



# A G E N D A

## ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 23<sup>rd</sup> of March 2022  
Commencing at 5.00pm

At

e-Meeting via  
[www.dardanup.wa.gov.au](http://www.dardanup.wa.gov.au)

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





## NOTICE OF AN ORDINARY COUNCIL E-MEETING

In accordance with the Local Government (Administration) Regulations 1996, the next Ordinary Meeting of the Shire of Dardanup Council will be held as an e-meeting (video conferencing) on Wednesday, 23<sup>rd</sup> of March 2022 at 5.00pm.

Members of the public are advised that the meeting can be accessed for viewing online and in real time by following the instructions on the Shire's website at <https://www.dardanup.wa.gov.au/view-council-meetings-online/>.

Members of the public are also encouraged to read the Shire's e-Meeting Guidelines for the Public, which are available on the Shire's website. These Guidelines provide advice on the public participation elements of the meeting agenda.

**MR ANDRÉ SCHÖNFELDT**  
Chief Executive Officer

Date: 18<sup>th</sup> of March 2022

**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

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

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## COUNCIL ROLE

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

## DISCLAIMER

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

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

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

## RISK ASSESSMENT

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

**RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE**

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

**RISK - LIKELIHOOD TABLE**

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

**LEVEL OF RISK GUIDE**

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



**SHIRE OF DARDANUP****AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ELECTRONICALLY [VIDEO CONFERENCING] ON WEDNESDAY, 23<sup>RD</sup> OF MARCH 2022, COMMENCING AT 5.00PM.****1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

The Presiding Member to declare the meeting open, welcome those in attendance, advise and acknowledge that the meeting will be conducted as an electronic meeting via video conferencing in accordance with the *Local Government (Administration) Regulations 1996*, refer to the Disclaimer, Acknowledgement of Country 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.*

*Affirmation of Civic Duty and Responsibility*

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

**2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED****E-MEETING PROCESS – ADVICE TO PUBLIC & ELECTED MEMBERS**

*The Presiding Member will confirm that each person expected to attend the meeting is connected to the e-Meeting platform and therefore in attendance [Roll Call].*

*The Presiding Member will call for each attendee to state their name to confirm that they are in attendance.*

*Presiding Member will then ask "Is there anyone in attendance that has not yet been recorded?"*

2.1 Attendance

2.2 Apologies

2.3 Leave of Absence

Cr. Stacey Gillespie - Elected Member (OCM: 20-22)

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

None.

## 4 PUBLIC QUESTION TIME

### E-MEETING PROCESS

*To facilitate the operation of an e-meeting and in accordance with Local Government (Administration) Regulation 1996 [Reg. 7], the Council is required to consider the suspension of certain Standing Orders, which cannot be practically applied to an e-meeting.*

#### OFFICER RECOMMENDED RESOLUTION

**THAT Council suspend the operation of the following clauses of the Shire of Dardanup Standing Orders Local Law for the duration of this e-Meeting:**

- **4.3 Order of business – particularly in relation (1)(o) the second Public question time;**
- **5.7 (b) Other procedures for question time for the public**
- **7.1 Members to occupy own seats;**
- **7.2 Members not to interrupt;**
- **7.7 Members who wish to speak;**
- **10.8 Method of taking vote.**

### E-MEETING PROCESS – ADVICE TO PUBLIC

*In accordance with Reg. 14E(4) of the Local Government (Administration) Regulations 1996, public question time at an e-meeting will be as prescribed in the e-Meeting Guidelines for the Public, which are available on the Shire's website at <https://www.dardanup.wa.gov.au/view-council-meetings-online/>.*

#### **Reg. 14E(4) of the Local Government (Administration) Regulations 1996**

- (4) *If a Council or a committee holds an electronic meeting, section 5.24 is modified so that the Council or committee allocates time for raising questions by members of the public, and the asking of and responding to those questions, if —*
- (a) *the Council or committee provides a means to submit a question prior to the meeting; and*
- (b) *the Council or committee determines at the meeting —*
- (i) *to respond to the question submitted by the member of the public at the meeting in accordance with the procedure determined by the Council or committee; or*
- (ii) *that, given the public health emergency, state of emergency or direction issued under the Public Health Act 2016 or the Emergency Management Act 2005, it is not appropriate to respond to the question at the meeting.*

*Members of the public are advised that should they wish for a question to be asked at the Council meeting, to please email [records@dardanup.wa.gov.au](mailto:records@dardanup.wa.gov.au) requesting a 'Form 60 – Public Question Time' or access the form on the Shire's website.*

*To have your question included in the meeting, the Public Question Time form will need to be received at the Shire of Dardanup email [records@dardanup.wa.gov.au](mailto:records@dardanup.wa.gov.au) by 12 midday of the day of the Council meeting.*

*Dependent on the volume of questions received, the questions may be taken on notice and not read aloud at the time of the meeting.*

