



CONFIRMED

MINUTES

FOR THE

ORDINARY COUNCIL MEETING

Held

23rd April 2025

At

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

This document is available in alternative formats such as:
~ Large Print
~ Electronic Format [emailed]
Upon request.

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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SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING HELD ON WEDNESDAY, THE 23RD APRIL 2025, AT ADMINISTRATION CENTRE EATON, 1 COUNCIL DRIVE, EATON, COMMENCING AT 5.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Presiding Member, Cr T G Gardiner declared the meeting open at 5.00pm, welcomed those in attendance, referred to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

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

Emergency Procedure

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

Affirmation of Civic Duty and Responsibility

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

Recording of Meetings

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

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

RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Cr Tyrrell Gardiner	-	Shire President - Chairperson
Cr Ellen Lilly	-	Deputy Chairperson
Cr Annette Webster	-	Elected Member
Cr Tony Jenour	-	Elected Member
Cr Stacey Gillespie	-	Elected Member [Teams]
Cr Jack Manoni	-	Elected Member
Cr Taneta Bell	-	Elected Member
Mr André Schönfeldt	-	Chief Executive Officer
Mrs Natalie Hopkins	-	Director Corporate and Governance
Mr Ashwin Nair	-	Director Sustainable Development
Mr Theo Naudé	-	Director Infrastructure
Mrs Donna Bailye	-	Manager Governance
Mrs Jolene Roots	-	Executive Support Officer
Ms Belinda Van Vuuren	-	Senior Projects Officer
Mr Andre Van Der Merwe	-	Manager Operations

2.2 Apologies

Cr L Davies	-	Elected member
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2.3 Leave of Absence

Cr. Mark Hutchinson	-	Elected Member (Res: 24-25)
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2.4 Previous Meetings

DATE	TYPE	CR. T BELL	CR. L W DAVIES	CR. T G GARDINER	CR. S L GILLESPIE	CR. A C JENOUR	CR. E P LILLY	CR. M R HUTCHINSON	CR. J D MANONI	CR. A L WEBSTER
FEBRUARY 2025										
08/01/25	CF	✓	✓	✓	Ap	✓R	✓	✓	Ap	NA
19/01/25	AF	✓	Ap	✓	Ap	✓R	✓	✓	✓	✓
20/02/25	BUREKUP COMMUNITY MEETING	✓		✓			✓	✓		
24/02/25	FERGUSON VALLEY COMMUNITY MEETING	✓		✓		✓	✓	✓		
26/02/25	OCM	✓	Ap	✓	✓	Ap	✓	✓	✓	✓
MARCH 2025										
05/03/25	CF	✓	✓	✓	✓	✓R	NA	✓	✓	✓
10/03/25	DARDANUP COMMUNITY MEETING	✓		✓		✓	✓	✓		

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

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

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

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

4 PUBLIC QUESTION TIME

None.

5 APPLICATIONS FOR LEAVE OF ABSENCE

None.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

6.1 Deputation received by Ms Kanella Hope – Item 12.2.3 – Retrospective Two (2) Sea Containers Outside of Building Envelope – Lot 24 (111) Gardincourt Drive Henty

Mrs Kanella Hope read a Deputation to Council with a summary available below. A full transcribe is available in the Council meeting recording on the Shire of Dardanup website.

Ms Kanella Hope advised Council that the process was not as straightforward as it could have been. With the larger container proposed, neither container is visible from outside of the property. There is a thick hedge which blocks views from the south. Photos were sent to Councillors yesterday. In terms of supporting this, they're cost effective and not visible.

Regarding the landscaping plan – Conditions 3 & 4 could be rolled into one condition. Both containers to be painted, they could match the shed. This simplifies the conditions and short circuits the process.

Councillors were provided with time to ask questions.

6.2 Deputation received by Ms Kanella Hope – Item 12.2.5 Amendment to a Childcare Premises (Increase from 50 – 83 Children) – Lot 200 (No1) Glenhoun Boulevard, Eaton

Mrs Kanella Hope read a Deputation to Council with a summary available below. A full transcribe is available in the Council meeting recording on the Shire of Dardanup website.

Ms Kanella Hope advised Council that the report is written as if it's a new Development Application, however, it's an amendment.

There are no noise issues, no age brackets required and there is an overprovision of parking. The client paid an external traffic consultant. The consent of the one neighbour was given, however was not included in the appendices of the item. Last year an extension was approved. It's always been transparent that the aim is to increase the number of children. We hope their request can simply be approved. As you know there is a shortage in childcare services. We don't believe there is scope for the operational management plan.

The playground already exists; the noise regulations requirements apply across the board regardless. It is a secure entry for parents. The main car park has two extra bays. The parking at the back is only for staff.

There is capacity with the existing bins.

Councillors were provided with time to ask questions.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Council Meeting Held on the 26th March 2025 and Special Council Meeting held on 9th April 2025

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION “A”

83-25 MOVED - Cr A C Jenour SECONDED – Cr E P Lilly

THAT the Minutes of the Ordinary Meeting of Council held on the 26th March 2025, be confirmed as true and correct subject to the following correction:

- **Amend page 12 of the Minutes to remove the Declaration of Interest by Cr A C Jenour as there was no Declaration to be made by Cr A C Jenour for Item 12.2.1 – Application for Traders Permit – Ferguson Valley Marketing – Gnomesville, 2025.**

CARRIED
7/0

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

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION “B”

84-25 MOVED - Cr A C Jenour SECONDED – Cr E P Lilly

THAT the Minutes of the Special Meeting of Council held on the 9th April 2025, be confirmed as true and correct subject to no/the following correction:

CARRIED
7/0

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

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.1 Title: Shire President Monthly Report

Reporting Department

Elected Members

Elected Member

Cr. Tyrrell Gardiner - Shire President

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

Event:	31/3/25 - Regional Road Group
Report:	Regular Regional Road Group meeting for South West Councils
Event:	1/4/25 - Round Table Discussion with Telstra CEO and Infrastructure Managers
Report:	Hosted by South West Development Commission valuable opportunity for local LGA's in attendance to highlight local communication issues and shortcomings with senior personnel from Telstra. CEO also in attendance.
Event:	2/4/25 Bunbury Geographe Chamber of Commerce and Industry (BGCCI)
	Morning presentation from new South West Development Commission CEO to local business and local government. CEO also in attendance
Event:	3/4/25 - Busselton Margaret River Airport
Report:	Along with CEO hear from Opposition leader regarding funding announcement for Busselton Margaret River Airport. A high priority for South West Region, several South West Local Governments in attendance
Event:	3/4/25 - Citizenship Ceremony
Report:	Citizenship Ceremony for 19 new Australians at Council Chambers. Several family groups and large gallery of support. Thank you to Manager Place and Community for organizing.
Event:	4/4/25 - Dardanup Art Spectacular
Report:	Opening Night and see the winners of the various categories at annual art event. Cr Jenour and CEO also along to view the art on show.
Event:	10/4/25 - Tour of Shire Library/Admin and Shire Depot Shire of Murray
Report:	Along with CEO show Councillors and Senior Staff members from the Shire of Murray through the two sites as they seek ideas for their own upcoming infrastructure projects.
Event:	11/4/25 - ANZAC Commemoration River Valley Primary School
Report:	Morning ANZAC ceremony and wreath laying hosted by the students of the school. Anecdotes from local veteran Gary Gardiner. Director Corporate and Governance also representing the Shire of Dardanup.
Event:	14/4/25 - Eaton Bowling Club AGM
Report:	Attend AGM at the Eaton Bowling and Social Club hear annual reports and election of new committee. Well-deserved Life Membership of Club awarded to Anne Whyatt.
Event:	17/4/25 - BGEA Board Meeting
Report:	Regular Bunbury Geographe Economic Alliance Board meeting.

RECEIVED

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

9.1 Title: CEO KPI Report

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

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

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

Note: The meeting would go behind closed doors toward the end of the meeting to discuss S.5.23 section (2)(a) a matter affecting and employee or employees.

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.

- *Cr E Lilly declared an Impartiality Interest in Item 12.2.2 – RDAP Development Application for Landfill Waste Cells as she was a member of the DEAG board.*
- *Director Infrastructure Mr T Naude declared an Impartiality Interest in Item 12.2.5 – Amendment to Childcare Premises due to his daughter being employed by the childcare (Little Exploders)*
- *Cr S L Gillespie declared an Impartiality Interest in Item 12.3.2 – as she partook in Coastal Rowing WA’s programme/s.*
- *Director Corporate & Governance Mrs N Hopkins declared an Impartiality Interest in Item 12.4.1 - Enterprise Resource Planning (ERP) Software Replacement Program – Quarterly Update, as she is a member of the ReadyTech User Group Committee.*
- *Cr A C Jenour declared an Impartiality Interest in Item 12.5.1 – IPC Minutes as his son is a member of the Burekup Cricket Club.*
- *Cr J D Manoni declared an Impartiality Interest in Item 12.5.1 – IPC Minutes as he is a member of the Burekup Cricket Club.*
- *Shire President, Cr. T G Gardiner declared a Proximity Interest in Item 12.5.1 – Integrated Planning Committee Meeting which contains a staff budget request involving Dowdells Line as he lives in this area.*
- *Chief Executive Officer, Mr A Schönfeldt declared a Financial Interest in Item 16.1 – CEO Performance Review as it relates to his employment.*

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 EXECUTIVE REPORTS

None.

12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

12.2.1 Title: Communications Infrastructure (Telecommunication Tower) – Lot 1215 (276) Clifton Road, Waterloo

Reporting Department	<i>Sustainable Development Directorate</i>
Responsible Officer	<i>Mr Ashwin Nair - Director Sustainable Development</i>
Reporting Officer	<i>Mr Ashwin Nair - Director Sustainable Development</i>
	<i>Altus Planning</i>
Landowner	<i>PJ Barbetti Pty Ltd</i>
Applicant	<i>Ventia on behalf of Indara Corporation</i>
Legislation	<i>Planning and Development Act 2005</i>
Council Role	<i>Quasi-Judicial.</i>
Voting Requirement	<i>Simple Majority.</i>
	<i>Appendix ORD: 12.2.1A – DA application report</i>
	<i>Appendix ORD: 12.2.1B – Copy of Submissions</i>
	<i>Appendix ORD: 12.2.1C – Schedule of Submissions</i>
	<i>Appendix ORD: 12.2.1D – Risk Assessment Tool</i>
	<i>Appendix ORD: 12.2.1E – Wanju District Structure Plan Map</i>
Attachments	<i>Appendix ORD: 12.2.1F – Planning Assessment</i>

Overview

The purpose of this report is for Council to consider a development application for the development of Communications Infrastructure (Telecommunication Tower) located at Lot 1215 (276) Clifton Road, Waterloo. The telecommunications facility will be owned by Indara Group and host Optus infrastructure to enhance Optus 4G and 5G services to Waterloo.

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

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

85-25 MOVED - Cr E P Lilly SECONDED – Cr A L Webster

THAT Council approves the development application for the Communications Infrastructure (Telecommunication Tower) at Lot 1215 (276) Clifton Road, Waterloo, as contained within (Appendix ORD: 12.2.1A) subject to the following conditions:

Conditions

1. All development must be carried out in accordance with the approved plan(s) 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.
 - Site Plan, Drawing No. P1301-P1, Rev 01, dated 3rd July 2024;
 - Site Layout Plan, Drawing No. P1301-P2, Rev 01, dated 3rd July 2024;
 - Elevation Plan, Drawing No. P1301-P3, Rev 01, dated 3rd July 2024;
 - Lease Plan, Drawing No. P1301-L1, Rev 01, dated 3rd July 2024.
2. Prior to the works commencing, plans must be submitted to and approved by the Shire, showing the location, vegetation species and number of plants, for screening of the development's supporting infrastructure, which must be screened from public view at all times. Weed species are not permitted to be used for screening.
3. Within nine (9) months of the approved use commencing, the approved landscape screening shown must be fully provided, unless another date is specified in writing by the Shire of Dardanup, and the landscaping must be maintained thereafter to the satisfaction of the Shire of Dardanup. Any species which fail to establish within the first two planting seasons following implementation must be replaced in consultation with and to the satisfaction of the Shire of Dardanup.
4. Prior to works commencing, a Construction Management Plan must be submitted to and approved by the Shire, and thereafter implemented in full, addressing the following matters:
 - a) How materials and equipment will be delivered and removed from the site;
 - b) How materials and equipment will be stored on the site;
 - c) Parking arrangements for contractors;
 - d) Construction waste disposal strategy and location of waste disposal bins;
 - e) Details of cranes, large trucks or similar equipment which may block public thoroughfares during construction;

- f) How risks of wind and/or water borne erosion and sedimentation will be minimised during and after the works;
 - g) How existing vegetation on the land will be protected during construction;
 - h) Any matters likely to impact on the surrounding properties; and
 - i) Removal of hazardous materials and disposal at an approved waste disposal facility in accordance with the requirements of the relevant legislation, codes, standards and guidelines, prior to the commencement of any building works.
5. No vegetation other than vegetation located within the approved building's footprint is permitted to be felled, removed or damaged without the written approval of the Shire of Dardanup.

Advice Notes

- i) All conditions of this development approval must be complied with at no cost to the Shire of Dardanup, unless otherwise stated.
- ii) Please note, the Shire of Dardanup regularly undertakes audits of Development Approval conditions and a Shire Officer may be in contact with you in the future to discuss compliance with the conditions of this approval.
- iii) Please be advised that this is not a Building Permit. A Building Permit must be obtained prior to commencement of construction.
- iv) The applicant is advised that the proposed development is required to comply with all other relevant legislation, including but not limited to, the Environmental Protection Act 1986 and Regulations, Health (Miscellaneous Provisions) Act 1911 and Regulations, Contaminated Sites Act 2003 and the National Construction Code.
- v) Vegetation within the property and along the Collie River may provide habitat for western ringtail possums (WRP), wambengers and black cockatoos, which are listed as threatened species under the *Biodiversity Conservation Act 2016* (BC Act). It is an offence under the Act to take threatened fauna. The definition of take in relation to fauna, is:
 - (a) To kill, injure, harvest or capture fauna by any means;
 - (b) To cause or permit anything referred to in subparagraph (i) to be done.

Penalties exist under the BC Act for the unlawful take of threatened fauna species.

- vi) Immediately prior to vegetation clearing occurring, pre-clearance checks should be undertaken to determine the presence of threatened fauna that may be adversely impacted by these works. Checks should include looking for western ringtail possums (WRP) and WRP dreys in the vegetation to be pruned, and black cockatoos in tree hollows.

If found to be present, threatened fauna should be encouraged to disperse into the surrounding vegetation prior to subdivision works commencing. Upon commencement, any vegetation modification should be undertaken in such a manner that allows the dispersal of threatened fauna. If fauna does not disperse, a fauna spotter holding authorisation may need to be contacted to manage displaced threatened fauna.

The capturing of threatened fauna requires authorisation under the BC Act. For further information regarding authorisation please email speciesandcommunities@dbca.wa.gov.au

CARRIED

7/0

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

Background

The subject land is located approximately 1.1km east of the Millbridge townsite, abutting the Collie River to the north. The site is approximately 80.9669ha in size and is zoned 'General Farming' under the Shire of Dardanup Local Planning Scheme No.3 (LPS3).

The site currently contains a single house and multiple incidental structures, all located to the northwestern side of the land. The land is currently used for agricultural purposes.

Location Plan



Lot 1215 (276) Clifton Road, Waterloo



Location of Telecommunications Facility

Proposal

The application seeks approval for the development of Communications Infrastructure (Telecommunication Tower) at Lot 1215 (276) Clifton Road, Waterloo (**subject land or site**). Key aspects of the application are as follows:

- The development will be approximately 38.3m in height above the natural ground level.
- The development will be finished in a non-reflective pale grey.
- The facility would be located within a fenced 11m x 7m compound, enclosed by a 2.2m tall chain-link security fence.
- No vegetation is proposed to be removed.
- The nearest residence is located between 200m-250m away from the development.
- The new facility would provide enhanced 4G and 5G telecommunications services to the area.

Region Scheme	Urban Deferred
Local Planning Scheme No.3 (LPS3)	General Farming
Structure Plan/Precinct Plan	Wanju District Structure Plan
Use Class and Permissibility in LPS3	Communications Infrastructure – Discretionary (D)
Lot Size	80.9669ha
Existing Land Use	Agriculture
State Heritage Register	No
Local Heritage	No
Bushfire Prone Area	Yes

Legal Implications

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

Council Plan

- 8.1 - Support responsible planning and development.
- 8.2 - Advocate for adequate utility infrastructure to support a growing community and economy.
- 13.1 - Adopt best practice governance.
- 14.2 - Ensure equitable, inclusive and transparent engagement and decision-making.

Environment

The development does not propose to remove any mature vegetation to cater for this development. However, concerns are held for the construction works and how this may impact existing vegetation. Further reference should be made to the Officer Comment section of this report.

Precedents - None.

Consultation

Public Consultation

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

The advertising period was conducted for a period of 28 days, commencing 14th January 2025 and concluding on 11th February 2025. The advertising process included:

- A notice displayed at both the Eaton and Dardanup Administration buildings, and placed on the Shire's website; and
- A written notice was sent to adjoining landowners within approximately 500m of the subject site.

In response to the advertising a total of five (5) public submissions were received, all objecting to the proposal. The public and State Government submissions are included in (Appendix ORD: 12.2.1B). A response to each submission by the assessing officer can be found within the schedule of submissions as at (Appendix ORD: 12.2.1C).

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

Issue Raised	Officer Comments
Land Use & Zone Objectives	Concerns were raised that the proposal is inconsistent with the objectives of the land/zone. Reference should be made to the land use and permissibility section of this report.
Amenity	The potential for the development to create adverse amenity impacts is a valid planning concern. Reference should be made to the Amenity section of the Officer's Comment within this report.

Location & Compatibility	Concerns were raised that the development is not compatible with the area and that the development should be located within the industrial or commercial area.
Health	There are possible health impacts that can be generated from these forms of developments, as outlined within section 3.1 of State Planning Policy 5.2 – Telecommunications Infrastructure, however these are mitigated by ensuring that these developments are constructed and operated to the relevant Australian Standard. As the development is to be in accordance with the relevant health and safety standards, the perceived impact on health is not a matter for planning assessment.
Environment	The development does not propose to remove any mature vegetation to cater for this development. However, concerns are held for the construction works and how this may impact existing vegetation. Further reference should be made to the Officer Comment section of this report.
Vegetation Screening	Concerns were raised the existing vegetation does not adequately screen the development as a portion of the development will still be seen due it being higher than the tree line. It is considered the vegetation screening is linked to the perceived impact on visual amenity, and reference should therefore be made to the Amenity section of the Officer's Comment.
Property Values	Perceived impacts on property values is not a relevant planning consideration pursuant to clause 67(2) of the Deemed Provisions.

Consultation with Government/Service Agencies

The following agencies were consulted:

- Civil Aviation Safety Authority;
- Department of Biodiversity, Conservation and Attractions;
- Department of Planning, Lands and Heritage;
- Department of Primary Industries and Regional Development; and
- Department of Water and Environment Regulation.

The following departments/agencies submissions are summarised below:

- *Civil Aviation Safety Authority (CASA):*
 - No comments were received.
- *Department of Biodiversity, Conservation and Attractions (DBCA):*
 - DBCA does not object to the proposal and has provided general advice.
- *Department of Planning, Lands and Heritage (DPLH):*
 - DPLH does not specifically object nor support the proposal.
 - DPLH have concluded that the development will have limited perceived land use conflicts with respect to rural activities.

- DPLH have concerns relating to potential conflicts between the development and the Wanju District Structure Plan.
- Reference should be made to the schedule of submissions, included in (Appendix ORD: 12.2.1C).
- *Department of Primary Industries and Regional Development (DPIRD):*
 - DPIRD does not object to the proposal.
- *Department of Water and Environment Regulation (DWER):*
 - DWER does not object to the proposal and has provided general advice.

Additional Consultation

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: 12.2.1D) for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Communications Infrastructure (Telecommunication Tower)
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance If Council refuses the application and a review is lodged with the State Administrative Tribunal, reasons for the refusal based on sound planning principles must be provided.

Officer Comment

A full technical assessment was carried out against the current planning framework in accordance with the Deemed Provisions (Appendix ORD:12.2.1F). For the purpose of this report, discussion is confined to the objection resulting in the item, in addition to other key aspects of the proposal, being presented to Council and where Council is required to exercise discretion.

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

- Land Use and Permissibility;
- Site Requirements / Boundary Setbacks;
- Wanju District Structure Plan;
- State Planning Policy 5.2 – Telecommunications Infrastructure;
- Visual Amenity;
- Location & Compatibility;
- Environment;
- Bushfire; and
- Traffic & Access.

Land Use & Permissibility

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

- Communications Infrastructure – Discretionary 'D' use

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

Further, the following objectives of the General Farming zone are as follows:

- *To provide for a wide variety of productive farming activities, ranging from broadacre 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 development is located to the side of the site and will therefore not adversely impact the existing or future agricultural activities on site. Further, the development is considered to be of a relatively low bulk and scale when viewed from nearby properties due to its large setbacks and screening which will in turn not create any adverse impacts to the rural character and amenity of the locality.

The development is not considered to be a conflicting land use. The use itself will have no adverse impacts to any agricultural value, and the works component will be minimised by the location (as stated above) and the development footprint with respect to the size of the subject site.

The third objective is not considered to be of relevance as there is no tourist development proposed.

Ultimately, as the development is a discretionary land use and is considered to be consistent with the objectives of the zone, the proposal is capable of approval.

Site Requirements / Boundary Setbacks

All relevant site requirements for the subject land have been assessed pursuant to the requirements of LPS3. The assessment has determined that the proposal is generally consistent with the relevant site requirements with the exception of boundary setbacks.

LPS3 requires that the development be set back by a minimum of 20m to all boundaries, however the minimum setback to the northeastern boundary is only 18m. Pursuant to clause 7.6.3 of LPS3,

consideration has been made to the variation, and it is deemed appropriate. The slightly reduced setback to the northeastern boundary is considered negligible when considering the closest dwelling is over 200m away – i.e. a 2m setback difference will not adversely impact the bulk of the development.

Wanju District Structure Plan

The subject land is situated within the Wanju District Structure Plan (**Structure Plan**) area. The Structure Plan can be viewed at (Appendix ORD: 12.2.1E). It must be noted that while the structure plan area applies to the area, the Structure Plan is a due regard item only pursuant to clause 67(2)(h) of the Deemed Provisions, in addition to the structure plan area does not yet have any form of development.

The development is proposed to be located within the intended Public Open Space (**POS**). It is quite common for these forms of developments to be located within POS when it is within proximity to a residential area. However, the proposed development will be close to the future residential area and therefore due regard should be made to the visual amenity of the development to this area.

Considering that the main bulk of the development is the security fence and equipment cabinet on ground level as viewed directly adjacent to the development (i.e. future residential dwellings), this area should be screened by new landscaping between the development and the future residential area. With respect to the proximity, it is considered that the development is acceptable as the development is proposed before any significant works have started with the Structure Plan – i.e. any future landowners to the area will be aware that the tower is there before purchasing the property.

State Planning Policy 5.2 – Telecommunications Infrastructure

A separate assessment against the relevant requirements of State Planning Policy 5.2 – *Telecommunications Infrastructure* (**SPP5.2**) has been conducted by Shire officers. This assessment can be provided to Council upon request, if required.

In summary, the intent of SPP5.2 is to assess the fine balance between the need of the telecommunications service against the potential for adverse visual impacts.

The need for the services is detailed within the Applicant's report, as at (Appendix ORD: 12.2.1A). Additionally, under the Structure Plan, the surrounding area will see a significant increase in residential development which will lead to a significantly higher demand for telecommunication services.

The assessment concluded that while a portion of the development may be seen from some surrounding landowners, the balance is considered acceptable for the following reasons:

- Large setbacks (over 200m) to any existing residential land will decrease the bulk of the development – therefore a lesser visual impact to the landscape.
- Significant screening of the development via vegetation to the northern residential area. A condition is however recommended for additional vegetation screening to occur for the future residential areas within the Structure Plan area.
- The colour and materials of the development will not adversely impact the existing landscape.

On balance, the development is considered to be acceptable.

Location & Compatibility

The location of the development is within to the northern most section of the site. Whilst there was some concern raised by landowners to the north, it is considered that the development is in the most appropriate location on the site for the following reasons:

- Having the development to the side of the development and not centrally allows the site to continue operating as a rural use without any adverse changes to its operations.
- The location of the development would be within POS, or commonly known as a park, under the Struture Plan. Moving the development further south would put the development within a residential zone which would be incompatible.
- The location will be centrally located between the existing residential area to the north and the future residential to the south, allowing for maximum telecommunication coverage.

As discussed throughout this report, as no adverse impacts have been identified, in addition to the use being capable of approval, the development is considered to be compatible with its surrounds.

Visual Amenity

The perceived impacts on the visual amenity of residents from telecommunication infrastructure is not uncommon within the planning realm. Therefore, SPP5.2 was prepared by DPLH on behalf of the Western Australian Planning Commission (**WAPC**).

As discussed previously, the potential impacts on the visual amenity of surrounding landowners were considered on balance with the need for the telecommunication infrastructure.

The assessment against the requirements of SPP5.2 has determined that while there may be some level of impact, the impact is not considered to be one that is adverse. While a portion of the development can be seen, the development when viewed against the entirety of the landscape is not considered to be visually prominent. In this respect, the development is considered acceptable, subject to conditions.

Environment

With reference to potential threats to native fauna, Appendix 4 of the Applicant's justification report has identified that there are indeed nesting sites for black cockatoos and other endangered species within the vicinity of the site. However, as no vegetation is proposed to be removed, in addition to no comments made from DWER or DBCA, the development is deemed acceptable in this respect.

There is also unlikely to be any adverse impacts from the development once operational, however there may be some potential for impact to the existing native vegetation during construction works. A construction management plan is therefore recommended to ensure that the vegetation is protected during construction.

Traffic & Access

The proposed access for the development will largely utilise the existing access, with the internal access being upgraded. The upgrades will not require the removal of vegetation and is therefore considered acceptable.

Minimal traffic for construction is expected, and with the recommended condition for a Construction Management Plan to be prepared, any potential concerns can be mitigated through this plan. Upon

completion of the development, future access will be minimal and only required for maintenance purposes. The proposed traffic and access for the development is considered acceptable.

Bushfire

The property is situated within a bushfire prone area and ordinarily the requirements of State Planning Policy 3.7 – *Planning in Bushfire Prone Areas (SPP3.7)* would apply. However, the development is not a habitable building, the requirements of SPP3.7 do not apply.

Conclusion

The proposal is of a nature that is not unexpected with the future residential growth from the Wanju District Structure Plan. The development will have minimal impact to the amenity of the locality due to large setbacks, significant screening and low building bulk. The development is of an acceptable balance between the need of the infrastructure and impacts to visual amenity.

The installation of telecommunications infrastructure within or close to current and future residential areas is often not supported by segments of the community, but these are exactly the locations where this infrastructure is most needed. A robust planning framework has been developed to guide such development and efforts to refuse such proposals which speculate health impacts or seek other locations are generally not entertained by the State Administrative Tribunal as arguments to refuse specific applications.

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

END REPORT

12.2.2 *Title: RDAP Development Application for Landfill Waste Cells – Lot 2 Banksia Road, Crooked Brook – Section 31 Reconsideration Request – State Administrative Tribunal*

Reporting Department	<i>Sustainable Development Directorate</i>
Responsible Officer	<i>Mr Ashwin Nair – Director Sustainable Development</i>
Reporting Officer	<i>Mr Ashwin Nair – Direction Sustainable Development</i>
	<i>Altus Planning</i>
Applicant	<i>Harley Dykstra Pty Ltd on behalf of Cleanaway Solid Waste Pty Ltd</i>
Landowner	<i>J&P Corporation Pty Ltd.</i>
Legislation	<i>Planning and Development Act 2005</i>
Council Role	<i>Quasi-Judicial.</i>
Voting Requirement	<i>Simple Majority.</i>
	<i>Appendix ORD: 12.2.2A – Previous Responsible Authority Report</i>
	<i>Appendix ORD: 12.2.2B – RDAP Determination Notice and Plans</i>
	<i>Appendix ORD: 12.2.2C – Applicant’s Additional Information</i>
	<i>Appendix ORD: 12.2.2D – Risk Assessment Tool</i>
Attachments	<i>Appendix ORD: 12.2.2E – Draft Responsible Authority Report</i>

DECLARATION OF INTEREST

Cr E P Lilly declared an Impartiality Interest in this item.
Please refer to Part 11 ‘Declaration of Interest’ for full details.

Overview

The purpose of this report is for Council to consider a section 31 request for reconsideration received from the State Administrative Tribunal (SAT) regarding the development approval granted by the Regional Development Assessment Panel (RDAP) on 9th February 2024 in relation to the construction of three (3) new landfill waste cells (Cells 9, 10 and 12A) at the existing Cleanaway landfill facility located on Lot 2 Banksia Road, Crooked Brook. More specifically, this report seeks Council’s endorsement of a Responsible Authority Report (RAR) which recommends varying the previous RDAP approval by modifying Condition 2, 4 and 10 in response to the Applicant’s request.

The RDAP will replace Council as the decision-making authority for the application in accordance with the *Planning and Development (Development Assessment Panels) Regulations 2011*. The report is presented to Council to consider the RAR to the RDAP, consistent with the established delegations.

It has been determined that the Applicant’s request to modify Conditions 2, 4 and 10 of the previous RDAP approval has merit and as a result, the RAR (Appendix ORD: 12.2.2E) recommends that those conditions be modified as per the Applicant’s request, albeit with part of Condition 10 being retained.

OFFICER RECOMMENDED RESOLUTION “A”

THAT Council supports the Officer’s Responsible Authority Report and endorses the following recommendation:

1. That the Regional Development Assessment Panel, pursuant to section 31 of the *State Administrative Tribunal Act 2004* in respect of SAT application DR 241 of 2021, resolves to:

- a) Reconsider its decision dated 9th February 2024 and VARY its decision for DAP Application reference DAP/21/02063 and accompanying in accordance with Clause 68 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of the Shire of Dardanup Local Planning Scheme No. 3 as follows:

- i) Approving the updated landscaping plan, being *Landscaping plan dated 31/01/25 (Rev 9) prepared by Tonkin*, replacing the pre-existing version noted in the last bullet point of Condition 2, being *Landscaping plan dated 29/08/22 (Rev 7) prepared by Tonkin*.
- ii) Amending Condition 4 to delete the second sentence which reads *"Internal circulation of all vehicles must not encroach on the 20m landscaped boundary interface of the property"*.

The amended condition would therefore read:

"Access to and egress from the site for all heavy haulage vehicles associated with the approved landfill cells and related works are restricted to using the sealed road north of Lot 2 Banksia Road."

- iii) Amending Condition 10 to remove the requirement for annual reporting with respect to items (a) through to (d).

The amended condition would therefore read:

"The operator is required to submit an annual "Progress Report" detailing outcomes of monitoring of planted vegetation buffers over the previous 12-month period."

