



# **A G E N D A**

FOR THE

# **ORDINARY COUNCIL MEETING**

To Be Held

Wednesday, 23<sup>rd</sup> of August 2023  
Commencing at 5.00pm

At

ADMINISTRATION CENTRE EATON  
1 Council Drive - EATON

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Upon request.



## NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup Council will be held on Wednesday, the 23<sup>rd</sup> August 2023 at the Administration Centre Eaton, 1 Council Drive, Eaton – Commencing at 5.00pm.



**MR ANDRÉ SCHÖNFELDT**  
Chief Executive Officer

Date: 18<sup>th</sup> August 2023

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

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

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## VISION STATEMENT

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

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## COUNCIL ROLE

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

## DISCLAIMER

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

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

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

## RISK ASSESSMENT

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

**RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE**

Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	Environmental	Property
<b>Insignificant (1)</b>	Near miss Minor first aid injuries	Less than \$10,000	No material service interruption - backlog cleared < 6 hours	<b>Compliance</b> - No noticeable regulatory or statutory impact. <b>Legal</b> - Threat of litigation requiring small compensation. <b>Contract</b> - No effect on contract performance.	Unsubstantiated, low impact, low profile or 'no news' item. <b>Example:</b> Gossip, Facebook item seen by limited persons.	Contained, reversible impact managed by on site response.	Inconsequential or no damage.
<b>Minor (2)</b>	Medical type injuries	\$10,001 - \$50,000	Short term temporary interruption – backlog cleared < 1 day	<b>Compliance</b> - Some temporary non compliances. <b>Legal</b> - Single minor litigation. <b>Contract</b> - Results in meeting between two parties in which one party expresses concern.	Substantiated, low impact, low news item. <b>Example:</b> Local paper / Industry news article, Facebook item seen by multiple groups.	Contained, reversible impact managed by internal response.	Localised damage rectified by routine internal procedures.
<b>Moderate (3)</b>	Lost time injury <30 days	\$50,001 - \$300,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	<b>Compliance</b> - Short term non-compliance but with significant regulatory requirements imposed. <b>Legal</b> - Single moderate litigation or numerous minor litigations. <b>Contract</b> - Receive verbal advice that, if breaches continue, a default notice may be issued.	Substantiated, public embarrassment, moderate impact, moderate news profile. <b>Example:</b> State-wide paper, TV News story.	Contained, reversible impact managed by external agencies.	Localised damage requiring external resources to rectify.
<b>Major (4)</b>	Long-term disability/ multiple injuries Lost time injury >30 days	\$300,001 - \$1.5 million	Prolonged interruption of services – additional resources; performance affected < 1 month	<b>Compliance</b> - Non-compliance results in termination of services or imposed penalties. <b>Legal</b> - Single major litigation or numerous moderate litigations. <b>Contract</b> - Receive/issue written notice threatening termination if not rectified.	Substantiated, public embarrassment, high impact, high news profile, third party actions. <b>Example:</b> Australia wide news stories. Regulatory / Political commentary involvement.	Uncontained, reversible impact managed by a coordinated response from external agencies.	Significant damage requiring internal & external resources to rectify.
<b>Catastrophic (5)</b>	Fatality, permanent disability	More than \$1.5 million	Indeterminate prolonged interruption of services – non-performance > 1 month	<b>Compliance</b> - Non-compliance results in litigation, criminal charges or significant damages or penalties. <b>Legal</b> - Numerous major litigations. <b>Contract</b> - Termination of contract for default.	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions. <b>Example:</b> Worldwide news, Focused articles (e.g. 60 minutes). Regulatory / Political oversight and involvement.	Uncontained, irreversible impact.	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building.

**RISK - LIKELIHOOD TABLE**

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

**LEVEL OF RISK GUIDE**

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

**SHIRE OF DARDANUP**

**AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ON WEDNESDAY, THE 23<sup>RD</sup> AUGUST 2023, AT ADMINISTRATION CENTRE EATON, 1 COUNCIL DRIVE, EATON, COMMENCING AT 5.00PM.**

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

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

*Acknowledgement of Country*

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

*Emergency Procedure*

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

*Affirmation of Civic Duty and Responsibility*

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

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

2.1 Attendance

2.2 Apologies

2.3 Leave of Absence

2.4 Previous Meetings

DATE	TYPE	Cr. MT BENNETT	Cr. LW DAVIES	Cr. J DOW	Cr. TG GARDINER	Cr. SL GILLESPIE	Cr. MR HUTCHINSON	Cr. EP LILLY	Cr. PR PERKS	Cr. PS ROBINSON
<b>MARCH 2023</b>										
1/03/23	WS SHIRE OF DARDANUP LOCAL BIKE PLAN	✓	NA	-	✓	Ap	✓	✓	✓	Ap
1/03/23	WS REVIEW OF HERITAGE SURVEY	✓	NA	-	✓	✓	✓	✓	✓	Ap
8/03/23	WS INTEGRATED PLANNING COMMITTEE MEETING	✓	✓	-	✓	✓	✓	✓R	✓	✓
8/03/23	SCM	✓	✓	-	✓	✓	✓	✓R	✓	✓
15/03/23	AF	✓	NA	-	✓	✓	✓	✓	✓	✓R
22/03/23	CF	✓	NA		✓	✓	✓	✓	✓	✓
22/03/23	OCM	✓	✓		✓	✓	✓	✓	✓	✓
29/03/23	WS MARKYT COMMUNITY SCORECARD REPORT	✓			✓		✓	Ap	✓	
30/03/23	WS PROJECT CONNECT	✓	NA	~	✓	Ap	Ap	✓	✓	✓R
<b>APRIL 2023</b>										
19/04/23	AF	✓	NA	~	✓	✓	LoA	✓	✓	✓R
26/04/23	CF	✓	✓	~	✓	✓	LoA	✓	✓	✓
26/04/23	OCM	✓	✓	~	✓	✓	LoA	✓	✓	✓
<b>MAY 2023</b>										
02/05/23	STRATEGIC WS	✓	N/A	~	✓	✓	✓	✓	✓	✓
3/05/23	WS – PRAMP	✓	N/A	~	✓	Ap	✓	✓	✓	Ap
17/05/23	WS – MRWA PRESENTATION	✓	LoA	~	✓	✓	✓	✓	✓R	✓R



DATE	TYPE	Cr. M T BENNETT	Cr. L W DAVIES	Cr. J DOW	Cr. T G GARDINER	Cr. S L GILLESPIE	Cr. M R HUTCHINSON	Cr. E P LILLY	Cr. P R PERKS	Cr. P S ROBINSON
17/05/23	AF	✓	LoA	~	✓	✓	✓	✓	✓R	✓R
24/05/23	CF	✓	LoA	~	✓	✓	✓	✓	✓	✓
24/05/23	SCM	✓	LoA	~	✓	✓	✓	✓	✓	✓
31/05/23	SCM	Ap	Ap	~	✓	✓	✓	✓	✓R	✓R
<b>JUNE 2023</b>										
21/06/23	AF	✓	Ap	~	✓	✓R	✓	✓	✓	LoA
28/06/23	CF	✓	Ap	~	✓	Ap	✓	✓	✓	Ap
28/06/23	OCM	✓	✓	~	✓	Ap	✓	✓	✓	✓R
<b>JULY 2023</b>										
12/07/23	WS -GVMT ADVOCACY STRATEGY	✓	Ap	~	✓	✓	✓	✓	Ap	LoA
19/07/23	AF	✓	NA	~	✓	✓	✓	✓	✓	LoA
26/07/23	CF	✓	NA	~	✓	✓	✓	✓	Ap	LoA
26/07/23	OCM	✓	✓	~	✓	✓	✓	✓	Ap	LoA
<b>AUGUST 2023</b>										
16/08/23	AF	✓	✓	~	✓	✓	✓	Ap	Ap	✓R
23/08/23	CF			~				Ap		
23/08/23	OCM			~				Ap		

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

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

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

None.

**4 PUBLIC QUESTION TIME**

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

**COUNCIL RESOLUTION**

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

## 6 PETITIONS/DEPUTATIONS/PRESENTATIONS

## 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

### 7.1 Ordinary Council Meeting Held on the 28<sup>th</sup> of June 2023

#### OFFICER RECOMMENDED RESOLUTION

**THAT the Minutes of the Ordinary Meeting of Council held on the 28<sup>th</sup> of June 2023, be confirmed as true and correct subject to no/the following corrections:**

## 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

### 8.1 Title: Shire President Monthly Report

<b>Reporting Department</b>	<i>Elected Members</i>
<b>Elected Member</b>	<i>Cr. Michael Bennett - Shire President</i>

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

<b>Event:</b>	<b>19/07/2023 – Roseland Developments</b>
Report:	Shire President, Chief Executive Officer and Director Infrastructure met with John and Stan of Hovey Group to discuss the future of the Roseland development in Dardanup and their concerns regarding the water and waste water infrastructure.
<b>Event:</b>	<b>24/07/2023 - Regional JDAP</b>
Report:	Regional JDAP convened to consider 1 application within the Shire of Dardanup. Lot 38 South Western Highway, Picton East – Development of three warehouses on industrial lot. Owner: CLPS Pty Ltd.
<b>Event:</b>	<b>24/07/2023 – Citizenship Ceremony</b>
Report:	Six conferees received Citizenship. The Hon Nola Marino MP was in attendance and delivered the Special Message from Minister for Immigration, Citizenship & Multicultural Affairs.
<b>Event:</b>	<b>26/07/2023 – Ben Dawkins MLC re Wanju and Fast Rail</b>
Report:	Mr Dawkins is the member for South West Region replacing Hon Alannah MacTiernan. SP and CEO had a Teams meeting with Ben Dawkins to provide an update on these projects.

<b>Event:</b>	<b>01/08/2023 – University Discussions</b>
Report:	Shire President and Chief Executive Officer met with Mr Ghasseb about the potential of Regional University Centres (RUC).
<b>Event:</b>	<b>01/08/2023 – Bunbury Geographe Economic Alliance (BGEA) Board Meeting</b>
Report:	Shire President attended the BGEA Board Meeting. The minutes will be circulated via the Information Bulletin.
<b>Event:</b>	<b>11/08/2023 – DFES and SoD Discussions - DRF Submission for BGIRRIN Project</b>
Report:	Meeting with Matthew Fogg, Executive Manager State Emergency Management Committee and Erin Hutchins, District Emergency Management Advisor – South West to discuss DFES support and refinement of DRF Funding Application for November submission deadline.
<b>Event:</b>	<b>15/08/2023 – Review into District and Local Emergency Management Committees - Focus Group 3 - LEMC Chairs</b>
Report:	President will provide update at meeting.
<b>Event:</b>	<b>16/08/2023 – Greenbushes Railway Line with SWDC, Talison and SoD</b>
Report:	Our discussions with regard to the possible reinstatement of trains running to Greenbushes to Bunbury and Kwinana should the current feasibility case show the line would be viable. The question around intersections and what that may mean to residents using the two-level crossings in Dardanup and as changes may be required for better safety etc and who would be responsible for that cost. Possible use of electric trains as the distance is around 90 kilometres. There is a possible meeting in September in Dardanup for the community to listen to scenarios that would occur if this reinstatement were to take place and listen to any concerns

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

### 9.1 Title: Disposal of Lot 220 Chaterhouse Street

### 9.2 Title: Chief Executive Officer KPI Quarterly 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: Shire President, Cr. M T Bennett advised that the meeting would go behind closed doors toward the end of the meeting to discuss S.5.23 section (2)(a) a matter affecting an employee or employees and section 2(e)(ii) information that has a commercial value to a person.*

## 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.*

- Chief Executive Officer, Mr André Schönfeldt declared a Financial Interest in Item 16.2 - Chief Executive Officer KPI Quarterly Report as the matter relates to a potential benefit for Mr. Schönfeldt through training and development.
- Elected Member, Cr S L Gillespie declared a Proximity Interest in Item ‘12.2.2 – Eaton Bowling Club Request for Funding and Support for CSRFF Grant Application’ refers to the construction and upgrade of the old unused green. Cr S L Gillespie’s place of residence is on Pratt Road.

## 12 REPORTS OF OFFICERS AND COMMITTEES

### 12.1 EXECUTIVE REPORTS

#### 12.1.1 Title: Receiving the Shire of Dardanup Hydrogen Feasibility Study and Preliminary Business Case

<b>Reporting Department</b>	<i>Executive</i>
<b>Responsible Officer</b>	<i>Mr André Schönfeldt - Chief Executive Officer</i>
<b>Reporting Officer</b>	<i>Mr André Schönfeldt - Chief Executive Officer</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Confidential Attachment "A" – Under Separate Cover – <a href="#">[OCM-R1391344]</a> Shire of Dardanup HRS – Summary Report Confidential Attachment "B"- Under Separate Cover – <a href="#">[OCM-R1391346]</a> Shire of Dardanup Hydrogen Feasibility Study, Business Case and Road Map – <i>12.1.1 – Risk Assessment Tool</i></i>

#### **Overview**

The purpose of this report is to present the outcomes of the draft hydrogen feasibility study conducted to establish a hydrogen facility at the Shire of Dardanup's depot with associated infrastructure. The feasibility study considers the establishment of a range of facilities ranging from small scale production of 100kg of hydrogen per day to large scale production of 20,000kg of hydrogen per day. The feasibility study shows promising results with a high level of return on investment and a reasonable payback period.

Officers recommend that Council receives the Feasibility Study and call for Expressions of Interest (EOI) for proponents to establish a hydrogen production and dispensing facility on part of the Shire's Depot site at Lot 101 Martin Pelusey Road.

#### **OFFICER RECOMMENDED RESOLUTION**

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

1. **Receives the Shire of Dardanup Hydrogen Feasibility Study, Business Case And Road Map for establishing a Hydrogen Facility at the Shire of Dardanup's Depot on Martin Pelusey Road as per (Confidential Attachment "B"- Under Separate Cover – Tardis Link. [OCM-R1391344](#)); and**
2. **Requests the Chief Executive Officer to call for Expressions of Interest for the design, construction and operation of a Hydrogen Facility at the Shire's Depot on Martin Pelusey Road in line with the options contained within the Shire of Dardanup Hydrogen Feasibility Study Confidential Attachment "A" – Under Separate Cover – Tardis Link [OCM-R1391346](#)).**

### 3. Allows the public distribution of the following documents

- **Confidential Attachment “A” – Under Separate Cover – Tardis Link [\[OCM-R1391344\]](#) Shire of Dardanup HRS – Summary Report – Under Separate Cover**
- **Confidential Attachment “B” – Under Separate Cover – Tardis Link [\[OCM-R1391346\]](#) Shire of Dardanup Hydrogen Feasibility Study, Business Case and Road Map.**

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

No Change. **OR:**

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

#### **Background**

The global energy sector is undergoing a transition towards a low-carbon economy, with hydrogen emerging as a promising alternative fuel to achieve this goal. Hydrogen fuel cell technology is being increasingly used in vehicles and power generation, and there is growing demand for green hydrogen produced through renewable energy sources. The Shire of Dardanup recognises the need to transition to a low-carbon economy and has conducted a draft hydrogen feasibility study to investigate the potential for establishing a hydrogen facility at its depot.

