EFT47529	19/05/2022	Joseph Adrian Northover	Consultation With Elders - Eaton Master and Place Plan - Eaton 10-05-2022	MUNI	620.78
EFT47530	19/05/2022	Karyn Rowe	Umpire Recoup - 16/05/2022	MUNI	45.00
EFT47531	19/05/2022	Kmart	ECL - Bookshelf, Books & School Holiday Workshop Supplies	MUNI	330.05
EFT47532	19/05/2022	Liam Yates	Reimburse Ipad Cover Purchase	MUNI	15.00
EFT47533	19/05/2022	Local Government Professionals Australia WAR	Customer Complaints Resolution Program - 30/05/2022 - Gabriella Hayward	MUNI	815.00
EFT47534	19/05/2022	Luke Wilkinson	Umpire Recoup - 18/05/2022	MUNI	99.00
EFT47535	19/05/2022	M & J Essential Solutions Pty Ltd	EAP Consultations	MUNI	520.00
EFT47536	19/05/2022	Mainline Plumbing	Please Investigate & Repair Gas Oven - Strong Gas Smell When Turned On	MUNI	110.00
EFT47537	19/05/2022	Malatesta Road Paving and Hotmix	Emulsion - Hayward Street	MUNI	400.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT47538	19/05/2022	Mantrac	Machine Hire: Posi Track RT-120	MUNI	572.00
EFT47539	19/05/2022	Margery Ann Stevens	Umpire Recoup - 16/05/2022	MUNI	52.00
EFT47540	19/05/2022	Mark Mcdonald	Refund Partial Membership Fees	MUNI	214.13
EFT47541	19/05/2022	Mckayhla Pomare	Umpire Recoup - 18/05/2022	MUNI	55.00
EFT47542	19/05/2022	Melanie Young	Refund Uniform Purchase	MUNI	193.91
EFT47543	19/05/2022	Melissa Biniti Lomo - Farmel's Borneo Delight	Volunteers Food Vouchers - Summer In Your Park Events	MUNI	73.50
EFT47544	19/05/2022	Michaela Jane Hayden	Reimburse Library Purchases	MUNI	222.01
EFT47545	19/05/2022	Moore Australia (WA) Pty Ltd	Management Reporting Workshop - Ray Pryce - 26/05/2022	MUNI	1,045.00
EFT47546	19/05/2022	Murray Collard	Consultation With Elders - Eaton Master and Place Plan - 10-05-2022	MUNI	564.62
EFT47547	19/05/2022	Naomi Hall	Refund Partial Membership Fees	MUNI	213.30
EFT47548	19/05/2022	Nathan Gardiner	Eco-Con Event - Facilitator Fees - Sustainable Art and Craft Workshop - Innovate Youth Grant - 12/04/2022	MUNI	289.50
EFT47549	19/05/2022	Peel Resource Recovery P/L	Medium Grade Mulch Delivered To Depot	MUNI	1,650.00
EFT47550	19/05/2022	Perfect Landscapes	Weekly Reserves & Millbridge Lawn Mowing	MUNI	4,446.10
EFT47551	19/05/2022	PFI Supplies	Cleaning Products - 2 x Shire Locations	MUNI	184.80
EFT47552	19/05/2022	R & S Co Pty Ltd T/As Fresh Floral Studio	Flower Arrangement For Cathly Lee - Acknowledging 25 Years of Service	MUNI	80.00
EFT47553	19/05/2022	Rachel O'Donoghue	Reimburse The Poppy Project Items Purchased	MUNI	173.66
EFT47554	19/05/2022	Regional Media Specialists P/L	April 2022 Advertising Space In Bunbury Herald Community News Page	MUNI	943.80
EFT47555	19/05/2022	Rhodes Mechanical	Repairs To Seat Suspension and Filter Replacements - Toro DA9429	MUNI	1,324.11
EFT47556	19/05/2022	South West Septics	Pumping Out of Wellington Mills Public Toilets	MUNI	275.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT47557	19/05/2022	Southern Lock and Security	Rekey Locks - Eaton Club Rooms & Change Rooms	MUNI	1,394.50
EFT47558	19/05/2022	Sportspower Bunbury	ERC - Sporting Bibs	MUNI	128.00
EFT47559	19/05/2022	Stanton International	Probity Services For New Admin Building	MUNI	140.80
EFT47560	19/05/2022	State Library of Western Australia	Freight Recoup Jan To June 2022 - Remainder of Amount Due	MUNI	790.17
EFT47561	19/05/2022	Stewart and Heaton Clothing Company Pty Ltd	Staff Uniforms - 4 x Bfb Locations	MUNI	1,165.30
EFT47562	19/05/2022	Suez Recycling & Recovery Pty Ltd	April 2022 Bin Collection	MUNI	71,982.34
EFT47563	19/05/2022	Synergy	Electricity - 22 x Shire Locations	MUNI	9,916.35
EFT47564	19/05/2022	T-Quip	Part For Repair - Toro 360 Ride On Mower DA10105	MUNI	110.70
EFT47565	19/05/2022	Telstra	Telephone/Internet Costs - 5 x Shire Locations	MUNI	9,604.67
EFT47566	19/05/2022	The Cafe Merchant	Catering 3 x Events	MUNI	745.00
EFT47567	19/05/2022	Therese Price	Umpire Recoup - 17/05/2022	MUNI	67.50
EFT47568	19/05/2022	Toll Transport - Ipec Pty Ltd	2021- 2022 Postage & Freight - Emergency & Ranger Services	MUNI	73.19
EFT47569	19/05/2022	Total Eden Pty Ltd	Sprinklers - 3 x Shire Locations	MUNI	2,356.73
EFT47570	19/05/2022	Totally Workwear	Murray Connell - Jacket	MUNI	99.00
EFT47571	19/05/2022	Traffic Systems West	Remove and Replace Speed Cushion - Gardiner St	MUNI	4,000.29
EFT47572	19/05/2022	UDIA (WA)	UDIA WA Membership Subscription For Period 17/2/2022 To 30/06/2023	MUNI	2,757.00
EFT47573	19/05/2022	Ultron Developments Pty Ltd	Call Off Order - Puskar Kandell Sharepoint Services 2019 Migration Project - 02-15/04/2022	MUNI	3,485.00
EFT47574	19/05/2022	Water Corporation	Water Use and Service Charges - 13 x Shire Locations	MUNI	8,200.77

