



Shire of Dardanup

# **A G E N D A**

FOR THE

## **ORDINARY COUNCIL MEETING**

To Be Held

Wednesday, 22<sup>nd</sup> March 2023  
Commencing at 5.00pm

At

Shire of Dardanup  
ADMINISTRATION CENTRE EATON  
1 Council Drive - EATON

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Upon request.



## NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup Council will be held on Wednesday, the 22<sup>nd</sup> March 2023 in the Council Chambers, Shire of Dardanup – Administration Centre Eaton, 1 Council Drive, Eaton – Commencing at 5.00pm.

**MR ANDRÉ SCHÖNFELDT**  
Chief Executive Officer

Date: 17<sup>th</sup> March 2023

**Note:** If interested persons would like to make comment on any items in this agenda, please email [records@dardanup.wa.gov.au](mailto: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.

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## VISION STATEMENT

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

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## COUNCIL ROLE

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

## DISCLAIMER

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

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

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

## RISK ASSESSMENT

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

**RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE**

Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	Environment
<b>Insignificant (1)</b>	Near miss Minor first aid injuries	Less than \$10,000	No material service interruption - backlog cleared < 6 hours	<b>Compliance</b> - No noticeable regulatory or statutory impact. <b>Legal</b> - Threat of litigation requiring small compensation. <b>Contract</b> - No effect on contract performance.	Unsubstantiated, low impact, low profile or 'no news' item	Contained, reversible impact managed by on site response
<b>Minor (2)</b>	Medical type injuries	\$10,001 - \$50,000	Short term temporary interruption – backlog cleared < 1 day	<b>Compliance</b> - Some temporary non compliances. <b>Legal</b> - Single minor litigation. <b>Contract</b> - 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
<b>Moderate (3)</b>	Lost time injury <30 days	\$50,001 - \$300,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	<b>Compliance</b> - Short term non-compliance but with significant regulatory requirements imposed. <b>Legal</b> - Single moderate litigation or numerous minor litigations. <b>Contract</b> - 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
<b>Major (4)</b>	Lost time injury >30 days	\$300,001 - \$1.5 million	Prolonged interruption of services – additional resources; performance affected < 1 month	<b>Compliance</b> - Non-compliance results in termination of services or imposed penalties. <b>Legal</b> - Single major litigation or numerous moderate litigations. <b>Contract</b> - 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
<b>Catastrophic (5)</b>	Fatality, permanent disability	More than \$1.5 million	Indeterminate prolonged interruption of services – non-performance > 1 month	<b>Compliance</b> - Non-compliance results in litigation, criminal charges or significant damages or penalties. <b>Legal</b> - Numerous major litigations. <b>Contract</b> - 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	<b>Almost Certain</b>	The event is expected to occur in most circumstances	The event is expected to occur more than once per year
4	<b>Likely</b>	The event will probably occur in most circumstances	The event will probably occur at least once per year
3	<b>Possible</b>	The event should occur at some time	The event should occur at least once in 3 years
2	<b>Unlikely</b>	The event could occur at some time	The event could occur at least once in 10 years
1	<b>Rare</b>	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 22<sup>ND</sup> MARCH 2023, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 5.00PM.**

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

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

*Acknowledgement of Country*

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

*Emergency Procedure*

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

*Affirmation of Civic Duty and Responsibility*

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





DATE	TYPE	Cr. M T BENNETT	Cr. L W DAVIES	Cr. J DOW	Cr. T G GARDINER	Cr. S L GILLESPIE	Cr. M R HUTCHINSON	Cr. E P LILLY	Cr. P R PERKS	Cr. P S ROBINSON
<b>JANUARY 2023</b>										
18/01/23	AF	✓	LoA	Ap	✓	✓	✓	✓	LoA	✓R
25/01/23	CF	✓	LoA	✓	✓	✓	✓	✓	LoA	✓
25/01/23	OCM	✓	LoA	✓	✓	✓	✓	✓	LoA	✓
25/01/23	SCM ANNUAL ELECTORS MEETING	✓	LoA	✓	✓	✓	✓	✓	LoA	✓
<b>FEBRUARY 2023</b>										
1/02/23	WS CHRMAP DRAFT REPORT PRESENTATION	✓	NA	Ap	✓	✓	✓	✓	✓	Ap
1/02/23	WS DIFFERENTIAL RATES	✓	NA	✓	✓	✓	✓	✓	✓	Ap
8/02/23	WS REVIEW OF DRAFT MEMORIALS POLICY	✓	NA	Ap	✓	LoA	✓	✓	✓	Ap
13/02/23	BUREKUP COMMUNITY MEETING	✓		✓	✓		✓			Ap
14/02/23	DARDANUP COMMUNITY MEETING	✓			✓		✓	✓	✓	Ap
15/02/23	AF	✓	NA	Ap	✓	LoA	✓	✓	Ap	Ap
15/02/23	EATON COMMUNITY MEETING	✓			✓	✓		✓	✓	Ap
16/02/23	FERGUSON COMMUNITY MEETING	✓			✓			✓	✓	Ap
22/02/23	CF	✓	Ap	✓	✓	LoA	✓	✓	✓	✓
22/02/23	OCM	✓	Ap	✓	✓	LoA	✓	✓	✓	✓
24/02/23	WS FRAUD AWARENESS TRAINING			-			✓		✓	
<b>MARCH 2023</b>										
1/03/23	WS SHIRE OF DARDANUP LOCAL BIKE PLAN	✓	NA	-	✓	Ap	✓	✓	✓	Ap
1/03/23	WS REVIEW OF HERITAGE SURVEY	✓	NA	-	✓	✓	✓	✓	✓	Ap
8/03/23	WS INTEGRATED PLANNING COMMITTEE MEETING	✓	✓	-	✓	✓	✓	✓R	✓	✓
8/03/23	SCM	✓	✓	-	✓	✓	✓	✓R	✓	✓
15/03/23	AF	✓	NA	-	✓	✓	✓	✓	✓	✓R
22/03/23	CF			-						
22/03/23	OCM			-						

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

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

**3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

None.

**4 PUBLIC QUESTION TIME**

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

Note: Cr. M R Hutchinson has a Leave of Absence [33-23] for April meetings.

**COUNCIL RESOLUTION**

**THAT ..... be granted leave of absence for the Ordinary Council Meeting to be held on the 27<sup>th</sup> April 2023.**

**6 PETITIONS/DEPUTATIONS/PRESENTATIONS**

None.

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

[7.1 Ordinary Council Meeting Held on the 22<sup>nd</sup> February 2023](#)

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Ordinary Meeting of Council held on the 22<sup>nd</sup> February 2023, be confirmed as true and correct subject to no/the following corrections:**

[7.2 Special Council Meeting Held on the 8<sup>th</sup> March 2023](#)

**THAT the Minutes of the Special Meeting of Council held on the 8<sup>th</sup> March 2023, be confirmed as true and correct subject to no/the following corrections:**

## 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

### 8.1 Title: Shire President Monthly Report

**Reporting Department**

*Elected Members*

**Elected Member**

*Cr. Michael Bennett - Shire President*

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

<b>Event:</b>	<b>18/02/2023 – BGEA facilitated meeting on Potential Intermodal Terminal and Rail Manufacturing</b>
Report:	Discussion with two companies and BGEA and CEO regarding the future use of land in Waterloo industrial Park for manufacturing of rail infrastructure along with the Intermodal Terminal.
<b>Event:</b>	<b>18/02/2023 – BGEA February Board Meeting</b>
Report:	The Board discussed the future Regional Deal being investigated by the BGEA local Government Committee of BGEA along with how as a region we can deal better with waste. Updates from The Timber Hub and International committee. If anyone has some ideas for accommodation for International students please let me know.
<b>Event:</b>	<b>20/02/2023 – Nola Marino – 2023 Projects (CEO &amp; Shire President)</b>
Report:	Met with Nola to update her on Council's activities and inform her on how the DAMA is progressing.
<b>Event:</b>	<b>20/02/2023 – Bunbury Geographe Group of Councils (CEOs &amp; Shire Presidents)</b>
Report:	Attended by all six Councils Presidents and Mayor along with respective CEO's or their representatives. The last time we managed to coordinate all members was in 2021 so it was great to finally get everyone together to discuss these issues as a group. There was much discussion about working more effective and efficiently to achieve the regions aspirational total of 250,000 population by 2050 along with other ideas on use of equipment and other resources.
<b>Event:</b>	<b>27/02/2023 – New Administration Building Working Group</b>
Report:	As per the Information Bulletin giving guidance to staff on how Council representatives see the building being used.
<b>Event:</b>	<b>28/02/2023 – Ministerial Launch – WA Creative Innovation Hub</b>
Report:	Minister Stephen Dawson MLC and Minister Don Punch MLA officially launched the WA Creative Tech Innovation Hub. The Hub is a collaboration between the State Government, Edith Cowan University, the City of Bunbury, the South West Development Commission, and industry to stimulate and grow Western Australia's emerging creative and immersive technology industry. The outreach connector model will link creative tech spaces, studios, research, education, and training, with creatives, businesses, and resources throughout Western Australia.
<b>Event:</b>	<b>02/03/2023 – LG Exec Committee – Virtual Meeting with Sally McManus, Local Government Advisor to Federal Minister McBain</b>
Report:	Discussion points: To appraise the Office of the Federal Minister of the social, environmental, and economic opportunities and constraints in the Greater Bunbury and Bunbury Geographe regions. To gain a better understanding of the Federal Governments priorities regarding Regional Economic Development. To seek advice on opportunities for Federal Government assistance to promote the sustainable economic development of the Region. This was a Teams meeting with the Chief Advisors to the Federal Minister for Local Govt and Regional Development to seek clarification on what criteria we as a region need to follow when applying for funding assistance.

<b>Event:</b>	<b>07/03/2023 – Dinner Meeting with Chair AMTECH and Mayors/CEOs - City of Bunbury and Shire of Dardanup – Hosted by SWDC</b>
Report:	Dinner meeting with the Chair of the AMTECH project, the Hon. Clive Brown and Melissa Teede and program director Nick Edwards, to discuss the plans for progressing with the AMTECH feasibility study and the Shires role in the development of the project over the next 18 months.
<b>Event:</b>	<b>08/03/2023 – Seniors at Eaton</b>
Report:	Normal Committee Meeting and it seems all is going well as both the clubs come to grips with co-habiting.
<b>Event:</b>	<b>10/03/2023 – Regions Rising Conference facilitated by Regional Australia Institute</b>
Report:	<p>Attended by Shire President, Cr Perks and CEO.</p> <p>Links to presentations were forwarded by Chief Executive Officer on email.</p> <p>Great welcome to the region from the Mayor of Bunbury along with Minister Punch's speech around the development of the region and growth across the region in his role as State Minister for Regional Development.</p> <p>The speech by the CEO for Regional Australia Institute was targeted to our regions outstanding future. The REIWA CEO shared some very interesting figures around where people are moving to (Dardanup) and the effects of the current interest rates and poor form of the building industry etc. Interesting facts on house and land price adjustments.</p> <p>Other council Leaders from the south west and great southern spoke of changes to their areas. The Katanning President spoke of the local abattoir buying the towns motel for accommodation of workers needed for another shift along with a possible gold mine needing accommodation for workers in the town in a couple of years as well. Just goes to show we have growing pains in all areas which can only lead to growth in all areas.</p>
<b>Event:</b>	<b>14/03/2023 – FOGO Discussions with Cleanaway WA Regional Manager</b>
Report:	<p>Attended by Shire President, CEO, Director Infrastructure</p> <p>As Council is looking for a better outcome for our FOGO we find the options may well be opening up as an expression of interest has been called by our neighbours for a regional facility in the area. Huge opportunity for Dardanup regarding other aspects of waste management.</p>

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

### 9.1 Title: Wanju/Waterloo DCP contract termination

### 9.2 Title: New Shire of Dardanup Library, Administration & Community Building - Leasing of Library Café and Office Space

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

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

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

**Note:** *Shire President to advise that the meeting will go behind closed doors toward the end of the meeting to discuss S.5.23 section (2)(c) and (2)(d) a matter affecting a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*

## 10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

## 11 DECLARATION OF INTEREST

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

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

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

- *André Schönfeldt declared an Impartiality Interest in Item '12.2.5 Community and Event Grants Round 2' as he has family members that attend the Eaton Family Centre.*

## 12 REPORTS OF OFFICERS AND COMMITTEES

### 12.1 EXECUTIVE REPORTS

None.

## 12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

### 12.2.1 Title: Leachate Reticulation System – Lot 2 Banksia Road, Crooked Brook

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Mr Murray Connell - Executive Manager Development Services</i>
<b>Reporting Officer</b>	<i>Mr Murray Connell - Executive Manager Development Services</i>
<b>Applicant</b>	<i>Harley Dykstra Planning &amp; Survey Solutions (on behalf of Cleanaway Solid Waste Pty Ltd)</i>
<b>Legislation</b>	<i>Planning and Development Act 2005</i>
<b>Council Role</b>	<i>Quasi-Judicial.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.2.1A – Development Application Appendix ORD: 12.2.1B – Development Application Plans Appendix ORD: 12.2.1C – Submissions Appendix ORD: 12.2.1D – Risk Assessment</i>

#### **Overview**

The purpose of this report is for Council to consider an application for development approval for a leachate reticulation system associated with the waste disposal facility on Lot 2 Banksia Road, Crooked Brook.

Officers do not have delegation to determine applications for development approval within the 'Waste Disposal/Processing' area as identified in the Local Planning Strategy, and therefore this application is presented to Council for determination.

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council approves the application for Development Approval [Appendix ORD: 12.2.1A] for a leachate reticulation system associated with the waste disposal facility on Lot 2 Banksia Road, Crooked Brook subject to the following conditions:**

1. **All development must be carried out in accordance with the approved plans listed below, unless amended with the written consent of the Shire. In the event of an inconsistency between the approved plan(s) and a requirement of the conditions of this development approval, the requirement of the conditions prevail;**
  - **Proposed Infrastructure Location Leachate Reticulation System General Arrangement – Drawing No. DARD-LECH-GA03 (Rev 0, dated 21.12.22).**
  - **Leachate Reticulation Tank Elevation Plan – Plan No. 22325-06 (Rev A, dated 10/01/23).**
2. **This approval is for a maximum of four (4) reticulation systems only (inclusive of tanks). All tanks are to be located in the areas as indicated on the approved plans unless amended with the prior written approval of the Shire;**



3. **Prior to an application for a building permit, the colours of the tanks shall be submitted to and approved by the Shire. The colours are to be consistent and complementary in colour with the surrounding landscape and shall not have a reflective/zincalume™ finish; and**
4. **The top of the tanks is not to exceed a height of 130m AHD.**

### ***Change to Officer Recommendation***

No Change. **OR:**

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

### ***Background***

The Shire has received an application for development approval for a leachate reticulation system associated with the waste disposal facility on Lot 2 Banksia Road, Crooked Brook.

The site currently operates a waste disposal facility that was originally given approval from the (then) Minister for Planning in 1999 and is subject to a Department of Water and Environmental Regulation (DWER) licence issued under Part V of the *Environmental Protection Act 1986*.

The site is located approximately 4 km south east of the Dardanup townsite and abuts the Dardanup Conservation Park to the east and south. To the immediate north, the land contains the Shire of Dardanup waste transfer station, green waste facility and the Water Corporation's Dardanup Wastewater Treatment Plant.

Beyond the immediate site the landscape consists of predominantly rural farmland with the closest residence being some 500 m from the site's boundary.

Location Plan



Proposal

The development consists of 4 leachate reticulation systems. Each of the systems comprise a 22,500L above ground water tank with 10 to 12 distribution pipes (generally 12 to 24 m in length) that are buried around the tanks. Leachate is carted by a water cart from the existing leachate ponds and then pumped into the tanks. The leachate is then dispersed slowly through the buried distribution pipes.

The leachate reticulation systems will act to support the management of putrescible leachate volumes on the site, with secondary benefits of enhancing landfill gas generation.

Please refer to [Appendix ORD: 12.2.1.A] for the development application and [Appendix ORD: 12.2.1.B] for the development application plans.

The outline of the proposal is as follows:

Region Scheme	'Rural' zoning
Local Planning Scheme	'General Farming' zoning
Structure Plan/Precinct Plan	Local Development Plan – Lot 2 Banksia Road, Crooked Brook
Use Class and Permissibility	Use not listed – 'Waste Disposal Facility'
Lot Size	121.66 hectares
Existing Land Use	Waste disposal facility and industry – extractive
State Heritage Register	No
Local Heritage	No
Bushfire Prone Area	Yes

### **Legal Implications**

The applicant has the right to review Council's decision through the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005*.

### **Council Plan**

8.1 - Support responsible planning and development.

### **Environment**

The waste disposal facility is operated under Licence L8904/2015 issued by the Department of Water and Environmental Regulation (DWER). Compliance with a number of licence conditions that are related to both leachate infrastructure integrity and leachate management on the site is required.

Moisture is an essential component required for the biodegradation of the organic fractions within the landfill cells. As the waste ages and biodegradation progresses the waste mass generally experience moisture loss. The leachate recirculation system proposed will allow replenishment of lost moisture, stimulating the microbial activity and improving waste degradation. Leachate recirculation helps to adjust the moisture content and improve the digestibility of the degradable waste.

### **Precedents**

Council have considered a number of applications related to the site including waste cells, dust management, extractive industry, stormwater infrastructure and the local development plan.

### **Consultation**

The application was advertised in accordance with cl. 66 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. The period for comment was 42 days (concluding on the 27<sup>th</sup> February 2023) and involved the following:

- A notice was displayed at both the Eaton and Dardanup Administration buildings and also placed on the Shire's website; and
- The application was referred to the following Agencies:
  - Department of Biodiversity, Conservation and Attractions
  - Department of Mines, Industry Regulation and Safety
  - Department of Planning, Lands and Heritage
  - Department of Water and Environmental Regulation
  - Water Corporation

In response to the advertising a total of 5 submissions were received (all from government/service agencies with no objections). The key issues raised in the submission are summarised below and please refer to [Appendix ORD: 12.2.1.C] for a copy of the submissions.

- *Department of Planning, Lands and Heritage (DPLH)*

DPLH does not have any objection to the proposed development in principle. As the proposal does not change any land use and is incidental to the predominant land use of Waste Disposal Facility under which the lot currently operates, a Greater Bunbury Region Scheme approval is not required.

- *Department of Mines, Industry Regulation and Safety (DMIRS)*

This proposal raises no significant issues with respect to mineral and petroleum resources, geothermal energy and basic raw materials.

- *Water Corporation*

The proposed development does not appear to affect Water Corporation assets and therefore we have no objection to the proposal.

- *Department of Water and Environmental Regulation (DWER)*

Based on available information, and consistent with historical advice from the department, the site is considered suitable for the proposed leachate reticulation system development. DWER has received and is currently assessing a licence amendment for this proposal.

- *Department of Biodiversity, Conservation and Attractions (DBCA)*

Any development should be designed to ensure stormwater, contaminated water and other leachates do not flow offsite. Monitoring bores should be located along the southern boundary to detect any southwards leaching.

In response to the above the current DWER licence has conditions regarding stormwater management and groundwater monitoring.

**Budget Implications** - None.

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

**Council Policy Compliance** - None.

**Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Leachate Reticulation System – Lot 2 Banksia Road, Crooked Brook
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Should Council refuse the application, and the proponent seek a review of that decision, there is likely to be a financial impact through the State Administrative Tribunal process.

### **Officer Comment**

The application has been assessed in accordance with the cl. 67(2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* with those matters relevant to the application detailed below.

(a) The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area.

The site is zoned 'General Farming' under Local Planning Scheme No. 3 (LPS3) and the objectives of the zone are:

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

The application seeks approval for a leachate reticulation system associated with (and incidental to) the existing waste disposal facility. Although the use class 'Waste Disposal Facility' does not appear in the Zoning Table of LPS3 it is defined in the land use definitions in cl. 1.8.2 as follows:

**Waste disposal facility** means premises used –

- a) *for the disposal of waste by landfill,*
- b) *the incineration of hazardous, clinical or biomedical waste;*

Under cl. 2.4.2 of LPS3 where a land use is not specifically mentioned in the Zoning Table the local government may:

- a) *Determine that the use is consistent with the objectives of the particular zone and is therefore permitted;*
- b) *Determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 7.2.2 in considering an application for planning approval; or*
- c) *Determine that the use is not consistent with the objectives of the particular zone and therefore not permitted.*

It is important to note that the existing waste disposal facility has been previously granted development approval and therefore considered to be consistent with the 'General Farming' zone. There is no reason to depart from this well-established determination given the application is for incidental works associated with the existing facility.

(b) The requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving.

The site is zoned 'Special Use' (SU1) under the draft Local Planning Scheme No. 9 (LPS9) which is currently being advertised. The use class 'Waste Disposal Facility' is listed as a 'D' use meaning that the use is not permitted unless the local government has exercised its discretion by granting development approval.

As the application seeks approval for a leachate reticulation system associated with (and incidental to) the existing waste disposal facility it is consistent with the requirements of orderly and proper planning including the proposed LPS9.

(fa) Any local planning strategy for this Scheme endorsed by the Commission.

The Shire of Dardanup Local Planning Strategy was endorsed by the WAPC on 4 May 2015. The site is located within an area identified as a 'Waste Disposal/Processing' area. The application is consistent with the Strategy's future intentions for the site.

(h) Any structure plan or local development plan that relates to the development.

Under cl. 56(1) of the deemed provisions, a decision-maker for an application for development approval in an area that is covered by a local development plan that has been approved by the local government must have due regard to, but is not bound by, the local development plan when deciding the application.

In this instance a local development plan (LDP) was approved by the State Administrative Tribunal on the 13<sup>th</sup> October 2022. The objectives of the LDP are to:

- *ensure on-site development and associated operations are undertaken in an orderly manner;*
- *ensure that any impacts from development on surrounding sensitive land uses are minimised; and*
- *provide guidance and a general understanding of current and future development(s), and the key considerations applicable to any future development applications.*

The LDP also sets out detailed guidance on the following matters:

- Development Applications;
- Boundary Setbacks;
- Height;
- Site and Access Circulation;
- Landscaping Requirements;
- Fencing; and
- Environmental Management.

The application is consistent with the LDP and it is recommended that a condition be placed on the application ensuring the tanks do not exceed the 130 m AHD height limit.

- (m) The compatibility of the development with its setting, including –  
(i) the compatibility of the development with the desired future character of its setting; and  
(ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.

The development consists of 4 above ground water tanks which are relatively minor works. It is recommended that a condition be placed on the application ensuring the colour of the tanks are consistent and complementary in colour with the surrounding landscape. It is considered that the application is compatible with its setting and the amenity of the locality.

- (q) The suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk.

As the proposed works will not result in the intensification of the existing land use on the site, the application is exempt from the requirements of *State Planning Policy 3.7 – Planning in bushfire prone areas*.

- (t) The amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety.

There will be no additional traffic as a result of the application.

- (w) The history of the site where the development is to be located.

The site currently operates a waste disposal facility that was originally given approval from the (then) Minister for Planning in 1999 and is subject to a DWER licence issued under Part V of the *Environmental Protection Act 1986*. Stormwater management is a requirement of previous planning and current environmental approvals.

- (za) The comments or submissions received from any authority consulted under clause 66.

The submissions and comments received are discussed in the ‘Consultation’ section of this report.

### **Conclusion**

The waste disposal facility is operated under a Department of Water and Environmental Regulation (DWER) licence with a number of conditions that are related to both leachate infrastructure integrity and leachate management on the site. The leachate reticulation systems will act to support the management of putrescible leachate volumes on the site, with secondary benefits of enhancing landfill gas generation. Therefore Officers recommend conditional approval of the application.

The *Planning and Development (Local Planning Schemes) Regulations 2015* states that the local government is to be taken to have refused to grant development approval if it has not made a determination within 90 days of the receipt of the application (in this instance being the 27<sup>th</sup> March 2023). Therefore Officers do not recommend deferring the matter.

END REPORT

## 12.2.2 Title: Dardanup and Eaton Draft Masterplans and Place Plans

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Ms Susan Oosthuizen - Director Special Projects &amp; Community</i>
<b>Reporting Officer</b>	<i>Mrs Suzanne Occhipinti - Strategic Planning Officer</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>e-Appendix ORD: 12.2.2A – Draft Dardanup Place Plan <a href="#">OCM-R1347891</a> e-Appendix ORD: 12.2.2B – Draft Eaton Place Plan <a href="#">OCM-R1347889</a> Appendix ORD: 12.2.2C - Risk Assessment</i>

### **Overview**

Draft Masterplans and Place Plans (the Plans) for Eaton and Dardanup have been prepared, and are presented to Council to endorse, either as is or with amendments as required, in order to seek public comment during April 2023.

Following the public consultation period, the final plans will be presented to Council for adoption unless no changes are required, in which case it will be adopted as 'final'.

### **OFFICER RECOMMENDED RESOLUTION**

#### **THAT Council:**

- 1. Endorses the draft Dardanup [e-Appendix ORD: 12.2.2A - [OCM-R1347891](#)] and Eaton [e-Appendix ORD: 12.2.2B - [OCM-R1347889](#)] Place Plans and to proceed to formal consultation through a 4 week advertising period in April 2023;**
- 2. Requests that any changes required following the consultation period are brought back to Council for consideration and finalisation of the Plans;**
- 3. Adopts the draft Dardanup Place Plan [e-Appendix ORD: 12.2.2A - [OCM-R1347891](#)] and draft Eaton Place Plans [e-Appendix ORD: 12.2.2B - [OCM-R1347889](#)] as 'Final' endorsed plans following the consultation and advertising period, should there be no changes to the documents resulting from the community engagement feedback other than minor clerical corrections.**

### **Change to Officer Recommendation**

No Change. **OR:**

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



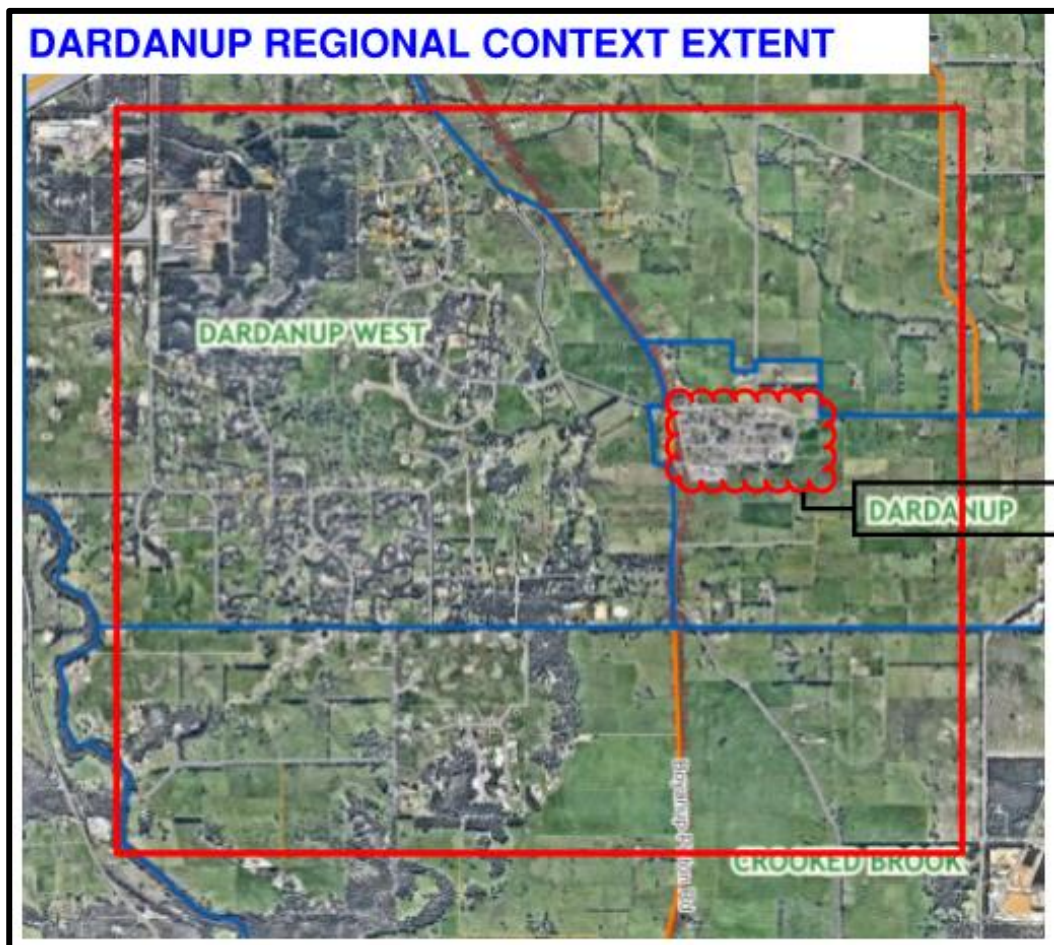
**Background**

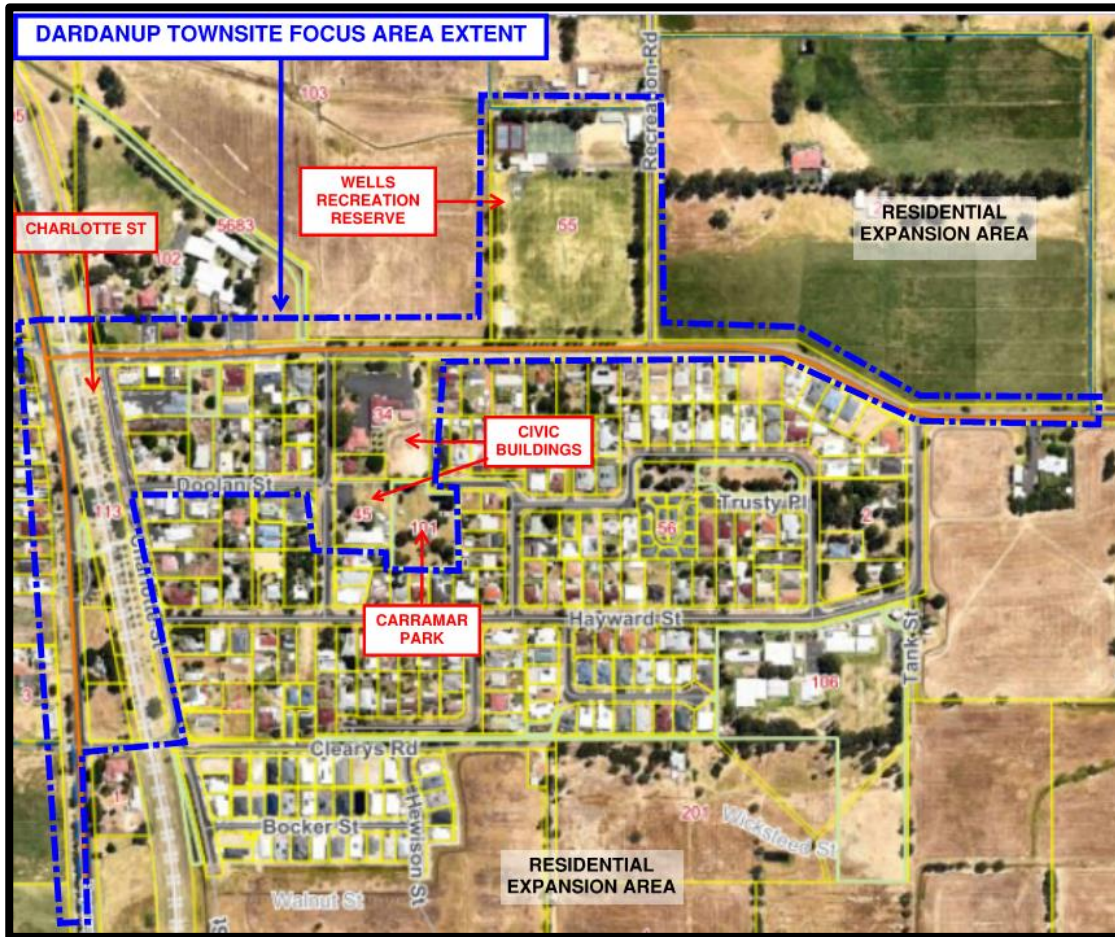
The Council Plan is the foundation for Council corporate planning and resource allocation. It guides Council’s priority-setting and decision making process, setting out objectives and strategies that are translated into more detailed actions and tasks within the four year Corporate Business Plan (CBP) cycle.