A report was presented to Council in May 2023, where it was recommended that Council receives the feasibility study and to request the CEO to work with the State Government to consider options on how to progress the next stage of detailed business case development to construct and operate the facility as a commercial enterprise.

Council decided to defer the item until after a workshop as per resolution (Res: 118-23)

#### *THAT Council*

1. *Defer receiving the report on the Shire of Dardanup hydrogen feasibility study, business case and road map for establishing a 100kg Hydrogen Facility at the Shire of Dardanup's Depot on Martin Pelusey Road.*
2. *Requests the Chief Executive Officer arrange a workshop with Councillors on the proposal prior to September 2023.*

A workshop was arranged and held with Councillors on 31<sup>st</sup> of May 2023. During the workshop Councillors raised questions with regards to the way forward and the potential actions and costs required from Council. Following the workshop, and in considering the questions raised by Councillors and further feedback received from the Shire President and Deputy Shire President; it is now recommended that Council calls for Expressions of Interest (EOI) for a proponent to design, construction, own and operate a hydrogen facility on the Shire of Dardanup's Depot site on Lot Martin Pelusey Road.

Such an EOI process will effectively be an EOI process aimed at disposing of the portion of the land through a lease or other arrangements to a proponent that is willing and able to establish a hydrogen production and dispensing facility on the portion of land.

The EOI process will provide interested parties with access to the feasibility study and associated summary report, which will in turn will allow proponents to consider the potential of establishing a Hydrogen facility at this location for themselves. Following the EOI process Council will be in a position to consider the submissions received and make an informed decision on how Council would like to progress. Future steps from Council will be dependent on what the proponents are seeking, and may include tenders for the disposal of property for a specific purpose.

This approach provides Council with the most flexibility and is likely to have the least implications on resources. It is a preferred option where Council won't be required to own or operate the facility, but still enable the benefits of such a facility to be realised through commercial terms.

### **Legal Implications**

Disposal of Council property falls under Section 3.58 of the Local Government Act 1995

#### *3.58. Disposing of property*

*(1) In this section —*

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

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

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

*(a) the highest bidder at public auction; or*

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

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

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

*(i) describing the property concerned; and*

*(ii) giving details of the proposed disposition; and*

*(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

*and*

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

*(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*

*(a) the names of all other parties concerned; and*

*(b) the consideration to be received by the local government for the disposition; and*

*(c) the market value of the disposition —*

*(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*



*(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

Establishing a hydrogen facility will involve complying with various regulations and permits, including environmental and safety regulations. As part of the EOI or subsequent tender process, the proponents will need to ensure that it obtains all necessary permits and approvals from relevant regulatory authorities before proceeding with the project.

### **Council Plan**

6.1 - Increase awareness and adoption of sustainable practices.

6.3 - Work towards net zero carbon emissions.

11.1 - Support industry and business growth.

### **Environment**

The proposed hydrogen facility will have positive environmental impacts, as it is recommended that the facility be powered by a solar farm to produce green hydrogen, which is a clean energy source.

### **Precedents**

There are several examples of local governments establishing hydrogen facilities as part of their efforts to transition to a low-carbon economy. For example, the City of Adelaide in South Australia has established a hydrogen refuelling station and is exploring opportunities to use hydrogen in its fleet vehicles.

### **Budget Implications**

The preparation of the Feasibility Study and Draft Business Case cost \$50,000, which was funded by a \$40,000 (80%) grant from South West Development Commission through Department of Primary Industries and Regional Development. The remaining \$10,000 was funded by the Shire from Strategic Studies and Special Projects budget in the 2022/2023 financial year. The grant has been successfully acquitted.

### **Budget – Whole of Life Cost**

The recommendation as it is now, will have limited whole of life costs implications on Council as it intends for the facility to be owned and operated by an independent party. This may provide financial benefits through a lease, licence or other contractual arrangements.

If Council was to consider the previous option which was to develop a business case for the facility to be owned and operated by Council, then greater consideration would have been required to the Whole of Life Costs associated with such a proposal. The next stage in developing such a proposal would have required a detailed business plan and designs that provide further details on the ongoing operational and running costs. The Business Plan would also have to consider options on how the tender is to be structured to comply with the relevant legislative requirements under the *Local Government Act 1995* in terms of running a Commercial Enterprise.

### **Council Policy Compliance**

Council's procurement policy will be applicable if we progress to the next stage.

### **Risk Assessment**

The establishment of a hydrogen facility involves several risks, including technological risks, financial risks, and regulatory risks. As part of the next stage, the Shire will conduct a thorough risk assessment to identify and mitigate any potential risks of the project.

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.1.1) for full assessment document.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Receiving the Shire of Dardanup Hydrogen Feasibility Study and Preliminary Business Case.
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial  The work has already been completed with a significant portion being paid by State government (80%). Future Financial implications will be considered if the project progresses to the next stage.

### **Officer Comment**

The establishment of a hydrogen facility at the Shire of Dardanup's depot can be a positive step towards transitioning to a low-carbon economy. Such a facility would be able to produce green hydrogen using renewable energy sources, which could in part offset the Shire's electricity use more broadly.

Initially Officers considered the option of progressing the project as a Shire owned and operated model. For such a model, the Shire would need to secure funding from State and Federal Government agencies and establish partnerships with off-take agreements for the hydrogen to make the project commercially viable.

Following the workshop with Council, and in giving it further consideration, it is recommended that Council not pursue a model where the plant is owned and operated by Council, but rather that Council seek Expressions of Interest from proponents that are willing and capable of designing, building, owning and operating such a facility on Shire land. Under such an arrangement, Council would effectively only make the land and information included in the feasibility study available to proponents to consider the viability and make an offer to Council.

On conclusion of the EOI process, Council will be able to consider the submissions and better determine Council's options for the way forward. This may include if required, a detailed business plan being prepared as per the requirements set out under the *Local Government Act* with regards to Disposal of Land under section 3.58.

Depending on the outcomes of the EOI process, Council may also consider how it can transition some of its fleet and energy use over time to hydrogen and/or solar energy. This project is seen as the first major step for the Shire of Dardanup towards is Zero Emission aspiration.

END REPORT

## 12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

### [12.2.1 Title: Eaton Recreation Centre Facility Stage 2 Upgrade - Community Sporting and Recreation Facilities Funding Application](#)

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Ms Susan Oosthuizen - Director Special Projects &amp; Community</i>
<b>Reporting Officer</b>	<i>Mr Robert Dempster - Manager Recreation Centre</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.2.1 A – Design of the ERC Stage 2 Development Upgrade 12.2.1 B – Risk Assessment Tool – ERC Stage 2 Upgrade Confidential Attachment A – Under Separate Cover - Quantity Surveyor HWA Confidential Attachment B – Under Separate Cover – Recommended Stage 2 Upgrade</i>

#### **Overview**

The purpose of this report is for Council to consider the Stage 2 Upgrades at the Eaton Recreation Centre (ERC) and to support a grant application to the Department of Local Government, Sport and Cultural Industries (DLGSC) Community Sport and Recreation Facility Fund (CSRFF).

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council supports the Shire of Dardanup CSRFF Annual Grants application for 50% of the project costs for the refurbishment of the Eaton Recreation Centre Stage (2) Upgrade (Option 2 as detailed in Confidential Attachment “B” – Under Separate Cover – Recommended Stage 2 Upgrade Tardis Link: [R1431209](#)) from the Department of Local Government, Sport and Cultural Industries.**

#### **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 in December 2020 noted and endorsed the ERC Business Implementation Plan which included a five stage development and refurbishment program. In March 2021 Council adopted the Eaton Recreation Centre Master Plan. The Stage 1 Centre Renovation and Expansion Construction Works were completed in July 2022 at a cost of \$146,000 (ex GST). The planning, design drawings and scope of work have now been completed for the Stage 2 works in readiness to seek grant funding for the project.

Under CSRFF the small grants program will be awarded to projects involving a basic level of planning. The total project cost for a project to qualify for the small grants program it must be more than \$7,500 and must not exceed \$500,000 (ex GST). Examples of small grant projects include:

- Cricket pitch and practice wickets;
- Storage Upgrades;
- **Changerooms refurbishments;**
- Safety fences for sport and recreation facilities, i.e. ballistic sports;
- Court surface conversion (grass to synthetic);
- Large scale dams, water collection systems and pipelines for distribution (maximum grant offered is \$60,000); and
- Various planning studies.

The ERC Stage 2 upgrades project would be considered a Changerooms Refurbishment under the CSRFF Small Grants guidelines.

Council has previously applied for the small grants program for the Stage 2 works. Our grant applications were unsuccessful, however the Department's officers were encouraging of the Shire to reapply in the next round. As such and in line with Council's adopted budget, Officers have refined the scope of works for the project and the QS estimates were updated by HWA this is provided in (Confidential Attachment "A" – Under Separate Cover - Quantity Surveyor HWA Tardis Link [R1431199](#))

## **Legal Implications**

There are three rounds of CSRFF Funding per year. Two small grant rounds (open in February and July) and one forward planning round (opens in July). The conditions for the small grant round are:

- The small grants will be awarded to projects involving a basic level of planning;
- Total project cost up to \$500,000;
- The value of the grant is for between;
  - Minimum grant of \$2,500
  - Maximum grant of \$200,000
- Grants given in this category must be claimed in the financial year following the date of approval; and
- The maximum grant may increase to 50% funding if the development bonus is approved (capped at \$200,000).

## **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.
- 13.2 - Manage the Shire's resources responsibly.

**Environment** - None.

### **Precedents**

Stage 1 works for the upgrade of the ERC were completed in 2021/22 in line with the Council endorsed Eaton Recreation Centre Master Plan (March 2021). Council has in recent financial years supported the application for both the Small Grants and Forward Planning Grants, and have been successful in receiving CSRFF funding towards the Sport Lightning Grant for the Softball Club and the Fishwick Pavilion. Council has also previously supported the Stage 2 upgrade works to be submitted to the CSRFF - Small Grants Funding Program.

### **Budget Implications**

In the 2023-24 Financial Year there is a budget of \$300,000 (ex GST) for the proposed Stage 2 upgrade works that can be used as a co-contribution from Council towards the application for the Small Grants Program.

Within (*Confidential Attachment B – Under Separate Cover – Recommended Stage 2 Upgrade*) Council is provided with two options for the Stage 2 upgrade works:

- Option 1 includes the refurbishment of four change rooms and toilet blocks:
  - The Male and Female Change rooms and toilet blocks accessible of the Main Foyer, which are predominantly used social sports, fitness members and the general public and spectators; and
  - The Male and Female Team Change rooms and toilet blocks, which are predominantly used by the Sporting Associations such as the South West Slammers and South West Jets, as well as the Department of Education – Eaton Community College.
- Option 2 recommends the refurbishment of only the Male and Female Change rooms and toilet blocks accessible off the Main Foyer. These works were always considered to be the most urgent and critical upgrade works to be completed in order to meet expectations of the users of the ERC facility, expand the program offerings and to maintain and attract new members and participation. Option 2 also recommends not including the replacement of the current water stations at this stage.

Officers recommended Council support Option 2 and submit an application to the CSRFF Small Grants Program in which Council also applies for the 50% development bonus from the DGLSC.

### **Budget – Whole of Life Cost**

This project will deliver new and renewed assets. Operations and maintenance costs are estimated at 2% of the project value at \$8,486.20 (ex GST) annually as a future expenditure by the Shire. The whole of life costings are not available at this time, but will be included in future Asset Management Plans.

### **Council Policy Compliance**

CnG CP034 – Procurement Policy

CnG CP127 – Asset Capitalisation Policy.

Council's Sport and Recreation Plan 202-2023 includes the following relevant reference with regards to upgrading the facility:

<b>NO.</b>	<b>ACTIONS</b>	<b>RATIONALE</b>	<b>TIMING</b>	<b>RESPONSIBILITY</b>
7.	To implement a staged enhancement plan to develop the service offering at Eaton Recreation Centre and improve the level of service.	Reference the Eaton Recreation Centre Business Case	ST/MT Ongoing	Director Sustainable Development

### **Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Eaton Recreation Centre Facility Stage 2 Upgrade - Community Sporting and Recreation Facilities Funding Application
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 Service Interruption May not successful in achieving CRSFF Grant Building refurbishment whilst ERC continues to open and conduct business

### **Officer Comment**

The ERC Master Plan was adopted by Council in March 2021 and included a broad refurbishment and expansion concept to provide the Shire of Dardanup with a strategic staged development program for the ERC. With the delivery of Stage 1 Development Works, as outlined within the ERC Master Plan, the following items were completed:

- New Membership Reception;
- Foyer changes and entry extension; and
- Re-alignment of administration offices.

There is now a focus to achieve the critical Stage 2 Upgrade Works that will see the following works completed:

- Refurbishment of accessible toilets; and
- Refurbishment of Foyer area Male and Female toilets and change rooms.

The ERC has experienced increased memberships and sport court hire, which is partly due to the Stage 1 Development Works. The current membership is at an all-time high of 1,000 ongoing members. This is due, in part, to the new membership office in the foyer giving new members a more professional experience and the new assessment room which builds a great foundation for the new members to improve their fitness and health.

The sports and facilities hire is nearing capacity during peak times with the average monthly causal entry for these programs being:

- Casual Shot – 180 – 190.
- Badminton – 40 – 60.
- Pickleball – 100 – 120.

The demand for the courts has grown with the ERC Social Programs and user groups having a better experience with the extension of the foyer, reception and staff administration office together with an increased customer-focus. The summary of statistics for the estimated average monthly usage and attendances at the ERC is summarised in the table below:

<b>Summary Of Estimated Average Monthly Usage &amp; Attendances</b>	
<b>Activity</b>	<b>Entries</b>
Fitness Centre Member Visits	4,564
Personal Training	48
Group Fitness Attendances	1,025
Sports Courts	9,222
Approximate Spectators @ 35% of Sports	2,767
Sports Casual Entry	370
Creche	508
<b>Estimated total Monthly attendances</b>	<b>18,504</b>
<b>Estimated total Yearly attendances</b>	<b>212,791</b>

The ERC is more than 20 years old and the toilet and change room facilities have not been refurbished since its opening. The facilities such as the change rooms are now outdated and not in line with expectations from members, social sporting groups and the community to meet the modern needs within the current ERC facilities (Appendix ORD: 12.2.1A - Detailed design plans of Stage 2). The South West Sport Centre in Bunbury also recently upgraded their change rooms to meet the same expectations to modernise the facility.

The critical ERC Stage 2 upgrade works will allow for the retention of current members and support the growing social sporting groups. The refurbished change rooms will provide cleaner, modern and better aesthetic feel when using the change rooms and the foyer. It will also provide better accessibility for people with disabilities in improved Universal Access Facilities. The completion of these works is a priority in order to maintain the membership base and growing social sporting groups and spectators of the ERC.

