



# **A G E N D A**

FOR THE

## **ORDINARY COUNCIL MEETING**

To Be Held

Wednesday, 23<sup>rd</sup> July 2025

Commencing at 5.00pm

At

ADMINISTRATION CENTRE EATON  
1 Council Drive - EATON

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## NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup Council will be held on Wednesday, the 23<sup>rd</sup> July 2025 at the Administration Centre Eaton, 1 Council Drive, Eaton – Commencing at 5.00pm.

**MR ANDRÉ SCHÖNFELDT**

Chief Executive Officer

Date: 18<sup>th</sup> July 2025

**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>	<p>When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.</p> <p>Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g.: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</p>

## DISCLAIMER

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

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

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

## RISK ASSESSMENT

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

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

### LEVEL OF RISK GUIDE

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

**SHIRE OF DARDANUP**

**AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ON WEDNESDAY, THE 23<sup>RD</sup> OF JULY 2025, 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.*

*Recording of Meetings*

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

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

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

### 2.1 Attendance

### 2.2 Apologies

### 2.3 Leave of Absence

Cr Ellen Lilly

-

Elected member (Res: 138-25)

### 2.4 Previous Meetings

DATE	TYPE	Cr. T BELL	Cr. L W DAVIES	Cr. T G GARDINER	Cr. S L GILLESPIE	Cr. A C JENOUR	Cr. E P LILLY	Cr. M R HUTCHINSON	Cr. J D MANONI	Cr. A L WEBSTER
<b>APRIL 2025</b>										
02/04/25	CF	NA	NA	✓	✓	✓R	NA	✓	✓R	NA
09/04/25	SCM	✓	NA	✓	✓	✓	Ap	✓	✓	Ap
16/04/25	AF	✓	NA	✓	LoA	✓R	✓	LoA	Ap	✓
23/04/25	OCM	✓	Ap	✓	✓R	✓	✓	LoA	✓	✓
<b>MAY 2025</b>										
30/04/25	CF	NA	NA	✓	Ap	✓R	✓	✓	Ap	Ap
14/05/25	AF	✓R	Ap	✓	✓	✓R	✓	✓	✓	Ap
21/05/25	OCM	✓	✓	✓	✓	✓	✓	✓	✓	Ap
28/05/25	SCM	✓R	✓	✓	Ap	✓R	✓	✓	✓R	NA
<b>JUNE 2025</b>										
04/06/25	CF	Ap	NA	✓	✓	✓	✓	✓	✓R	✓
18/06/25	AF	✓	Ap	✓	✓	✓	✓	✓	✓	✓
25/06/25	OCM	✓	✓	✓	✓R	✓R	✓	✓	✓	✓
<b>JULY 2025</b>										
09/07/25	SCM	LoA	NA	✓	✓	✓R	✓R	✓	✓	✓
16/07/2025	AF	-	NA	✓	Ap	Ap	Ap	Ap	✓	NA

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> August 2025.**

**6 PETITIONS/DEPUTATIONS/PRESENTATIONS****7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****7.1 Ordinary Council Meeting Held on the 25<sup>th</sup> of June 2025****OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Ordinary Meeting of Council held on the 25<sup>th</sup> of June 2025, be confirmed as true and correct subject to the following corrections:**

- **Amend page 41 and 44 of the Minutes to remove the words “for a period of 6 months from the date the sea container is placed onsite” from Resolution 146-25 & 149-25. As follows:**

*OFFICER RECOMMENDED RESOLUTION “D” (WATSON RESERVE)*

*146-25 MOVED - Cr S L Gillespie*

*SECONDED – Cr T Bell*

*THAT Council replace condition 3 to the Permit to Occupy for Coastal Rowing WA Inc (Watson Reserve), issued at the 26th March 2025 Ordinary Council Meeting (Resolution 51-25) as follows:*

*That Council approves the issuing of a Temporary Permit to Occupy for two (2) 20 -foot sea containers at Watson reserve. ~~for a period of 6 months from the date the sea container is placed onsite.~~ The sea container is to be removed no later than 28th July 2027.*

**OFFICER RECOMMENDED RESOLUTION “G” (EATON FORESHORE)**

149-25 MOVED - Cr S L Gillespie

SECONDED – Cr T Bell

THAT Council replace Condition 4 to the Permit to Occupy for Coastal Rowing WA Inc – Eaton Foreshore, issued at the 26th March 2025 Ordinary Council Meeting (Resolution 51-25) as follows:

4. That Council approves the issuing of an additional temporary Permit to Occupy for one (1) 40 - Foot Sea Container at Eaton Foreshore. ~~for a period of 6 months from the date the sea container is placed onsite.~~ The sea container is to be removed no later than 28th July 2027.

**7.2 Special Council Meeting Held on the 9<sup>th</sup> of July 2025****OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Special Meeting of Council held on the 9<sup>th</sup> of July 2025, be confirmed as true and correct subject to no/the following corrections:**

**8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION****8.1 Title: Shire President Monthly Report****Reporting Department**

Elected Members

**Elected Member**

Cr. Tyrrell Gardiner - Shire President

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

<b>Event:</b>	<b>1/7/25 - Australia's South West (ASW)</b>
Report:	Virtual Launch of ASW Strategic Plan for tourism throughout the South West
<b>Event:</b>	<b>1/7/25 - Bunbury Geopraphe Economic Alliance Local Governments</b>
Report:	Held at Shire of Harvey Office Australind. Discussion with member LGA's. Common issues regarding planning, infrastructure development and waste, working on common solutions
<b>Event:</b>	<b>3/7/25 - Bunbury Geopraphe Board Meeting</b>
Report:	Held at City of Bunbury. Regular board meeting on issues involving local industry and local government with a collaborative emphasis to solutions.
<b>Event:</b>	<b>9/7/25 - WALGA Polyphagous Shothole Borer Webinar</b>
Report:	Current status of fight against the borer, moving from eradication to containment. Confined, at this time, to metropolitan local governments fighting to trying to retain urban tree canopy. Concerns over impact on orchards and timber plantations in our region.
<b>Event:</b>	<b>11/7/25 - Bunbury Geopraphe Sports Awards</b>
Report:	Hosted by City of Bunbury., recognizing excellence in sports participation and administration in the region. Shire of Dardanup sponsored Team of the Year award.
<b>Event:</b>	<b>12/7/25 - Pickleball Championships Eaton Rec Centre</b>
Report:	Big event at ERC held over two days. Pickleball growing in popularity quickly. watch a few games with other local and state government members from the region.

<b>Event:</b>	<b>17/7/25 - Meet with Minister John Carey Perth</b>
<b>Report:</b>	Along with CEO, productive session with Minister for Planning and Lands, Housing and Works and Health Infrastructure and advisors. Define upcoming projects, particularly Wanju and Waterloo, discuss funding and options to help progress.
<b>Event:</b>	<b>18/7/25 – All Shire Staff Gathering</b>
<b>Report:</b>	Held at Boomers Clubrooms. Opportunity to catch up with staff after training session. Thank you for ongoing efforts in service delivery, outcomes of Community Survey.
<b>Event:</b>	<b>22/7/25 – Jodie Hanns MLA Collie-Preston</b>
	Along with CEO, catch up in Collie with Jodie, acknowledge election commitments and promote future plans.

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

### 9.1 Title: Sustainable Development Directorate Structure Review

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:

<i>S 5.23</i>	<p>(1) <i>Subject to subsection (2), the following are to be open to members of the public-</i></p> <ul style="list-style-type: none"> <li>(a) <i>all Council meetings; and</i></li> <li>(b) <i>all meetings of any committee to which a local government power or duty has been delegated.</i></li> </ul> <p>(2) <i>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 -</i></p> <ul style="list-style-type: none"> <li>(a) <i>a matter affecting an employee or employees;</i></li> <li>(b) <i>the personal affairs of any person;</i></li> <li>(c) <i>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;</i></li> <li>(d) <i>legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;</i></li> <li>(e) <i>a matter that if disclosed, would reveal -</i> <ul style="list-style-type: none"> <li>(i) <i>a trade secret;</i></li> <li>(ii) <i>information that has a commercial value to a person; or</i></li> <li>(iii) <i>information about the business, professional, commercial or financial affairs of a person,</i></li> </ul> <i>where the trade secret or information is held by, or is about, a person other than the local government;</i> </li> <li>(f) <i>a matter that if disclosed, could be reasonably expected to -</i> <ul style="list-style-type: none"> <li>(i) <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;</i></li> <li>(ii) <i>endanger the security of the local government's property; or</i></li> <li>(iii) <i>prejudice the maintenance or enforcement of a lawful measure for protecting public safety;</i></li> </ul> </li> <li>(g) <i>information which is the subject of a direction given under section 23 (1a) of the Parliamentary Commissioner Act 1971; and</i></li> <li>(h) <i>such other matters as may be prescribed.</i></li> </ul> <p>(3) <i>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.</i></p>
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*Note: The meeting would go behind closed doors toward the end of the meeting to discuss a matter affecting an employee or employees to be discussed at the meeting.*

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

None.

## **11 DECLARATION OF INTEREST**

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

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

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

- *Director Corporate & Governance, Natalie Hopkins, declared an Impartiality Interest in Item 12.4.1 - Enterprise Resource Planning (ERP) Software Replacement Program – June Quarterly Update as she is a member of the ReadyTech User Group Committee.*

## 12 REPORTS OF OFFICERS AND COMMITTEES

### 12.1 EXECUTIVE REPORTS

#### 12.1.1 Title: Western Australian Local Government Convention and Annual General Meeting

<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 Amy Bywaters - Executive Assistant</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: 12.1.1A – 2025 WA Local Government Convention Program Appendix ORD: 12.1.1B – 2025 WA Local Government Annual General Meeting – Notice of Meeting Appendix ORD: 12.1.1C – Risk Assessment Tool</i>

#### **Overview**

This report presents to Council a request to nominate Council representatives for the WALGA Convention scheduled from the 22<sup>nd</sup> -24<sup>th</sup> of September 2025 at Perth Convention and Exhibition Centre. The convention theme 'Lean into Legacy' delves into how the decisions we make today form the building blocks for tomorrow. Council is also invited to submit motions for inclusion in the WALGA Annual General Meeting (AGM) Agenda.

Key dates are as follows:

- **Friday, 8<sup>th</sup> August** – Deadline for Members to submit motions for the AGM Agenda
- **Monday, 8<sup>th</sup> September** – Registration of Voting Delegates closes
- **Tuesday, 23<sup>rd</sup> September** – Annual General Meeting, Perth Convention and Exhibition Centre

#### **OFFICER RECOMMENDED RESOLUTION**

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

- Endorses the Chief Executive Officer and the following councillors to attend the 2025 WA Local Government Convention and the AGM.**  
.....  
.....
- Nominates Cr T Gardiner and Cr E Lilly to be voting members for the Shire of Dardanup at the 2025 WA Local Government Annual General Meeting.**
- Nominates Cr.....and Cr.....to be second proxy voting delegates should the need arise.**

4. Requests the Chief executive Officer to prepare the following motions for the WALGA AGM Agenda:
  - a) That WALGA advocates for the removal of the current restrictions in the Local Government (Administration) Regulations 1996 that limits local governments to holding, and elected members to attending, no more than 50% of Council or Committee meetings by electronic means, in order to allow greater flexibility where it is justified and approved by the Shire President or Council.

***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 Western Australian Local Government Association (WALGA) holds a State Convention every year to bring all local governments together to participate in sessions of general interest and professional development on specific issues.

The Annual General Meeting of the Western Australian Local Government Association is to be held on Tuesday, 23<sup>rd</sup> September 2025 at Perth Convention and Exhibition Centre.

The Notice of Meeting for the Annual General Meeting is included in (Appendix ORD: 12.1.1B).

**Legal Implications** - None.

## **Council Plan**

13.1 - Adopt best practice governance.

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

**Environment** - None.

## **Precedents**

Each Council is to send two representatives as voting delegates to the AGM. In previous years where the Council has no policy on a matter going before the WALGA AGM the Council has given approval for the delegates to vote according to any new information debated at the meeting, otherwise delegates are to vote in accordance with Council's direction. The Chief Executive Officer attends the convention.

## **Budget Implications**

There are no budget implications for attendance at the AGM itself. Budget allocations have been made for the Chief Executive Officer and elected members to attend the WALGA Annual Convention.

There is currently \$28,655 allocated in the 2025/2026 Draft budget (04 1 1006 – Conferences & Training – Councillors).

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

## **Council Policy Compliance**

*CnG CP081 – Elected Member and CEO Attendance at Events*

The Policy includes the following statement:

- *The Shire of Dardanup authorises in advance the attendance of all Elected Members and the CEO at the annual WALGA Local Government Week State conference.*

*CnG CP112 – Councillor Induction Training and Professional Development.*

### *4.5 Conferences & Training Courses*

*The annual budget allocation may be used for any of the following:*

- c) *Local Government Week - Local Government Week (Convention) is an annual networking and development opportunity provided by WALGA. This is undertaken in conjunction with the Association's Annual General Meeting at which the Shire of Dardanup is entitled to have two delegates. It is usual that this will be the President*

*and Deputy President, however this may be passed to another Elected Member (by resolution of Council) when one or both of the President and Deputy President are not in attendance.*

*In addition to the two delegate participants, opportunity exists for other Elected Members and the Chief Executive Officer to attend Local Government Week.*

### **Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	2025 Western Australian Local Government Convention and Annual General Meeting
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Council reputation may suffer if it is not involved with current issues affecting Local Government as a whole

### **Officer Comment**

The benefits to Councillors in attending the annual WALGA Convention are highlighted as follows:

- **Professional Development:** Attendance at the WALGA Convention provides valuable opportunities for professional growth through access to a diverse range of presentations and discussions led by experts.
- **Networking Opportunities:** The convention serves as a platform to engage and build connections with peers, industry leaders, and key stakeholders. This networking fosters the exchange of ideas, best practices, and innovative solutions to common challenges.
- **Policy Influence:** Participation in the AGM enables our representatives to contribute to discussions shaping policies that affect the local government sector.
- **Knowledge Enhancement:** Gain insights into the latest trends, policies, and legislative changes affecting local government. This knowledge is crucial for informed decision-making and effective governance.
- **Recognition and Awards:** The convention also serves as a forum for acknowledging the achievements and contributions of councils and individual Elected Members through various awards and recognitions, promoting a culture of excellence and motivation.
- **Strategic Planning:** Exposure to successful case studies and strategic initiatives from other councils can inspire and inform Elected Members in the development and implementation of their own council's strategic plans and projects.



It is recommended that all Councillors attend the WALGA convention and AGM.

Once the WALGA AGM agenda is prepared the Association will refer the agenda to member Councils so that each Council can direct their delegates on how they are to vote at the AGM.

Council is requested to nominate voting members and proxy members.

END REPORT

### 12.1.2 Title: Consideration of an Extraordinary Election – Resignation of Cr Taneta Bell

<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>Legislative.</i>
<b>Voting Requirement</b>	<i>Absolute Majority.</i>
<b>Attachments</b>	<i>12.1.2 – Risk Assessment</i>

#### **Overview**

With the resignation of Cr Taneta Bell on 11<sup>th</sup> July 2025, it is proposed that Council write to the Electoral Commissioner requesting that the vacant office remains unfilled until the 2025 ordinary election.

#### **OFFICER RECOMMENDED RESOLUTION**

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

1. **Advises the Electoral Commission of the resignation of Councillor Taneta Bell.**
2. **Requests the WA Electoral Commissioner that the office vacated by the resignation of Cr Taneta Bell remain vacant and Council be authorised to defer filling the vacancy until the October 2025 ordinary elections for the following reasons:**
  - a) **In accordance with Section 4.16(4) the notice of resignation was receipted before the third Saturday in July of the election year;**
  - b) **Delaying the election until October 2025 will not create adverse issues for Council;**
  - c) **As Council has no wards, the people of Dardanup and surrounds are not adversely affected by leaving the office vacant;**
  - d) **At least 80% of the number of offices of members of the council in the district are still filled;**
  - e) **The additional cost of running an extraordinary election that is not budgeted for will have an adverse effect on the ratepayers; and**
  - f) **The impost on electors being requested to participate in two election processes within a 3 month period.**

#### **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**

Cr Taneta Bell officially tendered her resignation in writing, effective 11<sup>th</sup> July 2025. Cr T Bell was elected to Council in October 2023 and current term is due to expire in October 2027.

## **Legal Implications**

Local Government Act 1995 Sections 2.32, 4.8, 4.9, 4.16 and 4.17:

### **2.32. How extraordinary vacancies occur in offices elected by electors**

*The office of a member of a council as an elector mayor or president or as a councillor becomes vacant if the member —*

- (a) dies; or*
- (b) resigns from the office; or*
- (c) does not make the declaration required by section 2.29(1) within 2 months after being declared elected to the office; or*
- (d) advises or accepts under section 2.27 that he or she is disqualified, or is declared to be disqualified by the State Administrative Tribunal acting on an application under section 2.27; or*
- (da) is disqualified by an order under section 5.113, 5.117 or 5.119 from holding office as a member of a council; or*
- (db) is dismissed under section 8.15L or 8.25(2); or*
- (e) becomes the holder of any office or position in the employment of the local government; or*
- (f) having been elected to an office of councillor, is elected by the electors to the office of mayor or president of the council.*

### **4.8. Extraordinary elections**

- (1) If the office of a councillor or of an elector mayor or president becomes vacant under section 2.32 an election to fill the office is to be held.*
- (2) An election is also to be held under this section if section 4.57 or 4.58 so requires.*
- (3) An election under this section is called an extraordinary election.*

### **4.9. Election day for extraordinary election**

- (1) Any poll needed for an extraordinary election is to be held on a day decided on and fixed —*
  - (a) by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or*
  - (b) by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).*

### **4.16. Postponement of elections to allow consolidation**

- (1) This section modifies the operation of sections 4.8, 4.9 and 4.10 in relation to the holding of extraordinary elections.*
- (2) If a member's office becomes vacant under section 2.32 (otherwise than by resignation) on or after the third Saturday in July in an election year and long enough before the ordinary elections day in that year to allow the electoral requirements to be complied with, any poll needed for the extraordinary election to fill the vacancy is to be held on that ordinary elections day.*
- (3) In the case of a member's office becoming vacant under section 2.32 by resignation, if —*

- (a) *the resignation takes effect, or is to take effect, on or after the third Saturday in July in an election year but not later than one month after the ordinary elections day in that year; and*
  - (b) *the CEO receives notice of the resignation long enough before that ordinary elections day to allow the electoral requirements to be complied with,*
- any poll needed for the extraordinary election to fill the vacancy is to be held on that ordinary elections day.*

(4) *If a member's office becomes vacant under section 2.32 —*

*(a) after the third Saturday in January in an election year; but*

*(b) before the third Saturday in July in that election year.*

*the council may, with the approval of the Electoral Commissioner, fix the ordinary elections day in that election year as the day for holding any poll needed for the extraordinary election to fill that vacancy.*

**4.17. Cases in which vacant offices can remain unfilled**

- (1) *If a member's office becomes vacant under section 2.32 on or after the third Saturday in July in the election year in which the term of the office would have ended under the Table to section 2.28, the vacancy is to remain unfilled and the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.*

(2) *If a member's office becomes vacant under section 2.32 —*

*(a) after the third Saturday in January in the election year in which the term of the office would have ended under the Table to section 2.28; but*

*(b) before the third Saturday in July in that election year.*

*the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled and, in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.*

- (3) *If a councillor's office becomes vacant under section 2.32 and under subsection (4A) this subsection applies, the council may, with the approval of the Electoral Commissioner, allow\* the vacancy to remain unfilled and, subject to subsection (4), in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.*

*\* Absolute majority required.*

**(4A) Subsection (3) applies —**

**(a) if —**

**(i) the office is for a district that has no wards; and**

**(ii) at least 80% of the number of offices of member of the council in the district are still filled;**

*or*

**(b) if —**

**(i) the office is for a ward for which there are 5 or more offices of councillor; and**

**(ii) at least 80% of the number of offices of councillor for the ward are still filled.**

- (4) *If an ordinary or an extraordinary election is to be held in a district then an election to fill any vacancy in the office of councillor in that district that was allowed to remain unfilled under subsection (3) is to be held on the same election day and Division 9 applies to those*

elections as if they were one election to fill all the offices of councillor for the district or ward that need to be filled.

### **Council Plan**

- 13.1 - Adopt best practice governance.
- 13.2 - Manage the Shire's resources responsibly.
- 14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

**Environment** - None.

### **Precedents**

Council's most recent resolution to write to the WA Electoral Commissioner regarding the resignation of an elected member was at the Ordinary Council Meeting held 8<sup>th</sup> March 2023, (Res: 34-23).

### **Budget Implications**

If Council chooses to hold an extraordinary election a quote will be sought from the WA Electoral Commission the cost of running the election. The quote from the WAEC for the 2025 ordinary election costs is \$64,550 GST Inc.

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

### **Council Policy Compliance**

### **Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.1.3) for full assessment document.

<b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>		
Risk Event	Consideration of an Extraordinary Election – Resignation of Cr Taneta Bell	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	Council resolve that a letter be written to the Electoral Commissioner requesting that the position left vacant remain vacant until October Ordinary Election	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Council has budgeted for an Ordinary election that has been quoted by WAEC as higher than anticipated. A Special Election has not been budgeted for.
	Legal and Compliance	There are legal implications for the Shire if the process of requesting the position remain unfilled is not followed.
	Reputational	The ratepayers and electors are unlikely to support two election processes within a period of six months.

**Officer Comment**

The resignation of Cr Bell requires the Council or the Shire President to consider holding an extraordinary election as required by the *Local Government Act 1995*, Section 4.9, within one month of the vacancy occurring.

If the President or Council fails to meet the deadline to set a date, the date can be set by the Electoral Commissioner.

Cr Bells term of office expires in October 2027.

It is recommended that Council consider a further option, that being to request that the office remain vacant [*Local Government Act 1995* S4.17(3) & S4.17 (4A)(a)] until October 2025.

The Chief Executive Officer will need to write to the Electoral Commissioner on behalf of Council advising of the resignation of Cr Bell and requesting to defer filling the vacancy until the October 2025 ordinary elections, citing section 4.17 (4A)(a) of the LGA 1995.

END REPORT

## 12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

### 12.2.1 Title: Events, Programs and Youth Advisory Group

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Mr Ashwin Nair - Director Sustainable Development</i>
<b>Reporting Officer</b>	<i>Ms Melanie Ring - 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>Appendix ORD: 12.2.1A – Risk Assessment</i>
	<i>Appendix ORD: 12.2.1B – Terms of Reference: Spring Events Working Group</i>
	<i>Appendix ORD: 12.2.1C - Terms of Reference: Summer Events Working Group</i>
	<i>Appendix ORD: 12.2.1D - Terms of Reference: Autumn Events Working Group</i>
	<i>Appendix ORD: 12.2.1E - Terms of Reference: Youth Advisory Group</i>

#### **Overview**

This report has been prepared for Council to provide an overview of the events, programs and Youth Advisory Group (YAG) that the Place and Community Team will be undertaking in the new financial year.

The Place and Community team is expanding the event model to highlight the Shire and community's three key event seasons—Spring, Summer, and Autumn. This approach will promote both Shire-led and community group delivered events. The seasonal focus aims to boost visibility, encourage collaboration, and strengthen community engagement.

#### **OFFICER RECOMMENDED RESOLUTION**

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

1. **In relation to the Place and Community events and programs for the financial year 2025-2026:**
  - a) **Supports the establishment of a seasonal event collaboration initiative for Spring, Summer and Autumn, aimed at enhancing coordination, promotion, and delivery of events across the Shire of Dardanup;**
  - b) **Authorises the Chief Executive Officer to call for Expressions of Interests for the Event Series Working Groups and endorse the terms of reference for the Working Groups (as per Appendix ORD: 12.2.1B, 12.2.1C and 12.2.1D); and**
  - c) **Authorises the Shire President and the Chief Executive Officer to approve the Event Series Working Group members (Spring, Autumn and Summer).**

- 2. In relation to the Shire of Dardanup Youth Advisory Group:**
- a) Endorses the revised Terms of Reference for the Youth Advisory Group (Appendix ORD: 12.2.1E);**
  - b) Authorises the Chief Executive Officer to call for Expression of Interest for new members for the Youth Advisory Group; and**
  - c) Authorises the Shire President and the Chief Executive Officer to appoint Youth Advisory Group members.**

***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

In previous years, the Shire's event season has primarily centred around a select number of flagship events. Looking ahead, the Place and Community team aims to broaden this approach by highlighting the Shire's three key event seasons—Spring, Summer and Autumn. This seasonal focus will not only promote Shire-led events but also shine a spotlight on community events held within the Shire that receive financial support from the Shire, helping to build greater visibility, collaboration, and community engagement across the region.

Currently, events delivered throughout the seasons are organised by various event organisers and groups, with minimal collaboration between the Shire and the organisers. Moving forward, it is envisaged that this level of collaboration will increase, fostering more cohesive planning, resource sharing, and stronger community outcomes.

Spring	Event	Event Organiser	Council Financial Contribution 2025/26
	Ferguson Valley Open Garden Trail	Ferguson Valley Open Garden	\$0.00*
	Lost and Found	Ferguson Valley Marketing and Promotions	\$20,000.00
	Bull & Barrel	Bull & Barrel Festival Committee	\$25,500.00
	Tronox Spring Out	Shire of Dardanup	\$22,000.00
	Ferguson Valley Visitors Centre Christmas Fete	Ferguson Valley Visitors Centre	\$0.00*
	Drive & Jive South West	NRG Promotions	\$0.00*
	<b>TOTAL</b>		<b>\$67,500.00</b>

\* No funding provided at time of report

Summer	Event	Event Organiser	Council Financial Contribution 2025/26
	Summer In Your Park Series	Shire of Dardanup	\$30,000.00
	Australia Day Breakfast Eaton	Eaton Lions	\$10,202.00
	Citizenship Ceremony Eaton	Shire of Dardanup	\$2,000.00
	Citizen of the Year Awards Eaton	Shire of Dardanup	\$800.00
	Australia Day Breakfast Burekup	Burekup Country Club	\$1,371.00
	Australia Day Breakfast Dardanup	Dardanup Lions and Dardanup & Districts Residents Association	\$3,291.00
	<b>TOTAL</b>		<b>\$47,664.00</b>

Autumn	Event	Event Organiser	Council Financial Contribution 2025/26
	Eaton Foreshore Festival	Eaton Primary School P&C	\$3,000.00
	Dardanup Art Spectacular	Dardanup Art Spectacular	\$11,500.00
	ANZAC Day	Dardanup Lions and Dardanup & Districts Residents Association	\$2,100.00
	<b>TOTAL</b>		<b>\$16,600.00</b>

**Legal Implications** - None.

## Council Plan

- 2.2 - Increase participation in sport, recreation and leisure activities
- 3.1 - Grow participation in arts, culture and community events.
- 3.2 - Promote and celebrate diversity.

- 4.1 - Assist young people to reach their potential.
- 4.2 - Support vulnerable groups, including aged persons and those with disability.
- 4.3 - Increase involvement in volunteering.

**Environment** - None.

**Precedents** - None.

### **Budget Implications**

All proposed programs and events for the 2025/2026 financial year have been planned in accordance with, and are fully covered by, the budget allocation approved by Council. These are listed within the budget under various GLs and job items.

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

**Council Policy Compliance** - None.

### **Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Place & Community Update (Events, Programs and YAG)
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Some groups may miss the opportunity to participate on the Working Groups.

### **Officer Comment**

- **Events and Programs**

In previous years, the Shire’s event season has primarily centred around a select number of flagship events. Looking ahead, the Place and Community team is shifting towards a more holistic and collaborative approach by celebrating the Shire’s three key event seasons—Spring, Summer, and Autumn. This new model will not only promote Shire-led events but also showcase community-led events that receive Shire support.

The Place & Community team will work closely with community groups and event organisers throughout the year, offering assistance with marketing, event promotion, and continue to assist when event organisers are navigating the approvals required for event permits. We would also propose the introduction of Working Groups for each of the seasonal event series. For example, the working group for Spring would include representatives from (but not limited to);

- Ferguson Valley Marketing,
- Bull & Barrel Festival Committee,

- Aboriginal and/or Torres Strait Islander Elder/s,
- Youth Advisory Group,
- Shire's Communication Officer,
- Shire's Marketing & Promotions Officer and the Place & Community Officer.

The aim of these working groups is to encourage greater collaboration, ensure a more coordinated approach to planning and delivering events, and to leverage the strengths, ideas, and local knowledge of all involved. These groups will work together to align seasonal programming with community interests, identify opportunities for partnership and shared resources, and enhance the overall quality and impact of events across the Shire.