Payment	Date	Name	Invoice Description	Fund	Amount
EFT47575	19/05/2022	Westrac Pty Ltd	Brusher For BA25 Broom	MUNI	2,062.98
EFT47576	19/05/2022	Woolworths Group Limited - Online Order Only	Refreshments & Receptions - Staff Kitchen & Council Chambers	MUNI	256.30
EFT47577	19/05/2022	Werewere Tom Dean Davey	Umpire Recoup - 16/05/2022	MUNI	45.00
EFT47578	26/05/2022	Australian Library and Information Association	Institutional Membership Fee - 01/07/2022 - 30/06/2023	MUNI	740.00
EFT47579	26/05/2022	A_Space Australia Pty Ltd	Lofthouse & Cadell Park - Remove Old Equipment & 40% Deposit New Play Equipment	MUNI	87,560.00
EFT47580	26/05/2022	Bailey Harkness	Umpire Recoup - 24-05-2022	MUNI	45.00
EFT47581	26/05/2022	Bluesteel Enterprises Pty Ltd	Safety Boots 7 Equipment - 3 x Brigades	MUNI	1,743.08
EFT47582	26/05/2022	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	78.35
EFT47583	26/05/2022	Bunbury Subaru	49,000Km Service DA955	MUNI	545.46
EFT47584	26/05/2022	Bunnings Group Limited	2 x Fence Panels, Fence Brackets, Large Washers, Trimming Knives - Fence Repair Glen Huon Oval Playarea	MUNI	245.30
EFT47585	26/05/2022	Cameron Baker	Umpire Recoup - 25-05-2022	MUNI	44.00
EFT47586	26/05/2022	Cecilia Muller	Reimburse Uniform Purchase	MUNI	159.98
EFT47587	26/05/2022	Chloe Scott	Umpire Recoup - 25-05-2022	MUNI	22.00
EFT47588	26/05/2022	Christine Worsfold	Umpire Recoup - 24-05-2022	MUNI	67.50
EFT47589	26/05/2022	Cleanaway Solid Waste Pty Ltd	General Waste Disposal - 3 x Shire Locations	MUNI	3,108.95
EFT47590	26/05/2022	Clinton Shayne House	Rates Refund For Assessment A2668	MUNI	286.34
EFT47591	26/05/2022	Danika Libby Thompson	Refund Community Centre Bond	MUNI	290.00
EFT47592	26/05/2022	Dapco Tyre and Auto Centre	Service - Oil Change and Replace Disc Pads - DA017	MUNI	628.03