The Corporate Business Plan (CBP) approved by Council identified the following objectives and projects as having a 'high' service priority:

<b>OBJECTIVE</b>	<b>STRATEGY</b>	<b>ACTION</b>
Vibrant, welcoming and well-presented Town Centres.	Develop, review and implement Place Plans.	<u>Place Plans</u> : Develop and Implement Place Plans for Dardanup, Burekup, Eaton/Millbridge, Ferguson Valley & Wanju to support the retention of character, create liveable spaces, encourage community cohesion and resilience. (Action ref 2.5.1.2)
A destination of choice for visitors.	Enhance the Eaton Foreshore by developing café, retail and tourism opportunities.	<u>Develop, Review &amp; Implement the Eaton Foreshore Master Plan</u> : Implement and Review the Eaton Foreshore Master Plan including the development of the Eaton Foreshore to cater for a café and tourism ventures. (Action ref 4.2.4.1)

Funding was allocated in the current budget for the preparation of Plans for Eaton and Dardanup. The Plans focus on particular areas in each of these towns (regional context extent and focus area extent), as shown in the maps below.





The draft plans have been prepared by Element Advisory Pty Ltd (Element) and a number of specialist sub-consultants on behalf of Council, and are attached in [e-Appendix ORD: 12.2.2A - [OCM-R1347891](#)] for Dardanup, and [e-Appendix ORD: 12.2.2B - [OCM-R1347889](#)] for Eaton.

Council is requested to endorse the draft Plans for a 4 week advertising period during April 2023, for the purpose of seeking final community comment and/or validation.

### Proposal

The Shire of Dardanup appointed Element to draft a high-level Masterplan and accompanying Place Plans for the towns of Eaton and Dardanup. The plans relate to particular focus areas in both of the towns.

The Masterplans consolidate previous work undertaken by the Shire, including the Foreshore Masterplan, Community Facility Plans, and Place and Community Plan 2020-2030. The plan incorporates an updated assessment and creative response to local constraints and opportunities, including bushfire and environmental protection requirements. The Masterplans are accompanied by:

- (a) Character Assessment and definition of the unique character of their specific location;
- (b) Larger scale detail for key character areas;
- (c) A staging plan for the delivery of play spaces, landscaping and infrastructure elements, supported by high level landscape design by Aspect Studios, and a costing plan by DCWC Quantity Surveyors, for implementation by the Shire;
- (d) Implementation framework setting out the prioritised initiatives, actions, partnership opportunities, infrastructure, associated costs, timing and beneficiaries, and;
- (e) A document framework for the Shire to apply to future precincts across the municipality.

Initial consultation was undertaken by Element with key stakeholders and community advisory groups as the first phase of an engagement program. Draft Place Plans and Masterplans for Eaton and Dardanup have since been developed, along with more detailed precinct plans for the focus areas: Eaton Foreshore (West), Eaton Civic Centre and Dardanup Town Centre. These draft plans are presented to Council for consideration.

Officers are now seeking support to conduct the final phase of engagement with the broader community.

**Legal Implications** - None.

### **Council Plan**

- 1.1 - Support the community to feel safe while using Shire facilities and public spaces.
- 2.2 - Increase participation in sport, recreation and leisure activities.
- 3.1 - Grow participation in arts, culture and community events.
- 3.2 - Promote and celebrate diversity.
- 5.1 - Care for natural habitats and waterways to preserve native and endangered fauna and flora.
- 8.1 - Support responsible planning and development.
- 8.2 - Advocate for adequate utility infrastructure to support a growing community and economy.
- 9.1 - Strengthen the vibrancy of our town centres.
- 9.2 - Provide an urban tree canopy and attractive streetscapes.
- 9.3 - Provide quality community facilities.
- 9.4 - Provide quality parks and playgrounds.
- 9.5 - Provide safe and accessible access to waterways for recreational activities.
- 10.3 - Improve road safety, connectivity and traffic flow.
- 10.4 - Provide sufficient parking.
- 12.1 - Grow visitor numbers by Improving tourism infrastructure, experiences and marketing.
- 13.2 - Manage the Shire's resources responsibly.

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

13.4 - Foster strategic alliances and resource sharing opportunities.

14.1 - Increase community awareness, knowledge and understanding of Shire activities and key messages.

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

### **Environment**

The draft Plans were developed with input from officers of the Shire's Infrastructure, Assets, Parks and Environment, Community and Place, Engineering, and Planning divisions. From an environmental perspective, the plans are intended to improve the health and the amenity of local ecosystems, improve water use efficiency, and guide planting and landscaping in the public realm.

### **Precedents**

Council endorsed the advertising of the draft Peninsula Lakes Park Landscape Playground Concept Plan for the purposes of seeking community comment, at its Ordinary Council Meeting held on the 24<sup>th</sup> February 2021 (Res: 35-21).

Council endorsed the advertising of the draft Master Plan for Watson Reserve for the purposes of seeking community comment, at the Ordinary Council meeting held on the 23<sup>rd</sup> January 2019 (Res: 05-19).

### **Consultation**

Council Policy '*Exec CP090 – Community Engagement and the Community Engagement Framework*' is applicable to master planning projects such as the Dardanup and Eaton Masterplans and Place Plans. In accordance with this policy, the Community Engagement Strategy prepared for this project, was presented at the Eaton Advisory Group and Dardanup Advisory Group meetings, in February and April 2022 respectively.

On the 10<sup>th</sup> May 2022, Element held stakeholder workshops with community members and Councillors in Eaton and Dardanup. The purpose of the workshops was to:

- (a) Validate the draft Masterplan and Place Plans to check that they reflect the community needs captured in previous engagement; and
- (b) Shape the Place Vision, adding personal experience and knowledge to the consultants' findings from literature and context review.

A separate workshop was held on the same day with the Traditional Owners Engagement Group. Targeted individual communication with relevant community members, sporting and cultural groups by phone and email was also undertaken.

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

As well as the above mentioned community consultation, Element met with a number of State Government and service agencies, including:

- Department of Planning, Lands and Heritage (DPLH);
- Department of Water and Environmental Regulation (DWER);
- Department of Biodiversity, Conservation and Attractions (DBCA); and
- Department of Local Government, Sport and Cultural Industries

Comments from these stakeholders were considered in drafting the plans to this point.

Public consultation with the broader community is now appropriate to finalise the Plans. If Council endorses the plans for advertising purposes, it will be advertised through the Shire's social media platforms and website for a 4 week period during April 2023. Shire officers will collate the feedback and update the Plans as necessary.

**Budget Implications**

There are no budget implications for the advertising of the draft Plans for the purposes of seeking community comment, other than utilising council software and staff time.

**Budget – Whole of Life Cost**

There are no whole of life cost for the advertising of the draft Plans for the purposes of seeking community comment. Once the final Plans are endorsed by Council, they will inform the future Asset Management Plans. Funds will need to be allocated in the future Long Term Financial Plans for construction of any proposed improvements and renewal, and prioritisation of the projects need to be undertaken to align with available resources. These will need to be addressed in associated reports to Council at the time.

**Council Policy Compliance**

- Exec CP090 - Community Engagement and the Community Engagement Framework

**Risk Assessment**

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Dardanup and Eaton Place Plans and Masterplans
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Negative perception of the Shire if projects are not programmed and delivered to meeting community expectations.

**Officer Comment**

In 2019, Council adopted a 'Community Engagement Framework' which set up Place Based Advisory Groups, including one each for Eaton and Dardanup. The framework states:

*"The Shire acknowledges that, in order to meet the needs of its ever-evolving community, local places and services should be designed, delivered and programmed with consideration to the uniqueness of each community. This will require a more coordinated and integrated approach to support the economic, social, environmental and local government activities delivered in place"*

To deliver on the Place Based approach and in accordance with the priorities in the Corporate Business Plan, Place Plans and Masterplans have been developed that identify and explore the following 'FACTS' of each focus area, being:

- Facilities
- Activity
- Character
- Technology; and
- Services

The draft Place Plans demonstrate what is planned to be delivered in each of the two places (Dardanup and Eaton) across the whole of the organisation. The Place Plans therefore provide a 'place filter' on the Shire's suite of informing strategies, to create a clear work list for each of these places. They are an easy to read, 'one stop shop', which identifies the character and opportunities for each Place.

All proposed improvements included in the draft Plans are the result of investigations by Element and Shire officers, feedback from the community through the Advisory Groups and direct community engagement, and assessment against best practice Asset Management recommendations of the Shire's Assets team. The plans provide an indicative, high level scope to inform the future detailed design for the projects identified. The approach of the Place Plans allows for the projects to be 'bundled' up and integrated across various asset management plans to allow for a more seamless delivery within the town and precincts.

The Place Plans include an analysis of the existing conditions (including play space audits), as well as context and character analysis at various scales. Included is also an activation schedule, summary of smart technology opportunities, place 'palette' (colours, materials, and landscaping palette particular to each precinct, to inform urban design), and a planting/species guide.

Both the Dardanup and Eaton plans identify the need for further strategic investigations and documents/strategies to be undertaken, including, Drainage Study, Road Design and Safety Audit, Stormwater Management Strategy, Water Quality Strategy, Street Light Audit, CCTV Study, Erosion Management Plan - Lower Collie River (including limestone wall along the river edge), Eaton Drive dedicated bus lane investigation, Design Guidelines and a Greening Plan. The future strategic reports will need to be prepared to inform detailed design at all scales.

The draft Dardanup Masterplans (at various scales) include the following proposed improvements/renewals:

- Improved pedestrian amenity between the precincts, including along Doolan Street, Charlotte Street and Ferguson Road;
- Improved way finding signage;
- Upgrades to Wells Recreation Reserve and Carramar Park;
- Improved pedestrian crossings on major roads, and pedestrian connections between Dardanup West and Dardanup;
- Improved urban tree canopy;
- Traffic calming on Charlotte Street; and
- Activation opportunities which may include community agriculture and verge planting, art exhibitions, youth programs and music opportunities, among others.

The draft Eaton Masterplans (at various scales) include the following proposed improvements/renewals:

- Updating and superseding the previously endorsed Eaton Foreshore Plan to connect more cohesively with the Eaton Reserve sub-precinct and the Bowling Club and Eagle Reserve sub-precinct;
- Pedestrian and environmental connectivity between all precincts;
- Streetscape and urban canopy upgrades;
- Upgrade of drainage functions, particularly on Hands Avenue;
- Preservation and celebration of natural wetlands;
- Improved way finding signage;
- Play space improvements; and
- Re-design of the area around and containing the tennis courts and Eaton Hall.

Each opportunity identified has been costed, prioritised, and classified as either an infrastructure, community, public realm or built form project in the implementation plan at the last chapter of each document. This will assist to inform the Shire's future asset management and financial plans, whilst facilitating better coordination of the scope and delivery of projects for the Shire.

Importantly, the plans provide a strong basis for external funding applications, because they show individual projects within a broader plan context (rather than in isolation/ad hoc), as well as identifying beneficiaries and reinforcing the defined character and history of the Place.

### ***Conclusion***

The Draft Masterplans and Place Plans for Dardanup and Eaton presented in this report were informed by targeted and direct stakeholder consultation. It is now appropriate to undertake broader community consultation, to validate that the documents reflect the needs of the wider community.

Council is requested to consider the draft documents for endorsing (with or without modifications) for the purpose of conducting broader community consultation for approximately 4 weeks during April 2023.

END REPORT

**12.2.3** Title: New Shire of Dardanup Library, Administration and Community Building MakerSpace (Make It Space) Model

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Ms Susan Oosthuizen - Director Special Projects &amp; Community</i>
<b>Reporting Officer</b>	<i>Ms Cassandra Budge - Manager Community Development</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Review.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.2.3A – MakerSpace (Make It Space) Service Models Report <u>PRJ-R1330116</u></i> <i>Appendix ORD: 12.2.3B – Risk Assessment</i>

**Overview**

The purpose of this report is for Council to endorse one of the proposed models for the MakerSpace (Make It Space) that is to be located and operated in the new Shire of Dardanup Library, Administration and Community Building (Shire) on the ground floor to allow staff to work toward the broader concept in a staged approach.

This MakerSpace (Make It Space) Service Models Report [Appendix ORD 12.2.3A] outlines potential community benefits received through the development of a flexible and programmable MakerSpace (Make It Space) for the Shire.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council**

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



### **Change to Officer Recommendation**

No Change. **OR:**

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

#### **Background**

The Shire of Dardanup is seeking to create a landmark and flexible, yet functional building, the Shire of Dardanup Civic and Community Centre (CCC) that demonstrates and celebrates sustainable building practices and technology in a multi-storey commercial building. It is to be an exemplar, purpose built Administration, Library and Community Building with innovative and cutting-edge technology.

The current Council-endorsed building design provides for a small MakerSpace. The MakerSpace (Make It Space) will be designed to promote innovation and manufacturing by individuals or small groups at all levels of expertise. The MakerSpace (Make It Space) will offer a facility not currently available in the Shire – one with hard working surfaces, flooring resistant to chemical spills, excellent lighting and good ventilation. It will be a place where people enjoy creativity and cooperation, and access to semi-professional equipment.

A wide range of activities can be promoted that will appeal to all ages and demographics. At one level, technology and installed equipment will allow for experimentation and initial designs that can provide a launch pad for projects that lead to employment and business ventures in the Shire. For example, this equipment can include personal computers, specialised software, and 3D printers, where the beginnings of small manufacturing concepts can be created and prepared, ready for presenting to prospective commercial interests.

The report [Appendix ORD: 12.2.3A] has been researched, developed and presented, aligning with several key development and strategic plans at a Federal, State, Regional, Local and community level. These include, among others:

- Make it Happen – The Australian Government’s Modern Manufacturing Strategy; Department of Industry, Science, Energy and Resources;
- The Australian Government’s Regional University Centres promotion;
- Western Australian Government STEM Skills Strategy;
- Western Australia Public Libraries Strategy;
- An Age-friendly WA: The Seniors Strategic Planning Framework 2012-2017; and
- Western Australian Science and Innovation Framework.

#### **Legal Implications**

*Local Government Act, 1995*

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

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

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

(1) *The council —*

- (a) *governs the local government’s affairs; and*
- (b) *is responsible for the performance of the local government’s functions.*

(2) *Without limiting subsection (1), the council is to —*

- (a) *oversee the allocation of the local government’s finances and resources; and*
- (b) *determine the local government’s policies.*

**Council Plan**

- 9.1 - Strengthen the vibrancy of our town centres.  
 11.2 - Encourage life-long learning.  
 13.2 - Manage the Shire's resources responsibly.  
 9.3 - Provide quality community facilities.

**Environment** - None.

**Precedents** - None.

**Budget Implications**

Model 1 - Initial outlay of approximately of \$38,000 plus yearly consumables of approximately \$15,000. Officer recommendation is that funding for this model be sought form available grants and commercial partnerships and sponsorship.

Approximations outlines in report Model 2 - \$115,000 plus consumables yearly approximately \$15,000. Further budget implications on workforce needs. Ongoing budget impact should be considered for the long term financial plan and budgeted within council budget

**Budget – Whole of Life Cost**

The whole of life cost is calculated at 2% maintenance cost (\$760) and 2.5% replacement cost.

**Council Policy Compliance**

CnG CP034 – Procurement Policy

**Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.2.3B] for full assessment document.

<b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	MakerSpace (Make It Space) Model
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	Council consider the research report and endorse proposed model for MakerSpace (Make It Space).
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
	<p>Service Interruption      If not planned in advance this will cause disruption to continuation of service for the Library and PACE teams</p> <p>Reputational              Failure to open the space when the new building is open could cause damage to council reputation</p>

### **Officer Comment**

The current MakerSpace (Make It Space) provision by Perkins as the Contractor within the Design and Construct Contract is a cold shell with no fit-out., The space provision (113sq m) does not allow for the large scale, multi-stream enterprise MakerSpace (Make It Space) which requires min 500sqm – 1000sqm as outlined in [Appendix ORD: 12.2.3A]. The report also outlines options, impact and considerations of all the service models that have been considered by Officers.

The proposed Model 1 [Appendix ORD: 12.2.3A] will enable staff to continue to work towards basic fit-out, opening and programming the space in time for the new building opening. By gaining direction over the project development and direction on strategic goals this will reduce time where the space is unused or stagnant.

Model 1 focuses on creating a publicly accessible and programmable space with simple fit-out in which community members can connect, design and create without extensive and financial out-lay. This is the simplest model for the establishment of the Governance group while still creating an open and usable community space. This model allows for the quick opening, and staff can then work toward the larger concept Model 2.

Concepts such as MakerSpace (Make It Space) are successful when resources and space is coupled with champions who have the ability to mobilise the community.

The consideration of establishing a Make It Space Governance Group as explored in the report [Appendix ORD: 12.2.3A] made up of shire staff, council members and community members is an attempt to minimise the impact of staff/champion turn over. The question of how the Shire of Dardanup Civic and Community Centre MakerSpace (Make It Space) is governed is important because this will steer and guide what factors motivate the space and its future development.

Existing research highlights the tensions and absences in relation to policy and planning for creative precincts, including MakerSpace (Make It Space). As a generalisation each MakerSpace (Make It Space) develops a governance structure that is unique to its context and community needs.

One of the primary functions of the governance group is to establish the MakerSpace (Make It Space) Policies and Processes. Patron safety becomes a primary consideration when MakerSpace (Make It Space) provide potentially hazardous equipment that could cause harm when used incorrectly or without proper supervision.

It is recommended that Council support the establishment of such a group and the Terms of Reference is to be presented to Council for endorsement and for the nomination of up to two councillors to form part of the group.

END REPORT

12.2.4 Title: Application for Trader's Permit – Gnomesville

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Mr Murray Connell - Executive Manager Development Services</i>
<b>Reporting Officer</b>	<i>Mrs Michelle Dennis – Environmental Health and COVID Officer</i>
<b>Applicant</b>	<i>Ferguson Valley Marketing Inc.</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Quasi-Judicial.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.2.4A – Proposed Trading Dates Appendix ORD: 12.2.4B – Risk Assessment</i>

**Overview**

The purpose of this report is for Council to consider an application for Trader's Permit from the Ferguson Valley Marketing Inc. to operate at Gnomesville on weekends and school holidays from the 1<sup>st</sup> April 2023 until the 30<sup>th</sup> January 2024.

Officers do not have delegation to determine applications as Council Policy *SDev CP033 Traders on Shire Reserves and Road Verges*, requires trading permits for Gnomesville to be approved by Council.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council approves the application for Trader's Permit from the Ferguson Valley Marketing Inc. to operate at Gnomesville on weekends and school holidays from 10:00 am until 2:00 pm from the 1<sup>st</sup> April 2023 until the 30<sup>th</sup> January 2024 subject to the following conditions:**

- 1. Trade under this Trader's Permit is to be conducted by the Ferguson Valley Marketing Inc (two workers total). This permit cannot be transferred to another trader;**
- 2. The permit holder is restricted to selling Ferguson Valley merchandise including t-shirts, Gnomesville merchandise, local arts and crafts and pre-packaged snacks and drinks;**
- 3. The sale of food and drink is restricted to the risk-level permitted under their relevant *Certificate of Registration of Food Business (Food Act 2008)*;**
- 4. The Trader's Permit is to be displayed within the stall in a prominent location;**
- 5. The approved trade activity is not to breach the nuisance provisions of the *Shire of Dardanup Health Local-Laws 2000 (As Amended)*; the *Health (Miscellaneous Provisions) Act 1911 (As Amended)*; or the *Environmental Protection (Noise) Regulations 1997*;**
- 6. The approved trade activity is to be conducted in accordance with the *Shire of Dardanup Activities in Thoroughfares and Public Places and Trading Local Law 2007*;**

7. A valid public liability insurance policy is to be maintained for the duration of the permit. The Policy shall indemnify both the trader and the Shire against any death or injury to a person or property arising from the approved trading for a minimum value of \$10 million;
8. Trading is permitted at Gnomesville in the location as indicated on the Gnomesville Master Plan (2019). Once trade activity has ended, all associated infrastructure must be removed from the trading location;
9. This Permit does not allow the erection or installation of road-side signage;
10. The Permit holder shall not deposit or store any item associated with their activity on any footpath, vehicle access way or thoroughfare so as to create an obstruction;
11. Any tables in use are to be contained within the gazebo area;
12. Gazebo is not to be used if wind speeds exceed maximum safe winds as specified by the gazebo manufacturer;
13. The Permit holder shall keep their area of operation clean and tidy at all times to the satisfaction of the Shire;
14. The Permit holder shall ensure that no debris, litter, cleaning agents, detergents or waste of any kind result from their activities. All rubbish and waste materials (including liquid waste) are to be suitably contained and removed off-site at the end of each day of trade; and
15. The solicitation of customers by touting or the use of public address systems is not permitted at any time.

### ***Change to Officer Recommendation***

No Change. **OR:**

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

### ***Background***

The Shire has received an application for a Trader's Permit from the Ferguson Valley Marketing Inc. for a 'pop up' visitors centre at Gnomesville. The proposal is to operate a stall between 10:00 am and 2:00 pm on weekends and school holidays from the 1<sup>st</sup> April 2023 until the 30<sup>th</sup> January 2024. Please refer to [Appendix ORD: 12.2.4A] for the proposed trading dates.

They propose to use a market gazebo (3 m x 3 m) with three trestle tables within the road reserve, in the location identified in the Gnomesville Master Plan for a "pop up visitor centre and associated vehicle access" as shown below.

Location Plan



**GNOMESVILLE COLLECTIVE VISION**

*"Recognising the unique character of the Gnomesville site as an important tourism destination, develop a Master Plan for Gnomesville to guide future development in a sensitive and sustainable manner, providing an enhanced visitor experience through improved access, safety, amenity and environment while respecting the rights of adjoining private property owners."*

**Figure 1:** Excerpt from Gnomesville Master Plan (April 2019)

The applicant currently leases the Don Hewison Centre in Dardanup, and this stall is proposed to be an extension of this visitor service and will *"take the information where the visitors are"*. To ensure the ongoing viability of the Visitor Centre, the sale of Ferguson Valley merchandise including t-shirts, Gnomesville merchandise, local arts and crafts and pre-packaged snacks and drinks is proposed in addition to providing visitor information.

**Legal Implications**

The *Shire of Dardanup Activities in Thoroughfares and Public Places and Trading Local Law 2007* (Local Law) governs trading on land owned or managed by the Shire.

**Council Plan**

- 11.1 - Support industry and business growth.
- 12.1 - Grow visitor numbers by improving tourism infrastructure, experiences and marketing.

**Environment** - None.

**Precedents**

Council at its meeting held on the 26<sup>th</sup> August 2020 (Res: 224-20) approved the establishment of a pop-up visitor centre by Ferguson Valley Marketing Inc. from 10 am to 4 pm Monday to Sunday, commencing on the 26<sup>th</sup> September 2020 for a three month trial period, with a further extension for a year subject to a number of conditions. The conditions imposed on this approval were as follows:

1. Ferguson Valley Marketing pay the required application fee.
2. There is to be no sale of gnomes or any other items on the premises.
3. Suitable toilet arrangements must be organised for Ferguson Valley Marketing staff.

The applicant informed that the trading activity did not progress at that time.

**Budget Implications** - None.

**Budget – Whole of Life Cost**

Although there are no direct costs to the Shire for permitting trade at this location, the Shire has invested significantly into the development of the Gnomesville area with incremental upgrades progressing following the endorsement of the Masterplan in 2019. Maintenance costs have also increased following the increased visitation of this area as summarised below:

Account/Job	Description	Current Budget	YTD Actual (24/02/2023)	21/22	20/21	19/20	18/19	17/18	16/17	TOTAL
J10021	Public toilet maintenance	\$ 9,553.80	\$ 11,399.54	\$ 13,966.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,366.02
J10307	Public toilet construction	\$ 8,802.00	\$ 7,823.64	\$ 91,697.66	\$ 5,717.70	\$ -	\$ -	\$ -	\$ -	\$105,239.00
J11265	Parks & Gardens Maintenance	\$ 29,971.44	\$ 17,984.76	\$ 18,021.18	\$24,575.59	\$30,629.28	\$48,440.56	\$ 5,773.81	\$4,366.00	\$149,791.18
J11636	Master Plan	\$ -	\$ -	\$ 91,448.93	\$ 1,590.00	\$31,982.64	\$ -	\$ -	\$ -	\$125,021.57
J13003	Land Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$100,000.00	\$ -	\$100,000.00
Total		\$ 48,327.24	\$ 37,207.94	\$215,134.25	\$31,883.29	\$62,611.92	\$48,440.56	\$105,773.81	\$4,366.00	\$505,417.77

**Council Policy Compliance**

Council Policy *SDev CP003 – Traders on Shire Reserves and Road Verges* provides direction to Council in the processing of applications in accordance with the Local Law. The objectives of the policy include:

- To identify and designate appropriate locations for vendors to operate;
- To allow for stallholders and mobile traders to operate in a manner that does not conflict with the normal functions of the Shire;
- To protect existing levels of public amenity experienced on the Shire’s reserves and other public places;
- To set minimum standards in the interest of public safety, environmental protection and social amenity.

**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 3 – ‘High’ or ‘Extreme’ Inherent Risk.	
Risk Event	Application for Trader’s Permit – Gnomesville
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	Approving a pop up visitor centre at Gnomesville will raise the profile of the services available in the region and provide an additional revenue stream.

TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.		
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category Assessed Against	Service Interruption	If Ferguson Valley Marketing Inc. do not maintain their financial viability there is a risk that Visitor services will no longer be available locally.

**Officer Comment**

The application has been assessed in accordance with the cl. 5.5 of the Local Law which stipulates the relevant considerations in determining applications as follows:

- The desirability of the proposed activity;
- The location of the proposed activity;
- The principles set out in the Competition Principles Agreement;
- Such other matters as the local government may consider relevant in the circumstances of the case.

In addition Council Policy *SDev CP003 – Traders on Shire Reserves and Road Verges* identifies the criteria in determining applications as follows:

- Benefit to the community;
- Experience of the trader;
- Appearance and quality of the operation and equipment;
- Safety management measures implemented by the trader;
- Risk management measures implemented by the trader;
- The appropriateness of the activity/business having regard to pedestrian, patron and vehicular safety within the area;
- The appropriateness of the activity/business having regard to the purpose for which the land is reserved, used or zoned;
- The potential impacts (i.e. parking, traffic, noise etc.) of the trading activity on nearby residences and landowners;
- The availability of ablution facilities if required for the trading activity; and
- The extent to which previous trading permits have been utilised, if applicable.

The key issues raised in the assessment process are summarised below along with the applicant’s response.



ISSUE	APPLICANT FEEDBACK
Potential of increase in vehicle movements – does this create parking or traffic flow issues; require additional maintenance of the unseaeld parking area?	It is not anticipated that there would be any more visitation to Gnomesville as a result of the trader’s permit. The only additional cars would those for the two volunteers staffing the stand.
The site does not have rubbish collection available. The sale of packaged items without bin provision may lead to additional rubbish dumping.	The applicant will provide and remove their own bins and ‘containers for cash’ containers.
The sale of refreshments may take away opportunities for existing food businesses.	The type of food being offered would be water, can drinks and small food snacks items (not substantial meals).
Stability of the gazebo during high wind conditions.	The gazebo is to be anchored with sandbags and removed each day and if weather conditions are unfavourable then the structure will not be setup.

### **Conclusion**

The Gnomesville Master Plan has specifically identified a location for a “*pop up visitor centre and associated vehicle access*”. It is considered that the passive surveillance offered by a staffed stall (with a vested interest in the presentation of the site) during traditionally high visitation times will potentially reduce the current litter and damage experienced at the site. Any minor impacts can be appropriately managed via the imposition of conditions and therefore Officers recommend conditional approval of the application.