Officers recommend that Council support Option 2 as detailed in the Confidential Attachment to be submitted to CSRFF funding as a priority.

END REPORT

12.2.2 Title: Eaton Bowling Club Request for Funding and Support for CSRFF Grant Application

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Ms Susan Oosthuizen - Director Special Projects &amp; Community</i>
<b>Reporting Officer</b>	<i>Ms Susan Oosthuizen - Director Special Projects &amp; Community</i> <i>Mr Kristin McKeachie – Manager Assets</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.2.2A – Risk Assessment Tool</i> <i>12.2.2B – Correspondence From Eaton Bowling Club</i> <i>Confidential Attachment - Under Separate Cover- Eaton Bowling Club Correspondence (Tardis Link: : <a href="#">R1431191</a>)</i>

**Overview**

The Shire of Dardanup has received a request to provide support and financial contribution for the application by the Eaton Bowling Club and Social Club (the Club) to the Community Sporting and Recreation Facilities Fund (CSRFF) for the construction and upgrade of the old unused A green.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

1. **Subject to receiving a letter from the Eaton Bowling Social Club Joint Management Committee, supports the Eaton Bowling Club’s CSRFF grant funding application for the February 2024 Small Grants funding round to reconstruct and upgrade the old unused A Green for a new Disabled Bowling Green 3, and declines the request to co-contribute a \$100,000 (ex GST) as financial support.**
2. **Requests the Chief Executive Officer to write a letter of support for the application by the Eaton Bowling Club for CSRFF funding for the February 2024 Small Grants Funding Round.**

***Change to Officer Recommendation***

No Change. **OR:**

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

***Background***

The Shire of Dardanup has received a request to provide support and financial contribution for the application by the Eaton Bowling Club and Social Club (the Club) to the Community Sporting and Recreation Facilities Fund (CSRFF) for the construction and upgrade of the old unused A green. (Appendix ORD: 12.2.2B)



Council has provided funding of \$653,720.72 from Shire Building Asset Management Reserve to the upgrade the Eaton Bowling Club in FY20/21 and FY21/22 as part of the Election Commitment received of \$3,000,000.00 as a co-contribution to the overall project costs of \$3,653,720.72.

Council resolved on the 26<sup>th</sup> of April 2023 (OCM: 102-23) to:

- *amend the 22/23 Annual Budget to include the contribution and renewal of the two carparks along Bobin Street and Eagle Crescent in lieu of the Pratt Road Project, and for the new project to also consider providing a drop off bay on Pratt Road near the Bowling Club and Senior Citizens Building.*
- *Includes in the budgetary discussions for the 2023-2024 Annual Budget the design and construction of new rear car parking facilities with access off Eagle Crescent (including modifications to the existing car park entrance at Bobin Street and connecting sealing one way road), and resealing the existing car park including line marking and bollards.*

Resulting in an additional \$465,163 allocation towards the Eaton Bowling & Social Club in 2023/24.

Under CSRFF the small grants program will be awarded to projects involving a basic level of planning. The total project cost for a project to qualify for the small grants program it must be more than \$7,500 and must not exceed \$500,000 (ex GST). Examples of small grant projects include:

- Cricket pitch and practice wickets;
- Storage Upgrades;
- Changerooms refurbishments;
- Safety fences for sport and recreation facilities, i.e. ballistic sports;
- **Court surface conversion (grass to synthetic);**
- Large scale dams, water collection systems and pipelines for distribution (maximum grant offered is \$60,000); and
- Various planning studies.

The Bowling Club Green project may be considered a Court Surface conversion project under the CSRFF Small Grants guidelines. Advice from DLGSC, when considering priorities, is that the CSRFF includes funding for resurfacing of existing sports surfaces, however it will be considered a low priority for funding. If successful, the project is likely to attract reduced funding of only 16.66% and in competitive rounds it is unlikely that these projects will receive funding.

Notwithstanding the above, officers still considered the potential best case scenario of the Club receiving at least 1/3 from CSRFF in this report. Please note there is potential for up to 50% funding being awarded (capped at \$200,000) if a development bonus is awarded by the Department.

### **Legal Implications**

There are three rounds of CSRFF Funding per year. Two small grant rounds (open in February and July) and one forward planning round (opens in July). The conditions for the small grant is:

- The small grants will be awarded to projects involving a basic level of planning
- A total project cost up to \$500,000;
- The value of the grant is for:
  - Minimum grant of \$2500
  - Maximum grant of \$200,000
- Grants given in this category must be claimed in the financial year following the date of approval; and
- Maximum grant offered applications is for 50% of the project cost capped at \$200,000.

The grant conditions for the Forward Planning Round is:

- A total project cost exceeding \$500,000;
- Grants given in this category must be claimed in the financial year following the date of approval; and
- Maximum grant offered is one third of the total estimated project cost (excluding GST) up to a maximum of \$2.5million.

General Conditions:

- The level of financial assistance offered will be based on the overall significance of the proposed project, including the benefits to the community.
- There is no obligation on the local government to make a contribution to a community group project however a contribution from all stakeholders (LGA or community group/club) in a project that meets local needs will be viewed more favourably.
- State Government Funding for any project cannot exceed two thirds of the total project.

Reserve 27516 is vested with the Shire of Dardanup for the purpose of "Recreation", with a power to lease up to 21 years. The land is zoned "Recreation, Other Community" within the Shire of Dardanup Town Planning Scheme No.3.

The Eaton Bowling & Social Club Inc. has a 20 year Lease with the Shire of Dardanup to 2041 for Reserve 27516.

Clause 12.9 states that *when the synthetic bowling greens require replacement, the Lessee and Lessor shall contribute funding towards their replacement, subject to:*

- *at least 1/3 additional funding being sought and obtained through the Western Australian state government's Community Sporting & Recreation Facilities Fund (CSRFF) or another grant program or external contribution, and*
- *aligning with Council's scheduled capital works program & budget priorities.*

*Should the grant or external contribution be equal to 1/3 of the total project capital expenditure, then the Lessee and Lessor will contribute funding of 1/3 each. Should the grant or external contribution be greater than 1/3 of the total project capital expenditure, then the Lessee and Lessor will contribute funding for the remaining portion on an equal 50/50 basis.*

Clause 7.15.1 states that

*the Lessor and the Lessee covenant and agree to establish a Joint Management Committee (Joint Management Committee) for the purpose of ensuring prompt and effective communication, issue resolution and to maximise operational outcomes associated with the community use of the Premises. The Joint Management Committee is established to meet the obligations outlined in the Memorandum of Understanding (MOU) signed by the Eaton Bowling & Social Club Inc and the Eaton Senior Citizens Association Inc in December 2019.*

Clause 8.1(c) of the MOU states *the Joint Management Committee will determine:*

- *Activity and function programming schedule;*
- *Distribution of utility, maintenance and lease costs;*
- *Hiring of the premises for functions and events;*
- *Allocation of operational and maintenance task responsibilities; and*
- *Any future capital works or development plans.*

**Council Plan**

- 3.1 - Grow participation in arts, culture and community events.
- 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.
- 4.2 - Support vulnerable groups, including aged persons and those with disability.

**Environment** - None.

**Precedents**

BGC Construction Pty Ltd were chosen as the successful builder at the Ordinary Council Meeting held on the 26<sup>th</sup> of August 2020 [Res: 245-20]:

*“THAT Council:*

1. *Acknowledges receipt of the three submissions for the Eaton Bowling Club redevelopment restricted Request for Tender process.*
2. *Accepts the most advantageous tender, being that submitted by BGC Construction Pty Ltd to design and construct the Eaton Bowling Club Building in accordance with Tender F0169664, for a total of \$3,551,065 excluding GST.*
3. *Delegates, by Absolute Majority, in accordance with section 5.42 of the Local Government Act 1995, authority to the Chief Executive Officer to negotiate in regard to the contract for Tender F0169664 to design and construct the Eaton Bowling Club Building:*
  - a) *Minor variations before entry into the contract, in accordance with Regulation 20 of the Local Government (Functions and General) Regulations 1996, including minor variations to the scope to reduce the overall cost of the contract.*
  - b) *Variations, after the contract has been entered into, limited to variations which do not change the scope of the contract and which do not increase the contract value beyond 5%, in accordance with Regulation 21A of the Local Government (Functions and General) Regulations 1996.*
  - c) *Exercise the contract extension options as approved in Part 1 above, in accordance with Regulations 11(2)(j) and 21A of the Local Government (Functions and General) Regulations 1996.*
4. *Authorises the Chief Executive Officer, in accordance with section 9.49A(4) of the Local Government Act 1995, to execute the contract for Tender F0169664 to design and construct the Eaton Bowling Club Building.*
5. *Authorises the Chief Executive Officer to undertake an Expression of Interest process for the sale of Lot 31 Sanford Way in accordance with S3.58 and S3.59 of the Local Government Act 1995.”*

Work commenced on site on the 16<sup>th</sup> of November 2020 with Practical Completion achieved on the 16<sup>th</sup> of November 2021 and the building handed over to the clubs, a close out report for this project was considered at the Ordinary Council Meeting held on the 23 February 2022 and Council resolved under [36-22]:

*“THAT Council notes the Project costs related to the Eaton Bowling Club Project to be \$3,659,593.26 and that this was funded as follows:*

<i>Election Commitment:</i>	<i>\$3,000,000.00</i>
<i>Shire Building Asset Management Reserve</i>	<i>\$ 659,593.26”</i>

### **Budget Implications**

The Long Term Financial Plan (LTFP) did not contemplate the inclusion of a \$100,000 co-contribution to the Eaton Bowling Club to update the A green. Should Council consider this a worthy project to support there are three options to allow for the inclusion in the LTFP and BAMP:

- *Option 1 - Support the adjustment of the LTFP by increasing the rates or other sources of revenue;*
- *Option 2 - Postpone other projects so that this project can be included as priority; or*
- *Option 3 -The co-contribution of \$100,000 (ex GST) is not supported.*

In support of preparation of the 2023/24 Budget, Council has previously adopted the recommendation of the Integrated Planning Committee (IPC) with respect to the 10 Year Program of Works in the Buildings Asset Management Plan (BAMP). The proposed works at the Eaton Bowling Club are not considered in the BAMP and was also not considered in the Sport and Recreation Plan 2020-2030.

Based upon the currently proposed works as shown in the BAMP, the Building Reserve funds are projected to fall to (in the order of) \$128,000 (ex GST) at the end of the 2023/24 financial year before recovering over subsequent years. Should Council choose to support the proposed works at Eaton Bowling Club by making a co-contribution as requested, then it is likely that the Buildings Reserve fund would be fully exhausted or potentially go into deficit if other approved building cost more than currently forecast (i.e. Council Admin building).

The sum total of all other planned works as shown in the BAMP for the 2024/25 financial year is \$128,212 (ex GST) being made up of \$95,355 (ex GST) for preservation works (primarily at Eaton Recreation Centre) and \$32,857(ex GST) for preparatory works in advance of relocation of the Banksia Road Transfer Station. Cancellation or deferral of some or all of these projects would have negative impacts on Councils Program of Works long term.

Addressing the issue of a negative reserve balance would therefore require that additional funds to 'top up' the project are secured. Sources of additional funds available to Council would be an increase in rates, new loan funds, other grants, or a reallocation of funding from other reserves or projects.

### **Budget – Whole of Life Cost**

The Eaton Bowling Club building is owned by the Shire of Dardanup. Therefore, any proposed upgrades to this site will directly impact Councils future budgets through increased depreciation, maintenance and Operational expenditure.

Calculation of accurate Whole of Life Costs for the proposed works at Eaton Bowling Club would require access to detailed design information related to the materials, utilisation and finishes of the proposed works. For the purpose of estimation, a provisional estimate in the order of 3% per annum of the Capital cost of the upgrade with a nominal useful life of 30 years would not be considered unreasonable.

Based upon those criteria, and (conservatively) assuming future CPI in the order of 2.5%, Council should be prepared to fund additional Whole of Life Costs in the order of \$13,800 (ex GST) per annum (on average) over the nominal useful life of the proposed upgrade (in addition to the initial \$100,000 (ex GST) co-contribution investment as requested.) Additional insurance cost would also be incurred associated with increasing the insurable assets at the Eaton Bowling Club.

**Council Policy Compliance**      None

### **Risk Assessment**

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

<b>TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).</b>	
Risk Event	Eaton Bowling Club Request for Funding and Support for CSRFF Grant Application
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 A perception that Council is not supportive of the DAIP and facilitating community members with disabilities to participate activities or Sport
	Financial Needing to adjust the LTFP by either increasing the rates or postponing other projects to prioritise this Eaton Bowling Club by co-contributing to a new facility. This will detrimentally impact the delivery of other projects by postponing these or increased rates for the broader community.

### **Officer Comment**

The Shire of Dardanup has received a request from the Club to support the club applying for CSRFF grant funding to reconstruct and upgrade the old unused A Green for a new Disabled Bowling Green. (Confidential Attachment B – Under Separate Cover Tardis Link: [R1431191](#) )

The development of the unused A green will allow for the development of green to be used by disabled bowlers, which would provide a great asset to the local community of Dardanup. This is not a project that has been anticipated in the BAMP and therefore Council will need to consider moving out other projects in the forward years to consider this request.

If the club is successful in the grant application, CSRFF funding may require a one-third contribution from each party for the overall project cost. The Club estimates the project cost would be in the order of \$300,000 and is therefore requesting Council to consider co-contributing \$100,000 (ex GST) in the FY 2024-2025. The application will only be submitted in February 2024, to the Small Grants funding program. It possible that the club could apply for the development bonus which could attract a 50% contribution from the CSRFF program, which will reduce the contributions from the Club and Council to \$75,000 each.

Should Council consider this a worthy project to support, Officers are proposing three options to allow for the inclusion in the LTFP:

- Option 1 - Support the adjustment of the LTFP by increasing the rates or other sources of revenue accordingly;
- Option 2 - Postpone other projects so that this project can be brought included as priority; or
- Option 3 - The co-contribution of \$100,000 (ex GST) requested is not supported, however Council will write a letter of support for the application by the Club for CSRFF funding.

Officers recommend Option 3 to Council for consideration.

END REPORT

12.2.3 Title: Dardanup Hard Courts Community Sporting and Recreation Facilities Funding Application

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Ms Susan Oosthuizen - Director Special Projects &amp; Community M Theo Naudé - Director Infrastructure</i>
<b>Reporting Officer</b>	<i>Ms Cassandra Budge - Manager Community Development</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.2.3 A – Plans Development Upgrade 12.2.3 B – Risk Assessment Tool – Dardanup Hard Courts Upgrade Confidential Attachment – Under Separate Cover – Cost Estimate Via Quantity Surveyor HWA</i>

**Overview**

The purpose of this report is for Council to consider the Dardanup Hard Courts Upgrade for submission to the Department of Local Government, Sport and Cultural Industries (DLGSC) Community Sport and Recreation Facility Funding (CSRFF) application in August 2023. This funding application must be submitted in the Forward Planning/Annual Round of funding.