OR

ALTERNATIVE OFFICER RECOMMENDATION "B"

THAT Council does not support the Officer's Responsible Authority Report and endorses the following recommendation:

1. That the Regional Development Assessment Panel, pursuant to section 31 of the *State Administrative Tribunal Act 2004* in respect of SAT application DR 241 of 2021, resolves to:
 - a) Not reconsider its decision dated 9th February 2024 and AFFIRM its decision for DAP Application reference DAP/21/02063 and accompanying in accordance with Clause 68 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning*

Schemes) Regulations 2015 and the provisions of the Shire of Dardanup Local Planning Scheme No. 3 as follows:

- i) Refuses the updated landscaping plan, being *Landscaping plan dated 31/01/25 (Rev 9) prepared by Tonkin*, replacing the pre-existing version noted in the last bullet point of Condition 2, being *Landscaping plan dated 29/08/22 (Rev 7) prepared by Tonkin as infrastructure located within the 20m landscape buffer of the Local Development Plan will erode the integrity of the Local Development Plan which has been prepared with cumulative measures to reduce the amenity impacts resulting from the development.*
- ii) Refuses to amend Condition 4 to delete the second sentence which reads *“Internal circulation of all vehicles must not encroach on the 20m landscaped boundary interface of the property” as it will erode the integrity of the Local development Plan and will result in amenity impacts associated with visual, litter and dust impacts from the development.*
- iii) Refuses to delete Condition 10 as it allows the Shire of Dardanup to regulate compliance to ensure the development does not result in amenity impacts within the locality.

Discussion:

Cr E Lilly requested an amendment to the Officer Recommended Resolution “A”. Cr E Lilly moved the Officer Recommended Resolution “A” with an amendment. Cr Bell seconded the amendment.

Change to Officer Recommendation

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

- *Amendment to Officer Recommended Resolution “A” to allow for the removal of the amendment to Condition 4 by removing the sentence in 1 a) ii) “Internal circulation of all vehicles must not encroach on the 20m landscaped boundary interface of the property”. This should not be deleted as the boundary buffer is there for a reason which is to protect the boundary of the property and the inclusion to refuse to amend Condition 4.*

COUNCIL AMENDED RESOLUTION “A”

86-25 MOVED - Cr Lilly SECONDED – Cr Bell

THAT Council supports the Officer’s Responsible Authority Report and endorses the following recommendation:

- 1. That the Regional Development Assessment Panel, pursuant to section 31 of the State Administrative Tribunal Act 2004 in respect of SAT application DR 241 of 2021, resolves to:**

- a) Reconsider its decision dated 9th February 2024 and VARY its decision for DAP Application reference DAP/21/02063 and accompanying in accordance with Clause 68 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of the Shire of Dardanup Local Planning Scheme No. 3 as follows:
- i) Approving the updated landscaping plan, being *Landscaping plan dated 31/01/25 (Rev 9) prepared by Tonkin*, replacing the pre-existing version noted in the last bullet point of Condition 2, being *Landscaping plan dated 29/08/22 (Rev 7) prepared by Tonkin*.
 - ii) Amending Condition 10 to remove the requirement for annual reporting with respect to items (a) through to (d).

The amended condition would therefore read:

“The operator is required to submit an annual “Progress Report” detailing outcomes of monitoring of planted vegetation buffers over the previous 12-month period.”

2. Refuses to amend Condition 4 to delete the second sentence which reads *“Internal circulation of all vehicles must not encroach on the 20m landscaped boundary interface of the property” as it will erode the integrity of the Local development Plan and will result in amenity impacts associated with visual, litter and dust impacts from the development.*

CARRIED

7/0

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

Background

The subject site is located approximately 4km southeast 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 500m from the subject site’s boundary.

The site currently operates a waste landfill 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 (EP Act)*. This licence allows for the disposal of 353,000 tonnes of liquid waste per annum and 350,000 tonnes of Class II or Class III putrescible waste.

The site currently contains a weigh bridge, office, nine waste cells, two stormwater ponds, four leachate ponds, two tailings storage facilities, a portion of gravel extraction and internal sealed and unsealed access road. Waste cells are developed in stages as needed, depending on the remaining capacity of existing cells.

Access is via Banksia Road which is sealed only from the northern boundary of the site heading north. Current development approval conditions restrict access to the site only from the northern sealed portion of Banksia Road and prohibits heavy vehicle access to the site from the unsealed southern section.

- *History of Application*

The original RDAP development application for the three new waste cells was lodged with the Shire of Dardanup on 17th August 2021.

Prior to this, in April 2021 the proponent self-referred this application to the Environmental Protection Authority (EPA). Pursuant to section 39A(1) of the EP Act, in August 2021 the EPA decided to assess the proposal. The level of assessment was 'Referral Information with Additional Information required under section 40(2)(a) of the Environmental Protection Act 1986'. The EPA required the following additional information be provided:

- Hydrogeological assessment and water management plan;
- Visual impact assessment;
- Greenhouse gas emission estimates;
- Air Quality Impact Assessment for Odour and particulates; and
- Geotechnical stability of cell construction.

As the decision-making authority, the RDAP was restricted from making a decision (under section 41 of the EP Act) on this proposal which would cause or allow the proposal to be implemented, until the EPA had concluded its assessment.

On 5th October 2023, the EPA's assessment report on the application was published (EPA Report 1747). The report recommends the proposal may be implemented subject to appropriate conditions. No appeals were lodged against the EPA's recommendation through the Office of the Appeals Convenor, and Ministerial Statement 1213 reflecting the recommended conditions of EPA Report 1747 was ultimately published on 21st November 2023.

Concurrently, a Local Development Plan (LDP) applicable to the subject site was prepared and approved by Council in May 2021. The LDP was subsequently amended by order of the SAT made in October 2022.

- *Application to the State Administrative Tribunal*

In accordance with the required timeframes for deciding an application for development approval under the *Planning and Development (Local Planning Schemes) Regulations 2015*, a decision on the original application was to be made by the RDAP by 27th November 2021.

The application was assessed by Shire officers, an RAR was prepared and presented to Council on 27th October 2021. However, due to the RDAP's inability to determine the application (under section 41 of the EP Act), the application was never put forward for consideration by the RDAP.

In anticipation of the development application being deemed refused, the Applicant lodged an application seeking review of the RDAP's deemed refusal of the application with the SAT on 5th November 2021.

Following the release of Ministerial Statement 1213 on 21st November 2023, and a direction hearing was held on 8th December 2023, the SAT made orders inviting the decision-maker, under section 31 of the *State Administrative Tribunal Act 2004 (SAT Act)* to reconsider its decision.

A RAR was prepared and presented to Council on 31st January 2024 (Appendix ORD: 12.2.2A) and the RDAP subsequently resolved to set aside the previous decision (deemed refusal) and substitute it with a new decision for approval, subject to twelve (12) conditions (Appendix ORD: 12.2.2B).

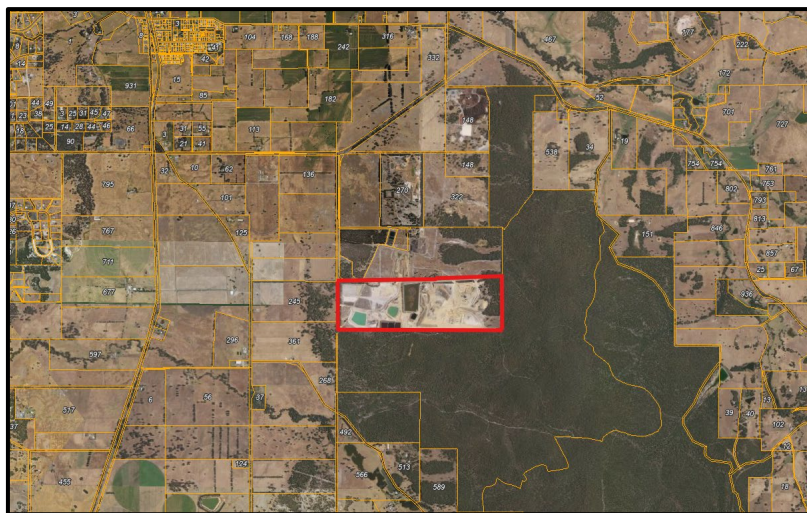
On 22nd February 2024, the Applicant filed notice that it was dissatisfied with the determination and disputed Conditions 4, 5, 10, 11 and 12 of the approval.

The management plans required under Conditions 5, 11 and 12 were subsequently addressed with the Shire, which resolved the Applicant's dispute regarding those conditions.

The Applicant subsequently requested Shire officers to accept a replacement landscaping plan for Condition 2, which Shire officers declined on 18th September 2024 on the basis that a formal application was deemed necessary to amend the condition, so that the merits of the proposal could be properly assessed.

On 11th November 2024, the SAT made orders for the Applicant to provide additional information and also inviting the RDAP to reconsider its decision pursuant to section 31 of the SAT Act. The Applicant provided this additional information on 17th February 2025 (Appendix ORD: 12.2.2C).

Location Plan



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

Proposal

The outline of the proposal is as follows:

Region Scheme	Rural
Local Planning Scheme No.3 (LPS3)	General Farming
Structure Plan/Precinct Plan	Local Development Plan – Lot 2 Banksia Road, Crooked Brook
Use Class and Permissibility in LPS3	Use Not Listed – Waste Disposal Facility
Lot Size	121.6658 hectares

Existing Land Use	Use Not Listed – Waste Disposal Facility & Extractive Industry
State Heritage Register	No
Local Heritage	No
Bushfire Prone Area	Yes

Reconsideration is being sought of the approval granted by the RDAP on 9th February 2024 in relation to the construction of three (3) new landfill waste cells (Cells 9, 10 and 12A) at the existing Cleanaway landfill facility located on Lot 2 Banksia Road, Crooked Brook. Specifically, the reconsideration seeks the following modifications:

- Approval of an updated landscaping plan, being *Landscaping plan dated 31/01/25 (Rev 9) prepared by Tonkin*, as an amendment replacing the pre-existing version noted in Condition 2, being *Landscaping plan dated 29/08/22 (Rev 7) prepared by Tonkin*.
- Amend Condition 4 to delete the second sentence which reads “*Internal circulation of all vehicles must not encroach on the 20m landscaped boundary interface of the property*”.
- Delete Condition 10 in its entirety which requires an annual progress report detailing the progress of the pit over the previous 12-month period.

Legal Implications

Pursuant to clause 31(1) of the *State Administrative Tribunal Act 2004*, upon being invited to reconsider the reviewable decision, the decision-maker may –

- (a) affirm the decision; or
- (b) vary the decision; or
- (c) set aside the decision and substitute its new decision.

Regulation 18(4) of the *Planning and Development (Development Assessment Panels) Regulations 2011* stipulates that the RDAP remains the decision-maker for the purposes of the reconsideration invitation.

Council Plan

8.1 - Support responsible planning and development.

Environment

In April 2021 the proponent self-referred the application to the Environmental Protection Authority (EPA). Pursuant to section 39A (1) of the *Environmental Protection Act 1986* the EPA has decided to assess the proposal.

On 5th October 2023, the EPA’s assessment report on the application was published (EPA Report 1747). The report recommends the proposal may be implemented subject to appropriate conditions. No appeals were lodged against the EPA’s recommendation through the Office of the Appeals Convenor, and Ministerial Statement 1213 reflecting the recommended conditions of EPA Report 1747 was ultimately published on 21st November 2023.

The proposed modifications to the conditions of approval are not considered to have any impact on the above.

Precedents

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

Council endorsed the previous RAR which recommended the conditions in relation to the construction of three (3) new landfill waste cells (Cells 9, 10 and 12A) that the Applicant is now asking to be reconsidered.

Consultation

Public Consultation – Initial Proposal (2021)

The application was initially advertised in accordance with clause 64 (1)(a) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015 (LPS Regulations)* and Council Policy *SDVE CP505- Public Consultation- Planning Matters*.

The advertising period was for 28 days (concluding on Thursday, 23rd September 2021) and involved the following:

- A notice was published in a newspaper circulating the area;
- A notice was displayed on the subject site;
- A notice was displayed at both the Eaton and Dardanup Administration buildings and also placed on the Shire's website; and
- A written notice was sent to adjoining landowners within approximately 2km of the subject site

During this initial advertising process, a total of 53 submissions were received. All submissions objected to the application and raised concerns with the following:

- Visual amenity impacts;
- Environmental impacts;
- Dust impacts;
- Odour impacts;
- Noise impacts;
- Groundwater impacts;
- Land use permissibility;
- Increase in heavy vehicle movements; and
- Hours of operation.

The above matters were previously considered by Shire officers.

Public Consultation – Updated Proposal (2023)

Subsequent to the SAT reconsideration order, once the updated plans had been received, they were advertised in accordance with clause 1C and clause 64 (1)(a) of the deemed provisions of the LPS Regulations and Council Policy *SDVE CP505-Public Consultation - Planning Matters*, from 11th December 2023 – 19th January 2024, by the following methods:

- A notice was published in a newspaper circulating the area;
- A notice was displayed at both the Eaton and Dardanup Administration buildings and also placed on the Shire's website; and
- A written notice was sent to adjoining landowners within approximately 2km of the subject site.

At the end of the advertising period, one (1) public submission was received, primarily objecting to potential visual and environmental impacts, as previously summarised by Officers.

No further public consultation has been undertaken for the reconsideration subject of this report as it has been determined by Shire officers as 'Level 1' in accordance with Council Policy *SDev CP505 – Public Consultation – Planning Matters* on the basis that the proposal:

- (a) is determined as having no predictable detrimental impact on the character or amenity of the immediate or general locality, and is not required under Clause 64 of the Deemed Provisions; and
- (b) has previously been subject to public consultation(s) and only minor modifications are proposed.

Consultation with Government/Service Agencies – Initial Proposal (2021)

The application during the initial public advertising process was also sent to the following State departments and agencies for a period of 42 days:

- Department of Biodiversity, Conservation and Attractions
- Department of Energy, Mines, Industry Regulation and Safety
- Department of Fire and Emergency Services
- Department of Planning, Lands and Heritage
- Department of Primary Industries and Regional Development
- Department of Water and Environmental Regulation
- Main Roads WA
- Water Corporation

Their submissions were considered by Shire officers at the time.

Consultation with Government/Service Agencies – Updated Proposal (2023)

During the public advertising period for the updated proposal in 2023, the application was referred to the abovementioned State government departments and agencies, as well as the Dardanup Environmental Action Group (DEAG), for a period of 42 days.

The DEAG did not provide a submission and all other State government submissions were considered by Shire officers at the time.

Further consultation with the abovementioned departments and agencies has not been deemed necessary for the purposes of this reconsideration.

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: 12.2.2D) for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	RDAP Development Application for Landfill Waste Cells – Lot 2 Banksia Road, Crooked Brook – Section 31 Reconsideration Request – State Administrative Tribunal	
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	Environment	Potential amenity impacts as a result of an inadequate landscaping plan or unsatisfactory implementation of approved landscaping plan.

Officer Comment

The Applicant’s requested modifications have been considered against the Deemed Provisions, the LDP and established case law.

Refer to ‘Planning Assessment’ section within the RAR for further details.

Conclusion

This report considers the Applicant’s updated landscaping plan and requested modifications to conditions of approval previously issued by the RDAP.

The updated landscaping plan provides greater clarity on each landscaping zone, particularly with respect to Zone 4’s purpose to provide visual screening of the landfill areas. As there are otherwise no material changes to the previously approved landscaping plan, the updated plan is considered to be of merit.

As for the proposed modifications to Conditions 4 and 10, these have been considered in light of clause 56 of the Deemed Provisions as they relate to LDPs, as well as established case law, including the *Newbury* test. On balance, the modifications are supported, however with the retention of annual reporting in relation to the planted vegetation buffers.

END REPORT

12.2.3 Title: Retrospective Two (2) Sea Containers Outside of Building Envelope – Lot 24 (No. 111) Gardincourt Drive, Henty

Reporting Department	<i>Sustainable Development Directorate</i>
Responsible Officer	<i>Mr Ashwin Nair – Director Sustainable Development</i>
Reporting Officer	<i>Mr Ashwin Nair – Director Sustainable Development</i>
Applicant	<i>Planned Focus</i>
Legislation	<i>Planning and Development Act 2005</i>
Council Role	<i>Quasi-Judicial.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.2.3A – DA Report and Updated Site Plan</i> <i>Appendix ORD: 12.2.3B – Schedule of Submissions</i> <i>Appendix ORD: 12.2.3C – Risk Assessment Tool</i> <i>Appendix ORD: 12.2.3D – Planning Assessment</i>

Overview

The purpose of this report is for Council to consider the retrospective development application for two (2) sea containers outside of the existing building envelope at Lot 24 (No. 111) Gardincourt Drive, Henty.

The application is presented to Council as the presence of two (2) sea containers exceeds the Shire's policy (Sea Containers Local Planning Policy) requirement. Officers do not have delegated authority to determine development applications where concerns/objections cannot be addressed by way of amendments or through the imposition of planning conditions, in accordance with Delegated Authority 9.1.1 Powers or Duties Under the Local Planning Scheme. For the reasons outlined in the report, Officers recommend that Council approves the development application subject to conditions.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

87-25 MOVED - Cr T G Gardiner SECONDED – Cr T Bell

THAT Council approves the development application for two (2) sea containers outside of the existing building envelope at Lot 24 (No. 111) Gardincourt Drive, Henty, subject to the following conditions:

Conditions

- 1. All development must be carried out in accordance with the approved plan(s) 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.**

2. Within thirty (30) days of the date of this approval, amended plans to the satisfaction of the Shire of Dardanup must be submitted to and approved by the Shire. When approved, the plans will be endorsed and will then form part of this approval. The plans must be generally in accordance with the plans submitted with the application/other specified plans, but modified to show the following:
 - (a) An area of existing vegetation to be retained between the southern boundary and the development to the satisfaction of the Shire of Dardanup. The vegetation must ensure that filtered views of the development will be provided for at all times. Where additional planting is required to ensure filtered views are maintained this must be included within the site plan for approval and undertaken within sixty (60) days of the site plan being approved. Once approved the vegetation is to be retained and maintained in perpetuity to the satisfaction of the Shire.
3. Within thirty (30) days of the date of this approval, an external colour schedule is to be submitted to and approved by the Shire of Dardanup. The colour schedule must be based on a green palette to ensure the sea containers reflect the rural setting of the immediate locality and blend into the natural environment.
4. Within sixty (60) days of the date of this approval, the external surfaces of the approved outbuildings/sea containers must be painted in accordance with the approved external colour schedule.
5. The condition of the outbuildings/sea containers is to be maintained in perpetuity to the satisfaction of the Shire of Dardanup.
6. The approved outbuildings/sea containers must not be used for habitation, commercial or industrial purposes.
7. All stormwater from the approved building(s) and hardstand area(s) must be contained on site at all times, as indicated on the approved plans and in accordance with the Shire's specifications in Council Policy Infr CP060 'Storm water Discharge from Buildings', to the satisfaction of the Shire of Dardanup.

Advice Notes

- i) In regard to Condition 3, the Applicant/landowner is advised that the colour 'blue' is not considered to blend in within the natural environment.
- ii) All conditions of this development approval must be complied with at no cost to the Shire of Dardanup.
- iii) Please note, the Shire of Dardanup regularly undertakes audits of Development Approval conditions and a Shire Officer may be in contact with you in the future to discuss compliance with the conditions of this approval.

- iv) **Please be advised that this is not a Building Permit. A Building Permit must be obtained prior to commencement of construction.**

CARRIED
7/0

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

Background

The subject land is located approximately 10km east of the Dardanup Townsite. This site is part of the Henty Brook Estate and measures 3.3628ha in size. It is zoned 'Small Holding' pursuant to the Shire of Dardanup Local Planning Scheme No. 3 (LPS3).

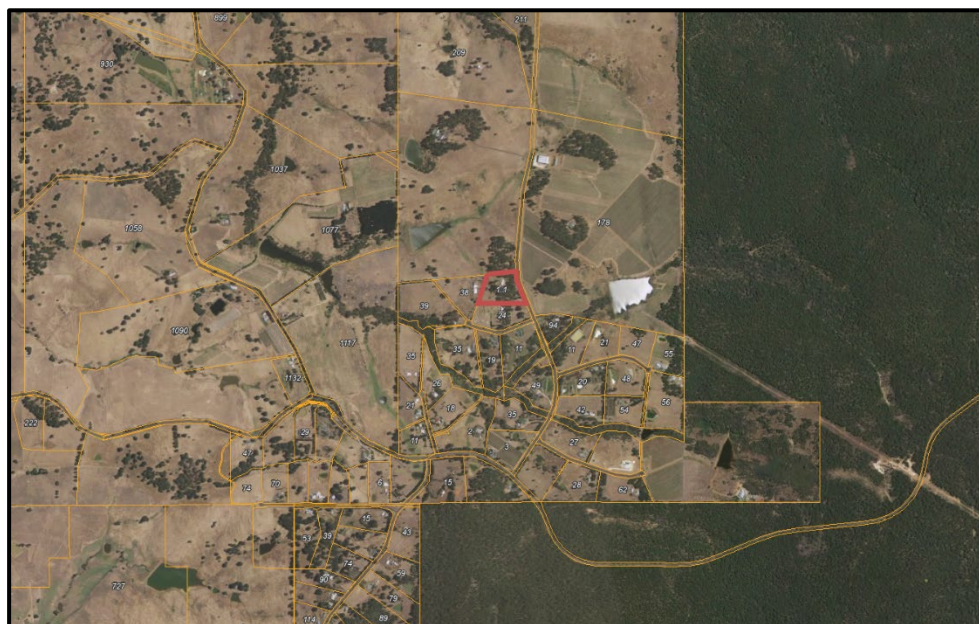
The site currently contains a single house and multiple incidental structures, located on the middle of the land. The land is predominantly used for residential purposes, with the property having a restrictive covenant for a building envelope.

As part of the original application, the proposal was to relocate the existing sea container to a minimum of 20m from the southern boundary and including modifications to the building envelope.

After advertising to the adjoining neighbours and further information sought by the Shire, the Applicant has made the following changes to the application:

- Provide a better indication of the location of sea containers, which is now setback 10m and 20m from the southern boundary respectively.
- No modification to building envelope.

Location Plan



Source: SLIP Locate, 2025

Proposal

The application seeks approval for two (2) sea containers (unauthorised works) at Lot 24 (No. 111) Gardincourt Drive, Henty (**subject land or site**). Key aspects of the application are as follows:

- The existing sea containers on the subject site consist of a 40ft sea container (12m x 2.4m x 2.5m high), and a 20ft sea container (6m x 2.4m x 2.5m high).
- The existing 20ft sea container will remain in its present location, set back approximately 20m from the southern boundary.
- The 40ft container will be relocated closer and in vicinity to the 20ft sea container. It is to be set back 10m from the southern boundary.
- Both sea containers are proposed to be painted in green to match the surrounding landscape or Colourbond blue to match the existing outbuilding on the subject land.
- No modification to the building envelope is proposed. Site plan is captured below:



Region Scheme	Rural
Local Planning Scheme No.3 (LPS3)	Small Holding
Structure Plan/Precinct Plan	N/A
Use Class and Permissibility in LPS3	Single Dwelling - P
Lot Size	3.3628ha
Existing Land Use	Single Dwelling and Home Business
State Heritage Register	N/A
Local Heritage	N/A
Bushfire Prone Area	Yes

Legal Implications

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

Council Plan

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

Environment

The development does not propose to remove any vegetation.

Precedents - None.

Consultation

Public Consultation

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

The advertising period was conducted for a period of 14 days, commencing 7th March 2025 and concluding on 21st March 2025. The advertising process included a written notice sent to adjoining landowners of the subject site.

In response, a total of two (2) public submissions were received, with one (1) conditional support and one (1) objection to the proposal. The public submissions are included in (Appendix ORD: 12.2.3B). A response to each submission by the assessing officer can be found within the schedule of submissions as at (Appendix ORD: 12.2.3D).

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

Issue Raised	Officer comments
Historical Non-Compliance	The extent of consideration extends only to where it pertains to the current proposal.
Amenity	Vegetation screening is proposed by way of utilising the existing natural vegetation. It is recommended that a condition of approval is applied to ensure that the screening is maintained in perpetuity. Additionally, the sea containers are proposed to be repainted in green or Colourbond blue. It is recommended that a condition be imposed for both sea containers be painted in a colour so as to blend into the landscape, by way of a colour schedule.

Use	The Applicant's intended use for the storage of individual items cannot be speculated any further than what is proposed as part of this application. However, it is recommended that a condition be imposed that limits the storage capacity to a residential nature, and for the development to not be used for habitable, commercial or industrial purposes.
Modification to Building Envelope	Subsequent to the request of further information, the Applicant has provided an updated proposal which does not modify the building envelope but rather, seeks the approval of sea containers outside of the building envelope. The consideration of development outside of building envelope is based on: • No further clearing of land • Consistency with objectives of the zone • Whether amenity impact can be managed The proposal is considered to be capable of satisfying all of the above.
Property Value	Perceived impacts on property value is not a valid planning consideration.

Consultation with Government/Service Agencies

No external agencies have been consulted, nor considered necessary.

Additional Consultation

None.

Budget Implications

None. It is however noted that the landowner has appealed to the State Administrative Tribunal with respect to a Directions Notice on this matter.

Budget – Whole of Life Cost - None.

Council Policy Compliance

SDev CP096 – Local Planning Policy – Sea Containers.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Two (2) Sea Containers outside of Building Envelope
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance If Council refuses the application and a review is lodged with the State Administrative Tribunal, reasons for the refusal based on sound planning principles must be provided.

Officer Comment

Clause 67 of the Deemed Provisions lists matters to be considered in the determination development application. A full technical assessment was carried out against the current planning framework. For the purposes of this report, discussion is confined to the objections resulting in the proposal being presented to Council, and where Council is required to exercise discretion.

Land Use & Permissibility

The subject site is zoned ‘Small Holding’ under LPS3.

The objectives of the ‘Small Holding’ zone are:

- *To provide for residential development within a rural settling, where the predominant land use is residential.*

The development is considered to be incidental to the predominant residential use on site, being a ‘Single Dwelling’. A ‘Single Dwelling’ is a permitted ‘P’ use in the ‘Small Holding’ zone. The development is therefore capable of approval.

Site Requirements

All relevant site requirements for the subject land have been assessed, pursuant to LPS3. LPS3 requires that the development be set back by a minimum of 20m to primary and secondary street boundary and minimum of 10m to side and rear boundary.

The proposed sea containers are setback at a minimum of 10m from the southern (side) boundary, and approximately 110m from the primary street setback (Gardincourt Drive). Therefore, it is considered to have met site requirements.

Small Holding Zones Requirements

Clause 3.14.1(j) of LPS3 allows for consideration of outbuildings outside of a building envelope.

The criteria for such a consideration include:

- Does not result in further clearing of land;
- Consistent with the objectives of the zone;
- Does not result in reduction in amenity.

No clearing of land is proposed, and it is deemed unlikely that further clearing will be required.

The proposed sea containers are considered to be consistent with the objectives of the zone as the development is incidental to the existing residential use (single dwelling). The objective of the zone is set out as below:

- *To provide for residential development within a rural settling, where the predominant land use is residential.*

A condition is recommended to limit other uses that will be inconsistent with the intended use.

Given the setback of sea containers of approximately 110m from the street boundary, it is unlikely to cause an adverse visual amenity impact to the streetscape.

However, consideration has been given to the adjoining southern neighbour who could potentially be impacted by the presence of the development, albeit meeting the necessary setback requirements. Whilst it is noted that the Applicant justifies the location and presence of existing vegetation being sufficient for screening, an aerial imagery indicates that the existing vegetation can be quite sparse.



Officers accept that having filtered views of such development is commonplace. As such, a condition is therefore recommended for the Applicant/landowner to repaint the sea containers in an acceptable colour that blends into the surrounds, and to also maintain the vegetation screening in perpetuity.

Landscape Protection Area

Landscape Protection Areas (**LPA**) are considered to be areas of significant landscape beauty and therefore a higher level of amenity is expected.

Clause 5.2.3(b) indicates that development should not be permitted in visually exposed areas.

The existing building envelope and the location of proposed sea containers are located on the highest point of the property at approximately 234mAHD. To the east, Gardincourt Drive is approximately 214mAHD at its lowest point. The existing development on the southern property is also at approximately 232mAHD, both lower than the existing development.

Therefore, it is considered vital that sufficient screening is provided to screen the development from view from boundaries. A condition has been imposed to protect existing vegetation on the subject site to ensure that only filtered views of the sea containers can be seen.



Clause 5.2.3(d) made provisions for farm outbuildings and the preference for clustering it with existing development. Whilst the sea containers are not considered to be farm outbuildings, it is considered to be an outbuilding for all intents and purposes. It is therefore preferred if they are to be clustered within the existing development.

However, in this instance, it is considered that should there be appropriate screening and setbacks, the proposal can be considered due to its relatively minor bulk and scale. Conditions have been imposed to ensure screening by way of utilising existing vegetation onsite is retained in perpetuity and for the sea containers to be painted to better reflect the surrounding landscape.

SDev CP096 – Local Planning Policy - Sea Containers

The intention of *SDev CP096 – Local Planning Policy - Sea Containers* is to regulate the use of sea containers within the Shire. It is a document to be given due regard when considering planning applications. Development approval is required for sea containers within the Small Holding zone.

The proposed containers are ancillary to the existing single dwelling on site and is not located within any setback area.

Clause 5.4(b)(vi) requires that sea containers are to be completely screened from view from roads and adjoining properties. As indicated above, it is unlikely for the proposal to have an impact to the streetscape, however consideration has been given to the adjoining southern neighbour.

A condition of approval is recommended as per the requirement of the policy to ensure that the existing vegetation screening remains in perpetuity which will provide for filtered views of the development.

Clause 5.4(c) also limits the number of sea containers on a 'Small Holding' lot to one (1) only. Two (2) sea containers are proposed and therefore does not comply.

Whilst the policy is worded to ensure that the requirements are followed, policies are considered documents to be given due regard only. Variation to the policy can be considered, however, only in the context where it aligns with the objectives of the zone and policy, as well as not creating any adverse impacts to the amenity of the locality.

Draft Shire of Dardanup Local Planning Scheme No. 9 (LPS9)

Draft LPS9 provides specific provisions for building envelopes which is not within the current Scheme.

Clause 15 of Draft LPS9 indicates that all development, including outbuildings will need to be located within an approved building envelope, with some exception. The proposed sea containers (outbuildings) will not fall under such an exception.

As the draft Scheme has been advertised, due regard is to be given. However, considering the relatively minor scale of the proposal and the sea containers being easily relocatable, the variation can be considered, subject to sufficient screening and mitigation of amenity impact.

Amenity

Whilst there is concern raised with proximity of the development to the adjoining southern property, the development meets the setback requirements of the 'Small Holding' zone. The consideration here is whether the approval of outbuildings outside of building envelope can be supported.

As discussed above, the proposed development can be considered subject to sufficient vegetation screening and maintenance.

Conclusion

The proposal is for two (2) sea containers outside of the existing building envelope. The development is considered to be of small scale and will have minimal impact to the amenity of the locality due to a large setback to the primary street, western boundary and eastern boundary; sufficient vegetation screening to the southern boundary; and low building bulk.