END REPORT

12.2.5 Title: Community and Event Grants Round 2

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Ms Cassandra Budge - Manager Community Development</i>
<b>Reporting Officer</b>	<i>Ms Melanie Ring - Place &amp; Community Officer</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.2.5A - SDev CP044 Community &amp; Event Grants Policy Appendix ORD: 12.2.5B - Risk Assessment Appendix ORD: 12.2.5C – Applications with Recommendations</i>

**DECLARATION OF INTEREST**

Chief Executive Officer, Mr André Schönfeldt declares an Impartiality Interest in this item as he has family members that attend the Eaton Family Centre.

**Overview**

This report summarises the round two 2022/23 Community and Events Grant requests that have been received from the community. Council is tasked with considering these requests and recommending the distribution of grant funds from the 2022/23 budget allocation.

**OFFICER RECOMMENDED RESOLUTION “A”**

**THAT Council considers the applications received by the following groups under Community Grants Scheme Round 2 2022/23 – Level 2 grants for funding up to \$1,000 and approves funding to the following organisations:**

<b>COMMUNITY GRANTS – LEVEL 2 (\$0 - \$1,000)</b>		
<b>APPROVE</b>		
<b>i) Burekup Districts &amp; Country Club</b>	<b>Purchase lighting for outdoor area</b>	<b>\$ 1,000.00</b>
<b>ii) Coastal Rowing WA</b>	<b>Purchase &amp; install industrial grade shelving</b>	<b>\$ 979.19</b>
<b>iii) CWA River Valley Belles</b>	<b>Purchase outdoor garden items, gazebo &amp; esky for transporting catering</b>	<b>\$ 991.53</b>
<b>iv) Eaton CWA</b>	<b>Garden top up &amp; purchase items to protect vegetation from car park damage</b>	<b>\$ 380.00</b>
<b>v) Eaton Senior Citizens</b>	<b>Purchase and install directional signage</b>	<b>\$ 826.66</b>
<b>vi) Lions Club of Eaton</b>	<b>Purchase shelving</b>	<b>\$ 704.00</b>
<b>TOTAL</b>		<b>\$ 4,881.38</b>

**OFFICER RECOMMENDED RESOLUTION "B"**

THAT Council considers the applications received by the following groups under Community Grants Scheme Round 2 2022/23 – Level 2 grants for funding up to \$1,000 and declines funding to the following organisation:

COMMUNITY GRANTS – LEVEL 2 (\$0 - \$1,000)		
DECLINE		
Bunbury Regional Toy Library	Purchase items for toy library	\$ 1,000.00

**OFFICER RECOMMENDED RESOLUTION "C"**

THAT Council considers the applications received by the following groups under Community Grants Scheme Round 2 2022/23 – Level 3 grants for funding between \$1,001 and \$5,000 and approves funding to the following organisation:

COMMUNITY GRANTS – LEVEL 3 (\$1,001 - \$5,000)		
APPROVE		
Bethanie Fields Retirement Village	Native Garden Development – Purchase and install gazebo	\$ 5,000.00

**OFFICER RECOMMENDED RESOLUTION "D"**

THAT Council considers the applications received by the following groups under Community Grants Scheme Round 2 2022/23 – Level 3 grants for funding up to \$1,000 and declines funding to the following organisation:

COMMUNITY GRANTS – LEVEL 3 (\$1,001 - \$5,000)		
DECLINE		
Bethanie Esprit Retirement Village	Purchase and install commercial shade sail for place activation	\$ 5,000.00

**OFFICER RECOMMENDED RESOLUTION “E”**

THAT Council considers the applications received by the following groups under the Events Grants Scheme Round 2 2022/23 – Level 2 grants for funding up to \$1,000 and approves funding to the following organisations:

EVENT GRANTS – LEVEL 2 (\$0 - \$1,000)		
APPROVE		
i) Dardanup Heritage Collective	Printing of books for the Dardanup Heritage Forum	\$ 1,000.00
ii) Dardanup Residents Association	Historical display for the Dardanup Centenary Event	\$ 1,000.00
iii) Eaton Family Centre	Costs associated to deliver Event: Perinatal Well-being Community Awareness Expo	\$ 1,000.00
iv) Probus Club of Eaton	Costs associated for Event: Meet & Greet for Probus Club Members of the South West	\$ 1,000.00
<b>TOTAL</b>		<b>\$ 4,000.00</b>

**OFFICER RECOMMENDED RESOLUTION “F”**

THAT Council considers the applications received by the following groups under the Events Grants Scheme Round 2 2022/23 – Level 3 grants for funding between \$1,001 and \$5,000 and declines funding to the following organisation:

EVENT GRANTS – LEVEL 3 (\$1,001 - \$5,000)		
DECLINE		
Dardanup Horse & Pony Club	Costs associated with Event: Dardanup Horse & Pony Club One Day Event	\$ 3,236.00
<b>TOTAL</b>		<b>\$ 3,236.00</b>

**Change to Officer Recommendation**

No Change. **OR:**

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

**Background**

*SDev CP044 Community and Event Grants Policy* [Appendix ORD: 12.2.5A] (the Policy) has the objective to provide financial support to such requests that meet the policy criteria (subject to budget constraints) and promote the Shire of Dardanup as a positive, supportive and caring community organisation.

Community Grants are available for projects and activities within the Shire of Dardanup that:

- Foster the distinctiveness of places through the personalisation of community areas;
- Activate public places;

- Build the skills and capacity of the community;
- Leave a lasting positive impact on the community;
- Promote accessibility and inclusivity for all members of the community; and
- Empower groups to be proactive in the community.

Events Grants are available for events:

- Held in the Shire of Dardanup;
- That are free-to-attend and held within the Shire of Dardanup;
- That benefit the community; and
- Activate the area in which the event is held.

In relation to this report, funding for each of the community and events grants schemes fall into the following categories;

#### *Community Grants*

- Level 2 Community Grant: open for application twice per year, incorporated groups' eligible only, maximum funding amount \$1,000 with 100% of project cost available for funding.
- Level 3 Community Grant: open for application twice per year, incorporated groups' eligible only, funding available from \$1,001 - \$5,000 and a maximum of 50% of the total project cost available for funding.

#### *Events Grants*

- Level 2 Community Event Grant: open for application twice per year, incorporated groups' eligible only, maximum funding amount \$1,000 with 100% of project cost available for funding.
- Level 3 Community Event Grant: open for application twice per year, incorporated groups' eligible only, funding available from \$1,001 - \$5,000 and a maximum of 50% of the total project cost available for funding.

### **Legal Implications**

*Local Government Act 1995*

#### **Council Plan**

- 2.1 - Facilitate improved access to health and community services.
- 2.2 - Increase participation in sport, recreation and leisure activities.
- 3.1 - Grow participation in arts, culture and community events.
- 4.2 - Support vulnerable groups, including aged persons and those with disability.
- 4.3 - Increase involvement in volunteering

**Environment** - None.

**Precedents** - None.

#### **Budget Implications**

Council allocated \$25,574 to Community Grants for 2022/23 (GL 1119504) and \$10,000 to Minor Community Event Assistance (J08714). A maximum \$2,000 of the allocation is available for each of the

Quick Response Community Grants and Quick Response Event Grants which are open for application all-year-round or until the allocated amount has been exhausted.

The remaining 2022/23 financial year budget for the grant schemes is as below:

GRANT STREAM	FUNDED IN ROUND ONE	REMAINING FUNDS FOR ROUND TWO
Community Grant GL 1119504	\$ 12,673.85	\$ 10,400.15
Minor Community Event Assistance J08714	\$ 764.00	\$ 7,236.00

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

### **Council Policy Compliance**

All applications for grant funding are required to comply with *SDev CP044 Community & Event Grants Policy* and have been assessed against the relevant criteria. Consideration should be given to *CnG CP007 - Cost Shifting Assessment* and this has been taken into consideration during the assessment process.

On 25<sup>th</sup> January 2023, Council adopted policy changes to the Policy. Applicants were made aware that there had been an update to the Policy and were encouraged to familiarise themselves with the Policy whilst being provided a copy of it.

The timeframe between when the policy change was adopted to when the grants opened was a matter of a few business days, therefore Council may feel there should be a grace period and that whilst some grant applications have not been recommended for this round (due to the policy changes), that some leeway be granted and the applications approved.

### **Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.2.5B] for full assessment document.

<b>TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).</b>	
Risk Event	Community and Events Grants Scheme – Round 2 2022/23
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 Council's reputation could be impacted dependant on their decision on recipients' applications for grant funding.

### **Officer Comment**

Applications for round one Community and Events Grants opened on Friday the 27<sup>th</sup> January 2023 and closed on Monday, the 20<sup>th</sup> February 2023. A shorter than usual time frame for the application period was due to a policy change to the relevant policy which was adopted by Council at Ordinary Council Meeting held on Wednesday 25<sup>th</sup> January 2023.

The grants were advertised on the Council website, Council Facebook and Instagram. Emails were sent to known eligible clubs and organisations within the Shire to inform them of the grants round opening

and closing date and where necessary the email was followed up with a phone call to assist with further queries. Community members also took the opportunity to meet with the Place and Community Officer to discuss their desired projects.

Below is a breakdown of the grant applications received:

GRANT STREAM	NUMBER OF APPLICATIONS
L2 Community Grant	7
L3 Community Grant	2
L2 Events Grant	4
L3 Events Grant	1
<b>Total number of applications received</b>	<b>14</b>

Applications have been assessed and all applications have been considered against the criteria of the Policy. All applications and Officer Comments are available at [Appendix ORD: 12.2.5C].

COMMUNITY GRANTS – LEVEL 2 (\$0 - \$1,000)			
APPLICANT NAME	AMOUNT REQUESTED (\$)	PURPOSE	OFFICER RECOMMENDED
Bunbury Regional Toy Library	\$ 1,000.00	Purchase items for toy library	No
Burekup Districts & Country Club	\$ 1,000.00	Purchase lighting for outdoor area	Yes
Coastal Rowing WA	\$ 979.19	Purchase & install industrial grade shelving	Yes
CWA River Valley Belles	\$ 991.53	Purchase outdoor garden items, gazebo & esky for transporting catering	Yes
Eaton CWA	\$ 380.00	Garden top up & purchase items to protect vegetation from car park damage	Yes
Eaton Senior Citizens	\$ 826.66	Purchase and install directional signage	Yes
Lions Club of Eaton	\$ 704.00	Purchase shelving	Yes
<i>TOTAL APPLICATIONS</i>	<i>\$5,881.38</i>		
<b>TOTAL RECOMMENDED</b>	<b>\$4,881.38</b>		

Due to the newly adopted changes to the Policy (adopted at the Ordinary Council Meeting held on the 25<sup>th</sup> January 2023), the Bunbury Regional Toy Library is ineligible to receive funding for the same project as purchasing toy library items has been approved for funding in three previous grant rounds.

Whilst the application has not been recommended for this round (due to the policy changes), Council may be of the opinion that some leeway be granted and the application approved.

COMMUNITY GRANTS – LEVEL 3 (\$1,001 - \$5,000)			
50% MATCHING COMPONENT REQUIRED			
APPLICANT NAME	AMOUNT REQUESTED (\$)	PURPOSE	OFFICER RECOMMENDED
Bethanie Esprit Retirement Village	\$ 5,000.00	Purchase and install commercial shade sail for place activation	No
Bethanie Fields Retirement Village	\$ 5,000.00	Native Garden Development – Purchase and install gazebo	Yes
<i>TOTAL APPLICATIONS</i>	<i>\$10,000.00</i>		
<b>TOTAL RECOMMENDED</b>	<b>\$5,000.00</b>		

Due to budget restrictions in Round Two of funding, only one project is able to be recommended for approval. The applicant has requested the Bethanie Esprit Retirement Village project be the priority project (despite being two separate projects and two separate applicants).

The proposed location of the gazebo is on land owned by the Shire. Should the gazebo installation proceed with or without a financial contribution from the Shire, all associated ongoing costs relevant to the gazebo, including lodging the relevant permits/certificates/payable fees and ongoing maintenance are to be the sole responsibility of Bethanie Fields.



The relevant permits/applications are required to be submitted prior to any installation of the gazebo:

- A Certified Application for Building Permit (BA1) inclusive of a Certificate of Design Compliance (BA3) and referenced documents is required to be lodged with the Shire and subsequent Building Permit issued prior to the building work;
- The BA3 must be issued by a registered Building Surveyor who is independent of the Shire;
- The Shire fee is exempted, however the Building Services Levy fee (under \$100) must be paid at the time of the BA1 being lodged. This cost is to be covered by Bethanie Fields.

EVENT GRANTS – LEVEL 2 (\$0 - \$1,000)			
APPLICANT NAME	AMOUNT REQUESTED (\$)	PURPOSE	OFFICER RECOMMENDED
Dardanup Heritage Collective	\$ 1,000.00	Printing of books for the Dardanup Heritage Forum	Yes
Dardanup Residents Association	\$ 1,000.00	Historical display for the Dardanup Centenary Event	Yes
Eaton Family Centre	\$ 1,000.00	Costs associated to deliver Event: Perinatal Well-being Community Awareness Expo	Yes
Probus Club of Eaton	\$ 1,000.00	Costs associated for Event: Meet & Greet for Probus Club Members of the South West	Yes
<b>TOTAL APPLICATIONS</b>	<b>\$ 4,000.00</b>		
<b>TOTAL RECOMMENDED</b>	<b>\$ 4,000.00</b>		



<b>EVENT GRANTS – LEVEL 3 (\$1,001 - \$5,000)</b> <i>50% matching component required</i>			
<b>Applicant Name</b>	<b>Amount Requested (\$)</b>	<b>Purpose</b>	<b>Officer Recommended</b>
Dardanup Horse & Pony Club	\$ 5,000.00	Costs associated with Event: Dardanup Horse & Pony Club One Day Event	No
<i>TOTAL APPLICATIONS</i>	<i>\$ 5,000.00</i>		
<b>TOTAL RECOMMENDED</b>	<b>\$ 0,000.00</b>		

Due to the newly adopted changes to the Policy (adopted at the Ordinary Council Meeting held on the 25<sup>th</sup> January 2023), the Dardanup Horse and Pony Club is ineligible to receive funding for the same project as the event has been approved for funding in two previous grant rounds.

Whilst the application has not been recommended for this round (due to the policy changes), Council may be of the opinion that some leeway be granted and the application approved.

END REPORT

12.2.6 Title: PRJ-R1337349 Glen Huon Oval Softball Lightning

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Ms Susan Oosthuizen - Director Special Projects &amp; Community</i> <i>Mr Phil Anastasakis - Deputy Chief Executive Officer</i> <i>Mr Theo Naudé - Director Infrastructure</i>
<b>Reporting Officer</b>	<i>Mr Nathan Ryder - Manager Infrastructure Planning &amp; Design</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.2.6A – BADSA Email</i> <i>Appendix ORD: 12.2.6B – Risk Assessment Tool</i> <i>Appendix ORD: 12.2.6C – CS Civil &amp; Structural Engineers – Structural Report</i>

**Overview**

The contract to upgrade the Glen Huon Oval softball lightning was awarded to Burgess Enterprises T/A Kalamunda Electric at the Ordinary Council Meeting held on the 28<sup>th</sup> September 2022. The project has commenced with the Contractors expected to complete works by mid-March 2023. Officers have received a request from the Bunbury and District Softball Association (BADSA) [Appendix ORD: 12.2.6A] for the Club to retain the old light poles that are to be removed and disposed of under the contract.

Officers considered 3 options for the disposal or re-use of the light poles, this is discussed in the Officers comments. Officers recommend Option 1 - the light poles to be stored at the depot for the interim. The re-use of these poles on other Council reserves, e.g. Wells is to be considered by the Director Infrastructure and a report on the re-use be brought back to Council.

**OFFICER RECOMMENDED RESOLUTION****THAT Council:**

1. **Notes the current written down value of the lights is \$268,822 and that the remaining useful life for the lights are forecast to be 15-19 years;**
2. **Endorses ‘Option 1 –Reuse of the Light Poles’ with the light poles to be stored at the Shire of Dardanup Depot;**
3. **Requests that the Chief Executive Officer prepare a report on the re-use of light poles and the report to be brought back to Council;**
4. **Requests that the lighting heads be removed as part of the current Burgess Contract; and**
5. **Requests the Chief Executive Officer to write to the Bunbury and District Softball Association (BADSA) to inform them of the decision to retain the light poles for the re-use on other Council reserves.**

### **Change to Officer Recommendation**

No Change. **OR:**

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

#### **Background**

The poles were purchased by the softball club approximately 20 years ago but is recorded on the Shire Asset Register.

The lights were installed in 2003 and relocated in 2017 when the softball pavilion was complete. After relocating to the new Pavilion in 2017 it quickly became evident that relocated light towers were inadequate to allow for night training and playing night games. The Softball Association made a request to the Shire to upgrade the lighting to a suitable lux level. Below is an extract from the Softball Associations submission outlining the reason for requesting the lighting upgrade.

*“Adequate lighting on the two Softball Association diamonds will allow for training and games to be played under lights. This will free up the scheduled day-time fixtures and allow the junior competition to grow which will flow-on to increases in senior memberships, as more junior teams feed into the senior’s competition. Floodlighting will also enable BADSA to hold tournaments and featured softball games, attracting other associations to the south-west region and promoting the sport to the wider community. This will also lead to new memberships and greater participation in physical activity. An increase in memberships and softball events/tournaments will also lead to higher revenue for the association through these additional memberships. Strong membership growth enables BADSA to maintain low, affordable fees which nurtures, attracts and furthers junior membership.”*

A needs assessment was carried out in relation to floodlighting for the Glen Huon Oval through the Shire of Dardanup Sport and Recreation Plan 2020 - 2030 and the 2015 Sports Lighting Audit.

The 2015 Sports Lighting Audit identified the aged and deteriorated state of the existing lighting infrastructure. These issues included:

- Not meeting standard in terms of not complying with AS 2560.2.6;
- A lack of switchboard accessibility;
- The lamp control gear inside the poles was corroded;
- The 30 year old lamp control gear was already 10 years beyond its useful life;
- The poles were too short, not in correct arrangement;
- Lighting was of insufficient lux.

Following this, in 2017, the new pavilions were built at Glen Huon Oval and, due to budget constraints, the existing/old poles, luminaires and control gear were reused and bolted onto new concrete footings, with the pole positions rearranged to suit the new layout of football oval and softball fields. It is of particular importance to highlight that at that time of the audit in 2015 the lamp control gear was 30 years old, and already deemed to be 10 years beyond its useful life; this lamp control gear was reused two years later and it still installed at the grounds.

The proposed new lighting will improve the ground’s ability to be multi-use for both the sporting clubs, the college and potential new users in the future. The proposed new lighting will allow for additional organisations to utilise the facility, particularly with the addition of smart technology for programming use and subsequent charging for usage.

## Legal Implications

In accordance with *CnG CP128 – Significant Accounting Policies* the asset is classified as “lighting”. The current value of the asset is \$268,822, under the s5.44 under the *Local Government Act 1995* s3.58, delegation 1.2.36 the Director Infrastructure has the delegation to authorise the disposal of property below the value of \$20,000. As the current value of the asset exceeds this delegation, Council has to consider the disposal of this asset for it to be donated to the BADSA.

Under the contract with Burgess Enterprises Australia T/A Kalamunda Electrics it allowed \$2,000.00 for the disconnection and removal of six redundant poles from the eastern pitch.

## Council Plan

- 1.1 - Support the community to feel safe while using Shire facilities and public spaces.
- 13.2 - Manage the Shire’s resources responsibly.

**Environment** - None.

## Precedents

At the Ordinary Council Meeting held 28<sup>th</sup> September 2022 Council resolved (Res: 233-22) the following;

- “1. *Accepts the tender submission for Tender RFT F0294742 Glen Huon Oval Lighting – Softball and AFL advertised and recorded in the Tenders Register, received from Burgess Enterprises Australia Pty Ltd (for items 1 and 2 only, on the tender submission from Burgess Enterprises Australia Pty Ltd and removes the AFL lighting from the project, named as ‘Burgess Enterprises Australia Pty Ltd in the Evaluation Panel Report recommendation detailed in [Confidential Attachment RFT-F0294742 – Burgess Enterprises Australia Pty Ltd submission] and identified as the most advantageous, for a lump sum value of \$437,015 (GST Excl);*
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 tender RFT F0294742 Glen Huon Oval Lighting – Softball and AFL as advertised and recorded in the Tenders Register before and / or after its execution in accordance Regulations 20 and 21A of the Local Government (Functions and General) Regulations 1996;*
  - a) *Minor variations before entry into the contract, in accordance with Regulation 20 of the Local Government (Functions and General) Regulations 1996, including minor variations to the scope to reduce the overall cost of the contract;*
  - b) *Variations, after the contract has been entered into, limited to variations which do not change the scope of the contract and which do not increase the contract value beyond 5%, in accordance with Regulation 21A of the Local Government (Functions and General) Regulations 1996;*
  - c) *Exercise the contract extension options as approved in Part 1 above, in accordance with Regulations 11(2)(j) and 21A of the Local Government (Functions and General) Regulations 1996.*
3. *Authorises the Chief Executive Officer to execute the contract for awarding tender RFT F0294742 Glen Huon Oval Lighting – Softball and AFL as advertised and recorded in the Tenders Register in accordance with s.9.49A of the Local Government Act 1995.*
4. *Supports that the \$45,000 LRCI 3 funding allocated to the Ironstone Bridge (J12397) be applied to the Glen Huon Oval Lighting Project instead (J11656).*
5. *Supports the BDSA Contribution being reduced to \$100,000 instead of \$120,000.”*

**Budget Implications**

The poles were purchased by the softball club in 2017 but is recorded on the Shire Asset Register. The Fair Value of the 6 lights is \$279,441.52 and the current written down value of the lights are is \$268,822 this largely due to the remaining useful life for the lights being 15-19 years.

DESC	CURRENT REPLACEMENT COST	Condition	TOTAL USEFUL LIFE	REMAINING USEFUL LIFE	DEP REPLACEMENT COST	ACCUM. DEP'N	ANNUAL DEP'N	22/23 DEP'N TO 31/01/23	WDV 31/01/23
Softball Lighting -Glenhuon (I)	60,094.95	2	20	15	45,071.21	15,023.74	3,004.75	1,769.92	43,301.29
Softball Lighting -Glenhuon (I)	60,094.95	2	20	15	45,071.21	15,023.74	3,004.75	1,769.92	43,301.29
Softball Lighting -Glenhuon (I)	60,094.95	1	20	19	57,090.20	3,004.75	3,004.75	1,769.92	55,320.28
Softball Lighting -Glenhuon (I)	60,094.95	2	20	15	45,071.21	15,023.74	3,004.75	1,769.92	43,301.29
Softball Lighting -Glenhuon (I)	60,094.95	1	20	19	57,090.20	3,004.75	3,004.75	1,769.92	55,320.28
Softball Lighting -Glenhuon (I)	60,094.95	3	20	10	30,047.48	3,004.75	3,004.75	1,769.92	28,277.56
	<b>360,569.70</b>				<b>279,441.51</b>	<b>54,085.47</b>	<b>18,028.50</b>	<b>10,619.53</b>	<b>268,821.98</b>

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

**Council Policy Compliance**

CnG CP128 – Significant Accounting Policies

**Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.2.6B] for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Prj-R1337349 Glen Huon Oval Softball Lightning
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial If the poles are not reused it can result in additional expenditure to Council to supply and install new poles on another reserve for future use.</p> <p>Reputational If the poles was to be written off and not re-used it can be perceived by the community that Council is not using tax payer’s money effectively.</p>

**Officer Comment**

We have received a request from the Bunbury and District Softball Association (BADSA) that the Club would like to retain the old light poles that was to be removed and disposed of under the contract [Appendix ORD: 12.2.6A]. The poles were purchased by the softball club in 2017 but is recorded on the Shire Asset Register.

Officers requested advice from CS Civil & Structural Engineers, to re-use the light poles which is as follows:

- That the existing Riverton Engineering poles at the Eaton Softball Stadium are in generally sound condition and would be suitable for re-use at other facilities as an interim measure, similar to their use in this case.
- In re-use the base of each pole should be thoroughly cleaned back, all minor corrosion removed, and the base internally and externally treated with an epoxy zinc or inorganic zinc primer, then top coated with a high build epoxy paint.
- In installing the post at a new site, the concrete base should be proud of the surrounding ground, and if grouted a drainage slot should be left to prevent ponding in the base of the poles.
- Advice should be requested before reusing the poles to allow for the attachment of new lightning heads, as new LED units are smaller, but can be heavier due to the attached transformer [Appendix ORD: 12.2.6C].

Based on the write down value, the remaining useful life of the light poles and advice received Officers have considered three options for the light poles, this is outlined below:

Option 1 – Reuse of the Light Poles:

The light poles to be stored at the depot for the interim and the re-use of these poles on other Council reserves, e.g. Wells is to be considered by the Director Infrastructure. A report on the re-use of the lights be brought back to Council. It should be noted that there will be additional transport cost of the light poles to the depot.

Option 2 – Donating the Light Poles

The light poles be donated to BADSA as per their request and the lighting heads be removed and disposed of as part of the current Burgess Contract at nil cost to Council.

Option 3- Disposal of Light Poles

The light poles and lighting heads be removed and disposed of as part of the current Burgess Contract at nil cost to Council.

Officers recommend Option 1 – Reuse of the Light Poles to be considered by Council.

END REPORT

## 12.3 INFRASTRUCTURE DIRECTORATE REPORTS

### 12.3.1 Title: Shire of Dardanup Local Bike Plan

<b>Reporting Department:</b>	<i>Infrastructure Directorate</i>
<b>Responsible Officer</b>	<i>Mr Theo Naudé - Director Infrastructure</i>
<b>Reporting Officer</b>	<i>Mr Nathan Ryder - Manager Infrastructure Planning &amp; Design</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.3.1A – Shire of Dardanup Local Bike Plan Appendix ORD: 12.3.1B – Risk Assessment Appendix ORD: 12.3.1C – Councillor Workshop Presentations</i>

#### **Overview**

Council is requested to endorse the Shire of Dardanup Local Bike Plan [Appendix ORD: 12.3.1A].

#### **OFFICER RECOMMENDED RESOLUTION**

##### **THAT Council:**

1. **Endorses the Shire of Dardanup Local Bike Plan [Appendix ORD: 12.3.1A]; and**
2. **Refers the priority actions outlined in the Action Plan in the Shire of Dardanup Local Bike Plan [Appendix ORD: 12.3.1A] to the Pathways Asset Management Plan, Road Asset Management Plan and capital works program for consideration.**

#### **Change to Officer Recommendation**

No Change. **OR:**

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

### **Background**

The Shire of Dardanup identified the need to develop a Local Bike Plan when it endorsed the Bunbury-Wellington 2050 Cycling Strategy in December 2018.

The Shire was successful in securing a grant through the WA Bicycle Network Grants Program 2021-2022 for the preparation of a Local Bike Plan.

The work included the following key components:

1. An action plan to deliver cycling infrastructure in order to maximise funding opportunities;
2. Planning for improved connections and access through the expansion of the bicycle network to link key attractors within the Shire; and
3. Strategies to encourage cycling and to increase safety for people on bikes.

Community consultation has been carried out and the Bike Plan has been workshopped with Councillors. A copy of the final Local Bike Plan is included in [Appendix ORD: 12.3.1A].

**Legal Implications** - None.

### **Council Plan**

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

10.1 - Provide a safe active transport network to encourage more walking and cycling.

**Environment** - None.

### **Precedents**

The Shire of Dardanup endorsed the Bunbury-Wellington 2050 Cycling Strategy in December 2018 (Res: 394-18).

### **Budget Implications**

The recommendation is to incorporate the items identified in the Action Plan in the next and subsequent reviews of the pathways asset management plan and capital works program.

The identified projects in the Plan are not included at this stage as part of the Pathway 10 Year Program.

### **Budget – Whole of Life Cost**

The ongoing maintenance of the pathways will be the responsibility of the Shire.

Construction of new assets creates ongoing liabilities for the Shire in terms of maintenance and eventual renewal as the asset ages; costs which must be considered by Council at the time of project approval and the full costs over the asset's life must be factored into the applicable asset management plan.

**Council Policy Compliance** - None.

### **Risk Assessment**

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



<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>		
Risk Event	Endorsement of Local Bike Plan	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Obtaining funding for cycle path projects in the future will be more difficult unless the Shire has a Council-endorsed Bike Plan.
	Reputational	The Community has expectations that the Shire is putting plans in place for future transport infrastructure and connections.

### **Officer Comment**

Consultants - Cardno (now Stantec) was appointed by the Shire in December 2021 to prepare the local bike plan.

The consultant’s Scope of Work comprised the following:

- Review of background information (local context as well as Strategic planning context);
- Development of a community consultation plan. Stakeholder consultation;
- Review of the existing network within the Shire of Dardanup (reference to Bunbury Wellington 2050 Regional Cycling Strategy);
- Development of a preliminary network for the townsites of Eaton/Millbridge, Burekup and Dardanup, and interconnecting routes between the townsites;
- Community consultation;
- Condition assessment of existing network;
- Community consultation report;
- Prioritised action plan; and
- Presentation to Councillors.

Workshops were held with Shire of Dardanup Councillors on 31<sup>st</sup> August 2022 and 1<sup>st</sup> March 2023 where Cardno presented the Plan and worked through the proposed Action Plan.

Further work was undertaken by Cardno as a result of the workshop, comprising:

- Indicative costs for recommendations;
- Review of the Shire’s draft Place Plans;
- Amendments to the Local Bike Plan following the Councillor workshop; and
- Review of the Shire’s 2001 Bike Plan.

Copies of the presentations to Councillors are included in [Appendix ORD: 12.3.1C].

The Action Plan is included in [Appendix ORD: 12.3.1A].of the Local Bike Plan.

The work on the Local Bike Plan has now been finalised and endorsement by Council is requested.