As an alternative Council may resolve to cancel the project in the 2023-24 financial year and that it be further considered as part of the Building Asset Management Plan (BAMP) full review.

Officers recommend that Recommendation (A) be adopted.

**OFFICER RECOMMENDED RESOLUTION “A”**

**THAT Council:**

- 1. Does not support the Shire of Dardanup submitting an application to the CSRFF Annual Grants in the 2023/24 Financial Year for the Dardanup Hard Courts upgrade, at this stage.**
- 2. Cancels the Dardanup Hard Courts Upgrade Project that is included in the 2023-24 Budget and considers this project further as part of the BAMP full review that is due in March 2024.**
- 3. Transfers the unspent funding allocated in the 2023-24 Budget in the amount of \$273,409 (ex GST) for the Dardanup Hard Courts Upgrade back to the Building Maintenance Reserve.**

**OR**

**ALTERNATE RESOLUTION "B"****THAT Council:**

1. **Request the Chief Executive Officer to reduce the scope of works of the Dardanup Hard Courts Upgrade Project to fit within the 2023/24 Budget plus matching CSRFF funding with a total project cost not exceeding \$473,409 (ex GST).**
2. **Supports the Shire of Dardanup CSRFF Annual Grants application for 50% of the total project costs of up to \$200,000 (ex GST) from the Department of Local Government, Sport and Cultural Industries for Dardanup Hard Courts upgrade as a priority 2 submission.**
3. **Nominates the ERC Upgrades as priority 1 and the Dardanup Hard Courts upgrade as priority 2 for the CSRFF Small Grants July-August 2023 funding round.**

***Change to Officer Recommendation***

No Change. **OR:**

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

***Background***

This project was previously identified in the BAMP for resurfacing and renewal of accessories to occur in 2024/2025. The project was brought forward and included in the 2023/2024 Annual budget in order to allow staff to commence with the detailed planning and grant application processes in this year in preparation to deliver the project over two financial years, subject to funding. Initially resurfacing of the courts was justified as it was showing signs of cracking and were in need of surface repairs. Over time there has been work done and subsequently the courts were resurfaced in 2015/2016 whereafter it again started to show signs of cracking and peeling, which are signs of potential sub-structure failure. It was noted in the Shire's Sport and Recreation Plan 2020-2030 that because of the cracking it might be necessary to resurface from the sub-structure upwards due to the lack of effectiveness of the latest work done.

Identified in the BAMP and subsequent 2023-24 Budget, an amount of \$273,409 was provided for the resurfacing of the 2 tennis courts and 3 multisport hard courts. During the planning phase and further investigations, expert advice provided to the Shire revealed that the courts have reached the end of its lifespan, in fact exceeded it and now needs to be reconstructed instead of resurfacing.

The nature of this project is very unique, unlike road or building construction and a consultant that specialises in sporting surfaces was engaged by the Shire to provide input and advice.

According to the consultant, three of the five Dardanup Hard Courts have reached a level of disrepair to the point that the courts are now considered not fit for purpose for games or training. The existing courts are in a deteriorated state and have undergone multiple resurfacing attempts over the years.

The previous asphalt courts with oil-based lines exhibit significant cracking that is visible. Further, for safety reasons in compliance with the standards set by the Department of Sport And Recreation the basketball towers are currently set too close to the tennis base line and the required run offs are not met.



It is evident that these courts have exceeded their intended lifespan, and it would be impractical to continue investing in their refurbishment but rather a complete upgrade is required.

This funding round targets projects involving a detailed level of planning. Grants given in this category can be claimed up to three financial years following the date of approval, depending on the requirements and approved details of the project. Examples of annual projects:

- construction of grass or synthetic playing fields;
- reticulation system for a grassed playing field;
- new or upgraded swimming pool or leisure centre;
- new or upgraded change rooms and pavilions; and
- court or bowling green construction.

Advice from DLGSC, when considering priorities, is that the CSRFF includes funding for resurfacing of existing sports surfaces, however it will be considered a low priority for funding. If successful, the project is likely to attract reduced funding of 16.66% and in competitive rounds it is unlikely that these projects will receive funding.

Notwithstanding the above, officers still considered the potential best case scenario of the project receiving at least 1/3 from CSRFF in this report. Please note there is potential for up to 50% funding being awarded (capped at \$200,000) if a development bonus is awarded by the Department.

Council is requested to consider submitting a CSRFF Annual Grants Program application in 2023 towards the upgrades of the Dardanup Hard Courts. This could either be for the full project, which would require additional funding from the Shire, or for a reduced scope project to fit within the budget and funding allocation. Alternatively, Council could cancel the project in the 2023-24 Financial Year and considered as part of the Building Asset Management Plan (BAMP) full review.

A summary estimate project costing has been supplied by Quantity Surveyors HWA with an understanding that the project once funding is secured, will be subject to Council's, formal procurement policies and procedures. Once the Council's grant application has been considered and the outcome received on the funding secured, the procurement processes, update budget variances and progress the project will be sought. For detailed design plans of this project, refer to [Appendix ORD: 12.2.3A].

### ***Legal Implications***

There are three rounds of CSRFF Funding per year. Two small grant rounds (open in February and July) and one forward planning round (opens in July). The conditions for the small grant is:

- The small grants will be awarded to projects involving a basic level of planning;
- A total project cost up to \$500,000;
- The value of the grant is for:
  - Minimum grant of \$2500
  - Maximum grant of \$200,000
- Grants given in this category must be claimed in the financial year following the date of approval; and
- The Maximum grant may increase to 50% funding if the development bonus is approved (capped at \$200,000).

The grant conditions for the Forward Planning Round is:

- A total project cost exceeding \$500,000;
- Grants given in this category must be claimed in the financial year following the date of approval; and
- Maximum grant offered is one third of the total estimated project cost (excluding GST) up to a maximum of \$2.5million.

*General Conditions:*

- The level of financial assistance offered will be based on the overall significance of the proposed project, including the benefits to the community.
- There is no obligation on the Local Government to make a contribution to a community group project, however a contribution from all stakeholders (LGA or community group/club) in a project that meets local needs will be viewed more favourably.
- State Government Funding for any project cannot exceed two thirds of the total project.

**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.
- 13.2 - Manage the Shire's resources responsibly.

**Environment** - None.

**Precedents**

The Department (now DLGSC) funded the resurfacing of the Tennis courts in 1996 and to the Tennis Club (for a sum of \$3,600).

**Budget Implications**

Council's budget allocation for this project is \$273,409 (ex GST) in the 2023/24 Annual budget. A QS estimate has been sought and the total project cost is estimated at \$1,190,000 (ex GST). The QS Estimate from HWA (Confidential Attachment – Under Separate Cover – Tardis Link: [R1431199](#)) also suggests a further contingency for Design 10%, Building 10% and Escalation 4.8% and Locality Allowance of 10%.

Following the outcome of the QS estimate and planning it is determined that the annual and forward planning grants would be the only round sufficient for the entire project. The CSRFF annual and forward planning grant could provide 1/3 (One third) of the total project cost which is \$396,000 (ex GST) and would then require a 2/3 co-contribution by Council of \$792,000 (ex GST). If the CSRFF application was successful with a 1/3 contribution the project would still have a shortfall of at least \$520,591 (ex GST) for Council's co-contribution.

As noted above the Department may consider this a resurfacing project and an even smaller grant of only 16.6% could be received. This will require a co-contribution from Council in the order of \$1mil, which is an additional \$726,591.

Application for consideration of a "Development Bonus" can be made within the submission which if approved may increase the grant to 50% of total project cost of \$595,000 (ex GST). Council's 50% co-contribution would then also be \$595,000(ex GST). This would mean that if the whole project was to be undertaken and even if the CSRFF application was successful, with a development bonus, it would still leave a shortfall of \$321,591 (ex GST) as Council's required co-contribution for the project.

Alternatively, Council could consider requesting officer's to reduce the scope of works in an attempt to bring the project within the budget parameters. This would mean that Council could submit a Small Grant Application for the reconstruction of some of the courts with the total project cost not exceeding the current budget allocation of \$273,409 (ex GST) plus the maximum small grant capped at \$200,000 (ex GST) with a 50% development Bonus. The total project cost should then not exceed \$473,409 (ex GST).

Considering the financial implications Officers recommend that Council cancel the project from the Current Budget and reconsider the entire project as part of the BAMP review. It is recommended that this also give consideration for the broader precinct and the incorporation of future staged developments.

### **Budget – Whole of Life Cost**

This project will deliver new and renewed assets. Operations and maintenance costs are estimated at 2% of the total project value at \$23,800 (ex GST) annually as a future expenditure by the Shire. The whole of life costings are not available at this time, but will be included in future Asset Management Plans.

**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: 12.2.3B) for full assessment document.

<b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	Dardanup Hard Courts Department of Local Government, Sport and Cultural Industries Community Sporting and Recreation Facilities Funding Application
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial                      May not successful in achieving CRSFF Grant Even with the grant this project total cost will exceed allocation.</p> <p>Service Interruption        Hard courts are currently not fit for purpose, reducing participation in team and community sports.</p>

### **Officer Comment**

This Annual round requires some high-level planning and considerations to be included in the submissions such as a needs assessment, feasibility study, management plan, and lifecycle costing – with projects planning to commence from 1<sup>st</sup> of July 2024 and completed by early 2025.

The Dardanup Hard Courts have been identified as a priority facility upgrade by the Shire to ensure participation in team and community sports for the Dardanup community. Community need and priority will need to be demonstrated by way of support letters and association support prior to application. As noted above, the initial intent of resurfacing the courts are no longer feasible and the project now requires significantly more funding. As this has not been considered in previous iterations of the BAMP,

Officers recommend that this project be postponed for this round of funding and that it be cancelled from the current budget capital works program.

It is further recommended that the project again be considered when a full review of the BAMP has been completed and being presented to Council in early 2024. That will provide Council with an opportunity to consider the whole of the BAMP going forward and the details surrounding funding, design, precinct design and year of funding becomes clearer.

END REPORT

12.2.4 Development Application for an Outbuilding on Lot 24 (No. 1) Morgan Court, Eaton

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Michelle Dennis – Acting Manager Development Services</i>
<b>Reporting Officer</b>	<i>Mr Phil Shephard – Planning Officer</i>
<b>Applicant</b>	<i>Basil Milentis</i>
<b>Legislation</b>	<i>Planning and Development Act 2005</i>
<b>Council Role</b>	<i>Quasi-Judicial.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.2.4A – Outbuilding Site Plan &amp; General Arrangement Plan 12.2.4B – Submissions 12.2.4C – Risk Assessment Tool</i>

**Overview**

The purpose of this report is for Council to determine an application for development approval for the development of an outbuilding in Eaton which does not fully comply with the Scheme and Local Planning Policy and for which an objection to advertising was received.

Staff recommend the application be approved with conditions.

**OFFICER RECOMMENDATION**

**THAT Council approves the Application for Development Approval for a 9m long x 3m wide and 3.5m high skillion roofed outbuilding; 1m from the western boundary on Lot 24 (No. 1) Morgan Court, Eaton under the Shire of Dardanup Town Planning Scheme No. 3 subject to the following conditions:**

1. All development must be carried out in accordance with the approved plans listed below, unless amended with the written consent of the Shire. In the event of an inconsistency between the approved plans and a requirement of the conditions of development approval, the requirement of the condition prevail;
  - Site Plan (Appendix ORD: 12.2.4A)
  - General Arrangement Plan – Dated 31/07/2023 (Appendix ORD: 12.2.4A)
2. All stormwater from the approved building and hardstand area 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.
3. The approved outbuilding must not be used for habitation, commercial or industrial purposes.

**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 has received an application for development approval for the construction of an outbuilding at No. 1 (Lot 24) Morgan Court, Eaton. Lot 24 is zoned "Residential" with a density coding of R15 under the Shire of Dardanup Town Planning Scheme No.3.

## ***Location Plan***



## ***Proposal***

The application initially proposed to construct a 12m long by 3m wide skillion roofed outbuilding with the wall height varying from 3.8m at the back (and along the boundary) to 4.2m at the front. The outbuilding was to include three bays with two enclosed and one bay open towards the dwelling. Following advertising and based on objections received, the applicant has modified their proposal to remove the 3m wide lean-to and to reduce the wall height to vary from 3.5m at the back (and along the boundary) to 3.8m at the front.

The outbuilding will be constructed with timber frames with the rear wall to be clad in hardiflex (painted) panels and other walls to be clad in timber planking with the roof to be clad in unspecified colorbond metal sheeting. The outbuilding will include:

- One personnel door for access;
- One window along the northern side (facing Clydesdale Road);
- Two windows along the eastern side (facing the existing dwelling); and;
- One internal window and two internal doors.

Please refer to [Appendix ORD: 12.2.4A] for the plan details.

The outline of the proposal is as follows:

<b>Region Scheme</b>	Urban
<b>Local Planning Scheme</b>	'Residential' zone
<b>Structure Plan/Precinct Plan</b>	Nil
<b>Use Class and Permissibility</b>	The proposal falls within the definition of an Outbuilding which means 'an enclosed non-habitable structure that is detached from any dwelling.'  An outbuilding is considered ancillary to a dwelling and as such permitted in the Residential zone.
<b>Lot Size</b>	616m <sup>2</sup>
<b>Existing Land Use</b>	Single Dwelling
<b>State Heritage Register</b>	Not applicable
<b>Local Heritage</b>	Not applicable
<b>Bushfire Prone Area</b>	Not applicable

### ***Legal Implications***

The application is required to be determined in accordance with the *Planning and Development Act 2005* and associated Regulations. The applicant has a right to review Council's decision through the State Administrative Tribunal in accordance with Part 14 of the Act.

### ***Council Plan***

8.1 - Support responsible planning and development.

***Environment*** - None.

***Precedents*** - None.

### ***Consultation***

#### *Public Consultation*

The application was referred to the adjoining landowners. In response to the referral two submissions were received; one in support of the proposal and one objecting to the proposal.

Please refer to [Appendix ORD: 12.2.4B] for a copy of the submissions.

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

Nil required.

### ***Budget Implications***

The applicant has paid the development application fee required under the Shire's 2022/23 Schedule of Fees and Charges.

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

**Council Policy Compliance**

SDev CP091 – Exempted Development and Land Use Policy.

SDev CP505 – Public Consultation – Planning Matters.

**Risk Assessment**

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Development Application for an Outbuilding on Lot 24 (No. 1) Morgan Court, 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	Financial Should Council refuse the application or place conditions unacceptable to the proponent and they seek a review of that decisions, there is likely to be a financial impact through the State Administrative Tribunal process.
	Legal and Compliance Should conditions of the development approval not be complied with.