Payment	Date	Name	Invoice Description	Fund	Amount
EFT47593	26/05/2022	Darby Sidebotham	Umpire Recoup - 23 & 24-05-2022	MUNI	157.50
EFT47594	26/05/2022	Dardanup Gas	Supply & Hire Fee For 45Kg Bottle - Dardanup Hall	MUNI	176.00
EFT47595	26/05/2022	Daryl Fishwick	Umpire Recoup - 25-05-2022	MUNI	88.00
EFT47596	26/05/2022	Data #3 Limited	Microsoft CSP Azure Consumption Charges - March 2022	MUNI	13.32
EFT47597	26/05/2022	Donna Bastow	Umpire Recoup - 25-05-2022	MUNI	88.00
EFT47598	26/05/2022	Earth 2 Ocean Communications	Replacement of 4 x Handheld Portable Radios	MUNI	1,916.00
EFT47599	26/05/2022	Element WA	Eaton and Dardanup Masterplans and Place Plans (Contract Award) - Task 1	MUNI	17,836.50
EFT47600	26/05/2022	Flexi Staff Pty Ltd	Labour Hire - D Boston - 09-13-05-2022	MUNI	2,060.74
EFT47601	26/05/2022	Florist Gump	ERC - Bereavement Flowers - Deb Pulford	MUNI	100.00
EFT47602	26/05/2022	Hanson Construction Materials Pty Ltd	40 Tonne of Spalls <400Mm - Pile Rd	MUNI	1,423.25
EFT47603	26/05/2022	Hooleys Catering Company	Catering For Ordinary Council Meeting Dinner - 25-05-2022	MUNI	795.00
EFT47604	26/05/2022	IMCO Australasia	Concrete Repair - 5 x Shire Locations	MUNI	7,700.00
EFT47605	26/05/2022	IPWEA National	IPWEA E-Book Annual Subscription - 01/07/2022-30/06/2023	MUNI	1,707.75
EFT47606	26/05/2022	Joanna Hanson	Reimburse Uniform Purchase	MUNI	233.90
EFT47607	26/05/2022	JRB Consultancy	Lot 8 Collie River Road - Land Valuation For Proposed Resumption	MUNI	550.00
EFT47608	26/05/2022	Justine Eichner	Umpire Recoup - 25-05-2022	MUNI	44.00
EFT47609	26/05/2022	Karyn Rowe	Umpire Recoup - 23 & 24-05-2022	MUNI	157.50
EFT47610	26/05/2022	Luke Wilkinson	Umpire Recoup - 25-05-2022	MUNI	44.00
EFT47611	26/05/2022	M & J Essential Solutions Pty Ltd	EAP Consultations	MUNI	130.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT47612	26/05/2022	Malatesta Road Paving and Hotmix	Supply and Lay Black Asphalt - Glen Huon Carpark	MUNI	6,271.94
EFT47613	26/05/2022	Mantrac	Install Fire Break 6 Nyleeta Close, Ferguson	MUNI	352.00
EFT47614	26/05/2022	Marketforce	Public Notice - 4 x Publications	MUNI	3,094.98
EFT47615	26/05/2022	Mckayhla Pomare	Umpire Recoup - 25-05-2022	MUNI	44.00
EFT47616	26/05/2022	Michael James Henderson	Rates Refund For Assessment A2124	MUNI	797.25
EFT47617	26/05/2022	Michael Jeffery	Reimburse Fuel Costs	MUNI	261.48
EFT47618	26/05/2022	Mitchell Dillon Maibaum	Rates Refund For Assessment A3503	MUNI	152.36
EFT47619	26/05/2022	Mulyadi Gustiawan	Refund Unused Gym Membership	MUNI	111.57
EFT47620	26/05/2022	Neil Turner	Commission of Customised Art Panels For Gnomeville Toilet Block	MUNI	5,802.00
EFT47621	26/05/2022	NSCO Consulting	Facilitation of Coaching Sessions - Staff - 20/05/2022	MUNI	264.00
EFT47622	26/05/2022	Perfect Landscapes	Weekly Reserves & Millbridge Lawn Mowing	MUNI	4,613.23
EFT47623	26/05/2022	Promote You	Embroidery of Staff Uniforms	MUNI	36.30
EFT47624	26/05/2022	Publik Group	Formalised Letter Requesting Approval To Place Heritage Trail Signs Within Railway Corridor Dardanup Townsite	MUNI	528.00
EFT47625	26/05/2022	Rachael Hardwicke	Umpire Recoup - 25-05-2022	MUNI	44.00
EFT47626	26/05/2022	Renae Randall	Reimburse Unifrom Purchase	MUNI	389.40
EFT47627	26/05/2022	Scope Electrical Contracting Pty Ltd	Lighting Investigation and Repair - Carramar Park	MUNI	297.00
EFT47628	26/05/2022	SMR Psychology	Employee Assistance Program - Counselling	MUNI	187.00
EFT47629	26/05/2022	SOS Office Equipment	Relocate Printer/Scanner Internally - Transportable Office	MUNI	275.00
EFT47630	26/05/2022	South West Isuzu	Purchase New 2021 Isuzu - Less Trade In 2012 Hino - DA628	MUNI	113,003.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT47631	26/05/2022	Southern Lock and Security	ERC - Additional Single Keys For West Toilets	MUNI	50.01
EFT47632	26/05/2022	Synergy	Electricity - 7 x Shire Locations	MUNI	7,403.64
EFT47633	26/05/2022	The Health Hub At Eaton Fair	2022 Employee Flu Vaccination Program - 6 Bookings	MUNI	116.16
EFT47634	26/05/2022	The Workwear Group	Uniform Purchase - Joanna Hanson	MUNI	99.00
EFT47635	26/05/2022	Therese Price	Umpire Recoup - 20-05-2022	MUNI	60.00
EFT47636	26/05/2022	Tylinn Carter	Umpire Recoup - 25-05-2022	MUNI	66.00
EFT47637	26/05/2022	WALGA	WALGA Elected Member Training - Ceo Performance Appraisal Course - 03/05/2022	MUNI	4,898.00
EFT47638	26/05/2022	Water Corporation	Water Use and Service Charges - 4 x Shire Locations	MUNI	4,245.19
EFT47639	26/05/2022	Werewere Tom Dean Davey	Umpire Recoup - 23-05-2022	MUNI	90.00
EFT47640	26/05/2022	West Australian Newspapers Ltd	12 x Weekly Newspapers - 11/05-03/08/2022	MUNI	164.34
EFT47641	26/05/2022	Western Australia Treasury Corporation	Loan 70 Repayment	MUNI	40,400.21
EFT47642	26/05/2022	Winc Australia Pty Ltd	Stationery Expense - Eaton Admin & ECL	MUNI	802.62
EFT47643	26/05/2022	Woolworths Group Limited - Online Order Only	Depot Training and Kitchen Supplies	MUNI	644.55
EFT47644	26/05/2022	Work Clobber	PPE Clothing Including Safety Cap Boots - Ligda Rodriguez	MUNI	619.50