The working groups will be established through an expression of interest process to ensure a transparent and inclusive approach to participation and guided by a terms of reference (Appendix ORD: 12.2.1B, 12.2.1C, and 12.2.1D). This process will invite interested individuals and organisations to put forward their interest in being part of the seasonal planning. It is requested that the Shire President/Chief Executive Officer appoint the suitable representatives to each seasonal working group. The coordination of the working groups will sit with the Manager of Community Development, who will support the groups to achieve their objectives.

Each season will be guided by a unique theme that reflects the character and meaning of that time of year, with seasonal branding and messaging incorporated throughout all promotional materials. This approach aims to create a cohesive, vibrant showcase of events that strengthens community engagement, encourages participation, and enhances the visibility of what's on offer across the Shire. Importantly, it also seeks to foster stronger relationships between the Shire and local event organisers through ongoing collaboration and support.

The new events model is not intended to increase the number of events directly delivered by the Shire, but rather to highlight and celebrate the wide range of events taking place across the community. By showcasing both Shire-led and community-organised events under a cohesive seasonal framework, the model aims to improve visibility, encourage greater attendance, and attract a broader audience from within and beyond the Shire. This approach recognises and supports the efforts of local event organisers while creating a vibrant calendar of activities that strengthens community identity and enhances the Shire's reputation as a lively and welcoming place to live, visit, and connect.

Some examples of the upcoming spring season with a unique tag line to incorporate the season and intrigue the community:

- *Bloom in the Shire* – celebrates growth, creativity and community spirit.
- *Awaken the Season* – highlights new beginnings and reawakening after winter.
- *Colours on the Community* – ties in spring's colour palette with the diverse community.
- *Shire in Bloom* – a softer, elegant nod to nature and the community flourishing.
- *Gather & Grow* – evokes togetherness and positive growth after winter.

The Library and the Place and Community Team will continue to deliver free programs to the community. These programs hold significant value, fostering connection, learning, and inclusion. The community engagement they generate is deeply meaningful and, in many ways, beyond measure.

Large-scale community events offer broad appeal and attract a wide and diverse audience. These events are powerful tools for building community spirit, showcasing local talent and culture, and promoting the Shire as a vibrant and inclusive place.

They provide opportunities for residents and visitors to come together, often in celebration, and can generate a strong sense of pride and belonging. Additionally, events often allow for broad exposure to key themes such as sustainability, inclusion, health, or heritage in an engaging and accessible format.

The free community programs on offer tend to be smaller in scale but more targeted in focus. These might include youth leadership workshops, wellness sessions, parenting groups, or art and cultural skill-building programs. While they may reach fewer people overall, programs often deliver deeper and more sustained impacts. They create safe spaces for learning, skill development, and social connection, and are often designed to support specific groups or community needs over a longer period of time.

Events and programs go hand in hand to bring our community closer together. Events light up the calendar with energy, excitement, and a chance for everyone to come together, while programs provide the space for people to build lasting connections, grow personally, and get involved over time. Both are essential to fostering a well-connected, resilient, and thriving community.

- *Youth Advisory Group (YAG)*

Over the past two years, the Youth Advisory Group (YAG) has experienced challenges in expanding its membership and achieving the level of engagement with Council originally intended at its inception. A review of these challenges has identified several contributing factors, including:

- A highly selective and potentially restrictive application process.
- Broad but ineffective advertising, which failed to reach the digital platforms most commonly used by the target youth demographic.
- A program structure that has leaned heavily toward event delivery, with less emphasis on broader opportunities for involvement in Council-led projects such as community consultation, policy input, and strategic planning.

To address these issues and re-establish the YAG as a dynamic and valuable mechanism for youth engagement, the PACE team is proposing a reinvigoration of the group, beginning with the development and implementation of a revised Terms of Reference (Appendix ORD: 12.2.1E). The updated Terms will clarify the purpose, scope, and expectations of the YAG, and broaden opportunities for young people to contribute meaningfully to Council initiatives beyond event-based activities.

A targeted membership drive will also be undertaken via a focused Expression of Interest (EOI) campaign, designed to reach young people through appropriate and relevant channels (e.g. social media platforms, schools, and youth service providers). This approach aims to lower barriers to entry and attract a more diverse and representative group of young people from across the Shire.

It is proposed that final approval of incoming members through the EOI process be delegated to the Shire President and CEO, to allow for a timely and streamlined recruitment process.

To support the revitalisation of YAG, a two-step approach is being implemented:

*Step 1 – Build a New Vision:*

Recruit new members and invite them to help shape the future direction of YAG in line with Council's expectations. This will include discussions around involvement in programs, events and consultations, including representation in the seasonal event working groups.

*Step 2 – Promote YAG Effectively:*

Deliver a targeted recruitment campaign, including the development of a short, engaging video to highlight the real impact YAG can have within the community.

This refreshed approach aims to re-energise YAG, ensuring it becomes a more inclusive, visible, and impactful platform for young people to contribute meaningfully to their community and local government.

## 12.2.2 Title: Annual Review of Infrastructure Costs for the Dardanup DCP

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Mr Ashwin Nair - Director Sustainable Development</i>
<b>Reporting Officer</b>	<i>Mr Ashwin Nair - Director Sustainable Development</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Legislative.</i>
<b>Voting Requirement</b>	<i>Absolute Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.2.2A – Existing Developer Contribution Plan Report (2013)</i>
	<i>Appendix ORD:12.2.2B – Updated Cost Apportionment Schedule (2025-2026)– Dardanup Development Contribution Plan Revision 1 Annual Report (2025-2026)</i>
	<i>Appendix ORD:12.2.2C – Risk Assessment Tool</i>
	<i>Appendix ORD:12.2.2D – QS Community Centre</i>
	<i>Appendix ORD:12.2.2E – QS Hardcourts</i>
	<i>Appendix ORD:12.2.2F – QS Library Extension</i>
	<i>Appendix ORD:12.2.2G – Dardanup Oval Car Park</i>

### **Overview**

The purpose of this report is for Council to adopt the updates to the Cost Apportionment Schedule for the existing Dardanup Developer Contribution Plan (DCP) for community infrastructure under the Shire of Dardanup Local Planning Scheme No.9 (LPS 9). The updates are the first revisions to the DCP under LPS 9.

Previous annual reviews undertaken to the DCP under the superseded Shire of Dardanup Town Planning Scheme No.3 (TPS 3) were solely based on index increases (Consumer Price Index and construction Price Index) using data from the Department of Statistics and data from the Western Australian Non-Residential building construction data.

Revision 1 under LPS 9, however, includes a more thorough review with particular analysis of infrastructure costing rates to ensure accurate reflection of ongoing construction costs. It is not simply the application of formal indexing, however, reflective of the actual cost to deliver the infrastructure items based on today's value.

Officers recommend that Council adopt the first annual update to the Dardanup DCP under LPS 9.

### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council adopts the Dardanup Development Contribution Plan Revision 1 Report (2025-2026) (Appendix ORD: 12.2.2B) in accordance with Clause 36a (9c) of the Shire of Dardanup Local Planning Scheme No.9.**

*Absolute Majority*

### **Change to Officer Recommendation**

No Change. **OR:**

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

## ***Background***

- ***Dardanup Townsite Expansion Strategy***

In 2009, the Dardanup Townsite Expansion Strategy (DTES) was approved for the expansion of the townsite to cater for up to 4,000 people. At the time of the strategy being prepared the townsite itself comprised of approximately 46 ha of land with 370 people and 123 dwellings. It contained a range of community structures and facilities that were customary to a small town that was traditionally a service centre for the surrounding agricultural community. It was identified at the time that an increase to the expected population will result in a need for new, additional and upgraded community facilities and structures.

- ***Scheme Amendment 177***

Scheme Amendment 177 of the Shire of Dardanup Town Planning Scheme No.3 (now superseded, Appendix ORD: 12.2.2A) was adopted by Council at its 26<sup>th</sup> July 2012 Ordinary Council Meeting to plan for the infrastructure needs and requirements to cater for anticipated population growth for Dardanup. The amendment was to introduce a Developer Contribution Area (DCA) and Developer Contribution Plan (DCP) which enables a shared approach to the cost (developer and Shire) and delivery of community infrastructure items within the DCA area (DCA 2). The DCA area for Dardanup was approved over 173.2 ha in size as follows:



DCA 2 Area

In the same amendment a DCA was introduced for Burekup. No DCP exists for the area at this present time as the growth focus has been identified within the Dardanup area.

- ***DCP Community Infrastructure Items***

The DCP for Dardanup introduced as part of Scheme Amendment 177 included the following priority community infrastructure items to be delivered within the 10-year operation of the DCP framework:

## 1. *New Infrastructure*

### *Community Centre and Outdoor Play Area*

- To be located at the existing Civic Centre on Little Street adjoining the Hall and Shire Offices;
- Single storey of approximately 170m<sup>2</sup> of standard finishes containing kitchen, toilet, main activity area, office space and infant health clinic; and
- Outdoor play area of approximately 140m<sup>2</sup> to include 1.8m high chain mesh surrounding fence, turf and reticulation.

## 2. *Upgraded Infrastructure*

### *Hard Courts at Dardanup Oval*

- Upgrade lighting for all 5 courts;
- Upgrade surface to 3 courts; and
- Remark surface to 3 courts.

## 3. *Dardanup Oval Clubrooms*

- Extension of approximately 94m<sup>2</sup> (10.4m x9m) of standard construction and basic finishes to include new change rooms and new public toilets; and
- Verandas of approximately 54m<sup>2</sup> with concrete floor surface.

## 4. *Dardanup Oval Car Park*

- Upgrade surface and line mark existing car parking area of approximately 20 bays; and
- Construct and line mark existing informal grassed car parking area of approximately 20 bays.

## 5. *Public Library*

- Extensions of approximately 40m<sup>2</sup>

## 6. *Administrative Costs*

- Costs to prepare and administer the plan during the period of operation.

Accompanying the DCP framework at the time was the mandatory Development Contribution Report (DCPR) as require by *State Planning Policy 3.6: Developer Contribution* (SPP 3.6). The DCPR provides greater details regarding the scope of works for the infrastructure items, calculation of overall works and apportionment method (cost sharing method) in addition to timeframes of the delivery of the works.

The community infrastructure items which formed part of the DCP were indicatively costed as follows:

Priority	Project	Construction Date	Council Contribution	Developer Contribution	External Funding	Total
1	Hard Courts Upgrade	2017/2018	\$82,258	\$92,129	\$82,258	\$256,645
2	Community Centre	2017/2018	\$183,167	\$203,029	\$183,167	\$569,363
3	Car Parking	2020/2021	\$302,130	\$326,300	\$-	\$628,430
4	Oval Club Rooms	2020/2021	\$246,799	\$273,561	\$246,799	\$767,159
5	Public Library	2020/2021	\$103,814	\$116,272	\$103,814	\$323,900
	<b>TOTAL</b>		<b>\$918,168</b>	<b>\$1,011,291</b>	<b>\$616,038</b>	<b>\$2,545,497</b>

Initial Indicative Costing

The DCP works on a contribution apportionment of the total cost of the works on a 1/3 developer contribution, 1/3 Council contribution and 1/3 sourced from external funding. This approach is written as part of the DCP provisions which formed the adopted Scheme Amendment 177 as referred to above. A Cost Apportionment Schedule (CAS) forms part of the DCPR which can be viewed within (Appendix ORD: 12.2.2B).

A review of the DCP items has occurred infrequently. These reviews were based on index escalation only (Consumer Price Index and Construction Price Index). This isn't a proper reflection of the actual cost of undertaking the projects in the current day. Costs associated with development have significantly increased overtime.

This report seeks Council to adopt the revised infrastructure costs and DCP contributions which has been updated to reflect the current cost of delivering infrastructure items. The revisions also include removing costs associated with infrastructure items already delivered. This will become the new contribution amount required to pay by all developers at subdivision stage within the DCA 2 area.

### ***Legal Implications***

SPP 3.6 requires the annual update of a DCP Report for any gazetted Development Contribution Areas within a Local Planning Scheme. These updates are typically focussed on tracking development progress and adjusting costs to keep the contribution value aligned with ongoing development and infrastructure cost rates. Major modification, such as structural changes to add or remove infrastructure, necessitate a Scheme Amendment process. Major reviews are recommended to occur at least every 5 years.

### ***Council Plan***

9.3 - Provide quality community facilities.

8.2 - Advocate for adequate utility infrastructure to support a growing community and economy.

***Environment*** - None.

***Precedents*** - None.

### ***Consultation***

There is no statutory requirement for the Shire to advertise or seek public comment on minor annual DCP report updates.

### ***Budget Implications***

The Dardanup Expansion Development Contribution Reserve held the funds for Design and construction of community facilities in Dardanup associated with the implementation of DCA2 – Dardanup Expansion Area Developer Contribution Plan. Total funds collected dating back from 2015, amounted to \$41,413.93 including interest. These funds were fully expended in 2021/22 financial year as part of the Wells Recreation Reserve Club Rooms Project (Job Ref J11639). No further funds were received since then as no subdivisions had been approved since. Therefore, the reserve balance is nil.



- 2025/2026 Project Costs

As part of the review of the Dardanup DCP, a Quantity Surveyor (QS) was engaged to cost the infrastructure items to be delivered based on today's value. The items that have already been delivered (Dardanup Oval Club Rooms - Changerooms) do not form part of the overall project costs. The updated costs are reflected in the table below.

FORECASTED COST AT 2025 - 2026 (Revised QS Estimates)									<i>original split:</i>		
Project	Current QS Estimate Build/Design Cost (25/26)	Build/Design Year	Forecast Design Cost	Forecast Construction Cost	Design Contingency (+ 10%)	Construction Contingency (+ 15%)	Project Total	Admin Fee (+ 4% pd by Developer)	Forecast Developer Cost (1/3 + admin)	Forecast Council Cost (1/3)	Forecast Grant Funding Required (1/3)
1. Community Centre & Play Area (Design)	\$99,000	2021/22	\$ 99,000	*	\$ 9,900.0	*	\$ 108,900	\$ 4,356	\$ 40,656	\$ 36,300	*
1. Community Centre & Play Area	\$1,425,000	2023/24	*	\$1,425,000	\$ -	\$ 213,750	\$ 1,638,750	\$ 65,550	\$ 611,800	\$ 546,250	\$ 546,250
5. Public Library Extension	\$ 399,000	2021/22	\$ 26,000	\$373,000	\$ 2,600.0	\$ 55,950	\$ 457,550	\$ 18,302	\$ 170,819	\$ 152,517	\$ 152,517
4. Rec Centre Car Park (Dardanup Oval Carparking)	\$ 783,000	2027/28	\$ 55,000	\$728,000	\$ 5,500.0	\$ 109,200	\$ 897,700	\$ 35,908	\$ 484,758	\$ 299,233	*
2. Hard Court Upgrade	\$ 1,075,000	2024/25	\$ 77,000	\$998,000	\$ 7,700.0	\$ 149,700	\$ 1,232,400	\$ 49,296	\$ 460,096	\$ 410,800	\$ 410,800
TOTAL	\$ 3,781,000		\$ 257,000	\$ 3,524,000	\$ 25,700	\$ 528,600	\$ 4,335,300	\$ 173,412	\$ 1,768,129	\$ 1,445,100	\$ 1,109,567
* Not Applicable								\$ 4,508,712			

The total cost of all the infrastructure items to be delivered through the DCP is \$4,335,300. The provisions of the DCP requires a 1/3 contribution split of the project total from developers, Council and grants. Based on this, at the present time, the developers are required to contribute \$1,768,129, Council to contribute **\$1,445,100** and the remainder \$1,109,567 sought from grants. The difference between Council and the developer contributions relates to the 4% administration cost chargeable to the developers.

The DCP dictates that the contribution from developers be levied during subdivision stage on a per hectare basis. The overall total net DCA area is 95.78 ha. Therefore the 2025-2026 DCP rate is **\$18,460.31 per net hectare** (\$1,768,129 divided by 95.78 ha).

This figure in addition to the Council's contribution is based on the assumption that grants can be sought to deliver the infrastructure when growth occurs, however, this isn't a guarantee. As such, it is likely that future revisions of the DCP may require a higher contribution from the developer and Council to cover any shortfall from unsuccessful grants. The Shire will need to undertake full scheme amendment to update the DCP provisions related to the infrastructure items and contribution methodology.

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

**Council Policy Compliance** - None.

### **Risk Assessment**

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

<b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>		
Risk Event	Annual Review of Infrastructure Costs for the Dardanup DCP	
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	If the review doesn't take place and the Cost Apportionment Schedule is not adjusted to reflect actual cost of delivering the infrastructure projects as per the quantity surveyor estimates, the Shire will be responsible for a greater contribution of the amount required to deliver the infrastructure.
	Reputational	If Council does not undertake annual updates to the DCP in an open and transparent manner it undermines the DCP framework.

### **Officer Comment**

- DCA Growth Rates (2012-2025)**

Growth rates since the introduction of the DCA and DCP in 2013 has been slower than expected. The Roseland at Dardanup Structure Plan which was endorsed by the Western Australian Planning Commission covered approximately 15 hectares of land has a lot yield potential of 593 dwellings.

Since this time, however, approximately 40 lots have been created and released generating a developer contribution of \$41,413.93. The slow release of land is not as a result of the overall low

demand for lots within the market or developer motivation, however, there are water pressure issues and wastewater issues in the locality that need to be addressed by Water Corporation prior to land being released. These servicing issues have posed a significant restriction on the ability for new land release to occur.

The Shire has been advised recently that these issues are likely to be resolved as part of the next stage of subdivision within the structure plan area which will see a greater demand and a higher rate of land release within the DCA. This means over the next 10 years it is likely that the anticipated growth of the DCA will occur which requires the DCP rates to be updated to reflect the actual cost of delivering the infrastructure items within the DCP. It is envisaged that the lots within the Roseland at Dardanup Structure Plan will be released over the next 5-10 years.

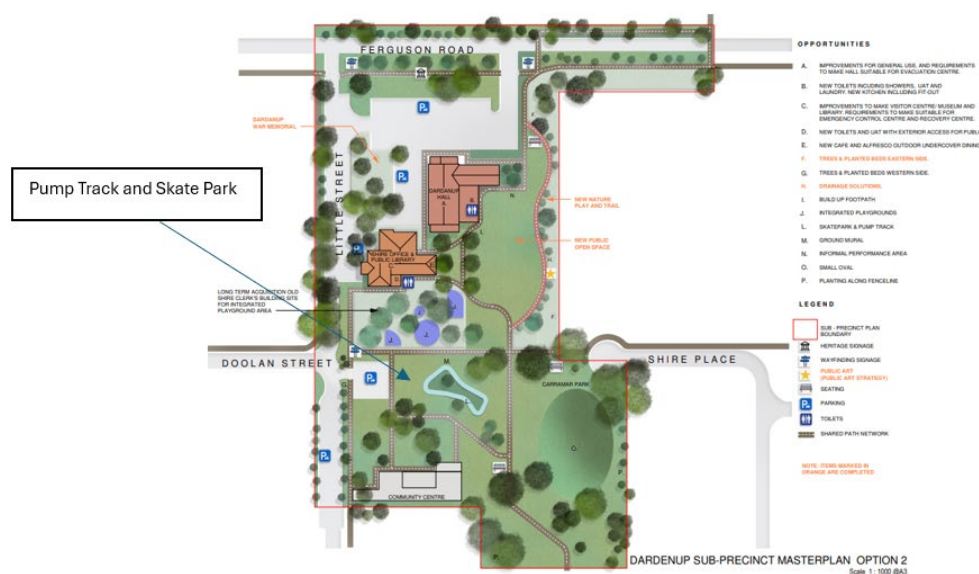
- *Project Costs*

The project costs to deliver the infrastructure items of the DCP have only been indexed (CPI and Construction Price Index). The first review of the project costs commencing in the 2016-2017 Financial Year period another reviews 2018-2019 period. The latest review occurring in 2024-2025 period. The overall project costs through this process have increased and as a result the developer contribution amount per hectare has increased. QS costs of infrastructure items can be seen within (Appendix ORD: 12.2.2D - 12.2.2G)

Council should not that as a summary, between the 2016- 2017 and the 2018 and 2019 years, the cost of the total project increased by 78% solely on Construction and Consumer Price Index. In the 2024-2025 Financial Year, the project cost increased by another 80% from the 2018-2019 period, again only subject to index increases. As stated previously, the costs were not subject to a full QS cost. This has occurred as part of this review with the cost of the project costs escalating from \$2,612,021 in 2024-2025 to approximately \$4,300,000 currently.

- *Dardanup Civic Precinct Plans*

Following extensive community consultation with the Dardanup Working Group, it was agreed amongst other things that a new skate park and pump track are key projects for the community which will provide an area for the youth of the townsite. The endorsed concept plan below showing location of skate park and pump track.



Dardanup Civic Precinct

These pieces of infrastructure will play an important role for serving the existing community and future community as the population growth is anticipated to occur within the next 2-5 years as a result of water and sewer utility infrastructure upgrades scheduled by the State Government. This will allow for new subdivisions to occur that have been constrained by this infrastructure issue over the last 10 years. As such, these items will form part of a future scheme amendment to LPS 9 to be included as DCP items within the DCA 2 area (Dardanup DCP). This is likely to occur in the next 12 months or as a priority project.

- *Summary of Updates*

Based on the significant increase of the total project works, in addition to some of the items already being delivered, the following minor adjustments are required to be undertaken to the DCP Cost Apportionment Schedule and associated documents:

- Removal of infrastructure costs already delivered.
- Project cost adjustments being taken from QS reports in addition to being indexed using relevant data available (Consumer Price Index and Construction Price Index).
- Calculation of a new contribution rate which reflects the increased costs in delivering the infrastructure items.
- Refinements to ensure ongoing compliance with SPP 3.6 and the new Local Planning Scheme.

**Conclusion**

The reports provide an accurate and up-to-date reflection of current costs for the DCP based on recent QS costings of the infrastructure items, a current list of the infrastructure items and likely growth scenario within the next 5-10 years.

END REPORT

### 12.2.3 Title: Amendment #2 to Garden of Eaton Local Structure Plan (Southbank@Eaton Area)

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Mr Ashwin Nair - Director Sustainable Development</i>
<b>Reporting Officer</b>	<i>Land Insights</i> <i>Mr Ashwin Nair - Director Sustainable Development</i> <i>Suze Occhipinti – Senior Strategic Planner</i>
<b>Applicant</b>	<i>Taylor Burrell Barnett</i>
<b>Legislation</b>	<i>Planning and Development Act 2005</i>
<b>Council Role</b>	<i>Quasi-Judicial.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.2.3A – Proposed Amendment to Garden of Eaton Local Structure plan – Full report</i> <i>Appendix ORD: 12.2.3B- Submissions</i> <i>Appendix ORD: 12.2.3C – Applicants Response to Submission</i> <i>Appendix ORD: 12.2.3D – Risk Assessment</i> <i>Appendix ORD: 12.2.3E – Revised Traffic Impact Assessment</i>

#### **Overview**

The purpose of this report is for Council to consider its recommendation to the Western Australian Planning Commission (WAPC) for a proposed amendment to the approved Garden of Eaton Local Structure Plan (LSP). The amendment relates to the remaining undeveloped area of the LSP, known as Southbank@Eaton, and seeks to adjust the residential density, remove additional uses and reconfigure public open space. Officers recommend the amendment is supported for the reasons detailed in this report.

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council, pursuant to Schedule 2, Part 4, Clause 20 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, recommends to the Western Australian Planning Commission approval of Amendment 2 to the Garden of Eaton Local Structure Plan as attached at (Appendix ORD: 12.2.3A), subject to the following modifications:**

- 1. Inclusion of a heading on the Local Structure Plan Map titled “notes”, with the following text underneath:**
  - a) A Kangaroo Management Plan is required to be provided to and approved by the Local Government in consultation with the Department of Biodiversity, Conservation and Attractions, prior to subdivision;**
  - b) An integrated Mosquito Management Plan and updated Local Water Management Strategy that takes into account mosquito management actions is required to be provided to and approved by the Local Government in consultation with the Department of Health, prior to subdivision;**

- c) notations on title are to be placed on newly-created lots advising of the existence of mosquito breeding areas;
  - d) A site-specific Disaster Management and Emergency Response Plan (DMERP) is to be provided to and approved by the Local Government as a condition of subdivision approval;
  - e) A Reserve Management Plan for the future public open space areas will be required as a condition of subdivision approval by the Local Government and/or DBCA; and
  - f) Road, pathway and street tree details to be provided to and approved by the local government, as a condition of subdivision approval.
2. The expiry date for the Garden of Eaton Local Structure Plan being modified from 15<sup>th</sup> October 2015 to 15<sup>th</sup> October 2035.

***Change to Officer Recommendation***

No Change. **OR:**

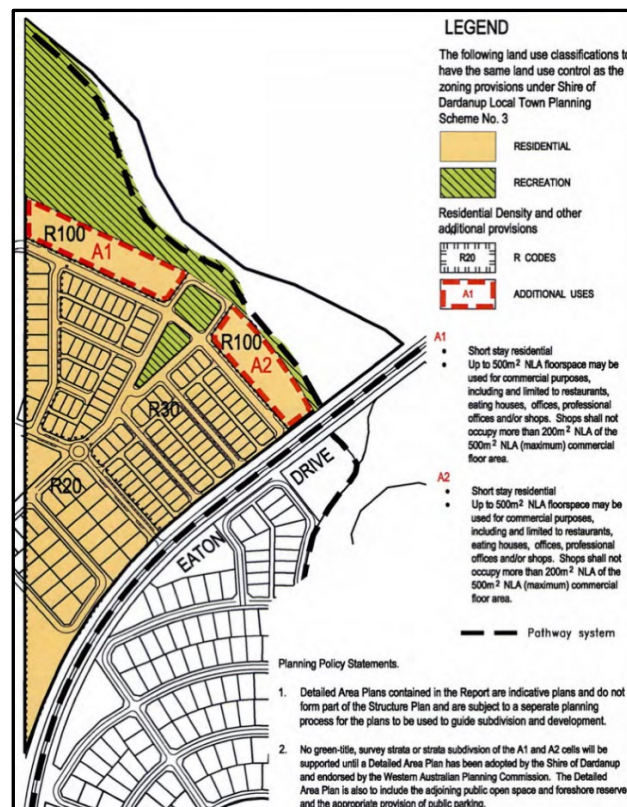
As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

## Background

### • Existing Structure Plan

The current Garden of Eaton Local Structure Plan (as amended) (LSP) was approved by Council on 2<sup>nd</sup> July 2014 and endorsed by the WAPC on 29<sup>th</sup> July 2014. The LSP guides the development of the Millbridge Private Estate and relates to areas described as Southbank@Eaton and East Millbridge. The 2014 approval was an amendment to the original LSP approved in 2008. For the purposes of this report, the 2014 approval will be referred to as the existing or current LSP.

The existing LSP as it relates to the Southbank@Eaton area is shown below. No amendments to the East Millbridge area are proposed.


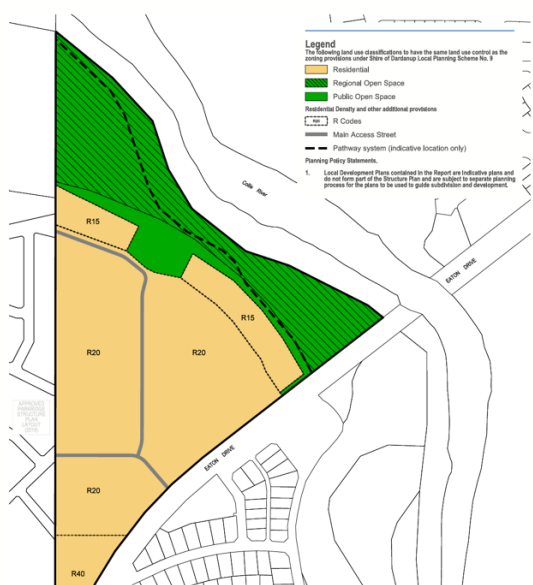


The site is bound by Eaton Drive to the southeast, Collie River to the northeast and the adjoining development area (Parkridge Estate) to the west. The site is currently undeveloped and zoned for future residential development.

The existing ASP provides for residential densities of R20, R30 and R100 and identifies the proposed road and public open space configuration. The existing LSP provides for the residential area abutting the Collie River foreshore to have two “additional use” areas of short stay residential and up to 500m<sup>2</sup> net lettable area (NLA) commercial floorspace each. This commercial floorspace can be used for the purposes of restaurants, eating houses, offices, professional offices and/or shops, with shops limited to 200m<sup>2</sup> of the 500m<sup>2</sup> permissible NLA. This provision allows for a commercial and tourism element within the structure plan area.