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

END REPORT

12.2.4 Title: Outbuilding – Lot 2 (10) McRae Lane, Millbridge

Reporting Department	<i>Sustainable Development Directorate</i>
Responsible Officer	<i>Mr Ashwin Nair - Director Sustainable Development</i>
Reporting Officer	<i>Mr Ashwin Nair - Director Sustainable Development</i>
Landowner	<i>Altus Planning</i>
Applicant	<i>T. Hunt</i>
Legislation	<i>T. Hunt</i>
Council Role	<i>Planning and Development Act 2005</i>
Voting Requirement	<i>Quasi-Judicial.</i>
Attachments	<i>Simple Majority.</i>
	<i>Appendix ORD: 12.2.4A – Development Plans</i>
	<i>Appendix ORD: 12.2.4B – Risk Assessment Tool</i>
	<i>Appendix ORD:12.2.4C – Clause 67 Technical Assessment</i>

Overview

The purpose of this report is for Council to consider a development application for a proposed outbuilding at Lot 2 (No. 10) McRae Lane, Millbridge.

The application is presented to Council due to discretion sought against the Local Development Plan: McRae Lane, Millbridge. The discretion sought relates to surveillance and setback provisions of the LDP, specifically clauses 4 and 5.

Pursuant to the *Delegated Authority 9.1.1 Powers or Duties Under the Local Planning Scheme*, delegation can only be exercised to the extent that the Scheme, or Council policy allows for variations. Where variation to Council policy is not provided for, the application shall be referred to Council for determination.

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

Change to Officer Recommendation - No Change

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

88-25 MOVED - Cr T G Gardiner SECONDED – Cr J Manoni

THAT Council approves the development application for an outbuilding at Lot 2 (10) McRae Lane, Millbridge, as contained within (Appendix ORD: 12.2.4A) subject to the following conditions:

Conditions

- 1. All development must be carried out in accordance with the approved plans, 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.**

2. Prior to any works commencing, the applicant must submit to and have approved by the Shire of Dardanup, an external finishes schedule that details all external colours and cladding materials and where they will be used on the building. The external colours must be consistent with the existing dividing fencing on the same lot if any exist so as to appear part of a cohesive development.

Once approved, the external finishes schedule or elevations, whichever has been submitted to the satisfaction of the Shire of Dardanup, will form part of this approval and the development must thereafter comply at all times with the schedule, unless with the written approval of the Shire of Dardanup.

3. All stormwater from the approved building(s) and hardstand area(s) must be contained on site at all times, as indicated on the approved plan and in accordance with the Shire's specifications in Council Policy *Infr CP060 'Storm water Discharge from Buildings'*, to the satisfaction of the Shire of Dardanup.
4. The approved outbuilding must not be used for habitation, commercial or industrial purposes, without first obtaining written approval from the Shire of Dardanup.
5. The dividing fence must not be removed a spart of the approved development.

Advice Notes

- i) Please be advised that this is not a Building Permit. A Building Permit must be obtained prior to commencement of construction.
- ii) All conditions of this development approval must be complied with at no cost to the Shire of Dardanup, unless otherwise stated.
- iii) Please note, the Shire of Dardanup regularly undertakes audits of Development Approval conditions and a Shire Officer may be in contact with you in the future to discuss compliance with the conditions of this approval.

CARRIED

7/0

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

Background

The subject land measures 450m² and is located in the Millbridge townsite. The subject land is zoned 'Development' under the Shire of Dardanup Town Planning Scheme No. 3 (**TPS3**). The subject land is designated as 'Residential' under the Garden of Eaton Local Structure Plan (**LSP**) with an assigned density code of R40.

The subject land comprises a recently constructed single dwelling, forming part of a new subdivision bound by Denison Link to the east, Clayton View to the south and Millbridge Boulevard further to the west. The subject land is bound by a portion of reserved land (R50867) to the north, for the purposes of recreation and drainage.



10 McRae Lane, Millbridge

Proposed Development

The application seeks approval for the development of an outbuilding to be located in the northeast corner of the site. Key aspects of the application are as follows:

- The development proposes a floor area of 30.4m², a length of 7.6m and a width of 4m.
- The height of the development comprises a wall height of 2.4m and a ridge height of 2.9m.
- Nil setbacks from the northern and eastern boundaries are proposed.

The siting of the outbuilding will not impact upon the adjacent fencing to both sides. Refer to the site plan and elevations below. The development plans are contained within (Appendix ORD: 12.2.4A).

For the purposes of the assessment, the proposal is considered a large outbuilding as the floor area exceeds 10m², pursuant to the Residential Design Codes Volume 1 (**R-Codes**). The proposal complies with the deemed-to-comply requirements of the R-Codes in relation to the floor area, wall height and

ridge height. The proposal does not comply with the lot boundary setback deemed-to-comply requirements.

Table 1: R-Codes Volume 1 – Deemed-to-Comply Assessment – Large Outbuilding			
Design principle	Deemed-to-Comply Requirement	Provided	Compliance
P3 Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties.	(i) individually or collectively does not exceed 60m ² in area or 10% in aggregate of the site area, whichever is the lesser.	30.4m ² of floor area. 10% of the site area equates to 45m ² .	Yes
	(ii) set back in accordance with Table 2a	Nil setbacks to northern and eastern boundaries, in lieu of 1m, respectively.	No
	(iii) does not exceed a wall height of 2.4m	Wall height of 2.4m.	Yes
	(iv) does not exceed a ridge height of 4.2m	Ridge height of 2.9m.	Yes
	(v) not located within the primary or secondary street setback area; and	Located at the rear of the site.	Yes
	(vi) does not reduce the open space and outdoor living area requirements in Table B.	Sufficient open space and outdoor living area.	Yes

The site is subject to the Local Development Plan: McRae Lane, Millbridge (**LDP**). An assessment of the proposal against the applicable provisions of the LDP is provided at Table 2.

Table 2: Local Development Plan: McRae Lane, Millbridge Assessment		
LDP Provision	Provided	Compliance
Surveillance		
4. <i>Outbuildings on lots 1, 2, 3, 4, 5 and 6 are to be located such that the view from major openings to habitable rooms of dwellings overlooking the public open space is not obstructed.</i>	The outbuilding obstructs the view from the dwelling to the public open space.	No
Setbacks		
5. <i>All buildings on lots 1, 2, 3, 4, 5 and 6 shall have a minimum rear setback of 3.0m from the boundary with the public open space and drainage reserve.</i>	The outbuilding proposes a nil setback from the boundary abutting the public open space and drainage reserve.	No
Fencing		
10. <i>The fencing abutting the public open space and drainage reserve and Clayton View shall not be removed or altered without first obtaining approval of the Shire of Dardanup.</i>	The proposal does not involve the removal of any existing fencing abutting the public open space and drainage reserve.	Yes

Legal Implications

Planning and Development Act 2005
 Planning and Development (Local Planning Schemes) Regulations
 Greater Bunbury Regional Scheme
 Shire of Dardanup Local Planning Scheme No. 3

*Residential Design Codes Volume 1***Council Plan**

8.1 - Support responsible planning and development.

13.1 - Adopt best practice governance.

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

Environment - None.

Precedents - None.

ConsultationPublic Consultation

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

The advertising period was conducted for a period of 14 days, commencing 2nd December 2024 and concluding on 16th December 2024. The advertising process included a written notice sent to both of the adjoining landowners, namely a Lot 1 (12) and Lot 3 (8) McRae Lane.

In response to advertising, one (1) public submission (an objection) was received from the landowner at Lot 3 (8) McRae Lane. The key issues raised in the submission is summarised below, along with Officer comments in response.

Issue Raised	Officer Comments
Relationship with dividing fence	A concern was raised as it was not clear to the adjoining landowner whether the outbuilding would be built to the boundary, forming part of the dividing fence. The dividing fencing was subsequently constructed, and the Applicant confirmed the outbuilding would not replace part of the dividing fence.
Colour	A question was raised in relation to the colour of the outbuilding and the compatibility with dividing fencing provided by the developer. According to the submitter, the dividing fencing is, or is equivalent to, Dulux Colorbond® Harvest® (beige) as per the land purchase contract. The colour of the outbuilding, as illustrated by the elevation plans, is deemed to be consistent with this colour. A condition of development approval has been recommended to ensure the colour is compatible with the dividing fencing.
Height and access to views	A question was raised in relation to the height of the proposal and whether this would impact upon the adjoining landowners' views towards the reserve. The outbuilding is of a standard scale with respect to the wall and ridge height. The wall and ridge height satisfy the deemed-to-comply requirements relating to height, as per Table 1 of this report. The orientation of the lots means the outbuilding will not directly obstruct views to the reserve.

Setbacks	A question was raised in relation to the setback requirements prescribed by the LDP and whether it is standard practice to vary such requirements. The requirements of an LDP can be varied depending on the specific circumstances. In this instance, the development satisfies the design principle provided at Clause 5.4.3 of the R-Codes as addressed in this report. Furthermore, the proposal generally meets the intent of the LDP.
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Additional Consultation

The submitter was advertised to a second time following the initial advertising period. The submitter did not provide a second response. The submitter later advised over the phone that no concerns remained relating to fencing, as the dividing fence had been erected, and the outbuilding would not impact upon the integrity of the fence. The submitter was also of the view that the siting of the outbuilding would provide privacy to the outdoor entertaining space. There was also no perceived adverse impact on views towards the reserve.

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: 12.2.4B) for the full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Construction of an Outbuilding	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Legal and Compliance	If Council refuses the application and a review is lodged with the State Administrative Tribunal, reasons for the refusal based on sound planning principles must be provided.

Officer Comment

A technical assessment (Appendix ORD 12.2.4C) was carried out against the current planning framework in accordance with the Deemed Provisions. For the purpose of this report, discussion is confined to the elements of the proposal that seek discretion against the LDP; namely, provisions relating to surveillance and setbacks, whereby Council is required to exercise discretion.

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

Visual Amenity
Surveillance

- *Visual Amenity*

To determine whether the form of development is acceptable, an assessment against the relevant design principle (P3) at Clause 5.4.3 is required. P3 states:

Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties.

The outbuilding is located at the rear of the site and cannot be viewed from McRae Lane. As such, there is no impact on the streetscape. Notwithstanding the setback requirements of the LDP, the setback of the outbuilding from the western (side) boundary satisfies the deemed-to-comply requirements of the R-Codes based on the wall length and height of 7m and 2.4m, respectively. Accordingly, the western setback does not require assessment against the design principle.

The outbuilding proposes a nil set back to the eastern (side) boundary adjacent to Lot 3 (8) McRae Lane. As per the Development Plans contained within (Appendix ORD: 12.2.4A), the roof of the building will be set back 500mm from the lot boundary.

The assessing officer is of the view that the wall and ridge height of the outbuilding are that of a standard residential outbuilding. It is noted the wall and ridge height comply with the deemed-to-comply requirements provided at Clause 5.4.3.

In relation to the compatibility with adjacent fencing, the colour of the outbuilding, as illustrated by the elevation plans, is deemed to be consistent with the beige colour of the dividing fencing. A condition of development approval has been recommended to ensure the colour is compatible with the dividing fencing. The officer is of the view that compatibility with the fencing reduces the visual impact of the outbuilding.

The visual impact of the outbuilding as it addresses Lot 3 (8) will only be perceived for the portions that exceed the height of the dividing fence. Based on the ridge height of 2.9m and the standard height of a dividing fence (1.8m), 8.36m² of the outbuilding will be visible above the fence line. It is submitted that this calculation does not account for any level differences between the two properties. The officer considers that the dimensions of the outbuilding do not pose unreasonable building bulk when viewed from the adjoining property. The visual impact is consistent with single-storey residential development.

Upon further review of the visual impacts of the proposal, the officer notes the presence of rear (north) facing habitable rooms and an alfresco to Lot 3 (8). The orientation of rooms and spaces look to capitalise on views towards the public open space and drainage reserve, whereby the fencing is permeable. As such, views towards the outbuilding will be obscure rather than direct.

The officer notes the siting of the outbuilding is optimal to ensure that it doesn't impact upon the alfresco and surrounding outdoor living area. The siting of the outbuilding provides a level of screening for Lot 3 (8) ensuring privacy to the adjacent alfresco. In addition, the outbuilding does not impact upon the norther vistas to Lot 3 (8) which are important for solar access. The siting of the outbuilding ensures that no shadow is cast on the adjoining property at midday on 21st June (winter solstice).

- *Surveillance*

Due to the siting of the outbuilding, views from the bed 4 window are partially obstructed. The officer notes that the outbuilding is not sited directly adjacent to the window.

The alfresco of the dwelling is orientated northward towards the open space and drainage reserve to capitalise on views and allows for surveillance. The alfresco is located towards the western side of the dwelling. As such, the outbuilding does not obstruct the alfresco. The northern and western sides of the alfresco are open and the alfresco itself is accessible from the primary living space. Pursuant to the R-Codes the alfresco is considered a habitable space that can be used for frequent and/or extended periods of time.

Most of the area on the subject site and adjoining neighbours are free from development along the public open space boundary, and it is therefore considered that on a whole, surveillance to the public open space is considered acceptable.

Conclusion

The application seeks approval for an outbuilding that departs from the deemed-to-comply requirements of the R-Codes and the provisions of the Local Development Plan: McRae Lane, Millbridge. Officers consider the outbuilding to satisfy the design principle provided at Clause 5.4.3 of the R-Codes. Further, the siting of the outbuilding does not prevent surveillance from the dwelling towards the public open space and drainage reserve. Conditional approval is therefore recommended.

END REPORT

12.2.5 *Title: Amendment to a Childcare Premises (Increase from 50 to 83 Children) – Lot 200 (No. 1) Glenhuon Boulevard, Eaton*

Reporting Department	<i>Sustainable Development Directorate</i>
Responsible Officer	<i>Mr Ashwin Nair - Director Sustainable Development</i>
Reporting Officer	<i>Mr Ashwin Nair - Director Sustainable Development</i>
Applicant	<i>YRAG Pty Ltd as Trustee for Retlaw Trust Planned Focus Town Planning & Strategy</i>
Landowner	<i>YRAG Pty Ltd as Trustee for Retlaw Trust</i>
Legislation	<i>Planning and Development Act 2005</i>
Council Role	<i>Quasi-Judicial.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.2.5A – DA application report Appendix ORD: 12.2.5B – Copy of Submissions Appendix ORD: 12.2.5C – Schedule of Submissions Appendix ORD: 12.2.5D – Risk Assessment Tool Appendix ORD: 12.2.5E – Planning Assessment</i>

DECLARATION OF INTEREST

Director Infrastructure, Mr Theo Naude declared an Impartiality Interest in this item.
Please refer to Part 11 'Declaration of Interest' for full details.
Mr Naude left the room at 5.36pm

Overview

The purpose of this report is for Council to consider a development application for the Amendment to a Child Care Premises (Increase from 50 to 83 Children) located at Lot 200 (No. 1) Glenhuon Boulevard, Eaton.

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

OFFICER RECOMMENDED RESOLUTION

THAT Council approves the development application for the Amendment to a Child Care Premises (Increase from 50 to 83 Children) at Lot 200 (No. 1) Glenhuon Boulevard, Eaton, as contained within (Appendix ORD: 12.2.5A), subject to the following conditions:

1. No later than (3) months from the date of this approval and before the approval (increase) takes effect, an Operational Management Plan is to be

submitted to and approved by the Shire of Dardanup. The Operational Management Plan shall include the following:

- a) Noise management for outdoor play;
 - b) Number of children per age bracket;
 - c) Parking management; and
 - d) Waste management.
2. Within three (3) months of the date of this approval, the staff carpark shall be signposted to restrict the use to staff only and thereafter maintained to the satisfaction of the Shire of Dardanup. (Amended Condition)
 3. A minimum of 13 car parking bays in the main carpark and 7 car parking bays in the staff carpark shall be provided for at all times. The driveways, accessways and car bays are to be marked and maintained in perpetuity to the satisfaction of the Shire of Dardanup.
 4. No more than 83 children may be cared for within the Child Care Premises at any one time.
 5. No more than 55 children may use the 'Outdoor Area A' at any given time.

Advice Notes:

- i) All conditions of this development approval must be complied with at no cost to the Shire of Dardanup, unless otherwise stated. The applicant/landowner is advised that based on aerial imagery, the approved landscaping has not been implemented in accordance with the previously approved plans.
- ii) In regard to condition 2, the operational management plan should emphasise that no parking within the Morgan Court road reserve is permitted. The Applicant should advise all staff and visitors of this requirement and should consider restricting gate access to staff only, or to parents/guardians who walk their children directly to and from their homes.
- iii) The Shire's Environmental Health Services Department advises the applicant that this development approval does not remove or affect any statutory responsibility the owner may have under the *Child Care Services Act 2007*. The owner is reminded to inform the Department of Communities, Education and Care Regulatory Unit of proposed changes at the facility, prior to works commencing.
- iv) Please note, the Shire of Dardanup regularly undertakes audits of Development Approval conditions and a Shire Officer may be in contact with you in the future to discuss compliance with the conditions of this approval.
- v) The applicant is advised that the proposed development is required to comply with all other relevant legislation, including but not limited to, the Environmental Protection Act 1986 and Regulations, Health (Miscellaneous Provisions) Act 1911 and Regulations, Contaminated Sites Act 2003 and the National Construction Code.

Change to Officer Recommendation

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

- *Amendment to Condition 1 to remove the words 'before the approval (increase) takes effect'.*

COUNCIL AMENDED RESOLUTION

89-25 MOVED - Cr T G Gardiner SECONDED – Cr S L Gillespie

THAT Council approves the development application for the Amendment to a Child Care Premises (Increase from 50 to 83 Children) at Lot 200 (No. 1) Glenhuon Boulevard, Eaton, as contained within (Appendix ORD: 12.2.5A), subject to the following conditions:

- 1. No later than (3) months from the date of this approval and an Operational Management Plan is to be submitted to and approved by the Shire of Dardanup. The Operational Management Plan shall include the following:**
 - a) Noise management for outdoor play;**
 - b) Number of children per age bracket;**
 - c) Parking management; and**
 - d) Waste management.**
- 2. Within three (3) months of the date of this approval, the staff carpark shall be signposted to restrict the use to staff only and thereafter maintained to the satisfaction of the Shire of Dardanup. (Amended Condition)**
- 3. A minimum of 13 car parking bays in the main carpark and 7 car parking bays in the staff carpark shall be provided for at all times. The driveways, accessways and car bays are to be marked and maintained in perpetuity to the satisfaction of the Shire of Dardanup.**
- 4. No more than 83 children may be cared for within the Child Care Premises at any one time.**
- 5. No more than 55 children may use the 'Outdoor Area A' at any given time.**

Advice Notes:

- i) All conditions of this development approval must be complied with at no cost to the Shire of Dardanup, unless otherwise stated. The applicant/landowner is advised that based on aerial imagery, the approved landscaping has not been implemented in accordance with the previously approved plans.**
- ii) In regard to condition 2, the operational management plan should emphasise that no parking within the Morgan Court road reserve is permitted. The Applicant should advise all staff and visitors of this requirement and should consider restricting gate access to staff only, or to parents/guardians who walk their children directly to and from their homes.**

- iii) The Shire's Environmental Health Services Department advises the applicant that this development approval does not remove or affect any statutory responsibility the owner may have under the *Child Care Services Act 2007*. The owner is reminded to inform the Department of Communities, Education and Care Regulatory Unit of proposed changes at the facility, prior to works commencing.
- iv) Please note, the Shire of Dardanup regularly undertakes audits of Development Approval conditions and a Shire Officer may be in contact with you in the future to discuss compliance with the conditions of this approval.
- v) The applicant is advised that the proposed development is required to comply with all other relevant legislation, including but not limited to, the Environmental Protection Act 1986 and Regulations, Health (Miscellaneous Provisions) Act 1911 and Regulations, Contaminated Sites Act 2003 and the National Construction Code.

CARRIED

7/0

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

Background

The subject land is situated in the locality of Eaton and is located approximately 475m northeast from the Shire's administration building. The site is approximately 2,020m² in size and is zoned 'Other Community' and 'Residential' with a density coding of R15, under the Shire of Dardanup Local Planning Scheme No.3 (**LPS3**). The subject land is bound by Glenhuon Boulevard to the west and Eaton Drive to the south. The site is accessible via Morgan Court to the northeast, for the purposes of staff parking.

The site comprises the main childcare building, incidental structures (alfresco and shed) and two (2) outdoor play areas. The main carpark is north of the childcare building providing thirteen (13) car parking spaces, inclusive of one (1) ACROD bay. A secondary carpark is provided east of the outdoor play area, comprising seven (7) car parking spaces designated for staff only.

Previous approvals for the site are as follows:

- Child Care Centre, application number P141/18, dated 28 February 2019.
- Signage, application number P11/20, dated 10 March 2020.
- Patio, application number DAP-F0313202, dated 22 November 2022.
- Outdoor Play Area and new Staff Carpark, application number DAP-F0318309, dated 24 May 2023.
- Storage Shed and Patio, application number DAP-F0344559, dated 10 October 2023.
- Alterations to Patio and Additional Ablutions, application number DAP-F0393761, dated 2 July 2024.

Approvals issued between 2020 and 2024 related to works, rather than any increase in the number of children cared for within the premises at any one time.

Location Plan



Source: DPLH PlanWA, 2025

Proposal

The proposed amendment is to Condition 8 of Development Approval P141/18. Condition 8 reads:

No more than 50 children may be cared for within the Child Care Premises at any one time.

By way of this application, the Applicant intends to increase the maximum number of children cared for from 50 to 83, at any one time.

Region Scheme	Urban
Local Planning Scheme No.3 (LPS3)	Residential (R15) Other Community
Structure Plan/Precinct Plan	No
Use Class and Permissibility in LPS3	Child Care Premises 'A' in the Residential zone 'P' in the Other Community zone
Lot Size	2,020m ²
Existing Land Use	Child Care Premises
State Heritage Register	No
Local Heritage	No
Bushfire Prone Area	No

Legal Implications

Planning and Development Act 2005

State Administrative Tribunal Act 2004

Planning and Development (Local Planning Schemes) Regulations

Greater Bunbury Regional Scheme

Shire of Dardanup Local Planning Scheme No. 3

Council Plan

8.1 - Support responsible planning and development.

10.3 - Improve road safety, connectivity and traffic flow.

10.4 - Provide sufficient parking.

11.1 - Support industry and business growth.

13.1 - Adopt best practice governance.

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

Environment - None

Precedents - None

Consultation

Public Consultation

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

The advertising period was conducted for a period of 21 days, commencing 19 December 2024 and concluding on 9 January 2025. The advertising process was conducted by a written notice being sent to adjoining landowners within a radius of 200m of the subject site.

In response to the advertising a total of two (2) public submissions were received. One (1) submission provided comment only, and the other submission objected to the proposal.

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

Issue Raised	Officer comments
Parking & Management	Concerns were raised that the staff car park is currently not being managed and is being utilised by parents, adding on extra traffic onto Morgan Court, an otherwise quiet suburban street. Comments also raised that the amount of available parking on site would not cater for the increased capacity. Reference should be made to the Parking & Management section of the Officer's Comment within this report.

Traffic & Safety	The increase of traffic to local roads and the decrease in safety has been raised by a submitter. After several requests were made for the Applicant to provide a Transport Impact Statement, the Applicant rather provided a transport technical note from an independent traffic consultant. Reference should be made to the Traffic & Safety section of the Officer's Comment within this report.
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Consultation with Government/Service Agencies

No external agencies have been consulted, nor considered necessary.

Additional Consultation

None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance

SDev CP504 - Amendments and Extensions to Existing Approvals

SDev CP0505 - Public Consultation – Planning Matters

Risk Assessment

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

TIER 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Amendment to a Child Care Premises (Increase from 50 to 83 Children)- Lot 200 (No.1) Glenhuon Boulevard, Eaton
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance If Council refuses the application and a review is lodged with the State Administrative Tribunal, reasons for the refusal based on sound planning principles must be provided.

Officer Comment

A full technical assessment (Appendix ORD: 12.2.5E) was carried out against the current planning framework in accordance with the Deemed Provisions. For the purpose of this report, discussion is

confined to the objection resulting in the item, in addition to other key aspects of the proposal, being presented to Council and where Council is required to exercise discretion.

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

- Land Use & Permissibility
- Draft Shire of Dardanup Local Planning Scheme No. 9
- Noise
- Parking & Management
- Traffic & Safety
- Waste Management

Land Use & Zoning

The subject site is partly zoned 'Residential' and partly zoned 'Other Community' under LPS3. The officer notes the dual zoning is a result of the site being amalgamated. The eastern portion of the lot, (prior to amalgamation) contained a single dwelling.

The objectives of the 'Residential' zone are:

- *To achieve a high standard of residential development in accordance with contemporary planning and development practice for the benefit of the community.*
- *To enhance the character and amenity of residential areas.*
- *To provide for residential development at a range of densities with a variety of housing types to meet the needs of the community.*
- *To provide an opportunity for residents to undertake occupations ancillary to the use of their dwelling that are compatible in character, scale and operation with the residential use and which will not have an adverse affect upon the existing character and amenity of these areas*

The development enhances the amenity of the residential area as it provides childcare services to the community. The business itself provides opportunities for local employment in amongst the surrounding residential areas. The character, scale and operations are deemed compatible with the surrounding residential use and will not adversely impact upon the character and amenity of the locality, subject to the recommended conditions being imposed.

The objective of the 'Other Community' zone is:

- *To provide for uses that are of a community nature and/or civic purpose that would ordinarily not be suitable in other zones.*

The use of the site as Child Care Premises are of a community nature and notwithstanding the residential zone, not suitable in other zones.

Draft Shire of Dardanup Local Planning Scheme No. 9 (LPS9)

Pursuant to LPS9 in its current draft form, the 'Other Community' zone will be replaced by the 'Private Community Purposes' zone. In relation to land use permissibility, a Child Care Premises will be a 'D' or

discretionary use in the Private Community Purposes zone and remains an 'A' use in the Residential zone. Therefore, the proposal would require and is capable of approval under draft LPS9.

Noise

While the application proposes to increase the maximum capacity of children on site by 33, it is noted that as the development does not propose to amend any of the existing structures on site, an Acoustic Report is not considered to be necessary to ensure compliance with the *Environmental Protection (Noise) Regulations 1997*. Furthermore, there will be no more than 55 children within the existing larger outdoor play area which adjoins an existing sensitive receptor. This is not considered by officers as a significant increase to noise emissions from the use of this area than what is currently emitted from the existing 50 limit capacity and likely received at the nearby adjoining sensitive receptor.

While no objections were made in respect to noise, it is submitted that public consultation is only one (1) consideration of many listed under clause 67 of the Deemed Provisions. As part of the previous development, Colorbond fencing was required to be installed around the property as an acceptable acoustic mitigation measure. It is however noted that items hitting the fence may cause an adverse amenity (noise) impact due to the reverberating sound, which is classed as a relevant planning consideration pursuant to clause 67(2)(n) of the Deemed Provisions.

As a masonry wall around the entire outdoor play areas is considered excessive, a Noise Management Plan that details how outside play will be managed (inclusive of the number of children permitted outside at any one time) to limit excessive noise is recommended to be conditioned in this regard.

Traffic & Safety

As mentioned previously, several requests were made for the Applicant to provide a Transport Impact Statement (TIS), pursuant to the requirements of the Western Australian Planning Commission's (WAPC) Transport Impact Guidelines Volume 4.

In response, the Applicant provided a transport technical note from an independent traffic consultant. The key findings of the technical note are as follows:

- The development is expected to have a total trip generation of approximately 72 trips in the AM peak hour, and 59 trips in the PM peak hour.
- As there are already existing buildings on site, the net increase in traffic is estimated to be 28 trips in the AM peak hour, and 24 trips in the PM peak hour.
- The approximate increase to daily traffic generation cannot be calculated. The proposed daily traffic generation at 83 children is approximately 175 trips, while the existing (which seems to be a mistake in the technical note) is larger at 290 trips.

The technical note was assessed by the Shire's engineers, and it has been deemed that the proposed increase to traffic numbers is acceptable. However, from an amenity and compatibility standpoint, it is necessary to ensure that this traffic is to largely be from Glenhuon Boulevard, not from the quiet residential street of Morgan Court.

In reviewing the public submissions, it appears that parents are utilising the staff parking area and/or Morgan Court to park their vehicles and then access the premises via the staff gate adjacent to the staff parking area. This is not supported by the assessing officers as the intent of the staff parking area and staff access gate is to limit traffic on Morgan Court. Due to the further increase in traffic, it is therefore recommended that a condition be imposed to not only limit vehicles entering the premises

from Morgan Court, but also pedestrians. In an ideal scenario, pedestrians would be able to utilise this side gate to increase walkability from the general area, however it is apparent that this is not the case, and it is being used by vehicles driving to the site from the rear.

Parking & Management

The following table details the parking requirements for the proposal.

Use Class	LPS3 Car Parking Standards	LPS3 Car Parking Requirements	Car Parking Bays Provided
Child Care Premises	1 space for every 10 children the facility is designed to accommodate, plus 1 space for every employee - Minimum 4 spaces	83 children equate to 8.3 bays. 9 bays are required. 10 employees (based on the information provided by the Applicant)	13 bays. 7 bays.
Total		19 bays	20 bays

Considering the proposal is for the provision of 33 children from the ages of 3-5 years, this would equate to 3.3 (rounded to 4) educators required. This is based on the requirements under clause 123(1)(c) of the *Education and Care Services National Regulations 2012*. While the Applicant has advised the assessing officers that there is likely to only be an increase of 1-2 educators (increasing from 7-8 educators to 9-10), the assessing officers have calculated the parking demand on the worst-case scenario (an increase of 4 educators). While this can then be seen as 21 bays being required in lieu of the 20 bays provided, the below assessment has been conducted purely on the increase due to the discrepancy on the precise number of staff required between the assessing officers and the Applicant.

With respect to thirteen (13) bays being provided in the main car park, and only nine (9) being required as identified in the table above, there is a surplus of four (4) bays. These four (4) bays could accommodate the four (4) additional staff members. It is reiterated that this compliance for staff members is only based off the expanded capacity only, and not from the original staffing numbers.

While the above generally shows some compliance with respect to the parking requirements under LPS3, it has been brought to the attention from public consultation that there is currently a parking concern on site, with the same number of bays proposed. It is assumed that an increase of capacity of approximately 65% will only worsen this issue. It is therefore recommended that a parking management plan is to be prepared that. This management plan will allow for the management of parking in the instance that there are not enough available bays on site, and to effectively manage unsafe parking offsite.

Waste Management

Due to the nature of the proposed development considerably increasing the number of children, a Waste Management Plan (**WMP**) was requested from the Applicant. Subsequently, the Applicant provided details aiming to justify that additional bins were not required even with the large increase. The justification provided to the assessing officers, in summary, was that due to only increasing the number of children of an age bracket that does not typically wear nappies (the largest form of waste, with food being second), the increase in waste will not require any additional bins as they it can be catered for with the current arrangement.

Considering that recent approvals do not specifically limit the age brackets of children, there is some element of doubt that the number of babies will not increase under this proposal. Additionally, there has been little information provided to date on how waste is effectively managed on site. Therefore, it is recommended that a condition be imposed for a WMP.

Conclusion

Considering the number of management plans required as listed throughout this report, it is recommended that an Operational Management Plan (**OMP**) is prepared, whereby the OMP will capture all of these requirements into one document. This will allow the operator to have a clearer understanding of their requirements, in addition for easier assessment for compliance via Shire officers.