CHEQUES**TRUST****BPAY**

Payment	Date	Name	Invoice Description	Fund	Amount
DD16471.2	05/05/2022	Mine Super	Presidential Allowance	MUNI	3,000.00
DD16471.1	05/05/2022	Alinta	Gas - Eaton Recreation Centre - 20/01-20/04/2022	MUNI	174.40
CREDIT CARD					
DD16531.1	27/05/2022	MAILCHIMP	Monthly Subscription and Charge for Electronic Newsletters May 2022	MUNI	126.16
DD16531.2	27/05/2022	SURVEYMONKEY EUROPE	Subscription to Survey Service - Survey Monkey Online 19/05/22 to 19/09/22	MUNI	111.00
DD16531.3	27/05/2022	Facebook Ireland Limited	Events - Social Media Marketing - Enighten	MUNI	100
DD16531.4	27/05/2022	Lumen5	Lumen5 Video Content Creation software Premium Edition (Annual Subscription) \$59 USD per month	MUNI	857.38
DIRECT DEBIT					
INTERNATIONAL					
DD16517.1	27/05/2022	Mailstore Software Gmbh	Standard Update and Support Service - 300 User Licenses - 14/06/2022 - 14/06/2023	MUNI	1,744.14
PAYROLL					
DD16490.1	13/05/2022	Aware Super Pty Limited	Payroll Deductions	MUNI	33,188.10
DD16490.2	13/05/2022	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	175.81
DD16490.3	13/05/2022	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	403.19
DD16490.4	13/05/2022	One Path Masterfund	Superannuation Contributions	MUNI	110.51
DD16490.5	13/05/2022	Suncorp Brighter Super	Superannuation Contributions	MUNI	260.80

Payment	Date	Name	Invoice Description	Fund	Amount
DD16490.6	13/05/2022	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	888.86
DD16490.7	13/05/2022	ANZ Australian Staff Superannuation Scheme	Superannuation Contributions	MUNI	212.86
DD16490.8	13/05/2022	Local Government Super	Superannuation Contributions	MUNI	244.82
DD16490.9	13/05/2022	Commonwealth Essential Super	Superannuation Contributions	MUNI	796.75
DD16514.1	27/05/2022	Aware Super Pty Limited	Payroll Deductions	MUNI	33,581.58
DD16514.2	27/05/2022	Hostplus	Payroll Deductions	MUNI	1,441.60
DD16514.3	27/05/2022	Hughes Superannuation Fund	Superannuation Contributions	MUNI	54.96
DD16514.4	27/05/2022	MLC Super Fund	Superannuation Contributions	MUNI	1,206.22
DD16514.5	27/05/2022	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	175.81
DD16514.6	27/05/2022	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	426.50
DD16514.7	27/05/2022	One Path Masterfund	Superannuation Contributions	MUNI	72.70
DD16514.8	27/05/2022	Suncorp Brighter Super	Superannuation Contributions	MUNI	221.02
DD16514.9	27/05/2022	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	887.67
DD16490.10	13/05/2022	Hesta Super Fund	Payroll Deductions	MUNI	564.11
DD16490.11	13/05/2022	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,021.46
DD16490.12	13/05/2022	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	678.36
DD16490.13	13/05/2022	Unisuper	Superannuation Contributions	MUNI	124.13
DD16490.14	13/05/2022	Sunsuper Pty Ltd	Superannuation Contributions	MUNI	123.14
DD16490.15	13/05/2022	Australian Ethical Superannuation	Superannuation Contributions	MUNI	155.68