It is now proposed to amend the structure plan over the Southbank@Eaton site to reflect a more contemporary planning outcome. Refer to (Appendix ORD: 12.2.3A) for planning report. The main differences between the 2014 approved LSP and the proposed amendment are outlined below:

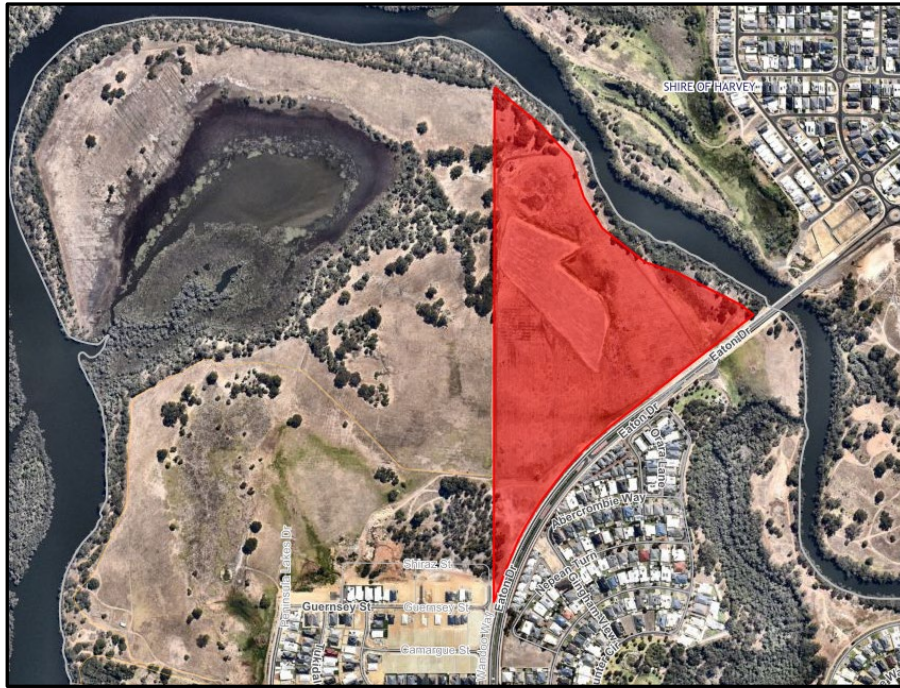


	2014 LSP	2025 Amendment
<b>Density</b>	R20 and R30, with R100 abutting the Collie River foreshore.	R20 base code with R40 in south and R15 abutting Collie River foreshore.
<b>Land Use</b>	Residential with additional uses of short stay accommodation and commercial.	Residential
<b>Indicative Yield</b>	142 plus up to 100-120 units in the R100 zone	162 lots/dwellings
<b>Estimated population</b>	605-655 @ 2.5 household size (ABS)	405 @ 2.5 household size (ABS)
<b>POS</b>	3.5ha provided in foreshore area and central POS focal point. Note portions of this area are now part of regional open space.	1.2ha, located abutting regional open space and providing a consolidated central park. In addition to POS, regional open space will be ceded to the state and incorporated into the Kalgulup Regional Park.
<b>Plan overview</b>	 <p><b>LEGEND</b> The following land use classifications to have the same land use control as the zoning provisions under Shire of Dardanup Local Town Planning Scheme No. 3</p> <p><b>RESIDENTIAL</b> Residential Density and other additional provisions</p> <p><b>RECREATION</b></p> <p><b>ADDITIONAL USES</b> A1 • Short stay residential • Up to 500m<sup>2</sup> NLA floor space may be used for commercial purposes, including and limited to restaurants, eating houses, offices, professional offices and/or shops. Shops shall not occupy more than 200m<sup>2</sup> NLA of the 500m<sup>2</sup> NLA (maximum) commercial floor area. A2 • Short stay residential • Up to 500m<sup>2</sup> NLA floor space may be used for commercial purposes, including and limited to restaurants, eating houses, offices, professional offices and/or shops. Shops shall not occupy more than 200m<sup>2</sup> NLA of the 500m<sup>2</sup> NLA (maximum) commercial floor area.</p> <p>Pathway system</p> <p>Planning Policy Statements: 1. Detailed Area Plans contained in the Report are indicative plans and do not form part of the Structure Plan and are subject to a separate planning process for the plans to be used to guide subdivision and development. 2. No green-tile, survey streets or street subdivision of the A1 and A2 cells will be supported until a Detailed Area Plan has been adopted by the Shire of Dardanup and endorsed by the Western Australian Planning Commission. The Detailed Area Plan is also to include the adjoining public open space and foreshore reserve and the appropriate provision of public parking.</p>	 <p><b>Legend</b> The following land use classifications to have the same land use control as the zoning provisions under Shire of Dardanup Local Planning Scheme No. 3</p> <p><b>RESIDENTIAL</b> Residential Density and other additional provisions</p> <p><b>REGIONAL OPEN SPACE</b> Public Open Space</p> <p><b>ADDITIONAL USES</b> R Codes Main Access Street Pathway system (indicative location only)</p> <p>Planning Policy Statements: 1. Local Development Plans contained in the Report are indicative plans and do not form part of the Structure Plan and are subject to a separate planning process for the plans to be used to guide subdivision and development.</p> <p><b>NOTE:</b> The Structure Plan is to be read in conjunction with the accompanying Report for the East Millbridge and Dardanup Precincts. DARDANUP Report for the East Millbridge and Dardanup Precincts. Council Structure Plan prepared by WGA Town Planning. Date: 6 March 2018</p>

## Location Plans







- *Proposal*

The outline of the proposal is as follows:

<b>Region Scheme</b>	Greater Bunbury Region Scheme (GBRS) Predominantly 'Urban' zone with the Collie River foreshore reserved for 'Regional Open Space'.
<b>Local Planning Scheme</b>	Local Planning Scheme No.9 (LPS9) Predominantly zoned 'Urban Development' with land abutting the Collie River foreshore reserved for 'Public Open Space'.
<b>Structure Plan/Precinct Plan</b>	Garden of Eaton Local Structure Plan – Agreed Structure Plan 27 – Southbank@Eaton
<b>Use Class and Permissibility</b>	N/A
<b>Lot Size</b>	N/A
<b>Existing Land Use</b>	Vacant
<b>State Heritage Register</b>	N/A
<b>Local Heritage</b>	N/A
<b>Bushfire Prone Area</b>	Yes

### ***Legal Implications***

#### ***Planning and Development (Local Planning Schemes) Regulations 2015***

Part 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 deemed provisions relates to structure plans. The determination of structure plans falls under the jurisdiction of the Western Australian Planning Commission (WAPC). Structure plans are prepared by local governments or private proponents and are assessed in accordance with the relevant local planning scheme, applicable State Planning Policies, and strategic planning frameworks. While local governments are

responsible for undertaking preliminary assessments, facilitating public consultation, and making recommendations, the WAPC retains final decision-making authority to ensure consistency with regional and state-level planning objectives.

Where an applicant is aggrieved by a decision of the WAPC—whether by refusal or the imposition of conditions—they may seek a review through the State Administrative Tribunal (SAT). An application for review must be lodged within 28 days of the date on which the decision is formally communicated to the applicant. Review rights are limited to the applicant.

Clause 29 of the Deemed Provisions relates to the amendment of a structure plan, as follows:

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

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

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

The Southbank@Eaton area is zoned 'Urban Development'. Special Control Area 4 – 'Floor Prone Area' (SCA4) affects the northern portion of the site. Schedule 10 of LPS9 sets out the purpose, objectives and additional provisions for SCA4, to be considered at development application stage. Broadly the objectives are to ensure that development provides an acceptable level of flood protection to people and property, ensure development doesn't impede the natural passage and drainage of floodwaters, and ensure development siting avoids the adverse impacts of flooding. In this case, the proposed POS / ROS configuration of the Amendment accommodates SCA4 with residential development to be located outside of the area.

### **Council Plan**

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

### **Environment**

The site is cleared of all significant remnant vegetation. Development of the Southbank@Eaton site for its intended uses will not impact on flora or fauna. Given its proximity to the Collie River and groundwater, the main environmental consideration will be the future stormwater management of the site. This has been addressed through the preparation of a Local Water Management Strategy (LWMS).

The LWMS for the site concludes that the proposed development can effectively manage stormwater through a combination of structural and non-structural measures. The strategy incorporates water-sensitive urban design principles, including the use of lot-level soak wells, biofiltration systems in public open space (POS), and ephemeral detention basins. These features are designed to retain and treat stormwater runoff, ensuring that post-development discharge rates do not exceed pre-development levels. The modelling confirms that the 1% Annual Exceedance Probability (AEP) event can be managed within the designated POS areas, with a total required detention volume of approximately 1,935 m<sup>3</sup>. The design also includes measures to protect ecological values by treating the first 15 mm of rainfall through biofiltration and maintaining appropriate clearances above groundwater levels to prevent nutrient export.

The biofiltration and storage basin to be installed in the POS area will occupy the eastern half of the main POS parcel. This will be integrated into the landscaping for the park and be publicly accessible and usable when dry. A more detailed Local Water Management Plan will be prepared and assessed by Shire officers at the subdivision stage.

### **Precedents**

The original local structure plan for the entire LSP was adopted by Council on 1<sup>st</sup> May 2008 and endorsed by the WAPC on 26<sup>th</sup> May 2008. A subsequent amendment to ASP 27 was adopted on 21<sup>st</sup> July 2014 and endorsed by the WAPC on 29<sup>th</sup> July 2014. The amendment subject to this report is seeking to modify the LSP approved in July 2014.

The LSP area of East Millbridge and Southbank@Eaton has been subject to a number of subdivision approvals since 2008 with the development of East Millbridge nearing completion.

### **Consultation**

- **Public Consultation**

The proposal was publicly advertised in accordance with clause 18 of Schedule 2 (**Deemed Provisions**) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 42 days, commencing 17<sup>th</sup> April 2025 and concluding on 29<sup>th</sup> May 2025, as follows:

- Public notice and proposal documents published on the Shire's website;
- Public notices place on the noticeboards, and hardcopies made available, at the Eaton and Dardanup offices and the Eaton Recreation Centre;
- Newspaper notice published in the South Western Times (17<sup>th</sup> April 2025);
- Written notices sent to all landowners within approximately 200m of the subject land; and
- Two signs installed on site (adjacent Eaton Drive) containing public notice.

A total of four public submissions were received during the advertising period. Two submissions in support were received from the owners of the structure plan site (Southbank@Eaton) and the adjoining development site to the west (Parkfield Estate). Submissions can be viewed within (Appendix ORD: 12.2.3B). Submissions with an applicant response can be viewed within (Appendix ORD: 12.2.3C).

Two submissions objecting or raising concerns with the amendment were received, with these outlined below.

ISSUE RAISED	SHIRE OFFICER AND PROPONENT COMMENTS
Impact on kangaroo population	The site is currently inhabited by a mob of kangaroos that have concentrated on the site over time as development in the locality has proceeded.

ISSUE RAISED	SHIRE OFFICER AND PROPONENT COMMENTS
	<p>The structure plan amendment does not address kangaroos. However, as residential development of the land is currently enshrined in the land's zoning and current structure plan, it is considered more appropriate that kangaroo management is dealt with as a condition of subdivision, rather than as a pre-requisite of approval of this structure plan amendment.</p> <p>The Department of Biodiversity, Conservation and Attractions (DBCA) has also noted the presence of kangaroos on the site. It is recommending a Kangaroo Management Plan requirement be incorporated into the structure plan amendment. Officers agree with this recommendation, which will trigger an appropriate plan being prepared and approved at the subdivision stage to address this issue.</p> <p>In addition to the Kangaroo Management Plan, the proponent advises that a Reserve Management Plan has been required as a condition of subdivision approval granted in March 2025. This plan can incorporate ongoing kangaroo management measures, post development.</p>
Removal of open area	<p>This concern is related to the kangaroo population. It notes that open areas such as the site are relatively rare.</p> <p>Residential development of the site has been established through various planning mechanisms since at least 2008. The zoning of the land is "Urban Development" in LPS9. The land is zoned "Urban" by the GBRS. Given the status of the land in the regional and local planning frameworks, residential development in some manner is the strong expectation, as indicated in the LSP approved in 2008 and amended in 2014. Given this expectation, the management of kangaroos will need to be undertaken on the assumption the land is developed consistent with the planning framework. Therefore, the approach above requiring a kangaroo management plan and reserve management plan at subdivision stage is recommended to address this issue.</p>

- *Consultation with Government/Service Agencies*

The proposal was referred to the agencies detailed below accordance with clause 18 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and the following comments were received:

- *Water Corporation*

The Water Corporation has advised it has no objection to the proposed amendment.

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

DWER has advised that there are no additional water and/or environmental matters identified for this amendment and it consequently has no comment. It further advises that the proposed Local Water Management Strategy meets the Department's requirements.

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

DBCA has provided technical advice that reflects on both the proposed structure plan amendment and the future subdivision of the site. Each of these issues are outlined below:

- *Public Open Space*

DBCA advised that the proposed POS aligns with an area of Regional Open Space (ROS) under the Greater Bunbury Region Scheme and is intended to form part of the Kalgulup Regional Park (KRP). The KRP reserve is to be ceded to the State and vested in the Shire of Dardanup for management. Adjacent Lot 9505, also part of the KRP, lacks safe access from Eaton Drive, which is critical for bushfire response and land management.

DBCA recommended a formal Reserve Management Plan (RMP) be prepared, approved and implemented to the satisfaction of both the DBCA and the Shire of Dardanup. DBCA recommends the RMP includes:

- Vehicle access provisions for bushfire and land management.
- Fencing and gates to control unauthorized access and support pedestrian entry.
- Pathway design and placement within the POS/KRP.

The requirement for a Reserve Management Plan is included in the conditional subdivision approval granted in March 2025. Officers recommend that a notation be placed on the structure plan advising that the RMP may be required as a condition of future subdivision approvals.

- *Bushfire Management*

DBCA raise a number of technical matters regarding the submitted Bushfire Management Plan. These do not affect the ability to determine the structure plan amendment. However the matters will need to be addressed through an updated Bushfire Management Plan at the subdivision stage.

- *Drainage*

DBCA raises a number of detailed technical comments with the submitted Local Water Management Plan. These relate primarily to the detailed subdivision design stage of development to ensure there is no discharge of nutrient, sediment or pollutant into the ROS/KRP.

- *Kangaroo Management*

DBCA notes there is a population of Western Grey Kangaroos that resides in the area. Displaced kangaroos can create problems for nearby landowners and POS areas. DBCA advises that the Proponent will be responsible for addressing any potential kangaroo management issues. It further recommends the structure plan include a provision for the Shire to require a Kangaroo Management Plan.

- *Department of Health (DOH)*

DOH has advised that it does not support the proposed amendment in its current form. The primary concern the Department has relates to the risk of mosquito-borne disease from the surrounding environment, as well as potentially from drainage infrastructure associated with the development.

Notwithstanding the Department's position, it has provided a list of conditions that are most appropriately addressed at the subdivision and development stage as follows:

1. Preparation of an integrated Mosquito Management Plan by the proponent to manage mosquitoes and reduce the risk of exposure for residents.

2. Notification on title of the risk of mosquito-borne disease for nominated new lots.
3. Detailed design of public open space to reduce mosquito breeding opportunity.
4. Built form design measures (design guidelines), public education and signage.

Officers are supportive of a mosquito management plan being required at the subdivision stage and have included a suitable notation.

The March 2025 subdivision approval includes a condition requiring new lots to include a notification on title advising of the existence of mosquito breeding areas. This requirement has been reflected on the recommended notations to be placed on the structure plan.

- *ATCO Gas Australia (ATCO)*

ATCO has advised it has no objection to the proposed amendment.

**Budget Implications** - *None*

#### **Budget – Whole of Life Cost**

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

#### **Council Policy Compliance**

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

This policy requires preliminary pathway layouts to be included on local structure plans with all pathways being constructed as part of subdivision works. The structure plan does not show all roads and paths within the site. However, the amendment report outlines the provision of footpaths along one side of every street within the area. The location and specification of these paths will be subject to confirmation at the subdivision stage.

##### *CP093 – Sustainability*

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

CP093 STRUCTURE PLAN REQUIREMENT	SHIRE OFFICER COMMENTS
Apply water sensitive urban design (WSUD) principles to the structure plan design.	<p>Demonstrated. The LWMS submitted includes a summary of the WSUD elements that will be implemented within the development to achieve best management practices, under the broad categories of water conservation and servicing, stormwater management, flood protection, ecosystem protection, groundwater management, monitoring and maintenance, and implementation and governance.</p> <p>The LWMS is supported by the Shire and DWER. Some updates may be necessary at the subdivision stage to accommodate mosquito management measures.</p>
Prepare a LWMS.	<p>Demonstrated. A LWMS has been prepared and submitted and is supported. Some updates may be necessary at the subdivision stage to accommodate mosquito management measures.</p>
Incorporate cycleway and pedestrian movement plan.	<p>Not demonstrated. The pathway network throughout the site is not included on the amended structure plan. However, there is reference to paths for all streets in the amendment document. This matter can be addressed at the subdivision stage.</p>
Provide urban consolidation and lot size/housing choice.	<p>Demonstrated. Densities of R15, R20 and R40 (grouped housing) is proposed. The R15 lots will adjoin the river foreshore reserve, with an R40 grouped dwelling site located adjacent to Eaton Drive.</p>
Propose lot design which incorporates the long axis of the block east-west as appropriate.	<p>Demonstrated. The proponents have elected to use a contemporary structure plan format where most access streets and lot boundaries are not shown. Whilst this is consistent with the structure plan guidelines, it does not allow for an accurate assessment of street block and lot alignment.</p> <p>The proposed subdivision layout that has been made available to the Shire identifies the use of an east-west axis for the majority of lots. This will allow for house designs to take advantage of the northern side setback into indoor and outdoor living areas.</p>
Use POS to protect and enhance biodiversity through retention of habitat vegetation and ecological linkages.	<p>Demonstrated. It is proposed to align the POS for the site adjacent to the regional open space (Collie River foreshore). This will maximise ecological linkages and provide amenity for residents.</p>

CP093 STRUCTURE PLAN REQUIREMENT	SHIRE OFFICER COMMENTS
Investigate appropriate management of POS and Foreshore Reserves.	Demonstrated. The ROS and POS will be managed consistently with the remainder the ROS area.
Propose a land use response to topography and land capacity.	Demonstrated. The topography of the site does not preclude its development for residential purposes.
Provide a road and pathway network that is visually enhanced with incorporated street trees and designed to the human scale.	<b>Not demonstrated.</b> Road and pathway network is not identified on the amended structure plan. No information is provided regarding street trees. Road, pathway and street tree details will be required at subdivision stage.
Provide a development concept which includes a variety of lot sizes and formats to cater for current and changing community lifestyle requirements.	Demonstrated. Densities of R15 and R20 for single houses and an R40 grouped dwelling site accommodating up to 43 units are provided.
Incorporate Liveable Neighbourhoods guidelines with respect to personal safety and security.	<b>Not demonstrated in detail.</b> However, such considerations are more appropriately dealt with at the subdivision/development stage and will include considerations including passive surveillance and lighting of the public realm.
Demonstrate connectivity of the proposed development internally and surrounding land uses external to the site.	<b>Not demonstrated in detail.</b> All road links previously provided between Southbank@Eaton and Parkridge Estate are not shown on the amended structure plan. These linkages will perform an important role in the ultimate traffic circulation through the suburb. It is noted that the revised traffic impact assessment supports the reduction in linkages into Parkridge Estate from 4 in the current LSP to 3, with 2 of these shown on the amendment structure plan.

### CP120 – Environment

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

The site is effectively cleared of all remnant native vegetation, with future development unlikely to lead to habitat loss. However, particular care will be needed for stormwater management given the proximity to the Collie River and groundwater.

### Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Amendment #2 to Garden of Eaton Local Structure Plan (Southbank@Eaton Area)
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.



TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Category Assessed Against	Environment	Without amendments being recommended on the structure plan as part of this process, the requirements at subdivision stage hold less weight as an overall requirement to manage risk associated with mosquitos and associated impacts with displacing kangaroos.

### ***Officer Comment***

- *Form and Effect of Amendment*

This report considers an amendment to the LSP as approved in July 2014. The 2014 approval was in itself an amendment of the original 2008 LSP. The information provided by the proponent includes all supporting documents for replacement of the 2014 LSP.

In the event the amendment is adopted by the WAPC, it will have the effect of replacing the 2014 LSP. The proponents have not requested an extension of time for the structure plan.

- *Extension of Time Request*

The proponent has lodged a formal request to extend the period of time that the LPS remain effective. The current expiry date is 15<sup>th</sup> October 2025. The extension of time will be required should the current Amendment not be approved by that time.

Officers support the extension given the LSP will be contemporary should the Amendment be approved and the proposed modifications made. The Amendment also includes updated versions of supporting documents, such as the TIA, Local Water Management Strategy and Bushfire Management Plan. The proponent is demonstrating the intent to develop the site in the immediate term as subdivision approval was recently granted by the WAPC in March 2025.

- *Density*

The current 2014 LSP proposes residential densities of R20, R30 and R100 which provides for single house lots with a minimum average site area of 300m<sup>2</sup> (R30) and 450m<sup>2</sup> (R20). A minimum average of 100m<sup>2</sup> per dwelling is required for R100 areas, although there alternative methods of calculating dwelling yield using the Apartment Codes in Volume 2 of the Residential Design Codes.

For the current 2014 LSP, a population of 605-655 persons is estimated based on the current household size for Eaton of 2.5 (ABS) and assuming full residential development of the R100 sites.

The current amendment proposes removal of the R100 density from 2 sites and replacement with R15. The effect of this is the reduction in the total dwelling potential on these two sites from 100-120 dwellings to approximately 18 dwellings.

For the remainder of the site, the current R20 and R30 density provides for 144 lots. Based on a submitted subdivision proposal, a total of 101 single house lots are proposed by the amendment in the R20 area, with 43 dwellings possible on the R40 site (162 dwellings in total, including R15). Overall estimated population for the amended structure plan is 405 at 2.5 persons per household.

The replacement of the high density R100 area with a low density R15 is supported by Shire officers on the grounds that development of a residential/commercial node in this area is unlikely to be practicable. The replacement with R15 density acts as a more appropriate low-density transition to the foreshore area and more easily facilitates bushfire management.

- *Traffic Impact and Road Network*

A revised traffic management plan (TIA) has been submitted that addresses a number of concerns Shire officers had with the version submitted with the Amendment. The revised TIA is provided under separate cover. Shire officers have no concerns with the revised version of the TIA. The revised TIA can be viewed within (Appendix ORD: 12.2.3E).

- *Public Open Space Provision*

The proposed amendment contains a generally consistent amount of POS compared to the 2014 LSP. The configuration of the POS has changed slightly in that it does not extend into the residential area as far. However, the general location of the 1.2ha central park remains the same, with a more “square” park provided compared to the “arrow” shape in the 2014 plan.

The amendment makes provision for the ceding of land into the abutting Regional Open Space in addition to the POS provision. The central park will incorporate passive recreation and drainage, consistent with the 2014 ASP and the recently approved Local Water Management Strategy.

The proposed POS amount and configuration is supported by officers.

- *Liveable Neighbourhoods (Draft 2015)*

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

Liveable Neighbourhoods	Complies? (Y/N)	Comments
<b>Element 1: Community Design</b>		
Site and context analysis	N/A	Addressed through existing approved LSP. No change based on proposed amendment.
Urban structure	N/A	Addressed through existing approved LSP. No change based on proposed amendment.
Movement network	N	The movement network is not fully identified on the amended structure plan. It is noted that the structure plan format proposed is consistent with the contemporary guidelines. Notwithstanding the structure plan does not contain the desired detail, this element can be appropriately addressed at the subdivision stage.
Location of activity centres and employment	N/A	The LSP area does not contain any activity centres.
Public open space network	Y	The location and amount of public open space is consistent with the 2014 LSP and now provides for regional open space. The consolidation of the main park for the site into a single parcel is supported. This park links to the foreshore reserve and creates a focal point and entry into the regional open space.
Urban water management	Y	The submitted LWMS has been assessed and approved by officers and DWER.

Liveable Neighbourhoods	Complies? (Y/N)	Comments
Housing choice and residential densities	Y	Refer to detailed discussion below regarding density and built form.
Education facilities	N/A	The LSP area provides for education sites that fall outside of the Southbank@Eaton area.
Infrastructure coordination, servicing and staging	N	The existing Servicing Report has not been updated to reflect the increased servicing demand from the proposed amendment.

### **Conclusion**

Overall, the proposed structure plan amendment does not raise any matters that would prevent Council from adopting it. There are some issues that are recommended to be noted in the amended structure plan to be appropriately addressed at subdivision stage as follows:

- Mosquito management and notations on title;
- Flood risk management;
- Kangaroo management;
- Reserve management; and
- Road, paths and street tree design.

An extension of time to allow the LSP to operate past 15<sup>th</sup> October 2025 is supported by Shire officers.

END REPORT

### 12.3 INFRASTRUCTURE DIRECTORATE REPORTS

None.

### 12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

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

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

#### DECLARATION OF INTEREST

Director Corporate & Governance, Mrs Natalie Hopkins declared an Impartiality Interest in this item.

Please refer to Part 11 'Declaration of Interest' for full details.

#### **Overview**

This report provides Council with a quarterly update on the progression of the Enterprise Resource Planning (ERP) Software Replacement Program. Subsequent to Council accepting the ERP tender in July 2023, the ERP Software project has undergone various stages of planning, development, and more recently, user testing phase throughout the later part of 2024/25 financial year.

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the June 2025 ERP Quarterly Update Report (Appendix RD:12.4.1A) on the progression of the ERP Software Replacement Program.**

#### **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 been progressing the Enterprise Resource Planning (ERP) Software Replacement Program for some time now. Key milestones summarised to date include:

Date	Milestone Achieved
Jul 2020	Council endorsed the Information & Communication Technology (ICT) Strategic Plan 2020-2030 which included the future Enterprise Resource Planning (ERP) system.
Aug 2021	TANGO presented a summary of their assurance report and its outcomes to Council.
Oct 2021	Council endorsed the development of an EOI and ERP Business Case.
Jun 2022	EOI Submission close on Tenderlink.
Feb 2023	ERP Business Case received by Council, including allocation of resources; Determined two respondents from EOI process to progress to Restricted RFT process.
Jul 2023	Council accepted the tender submission RFT-F0317843 ERP Software Replacement - Open Office Holdings Pty Ltd.
11 Aug 2023	Strategic Directions appointed to develop Business Process Mapping (BPM) work with BPM team. BPM workshops related to Stage 2 Phase 1 software implementation Finance workshops commenced 28-Aug-23.
Dec 2023	ERP Contract executed.
Feb to Jun 2024	BPM workshops related to Stage 2 Phase 2 software implementation Infrastructure and Sustainable Development completed.
Jul 2024	<b>Stage 2 Phase 1 – Design and implement Core Financials</b> Finance, Payroll, Property & Rating software applications.
Jul to Sep 2024	<b>Workshops with ReadyTech on the major ERP topics:</b> <ul style="list-style-type: none"> <li>- Core Financials</li> <li>- Chart of Accounts / Job ledger Structure</li> <li>- New General Ledger and Dimension Structure</li> <li>- Budget</li> <li>- Reporting Requirements</li> </ul>
Oct to Dec 2024	<b>Workshops with ReadyTech on the major ERP topics:</b> <ul style="list-style-type: none"> <li>- General Ledger and Dimension Structure</li> <li>- Job Ledger Structure</li> <li>- Purchase and Payables</li> <li>- Taxation Reporting Requirements</li> <li>- Data Migration Preparation for Payroll</li> <li>- Technical workshops with SME (Subject Matter Experts)</li> <li>- Tardis/SharePoint Integration</li> </ul>
Jan to Mar 2025	<b>Workshops with ReadyTech on the major ERP Topics</b> <ul style="list-style-type: none"> <li>- Payroll application configuration</li> <li>- Purchase &amp; Payables Workflow</li> <li>- Fixed Assets</li> <li>- Community Assets data design confirmation</li> <li>- Consideration of Inventory &amp; Resources</li> <li>- Data preparation of Jobs, Job Tasks, Users, Permissions</li> <li>- Data Migration for UAT (User Acceptance Test environment)</li> <li>- Data mapping of Synergysoft to ReadyTech ERP Chart of Accounts, Jobs &amp; Dimensions</li> <li>- ReadyTech ERP Budget, balance preparation 2024-25</li> <li>- Integration specification Lanterria HR &amp; SharePoint on-premises (TARDIS)</li> <li>- Rates and Property Demonstration</li> <li>- Variation &amp; Product Re-planning for Councilwise product</li> </ul> <b>SME (Subject Matter Expert) Train-the-Trainer Training</b> <ul style="list-style-type: none"> <li>- Chart of Accounts &amp; Dimensions</li> <li>- General Ledger</li> <li>- Budgets</li> <li>- Jobs</li> <li>- TPAR, Bank Reconciliation &amp; BAS</li> </ul>

Date	Milestone Achieved
	<ul style="list-style-type: none"> <li>- Trusts &amp; Loans</li> <li>- Financial Reporting</li> <li>- JET Reporting</li> <li>- Purchase &amp; Payables</li> </ul>
<b>Apr to Jun 2025</b>	<p><b>Completion of outstanding Scope Documents</b></p> <p><b>Community Finance Build &amp; Train</b></p> <ul style="list-style-type: none"> <li>- Data migration from Synergysoft to Business Central</li> <li>- Progression of UAT (time impacted by just in time delivery)</li> <li>- Baseline user training for managers, depot and ERC (35 officers)</li> </ul> <p><b>Community Payroll Build &amp; Train</b></p> <ul style="list-style-type: none"> <li>- Build of Payroll, Employee Self Service (ESS) Timesheeting &amp; requests</li> <li>- SME Training &amp; Consultant Workshops</li> <li>- Data Migration</li> <li>- UAT over 3 successive parallel pay-run cycles (PPO, PP1, PP2)</li> </ul> <p><b>Community Property &amp; Rating (Councilwise)</b></p> <ul style="list-style-type: none"> <li>- Setup Discovery &amp; Configuration</li> <li>- Data migration</li> <li>- SME Training</li> <li>- Rates Validation</li> </ul> <p><b>Community Assets</b></p> <ul style="list-style-type: none"> <li>- Preparation &amp; Build</li> <li>- Data &amp; Migration (Land &amp; Building Assets)</li> <li>- SME Training</li> </ul> <p><b>Completion of integrations to Lanterion HR, SharePoint (TARDIS)</b></p> <p><b>Delivery of integrations for Rates &amp; Property, Councilwise and Synergysoft</b></p> <ul style="list-style-type: none"> <li>- Production cutover in preparation for Go-Live / No-Go review</li> </ul>

Due to the significance and complexity of the ERP replacement program, Council has requested that the Chief Executive Officer provides a quarterly report to Council on the progression of the ERP Project per Ordinary Council Meeting dated 22<sup>nd</sup> February 2023 [CR 29-23]. This report has been compiled in direct response to this decision of Council.