**Officer Comment**

In considering an application for development approval, cl. 67(2) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* requires a local government to have due regard to the following matters that are relevant to the application as detailed below:

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

The subject land is zoned Residential and the Objectives for the 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 of an outbuilding on the property is considered consistent with the Objectives for the zone.

The outbuilding achieves/exceeds setbacks required under the R-Codes as follows:



<i>Setback required</i>	<i>Setback proposed</i>
Front – 6m	Approx. 29m
Rear – 1m	1m
Side	
North – 2m	4m north side
South – 1.1m	6.2m south side

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

Draft LPS9 will retain the property within the Residential zone and the R-Codes will still apply to the proposal. The development of an outbuilding on residential land for domestic storage purposes is considered consistent with the requirements of orderly and proper planning.

(c) any approved State planning policy;

The outbuilding must satisfy the requirements of the R-Codes which is State Planning Policy 7.3. In this instance, some of the R-Codes requirements have been varied by the Shire's adopted SDev CP091 – Exempted Development and Land Use Policy (see comments below).

(fa) any local planning strategy for this Scheme endorsed by the Commission;

The Shire of Dardanup Local Planning Strategy was endorsed by the WA Planning Commission on the 4<sup>th</sup> of May 2015. The site is identified for Urban purposes and the proposed outbuilding is consistent with this designation.

(g) any local planning policy for the Scheme area;

SDev CP505 – Public Consultation – Planning Matters

As the proposal requires Council to consider setting aside the requirements of an adopted Council Policy, staff undertook consultation with the adjoining landowners that may potentially be affected and two submissions were received; one in support and one objecting to the proposal.

SDev CP091 – Exempted Development and Land Use Policy

The proposal is not exempt from requiring development approval under the Policy (Table 1) as follows:

- Wall height exceeds 3m (skillion roof; wall height varies from 3.5m at the rear to 3.8m at the front).

The proposal does comply with all other Policy requirements in Table 1 of SDev CP091 including maximum floor area, located behind front setback and compliant with setbacks.

The Council must have due regard to the Policies when deciding the application. The Policies cannot replace a scheme requirement and are subordinate to the existing Town Planning Scheme No. 3.

(m) the compatibility of the development with its setting, including –

(i) the compatibility of the development with the desired future character of its setting; and

(ii) relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;

While different to the general appearance of outbuildings within the locality of gable roofs and colorbond construction, the appearance of the outbuilding with minimal openings and a skillion roof is not considered to be out of keeping within a residential area. The 3.5m wall height at the boundary is considered by the R Codes as a single storey height permitting a 1m setback and therefore not inconsistent with the character of the Residential zone.

The proposed outbuilding is considered generally consistent in size with other outbuildings in the local area.

- (n) the amenity of the locality including the following -
- (i) environmental impacts of the development;
  - (ii) the character of the locality;
  - (iii) social impacts of the development;

The development of the outbuilding combined with a dwelling is considered generally consistent with the character of the locality which is represented by 600m<sup>2</sup>-700m<sup>2</sup> sized residential lots dominated by large single dwellings (250m<sup>2</sup>-350m<sup>2</sup>) and small detached outbuildings located in rear corners of the lots.

Outbuildings are designed and approved for domestic storage purposes only and conditions are ordinarily attached to any approval advising that no commercial or industrial uses are permitted.

- (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;

The R-Codes do not require any landscaping for ancillary buildings in residential area such as outbuildings, carports etc.

The proposal does not require any clearing and is intended to take advantage of an in-situ concrete slab.

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

Historical aerial photography shows a previous outbuilding was constructed on the site with demolition occurring in mid-2020.

- (y) any submissions received on the application;

The neighbour to the side (south) does not oppose the outbuilding whilst the neighbour to the rear (west) objects to the outbuilding and considers the outbuilding is not suitable for the residential area.

Staff sought a response from the applicant to the comments raised in the objection and the applicant submitted a revised proposal which has been considered in this report. While the applicant revised their proposal, the resultant outbuilding still seeks to vary the provisions of SDev CP091 with respect to height and therefore requires determination by Council.

### **Conclusion**

The proposal to develop an outbuilding is supported, with conditions relating to:

- Use to be restricted to domestic storage purposes only with no commercial/industrial uses permitted to be undertaken; and;
- Stormwater management.

END REPORT

### 12.3 INFRASTRUCTURE DIRECTORATE REPORTS

None.

### 12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

#### 12.4.1 Title: Monthly Statement of Financial Activity for the Period Ended on the 31st of July 2023

<b>Reporting Department:</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
<b>Reporting Officer</b>	<i>Mrs Katherine Kaurin &amp; Miss Tricia Richards - Assistant Accountants</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.4.1A – Risk Assessment Appendix ORD: 12.4.1B – Monthly Financial Report – 31<sup>st</sup> of July 2023</i>

#### **Overview**

This report presents the monthly Financial Statements for the period from the 1<sup>st</sup> of July 2022 to the 31<sup>st</sup> of July 2023 for Council endorsement.

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council: receives the Monthly Statement of Financial Activity [Appendix ORD: 12.4.1B] for the period ended on the 31th of July 2023.**

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

No Change. **OR:**

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

#### **Background**

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

**Legal Implications****Local Government Act 1995 – Section 6.4**6.4. *Financial Report*

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

**Local Government (Financial Management) Regulations 1996 r. 34****Part 4 — Financial Reports — s. 6.4**34. *Financial activity statement required each month (Act s. 6.4)*

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

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

**Council Plan**

13.1 - Adopt best practice governance.

**Environment** - None.

**Precedents**

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

**Budget Implications**

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

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

**Council Policy Compliance**

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

**Risk Assessment**

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Monthly Statement of Financial Activity for the Period Ended 31 <sup>st</sup> of July 2023	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	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 31<sup>st</sup> July 2023 is contained in [Appendix ORD: 12.4.1B] and consists of:

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

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

The Statement of Financial Activity includes the end-of-year surplus brought forward from 2022/23. The 23/24 Budget estimated this at \$332,558. At the time of preparing this report, the actual surplus is recorded at \$301,644. However, the annual accounts for 22/23 year are not yet finalised and are subject to change. Officers continue to work through the year-end adjustments for Reserve Account transfers, accrued revenue and expenses as well as reconciliations of asset acquisitions.

As at the reporting date, officers forecast the surplus at the 30<sup>th</sup> of June 2024 at \$71,199 based on known variances in actual performance to date and estimates for the remainder of the year based on current trends.

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

At the reporting date, all cash is held at call, pending finalisation of the annual accounts. These funds are earning up to 4.10%. During August, Reserve Account and surplus Municipal funds will be lodged on short term bank term deposits to maximise interest revenue.

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

12.4.2 Title: Schedule of Paid Accounts as at the 31st of July 2023

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
<b>Reporting Officer</b>	<i>Ms Joanna Hanson</i>
<b>Council Role</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Voting Requirement</b>	<i>Executive/Strategic.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.4.2 – Risk Assessment</i>

**Overview**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Schedule of Paid Accounts report from 01/07/2023 to 31/07/2023 as follows:**

**SHIRE of DARDANUP**  
**31-07-2023 Schedule of Paid Accounts**

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
<b>ELECTRONIC FUNDS TRANSFER</b>					
EFT52437	07/07/2023	1Spatial Australia Pty Ltd	FME Local Government Subscription: 01/07/2023 - 30/06/2024	MUNI	8,250.00
EFT52438	07/07/2023	Advanced Traffic Management WA P/L	Traffic Control - Ferguson Rd	MUNI	3,212.28
EFT52439	07/07/2023	All Aussie Truck and Bobcat Services	General Maintenance - June 2023 - Banksia Road Site	MUNI	2,376.00
EFT52440	07/07/2023	Amanda Burrows	Reimburse Moveable Sign Purchased for ECL	MUNI	4.15
EFT52441	07/07/2023	Amity Signs	Rural Street Number Signs 22/23 - RRN 93 & 314	MUNI	86.35
EFT52442	07/07/2023	Amy Helen Lawrence	Reimburse Uniform Purchase	MUNI	106.61
EFT52443	07/07/2023	Bailey Harkness	ERC Umpire Payment - 27/06/2023	MUNI	54.00
EFT52444	07/07/2023	BCE Surveying Pty Limited	Feature & Contour Survey - Russell Road, Between Gardiner Street & Clarke Street	MUNI	3,135.00
EFT52445	07/07/2023	Benara Nurseries	Planting - Dardanup Civic Precinct	MUNI	2,737.90
EFT52446	07/07/2023	Brett Hodgson	ERC Umpire Payment - 28/06/2023	MUNI	27.00
EFT52447	07/07/2023	Bunbury Coffee Machines	ERC - Cafe Goods	MUNI	189.00
EFT52448	07/07/2023	Bunbury Harvey Regional Council	Processing Kerbside FOGO Waste From Veolia Trucks - June 2023	MUNI	13,603.40
EFT52449	07/07/2023	Bunbury Plumbing Service	Connect Waster & Waste to Transportable Toilet - Eaton Oval Clubrooms	MUNI	2,550.00
EFT52450	07/07/2023	Bunbury Retravision	Hisense 55" LED Smart TV - Admin OH	MUNI	1,235.00
EFT52451	07/07/2023	Bunnings Group Limited	Door Lock, Batteries, Box Screws - Dardanup Office	MUNI	97.45
EFT52452	07/07/2023	Caroline Mears	Chair Yoga Workshops - June 2023	MUNI	260.00



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52453	07/07/2023	Christine Worsfold	ERC Umpire Payment - 27/06/2023	MUNI	81.00
EFT52454	07/07/2023	Cleanaway Solid Waste Pty Ltd	General Waste Kerbside Disposal to Cleanaway Tip & 30m3 Hook Bins - Waste Transfer Station	MUNI	2,534.19
EFT52455	07/07/2023	Cross Security Services	Replace Existing Challenger V10 Control Panel With New Challenger V10 Plus Board - Depot Workshop	MUNI	1,870.00
EFT52456	07/07/2023	Dapco Tyre and Auto Centre	RH Side Window Regulator - DA9581 & Battery - DA8222	MUNI	1,143.99
EFT52457	07/07/2023	Dardanup Veterinary Centre	Animal Management Program (Sterilisation)	MUNI	35.00
EFT52458	07/07/2023	Daryl Fishwick	ERC Umpire Payment - 28/06/2023	MUNI	81.00
EFT52459	07/07/2023	Diesel Force	Service - DA2833 & Repairs - DA8457	MUNI	4,459.98
EFT52460	07/07/2023	Donna Bastow	ERC Umpire Payment - 28/06/2023	MUNI	135.00
EFT52461	07/07/2023	Ductworks Australia Bunbury & Busselton Air	Bi-Annual HVAC Servicing - 2023 - Depot	MUNI	335.50
EFT52462	07/07/2023	Exetel Pty Ltd	Exetel 200/200Mbit Data Communications - July 2023	MUNI	1,250.00
EFT52463	07/07/2023	Genesis Accounting Pty Ltd	23/24 Annual Subscription for GST Add-In for Fees & Charges - LG Solutions Fees & Charges Cloud Application	MUNI	2,365.00
EFT52464	07/07/2023	Hanson Construction Materials Pty Ltd	Graded Aggregate - Ferguson Rd	MUNI	400.40
EFT52465	07/07/2023	Hardhat Media Pty Ltd	Timelapse Camera Rental: 16/04-15/07/2023 - Eaton Oval Clubrooms & New SoD Admin & Library Building	MUNI	4,851.00
EFT52466	07/07/2023	John Thompson	ERC Umpire Payment - 28/06/2023	MUNI	135.00
EFT52467	07/07/2023	JP Group - CPSS Pty Ltd	Repayment - Lease 2 - Lot 81 Banksia Rd - J&P Annual Lease of Waste Transfer Station	MUNI	3,382.12
EFT52468	07/07/2023	Kalamunda Electrics	Glen Huon Oval Lighting Softball - Final Claim	MUNI	28,700.43
EFT52469	07/07/2023	Kate Louise Maloney	July School Holiday Programs	MUNI	980.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52470	07/07/2023	Kilmore Group Pty Ltd	Eaton Junior Football & Cricket Club Pavilion & Changeroom - Progress Claim - June 2023	MUNI	136,416.78
EFT52471	07/07/2023	Landgate	GRV Interim Valuation: 13/05/2023 - 26/05/2023 & 27/05/2023 - 09/06/2023	MUNI	1,439.41
EFT52472	07/07/2023	Leschenault Catchment Council Inc	Thinning Works to Vegetation & Logging - Parkridge Estate Reserves	MUNI	4,224.00
EFT52473	07/07/2023	Luke Wilkinson	ERC Umpire Payment - 28/06/2023	MUNI	135.00
EFT52474	07/07/2023	Maia Financial Pty Ltd	Repayment - Lease 4 & 25: 01/07-30/09/2023	MUNI	9,074.75
EFT52475	07/07/2023	Mantrac	Earth Works Stump Removal - Castlereagh Park	MUNI	717.75
EFT52476	07/07/2023	Marece Hetaraka	ERC Umpire Payment - 28/06/2023	MUNI	108.00
EFT52477	07/07/2023	Millwood Forest Products	Milling of Timber for New SoD Admin & Library Building	MUNI	1,755.00
EFT52478	07/07/2023	Nightguard Security Service SW	Alarm Monitoring - 4 x Shire Locations	MUNI	627.00
EFT52479	07/07/2023	Nintex Pty Ltd	Nintex Workflow, Promapp Enterprise, Single Sign-On, Process & Doc Approval WF, Process Variant Man. 01/07/2023 - 30/06/2024	MUNI	57,723.41
EFT52480	07/07/2023	Noisenet Operations Pty Ltd	Hire/Rental Noise Net Device - Barking Dog Issues	MUNI	1,108.80
EFT52481	07/07/2023	Onsite Rental Group	Lease 26 - Hire of Office & Ablution Block: 01-30/06/2023	MUNI	3,442.74
EFT52482	07/07/2023	Perfect Landscapes	Weekly Reserves Mowing Commencing 26/06/2023	MUNI	2,458.50
EFT52483	07/07/2023	Peter Hobbs Architects	Ground Floor Entry Lobby Furniture Selection & Layout Drawing - New SoD Administration Building/Library Project	MUNI	1,320.00
EFT52484	07/07/2023	Picton Civil Pty Ltd	Demolition & Asbestos Removal of Toilet Block - Wells Reserve Clubrooms	MUNI	12,650.00
EFT52485	07/07/2023	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	Repair Rear Tyre on Cat Grader - DA698 & New Tyres - DA9219	MUNI	2,050.00
EFT52486	07/07/2023	Promote You	Embroidery of Staff Uniforms - Administration	MUNI	52.80
EFT52487	07/07/2023	Rebecca Jane Bolt	Rates Refund for Assessment A1776	MUNI	3,038.27