END REPORT

**12.3.2 Title: Commemorative Plaques in Public Spaces Policy**

<b>Reporting Department</b>	Infrastructure Directorate
<b>Responsible Officer</b>	Mr Theo Naudé - Director Infrastructure
<b>Reporting Officer</b>	Mr Kristin McKeachie - Manager Assets
<b>Reporting Officer</b>	Mr Liam Yates - Assets Officer
<b>Legislation</b>	Local Government Act 1995
<b>Council Role</b>	Legislative.
<b>Voting Requirement</b>	Simple Majority.
<b>Attachments</b>	Appendix ORD: 12.3.2A – Risk Assessment Tool Appendix ORD: 12.3.2B – Application Form – Installation of Commemorative Plaques

**Overview**

Council is requested to consider and adopt a new Commemorative Plaques in Public Spaces policy.

Shire Officers have prepared a draft Commemorative Plaques Policy that will clarify the types of Commemorative Plaques that the Shire will allow within public spaces, under what circumstances they will be approved, and the conditions for installation, location, maintenance and removal.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council resolves to adopt the Policy Infr CP402 – Commemorative Plaques in Public Spaces as follows:**

<b>Infr CP402– COMMEMORATIVE PLAQUES IN PUBLIC SPACES POLICY</b>					
<b>Administration Information</b>					
<b>History</b>	1	New Infr CP402	OCM: 22/03/23	Res: XX-23	<b>Synopsis:</b> Policy Created
<b>Version:</b>				:	<b>Synopsis:</b> New Council Policy Document Endorsed

**1. RESPONSIBLE DIRECTORATE**

Directorate - Infrastructure

**2. PURPOSE OR OBJECTIVE**

The Shire of Dardanup often receives requests from residents to install Commemorative Plaques within public spaces, to commemorate the lives of deceased prominent community members with a connection to the Shire.

The purpose of this policy is to establish the framework within which applications for Commemorative Plaques within the Shire of Dardanup will be assessed. This policy will;

- Provide Council with a consistent process for dealing with requests for the use of public space to allow for Commemorative Plaques.
- Establish criteria that defines which individuals will be eligible for a Commemorative Plaque.
- Provide a list of public spaces within the Shire of Dardanup where Commemorative Plaques may be erected.
- Provide a clear set of standards and design specifications for Commemorative Plaques
- Outline the responsibilities of the applicant and Shire officers throughout the application and installation process.

**3. POLICY**

The Shire of Dardanup may, at its discretion, permit the installation of Commemorative Plaques recognising prominent community members based on the guidelines of this policy. The policy, however, does not extend to the following areas:

- Cemeteries or Niche Walls
- Roadside Commemorative Plaques near the location of a fatality. In these instances the Shire of Dardanup will adhere to the recommendations set out in Main Roads Western Australia's 'Policy and Guidelines – Roadside Memorials'.

### **Applications Process**

Applicants must submit a completed application Form 237 to the Shire. Through this form, the applicant will provide the following information:

- Name of person to be commemorated
- Details providing the justification for a Commemorative Plaque, and evidence to verify this.
- Type of Commemorative Plaque requested
- Proposed location of the Commemorative Plaque
- Name and contact details of the applicant
- Any other relevant information

The Chief Executive Officer has delegated authority to approve or reject any eligible request, and will advise the applicants in writing as to the outcome of their application.

Any extraordinary requests will be taken to Council for consideration, and the applicants will be advised of their decision in writing.

Should an application be approved, the Shire of Dardanup will consult with the applicant to determine the exact location of the proposed Commemorative Plaque.

### **Eligibility**

To be eligible for a Commemorative Plaque, the deceased person must have been a long term resident within the Shire of Dardanup (10 years or greater). They must **also** meet one of the following criteria:

- Have strong historical links to the Shire of Dardanup, or links to a significant event in the Shire's past, and/or;
- Have made a notable contribution to a particular community sector (e.g. cultural, political, economic, sporting, artistic, etc.)

In exceptional circumstances applications will be determined on a case-by-case basis by Council. Should the individual not meet the above criteria, Council may decide to approve the application.

Only one Commemorative Plaque per person shall be approved. Commemorative Plaque applications may be rejected if the person being commemorated has already been recognised within the Shire (for example, if a long-time volunteer for the lawn bowls committee already has a plaque erected at the bowls club, it is unlikely that they will receive a Commemorative Plaque recognising those same achievements within a public reserve). Applications for permanent Commemorative Plaques will only be considered where the person has been deceased for a minimum of 12 months.

Applications made by community members must be supported by the family of the deceased person, and the application form must contain the signature of the deceased person's spouse or children.

### **Type of Commemorative Plaque**

The Shire of Dardanup may allow for either the installation of a plaque on an existing park bench, or the installation of a plaque on an existing structure such as a rock or wall.

Plaques are a flat piece of metal featuring an inscription, and must adhere to the following standards:

- Maximum size 100mm x 200mm
- To be constructed from either 3mm Marine Bronze, or 1.6mm Marine grade stainless steel

- *Typeface and text must be clearly legible, and text to be approved by Shire staff.*
- *No more than 100 words.*
- *Only one plaque per bench permitted.*

### **Location of Commemorative Plaque**

*The desired location must comply with existing Council policies and development plans for the upgrading of the area. The following locations may be considered for Commemorative Plaques:*

- *Eaton/Millbridge*
  - o *Eaton Foreshore*
  - o *Watson Reserve*
  - o *Cadell Park*
  - o *Glenhuon Oval Playground*
  - o *Peninsula Lakes Park*
- *Dardanup*
  - o *Carramar Park*
  - o *Wells Recreation Ground*
- *Burekup*
  - o *Burekup Oval*

*A particular location within these areas may be requested, however final approval will remain with Council. The exact location of the Commemorative Plaque will be confirmed on site by Shire staff.*

### **Installation and Maintenance**

*The applicant will be responsible for all costs associated with the design, production, and installation of the Commemorative Plaque. Once an application has been approved Shire staff will provide the applicant with a written estimate of all costs. Payment must be provided in full prior to any works commencing.*

*The acquisition, production, and associated installation of plaques will be carried out by the Shire of Dardanup.*

*Once installed, all Commemorative Plaques will become the property of the Shire of Dardanup. Should the applicant want to carry out any maintenance or modification to the Commemorative Plaque, they must first obtain approval from Shire staff.*

### **Removal of Commemorative Plaque**

*The Shire of Dardanup reserves the right to remove Commemorative Plaques should it receive information, which is subsequently confirmed, that indicates that the memorialised person was not of good character.*

*If it becomes necessary for the Shire to remove the Commemorative Plaque (for example due to damage, vandalism, or other operational reason) the Shire gives no guarantee that the Commemorative Plaque will be replaced.*

*If, for any reason, the applicant or family of the deceased person seeks to have the Commemorative Plaque removed, they must submit an application in writing to the Shire. The applicant will be responsible for any costs associated with removing the Commemorative Plaque and returning it to the applicant.*

*Commemorative Plaques will remain in place for a period no longer than 25 years, after which time they will be returned (if possible) to the original applicant.*

**Change to Officer Recommendation**

No Change. **OR:**

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

**Background**

This policy was presented to Councillors for workshopping on the 8<sup>th</sup> February 2023 and is now presented to Council for its consideration and formal adoption.

**Legal Implications** - None.

**Council Plan**

- 3.1 - Grow participation in arts, culture and community events.
- 4.3 - Increase involvement in volunteering.
- 9.4 - Provide quality parks and playgrounds.

**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: 12.3.2A] for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.							
Risk Event	Implementation of a Policy to deal with Memorials in Public Spaces						
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 style="vertical-align: top;">Reputational</td> <td>Council may be viewed negatively if residents are not permitted to erect memorials for significant persons.</td> </tr> <tr> <td style="vertical-align: top;">Environment</td> <td>Without established criteria for eligibility, type of memorials, locations etc. it could lead to an overabundance of memorials in Shire parks and reserves.</td> </tr> <tr> <td style="vertical-align: top;">Legal and Compliance</td> <td>No policy currently exists to determine the outcome of memorial requests made to the Shire</td> </tr> </table>	Reputational	Council may be viewed negatively if residents are not permitted to erect memorials for significant persons.	Environment	Without established criteria for eligibility, type of memorials, locations etc. it could lead to an overabundance of memorials in Shire parks and reserves.	Legal and Compliance	No policy currently exists to determine the outcome of memorial requests made to the Shire
Reputational	Council may be viewed negatively if residents are not permitted to erect memorials for significant persons.						
Environment	Without established criteria for eligibility, type of memorials, locations etc. it could lead to an overabundance of memorials in Shire parks and reserves.						
Legal and Compliance	No policy currently exists to determine the outcome of memorial requests made to the Shire						

**Officer Comment**

The policy has been prepared to provide clarification on the following criteria:

- Provide Council with a consistent process for dealing with requests for the use of public space to allow for memorials.
- Establish criteria that defines which individuals will be eligible for a memorial.
- Provide a list of public spaces within the Shire of Dardanup where memorials may be erected.
- Provide a clear set of standards and design specifications for memorials
- Outline the responsibilities of the applicant and Shire officers throughout the application and installation process.

In addition to the draft policy, an application form has also been prepared that will be used by an applicant seeking to apply for the installation of a memorial within a public space [Appendix ORD: 12.3.2B].

The policy does not extend to areas already covered by existing policy/legislation, such as cemeteries and niche walls. Roadside memorials (i.e. verge crosses and flowers at the location of vehicular fatalities) are also not included in the scope of this policy.

If adopted by Council, the Memorials in Public Places policy is expected to be adopted almost immediately. Shire Officers will then contact residents who have previously expressed an interest in erecting a memorial to inform them of the new policy and process.

END REPORT

12.3.3 Title: South West Football League (SWFL) Ticket Fencing

<b>Reporting Department</b>	<i>Infrastructure Directorate</i>
<b>Responsible Officer</b>	<i>Mr Theo Naudé - Director Infrastructure</i>
<b>Reporting Officer</b>	<i>Mr Nathan Ryder - Manager Infrastructure Planning &amp; Design</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.3.3A – Presentation to Council 8<sup>th</sup> December 2022 Appendix ORD: 12.3.3B – Risk Assessment – SWFL Ticket Fencing Appendix ORD: 12.3.3C – Risk Assessment – Proposed High Protection Netting</i>

**Overview**

Council allocated \$100,000 in the 2022-2023 Annual Budget (J11659) for reinstatement of the South West Football League's (SWFL) Ticket Fencing at the Eaton Sports Club at Glen Huon Oval, which was removed by the Shire when the playground and skatepark were constructed. This item is to present the outcomes of the workshop held with Councillors on the 7<sup>th</sup> December 2022 regarding the options considered and recommendations going forward.

**OFFICER RECOMMENDED RESOLUTION****THAT Council:**

- 1. Does not proceed with the construction of the new permanent South West Football League (SWFL) Ticket Fencing at this point in time;**
- 2. Carries forward J11659 Glen Huon Oval - Boomers Fencing Reinstatement into the 2023-2024 Annual Budget and for the project to include the design of landscaping plans for the interface of the Eaton Fair Expansion and the new Shire of Dardanup Library, Administration and Community building;**
- 3. Directs the Chief Executive Officer to install temporary fencing on hire for the 2023 football season; and**

**Change to Officer Recommendation**

No Change. **OR:**

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

**Background**

Council allocated \$100,000 in the 2022-2023 Annual Budget (J11659) for reinstatement of the South West Football League’s (SWFL) Ticket Fencing at the Eaton Sports Club at Glen Huon Oval, which was removed by the Shire when the playground and skate park were constructed. Temporary fencing was put in place by the Shire during the last football season.

The initial options were first discussed internally and the preferred option was sent to the SWFL and Boomer’s Football Club. Subsequently, the Shire Officer met with the SWFL on site in June 2022 and discussed an alternative option. This new option was then developed further and workshopped with Councillors on 8<sup>th</sup> December 2022.

A copy of the presentation is included in [Appendix ORD: 12.3.3A].

The outcomes of the workshop, further details and recommendations are included in the Officer Comment section.

**Legal Implications** - None.

**Council Plan**

10.3 - Improve road safety, connectivity and traffic flow.

10.4 - Provide sufficient parking.

13.1 - Adopt best practice governance.

**Environment** - None.

**Precedents** - None.

**Budget Implications**

There is an allocation of \$100,000 included in the 2022-2023 Annual Budget (Job Number J11659 - Glen Huon Oval - Boomers Fencing Reinstatement).

Expenditure to date on J11659 is \$1,004, which comprised some of the costs for the hire of temporary fencing for the 2022 football season (expenditure that was incurred in the 2022/2023 Financial Year).

The estimated expenditure that would be incurred in the 2022-2023 Financial Year for the hire temporary fencing for the 2023 football season is \$2,600.

**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: 12.3.3B] for full assessment document.

TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Replacement of the South West Football League Ticket Fencing
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)



<b>TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).</b>	
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 Shire taking excessive time to reinstate the SWFL Ticket Fencing. Shire has agreed to provide hire temporary fencing for the 2022-2023 Football Season to provide assistance until a permanent solution can be implemented.

### **Officer Comment**

The option preferred by the SWFL and Boomer's Football Club comprised the following elements:

<b>ELEMENT</b>	<b>DESCRIPTION</b>
<b>Fencing from Softball Fence to end of Skatepark</b>	1800mm high Black PVC Chainmesh, limestone blockwork around Pump Track.  Alignment just in front of existing skatepark handrail. This would (i) allow patrons to view games from between the skatepark and the existing boundary fence line in this area, which is considered by the Club as especially important for finals, (ii) allow the football club to install tiered seating in the future in this area; and (iii) provides better protection for users of the skatepark from stray footballs.  The SWFL/Boomers would like to request permission from Council to install advertising on the fence, which would also prevent spectators from viewing games for free.
<b>Football Goals Protection Netting</b>	9-10m high netting over a length of approximately 30m, located between the southern goals and the new pump track to provide some protection for pump track users/children from possible stray footballs.  This netting would be erected and dismantled by the Club before and after games. The netting would fit inside a wheelie bin for storage.
<b>Fencing around sides of Clubrooms</b>	Galvanised steel infill panels, 1800mm high aluminium slat fencing and gates.
<b>Fencing from Clubrooms to Ticket Box</b>	1800mm high Garrison Fencing, 7.5m sliding gate and 2m swing gate.
<b>New separate entry to the Northern Ramp</b>	1800mm high aluminium slat fencing, relocate emergency generator connection, reduce width of sliding gate, remove asphalt and install concrete landing slab, ACROD parking bay.  If the SWFL keeps the front club doors locked during games, which is its intention (rather than attending the door), then patrons who need to use ramped access would need to use the ramp on the northern side of the clubrooms and enter through the bin area. The purpose of this modification is so no patrons would need to go through the bin area to access the club facilities.

The Eaton Fair Expansion and integration with the Shire's new Library and Administration Building was discussed at the workshop. The Eaton Fair Expansion is still in the design stages. Council Drive has been realigned once, but will be realigned again by Citigate during the development works of the Eaton Fair Expansion. It is expected that the existing Eaton Sports Club car park and ticket box may require significant modifications and potential relocation.

In view of this, the outcome of the Councillor workshop was to:

- Not proceed with the construction of the new permanent SWFL Ticket Fencing at this point in time; and
- Install temporary fencing for the coming football season, as was installed last year by the Shire;

Further to that, the Shire Executive considered the outcomes of the workshop and also recommended the following approach going forward:

- Allocate \$20,000 from J11659 for the design of landscaping plans for the interface of the Eaton Fair Expansion and the new Council building;
- The remaining funds are recommended to be retained in Reserve and carried forward into next year budget. This will be the remaining funds minus the costs for the installation of the temporary fencing for the 2023 football season; and
- Carry out a risk assessment on the proposed protection netting to the pump track adjacent to the southern goals. Depending on the outcome of the risk assessment, the protection netting could be considered for Council for implementation in 2024.

Regarding the proposed protection netting between the southern goals and the pump track, there are potential public liabilities for the Shire should footballs come into contact with persons and cause injury. An internal safety risk assessment has been undertaken by Shire staff and the risk has been assessed as LOW. In consideration of the lack of data on the issue as well as the estimated cost of the netting to be approximately \$40,000, the installation of the protection netting is not recommended at this point in time. Please refer to [Appendix ORD: 12.3.3C] for full assessment document.

One potential idea floated of mitigating footballs entering the pump track area was to reorientate the football oval, thereby moving the location of the southern goals away. Unfortunately, due to the shape of the football ground (oval-shaped) as well as the design and orientation of the existing football pavilion, it would be cost-prohibitive to reorientate the football oval.

END REPORT

## 12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

### 12.4.1      Title: 2022/23 Mid-Year Budget Review

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<b>Reporting Officer</b>	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Legislative.</i>
<b>Voting Requirement</b>	<i>Absolute Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.4.1A – Summary Financial Statement</i> <i>Appendix ORD: 12.4.1B – Statement of Comprehensive Income – by Nature</i> <i>Appendix ORD: 12.4.1C – Schedules and Notes</i> <i>Appendix ORD: 12.4.1D – Risk Assessment</i> <i>Appendix ORD: 12.4.1E – Structural Condition Reports (Various Buildings)</i>

#### **Overview**

This report requests that Council consider the 2022/23 Mid-Year Budget Review as presented in the Summary Financial Statement and Statement of Comprehensive Income – by Nature & Type, for the period 1<sup>st</sup> of July 2022 to the 28<sup>th</sup> of February 2023, together with the requested budget amendments.

#### **OFFICER RECOMMENDED RESOLUTION**

##### **THAT Council:**

- 1. Receives and acknowledges the 2022/23 Mid-Year Budget Review report and associated documents [Appendix ORD: 12.4.1A, B, C, D & E];**
- 2. Adopts the 2022/23 Mid-Year Budget Review inclusive of the noted budget amendments contained within the report;**
- 3. Retains the 2022/23 Forecast Budget Surplus of \$367,778 as a carried forward surplus to the next budget period;**
- 4. Approves an increase to the Legal Expenses Town Planning Budget (GL#1016017) from an adopted budget of \$50,000 to a revised budget of \$65,000, and an increase to the Legal Expenses Governance Budget (GL#0412013) from an adopted budget of \$32,000 to a revised budget of \$50,000.**
- 5. Approves an increase to the ERC Advertising, Marketing and Promotions Expenditure Budget from an adopted \$25,000 to an amended budget of \$49,891 to reflect the additional expenditure incurred from holding the Perth Wildcats Pre-season Game, and approves additional budget revenue of \$22,000 to the Fees and Charges Admissions Revenue Account;**
- 6. Endorse the acquisition of \$501,199.25 and disposal of \$40,000 for DFES funded new vehicle appliance changeover for the Waterloo Bushfire Brigade (1WATERLOO);**

7. Approves the allocation of \$15,814 from the Eaton Public Open Space funds held in Trust, and the balance of \$7,586 from the Parks and Reserves Upgrades Reserve for the Cadell Park Shade Sails Project (J11559);
8. Approves the reallocation of Capital Building Projects, funded from the Building Maintenance Reserve, as follows;

JOB #	LOCATION	ORIGINAL BUDGET	BUDGET AMENDMENT 22/23
J14321	Dardanup Office	\$25,000	\$25,000
J11708	Dardanup Hall	\$50,000	\$0
J11712	Ferguson Hall	\$15,000	\$20,000
J11714	CWA Hall - Eaton	\$25,000	\$45,244
J11713	Dardanup Community Centre	\$25,000	\$20,000
J11639	Wells Recreation Club Rooms	\$0	\$22,000
		\$140,000	\$132,244

9. Includes for consideration in the 2023/24 Building Asset Management Plan Capital Works Budget deliberations an amount of \$101,000 to rectify outstanding defects detected at the Dardanup Hall; and
10. Approves an increase to the Land Purchase & Development Budget (GL#1338001) from an adopted budget of \$0 to a revised budget of \$100, for the acquisition of Lot 1111 on Deposited Plan 422040, Eaton, Western Australia.”

*Absolute Majority.*

### ***Change to Officer Recommendation***

No Change. **OR:**

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

### ***Background***

A Summary Financial Statement [Appendix ORD: 12.4.1A] and Statement of Comprehensive Income – by Nature & Type [Appendix ORD: 12.4.1B] incorporating year to date budget variations as at the 28<sup>th</sup> of February 2023, together with forecasts to the 30<sup>th</sup> of June 2023 are presented for Council’s consideration.

The *Local Government (Financial Management) Regulations 1996*, Regulation 33A, requires that a Local Government conduct a budget review between the 1<sup>st</sup> of January and the 31<sup>st</sup> of March each financial year. The intention of the legislation is to ensure Local Governments conduct at least one budget review

between six and nine months into a financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review. The budget review is a detailed comparison of the year to date actual results with the adopted or proposed amended budget. It establishes whether a Local Government is able to continue to meet its budget commitments, and is in receipt of income and incurs expenditure in accordance with the adopted budget.

Council management completed a comprehensive review of the 2022/23 Annual Budget during February 2023. The budget review document has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and *Australian Accounting Standards*. Council adopted a 5% or a \$25,000 minimum for the reporting of material variances to be used in the monthly Statements of Financial Activity. This same level of variance reporting has been utilised in this budget review to highlight larger variances in the Summary of Budget Amendments. The full variance listing is also detailed in the attached Schedules and Notes attached to this Budget Review [Appendix ORD: 12.4.1C].

This review generally consisted of the following:

- a) Including any unbudgeted income/expenditure or budget amendment items adopted by Council during the 1<sup>st</sup> of July 2022 to the 28<sup>th</sup> of February 2023 period.
- b) Comparison of the actual year to date (YTD) income/expenditure to the original or amended budget adopted for each line item of operating and capital revenue and expenditure.
- c) Projection of the forecast income/expenditure to the end of the financial year and comparing this with the Original/Amended Annual Budget to determine if the line item is forecast to remain within budget.
- d) Identification of any material events or changes that may impact on Council finances.
- e) Flagging incomplete projects and unspent grants that were carried forward into the 2022/23 budget or projects that may be carried forward into the 2023/24 budget.
- f) Identifying any offsetting increases in revenue or reduction in expenditure that will reduce major variations.
- g) Calculation of an updated Forecast end of year (Surplus)/Deficit to the 30<sup>th</sup> of June 2023 as part of assessing whether there is sufficient cash flow to the 30<sup>th</sup> of June 2023 to meet budget and forecast commitments.
- h) Identifying any new budget requests from Council Officers that Council may wish to consider.
- i) Identifying Options to utilise the improved Forecast end of year Surplus funds.

The original adopted budget cash position prior to any adopted budget amendments was an estimated year-end surplus of **\$137,167**. Following subsequent forecast changes, the amended budget cash position prior to the completion of the mid-year budget review was an estimated year-end surplus of **\$234,072**.

As a result of a detailed and comprehensive budget review process involving Management and the Executive team, the current forecast year end surplus is estimated at **\$367,778**.

It also needs to be acknowledged that this forecast year end surplus may change further during the remainder of 2022/23 due to future decisions of Council, adjusted capital works, or additional grant

income and expenditure, which will be reflected in forecast updates presented in the Monthly Financial Statements and the annual 2023/24 budget development process.

Full details of budget review variances can be found in the Budget Review Report [Appendix ORD: 12.4.1C].

### **Legal Implications**

Regulation 33A of the *Local Government (Financial Management) Regulations* requires a review of the budget to be conducted.

- (1) *Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*  
\*Absolute majority required.
- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

### **Council Plan**

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

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

**Environment** - None.

### **Precedents**

A mid-year budget review is conducted each year.

### **Budget Implication**

As a result of the budget review process, and updated forecast amendments on various general ledger accounts, staff forecast a surplus of \$367,778 as of the 30<sup>th</sup> of June 2023.

### **Budget – Whole of Life Cost**

While the budget review does not impact directly on the whole of life cost of assets, it does indirectly refer to assets through budgeted acquisition and disposals.

**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: 12.4.3D] for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	2022/23 Mid-Year Budget Review
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Risk of Council breaching the <i>Local Government Act 1995</i> – Risk that the 2022/23 Mid-Year Budget Review is not received by Council; or within two months of the review period
	Financial Risk that the mid-year budget review amendments are not updating into Council’s Revised Budget, resulting in an incorrect end of year budget forecast. Risk under or over budget expenditure is not reflected in Council’s Revised Budget.

**Officer Comment**

The 2022/23 budget remains within overall original estimates. Management forecasts an end of year surplus of **\$367,778**. It is recommended that Council retain the entire \$367,778 estimated surplus and carry it forward to the 2023/24 Annual Budget.

A copy of the full revised 2022/23 Annual Budget and Forecast is provided for in [Appendix ORD: 12.4.1A and 12.4.1C], which incorporates the adopted budget variances together with updated forecasts as at the 28<sup>th</sup> of February 2023. A detailed breakdown of all variances is provided within the Schedules and Notes provided in [Appendix ORD: 12.4.1C].

Material Forecast Variances from the Adopted Budget

There are a number of variances across the entire budget that have contributed to the current Forecast Surplus of **\$367,778**. The major variances include:

➤ *Rates and Charges*

General Rates Levied (including concessions applied) for the 2022/23 financial year are within budget estimates; \$14,517,377 rates raised against an adopted budget of \$14,539,829.

Interim rates revenue estimates are forecast to increase from an adopted budget of \$111,668 to a revised forecast of \$158,000.

Collection of outstanding rates is on target and forecast to achieve less than 4% of collectable rates outstanding as at the 30<sup>th</sup> of June 2022.

➤ *Salaries and Wages*

Gross salaries and wages remain under budget primarily due to staff vacancies through-out the year. Gross Salaries and Wages including Superannuation have been amended from an adopted budget of \$11,336,277 to a revised forecast budget of \$11,250,963, a reduction of \$85,314. The forecast savings can be attributed to staff vacancies throughout the year, and to staff being on workers compensation, which is excluded from the total salaries and wages budget as it is funded through Council’s insurer LGIS.

➤ *Interest Revenue – Municipal Fund*

Interest Revenue for the Municipal Fund has been amended from an adopted budget estimate of \$7,080 to a revised budget forecast of \$140,000. Interest revenue is predominantly received from investment in term deposits to obtain the highest return on investment. The forecast increase in interest rate revenue is affected by a higher than budgeted return rate on term deposit investments. This is partly due to external market indicators including the Cash Rate on offer by the Reserve Bank of Australia and an increase in investments rates on offer. In the same period last year, Councils average term deposit investment rate was around 0.5% (February 2022), whereas in the same period in the current financial year, investments rates average around 3.85% (February 2023).

➤ *Interest Revenue – Reserve Fund*

Similarly to Municipal Fund interest income, Interest Revenue for the Reserve Fund has been forecast to a revised \$400,000, from an adopted \$146,005. The forecast revenue increase remains in line with higher than budgeted estimates. Council's Investment Policy CnG CP036 provides flexible options for short term cash investments whilst ensuring Council's liquidity needs can be met.

As per the adopted budget, Council will allocate 50% of the Interest received on Reserve Fund investments across Council's various Reserve Accounts, with the remaining 50% to be utilised in the year end surplus.

➤ *WA Local Government Grants Commission (LGGC) Grants*

The 2022/23 LGGC Financial Assistance and Local Roads grant revenue has increased from a combined original budget of \$1,522,278 to a revised budget of \$1,570,295, a favourable variance of \$48,017, of which 75% of the grant was paid as an 'LGGC Advance Grant' in 21/22. These funds were transferred to the Unspent Grant Funds in 21/22, to be utilised and transferred out of the Unspent Grants Reserve in 22/23. The revised forecast assumes that Council is likely to receive the 23/24 Advance Grant in late 22/23, with an offset transfer to the Reserve in the current financial year.

➤ *Household Sanitation*

Domestic Refuse, Recycling and FOGO levies (rubbish bin charges) have increased from a combined adopted budget of \$1,359,833 to a revised forecast budget of \$1,409,022, a positive impact of \$49,189 towards the end of year surplus. However, the gain in additional revenue is offset with a predicted over budget forecast expenditure across the Sanitation Services budget. The total adopted budget for Sanitation Services was \$1,605,538, with a revised forecast expenditure of \$1,690,245, resulting in forecast over budget expenditure of \$84,507. The forecast over expenditure can be attributed to higher than budgeted kerbside collection costs and disposal fees.

In the final quarter of 2022/23, Management will continue to review and update forecast expenditure for Waste / Sanitation Services budget.

➤ *Recreation Centre*

The forecast net subsidised cost of the Eaton Recreation Centre for 2022/23 has an unfavourable variance of \$54,484; amended from an adopted budget estimated deficit of \$198,615 to a revised forecast estimated deficit of \$253,099. The net subsidised cost incorporates Total Recurrent Operating Expenditure (excluding depreciation and allocation of Administration Overheads), Lease Principal Repayments, Furniture & Equipment Purchases, less Total Operating Revenue.

The increased forecast estimated deficit can be partly attributed to an increase in J11404 Cost Centre – Courts of \$19,262 to increase the umpire payments for social games, ensuring that the ERC remains competitive with surrounding recreation centres.



➤ *Recreation Centre – Capital Works*

The 22/23 adopted budget included \$300,000 capital works for the Eaton Recreation Centre Stage 2 Renovation and Expansion works, budgeted to be funded one third grant funding (\$100,000), and the balance from the Building Maintenance Reserve (\$200,000). Unfortunately, Council was unsuccessful in obtaining the CSRFF grant funding, hence the project has not commenced. Future budget forecasts will be updated accordingly when funding sources are known.

➤ *Vehicles, Plant & Equipment*

The purchase of a Ranger Services vehicle (DA8222) is scheduled to be purchased in 22/23. It is likely that due to vehicle supply the Ranger Services vehicle will be acquired in 23/24 financial year.

Two Parks & Reserves Utilities (DA9406 and DA648), carried forward from 2021/22 financial year have also been changed over during the 2022/23 financial year.

Additionally, Council has also taken delivery of a new Fire Appliance for the Waterloo Bushfire Brigade (1WATERLOO). The DFES funded acquisition and disposal has been reflected in the forecast revised budget, with nil changeover cost to Council.

Council Policy *CP048 Plant & Vehicle Acquisitions and Disposal Policy* includes provision for changeover of Council's large plant items (ie Graders, Loaders, Trucks etc).