### **Legal Implications**

*Local Government Act 1995*

### **Council Plan**

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

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

**Environment** - None.

### **Precedents**

The ERP Software Replacement Progress quarterly reports commenced in October 2023, following a request from Council. This report marks the final report in Stage 2 Phase 1 (Q4) of the project rollout

on the progression of the ERP Software Replacement Program. It is expected anticipated that a quarterly report for Stage 2 Phase 3 be presented to Council in October for the next quarter update September 2025 with an update on the Go Live in July 2025.

### **Budget Implications**

At the Ordinary Council Meeting dated 22<sup>nd</sup> of February 2023 (CR 29-23) Council endorsed the project budget, as outlined in the ERP Business Plan, as per the table below:

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

### **Budget – Whole of Life Cost**

The ERP Project has an implementation cost with contingency of \$1,758,972. There is an existing budget of \$160,000 for a Project Manager. This means that the additional expenditure required for the implementation stage is \$1,598,972 over the three financial years, funded by a loan of \$1.6M (24/25).

	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
Project Costs (Capex)	\$640k	\$447k	\$673k
Less existing budget allocation	\$120k	\$40k	\$0
Loan Funded (\$1.6M)	\$520k	\$407k	\$673k

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

### **Council Policy Compliance**

- CnG CP126 – Cyber Security
- Infr CP074 – Asset Management
- Information & Communication Technology (ICT) Strategic Plan 2020-2030.
- ERP Business Case.

### **Risk Assessment**

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Enterprise Resource Planning (ERP) Software Replacement Program – June 2025 Quarterly Update	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial Impact	Project delivery extended beyond initial planned delivery may incur additional internal project human resource costs
	Legal and Compliance	Not adhering to the decision of Council to provide a quarterly report update on the progression of the ERP Project.
	Reputational	Council’s reputation could be viewed negatively if staff do not follow Council’s directive to provide a quarterly report update on the progression of the ERP Project.

### **Officer Comment**

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

At the most recent Project Board meeting in May 2025, ReadyTech reconfirmed the implementation plan for Stage 2 Phase 1 - Community Finance, Payroll and Property & Rating software. Project room configuration and testing of Community Finance, Payroll and Property & Rating was estimated to be three (3) weeks behind the planned schedule at that point.

That delay has been the subject of focussed team effort to the end of June to maintain target milestones associated within the various workstreams. User acceptance testing and training has been executed and will be part of an ongoing commitment over the rest of 2025.

Completing systems preparation will position the Shire to transition to business as usual (BAU) environment within the new replacement software environment Ready Community from 1 July 2025. The Shire of Dardanup team continues to proactively plan, participate, monitor and maintain a risk-aware approach in all aspects of the ERP Project delivery.

END REPORT



## 12.4.2 Title: Council Policy CnG CP042 Councillor Fees Policy – Update

<b>Reporting Department</b>	Corporate & Governance Directorate
<b>Responsible Officer</b>	Mrs Natalie Hopkins - Director Corporate & Governance
<b>Reporting Officer</b>	Mr Rehan Shahid - Manager Financial Services
<b>Legislation</b>	Local Government Act 1995
<b>Council Role</b>	Executive/Strategic.
<b>Voting Requirement</b>	Simple Majority.
<b>Attachments</b>	Appendix 12.4.2A – Draft Policy CnG CP042 Councillor Fees & Entitlements Policy Appendix 12.4.2B – Risk Assessment

### Overview

The purpose of the review of Council Policy CnG CP042 – Councillor Fees Policy (Appendix ORD: 12.4.2A Draft Policy CnG CP042 Councillor Fees & Entitlements) is for Council to consider including Superannuation Guarantee payment in the policy, and update the policy name from to CnG CP042 Councillor Fees Policy to CnG CP042 **Councillor Fees & Entitlements Policy**.

### OFFICER RECOMMENDED RESOLUTION

**THAT Council:**

**Endorses and adopts the changes as provided in CnG CP042 – Payment of Fees Policy:**



POLICY NO:

**CnG CP042 – COUNCILLOR FEES & ENTITLEMENTS POLICY**

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION							
Version	1	CP042	OCM:	30/08/17	Res:	238/17	Synopsis
	2		SCM	26/07/18	Res:	251-18	
Version	3	CnG CP042	OCM	30/09/20	Res:	270-20	Synopsis
	4	CnG CP042	OCM	25/08/21	Res:	266-21	
Version	5	CnG CP042	OCM	28/09/22	Res:	243-22	Synopsis
	6	CnG CP042	OCM	23/10/24	Res:	275-24	
							Synopsis

### 1. RESPONSIBLE DIRECTORATE

Corporate & Governance

### 2. PURPOSE OR OBJECTIVE

This policy provides direction and guidelines on the payment of elected members fees and allowances.

The *Local Government Act 1995* - Section 5.98 and the *Local Government (Administration) Regulations 1996* permits a payment to Councillors for attending Council and committee meetings and the reimbursement of prescribed expenses. The Salaries and Allowances Tribunal (SAT) determines minimum and maximum fees.

The Salaries and Allowances Tribunal (SAT) is empowered to determine certain payments that are to be made or reimbursed to elected Council members. Where the SAT has chosen to determine minimum and maximum

amounts for fees, expenses or allowances, there is an obligation on Local Governments to set the amounts to be paid or reimbursed within the range determined.

SAT has determined four categories (or bands) and has assessed each Local Government to be categorised from Band 1 (largest Councils) through to Band 4 (smallest). Shire of Dardanup has been categorised as Band 3.

The Policy Objectives are:

- To outline the support that will be provided to Councillors through the payment of allowances and reimbursement of expenses incurred in accordance with the Local Government Act 1995 while performing the official duties of office; and
- Ensure legislative requirements are adhered to.

The Council shall meet entitlements and reimburse out of pocket expenses that are reasonably incurred as a Councillor and in accordance with the Policy.

### **3. REFERENCE DOCUMENTS**

All payments are to comply with the following legislative requirements:

- Local Government Act 1995 – s5.98, s5.98A, s5.99, s5.99A, s5.101A, s5.102AA
- Local Government (Administration) Regulations 1996 – r30, r31, r32
- Superannuation Guarantee (Administration) Act 1992 (SGAA)

### **4. POLICY**

#### **4.1 Eligibility to Fees and Allowances whilst a Councillor**

The Act provides for the payment of sitting fees, allowances and reimbursement of specific expenses related to or incurred in performing the role of Councillor for the Shire of Dardanup. These are processed each financial year following the adoption of the budget.

Councillors' fees and allowances shall generally be payable monthly in arrears. Where a Councillor does not hold office throughout the payment period, an amount of one twelfth of the annual fee is to be paid for each month or part of a month that the member held office.

#### **4.2 Fees for Attending Meetings**

All Councillors who attend Council or committee meetings are entitled to be paid a sitting fee. The fees can be paid based on individual meetings or as an annual fee, in accordance with Section 5.99 of the Act and Regulation 30 of the Administration Regulations.

The Shire of Dardanup's policy is for an annual meeting fee to be paid in lieu of Council and Committee meeting attendance fees, which shall be within the prescribed range set by the SAT, regardless of the meeting structure in place, or the number of meetings attended by a particular Councillor. The annual meeting fee, set within this SAT prescribed payment band, shall be determined by Council as part of the annual budget adoption and is based on 80% of the maximum band value.

#### **4.3 President Local Government Allowance**

The prescribed range for the payment of the annual Local Government allowance for the President is determined by the SAT and shall be set by Council as part of the annual budget adoption process in accordance with Section 5.98(5) of the Act and Regulation 30 of the Administration Regulations and is based on 80% of the maximum band value. The President's allowance shall generally be payable monthly in arrears.

Where the President does not hold office throughout the payment period an amount of one twelfth of the annual fee is to be paid for each month or part of a month that the President held office.

The expenditure of the allowance is at the discretion of the President.

#### **4.4 Deputy President Local Government Allowance**

The prescribed range for the payment of the annual Local Government allowance for the Deputy President is determined by the SAT and shall be set by Council as part of the annual budget adoption process in accordance with Section 5.98(5) of the Act and Regulation 30 of the Administration Regulations and is based on 80% of the maximum band value. The Deputy President's allowance shall generally be payable monthly in arrears.

Where the Deputy President does not hold office throughout the payment period an amount of one twelfth of the annual fee is to be paid for each month or part of a month that the Deputy President held office.

The expenditure of the allowance is at the discretion of the Deputy President.

#### **4.5 Superannuation Guarantee**

In accordance with Council Resolution/s, as adopted as part of the Annual Budget process, Councillors are entitled to the Superannuation Guarantee (SG) as applicable under legislation (12% from 1 July 2025 and onwards) and as contained within the Superannuation Guarantee (Administration) Act 1992 (SGAA).

Superannuation Guarantee is calculated based on the following allowances:

- Fees for Attending Meetings (section 4.2 of this policy);
- President Local Government Allowance (section 4.3 of this policy);
- Deputy President Local Government Allowances (section 4.4 of this policy)

Councillors may 'Opt-Out' of receiving the SG should they choose not to receive the Superannuation Guarantee payment to a complying superannuation fund.

#### **4.6 Reimbursement of ICT Expenses**

All Councillors are entitled to be paid an annual allowance in lieu of telecommunications expenses within the prescribed range determined by the SAT and shall be set by Council as part of the annual budget adoption process, with the allowance based on 80% of the maximum band value.

The annual Information & Communications Technology (ICT) allowance shall be in accordance with Section 5.99A of the Act instead of reimbursement under section 5.98(2) for the actual cost related to Information and Communications Technology that might otherwise have been approved for the reimbursement under Regulation 31 and 32 of the Administration Regulations.

The allowance is for costs relating to telephone usage including plans/contracts, rentals, mobile phones, mobile devices, extra telephone lines, call cost, internet service provider fees and consumables incurred while performing the functions of the Councillor. Councillors allowance shall generally be payable monthly in arrears.

#### **4.7 Authorised Functions**

For the purpose of Regulation 32(1)(a) of the Administration Regulations, express authority of the Council is given to Councillors to attend the following functions:

- a) Attendance by a Councillor at any working group meeting, ordinary or special briefing session and Council forum, notice of which has been given by the Chief Executive Officer.
- b) Attendance by a Councillor at any meeting or anybody to which the Councillor has been appointed by the Council or to a secondary body as approved by the Chief Executive Officer (but not including any meeting of a regional Local Government).

- c) Attendance by a Councillor at any annual or special electors' meeting.
- d) Attendance by a Councillor at a Shire of Dardanup civic function to which all Councillors are invited.
- e) Attendance by a Councillor at a citizenship ceremony conducted by the Council.
- f) Attendance by a Councillor at any ceremony for the presentation by the Council of awards to school students by any Councillor responsible for presentation of the awards.
- g) Attendance by a Councillor at any site where:
  - The site is the subject of an item of business on an agenda for a Council briefing session or a Council meeting; and
  - The attendance occurs between the issue of the agenda and the Council briefing session or the Council meeting.
- h) Attendance by a Councillor at a meeting with the Chief Executive Officer or a Director of the Council at the request of the Chief Executive Officer or a Director.
- i) Attendance by the President at a meeting or function of anybody including any State Government body, in their capacity as the President, including attendance by the Deputy President or a Councillor in place of the President; and
- j) Any other function, meeting, or event in their role as a Councillor that is supported by a written invitation.

#### **4.8 Reimbursement of Expenses**

Councillor reimbursement of expenses shall generally be payable quarterly in arrears and on receipt of evidenced expenditure incurred (i.e. logbook / receipts).

##### **4.8.1 Reimbursement of Childcare Expenses as a Result of Attendance at an Authorised Function, Meeting of Council or Committee**

In accordance with Section 5.98(2)(a) of the Act and Regulations 31(1)(b) of the Administration Regulations, a Councillor who incurs child care costs (where they are a parent or legal guardian) because of the Councillor's attendance at a Council meeting or meeting of a committee (of which he or she is a member), is entitled to be reimbursed the actual cost per hour or the prescribed amount as determined by the Salaries and Allowances Tribunal whichever is the lesser amount.

Childcare costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Council member.

Claims must be made on the claim form provided and be accompanied by a receipt or invoice detailing the date, number of hours, rate and function attended and the details of the service provider.

##### **4.8.2 Reimbursement of Travel and Parking Expenses Because of Attendance at an Authorised Function, Meeting of Council or Committee**

It is noted that under Section 5.98(2)(a) of the Act and Regulations 31(1)(b) of the Administration Regulation, a Councillor who incurs travel expenses because of the Councillor's attendance at a Council meeting or meeting of a committee of which he or she is a member, or authorised function is entitled to be reimbursed for travel from the person's place of residence or work to the meeting and back.

If transportation is provided by another Councillor, then only that Councillor is entitled to claim the actual cost applicable.

Claims for travel must be made on the claim form provided and be accompanied by a receipt or invoice for the actual cost detailing the date, function attended, and the expense incurred. In accordance with Clause 8.2(5) of the *Salaries and Allowance Tribunal Determination* dated 8 April 2021, a claim for travel using the Councillor's own vehicle may be made based on the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* (currently \$0.6866 per kilometre for a vehicle with an engine displacement of between 1600 to 2600cc in the South West Land Division), to which the person would be entitled for that expense in the same circumstances.

Parking costs are to be reimbursed at the actual cost upon production of a receipt.

#### **4.9 Claim for Reimbursement**

Councillor reimbursement of expenses shall generally be payable monthly in arrears and on receipt of evidenced expenditure incurred (i.e. logbook / receipts).

In submitting claims for reimbursement, the Councillor shall detail the date of the claim, particulars of the claim and nature of business, e.g. the amount paid for childcare costs, distance travelled, vehicle displacement and the total travelled in kilometres and certify the accuracy of such information.

Parking fees will only be reimbursed if receipts accompany claim. This should be accompanied by supporting documentation where applicable.

Expenses for the quarter ended or month of June are to be submitted by 15 July.

Failure to present claims within identified time periods will be considered by the Chief Executive Officer and may result in the non-payment of the claim particularly if the claim relates to a former financial period. Under no circumstances is any reimbursement to be made in connection with costs incurred for re-election to the office of Councillor.

#### ***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 carried out a Biennial Policy Manual Review at the 23<sup>rd</sup> of October 2024 Ordinary Council Meeting. Since that time, and as part of the 2025/26 Annual Budget process, Council has endorsed superannuation guarantee payments for Elected Members.

New legislative provisions now streamline the option for superannuation to be paid to council members. The *Local Government Amendment Act 2024*, new sections 5.99B to 5.99E of the *Local Government Act 1995* (the Act), allow local governments to resolve by absolute majority to make superannuation contributions for council members from 1<sup>st</sup> February 2025.

Prior to this, if a local government wanted to offer superannuation to council members, it would need to become an “Eligible Local Governing Body” (ELGB) under Division 446 of the *Taxation Administration Act 1953* (Cth), which requires a unanimous council resolution.

This report presents the updated CnG CP042 Councillor Fees Policy, to be named *CnG CP042 Councillor Fees & Entitlements Policy*, and incorporates the Superannuation Guarantee payment as endorsed by Council at the Ordinary Council Meeting dated 26<sup>th</sup> March 2025 (CR 75-25):

75-25                      *MOVED -                      Cr T Bell                      SECONDED –                      Cr M Hutchinson*

*THAT Council:*

1.        *Sets the Shire President and Elected Member 2025/26 Annual Attendance Fee at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1<sup>st</sup> of July 2025, as determined by the Salaries and Allowances Tribunal.*
2.        *Sets the Shire President and Deputy Shire President 2025/26 Annual Local Government Allowance at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1<sup>st</sup> of July 2025, as determined by the Salaries and Allowances Tribunal.*
3.        *Sets the Elected Member 2025/26 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1<sup>st</sup> of July 2025, as determined by the Salaries and Allowances Tribunal.*
4.        *Reimburses child care expenses at the lesser of actual cost or \$35 per hour (as determined by the Salaries & Allowances Tribunal). Reimbursement shall be made upon submission of documentary evidence that the expense has been incurred for child care expenses.*
5.        *Reimburses travel expenses upon documentary evidence of km's travelled or expense incurred in accordance with the Local Government (Administration) Regulations 1996 and Council Policy CnG CP042 - Councillor Fees.*
6.        *Includes Superannuation to Elected Members of Council at a rate equivalent to the Superannuation Guarantee, applying from 1<sup>st</sup> July 2025.*

*Absolute Majority  
CARRIED  
6/2*

## Legal Implications

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

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

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

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

*Superannuation Guarantee (Administration) Act 1992 (SGAA)*

### **Council Plan**

13.1 - Adopt best practice governance.

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

**Environment** - None.

### **Precedents**

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

### **Budget Implications**

The 2025/26 Annual Budget includes a provision for the payment of Superannuation Guarantee to Elected Members.

### **Budget – Whole of Life Cost**

The 2025-2035 Long Term Financial Plan includes payment of Superannuation Guarantee to Elected Members.

### **Council Policy Compliance**

CP042 – Councillor Fees Policy

### **Risk Assessment**

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	CnG CP042 Council Policy CnG CP042 Councillor Fees Policy - Update
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<div>Legal and Compliance</div> <div>Failure to regularly review and update policies could result in the Shire not meeting its obligations at law.</div> <div>Reputation</div> <div>The Shire’s reputation could be viewed negatively for not undertaking regular reviews of policies of Council.</div>

### **Officer Comment**

The option to pay Superannuation on Council Members Fees is a decision on Council.

From 19<sup>th</sup> October 2025, it will become mandatory for class 1 and 2 local governments to make superannuation contributions. For class 3 and 4 local governments, the payment will remain optional for each council to decide if they want to make superannuation contributions to council members.

*Where a local government is required to, or resolves to, make superannuation contributions, individual council members may choose to 'opt out' of receiving superannuation.*

At the Ordinary Council meeting dated 26<sup>th</sup> March 2025, Council endorsed the payment of Superannuation Guarantee to Elected Members. Subsequent to this decision, the superannuation payment to Councillors has been included within the 2025/26 Annual Budget.

Updating the Councillor Fees Policy is the final step in formalising the policy to reflect the endorsed Council decisions to date. In doing so, Councillors will have the option to ‘Opt-Out’ of receiving superannuation, should they choose not to.

For Councillors who wish to receive superannuation, an administrative process will apply whereby a ‘Superannuation Standard Choice form’ must be completed by the Elected Member and returned back to the Shire.

Apart from the change of title, and incorporating the superannuation payment into the Council Policy manual, no other changes have been made. This policy will undertake a full review in 2026 as part of the normal biennial cycle of Council Policy Manual review.

END REPORT



### 12.4.3 Title: Quarterly Corporate Performance Report - Quarter 4 (April to June)

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate &amp; Governance</i>
<b>Reporting Officer</b>	<i>Ms Ashlee Docking – EA to Director Corporate &amp; Governance</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: 12.4.3A – Corporate Performance Report 2024-25 – Quarter 4</i> <i>Appendix ORD: 12.4.3B – Risk Assessment Tool</i>

#### **Overview**

This report presents Council with the attached Quarterly Corporate Performance (QCP) Report for the period April to June 2025 (Appendix ORD: 12.4.3A) in relation to the organisation's performance against the Shire's Corporate Business Plan, Annual Budget, and Grants.

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Quarterly Corporate Performance Report for the period April to June 2025 as per (Appendix ORD: 12.4.3A).**

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

The Quarter 3 Corporate Performance Report was presented to Council on the 23<sup>rd</sup> April 2025 and covered the period of January to March 2025.

**Legal Implications** - None.

### **Council Plan**

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

**Environment** - None.

### **Precedents**

Quarterly Corporate Performance Reports (QCP) were first introduced and presented to Council in October 2021. Council endorses the report each quarter. The QCP is provided in accordance with the Chief Executive Officer Key Performance Indicators set by Council. The report details the delivery of initiatives contained within the Council Plan and delivery of the Capital Works Program contained within the Annual Budget.

**Budget Implications** - None.

### **Budget – Whole of Life Cost**

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

**Council Policy Compliance** - None.

### **Risk Assessment**

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

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

### ***Officer Comment***

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

The quarterly Corporate Performance Report for the period April to June 2025 includes an overview of the following performance measures:

- *Council Plan Initiatives*

Initiatives identified within the CP are undertaken mainly through in house staff time or operational budgets where external resources, contracts or materials are required. As detailed below 96% of the initiatives are on track or completed with 92% on budget.

- *Capital Works*

The Capital works contained within the Annual Budget 2024/25 amounts to over **\$5.93 million** of expenditure into Roads, Paths, Buildings and Parks. There were initially **32** projects included in the 2024/25 Annual Budget, 2 of these projects have been cancelled. 4 of the remaining 30 projects are to be carried forward, 76% are completed and **87%** of the projects are currently on budget.

- *Grants*

As detailed in the updated grants register the Shire currently has over **\$5.68 million** of approved grants and grant applications in for just over **\$8.05 million**. The Shire has been unsuccessful in seeking grants to the value of over **\$3.28 million**.

Further information on the Shire's overall performance is detailed within the Quarterly Corporate Performance Report (Appendix ORD 12.4.3A).

END REPORT

### 12.4.4 Title: Determine Tender RFT-F0415383 for the Procurement of Yarragadee Water Allocation

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate &amp; Governance</i>
<b>Reporting Officers</b>	<i>Mr Theo Naudé - Director Infrastructure</i> <i>Mrs Natalie Reid - Procurement Officer</i>
<b>Legislation</b>	<i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.4.4. - Risk Assessment</i> <i>Confidential Attachment 'A' - Under Separate Cover - Tardis Link -</i> <i>RFT-F0415383 Tender Evaluation Report circulated as separate</i> <i>confidential attachment as per s.5.23(2)(e)(ii)(iii)</i>

#### **Overview**

This report provides Council with the results of the evaluation of tenders for the RFT-F0415383 Procurement of Yarragadee Water Allocation – as advertised and recorded in the Tenders Register, and recommends that Council award a contract for this service to the preferred Tenderer.

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

#### **OFFICER RECOMMENDED RESOLUTION**

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

- 1. Acknowledges receipt of the tender submissions for the Yarragadee Water Allocation for Tender RFT – F0415383.**
- 2. Accepts the tender submission RFT - F0415383 Procurement of Yarragadee Water Allocation, received from Elders Real Estate (Bellendaine), named as 'Elders Real Estate' in the Evaluation Panel Report recommendation detailed in (Confidential Attachment 'A' - RFT-F0415383), for 80,000kL per annum at a cost of \$320,000 excl GST.**
- 3. Delegates to the Chief Executive Officer in accordance with s.5.42(1) of the Local Government Act 1995, by Absolute Majority, authority to negotiate minor variations to the contract for RFT-F0415383 Procurement of Yarragadee Water Allocation before and / or after its execution in accordance Regulations 20 and 21A of the Local Government (Functions and General) Regulations 1996.**
- 4. Authorises the Chief Executive Officer to execute the contract for awarding RFT-F0415383 Procurement of Yarragadee Water Allocation in accordance with s.9.49A of the Local Government Act 1995.**

***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 undertook an open public tender process to appoint a suitable Contractor/s for the Procurement of Yarragadee Water Allocation for irrigation of Eaton Oval and the Eaton Foreshore.

The scope of this tender included:

- Water Allocation must be from an existing licence holder from the Bunbury Yarragadee Sub-Area;
- The purchase must be approved by DWER; and
- Minimum water allocation required is 80,000kL.

## Contract Term

The new Preferred Supplier contract will be for an Initial Purchase of the allocation licence. In Western Australia, the water allocations are for a specific volume of water the licence holder can access in each year, while the licence corresponds to the ongoing rights to that water quantity.

TENDER DETAILS		
RFT Number	RFT-F0415383	
RFT Title	Procurement of Yarragadee Water Allocation	
Recommended Tenderer(s)	Elders Real Estate	
Contract Term	Initial:	Not Applicable
	Extension Options:	Not Applicable
	Defects Liability Period:	Not Applicable
Tendered Rates/Cost	(Confidential Attachment 'A')	
Advertising:	21 May 2025	Tenderlink
	24 May 2025	The West Australian
	29 May 2025	South Western Times
Tender Deadline:	6 June 2025 Extended to 20 June 2025	2 pm WST
Tender Opening:	20 June 2025	2 pm WST
Tender Observers:	Two (2) Shire of Dardanup Employees were present	
	Nil (0) members of the public were present	

CONTRACT	
Commencement Date of New Contract:	30 July 2025
Completion Date of New Contract:	Not Applicable
Upfront Capital Expenditure:	\$320,200 (GST Exclusive)
Total Cost of Ownership Considerations:	
▪ Holding Cost	Not Applicable
▪ Consumables	Not Applicable
▪ Deployment	Not Applicable
▪ Training	Not Applicable

CONTRACT	
▪ Maintenance	Not Applicable
▪ Insurance	Not Applicable
▪ Disposal	Not Applicable
Estimated value of New Contract:	\$320,000 (GST Exclusive)
DWER fees	\$200 (GST Exclusive)
Price Basis of New Contract:	Lump Sum
VALUE FOR MONEY	
<ul style="list-style-type: none"> <li>• Business information is compliant,</li> <li>• Certainty of water supply for the Eaton Foreshore parkland</li> </ul>	

### Legal Implications

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

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

### Local Government (Functions and General) Regulations 1996

The compliance requirements applicable to this report and Officer Recommendation is in accordance with:

*Local Government (Functions and General) Regulations 1996, Regulation 18, 21, 22, 23 and 24 - 18. Rejecting and accepting tenders*

(5) *The local government may decline to accept any tender.*

21 *Limiting who can tender, procedure for*

(1) *If a local government decides to make a preliminary selection from amongst prospective tenderers, it may seek expressions of interest with respect to the supply of the goods or services.*

22. *Minimum time to be allowed for submitting expressions of interest*

23 *Rejecting and accepting expressions of interest to be acceptable tenderer*

24. *People who submitted expression of interest to be notified of outcome*

### Council Plan

8.2 - Advocate for adequate utility infrastructure to support a growing community and economy.

9.4 - Provide quality parks and playgrounds.

13.2 - Manage the Shire's resources responsibly.

**Environment** - None

### Precedents

The Shire of Dardanup has not previously entered into contracts for the purchase of water allocations.