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52488	07/07/2023	Regional Media Specialists P/L	Community News Page in Bunbury Herald - June 2023	MUNI	972.40
EFT52489	07/07/2023	Rhodes Mechanical	Replace Fan Belt - DA9429	MUNI	366.36
EFT52490	07/07/2023	Rockwater Pty Ltd	Eaton Foreshore New Bore - Stage 1 (Preliminaries) - Progress Payment	MUNI	8,497.50
EFT52491	07/07/2023	Sarah Burrows	ERC Umpire Payment - 28/06/2023	MUNI	81.00
EFT52492	07/07/2023	Securepay Pty Ltd	Bank Fees 2023/24 Securepay Web & IVR Credit Card Payment Merchant Fees : Payments By Customers For Rates/Debtors, GST	MUNI	496.50
EFT52493	07/07/2023	Shane Graeme Jamieson	Rates Refund for Assessment A3470	MUNI	568.58
EFT52494	07/07/2023	Sirsidynix Pty Ltd	Subscription to Library Management System Software - 01/07/2023 to 30/06/2024 & Data Clean-Up	MUNI	14,357.99
EFT52495	07/07/2023	South West Tree Safe	Western Power Pruning Works - Shenton Rd	MUNI	660.00
EFT52496	07/07/2023	Spotlight Pty Ltd	Voucher Donation to RSL WA Poppy Ladies for Support on Delivering Seniors Poppy Workshop	MUNI	200.00
EFT52497	07/07/2023	Surveying South	Peg Boundary Locations to Shop Titles - Crampton Ave Shopping Precinct & Kerb Set-Out - Wells Recreation Clubrooms	MUNI	880.00
EFT52498	07/07/2023	Synergy	Electricity Account - 5 x Shire Locations	MUNI	2,248.56
EFT52499	07/07/2023	Taylor Burrell Barnett	Consultant Appointed to Complete Development Application Assessment & Developer Contribution Plan	MUNI	20,516.10
EFT52500	07/07/2023	Te Wairimu Elinor Pomare	ERC Umpire Payment - 28/06/2023	MUNI	81.00
EFT52501	07/07/2023	Team Global Express - Toll	2022-2023 Postage & Freight - Waterloo BFB - ESL Recurrent Exp	MUNI	17.44
EFT52502	07/07/2023	Therese Price	ERC Umpire Payment - 27/06/2023	MUNI	81.00
EFT52503	07/07/2023	Think Project Australia Pty Ltd	Ramm Transport Asset Annual Support and Maintenance Fee 01/07/2023-30/06/2024	MUNI	9,974.68

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52504	07/07/2023	Timber Insight	Pratt Road Footbridge - Construction Methodology and Cost Plan	MUNI	3,850.00
EFT52505	07/07/2023	Total Hygiene	Annual Sanitary Disposal Service - 4 x Shire Locations	MUNI	3,102.00
EFT52506	07/07/2023	TPG Network Pty Ltd	Installation & NBN EE IP Line 01-30/06/2023	MUNI	8,224.51
EFT52507	07/07/2023	Tutt Bryant Hire	9 x Invoices - Machine Hire - Various Shire Locations	MUNI	11,995.28
EFT52508	07/07/2023	Western Australian Treasury Corporation	Repayment - Loan 69 - Glen Huon Club Rooms	MUNI	38,928.40
EFT52509	07/07/2023	Woolworths Group Limited - Online Order Only	ERC Café Goods & Stock for Council Chambers & Staff Kitchen	MUNI	1,339.03
EFT52510	07/07/2023	Woolworths Group Limited - Openpay Portal	ERC Café Goods & Events Items	MUNI	706.36
EFT52511	07/07/2023	Work Clobber	Staff Uniforms: Phillip Anastasakis - Admin O/H	MUNI	1,217.22
EFT52512	14/07/2023	ABC Filter Exchange	ERC - Filter Clean	MUNI	55.00
EFT52513	14/07/2023	Advanced Traffic Management WA P/L	5 x Invoices: Traffic Control - 5 x Shire Locations	MUNI	11,941.72
EFT52514	14/07/2023	Ampol Australia Petroleum Pty Ltd	Shire Vehicles Fuel Usage - June 2023	MUNI	18,448.24
EFT52515	14/07/2023	Aquachill	Rental of Aquachill Plumbed in Water Cooler for 12 Months - ERC	MUNI	686.40
EFT52516	14/07/2023	AusQ Training	Basic Worksite Traffic Management & Traffic Controller Re-Accreditation - Bonnie Graham - 04/07/2023	MUNI	356.00
EFT52517	14/07/2023	Australasian Performing Rights Association Ltd	Annual Council Music Rural Licence: 01/07/2023-30/06/2024 - ERC	MUNI	2,241.93
EFT52518	14/07/2023	Australia Post	Monthly Invoice of Postage and Mail - June 2023	MUNI	580.22
EFT52519	14/07/2023	Australian Tax Office	PAYG - Payrun: 07/07/2023	MUNI	82,689.00
EFT52520	14/07/2023	Blackwoods	Safety Glasses - Public Works	MUNI	390.19
EFT52521	14/07/2023	Bluesteel Enterprises Pty Ltd	Safety Boots Waterloo BFB - ESL Recurrent Exp	MUNI	338.44
EFT52522	14/07/2023	Brecken Corporate Care	Pre-Employment Medical Appointment for Preferred Candidate General Hand Parks & Gardens	MUNI	261.80

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52523	14/07/2023	Brett Hodgson	ERC Umpire Payment - 12/07/2023	MUNI	189.00
EFT52524	14/07/2023	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	374.04
EFT52525	14/07/2023	Bunbury Coffee Machines	ERC - Cafe Goods	MUNI	352.00
EFT52526	14/07/2023	Bunbury Geographe Economic Alliance	BGEA Annual Membership Renewal for 2023/2024	MUNI	15,367.00
EFT52527	14/07/2023	Bunbury Mower Service	Small Plant Parts for Repairs	MUNI	152.00
EFT52528	14/07/2023	Bunbury Truck Sales and Service Centre	RH Brake Light Replacement Globe - DA9219	MUNI	44.87
EFT52529	14/07/2023	Bunnings Group Limited	Community Events Items - Storage Boxes, Hose Reel, Folding Bench & Farewell Gift Card	MUNI	1,248.09
EFT52530	14/07/2023	Burekup Bush Fire Brigade	Telstra Phone and Internet Accounts for Burekup BFB July 2022 - June 2023 - ESL Recurrent Exp	MUNI	1,193.03
EFT52531	14/07/2023	Caroline Gregorio	Reimburse Cost of Vehicle Cleaning Due to Bore Water Stain From Shire Reticulation - Palomino Close	MUNI	400.00
EFT52532	14/07/2023	Christine Worsfold	ERC Umpire Payment - 11/07/2023	MUNI	54.00
EFT52533	14/07/2023	Ciphertel Pty Ltd T/as Gateway Internet Services	Monthly Account for Point to Point Microwave Service Depot and Dardanup - June 2023	MUNI	2,893.00
EFT52534	14/07/2023	City Of Bunbury	June 2023 Dog & Cat Pound Fees & Psychosocial Hazards Training at City of Bunbury 08/06/2023 for HR Staff	MUNI	2,522.50
EFT52535	14/07/2023	Cleanaway Solid Waste Pty Ltd	General Waste Disposal: ERC & Crooked Brook Rd	MUNI	1,096.25
EFT52536	14/07/2023	Cleanaway Waste Management Pty Ltd	Co-Mingled Recycling Removed From the Waste Transfer Station - June 2023	MUNI	556.49
EFT52537	14/07/2023	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	987.37
EFT52538	14/07/2023	Dapco Tyre and Auto Centre	New Trailer Tyre - Sundry Plant & Trailers	MUNI	110.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52539	14/07/2023	Daryl Fishwick	ERC Umpire Payment - 12/07/2023	MUNI	135.00
EFT52540	14/07/2023	Data #3 Limited	APC Replacement Battery Cartridge & Freight	MUNI	8,607.18
EFT52541	14/07/2023	Dell Australia Pty Ltd	Managed Cyber Security Monitoring Service - 2023/2024	MUNI	44,000.00
EFT52542	14/07/2023	Deputec Pty Ltd	ERC - Deputy Roster Schedule Software - June 2023	MUNI	262.52
EFT52543	14/07/2023	Diesel Force	Service Grader - DA9774 & Service DA613 Subaru Forrester	MUNI	5,513.36
EFT52544	14/07/2023	Donna Bastow	ERC Umpire Payment - 12/07/2023	MUNI	162.00
EFT52545	14/07/2023	E-Recovery	E-Waste Service at the Waste Transfer Station - July 2023 - June 2024	MUNI	5,720.00
EFT52546	14/07/2023	Eaton Environmental Services	Rodent Baits x 4 - Martin-Pelusey Rd Depot	MUNI	88.00
EFT52547	14/07/2023	Ebony Gene Jones	ERC Umpire Payment - 11/07/2023	MUNI	27.00
EFT52548	14/07/2023	Equans Mechanical Services Australia Pty Ltd	ERC - Quarterly Aircon Maintenance - March 2023	MUNI	522.50
EFT52549	14/07/2023	Evan Mills	ERC Umpire Payment - 12/07/2023	MUNI	54.00
EFT52550	14/07/2023	Fiore Family Trust	Tree Planting - East Millbridge Playground	MUNI	726.00
EFT52551	14/07/2023	Fit2Work	Monthly Invoice for Police Checks - June 2023	MUNI	121.77
EFT52552	14/07/2023	Games World	Purchase of Card and Board Games for Senior's Engagement - Community Events	MUNI	465.88
EFT52553	14/07/2023	Go Electrical Contracting	Assess Faults With 2 Lights - Glen Huon Oval	MUNI	215.60
EFT52554	14/07/2023	Grace Records Management	Records Management External - Storage, Destruction and Consumables	MUNI	890.22
EFT52555	14/07/2023	Hanson Construction Materials Pty Ltd	Aggregate - Japonica View	MUNI	370.13
EFT52556	14/07/2023	Harvey Norman Av/lt Bunbury	MS Surface Pro Signature Keyboard & Pen Replacement - FCO Allowances - Fire Control	MUNI	343.00
EFT52557	14/07/2023	Hays Specialist Recruitment	Labour Hire for Operations: 26-29/06/2023	MUNI	2,198.37

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52558	14/07/2023	HP Financial Services (Australia) Pty Ltd	Contract 5485057843Aus1 - Buyout of Asset Under Lease Agreement	MUNI	31,829.83
EFT52559	14/07/2023	IT Vision Australia Pty Ltd	Altus Dog and Cat Enquiries & Implementation Services	MUNI	2,453.00
EFT52560	14/07/2023	Kent Lyon Architect	Superintendent Services: New SoD Administration Building/Library Project - June 2023	MUNI	13,860.00
EFT52561	14/07/2023	Landgate	Mining Tenements: 12/05/2023 - 08/06/2023	MUNI	42.15
EFT52562	14/07/2023	Lee Aird	ERC Umpire Payment - 12/07/2023	MUNI	81.00
EFT52563	14/07/2023	Leon Jackson	Shire Contribution for Study Assistance - ECU	MUNI	776.00
EFT52564	14/07/2023	LGIS WA	CEO Breakfast & Forum - 30/08/2023	MUNI	275.00
EFT52565	14/07/2023	Local Government Professionals Australia WA	LG Professionals Silver Local Government Subscription & Full Membership 2023 - 2024 & Procurement Webinar	MUNI	4,374.00
EFT52566	14/07/2023	Luke Wilkinson	ERC Umpire Payment - 12/07/2023	MUNI	135.00
EFT52567	14/07/2023	M & J Essential Solutions Pty Ltd	EAP Consultations 2023-2024	MUNI	290.00
EFT52568	14/07/2023	Maia Financial Pty Ltd	Lease 18 - Supply of Leased Cardio Fitness Equipment - ERC: Lease Agreement E6N0163172 - 01/07-30/09/2023	MUNI	13,128.26
EFT52569	14/07/2023	Malatesta Road Paving and Hotmix	Emulsion - Dowdells Line	MUNI	400.00
EFT52570	14/07/2023	MCG Architects Pty Ltd	Refund of Duplicate Payment of Invoice #33765. Debtor 23357	MUNI	361.25
EFT52571	14/07/2023	Nearmap Australia Pty Ltd	Nearmaps - Advantage Tier 1: 1/07/2023-30/06/2024	MUNI	19,800.00
EFT52572	14/07/2023	Officeworks Superstores Pty Ltd	ERC - Tablet, Stylus Pen & Cover for Membership Sign Ups & General Stationery	MUNI	894.90
EFT52573	14/07/2023	PAV Events	Movies By Moonlight - Final Deposit Payment - 3 Outdoor Movie Screenings	MUNI	1,806.75
EFT52574	14/07/2023	Perkins WA Pty Ltd	Shire of Dardanup - Design & Construct Contract - New Admin, Library & Community Building - Progress Claim # 13	MUNI	910,214.15

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52575	14/07/2023	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	752.80
EFT52576	14/07/2023	PFI Supplies	ERC - Cleaning Products	MUNI	2,252.40
EFT52577	14/07/2023	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	Refit Tyre - DA9774	MUNI	350.00
EFT52578	14/07/2023	Rawlinsons (W.A.)	Quantity Survey to Assess Perkins Construction Variation Schedule for the New SoD Admin Building Project - June 2023 Hours	MUNI	9,391.25
EFT52579	14/07/2023	Schweppes Australia Pty Ltd	ERC - Packaged Drinks for Café	MUNI	1,406.95
EFT52580	14/07/2023	Scope Rentals Pty Ltd	Managed Print Contract: Rental July 2023 & Usage June 2023	MUNI	4,481.40
EFT52581	14/07/2023	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	485.26
EFT52582	14/07/2023	Shane's Gas & Electrical Services	Investigate & Repair Rheem Hotwater Unit in Staff Kitchen - Eaton Admin Centre	MUNI	484.00
EFT52583	14/07/2023	Signs Plus	ERC - 6 x Staff Badges	MUNI	106.00
EFT52584	14/07/2023	Social Pinpoint Pty Ltd	Social Pinpoint Software Annual Renewal: 01/07/2023 - 30/06/2024	MUNI	13,255.00
EFT52585	14/07/2023	Spotlight Pty Ltd	The Poppy Project - Store Gift Card for Resources for Eaton Installation	MUNI	500.00
EFT52586	14/07/2023	Synergy	Electricity Supply - 29 Shire Locations	MUNI	36,136.16
EFT52587	14/07/2023	Telair Pty Ltd	Library NBN Enterprise Ethernet Service - ECL: July 2023	MUNI	658.90
EFT52588	14/07/2023	Telstra	Telephone - West Dardanup BFB - ESL Recurrent Exp, Alarm & Fax - Dardanup Office	MUNI	112.10
EFT52589	14/07/2023	The Print Shop	YAG Banners - 1 x Pull Up Banner & 1 x Flag Banner	MUNI	485.10
EFT52590	14/07/2023	The Trustee for AM2 & FM2 Trust	Monthly Subscription for Myosh Classic Plus: July 2023	MUNI	621.50
EFT52591	14/07/2023	Tiana Fraser	ERC Umpire Payment - 11/07/2023	MUNI	81.00
EFT52592	14/07/2023	Total Eden Pty Ltd	Reticulation Maintenance & Repairs - Lofthouse Park & ERC	MUNI	287.18