Payment	Date	Name	Invoice Description	Fund	Amount
DD16490.16	13/05/2022	Australian Super	Superannuation Contributions	MUNI	120.14
DD16490.17	13/05/2022	Rest Superannuation	Payroll Deductions	MUNI	1,870.62
DD16490.18	13/05/2022	The Bro Code Super Fund	Payroll Deductions	MUNI	29.15
DD16490.19	13/05/2022	Media Super	Superannuation Contributions	MUNI	544.91
DD16490.20	13/05/2022	Construction & Building Industry Super	Superannuation Contributions	MUNI	146.28
DD16490.21	13/05/2022	Hostplus	Superannuation Contributions	MUNI	1,514.54
DD16490.22	13/05/2022	Australiansuper	Superannuation Contributions	MUNI	5,474.46
DD16490.23	13/05/2022	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	321.46
DD16490.24	13/05/2022	MLC Super Fund	Superannuation Contributions	MUNI	1,047.44
DD16514.10	27/05/2022	ANZ Australian Staff Superannuation Scheme	Superannuation Contributions	MUNI	141.37
DD16514.11	27/05/2022	Local Government Super	Superannuation Contributions	MUNI	244.82
DD16514.12	27/05/2022	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	678.36
DD16514.13	27/05/2022	Commonwealth Essential Super	Superannuation Contributions	MUNI	157.86
DD16514.14	27/05/2022	Hesta Super Fund	Payroll Deductions	MUNI	613.03
DD16514.15	27/05/2022	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,021.46
DD16514.16	27/05/2022	Unisuper	Superannuation Contributions	MUNI	61.47
DD16514.17	27/05/2022	Sunsuper Pty Ltd	Superannuation Contributions	MUNI	115.51
DD16514.18	27/05/2022	Australian Ethical Superannuation	Superannuation Contributions	MUNI	159.78
DD16514.19	27/05/2022	Australian Super	Superannuation Contributions	MUNI	136.20

Payment	Date	Name	Invoice Description	Fund	Amount
DD16514.20	27/05/2022	Rest Superannuation	Payroll Deductions	MUNI	1,868.26
DD16514.21	27/05/2022	The Bro Code Super Fund	Superannuation Contributions	MUNI	104.93
DD16514.22	27/05/2022	Media Super	Superannuation Contributions	MUNI	599.41
DD16514.23	27/05/2022	Construction & Building Industry Super	Superannuation Contributions	MUNI	117.01
DD16514.24	27/05/2022	Australiansuper	Superannuation Contributions	MUNI	5,647.33
DD16514.25	27/05/2022	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	106.09
DD16514.26	27/05/2022	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	321.46
<u>REPORT TOTALS</u>					1,700,135.94

EFT	1,593,842.87
Muni Cheque	0.00
Trust	0.00
Payroll	100,179.99
Credit Card	1,194.54
Direct Debit	0.00
International	1,744.14
BPAY	3,174.40
TOTAL	1,700,135.94

CERTIFICATE of Chief Executive office

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



MR PHIL ANASTAKIS
Acting Chief Executive Officer

12.5 COMMITTEES**12.5.1 Title: Audit and Risk Committee Meeting Minutes held on the 8th of June 2022**

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Donna Bailye - Personal Assistant to D/CEO</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments</i>	<i>Appendix ORD: 12.5.1 – Meeting Minutes Confidential Document – Audit Strategy Memorandum</i>

MINUTES OF THE SHIRE OF DARDANUP AUDIT & RISK COMMITTEE MEETING HELD ON WEDNESDAY, 8th OF JUNE 2022, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 2.00PM.

Officer Comment

The Minutes of the Audit & Risk Committee Meeting held on the 8th of March 2022 [Appendix ORD: 12.5.1] are attached.

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Minutes [Appendix ORD: 12.5.1] of the Audit & Risk Committee Meeting held on the 8th of June 2022.

AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION “A”

THAT Council supports and acknowledges the Audit Strategy Memorandum produced by the Office of the Auditor General, and OAG’s sub-contractors Moore Australia (WA), for the 2021/22 annual financial report and accounts [Confidential Document – Under Separate Cover OCM-R1208531], which outlines the audit scope and approach, and key audit risk areas that will be a focus of audit procedures.

AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION “B”

THAT Council receives the Interim Audit Update report outlined in the Audit & Risk Committee Meeting minutes held on the 8th of June 2022.

12.5.2 Title: Bushfire Advisory Committee Meeting Minutes held on the 8th of June 2022

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Amanda Tuberes - Personal Assistant to Director Sustainable Development</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments</i>	<i>Appendix ORD: 12.5.2 – Meeting Minutes</i>

MINUTES OF THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY, 8th OF JUNE 2022, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 7.00PM.

Officer Comment

The Minutes of the Bushfire Advisory Committee Meeting held on the 8th of June 2022 [Appendix ORD: 12.5.2] are attached.

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Minutes [Appendix ORD: 12.5.2] of the Bushfire Advisory Committee Meeting held on the 8th of June 2022.

BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION "A"

THAT Council endorse the following persons as Bushfire Control Officers for the period 01/07/2022 – 30/06/2023 pursuant to Section 38(1) of the Bush Fires Act 1954 and the persons to be advertised pursuant to Section 38(2a) of the Bush Fires Act 1954 : -

DISTRICT	OFFICER
Burekup District	Clay Rose
Dardanup Central District	Brendan Putt
Eaton Townsite/District	Chris Hynes
Ferguson District	Lyndon Skeers
Joshua/Crooked Brook District	Jeffrey Duncombe
Upper Ferguson District	Grant Ratcliffe
Waterloo District	Robert Drennan
Wellington Mills District	Ian Bridge
West Dardanup District	Neil Dyer

BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION “B”

THAT Council endorse:

OFFICER	POSITION
Mr Chris Hynes	Chief Bush Fire control Officer
Mr Clay Rose	Deputy Chief Bushfire Control Officer (North)
Mr Rob Drennan	Deputy Chief Bushfire Control Officer (South)
Mr Keith Higham	Fire Weather Officer

for the period 01/07/2022 – 30/06/2023.

BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION “C”

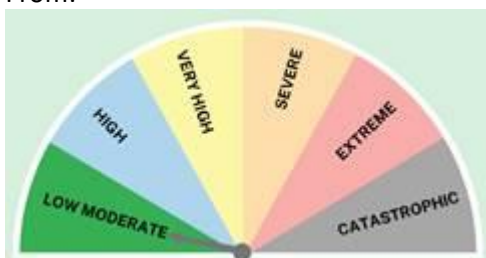
THAT Council request the Chief Executive Officer formally write to:

1. Mr Peter Robinson thanking him for his service as a Fire Control Officer for the Joshua Crooked Brook Bush Fire Brigade;
2. Mr Max Kerr thanking him for his service as a Fire Control Officer for the Joshua Upper Ferguson Bush Fire Brigade; and
3. Mr Allan Charlton thanking him for his service as a Fire Control Officer for the Dardanup Central Bush Fire Brigade and more recently as the Fire Weather Officer.

Coordinator Emergency & Ranger Services Comment

DFES have advised changes to the Australian Fire Danger Rating System (AFDRS) to a more simplified and nationally consistent system that aims to improve public safety, reduce the impacts of bushfires and better support the community. The new AFDRS will have a four level rating from the original six. The ratings and high-level messages are Moderate: Plan and prepare, High: Be ready to act, Extreme: Take action now to protect life and Property and Catastrophic: For your survival, leave bushfire risk areas. Supporting messages, including localised information, will clearly explain what community response is required at each level.

From:



To:



This has resulted in the following sections of the Fire Prevention Order being amended as follows:

You are advised that Burning Permits are automatically invalidated on days of “very high” “severe”, “extreme” or “catastrophic” fire danger.

Has been amended to read:

You are advised that Burning Permits are automatically invalidated on days of “high”, “extreme” or “catastrophic” fire danger.

Prohibited and Restricted Burning Period UNLESS;

- *the fire rating is below VERY HIGH;*
- *is fitted with an effective spark arrestor to pizza oven & outdoor stove;*

Has been amended to read:

Prohibited and Restricted Burning Period UNLESS;

- *the fire rating is below HIGH;*
- *is fitted with an effective spark arrestor to pizza oven & outdoor stove;*

**OFFICER RECOMMENDED RESOLUTION &
BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION “D”**

THAT Council adopt and advertise the 2022-2023 Shire of Dardanup Fire Prevention Order pursuant to Section 33(1) of the Bush Fires Act 1954, as follows:

2022-2023 FIRE PREVENTION ORDER

FIRST AND FINAL NOTICE

With reference to Section 33 of the Bush Fires Act 1954, you are required to carry out fire prevention work on land owned or occupied by you, in accordance with the provisions of this order.

This order is valid for the period 1 July – 30 June annually.

Work must be completed by the 30 November annually and maintained until the close of the entire Restricted and Prohibited Burning Periods.

PLEASE READ THIS NOTICE CAREFULLY

If you do not fully understand this notice, please contact Emergency & Ranger Services during office hours on 9724 0000 or your local Fire Control Officer to discuss.

PERSONS WHO FAIL TO COMPLY WITH THE REQUIREMENTS OF THE ORDER MAY BE ISSUED WITH AN INFRINGEMENT NOTICE PENALTY (\$250.00) OR PROSECUTED WITH AN INCREASED PENALTY (MAXIMUM PENALTY \$5,000). ADDITIONALLY THE SHIRE OF DARDANUP MAY CARRY OUT THE REQUIRED WORK AT COST TO THE OWNER/OCCUPIER.