### Budget Implications

The estimated budget available for this procurement was \$332,000, made up as follows:

Carry Forward J11665 Eaton Foreshore Bore	\$ 88,981
Carry Forward J11661 Eaton Foreshore – Bore and Landscaping Improvements	\$ 43,019
Carry Forward J11201 Eaton Oval (water licence)	<u>\$200,000</u>
	<b>\$332,000</b>

	CAPITAL COST	TOTAL COST OF OWNERSHIP
<b>Account Number:</b>	TBA	TBA
<b>Budget Item:</b>	Procurement of 80,000 kL Yarragadee Water Allocation	Procurement of 80,000 kL Yarragadee Water Allocation
<b>Budget Amount:</b>	\$332,000	\$332,000
<b>Amount Spent to Date:</b>	Nil	Nil
<b>Proposed Cost:</b>	\$320,000	\$320,000
<b>Balance:</b>	\$12,000	\$12,000

### ***Budget – Whole of Life Cost***

The purchase will add value to Council's parks and reserves assets.

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

CnG CP034 *Procurement Policy* and PR045 *Procurement Procedure*.

### ***Risk Assessment***

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Determine RFT-F0415383 for the Procurement of Yarragadee Water Allocation	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Overall project cost exceeds budget.
	Service Interruption	No risk event identified for this category.
	Legal and Compliance	Procurement non-compliance when procuring goods and/or services, possible litigation.
	Reputational	The objective of the new Yarragadee bore is to improve the quality of the irrigation water on Eaton Oval and the Eaton Foreshore. By not obtaining good quality water for the grassed parklands the Council could be seen in a negative light.
	Environmental	No risk event identified for this category.



### Officer Comment

- Tender Submissions

On conclusion of the Tender period, two (2) tenders were received by the deadline of the Request for Tender (RFT) from:

Tenderer 1 – BD Water Manager

Tenderer 2 - Elders Real Estate (Bellendaine)

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

- Tender Evaluation Panel

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

Name	Position	Responsibility (eg Voting/Non-Voting, Technical Advisor)
Natalie Reid	Procurement Officer/Panel Chair	Voting
Nathan Ryder	Manager Infrastructure Planning & Design	Voting
James Reilly	Project Engineer	Voting

- Probity Oversight

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

The Panel have compiled an Evaluation Panel Report which includes the consensus analysis (not individual Panel Member analysis) of the content of each tender submission against the required selection criteria.

In some instances, this may result in commentary or scoring that may be critical or a negative reflection on an individual tender submission. It is this aspect of the Evaluation Panel Report, which is considered to be confidential in accordance with s.5.23(2)(e)(ii) information that has a commercial value to a person, or (iii) information about the business, professional, commercial or financial affairs of a person.

- Evaluation of Tenders

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

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

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

CRITERIA	PERCENTAGE
(a) Price (upfront and ongoing costs)	100%
<b>TOTAL</b>	<b>100%</b>

- Evaluation Justification

The Tender Evaluation Panel recommends Elders Real Estate (Bellendaine) based on an assessment of submissions against the predetermined qualitative and price criteria shown above. The submission provided by the respondent performed well across all of the aspects and was a complete and detailed representation of the services offered.

In determining Elders Real Estate (Bellendaine) as the preferred Tenderer, Officers have not undertaken the following Due Diligence checks as the Shire of Dardanup is purchasing via a registered agent to purchase the water allocation licence.

DUE DILIGENCE CHECKS	YES/NO
Has the recommended Tenderer(s) undergone Reference Checks successfully?	No
Has the recommended Tenderer(s) undergone Financial Viability assessment and been deemed acceptable?	No
Was a Conflict of Interest declared? If yes, please specify how it was managed?	No
Has the recommended Tenderer(s) undergone Occupational Safety and Health assessment and been deemed acceptable?	No

The Evaluation Panel recommends that the contract for the RFT-F0415383 for the Procurement of 80,000kL Yarragadee Water Allocation be awarded to Elders Real Estate (Bellendaine). A total estimated contract cost is provided in the confidential attachment (Confidential Appendix 'A' – Under Separate Cover).

Note that a critical aspect of this contract is that the Department of Environmental Regulation (DWER) must approve the transfer from the licence holder of the water allocation (The Seller) to the Shire. This process can take a significant amount of time, currently estimated to be in the order of six months.

END REPORT

12.4.5      Title: Microsoft Software Licensing – Enterprise Agreement

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins - Director Corporate and Governance</i>
<b>Reporting Officer</b>	<i>Mr Shaun Hill – Manager Information Services</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>12.4.5 – Risk Assessment Tool – Microsoft EA</i>

**Overview**

This report recommends that Council authorises the renewal of the Microsoft Enterprise Agreement (EA) for a further three-year period (2025-2028), as part of a joint arrangement with the Shires of Harvey and Augusta Margaret River. As the proposal exceeds the Chief Executive Officer's purchasing authority the report is recommended to Council for endorsement.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council authorises the Chief Executive Officer to enter into a three-year Microsoft Enterprise Agreement (2025-2028) as a joint arrangement with the Shire of Harvey and the Shire of Augusta Margaret River.**

**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**

In 2019, the Shire of Dardanup entered into a Microsoft Enterprise Agreement (EA) to license its core desktop and server software. Microsoft software is sold through authorised partners, and the EA is Microsoft's standard licensing model for medium to large organisations. It provides access to enterprise-grade products and support, along with fixed pricing and significant cost savings compared to standard retail or open licensing.

To be eligible for an EA, government organisations must license a minimum of 250 users. The Shire of Dardanup does not meet this requirement on its own, so it entered into a joint agreement with the Shires of Harvey and Augusta Margaret River.

The first shared agreement ran from 2019 to 2022 and was renewed by Council for a further three years in 2022. That agreement is due to expire on 30<sup>th</sup> September 2025. Renewal is now required to maintain licensing compliance and continue receiving discounted pricing.

**Legal Implications**

Copyright Act 1968 – Using software without a valid licence.

**Council Plan**

13.2 - Manage the Shire's resources responsibly.

13.4 - Foster strategic alliances and resource sharing opportunities.

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

**Environment** - None.

**Precedents**

The Shire of Dardanup has entered into two previous 3-year enterprise agreements for Microsoft software. The first agreement commenced in 2019 and was renewed again in 2022.

**Budget Implications**

Microsoft software is included in the IT Asset Management Plan and assumes access to discounted EA pricing.

**Budget – Whole of Life Cost**

As "budget" above, Microsoft software is included in the IT Asset Management Plan.

**Council Policy Compliance**

*CnG CP034 Procurement Policy*

**Risk Assessment**

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

TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).		
Risk Event	Current Microsoft Enterprise Agreement will expire.	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	Renew the Microsoft Enterprise Agreement (EA).	
Residual Risk Rating (after treatment or controls)	As the Residual Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Higher price of software outside of EA.
	Service Interruption	Unable to use Microsoft software.
	Legal and Compliance	Breach of the Copyright Act 1968.

### **Officer Comment**

Microsoft software underpins the Shire's core ICT environment, including email, productivity tools, desktop operating systems, and server infrastructure. There is no practical alternative for an organisation of the Shire's size and structure that offers the same level of integration, support, and functionality. Maintaining valid licensing is essential to ensure system reliability, user access, security, and legal compliance.

Microsoft tightly manage the pricing of their products. Pricing does not vary significantly between approved providers. The key factor influencing value is the licensing model (typically based on volume and industry) — not the choice of vendor. The EA model provides the best value for local governments that can meet minimum user requirements. The value and benefits are well-established in Microsoft's licensing terms and supported by WALGA and CUA procurement practices.

The Microsoft Enterprise Agreement (EA) is the most cost-effective and administratively efficient licensing model available and provides the following benefits:

- **Significant cost savings vs open purchase:** EA pricing is approximately 15% lower than standard open licensing and results in savings of more than \$40,000 over the term the agreement.
- **Simplified compliance:** The Shire can report usage annually and adjust (true-up) licence counts without penalty.
- **Enterprise-level support:** Access to advanced products, features, and support services not available through standard licensing.

To maintain eligibility for the EA, the Shire must continue to meet the 250-license threshold. This will be achieved by refreshing the existing joint arrangement with the Shires of Harvey and Augusta Margaret River. We are additionally exploring opportunities for other neighbouring local governments to join in this and future renewals, where alignment of licensing requirements and timing allows. Such collaboration supports both cost efficiency and regional cooperation.

EA Pricing is fixed for the EA term, and must be procured through a certified Microsoft partner. The Shire has previously engaged Data#3, a Microsoft Gold Partner, for all previous EA terms. Data#3 is the only supplier listed under both the WALGA Preferred Supplier Panel and the State Government's Common Use Agreement (CUA) for Microsoft licensing.

The current agreement expires on 30 September 2025. To ensure continuity, compliance, and best value, it is recommended that the Shire renew the Microsoft Enterprise Agreement for a further three years (2025–2028) under the existing shared arrangement.

END REPORT

## 12.4.6 Title: Cats Amendment Local Law 2024 – Further Undertakings

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins - Director Corporate &amp; Governance</i>
<b>Reporting Officer</b>	<i>Mrs Donna Bailye - Manager Governance</i>
<b>Legislation</b>	<i>Local Government Act 1995</i> <i>Cat Act 2011</i> <i>Cat Regulations 2012, the Cat (Uniform Local Provisions) Regulations 2013</i>
<b>Council Role</b>	<i>Legislative.</i>
<b>Voting Requirement</b>	<i>Absolute Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.4.6 - Risk Assessment</i>

### **Overview**

This report seeks Council support to advise the Joint Standing Committee on Delegated Legislation's [JSCDL] that it will comply with their request for undertakings in relation to the Shire of Dardanup Cats Amendment Local Law 2024.

### **OFFICER RECOMMENDED RESOLUTION**

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

- 1. When the Shire of Dardanup Cats Local Law 2023 is next reviewed, amend the local law as follows:**
  - a) In clause 5.2(2)(h), replace the reference to 'clause 2.4' with 'clause 2.3'**
  - b) In Schedule 2, item 2, replace the reference to '2.3(1) with '2.2(1)'**
  - c) In Schedule 2, Item 3, replace the reference to '2.4(5)(a)' with 2.3(5)(a)'**
  - d) Make all consequential amendments arising from the above amendments.**
- 2. Not enforce the local law to the contrary before it is amended in accordance with undertaking 1.**
- 3. Ensure that a copy of these undertakings accompanies the local law wherever it is made publicly available by the Shire, whether in hard copy or electronic form.**

### **Change to Officer Recommendation**

No Change. **OR:**

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

## Background

On the 29<sup>th</sup> January 2025, Council resolved to adopt the Shire of Dardanup Cats Amendment Local Law 2024[08-25]

3. *By Absolute Majority decision, adopts the Shire of Dardanup Cats Amendment Local Law 2024 (Appendix ORD: 12.4.1E) inclusive of the following minor amendments:*
  - *Clause 2 – Change “local law come into” to “Local Law comes into”*
  - *Clause 6 – Reword to “Delete the clause heading of Clause 2.3 and replace with “Clause 2.2 – Cat in prohibited areas”.*
  - *Clause 7 – Reword to “Delete the clause heading of Clause 2.4 and replace with “Clause 2.4 – Direction to abate the nuisance of a cat”.*
  - *Clause 8 – Reword first line to “Delete Clause 4.4(f) and replace with the following – “*
  - *Clause 9 – Reword the text to “In Schedule 3 delete “Clause 2.23” and insert “Clause 3.1”*
  - *At the beginning of Clause 10 and Clause 11 change “Delete” to In Schedule 2 delete”*

The Cats Amendment Local Law 2024 was gazetted on 18<sup>th</sup> February 2025 and all corresponding corresponded was forwarded to the Joint Standing Committee on Delegated Legislation on 28<sup>th</sup> February 2025 to close out the process.

## Legal Implications

Local Government Act 1995 - S3.12.

Procedure for making local laws:

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2A) *Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
  - (a) *give local public notice stating that —*
    - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*
    - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
    - (iii) *submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;*

*And*

- (b) *as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*



- (c) *provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*

*[(3a) deleted]*

- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.*

*\* Absolute majority required.*

- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
- (6) *After the local law has been published in the Gazette the local government is to give local public notice —*
- (a) stating the title of the local law; and*
  - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*
  - (c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.*
- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*
- (8) *In this section —*
- making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.*

The Department of Local Government, Sport and Cultural Industries ('the Department') has provided the following advice on their website in relation to making a local law for cats:

*"A local government needs to consider what elements of cat control they wish to regulate and only decide to make a local law if:*

- the Act, Cat Regulations 2012, the Cat (Uniform Local Provisions) Regulations 2013 or any other written law do not already cover that matter; and*
- there appears a sufficient need for additional regulation in that area."*

### Cat Act 2011

The authority for a local government to create a local law under the *Cat Act 2011* is provided in section 79 of the *Cat Act 2011*. The *Cat Act 2011* sets out the requirements inter alia for registration and sterilisation of cats, as well as the requirements for cat management facilities. The *Cat Regulations 2012* set out the requirements for cats to be microchipped and registered, as well as the approval requirements for cat breeders.

Under section 79(3), a local law may be made in relation to one or more of the following:

- (a) the registration of cats;*
- (b) removing and impounding cats;*
- (c) keeping, transferring and disposing of cats kept at cat management facilities;*
- (d) the humane destruction of cats;*

- (e) *cats creating a nuisance;*
- (f) *specifying places where cats are prohibited absolutely;*
- (g) *requiring that in specified areas a portion of the premises on which a cat is kept must be enclosed in a manner capable of confining cats;*
- (h) *limiting the number of cats that may be kept at premises, or premises of a particular type;*
- (i) *the establishment, maintenance, licensing, regulation, construction, use, record keeping and inspection of cat management facilities;*
- (j) *the regulation of approved cat breeders, including record keeping and inspection;*
- (k) *fees and charges payable in respect of any matter under this Act.*

### **Council Plan**

1.2 - Encourage responsible animal management.

**Environment** - None.

### **Precedents**

The Shire adopted its first local law to deal with the keeping and control of cats within the Shire in 2014. The local law was amended in 2015 in line with directions from the Joint Standing Committee on Delegated Legislation.

**Budget Implications** - None.

### **Budget – Whole of Life Cost**

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

### **Council Policy Compliance**

Exec CP090 – Community Engagement Policy

### **Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Cats Amendment Local Law 2024 – Further Undertakings
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Council has a statutory obligation to make laws which are clear and effective.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Reputational	Council’s reputation will be impacted negatively if it fails to discharge its statutory obligation.

### **Officer Comment**

Officers received correspondence from the Joint Standing Committee on Delegated Legislation on 23<sup>rd</sup> June 2025 requesting further undertakings from the Shire, and that these undertakings be provided after the Council meeting on 23<sup>rd</sup> July 2025.

The Committee has requested the following:

1. *When the Shire of Dardanup Cats Local Law 2023 is next reviewed, amend the local law as follows:*
  - a) *in clause 5.2(2)(h), replace the reference to 'clause 2.4' with 'clause 2.3'*
  - b) *in Schedule 2, item 2, replace the reference to '2.3(1)' with '2.2(1)'*
  - c) *in Schedule 2, item 3, replace the reference to '2.4(5)(a)' with '2.3(5)(a)'*
  - d) *make all consequential amendments arising from the above amendments*
2. *not enforce the local law to the contrary before it is amended in accordance with undertaking 1*
3. *ensure that a copy of these undertakings accompanies the local law wherever it is made publicly available by the Shire, whether in hard copy or electronic form.*

In accordance with the Undertakings to be given to the Joint Standing Committee, the amendments are to be undertaken when the Shire of Dardanup Cats Local Law 2023 is next reviewed. In accordance with Section 3.16 of the Local Government Act, a local government must review its local laws within 15 years of the day the law commenced. Council may however make amendments prior to renewal period.

Officers are recommending that the Undertakings be endorsed and await the next review/amendment period to carry out the Undertakings requested by the Joint Standing Committee on Delegated Legislation.

END REPORT

**12.4.7 Title: Monthly Statement of Financial Activity for the Period Ended on the 30<sup>th</sup> of June 2025**

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate &amp; Governance</i>
<b>Reporting Officer</b>	<i>Mr Rehan Shahid - Manager Financial Services</i>
<b>Reporting Officer</b>	<i>Mr Ricky Depillo – Accountant</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: 12.4.7A – Risk Assessment Appendix ORD: 12.4.7B – Monthly Financial Report – 30<sup>th</sup> of June 2025</i>

***Overview***

This report presents the monthly Financial Statements for the period from the 1<sup>st</sup> of July 2024 to the 30<sup>th</sup> of June 2025 for Council endorsement.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Monthly Statement of Financial Activity [Appendix ORD: 12.4.7B] for the period ended on the 30<sup>th</sup> of June 2025.**

***Change to Officer Recommendation***

No Change. **OR:**

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

## 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: 12.4.7A) for full assessment document.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Monthly Statement of Financial Activity for the Period Ended 30 <sup>th</sup> of June 2025
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
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 30<sup>th</sup> of June 2025 is contained in [Appendix ORD: 12.4.7B] and consists of:

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

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

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

As at the reporting date, the un-audited surplus for the year ended 30<sup>th</sup> of June 2025 is \$951,639. Please note that although the financial report and analysis is for the period ending 30<sup>th</sup> June 2025, it is not the finalised accounts and is subject to change, including June 2025 supplier invoices not yet

received. Subsequently there will be end of year accrual adjustments, assessment of contract liabilities, and associated grant revenue and Reserve Account transfers to be processed.

The current end-of-year surplus of \$951,639 reflects adjustments based on known variances in actual performance to date, summarised below in comparison to the adopted budget of \$506,246.

- Surplus Increase of \$20,000 due to the Sale of Lot 31 2 Sanford Way, initially budgeted to be \$730,000 against the actual net proceeds of \$750,000 (\$770,000 less settlement cost \$20,000);
- Surplus Increase of \$87,600 as a result of the periodic review of various Fees & Charges, conducted on 31<sup>st</sup> October 2024;
- Surplus increase of \$36,819 on Interim rates revenue due to creation of new Subdivision with new dwellings construction and various improvement on existing property. Original budget from \$163,181 to \$200,000 actual;
- Surplus increase of \$173,503 on Interest revenue in Municipal Fund based on the actual interest rate on TD projection at an average of 5.01%. Initial budget from \$216,497 to \$390,000 actual;
- Surplus increase of \$28,820 on MRWA Direct Grant from \$165,685 to \$194,505 based on actual grant received;
- Surplus increase of \$98,651, resulting from minor adjustments across various accounts.

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

Most of the reported material variances pertain to the capital works program, where significant payments have yet to be recorded for many projects, and some will be carried forward into the next financial year.

*Note 7* of the Statement of Financial Activity details the Rates and Charges Outstanding as of 30 June 2025. Each financial year, Council strive to achieve a target of less than 4.0% of rates outstanding at year end.

As at reporting date, the outstanding Rates and Charges equate to 2.64% - an excellent achievement for the Shire. This achievement is demonstrated by Council's commitment to staff undertaking its rates and debt collection processes, offering varied payment options to ratepayers, whilst balancing the needs of the Community through its Financial Hardship Policy.

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

END REPORT



12.4.8            Title: *Schedule of Paid Accounts as at the 30<sup>th</sup> June 2025*

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate &amp; Governance</i>
<b>Reporting Officer</b>	<i>Mr Rehan Shahid - Manager Financial Services</i>
<b>Reporting Officer</b>	<i>Ms Joanna Hanson – Finance Officer – Accounts Payable</i>
<b>Legislation</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.4.8 – Risk Assessment Tool</i>

**Overview**

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

**OFFICER RECOMMENDED RESOLUTION**

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

**SHIRE of DARDANUP**  
**30-06-2025 Schedule of Paid Accounts**

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
<b>ELECTRONIC FUNDS TRANSFER</b>					
EFT60563	05/06/2025	Activ Foundation Inc	Maintenance - Illawarra Park, Pressure Clean Bins - Eaton Boat Ramp, Toilets & Skate Park	MUNI	4,436.53
EFT60564	05/06/2025	AMD Audit and Assurance Pty Ltd	Internal Audit Review RFQ-F0414835	MUNI	3,520.00
EFT60565	05/06/2025	Amity Signs	Signs for The Waste Transfer Station	MUNI	3,942.40
EFT60566	05/06/2025	Staff Member	Fuel Purchased for DA955 - Fuel Card Not Accepted	MUNI	108.95
EFT60567	05/06/2025	Annette Webster	Meeting Allowance	MUNI	1,414.08
EFT60568	05/06/2025	Anthony Charles Jenour	Meeting Allowance	MUNI	1,414.08
EFT60569	05/06/2025	Australian Library and Information Association	Institutional Membership Fee 01/07/2025-30/06/2026	MUNI	794.00
EFT60570	05/06/2025	Benjamin Fishwick	ERC Umpire Recoup: 28/05/2025	MUNI	111.20
EFT60571	05/06/2025	Better Telco Solutions Pty Ltd	Repair Broken Top Salto Cover to Half Door at Reception & Repair Yellow LED Light on 2nd Floor Double Glass Door - Eaton Admin	MUNI	284.90
EFT60572	05/06/2025	Big Blue Electrical	Thermal Imaging of 4 x Switchboards - ERC	MUNI	748.00
EFT60573	05/06/2025	Brecken Health Care	Pre-Employment Medical – Staff	MUNI	261.80
EFT60574	05/06/2025	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	684.00
EFT60575	05/06/2025	Bunbury Machinery	Extension Lance Spray Gun - Plant	MUNI	194.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60576	05/06/2025	Bunbury Tyrepower - Picton	Tyre Puncture Repair - DA9781	MUNI	300.00
EFT60577	05/06/2025	Bunnings Group Limited	2.5 Tonne 6 Wheel Heavy Duty Pallet Jack - Refuse Site	MUNI	608.95
EFT60578	05/06/2025	Capel Tree Service	Tree Removal/Pruning - Chamberlain Grove, Burdekin Link, Pratt Road & Chestnut Blvd	MUNI	8,360.00
EFT60579	05/06/2025	Carbone Brothers Pty Ltd	Gravel Delivery - Cnr Ferguson & South Roads	MUNI	14,154.24
EFT60580	05/06/2025	Catalyse Pty Ltd	Project Management, Design, Data Collection, Analysis & Reporting for SoD Biennial Community Satisfaction Survey Scorecard	MUNI	34,098.36
EFT60581	05/06/2025	Choiceone Pty Ltd	Labour Hire: 19-25/05/2025 - Martin Pelusey Road	MUNI	2,640.54
EFT60582	05/06/2025	Citygate Properties Pty Ltd	Recognition of Service Voucher - Works Staff - 20 Years	MUNI	500.00
EFT60583	05/06/2025	Country Water Solutions	Reticulation Parts for Repairs - Parkridge Estate, Millbridge & Lustiano Park	MUNI	2,252.54
EFT60584	05/06/2025	Cross Security Services	CCTV System Upgrade - Depot	MUNI	15,620.00
EFT60585	05/06/2025	Staff Member	Reimburse Uniform Purchase	MUNI	90.39
EFT60586	05/06/2025	D A Christie Pty Ltd	2 x Replacement BBQ's for Parks	MUNI	6,646.80
EFT60587	05/06/2025	Dapco Tyre and Auto Centre	Service & Battery - DA994, 4 x Trailer Tyres - DA15309	MUNI	1,613.28
EFT60588	05/06/2025	Department of Justice	Contact Officer Training: 14/05/2025 - Depot Admin Officer	MUNI	414.00
EFT60589	05/06/2025	Diesel Force	Replace MAF Sensor & Repair Drivers Side Headlight - DA8457	MUNI	842.45
EFT60590	05/06/2025	Dormakaba Australia Pty Ltd	ERC - Repairs to Front Door	MUNI	231.00
EFT60591	05/06/2025	Driva Pty Ltd	Payroll Clearing - Novated Lease Liabilities	MUNI	1,842.14
EFT60592	05/06/2025	Ellen Patricia Lilly	Meeting Allowance	MUNI	2,080.58