**5 APPLICATIONS FOR LEAVE OF ABSENCE****COUNCIL RESOLUTION**

**THAT ..... be granted leave of absence for the Ordinary Council Meeting to be held on the 27<sup>th</sup> of April 2022.**

**6 PETITIONS/DEPUTATIONS/PRESENTATIONS****E-MEETING PROCESS – ADVICE TO PUBLIC**

*Deputations at an e-meeting will be as prescribed in the e-Meeting Guidelines for the Public, which are available on the Shire's website at <https://www.dardanup.wa.gov.au/view-council-meetings-online/>.*

*Deputations must be in writing and emailed through to [records@dardanup.wa.gov.au](mailto:records@dardanup.wa.gov.au) and addressed to the Chief Executive Officer, by midday the day prior to the Council meeting advising which item on the Agenda your deputation relates to.*

*A staff member from the Shire of Dardanup will contact you to explain the process for you to join the meeting via video conferencing and deliver your deputation.*

*Note: The Presiding Member will not accept a Deputation where the matter does not relate to an item in the e-Meeting Agenda.*

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

7.1 Ordinary Council Meeting Held on the 23<sup>rd</sup> of February 2022

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Ordinary Meeting of Council held on the 23<sup>rd</sup> of February 2022, be confirmed as true and correct subject to no/the following corrections:**

**8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION****8.1 Title: Dardanup Cemetery – Acknowledgement of the Piacentini Family**

*Reporting Department: Elected Members*

*Reporting Councillor: Cr. Michael T Bennett – Shire President*

On behalf of the Shire of Dardanup and the Dardanup community, Council wishes to express their most sincere thanks to Piacentini & Son for their ongoing contribution to the beautification of the Dardanup cemetery.

The relationship between the Shire and Piacentini since 2013 has resulted in the Dardanup cemetery becoming a much desired final resting place. The tranquility of the area is frequently commented on, which along with the beautiful roses and gardens, contributes to a serene place to farewell loved ones.

Piacentini's ongoing contribution to the maintenance of the gardens has been extremely appreciated by Council.

8.2 Title: Shire President Monthly Report

Reporting Department: Elected Members

Reporting Councillor: Cr. Michael T Bennett – Shire President

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

<b>Event:</b>	<b>24/02/2022 – Bunbury Geographe Economic Alliance</b>
Report:	Board Meeting attendance.

<b>Event:</b>	<b>02/03/2022 – Defence Industry Briefing</b>
Report:	Briefing session provided practical information for businesses wanting to learn more about Defence and the defence industry contracts for groups of businesses.

<b>Event:</b>	<b>03/03/2022 - Department of Education, Skills and Employment - Regional University Centres Briefing Session</b>
Report:	This briefing was regarding a possible University learning hub located in regional areas funded by the Federal Govt.

<b>Event:</b>	<b>08/03/2022 - All About IoT - Smart Cities</b>
Report:	Ian Hatton, Principal Smart City Advisory at Complete Urban, and former Chief Innovation & Economy Officer at the City of Gold Coast to share his experience about getting cities to start their digital transformation journey. Ian will be discussing ways councils can realise a return on investment from IoT projects, as well as giving us some thoughts on how to fund IoT investments.

<b>Event:</b>	<b>09/03/2022 – Webinar on Community Consultation</b>
Report:	This was introduction to different ways for council to maximise the bookings for council buildings. Along with ways councils deal with change/management etc.

<b>Event:</b>	<b>14/03/2022 - IOT Telstra and Collective Presentation</b>
Report:	A local WA company in partnership with Telstra discussing IoT possibilities regarding asset management, agriculture, water, weather, traffic counting and people movement and CCTV.

<b>Event:</b>	<b>15/03/2022 – Mayor and Presidents Bimonthly meeting</b>
Report:	The four local leaders discussing ways to assist each other in infrastructure needs and was very productive.

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

### E-MEETING PROCESS – ADVICE TO PUBLIC

*At the time of Matters Behind Closed Doors, the Council will pass by resolution a decision to proceed Behind Closed Doors, the live streaming of the e-Meeting will be suspended.*

*Upon returning from Behind Closed Doors and reconnecting the live streaming with the public, the Presiding member will inform the public of any resolutions made behind closed doors.*

**9.1 Title: Reconsideration of Decision – Directions Notice for Removal of Stockpiles on Lot 81 Marginata Close, Crooked Brook**

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*:

The *Shire of Dardanup Standing Orders* and the *Local Government Act 1995* provides for Council to resolve to close the meeting to the public and proceed behind closed doors for matters:

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

**Note:** *Shire President to advise that the meeting will go behind closed doors toward the end of the meeting to discuss S.5.23 section (2)(e)(iii) information about the business, professional, commercial or financial affairs of a person.*

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

None.