The amount of traffic generated, while meeting the roads' capacities, would create an adverse impact to the amenity of the residents along Morgan Court, which is otherwise a quiet residential street. It is apparent that even if parents were to not utilise the staff carparking, parents park within the Morgan Court road reserve and walk their children into the premises via the staff gate. It is considered that on balance, limiting the adverse impacts to the residents along Morgan Court outweigh the increased pedestrian accessibility to the site.

Subject to the recommended conditions being imposed, the development proposed is deemed to be generally consistent with the local and state planning frameworks and therefore warrants approval.

END REPORT

Note: Director Infrastructure Mr Theo Naude returned to the room at 5.40pm.

12.3 INFRASTRUCTURE DIRECTORATE REPORTS

12.3.1 Title: Shire of Dardanup Library, Administration and Community Building

Reporting Department	<i>Infrastructure Directorate</i>
Responsible Officer	<i>Mr André Schönfeldt - Chief Executive Officer</i>
Reporting Officer	<i>Mrs Belinda van Vuuren – Senior Project Officer</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Legislative.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>12.3.1A – Issues and defects list as at 3rd April 2025</i>
	<i>12.3.1B - Correspondence to Perkins Builders – Outstanding defects and extension of defects liability period issued by Superintendent on 27th March 2025</i>
	<i>12.3.1C – Additional requests completed and budget remaining</i>
	<i>12.3.1D – Maintenance tasks and contracts secured</i>
	<i>12.3.1E – Acoustics report</i>
	<i>12.3.1F – Quotations for both acoustics door and acoustics improvements to library and make-it space</i>
	<i>12.3.1G - Risk Assessment</i>

Overview

The new SoD Library, Administration and Community Building has now reached the end of Defects Liability period on 12th March 2025, and this report provides Council with a breakdown of items addressed in the past 12 months since occupation, maintenance items to be undertaken for the new financial year and outstanding capital works to be completed within 24 months.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

90-25 MOVED - Cr A C Jenour SECONDED – Cr J D Manoni

THAT Council:

- 1. Notes the outcomes of Defects Liability Period (Appendix ORD: 12.3.1A) including matters outstanding as at 3rd April 2025 (Appendix ORD: 12.3.1B).**
- 2. Notes the project costs expenditure from occupation of building to date (Appendix ORD: 12.3.1C).**
- 3. Notes and endorses the maintenance schedule for all future maintenance to be undertaken as part of the long-term Asset Management Plan (Appendix ORD: 12.3.1D).**

4. Notes and approves future capital works to be completed including additional spending requirements to improve acoustics (Acoustics Report – Appendix ORD: 12.3.1E) to Library, Council Chamber and Make-it Space and fit-out of first floor lettable space (Quotations – Appendix ORD: 12.3.1F); and
5. Notes and approves all remaining funds under J14322 in the amount of \$283,559.55 to be carried forward for future capital works to be undertaken as per point 3 above.

CARRIED

7/0

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

Background

The Shire took occupation of the building (12th March 2024) and in terms of the construction contract completed the 12 months defects liability period, which has ended as of 12th March 2025.

Legal Implications - None.

Council Plan

- 1.1 - Support the community to feel safe while using Shire facilities and public spaces.
- 9.3 - Provide quality community facilities.
- 2.1 - Facilitate improved access to health and community services.
- 13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents & Budget Implication

At the Council Meeting held on 24th April 2024 Council resolved under 12.2.1. to carry forward total savings into the 2024/25 budget to the project (J14322) to allow for minor works or defects to be completed within the building during the Defect Liability Period.

Total Project Budget 18th October 2023 Item 12.2.2 Table and OCM 24th April 2024 Item 12.2.1 - \$19,341,911 less expenditure 2020-30th June 2024 amounted to \$18,727,037 which savings in the amount of \$554,402 was carried forward to FY24/25.

At the Council Meeting held on 25th September 2024 Council resolved to accept unbudgeted capital grant funding received from the Department of Fire and Emergency Services increasing Project J14322 budget.

Budget J14322 as of 25 th September 2024	\$631,400.00
Expenditure from 01 st July 2024 – 03 April 2025	<u>-\$347,840.45</u>
(Breakdown - Appendix ORD: 12.3.1C)	
Total budget remaining (to be c/f to FY25/26)	<u>\$283,559.55</u>

Budget – Whole of Life Cost

The whole of life costs for other buildings within the Shire constructed of traditional materials is estimated at 2% per annum of the value of the project. In the Draft Long-Term Financial plan for FY2025/26 an amount of \$307,262 was allocated for SoD Library, Administration and Community Building maintenance. It should be noted that the cost of maintain a timber building of this scale is unknown at this time.

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

Council Policy Compliance

SDev CP032 Wood Encouragement Policy

CnG CP034 Procurement Policy

CnG CP127 Asset Capitalisation Policy

Risk Assessment

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

TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.		
Risk Event	SoD Library, Administration and Community Building	
Inherent Risk Rating (prior to treatment or control)	Extreme (20 - 25)	
Risk Action Plan (treatment or controls proposed)	Ensure that pest control contract remains in place and that quarterly site visits are confirmed and undertaken. Ensure that RFQ is undertaken early and contractors booked in well in advanced. Statutory and regulatory maintenance already procured and scheduled. Maintain building to be cornerstone of our community and ensure staff and community are proud to use the building.	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category Assessed Against	Health	Not undertaking maintenance on water filters can possibly lead to Billy taps being out of order and having no filtered water on site. Not undertaking pest control maintenance will lead to mice infestation, spider and possible spider bites and unwanted pests inside our building.

TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.		
	Financial	Insufficient funds to complete required maintenance.
	Service Interruption	Contractors might not be available to undertake maintenance when due.
	Legal and Compliance	Not undertaking statutory and regulatory maintenance could have legal consequences.
	Reputational	Reputational risk when no maintenance is undertaken on Shire assets.
	Property	Not undertaking maintenance will result in reactive maintenance and higher costs.

Officer Comment

1. *Defects identified and closed during 12-month Defects Liability Period, 12th March 2024 – 12th March 2025 – (Appendix ORD: 12.3.1A)*
 - Budget remaining and capital project works to be completed in the next 24 months, and
 - Maintenance tasks and contracts secured as at 3rd April 2025.
2. *Defects outstanding with Perkins builders as of 3rd April 2025*

During the 12-month Defects Liability Period a total of 850 Defects (Appendix ORD: 12.3.1A) were raised by the Shire of Dardanup Senior Project officer and Superintendent (Kent Lyon) of which 5 remain open. A copy of the communication is attached for ease of reference (Appendix ORD 12.3.1B) together with Perkins Builders response). No further response will be issued by the Shire of Dardanup or Superintendent until the following has occurred:

Airconditioning

Until the results from Data Loggers are received, reviewed and are agreed by both Perkins and the Shire that these are within acceptable range. It should be noted that new sensors have been installed by Perkins together with a controller that allows SPO and WHS officer to make adjustment to aircon temperature to first floor East and West Wing separately. Since installation of the new sensors and controller the aircon on both sides have been more stable and staff complaints have stopped all together. Once the Shire is happy with the aircon performance, a letter will be issued to Perkins Builders and the maintenance period as well as defects liability period for the aircon will become effective for 6 months from this agreed date.

Fire Tank valves

Have been replaced, commissioned and thereafter tested by DFES. The contractor (Allied Pumps) has attended the Shire office on 03/04/2025 but have not communicated what work was completed and no correspondence has been received by the Shire to confirm that this issue has been resolved. This will remain on the outstanding items to be resolved and once Perkins confirms that the Fire Tanks have been rectified and DFES has tested the same. The Shire has requested an extension on DLP for this item which has been declined by Perkins due to the Shire being responsible for future maintenance on the tank and claim under warranty if/as required.

Smoke alarm units

Access for long term maintenance has been raised as a concern due to the inability to reach some smoke alarms for testing and future replacement (compulsory in 10 years). Response on this item by the deadline was not received, however, Perkins has not accepted the response to both cost or extended DLP period for this item.

Booster Pressure

DFES has confirmed that booster pressure needed in booster cabinet and the same is to be rectified by Perkins. During a DFES inspection, an item was raised by them to confirm that booster pressure was missing in the cabinet and needed rectification. This has been communicated to Perkins.

Camera in Make-it-Space kitchen

During the defects liability close-out inspection, the SOP and Superintendent picked-up that the one camera installed in the Make-it Space has been- installed incorrectly installed incorrectly and needs to be rectified. This item is still open but once rectified will not have an extended defects liability period as the maintenance of these cameras is the Shire's responsibility.

All other items have been addressed and closed by Perkins builders. Final inspection by Senior Project Officer, Superintendent and Perkins Builders to be undertaken once the above items have been resolved.

3. *Works completed outside of Perkins Contract and expenditure spent since building occupation (16th March 2024) to date.*

Outside of the defect's liability items above, some additional requests were received by the Senior Project Officer and CEO which was undertaken during the past 12 months. These include:

- Work Health and Safety requests such as installation of additional Billy Taps to first floor staff and Council Chamber kitchen, automated door to UAT ground floor public toilet, Film to library and Make-it Space windows, partitioning to protect electrical equipment in Council Chamber storage cupboard, changing of some locks for additional security, additional directional signage to library and public toilet facilities, installation of additional blinds to various areas such as reception area, library, Council Chamber, Make-it Space and Jarrah Meeting Room. See budget attached – (Appendix ORD: 12.3.1C) – total cost FY24/25 for WHS amounted to \$80,322.30 (excl. GST).
- Additional items already completed to improve the functionality of some spaces including library chute, bike and scooter racks, additional GPO's, heavy duty boots cleaners, wall mounted key safes, additional improvements to the Council Chamber equipment, additional library shelving and improved afterhours access (Salto, Alarm, motion-sensors and just-in-time upgrades). See budget attached – (Appendix ORD: 12.3.1C) – total costs FY24/25 amounted to \$91,936.39 (excl. GST).
- Generator, Superintendent fees, Perkins guarantee and final progress claim for furniture fit-out. See budget attached – (Appendix ORD 12.3.1D) – total costs FY24/25 including committed PO for additional 6 months superintendent fees total \$164,681.76 (excl. GST).

- Other costs including Acoustics audit and Lifecycle Analysis report – total costs FY24/25 amounted \$10,900 (excl. GST).

4. *Further Capital works for consideration:*

Acoustic treatments:

In addition to the above, the following items have been identified as future requirements to be undertaken to considerably improve the noise levels and consideration/approval is requested by Council for this future spend in the amount of \$64,607.03 (excl. GST), broken down as follows:

- a) New acoustics door for Council Chambers (excl. moving of camera which quote is still outstanding) in the amount of \$24,700 (excl. GST)
- b) Acoustics panelling to reduce noise in Make-it Space, additional Council Chambers door and acoustics to Library space in the amount of \$39,907.03 (excl. GST) – second quotation still outstanding.

Acoustics report and quotations attached (Appendix ORD 12.3.3E and 12.3.3F).

The balance of funds in the amount of \$218,952.52 (FY 25/26) will then be retained to contributed to the first floor lettable space. See below.

First floor Lettable Space

It should be noted that the Shire Principal Building Officer has confirmed that the current Temporary Occupancy Permit is valid until 14th March 2026. He has also confirmed that the fit-out of the lettable space does not form part of the buildings certificate of design compliance. The Senior Project Officer has requested that Kieran Hunt (Director of Resolve Group) and Compliance officer for this building review and issue Certificate of Design Compliance in accordance with the plans and specifications (which excluded the first-floor fit-out to be completed). If this is not approved by the Compliance officer, the Shire can request an extension to be granted for fit-out until such time as a tenant is secured. However, any remaining funds under project J14322 in the amount of \$218,952.52 will be requested to be carried forward to FY25/26 together with a further amount of \$400,000 FY25/26 (in draft LT financial plan), which amounts will be used to fit-out this space should a tenant be secured.

5. *Maintenance Schedule*

A detailed maintenance schedule is being prepared and forms part of the 20-year LT asset management building program and we recommend that Council note and endorse the same.

The Senior Project Officer confirms that the following maintenance is currently being undertaken at the SoD Library, Administration and Community Building (FY24/25):

- a) Full Time Cleaner with cleaning schedule – New full time cleaner will start on Monday 7th April 2025. We will also be advertising for a part time cleaner (14 hours per week) to assist the full-time cleaner. This will also ensure that we have leave fill-in when one is sick/on leave.
- b) Maintenance schedule has been developed and copy attached (Appendix ORD: 12.3.1D). The following contracts have already been secured:

- i) Waterloo Nursery for maintenance and hire of plants;
 - ii) Safestart Test and Tag for all electrical, emergency light and RCD testing;
 - iii) Chubb Security for all Fire equipment maintenance including fire tanks and smoke alarm testing. Excludes fire extinguishers which is currently tested by ACE Fire;
 - iv) Otis Australia for the elevator maintenance;
 - v) Dieselforce for the annual generator maintenance and testing;
 - vi) Boyles Plumbing for all annual Backflow prevention device testing and replacement of filters for the zip taps;
 - vii) Pressure cleaning of outside first floor plant deck;
 - viii) Pest control contract in place for trapping mice and treatment of spiders have been completed; and
 - ix) CCTV system and security monitoring – Cross Security.
- c) The following maintenance items have not been procured:
- i) The Billy tap filters can only be replaced by Bunbury Plumbing Services and quotation still outstanding;
 - ii) Window and Solar cleaning quotations have been received. External and internal windows and carpets will be cleaned over the Christmas closure period (December 2025). 2 x Quotations for window cleaning have been received;
 - iii) Pest control - Senior Project officer is currently waiting for pricing to spray for cockroaches as we have had a couple of reports from staff regarding cockroach nest which for now, we have just treated ourselves with spray;
 - iv) Gutter cleaning quotation requested but still outstanding;
 - v) External treatment of timber – Bi-annually – Quotation still outstanding;
 - vi) Maintenance contract for the airconditioning once this defect has been repaired and maintenance transferred to the Shire by Perkins Builders – Quotation still outstanding; and
 - vii) Gutter and roof deck cleaning – quotation still outstanding.

END REPORT

12.3.2 Title: Location of Temporary Sea Containers on Watson Reserve

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

DECLARATIONS OF INTEREST

Cr S Gillespie declared an Impartiality Interest in this Item.
Please refer to Part 11 'Declaration of Interest' for full details.

Note: Mrs Belinda van Vuuren – Senior Project Officer at Senior Project Officer, Mrs Belinda van Vuuren and Operations Manager, Mr André van der Merwe left the meeting at 5.43pm.

Overview

This report recommends to Council a suitable location on Watson Reserve for two temporary 20-foot sea containers for the storage of watercraft and equipment by Coastal Rowing WA Inc.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

THAT Council approves the location of Coastal Rowing WA's two (2) temporary 20-foot sea containers on Watson Reserve as indicated on the plan - Proposed Location of Sea Containers (Appendix ORD 12.3.2B).

Discussion

Cr T Bell moved the Officer Recommended Resolution, and Cr E Lilly seconded the motion.

Cr T G Gardiner moved an amendment motion to include an additional resolution to the substantive motion directing the Chief Executive Officer to undertake a full review of the Watson Reserve Master Plan during 2026 and bring the matter back to Council in December 2026.

ELECTED MEMBER AMENDED RESOLUTION

91-25 MOVED - Cr T G Gardiner SECONDED – Cr J D Manoni

THAT Council amends the substantive motion to include the following:

- 2. Requests that the Chief Executive Officer undertake a full review of the Watson Reserve Master Plan during 2026 through Community consultation and that this Plan be presented back to Council in December 2026.**

CARRIED

6/1

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

PROCESS

Note: Shire President, Cr T G Gardiner returned to the Substantive Motion with the amendment to include resolution number 2.

Change to Officer Recommendation

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

- *Amendment to include a request that a full review of the Watson Reserve Master Plan be undertaken and presented back to Council in December 2026.*

COUNCIL AMENDED RESOLUTION

92-25 MOVED - Cr T Bell SECONDED – Cr J D Manoni

THAT Council:

- 1. Approves the location of Coastal Rowing WA's two (2) temporary 20-foot sea containers on Watson Reserve as indicated on the plan - Proposed Location of Sea Containers (Appendix ORD 12.3.2B).**

2. **Requests that the Chief Executive Officer undertake a full review of the Watson Reserve Master Plan during 2026 through Community consultation and that this Plan be presented back to Council in December 2026.**

CARRIED

7/0

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

Background

At the Ordinary Council Meeting held on the 26th of March 2025, Council resolved the following (CR-51-25):

THAT Council:

1. *Approves the extension of the 40-foot Sea Container Permit to Occupy on the Eaton Foreshore by Coastal Rowing WA Inc. for a further two year period commencing on 28th July 2025 and concluding on the 28th July 2027.*
2. *Request that the Chief Executive Officer review the Watson Reserve Masterplan and negotiate options for suitable location at Watson Park Reserve for Coastal Rowing WA Inc, for two (2) temporary 20-foot sea containers and to report back to Council on 23rd April 2025.*
3. *Approves the issuing of a temporary Permit to Occupy for two (2) 20-foot sea containers at Watson Reserve for a six-month period from 21st May 2025 to 21st November 2025.*
4. *Approves the issuing of an additional temporary Permit to Occupy for one (1) 40-foot Sea Container at Eaton Foreshore for a six-month period from 21st May 2025 to 21st November 2025, with the understanding that:*
 - *The outcomes of the Eaton Foreshore Concept Plan are intended to be presented to Council in June 2025 and Coastal Rowing could be requested to remove the second sea container at the end of the six-month permit period, pending results of Eaton Foreshore Concept Plan.*
5. *Requests any works to the facility of Coastal Rowing WA Inc. including all maintenance, is the responsibility of Coastal Rowing WA Inc, and will be to the satisfaction of the Shire.*

This report deals with Item 2 of the above resolution, that is, determination of a suitable location at Watson Reserve for two temporary 20-foot sea containers.

Full details are provided in the Officer Comment section.

Legal Implications

Watson Reserve is located at Lot 5536 Pratt Road, Eaton and is part of Reserve 25417, with the care, control and management vested with the Shire of Dardanup. The vested purpose of the Reserve is "Public Recreation".

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.
- 9.3 - Provide quality community facilities.
- 14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

Environment

Shire of Dardanup CHRMAP adopted by Council at its OCM dated 22nd June 2024, addresses coastal hazard vulnerabilities for the Shire to serve as a guide for future planning and coastal management, including any development and/or infrastructure to be contained within the Collie River foreshore area.

Precedents

Coastal Rowing WA Inc. has been previously granted Permits to Occupy a designated area of Eaton Foreshore. This is the first time that Council is considering a Permit to Occupy of sea containers on Watson Reserve.

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	Location of Temporary Sea Containers on Watson Reserve
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 Objection by users of Watson Reserve to the temporary sea containers.

Officer Comment

Shire Officers met on site with representatives of Coastal Rowing WA on the 9th of April 2025 and various possible locations and configurations were discussed on site between Coastal Rowing WA and Shire Officers. The proposed location that was agreed to between Shire Officers and Coastal Rowing WA is as indicated below:



Watson Reserve – Proposed location for two 20-foot sea containers



Watson Reserve – Proposed location for two 20-foot sea containers

The proposed location is well out of the way of high activity areas on Watson Reserve and will have minimum impact on events that are held from time to time. Due to its set back location, the visual amenity impact will be minimal.

The proposed configuration is for the sea containers to be spaced apart by approximately a couple of metres (to enable the sea container doors to be fully opened, with the doors facing the river).

Coastal Rowing WA indicated that they plan to move their watercraft between the sea containers and the launching area at the river via trolleys.

- *Review of the Watson Reserve Masterplan*

Item 2 of Council Resolution (51-25) calls for the Chief Executive Officer to

“...review the Watson Reserve Masterplan.”

A full formal review of the Watson Reserve Masterplan, which was formally endorsed by Council on 26th May 2021, is an extensive undertaking. It would require establishment of a working group, advertising to seek community feedback as well as consulting and seeking comment from other government organisations, interested bodies and user groups, similar to what was recently done for the Eaton Foreshore. The full review process would likely to take up to 12 months, and as such, the outcome could not possibly be brought back to Council by the deadline of 23rd April 2025 as resolved by Council at the Ordinary Council Meeting held on 26th March 2025.

Therefore, it is presumed that the intention by Council in the wording of this Resolution was to ensure that the proposed location of the temporary sea containers did not clash or impact on the proposed improvements as they appear in the Watson Reserve Masterplan. Given the presumption, a minor desktop review was done to ensure the location for the 2 sea containers would have minimal impact on the usage of Watson Reserve. Also, given that the sea containers and permit are temporary in nature, this in itself would not warrant a review of the Watson Reserve Masterplan.

Should Council wish to have a full review of the Watson Reserve Master Plan done, then an alternative recommendation could be that Council requests the CEO to:

1. Do a full review of the Watson Reserve Master Plan through Community consultation and that this Plan be presented to Council in May 2026 for endorsement.
2. Approves the issuing of a temporary Permit to Occupy for two (2) 20-foot sea containers at Watson Reserve for the period up to May 2026 when the Watson Reserve Master Plan gets adopted by Council.

This will allow for the full review to be conducted, while allowing for the 2 sea containers to be located at Watson Reserve, pending the new adoption by Council.

Should Council opt for the full review option, then a Watson Reserve Working Group needs to be established, Terms of Reference to be determined by Council and work will then commence with working with the different user groups and users of Watson Reserve to review the existing, endorsed Watson Reserve Master Plan.

The Shire Officer has reviewed the proposed location and orientation of the sea containers against the Council-endorsed Masterplan. A copy of the plan is included in (Appendix ORD: 12.3.2B). The plan also includes updates on which features in the Masterplan have already been implemented by the Shire. It is evident that the proposed temporary sea containers do not clash with future proposed improvements to Watson Reserve.

Coastal Rowing WA has confirmed that they are happy with the proposed temporary location and therefore the recommendation to Council is to endorse the location.

- ***Officer Recommendation:***

The Officer is recommending that Council approves the location of Coastal Rowing WA's two (2) temporary 20-foot sea containers on Watson Reserve as indicated on the plan.

END REPORT

12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

12.4.1 Title: Enterprise Resource Planning (ERP) Software Replacement Program – March Quarterly Update

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins – Director Corporate & Governance
Reporting Officer	Mr Kieran O'Brien - ERP Project Manager
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	12.4.1A – ERP Quarterly Update Report 12.4.1B – Risk Assessment

DECLARATION OF INTEREST

Director Corporate & Governance, Mrs Natalie Hopkins declared an Impartiality Interest in this item.
Please refer to Part 11 'Declaration of Interest' for full details.

Overview

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

Change to Officer Recommendation - No Change.

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

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

93-25 MOVED - Cr A C Jenour SECONDED – Cr E P Lilly

THAT Council receive the March 2025 ERP Quarterly Update Report (Appendix ORD:12.4.1A) on the progression of the ERP Software Replacement Program.

CARRIED

7/0

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

Background

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

Date	Milestone Achieved
30 th July 2020	Council endorsed the Information & Communication Technology (ICT) Strategic Plan 2020-2030, which identified as the third Priority Project under Objective 1.1 - Review existing and potential future Enterprise Resource Planning (ERP) system.
March 2021	Internal draft report prepared to provide an analysis of Council's existing ERP system (IT Vision SynergySoft), together with the mix of other software systems used to service Council's information management requirements.
May 2021	To provide additional assurance regarding the future direction proposed, an independent ICT consultancy firm (TANGO Information Technology) was engaged to: - undertake an operational analysis and functionality audit of the Shire of Dardanup Business Solutions and IT teams to determine the most suitable staffing and resourcing structure required to meet the current and future ICT needs of the Shire as outlined in the ICT Strategic Plan. - To conduct a Peer Review of the draft "Assessment Report – Enterprise Resource Planning Software" to enable the new ERP Project Proposal to be presented to Council. This review will include validation of the report assumptions, recommendations, and financial assessment.
23 rd August 2021	TANGO presented a summary of their assurance report and its outcomes to Council.
27 th October 2021	Council endorsed the development of an EOI (including Procurement Plan) and ERP Business Case.
29 th Jun 2022	EOI Submission close on Tenderlink.
22 nd February 2023	Council endorsed: - The Enterprise Resource Planning (ERP) Business Case 2023. - The implementation of a new ERP system for the Shire of Dardanup. - Allocation of adequate increased financial and staffing resources. - Two (2) respondents from the EOI process to progress to a restricted Request for Tender (RFT).
31 st March 2023	Restricted RFT for the ERP System Project released via Tenderlink to Datacom and Open Office.
26 th July 2023	Council accepted the tender submission RFT-F0317843 ERP Software Replacement Program, received from Open Office Holdings Pty Ltd.
11 th Aug 2023	Strategic Directions appointed to work with BPM team. BPM workshops related to Stage 2 Phase 1 software implementation Finance workshops commenced 28-Aug-23.
07 th Dec 2023	ERP Contract executed by CEO and Open Office, registered as a vital record.
25 th Feb 2024	BPM workshops related to Stage 2 Phase 2 software implementation Infrastructure and Sustainable Development completed.
12 th June 2024	Completion of Strategic Directions contract.
1 st July 2024	Stage 2 Implementation of the ERP Project commenced with ReadyTech (Open Office) consultant and Shire Project team resource applied. Phase 1 of implementation

Date	Milestone Achieved
	concerns the core cloud systems as well as Finance, Payroll, Property & Rating software applications.
July to September 2024	Workshops with ReadyTech on the major ERP topics: - Core Financials - Chart of Accounts / Job ledger Structure - New General Ledger and Dimension Structure - Budget - Reporting Requirements
October to December 2024	Workshops with ReadyTech on the major ERP topics: - General Ledger and Dimension Structure - Job Ledger Structure - Purchase and Payables - Taxation Reporting Requirements - Data Migration Preparation for Payroll - Technical workshops with SME (Subject Matter Experts) - Tardis/SharePoint Integration
January to March 2025	Workshops with ReadyTech on the major ERP Topics - Payroll application configuration - Purchase & Payables Workflow - Fixed Assets - Community Assets data design confirmation - Consideration of Inventory & Resources - Data preparation of Jobs, Job Tasks, Users, Permissions - Data Migration for UAT (User Acceptance Test environment) - Data mapping of Synergysoft to ReadyTech ERP Chart of Accounts, Jobs & Dimensions - ReadyTech ERP Budget, balance preparation 2024-25 - Integration specification Lanterria HR & SharePoint on-premise (TARDIS) - Rates and Property Demonstration - Variation & Product Re-planning for Councilwise product SME Train-the-Trainer Training - Chart of Accounts & Dimensions - General Ledger - Budgets - Jobs - TPAR, Bank Reconciliation & BAS - Trusts & Loans - Financial Reporting - JET Reporting - Purchase & Payables

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

Legal Implications

Local Government Act 1995

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

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

Environment - None.

Precedents

This is the seventh quarterly report to be presented to Council on the progression of the ERP Software Replacement Program.

Budget Implications

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

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

Budget – Whole of Life Cost

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

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

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

Council Policy Compliance

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

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Enterprise Resource Planning (ERP) Software Replacement Program – March 2025 Quarterly Update
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 Impact Project delivery extended beyond initial planned delivery may incur additional internal project human resource costs
	Legal and Compliance Not adhering to the decision of Council to provide a quarterly report update on the progression of the ERP Project.
	Council’s reputation could be viewed negatively if staff do not follow Council’s directive to provide a quarterly report update on the progression of the ERP Project.

Officer Comment

Please see the attached ERP Quarterly Update Report in (Appendix ORD: 12.4.2A). This is the seventh quarterly report to be presented to Council in April 2025 on the progression of the ERP Software Replacement Program.

In January 2025 ReadyTech advised the Shire that there may be a delay with the rollout of the Property and Rating application due to the WA rating legislation. Related to this item, the ERP Project Board have worked closely with ReadyTech executives to maintain priority and have agreed to a contract variation for product replacement to provide Councilwise Property & Rating software, that product being a recent acquisition of ReadyTech.

At the most recent Project Board meeting in April 2025, ReadyTech reconfirmed the implementation plan for Stage 2 Phase 1 - Community Finance, Payroll and Property & Rating Software. Project room configuration of Community Finance is currently estimated to be 3 weeks behind the planned schedule. The delay has been the subject of planned and focussed recovery effort over the quarter.

The program of work is expected to be delivered within the original commitment to ‘Go Live’ outlined within the contract for 1st July 2025. The Shire of Dardanup team continues to plan, participate, monitor and maintain a risk-aware approach in all aspects of the ERP Project delivery.

The Chief Executive Officer of the Shire met with the Chief Executive Officer of ReadyTech via MS Teams on 3rd April 2025 to discuss the Shire of Dardanup Project as well as broader implications for the West Australian Local Government Industry. The Chief Executive Officer of ReadyTech indicated that they would like to use the Shire of Dardanup as a referee for their product. Ready Tech is working to ensure the timelines and project expectations are met.

END REPORT

12.4.2 Title: Quarterly Corporate Performance Report – January to March 2025

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate & Governance</i>
Reporting Officer	<i>Mrs Rebecca Hobby – PA to Director Corporate & Governance</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.4.2A – Quarterly Corporate Performance Report – January to March 2025</i> <i>Appendix ORD: 12.4.2B – Risk Assessment Tool</i> <i>Appendix ORD: 12.4.2C – MARKYT Community Satisfaction Survey Results</i>

Overview

This report presents Council with the Quarterly Corporate Performance (QCP) Report for the period 1st of January 2025 to the 31st of March 2025 (Appendix ORD: 12.4.2A), in relation to the organisation's performance against the Shire's Corporate Business Plan, Annual Budget, and Grants.

In addition, the Draft MARKYT Community Scorecard Report (Appendix ORD: 12.4.2C) was received from CATALYSE. The Community Satisfaction Survey was open from 10th February 2025 to 21st March 2025 and completed by 894 community members.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION 'A'

94-25 MOVED - Cr T G Gardiner SECONDED – Cr S L Gillespie

THAT Council receives the Quarterly Corporate Performance Report for the period 1st of January 2025 to 31st of March 2025 as per (Appendix ORD: 12.4.2A).

CARRIED
7/0

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

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION ‘B’

95-25 MOVED - Cr T G Gardiner SECONDED – Cr S L Gillespie

THAT Council receives the 2025 Community Satisfaction Survey Results (MARKYT Community Scorecard) as per (Appendix ORD: 12.4.2C).

CARRIED
7/0

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

Background

The purpose of this report is to provide Council with an update on the Shire’s performance against the Council Plan Initiatives, Capital Projects, and Grant Funding for 2024/25.

The QCP is provided in accordance with the Chief Executive Officer Key Performance Indicators set by Council. The report details the delivery of initiatives contained within the Council Plan and delivery of the Capital Works Program contained within the Annual Budget.

Legal Implications - None.

Council Plan

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

Environment - None.

Precedents

Quarterly Corporate Performance Reports (QCP) were first introduced and presented to Council in October 2021. Council endorses the report each quarter. The last Quarterly Corporate Performance Report was presented to Council on the 29th of January 2025 and covered the period from the 1st of October 2024 to the 31st of December 2024.

Budget Implications - None.