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60593	05/06/2025	Hanward Pty Ltd - Hip Pocket Workwear & Safety Bunbury	Replacement PPE Uniform - Parks Crew	MUNI	330.00
EFT60594	05/06/2025	Heatleys	4 x Signs & Water Preservative for Eye Wash Station - Waste Management Site	MUNI	249.79
EFT60595	05/06/2025	Heidelberg Materials Australia Pty Ltd	Scalps & Aggregate - Queenwood Road & Rural Road Maintenance	MUNI	2,546.74
EFT60596	05/06/2025	In Safe Hands - Educators in Safety	ERC - Staff Protection Training	MUNI	346.50
EFT60597	05/06/2025	Jack David Manoni	Meeting Allowance	MUNI	1,414.08
EFT60598	05/06/2025	Staff Member	Reimburse Uniform Purchase	MUNI	364.00
EFT60599	05/06/2025	Kmart	ERC - Vacation Care Items & Notepads for Youth Development Programs	MUNI	1,115.95
EFT60600	05/06/2025	Staff Member	Reimburse Uniform Purchase	MUNI	56.00
EFT60601	05/06/2025	Local Government Professionals Australia WA	Manager Community Development - Grant Writing & Business Case Development Workshop - 19/08/2025	MUNI	2,905.00
EFT60602	05/06/2025	Luke William Davies	Meeting Allowance	MUNI	1,414.08
EFT60603	05/06/2025	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	155.00
EFT60604	05/06/2025	Mantrac Pty Ltd	Machinery Hire - Excavator Box Out Verge - Eaton Drive & Deakin Elbow	MUNI	2,805.00
EFT60605	05/06/2025	Mark Richard Hutchinson	Meeting Allowance	MUNI	1,414.08
EFT60606	05/06/2025	Microcom Pty Ltd T/as Metrocount	Vehicle Classifier 6v Welded Battery Pack - Public Works	MUNI	222.20
EFT60607	05/06/2025	MJ Goods	Antibacterial Wipes for Use in Gym & Bags for Cafe - ERC	MUNI	336.00
EFT60608	05/06/2025	Officeworks Superstores Pty Ltd	Wireless Keyboard - Director C&G	MUNI	74.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60609	05/06/2025	Paywise Pty Ltd	Payroll Clearing - Novated Lease Liabilities	MUNI	3,036.00
EFT60610	05/06/2025	Perfect Landscapes	Fertiliser - Eaton Oval, Glen Huon Oval & Wells Rec Oval & Weekly Lawn & Reserves Mowing	MUNI	8,506.55
EFT60611	05/06/2025	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	917.85
EFT60612	05/06/2025	PFI Supplies	Cleaning Supplies - Eaton Admin, ERC, Dardanup Hall & Office	MUNI	1,329.25
EFT60613	05/06/2025	Prime Supplies	Fence Repair Parts and Fittings - Eaton Bowling Club	MUNI	66.72
EFT60614	05/06/2025	Richard Harvey	Refund Cat Cage Hire Bond - Receipt # 161556	MUNI	150.00
EFT60615	05/06/2025	Roofwest & Graffiti Doctors	Remove Graffiti - Lofthouse Park & Eaton Skate Park	MUNI	1,180.00
EFT60616	05/06/2025	Scope Business Imaging	Service & Repair Scanner/Photocopier - Dardanup Central BFB - ESL Recurrent Exp	MUNI	330.00
EFT60617	05/06/2025	Stacey Gillespie	Meeting Allowance	MUNI	1,414.08
EFT60618	05/06/2025	Stratagreen	Fertiliser - Burekup Cricket Club	MUNI	2,245.32
EFT60619	05/06/2025	Synergy	Townsite Street Lights: 25/03-24/04/2025	MUNI	30,457.23
EFT60620	05/06/2025	T G Reid & I D Rotheram	Library Program: 05-26/05/2025	MUNI	400.00
EFT60621	05/06/2025	T J Depiazzi & Sons	Mulch SoD Greenwaste - Eaton Drive Islands & Verges	MUNI	14,256.00
EFT60622	05/06/2025	Taneta Bell	Meeting Allowance	MUNI	1,414.08
EFT60623	05/06/2025	The Print Shop	1500 x Bookmarks - ECL & Window Decals for Make it Space	MUNI	1,012.00
EFT60624	05/06/2025	Tint City	Privacy Frosting to Internal Windows/Doors - Depot	MUNI	1,730.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60625	05/06/2025	Traffic Force	Traffic Control: 23/05/2025 - Richards Road	MUNI	1,532.17
EFT60626	05/06/2025	Tyrecycle Pty Ltd	Mixed Tyre Collection & Processing - Waste Transfer Station	MUNI	2,037.23
EFT60627	05/06/2025	Tyrrell Gardiner	Local Government Allowance	MUNI	4,727.50
EFT60628	05/06/2025	Unique Team Building Pty Ltd	Shire Team Building - Final Payment	MUNI	3,520.00
EFT60629	05/06/2025	WA Car Wash Pty Ltd	Vehicle Detail of 3 x Ex-Shire Vehicles prior to Sale	MUNI	1,050.00
EFT60630	05/06/2025	WA Distributors Pty Ltd	ERC - Cafe Goods	MUNI	714.85
EFT60631	05/06/2025	WALGA	Local Government Act 1995 - Essentials & Advanced - Assets Officer	MUNI	1,309.00
EFT60632	05/06/2025	Western Australian Treasury Corporation	Repayment: Loan 74 - Eaton Administration Building & Loan 70 - Wanju DCP and Waterloo Industrial Park	MUNI	101,543.43
EFT60633	05/06/2025	Woolworths Group Limited - Online Order Only	ERC - Cafe Goods & Supplies for Staff & Council Chambers Kitchen	MUNI	1,767.05
EFT60634	05/06/2025	Woolworths Group Limited - Openpay Portal	Supplies for Staff & Council Chambers Kitchen, Items for CEO 15 Breakfast & ERC - Café Goods	MUNI	217.30
EFT60635	05/06/2025	Work Clobber	Uniform - 3 x Works Crew	MUNI	1,906.80
EFT60636	12/06/2025	A1 Sign Shop	LRCI Program Sign - Hands Avenue	MUNI	293.26
EFT60637	12/06/2025	Activ Foundation Inc	Mulching - Eaton Drive	MUNI	3,423.95
EFT60638	12/06/2025	AE Hoskins Building Services	Variations - ERC Refurbishment	MUNI	74,779.24
EFT60639	12/06/2025	Amanda Phipps	Refund of Unused Personal Training Sessions #20178	MUNI	216.00
EFT60640	12/06/2025	Amity Signs	100 x Sand Bags - Martin Pelusey Road	MUNI	214.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60641	12/06/2025	Angela Jayne Brooke	First Aid Training - 4 x Staff & CPR Refresher Training - 6 x Staff	MUNI	840.00
EFT60642	12/06/2025	Anne Deacon	ERC Umpire Payment: 10/06/2025	MUNI	55.60
EFT60643	12/06/2025	Australia Post	Monthly Postage Cost - May 2025	MUNI	1,769.27
EFT60644	12/06/2025	Australian Tax Office	PAYG - Payrun: 06/06/2025	MUNI	86,520.00
EFT60645	12/06/2025	Autodesk Australia	Fusion Software - Annual Subscription For Make-it Space	MUNI	3,415.50
EFT60646	12/06/2025	BCE Surveying Pty Ltd	Service Location - Ferguson Road	MUNI	242.00
EFT60647	12/06/2025	Boyles Plumbing and Gas	Emergency Repairs Zip Tap - Depot Tearoom & Toilet Repairs - Eaton Football Club	MUNI	476.41
EFT60648	12/06/2025	Breeanna Batrick	Reimburse Google Ads Payment Due to Corporate Card Not Accepted - ECL	MUNI	289.71
EFT60649	12/06/2025	Brett Hodgson	ERC Umpire Payment: 11/06/2025	MUNI	111.20
EFT60650	12/06/2025	Brianna Binning	ERC Umpire Payment: 11/06/2025	MUNI	111.20
EFT60651	12/06/2025	Brooks Hire Service Pty Ltd	Multi Tyre Roller & Skid Steer Hire - Martin Pelusey Road	MUNI	13,515.50
EFT60652	12/06/2025	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	307.45
EFT60653	12/06/2025	Bunbury Auto One	Coolant 5L - Parks	MUNI	61.38
EFT60654	12/06/2025	Bunbury Coffee Machines	ERC - Cafe Goods	MUNI	585.00
EFT60655	12/06/2025	Bunbury Machine Tool Maintenance	Service Tools - Make-it Space	MUNI	453.75
EFT60656	12/06/2025	Bunbury Mower Service	Tools & Chainsaw Repair - Parks & Gardens	MUNI	5,358.75
EFT60657	12/06/2025	Bunbury Retravisio	Replacement for Broken Fridge - Depot	MUNI	888.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60658	12/06/2025	Bunbury Toyota	Service - DA017	MUNI	390.00
EFT60659	12/06/2025	Bunnings Group Limited	Tools - Plant	MUNI	322.17
EFT60660	12/06/2025	Capel Tree Service	Tree Pruning/Removal - Jardine Way, Clarence Crescent & Apsley Circle	MUNI	6,050.00
EFT60661	12/06/2025	Chantal Emily Joan Shorter	Reimburse Uniform Purchase	MUNI	30.00
EFT60662	12/06/2025	Charle Xu	Reimburse Uniform Purchase	MUNI	74.99
EFT60663	12/06/2025	Choiceone Pty Ltd	Labour Hire: 26/05-01/06/2025 - Martin Pelusey Road	MUNI	1,419.89
EFT60664	12/06/2025	City of Bunbury	Long Service Leave Liability - 2 x Staff & Poundage Fees - May 2025	MUNI	5,052.73
EFT60665	12/06/2025	Cleanaway Solid Waste Pty Ltd	8 x Invoices: Waste Disposal - Crooked Brook Road, Depot & Banksia Road	MUNI	15,428.43
EFT60666	12/06/2025	Clear Health Psychology	Employee Assistance Program Consultations	MUNI	165.00
EFT60667	12/06/2025	Country Water Solutions	Reticulation Repairs - Glen Huon Oval, Don Hewison Gardens, Dardanup Cemetery, Hazelgrove Reserve & Gary Engel Park	MUNI	1,747.39
EFT60668	12/06/2025	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	882.19
EFT60669	12/06/2025	CS Legal - Recoveries Legal WA	2024/2025 Debt Recovery - Legal Fees	MUNI	4,181.00
EFT60670	12/06/2025	Dapco Tyre and Auto Centre	Replacement Battery - DA995	MUNI	295.00
EFT60671	12/06/2025	Data #3 Limited	2 x WIFI Access Points & License	MUNI	1,172.23
EFT60672	12/06/2025	Deputec Pty Ltd	ERC - Monthly Subscription For Rostering: May 2025	MUNI	347.77
EFT60673	12/06/2025	Diesel Force	Service Backhoe Loader - DA2833, Repair Grader Oil Leak - DA698 & Repair Pintle Hitch - DA9513	MUNI	5,977.45
EFT60674	12/06/2025	Donna Bailye	Reimburse Uniform Purchase	MUNI	38.52



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60675	12/06/2025	Donna Bastow	ERC Umpire Payment: 11/06/2025	MUNI	139.00
EFT60676	12/06/2025	Eaton Pet Vet	Vet Consultation & Supply Fees & Charges	MUNI	382.00
EFT60677	12/06/2025	Eaton Plumbing & Gasfitting	Repair Two Toilet Seats & Repair Hand Rail - Eaton Admin & Fix Tap in Female Bathroom - ERC	MUNI	640.42
EFT60678	12/06/2025	Elliotts Irrigation Pty Ltd	Service & Checks to Iron Filter - Millbridge Lake	MUNI	385.00
EFT60679	12/06/2025	Eve Yoga	1 Hour Yoga Classes: 21-31/05/2025	MUNI	240.00
EFT60680	12/06/2025	Georgia Elson	ERC Umpire Payment: 11/06/2025	MUNI	111.20
EFT60681	12/06/2025	Grace Records Management	Records Management External - Storage, Destruction and Consumables	MUNI	780.47
EFT60682	12/06/2025	GX Outdoors Pty Ltd	Replacement On/Off BBQ Labels - Eaton Foreshore	MUNI	113.30
EFT60683	12/06/2025	Hanward Pty Ltd - Hip Pocket Workwear & Safety Bunbury	Replacement of PPE Uniform - Parks Crew	MUNI	641.99
EFT60684	12/06/2025	Hart Sport	ERC Fitness Centre Goods	MUNI	1,038.85
EFT60685	12/06/2025	Hastie Waste Pty Ltd	Waste Transfer Station - Green Waste Weekly Collection: May 2025	MUNI	1,025.00
EFT60686	12/06/2025	Heatleys	Restock PPE Supplies - Depot & PPE Uniform - Parks Staff	MUNI	709.60
EFT60687	12/06/2025	Heidelberg Materials Australia Pty Ltd	Spalls & Scalps for Rural Road Maintenance	MUNI	5,866.49
EFT60688	12/06/2025	Hospitality House Australia	ERC - Cafe/Canteen Equipment	MUNI	325.00
EFT60689	12/06/2025	Illion Australian Pty Ltd (Tenderlink)	3 x Public Tender Notices	MUNI	627.00
EFT60690	12/06/2025	Instant Racking	2 Tier Pallet Racking Workbench - Make-it Space	MUNI	414.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60691	12/06/2025	IT Blackspot	Cyber Aware Program - IT Black Spot Facilitator Session Fees	MUNI	2,375.00
EFT60692	12/06/2025	J A K Civil Pty Ltd	Float to Mobilise Cat Grader Following Break Down - DA698	MUNI	374.00
EFT60693	12/06/2025	Kathy Blair	Reimburse Items for Make-it Space	MUNI	67.00
EFT60694	12/06/2025	Kent Lyon Architect	Superintendent Fees for Defect Liability Period: May 2025	MUNI	4,554.00
EFT60695	12/06/2025	Keipa Boodja Aboriginal Corporation	Story Time - ECL 29/05/2025	MUNI	275.00
EFT60696	12/06/2025	Les Mills Asia Pacific	ERC Group Fitness Program Licence Fee: June 2025	MUNI	1,433.16
EFT60697	12/06/2025	Leschenault Community Nursery Inc	200 Tree Tubes - Environmental Expenditure	MUNI	500.00
EFT60698	12/06/2025	Local Government Professionals Australia WA	Executive Leadership Program Attendance - September 2025 - Director C&G	MUNI	2,360.00
EFT60699	12/06/2025	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	155.00
EFT60700	12/06/2025	Machinery West	Lockable Fuel Cap - DA9781	MUNI	130.11
EFT60701	12/06/2025	Margery Ann Stevens	ERC Umpire Payment: 10/06/2025	MUNI	45.40
EFT60702	12/06/2025	Mary Dianne Reed	Refund Overpayment of Rates: A9200	MUNI	246.54
EFT60703	12/06/2025	McDonald Fencing	MAF 27816 - Install Rural Gate With Pine Timber Rail Fence on Northern Side	MUNI	935.00
EFT60704	12/06/2025	Mcleods Lawyers Pty Ltd	Legal Advice: 37 Twomey Rd - Encroachment Onto Crown Land - Matter # 53600	MUNI	770.88
EFT60705	12/06/2025	Mitchell Binning	ERC Umpire Payment: 11/06/2025	MUNI	111.20
EFT60706	12/06/2025	MJ Goods	ERC - Cafe Goods	MUNI	136.90
EFT60707	12/06/2025	Nutrien Ag Solutions	Weed Control - Eaton Drive Islands, Verges & Parkridge Estate Reserves	MUNI	1,798.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60708	12/06/2025	Officeworks Superstores Pty Ltd	Make-It Space Supplies, Stationery - ERC & Eaton Admin	MUNI	854.70
EFT60709	12/06/2025	Omnicom Media Group Australia Pty Ltd	9 x Invoices: Advertisements in the West Australian & South West Times Newspapers	MUNI	6,791.73
EFT60710	12/06/2025	Orbit Fitness Equipment	Extra Light Power Resistance Bands for Gym - ERC	MUNI	100.00
EFT60711	12/06/2025	Otis Elevator Company Pty Ltd	Quarterly Service of Lift - SoD Library, Administration & Community Building	MUNI	1,361.25
EFT60712	12/06/2025	P E Civil	MAF 27063 - Surface 200M With Limestone & Trim Vegetation - Leicester Wetland Fire Access Tracks	MUNI	40,425.00
EFT60713	12/06/2025	Perfect Gym Solutions Pty Ltd	Payrix Transaction Fees - May 2025	MUNI	30.47
EFT60714	12/06/2025	Perfect Landscapes	4 x Invoices: Weekly Reserves & Lawn Mowing	MUNI	7,563.71
EFT60715	12/06/2025	Perkins WA Pty Ltd	Amount Withheld in Terms of Contract for Maintenance Over DLP Period - Eaton Admin & Library Building	MUNI	9,409.45
EFT60716	12/06/2025	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	967.85
EFT60717	12/06/2025	PFI Supplies	Cleaning Supplies - Depot	MUNI	279.00
EFT60718	12/06/2025	Planning Institute of Australia	Conference - Breakfast With The Minister: 18/06/2025 - Director Sustainable Development	MUNI	250.00
EFT60719	12/06/2025	Promote You	Embroidery Of Staff Uniforms - PACE	MUNI	8.80
EFT60720	12/06/2025	Rawlinsons (W.A.)	Quantity Survey to Assessment of Perkins Construction Variation Schedule for the New Admin Building Project	MUNI	1,573.00
EFT60721	12/06/2025	Roadscan	Contract Labour - Ramm Validation & Update: 30/04-01/06/2025	MUNI	7,716.50
EFT60722	12/06/2025	Ruth Clifton	Refund Cat Cage Hire Bond - Receipt # 161128	MUNI	150.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60723	12/06/2025	Scavenger Fire & Safety	Firefighting Uniforms & Torches - Waterloo BFB - ESL Recurrent Exp	MUNI	835.18
EFT60724	12/06/2025	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	643.25
EFT60725	12/06/2025	Services Australia T/as Centrelink	Payroll Deductions	MUNI	285.65
EFT60726	12/06/2025	Signs Plus	Name Badges for Shire Staff	MUNI	160.00
EFT60727	12/06/2025	Sirsidynix Pty Ltd	Connector for Borrowbox - ECL	MUNI	165.00
EFT60728	12/06/2025	South West Isuzu	Purchase 2024 Isuzu Truck Less Trade In - DA325	MUNI	173,358.30
EFT60729	12/06/2025	South West Tree Safe	Line & Sight Tree Pruning - Damiani Italiano Rd	MUNI	3,850.00
EFT60730	12/06/2025	Stantons International Audit and Consulting Pty Ltd	Advice on Ferguson VBFB Procurement	MUNI	146.30
EFT60731	12/06/2025	Stephanie Congdon	Reimburse Uniform Purchase	MUNI	226.78
EFT60732	12/06/2025	Stratagreen	17 x Biotek Coir Log - Environmental Expenditure	MUNI	2,057.00
EFT60733	12/06/2025	Synergy	Townsite Street Lights & 4 x Electricity Supply Invoices	MUNI	34,779.82
EFT60734	12/06/2025	Tayla Giancono	Rates Refund for Assessment A2317	MUNI	678.57
EFT60735	12/06/2025	Team Global Express - Toll	Townsite, Henty Rd, Brigade & Environmental Postage	MUNI	987.53
EFT60736	12/06/2025	Telstra	Telephone - West Dardanup BFB	MUNI	62.50
EFT60737	12/06/2025	Teresa Marie Partridge	Reimburse Uniform Purchase	MUNI	134.80
EFT60738	12/06/2025	The Cafe Merchant & Merchant Warehouse Cafe	May 2025 Corporate & Governance Team Building Lunch, Staff Farewell Morning Tea & Top 20 OAG Celebration Morning Tea	MUNI	1,318.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60739	12/06/2025	Timber Insight	Bridge Repairs & Maintenance	MUNI	12,793.00
EFT60740	12/06/2025	Total Eden Pty Ltd	Reticulation Maintenance & Repairs - Gromark Park	MUNI	192.37
EFT60741	12/06/2025	TPG Network Pty Ltd	Enterprise Ethernet WAN Services - May 2025	MUNI	4,518.50
EFT60742	12/06/2025	Traffic Force	5 x Invoices: Traffic Control - Ferguson Road & Damiani Italiano Road	MUNI	27,373.29
EFT60743	12/06/2025	Tutt Bryant Hire	Plant Trailer & Slasher Hire - Martin Pelusey Road	MUNI	1,617.17
EFT60744	12/06/2025	VDW Electrical	Air Conditioner Decommission & Replacement - Waste Management & Power Pole Make Safe - Berkeley View	MUNI	2,943.46
EFT60745	12/06/2025	Veolia Recycling & Recovery Pty Ltd	Waste Transfer Station Recycling Skip & Cardboard Processing: May 2025	MUNI	1,392.30
EFT60746	12/06/2025	WA Car Wash Pty Ltd	Vehicle Detail - DA10181	MUNI	350.00
EFT60747	12/06/2025	Waterloo Nursery & Garden Centre	Small & Large Plant Hire & Maintenance of Non-Hired Plants: May 2025	MUNI	1,410.93
EFT60748	12/06/2025	Winc Australia Pty Ltd	Stationery - Eaton Admin, Upper Ferguson BFB & West Dardanup BFB	MUNI	1,413.02
EFT60749	12/06/2025	Work Clobber	5 x Invoices: Staff Uniforms - ERC & Works Crew	MUNI	759.60
EFT60750	12/06/2025	Wren Oil	Waste Oil Removed From Waste Transfer Station	MUNI	319.00
EFT60751	19/06/2025	Acromat	ERC - Service Basketball Backboards, Roof Mounts, Winches	MUNI	4,546.08
EFT60752	19/06/2025	AE Hoskins Building Services	Refurbishment of Eaton Recreation Centre Accessible Toilets and Changerooms: Progress Claim # 5	MUNI	1,604.86
EFT60753	19/06/2025	Altus Planning	Planning Consultants - Development Applications and Advice - May 2025	MUNI	32,483.00
EFT60754	19/06/2025	Amity Signs	5 x Street Signs - 4 x Roads	MUNI	568.15

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60755	19/06/2025	Ampol Australia Petroleum Pty Ltd	Shire Vehicles Fuel Usage - May 2025	MUNI	17,907.28
EFT60756	19/06/2025	Andrew White	Reimburse Starlink Internet: 22/05-22/06/2025 - J/C Brook BFB - ESL Recurrent Exp	MUNI	139.00
EFT60757	19/06/2025	Anne Deacon	ERC Umpire Payment: 17/06/2025	MUNI	83.40
EFT60758	19/06/2025	Aquila Food Forest	Sustainable Living Workshop: 12/06/2025	MUNI	400.00
EFT60759	19/06/2025	Asahi Beverages Pty Ltd	ERC - Cafe Goods - Drinks	MUNI	1,403.07
EFT60760	19/06/2025	ASN Conferences Pty Ltd	Registration & Accommodation - IPWEA International Public Works Conference 25-29/08/2025 - Director Infrastructure	MUNI	3,029.00
EFT60761	19/06/2025	Australia Day Council of WA (Inc)	2025-2026 Annual Subscription for Citizen of the Year Awards Presented on 26/01/2026	MUNI	800.00
EFT60762	19/06/2025	Australian Institute of Management - Western Australia	Networking for Success - Cr Gillespie & Effective People Management Course - Works Staff	MUNI	2,171.00
EFT60763	19/06/2025	B & B Street Sweeping Pty Ltd	Street Sweeping - Charlotte Street, Shenton Road & Ferguson Road	MUNI	3,314.85
EFT60764	19/06/2025	Benjamin Fishwick	ERC Umpire Payment: 18/06/2025	MUNI	83.40
EFT60765	19/06/2025	Brad Brooksby Consulting	TMP Review and Approval - Eaton Drive, Glen Huon & Cudliss Street	MUNI	264.00
EFT60766	19/06/2025	Brett Hodgson	ERC Umpire Payment: 18/06/2025	MUNI	111.20
EFT60767	19/06/2025	Brooks Hire Service Pty Ltd	Skid Steer Hire: 1-17/04/2025 - Martin Pelusey Road	MUNI	4,734.31
EFT60768	19/06/2025	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	851.18
EFT60769	19/06/2025	Bunbury Coffee Machines	ERC - Cafe Goods	MUNI	319.50
EFT60770	19/06/2025	Bunbury Plumbing Service	Supply and Install New Sink and Push Button Time Flow Pillar Tap - Dardanup Hall Public Toilet	MUNI	866.10

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60771	19/06/2025	Bunbury Retravision	TV Delivery Fee - ERC	MUNI	55.00
EFT60772	19/06/2025	Bunbury Towing	Removal of Abandoned Vehicles & Transport to Vehicle Impound Facility	MUNI	154.00
EFT60773	19/06/2025	Bunnings Group Limited	Various Items for Recycling Yard, Make it Space & Eaton Admin	MUNI	294.56
EFT60774	19/06/2025	Business Excellence Australia Ltd	1 Year Membership - 2025 - Business Excellence Australia	MUNI	1,400.00
EFT60775	19/06/2025	Capel Tree Service	Tree Pruning & Removal - Denison Link	MUNI	2,530.00
EFT60776	19/06/2025	Cat Welfare Society Inc	Cat Adoption Reports - May 2025	MUNI	22.00
EFT60777	19/06/2025	Celeste De Munck	Reimburse Uniform Purchase	MUNI	124.99
EFT60778	19/06/2025	Choiceone Pty Ltd	Labour Hire: 02-08/06/2025 - Martin Pelusey Road	MUNI	1,419.89
EFT60779	19/06/2025	Civil Projects Southwest	4 x Invoices: Machine Hire - South Road Ferguson, Richards Road & Rural Storm Damage Cleanup	MUNI	11,550.00
EFT60780	19/06/2025	Cleanaway Solid Waste Pty Ltd	Waste removal - Crooked Brook Road	MUNI	6,384.14
EFT60781	19/06/2025	Connect Call Centre Services	After Hours Call Centre - May 2025	MUNI	687.72
EFT60782	19/06/2025	Construction Training Fund : BCITF	BCITF Remittance - May 2025	MUNI	930.57
EFT60783	19/06/2025	Corenne Lynn	Sewing Workshop Facilitation - Make it Space	MUNI	1,500.00
EFT60784	19/06/2025	Corsign WA Pty Ltd	Parking Signs - Eaton Drive, Ferguson Road & Richards Road	MUNI	1,883.20
EFT60785	19/06/2025	Country Water Solutions	Reticulation Repairs - Illawarra Park	MUNI	1,487.72
EFT60786	19/06/2025	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	607.12

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60787	19/06/2025	Cross Security Services	Door Access System Update - ERC & Depot, Including Data Migration & Software Update	MUNI	990.00
EFT60788	19/06/2025	Dapco Tyre and Auto Centre	4 x Maxxis Tyres - DA9287	MUNI	1,090.00
EFT60789	19/06/2025	Dardy Cafe & Convenience Store	Supply of Consumables/Grocery Items (Milk, Coffee, Tea) - April & May 2025	MUNI	46.70
EFT60790	19/06/2025	Daryl Fishwick	ERC Umpire Payment: 18/06/2025	MUNI	55.60
EFT60791	19/06/2025	David Wells Builder	Temporary Fencing - Dardanup Office, Watsons Reserve Gazebo Refurbishment, Replace Clearlight & Unlock Door - ERC	MUNI	10,882.70
EFT60792	19/06/2025	Dell Australia Pty Ltd	Service Call to Repair Laptop Screen - Eaton Admin	MUNI	431.77
EFT60793	19/06/2025	Department of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BSL Remittance - May 2025	MUNI	8,552.45
EFT60794	19/06/2025	Diesel Force	Service Mini Digger - DA987	MUNI	1,115.79
EFT60795	19/06/2025	Donna Bastow	ERC Umpire Payment: 18/06/2025	MUNI	83.40
EFT60796	19/06/2025	Driva Pty Ltd	Payroll Clearing - Novated Lease Liabilities	MUNI	1,842.14
EFT60797	19/06/2025	Eaton Pet Vet	Vet Consultation & Supply Fees & Charges	MUNI	640.00
EFT60798	19/06/2025	Edge Landworks	MAF 27039 - Charolaise Mews - Mulching	MUNI	5,500.00
EFT60799	19/06/2025	Educa Aus	ERC - Educa Subscription June 2025	MUNI	141.67
EFT60800	19/06/2025	Ergolink Advanced Ergonomics	2 x Small Office Chairs Pace & Library	MUNI	934.49
EFT60801	19/06/2025	Erin Emerson	ERC Umpire Payment: 18/06/2025	MUNI	111.20
EFT60802	19/06/2025	Fit2Work	Police Clearance Checks - May 2025	MUNI	357.50



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60803	19/06/2025	Frontline Fire & Rescue Equipment	Cleaning Supplies: West Dardanup BFB - ESL Recurrent Exp	MUNI	464.40
EFT60804	19/06/2025	Galt Geotechnics Pty Ltd	Pavement Advice - Glenhuon Boulevard Traffic Signals	MUNI	655.88
EFT60805	19/06/2025	Georgia Elson	ERC Umpire Payment: 18/06/2025	MUNI	111.20
EFT60806	19/06/2025	Guardian First Aid and Fire	5 x Invoices: Annual First Aid Kit Servicing - BFB's, Vehicles, ERC, Offices	MUNI	6,401.69
EFT60807	19/06/2025	Heidelberg Materials Australia Pty Ltd	Scalps - Warburton Road	MUNI	692.84
EFT60808	19/06/2025	Insight Enterprises Australia Pty Ltd	Azure Plan Consumption: April 2025	MUNI	85.79
EFT60809	19/06/2025	J & P Group Pty Ltd	Rubble Bin Disposal & Replacement Less Sale of Scrap Metal - WTS	MUNI	69.96
EFT60810	19/06/2025	Joanna Hanson	Reimburse Uniform Purchase	MUNI	224.95
EFT60811	19/06/2025	Jordan Maree Pickering	Rates Refund for Assessment A10559	MUNI	33.59
EFT60812	19/06/2025	Kmart	ERC - Office Equipment	MUNI	235.00
EFT60813	19/06/2025	Land Insights	Parkridge Structure Plan: Assessment of Amendment #1 & # 2 and Council Report	MUNI	7,920.00
EFT60814	19/06/2025	Landgate	GRV General Revaluation 2024/2025	MUNI	154,398.73
EFT60815	19/06/2025	Lily Knight	ERC Umpire Payment: 17/06/2025	MUNI	83.40
EFT60816	19/06/2025	Mcleods Lawyers Pty Ltd	Legal Advice: 37 Twomey Rd - Encroachment Onto Crown Land - Matter # 53600	MUNI	1,027.84
EFT60817	19/06/2025	MDC Legal	Employee Investigation Refer HR	MUNI	27,084.75
EFT60818	19/06/2025	MJ Goods	ERC - Cafe Goods	MUNI	90.00
EFT60819	19/06/2025	Nightguard Security Service SW	Alarm Responses - Eaton Football Club Changerooms & Depot - May 2025	MUNI	572.85

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60820	19/06/2025	Paywise Pty Ltd	Payroll Clearing - Novated Lease Liabilities	MUNI	3,036.00
EFT60821	19/06/2025	Peoplekind Group Ltd T/as Outcare	Refund Hall Hire Bond - Inv 35082	MUNI	540.00
EFT60822	19/06/2025	PFD Food Services Pty Ltd	ERC - Cafe	MUNI	2,492.90
EFT60823	19/06/2025	PFI Supplies	Cleaning Supplies for SoD Library, Administration & Community Building	MUNI	610.60
EFT60824	19/06/2025	Planning Institute of Australia	PIA Membership 2025/26 - CEO - Paid as Per Contract of Employment	MUNI	734.00
EFT60825	19/06/2025	R & S Co Pty Ltd T/as Fresh Floral Studio	Sympathy Flowers for Staff Member	MUNI	125.00
EFT60826	19/06/2025	Recordpoint Software APAC Pty Ltd	Recordpoint Software Maintenance (1st July 2025 - 30th June 2026)	MUNI	21,444.87
EFT60827	19/06/2025	Robert's Tilt Tray and Hiab	Transport E - Waste Container From WTS to Total Green Recycling & Back to WTS	MUNI	1,089.00
EFT60828	19/06/2025	Scope Rentals Pty Ltd	Managed Print Service - Rental: June 2025	MUNI	2,675.20
EFT60829	19/06/2025	Securepay Pty Ltd	Bank Fees - 2024/2025 Securepay Web & IVR Merchant - May 2025	MUNI	2.64
EFT60830	19/06/2025	Seek Limited	Seek Contract #300706908 Usage: May 2025	MUNI	2,223.38
EFT60831	19/06/2025	Solargain PV Pty Ltd	ERC - Hot Water System Replacement	MUNI	6,798.50
EFT60832	19/06/2025	South West Audio Visual	Interactive Screen, Touch Hub Mobile Table Stand, Windows Ops, Delivery, & Installation - Education Expense	MUNI	12,872.75
EFT60833	19/06/2025	South West Fire Unit Fabrications	Repairs to Dardanup West 1.4 - Brakes & Siren: West Dardanup BFB - ESL Recurrent Exp	MUNI	1,092.20
EFT60834	19/06/2025	South West Networking	Supply & Install Seals to Existing Double Exit Doors to Basketball Court - ERC	MUNI	1,250.00
EFT60835	19/06/2025	South West Party Hire	ERC - Hire of Slushy Machine For Vacation Care	MUNI	265.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60836	19/06/2025	South West Tree Safe	Line & Sight Pruning - Dowdells Line	MUNI	3,850.00
EFT60837	19/06/2025	Southern Lock and Security	ERC - Reprogram Safe Code	MUNI	210.00
EFT60838	19/06/2025	St John Ambulance Western Australia Ltd	Defibrillator Battery & Pad - ERC, Defibrillator Pad - Eaton Admin & First Aid Course - IDS Officer	MUNI	937.00
EFT60839	19/06/2025	Synergy	7 x Electricity Accounts	MUNI	13,432.02
EFT60840	19/06/2025	T J Depiazzi & Sons	Mulch for Playground Renewals	MUNI	2,382.16
EFT60841	19/06/2025	Te Wairimu Elinor Pomare	ERC Umpire Payment: 18/06/2025	MUNI	55.60
EFT60842	19/06/2025	Team Global Express - Toll	Brigade & Environmental Health Service Postage 2024/25	MUNI	77.13
EFT60843	19/06/2025	Telstra	Staff Mobiles & Tablets	MUNI	3,370.19
EFT60844	19/06/2025	Teresa Marie Partridge	Reimburse Staff Leaving Gift - Council Contribution	MUNI	50.00
EFT60845	19/06/2025	The Trustee for AM2 & FM2 Trust	Myosh Subscription - June 2025	MUNI	653.40
EFT60846	19/06/2025	Veolia Recycling & Recovery Pty Ltd	Shire Bin Collection - May 2025	MUNI	97,592.59
EFT60847	19/06/2025	WA Car Wash Pty Ltd	Vehicle Cleaning - 2019 Subaru Forester Wagon 2.5l - 1INE581 (Was DA9605)	MUNI	350.00
EFT60848	19/06/2025	Westbooks	Local Stock Purchase - ECL	MUNI	105.31
EFT60849	19/06/2025	Winc Australia Pty Ltd	Stationery Order - Eaton Admin	MUNI	2,763.92
EFT60850	19/06/2025	Work Clobber	Uniforms for ERC Staff & Protective Clothing - Health	MUNI	1,386.90
EFT60851	19/06/2025	WSP Australia Pty Ltd	23/24 Groundwater Monitoring for DWER License L888 - Under Contract Con-F0164697	MUNI	18,766.39