RESTRICTED BURNING PERIOD**Burning Permits Required**

2 November 2022

to

14 December 2022

PROHIBITED BURNING PERIOD**NO FIRES PERMITTED**

15 December 2022

to

14 March 2023

*(subject to extension)***RESTRICTED BURNING PERIOD****Burning Permits Required**

15 March 2023

to

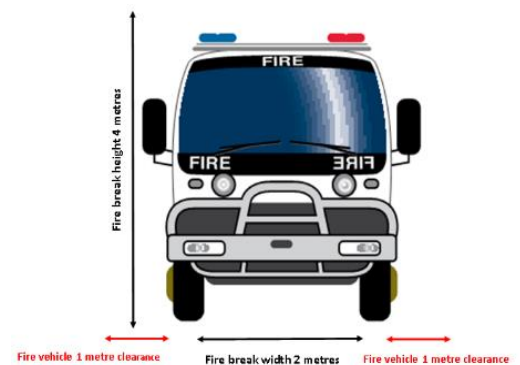
26 April 2023

*(subject to extension)***RESIDENTIAL, INDUSTRIAL, DEVELOPMENT, RESTRICTED USE, MIXED BUSINESS AND COMMERCIAL ZONES***

- All flammable material/vegetation (except living trees) **MUST** be slashed or grazed to a height that does not exceed 100 millimetres.
- Removal of isolated flammable material (dead tree and tree branches) **MUST** be removed.

SMALL HOLDINGS ZONE*

- A firebreak (as defined), must be installed immediately inside and along all property boundaries, 2 metres in width and 4 metres in height. The firebreak may only deviate from a boundary up to 6 metres, to avoid established trees and /or other natural features that would make it impractical to be installed on the boundary.
- A 20 metre Asset Protection Zone (as defined) **MUST** be slashed to a height that does not exceed 100 millimetres surrounding dwellings, sheds and all haystacks.
- All flammable material/vegetation (dead trees and branches) **MUST** be removed from the 20 metre Asset Protection Zone.
- Where slashing is not possible, material/vegetation must be burnt back or sprayed with a suitable herbicide to prevent growth throughout the entire restricted and prohibited burning periods.
- Burn piles can be kept and are approved under the following conditions:
 - a burn pile is to be no closer than 20 metres from any structure.

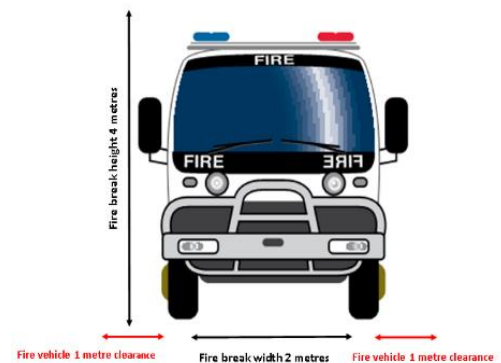


[Minimum clearance for fire break in small holdings](#)

- All fire wood piles must be stored away from a dwelling during the restricted and prohibited burning periods.

GENERAL FARMING, RESTRICTED USE AND TOURIST ZONES*

- **Non Irrigated lots** – a vehicle access track, 4 metre in width and 4 metre in height that **MUST** include a 2 metre wide firebreak (as defined), must be installed immediately inside and along the lot boundary where it adjoins a road and/or rail reserve. The firebreak may only deviate from the boundary, up to 6 metres, to avoid established trees/or other natural features, that would make it impractical to install a firebreak at that location.
- **Irrigated land** (as defined) is to be maintained in a non-flammable state for the whole of the restricted and prohibited burning periods.
- Firebreaks are **NOT** required on irrigated land that is being **actively and regularly irrigated throughout the entire restricted and prohibited burning periods.**
- Irrigation channels that are situated **inside and along** a lot boundary will be accepted as a firebreak provided the irrigation channel is utilised on that property throughout the **entire restricted and prohibited burning periods.**
- Burn piles can be kept and are approved under the following conditions:
 - a burn pile is to be no closer than 20 metres to any structure; and
 - a 2 metre wide and 4 metre in height firebreak is to be placed around the perimeter of any burn pile.
- All fire wood piles must be stored away from a dwelling during the restricted and prohibited burning periods.



[Minimum clearance for fire break in general farming, restricted use and tourist zones](#)

PLANTATIONS

- **BARE EARTH** firebreaks of 15 metres in width and 4 metres in height must be maintained inside and along all boundaries of a plantation with 6-10 metre wide internal firebreaks between compartments.
- Where power lines pass through plantation areas, firebreaks must be in accordance with Western Power specifications.

* Zones defined by the Shire of Dardanup Town Planning Scheme No.3.

WHERE AND HOW TO OBTAIN BURNING PERMITS

Applications for burning permits are available from your local Bush Fire Control Officer at no cost. The local Bush Fire Control Officer will note the relevant conditions you must comply with on your burning permit.

You are advised that Burning Permits are automatically invalidated on days of “high”, “extreme” or “catastrophic” fire danger.

To minimise the use of resources on unnecessary call outs, burns conducted outside the restricted burning period are encouraged to be registered with the Department of Fire & Emergency Service (DFES) Communications Centre on 9395 9209, immediately prior to commencing the burn.