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52593	14/07/2023	Tutt Bryant Hire	Roller Hire: 02-09/05/2023 - Japonica View	MUNI	1,402.50
EFT52594	14/07/2023	Veolia Recycling & Recovery Pty Ltd	Weekly Bin Collection of Cardboard - June 2023	MUNI	226.70
EFT52595	14/07/2023	Vestone Capital Pty Limited	Repayment: Lease # 20 - Executive Laptops - 03/07-30/09/2023	MUNI	1,505.24
EFT52596	14/07/2023	Water Corporation	Water Use - 15 x Shire Locations	MUNI	5,164.53
EFT52597	14/07/2023	West Australian Newspapers Ltd	Newspapers - 5 x West Australian & 1 x South Western Times Per Week: 18/05-30/06/2023	MUNI	164.34
EFT52598	14/07/2023	Western Australian Treasury Corporation	Loans Half Yearly Government Guarantee Fee - Period Ending 30/06/2023	MUNI	19,857.72
EFT52599	14/07/2023	Zipform Pty Ltd	1000 x A4 Final Notice Base Stock & 500 x A4 Rate Notice Base Stock	MUNI	1,155.00
EFT52600	20/07/2023	A D Engineering International Pty Ltd	Annual WAN Service for Variable Message Board	MUNI	480.00
EFT52601	20/07/2023	Access Wellbeing Services	Employee Assistance Program Services - June 2023	MUNI	440.00
EFT52602	20/07/2023	Active Discovery	East Millbridge Public Open Space - Stage 1 - Upgrade / Expansion	MUNI	161,432.70
EFT52603	20/07/2023	Advanced Traffic Management WA P/L	Traffic Control: Ferguson Rd & Dowdells Line	MUNI	4,607.67
EFT52604	20/07/2023	Andrew Coulson	Reimburse Purchase of Car Phone Holder & Charging Cable - DA9376	MUNI	124.95
EFT52605	20/07/2023	Aquila Food Forest	Sustainable Living Workshop: 12/07/2023	MUNI	300.00
EFT52606	20/07/2023	Blaine Thompson	ERC Umpire Payment - 19/07/2023	MUNI	135.00
EFT52607	20/07/2023	Booktopia Pty Ltd	Online Order of Local Book Stock - ECL	MUNI	268.60
EFT52608	20/07/2023	Breeanna Batrick	Reimburse Uniform Purchase	MUNI	79.99
EFT52609	20/07/2023	Brett Hodgson	ERC Umpire Payment - 19/07/2023	MUNI	135.00
EFT52610	20/07/2023	Brownes Foods Operations Pty Ltd	Cafe Goods - ERC	MUNI	206.27

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52611	20/07/2023	Bunbury Auto Electrics	Supply & Fit Emergency Lights - DA9287	MUNI	884.80
EFT52612	20/07/2023	Bunbury Harvey Regional Council	Hook Bin Hire & Weekly Greenwaste Collection - June 2023	MUNI	1,144.00
EFT52613	20/07/2023	Bunbury Mower Service	Spark Plugs, Primer Bulbs, Air Filters, Carbi & Chainsaw Files for Small Plant Repairs	MUNI	529.00
EFT52614	20/07/2023	Bunnings Group Limited	9 x Combination Padlocks - Admin OH	MUNI	636.32
EFT52615	20/07/2023	Capegemini Australia Pty Ltd	Oneplace Annual Support/Maintenance Renewal - 01/07/2023 - 30/06/2024	MUNI	2,986.50
EFT52616	20/07/2023	Carbone Brothers Pty Ltd	Delivery of Concrete Product From Carbone Yard to Martin Pelusey Rd Depot - Pratt Road Modifications	MUNI	1,705.00
EFT52617	20/07/2023	Cat Welfare Society Inc	Cat Haven - Adoption Reports - June 2023	MUNI	11.00
EFT52618	20/07/2023	Christine Worsfold	ERC Umpire Payment - 18/07/2023	MUNI	54.00
EFT52619	20/07/2023	Citygate Properties Pty Ltd	Mario Cart Challenge School Holiday Prizes - ECL	MUNI	50.00
EFT52620	20/07/2023	Cleanaway Solid Waste Pty Ltd	General Waste Disposal - Crooked Brook Rd & Transport of 30M Hook Bin to Cleanaway Dardanup Tip - June 2023	MUNI	7,563.97
EFT52621	20/07/2023	Connect Call Centre Services	After Hours Call Centre Service for the Shire of Dardanup - June 2023	MUNI	376.81
EFT52622	20/07/2023	Construction Training Fund : BCITF	BCITF Remittance - June 2023	MUNI	4,032.39
EFT52623	20/07/2023	Data #3 Limited	Visioplan2 Shrdserver ALNG Subscription: 01/08 - 30/09/2023	MUNI	36.05
EFT52624	20/07/2023	David John Leek T/as Acefire	Fire Extinguisher Service - Glen Huon Club Rooms & Change Rooms	MUNI	702.90
EFT52625	20/07/2023	Department of Communities	ERC - Education and Care Regulatory Unit - Annual Service Fee 2023-2024	MUNI	370.00
EFT52626	20/07/2023	Department of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BSL Remittance - June 2023	MUNI	9,438.83
EFT52627	20/07/2023	Donna Bailye	Reimburse Morning Tea Purchase - Nat 25 Year Celebration	MUNI	61.21

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52628	20/07/2023	Donna Bastow	ERC Umpire Payment - 19/07/2023	MUNI	162.00
EFT52629	20/07/2023	IT Vision User Group Incorporated	Itvision User Group Membership 01/07/2023 to 30/06/2024	MUNI	770.00
EFT52630	20/07/2023	JCW Electrical Pty Ltd	Call Out - Investigate and Repair Faulty Light - Millars Creek	MUNI	165.00
EFT52631	20/07/2023	John Thompson	ERC Umpire Payment - 19/07/2023	MUNI	162.00
EFT52632	20/07/2023	KMART	Items for Lost Child Activity Box	MUNI	28.50
EFT52633	20/07/2023	Lauren Johnston	Personal Development Grant Payment for Son - Charlie Johnston	MUNI	400.00
EFT52634	20/07/2023	Lee Aird	ERC Umpire Payment - 19/07/2023	MUNI	81.00
EFT52635	20/07/2023	Local Government Professionals Australia WA	Training Course 'Finance for Non-Financial People' - C Murray - 31/07/2023	MUNI	420.00
EFT52636	20/07/2023	Luke Wilkinson	ERC Umpire Payment - 19/07/2023	MUNI	81.00
EFT52637	20/07/2023	Lynlee Stiffle	Personal Development Grant Payment 2023-2024	MUNI	400.00
EFT52638	20/07/2023	Mark Atherton	Reimburse Purchase of Adhesive Numbers for Recycle Yard	MUNI	32.30
EFT52639	20/07/2023	Naturaliste Hygiene	Sharps Disposal Service July 2023 - Eaton Foreshore & Watson Reserve - Public Toilets	MUNI	176.55
EFT52640	20/07/2023	Securepay Pty Ltd	Bank Fees 2023/24 Securepay Phone Credit Card Payment Merchant Fees, GST	MUNI	495.00
EFT52641	20/07/2023	Spotlight Pty Ltd	Spring Out Library Stall - 200 Plain Cotton Craft Bags - ECL	MUNI	400.00
EFT52642	20/07/2023	Squash Magic Co	ERC - Giant Inflatables for Vacation Care Program	MUNI	803.00
EFT52643	20/07/2023	Sue Parsons	Refund of Upfront Overpaid Gym Membership Fees	MUNI	88.57
EFT52644	20/07/2023	Suzanne Occhipinti	Reimburse Uniform Purchase	MUNI	314.45
EFT52645	20/07/2023	Synergy	Electricity Account - 6 x Shire Locations	MUNI	1,266.40

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52646	20/07/2023	South West Women's Health & Information Centre	Donation to Dragonfly Coffee Van for Service at National Children's Week Event	MUNI	300.00
EFT52647	20/07/2023	Telstra	Telephone - Eaton Admin Centre & Staff Mobile & Ipads	MUNI	7,223.08
EFT52648	20/07/2023	Terrena Jo Bill	Rates Refund for Assessment A1886	MUNI	269.15
EFT52649	20/07/2023	The Print Shop	Printing of Time Capsule Items on Archival Paper - Community Projects	MUNI	379.50
EFT52650	20/07/2023	Therese Price	ERC Umpire Payment - 18/07/2023	MUNI	54.00
EFT52651	20/07/2023	Tiana Fraser	ERC Umpire Payment - 18/07/2023	MUNI	54.00
EFT52652	20/07/2023	Total Calibration Pty Ltd	Annual Software Maintenance for Lanteria HR Software: 01/08/2023 - 31/07/2024	MUNI	5,069.36
EFT52653	20/07/2023	Total Eden Pty Ltd	Reticulation Maintenance & Repairs - Lofthouse Park	MUNI	103.31
EFT52654	20/07/2023	Totally Workwear	Protective Clothing - Public Works Employees	MUNI	906.25
EFT52655	20/07/2023	Tutt Bryant Hire	Roller Hire: 03-10/07/2023 - 4 x Shire Locations	MUNI	1,207.80
EFT52656	20/07/2023	Veolia Recycling & Recovery Pty Ltd	Kerbside Waste Collection - June 2023	MUNI	85,974.79
EFT52657	20/07/2023	Water Corporation	Water Use - 3 x Shire Locations	MUNI	548.86
EFT52658	20/07/2023	Winc Australia Pty Ltd	Stationery Expense - Admin O/H	MUNI	738.28
EFT52659	20/07/2023	Woodlands	Compostable Dog Waste Bags	MUNI	3,220.80
EFT52660	20/07/2023	Zac Armstrong	Reimburse First Aid Course Payment - ERC	MUNI	170.00
EFT52661	27/07/2023	ABCorp Australasia Pty Ltd	3000 x Barcode Labels - ECL	MUNI	473.00
EFT52662	27/07/2023	Advanced Traffic Management WA P/L	Traffic Control - Ferguson Rd & Dowdells Line	MUNI	6,639.64
EFT52663	27/07/2023	Andrea Strapp	Milk Container for Coffee/Tea Trolley - ECL	MUNI	22.75
EFT52664	27/07/2023	Andries Stefanus Schönfeldt	Reimburse Parking & Taxi Fares Paid During ALGA Convention 13-06/06/2023	MUNI	271.74