Budget – Whole of Life Cost

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

Council Policy Compliance - None.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Quarterly Corporate Performance Report - January to March 2025	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Reputational	The Shire not achieving against the Corporate Plan could jeopardise the Shire's brand.

Officer Comment

Quarterly Corporate Performance Reports (QCP) are presented to Council for information purposes only. Matters raised within the report that require further Council decisions will be presented to Council as part of a separate Council report.

The quarterly Corporate Performance Report for the period 1st of January 2025 to 31st of March 2025 includes an overview of the following performance measures:

- *Council Plan Performance*

Initiatives identified within the CP are undertaken mainly through in house staff time or operational budgets where external resources, contracts or materials are required. As detailed below **100%** of the initiatives are on track or completed with **92%** on budget.

- *Capital & Major Projects*

The Capital works contained within the Annual Budget 2024/25 amounts to over **\$5.93 million** of expenditure into Roads, Paths, Buildings and Parks. There were initially **32** projects included in the 2024/25 Annual Budget. Two (2) of these projects have been cancelled; three (3) of the remaining 30 projects are currently on hold; **80%** are currently on track or completed, and **87%** of the projects are currently on budget.

- *Grant Funding Performance*

As detailed in the updated Grants Register the Shire currently has over **\$5.68 million** of approved grants and grant applications in for over **\$3.37 million**. The Shire has been unsuccessful in seeking grants to the value of over **\$3.28 million**.

Further information on the Shire's overall performance is detailed within the Quarterly Corporate Performance Report (Appendix ORD 12.4.2A).

- *MARKYT Community Satisfaction Survey Results*

The Shire received the 2025 Community Satisfaction Survey results (Appendix ORD 12.4.2C), it was completed by 894 community members and scored an overall performance rating score of 72/100, placing nine index points average and 9th place overall. Only one other regional council received a score higher than the Shire of Dardanup. This score is an excellent score for the Shire for Dardanup outperforming other city and regional councils.

The scorecard is recommended to be incorporated in the 2025 Council plan reflecting the priorities identified by the community through this survey.

It is noted that housing affordability and availability has seen the negative dramatic change from previous years effectively halving a score of 68 to 34 in 2025. This shows that the Shire is not immune to high rent and the cost-of-living crisis. It is recommended that Council considers in its review of Council Plan opportunities to housing and lobby to improve the housing crisis.

All other areas that form part of the satisfaction survey received fairly favourable results which Council and the community can be proud of.

END REPORT

12.4.3 Title: Contract for Provision of Banking Contract - ITEM WITHDRAWN

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins - Director Corporate & Governance
Reporting Officer	Mr Rehan Shahid – Manager Finance
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Absolute Majority.
Attachments	12.4.3 – Risk Assessment Confidential Attachment “A” Under Separate Cover – Draft Accession Letter Confidential Attachment “B” Under Separate Cover – Bank Fee Structure

Note: The Shire President advised that this item was to be withdrawn and brought back to Council at a later date.

Overview

This report is provided to Council to consider accession to the Government Transaction Banking and Merchant Services (TREAS21009) contract between Western Australian Government and the Commonwealth Bank of Australia (CBA). The current banking agreement between Shire of Dardanup and the CBA, which was commenced on 20th August 2022 for a three-year term is due to expire on 20th of August 2025.

Change to Officer Recommendation - No Change.OR:

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

OFFICER RECOMMENDED RESOLUTION

THAT Council receive the March 2025 ERP Quarterly Update Report (Appendix ORD:12.4.1A) on the progression of the ERP Software Replacement Program.

THAT Council:

- 1. Resolves to accede to the Government Transaction Banking and Merchant Service contract between WA Government and the Commonwealth Bank of Australia under Common Use Arrangements.**
- 2. Authorise Chief Executive Officer or such other person that the Chief Executive Officer delegates to sign the letter of accession provided as (Confidential Attachment “A” – Under Separate Cover); and**
- 3. Authorises all payments under this agreement.**

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

Council agreed to enter into a 1-year banking services contract with the Commonwealth Bank of Australia (CBA) at the Ordinary Council Meeting dated 26th of June 2019 [CR 183-19]. Upon expiry of the original contract, Council resolved to extend the contract with the CBA for a period of 2 years in their meeting on 27th of May 2020 [CR 128-20]. The contract was further extended for a period of 3 years in the Council meeting on 28th September 2022 (CR 245-22).

The banking services contract with the CBA is due for consideration by Council again as it is going to expire on 20th August 2025. This report recommends that Council accedes to Government Transaction Banking and Merchant Service contract (TREAS21009) between WA Government and the CBA; thereby alleviating the need for the Council to enter into a standalone agreement with the CBA or any other bank.

Government Transaction Banking and Merchant Service contract between WA Government and the CBA falls into Common Use Arrangements (CUA) category. CUAs exist for goods and services commonly bought by the government, for example fuel, computers, electricity etc. CUAs although not mandatory for regional WA local authorities, offer resourcing efficiencies as well as risk mitigation strategies such as strict due diligence practices carried out by the State Government as part of the tendering process. These contracts have the users covered when it comes to compliance with relevant government policy and insurance requirements. The current contract between WA Government and the CBA was entered into on 1st December 2022 for a 3-year period. The contract includes 2 x 2 years extension options which although not certain, are likely to be exercised by WA Government. Organisations joining CUAs voluntarily can pull out of those contracts at any point at their complete discretion. Under the CUA, there will be no change to the Shire's current arrangements with the CBA in regard to pricing, customer support or relationship management.

The CBA currently offer banking and payment solutions to the Shire of Dardanup including, but not limited to:

- Negotiated accounts for Council's Municipal Fund, Trust Fund and Reserve Account requirements;
- Business Online Saver Accounts to maximise interest earned on Council's accounts;
- CommBiz (Online Business Banking);
- Local Branch Support - Banking Deposits at local branch 'Eaton';
- Direct Debit Deposits;
- Merchant Facilities (i.e. Eftpos/Corporate Credit Card Facilities);
- Electronic Funds Payments including BPAY and Foreign Currency Payments;
- Online User Fees;
- Specialist Help Desk Access 24/7; and
- Competitive Investment Rates for Term Deposits.

The CBA has provided a high level of service to Council over the last six years. The CBA has a Local Government Banking Group Division within its business structure, including a dedicated Relationship Advisor for Council and have continued to maintain an open and transparent working relationship with Council Staff. As the only bank with a local branch within the Shire of Dardanup, the Eaton branch is convenient and reduces travel time outside of the Shire's boundaries.

The CBA offers a competitive fee structure similar to most of the other major banks within Australia. The fee structure as is currently applied is included as **(Confidential Attachment “B” – Under Separate Cover)**. Note acceding to CUA will not preclude the CBA from providing a Business Service Agreement to the Council and their standard terms and conditions regarding periodical review of fees & charges will continue to apply to the Council.

The CBA is the largest Australian-owned authorised deposit-taking institution (ADI) in APRA’s Register of Authorised Deposit-taking Institutions in Australia. It also enjoys very strong ratings from different credit rating agencies as demonstrated in the table below:

Rating Agency	Short term	Long term	Outlook
Fitch	F1+	AA-	Positive
Moody’s	P-1	AA2	Stable
Standard & Poor’s	A-1+	AA-	Stable

Should Council choose not to accede to Government Transaction Banking and Merchant Service contract (TREAS21009) or discontinue its existing Banking Services relationship with the CBA, tenders will need to be called for the award of a new Banking Services Contract, which will require a considerable amount of resources.

Legal Implications

Local Government Act 1995

Part 6 – Financial management

S6.10. Financial management regulations

Regulations may provide for —

- (a) the security and banking of money received by a local government; and*
- (b) the keeping of financial records by a local government; and*
- (c) the management by a local government of its assets, liabilities and revenue; and*
- (d) the general management of, and the authorisation of payments out of —*
 - (i) the municipal fund; and*
 - (ii) the trust fund,**of a local government.*

Local Government (Financial Management) Regulations 1996

Part 2 – General financial management – s.6.10

R5. CEO’s duties as to financial management.

- (1) Efficient systems and procedures are to be established by the CEO of a local government —*
 - (a) for the proper collection of all money owing to the local government; and*
 - (b) for the safe custody and security of all money collected or held by the local government; and*
 - (c) for the proper maintenance and security of the financial records of the local government*
(whether maintained in written form or by electronic or other means or process);
and
 - (d) to ensure proper accounting for municipal or trust —*
 - (i) revenue received or receivable; and*

- (ii) *expenses paid or payable; and*
 - (iii) *assets and liabilities;*
- and*
- (e) *to ensure proper authorisation for the incurring of liabilities and the making of payments;*
and
- (f) *for the maintenance of payroll, stock control and costing records; and*
- (g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*
- (2) *The CEO is to —*
 - (a) *ensure that the resources of the local government are effectively and efficiently managed;*
and
 - (b) *assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
 - (c) *undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.*
- R8. *Separate bank etc. accounts required for some moneys*
 - (1) *A local government is to maintain a separate account with a bank or other financial institution for each of the following purposes —*
 - (a) *money required to be held in the municipal fund (other than money for which an account is to be established under paragraph (c)); and*
 - (b) *money required to be held in the trust fund; and*
 - (c) *money required to be held in reserve accounts.*
 - (2) *Money related to a purpose set forth in subregulation (1) is to be banked in the account maintained for that purpose.*
 - (3) *Money from different accounts may be placed in a common investment authorised by the Act.*

Local Government (Functions and General) Regulations 1996

Part 4 – Provision of goods and services, Division 1 – Purchasing Policies

11A. *Purchasing policies for local governments*

- (1) *A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.*
- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if—*
 - (e) *the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government;*

Approved Register of CUA Buyers (as at 12 March 2025)-Department of Finance, Govt of WA

Page-5 *Local Government Authorities All Western Australian Local Government entities are able to access CUAs.*

Banking Act 1959

Section 5 - Interpretation

"authorised deposit-taking institution" means a body corporate in relation to which an authority under subsection 9(3) is in force.

9 Authority to carry on banking business

(2) If an application has been made, APRA may grant the body corporate an authority to carry on banking business in Australia. The authority must be in writing, and APRA must give the body corporate written notice of the granting of the authority.

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

Council's current contract for the provision of banking services was awarded to the CBA in June 2019 and extended twice for a further two-year and a three-year period until August 2025. Under the CUA, there will be no change to Shire of Dardanup's current arrangements with the CBA in regard to pricing, customer support or relationship management.

Budget Implications

A provision of \$42,000 for Bank Fees and Charges is included in the adopted 2024/25 Annual Budget. Forecast spend in FY 2024/25 is \$45,000, which is slightly higher than budget. It should be noted that annual budget for bank fees and charges has remained at \$42,000 level since FY 2020/21.

Budget – Whole of Life Cost

Government Transaction Banking and Merchant Services (TREAS21009) contract between WA Government and the CBA is due to expire on 30th November 2025 but may be extended for 2 terms of 2 year each at WA Government discretion. Although not certain, WA Government is likely to exercise the extension options.

Assuming that two extension options would be exercised, an average cost inflation of 2% per annum and the Shire continues to accede to the CUA until 2029, the whole of life cost is estimated to be \$209,883

BANK FEES AND CHARGES – MUNICIPAL FUNDS	
Year	Estimated Expenditure
2025/26	\$45,900
2026/27	\$46,818
2027/28	\$47,754

2028/29	\$48,709
Up to 30/11/29	\$20,702
TOTAL	\$209,883

Council Policy Compliance

Council Policy CP034 – Procurement Policy

4.3 Purchasing Thresholds and Practices

Legislative / Regulatory / Policy Requirements

The Shire of Dardanup must comply with all requirements, including purchasing thresholds and processes, as prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire of Dardanup.

In accordance with the Local Government (Financial Management) Regulations 1996 purchasing that exceeds \$250,000 in total value (excluding GST) shall be executed by public tender unless a regulatory tender exemption is utilised.

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.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Bank Contract – Provision of Banking Services	
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	Risk that the current banking contract may expire and result in an increase in bank fees and charges.
	Service Interruption	Changing primary banking supplier has considerable ramifications to finance resources i.e. staff time/planning; implementation process; disruption to Council's banking processes including transactional processing, Eftpos, and Payments of Accounts.
	Legal and Compliance	Risk of contract expiry and non-compliance to <i>Local Government (Functions and General) Regulations 1996</i> and Council's Procurement Policy - CP034 – Procurement Policy.
	Reputational	Devoid of a banking contract, Council may be perceived as inefficient and/or lacking internal controls in managing its Contract Portfolio.

Officer Comment

Since the inception of the banking relationship in May 2019, the CBA has provided clear, transparent and timely communications to Council's Finance team and Management. The additional benefit of a local branch has also improved efficiencies with Council's banking process.

Local Government (Functions and General) Regulations 1996 Part 4, Division 1 (11A.2e) provides an exemption from the tendering process if the goods or services are obtained through State Government. Similarly, Council's Procurement Policy CP034 relieves management from calling a public tender if a regulatory tender exemption has been utilised. In addition to the exemptions, other main objectives underpinning the recommendation to accede to Government Transaction Banking and Merchant Service contract under Common Use Arrangements (CUA) are a) to remain with the CBA and build on to the professional relationships developed in the last six years, and b) to minimise using up Council's resources on initiating a tender process while taking advantage of the strong due diligence and contractual nuances undertaken by WA Government.

END REPORT

12.4.4 Title: Rating Strategy – 2025/26

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate & Governance</i>
Reporting Officer	<i>Mrs Natalie Hopkins - Director Corporate & Governance</i>
Legislation	<i>Local Government (Financial Management) Regulations 1996</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Absolute Majority.</i>
Attachments	<i>Appendix ORD: 12.4.4A – Risk Assessment Tool Appendix ORD: 12.4.4B – Rating Strategy 2025/26 to 2034/35</i>

Overview

The Council is requested to consider and endorse the Rating Strategy which is incorporated within the 2025/26 Budget, four year Corporate Business Plan and 10 year Long Term Financial Plan.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION

MOTION MOVED - Cr T G Gardiner SECONDED – Cr A C Jenour
LOST

THAT Council:

1. In addition to forecast growth:
 - a) Endorse a projected base rate revenue increase of 7.00% for the 2025/26 budget;
 - b) Endorse a projected base rate revenue increase of 6.00%, 6.00%, 6.00% and 6.00% for the four year Corporate Business Plan;
 - c) Endorse a projected base rate revenue increase of 5.00% for years five to fifteen of the Long Term Financial Plan.
2. Endorse the Rating Strategy 2025/26 to 2034/35 (Appendix ORD: 12.4.4B).
3. Endorse the following 6 Differential Rates across 14 Rating Categories (Defined in Appendix ORD 12.4.4B):
 - RESIDENTIAL (including Residential Vacant)
 - COMMERCIAL (including Commercial Vacant)
 - INDUSTRIAL (including Industrial Vacant)
 - RURAL RESIDENTIAL (including Rural Residential Vacant)
 - ACCOMMODATION
 - UV Rural (including UV1, UV2, UV3 and Mining)

with the Minimum Rate for the 2025/26 budget to be \$1,739.00 for the Residential Differential Rating Category and \$1,843.00 for all other Differential Rating Categories.

4. Supports the retention of the Bulk Waste Collection Specified Area Rate in 2025/26 and future years.

MOTION LOST

3/4

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	Cr. S L Gillespie
Cr. A C Jenour	Cr. A L Webster
Cr. J D Manoni	Cr E Lilly
	Cr T Bell

Discussion:

Cr E Lilly provided an alternative resolution to the substantive motion, with proposed changes to the rates for 1a, 1b and 1c of the Officer Recommended Resolution.

ALTERNATIVE COUNCIL RESOLUTION

MOTION LOST MOVED - Cr E Lilly SECONDED – Cr A L Webster

THAT Council:

1. In addition to forecast growth:
 - a) Endorse a projected base rate revenue increase of 6.00% for the 2025/26 budget;
 - b) Endorse a projected base rate revenue increase of 6.00%, 6.00%, 6.00% and 6.00% for the four year Corporate Business Plan;
 - c) Endorse a projected base rate revenue increase of 6.00% for years five to fifteen of the Long Term Financial Plan.
2. Endorse the Rating Strategy 2025/26 to 2034/35 (Appendix ORD: 12.4.4B).
3. Endorse the following 6 Differential Rates across 14 Rating Categories (Defined in Appendix ORD 12.4.4B):
 - RESIDENTIAL (including Residential Vacant)
 - COMMERCIAL (including Commercial Vacant)
 - INDUSTRIAL (including Industrial Vacant)
 - RURAL RESIDENTIAL (including Rural Residential Vacant)
 - ACCOMMODATION
 - UV Rural (including UV1, UV2, UV3 and Mining)

with the Minimum Rate for the 2025/26 budget to be \$1,739.00 for the Residential Differential Rating Category and \$1,843.00 for all other Differential Rating Categories.

4. Supports the retention of the Bulk Waste Collection Specified Area Rate in 2025/26 and future years.

MOTION LOST

4/3

FOR THE MOTION	AGAINST THE MOTION
Cr E Lilly	Cr T G Gardiner
Cr T Bell	Cr J D Manoni
Cr. A L Webster	Cr A C Jenour
Cr. S L Gillespie	

PROCESS

Note: Motion was lost due to an absolute majority not achieved.

Note: Cr J D Manoni left and returned to the room at 6.05pm.

Discussion:

Cr E Lilly provided an alternative resolution to the substantive motion, with proposed changes to the rates for 1a, 1b and 1c of the Officer Recommended Resolution.

Change to Officer Recommendation

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

- *Amend the rate revenue increase to 6.1% for Resolution 1a, then 6.00% for Resolution 1b, and 6.00% for Resolution 1c, which will offer consistency to the rate payer along with ensuring more stability to the ratepayers.*

ALTERNATIVE COUNCIL RESOLUTION

96-25 MOVED - Cr E Lilly SECONDED – Cr T G Gardiner

THAT Council:

- In addition to forecast growth:**
 - Endorse a projected base rate revenue increase of 6.1% for the 2025/26 budget;**
 - Endorse a projected base rate revenue increase of 6.00%, 6.00%, 6.00% and 6.00% for the four year Corporate Business Plan;**
 - Endorse a projected base rate revenue increase of 6.00% for years five to fifteen of the Long Term Financial Plan.**
- Endorse the Rating Strategy 2025/26 to 2034/35 (Appendix ORD: 12.4.4B).**

3. Endorse the following 6 Differential Rates across 14 Rating Categories (Defined in Appendix ORD 12.4.4B):

- RESIDENTIAL (including Residential Vacant)
- COMMERCIAL (including Commercial Vacant)
- INDUSTRIAL (including Industrial Vacant)
- RURAL RESIDENTIAL (including Rural Residential Vacant)
- ACCOMMODATION
- UV Rural (including UV1, UV2, UV3 and Mining)

with the Minimum Rate for the 2025/26 budget to be \$1,724.00 for the Residential Differential Rating Category and \$1,827.00 for all other Differential Rating Categories.

4. Supports the retention of the Bulk Waste Collection Specified Area Rate in 2025/26 and future years.

CARRIED

6/1

Absolute Majority

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr E Lilly	Cr. S L Gillespie
Cr T Bell	
Cr. A L Webster	
Cr T G Gardiner	
Cr J D Manoni	
Cr A C Jenour	

Background

As part of the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and legislative requirements, Council is to develop a Long Term Financial Plan for a minimum period of 10 years. The Long Term Financial Plan is a ten year rolling plan (Council staff have projected the LTFP to 15 years) that incorporates the four-year financial projections accompanying the Corporate Business Plan. It is a key tool for prioritisation and ensuring the financial sustainability of the Local Government. The LTFP identifies key assumptions such as demographic projections, rating base growth, consumer price index or local government cost index, interest rates and projected rate increases.

The Annual Budget is directly aligned to year one of the Corporate Business Plan and Long Term Financial Plan.

Under Section 6.2 of the *Local Government Act 1995*, Council is required to prepare and adopt an Annual Budget each year. Part of Council's process includes reviewing the Rating Strategy that has been included in the previous year's Long Term Financial Plan, with these forecast rate increases forming the basis of financial projections associated with the final Long Term Financial Plan, four year Corporate Business Plan and Annual Budget.

- *Shire of Dardanup - Rates*

Local governments impose rates on properties within their district to raise revenue to fund the services and facilities provided to residents and visitors. Some of these services and facilities include community development within the Shire, environmental conservation and health, libraries, recreation centre, statutory planning, building and engineering, roads and paths, and waste management.

The quantum of rates payable is determined by three factors: the method of valuation of the land, the valuation of the land and improvements, and the rate in the dollar applied to that valuation by the local government.

- *Shire of Dardanup Rates Strategy – Historically*

The Shire of Dardanup is committed to a fair and equitable process for all ratepayers. Each year, Council adopts a Rating Strategy that includes the Rate in the Dollar applied to each property. Historically, the calculation methodology for General Rates levied is simple. That is, it is the Rate in the Dollar (as determined by Council) multiplied by the Gross Rental Value i.e. GRV or Unimproved Value (UV) (as determined by the Valuer General).

GRV or UV multiplied by times the Rate in the Dollar = Rates Raised.

When adopting the annual budget, under *section 6.32 of the Local Government Act 1995*, a local government can impose a general rate on rateable land within the district either ‘**uniformly**’ or ‘**differentially**’.

- *2025/26 Rating Methodology*

From 1 July 2024, Council has applied a rating strategy utilising the Differential Rates Method. Again, the calculation is not complex, it is simply:

GRV or UV multiplied by the **Applicable Differential Rate in the Dollar** = Rates Raised.

However, with **Differential Rates**, Council has the ability to levy rates based on **the purpose for which the land is zoned and / or the land use**, effectively setting a number of different **Rates in the Dollar** values for different rating categories (as opposed to the current process where Council is limited to only the Gross Rental Value as an index).

The 2025/26 Rating Strategy incorporates the Differential Rating Categories with no change in categories from 2024/25.

Legal Implications

Local Government Act 1995

Local Government (Financial Management) 1996

Section 6.2 (4) of the *Local Government Act 1995* states:

6.2. *Local government to prepare annual budget*

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

(a) *particulars of the estimated expenditure proposed to be incurred by the local government;*

6.32. Rates and service charges

(1) *When adopting the annual budget, a local government —*

(a) *in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either —*

(i) *uniformly; or*

- (ii) differentially;
- and
- (b) may impose* on rateable land within its district —
 - (i) a specified area rate; or
 - (ii) a minimum payment;
- and
- (c) may impose* a service charge on land within its district.

* Absolute majority required.

- (2) Where a local government resolves to impose a rate it is required to —
 - (a) set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and
 - (b) set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.

6.33. Differential general rates

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics —
 - (a) the purpose for which the land is zoned, whether or not under a planning scheme as defined in the Planning and Development Act 2005; or
 - (b) a purpose for which the land is held or used as determined by the local government; or
 - (c) whether or not the land is vacant land; or
 - (d) any other characteristic or combination of characteristics prescribed.

6.34. Limit on revenue or income from general rates

Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to —

- (a) be more than 110% of the amount of the budget deficiency; or
- (b) be less than 90% of the amount of the budget deficiency.

6.37. Specified area rates

- (1) A local government may impose a specified area rate on rateable land within a portion of its district for the purpose of meeting the cost of the provision by it of a specific work, service or facility if the local government considers that the ratepayers or residents within that area —
 - (a) have benefited or will benefit from; or
 - (b) have access to or will have access to; or
 - (c) have contributed or will contribute to the need for,
 that work, service or facility.
- (2) A local government is required to —
 - (a) use the money from a specified area rate for the purpose for which the rate is imposed in the financial year in which the rate is imposed; or
 - (b) to place it in a reserve account established under section 6.11 for that purpose.

Local Government (Administration) Regulations 1996:

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

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

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents

Each year as part of the Strategic Financial Plan review and development process, Council has adopted a Rating Strategy which establishes the basis of rate increases for the next 10-15 years. These forecast rate increases are reflected in the interrelated Annual Budget / Corporate Business Plan / Long Term Financial Plan.

In 2024/25 Council introduced Differential Rating which forms the basis method of rating for the 2025/26 budget and rates modelling process.

Budget Implications

After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure. While Council is permitted to adopt a budget that has a surplus or deficit that does not exceed 10% of its rate revenue, it is not a sustainable long term strategy to adopt a deficit budget.

When considering the amount to be raised from Council rates, reference should be made to the Council's ten year Strategic Financial Plan and Long Term Financial Plan that was adopted by Council on 24th April 2024 [CR 108-25]. This Plan was based on a rate increase of 5.5% for 2024/25 financial

year, decreasing to 5.1% in 2025/26, 5.05% in 2026/27, 5.05% in 2026/27 and 5.0% in 2027/28. A rate increase of 4.8% is forecast in 2028/29, with a 3.5% increase from 2029/30 thereafter.

Adopted of 2024/25 Long Term Financial Plan Projections										
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
FTE's	119.47	119.47	119.67	123.37	124.57	125.27	125.47	125.47	125.47	126.47
Rate Increase	5.5%	5.1%	5.05%	5.0%	4.8%	3.5%	3.5%	3.5%	3.5%	3.5%
Accumulated Surplus	\$465,57	\$316,278	\$262,313	\$391,337	\$669,424	\$1,127,987	\$1,564,839	\$2,168,530	\$2,819,895	\$3,581,424

Based on previous discussions with Council, the Rates Model for 2025/26 has been formulated applying a 7.00% increase in overall rates revenue (excluding growth through 2025/26 interim rates and rates written off), which is forecast to generate rate income of \$18,058,070, compared to a forecast \$16,875,541 for 2024/25. This is an increase of \$1,182,529 on the total rates income. Currently a one percent rate increase raises approximately \$169,000 in additional rates income.

In 2023/24 the GRV minimum rate remained at \$1,547.50 (since 2019/20), with the UV minimum rate increased by 6.0% to \$1,640.35. In 2024/25 Council endorsed the Residential Differential Rating Category minimum rate of \$1,625, and \$1,722 for all other Differential Rating Categories.

In the 2025/26 draft LTFP, the Minimum Rate is proposed to increase by 7.00% across all categories, which will result in Residential (including Residential Vacant) Differential Rating Category Minimum Rate of \$1,739.00, and all other Differential Rating Categories at \$1,843.00.

The current Long Term Financial Plan has been reviewed and will require Council consideration as part of the 2025/26 budget development process.

- *Bulk Waste Collection*

Council levies a Specified Area Rate on developed residential properties within (and adjoining) to the townsites of Eaton, Dardanup and Burekup that are serviced with Council's bulk green waste and hard waste kerbside pickup.

- Bulk Waste Collection costs an average of \$30.85 per property in 2024/25 (\$0.001735).
- Based on projected cost increases for 2025/26 associated with the disposal of bulk waste at the Bunbury Harvey Regional Council, it is proposed to increase the Bulk Waste Collection Specified Area Rate to an average cost of \$32.00 per property.
- Current rate modelling indicates that \$155,215 Bulk Waste Specified Area Rate will be raised in the 2025/26 financial year against an estimated 4,850 properties.

- *Eaton Landscaping*

Council levies a Specified Area Rate on properties within the Eaton townsite for the purpose of upgrading and maintaining parks & reserves.

- Eaton Landscaping costs an average of \$39.86 per property in 2024/25 (\$0.002006).
- The Eaton Landscaping SAR changed in 2024/25 based on Council's decision in September 2023 to gradually reduce and remove the Eaton Landscaping Specified Area Rate over a 2, 3 or 4 year period, against an estimated 4,616 properties.
- Current rate modelling indicates that \$153,466 Eaton Landscaping Specified Area Rate will be **raised in the 2025/26 financial year against an estimated 4,616 properties.**

- **Differential Rates**

In September 2023 Council formally supported the introduction of Differential Rating from the 2024/25 financial year. *In previous year's Council has applied a Uniform General Rating method to the calculation of rates.*

Consistent with 2024/25 differential rating methodology, Council's 2025/26 Rating Strategy is based on Differential Rating with no change within the rating categories.

Strategy

The 2025/26 budget and rates modelling has been developed based on Differential Rating. It is proposed that 6 Differential Rates be created under the Differential Rating system, with 14 Rating Categories being created to provide the flexibility to monitor GRV/UV valuation changes in each rate category and enable future expansion of Differential Rates if appropriate in the future. Below are the 6 Differential Rates and 14 Rating Categories:

UV Rates	Description
UV Rural	Properties that have an exclusive rural land use located outside of townsite boundaries and applies generally to agricultural areas. Sets the base rate for which UV Tiered differential rating categories UV1, UV2 and UV3 are applied. A minimum rate of \$1,843.00 is applied.
UV Rural Additional Use 1	UV1 applies to properties where the predominant use of the land is prima-facie rural and the property has one approved non-rural use excluding residential and ancillary residential uses. The rate in the dollar equates to the UV base rate which recognises the additional cost to Council of servicing such land, of which the predominant non-rural use is tourism-related, which attracts greater numbers of vehicle usage on Council roads. This ensures that such commercial activities contribute to the cost of Council providing tourism-related facilities and services. The rate also recognises the lower cost of operating commercial activities on such land in comparison to operating such activities on GRV land. A minimum rate of \$1,843.00 is applied.
UV Rural Additional Use 2	UV2 applies to properties where the predominant use of the land is prima-facie rural and the property has two approved non-rural uses excluding residential and ancillary residential uses. The rate in the dollar equates to the UV base rate which recognises the additional cost to Council of servicing such land, of which the predominant non-rural use is tourism-related, which attracts greater numbers of vehicle usage on Council roads. This ensures that such commercial activities contribute to the cost of Council providing tourism-related facilities and services. The rate also recognises the lower cost of operating commercial activities on such land in comparison to operating such activities on GRV land. A minimum rate of \$1,843.00 is applied.
UV Rural Additional Use 3	UV3 applies to properties where the predominant use of the land is prima-facie rural and the property has three or more approved non-rural uses excluding residential and ancillary residential uses. The rate in the dollar equates to the UV base rate which recognises the cost to Council of servicing such land, of which the predominant non-rural use is tourism-related, which attracts greater numbers of vehicle usage on Council roads. This ensures that such commercial activities contribute to the cost of Council providing tourism-related facilities and services. The rate also recognises the lower cost of operating commercial activities on such land in comparison to operating such activities on GRV land. A minimum rate of \$1,843.00 is applied.
Mining	Properties that have a mining land use located outside of townsite boundaries. The rate in the dollar equates to the UV base rate which reflects the additional cost to Council of servicing such land which attracts greater numbers of heavy haulage vehicle usage on Council roads. This ensures that such mining activities contribute to the cost of Council providing mining-related facilities and services. The rate also recognises the lower cost

UV Rates	Description
	of operating mining activities on such land in comparison to operating such activities on GRV land. A minimum rate of \$1,843.00 is applied.
GRV Rates	Description
Residential	Properties that have a residential land use located primarily within the Shire's townsites of Eaton, Millbridge, Dardanup and Burekup. Consist of Residential and Ancillary Residential Uses (dwellings, home occupations and home offices). These properties have access to most Council services including footpaths, street lighting, parks, etc. A minimum rate of \$1,739.00 is applied.
Rural Residential	Properties that have a residential rural land use located outside of townsite boundaries. As a result of the higher GRV valuations for these properties and less services provided (i.e.: no footpaths or street lighting) the rate in the dollar is lower than the residential rate. A minimum rate of \$1,843.00 is applied.
Commercial	Properties that have a commercial land use generally within the town centres' business districts including cafés, restaurants, food and clothing shops, showrooms, etc. As a result of the higher GRV valuations for these properties, the rate in the dollar reflects the additional cost to Council of servicing such commercial activity including CBD car parking, lighting, walkways, landscaping and other amenities, which also attracts greater numbers of vehicle usage on Council roads. This rate ensures that such commercial activities contribute to the cost of Council providing these commercial related facilities and services. A minimum rate of \$1,843.00 is applied.
Industrial	Properties that have an industrial and composite industrial land use may include light industry, fuel depots, motor vehicle repairs, showroom, storage facilities, warehouses, workshops, waste processing or landfill facilities. As a result of the higher GRV valuations for these properties, the rate in the dollar reflects the cost to Council of servicing such industrial activity including increased planning and environmental management, and the servicing of land which attracts greater numbers of heavy haulage and light vehicle usage on Council roads. This rate ensures that such industrial activities contribute to the cost of Council providing these industrial related facilities and services. A minimum rate of \$1,843.00 is applied.
Accommodation	Properties that have an accommodation land use generally include camping grounds, caravan parks, chalets, motels and holiday units. The rate in the dollar reflects the additional cost to Council of servicing such land, of which the predominant use is tourism-related, which attracts greater numbers of vehicle usage on Council roads. This rate ensures that such accommodation activities contribute to the cost of Council providing accommodation and tourism-related facilities and services. A minimum rate of \$1,843.00 is applied.
Vacant Land – Residential	Properties with a Residential zoning that are vacant. The rate in the dollar equates to the GRV Residential base rate and reflects the need to maintain a relative contribution towards total rating income from the category and ensure all property owners are paying a fair and equitable contribution to works and services. The minimum is the same as the Residential developed category. A minimum rate of \$1,739.00 is applied.
Vacant Land – Rural Residential	Properties with a Rural Residential zoning that are vacant. The rate in the dollar equates to the GRV Rural Residential base rate and reflects the need to maintain a relative contribution towards total rating income from the category and ensure all property owners are paying a fair and equitable contribution to works and services. The minimum is the same as the Rural Residential developed category. A minimum rate of \$1,843.00 is applied.
Vacant Land – Commercial	Properties with a Commercial zoning that are vacant. The rate in the dollar equates to the GRV Commercial base rate and reflects the need to maintain a relative contribution

UV Rates	Description
	towards total rating income from the category and ensure all property owners are paying a fair and equitable contribution to works and services. The minimum is the same as the Commercial developed category. A minimum rate of \$1,843.00 is applied.
Vacant Land – Industrial	Properties with an Industrial zoning that are vacant. The rate in the dollar equates to the GRV Industrial base rate and reflects the need to maintain a relative contribution towards total rating income from the category and ensure all property owners are paying a fair and equitable contribution to works and services. The minimum is the same as the Industrial developed category. A minimum rate of \$1,843.00 is applied.