Council Policy *CP203 Light Vehicle Fleet Policy* includes provision that Light Commercial Vehicles (Utility) shall be changed over at replacement triggers of five (5) years or 125,000km, whichever occurs first; and Passenger Vehicles (sedans, wages) be replaced every four (4) years or 100,000km, whichever occurs first.

➤ *Parks and Gardens*

The 2022/23 Parks and Gardens Maintenance budget remains within forecast estimates of \$3.4m.

➤ *Transport*

The total Road Maintenance & Construction budget has been amended from an adopted budget of \$4,217,151 to a forecast budget of \$4,621,912. The forecast budget also includes previously approved budget amendments endorsed by Council during the financial year. The main changes in the capital works program relates to the timing and delivery of projects, increased forecast expenditure against Bridge Maintenance relating to the contribution towards the Treendale Bridge annual lifecycle costs, and amended budget updates for the grant funded Ferguson Road Bridge 3658 renewal project and the replacement of Kronos Bridge 4930.

➤ *Staff Training*

The budget for staff training is forecast to increase from an adopted budget of \$162,500 to a revised forecast of \$172,112. This increase relates to additional professional development and training across the organisation including the Management leadership team's Ignite Leadership Program.

➤ *Fees and Charges*

Cat and Dog Registration revenue remains on target with the budget review identifying no change from the adopted budget for Cat Registrations of \$8,000 and Dog Registrations of \$54,000.

Health Fees and Charges remain within the adopted budget revenue of \$25,000 which includes the Annual Food Business Inspection fees and Traders Permits.

Town Planning Fees and Charges have increased from an adopted budget of \$70,000 to a revised forecast of \$110,000. These fees are dependent on the type of Development Applications received by the Shire.

Building Application Fees remain within original budget estimates of \$120,000 for the 2022/23 financial year.

➤ *New Borrowings and Loans*

As per the amended adopted 2022/23 annual budget, a provision was made for Council to obtain new borrowings of \$6,000,000 for the new Administration/Library Project and for the recently acquired loan of \$700,000 for the Eaton Oval Club Rooms (R&J Fishwick Pavilion).

Items for Budget Consideration

➤ *Legal Expenses – Town Planning*

It is proposed to increase the Legal Expenses Town Planning Budget from an adopted budget of \$50,000 to a revised budget of \$65,000 due to legal advice required for various planning matters requiring an increased scope of works. This variance has been included in the forecast end of year surplus.

➤ *Advertising, Marketing and Promotion Expenditure and Revenue – Eaton Recreation Centre*

It is proposed to apply a formal budget amendment to increase the ERC Advertising, Marketing and Promotions budget from an adopted \$25,000 to an amended budget of \$49,891 to reflect the additional expenditure incurred from holding the Perth Wildcats Pre-season Game in September 2022. The over budget expenditure is offset by additional Fees and Charges Revenue of \$22,000 to Fees and Charges Admissions Revenue Account. This variance has been included in the forecast end of year surplus.

➤ *Acquisition and Disposal of DFES funded Vehicle Appliance for the Waterloo Bushfire Brigade*

It is recommended that Council endorse the changeover of the new 2022 Isuzu Fire Appliance for Waterloo Bushfire Brigade (\$501,199.25), Registration number 1WATERLOO, and the subsequent disposal of the 2003 Isuzu Fire Appliance (\$40,000). The vehicle changeover is fully grant funded through the DFES Local Government Grants Scheme (LGGs) Capital Grants with no cash outlay required by the Shire. The acquisition and disposal is a financial transaction only to record the new vehicle 'donated asset' and disposal value of the vehicle returned back to DFES. This variance has nil impact on the forecast end of year surplus.

➤ *Cadell Park Shade Sails – Revenue Source*

The Cadell Park Shade Sails (J11559) was budgeted in 22/23 financial year at \$23,400, with the funding source to be from the Public Open Space funds. As part of the Ministerial approval process, staff identified a shortfall in the funds of \$7,586 as there was only \$15,814 available for this project. It is recommended that the budget be formally updated accordingly to allow for the shortfall of \$7,586 to be funded from the Parks and Reserves Upgrades Reserve, and reduce the budgeted public open space revenue from \$23,400 to \$15,814. This variance has nil impact on the forecast end of year surplus.

➤ *Building Construction Budget Changes due to Structural Condition Reports (Various Buildings)*

Council Officers recently engaged external supplier, Rapid Building Inspections, to carry out an initial round of inspections on a number of Council's buildings. Feedback from the maintenance contractors indicated that some buildings were exhibiting signs of advanced structural deterioration.

For the most part, the significant issues identified related to widespread cracking of the buildings due to settlement and/or stump failure, and roof failures leading to leakages. From the information received, it was apparent that the probable cost of the mitigation works required would exceed the available budget allocation. In order to firm up those costs, detailed investigation (as recommended by Rapid Building Inspections) of the work requirements and probable costs to address the noted issues was undertaken.

The Shire engaged the services of a specialist Structural Engineer (Aussie Building Specialists) to assess the most significant issues identified in the first inspection round. It was considered prudent to extend the list of sites to be investigated to include two buildings in Ferguson (Wells Recreation Club Rooms and Ferguson Hall) in order to ensure that no similar faults were overlooked.

Considerable time was consumed in the process of preparation of the structural inspections. Aussie Building Specialists were engaged at the end of August 2022, with the final reports not being available until December 2022. Review of the reports and preparation of Order of Estimate Costs was not complete until mid-February 2023.

The outcome of structural condition inspection and reporting conducted on various Shire of Dardanup Buildings [Appendix ORD: 12.4.1E] requests Council to consider approval of additional expenditure for rectification of outstanding defects detected. The additional expenditure is within the overall budgeted capital building works expenditure, funded from the Building Maintenance Reserve, and contained within the 22/23 Annual Budget, noting that the future Dardanup Hall works will be reprogrammed into the 23/24 Building Asset Management Plan.

The following Budget allocations for Urgent Works for affected buildings (collectively totalling \$140,000), were allowed for in the 2022/23 Annual Budget with a budgeted funding source from the Building Maintenance Reserve:

JOB #	LOCATION	JOB DESCRIPTION	ORIGINAL BUDGET	SPENT TO DATE (END FEB 2023)	REMAINING BUDGET (END FEB 2023)
J14321	Dardanup Office	Design and repair prior to renovations	\$25,000	\$1,020	\$23,980
J11708	Dardanup Hall	Major roof repairs	\$50,000	\$2,671	\$47,329
J11712	Ferguson Hall	Stump replacements and drainage	\$15,000	\$1,020	\$13,980
J11714	CWA Hall - Eaton	Roof replacement	\$25,000	\$0	\$25,000
J11713	Dardanup Community Centre	Investigate roof and prioritise works	\$25,000	\$1,020	\$23,980
<b>Totals</b>			<b>\$140,000</b>	<b>\$5,731</b>	<b>\$134,269</b>

Site inspections by qualified specialists were undertaken in order to ensure that best value for money was achieved, and that the correct works were identified and carried out at each building.

It is proposed to adjust the 2022/23 Budget allocations as follows, to be funded from the Building Maintenance Reserve Account:

JOB #	LOCATION	WORKS REQUIRED	ORIGINAL BUDGET	PROPOSED BUDGET AMENDMENT 22/23	COMMENTS
J14321	Dardanup Office	<ul style="list-style-type: none"> <li>Underpinning of Cracks</li> <li>Roof Repairs</li> </ul>	\$25,000	\$25,000	Funded from Building Mtce Reserve
J11708	Dardanup Hall	<ul style="list-style-type: none"> <li>Underpinning of Cracks</li> </ul>	\$50,000	\$0	Reprogram into the

JOB #	LOCATION	WORKS REQUIRED	ORIGINAL BUDGET	PROPOSED BUDGET AMENDMENT 22/23	COMMENTS
		<ul style="list-style-type: none"> <li>Stump Levelling</li> <li>Roof re-cladding with steel</li> <li>Roof Truss Repairs</li> <li>Lintel Repairs</li> <li>Cosmetic Repairs</li> <li>Building Act Compliance Upgrades</li> </ul>			2023/24 BAMP (Estimated \$101,000)
J11712	Ferguson Hall	<ul style="list-style-type: none"> <li>Level Floor &amp; Restump</li> <li>Drainage Works</li> </ul>	\$15,000	\$20,000	Funded from Building Mtce Reserve
J11714	CWA Hall - Eaton	<ul style="list-style-type: none"> <li>Roof Replacement</li> <li>Electrical Rewiring to meet Contemporary Electrical Standards</li> </ul>	\$25,000	\$45,244	Funded from Building Mtce Reserve
J11713	Dardanup Community Centre	<ul style="list-style-type: none"> <li>Underpinning of Cracks</li> </ul>	\$25,000	\$20,000	Funded from Building Mtce Reserve
J11639	Wells Recreation Club Rooms	<ul style="list-style-type: none"> <li>Underpinning of Crack</li> <li>Roof Repairs</li> <li>Cosmetic Repairs</li> </ul>	\$0	\$22,000	Funded from Building Mtce Reserve
<b>Totals</b>			<b>\$140,000</b>	<b>\$132,244</b>	

If approved, the net effect is a reduction in the 22/23 Building Maintenance Reserve Transfer from an Adopted \$140,000 against the various projects, to a revised budget of \$132,244, noting that the Dardanup Hall major works are recommended to be included in the 23/24 Building Asset Management Plan (BAMP). This variance has nil impact on the forecast end of year surplus.

➤ *Estimated Carried Forward Surplus as at the 30<sup>th</sup> of June 2023:*

The 2022/23 budget estimated that over the 12 month period of the budget, a deficit of \$47,286 would be incurred. This was based on the budgeted Carried Forward Surplus from 2021/22 of \$184,453 reducing to a budgeted surplus at the end of 2022/23 of \$137,167.

➤ *Building Construction – new Administration/Library Project*

Council is requested to consider the need for additional project management hours for the new Administration/Library Project.

The original scope of Proven Project Management commission was adjusted to reflect the allocated budget for project management services. With the project now underway in all work streams, there is a

significant time commitment beyond that envisaged upon award of the project management services. This also extends to an increase in travel requirements from that agreed, noting that there has been a request for greater attendance at site meetings.

Whilst Proven are willing to accommodate some increase in scope, they believe the current time commitment required to properly service the role needs discussion and extension. The original proposal was paired down from a traditional project management role to that of assisting the Project Director only.

After onboarding and actual work required becoming apparent (especially around the additional eight 'work streams' and further procurement / delivery of separate supply & fit out contracts needed, etc.), as well as lack of dedicated project staff in the Shire, Proven have assessed that a more even and bolstered spread of project management hours would need to be allocated to properly service the project. This is especially relevant given the Shire's key project resource (Project Director) is expected to be on leave for approximately 4 weeks during a key period of construction where assistance in coordination of separate contracts works with the main contractor's works will require heavy expenditure of hours.

The need for additional project management hours is evident in the current expenditure of hours exceeding budgeted hours, which has been necessary to meet project timelines for document reviews/reporting/obtaining approvals/commencing procurement for separate contracts to keep in line with the Main Contractor's work program.

The summary of fees proposed for the budget variance where Proven Project Management would be onsite 2 days per week would increase the current project management budget within Job Number J14322 from \$156,000 to \$276,000 for the duration of the contract. A revised estimate will be considered at the integrated planning committee meeting scheduled for the 19<sup>th</sup> April 2023 as a formal budget request.

END REPORT

12.4.2 Title: Request for Tender RFT-F0293974 Road and Drainage Cleaning

<b>Reporting Department:</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<b>Reporting Officers</b>	<i>Mr Allan Hutcheon - Procurement Officer</i> <i>Mr Theo Naudé - Director Infrastructure</i>
<b>Legislation</b>	<i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Absolute Majority.</i>
<b>Attachments</b>	<i>Confidential Attachment A [RFT-R1334466] - Evaluation Panel Report (under separate cover)</i> <i>Confidential Attachment B [RFT-R1334352] - Schedule of Rates (under separate cover)</i> <i>Appendix ORD: 12.4.2C – Risk Assessment</i>

**Overview**

This report provides Council with the results of the evaluation of tenders for the RFT-F0293974 Road and Drainage Cleaning, and recommends that Council award a contract for this service to the preferred Tenderer, for a term of three years, with the option of two x one year extensions, depending on supplier performance.

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

**OFFICER RECOMMENDED RESOLUTION****THAT Council:**

1. **Accepts the tender submission for RFT-F0293974 Road and Drainage Cleaning, received from The Trustee for the B & B Street Sweeping Trust T/A B&B Street Sweeping Pty Ltd, named as Respondent [X] in the Evaluation Panel Report recommendation detailed in Confidential Attachment A [RFT-R1334466] as the most advantageous, with the Schedule of Rates detailed in [Confidential Attachment B [RFT-R1334352] applicable for a contract term of three years commencing on execution of the contract, with discretionary options for two x one year extensions subject to supplier 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-F0293974 Road and Drainage Cleaning before and / or after its execution in accordance Regulations 20 and 21A of the *Local Government (Functions and General) Regulations 1996*;**  
**\*Absolute Majority Required**
3. **If within 6 months of this resolution a contract is unable to be formed for RFT-F0293974 Road and Drainage Cleaning with Respondent [X] identified in Evaluation Panel Report recommendation shown in Confidential Attachment A [RFT-R1334466] as the most advantageous, then Council authorises the Chief Executive to re-tender this service; and**

4. **Authorises the Chief Executive Officer to execute the contract for awarding RFT-F0293974 Road and Drainage Cleaning in accordance with s.9.49A of the Local Government Act 1995.**

*By Absolute Majority*

**Change to Officer Recommendation**

No Change. **OR:**

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

**Background**

The RFT is for the Road and Drainage Cleaning services as required by the Infrastructure Directorate. There is no current contract in place for this service.

TENDER DETAILS		
RFT Number	RFT-F0293974	
RFT Title	Road and Drainage Cleaning	
Recommended Tenderer	The Trustee for the B & B Street Sweeping Trust T/A B & B Street Sweeping Pty Ltd	
Contract Term	Initial:	Three Years
	Extension Options:	Two x One Year
	Defects Liability Period:	Not Applicable
Tendered Rates	Refer to Confidential Attachment B [RFT-R1334352]	
Advertising:	14 January 2023	West Australian
	19 January 2023	South West Times
Tender Deadline:	30 January 2023	14:00AWST
Tender Opening:	30 January 2023	14:04AWST
Tender Observers:	Two Shire of Dardanup Employees were present	
	Nil members of the public were present	

CONTRACT	
Commencement Date of New Contract:	March 2023
Completion Date of New Contract:	March 2026
Upfront Capital Expenditure:	\$0 (GST Excl)
Total Cost of Ownership Considerations:	Not Applicable
▪ Holding Cost	\$0 (GST Excl)
▪ Consumables	\$0 (GST Excl)
▪ Deployment	\$0 (GST Excl)
▪ Training	\$0 (GST Excl)

<b>CONTRACT</b>	
<ul style="list-style-type: none"> <li>▪ Maintenance</li> <li>▪ Insurance</li> <li>▪ Disposal</li> </ul>	\$0 (GST Excl) \$0 (GST Excl) \$0 (GST Excl)
Estimated value of New Contract:	\$330,000 (GST Excl)
Price Basis of New Contract:	Rates subject to CPI annual increase and supplier performance
<b>VALUE FOR MONEY</b>	
*Processes in place that allow faults to be reported to the Shire for minor faults such as potholes, trees that require pruning etc.	

### **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*:

- *accept a tender [F&G.r.18(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.

### **Council Plan**

- 10.1 - Provide a safe active transport network to encourage more walking and cycling.
- 10.3 - Improve road safety, connectivity and traffic flow.
- 14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

### **Environment**

The provision of a road and drainage cleaning service will ensure that road surfaces and drainage infrastructure are routinely cleaned and waste materials are disposed of to nominated sites.

The service can also be engaged for clean-up of waste spills or contaminated materials.

### **Precedents**

This is the first time the Shire of Dardanup has entered into a contract of this type.

### **Budget Implications**

There are no additional implications to the 2022/23 budget. Costs for road and drainage cleaning that are currently being procured through multiple RFQ's, will simply be streamlined to a single contract supplier.



**Budget – Whole of Life Cost**

The following probable costs are estimated, based on current procurement patterns:

- 2023/24 - \$66,000
- 2024/25 - \$66,000
- 2025/26 - \$66,000
- 2026/27 - \$66,000

**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: 12.4.2C] for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.											
Risk Event	Tender – RFT-F0293974 Road and Drainage Cleaning										
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)										
Risk Action Plan (treatment or controls proposed)	Appoint recommended tenderer										
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.										
Risk Category Assessed Against	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Health</td> <td>Drainage pits remain uncleaned</td> </tr> <tr> <td>Financial</td> <td>Service cost fluctuations</td> </tr> <tr> <td>Service Interruption</td> <td>Flooding after Storm Events</td> </tr> <tr> <td>Reputational</td> <td>Community complaints</td> </tr> <tr> <td>Environment</td> <td>Waste products disposed of incorrectly</td> </tr> </table>	Health	Drainage pits remain uncleaned	Financial	Service cost fluctuations	Service Interruption	Flooding after Storm Events	Reputational	Community complaints	Environment	Waste products disposed of incorrectly
Health	Drainage pits remain uncleaned										
Financial	Service cost fluctuations										
Service Interruption	Flooding after Storm Events										
Reputational	Community complaints										
Environment	Waste products disposed of incorrectly										

**Officer Comment**

Tender Submissions

Two (2) Tender submissions were received, including alternative and non-conforming Tenders: -

- The Trustee for the B&B Street Sweeping Trust T/A B&B Street Sweeping
- Cleanaway Waste Management Limited

Each 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
- Jaime Anderton – Acting Principal Works Supervisor
- Jarrad Leaver – WHS Coordinator (WHS Compliance only)

### Probity Oversight

Process and probity advice during the 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 criteria:

CRITERIA	PERCENTAGE
(a) Sustainable Procurement and Corporate Social Responsibility (as per CnG CP034) <ul style="list-style-type: none"> <li>• Local Economic Benefit</li> <li>• Purchasing from Disability Enterprises</li> <li>• Purchasing from Aboriginal Businesses</li> <li>• Purchasing from Environmentally Sustainable Business</li> </ul>	5%
(b) Price (upfront and ongoing costs)	40%
(c) Relevant Experience, Skills and Key Personnel	30%
(d) Demonstrated Understanding and Resources	25%
<b>TOTAL</b>	<b>100%</b>

### Evaluation Justification

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

In determining B&B Street Sweeping as the preferred Tenderer, the following Due Diligence information is provided:

DUE DILIGENCE INFORMATION	YES/NO
As part of the RFT process Tenderers were requested to supply Referee Information, which is listed in the Recommendation Report.	YES
As part of the RFT process Tenderers were requested to supply ASIC and Financial Information, which is attached to the Recommendation Report.	YES
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 the Road and Drainage Cleaning be awarded to B&B Street Sweeping at the rates listed in [Confidential Attachment B [RFT-R1334352]] at a total estimated contract cost provided in the confidential attachment.

END REPORT

12.4.3 Title: Undertakings for the Shire of Dardanup Parking Local Law 2023

<b>Reporting Department</b>	Corporate & Governance Directorate
<b>Responsible Officer</b>	Ms Cathy Lee - Manager Governance & HR
<b>Reporting Officer</b>	Ms Cathy Lee - Manager Governance & HR
<b>Legislation</b>	Local Government Act 1995
<b>Council Role</b>	Legislative.
<b>Voting Requirement</b>	Simple Majority.
<b>Attachments</b>	Appendix ORD: 12.4.3 – Risk Assessment

**Overview**

This report seeks Council support to advise the Joint Standing Committee on Delegated Legislation's [JSCDL] that it will comply with their request for undertakings in relation to the Shire of Dardanup Parking Local Law 2023.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council resolves to undertake to the Joint Standing Committee on Delegated Legislation that Council will:**

- 1. Within the next 6 months:**
  - **Either delete the definition of disability parking permit in clause 1.4 or include the WALGA template clauses 2.3(3) and 3.1(2) and/or other provisions relevant for the Shire.**
  - **Change the title of the local law to 2022;**
- 2. Not enforce the local law to the contrary before it is amended in accordance with undertaking 1;**
- 3. Ensure all consequential amendments arising from the undertakings will be made; and**
- 4. Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.**

**Change to Officer Recommendation**

No Change. **OR:**

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

## **Background**

On the 23<sup>rd</sup> November 2022 Council resolved (Res: 303-22) by Absolute Majority decision to adopt the Shire of Dardanup *Parking Local Law 2023* inclusive of minor amendments and Gazette the Local Law.

The Local Law was published in the WA *Government Gazette* No. 171 in the 30<sup>th</sup> November 2022 edition. On the 8<sup>th</sup> December 2022 the Shire submitted the Explanatory Memorandum and supporting material for the local law to the Joint Standing Committee on Delegated Legislation.

The Joint Standing Committee on Delegated Legislation [JSCDL] considered the local law on the 16<sup>th</sup> February 2023. Following their review, the JSCDL advised the Shire President that the Committee requires the Shire to provide the following undertakings.

1. *Within the next 6 months:*
  - *Either delete the definition of disability parking permit in clause 1.4 or include the WALGA template clauses 2.3(3) and 3.1 (2) and/or other provisions relevant for the Shire.*
  - *Change the title of the local law to 2022.*
2. *Not enforce the local law to the contrary before it is amended in accordance with undertaking 1.*
3. *Ensure all consequential amendments arising from the undertakings will be made.*
4. *Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.*

## **Legal Implications**

*Local Government Act 1995 - S3.12.*

*Local Government Undertakings 41<sup>st</sup> Parliament*

Under its Terms of Reference, the Joint Standing Committee on Delegated Legislation scrutinises local laws made by local governments. As part of that process the Committee may seek an undertaking to amend a local law. Undertakings are provided to the Committee in the 41<sup>st</sup> Parliament.

## **Council Plan**

13.1 - Adopt best practice governance.

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

**Environment** - None.

**Precedents** - None.

The Shire of Dardanup undertook an amendment local law in 2022 in relation to Bush Fire Brigades Local Law 2021 at the request of the JSCDL.

## **Budget Implications**

Costs associated with the review will be advertising and gazettal of the reviewed local law. There is provision within the budget for advertising and no additional costs will be applied to the budget.

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

### **Council Policy Compliance**

*Exec CP090 – Community Engagement Policy.*

### **Risk Assessment**

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

The Proposed Parking Amendment Local Law 2023 does not involve any significant changes from current practices and is therefore considered low risk, with no risks of a medium or higher level identified.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Undertakings for the Shire of Dardanup Parking Local Law 2023
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Council has a statutory obligation to make laws which are clear and effective.
	Reputational Council will be viewed in a negative light if it fails to discharge its statutory obligation.

### **Officer Comment**

In accordance with the Undertakings to be given to the JSCDL in relation to ‘Disability Parking Permits’, the Council can choose to:

- *Either delete the definition of disability parking permit in clause 1.4 or include the WALGA template clauses 2.3(3) and 3.1 (2) and/or other provisions relevant for the Shire.*

Remove the definition that reads: “**disability parking permit** has the meaning given to it by the Code;”

OR:

- Include the two WALGA template clauses that read as follows:

#### **2.3 Parking prohibitions and restrictions**

(3) *Notwithstanding the provisions of subclause (1)(b) a driver may park a vehicle in a permissive parking stall or station (except in a parking area for persons with a disability) for twice the length of time allowed, provided that –*

- (a) *the driver's vehicle displays a disability parking permit; and*
- (b) *a person with a disability to which that disability parking permit relates is either the driver of or a passenger in the vehicle.*

AND

**3.1 Restrictions on parking in particular areas**

- (2) (a) *This subclause applies to a driver if –*
- (i) *the driver's vehicle displays a disability parking permit; and*
  - (ii) *a person with a disability to which the disability parking permit relates is either the driver of the vehicle or a passenger in the vehicle.*
- (b) *The driver may park a vehicle in a thoroughfare or a part of a thoroughfare or part of a parking station, except in a thoroughfare or a part of a thoroughfare or part of a parking station to which a disabled parking sign relates for twice the period indicated on the sign.*

In relation to the Undertakings to be given to the JSCDL in relation to the title, Council will be required to:

- *Change the title of the local law to 2022.*

There are only two references to the name of the local law showing the year '2023'. These are to be changed to read '2022'.

In accordance with the Undertakings to be given to the Joint Standing Committee, the amendment local law will be prepared to formalise the request for changes within 6 months.

END REPORT

**12.4.4**      Title: Western Australian Electoral Commission – Local Government Ordinary Election 2023

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<b>Reporting Officer</b>	<i>Ms Cathy Lee - Manager Governance &amp; HR</i>
<b>Reporting Officer</b>	<i>Mrs Donna Bailye – Governance Coordinator</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Absolute Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.4.4A – WA Electoral Commission correspondence Appendix ORD: 12.4.4B – Risk Assessment</i>

**Overview**

Council is to consider appointing the Western Australian Electoral Commissioner to be responsible for the conduct of the 2023 local government elections, with the method of conducting the election to be a postal election.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

- 1. Declares, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2023 ordinary elections together with any other elections or polls which may be required in the Shire of Dardanup; and**
- 2. Decides, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.**

*By Absolute Majority*

**Change to Officer Recommendation**

No Change. **OR:**

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



## **Background**

The Shire of Dardanup resolved several years ago to conduct postal voting elections. Since introducing the postal voting process in 2009 the elector participation numbers have essentially increased, with a spike in 2017, decrease in 2019 and followed by a correction and increase in 2021.

Each election cycle the Western Australian Electoral Commission (WAEC) provides local governments with an estimated cost to conduct the election, and requires each local government to determine whether they wish to appoint the WAEC to conduct the election by postal vote. In accordance with Section 4.61(2) and (4) of the *Local Government Act 1995*, only the Western Australian Electoral Commissioner is able to conduct postal elections.

A copy of the correspondence is attached at [Appendix ORD: 12.4.4A].

## **Legal Implications**

*Local Government Act 1995*, section 4.20(4) and section 4.61(2)

4.20. *CEO to be returning officer unless other arrangements made*

(4) *A local government may, having first obtained the written agreement of the Electoral Commissioner, declare\* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.*

4.61. *Choice of methods of conducting election*

(2) *The local government may decide\* to conduct the election as a postal election.*

\* *Absolute majority required.*

## **Council Plan**

13.1 - Adopt best practice governance.

14.1 - Increase community awareness, knowledge and understanding of Shire activities and key messages.

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

**Environment** - None.

**Precedents** - None.

## **Budget Implications**

The WAEC has estimated the cost for the 2023 election, if conducted as a postal ballot, to be \$58,182.00 (plus GST), which has been based on the following assumptions:

- 10,600 electors;
- Response rate of approximately 30%;
- 4 vacancies (Not including newly vacated position);
- Count to be conducted at the offices of the Shire of Dardanup;
- Appointment of a local returning officer; and
- Regular Australia Post delivery service to apply.

An additional \$2,300 will be incurred if Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

Council's cost may reduce if the elector turnout is less than the 35% that the estimate is based on, or alternatively, it may be higher if the turnout is above 35%.

YEAR	VACANCIES	TOTAL ELECTORS	TURNOUT RATE
2005	5 Councillors	6,557	35.70%
2007	6 Councillors	6,989	30.68%
2009	5 Councillors	7,621	30.63%
2011	6 Councillors	7,927	32.16%
2013	7 Councillors	8,538	27.95%
2015	4 Councillors	8,834	26.20%
2017	5 Councillors	9,542	33.10%
2019	4 Councillors	9,749	27.30%
2021	5 Councillors Est.	10,149	28.00%
2023	*4 Councillors Est	10,600 Est	30.00% Est

\*(5 positions available)

It is to be noted that the costing and estimates provided by the WA Electoral Commission does not factor in the recently vacated position. There will be 5 Councillors vacancies at the 2023 election.

Whilst costings for the 2023 postal election has increased from the 2021 election (\$45,454 +GST) the following factors for increases have been cited by the Commission:

- i) Any possible costings that may arise from any possible changes proposed in the *Local Government Act 1995* reforms have been included.
- ii) Inflation, which has affected salaries, printing & packaging costings; and
- iii) Increase in postage costings.

**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: 12.4.4B] for full assessment document.

<b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	Western Australian Electoral Commission – Local Government Ordinary Election 2023
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Legal and Compliance      Risk of not complying with the election provisions in the Local Government Act and Regulations.</p> <p>Financial                      Risk of election costs exceeding the budget.</p>

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Reputational	Risk to Council’s reputation if the election process is flawed or no performed correctly.

***Officer Comment***

It is recommended that Council appoint the WAEC to conduct the 2023 ordinary election by postal vote, as per the recommendation. The recommendation is to also include any other elections or polls that may be required. This means that if there is a need for an extraordinary election due to a resignation of a Councillor or a lack of candidates then the WAEC can proceed under the agreement to conduct the extraordinary election without the need for another resolution of Council.

The 2023 local government ordinary election is to be held on Saturday the 21<sup>st</sup> October 2023.

END REPORT

## 12.4.5 Title: Monthly Statement of Financial Activity for the Period Ended on the 28<sup>th</sup> February 2023

<b>Reporting Department:</b>	Corporate & Governance Directorate
<b>Responsible Officer</b>	Mrs Natalie Hopkins - Manager Financial Services
<b>Reporting Officer</b>	Mr Ray Pryce - Accountant
<b>Legislation</b>	Local Government Act 1995
<b>Council Role</b>	Executive/Strategic.
<b>Voting Requirement</b>	Simple Majority.
<b>Attachments</b>	Appendix ORD: 12.4.5A – Risk Assessment Appendix ORD: 12.4.5B – Monthly Financial Report – 28 <sup>th</sup> February 2023

### **Overview**

This report presents the monthly Financial Statements for the period from the 1<sup>st</sup> July 2022 to the 28<sup>th</sup> February 2023 for Council endorsement.

### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council: receives the Monthly Statement of Financial Activity [Appendix ORD: 12.4.5B] for the period ended on the 28<sup>th</sup> February 2023.**

### **Change to Officer Recommendation**

No Change. **OR:**

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

### **Background**

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

### **Legal Implications**

*Local Government Act 1995 – Section 6.4*

#### *6.4. Financial Report*

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

*Local Government (Financial Management) Regulations 1996 r. 34*

*Part 4 — Financial Reports — s. 6.4**34. Financial activity statement required each month (Act s. 6.4)**(1A) In this regulation—****committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.*

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
  - (b) budget estimates to the end of the month to which the statement relates; and*
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
  - (e) the net current assets at the end of the month to which the statement relates.*
- (2) Each statement of financial activity is to be accompanied by documents containing —*
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
  - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
  - (c) such other supporting information as is considered relevant by the local government.*
- (3) The information in a statement of financial activity may be shown —*
- (a) according to nature and type classification; or*
  - (b) by program; or*
  - (c) by business unit.*
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) presented at an ordinary meeting of the Council within 2 months after the end of the month to which the statement relates; and*
  - (b) recorded in the minutes of the meeting at which it is presented.*
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

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

13.1 - Adopt best practice governance.

**Environment** - None.**Precedents**Each month Council receives the Monthly Financial Statements in accordance with Council Policy and *Local Government (Financial Management) Regulations 1996*.

**Budget Implications**

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

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

**Council Policy Compliance**

- CnG CP036 Investment Policy
- CnG 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: 12.4.5A] for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.							
Risk Event	Monthly Statement of Financial Activity for the Period Ended 28 <sup>th</sup> of February 2023						
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)						
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.						
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.						
Risk Category Assessed Against	<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Legal and Compliance</td> <td>Non-compliance with the legislative requirements that results in a qualified audit.</td> </tr> <tr> <td>Reputational</td> <td>Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively.</td> </tr> <tr> <td>Financial</td> <td>Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.</td> </tr> </table>	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.
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 28<sup>th</sup> February 2023 is contained in [Appendix ORD: 12.4.5B] and consists of:

- Statement of Financial Activity by Nature and Type – including Net Current Assets (liquidity)
- Statement of Comprehensive Income by Program
- Notes to the Statement of Financial Activity:
  - \* Note 1 Statement of Objectives
  - \* Note 2 Explanation of Material Variances

- \* Note 3 Trust Funds
- \* Note 4 Reserve Funds
- \* Note 5 Statement of Investments
- \* Note 6 Accounts Receivable (Rates and Sundry Debtors)
- \* Note 7 Salaries and Wages
- \* Note 8 Rating Information
- \* Note 9 Borrowings
- \* Note 10 Budget Amendments

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

The Statement of Financial Activity includes the end-of-year surplus brought forward from 2021/22 of \$175,393.

The current 2022/23 Budget (as amended) has an estimated surplus at 30<sup>th</sup> June 2023 of \$367,778.

As at the reporting date, officers forecast the surplus at the 30<sup>th</sup> June 2023 at \$367,778 based on known variances in actual performance to date and estimates for the remainder of the year based on current trends.

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

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.

At this mid-point of the year, most reported variances between actual costs and the corresponding budget allocations are considered to be due to timing. Officers have continued to improve the seasonality factors associated with monthly budgets, however, there will be occasions when actual revenues and expenses do not follow historical or anticipated patterns.

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

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

Yield return on term deposit investments continue to improve following recent Reserve Bank decisions to raise interest rates. Some major banks now offer rates in excess of 4% p.a. for a 3 month term and 4.5% p.a. for 6 month deposits. At the same time last year, interest rates for comparable deposits were around 0.5% and 0.8% for terms of 3 and 6 months respectively.

END REPORT

12.4.6 Title: Schedule of Paid Accounts as at the 28<sup>th</sup> February 2023

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
<b>Reporting Officer</b>	<i>Ms Joanna Hanson</i>
<b>Council Role</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Voting Requirement</b>	<i>Executive/Strategic.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.4.6 – Risk Assessment</i>

**Overview**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council: receives the Schedule of Paid Accounts report from 01/02/2023 to 28/02/2023 as follows:**



**SHIRE of DARDANUP**  
**28-02-2023 Schedule of Paid Accounts**

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
<b>ELECTRONIC FUNDS TRANSFER</b>					
EFT50498	02/02/2023	4Park Pty Ltd	Playground Items - Glen Huon Playground	MUNI	962.66
EFT50499	02/02/2023	Abby Murray Photography	Community Projects - Photographer for Australia Day Breakfast Event	MUNI	792.00
EFT50500	02/02/2023	All Aussie Truck and Bobcat Services	General Maintenance Banksia Road - January 2023	MUNI	2,904.00
EFT50501	02/02/2023	Amity Signs	Street Signs - 9 x Shire Locations	MUNI	1,635.81
EFT50502	02/02/2023	Australia Day Council of South Australia Incorporated	Community Projects - Merchandise for Australia Day Breakfast Events 2023	MUNI	1,455.00
EFT50503	02/02/2023	Australind Landscaping Supplies	8 x Invoices: Parks & Gardens Maintenance - Various Shire Locations	MUNI	3,058.50
EFT50504	02/02/2023	Bailey Harkness	ERC Umpire Payment - 24/01/2023	MUNI	27.00
EFT50505	02/02/2023	BOC Ltd	ERC Hire of Oxygen Bottle - January 2023	MUNI	12.95
EFT50506	02/02/2023	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	420.13
EFT50507	02/02/2023	Bunbury Army Surplus	Protective Clothing - Public Works : Buff Neck Protection	MUNI	299.50
EFT50508	02/02/2023	Bunbury Harvey Regional Council	Processing Kerbside FOGO Waste From Veolia Trucks - December 2022	MUNI	16,002.18
EFT50509	02/02/2023	Bunbury Subaru	75000km Service - DA9605	MUNI	874.27
EFT50510	02/02/2023	Bunnings Group Limited	5 x Invoices: Maintenance/Repairs for Various Shire Locations	MUNI	1,418.41
EFT50511	02/02/2023	Charlee Jones	Library Programs - Musician: Summer Sounds Burekup	MUNI	175.00
EFT50512	02/02/2023	Chloe Scott	ERC Umpire Payment - 01/02/2023	MUNI	27.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT50513	02/02/2023	Christine Worsfold	ERC Umpire Payment - 30/01 & 31/01/2023	MUNI	108.00
EFT50514	02/02/2023	CJ & JL Hazelden	Community Projects - Entertainment & MC for Australia Day Breakfast Event 2023	MUNI	1,760.00
EFT50515	02/02/2023	Cleanaway Solid Waste Pty Ltd	General Waste Disposal - Crooked Brook Rd	MUNI	2,957.65
EFT50516	02/02/2023	Corenne Lynn	Community Projects - Movies By Moonlight Dardanup: Clifford Craft Activity	MUNI	850.00
EFT50517	02/02/2023	Country Landscaping Pty Ltd	3 x Invoices: Parks & Gardens Maintenance - Various Shire Locations	MUNI	4,156.99
EFT50518	02/02/2023	Cross Security Services	Alarm Monitoring ERC & Eaton Library Service Call Out - Investigate Faulty Sensor	MUNI	369.60
EFT50519	02/02/2023	Dardanup Heritage Collective	Community Grant Payment, Round 1 2022-2023. Council Resolution # 261-22	MUNI	1,000.00
EFT50520	02/02/2023	Daryl Fishwick	ERC Umpire Payment - 25/01/2023	MUNI	108.00
EFT50521	02/02/2023	Donna Bastow	ERC Umpire Payment - 25/01 & 01/02/2023	MUNI	405.00
EFT50522	02/02/2023	Ellen Patricia Lilly	Meeting Allowance	MUNI	1,267.25
EFT50523	02/02/2023	Evan Mills	ERC Umpire Payment - 25/01 & 01/02/2023	MUNI	243.00
EFT50524	02/02/2023	Evviva Doddy	Library Programs - Summer Sounds: Musician	MUNI	210.00
EFT50525	02/02/2023	Heatleys	Coveralls & Gloves - Public Works	MUNI	1,704.69
EFT50526	02/02/2023	Henderson Photographics	Community Projects - Photographer For Australia Day Breakfast Event 2023	MUNI	607.75
EFT50527	02/02/2023	Jodie Deeley	Community Projects - Photographer For Australia Day Breakfast Event 2023	MUNI	300.00
EFT50528	02/02/2023	John Thompson	ERC Umpire Payment - 25/01/2023	MUNI	54.00
EFT50529	02/02/2023	Karen Louise Austin	Refund Partial Dog Registration Fee Due to Sterilisation	MUNI	150.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT50530	02/02/2023	Kent Lyon Architect	Superintendent Services - New SOD Administration Building/Library Project	MUNI	9,614.00
EFT50531	02/02/2023	KMART	Community Events: 4 x Frames for COTY Awards (Presented Australia Day, Eaton)	MUNI	40.00
EFT50532	02/02/2023	Kyle Jones	ERC Umpire Payment - 01/02/2023	MUNI	135.00
EFT50533	02/02/2023	Living Springs	Spring Water Bottles - Waste Transfer Station	MUNI	112.50
EFT50534	02/02/2023	Luke Andrew Ramsay	ERC Umpire Payment - 25/01 & 01/02/2023	MUNI	243.00
EFT50535	02/02/2023	Luke Wilkinson	ERC Umpire Payment - 25/01 & 01/02/2023	MUNI	324.00
EFT50536	02/02/2023	Luke William Davies	Meeting Allowance	MUNI	1,267.25
EFT50537	02/02/2023	Lynn Maree Duzevich	Community Projects - Music Set Up for Australia Day Breakfast Event 2023	MUNI	500.00
EFT50538	02/02/2023	Maddie Darch	Reimbursement for 5 x Cardboard Suggestion Boxes (CEO Request)	MUNI	115.25
EFT50539	02/02/2023	Malatesta Road Paving and Hotmix	Bridge Maintenance: Coonan Ave & Hynes Rd	MUNI	14,575.00
EFT50540	02/02/2023	Marece Hetaraka	ERC Umpire Payment - 25/01 & 01/02/2023	MUNI	297.00
EFT50541	02/02/2023	Margery Ann Stevens	ERC Umpire Payment - 24/01, 30/01 & 31/01/2023	MUNI	132.00
EFT50542	02/02/2023	Mario Leeder	Community Projects - Musician for Australia Day Breakfast Event 2023	MUNI	450.00
EFT50543	02/02/2023	Mark Richard Hutchinson	Meeting Allowance	MUNI	1,267.25
EFT50544	02/02/2023	Michael Bennett	Local Government Allowance	MUNI	1,209.83
EFT50545	02/02/2023	Moore Australia (WA) Pty Ltd	2023 Management Reporting Workshop - 25/05/2023 - Katherine Kaurin & Tricia Richards	MUNI	1,848.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT50546	02/02/2023	NT Organic Industries Pty Ltd - Kelly Hope	Community Projects - Signer for Australia Day Breakfast Event 2023	MUNI	720.00
EFT50547	02/02/2023	Onsite Rental Group	Community Projects - Electrical Equipment Hire for Australia Day Breakfast Event 2023	MUNI	69.12
EFT50548	02/02/2023	Party Plus Mandurah	Community Projects - Conveyor Toaster Hire for Australia Day Breakfast Event 2023	MUNI	55.00
EFT50549	02/02/2023	Patricia Rose Perks	Meeting Allowance	MUNI	1,267.25
EFT50550	02/02/2023	Perfect Landscapes	4 x Invoices: Weekly Reserves & Lawn Mowing Commencing 23/01/2023	MUNI	9,154.10
EFT50551	02/02/2023	Peter Robinson	Meeting Allowance	MUNI	1,267.25
EFT50552	02/02/2023	PFI Supplies	Cleaning Supplies - ECL	MUNI	601.90
EFT50553	02/02/2023	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	2 x Tyres & Wheel Alignment - DA9513	MUNI	1,564.00
EFT50554	02/02/2023	Promote You	Embroidery of Staff Uniform - Planning	MUNI	90.75
EFT50555	02/02/2023	Quest Conveyancing Pty Ltd	Rates Refund for Assessment A10010	MUNI	384.02
EFT50556	02/02/2023	Rhodes Mechanical	Repairs to Toro Mower DA9429	MUNI	1,109.75
EFT50557	02/02/2023	Scope Electrical Contracting Pty Ltd	Electrical Repairs to Vehicle Charging Outlet - Waterloo BFB	MUNI	565.61
EFT50558	02/02/2023	Securepay Pty Ltd	Bank Fees - January 2023 Securepay Web & IVR	MUNI	8.18
EFT50559	02/02/2023	South West Block Laying	Refund Development Application Fee A1041	MUNI	147.00
EFT50560	02/02/2023	South West Septics	Pump Out of Gnomesville Public Toilets Plus Tipping Fees	MUNI	650.00
EFT50561	02/02/2023	South West Tree Safe	Tree Pruning - 6 Little Street	MUNI	2,860.00
EFT50562	02/02/2023	Sprinkles Ice Cream Truck	Partial Credit of Invoice #33442 (Debtor 23165) Due to Sale of Business	MUNI	200.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT50563	02/02/2023	St John Ambulance Western Australia Ltd	Heartsine Samaritan Defibrillator & Ready Kit - Public Works	MUNI	2,023.95
EFT50564	02/02/2023	Stacey Gillespie	Meeting Allowance	MUNI	1,267.25
EFT50565	02/02/2023	Stephen James Heron	School Holiday Library Program: Summer Reading Celebration - Nursery Crimes, Slimes & Nursery Wrongs Workshop	MUNI	339.90
EFT50566	02/02/2023	Stephen Radovanovic	Rates Refund for Assessment A3454	MUNI	796.50
EFT50567	02/02/2023	Surveying South	Set Out Carpark Wells Reserve Dardanup	MUNI	495.00
EFT50568	02/02/2023	Szymas Motor Trimmers and Upholsterers	Upholstery Repairs Upright Bench - ERC	MUNI	200.00
EFT50569	02/02/2023	Tanya Ransom	Library Programs - Summer Sounds Burekup: Music Set	MUNI	400.00
EFT50570	02/02/2023	Telstra	Telephone Use for West Dardanup BFB & Internet Wellington Mills BFB	MUNI	75.66
EFT50571	02/02/2023	The Childrens Book Council of Australia WA Branch	1 Year Institutional Membership - ECL	MUNI	75.00
EFT50572	02/02/2023	The Print Shop	1000 x Library Membership Cards	MUNI	2,084.50
EFT50573	02/02/2023	The Trustee for The Dow Family Superannuation Fund	Meeting Allowance	MUNI	1,267.25
EFT50574	02/02/2023	Therese Price	ERC Umpire Payment - 23/01, 24/01 & 31/01/2023	MUNI	162.00
EFT50575	02/02/2023	Tiana Fraser	ERC Umpire Payment - 23/01, 24/01 & 31/01/2023	MUNI	154.00
EFT50576	02/02/2023	Total Eden Pty Ltd	Reticulation Repairs and Maintenance - ERC & Eaton Oval	MUNI	490.02
EFT50577	02/02/2023	Tutt Bryant Hire	Hire of Bobcat and Slasher From Tuesday 1-30/11/22 - Henty Road	MUNI	5,294.77
EFT50578	02/02/2023	Tyrrell Gardiner	Meeting Allowance	MUNI	1,859.17

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT50579	02/02/2023	Veolia Recycling & Recovery Pty Ltd	Shire Rubbish Collection - December 2022	MUNI	84,265.12
EFT50580	02/02/2023	WALGA	Effective Supervision Training Course 04-05/04/2023 - Amy Lawrence	MUNI	1,089.00
EFT50581	02/02/2023	Water Corporation	Water Use Charges: ECL 11/11/2022 - 17/01/2023	MUNI	22.38
EFT50582	02/02/2023	Western Australian Treasury Corporation	Repayment Loan 71 - Waste Bins	MUNI	24,527.54
EFT50583	02/02/2023	Western Builders Aus Pty Ltd	Refund Permit To Use Septic: 247 Joshua Creek Road - Application Cancelled Due to Liquidation	MUNI	118.00
EFT50584	02/02/2023	Winc Australia Pty Ltd	5 x Invoices: Stationery Expense - Admin O/H & ECL and Reception/Refreshment Items	MUNI	2,778.62
EFT50585	02/02/2023	Work Clobber	Protective Clothing - Public Works: Danita Ballard	MUNI	988.10
EFT50586	02/02/2023	Zachary Cloutman - Cloutz Event Hire	3 x Invoices: Community Projects - Inflatable Hire for Australia Day Breakfast 2023 at 3 x Shire Locations	MUNI	2,508.00
EFT50587	09/02/2023	Activ Foundation Inc	Pressure Clean Playground - Greenough Park	MUNI	506.00
EFT50588	09/02/2023	Amity Signs	64 x Invoices: Signs for 6 x Shire Locations	MUNI	4,082.54
EFT50589	09/02/2023	Ampol Australia Petroleum Pty Ltd	Shire Vehicles Fuel Usage - January 2023	MUNI	19,546.57
EFT50590	09/02/2023	ARB Bunbury	Supply and Install Rear Cargo Drawers - DA613	MUNI	3,210.00
EFT50591	09/02/2023	Australia Post	Monthly Invoice of Postage and Mail - January 2023	MUNI	337.40
EFT50592	09/02/2023	Australian Tax Office	PAYG - Payrun: 03/02/2023	MUNI	82,999.00
EFT50593	09/02/2023	Australind Landscaping Supplies	6m3 Yellow Sand - Burekup Oval	MUNI	378.00
EFT50594	09/02/2023	B & B Street Sweeping Pty Ltd	4 x Invoices: Street Sweeping Multiple Shire Locations	MUNI	3,192.75
EFT50595	09/02/2023	Bluesteel Enterprises Pty Ltd	Fire Fighting Items: 3 x BFB's - ESL Recurrent Exp	MUNI	1,509.19
EFT50596	09/02/2023	BOC Ltd	Dry Ice for Mosquito Control	MUNI	6.96

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT50597	09/02/2023	Boyles Plumbing and Gas	Investigate Water Pressure Issues - Wells Reserve Clubrooms	MUNI	137.50
EFT50598	09/02/2023	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	114.06
EFT50599	09/02/2023	Bunbury Auto One	Trailer Plugs, Sockets, Connectors, Adaptors - Plant & Trailer Repairs	MUNI	123.42
EFT50600	09/02/2023	Bunbury Machinery	Recalibrate Topcon Laser - Road Surveying - Public Works	MUNI	366.85
EFT50601	09/02/2023	Bunbury Mower Service	5 x Invoices: Repairs & Maintenance	MUNI	840.35
EFT50602	09/02/2023	Bunbury Plumbing Service	Call Out to Re-Fill Fire Fighting Water Tank - Wellington Mills BFB	MUNI	350.00
EFT50603	09/02/2023	Bunbury Towing	2022-2023 Tow of Abandoned Vehicles to Vehicle Impound Facility	MUNI	120.00
EFT50604	09/02/2023	Bunnings Group Limited	5 x Invoices: Repairs & Maintenance - Various Shire Locations	MUNI	1,480.16
EFT50605	09/02/2023	Caroline Mears	Chair Yoga Workshops: 17-28/01/2023	MUNI	280.00
EFT50606	09/02/2023	Chloe Scott	ERC Umpire Payment 08/02/2023	MUNI	27.00
EFT50607	09/02/2023	Christine Worsfold	ERC Umpire Payment 06 & 07/02/2023	MUNI	108.00
EFT50608	09/02/2023	Ciphertel Pty Ltd T/A Gateway Internet Services	Monthly Account for Point to Point Microwave Service: Depot and Dardanup - January 2023	MUNI	2,893.00
EFT50609	09/02/2023	City of Bunbury	January 2023 Dog & Cat Pound Sustenance Fees	MUNI	456.00
EFT50610	09/02/2023	Civil Projects Southwest	4 x Invoices: Drainage & Machine Hire - 5 x Shire Locations	MUNI	6,545.00
EFT50611	09/02/2023	Cleanaway Solid Waste Pty Ltd	General Waste Disposal - 3 x Shire Locations	MUNI	6,379.10
EFT50612	09/02/2023	Coates Hire Ltd	2 x Variable Message Boards: 31/12/2022-13/01/2023 - Pile Road	MUNI	2,122.68
EFT50613	09/02/2023	Collins Booksellers	New Local Book Stock - Dardanup Library	MUNI	319.80
EFT50614	09/02/2023	Construction Training Fund : BCITF	BCITF Remittance - January 2023	MUNI	6,195.95
EFT50615	09/02/2023	Country Landscaping Pty Ltd	Reticulation Maintenance - 3 x Shire Locations	MUNI	1,169.85

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT50616	09/02/2023	Craig James Mcdonald	Rates Refund for Assessment A2733	MUNI	126.93
EFT50617	09/02/2023	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	641.67
EFT50618	09/02/2023	Cross Security Services	Alarm Monitoring at 6 x Shire Buildings: 01/01-31/03/2023	MUNI	858.00
EFT50619	09/02/2023	Dardanup Gas	Annual Rental Fee - 2 Gas Bottles Dardanup Shire Office 01/02/2023 - 31/01/2024	MUNI	60.01
EFT50620	09/02/2023	Daryl Fishwick	ERC Umpire Payment 08/02/2023	MUNI	162.00
EFT50621	09/02/2023	Data #3 Limited	Microsoft CSP Azure Anticipated Consumption Charges 01/01-30/06/2023	MUNI	0.14
EFT50622	09/02/2023	Department of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BSL Remittance - January 2023	MUNI	7,174.47
EFT50623	09/02/2023	Diesel Force	36490Km Service - DA613	MUNI	1,014.66
EFT50624	09/02/2023	Donna Bastow	ERC Umpire Payment 08/02/2023	MUNI	216.00
EFT50625	09/02/2023	DX Print Group Pty Ltd	500 x Business Cards: Andrew Coulson, Luke Davies, Michelle Dennis, Janice Dow, Peter Jackson - Admin O/H	MUNI	607.20
EFT50626	09/02/2023	Eaton Pet Vet	2022-2023 Veterinary Consultation and Supply Fees/Charges	MUNI	50.00
EFT50627	09/02/2023	Elliotts Irrigation Pty Ltd	Iron Filter Services - Millbridge Lakes & Watson Reserve : December 2022	MUNI	640.20
EFT50628	09/02/2023	Emerge Associates	Ferguson Road Widening: Report/Permit/Survey	MUNI	1,661.00
EFT50629	09/02/2023	Exetel Pty Ltd	Exetel 200/200Mbit Data Communications - February 2023	MUNI	1,250.00
EFT50630	09/02/2023	Fulton Hogan Industries WA	Premix - Henty Road	MUNI	1,816.65
EFT50631	09/02/2023	Grace Records Management	Records Management External - Storage, Destruction and Consumables	MUNI	1,090.66



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT50632	09/02/2023	Hanson Construction Materials Pty Ltd	Graded Aggregate - Henty Road	MUNI	387.20
EFT50633	09/02/2023	Hersey's Safety P/L	Stores and Materials - Martin Pelusey Rd Depot	MUNI	789.25
EFT50634	09/02/2023	Hey Presto	Entertainment for Australia Day Breakfast Events 2023	MUNI	620.00
EFT50635	09/02/2023	Illion Australian Pty Ltd (Tenderlink)	Advertising - Public Works Overheads	MUNI	418.00
EFT50636	09/02/2023	Imogen Van Laere	Refund Cat Cage Hire Bond - Receipt 146955	MUNI	150.00
EFT50637	09/02/2023	Instant Racking	Tool Box for DA648	MUNI	1,929.00
EFT50638	09/02/2023	Integrated Energy Pty Ltd	Hydrogen Feasibility and Business Case - Stage Payment 4	MUNI	5,500.00
EFT50639	09/02/2023	Isubscribe Pty Ltd	12 Month Renewal of 7 x Magazine Subscriptions - ECL	MUNI	874.97
EFT50640	09/02/2023	IT Vision Australia Pty Ltd	Add 'Date Payment Was Made' Field to Shire of Dardanup Payslips	MUNI	277.20
EFT50641	09/02/2023	Jetline Kerbing Contractors	Scope of Work as Quoted - Drawing No. 2021-FTP-016-01 - Clarke Street	MUNI	29,093.63
EFT50642	09/02/2023	John Thompson	ERC Umpire Payment 08/02/2023	MUNI	81.00
EFT50643	09/02/2023	Kyle Jones	ERC Umpire Payment 08/02/2023	MUNI	135.00
EFT50644	09/02/2023	Les Mills Asia Pacific	Eaton Recreation Centre Monthly Les Mills Licence - February 2023	MUNI	1,453.82
EFT50645	09/02/2023	Lisa Tibbs	Refund Partial Dog Registration Due to Sterilisation	MUNI	75.00
EFT50646	09/02/2023	Local Government Professionals Australia WA	New Staff Training - 10 x Induction to Local Government Elearning By LG Professionals W.A	MUNI	880.00
EFT50647	09/02/2023	Luke Wilkinson	ERC Umpire Payment 08/02/2023	MUNI	162.00
EFT50648	09/02/2023	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	140.00
EFT50649	09/02/2023	Malatesta Road Paving and Hotmix	Bridge Renewal - Pile Road Bridge 3678 & Ironstone Road Bridge 4861	MUNI	15,789.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT50650	09/02/2023	Marece Hetaraka	ERC Umpire Payment 08/02/2023	MUNI	135.00
EFT50651	09/02/2023	Margery Ann Stevens	ERC Umpire Payment 07/02/2023	MUNI	44.00
EFT50652	09/02/2023	Marketforce	7 x Invoices: Newspaper Adverts for Tenders & Public Notices	MUNI	3,605.38
EFT50653	09/02/2023	MB Traffic Planning & Management	Preparation of Generic Bridge Mtce TMP's	MUNI	1,320.00
EFT50654	09/02/2023	MJB Industries Pty Ltd	450mm Concrete Pipes - Ferguson Road	MUNI	5,583.16
EFT50655	09/02/2023	Naturaliste Hygiene	Sharps Disposal Service February 2023 - Eaton Foreshore & Watson Street Reserve Public Toilets	MUNI	165.00
EFT50656	09/02/2023	Nutrien Ag Solutions	Herbicides - Various Shire Locations	MUNI	1,861.86
EFT50657	09/02/2023	Officeworks Superstores Pty Ltd	Library Programs - Drawing Materials for Drawing Club	MUNI	92.19
EFT50658	09/02/2023	Onsite Rental Group	Lease 26 - Hire of Office & Ablution Block: 01-31/01/2023	MUNI	3,557.56
EFT50659	09/02/2023	Perfect Landscapes	Weekly Reserves & Lawn Mowing Commencing 30/01/2023	MUNI	4,456.05
EFT50660	09/02/2023	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	240.15
EFT50661	09/02/2023	PFI Supplies	Cleaning & PPE Supplies for Australia Day Breakfast Events 26/01/2023	MUNI	1,856.75
EFT50662	09/02/2023	Pirtek Bunbury	Repairs to Wellington Mills BFB Fire Appliance DA8370 - ESL Recurrent Exp	MUNI	92.50
EFT50663	09/02/2023	Planning Institute of Australia	PIA Advertising - Planning Officer or Senior Planning Officer - January 2023	MUNI	360.00
EFT50664	09/02/2023	Price Consulting Group Pty Ltd	Quarterly CEO KPI Review	MUNI	2,600.62
EFT50665	09/02/2023	Public Libraries WA	ECL: PLWA Membership - Category 2 Subscription Renewal	MUNI	200.00
EFT50666	09/02/2023	Regional Media Specialists P/L	Monthly Community News Page in Bunbury Herald & Bunbury Mail - January 2023	MUNI	1,520.06