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60852	19/06/2025	Zoodata	Annual Inspect License Package 01/07/2025-30/06/2026 Including Support (20 Hours)	MUNI	24,640.00
EFT60853	26/06/2025	Amity Signs	Galvanised Posts - Martin Pelusey Road, Concealed Driveway Sign & Posts - Simpson Road & 6 x Rural Road Numbers	MUNI	3,035.89
EFT60854	26/06/2025	Amy Helen Lawrence	Uniform Reimbursement	MUNI	142.85
EFT60855	26/06/2025	Andrew White	Reimburse Starlink Internet Subscription 22/06-22/07/2025 - J/C Brook BFB - ESL Recurrent Exp	MUNI	139.00
EFT60856	26/06/2025	Annette Webster	Meeting Allowance	MUNI	1,414.08
EFT60857	26/06/2025	Anthony Charles Jenour	Meeting Allowance	MUNI	1,414.08
EFT60858	26/06/2025	Aqua Chill	ERC - 2 x Water Cooler Rental	MUNI	448.80
EFT60859	26/06/2025	Australian Tax Office	PAYG - Payrun: 20/06/2025	MUNI	86,927.00
EFT60860	26/06/2025	Baileys Fertilisers	Treatment - Burekup Oval Drainage Improvement	MUNI	3,118.50
EFT60861	26/06/2025	BCE Surveying Pty Ltd	Survey Stormwater Pit Lids - Montgomery Drive	MUNI	2,772.00
EFT60862	26/06/2025	Benara Nurseries	Renew Plantings 2024-2025	MUNI	22,352.28
EFT60863	26/06/2025	Benjamin Fishwick	ERC Umpire Payment: 25/06/2025	MUNI	55.60
EFT60864	26/06/2025	Bhani Consulting Pty Ltd	Change Management Services: April-May 2025	MUNI	15,015.00
EFT60865	26/06/2025	Boyles Plumbing and Gas	Attend Site And Unblock Left Hand Side Toilet - Boyanup-Picton Road Public Toilet	MUNI	242.00
EFT60866	26/06/2025	Brett Hodgson	ERC Umpire Payment: 25/06/2025	MUNI	111.20

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60867	26/06/2025	Bunbury City Glass	Supply & Install 330Mm Mirror - SoD Library, Administration & Community Building	MUNI	353.00
EFT60868	26/06/2025	Bunbury Commercial Roofing	Gutter Repair - Dardanup Community Centre	MUNI	550.00
EFT60869	26/06/2025	Bunbury Mower Service	Cordless Hedge Trimmer	MUNI	494.00
EFT60870	26/06/2025	Bunnings Group Limited	Repair Items - ERC & Don Hewison Centre & Plant Tools	MUNI	1,182.79
EFT60871	26/06/2025	Burekup Cricket Club	Burekup Bollards Project - Community Grant Funding 24/25	MUNI	4,423.00
EFT60872	26/06/2025	Chantal Emily Joan Shorter	Reimburse Uniform Purchase	MUNI	220.50
EFT60873	26/06/2025	Chord Advisory Pty Ltd	Atco / Fortesque Future Industries Heads of Agreement	MUNI	871.20
EFT60874	26/06/2025	Chubb Fire and Security	Afterhours Call Out - Suspected Power Surge & Routine Service of Fire Protection System - Eaton Admin	MUNI	665.50
EFT60875	26/06/2025	Cleanaway Solid Waste Pty Ltd	3 x Invoices: Waste Disposal - Crooked Brook Road	MUNI	6,047.21
EFT60876	26/06/2025	Collins Booksellers Bunbury	Reference Book for Depot - Creating Black Cockatoo Friendly Suburbs	MUNI	49.99
EFT60877	26/06/2025	Country Landscaping Pty Ltd	Eaton Oval - New Yarragadee Bore & Irrigation Repairs - Swann Avenue	MUNI	52,333.90
EFT60878	26/06/2025	Country Water Solutions	Repair Retic on Pratt Road Verge in Front of Eaton Bowling Club	MUNI	1,169.03
EFT60879	26/06/2025	Dapco Tyre and Auto Centre	Service - DA9287	MUNI	605.53
EFT60880	26/06/2025	Daryl Fishwick	ERC Umpire Payment: 25/06/2025	MUNI	55.60
EFT60881	26/06/2025	Department of Communities	ERC - Education and Care Regulatory Unit - Annual Service Fee 2024-2025	MUNI	482.00
EFT60882	26/06/2025	Donna Bastow	ERC Umpire Payment: 25/06/2025	MUNI	111.20
EFT60883	26/06/2025	Dormakaba Australia Pty Ltd	ERC - Raise Front Entry Door Panels to Allow for New Flooring	MUNI	264.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60884	26/06/2025	Eaton Pet Vet	Vet Consultation & Supply Fees & Charges	MUNI	160.00
EFT60885	26/06/2025	Elite Supps Bunbury	Voucher Prize for June's Appraisal Promotion for ERC Members	MUNI	50.00
EFT60886	26/06/2025	Ellen Patricia Lilly	Meeting Allowance	MUNI	2,080.58
EFT60887	26/06/2025	Erin Emerson	ERC Umpire Payment: 25/06/2025	MUNI	111.20
EFT60888	26/06/2025	Evolved Sound	Music Subscription for the Fitness Centre - 22/06/2025 to 21/06/2026 - ERC	MUNI	1,680.00
EFT60889	26/06/2025	Ferguson Bushfire Brigade	Reimburse Starlink Internet Subscription 22/03-22/07/2026 - Ferguson BFB - ESL Recurrent Exp	MUNI	556.00
EFT60890	26/06/2025	Forestvale Trees Pty Ltd	Trees for Verge Maintenance	MUNI	7,551.50
EFT60891	26/06/2025	Geographe Community Landcare Nursery Inc.	1252 x Environmental Revegetation Tube Stock	MUNI	2,317.99
EFT60892	26/06/2025	Georgia Elson	ERC Umpire Payment: 25/06/2025	MUNI	111.20
EFT60893	26/06/2025	Glen Huon Primary School	2025 Licence Fee - Shared Bore Cost - Sindhi Park - Glen Huon Primary School	MUNI	500.00
EFT60894	26/06/2025	Goodman Solutions Pty Ltd	CEO Performance Review 2024/25 Consultant Fees	MUNI	7,645.00
EFT60895	26/06/2025	Guardian First Aid and Fire	First Aid Kit - 7 x BFB's	MUNI	792.00
EFT60896	26/06/2025	Heatleys	Restock PPE Supplies - Depot	MUNI	136.29
EFT60897	26/06/2025	Heidelberg Materials Australia Pty Ltd	Scalps - Warburton Road	MUNI	468.16
EFT60898	26/06/2025	Hooleys Catering Company	Ordinary Council Meeting Dinner - June 2025	MUNI	791.00
EFT60899	26/06/2025	Interia Systems	SoD New Admin & Library Building Additional Furniture	MUNI	10,947.75

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60900	26/06/2025	IT Blackspot	Windows 11 Pro License for BenQ Interactive Screen Ops - Make It Space	MUNI	375.00
EFT60901	26/06/2025	Inspired Development Solutions	CEO Performance Review Life Style Inventory 360 Assessment & Report	MUNI	3,850.00
EFT60902	26/06/2025	Jack David Manoni	Meeting Allowance	MUNI	1,414.08
EFT60903	26/06/2025	Jasmine Den Boer	Uniform Reimbursement	MUNI	311.90
EFT60904	26/06/2025	Jo Jingles South West	Jo Jingles Sessions for the Early Learning Program at Eaton, Dardanup & Burekup: June 2025	MUNI	2,332.00
EFT60905	26/06/2025	John Thompson	ERC Umpire Payment: 25/06/2025	MUNI	83.40
EFT60906	26/06/2025	Lerma Butler	Uniform Reimbursement	MUNI	139.90
EFT60907	26/06/2025	Luke William Davies	Meeting Allowance	MUNI	1,414.08
EFT60908	26/06/2025	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	155.00
EFT60909	26/06/2025	Malatesta Road Paving and Hotmix	Emulsion - Martin Pelusey Road	MUNI	360.00
EFT60910	26/06/2025	Mantrac Pty Ltd	Construct Limestone Footpath at East End of Millard Street - Duck Pond & Turf works - Eaton Boat Ramp	MUNI	10,821.80
EFT60911	26/06/2025	Margery Ann Stevens	ERC Umpire Payment: 24/06/2025	MUNI	45.40
EFT60912	26/06/2025	Mark Richard Hutchinson	Meeting Allowance	MUNI	1,414.08
EFT60913	26/06/2025	Michelle Sutton	Uniform Reimbursement	MUNI	311.52
EFT60914	26/06/2025	Patrick Hughes	Refund Fuel Purchase Due to Fuel Card Not Available	MUNI	205.77
EFT60915	26/06/2025	Perfect Landscapes	7 x Invoices: Weekly Lawn & Reserve Mowing, Turf Renovations - Eaton Foreshore, Top Dress & Wetta Soil - Burekup Oval	MUNI	14,830.36

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60916	26/06/2025	PFI Supplies	ERC - Cleaning Supplies	MUNI	474.40
EFT60917	26/06/2025	Promote You	Embroidery of Staff Uniforms - Admin	MUNI	79.20
EFT60918	26/06/2025	Regional Media Specialists P/L	Advertising in Bunbury Herald Newspaper for Monthly Community News Page: May 2025	MUNI	1,031.89
EFT60919	26/06/2025	Rentokil Initial Pty Ltd	Quarterly Pest Control: 19/07-18/10/2025 - Dardanup Central BFB - ESL Recurrent Exp	MUNI	181.90
EFT60920	26/06/2025	Scope Electrical Contracting Pty Ltd	Additional Data & Power for New Desks - Eaton Administration Centre & Isolate Circuit to Raise Bench Height - ECL	MUNI	10,679.57
EFT60921	26/06/2025	Scope Rentals Pty Ltd	Managed Print Service - Usage: May 2025	MUNI	1,666.42
EFT60922	26/06/2025	Scott Andrew Bradby	Reimburse 306 Km Travel - Burekup BFB - ESL Recurrent Exp	MUNI	200.32
EFT60923	26/06/2025	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	643.25
EFT60924	26/06/2025	Services Australia T/as Centrelink	Payroll Deductions	MUNI	292.00
EFT60925	26/06/2025	Signs Plus	Name Badges for Shire Staff	MUNI	120.00
EFT60926	26/06/2025	South West Tree Safe	Tree Pruning - Rose Street	MUNI	3,850.00
EFT60927	26/06/2025	Stacey Gillespie	Meeting Allowance	MUNI	1,414.08
EFT60928	26/06/2025	Stewart and Heaton Clothing Company Pty Ltd	2 x BFB Name Badges	MUNI	16.81
EFT60929	26/06/2025	Synergy	Electricity - Dardanup Oval, Depot & Glen Huon Oval & Club Rooms	MUNI	2,988.55
EFT60930	26/06/2025	Taneta Bell	Meeting Allowance	MUNI	1,414.08
EFT60931	26/06/2025	Te Wairimu Elinor Pomare	ERC Umpire Payment: 25/06/2025	MUNI	83.40



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60932	26/06/2025	Team Global Express - Toll	Environmental Postage 2024/25	MUNI	640.05
EFT60933	26/06/2025	Technogym Australia Pty Ltd	ERC - My Wellness Boost 12 Month Software & Consultancy Services:	MUNI	8,263.20
EFT60934	26/06/2025	Teresa Marie Partridge	Uniform Reimbursement	MUNI	176.72
EFT60935	26/06/2025	Theo Naude	Reimbursement of Excess Deduction on Novated Lease to Cover FBT Liability as at 31/03/2025	MUNI	1,149.27
EFT60936	26/06/2025	Tricia Richards	Reimburse Uniform Purchase	MUNI	97.00
EFT60937	26/06/2025	Tyrrell Gardiner	Local Government Allowance	MUNI	4,727.50
EFT60938	26/06/2025	VDW Electrical	Lofthouse Park Light Junction Box Replacement & Cable Extension	MUNI	363.00
EFT60939	26/06/2025	WALGA	Training - Manager Governance & Senior Governance Officer	MUNI	1,963.50
EFT60940	26/06/2025	Westrac Pty Ltd	Brush for Cat Loader - DA2833	MUNI	2,505.19
EFT60941	26/06/2025	Work Clobber	Replacement PPE Uniform - Public Works	MUNI	861.30
EFT60942	30/06/2025	ABC Filter Exchange	ERC - Exchange 4 x Filters for Deep Fryer in Cafe Kitchen - Quarterly	MUNI	55.00
EFT60943	30/06/2025	Acromat	ERC - Service 4 x Retractable Grandstands	MUNI	4,354.35
EFT60944	30/06/2025	Amity Signs	4 x Street Signs	MUNI	440.00
EFT60945	30/06/2025	Angela Jayne Brooke	CPR Refresher: 27/06/2025 - 8 x ERC Staff	MUNI	400.00
EFT60946	30/06/2025	Australind Landscaping Supplies	Kanga Hire - Eaton Foreshore	MUNI	320.00
EFT60947	30/06/2025	BES Electrical Solutions WA	Replace Faulty RCD: West Dardanup BFB - ESL Recurrent Exp	MUNI	409.75

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60948	30/06/2025	Blue Vane Scoreboards Pty Ltd	Supply 1 x K3 Control Panel and 1 x Shot Clock Controller for Scoreboards - ERC	MUNI	852.50
EFT60949	30/06/2025	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	680.52
EFT60950	30/06/2025	Bunbury Towing	Remove Abandoned Vehicle & Transport to Vehicle Impound Facility	MUNI	308.00
EFT60951	30/06/2025	Bunnings Group Limited	ERC - Cupboard For Creche	MUNI	103.35
EFT60952	30/06/2025	C.E.M. Alliance Pty Ltd	Change Out Tank Outlet Fitting: Dardanup Central BFB - ESL Recurrent Exp	MUNI	3,598.10
EFT60953	30/06/2025	Capel Tree Service	6 x Invoices: Trees Removal/Stump Grind/Tree Pruning	MUNI	9,768.00
EFT60954	30/06/2025	Caroline Mears	Chair Yoga Classes - ERC: June 2025	MUNI	140.00
EFT60955	30/06/2025	Ceilingworks Australia	New Steel Stud Wall & 2 x Solid Core Doors for Internal Acoustic Council Chamber Air-Lock Door - Eaton Admin	MUNI	19,430.71
EFT60956	30/06/2025	Civil Projects Southwest	Machine Hire: Crooked Brook Rd, Warburton Rd, Wellington Mill Rd, Forest Rd & Dardanup Cemetery	MUNI	13,051.50
EFT60957	30/06/2025	Cleanaway Solid Waste Pty Ltd	3 x Invoices: Waste Disposal - Crooked Brook Road	MUNI	5,941.26
EFT60958	30/06/2025	Country Water Solutions	Supply & Install Mesh Cage - Eaton Oval New Bore	MUNI	1,760.02
EFT60959	30/06/2025	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	1,038.12
EFT60960	30/06/2025	Dapco Tyre and Auto Centre	Trailer Repairs - DA15303, Service - DA8222 & DA995	MUNI	2,534.37
EFT60961	30/06/2025	Dardanup Rural Supplies	Star Pickets - Road Side Number Installations	MUNI	232.00
EFT60962	30/06/2025	David Wells Builder	Sand & Reseal Floor, Sand & Paint Fireplace Trim, Sand & Repaint Blackboard Frames - Don Hewison Centre	MUNI	1,980.00
EFT60963	30/06/2025	Diesel Force	Cat Grader Service & Steering Check - DA698	MUNI	5,159.89

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60964	30/06/2025	DL & SC Brindley	Internal Painting of Ceilings, Walls, Entry Doors & Frames - Don Hewison Centre	MUNI	4,750.00
EFT60965	30/06/2025	Eaton-Australind Volunteer Fire Brigade	MAF 27010 - Prescribed Burn (17/5/2025) - Marri Reserve, Eaton	MUNI	2,800.00
EFT60966	30/06/2025	Frontline Fire & Rescue Equipment	Fire Hydrant Identification Items: Dardanup Central BFB - ESL Recurrent Exp	MUNI	1,008.16
EFT60967	30/06/2025	Hynes Contracting	Minor Drainage Works - Golding Crescent	MUNI	4,600.00
EFT60968	30/06/2025	Interfire Agencies	Fire Blanket - 6 x BFB's	MUNI	2,329.34
EFT60969	30/06/2025	Interia Systems	Furniture - Eaton Admin Office	MUNI	4,925.25
EFT60970	30/06/2025	Joselito Sabado	Crossover Rebate - A12497	MUNI	183.38
EFT60971	30/06/2025	Kmart	ERC - Children Service Items - Creche & Vacation Care	MUNI	718.10
EFT60972	30/06/2025	Kyle Graham Oliver	Crossover Rebate - A12399	MUNI	137.80
EFT60973	30/06/2025	Landgate	UV & GRV Interim Valuations	MUNI	1,317.55
EFT60974	30/06/2025	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	310.00
EFT60975	30/06/2025	Mario Contarino T/as Southwest Fire Mitigation Services	MAF 27058 - Install Culvert on Fire Access Track Off Bailey Loop, West Dardanup	MUNI	3,520.00
EFT60976	30/06/2025	Officeworks Superstores Pty Ltd	ERC & ECL - Office Stationary	MUNI	1,490.21
EFT60977	30/06/2025	Perfect Landscapes	Weekly Reserves & Lawn Mowing	MUNI	4,925.37
EFT60978	30/06/2025	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	2,718.45
EFT60979	30/06/2025	PFI Supplies	Backpack Vacuum - Eaton Admin Office & Cleaning - Eaton Foreshore Toilets & Depot	MUNI	753.70

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60980	30/06/2025	Print Media Group	Supplies for BFB's	MUNI	885.94
EFT60981	30/06/2025	RTV Computers Pty Ltd	2 x Laptops & Monitor - Admin OH	MUNI	19,747.70
EFT60982	30/06/2025	Scavenger Fire & Safety	Fire Fighting Supplies - West Dardanup BFB & Burekup BFB	MUNI	3,363.25
EFT60983	30/06/2025	Scope Business Imaging	Repairs to Printer: Waterloo BFB - ESL Recurrent Exp	MUNI	330.00
EFT60984	30/06/2025	Scope Electrical Contracting Pty Ltd	Replace 32 x LED Panels in Gym & 4 x Downlights in Foyer - ERC & Install Suspended GPO - Make it Space	MUNI	11,067.94
EFT60985	30/06/2025	South West Tree Safe	Westen Power Notice - Eaton Drive & Tree Pruning - Offer Road & Moore Road	MUNI	13,200.00
EFT60986	30/06/2025	Southern Lock and Security	ERC - Replace Lock in Cafe Kitchen Door & Repair Emergency Exit Door Lock, East End Exit & Membership Office	MUNI	853.60
EFT60987	30/06/2025	Supreme Gutter Clean	Gutter Cleaning - Dardanup Office	MUNI	500.00
EFT60988	30/06/2025	Telstra	Phone - Eaton Admin Centre, Burekup BFB & West Dardanup BFB	MUNI	1,217.78
EFT60989	30/06/2025	Total Hygiene	Sanitary Bin & Nappy Service: May-September 2025 - Glen Huon Club Rooms	MUNI	1,254.00
EFT60990	30/06/2025	Traffic Force	Traffic Control - Dowdells Line	MUNI	1,294.62
EFT60991	30/06/2025	WA Data Cabling	ERC - Fix Basketball Scoreboard, Check Floor Connections and Controllers	MUNI	385.00
EFT60992	30/06/2025	West Oz Linemarking	Crampton Ave Carpark ACROD Bay Linemarking	MUNI	852.50
EFT60993	30/06/2025	Westrac Pty Ltd	Brush for Cat Loader - DA2833	MUNI	297.37
EFT60994	30/06/2025	Woolworths Group Limited - Online Order Only	ERC - Cafe Goods & Supplies for Staff & Council Chambers Kitchen	MUNI	1,986.55

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60995	30/06/2025	Woolworths Group Limited - Openpay Portal	ERC - Cafe Goods & Supplies for Staff & Council Chambers Kitchen	MUNI	173.60
EFT60996	30/06/2025	Work Clobber	Replacement Safety Boots - Public Works	MUNI	201.60
<b>DIRECT DEBIT</b>					
DD18770.1	02/06/2025	Commonwealth Bank of Australia	CBA SecurePay Merchant Fees	MUNI	1,217.65
DD18771.1	06/06/2025	PAYRIX	2024/25 Payrix Fee for Synergy Online Payment Platform	MUNI	6.93
DD18771.2	13/06/2025	PAYRIX	2024/25 Payrix Fee for Synergy Online Payment Platform	MUNI	18.84
DD18774.1	16/06/2025	Commonwealth Bank of Australia	CBA Activity Statement - May 2025	MUNI	670.70
DD18774.2	20/06/2025	PAYRIX	2024/25 Payrix Fee for Synergy Online Payment Platform	MUNI	6.80
DD18789.1	24/06/2025	Australia Post	2024/25 Australia Post Commission for Rates Payments - June 2025	MUNI	21.89
<b>BPAY</b>					
<b>CHEQUE</b>					
68	03/06/2025	Shire of Dardanup - Please Pay Cash	Eaton Petty Cash Recoup	MUNI	110.45
<b>INTERNATIONAL</b>					
DD18779.1	26/06/2025	Serif (Europe) Ltd	Affinity V2 Universal Licence - Business Perpetual	MUNI	1,068.70
<b>TRUST</b>					
<b>DEBIT CARD</b>					

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
<b>CREDIT CARD</b>					
DD18792.1	27/06/2025	Udemy Australia Pty Ltd	Udemy Annual Subscription - Online Training Library	MUNI	228.00
DD18792.2	27/06/2025	Woolworths Group Limited - Openpay Portal	Staff Leaving Gift	MUNI	300.00
DD18792.3	27/06/2025	Facebook Ireland Limited	ERC Program And Service Marketing	MUNI	90.00
DD18792.4	27/06/2025	Invarion Rapid plan Pty Ltd	Rapidpath Online Subscription - 1 Month	MUNI	109.95
DD18792.5	27/06/2025	Mailchimp	Monthly Subscription and Charge for Email Newsletters June 2025	MUNI	205.84
DD18792.6	27/06/2025	Canva Pty Ltd	Subscription for Teams	MUNI	164.99
DD18792.7	27/06/2025	Department of Transport	SoD Special Number Plate Application - 2008DA	MUNI	200.00
DD18792.8	27/06/2025	Shire of Harvey	Transfer Fee for 0DA/1IQD629	MUNI	31.10
DD18792.9	27/06/2025	Humanitix Limited	Director Corporate & Governance Attendance at 2025-2026 State Budget Lunch - 20/06/2025	MUNI	201.39
DD18792.10	27/06/2025	SAI Global Australia Pty Ltd	Australian Standard - SA HB 214:2023 - Urban Green Infrastructure - Planning and Decision Framework	MUNI	105.16
DD18792.11	27/06/2025	Qantas Airways Limited	Director Infrastructure - Return Flights Sydney - IPWEA International Public Works Conference: 25-28/08/2025	MUNI	867.15
<b>FUEL PURCHASING CARD</b>					
	30/04/2025	DA005	Fuel		87.96
	30/04/2025	DA8457	Fuel		155.83
	30/04/2025	DA698	Fuel		391.04
	30/04/2025	008DA	Fuel		99.26
	30/04/2025	DA994	Fuel		86.36
	30/04/2025	DA613	Fuel		134.81

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	30/04/2025	VARIOUS	Fuel	87.44
	01/05/2025	2WATERLOO	Fuel	46.63
	01/05/2025	DA988	Fuel	87.81
	01/05/2025	DA997	Fuel	89.32
	02/05/2025	DA004	Fuel	18.77
	02/05/2025	DA004	Fuel	59.96
	02/05/2025	DA955	Fuel	94.30
	02/05/2025	DA1314	Fuel	29.15
	02/05/2025	DA329	Fuel	70.99
	02/05/2025	DA993	Fuel	83.86
	02/05/2025	DA9781	Fuel	94.74
	02/05/2025	HIRE PLANT	Fuel	1643.36
	05/05/2025	DA628	Fuel	137.06
	05/05/2025	DA1314	Fuel	81.92
	05/05/2025	SUNDRY 1	Fuel	137.06
	05/05/2025	DA9513	Fuel	171.72
	05/05/2025	DA10091	Fuel	66.29
	05/05/2025	DA10105	Fuel	33.78
	05/05/2025	DA017	Fuel	158.66
	05/05/2025	DA994	Fuel	38.60
	05/05/2025	DA994	Fuel	106.81
	05/05/2025	DA996	Fuel	132.31
	05/05/2025	DA995	Fuel	96.19
	06/05/2025	DA005	Fuel	106.98
	06/05/2025	DA8200	Fuel	107.25
	06/05/2025	DA9287	Fuel	106.43
	06/05/2025	DA648	Fuel	118.67
	06/05/2025	DA563	Fuel	101.06
	06/05/2025	DA613	Fuel	98.79
	07/05/2025	DA698	Fuel	517.90
	07/05/2025	DA1314	Fuel	23.77
	07/05/2025	DA9219	Fuel	221.44
	07/05/2025	DA994	Fuel	53.14
	09/05/2025	DA588	Fuel	95.47

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	09/05/2025	DA0	Fuel	90.05
	09/05/2025	DA8222	Fuel	95.34
	09/05/2025	DA429	Fuel	62.61
	09/05/2025	DA9376	Fuel	93.98
	09/05/2025	DA329	Fuel	68.61
	09/05/2025	DA993	Fuel	111.43
	09/05/2025	DA613	Fuel	85.88
	12/05/2025	DA005	Fuel	93.33
	12/05/2025	DA8457	Fuel	175.26
	12/05/2025	DA995	Fuel	82.06
	12/05/2025	DA9781	Fuel	89.26
	12/05/2025	DA997	Fuel	89.62
	13/05/2025	DA588	Fuel	62.26
	13/05/2025	DA10105	Fuel	44.13
	13/05/2025	DA325	Fuel	211.78
	13/05/2025	DA994	Fuel	74.44
	13/05/2025	DA996	Fuel	117.16
	14/05/2025	SUNDRY 1	Fuel	135.58
	14/05/2025	DA10091	Fuel	59.93
	14/05/2025	DA988	Fuel	97.47
	14/05/2025	DA613	Fuel	86.15
	14/05/2025	DA9668	Fuel	92.21
	15/05/2025	DA005	Fuel	91.36
	15/05/2025	DA628	Fuel	213.89
	15/05/2025	DA1314	Fuel	82.81
	15/05/2025	DA648	Fuel	90.08
	15/05/2025	DA017	Fuel	153.40
	15/05/2025	DA9605	Fuel	39.39
	16/05/2025	DA8200	Fuel	105.03
	16/05/2025	DA004	Fuel	108.75
	16/05/2025	DA588	Fuel	57.21
	16/05/2025	DA329	Fuel	39.82
	16/05/2025	DA9605	Fuel	17.65
	16/05/2025	DA994	Fuel	77.31