Six (6) Differential Rates comprising of fourteen (14) Rating Categories across			
Differential Rates	Rating Categories	Value	Minimum Rate \$
1. RESIDENTIAL	Incorporating: 1. Residential, and 2. Residential Vacant Categories	GRV	\$1,739.00
2. COMMERCIAL	Incorporating: 3. Commercial, and 4. Commercial Vacant Categories	GRV	\$1,843.00
3. INDUSTRIAL	Incorporating: 5. Industrial, and 6. Industrial Vacant Categories	GRV	\$1,843.00
4. RURAL RESIDENTIAL	Incorporating: 7. Rural Residential, and 8. Rural Residential Vacant Categories	GRV	\$1,843.00
5. ACCOMMODATION	Incorporating: 9. Accommodation Category	GRV	\$1,843.00
6. UV	Incorporating: 10. Rural, 11. UV1, 12. UV2, 13. UV3, and 14. Mining Categories	UV	\$1,843.00

- Annual Percentage Rate Increases**

Factors such as the growth of the Shire, need for additional resources to meet growth demands, the rising cost of labour and materials, previous rate increases approved and a perception of the affordability of a reasonable rate increase are some of the factors taken into account when considering the percentage by which rates in the dollar and minimum rates have to be increased.

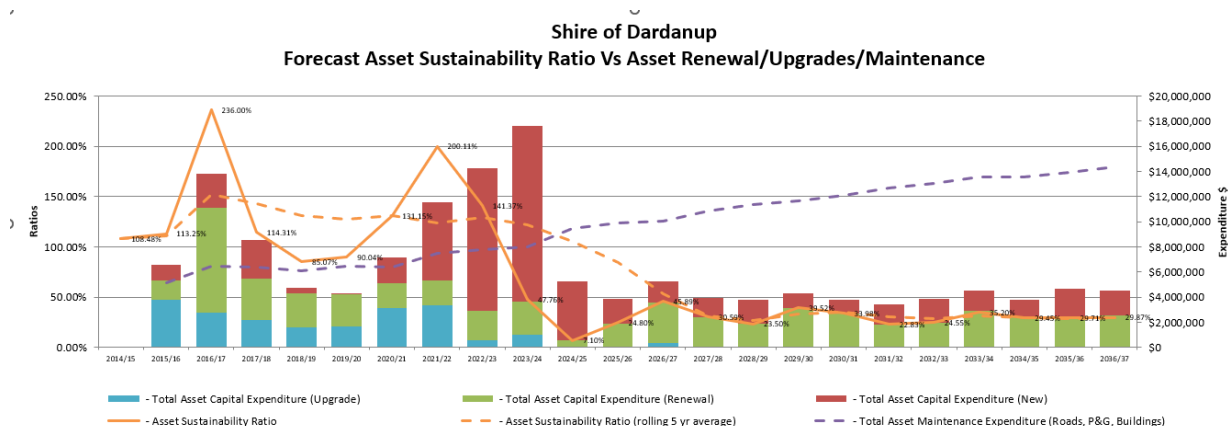
It has also been widely recognised that increasing rates solely based on a factor equivalent to the increase in the Consumer Price Index (CPI) is not prudent financial management, as the CPI provides a good estimate of a household's expectation of the price changes (increases) to the goods and services they consume but it does not provide a good estimate of all of the cost pressures faced by Local Government. In the past, indices such as the Local Government Cost Index (LGCI), together with other

cost factors, have also been used as a guide for rate increases as the use of this index has been advocated by the Western Australian Local Government Association (WALGA).

Budget – Whole of Life Cost

As no new assets have been created, there are no direct whole of life or ongoing cost implications. The rating strategy deployed by Council in the 2025/26 financial year will form part of a long term financial planning strategy to maintain the sustainable operations of Council. If Council is not able to adequately fund operations in the 2025/26 financial year, then the financial position of Council will potentially deteriorate in future years as assets age further and demand for services increase with projected population growth.

The following graph from the adopted 2024-2034 Long Term Financial Plan illustrates Council's Asset Sustainability Ratio, compared against past and projected future Asset Renewal, Upgrade, New and Maintenance works. The Asset Sustainability Ratio should ideally be between 90-110%.



Asset Sustainability Ratio

(Are assets being replaced at the rate they are wearing out?)

This ratio indicates whether a local government is renewing or replacing existing non-financial assets at the same rate that its overall stock of assets is wearing out. It is calculated by measuring capital expenditure on renewal or replacement of assets relative to the rate of depreciation of assets for the same period. A local government would need to understand and be measuring its renewal expenditure to be able to determine this ratio.

What does it mean?

If capital expenditure on renewing or replacing assets is at least equal to depreciation on average over time, then the local government is ensuring the value of its existing stock of physical assets is maintained. If capital expenditure on existing assets is less than depreciation then, unless a local government's overall asset stock is relatively new, it is likely that it is underspending on renewal or replacement. This is likely to result in additional maintenance costs for assets that have exceeded their useful life that exceed the costs of renewal and replacement. This situation could progressively undermine a local government's financial sustainability as it is confronted with failed assets and significant renewal and replacement costs that cannot be accommodated without sudden large rate increases.

Local governments should be replacing or renewing assets at the appropriate times. Achievement of the asset sustainability ratio target means that a local government is reasonably preserving the stock of existing assets because renewal or replacement activity approximately matches the consumption of its asset stock for the period.

Data and Calculation	Information	Measurement/Target
Capital expenditure on replacement or renewal of assets divided by the depreciation expense. Expressed as a percentage. Eg Capital renewal expenditure = \$7.9m Depreciation expense = \$8.8m Asset Sustainability Ratio = 90%	This is the measure of the extent to which assets managed by the local government are being replaced as they reach the end of their useful lives. Depreciation expense measures the extent to which the assets have been consumed during that period. Capital expenditure on renewals (replacing assets that the local government already has) is an indicator of the extent to which the assets are being replaced.	Between 90-110% Note <i>A ratio greater than 110% indicates that the local government may be over investing in renewal and replacement of its asset base.</i> <i>A ratio of less than 90% indicates that the local government may be under investing in renewal and replacement of its asset base.</i>

Council Policy Compliance

The budget is based on the principles contained in the Strategic Community Plan and Corporate Business Plan. *Policy CnG CP018 – Corporate Business Plan & Long Term Financial Plan* applies.

Risk Assessment

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Rating Strategy - 2025/26
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.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Category Assessed Against	Financial	Financial sustainability impacted through inadequate rating.
	Legal and Compliance	Compliance with budget, rating and integrated planning review and development process.
	Reputational	Shire reputation can be negatively impacted if rate increases are considered excessive by the community.

Officer Comment

As part of preparing the annual budget, Corporate Business Plan and Long Term Financial Plan, Council considers community needs in relation to its available income requirements for the coming years before deciding how much it should raise in general rates. Council will also consider the extent of the rate burden on rate payers and may decide to forgo some activities and services in order to avoid high rate rises.

In considering Council’s Asset Sustainability Ratio, which has decreased over the last three (3) years resulting in a negative -0.877 ratio for 23/24, Council may need to consider increased funding allocations to the Building Maintenance Reserve in anticipation for future grant funding leverage and potential co-contributed projects.

Officers recommend a 7.00% rate increase which is 1.9% higher than the 5.10% rate previously endorsed as part of last year’s 2024-2034 Long Term Financial Plan. A greater increase than 5.10% will enable Council to replenish Reserve funds, which in turn, will improve the Asset Sustainability Ratio by enabling more project ready developments.

In addition, Officers recommend that Council increase the rates for the three (3) years following, ie 2026/27, 2027/28 and 2028/29, by an additional 1% increase to a consistent 6.00% to replenish other asset reserves including Roads, Parks & Reserves, Footpaths and Drainage.

It is further recommended that for the longer term Council should adopt a minimum 5% rate increase to bring the Asset Sustainability Ratio back to closer 100% by the end of the 10-year Long Term Financial Plan.

The Rating Strategy for 2025/26 requires Council to strike a balance between competing principles to come up with a mixture of rates and charges that provides the income needed for its annual budget while meeting the tests of equity, efficiency and simplicity.

➤ Purpose of the Rating Strategy

The purpose of the Rating Strategy is to provide Council’s preferred position on the following:

- i. *Method of Rates Calculation;*
- ii. *Annual percentage rate increase; and*
- iii. *Minimum rates.*

➤ *Method of Rates Calculation*

In broad terms the total amount of money to be raised in general rates is divided by the total value of all rateable properties. The resulting figure is called the “rate in the dollar”. Council determines the amount to be paid in rates by applying a rate in the dollar to the assessed value of each property. When that total value of all properties increases, the Council reduces the rate in the dollar to compensate. There is no windfall gain.

➤ *How a “Rate in the Dollar” is calculated?*

From 1 July 2024, Council adopted a new rating strategy utilising the Differential Rates Method. The Differential Rating method applies to the 2025/26 financial year. Again, the calculation is not complex, it is simply:

GRV or UV multiplied by the **Applicable Differential Rate in the Dollar** = Rates Raised.

However, with **Differential Rates**, Council has the ability to levy rates based on **the purpose for which the land is zoned and / or the land use**, effectively setting a number of different **Rates in the Dollar** values for different rating categories (as opposed to the current process where Council is limited to only the Gross Rental Value as an index

For a Council using only a “Uniform General Rate”, the rate in the dollar is calculated as follows:

If Council plans to raise the total GRV rate revenue of \$10 million, and the total Gross Rental Value of all rateable properties in the municipality is \$2.38 billion, then the rate in the dollar is calculated by dividing \$10 million by \$2.38 billion = 0.42 cents in the dollar.

➤ *How are Property’s Rates calculated?*

The basis for calculating property rates are the gross rental values (GRV) or unimproved values (UV) for individual properties provided by Landgate’s Property and Valuations area multiplied by the relevant rate in the dollar.

A property’s GRV represents the amount of the gross annual rental the land might obtain if it is let on a tenancy basis from year to year. A property’s UV means the amount the land may reasonably be expected to obtain if it was sold and assuming no improvements to the land had been made.

For example, if the Gross Rental Value of a property is \$26,000 and the Council rate in the dollar is set at 11.5710 cents, the rate bill would be \$3,008.46 (\$26,000 x \$0.115710)

➤ *Property Valuations.*

Property values affect the amount paid in municipal rates. State legislation requires that all properties in every municipality are revalued every 3-5 years. Dardanup is required to revalue its GRV properties every 3 years and its UV properties every year.

Changes in property values will vary across a municipality. These will be reflected in each property's rate bill. A general revaluation may result in the rates for some properties going up while others go down. If a property's value increases by less than the average increase across the municipality, the rates for that property will be relatively lower. Rates will be relatively higher if a property's value increases by more than the average increase in valuation.

Councils do not collect extra revenue as a result of the revaluation process. Valuations are simply used as an apportioning tool to assess the rates payable for each individual property.

Information about a property's value is included on the rate notice issued by the Council.

The Rating Strategy contained within this report is reviewed on an annual basis and covers a 10-year period, consistent with the draft Long Term Financial Plan and strategic planning resources. Outcomes from this report will be updated to the 2025/26-2034/35 Long Term Financial Plan for Council to consider in April 2025.

END REPORT

12.4.5 Title: Monthly Statement of Financial Activity for the Period Ended on the 31st March 2025

Reporting Department:	Corporate & Governance Directorate
Responsible Officer	Mr Rehan Shahid – Manager Finance
Reporting Officer	Mr Ricky Depillo - Accountant
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Appendix ORD: 12.4.5A – Monthly Finance Report 31 st March 2025 Appendix ORD: 12.4.5B – Risk Assessment

Overview

This report presents the monthly Financial Statements for the period from the 1st March 2025 to the 31st March 2025 for Council endorsement.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

97-25 MOVED - Cr A L Webster SECONDED – Cr T G Gardiner

THAT Council receives the Monthly Statement of Financial Activity (Appendix ORD: 12.4.5A) for the period ended on the 31st March 2025.

CARRIED
7/0

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

Background

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

Legal Implications

Local Government Act 1995 – Section 6.4

6.4. Financial Report

- (1) *A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.*
- (2) *The financial report is to —*

- (a) be prepared and presented in the manner and form prescribed; and
- (b) contain the prescribed information.

Local Government (Financial Management) Regulations 1996 r. 34

Part 4 — Financial Reports — s. 6.4

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

(1A) In this regulation—

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

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

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

Council Plan

13.1 - Adopt best practice governance.

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

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

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Monthly Statement of Financial Activity for the Period Ended 31 st of March 2025	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Legal and Compliance	Non-compliance with the legislative requirements that results in a qualified audit.
	Reputational	Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively.
	Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.

Officer Comment

The Monthly Financial Report for the period ended on the 31st of March 2025 is contained in (Appendix ORD: 12.4.5B) and consists of:

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

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

The Statement includes the end-of-year surplus brought forward from 2023/24. When the 2024/25 Budget was adopted in June 2024, this surplus was estimated to be \$652,816. After completion of audited accounts, the actual surplus in 2023/24 is recorded at \$684,593.

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

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

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

Note 2 – Contains explanations for items with a material variance. Actual values for the year-to-date are compared to the year-to-date budget to present a percentage variance as well as the variance amount. The minimum level adopted by Council to be used in the Statement of Financial Activity in 2024/25 for reporting material variances is 10% or \$50,000, whichever is greater.

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

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

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

END REPORT

12.4.6 Title: Schedule of Paid Accounts as at the 31st March 2025

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

Overview

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

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

98-25 MOVED - Cr A C Jenour SECONDED – Cr S L Gillespie

THAT Council receive the March 2025 ERP Quarterly Update Report (Appendix ORD:12.4.1A) on the progression of the ERP Software Replacement Program.

THAT Council receives the Schedule of Paid Accounts report from 1st March 2025 to 31st March 2025 as follows:

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
ELECTRONIC FUNDS TRANSFER					
EFT59465	06/03/2025	Abby Fabby Facepainting	Summer Series: Facepainting - Summer Serenade 14/02/2025 - Carramar Park	MUNI	200.00
EFT59466	06/03/2025	AE Hoskins Building Services	Refurbishment of Eaton Recreation Centre Accessible Toilets and Changerooms: Progress Claim # 2	MUNI	138,530.17
EFT59467	06/03/2025	Amity Signs	3 x Hazard Markers - South Road	MUNI	808.50
EFT59469	06/03/2025	Anne Deacon	ERC Umpire Payment: 04/03/2025	MUNI	83.40
EFT59470	06/03/2025	Annette Webster	Meeting Allowance	MUNI	1,414.08
EFT59471	06/03/2025	Anthony Charles Jenour	Meeting Allowance	MUNI	1,414.08
EFT59472	06/03/2025	Australian Tax Office	PAYG - Payrun: 28/02/2025	MUNI	90,591.00
EFT59473	06/03/2025	B & B Street Sweeping Pty Ltd	Road Maintenance - Millbridge Boulevard	MUNI	6,065.19
EFT59474	06/03/2025	Boyles Plumbing and Gas	Investigate and Repair Water Leak at Wells Recreation Grounds	MUNI	831.60
EFT59475	06/03/2025	Brett Hodgson	ERC Umpire Payment: 05/03/2025	MUNI	111.20
EFT59476	06/03/2025	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	191.97
EFT59477	06/03/2025	Bunbury Mower Service	Parts for Mowers	MUNI	1,372.00
EFT59478	06/03/2025	Bunnings Group Limited	Tools - Sundry Plant & Mosquito Traps	MUNI	518.04
EFT59479	06/03/2025	Capel Tree Service	Tree Removal - Hotham Way	MUNI	3,300.00
EFT59480	06/03/2025	Caroline Mears	2024-2025 Summer Series: 2 x Yoga in the Park Sessions: Eaton and Dardanup	MUNI	300.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59481	06/03/2025	Choiceone Pty Ltd	Labour Hire - Martin Pelusey Road: 17-23/02/2025	MUNI	1,865.35
EFT59482	06/03/2025	Cleanaway Solid Waste Pty Ltd	Waste Disposal - Crooked Brook Road & Banksia Road	MUNI	10,528.22
EFT59483	06/03/2025	Cleanway Xtra Cleaning Services	Cleaning at SoD Library, Admin & Community Building: 11-21/02/2025	MUNI	3,753.75
EFT59484	06/03/2025	Country Landscaping Pty Ltd	Reticulation - Dardanup Oval	MUNI	1,021.42
EFT59485	06/03/2025	Country Water Solutions	Entry Statements - Reticulation	MUNI	274.33
EFT59486	06/03/2025	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods & Cleaning Items	MUNI	785.19
EFT59487	06/03/2025	CS Legal - Recoveries Legal WA	2024/2025 Debt Recovery - Legal Fees: February 2025	MUNI	155.00
EFT59488	06/03/2025	Dardanup Rural Supplies	Rural Fitting and Valves - Dowdells Line	MUNI	283.10
EFT59489	06/03/2025	Deputec Pty Ltd	ERC - Monthly Subscription for Rostering: January 2025	MUNI	314.33
EFT59490	06/03/2025	Diesel Force	Service - DA588	MUNI	1,880.44
EFT59491	06/03/2025	Donna Bastow	ERC Umpire Payment: 05/03/2025	MUNI	111.20
EFT59492	06/03/2025	Dylan Murphy	ERC Umpire Payment: 05/03/2025	MUNI	83.40
EFT59493	06/03/2025	Eaton Trophies	Council Meeting Room Name Plaques - Manager Financial Services & Door Plate - Director Corporate & Governance	MUNI	120.00
EFT59494	06/03/2025	Ellen Patricia Lilly	Meeting Allowance	MUNI	2,080.58
EFT59495	06/03/2025	Fit2Work	Fit2Work Nationally Coordinated Criminal History Check	MUNI	308.00
EFT59496	06/03/2025	Flex Events & Mandurah PA Hire	Summer Series: Movies by Moonlight - Hire of 6.1m Air Screen	MUNI	2,265.00
EFT59497	06/03/2025	Heatleys	Protective Clothing - Public Works	MUNI	797.25

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59498	06/03/2025	Hynes Contracting	Supply and Install Pipe and Pipe Fitting to Connect Bore to Existing Water Tank - Waterloo BFB	MUNI	360.00
EFT59499	06/03/2025	Insight Enterprises Australia Pty Ltd	Azure Plan Consumption: December 2024	MUNI	94.88
EFT59500	06/03/2025	Jack David Manoni	Meeting Allowance	MUNI	1,414.08
EFT59501	06/03/2025	John Thompson	ERC Umpire Payment: 05/03/2025	MUNI	111.20
EFT59502	06/03/2025	JTagz Pty Ltd	Dog Tags - Sundry Expenditure - Animal Control	MUNI	533.78
EFT59503	06/03/2025	Kate Louise Maloney	Summer Serenade: Craft Tent - Weaving Workshop, Bubble and Pavement Chalk Art	MUNI	420.00
EFT59504	06/03/2025	Katherine Kaurin	Reimburse Uniform Purchase	MUNI	59.90
EFT59505	06/03/2025	Kenneth Ross Pomare	ERC Umpire Payment: 05/03/2025	MUNI	111.20
EFT59506	06/03/2025	Leschenault Biosecurity Group Inc	Refund Dardanup Hall Hire Bond - Receipt # 159812	MUNI	290.00
EFT59507	06/03/2025	Lily Knight	ERC Umpire Payment: 04/03/2025	MUNI	83.40
EFT59508	06/03/2025	Lucas James Campbell	Refund Cat Cage Hire Bond - Receipt # 158829	MUNI	150.00
EFT59509	06/03/2025	Luke William Davies	Meeting Allowance	MUNI	1,414.08
EFT59510	06/03/2025	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	155.00
EFT59511	06/03/2025	Malatesta Road Paving and Hotmix	Golding Crescent & Delmarco Drive Asphalt Works	MUNI	22,713.92
EFT59512	06/03/2025	Mark David Moore	Refund Cat Cage Hire Bond - Receipt # 159918	MUNI	150.00
EFT59513	06/03/2025	Mark Richard Hutchinson	Meeting Allowance	MUNI	1,414.08

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59514	06/03/2025	Matthew Mitchell Gray	Rates Refund for Assessment A2124	MUNI	1,391.40
EFT59515	06/03/2025	Mckayhla Pomare	ERC Umpire Payment: 05/03/2025	MUNI	27.80
EFT59516	06/03/2025	Melanie May Ring	Reimburse Purchase of Fuel - Fuel Card Not Working	MUNI	77.75
EFT59517	06/03/2025	Michael Harnett	Reimburse Medical Appointment Fee - to be Recouped From LGIS	MUNI	92.00
EFT59518	06/03/2025	Millwood Forest Products	Timber for Wall Cladding: Landing Meeting Room & CEO Office	MUNI	2,337.50
EFT59519	06/03/2025	MJB Industries Pty Ltd	1 x Bubble-Up Grate Square - Emu Cove	MUNI	770.41
EFT59520	06/03/2025	Nutrien Ag Solutions	Herbicide - Eaton Foreshore	MUNI	2,425.50
EFT59521	06/03/2025	Omnicom Media Group Australia Pty Ltd	3 x Public Notices - SW Times & West Australian	MUNI	926.29
EFT59522	06/03/2025	Parkridge Group Pty Ltd	Return of WAPC 163565 - Lot 9008 Wandoo Way Parkridge Stage 4 Outstanding Works Bond (Fencing)	MUNI	104,286.00
EFT59523	06/03/2025	Perfect Landscapes	Weekly Reserves Mowing, Lawn Mowing & Weed Control	MUNI	17,409.00
EFT59524	06/03/2025	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	1,007.25
EFT59525	06/03/2025	PFI Supplies	Cleaning Supplies - 4 x Locations	MUNI	310.10
EFT59526	06/03/2025	Professional Development Training Pty Ltd	Foundation Skills - Personal Assistants - 3 Hour Virtual Training	MUNI	495.00
EFT59527	06/03/2025	RTV Computers Pty Ltd	10 x Dell Latitude 7440 Laptops & Ethernet Cables	MUNI	18,573.50
EFT59528	06/03/2025	Sally Louise Harris	Refund Partial Dog Registration Fee Due to Sterilisation	MUNI	51.67
EFT59529	06/03/2025	Securepay Pty Ltd	Bank Fees - 2024/2025 Securepay Web & IVR Merchant - February 2025	MUNI	10.56

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59530	06/03/2025	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	614.81
EFT59531	06/03/2025	Shadewest	Resew & Refit Torn Sail - Carramar Park	MUNI	550.00
EFT59532	06/03/2025	Shire of Dardanup	SW DAMA Application Fee	MUNI	284.00
EFT59533	06/03/2025	South West Tree Safe	Tree Pruning - Crampton Ave	MUNI	3,850.00
EFT59534	06/03/2025	Stacey Gillespie	Meeting Allowance	MUNI	1,414.08
EFT59535	06/03/2025	Synergy	Townsite Street Lights & Electricity - 3 Locations	MUNI	34,917.81
EFT59536	06/03/2025	Taneta Bell	Meeting Allowance	MUNI	1,414.08
EFT59537	06/03/2025	Te Wairimu Elinor Pomare	ERC Umpire Payment: 05/03/2025	MUNI	111.20
EFT59538	06/03/2025	Timber Insight	Bridge Maintenance & Inspections	MUNI	9,581.00
EFT59539	06/03/2025	TPG Network Pty Ltd	Enterprise Ethernet WAN Services - February 2025	MUNI	4,513.19
EFT59540	06/03/2025	Traffic Force	Labour Hire - Dowdells Line & Crampton Road	MUNI	5,520.20
EFT59541	06/03/2025	Tutt Bryant Hire	3 x Portable Toilets: 02/01-04/02/2025 - ERC Vacation Care	MUNI	2,098.80
EFT59542	06/03/2025	Tyrrell Gardiner	Local Government Allowance	MUNI	4,727.50
EFT59543	06/03/2025	Veolia Recycling & Recovery Pty Ltd	Weekly Emptying of 3 x Commingled Recycling Skips & Cardboard Recycling - Waste Transfer Station: February 2025	MUNI	1,835.23
EFT59544	06/03/2025	WALGA	Rates in Local Government - Clerical: 01- 02/05/2025 - Rates Officer	MUNI	1,199.00
EFT59545	06/03/2025	Winc Australia Pty Ltd	Stationery Order - Eaton Admin	MUNI	1,056.46
EFT59546	06/03/2025	Woolworths Group Limited - Online Order Only	Stock for Council Chambers Kitchen, Staff Kitchen, PACE Catering & ERC Café	MUNI	1,462.19

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59547	06/03/2025	Woolworths Group Limited - Openpay Portal	Stock for Council Chambers Kitchen, Staff Kitchen & ERC Café	MUNI	152.35
EFT59548	06/03/2025	Work Clobber	Protective Clothing - Public Works	MUNI	324.00
EFT59578	13/03/2025	Activ Foundation Inc	Grounds Maintenance - Dardanup Cemetery & Graffiti Removal - Millbridge Blvd	MUNI	129.64
EFT59579	13/03/2025	Allpest WA South West	Quarterly Rodent Control - Eaton Admin Office	MUNI	132.00
EFT59580	13/03/2025	Altus Planning	Development Applications and DAP Application Monthly Planning Service Fees - 04/03/2025	MUNI	10,715.38
EFT59581	13/03/2025	AMD Audit and Assurance Pty Ltd	Financial Management Systems Review FM Reg 5(2)(C) 2022 - 2024	MUNI	11,550.00
EFT59582	13/03/2025	Andre Van Der Merwe	Reimburse Fuel Purchased - Fuel Card Not Working	MUNI	104.99
EFT59583	13/03/2025	Andrea Louise Staples	Rates Refund for Assessment A11609	MUNI	2,400.00
EFT59584	13/03/2025	Anne Deacon	ERC Umpire Payment: 11/03/2025	MUNI	83.40
EFT59585	13/03/2025	Australian Tax Office	PAYG - Payrun: 07/03/2025 - Interim	MUNI	3,096.00
EFT59586	13/03/2025	BCE Surveying Pty Ltd	Telstra Location - Dowdells Line	MUNI	1,176.45
EFT59587	13/03/2025	Boyles Plumbing and Gas	Attend Depot - Zip Tap Fault	MUNI	181.50
EFT59588	13/03/2025	Brett Hodgson	ERC Umpire Payment: 12/03/2025	MUNI	111.20
EFT59589	13/03/2025	Bronte Adams	Bronte Adams - Personal Development Grant 2025	MUNI	400.00
EFT59590	13/03/2025	Brooks Hire Service Pty Ltd	Caterpillar Bobcat Hire: 03-18/02/2025 - Martin Pelusey Road	MUNI	2,959.70
EFT59591	13/03/2025	Bunbury Coffee Machines	ERC - Cafe Goods	MUNI	390.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59592	13/03/2025	Bunbury Geographe Chamber of Commerce and Industry	10 x International Women's Day Event Tickets	MUNI	800.00
EFT59593	13/03/2025	Bunbury Mower Service	Protective Clothing - Public Works & Ignition Module - Plant	MUNI	413.00
EFT59594	13/03/2025	Bunbury Toyota	Purchase 2 x New Rav 4 - Principal Environmental Health Officer & Project Engineer and 1 x New Prado - Director Sustainable Development & Service - ODA	MUNI	163,581.45
EFT59595	13/03/2025	Bunnings Group Limited	Repair Items / Tools - Depot Stores, Parks & Gardens, Eaton Admin	MUNI	1,903.18
EFT59596	13/03/2025	Capel Tree Service	Tree Pruning - Castlereagh Vista & Ord Close	MUNI	4,070.00
EFT59597	13/03/2025	Catered by Jacqueline	Ordinary Council Meeting Catering - 26/02/2025	MUNI	1,072.50
EFT59598	13/03/2025	Changing Spaces	Refund Development Application Fee - 52 Hamilton Road	MUNI	147.00
EFT59599	13/03/2025	Charle Xu	Reimburse Uniform Purchase	MUNI	300.00
EFT59600	13/03/2025	Christine Worsfold	ERC Umpire Payment: 11/03/2025	MUNI	83.40
EFT59601	13/03/2025	City of Busselton	Shire of Dardanup 2024/25 Contribution to the Busselton Margaret River Regional Airport	MUNI	2,000.00
EFT59602	13/03/2025	Civil & Structural Engineers	Issue Shire With Detailed Repair Methodology and Scope of Works to Repair Damaged Dardanup Office Building	MUNI	825.00
EFT59603	13/03/2025	Civil Projects Southwest	Digger Hire for Drainage Works - Dowdells Line	MUNI	12,705.00
EFT59604	13/03/2025	CJ & JL Hazelden	Hazeldene - Band and Choir - Australia Day Breakfast - Dardanup 2025	MUNI	1,980.00
EFT59605	13/03/2025	Country Water Solutions	Reticulation Parts - Primrose Vista	MUNI	262.75
EFT59606	13/03/2025	David Wells Builder	Temporary Fencing and Acroprop Hire - Dardanup Office, CEO Office Sound Proofing & Repair Wall Damage - Eaton Office	MUNI	843.70