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT50667	09/02/2023	Rockwater Pty Ltd	Feasibility Study: Proposed New Bore at Eaton Foreshore	MUNI	7,174.75
EFT50668	09/02/2023	Scavenger Fire & Safety	Fire Fighting Items: Burekup BFB - ESL Recurrent Exp	MUNI	1,120.35
EFT50669	09/02/2023	Scope Rentals Pty Ltd	Managed Print Service Contract Costs - Monthly Rental: February 2023	MUNI	2,675.20
EFT50670	09/02/2023	Securepay Pty Ltd	Bank Fees - 2022-2023 Securepay Web & IVR: January 2023	MUNI	33.44
EFT50671	09/02/2023	Seek Limited	Recruitment and Employment Advertising - Additional Ads	MUNI	325.88
EFT50672	09/02/2023	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	485.26
EFT50673	09/02/2023	South West Septics	Empty Grease Trap: 01/02/2023 - ERC	MUNI	286.00
EFT50674	09/02/2023	South West Tree Safe	Overhanging Pruning - Castlereagh Vista & Illawarra Park	MUNI	1,210.00
EFT50675	09/02/2023	Southwest Vehicle Group T/A Bunbury Nissan	80,000Km Service & New Battery - DA329	MUNI	837.00
EFT50676	09/02/2023	Spencer Signs	RAC Grant Artwork Install Dardanup Depot	MUNI	6,771.60
EFT50677	09/02/2023	Stephen James Kilpatrick	Rates Refund for Assessment A10897	MUNI	796.50
EFT50678	09/02/2023	Stewart and Heaton Clothing Company Pty Ltd	Firefighter Clothing: 4 x BFB's	MUNI	1,033.25
EFT50679	09/02/2023	Surveying South	Feature Survey of Millers Creek Footpath From Millbridge Blvd. to Hunters Park	MUNI	1,650.00
EFT50680	09/02/2023	Synergy	3 x Electricity Invoices - 3 x Shire Locations	MUNI	30,313.69
EFT50681	09/02/2023	Telair Pty Ltd	Library NBN Enterprise Ethernet Services - Data Network Connection: January 2023	MUNI	658.90
EFT50682	09/02/2023	Telstra	3 x Satellite Phones	MUNI	135.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT50683	09/02/2023	The Bethanie Group Inc	Distribution of Overpayment of Contribution: Joint Town Planning Scheme #1 - Resolution 5 of Joint Town Planning Scheme # 1	MUNI	6,753.77
EFT50684	09/02/2023	The Cafe Merchant	25/01/2023 Ordinary Council Meeting Grazing Board	MUNI	150.50
EFT50685	09/02/2023	Therese Price	ERC Umpire Payment 07/02/2023	MUNI	54.00
EFT50686	09/02/2023	Tiana Fraser	ERC Umpire Payment 06 & 07/02/2023	MUNI	88.00
EFT50687	09/02/2023	Timber Insight	Bridge Maintenance - Ferguson Road	MUNI	8,635.00
EFT50688	09/02/2023	Toll Transport - Ipec Pty Ltd	2022-2023 Postage & Freight - 4 x Shire Locations	MUNI	217.35
EFT50689	09/02/2023	Total Eden Pty Ltd	5 x Invoices: Reticulation Maintenance: Lavender Way, Lustiano Park, Eaton Oval, Glen Huon Oval	MUNI	4,156.31
EFT50690	09/02/2023	Tutt Bryant Hire	4 x Invoices: Machine Hire - 5 x Shire Locations	MUNI	15,401.44
EFT50691	09/02/2023	Veolia Recycling & Recovery Pty Ltd	Weekly Bin Collection of Cardboard: January 2023	MUNI	221.30
EFT50692	09/02/2023	WALGA	Training Course: Introduction to Managing Business Records in Local Government - Ashliegh Hodges	MUNI	638.00
EFT50693	09/02/2023	Western Australian Rangers Association Inc	WA Ranger Note Books - Small	MUNI	35.00
EFT50694	09/02/2023	Woolworths Group Limited - Online Order Only	Supplies for Eaton Admin, ERC & ECL	MUNI	1,497.49
EFT50695	09/02/2023	Woolworths Group Limited - Openpay Portal	Supplies for Eaton Admin, ERC, ECL & Community Events	MUNI	783.43
EFT50696	16/02/2023	1st Leschenault Scouts	School Holiday Program: Scouts Family Fun Day 24/01/2023	MUNI	350.00
EFT50697	16/02/2023	Advanced Traffic Management WA P/L	Traffic Control: Hynes Rd, Dowdells Line, Martin Pelusey Road, Ferguson Rd & Pile Rd	MUNI	13,361.09
EFT50698	16/02/2023	Aleksendre Van Den Heever	Reimburse Working With Children Check Fee	MUNI	87.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT50699	16/02/2023	Amity Signs	Warning Signs - Dowdells Line	MUNI	1,851.30
EFT50700	16/02/2023	Aquila Food Forest	ECL - Sustainable Living Workshop: 09/02/2023	MUNI	300.00
EFT50701	16/02/2023	Australia Post	PO Box Annual Renewal	MUNI	365.00
EFT50702	16/02/2023	Australind Premix & S & J Excavations	4.5M3 Stabilised Sand - Clarke St	MUNI	891.00
EFT50703	16/02/2023	Barry Allen Electrical Services	Investigate & Repair Burekup Oval Public Toilet Lights - Not Working	MUNI	347.38
EFT50704	16/02/2023	Bell Fire Equipment Company Pty Ltd	Parts for Fire Appliance Repairs: Well Mills BFB - ESL Recurrent Exp	MUNI	198.00
EFT50705	16/02/2023	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	131.06
EFT50706	16/02/2023	Bunbury Harvey Regional Council	Processing Kerbside FOGO Waste - January 2023	MUNI	18,220.08
EFT50707	16/02/2023	Bunbury Machinery	Laser Hire - Clarke St, Fertiliser Spreader Hire - Glen Huon Oval	MUNI	1,264.29
EFT50708	16/02/2023	Bunbury Mower Service	3 x Invoices: Small Plant Repair Parts & Maintenance	MUNI	1,936.00
EFT50709	16/02/2023	Bunbury Towing	2022-2023 Tow of Abandoned Vehicles to Vehicle Impound Facility	MUNI	120.00
EFT50710	16/02/2023	Bunnings Group Limited	Items for Repairs - Clarke St & Burekup Hall	MUNI	845.04
EFT50711	16/02/2023	Buswest	ERC - Vacation Care Transport 18 & 24/01/2023	MUNI	517.00
EFT50712	16/02/2023	Cameron Baker	ERC Umpire Payment - 15/02/2023	MUNI	135.00
EFT50713	16/02/2023	Chloe Scott	ERC Umpire Payment - 15/02/2023	MUNI	54.00
EFT50714	16/02/2023	Christine Worsfold	ERC Umpire Payment - 14/02/2023	MUNI	81.00
EFT50715	16/02/2023	Civil Projects Southwest	Hire of Skidsteer Loader for Verge & Branches Clean Up - Collie River Road	MUNI	1,870.00
EFT50716	16/02/2023	Cleanaway Solid Waste Pty Ltd	2 x Invoices: General Waste Disposal - Crooked Brook Rd: 02-08/02/2023	MUNI	2,873.27
EFT50717	16/02/2023	Codee-Lee Down	Live Performances at Late Night Library -19/01/2023 & 02/03/2023	MUNI	300.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT50718	16/02/2023	Coffee Machine Doctor	ERC - Repairs To Coffee Machine	MUNI	1,225.55
EFT50719	16/02/2023	Connect Call Centre Services	After Hours Call Centre Service for The Shire Of Dardanup - January 2023	MUNI	1,480.77
EFT50720	16/02/2023	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	961.79
EFT50721	16/02/2023	Crown Omega	Library Programs - Performer: Summer Sounds, Dardanup & Burekup	MUNI	200.00
EFT50722	16/02/2023	Daniel Robert Pilatti	Crossover Rebate: A12084	MUNI	381.60
EFT50723	16/02/2023	Daniel White	Library Program - Summer Sounds: Staging & AV Supplier: Eaton, Dardanup & Burekup Events	MUNI	3,386.25
EFT50724	16/02/2023	Dapco Tyre and Auto Centre	2 x Invoices: 85,000Km Service & 2 x Front Tyres - DA004 & DPF Clean - DA8222	MUNI	1,348.19
EFT50725	16/02/2023	Dardanup General Store	Milk Supply - Dardanup Office & Depot: December 2022 & January 2023	MUNI	68.30
EFT50726	16/02/2023	Daryl Fishwick	ERC Umpire Payment - 15/02/2023	MUNI	81.00
EFT50727	16/02/2023	Deputec Pty Ltd	ERC - Deputy Roster Schedule Software - January 2023	MUNI	271.70
EFT50728	16/02/2023	Diesel Force	Call Out to Depot to Repair Faulty Transmission Gear Changing - DA9513	MUNI	263.45
EFT50729	16/02/2023	Donna Bastow	ERC Umpire Payment - 15/02/2023	MUNI	162.00
EFT50730	16/02/2023	Eaton Fair Pty Ltd	Temporary Power for New SOD Administration Building/Library Construction	MUNI	4,913.00
EFT50731	16/02/2023	Eaton Vet Clinic	2022-2023 Veterinary Consultation and Supply Fees/Charges	MUNI	35.00
EFT50732	16/02/2023	Elliotts Irrigation Pty Ltd	Iron Filter Services - Millbridge Lakes & Watson Reserve - January 2023	MUNI	640.20
EFT50733	16/02/2023	Espresso Medic	ERC - Repairs to Coffee Machine	MUNI	362.34

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT50734	16/02/2023	Eve Yoga	Eaton Recreation Centre Contracted Yoga Classes - January 2023	MUNI	420.00
EFT50735	16/02/2023	Ferguson Contracting	Remove Fire Hazard to Comply With Shire Fire Prevention Order - Lot 28 Japonica View	MUNI	330.00
EFT50736	16/02/2023	Fit2Work	Monthly Invoice for Police Checks - January 2023	MUNI	175.78
EFT50737	16/02/2023	Fulton Hogan Industries WAR	Premix for Edging - Dowdells Line	MUNI	1,211.10
EFT50738	16/02/2023	Gull Waterloo Roadhouse	Meal and Refreshments - Waterloo Firefighters. DFES Incident # 607056 - ESL Recurrent Exp	MUNI	130.00
EFT50739	16/02/2023	Hardhat Media Pty Ltd	Timelapse Camera Rental: Eaton Oval Clubrooms & New SOD Admin Building/Library	MUNI	6,671.72
EFT50740	16/02/2023	John Thompson	ERC Umpire Payment - 15/02/2023	MUNI	81.00
EFT50741	16/02/2023	Kenny Pomare	ERC Umpire Payment - 15/02/2023	MUNI	135.00
EFT50742	16/02/2023	Kilmore Group Pty Ltd	Eaton Junior Football & Cricket Club Pavilion and Change Room - Progress Payment	MUNI	82,335.83
EFT50743	16/02/2023	KMART	ERC - Creche & Vacation Care Items	MUNI	207.00
EFT50744	16/02/2023	Kyle Jones	ERC Umpire Payment - 15/02/2023	MUNI	162.00
EFT50745	16/02/2023	Landgate	GRV Interim Valuations: 10/12/2022 - 06/01/2023	MUNI	2,149.91
EFT50746	16/02/2023	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	140.00
EFT50747	16/02/2023	Malatesta Road Paving and Hotmix	2 x Invoices: Emulsion - Hynes Rd & Ferguson Road Bridge 3662 - Supply & Lay Asphalt, Traffic Control	MUNI	11,565.00
EFT50748	16/02/2023	Marece Hetaraka	ERC Umpire Payment - 15/02/2023	MUNI	135.00
EFT50749	16/02/2023	Margery Ann Stevens	ERC Umpire Payment - 14/02/2023	MUNI	66.00
EFT50750	16/02/2023	Megan Fox	Refund Cat Cage Hire - Receipt # 146742	MUNI	150.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT50751	16/02/2023	MJ Goods	ERC - Wipes For Gym	MUNI	345.60
EFT50752	16/02/2023	MJB Industries Pty Ltd	3 x Invoices: Concrete Pipes - Ferguson Road	MUNI	24,009.75
EFT50753	16/02/2023	Nightguard Security Service SW	Alarm Monitoring - 6 x Shire Buildings: January 2023	MUNI	1,177.00
EFT50754	16/02/2023	Perdaman Global Services	Migration Agent Fee - Economic Development Expenses	MUNI	2,420.00
EFT50755	16/02/2023	Perfect Landscapes	Slashing/Clean-up to Remove Fire Hazard - 14 Austin St, Eaton	MUNI	385.00
EFT50756	16/02/2023	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	936.05
EFT50757	16/02/2023	Safestart Test & Tag	Electrical Test and Tag 22/23 - Eaton Recreation Centre	MUNI	668.25
EFT50758	16/02/2023	Sanpoint Pty Ltd	Dardanup Civic Precinct Progress Claim # 5	MUNI	1,747.96
EFT50759	16/02/2023	Scavenger Fire & Safety	Volarch Stickers for Helmet: Waterloo BFB - ESL Recurrent Exp	MUNI	290.40
EFT50760	16/02/2023	Scope Business Imaging	Supply / Retrofit Hole Punch Unit to Konica Minolta - Admin O/H	MUNI	528.00
EFT50761	16/02/2023	Scope Rentals Pty Ltd	Copy Usage - January 2023	MUNI	1,638.10
EFT50762	16/02/2023	SMR Psychology	Employee Assistance Program Consultation	MUNI	187.00
EFT50763	16/02/2023	South West Tree Safe	Western Power 90 Day Notice for Dangerous Trees: 4 x Shire Locations	MUNI	2,200.00
EFT50764	16/02/2023	Southern Lock and Security	10 Number 9 Padlocks - Depot Stores	MUNI	817.98
EFT50765	16/02/2023	Stacey Patterson	Gift Voucher Bunnings - Council Contribution for Farewell Gift: Jason Gick	MUNI	50.00
EFT50766	16/02/2023	Stephen James Kilpatrick	Rates Refund for Assessment A10897	MUNI	796.50
EFT50767	16/02/2023	Synergy	Electricity Supply - 3 x Shire locations	MUNI	5,481.71
EFT50768	16/02/2023	Specialty Timber Flooring WAR	ERC - Re-Surfacing of Group Fitness and Courts	MUNI	8,415.00



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT50769	16/02/2023	Telstra	Alarm Monitoring - Dardanup Office	MUNI	34.95
EFT50770	16/02/2023	Theo Naude	Reimbursement of Membership Fees for IPWEA	MUNI	330.00
EFT50771	16/02/2023	Therese Price	ERC Umpire Payment - 13/02/2023	MUNI	54.00
EFT50772	16/02/2023	Tiana Fraser	ERC Umpire Payment - 13/02/2023	MUNI	44.00
EFT50773	16/02/2023	Totally Sound	ERC - Centre Stereo System Repairs	MUNI	1,257.85
EFT50774	16/02/2023	WALGA	WALGA Waste Management Training: Eliza-Jane Jacques	MUNI	638.00
EFT50775	16/02/2023	Winc Australia Pty Ltd	Stationery - Eaton Admin & Cleaning, Sunscreen, Notebooks: Waterloo BFB - ESL Recurrent Exp	MUNI	403.38
EFT50776	23/02/2023	Abby Murray Photography	Library Programs - Summer Sounds Dardanup: Photographer	MUNI	550.00
EFT50777	23/02/2023	Advanced Traffic Management WA P/L	Traffic Control - Crooked Brook Road and Collie River Drainage Maintenance	MUNI	4,231.25
EFT50778	23/02/2023	Amity Signs	Rural Street Number Signs 22/23	MUNI	32.45
EFT50779	23/02/2023	Australian Tax Office	PAYG - Payrun: 17/02/2023	MUNI	93,508.00
EFT50780	23/02/2023	BCE Surveying Pty Limited	Survey Set Out and Control - Clarke Street	MUNI	1,424.50
EFT50781	23/02/2023	Boyles Plumbing and Gas	3 x Invoices: Works completed at Eaton Skate Park, Watson Reserve, Eaton Office & Hazelgrove Park	MUNI	1,088.40
EFT50782	23/02/2023	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	151.27
EFT50783	23/02/2023	Bunbury Harvey Regional Council	Hook Bin Hire & Weekly Greenwaste Collection - January 2023	MUNI	1,144.00
EFT50784	23/02/2023	Bunbury Holden & Mitsubishi	30,000km Service - DA988	MUNI	544.23
EFT50785	23/02/2023	Bunbury Machinery	3 Solenoid Valves for Spray Trailer	MUNI	512.99
EFT50786	23/02/2023	Bunbury Mower Service	Repair Parts and Service Parts - Sundry Plant/Trailers & PPE Chaps - Public Works	MUNI	379.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT50787	23/02/2023	Bunnings Group Limited	12 x PVC Pipes - Clark Street & Door Hooks - Eaton Office	MUNI	160.19
EFT50788	23/02/2023	Cameron Baker	ERC Umpire Payment 22/02/2023	MUNI	81.00
EFT50789	23/02/2023	Charlene Wanden	Refund Key Bond - Receipt # 145940	MUNI	40.00
EFT50790	23/02/2023	Chloe Scott	ERC Umpire Payment 22/02/2023	MUNI	27.00
EFT50791	23/02/2023	Christine Worsfold	ERC Umpire Payment 21/02/2023	MUNI	54.00
EFT50792	23/02/2023	Civil Projects Southwest	Digger Hire for Open Drain Cleaning - Hynes Road & Bobcat Hire for Tree Debris Removal - Collie River Rd	MUNI	2,860.00
EFT50793	23/02/2023	Cleanaway Solid Waste Pty Ltd	General Waste Disposal: 09-15/02/2023	MUNI	2,660.31
EFT50794	23/02/2023	Country Framers	Official Photo Replacement (King Charles) for Council Chambers (Current Frame Retained)	MUNI	74.76
EFT50795	23/02/2023	Country Landscaping Pty Ltd	Reticulation Supplies - Hunter Circle Park	MUNI	101.21
EFT50796	23/02/2023	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	586.72
EFT50797	23/02/2023	CS Legal	Debt Recovery Claims Lodged 14/02/2023	MUNI	9,704.16
EFT50798	23/02/2023	Darcy Webb	Reimburse Purchase of Sun Protector Hat	MUNI	44.00
EFT50799	23/02/2023	Dardanup Rural Supplies	2 x Roof Nails - Crooked Brook Road	MUNI	23.90
EFT50800	23/02/2023	Daryl Fishwick	ERC Umpire Payment 22/02/2023	MUNI	108.00
EFT50801	23/02/2023	David Humphreys	Reimburse Volunteer St John First Aid Training Course - November 2022: Upper Ferguson BFB - ESL Recurrent Exp	MUNI	141.60
EFT50802	23/02/2023	Department of Planning, Lands and Heritage	Review Scheme 9 Map Preparation	MUNI	2,430.00
EFT50803	23/02/2023	Department of Water and Environmental Regulation	Dardanup Waste Transfer Station - Annual Licence Renewal - L8888/2015/1 - 2023	MUNI	347.60

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT50804	23/02/2023	Donna Bastow	ERC Umpire Payment 22/02/2023	MUNI	216.00
EFT50805	23/02/2023	Ductworks Australia Bunbury & Busselton Air	Diagnostic Call Out - Glen Huon Pavilion Function Room: A/C Not Blowing Cool	MUNI	170.00
EFT50806	23/02/2023	Eaton Community Pharmacy	ERC - Cafe Goods & First Aid Items	MUNI	376.32
EFT50807	23/02/2023	Eaton Football Club	Key Bond Refund. Receipt # 142225	MUNI	40.00
EFT50808	23/02/2023	Eve Yoga	ERC Contracted Yoga Classes: 25/01-04/02/2023	MUNI	240.00
EFT50809	23/02/2023	Go Electrical Contracting	ERC - Supply and Replace UV Light in RPM Room	MUNI	1,045.00
EFT50810	23/02/2023	Go Go On Hold	On Hold Message Service - Eaton Admin (Feb To July 2023)	MUNI	455.40
EFT50811	23/02/2023	Grow Cook Eat Create Inc	Hall Bond Refund - Receipt 142728	MUNI	250.00
EFT50812	23/02/2023	Hanson Construction Materials Pty Ltd	Hands Creek - Erosion Control: Spalls & Emulsion	MUNI	1,359.47
EFT50813	23/02/2023	Hynes Contracting	Dardanup Central Carpark - Box Out & Prepare Basecourse - Wells Recreation Reserve Clubrooms	MUNI	39,600.00
EFT50814	23/02/2023	Imogen Pinelli	Library Programs - Summer Sounds, Dardanup: Musician	MUNI	30.00
EFT50815	23/02/2023	Indian Harley Club	Refund Hall Bond Hire. Receipt # 125756	MUNI	290.00
EFT50816	23/02/2023	John Thompson	ERC Umpire Payment 22/02/2023	MUNI	27.00
EFT50817	23/02/2023	Kalamunda Electrics	Glen Huon Oval: Softball Lighting Upgrade - Progress Claim # 1	MUNI	102,540.90
EFT50818	23/02/2023	Kate Louise Maloney	Library Programs - Summer Sounds, Dardanup: Chalk Art Mural Facilitation	MUNI	390.00
EFT50819	23/02/2023	Kent Lyon Architect	SOD Administration Building/Library Project: Superintendent Services - January 2023	MUNI	10,032.00
EFT50820	23/02/2023	KMART	Library Programs - Summer Sounds: Folding Wooden Tables for V.I.P Area	MUNI	99.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT50821	23/02/2023	Landgate	UV Interim Valuation  Schedule No: U2023/01  Dated 01/11/2021 To 31/12/2022	MUNI	71.80
EFT50822	23/02/2023	Leschenault Catchment Council Inc	Library Programs - Summer in Your Park: 2 x Possum Night Walks	MUNI	1,573.00
EFT50823	23/02/2023	Local Government Professionals Australia WA	Customer Complaints Resolution Program - Administration Officer Depot - May 2023	MUNI	910.00
EFT50824	23/02/2023	Luke Andrew Ramsay	ERC Umpire Payment 22/02/2023	MUNI	108.00
EFT50825	23/02/2023	Luke Wilkinson	ERC Umpire Payment 22/02/2023	MUNI	189.00
EFT50826	23/02/2023	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	280.00
EFT50827	23/02/2023	Maddie Darch	Reimbursement of Catering Items for Advisory Groups	MUNI	68.15
EFT50828	23/02/2023	Marece Hetaraka	ERC Umpire Payment 22/02/2023	MUNI	162.00
EFT50829	23/02/2023	Margery Ann Stevens	ERC Umpire Payment 21/02/2023	MUNI	44.00
EFT50830	23/02/2023	Mark Atherton	Reimburse Bread Knives Purchase - for Turf Cutting	MUNI	50.40
EFT50831	23/02/2023	Martin Hampton Anderson	Refund Cat Cage Hire Bond. Receipt # 147517	MUNI	150.00
EFT50832	23/02/2023	MJB Industries Pty Ltd	12 x 375Mm Single Pipe Precast Headwall - Ferguson Road	MUNI	4,062.70
EFT50833	23/02/2023	NT Organic Industries Pty Ltd - Kelly Hope	Library Programs - Summer Sounds: 3 x Musician Performances	MUNI	720.00
EFT50834	23/02/2023	Officeworks Superstores Pty Ltd	A2 Posters - Dardanup Library Junior Area	MUNI	60.95
EFT50835	23/02/2023	Peel Resource Recovery P/L	Medium Grade Mulch Delivered to Depot for 3 x Shire Locations	MUNI	1,276.00
EFT50836	23/02/2023	Perfect Landscapes	3 x Invoices: Weekly Lawn and Reserves Mowing & Verti Drain - Glen Huon Football Oval	MUNI	7,228.05

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT50837	23/02/2023	Perkins WA Pty Ltd	Design & Construct Contract: New SOD Administration Building/Library Project - Progress Claim # 8	MUNI	377,819.98
EFT50838	23/02/2023	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	422.63
EFT50839	23/02/2023	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	Repair Rear Right Front Tyre and Replace Other Tyre - DA698	MUNI	1,140.00
EFT50840	23/02/2023	Pixiewood Creations	Library Programs - Summer Sounds, Dardanup: 1 x Bubbleologist	MUNI	300.00
EFT50841	23/02/2023	Proven Project Management	SOD Administration Building/Library Project: Project Management Services - 01/12/2022 - 31/01/2023	MUNI	27,126.00
EFT50842	23/02/2023	Rent a Fence	Temporary Fence Hire 11/01-04/04/2023: Dardanup Civic Precinct	MUNI	671.82
EFT50843	23/02/2023	Rhys William Tatham	Reimburse Volunteer BFB Member Attendance at St John First Aid Course	MUNI	141.60
EFT50844	23/02/2023	RJ Pestell Family Trust T/As Subway Treendale	Platters for Fire Fighters - Fire at Wellington Mill Area - ESL Recurrent Exp	MUNI	186.00
EFT50845	23/02/2023	Rosaria Crews	Rates Refund for Assessment A9912	MUNI	807.55
EFT50846	23/02/2023	Schweppes Australia Pty Ltd	ERC - Cafe Goods	MUNI	2,767.93
EFT50847	23/02/2023	Scope Electrical Contracting Pty Ltd	Install 2 x Led Floodlights & P5 Inspection Pit: Eaton Foreshore - Boat Ramp & Jetty Upgrade	MUNI	3,855.32
EFT50848	23/02/2023	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	485.26
EFT50849	23/02/2023	Soft Landing	Collection and Disposal of Mattresses from Banksia Road WTS	MUNI	4,504.50
EFT50850	23/02/2023	South West Fire	Repair Mirror Assembly: 1Waterloo - Waterloo BFB - ESL Recurrent Exp	MUNI	960.10
EFT50851	23/02/2023	South West Tree Safe	Pruning of Peppermint Tree - Gascoyne Circle	MUNI	880.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT50852	23/02/2023	Southern Cross Austereo	Eaton Recreation Centre 6 x Month Radio Advertisement Campaign - December 2022	MUNI	99.00
EFT50853	23/02/2023	Sports Entertainment Network Pty Ltd	ERC - Wildcats Preseason Game 2022	MUNI	22,000.00
EFT50854	23/02/2023	Spraymow Services	Weed Spraying of Urban Roads, Paths, Traffic Islands & Verges	MUNI	7,608.04
EFT50855	23/02/2023	Telstra	3 x Invoices: Telephones - Eaton Admin Centre, Internet - Dardanup BFB & Staff Mobiles and IPADS	MUNI	7,395.06
EFT50856	23/02/2023	Therese Price	ERC Umpire Payment - 20/02/2023	MUNI	54.00
EFT50857	23/02/2023	Tiana Fraser	ERC Umpire Payment - 20/02/2023	MUNI	44.00
EFT50858	23/02/2023	Total Eden Pty Ltd	4 x Invoices: Reticulation Supplies for Eaton Foreshore, Dardanup Cemetery & Sykes Reserve	MUNI	4,184.73
EFT50859	23/02/2023	Totally Sound	ERC - Cycle Studio Microphone System	MUNI	1,012.55
EFT50860	23/02/2023	Tracey Anne Barnett	Library Programs - Summer Sounds Dardanup: Musician	MUNI	468.00
EFT50861	23/02/2023	Tutt Bryant Hire	3 x Invoices - Machine Hire: 3 x Shire Locations	MUNI	4,508.51
EFT50862	23/02/2023	Univerus Software Pty Ltd	Consulting Support - Universe Assets Database Reset and Valuation Data Upload	MUNI	17,957.50
EFT50863	23/02/2023	Veolia Recycling & Recovery Pty Ltd	Bin Collection Monthly - January 2023	MUNI	83,123.30
EFT50864	23/02/2023	Western Power	Design Fee & Early Undertaking Contract / Head Works for New SOD Administration Building/Library Project	MUNI	63,559.80
EFT50865	23/02/2023	Western Allpest Services Pty Limited	ERC - Inspection and Treatment of Termites	MUNI	790.00

**CHEQUES****BPAY**

DD17003.1	31/01/2023	MINE SUPER	Presidential Allowance	MUNI	3,000.00
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PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD17031.1	15/02/2023	Department of Transport	Department of Transport	MUNI	16.40
DD17041.1	21/02/2023	Alinta	ECL Gas Consumption - 2 Sanford Way, Eaton: 14/02-2022 - 24/01/2023	MUNI	186.10
DD17041.2	21/02/2023	Australian Communications and Media Authority	Communications License Renewal, Land Mobile/System - Waterloo Depot: 28/03/2023 - 28/03/2024	MUNI	224.00
DD17041.3	21/02/2023	inet Ltd	Monthly Charge: NBN Wireless 4 & Business NBN100 - March 2023	MUNI	174.94
<b>CREDIT CARD</b>					
<b>INTERNATIONAL</b>					
DD17050.1	24/02/2023	Securden Inc.	Securden Password Vault Annual License (120 Users) - USD 2400.00	MUNI	3,597.66
<b>DIRECT DEBIT</b>					
<b>TRUST</b>					
<b>PAYROLL</b>					
DD17006.1	03/02/2023	Aware Super Pty Limited	Payroll Deductions	MUNI	33,574.93
DD17006.2	03/02/2023	Hughes Superannuation Fund	Superannuation Contributions	MUNI	76.24
DD17006.3	03/02/2023	MLC Super Fund	Superannuation Contributions	MUNI	1,648.54
DD17006.4	03/02/2023	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	448.47
DD17006.5	03/02/2023	One Path Masterfund	Superannuation Contributions	MUNI	128.00
DD17006.6	03/02/2023	Hostplus	Payroll Deductions	MUNI	1,514.19
DD17006.7	03/02/2023	Suncorp Brighter Super	Superannuation Contributions	MUNI	248.82
DD17006.8	03/02/2023	Local Government Super	Superannuation Contributions	MUNI	257.06

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD17006.9	03/02/2023	Hesta Super Fund	Payroll Deductions	MUNI	1,751.81
DD17006.10	03/02/2023	MIML- Macquarie Super Accumulator	Payroll Deductions	MUNI	1,045.50
DD17006.11	03/02/2023	Australian Retirement Trust	Superannuation Contributions	MUNI	183.13
DD17006.12	03/02/2023	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	731.82
DD17006.13	03/02/2023	Australian Ethical Superannuation	Payroll Deductions	MUNI	265.87
DD17006.14	03/02/2023	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	6.17
DD17006.15	03/02/2023	Australian Super	Superannuation Contributions	MUNI	154.77
DD17006.16	03/02/2023	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	468.28
DD17006.17	03/02/2023	IOOF Portfolio Service Superannuation Fund	Superannuation Contributions	MUNI	461.33
DD17006.18	03/02/2023	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	101.13
DD17006.19	03/02/2023	Mercer Super Trust	Superannuation Contributions	MUNI	172.21
DD17006.20	03/02/2023	TWU Superannuation Fund	Superannuation Contributions	MUNI	18.96
DD17006.21	03/02/2023	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	218.90
DD17006.22	03/02/2023	Unisuper	Superannuation Contributions	MUNI	201.47
DD17006.23	03/02/2023	Rest Superannuation	Payroll Deductions	MUNI	2,219.97
DD17006.24	03/02/2023	Plum Superannuation Fund	Superannuation Contributions	MUNI	119.98
DD17006.25	03/02/2023	The Bro Code Super Fund	Superannuation Contributions	MUNI	70.74
DD17006.26	03/02/2023	Media Super	Superannuation Contributions	MUNI	581.61



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD17006.27	03/02/2023	Construction & Building Industry Super	Superannuation Contributions	MUNI	188.95
DD17006.28	03/02/2023	Australiansuper	Payroll Deductions	MUNI	7,855.76
DD17006.29	03/02/2023	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	32.50
DD17006.30	03/02/2023	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	293.50
DD17036.1	17/02/2023	Aware Super Pty Limited	Payroll Deductions	MUNI	32,665.62
DD17036.2	17/02/2023	Hughes Superannuation Fund	Superannuation Contributions	MUNI	115.26
DD17036.3	17/02/2023	MLC Super Fund	Superannuation Contributions	MUNI	1,648.54
DD17036.4	17/02/2023	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	440.99
DD17036.5	17/02/2023	One Path Masterfund	Superannuation Contributions	MUNI	137.48
DD17036.6	17/02/2023	Hostplus	Payroll Deductions	MUNI	1,497.34
DD17036.7	17/02/2023	Suncorp Brighter Super	Superannuation Contributions	MUNI	248.82
DD17036.8	17/02/2023	Local Government Super	Superannuation Contributions	MUNI	448.24
DD17036.9	17/02/2023	Hesta Super Fund	Payroll Deductions	MUNI	1,666.43
DD17036.10	17/02/2023	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,045.49
DD17036.11	17/02/2023	Australian Retirement Trust	Superannuation Contributions	MUNI	188.26
DD17036.12	17/02/2023	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	716.02
DD17036.13	17/02/2023	Australian Ethical Superannuation	Payroll Deductions	MUNI	265.87
DD17036.14	17/02/2023	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	6.17
DD17036.15	17/02/2023	Australian Super	Superannuation Contributions	MUNI	142.80