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	16/05/2025	DA993	Fuel	111.31
	16/05/2025	DA997	Fuel	39.40
	18/05/2025	BUREKUP	Fuel	86.36
	18/05/2025	1WATERLOO	Fuel	108.10
	19/05/2025	DA005	Fuel	95.43
	19/05/2025	DA8457	Fuel	138.85
	19/05/2025	DA8673	Fuel	109.66
	19/05/2025	DA9287	Fuel	111.67
	19/05/2025	DA9781	Fuel	97.66
	20/05/2025	DA955	Fuel	113.04
	20/05/2025	DA1314	Fuel	85.44
	20/05/2025	DA8222	Fuel	90.10
	20/05/2025	DA10105	Fuel	49.71
	20/05/2025	DA9219	Fuel	238.50
	20/05/2025	DA995	Fuel	107.62
	21/05/2025	DA628	Fuel	187.19
	21/05/2025	DA588	Fuel	46.67
	21/05/2025	DA563	Fuel	66.61
	21/05/2025	DA9605	Fuel	29.22
	21/05/2025	DA994	Fuel	88.52
	21/05/2025	DA996	Fuel	124.79
	21/05/2025	DA10817	Fuel	37.54
	21/05/2025	DA997	Fuel	98.49
	22/05/2025	DA005	Fuel	79.33
	22/05/2025	DA9513	Fuel	322.23
	22/05/2025	DA9774	Fuel	371.78
	22/05/2025	DA429	Fuel	66.74
	22/05/2025	DA9581	Fuel	181.73
	22/05/2025	DA017	Fuel	137.92
	22/05/2025	DA9605	Fuel	20.94
	22/05/2025	DA993	Fuel	101.97
	22/05/2025	DA613	Fuel	114.93
	23/05/2025	DA005	Fuel	94.20
	23/05/2025	DA1314	Fuel	25.78

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	23/05/2025	008DA	Fuel	86.30
	23/05/2025	DA329	Fuel	46.53
	23/05/2025	DA9605	Fuel	18.27
	25/05/2025	1BYC846	Fuel	103.97
	25/05/2025	1BYC846	Fuel	43.25
	26/05/2025	DA8457	Fuel	160.73
	26/05/2025	DA004	Fuel	116.10
	26/05/2025	DA648	Fuel	107.63
	26/05/2025	DA10105	Fuel	56.80
	26/05/2025	DA9605	Fuel	60.73
	26/05/2025	DA988	Fuel	96.05
	26/05/2025	HIRE PLANT	Fuel	1615.34
	27/05/2025	DA8200	Fuel	109.81
	27/05/2025	DA9287	Fuel	99.67
	27/05/2025	DA993	Fuel	129.27
	27/05/2025	DA995	Fuel	97.85
	27/05/2025	VARIOUS	Fuel	76.62
	28/05/2025	DA005	Fuel	94.16
	28/05/2025	DA8200	Fuel	24.65
	28/05/2025	SUNDRY 1	Fuel	137.03
	28/05/2025	2WATERLOO	Fuel	61.33
	28/05/2025	DA8222	Fuel	110.60
	28/05/2025	DA10091	Fuel	79.13
	28/05/2025	DA994	Fuel	85.63
	28/05/2025	DA613	Fuel	121.91
	29/05/2025	DA628	Fuel	177.51
	29/05/2025	008DA	Fuel	59.15
	29/05/2025	DA997	Fuel	96.73
	30/05/2025	DA005	Fuel	60.79
	30/05/2025	DA0	Fuel	79.28
	30/05/2025	DA955	Fuel	80.95
	30/05/2025	DA1314	Fuel	86.97
	30/05/2025	DA10091	Fuel	48.89
	30/05/2025	DA017	Fuel	148.20

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	30/05/2025	DA329	Fuel	75.15
	30/05/2025	DA9605	Fuel	48.80
	30/05/2025	DA994	Fuel	91.20
	30/05/2025	DA613	Fuel	66.74

**PAYROLL**

DD18743.1	06/06/2025	Aware Super Pty Limited	Payroll Deductions	MUNI	31,324.36
DD18743.2	06/06/2025	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	538.13
DD18743.3	06/06/2025	Hostplus	Payroll Deductions	MUNI	1,377.81
DD18743.4	06/06/2025	Australiansuper	Payroll Deductions	MUNI	8,898.89
DD18743.5	06/06/2025	Hesta Super Fund	Payroll Deductions	MUNI	2,636.87
DD18743.6	06/06/2025	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,012.83
DD18743.7	06/06/2025	Australian Ethical Superannuation	Payroll Deductions	MUNI	523.54
DD18743.8	06/06/2025	Australian Super	Superannuation Contributions	MUNI	297.62
DD18743.9	06/06/2025	Colonial First State First Choice Wholesale Personal Super	Payroll Deductions	MUNI	1,521.35
DD18743.10	06/06/2025	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	557.61
DD18743.11	06/06/2025	Plum Superannuation Fund	Superannuation Contributions	MUNI	688.22
DD18743.12	06/06/2025	Australian Retirement Trust	Payroll Deductions	MUNI	1,403.13
DD18743.13	06/06/2025	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	319.20

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18743.14	06/06/2025	Public Sector Superannuation Accumulation Plan	Payroll Deductions	MUNI	781.14
DD18743.15	06/06/2025	Spirit Super	Superannuation Contributions	MUNI	348.08
DD18743.16	06/06/2025	Unisuper	Payroll Deductions	MUNI	1,600.96
DD18743.17	06/06/2025	The Trustee for the Bendigo Superannuation Plan	Superannuation Contributions	MUNI	313.81
DD18743.18	06/06/2025	Caresuper	Payroll Deductions	MUNI	973.47
DD18743.19	06/06/2025	Commonwealth Essential Super	Superannuation Contributions	MUNI	104.80
DD18743.20	06/06/2025	Mercer Super Trust	Superannuation Contributions	MUNI	403.94
DD18743.21	06/06/2025	Brajen Super Fund	Superannuation Contributions	MUNI	341.03
DD18743.22	06/06/2025	Rest Superannuation	Payroll Deductions	MUNI	2,752.38
DD18743.23	06/06/2025	The Bro Code Super Fund	Superannuation Contributions	MUNI	46.95
DD18743.24	06/06/2025	Thomson Family Superannuation Fund	Superannuation Contributions	MUNI	1,157.47
DD18743.25	06/06/2025	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	18.52
DD18743.26	06/06/2025	MLC Super Fund	Superannuation Contributions	MUNI	1,996.85
DD18743.27	06/06/2025	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	346.26
DD18743.28	06/06/2025	Hughes Superannuation Fund	Superannuation Contributions	MUNI	58.76
DD18768.1	20/06/2025	Aware Super Pty Limited	Payroll Deductions	MUNI	32,171.49

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18768.2	20/06/2025	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	538.13
DD18768.3	20/06/2025	Hostplus	Payroll Deductions	MUNI	1,316.94
DD18768.4	20/06/2025	Australiansuper	Payroll Deductions	MUNI	9,374.14
DD18768.5	20/06/2025	Hesta Super Fund	Payroll Deductions	MUNI	2,064.60
DD18768.6	20/06/2025	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,164.91
DD18768.7	20/06/2025	Australian Ethical Superannuation	Payroll Deductions	MUNI	599.34
DD18768.8	20/06/2025	Colonial First State First Choice Wholesale Personal Super	Payroll Deductions	MUNI	1,680.27
DD18768.9	20/06/2025	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	557.61
DD18768.10	20/06/2025	Plum Superannuation Fund	Superannuation Contributions	MUNI	757.07
DD18768.11	20/06/2025	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	319.20
DD18768.12	20/06/2025	Australian Retirement Trust	Payroll Deductions	MUNI	1,423.00
DD18768.13	20/06/2025	Public Sector Superannuation Accumulation Plan	Payroll Deductions	MUNI	892.78
DD18768.14	20/06/2025	Spirit Super	Superannuation Contributions	MUNI	348.08
DD18768.15	20/06/2025	Unisuper	Payroll Deductions	MUNI	1,593.01
DD18768.16	20/06/2025	The Trustee for the Bendigo Superannuation Plan	Superannuation Contributions	MUNI	313.81

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18768.17	20/06/2025	Caresuper	Payroll Deductions	MUNI	973.47
DD18768.18	20/06/2025	Commonwealth Essential Super	Superannuation Contributions	MUNI	150.17
DD18768.19	20/06/2025	Mercer Super Trust	Superannuation Contributions	MUNI	316.73
DD18768.20	20/06/2025	Brajen Super Fund	Superannuation Contributions	MUNI	272.82
DD18768.21	20/06/2025	Rest Superannuation	Payroll Deductions	MUNI	2,764.30
DD18768.22	20/06/2025	The Bro Code Super Fund	Superannuation Contributions	MUNI	62.59
DD18768.23	20/06/2025	Thomson Family Superannuation Fund	Superannuation Contributions	MUNI	1,157.47
DD18768.24	20/06/2025	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	18.52
DD18768.25	20/06/2025	MLC Super Fund	Superannuation Contributions	MUNI	1,493.73
DD18768.26	20/06/2025	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	346.26
DD18768.27	20/06/2025	Hughes Superannuation Fund	Superannuation Contributions	MUNI	73.45
					2,125,986.38

**REPORT  
TOTALS**

EFT	\$1,995,272.97
Muni Cheque	\$ 110.45
Trust	\$ -
Payroll	\$ 125,087.87
Credit Card	\$ 2,503.58
Debit Card	\$ -

**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



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
Direct Debit	\$ 1,942.81			
International	\$ 1,068.70		Chief Executive Officer: _____	
BPAY	\$ -			
TOTAL	<u>\$2,125,986.38</u>			

***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 To Purchase Goods and Services to a Specified Value, 1.2.31 Payments from the Municipal or Trust Funds and 1.2.35 Authorise Electronic Funds Transfers:

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

## Legal Implications

### Local Government Act 1995

*S6.5. Accounts and records*

*Local Government (Financial Management) Regulations 1996*

*R11. Payments, procedures for making etc.*

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

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

*R13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

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



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

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

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

**Council Plan**

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

**Environment** - None.

**Precedents**

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

**Budget Implications**

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

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

**Council Policy Compliance**

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

**Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.4.8] for full assessment document.

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

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

**Officer Comment**

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

END REPORT

## 12.5 COMMITTEES

### 12.5.1 Title: *Bush Fire Advisory Committee Meeting*

<b>Reporting Department:</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mr Ashwin Nair – Director Sustainable Development</i>
<b>Reporting Officer</b>	<i>Ms Amy Bywaters - Personal Assistant to Director Sustainable Development</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Attachments</b>	<i>Appendix ORD: 12.5.1- BFAC Minutes</i>

**MINUTES OF THE SHIRE OF DARDANUP BUSH FIRE COMMITTEE MEETING HELD ON WEDNESDAY, 9<sup>TH</sup> JULY 2025, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 7.00PM.**

#### ***Overview***

The Minutes of the Bush Fire Advisory Committee Meeting held on the 9<sup>th</sup> of July 2025 (Appendix ORD: 12.5.1) are attached.

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Minutes of the Bush Fire Advisory Committee Meeting held on 9<sup>th</sup> July 2025 (Appendix ORD: 12.5.1)**

#### **BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION 'A'**

**THAT Council supports the allocation of \$500 per brigade for provision of funding for training related purposes.**

**BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION 'B'**

**THAT Council adopt and advertise the 2025-2026 Shire of Dardanup Fire Prevention Order pursuant to Section 33(1) of the Bush Fires Act 1954 as follows:**

**2025-2026 FIRE PREVENTION ORDER****FIRST AND FINAL NOTICE**

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

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

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

**PLEASE READ THIS NOTICE CAREFULLY**

**If you do not understand this notice, please contact Emergency and Ranger Services (08) 9724 0000 or your local Fire Control Officer.**

**Persons who fail to comply with the requirements of the order may be issued with an infringement notice penalty (\$250) or prosecuted with an increased penalty (maximum penalty \$5,000).**

**Additionally, the Shire of Dardanup may carry out the required work at cost to the owner/occupier.**

**RESTRICTED BURNING PERIOD****No fire to be lit without first obtaining a Burning Permit****2 November 2025****to****14 December 2025*****(this period may be subject to change)*****PROHIBITED BURNING PERIOD****No fire to be lit during this period****15 December 2025****to****14 March 2026****RESTRICTED BURNING PERIOD****No fire to be lit without first obtaining a Burning Permit****15 March 2026****to****8 May 2026*****(this period may be subject to change)***

**NOTE:** The Shire of Dardanup Chief Bush Fire Control Officer may vary the dates of the Restricted and Prohibited burn periods depending on the bushfire risk within the shire.

It is recommended that you check with your local Fire Control Officer if unsure of any restrictions that may have been applied.

**REGISTER YOUR BURN WITH DFES**

Please remember to register ANY burn you plan to undertake at ANY time of the year with DFES on (08) 9395 9209

By notifying DFES, you will assist in preventing unnecessary call-outs of our local fire brigades when member of the public call 000

**FIRE PREVENTION WORKS**

The fire prevention work required on land is dependant on the land use as defined in this Notice. Should you be unsure of the category your land is classified as, please contact your local Fire Control Officer.

The specific requirements for each of the defined land types referred to in this Notice is as follows:

All flammable material/vegetation (except living shrubs and trees) **MUST** be maintained to a height that does not exceed 40 millimetres and all piles of flammable material are to be removed from the land.

**SMALL HOLDINGS (Rural Residential)**

A firebreak (as defined) must be installed immediately inside and along all property boundaries, 2 metres in width and 4 metres in height.



The firebreak may only deviate from a boundary up to 6 metres to avoid established trees and/or other natural features that would make it impractical to be installed on the boundary.

A 20 metre Asset Protection Zone (as defined) **MUST** be slashed to a height that does not exceed 80 millimetres and be free of all flammable material, vegetation (dead trees and branches) surrounding dwellings, sheds and all haystacks.

All land on the Lot but outside the Asset Protection Zone (excluding the firebreak) that is not being actively grazed and or managed is to be maintained to a height not exceeding 100 millimetres.

Hardstands, formed access ways and reticulated turf not exceeding a height of 40 millimetres and maintained in a green state may negate the need to install a firebreak in that area.

**BURN PILES** can be kept and are approved if they are no closer than 20 metres from any structure

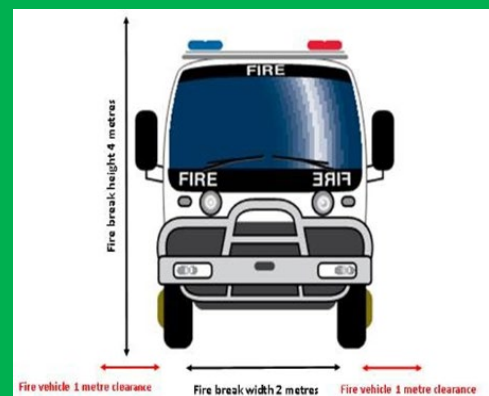
**FIREWOOD PILES** can be kept but are to be stored away from a dwelling during the Restricted and Prohibited burning periods.

## LARGE HOLDINGS

### (Agriculture and General Farming)

#### NON-IRRIGATED LAND

A vehicle access track 4 metres in width which must include a 2-metre wide and 4 metres high fire break (as defined) shall be installed immediately inside and along the lot boundary where it adjoins a road or railway reserve.



The firebreak may only deviate from the boundary, up to 6 metres to avoid established trees or other natural features that would make it impractical to install a firebreak at that location.

#### IRRIGATED LAND (as defined)

Firebreaks are **NOT** required on irrigated land that is being actively and regularly irrigated throughout the entire Restricted and Prohibited burning periods.

Irrigation channels that are situated inside and along a lot boundary will be accepted as a firebreak provided the irrigation channel is utilized on that property throughout the entire Restricted and Prohibited burning periods.

#### GENERAL NOTE

**BURN PILES** can be kept and are approved if they are no closer than 20 metres from any structure.

**All FIREWOOD PILES** can be kept but are to be stored away from a dwelling during the Restricted and Prohibited burning periods.

#### IMPORTANT NOTE:

Where land is not actively grazed or maintained for the duration of the Restricted and Prohibited burning

periods, a Fire Control Officer may require the landowner to undertake mitigation works to reduce the risk of bushfire. These works may include:

- the installation of a vehicle access track 4metres in width which includes a 2-metre wide and 4-metre-high firebreak as defined immediately inside and along all property boundaries; and/or
- The reduction of all flammable material including grass across the property to a height not exceeding 100 millimetres; and/or
- Undertake specific fire mitigation works as considered appropriate by the Fire Control Officer.

#### MIXED BUSINESS, COMMERCIAL AND INDUSTRIAL LAND

- All flammable material/vegetation (except living trees) **MUST** be slashed or grazed to a height that does not exceed 100 millimetres.
- Isolated flammable material such as dead tree and tree branches **MUST** be removed.
- BURN PILES can be kept and are approved if they are no closer than 20 metres from any structure.

#### PLANTATIONS

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

#### Information for all property owners/occupiers

- All properties must be compliant with the Fire Prevention Order by 30 November each year.
- An inspection of properties will be carried out in all areas of the Shire of Dardanup by an Authorised Officer from 1 December each year.
- Action will be taken for non-compliance with the Fire Prevention Order.
- Penalties will apply and the Shire of Dardanup may carry out the required work and charge the cost to the owner/occupier.
- When firebreak is created by spraying, it is recommended that they be sprayed by the end of August and re-applied as required to ensure the Firebreak remains complaint.

#### Firebreak variations/exemptions

If it is considered impractical for any reason to install a firebreak or remove flammable materials from any land as required by this Notice, you are required to make written application on an Approved Form to the Shire of Dardanup **no later than 30 September each year**.

This application shall include a plan detailing the alternative fire mitigation measures to be taken on the land. Prescribed Firebreak Variation/Exemption Forms are available from the Shire of Dardanup offices or by visiting the Shire of Dardanup website. If your application for a variation/exemption is not granted, you **must** comply with the requirements of this Order.

#### Burning Permits

Applications for burning permits are available from your local **Bush Fire Control Officer** at no cost. The

local Bush Fire Control Officer will note the relevant conditions you must comply with on your burning permit. The Shire of Dardanup office will be notified of all permits issued.

**Please note that Burning Permit is automatically invalidated on days of “high”, “extreme” or “catastrophic” fire danger rating.**

**Call DFES before you burn:** To minimise the use of resources on unnecessary call outs, burns conducted outside the restricted burning period are encouraged to ‘Register your Burn’ with the Department of Fire and Emergency Service (DFES) Communications Centre on (08) 9395 9209, immediately prior to commencing the burn.

**Burning within townsites:** No garden refuse is permitted to be burnt on the ground, in the open air or in an outdoor incinerator within the townsites of Dardanup, Eaton and Burekup at any time of the year unless a permit to burn has first been obtained from a Fire Control Officer. The issue of Permits in these areas is at the sole discretion of the Fire Control Officer.

**All other privately owned land in the Shire of Dardanup:** the burning of garden refuse, campfires and cooking fires are prohibited during the **Prohibited Burning Period**.

The burning of garden refuse and campfires and cooking fires during the **Restricted Burning Period** are not permitted unless a Permit to Burn has first been obtained from a Fire Control Officer.

#### **Solid Fuel Cooking Appliances**

*(pizza oven, outdoor barbeque and outdoor stove)*

The use of a solid fuel cooking appliance (appliance) is permitted without a permit on privately owned land within the Shire of Dardanup during the **Prohibited and Restricted Burning Periods** subject to the following conditions:

- The appliance is located on privately owned property;
- The Fire Danger Rating is Moderate or lower;
- The burn is registered with DFES prior to ignition;
- The appliance is fitted with an effective spark arrestor (where applicable);
- Flammable materials within 2 metres of the appliance is removed;
- Water is available on-site and readily accessible; and
- A responsible adult is in attendance throughout and until the fire is extinguished.

#### **Fire Pits**

The use of a fire pit may occur within the shire of Dardanup without a permit if it is in accordance with the applicable conditions for a solid fuel appliance as above and

- the Fire Pit is constructed from brick, stone or metal that fully encloses the fire to a height of no less than 300mm; and
- the total diameter of the pit does not exceed 1 metre.

**The lighting of a fire and the use of a fire pit or solid fuel cooking appliance in a public place may only be done with the prior consent of the competent Authority responsible for that land**



**Use of Solid Fuel Cooking appliances and Fire Pits are  
PROHIBITED  
during a  
TOTAL FIRE BAN**

**Definitions:** For the purpose of this Notice the following definitions apply:

**Asset Protection Zone (APZ):** Asset protection zones are a low fuel area surrounding a building and is designed to minimise the likelihood of flame contact and the effect of radiant heat on buildings. The asset protection zone must extend to a minimum of 20 metres from a building and be free from all flammable material. If there are large or trees overhanging a building in the asset protection zone, having them pruned by a professional contactor should be considered.

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

**Bushfire Management Plans:** A “Bushfire Management Plan” means a plan that has been developed by an accredited level 2 or 3 bushfire planning practitioner and approved by the Shire of Dardanup to reduce and/or mitigate fire hazards within a subdivision, lot or other area of land within the district. Properties with an approved Bushfire Management Plan must comply with its conditions as well as this Notice.

**Commercial land:** Means land located within a commercial or industrial subdivision whether developed or not, that may be used for the purpose of providing goods or services on a large scale.

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

**Industrial land:** Means land located within a commercial or industrial subdivision, whether developed or not, that may be used for the purpose of undertaking commercial works of a large scale or to produce goods or services.

**Irrigated land:** Means agricultural land on a Large Holding that is regularly watered and maintained in a non-flammable state for the whole of the restricted and prohibited burning periods.

**Large holdings:** Means a lot or combination of lots that has a total area of more than 5 hectares and where the intended purpose of the land is for agricultural purposes. Large Holdings may include one or more dwellings, structures for storage and maintenance and areas for tourist accommodation but do not include a plantation, industrial or commercial uses.

**Mixed business:** Means land on which a variety of smaller commercial or industrial activities may occur for the purpose of providing goods and services.

**Residential land:** Means land located within the townsites of Eaton, Dardanup and Burekup and its use is not used mixed business, commercial or industrial.

**Small holdings:** Means a lot outside of an urban area that does not exceed 5 hectares and may include a residential dwelling, and outbuildings for minor agricultural activities.

**Plantation:** Means a stand of trees of 10 hectare or larger, that is established by sowing or planting of native or exotic tree species and managed intensively for their commercial and/or environmental value. A plantation includes roads, tracks, firebreaks and small areas of native vegetation surrounded by plantations. Plantations are expected to be harvested, as implied by this definition

## Bush Fire Control

It is the responsibility of all owners/occupiers to extinguish any uncontrolled fire that may be burning on their property, and it is recommended that all property owners secure and maintain some convenient and effective type of fire-fighting equipment.

**NOTE** should a Bushfire Brigade assist with a fire on private property and it is extinguished, it is the property owner(s) responsibility to ensure that the fire does not reignite.

For further information and to understand what activities are and are not permitted during a Total Fire Ban or Harvest and Vehicle Movement Ban, please refer to the DFES Emergency WA website <https://www.dfes.wa.gov.au/hazard-information/bushfire>

**For more information regarding this Notice contact the Shire of Dardanup on (08) 9724 0000 or your local Fire Control Officer.**

### Interested in becoming involved in a volunteer bushfire brigade?

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

All volunteers are very welcome.

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

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

If you are interested in being a volunteer bushfire fighter, please contact the:  
Shire of Dardanup Emergency Management Officer (08) 9724 0347 or  
Email [brigade@dardanup.wa.gov.au](mailto:brigade@dardanup.wa.gov.au)

For all emergencies, please call 000



#### Fire Control Officers contact details:

Burekup District (Deputy CFCO North)	Mr Clay Rose	0429 194 735
Dardanup Central District	Mr Brendan Putt	0409 087 952
Eaton Townsite/District (Chief FCO)	Mr Chris Hynes	0428 825 496
Ferguson District	Mr Lyndon Skeers	0407 424 147
Joshua/Crooked Brook District	Mr Jeffrey Duncombe	0429 204 011
Upper Ferguson District	Mr Grant Ratcliffe	0419 865 483
Waterloo District (Deputy CFCO South)	Mr Robert Drennan	0427 263 243
Wellington Mills District	Mr Russell Harvie	0408 931 387
West Dardanup District	Mr Neil Dyer	0431 503 157
Fire Weather Officer	Mr Alan Charlton	0428 272 564
Shire of Dardanup	Mr Paul Sydney-Smith	(08) 9724 0000
Shire of Dardanup	Mr Dean Jolly	(08) 9724 0000
Shire of Dardanup	Mr Dallas Brennan	(08) 9724 0000

#### Register your mobile for SMS Messages

The Shire of Dardanup has implemented a SMS Notification Service for Total Fire Ban and Harvest and Vehicle Movement Bans, as well as information relating to restricted/prohibited burning periods. When a Total Fire Ban or Harvest and Vehicle Movement Ban is called, all mobile phones registered will receive a SMS directly to their mobile phone. This service is free. To subscribe please email your details to [records@dardanup.wa.gov.au](mailto:records@dardanup.wa.gov.au) or phone Ranger Services on (08) 9724 0307.

**Terms and conditions:** By subscribing to this service, you agree to receive SMS messages from the Shire of Dardanup regarding "Harvest and Vehicle Movement Bans" and other bans imposed during the fire season. You accept that by subscribing to this service you will receive message for the current and future fire seasons. The Shire of Dardanup reserves the right to discontinue this service at any time. Any decision to discontinue this service will be advised via this SMS service. You accept that radio announcements are still the primary means of notification of bans. In the event of a discrepancy between this SMS service and an announcement on the radio, the latter shall prevail. You have the right to unsubscribe from this service at any time. To unsubscribe, please notify the Shire of Dardanup in writing via email [records@dardanup.wa.gov.au](mailto:records@dardanup.wa.gov.au). You accept that the Shire may from time to time use

this SMS service to send other topical messages. If you have any enquires, please do not hesitate to contact the Shire of Dardanup during normal business hours on (08) 9724 0307.

**(08) 9724 0000**  
**1 Council Drive / PO Box 7016**  
**EATON WA 6232**  
[records@dardanup.wa.gov.au](mailto:records@dardanup.wa.gov.au)

### **Officer Comment**

As a result of a lack of quorum, due to Committee members having Financial Interests, the motion for endorsement of the Bushfire Control Officer was not put. The matter is now brought to Council for Council endorsement

### **OFFICER RECOMMENDED RESOLUTION “C”**

**THAT Council endorse the following persons as Bushfire Control Officers for the period 01/07/2025 – 30/06/2026 pursuant to Section 38(1) of the Bush Fires Act 1954 and the persons to be advertised pursuant to Section 38(2a) of the Bush Fires Act 1954 : -**

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

### **BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION ‘D’**

**THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Chief Bushfire Control Officer for the period 01/07/2025 – 30/06/2026:**

- Mr Chris Hynes

### **BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION ‘E’**

**THAT Council endorse the following person as Deputy Chief Bushfire Control Officer (North) for the period 01/07/2025 – 30/06/2026:**

- Mr Clay Rose

**BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION 'F'**

**THAT Council endorse the following person as Deputy Chief Bushfire Control Officer (South) for the period 01/07/2025– 30/06/2026:**

- Rob Drennan

**BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION 'G'**

**THAT Council endorse the following person to the Bushfire Advisory Committee in the position of Fire Weather Officer for the period 01/07/2025 – 30/06/2026:**

- Alan Charlton

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

None.

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

None.

**15 PUBLIC QUESTION TIME****16 MATTERS BEHIND CLOSED DOORS**

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

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

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

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

#### OFFICER RECOMMENDED RESOLUTION

**THAT in accordance with the Local Government Act 1995, S 5.23, section (2)(a) Council goes Behind Closed Doors at [TIME] to discuss a matter affecting an employee or employees to be discussed at the meeting.**

**16.1**      Title: Sustainable Development Directorate Structure Review

<b>Reporting Department</b>	<i>Executive</i>
<b>Responsible Officer</b>	<i>Mr André Schönfeldt - Chief Executive Officer</i>
<b>Reporting Officer</b>	<i>Mrs Teresa Partridge – Coordinator 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.*

**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.*

<b>17      CLOSURE OF MEETING</b>
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The Presiding Officer advises that the date of the next:

- Ordinary Meeting of Council will be Wednesday, the 27<sup>th</sup> of August 2025, 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.