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59607	13/03/2025	Dell Australia Pty Ltd	ProSupport and Next Business Day Onsite Service Variable	MUNI	13,728.00
EFT59608	13/03/2025	Department of Fire and Emergency Services	2024/25 ESL Contribution Quarter 3	MUNI	255,333.03
EFT59609	13/03/2025	Deputec Pty Ltd	ERC - Monthly Subscription for Rostering: February 2025	MUNI	333.85
EFT59610	13/03/2025	Diesel Force	Service Tip Truck - DA325	MUNI	1,329.69
EFT59611	13/03/2025	Donna Bastow	ERC Umpire Payment: 12/03/2025	MUNI	111.20
EFT59612	13/03/2025	Driva Pty Ltd	Payroll Clearing - Novated Lease Liabilities	MUNI	1,026.55
EFT59613	13/03/2025	Dylan Murphy	ERC Umpire Payment: 12/03/2025	MUNI	111.20
EFT59614	13/03/2025	Eaton Community Pharmacy	18 x Clear Zinc - Public Works	MUNI	518.94
EFT59615	13/03/2025	Eaton Environmental Services	ERC - Inspect, Clean and Rebait Rodent Stations Quarterly	MUNI	143.00
EFT59616	13/03/2025	Eve Yoga	1 Hour Yoga Classes: 19/02-01/03/2025	MUNI	240.00
EFT59617	13/03/2025	Five Senses Education Pty Ltd	Local Stock Purchase: Pre-primary Reader Sets/Board Book - ECL	MUNI	364.18
EFT59618	13/03/2025	I-Power Management Pte Ltd - Crowne Plaza Perth	Accommodation for Ranger Training: 24/02/2025 - Senior Ranger	MUNI	196.00
EFT59619	13/03/2025	Illion Australian Pty Ltd (Tenderlink)	Tenderlink Public Notices: F0411259 Eaton Drive & Glen Huon Boulevard Intersection & F0408167 Busher Road Intersection Upgrade	MUNI	418.00
EFT59620	13/03/2025	Jason Paul Driscoll	Crossover Rebate - A12332	MUNI	146.30
EFT59621	13/03/2025	John Thompson	ERC Umpire Payment: 12/03/2025	MUNI	111.20
EFT59622	13/03/2025	JP Group - CPSS Pty Ltd	Repayment - Waste Transfer Station Lease 24/25	MUNI	3,588.09
EFT59623	13/03/2025	Kenneth Ross Pomare	ERC Umpire Payment: 12/03/2025	MUNI	55.60

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59624	13/03/2025	Kieran O'Brien	Reimburse Fuel Purchase - Fuel Card Not Working	MUNI	78.13
EFT59625	13/03/2025	Lachlan Joshua Hedt	Refund Partial Dog Registration Fee Due to Sterilisation	MUNI	150.00
EFT59626	13/03/2025	Landgate	GRV & UV Interim Valuations	MUNI	2,246.49
EFT59627	13/03/2025	Les Mills Asia Pacific	ERC Group Fitness Program Licence Fee: March 2025	MUNI	1,433.16
EFT59628	13/03/2025	Lions Club of Dardanup	Spring Into Action Event for Volunteer Bushfire Brigade - Dardanup	MUNI	500.00
EFT59629	13/03/2025	LJ Hooker Southwest	Rates Refund for Assessment A1265	MUNI	572.25
EFT59630	13/03/2025	Luke Wilkinson	ERC Umpire Payment: 12/03/2025	MUNI	83.40
EFT59631	13/03/2025	Malatesta Road Paving and Hotmix	Premix Asphalt Delivered To Depot	MUNI	1,122.00
EFT59632	13/03/2025	Marissa Nicole Dodd	Crossover Rebate - A4094	MUNI	296.80
EFT59633	13/03/2025	Naturaliste Hygiene	Sharps Disposal - Eaton Foreshore & Watson Reserve	MUNI	165.00
EFT59634	13/03/2025	Omnicom Media Group Australia Pty Ltd	6 x Public Notices - Bunbury South West Times & West Australian Newspaper	MUNI	3,817.80
EFT59635	13/03/2025	Patricia May Gunnell	Rates Refund for Assessment A2327	MUNI	1,201.98
EFT59636	13/03/2025	Phord Bluebelle	Reimburse Uniform Purchase	MUNI	88.00
EFT59637	13/03/2025	Prime Supplies	Inspection Services for Chains and Slings - Public Works	MUNI	121.00
EFT59638	13/03/2025	QM Airconditioning	De-Gas 40 Fridges - Waste Transfer Station	MUNI	600.00
EFT59639	13/03/2025	Sam & Simon King	Reimburse 50% Study Costs - Cert IV Training & Assessment	MUNI	112.70
EFT59640	13/03/2025	Scavenger Fire & Safety	Fire Fighting Items - Dardanup Central & Waterloo BFB - ESL Recurrent Exp	MUNI	1,009.25

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59641	13/03/2025	Scope Rentals Pty Ltd	Managed Print Service - Rental/ Usage: March 2025	MUNI	2,675.20
EFT59642	13/03/2025	Shire of Harvey	Long Service Leave Liability	MUNI	4,707.70
EFT59643	13/03/2025	Soft Landing	Mattress Recycling Pickup - Waste Transfer Station	MUNI	3,867.05
EFT59644	13/03/2025	South West Tree Safe	Tree Pruning - Crooked Brook Rd & Crampton Avenue	MUNI	7,700.00
EFT59645	13/03/2025	Southwest Ventures T/as Geographe Ford/Bunbury Hyundai	Purchase 2 x New 2025 Santa Fe - Manager Community Services & Manager Operations	MUNI	114,314.04
EFT59646	13/03/2025	Sports Turf Association WA	Annual Corporate Membership 2025	MUNI	275.00
EFT59647	13/03/2025	Stewart And Heaton Clothing Company Pty Ltd	Fire Clothing - Waterloo, Dardanup Central & West Dardanup BFB - ESL Recurrent Exp	MUNI	741.27
EFT59648	13/03/2025	Synergy	Electricity Account - 29 Locations	MUNI	6,714.37
EFT59649	13/03/2025	T & V Fencing	Supply and Commission 6 x Auto Gate Remotes for Boom Gate - Depot	MUNI	801.90
EFT59650	13/03/2025	Taylor Burrell Barnett	Consultancy for Wanju and Waterloo for the Preparation of Local Scheme Amendments - 21/02/2025	MUNI	3,532.54
EFT59651	13/03/2025	Te Wairimu Elinor Pomare	ERC Umpire Payment: 12/03/2025	MUNI	83.40
EFT59652	13/03/2025	Team Global Express - Toll	Brigade Postage 2024/25	MUNI	34.91
EFT59653	13/03/2025	Telstra	Telephone - West Dardanup BFB, Alarm Monitoring & Fax - Dardanup Office	MUNI	132.40
EFT59654	13/03/2025	Teresa Marie Partridge	Reimburse Fuel Purchase DAO - Fuel Card Not Working	MUNI	81.94
EFT59655	13/03/2025	Timothy Frederick Green	Rates Refund for Assessment A9933	MUNI	1,200.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59656	13/03/2025	Traffic Force	Traffic Control - Dowdells Line, Golding Crescent, Hamilton Road & Crooked Brook Road	MUNI	14,667.95
EFT59657	13/03/2025	Urban Development Institute of Australia WA Division	UDIA Facilitating Housing Supply for the Future Ticket - CEO & Director Sustainable Development	MUNI	216.00
EFT59658	13/03/2025	Whitey's Tackle and Camping	Summer Series Fishing Clinic Program Facilitation and Equipment	MUNI	990.00
EFT59659	13/03/2025	Woodlands	2 x Boyd Seat With Armrests - Public Seating	MUNI	5,498.35
EFT59660	13/03/2025	Work Clobber	Protective Clothing - Public Works	MUNI	134.36
EFT59661	20/03/2025	A & L Printers Pty Ltd	10 x Swimming Pool Inspection Books	MUNI	494.00
EFT59662	20/03/2025	A1 Sign Shop	14 x Signs for Dog Exercise Areas	MUNI	876.82
EFT59663	20/03/2025	Access Wellbeing Services	Employee Assistance Program Consultations	MUNI	528.00
EFT59664	20/03/2025	Activ Foundation Inc	Remove Litter, Deadwood & Dumped Green Waste - Eaton Drive & Graffiti Removal - Millbridge Blvd, Glen Huon PS & Skate Park	MUNI	6,766.56
EFT59665	20/03/2025	Amity Signs	5 x Street Signs - 4 x Locations & Rural Street Sign: 46, 113 & 658	MUNI	662.75
EFT59666	20/03/2025	Ampol Australia Petroleum Pty Ltd	Shire Vehicles Fuel Usage - February 2025	MUNI	17,947.83
EFT59667	20/03/2025	Angela Jayne Brooke	CPR Refresher - 9 x Shire Staff	MUNI	450.00
EFT59668	20/03/2025	Asahi Beverages Pty Ltd	ERC - Cafe Goods - Drinks	MUNI	1,211.95
EFT59669	20/03/2025	Australia Post	Monthly Postage Cost & Rates Instalment Notice Mailout	MUNI	3,175.28
EFT59670	20/03/2025	Australian Tax Office	PAYG - Payrun: 14/03/2025	MUNI	81,724.00
EFT59671	20/03/2025	Australind Landscaping Supplies	Topdress Sand - Eaton Foreshore	MUNI	324.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59672	20/03/2025	B & B Street Sweeping Pty Ltd	4 x Invoices: Street Sweeper / Jet Vac Hire - 13 x Locations	MUNI	5,084.18
EFT59673	20/03/2025	Brett Hodgson	ERC Umpire Payment: 19/03/2025	MUNI	111.20
EFT59674	20/03/2025	Brooks Hire Service Pty Ltd	Hire 14T Excavator With Tilting Bucket - Dardanup West Road & Skid Steer Hire - Martin Pelusey Road	MUNI	7,936.67
EFT59675	20/03/2025	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	610.41
EFT59676	20/03/2025	Bunbury Harvey Regional Council	Green Waste Processing - Waste Transfer Station: December 2024 - February 2025	MUNI	4,686.00
EFT59677	20/03/2025	Bunbury Retravision	Spot Removal Formula for Cleaning Furniture and Carpets - Eaton Office	MUNI	68.00
EFT59678	20/03/2025	Bunbury Toyota	Purchase New 2024 Toyota Rav4 GXL - DA329	MUNI	45,610.41
EFT59679	20/03/2025	Bunnings Group Limited	Ryobi Circular Saw & Repair Items - Parks, Items for Depot, Road Maintenance - Emu Cove & Repair Items - Plant & Trailers	MUNI	658.64
EFT59680	20/03/2025	Capel Tree Service	Tree Pruning - Millbridge Blvd	MUNI	880.00
EFT59681	20/03/2025	Cat Welfare Society Inc	Cat Adoption Reports - February 2025	MUNI	11.00
EFT59682	20/03/2025	City of Bunbury	Cat & Dog Poundage Fees - February 2025	MUNI	349.40
EFT59683	20/03/2025	Cleanaway Solid Waste Pty Ltd	12 x Invoices: Waste Removal - Crooked Brook Road	MUNI	18,091.57
EFT59684	20/03/2025	Construction Training Fund : BCITF	BCITF Remittance - February 2025	MUNI	1,106.75
EFT59685	20/03/2025	Country Landscaping Pty Ltd	Irrigation Checks and Maintenance - Millbridge, Sindhi Close Park, Eaton Oval & Glen Huon Oval	MUNI	19,150.39
EFT59686	20/03/2025	Country Water Solutions	Reticulation Parts - Eaton Foreshore, Primrose Vista & Eaton Drive	MUNI	304.77
EFT59687	20/03/2025	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	529.52

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59688	20/03/2025	Cross Security Services	Set Up New Master Codes - Glen Huon Club Rooms	MUNI	154.00
EFT59689	20/03/2025	Dale Alcock Homes SW	Refund BCITF Levy - Duplicate Payment	MUNI	832.92
EFT59690	20/03/2025	Dapco Tyre and Auto Centre	Service - DA9605, DA996, Tyre Repairs - DA995 & Trailer Wheel Bearing Repairs - DA15446	MUNI	2,190.00
EFT59691	20/03/2025	Data #3 Limited	MicrosoftM365E5 Full USL Unified Shared Along Monthlysub Per User - Expiry 30/09/2025	MUNI	3,186.55
EFT59692	20/03/2025	Debra Lee Kneale	Rates Refund for Assessment A11391	MUNI	801.50
EFT59693	20/03/2025	Dell Financial Services Pty Ltd	Dell Lease Buyout: 009-0141985-005 & 009-0141985-003 & Repayment: 009-0141985-004	MUNI	7,403.95
EFT59694	20/03/2025	Department of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BSL Remittance - February 2025	MUNI	4,354.74
EFT59695	20/03/2025	Donna Bastow	ERC Umpire Payment: 19/03/2025	MUNI	139.00
EFT59696	20/03/2025	Driva Pty Ltd	Payroll Clearing - Novated Lease Liabilities	MUNI	1,026.55
EFT59697	20/03/2025	Dylan Murphy	ERC Umpire Payment: 19/03/2025	MUNI	83.40
EFT59698	20/03/2025	Eaton Foreshore Festival	Refund Hire Bond - Receipt # 160243	MUNI	1,040.00
EFT59699	20/03/2025	Ferguson Bushfire Brigade	Reimburse Starlink Internet Subscription: 22/12/2024 - 22/03/2025	MUNI	417.00
EFT59700	20/03/2025	Hayley Fitzgerald	Refund Fees Paid Before Cancelling Membership Within Cooling Off Period #20414	MUNI	23.14
EFT59701	20/03/2025	Heidelberg Materials Australia Pty Ltd	Spalls - Mountford Road	MUNI	3,148.15
EFT59702	20/03/2025	J A K Civil Pty Ltd	Demobilise 4 Ton Digger From Panizza Road to Brooks Hire	MUNI	1,072.50
EFT59703	20/03/2025	John Thompson	ERC Umpire Payment: 19/03/2025	MUNI	111.20

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59704	20/03/2025	Kenneth Ross Pomare	ERC Umpire Payment: 19/03/2025	MUNI	55.60
EFT59705	20/03/2025	Lily Knight	ERC Umpire Payment: 18/03/2025	MUNI	83.40
EFT59706	20/03/2025	Living Springs Water Pty Ltd	Springwater Bottles Delivered to Waste Transfer Station	MUNI	130.00
EFT59707	20/03/2025	Marianne Bondarczuk	Refund Cat Cage Hire Bond - Receipt # 159193	MUNI	150.00
EFT59708	20/03/2025	Mcdonald Fencing	Fencing Repair / Replacement - Hunter Park	MUNI	1,551.00
EFT59709	20/03/2025	Mcleods Lawyers Pty Ltd	Sustainable Development Legal Costs - Matter # 54017	MUNI	496.32
EFT59710	20/03/2025	MJ Goods	ERC - Cafe Goods	MUNI	148.20
EFT59711	20/03/2025	Monitored Electronics	Weekly Monitoring of Smartlink GSM Medical Alarms: 01/04-30/06/2025 - ERC	MUNI	57.20
EFT59712	20/03/2025	Montanna Clark	Refund Fees Paid Before Cancelling Membership Within Cooling Off Period #20410	MUNI	23.14
EFT59713	20/03/2025	Moore Australia (WA) Pty Ltd	Audit of Deferred Pensioner Rates as at 30 June 2024	MUNI	660.00
EFT59714	20/03/2025	Nightguard Security Service SW	Alarm Responses: Depot, Eaton Football Club Rooms & ERC - February 2025	MUNI	1,718.55
EFT59715	20/03/2025	Perfect Landscapes	2 x Weekly Reserves & Lawn Mowing	MUNI	9,916.51
EFT59716	20/03/2025	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	3,015.90
EFT59717	20/03/2025	PFI Supplies	ERC - Cleaning Materials	MUNI	1,435.20
EFT59718	20/03/2025	Rentokil Initial Pty Ltd	Pest Control: Dardanup Central BFB - ESL Recurrent Exp	MUNI	175.40
EFT59719	20/03/2025	RTV Computers Pty Ltd	2 x Dell Pro Rugged 14 Laptop - Admin OH	MUNI	9,229.00
EFT59720	20/03/2025	Scope Electrical Contracting Pty Ltd	Final Claim Payment - Supply & Install 420KVA Generator - Eaton Admin	MUNI	39,109.24

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59721	20/03/2025	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	614.81
EFT59722	20/03/2025	SMR Psychology	Employee Assistance Program Consultations	MUNI	203.50
EFT59723	20/03/2025	South West Irrigation Consulting	Karrak Park Irrigation Design	MUNI	5,000.00
EFT59724	20/03/2025	South West Septics	Quarterly Greasetrap Service - Eaton Football: 05/03/2025	MUNI	176.00
EFT59725	20/03/2025	Stewart and Heaton Clothing Company Pty Ltd	2 Line Name Badge - West Dardanup BFB - ESL Recurrent Exp	MUNI	16.45
EFT59726	20/03/2025	Synergy	13 x Electricity Accounts	MUNI	18,642.32
EFT59727	20/03/2025	Te Wairimu Elinor Pomare	ERC Umpire Payment: 19/03/2025	MUNI	111.20
EFT59728	20/03/2025	Team Global Express - Toll	Brigade, Health & Road Maintenance - Panizza Road Postage	MUNI	719.65
EFT59729	20/03/2025	Telstra	Staff Mobiles & Tablets & Eaton Admin Phone Lines	MUNI	4,413.84
EFT59730	20/03/2025	The Print Shop	Printing of Dividers for Strategic Financial Plan 2025/26	MUNI	1,080.20
EFT59731	20/03/2025	The Trustee for AM2 & FM2 Trust	Myosh Subscription - March 2025	MUNI	653.40
EFT59732	20/03/2025	Therese Price	ERC Umpire Payment: 18/03/2025	MUNI	83.40
EFT59733	20/03/2025	Traffic Force	Traffic Control for Drainage Works & Tree Pruning - Dowdells Line & Crampton Avenue	MUNI	7,780.33
EFT59734	20/03/2025	WA Distributors Pty Ltd	ERC - Cafe Goods	MUNI	871.75
EFT59735	20/03/2025	Wacom Australia Pty Ltd	Cable for Make it Space	MUNI	93.14
EFT59736	20/03/2025	Water Corporation	15 x Water Charge Invoices	MUNI	10,469.07
EFT59737	20/03/2025	Waterloo Nursery & Garden Centre	Small & Large Plant Hire & Maintenance of Non-Hired Plants: February 2025	MUNI	1,410.93

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59738	20/03/2025	Winc Australia Pty Ltd	Stationery Order - Eaton Admin	MUNI	1,193.11
EFT59739	20/03/2025	WML Consultants	Eaton Basketball and Tennis Courts - Pavement Investigation	MUNI	5,313.00
EFT59740	20/03/2025	Work Clobber	Uniforms - Animal Control	MUNI	573.30
EFT59741	20/03/2025	Zipform Pty Ltd	2024-2025 Instalment Notices - Printing Collation & Lodgement	MUNI	2,169.22
EFT59742	27/03/2025	Amity Signs	Brackets, Bolts & Steel Strapping - Martin Pelusey Road	MUNI	1,019.15
EFT59743	27/03/2025	Amy Helen Lawrence	Reimburse Meals Whilst Attending Finance Conference	MUNI	65.75
EFT59744	27/03/2025	Aquila Food Forest	Sustainable Living Workshop: 13/03/2025	MUNI	400.00
EFT59745	27/03/2025	Australind Landscaping Supplies	2M3 Lawn Mix - Dardanup Verge Maintenance	MUNI	162.00
EFT59746	27/03/2025	B & B Street Sweeping Pty Ltd	Sweeping Eaton Basketball Courts & Car Park	MUNI	1,427.44
EFT59747	27/03/2025	Brooke Sudbury	Reimburse Uniform Purchase	MUNI	68.00
EFT59748	27/03/2025	Bunbury Mower Service	Starter Rope, Harnesses, Chainsaw Chains, Pruning Saw Chain & Service - Sundry Plant	MUNI	1,195.00
EFT59749	27/03/2025	Bunnings Group Limited	Minor Repair Items - ERC & Eaton Admin	MUNI	840.06
EFT59750	27/03/2025	Capel Tree Service	Tree Pruning - Castlereagh Vista	MUNI	1,703.35
EFT59751	27/03/2025	CHG-Meridian Australia Pty Limited	Repayment - ERC Cardio Equipment: Lease 18 - Contract Number E6N0163172 - 01/04-30/06/2025	MUNI	11,588.25
EFT59752	27/03/2025	Christine Worsfold	ERC Umpire Payment: 25/03/2025	MUNI	83.40
EFT59753	27/03/2025	Citygate Properties Pty Ltd	5 x \$100.00 Gift Cards for Sports Prizes - ERC	MUNI	500.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59754	27/03/2025	Civil Projects Southwest	Machine Hire - Dowdells Line, Mountford Road, Gravel Pit Road & Hunter Park	MUNI	11,550.00
EFT59755	27/03/2025	Cleanway Xtra Cleaning Services	Contract Cleaning: 24/02-14/03/2025 - Eaton Admin & Library	MUNI	6,006.00
EFT59756	27/03/2025	Colin Spark	Refund Hall Hire Bond - Receipt # 160348	MUNI	250.00
EFT59757	27/03/2025	Connect Call Centre Services	After Hours Call Centre - February 2025	MUNI	907.50
EFT59758	27/03/2025	Corenne Lynn	2024-2025 Summer Series - 3 x Library Program Sessions	MUNI	1,000.00
EFT59759	27/03/2025	Country Landscaping Pty Ltd	Weekly Irrigation Checks & Repairs - Millbridge, Eaton Oval & Glen Huon Oval	MUNI	18,788.00
EFT59760	27/03/2025	Country Water Solutions	Reticulation Parts for Repairs - Eaton Foreshore	MUNI	135.67
EFT59761	27/03/2025	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	572.73
EFT59762	27/03/2025	Crown Perth	Accommodation Whilst Attending Lg Finance Professionals Conference: 18-19/03/2025 - Accountant & Finance Coordinator	MUNI	840.00
EFT59763	27/03/2025	Cynthia Leigh-Anne Barbetti	Reimburse Uniform Purchase	MUNI	193.87
EFT59764	27/03/2025	Dapco Tyre and Auto Centre	Puncture Repair - DA15303	MUNI	55.00
EFT59765	27/03/2025	Dardanup Rural Supplies	2 x Pine Posts for Fence Repair - Ferguson Road	MUNI	141.90
EFT59766	27/03/2025	Dardy Cafe & Convenience Store	Supply of Consumables/Grocery Items (Milk, Coffee, Tea) - December 2024 to March 2025 - Dardanup Office	MUNI	102.40
EFT59767	27/03/2025	Dell Financial Services Pty Ltd	Dell Lease Buyout for Servers	MUNI	12,172.58
EFT59768	27/03/2025	Department of Premier and Cabinet	Final Cat Amendment Local Law 2024 - Government Gazette LG401 - 18/02/2025	MUNI	319.80
EFT59769	27/03/2025	Donna Bailye	Reimburse Uniform Purchase	MUNI	169.98

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59770	27/03/2025	Dylan Murphy	ERC Umpire Payment: 26/03/2025	MUNI	55.60
EFT59771	27/03/2025	Ella Rafferty	Reimburse Uniform Purchase	MUNI	22.00
EFT59772	27/03/2025	Georgia Elson	ERC Umpire Payment: 26/03/2025	MUNI	111.20
EFT59773	27/03/2025	Heatleys	Protective Clothing - Public Works	MUNI	673.20
EFT59774	27/03/2025	Heidelberg Materials Australia Pty Ltd	Scalps & Spalls - Mountford Road & Ferguson Road	MUNI	1,709.73
EFT59775	27/03/2025	Hersey's Safety P/L	Fluro Tape, Carbi Cleaner, Cord, Rags, Straps, Hand Cleaner for Depot Stores	MUNI	811.25
EFT59776	27/03/2025	Hooleys Catering Company	Catering for Ordinary Council Meeting: 26/03/2025	MUNI	847.50
EFT59777	27/03/2025	Hynes Contracting	Supply & Install Bluemetal to Rural Location	MUNI	699.00
EFT59778	27/03/2025	Insight Enterprises Australia Pty Ltd	Azure Plan Consumption: January 2025	MUNI	98.87
EFT59779	27/03/2025	JB Hi-Fi Ltd	2 x New LED TV's - ERC	MUNI	4,175.00
EFT59780	27/03/2025	Jo Jingles South West	Jo Jingles Sessions for Early Learning Program at Eaton, Dardanup & Burekup: March 2025	MUNI	2,519.00
EFT59781	27/03/2025	Joanne Michelle Buemi	Rates Refund for Assessment A2475	MUNI	801.50
EFT59782	27/03/2025	John Thompson	ERC Umpire Payment: 26/03/2025	MUNI	166.80
EFT59783	27/03/2025	Kenneth Ross Pomare	ERC Umpire Payment: 26/03/2025	MUNI	83.40
EFT59784	27/03/2025	Kmart	Member Moves Challenge - Basket for Protein Pack Prize	MUNI	6.25
EFT59785	27/03/2025	Liam Yates	Reimburse Uniform Purchase	MUNI	93.57
EFT59786	27/03/2025	Locktec Australia Pty Ltd	Brake Aid Pick Rollers for Fujitsu Fi7480 Desk Scanners	MUNI	161.95

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59787	27/03/2025	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	310.00
EFT59788	27/03/2025	Malatesta Road Paving and Hotmix	Asphalt for Footpath - Millbridge Blvd - Hunter Park	MUNI	4,980.00
EFT59789	27/03/2025	Mckayhla Pomare	ERC Umpire Payment: 26/03/2025	MUNI	111.20
EFT59790	27/03/2025	MJB Industries Pty Ltd	2 x Concrete Pipe - Ferguson Road	MUNI	1,288.14
EFT59791	27/03/2025	Nicole Emma Funslow	Rates Refund for Assessment A2437	MUNI	1,081.20
EFT59792	27/03/2025	Paywise Pty Ltd	Payroll Clearing - Novated Lease Payments	MUNI	4,870.90
EFT59793	27/03/2025	Perdaman Global Services	Senior Project Officer - Department of Home Affairs 186 Visa Application & Fees	MUNI	14,264.13
EFT59794	27/03/2025	Perfect Landscapes	Weekly Lawn & Reserves Mowing	MUNI	4,672.14
EFT59795	27/03/2025	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	1,353.50
EFT59796	27/03/2025	PFI Supplies	ERC - Cleaning Products	MUNI	2,145.65
EFT59797	27/03/2025	Prime Supplies	Cleaning & Hydration Items for Parks Staff	MUNI	401.78
EFT59798	27/03/2025	Records and Information Management Professionals Australasia	Membership Up to 3 Staff - 12 Months	MUNI	675.00
EFT59799	27/03/2025	Reginald John Green	Refund Key Bond - Receipt # 160393	MUNI	40.00
EFT59800	27/03/2025	Regional Media Specialists P/L	Advertising In Bunbury Herald Newspaper for Monthly Community News Page: February 2025	MUNI	1,031.89
EFT59801	27/03/2025	Rent a Fence	Extension of Temporary Fencing Rental During Changeroom Upgrade: 10-13/03/2025	MUNI	11.48
EFT59802	27/03/2025	Ricky Depillo	Reimburse Meals Whilst Attending Finance Conference: 19-20/03/2025	MUNI	64.23
EFT59803	27/03/2025	RTV Computers Pty Ltd	IT Supplies - Eaton Admin	MUNI	385.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59804	27/03/2025	Samara Ugle	Personal Development Grant 2024 - 2025	MUNI	400.00
EFT59805	27/03/2025	Signs Plus	Name Badges for Shire Staff	MUNI	128.00
EFT59806	27/03/2025	South West Psychology & Consultancy	Employee Assistance Program Consultations	MUNI	165.00
EFT59807	27/03/2025	South West Sand Cleaning	Sand Cleaning & Top-up River Valley Primary School Play Ground	MUNI	13,742.89
EFT59808	27/03/2025	South West Tree Safe	Tree Pruning - Collie River Road, Shenton Road, Giumelli Road	MUNI	13,200.00
EFT59809	27/03/2025	Southern Lock and Security	Padlock Keyed to # 9 - ESL Recurrent Exp	MUNI	507.21
EFT59810	27/03/2025	Stewart and Heaton Clothing Company Pty Ltd	Fire Pants - Waterloo BFB - ESL Recurrent Exp	MUNI	104.58
EFT59811	27/03/2025	Synergy	Electricity Account - Dardanup Oval & Depot	MUNI	2,693.96
EFT59812	27/03/2025	Te Wairimu Elinor Pomare	ERC Umpire Payment: 26/03/2025	MUNI	139.00
EFT59813	27/03/2025	Telstra	Internet - Wellington Mills BFB	MUNI	25.00
EFT59814	27/03/2025	Teresa Marie Partridge	Reimburse Fuel Purchase - DA0 - Card Not Working	MUNI	154.75
EFT59815	27/03/2025	The Cafe Merchant & Merchant Warehouse Cafe	Catering: 2 x Staff Leaving Morning Tea, ERP Meeting, BFAC Meeting & IPC Audit & Risk Meeting	MUNI	1,262.00
EFT59816	27/03/2025	Timeless Restorations	Brick Restoration - Don Hewison Centre	MUNI	10,945.00
EFT59817	27/03/2025	Total Hygiene	Eaton Administration Centre - 12 x Sanitary Disposal Units, 1 x Nappy Disposal Unit - Serviced Weekly: 12/03/2025 - 13/03/2026	MUNI	6,578.00
EFT59818	27/03/2025	VDW Electrical	Investigate & Repair Lights Out in Millars Creek & ERC Tripping Power	MUNI	772.75
EFT59819	27/03/2025	Veolia Recycling & Recovery Pty Ltd	Shire Monthly Bin Collection - February 2025	MUNI	89,091.86