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD17036.16	17/02/2023	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	468.28
DD17036.17	17/02/2023	IOOF Portfolio Service Superannuation Fund	Superannuation Contributions	MUNI	461.33
DD17036.18	17/02/2023	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	82.17
DD17036.19	17/02/2023	Mercer Super Trust	Superannuation Contributions	MUNI	172.21
DD17036.20	17/02/2023	TWU Superannuation Fund	Superannuation Contributions	MUNI	18.96
DD17036.21	17/02/2023	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	231.95
DD17036.22	17/02/2023	Plum Superannuation Fund	Superannuation Contributions	MUNI	92.42
DD17036.23	17/02/2023	Rest Superannuation	Payroll Deductions	MUNI	2,129.22
DD17036.24	17/02/2023	The Bro Code Super Fund	Superannuation Contributions	MUNI	70.74
DD17036.25	17/02/2023	Media Super	Superannuation Contributions	MUNI	581.61
DD17036.26	17/02/2023	Construction & Building Industry Super	Superannuation Contributions	MUNI	130.02
DD17036.27	17/02/2023	Australiansuper	Payroll Deductions	MUNI	8,199.42
DD17036.28	17/02/2023	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	32.50
DD17036.29	17/02/2023	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	293.51

**REPORT TOTALS****1,847,429.27****EFT****1,730,991.89****CERTIFICATE of Chief Executive Officer**

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
Muni Cheque					0.00
Trust					0.00
Payroll					109,238.28
Credit Card					0.00
Direct Debit					0.00
International					3,597.66
BPAY					3,601.44
<b>TOTAL</b>					<b>1,847,429.27</b>

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



**ANDRÉ SCHÖNFELDT**  
Chief Executive Officer

### **Change to Officer Recommendation**

No Change. **OR:**

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

### **Background**

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

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

### **Legal Implications**

#### *Local Government Act 1995*

*S6.5. Accounts and records*

*Local Government (Financial Management) Regulations 1996*

*R11. Payments, procedures for making etc.*

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

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

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

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

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

**Council Plan**

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

**Environment** - None.

**Precedents** - None.

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

**Budget Implications**

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

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

**Council Policy Compliance**

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

**Risk Assessment**

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.					
Risk Event	Schedule of Paid Accounts as at the 28 <sup>th</sup> February 2023				
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)				
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.				
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.				
Risk Category Assessed Against	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Financial</td> <td>Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.</td> </tr> <tr> <td>Reputational</td> <td>Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively</td> </tr> </table>	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
Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.				
Reputational	Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively				

**Officer Comment**

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

END REPORT

## 12.5 COMMITTEES

### 12.5.1      Title: Integrated Planning Committee Meeting Minutes held on the 8<sup>th</sup> of March 2023

<b>Reporting Department</b>	Corporate & Governance Directorate
<b>Responsible Officer</b>	Mr Phil Anastasakis - Deputy CEO
<b>Reporting Officer</b>	Mrs Donna Bailye – Governance Coordinator Mrs Rebecca Hobby - Personal Assistant to D/CEO
<b>Legislation</b>	Local Government Act 1995 Appendix ORD: 12.5.1A – Minutes of IPC Meeting Appendix ORD: 12.5.1B – Draft Fees and Charges 2023-24 Appendix ORD: 12.5.1C – Rating Strategy 2023/24 to 2032/33 Appendix ORD: 12.5.1D – Debt Management Plan 2023/24 to 2032/33 Appendix ORD: 12.5.1E – Eaton Recreation Centre Equipment Asset Management Plan 2023/24 - 2032/33 acquisition and replacement program
<b>Attachments</b>	Appendix ORD: 12.5.1F – Information Technology Asset Management Plan 2023/24-2032/33 Works Program Appendix ORD: 12.5.1G – Executive & Compliance Vehicle Asset Management Plan 2023/24-2032/33 acquisition and replacement program Appendix ORD: 12.5.1H – Infrastructure Plant and Vehicle Asset Management Plan 2023/24 - 2032/33 acquisition and replacement program Appendix ORD: 12.5.1I – Storm Water Asset Management Plan 2023/24-2032/33 Works Program

**MINUTES OF THE SHIRE OF DARDANUP INTEGRATED PLANNING COMMITTEE MEETING HELD ON WEDNESDAY, 8<sup>th</sup> OF MARCH 2023, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 9.00AM.**

#### ***Officer Comment***

The Minutes of the Integrated Planning Committee Meeting held on the 8<sup>th</sup> of March 2023 [Appendix ORD: 12.5.1A] are attached.

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Minutes [Appendix ORD: 12.5.1A] of the Integrated Planning Committee Meeting held on the 8<sup>th</sup> of March 2023.**

**INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “A”**

**THAT Council:**

1. Sets the Shire President and Elected Member 2023/24 Annual Attendance Fee at 75% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1<sup>st</sup> of July 2023, as determined by the Salaries and Allowances Tribunal.
2. Sets the Shire President and Deputy Shire President 2023/24 Annual Local Government Allowance at 75% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1<sup>st</sup> of July 2023, as determined by the Salaries and Allowances Tribunal.
3. Sets the Elected Member 2023/24 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 75% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1<sup>st</sup> of July 2023, as determined by the Salaries and Allowances Tribunal.
4. Reimburse child care expenses at the lesser of actual cost or \$35 per hour (as determined by the Salaries & Allowances Tribunal). Reimbursement shall be made upon submission of documentary evidence that the expense has been incurred for child care expenses.
5. Reimburse travel expenses upon documentary evidence of km’s travelled or expense incurred in accordance with the *Local Government (Administration) Regulations 1996* and Council Policy CnG CP042 - Councillor Fees.

**INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “B”**

**THAT Council:**

1. Continues to financially support the following tourism groups, events and partnerships in the draft 2023/24 Annual Budget and Long Term Financial Plan 2023/24:

	2023/24	2024/25	2025/26	2026/27
Ferguson Valley Marketing Inc – Operational Grant (plus up to \$6,000 operational costs which are now included in the lease and paid for by Council)	\$23,500	\$23,500	\$23,500	\$24,099
Tourism & Events Grants – (Contestable Grant on application for remaining funds after committed support for Bull & Barrel Festival \$10,500, Eaton Foreshore Festival \$3,000, and Dardanup Arts Spectacular \$11,500) - CP044	\$35,000	\$35,000	\$35,000	\$35,000
Bunbury Geographe Tourism Partnership	\$20,000	\$20,000	\$20,000	\$20,000
<b>TOTAL</b>	<b>\$78,500</b>	<b>\$78,500</b>	<b>\$78,500</b>	<b>\$79,099</b>

2. Supports the investigation of a playground potentially being installed in the vacant space opposite the Dardanup shop;
3. Supports the installation of a Picnic Table at the Burekup Bump Track; and
4. Supports the AHOY Management request for \$10,000 in funding for the 2023/24 Budget, with the funding to be utilised from the Tourism & Events Grants.

#### INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION "C"

THAT Council endorses the following 2023/24 Community Events, Library Programs and Donations and allocate funds within the 2023/24 draft budget and Long Term Financial Plan for these activities:

GL or Job #	Event or Program	2023/24 Proposed Budget: Expenditure	2023/24 Proposed Budget: Revenue
0817010	Personal Development Grants	\$10,000	
J11901	<b>Events &amp; Festivals</b> <ul style="list-style-type: none"> <li>• Spring Out Festival</li> <li>• Movies by Moonlight</li> <li>• Youth Week Event</li> <li>• Seniors Celebration Day</li> <li>• Enlighten</li> </ul>	\$60,000	\$10,000
J11902	Public Art Projects	\$20,000	
J11906	Australia Day Breakfast – Eaton	\$9,626	
J11907	Australia Day Breakfast – Burekup	\$1,294	
J11908	Australia Day Breakfast – Dardanup	\$3,105	
J11909	Citizenship Awards	\$2,000	
0812001	Annual School Awards	\$1,350	
0812003	School Chaplaincy	\$6,227	
1113501	South West Academy of Sports	\$5,100	
J08712	Youth Development Programs (CR 318-20)	\$5,000	
J08714	Minor/Community Event Assistance	\$10,000	
J11925	Community and Club Capacity Building Workshops & Activities	\$3,000	
J08713	School Holiday Workshops & Activities	\$4,500	



GL or Job #	Event or Program	2023/24 Proposed Budget: Expenditure	2023/24 Proposed Budget: Revenue
J11921	Community Events - Seniors Workshop & Activities	\$3,000	
J11922	Community Events - Youth Workshops & Activities	\$2,500	
J11923	Creative Workshops	\$1,500	
1116012	<b>Library Programs</b> <b>Early Learning</b> <ul style="list-style-type: none"> <li>• Jo Jingles</li> <li>• Better Beginnings Program</li> </ul> <b>Children and Youth</b> <ul style="list-style-type: none"> <li>• Storytime</li> <li>• School Holidays Program</li> <li>• STEAM Workshops</li> </ul> <b>Adult Programming</b> <ul style="list-style-type: none"> <li>• Skills development workshops</li> <li>• Technology and digital literacy</li> <li>• Inclusive workshops</li> <li>• Local and Family History</li> <li>•</li> </ul> <b>Authors &amp; Events</b> <ul style="list-style-type: none"> <li>• Author visits</li> <li>• Children's book week</li> <li>• Summer Reading Challenge</li> <li>•</li> </ul>	\$33,000	
J11917	<b>Place-making activities &amp; Engagement</b> <ul style="list-style-type: none"> <li>• Summer Sounds in the Park</li> <li>• Outdoor wellness programs</li> <li>• Place activation initiatives</li> <li>• Night stalks</li> <li>• Sustainably Living Workshops</li> </ul>	\$25,000	\$10,000
1119501	Donation – Bunbury Regional Entertainment Centre	\$15,000	
1119504	Community Grants Scheme – \$8.31 per rateable assessment	\$26,598	
<b>TOTAL</b>		<b>\$247,900</b>	<b>\$20,000</b>

#### INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “D”

THAT Council:

1. Endorse the Draft 2023/24 Schedule of Fees and Charges included as [Appendix ORD: 12.5.1B], to become effective 1 July 2023; and
2. Where required, give local public notice of the applicable Fees and Charges.

**INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “E”**

**THAT Council:**

- 1. In addition to forecast growth:**
  - a) Endorse a projected rate revenue increase of 6.0% for the 2023/24 budget, with a 0% increase in GRV minimum rates and a 6.0% increase in UV minimum rates;**
  - b) Endorse a projected rate revenue increase of 6.0%, 5.0%, 4.0% and 4.0% for the four year Corporate Business Plan; and**
  - c) Endorse a projected rate revenue increase of 4.0% for years five and six, and 3.0% for years seven to fifteen of the Long Term Financial Plan.**
- 2. Endorse the Rating Strategy 2023/24 to 2032/33 [Appendix ORD: 12.5.1C] including the introduction of Differential Rating from the 2024/25 financial year.**

**INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “F”**

**THAT Council endorses the Debt Management Plan 2023/24 to 2032/33 [Appendix ORD: 12.5.1D] for the 2023/24 budget, four year Corporate Business Plan, and Long Term Financial Plan.**

**INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “G”**

**THAT Council:**

- 1. Adopts the following Annual Transfers to the Eaton Recreation Centre Equipment Reserve for the delivery of the Eaton Recreation Centre Equipment Program:**

	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
	Annual Transfer ( x \$1,000)									
2023/2024 Draft LTFP	100	100	100	100	100	130	130	130	130	130

- 2. Endorses the 10 year Eaton Recreation Centre Equipment Asset Management Plan 2023/24 - 2032/33 acquisition and replacement program [Appendix ORD: 12.5.1E].**

**INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “H”**

**THAT Council:**

- Adopts the following Annual Transfers to the Information Technology Reserve for the delivery of the 10 Year Information Technology Replacement and Upgrade Works Program:**

	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
	Annual Transfer ( x \$1,000)									
2023/2024 Draft LTFP	350	350	350	350	375	375	375	400	425	425

- Endorses the 10 year Information Technology Asset Management Plan 2023/24-2032/33 Works Program [Appendix ORD: 12.5.1F].**

**INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “I”**

**THAT Council:**

- Adopts the following Annual Transfers to the Executive & Compliance Vehicles Reserve for the delivery of the Compliance and Executive Vehicle 10 Year Replacement Program:**

	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
	Annual Transfer ( x \$1,000)									
2023/2024 Draft LTFP	120	120	120	120	125	125	130	135	135	165

- Endorses the 10 year Executive & Compliance Vehicle Asset Management Plan 2023/24-2032/33 acquisition and replacement program [Appendix ORD: 12.5.1G].**

**INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “J”**

**THAT Council:**

- Adopts the following Annual Transfers to the Plant and Engineering Equipment Reserve for the delivery of the Infrastructure Plant and Vehicle 10 Year Replacement Program:**

	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
	Annual Transfer ( x \$1,000)									
2023/2024 Draft LTFP	250	256	276	315	330	330	330	360	385	390

- Endorses the 10 year Infrastructure Plant and Vehicle Asset Management Plan 2023/24 - 2032/33 acquisition and replacement program [Appendix ORD: 12.5.1H].**

**INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “K”**

**THAT Council:**

- 1. Adopts the following Annual Transfers to the Storm Water Reserve for the delivery of the 10 Year Storm Water Works Program:**

	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
	Annual Transfer ( x \$1,000)									
2023/2024 Draft LTFP	25	30	30	50	50	50	50	50	50	50

- 2. Endorses the 10 year Storm Water Asset Management Plan 2023/24-2032/33 Works Program [Appendix ORD: 12.5.1].**

12.5.2      Title: Bushfire Advisory Committee Meeting Minutes held on the 8<sup>th</sup> of March 2023

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Ms Susan Oosthuizen - Director Special Projects &amp; Community</i>
<b>Reporting Officer</b>	<i>Mrs Amanda Tuberes – PA-Director Sustainable Development</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Attachments</b>	<i>Appendix ORD: 12.5.2 – Minutes of BFAC Meeting</i>

**MINUTES OF THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING, HELD ON WEDNESDAY THE 8<sup>TH</sup> MARCH 2023, COMMENCING AT 7.00PM.**

***Officer Comment***

The Minutes of the Shire of Dardanup Bushfire Advisory Committee Meeting held on the 8<sup>th</sup> March 2023 [Appendix ORD: 12.5.2] are attached.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the minutes of the Shire of Dardanup Bushfire Advisory Committee Meeting held on the 8<sup>th</sup> March 2023 [Appendix ORD: 12.5.2].**

12.5.3      Title: Audit and Risk Committee Meeting Minutes held on the 15<sup>th</sup> of March 2023

<b>Reporting Department</b>	Corporate & Governance Directorate
<b>Responsible Officer</b>	Mr Phil Anastasakis - Deputy CEO
<b>Reporting Officer</b>	Mrs Rebecca Hobby - Personal Assistant to D/CEO
<b>Reporting Officer</b>	Mrs Donna Bailye – Governance Coordinator
<b>Legislation</b>	Local Government Act 1995
<b>Council Role</b>	Executive/Strategic.
<b>Voting Requirement</b>	Simple Majority.
<b>Attachments</b>	Appendix ORD: 12.5.3 – Meeting Minutes

**MINUTES OF THE SHIRE OF DARDANUP AUDIT & RISK COMMITTEE MEETING HELD ON WEDNESDAY, 15<sup>th</sup> OF MARCH 2023, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 2.00PM.**

***Officer Comment***

The Minutes of the Audit & Risk Committee Meeting held on the 15<sup>th</sup> of March 2023 [Appendix ORD: 12.5.3] are attached.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Minutes [Appendix ORD: 12.5.3] of the Audit & Risk Committee Meeting held on the 15<sup>th</sup> of March 2023.**

**AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION “A”**

**THAT Council adopts the 2022 Compliance Audit Return [CAR] as the official Return of Council for the period 1<sup>st</sup> January 2022 to 31<sup>st</sup> December 2022 as follows:**

***Shire of Dardanup  
Compliance Audit Return***

*Year of Return – 2022*

*Status – Draft for Audit Committee*

<b><i>Commercial Enterprises by Local Governments</i></b>	<b><i>Response</i></b>	<b><i>Comment</i></b>
<b><i>1. Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2022? *</i></b>	<b><i>N/A</i></b>	
<b><i>2. Has the local government prepared a business plan for each major land transaction that was not exempt in 2022? *</i></b>	<b><i>N/A</i></b>	
<b><i>3. Has the local government prepared a business plan before entering into each land transaction that was</i></b>	<b><i>N/A</i></b>	

<b>Commercial Enterprises by Local Governments</b>	<b>Response</b>	<b>Comment</b>
<i>preparatory to entry into a major land transaction in 2022? *</i>		
4. <i>Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2022? *</i>	N/A	
5. <i>During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?*</i>	N/A	

<b>Delegation of Power/Duty</b>	<b>Response</b>	<b>Comment</b>
1. <i>Were all delegations to committees resolved by absolute majority? *</i>	YES	
2. <i>Were all delegations to committees in writing? *</i>	YES	
3. <i>Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995? *</i>	YES	
4. <i>Were all delegations to committees recorded in a register of delegations? *</i>	YES	
5. <i>Has council reviewed delegations to its committees in the <b>2021/2022</b> financial year?*</i>	YES	
6. <i>Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995? *</i>	YES	
7. <i>Were all delegations to the CEO resolved by an absolute majority?*</i>	YES	
8. <i>Were all delegations to the CEO in writing? *</i>	YES	
9. <i>Were all delegations by the CEO to any employee in writing? *</i>	YES	
10. <i>Were all decisions by the Council to amend or revoke a delegation made by absolute majority?*</i>	YES	
11. <i>Has the CEO kept a register of all delegations made under Division 4 of the Local Government Act 1995 to the CEO and to employees? *</i>	YES	
12. <i>Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year? *</i>	YES	
13. <i>Did all persons exercising a delegated power or duty under the Local Government Act 1995 keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996 regulation 19? *</i>	YES	

<b>Disclosure of Interest</b>	<b>Response</b>	<b>Comment</b>
1. <i>Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they</i>	YES	

<b>Disclosure of Interest</b>	<b>Response</b>	<b>Comment</b>
<i>did not remain present to participate in discussion or decision making relating to the matter? *</i>		
2. <i>Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting? *</i>	N/A	
3. <i>Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?*</i>	YES	
4. <i>Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?*</i>	YES	
5. <i>Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022? *</i>	YES	
6. <i>On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?*</i>	YES	
7. <i>Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995? *</i>	YES	
8. <i>Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28? *</i>	YES	
9. <i>When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person? *</i>	YES	
10. <i>Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return? *</i>	YES	
11. <i>Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.878 of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A? *</i>	YES	
12. <i>Did the CEO publish an up-to-date version of the gift register on the local government's website? *</i>	YES	<a href="http://www.dardanup.wa.gov.au/Pr/files/dardanup/Assets/ClientData/Documents/Registers/Fo rm 4 - Register of Gifts and Contributions to Travel.pdf">www.dardanup.wa.gov.au/Pr/files/dardanup/Assets/ClientData/Documents/Registers/Fo rm 4 - Register of Gifts and Contributions to Travel.pdf</a>
13. <i>When people cease to be a person who is required to make a disclosure under section 5.87A or 5.878 of</i>	YES	



<b>Disclosure of Interest</b>	<b>Response</b>	<b>Comment</b>
<i>the Local Government Act 1995, did the CEO remove from the register all records relating to those people?*</i>		
14. <i>Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?*</i>	YES	
15. <i>Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report? *</i>	YES	
16. <i>Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application? *</i>	N/A	
17. <i>Was any decision made by the Minister under section 5.718(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered? *</i>	N/A	
18. <i>Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)? *</i>	YES	Resolution 30-21 of OCM held 24 February 2021
19. <i>Did the local government adopt additional requirements in addition to the model code of conduct? If Response: YES, does it comply with section 5.104(3) and (4) of the Local Government Act 1995? *</i>	YES	Resolution 30-21 of OCM held 24 February 2021
20. <i>Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website? *</i>	YES	<a href="https://www.dardanup.wa.gov.au/documents/9/code-of-conduct-councillors">https://www.dardanup.wa.gov.au/documents/9/code-of-conduct-councillors</a>
21. <i>Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government?</i>	YES	<a href="http://www.dardanup.wa.gov.au/documents/11/code-of-conduct-employees">www.dardanup.wa.gov.au/documents/11/code-of-conduct-employees</a>
<i>Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?*</i>	YES	<a href="http://www.dardanup.wa.gov.au/documents/11/code-of-conduct-employees">www.dardanup.wa.gov.au/documents/11/code-of-conduct-employees</a>

<b>Disposal of Property</b>	<b>Response</b>	<b>Comment</b>
1. <i>Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?*</i>	N/A	
2. <i>Where the local government disposed of property under section 3.58(3) of the Local Government Act</i>	N/A	

<b>Disposal of Property</b>	<b>Response</b>	<b>Comment</b>
<i>1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property? *</i>		

<b>Elections</b>	<b>Response</b>	<b>Comment</b>
<i>1. Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulation 30G(1) and regulation 30G(2) of the Local Government (Elections) Regulations 1997? *</i>	YES	No election held at Shire of Dardanup in 2022
<i>2. Did the CEO remove any disclosure of gifts forms relating to unsuccessful candidates, or successful candidates that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997? *</i>	YES	No election held at Shire of Dardanup in 2022
<i>3. Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997? *</i>	YES	No election held at Shire of Dardanup in 2022

<b>Finance</b>	<b>Response</b>	<b>Comment</b>
<i>1. Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995? *</i>	YES	OCM held 20/10/21 - Council Resolution 312-21
<i>2. Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?*</i>	YES	OCM held 20/10/21 - Council Resolution 312-21
<i>3. Was the auditor's report for the financial year ended 30 June 2022 received by the local government by 31 December 2022? *</i>	YES	OCM held 14/12/22 - Council Resolution 329-22
<i>4. Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters? *</i>	N/A	
<i>5. Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three</i>	N/A	

<b>Finance</b>	<b>Response</b>	<b>Comment</b>
<i>months of the audit report being received by the local government? *</i>		
6. <i>Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website? *</i>	N/A	
7. <i>Was the auditor's report for the financial year ending 30 June 2022 received by the local government within 30 days of completion of the audit? *</i>	YES	

<b>Integrated Planning and Reporting</b>	<b>Response</b>	<b>Comment</b>
1. <i>Has the local government adopted by absolute majority a strategic community plan? *</i> <i>Please provide the adoption date or the date of the most recent review * 27/07/2022</i>	YES	<i>Presented to OCM held 22 June 2022; And again on OCM held 27 July 2022 Adopted at OCM held 27 July 2022 - Resolution 179-22</i>
2. <i>Has the local government adopted by absolute majority a corporate business plan? *</i> <i>Please provide the adoption date or the date of the most recent review * - 27/07/2022</i>	YES	<i>Adopted at OCM held 27 July 2022 - Resolution 179-22 "THAT Council adopts the Shire of Dardanup 2022/23 to 2032/33 Council Plan to fulfil the role of both the Strategic Community Plan and Corporate Business Plan [Appendix ORD: 12.1.1A - Under Separate Cover Document]."</i>
3. <i>Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) &amp; (3)? *</i>	YES	

<b>Local Government Employees</b>	<b>Response</b>	<b>Comment</b>
1. <i>Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A? *</i>	N/A	<i>No 'Senior Employees' at Shire of Dardanup</i>
2. <i>Was all information provided in applications for the position of CEO true and accurate? *</i>	N/A	<i>No recruitment of Chief Executive Officer in 2022</i>
3. <i>Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995? *</i>	N/A	<i>No recruitment of Chief Executive Officer in 2022</i>
4. <i>Did the CEO inform council of each proposal to employ or dismiss senior employee? *</i>	N/A	<i>No 'Senior Employees' at Shire of Dardanup</i>
5. <i>Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so? *</i>	N/A	<i>No 'Senior Employees' at Shire of Dardanup</i>

<b>Official Conduct</b>	<b>Response</b>	<b>Comment</b>
1. <i>Has the local government designated an employee to be its complaints officer? *</i>	YES	<i>OCM held 24/02/2021 - Chief Executive Officer or Manager Governance &amp; HR</i>
2. <i>Has the complaints officer for the local government maintained a register of complaints which records</i>	YES	

<b>Official Conduct</b>	<b>Response</b>	<b>Comment</b>
<i>all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995? *</i>		
3. <i>Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995? *</i>	YES	
4. <i>Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?*</i>	YES	<a href="http://www.dardanup.wa.gov.au/Profiles/dardanup/Assets/ClientData/Documents/Registers/ Register-of-Complaints-of-Minor-Breaches-1.pdf">www.dardanup.wa.gov.au/Profiles/dardanup/Assets/ClientData/Documents/Registers/ Register-of-Complaints-of-Minor-Breaches-1.pdf</a>

<b>Other</b>	<b>Response</b>	<b>Comment</b>
1. <i>Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2022? Please provide the date of council's resolution to accept the report. *- 23/03/2022</i>	YES	Received by Council at the 23rd March 2022 Ordinary Council Meeting Res:75-22
2. <i>Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2022? Please provide the date of council's resolution to accept the report.* - 31/03/2021</i>	YES	Received by Council at the 31st March 2021 Ordinary Council Meeting Res:67-21
3. <i>Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?</i>	YES	
4. <i>Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?</i>	YES	CnG CP081 - Elected Member and CEO Attendance at Events
5. <i>Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?</i>	YES	
6. <i>Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?</i>	YES	CnG CP112- Councillors' Induction Training and Professional Development
7. <i>Did the local government prepare a report on the training completed by council members in the 2021/2022 financial year and publish it on the local government's official website by 31 July 2022?</i>	YES	<a href="http://www.dardanup.wa.gov.au/Profiles/dardanup/Assets/ClientData/Annual_Report_on_Elected_Member_Training_2021-2022.pdf">www.dardanup.wa.gov.au/Profiles/dardanup/Assets/ClientData/Annual_Report_on_Elected_Member_Training_2021-2022.pdf</a>

<b>Other</b>	<b>Response</b>	<b>Comment</b>
8. <i>By 30 September 2022, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2022?</i>	YES	
9. <i>When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?</i>	YES	

<b>Tenders For Providing Goods And Services</b>	<b>Response</b>	<b>Comment</b>
1. <i>Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less? *</i>	YES	
2. <i>Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?*</i>	YES	
3. <i>When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)? *</i>	YES	
4. <i>Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract? *</i>	YES	
5. <i>If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation? *</i>	YES	
6. <i>Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16? *</i>	YES	
7. <i>Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website? *</i>	YES	
8. <i>Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender? *</i>	YES	
9. <i>Were all tenders that were not rejected assessed by the local government via a written evaluation of the</i>	YES	

<b>Tenders For Providing Goods And Services</b>	<b>Response</b>	<b>Comment</b>
<i>extent to which each tender satisfies the criteria for deciding which tender to accept? *</i>		
10. <i>Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted? *</i>	YES	
11. <i>Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22? *</i>	YES	
12. <i>Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice? *</i>	YES	
13. <i>Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) &amp; (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer? *</i>	YES	
14. <i>Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24? *</i>	YES	
15. <i>Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE? *</i>	N/A	
16. <i>If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation? *</i>	N/A	
17. <i>Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application? *</i>	N/A	
18. <i>Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG? *</i>	N/A	
19. <i>Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications? *</i>	N/A	
20. <i>Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept? *</i>	N/A	

<b>Tenders For Providing Goods And Services</b>	<b>Response</b>	<b>Comment</b>
21. <i>Did the CEO send each applicant written notice advising them of the outcome of their application? *</i>	N/A	
22. <i>Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F? *</i>	N/A	

#### **AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION “B”**

**THAT Council acknowledges that Fraud Awareness training has satisfactorily been completed across the organisation in line with the Office of the Auditor Generals Fraud Risk Management Better Practice Guide.**

#### **AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION “C”**

**THAT Council nominate another Councillor to the Audit and Risk Committee Meeting to replace Cr Janice Dow on the Committee.**

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council nominate:**

**Cr.....**

**to the Audit and Risk Committee Meeting to replace the position left vacant on the committee as a result of Cr Janice Dow’s resignation.**

**13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

None.

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

None.

**15 PUBLIC QUESTION TIME**



## 16 MATTERS BEHIND CLOSED DOORS

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

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

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

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

### OFFICER RECOMMENDED RESOLUTION

**THAT in accordance with the Local Government Act 1995, S 5.23, section (2)(c) and (2)(d) Council goes Behind Closed Doors [time] to discuss a matter affecting a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.**

16.1 Title: *Wanju/Waterloo DCP Contract Termination*

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Ms Susan Oosthuizen - Director Special Projects &amp; Community</i>
<b>Reporting Officer</b>	<i>Mrs Suzanne Occhipinti - Strategic Planning Officer</i>
<b>Applicant</b>	<i>Not applicable</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>

**REPORT UNDER SEPARATE COVER**

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

**16.2** *Title: New Shire of Dardanup Library, Administration & Community Building – Tenancy Agreements for Library Café and Office Space*

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<b>Reporting Officer</b>	<i>Ms Susan Oosthuizen - Director Special Projects &amp; Community</i>
<b>Reporting Officer</b>	<i>Mrs Aly Smith – Building Property Management Officer</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>

**REPORT UNDER SEPARATE COVER**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council return from Behind Closed Doors [time].**

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

**17 CLOSURE OF MEETING**

The Presiding Officer advises that the date of the next:

- Ordinary Meeting of Council will be Wednesday, the 27<sup>th</sup> April 2023, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

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