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52665	27/07/2023	Australian Tax Office	PAYG - Payrun: 21/07/2023	MUNI	90,819.00
EFT52666	27/07/2023	Australind Landscaping Supplies	Yellow Sand - Eaton Oval	MUNI	85.50
EFT52667	27/07/2023	Boyles Plumbing and Gas	Inspect & Unblock Public Toilet - Cadell Park & Repair Water Pipe - Boyanup-Picton Rd Dump Point	MUNI	385.00
EFT52668	27/07/2023	Brecken Corporate Care	Pre-Employment Medical - Ryan Fulmer - 24/07/2023	MUNI	261.80
EFT52669	27/07/2023	Breeanna Batrick	Reimburse Uniform Purchase	MUNI	87.48
EFT52670	27/07/2023	Brett Hodgson	ERC Umpire Payment - 26/07/2023	MUNI	135.00
EFT52671	27/07/2023	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	320.83
EFT52672	27/07/2023	Bunnings Group Limited	Cushions - ECL, Scales - Tip Site, Repair Items - Eaton Admin & Adhesive Numbers for Tip Prices	MUNI	561.33
EFT52673	27/07/2023	Buswest	ERC - Bus Service to Gravity for Vacation Care Excursion	MUNI	298.00
EFT52674	27/07/2023	Christine Worsfold	ERC Umpire Payment - 25/07/2023	MUNI	54.00
EFT52675	27/07/2023	Civil Projects Southwest	Digger Hire For Drain Cleaning - Ferguson Rd	MUNI	2,970.00
EFT52676	27/07/2023	Cleanaway Solid Waste Pty Ltd	Kerbside General Refuse Landfill Disposal	MUNI	2,533.36
EFT52677	27/07/2023	Cobey Brown	ERC Umpire Payment - 26/07/2023	MUNI	108.00
EFT52678	27/07/2023	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	610.99
EFT52679	27/07/2023	Dardy Cafe & Convenience Store	Monthly Kitchen Items - Dardanup Office - March, April & May 2023	MUNI	92.85
EFT52680	27/07/2023	Dawarkesh Panchal	Refund Hall Bond - Receipt # 149033	MUNI	290.00
EFT52681	27/07/2023	Declan James Busher	Refund MR Drivers Licence Permit & Test Costs: Dardanup Central BFB - ESL Recurrent Exp	MUNI	146.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52682	27/07/2023	Dell Financial Services Pty Ltd	Lease 21: Dell Desktop & Laptop Refresh Contract 009-141985-003 (010/6-31/08/2023)	MUNI	1,290.75
EFT52683	27/07/2023	Donna Bastow	ERC Umpire Payment - 26/07/2023	MUNI	135.00
EFT52684	27/07/2023	Gymcare	Gym Equipment Maintenance. Labour, Callout Fee & Parts Out of Warranty	MUNI	1,154.52
EFT52685	27/07/2023	Hays Specialist Recruitment	Labour Hire: 03-19/07/2023 - 4 x Shire Locations	MUNI	2,198.37
EFT52686	27/07/2023	Holiday Inn West Perth	Accommodation - Effective Supervision Training With WALGA 20-21/07/2023 - Finance Coordinator	MUNI	187.00
EFT52687	27/07/2023	Jetline Kerbing Contractors	Wild Bull Brewery, Pile Road Dardanup - Semi Mountable Kerb 24m	MUNI	3,135.00
EFT52688	27/07/2023	John Thompson	ERC Umpire Payment - 26/07/2023	MUNI	108.00
EFT52689	27/07/2023	Kenny Pomare	ERC Umpire Payment - 26/07/2023	MUNI	54.00
EFT52690	27/07/2023	Krystle Harrison	Reimburse Uniform Purchase	MUNI	30.00
EFT52691	27/07/2023	Les Mills Asia Pacific	ERC - Group Fitness Program Monthly Subscription: July 2023	MUNI	1,477.79
EFT52692	27/07/2023	Leschenault Catchment Council Inc	Keeping it Local Booklet - Environmental Expenditure	MUNI	2,750.00
EFT52693	27/07/2023	LGIS WA	Annual Insurances 2023-2024 - (First Instalment 50%)	MUNI	335,941.46
EFT52694	27/07/2023	Links Modular Solutions Pty Ltd	Annual Active Carrot Fitness Subscription Software: 01/07/2023 to 30/06/2024 - ERC	MUNI	13,263.85
EFT52695	27/07/2023	Living Springs	Drinking Water - Waste Transfer Station	MUNI	100.00
EFT52696	27/07/2023	Local Government Professionals Australia WA	2023 LGPWA Community Development Conference - Manager Community Development	MUNI	3,600.00
EFT52697	27/07/2023	Luke Wilkinson	ERC Umpire Payment - 26/07/2023	MUNI	162.00
EFT52698	27/07/2023	M & J Essential Solutions Pty Ltd	EAP Consultations 2023-2024	MUNI	150.00
EFT52699	27/07/2023	Marece Hetaraka	ERC Umpire Payment - 26/07/2023	MUNI	54.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52700	27/07/2023	Mcleods Barristers and Solicitors	Transfer and Amalgamation of Lot 300 (Reserve 49275) Kerr Road, Picton East: Fees & Disbursements 04/10/2022 to 19/07/2023	MUNI	7,044.70
EFT52701	27/07/2023	MJ Goods	ERC Cafe & Fitness Centre Items	MUNI	597.75
EFT52702	27/07/2023	PFI Supplies	Cleaning Items - 5 x Shire Locations	MUNI	567.40
EFT52703	27/07/2023	Prime Supplies	Welding Rods, Welding Repair & Safety Items for Depot	MUNI	526.11
EFT52704	27/07/2023	Proven Project Management	Project Management Services - New SoD Administration Building/Library Project - June 2023	MUNI	7,092.80
EFT52705	27/07/2023	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	485.26
EFT52706	27/07/2023	Shire of Dardanup	23/24 ESL - Eaton Bowling Club A2192	MUNI	775.18
EFT52707	27/07/2023	SMR Psychology	Employee Assistance Consultations	MUNI	407.00
EFT52708	27/07/2023	South West Networking	Investigate & Repair Roof Leak in Kitchen Roof - Dardanup Hall	MUNI	285.00
EFT52709	27/07/2023	Synergy	Electricity Account - 6 x Shire Locations	MUNI	8,300.46
EFT52710	27/07/2023	Telstra	Internet Service for Dardanup Central BFB	MUNI	100.00
EFT52711	27/07/2023	Therese Price	ERC Umpire Payment - 25/07/2023	MUNI	54.00
EFT52712	27/07/2023	Tiana Fraser	ERC Umpire Payment - 25/07/2023	MUNI	54.00
EFT52713	27/07/2023	TPG Network Pty Ltd	NBN EE 1Gbps IP Line: May 2023	MUNI	115.93
EFT52714	27/07/2023	Trevor Nathan Maidment	Refund Cat Cage Hire Bond - Receipt # 149494	MUNI	150.00
EFT52715	27/07/2023	Tricia Richards	Reimburse Uniform Purchase	MUNI	27.00
EFT52716	27/07/2023	Voicex Communications	Speechlive Advanced Business Package Annual Subscription: 10/08/2023 - 09/08/2024	MUNI	498.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52717	27/07/2023	WALGA	WALGA Local Government Convention 2023 - Shire President & People & Culture Seminar 2023 - Manager HR	MUNI	2,902.50
EFT52718	27/07/2023	Water Corporation	Water Use & Service Charges - New SoD Administration Building/Library & ECL	MUNI	78.84
EFT52719	27/07/2023	Western Australian Treasury Corporation	Repayment - Loan 66 - Depot Land & Loan 72 - Eaton Oval Club Rooms, Pratt Rd	MUNI	66,341.33
EFT52720	27/07/2023	Work Clobber	Protective Clothing Public Works Employee	MUNI	797.40
EFT52721	27/07/2023	Zoodata	Annual Inspect License Package 01/07/2023-30/06/2024	MUNI	24,640.00
<b>CHEQUES</b>					
43	26/07/2023	Shire of Dardanup - Please Pay Cash	Petty Cash Recoup - Eaton Admin	MUNI	134.15
44	27/07/2023	Department of Transport	SoD Fleet Schedule B0423	MUNI	17,166.15
<b>DIRECT DEBIT</b>					
<b>BPAY</b>					
DD17370.1	30/06/2023	ALINTA	ERC - Quarterly invoice for gas consumption: 17/04-11/07/2023	MUNI	471.25
DD17370.2	30/06/2023	Department of Transport	June 2023 - Department of Transport - Vehicle Licensing Information Searches	MUNI	94.30
DD17377.1	30/06/2023	SHIRE OF AUGUSTA - MARGARET RIVER	Long Service Leave Contribution - Louise Bowling	MUNI	6,372.27
DD17321.1	06/07/2023	University of Canberra	K Hitchens - Approved Study Assistance - SCC102 - GC Policy Evaluation - Unit: Data Analytics & Public Policy	MUNI	3,287.50
DD17323.1	07/07/2023	linet Ltd	Monthly Charge for NBN Wireless 4 & Business NBN100 - July 2023	MUNI	174.94
DD17351.1	13/07/2023	The University of New England	Approved Study Assistance Application as Per CP015 - Diploma of Town Planning - G Hayward	MUNI	1,932.50
DD17371.1	20/07/2023	linet Ltd	Monthly Charge for Business NBN100 & NBN Wireless 4 Service - August 2023	MUNI	174.94
<b>CREDIT CARD</b>					



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD17402.1	27/07/2023	Department of Transport	Shire of Dardanup - Special Plate Series Number Plate Application - 200DA	MUNI	600.00
DD17402.2	27/07/2023	Mailchimp	Monthly Subscription and Charge for Email Newsletters July 2023	MUNI	174.19
DD17402.3	27/07/2023	Facebook Ireland Limited	Facebook Advertising for Events and Programs	MUNI	10.15
DD17402.4	27/07/2023	Vistaprint Australia Pty Ltd	229 x Summer in Your Park Design Calico Bags with Long Handles	MUNI	998.19
<b>DEBIT CARD</b>					
DD17339.1	30/06/2023	Shire of Dardanup	Debit Card Recoup: Group Fitness Food for Launch - ERC	MUNI	77.94
DD17353.1	30/06/2023	Shire of Dardanup	Debit Card Recoup: Staff Leaving Flowers, Kitchen Supplies, Heater for Records Office & Food for Council Meeting - Eaton Admin	MUNI	222.84
DD17354.1	13/07/2023	Shire of Dardanup	Debit Card Recoup: Milk & Key Cutting - Eaton Admin & Gym Equipment - ERC	MUNI	59.14
<b>INTERNATIONAL</b>					
DD17328.1	07/07/2023	Ispring Solutions Inc	Ispring Suite Max for Lanterria Subscription: 01/07/2023 - 30/06/2024	MUNI	2,237.08
DD17328.2	07/07/2023	Lightning Tools Ltd	Lightning Conductor Production & Development Licence Annual Software Assurance 2023/2024	MUNI	1,332.72
DD17329.1	11/07/2023	BPA Solutions	Annual Software Assurance BPA Software (01/07/2023 - 30/06/2024)	MUNI	9,240.00
DD17358.1	14/07/2023	Pluralsight	Pluralsight Annual Renewal 5 Business Professional Users: 01/07/2023 - 30/06/2024	MUNI	4,286.35
<b>TRUST</b>					
<b>PAYROLL</b>					
DD17316.1	07/07/2023	Aware Super Pty Limited	Payroll Deductions	MUNI	33,772.14
DD17316.2	07/07/2023	MLC Super Fund	Superannuation Contributions	MUNI	1,721.47
DD17316.3	07/07/2023	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	432.37

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD17316.4	07/07/2023	One Path Masterfund	Superannuation Contributions	MUNI	105.95
DD17316.5	07/07/2023	Hostplus	Payroll Deductions	MUNI	1,149.30
DD17316.6	07/07/2023	Brighter Super	Superannuation Contributions	MUNI	269.71
DD17316.7	07/07/2023	Hesta Super Fund	Payroll Deductions	MUNI	1,710.88
DD17316.8	07/07/2023	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,058.30
DD17316.9	07/07/2023	Australian Retirement Trust	Superannuation Contributions	MUNI	197.61
DD17316.10	07/07/2023	Australian Ethical Superannuation	Payroll Deductions	MUNI	288.33
DD17316.11	07/07/2023	Australian Super	Superannuation Contributions	MUNI	504.16
DD17316.12	07/07/2023	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	760.38
DD17316.13	07/07/2023	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	434.87
DD17316.14	07/07/2023	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	19.87
DD17316.15	07/07/2023	Mercer Super Trust	Superannuation Contributions	MUNI	180.41
DD17316.16	07/07/2023	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	126.24
DD17316.17	07/07/2023	Plum Superannuation Fund	Superannuation Contributions	MUNI	132.49
DD17316.18	07/07/2023	Construction & Building Industry Super	Superannuation Contributions	MUNI	68.29
DD17316.19	07/07/2023	Rest Superannuation	Payroll Deductions	MUNI	2,362.15
DD17316.20	07/07/2023	The Bro Code Super Fund	Superannuation Contributions	MUNI	72.24
DD17316.21	07/07/2023	Media Super	Superannuation Contributions	MUNI	599.24
DD17316.22	07/07/2023	Australian Super	Payroll Deductions	MUNI	7,913.02

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD17316.23	07/07/2023	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	28.79
DD17316.24	07/07/2023	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	307.48
DD17316.25	07/07/2023	Hughes Superannuation Fund	Superannuation Contributions	MUNI	52.98
DD17374.1	21/07/2023	Aware Super Pty Limited	Payroll Deductions	MUNI	36,153.62
DD17374.2	21/07/2023	MLC Super Fund	Superannuation Contributions	MUNI	1,808.48
DD17374.3	21/07/2023	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	498.17
DD17374.4	21/07/2023	One Path Masterfund	Superannuation Contributions	MUNI	134.70
DD17374.5	21/07/2023	Hostplus	Payroll Deductions	MUNI	1,308.22
DD17374.6	21/07/2023	Brighter Super	Superannuation Contributions	MUNI	277.80
DD17374.7	21/07/2023	Hesta Super Fund	Payroll Deductions	MUNI	1,733.72
DD17374.8	21/07/2023	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,069.04
DD17374.9	21/07/2023	Australian Retirement Trust	Superannuation Contributions	MUNI	182.33
DD17374.10	21/07/2023	Australian Ethical Superannuation	Payroll Deductions	MUNI	282.14
DD17374.11	21/07/2023	Australian Super	Superannuation Contributions	MUNI	275.69
DD17374.12	21/07/2023	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	771.20
DD17374.13	21/07/2023	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	518.91
DD17374.14	21/07/2023	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	207.62
DD17374.15	21/07/2023	Mercer Super Trust	Superannuation Contributions	MUNI	185.82
DD17374.16	21/07/2023	TWU Superannuation Fund	Superannuation Contributions	MUNI	13.24
DD17374.17	21/07/2023	Unisuper	Superannuation Contributions	MUNI	89.52

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD17374.18	21/07/2023	Plum Superannuation Fund	Superannuation Contributions	MUNI	136.47
DD17374.19	21/07/2023	Construction & Building Industry Super	Superannuation Contributions	MUNI	63.94
DD17374.20	21/07/2023	Rest Superannuation	Payroll Deductions	MUNI	2,593.51
DD17374.21	21/07/2023	The Bro Code Super Fund	Superannuation Contributions	MUNI	57.79
DD17374.22	21/07/2023	Media Super	Superannuation Contributions	MUNI	617.21
DD17374.23	21/07/2023	Australian Super	Payroll Deductions	MUNI	8,158.35
DD17374.24	21/07/2023	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	75.85
DD17374.25	21/07/2023	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	316.70
DD17374.26	21/07/2023	Hughes Superannuation Fund	Superannuation Contributions	MUNI	33.11
<b>REPORT TOTALS</b>					<b>2,843,298.80</b>

EFT	2,682,420.38
Muni Cheque	17,300.30
Trust	0.00
Payroll	111,831.82
Credit Card	1,782.53
Debit Card	359.92
Direct Debit	0.00
International	17,096.15
BPAY	12,507.70
<b>TOTAL</b>	<b>2,843,298.80</b>

**CERTIFICATE of Chief Executive Officer**

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



**Chief Executive Officer**

### **Change to Officer Recommendation**

No Change. **OR:**

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

### **Background**

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

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

### **Legal Implications**

#### *Local Government Act 1995*

*S6.5. Accounts and records*

*Local Government (Financial Management) Regulations 1996*

*R11. Payments, procedures for making etc.*

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

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

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

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

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

**Council Plan**

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

**Environment** - None.

**Precedents** - None.

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

**Budget Implications**

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

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

**Council Policy Compliance**

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

**Risk Assessment**

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Schedule of Paid Accounts as at the 31 <sup>st</sup> July 2023
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.</p> <p>Reputational Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively</p>

**Officer Comment**

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

END REPORT

**12.5 COMMITTEES****12.5.1** Title: Local Emergency Management Committee Meeting Minutes held on the 9<sup>th</sup> August 2023

<b>Reporting Department:</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Ms Michelle Dennis - Acting Manager Development Services</i>
<b>Reporting Officer</b>	<i>Mrs Michelle Edwards - Personal Assistant to DSD</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Attachments</b>	<i>Appendix ORD: 12.5.1 – Local Emergency Management Committee meeting Minutes</i>

**MINUTES OF THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY, 9<sup>TH</sup> AUGUST 2023, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 10.00AM.**

**Overview**

The Minutes of the Local Emergency Management Committee Meeting held on the 9<sup>th</sup> of August 2023 [Appendix ORD: 12.5.1] are attached.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Minutes [Appendix ORD: 12.5.1] of the Local Emergency Management Committee Meeting held on the 9<sup>th</sup> of August 2023.**

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

None.

**14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****15 PUBLIC QUESTION TIME**

## 16 MATTERS BEHIND CLOSED DOORS

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

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

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

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

### OFFICER RECOMMENDED RESOLUTION

**THAT in accordance with the Local Government Act 1995, S 5.23, section (2)(a) and (2)(e)(ii) Council goes Behind Closed Doors [time] to discuss a matter affecting an employee and information that has a commercial value to a person; which relates to matters to be discussed at the meeting.**



16.1 Title: Lot 220 Charterhouse Street, Eaton – Proposed Disposal

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

**REPORT UNDER SEPARATE COVER**

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

16.2      Title: Chief Executive Officer KPI Quarterly Report

<b>Reporting Department</b>	<i>Executive</i>
<b>Responsible Officer</b>	<i>Mr André Schönfeldt - Chief Executive Officer</i>
<b>Reporting Officer</b>	<i>Ms Cathy Lee - Manager Human Resources</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic</i>
<b>Voting Requirement</b>	<i>Simple Majority</i>

**REPORT UNDER SEPARATE COVER**

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

**DECLARATION OF INTEREST**

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

**OFFICER RECOMMENDED RESOLUTION**

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

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

**17 CLOSURE OF MEETING**

The Presiding Officer advises that the date of the next:

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

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