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59820	27/03/2025	Water Corporation	Water Usage & Service Charge - 5 x Locations	MUNI	5,586.59
EFT59821	27/03/2025	West Australian Newspapers Ltd	ECL - Subscription to WA Newspapers 7 Per Week: 21/03-13/06/2025	MUNI	164.34
EFT59822	27/03/2025	Western Australian Treasury Corporation	Interest: Loan 73 - Eaton Administration Building	MUNI	227,400.20
EFT59823	27/03/2025	Winc Australia Pty Ltd	ECL Program Supplies	MUNI	391.19
EFT59824	27/03/2025	Work Clobber	Protective Clothing - Public Works	MUNI	611.40
DIRECT DEBIT					
DD18572.1	02/03/2025	Commonwealth Bank of Australia	Merchant Fees - February 2025	MUNI	1,767.22
DD18537.1	03/03/2025	Links Modular Solutions Pty Ltd	Annual Support & Maintenance For Links Software (ERC): March 2025	MUNI	1,160.53
DD18570.1	14/03/2025	PAYRIX	2024/25 Payrix Fee for Synergy Online Payment Platform - February 2025 to June 2025	MUNI	15.68
DD18589.1	17/03/2025	Commonwealth Bank of Australia	CBA Activity Statement - February 2025	MUNI	913.03
DD18590.1	21/03/2025	PAYRIX	2024/25 Payrix Fee for Synergy Online Payment Platform - March 2025	MUNI	12.79
DD18591.1	24/03/2025	Australia Post	2024/25 Australia Post Commission for Rates Payments - February 2025	MUNI	62.00
DD18598.1	28/03/2025	PAYRIX	2024/25 Payrix Fee for Synergy Online Payment Platform - February to June 2025	MUNI	8.66
BPAY					
CHEQUE					
63	06/03/2025	Commissioner of State Revenue	Refund of ESL Rebate Claimed in Error: A2111 - Owner Already Received Rebate for 2024/2025FY	MUNI	25.75

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
64	18/03/2025	Shire of Dardanup - Please Pay Cash	Petty Cash Recoup - Eaton	MUNI	247.50
65	20/03/2025	Commissioner of State Revenue	Refund of ESL Rebate Claimed in Error - Owner Already Received Rebate for 2024/2025FY - A1645	MUNI	25.75

INTERNATIONAL

DD18571.1	19/03/2025	Pentalogic Technology Ltd	Annual Premium Support and Maintenance - Highlighter: 27/02/2025 - 26/02/2026	MUNI	370.00
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TRUST

DEBIT CARD

CREDIT CARD

FUEL PURCHASING CARD

31/01/2025	DA8673	Fuel	\$58.36
31/01/2025	DA613	Fuel	\$97.65
2/02/2025	2WATERLOO	Fuel	\$17.21
3/02/2025	DA005	Fuel	\$104.58
3/02/2025	DA1314	Fuel	\$96.41
3/02/2025	DA8222	Fuel	\$112.69
3/02/2025	DA429	Fuel	\$92.40
3/02/2025	DA9581	Fuel	\$198.76
3/02/2025	DA10105	Fuel	\$38.20
4/02/2025	DA648	Fuel	\$103.30
4/02/2025	DA196	Fuel	\$123.79
4/02/2025	DA10091	Fuel	\$64.35
4/02/2025	1WATERLOO	Fuel	\$202.46
4/02/2025	DA994	Fuel	\$95.01
4/02/2025	DA988	Fuel	\$104.91
4/02/2025	DA9668	Fuel	\$103.88
5/02/2025	DA8200	Fuel	\$115.41

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	5/02/2025	DA698	Fuel	\$655.12
	5/02/2025	DA588	Fuel	\$64.38
	5/02/2025	BUREKUP	Fuel	\$99.77
	5/02/2025	DA9376	Fuel	\$102.49
	5/02/2025	DA10105	Fuel	\$44.42
	5/02/2025	DA329	Fuel	\$75.08
	5/02/2025	DA9605	Fuel	\$77.74
	5/02/2025	DA993	Fuel	\$125.61
	5/02/2025	DA996	Fuel	\$128.02
	6/02/2025	DA005	Fuel	\$108.61
	6/02/2025	DA004	Fuel	\$90.44
	6/02/2025	DA628	Fuel	\$200.57
	6/02/2025	ODA	Fuel	\$242.10
	6/02/2025	DA9513	Fuel	\$394.32
	6/02/2025	DA563	Fuel	\$62.04
	6/02/2025	DA10181	Fuel	\$201.49
	6/02/2025	1WATERLOO	Fuel	\$178.12
	6/02/2025	DA994	Fuel	\$112.73
	6/02/2025	DA613	Fuel	\$121.63
	7/02/2025	DA8457	Fuel	\$126.81
	7/02/2025	DA9287	Fuel	\$108.64
	7/02/2025	DA995	Fuel	\$110.22
	7/02/2025	DA613	Fuel	\$54.80
	8/02/2025	DA955	Fuel	\$120.14
	8/02/2025	1BYC846	Fuel	\$88.44
	10/02/2025	DA588	Fuel	\$56.19
	10/02/2025	DA9774	Fuel	\$410.59
	10/02/2025	DA9605	Fuel	\$91.47
	10/02/2025	HIRE PLANT	Fuel	\$246.83
	10/02/2025	HIRE PLANT	Fuel	\$1,626.66
	11/02/2025	DA005	Fuel	\$97.52
	11/02/2025	DA1314	Fuel	\$73.04
	11/02/2025	SUNDRY 1	Fuel	\$140.32
	11/02/2025	DA648	Fuel	\$95.57

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	11/02/2025	DA997	Fuel	\$87.46
	12/02/2025	DA8222	Fuel	\$111.90
	12/02/2025	DA10105	Fuel	\$40.57
	12/02/2025	DA689	Fuel	\$52.66
	12/02/2025	DA994	Fuel	\$105.43
	12/02/2025	DA993	Fuel	\$131.71
	12/02/2025	DA9668	Fuel	\$106.61
	13/02/2025	DA005	Fuel	\$88.26
	13/02/2025	DA588	Fuel	\$40.57
	13/02/2025	DA996	Fuel	\$128.27
	14/02/2025	DA004	Fuel	\$87.09
	14/02/2025	DA0	Fuel	\$78.56
	14/02/2025	DA1314	Fuel	\$64.99
	14/02/2025	008DA	Fuel	\$96.08
	14/02/2025	DA10181	Fuel	\$170.83
	14/02/2025	DA10105	Fuel	\$35.21
	14/02/2025	DA325	Fuel	\$290.30
	14/02/2025	DA9605	Fuel	\$21.93
	14/02/2025	DA995	Fuel	\$98.34
	14/02/2025	VARIOUS	Fuel	\$143.17
	17/02/2025	DA005	Fuel	\$87.23
	17/02/2025	DA8370	Fuel	\$27.60
	17/02/2025	DA8370	Fuel	\$39.19
	17/02/2025	DA10091	Fuel	\$72.53
	17/02/2025	DA9605	Fuel	\$36.65
	17/02/2025	DA10817	Fuel	\$63.24
	18/02/2025	DA588	Fuel	\$54.08
	18/02/2025	ODA	Fuel	\$179.92
	18/02/2025	SUNDRY 1	Fuel	\$140.32
	18/02/2025	2WATERLOO	Fuel	\$106.37
	18/02/2025	DA9287	Fuel	\$117.34
	18/02/2025	DA10105	Fuel	\$27.79
	18/02/2025	DA997	Fuel	\$71.67
	18/02/2025	DA994	Fuel	\$103.59

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	18/02/2025	DA993	Fuel	\$128.43
	18/02/2025	DA988	Fuel	\$92.43
	19/02/2025	DA8457	Fuel	\$147.59
	19/02/2025	DA1314	Fuel	\$98.96
	20/02/2025	DA8673	Fuel	\$111.94
	20/02/2025	DA9774	Fuel	\$586.89
	20/02/2025	DA8222	Fuel	\$109.72
	20/02/2025	DA648	Fuel	\$128.20
	20/02/2025	DA563	Fuel	\$98.30
	20/02/2025	DA10105	Fuel	\$43.77
	20/02/2025	DA996	Fuel	\$128.29
	20/02/2025	DA995	Fuel	\$95.95
	21/02/2025	DA005	Fuel	\$120.06
	21/02/2025	DA955	Fuel	\$110.03
	21/02/2025	DA9605	Fuel	\$24.76
	21/02/2025	DA613	Fuel	\$116.56
	24/02/2025	DA004	Fuel	\$112.83
	24/02/2025	DA9287	Fuel	\$99.24
	24/02/2025	DA9376	Fuel	\$115.21
	25/02/2025	DA005	Fuel	\$90.60
	25/02/2025	DA588	Fuel	\$57.45
	25/02/2025	DA994	Fuel	\$93.17
	25/02/2025	DA993	Fuel	\$132.80
	25/02/2025	DA9781	Fuel	\$151.93
	25/02/2025	DA613	Fuel	\$105.39
	25/02/2025	VARIOUS	Fuel	\$138.23
	26/02/2025	DA8200	Fuel	\$120.65
	26/02/2025	ODA	Fuel	\$247.01
	26/02/2025	DA8222	Fuel	\$94.01
	26/02/2025	DA9581	Fuel	\$132.59
	26/02/2025	DA995	Fuel	\$105.54
	27/02/2025	DA005	Fuel	\$87.23
	27/02/2025	DA1314	Fuel	\$101.87
	27/02/2025	DA429	Fuel	\$77.66

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	27/02/2025	DA10105	Fuel	\$53.10
	27/02/2025	DA9219	Fuel	\$219.41
	27/02/2025	DA997	Fuel	\$81.58
	27/02/2025	HIRE PLANT	Fuel	\$1,639.77
	28/02/2025	DA8457	Fuel	\$184.83
	28/02/2025	DA017	Fuel	\$156.42
	28/02/2025	DA9605	Fuel	\$38.68

PAYROLL

DD18542.1	07/03/2025	Australiansuper	Superannuation Contributions	MUNI	1,718.82
DD18553.1	14/03/2025	Aware Super Pty Limited	Payroll Deductions	MUNI	32,034.24
DD18553.2	14/03/2025	MLC Super Fund	Superannuation Contributions	MUNI	1,608.88
DD18553.3	14/03/2025	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	692.83
DD18553.4	14/03/2025	Brighter Super	Superannuation Contributions	MUNI	319.20
DD18553.5	14/03/2025	Hostplus	Payroll Deductions	MUNI	1,324.55
DD18553.6	14/03/2025	Hesta Super Fund	Payroll Deductions	MUNI	1,951.27
DD18553.7	14/03/2025	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,423.34
DD18553.8	14/03/2025	Australian Ethical Superannuation	Payroll Deductions	MUNI	400.49
DD18553.9	14/03/2025	Australian Super	Superannuation Contributions	MUNI	323.94
DD18553.10	14/03/2025	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	868.11
DD18553.11	14/03/2025	Colonial First State First Choice Wholesale Personal Super	Payroll Deductions	MUNI	1,166.57

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18553.12	14/03/2025	Australian Retirement Trust	Payroll Deductions	MUNI	1,358.09
DD18553.13	14/03/2025	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	264.60
DD18553.14	14/03/2025	Plum Superannuation Fund	Superannuation Contributions	MUNI	418.71
DD18553.15	14/03/2025	Public Sector Superannuation Accumulation Plan	Payroll Deductions	MUNI	669.51
DD18553.16	14/03/2025	Spirit Super	Superannuation Contributions	MUNI	348.08
DD18553.17	14/03/2025	Unisuper	Payroll Deductions	MUNI	1,605.53
DD18553.18	14/03/2025	Asgard Independence Plan Division Two	Superannuation Contributions	MUNI	136.98
DD18553.19	14/03/2025	Mercer Super Trust	Superannuation Contributions	MUNI	333.27
DD18553.20	14/03/2025	The Trustee for the Bendigo Superannuation Plan	Superannuation contributions	MUNI	313.81
DD18553.21	14/03/2025	Caresuper	Superannuation contributions	MUNI	536.04
DD18553.22	14/03/2025	Commonwealth Essential Super	Superannuation contributions	MUNI	72.52
DD18553.23	14/03/2025	Rest Superannuation	Payroll deductions	MUNI	2,617.22
DD18553.24	14/03/2025	The Bro Code Super Fund	Superannuation contributions	MUNI	46.95
DD18553.25	14/03/2025	Thomson Family Superannuation Fund	Superannuation contributions	MUNI	1,117.78
DD18553.26	14/03/2025	Australiansuper	Superannuation contributions	MUNI	8,489.23
DD18553.27	14/03/2025	The Templeman Family Superannuation Fund	Superannuation contributions	MUNI	18.52
DD18553.28	14/03/2025	Hub24 Superannuation Fund	Superannuation contributions	MUNI	346.26

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18553.29	14/03/2025	Hughes Superannuation Fund	Superannuation contributions	MUNI	58.76
DD18584.1	28/03/2025	Aware Super Pty Limited	Payroll Deductions	MUNI	31,237.16
DD18584.2	28/03/2025	MLC Super Fund	Superannuation Contributions	MUNI	1,920.39
DD18584.3	28/03/2025	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	512.91
DD18584.4	28/03/2025	Brighter Super	Superannuation Contributions	MUNI	482.18
DD18584.5	28/03/2025	Hostplus	Payroll Deductions	MUNI	1,316.95
DD18584.6	28/03/2025	Hesta Super Fund	Payroll Deductions	MUNI	2,012.59
DD18584.7	28/03/2025	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,345.50
DD18584.8	28/03/2025	Australian Ethical Superannuation	Payroll Deductions	MUNI	414.73
DD18584.9	28/03/2025	Australian Super	Superannuation Contributions	MUNI	332.98
DD18584.10	28/03/2025	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	898.86
DD18584.11	28/03/2025	Colonial First State First Choice Wholesale Personal Super	Payroll Deductions	MUNI	1,112.86
DD18584.12	28/03/2025	Australian Retirement Trust	Payroll Deductions	MUNI	1,339.94
DD18584.13	28/03/2025	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	287.28
DD18584.14	28/03/2025	Plum Superannuation Fund	Superannuation Contributions	MUNI	832.82
DD18584.15	28/03/2025	Public Sector Superannuation Accumulation Plan	Payroll Deductions	MUNI	669.51

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18584.16	28/03/2025	Spirit Super	Superannuation Contributions	MUNI	348.08
DD18584.17	28/03/2025	Unisuper	Payroll Deductions	MUNI	1,606.51
DD18584.18	28/03/2025	Mercer Super Trust	Superannuation Contributions	MUNI	391.50
DD18584.19	28/03/2025	The Trustee for the Bendigo Superannuation Plan	Superannuation Contributions	MUNI	310.14
DD18584.20	28/03/2025	Caresuper	Superannuation Contributions	MUNI	639.71
DD18584.21	28/03/2025	Commonwealth Essential Super	Superannuation Contributions	MUNI	73.70
DD18584.22	28/03/2025	Rest Superannuation	Payroll Deductions	MUNI	2,353.80
DD18584.23	28/03/2025	The Bro Code Super Fund	Superannuation Contributions	MUNI	62.59
DD18584.24	28/03/2025	Thomson Family Superannuation Fund	Superannuation Contributions	MUNI	1,117.78
DD18584.25	28/03/2025	Australiansuper	Superannuation Contributions	MUNI	8,641.21
DD18584.26	28/03/2025	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	9.27
DD18584.27	28/03/2025	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	346.26
DD18584.28	28/03/2025	Hughes Superannuation Fund	Superannuation Contributions	MUNI	73.45
					2,211,594.61

**REPORT
TOTALS**

EFT **\$2,083,710.94**
Muni Cheque **\$ 299.00**

CERTIFICATE of Chief Executive Officer

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

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
Trust	\$	-	the rendition of services and as to prices, computations, and costings and the amounts shown are due for payment	
Payroll	\$	123,274.76		
Credit Card	\$	-	 Chief Executive Officer	
Debit Card	\$	-		
Direct Debit	\$	3,939.91		
International	\$	370.00		
BPAY	\$	-		
TOTAL	\$	2,211,594.61		

CARRIED
7/0

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

Background

Council delegates authority to the Chief Executive Officer annually through Delegation 1.2.16, 1.2.31 and 1.2.35:

- To make payments from Trust and Municipal Funds;
- To purchase goods and services up to the value of \$250,000;
- To authorise Electronic Funds Transfer (EFT) files for Payroll and Accounts Payable payments to the Tax Office and other Government Agencies and Creditors where an Executed Agreement or legal obligation exists up to the value of \$500,000.

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.*

S13A. Payments by employees via purchasing cards

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

prepared —

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment;
- (d) sufficient information to identify the payment.
- (2) A list prepared under subregulation (1) must be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

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

Risk Assessment

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

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Schedule of Paid Accounts as at the 31 st March 2025	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.
	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 held on the 9th April 2025

Reporting Department:	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins – Director Corporate & Governance
Reporting Officer	Mrs Rebecca Hobby - Personal Assistant to Director Corporate and Governance
Legislation	Local Government Act 1995
Attachments	Appendix ORD: 12.5.1A – Minutes
	Appendix ORD: 12.5.1B – Program of Works – Parks & Reserves
	Appendix ORD: 12.5.1C – Program of Works – Buildings
	Appendix ORD 12.5.1D – Schedule Fees and Charges
	Appendix ORD 12.5.1E – Workforce Plan
	Appendix ORD 12.5.1F – Debt Management Plan

*Note: Cr T G Gardiner left the room at 6.18pm and returned at 6.19pm
Cr S L Gillespie's call dropped out at approximately 6.19pm*

DECLARATION OF INTEREST

Shire President, T G Gardiner declared a Proximity Interest in Resolution "I"
Cr A C Jenour and Cr J D Manoni declared Impartiality Interest in Resolution "E"
Please refer to Part 11 'Declaration of Interest' for full details.

MINUTES OF THE SHIRE OF DARDANUP INTEGRATED PLANNING COMMITTEE MEETING HELD ON WEDNESDAY, 9TH APRIL 2025, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 1PM.

Overview

The Minutes of the Integrated Planning Committee Meeting held on the 9th of April 2025 12th (Appendix ORD: 12.5.1) are attached.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION "A"

99-25 MOVED - Cr E P Lilly SECONDED – Cr T Bell

THAT Council receives the Minutes (Appendix ORD: 12.5.1A) of the Integrated Planning Committee Meeting held on 9th April 2025.

CARRIED
7/0

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

INTEGRATED PLANNING COMMITTEE RESOLUTION & COUNCIL RESOLUTION “B”

100-25 MOVED - Cr E P Lilly SECONDED – Cr J D Manoni

THAT Council:

- Adopts the following Annual Transfers to the Parks & Reserves Upgrades Reserve for the delivery of the 10 Year Parks and Reserves Works Program:**

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	Annual Transfer (x \$1,000)									
2025/2026 Draft LTFP	350	400	250	250	250	250	250	250	250	250

- Endorses the 10 year Program of Works - Parks & Reserves 2025/26-2034/35 (Appendix ORD: 12.5.1B)**

CARRIED

7/0

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

INTEGRATED PLANNING COMMITTEE RESOLUTION & COUNCIL RESOLUTION “C”

101-25 MOVED - Cr A C Jenour SECONDED – Cr T Bell

THAT Council:

- Adopts following Annual Transfers to the Building Maintenance Reserve for the delivery of the 10 Year Buildings Works Program 2025/26 – 2034/35, to be incorporated into the draft 2025/26 – 2034/35 Long Term Financial Plan:**

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	Annual Transfer (x \$1,000)									
2025/2026 Draft LTFP	400	400	400	400	400	450	450	450	450	450

- Endorses the 10 Year Program of Works – Buildings 2025/26-2034/35 (Appendix ORD: 12.5.1C).**

CARRIED

7/0

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

INTEGRATED PLANNING COMMITTEE RESOLUTION & COUNCIL RESOLUTION “D”

102-25

MOVED -

Cr A C Jenour

SECONDED –

Cr J D Manoni

THAT Council endorses the following 2025/26 Community Events, Library Programs and Donations and allocate funds within the 2025/26 draft budget and Long Term Financial Plan for these activities:

SynergySoft Ref GL or Job #	Event or Program	2025/26 Proposed Budget: Expenditure	2025/26 Proposed Budget: Revenue
0817010	Personal Development Grants	\$4,000	
0817010	Seniors Christmas Dinner (Eaton \$1,500, Burekup \$1,250, Dardanup \$2,000)	\$4,750	
0817010	Crooked Brook Forrest Assoc	\$1,000	
0817010	Eaton Lions Club Christmas Hampers	\$1,000	
0817010	Dardanup & District Times	\$1,100	
0817010	Eaton Family Centre (Contribution to Eaton Child Health Clinic Operating Costs)	\$9,000	
0817010	In-town Centre support of \$2,500 - Assumed Ongoing Level of Support	\$2,500	
0817010	Glen Huon Primary School P&C - Breakfast Club	\$3,605	
0817010	Dardanup & District Residents Association – Traffic Management for ANZAC Day service	\$2,100	
0817010	Sundry Community Donations	\$1,500	
J11902	Public Art Projects	\$10,000	
J11903	Donation – City of Bunbury for Regional Events – Skyfest Australia Day	\$5,500	
J11905	SW Group Affiliated Agricultural Associations	\$250	
J11906	Australia Day Breakfast – Eaton*	\$10,202	\$5,000 Grant
J11907	Australia Day Breakfast – Burekup*	\$1,371	\$3,500 Grant
J11908	Australia Day Breakfast – Dardanup*	\$3,291	\$1,500 Grant
0812001	Annual School Awards	\$1,350	
0812003	School Chaplaincy	\$6,671	
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	
J08720	Programs - Cyber Security Awareness Support for Vulnerable Groups	\$4,614	\$4,614 Grant
J11921	Community Events - Seniors Workshop & Activities	\$3,000	
J11922	Community Events - Youth Workshops & Activities	\$2,500	
J11923	Creative Workshops	\$1,500	
1116012	Library Programs Early Learning - Jo Jingles - Better Beginnings Program	\$33,000	

SynergySoft Ref GL or Job #	Event or Program	2025/26 Proposed Budget: Expenditure	2025/26 Proposed Budget: Revenue
	Children and Youth • Storytime • School Holidays Program • STEAM Workshops Adult Programming • Skills development workshops • Technology and digital literacy • Inclusive workshops • Local and Family History Authors & Events • Author visits • Children's book week • Summer Reading Challenge		
J11927	Place-making activities & Engagement • Summer Sounds in the Park • Outdoor wellness programs • Place activation initiatives • Night stalks • Sustainably Living Workshops	\$25,000	
J11929	Events & Festivals - Summer in Your Park Series	\$30,000	
J11930	Events & Festivals - Youth Events	\$5,000	
J11932	Events & Festivals - Seniors Celebration Day	\$3,000	
J11933	Events & Festivals - Spring Out Festival	\$22,000	
1119501	Donation – Bunbury Regional Entertainment Centre	\$15,000	
1119504	Community Grants Scheme*	\$28,087	
1113501	South West Academy of Sports	\$5,100	
TOTAL		\$269,491	\$14,614

* = CPI Increase of 2.4%

CARRIED

7/0

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

INTEGRATED PLANNING COMMITTEE RESOLUTION & COUNCIL RESOLUTION “E”

103-25

MOVED -

Cr E P Lilly

SECONDED –

Cr T Bell

THAT Council endorses the following projects be included for consideration in the Draft LTFP, Draft Corporate Business Plan and Draft 2025/26 Budget:

1. Councillor Budget Requests:

- **Verge Control - \$30,000**
- **Strategic Water Tanks**
- **Burekup Sports Facilities**

2. Staff Budget Requests:

- **Public Relations Newsletter & Public Relations Marketing - \$11,000**
- **Website Design Refresh - \$30,000**
- **Organisational Development - \$40,000**
- **Development Application for Lot 220 Charterhouse - \$100,000**
- **Eaton Drainage Modelling - \$80,000**
- **Eaton Drive New Crossing - \$20,000**
- **Millbridge Boulevard Roundabout Lighting - \$15,000**
- **Recreation Drive New Crossing - \$18,000**
- **Bull & Barrel Festival Operations Support- \$44,000**
- **Playground Inspections - \$44,000**
- **Site Investigation including a Ground Water Monitoring – Banksia Road Landfill Site - \$71,000**

CARRIED

7/0

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

INTEGRATED PLANNING COMMITTEE RESOLUTION & COUNCIL RESOLUTION “F”

104-25 MOVED - Cr E P Lilly SECONDED – Cr T Bell

THAT Council:

- 1. Endorse the Draft 2025/26 Schedule of Fees and Charges included as (Appendix ORD: 12.5.1D), to become effective 1 July 2025; and**
- 2. Where required, give local public notice of the applicable Fees and Charges.**

CARRIED

7/0

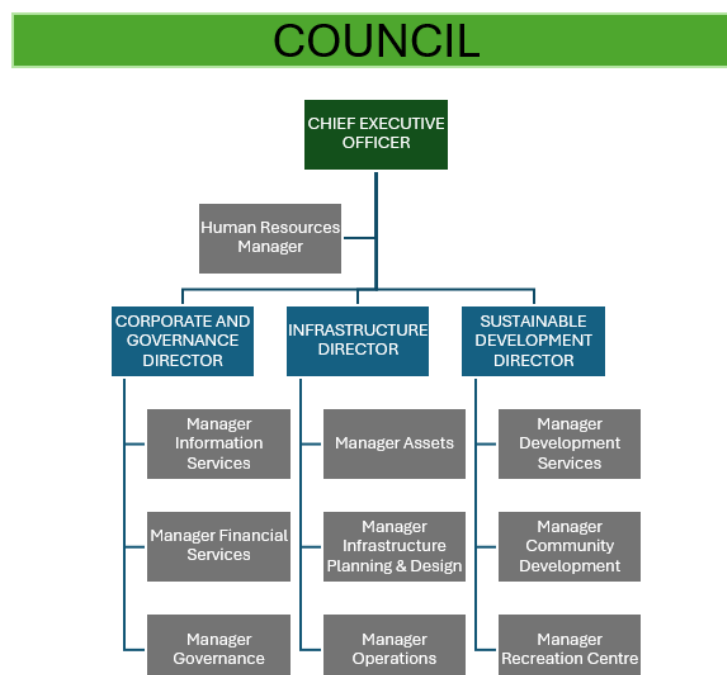
FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. J D Manoni Cr. A L Webster Cr. A C Jenour Cr. S L Gillespie Cr. T Bell	

INTEGRATED PLANNING COMMITTEE RESOLUTION & COUNCIL RESOLUTION “G”

105-25 MOVED - Cr T Bell SECONDED – Cr T G Gardiner

THAT Council:

- 1. Endorses the Shire of Dardanup Workforce Plan 2025/26 - 2034/35 as per (Appendix ORD: 12.5.1E).**
- 2. In accordance with Section 5.2 of the Local Government Act 1995 endorses the following structure for the Shire of Dardanup:**



CARRIED

7/0

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

INTEGRATED PLANNING COMMITTEE RESOLUTION & COUNCIL RESOLUTION “H”

106-25

MOVED -

Cr T Bell

SECONDED –

Cr E P Lilly

THAT Council endorses the Debt Management Plan 2025/26 to 2034/35 (Appendix ORD: 12.5.1F) which is incorporated in 2025/26 budget, four-year Corporate Business Plan, and Long Term Financial Plan.

CARRIED

7/0

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

Note: The Shire President, Cr T G Gardiner declared a Proximity Interest in the following resolution and left the room at 6.18pm. Deputy Shire President, Cr E Lilly assumed the Chair.

Cr S Gillespie left the meeting via Teams at 6.19pm.

COUNCIL RESOLUTION “I”

107-25

MOVED -

Cr A C Jenour

SECONDED –

Cr J D Manoni

THAT Council:

- Notes the Committee outcome of the Staff Budget Request for the Land Acquisition for Dowdells Line & Offer Road Realignment, as provided for in the Integrated Planning Committee Minutes of 9th April 2025 (Appendix ORD: 12.5.1A).**
- Considers and endorses the Staff Budget Request – Acquisition of Land – Dowdells Line & Offer Road Realignment, \$40,000 as provided for in the Integrated Planning Committee Minutes of 9th April 2025 (Appendix ORD: 12.5.1A).**

CARRIED

5/0

FOR THE MOTION	AGAINST THE MOTION
Cr. E P Lilly Cr. J D Manoni Cr. A L Webster Cr. A C Jenour Cr. T Bell	

Note: Shire President, Cr T G Gardiner returned to the room at 6.20pm and resumed the Chair.

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

None.

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 & COUNCIL RESOLUTION

108-25

MOVED -

Cr T G Gardiner

SECONDED –

Cr E P Lilly

THAT in accordance with the Local Government Act 1995, S 5.23, section (2)(a) Council goes Behind Closed Doors at 6.20pm to discuss a matter affecting an employee or employees.

CARRIED

6/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. E P Lilly	
Cr. J D Manoni	
Cr. A L Webster	
Cr. A C Jenour	
Cr. T Bell	

Note: Cr Gillespie returned to the meeting online [Teams] at 6.20pm

Note: The following people left the room at 6.21pm and returned at 6.28pm:

Mr Theo Naude – Director Infrastructure

Mr Ashwin Nair – Director Sustainability

Mrs Natalie Hopkins – Director Corporate & Governance

Mrs Donna Bailye – Manager Governance

16.1 Title: Chief Executive Officer KPI Quarterly Report – January to March 2025 Quarter

Reporting Department	Executive
Responsible Officer	Mr André Schönfeldt - Chief Executive Officer
Reporting Officer	Mrs Kristy Burden – Manager Human Resources
Legislation	Local Government Act 1995
Council Role	Executive/Strategic
Voting Requirement	Simple Majority

REPORT UNDER SEPARATE COVER

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

DECLARATION OF INTEREST

Chief Executive Officer, Mr André Schönfeldt declared a Financial Interest in this item and that he has contributed to this report.
Please refer to Part 11 'Declaration of Interest' for full details.

Note: Mr André Schönfeldt left the room at 6.24pm and returned at 6.28pm.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION 'A'

109-25 MOVED - Cr A C Jenour SECONDED – Cr S L Gillespie

THAT Council:

- 1. Receives the Confidential Attachment - CEO KPI Quarterly Report of 2024/25 (Tardis Ref: [R1728790](#) – Appendix ORD 16.1A) and notes that this report commences the third reporting for 2024/2025 financial year KPIs.**
- 2. Notes the achievement of the Chief Executive Officer Key Performance Indicators for the third quarter of the 2024/2025 financial year.**

CARRIED
7/0

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

OFFICER RECOMMENDED RESOLUTION 'B'

110-25 MOVED - Cr A C Jenour SECONDED – Cr T G Gardiner

1. **THAT Council endorses the appointment of Cr. E P Lilly as Chairperson, and Cr. M R Hutchinson as Deputy Chairperson of the CEO Review Committee in undertaking the Chief Executive Officer's 2025 Performance review.**

CARRIED

7/0

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

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

111-25 MOVED - Cr S L Gillespie SECONDED – Cr E P Lilly

THAT Council return from Behind Closed Doors 6.28pm

CARRIED

7/0

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

Note: The following people returned to the meeting at 6.28pm:

Mr André Schönfeldt – Chief Executive Officer

Mr Theo Naude – Director Infrastructure

Mr Ashwin Nair – Director Sustainability

Mrs Natalie Hopkins – Director Corporate & Governance

Mrs Donna Bailie – Manager Governance

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, Cr T G Gardiner advised that the date of the next:

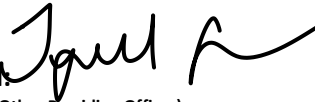
- Ordinary Meeting of Council will be Wednesday, the 21st May 2025, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Presiding Officer declared the meeting closed at 6.30pm.



CONFIRMATION OF MINUTES

"As the person presiding at the meeting at which these minutes were confirmed on 21st May 2025, I certify that these minutes have been confirmed as a true and accurate record of proceedings.

Signed: 

(Chairman or Shire President or Other Presiding Officer)
Email: Tyrrell.gardiner@dardanup.wa.gov.au