Garden Refuse Urban Areas (town sites): No garden refuse is permitted to be burnt on the ground, in the open air or in an outdoor incinerator within the urban areas of Dardanup, Eaton and Burekup town sites **at any time of the year unless a permit to burn has first been obtained** from a Fire Control Officer for special circumstances such as a large block that needs hazard reduction.

All Other Areas in Shire of Dardanup: Pursuant to section 24G(2) and section 25(1a) of the Bush Fires Act 1954, the burning of garden refuse and camp and cooking fires is prohibited in all areas within the Shire of Dardanup during the **Prohibited Burning Period**. Furthermore, pursuant to section 24G(2) the burning of garden refuse and camp and cooking fires are prohibited within the Shire of Dardanup during the **Restricted Burning Period unless a permit to burn has first been obtained** from a Fire Control Officer.

Solid Fuel Cooking Appliances (e.g.: pizza oven/outdoor barbeque, outdoor stove and fire pits): The use of solid fuel cooking appliances is prohibited in all areas within the Shire of Dardanup during the **Prohibited and Restricted Burning Period UNLESS;**

- the fire rating is below HIGH;
- is fitted with an effective spark arrestor to pizza oven & outdoor stove;
- an area of 2m surrounding the appliance is cleared from flammable materials;
- running water is on site and is accessible;
- a responsible able body adult is in attendance throughout and until the fire is completely extinguished.

The use of **Solid Fuel Cooking Appliances (e.g.: pizza oven/outdoor barbeque, outdoor stove and fire pits)** are prohibited during a **TOTAL FIRE BAN**.

FIREBREAK VARIATIONS/EXEMPTIONS

If it is considered impractical for any reason to install a firebreaks or remove flammable materials from any land as required by this Order, you are required to make written application to the Shire of Dardanup **no later than 30 September each year. This application shall** include a plan detailing the alternative fire prevention measures taken on the land. Prescribed Firebreak Variation/Exemption Forms are available from the Shire of Dardanup offices or by visiting the Shire of Dardanup website. If your request for a variation/exemption is not granted, you **must** comply with the requirements of this Order.

DEFINITIONS

For the purpose of this notice the following definitions apply:

ASSET PROTECTION ZONE (APZ)

Asset protection zones must be a minimum of 20 metres. An asset protection zone is a low fuel area immediately surround a building and is designed to minimise the likelihood of flame contact with buildings and the effect of radiant heat. It is important to maintain the asset protection zones and from flammable material. If there are large trees in the asset protection zone, consideration of having the trees pruned by a professional contactor. There should be no trees overhanging buildings or assess within the asset protection zone.

BUSH FIRE MANAGEMENT PLANS

A “Bush Fire Management Plan” means a plan that has been developed and approved by the Shire of Dardanup to reduce and mitigate fire hazards within a subdivision, lot or other area of land within the district. Where the property has an approved Bush Fire Management Plan, compliance **MUST** be achieved in accordance with the conditions stipulated in the Bush Fire Management Plan, in addition to the requirement of this notice.

IRRIGATED LAND

Irrigated land is defined as agriculture land that is watered, kept fully watered and is maintained in a non-flammable state for the whole of the restricted and prohibited burning periods.

FIREBREAK

A firebreak is an area of land that has been cleared of all trees, bushes, grasses and any other object or thing which may be flammable, leaving a surface of bare mineral earth. Firebreaks must be constructed immediately inside and along all property boundaries. Firebreaks provide safer access for land owners and fire appliances to conduct fire suppression activities.

PLANTATION

Means a stand of trees of 10 hectare or larger, that has been established by sowing or planting of either native or exotic tree species and managed intensively for their commercial and/or environmental value. A plantation includes roads, tracks, firebreaks and small areas of native vegetation surrounded by plantations. Implicit in this definition is the recognition that plantations will be harvested.

AUTHORISED OFFICER

A person appointed by the Shire of Dardanup as a Bush Fire Control Officer.

For further information please call the Shire of Dardanup 9724 0000 or your local Fire Control Officer.

For all fire emergencies, please dial



Would you like to become involved in a volunteer bush fire brigade?

Why not join a Shire of Dardanup Volunteer Bush Fire Brigade and learn how to prevent fires and be trained in firefighting!

Male and Female volunteers are very welcome.

There are many dimensions to being a volunteer bush fire brigade member and cadets (11-16 years of age), as all are encouraged to choose the type of activities that best suit their capabilities and interest.

Being a volunteer is a rewarding experience. It is an opportunity to meet new people, learn new skills and provide assistance in protecting your community. Respecting others, working together as a team and acting with honesty and integrity are the values embraced by members.

If you are interested in being a volunteer bush fire fighter please contact the Shire of Dardanup Emergency Management Officer 9724 0347 or email brigade@dardanup.wa.gov.au

16 MATTERS BEHIND CLOSED DOORS

None.

17 CLOSURE OF MEETING

The Presiding Officer advises that the date of the next:

- Ordinary Meeting of Council will be Wednesday, the 27th of July 2022, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

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