**11 DECLARATION OF INTEREST**

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

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

**E-MEETING PROCESS – ADVICE TO PUBLIC & ELECTED MEMBERS**

*The Presiding Member will:*

- *Read aloud each disclosure of interest received in writing before the meeting.*
- *Ask if there are any further disclosures to be made.*

*If there are further disclosures to be made, the following process for disclosing interests in an e-Meeting are to be followed:*

- *Once the Presiding member acknowledges you, State your name and the conflict of interest being disclosed (financial / indirect financial / proximity / impartiality) and the relevant Agenda Item and Title.*
- *The Presiding Member will acknowledge the interest by repeating the Council Member’s name and the details of the interest for recording in the Minutes.*
- *After the meeting, Council Members must provide the disclosure of interest in writing by email to the Chief Executive Officer.*

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



**12 REPORTS OF OFFICERS AND COMMITTEES**

*Note: Cr. M T Bennett has advised that he would like to bring the following Items forward during the meeting so that they can be voted on en bloc:*

- 12.1.1 Title: Covid-19 Emergency Fund Expenditure
- 12.2.1 Title: Cleanaway Dust Management Plan – Lot 2 Banksia Road, Crooked Brook
- 12.2.2 Title: Proposed Local Planning Scheme Amendment No. 204 – ‘Additional Use’ for Lot 10 Temple Road, Picton East
- 12.2.3 Title: Approval of Town Planning Scheme Amendment No. 203 – ‘Development’ Rezoning Lots 103 & 110 Harris Road and Lot 436 Martin-Pelusey Road, Picton East
- 12.2.4 Title: Community and Event Grants Scheme – Round 2 – 2021/22
- 12.2.5 Title: JDAP Development Application for a Service Station – Lot 303 (No. 15) Albatross Crescent, Eaton
- 12.4.2 Title: Monthly Statement of Financial Activity for the Period Ended on the 28th of February 2022
- 12.4.3 Title: Schedule of Paid Accounts as at the 25th February 2022

*Please note the remaining items will be considered individually:*

- 12.3.1 Title: J12902 Eaton Drive – Peninsula Lakes Drive Intersection
- 12.4.1 Title: 2021/22 Mid-Year Budget Review
- 12.5.1 Title: Integrated Planning Committee Meeting Minutes held on the 9th of March 2022
- 12.5.2 Title: Bushfire Advisory Committee Meeting Minutes held on the 9th of March 2022
- 12.5.3 Title: Audit & Risk Committee Meeting Minutes held on the 16th of March 2022
- 16.1 Title: Reconsideration of Decision – Directions Notice for Removal of Stockpiles on Lot 81 Marginata Close, Crooked Brook

**PROCESS**

*In accordance with Shire of Dardanup Standing Orders Local Law 2014, Part 9, s9.2, 'Adoption of Recommendations En Bloc'; A member may move a motion to adopt by one resolution, all the recommendations or a group of recommendations from a Committee or several reports, without amendment or qualification after having first identified those recommendations, if any—*

- (a) which require adoption by an absolute or special majority vote;*
- (b) in which an interest has been disclosed;*
- (c) that has been subject of a petition or deputation;*
- (d) which any member has indicated the wish to debate; and*
- (e) in which any member has indicated the wish to ask a question or to raise a point of clarification,*

*and, each of those recommendations referred to in paragraphs (a), (b), (c), (d) and (e) must be considered separately.*

**ELECTED MEMBER RESOLUTION**

**THAT Council adopts the following items en bloc:**

**12.1.1 - Title: Covid-19 Emergency Fund Expenditure**

**12.2.1 - Title: Cleanaway Dust Management Plan – Lot 2 Banksia Road, Crooked Brook**

**12.2.2 - Title: Proposed Local Planning Scheme Amendment No. 204 – 'Additional Use' for Lot 10 Temple Road, Picton East**

**12.2.3 - Title: Approval of Town Planning Scheme Amendment No. 203 – 'Development' Rezoning Lots 103 & 110 Harris Road and Lot 436 Martin-Pelusey Road, Picton East**

**12.2.4 - Title: Community and Event Grants Scheme – Round 2 – 2021/22**

**12.2.5 - Title: JDAP Development Application for a Service Station – Lot 303 (No. 15) Albatross Crescent, Eaton**

**12.4.2 - Title: Monthly Statement of Financial Activity for the Period Ended on the 28th of February 2022**

**12.4.3 - Title: Schedule of Paid Accounts as at the 25th February 2022**

## 12.1 EXECUTIVE REPORTS

### 12.1.1 Title: Covid-19 Emergency Fund Expenditure

<i>Reporting Department:</i>	<i>Executive</i>
<i>Reporting Officer:</i>	<i>Mr André Schönfeldt - Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Occupational Safety &amp; Health Act 1984</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.1.1 – Risk Assessment</i>

#### **Overview**

Council are advised of the emergency expenditure authorised by the Shire President in response to the Covid-19 pandemic.

#### **Background**

Council at its 25<sup>th</sup> of March 2020 Ordinary Council Meeting [OCM] commenced amendments to its budgeting processes in response to the Covid-19 Pandemic.

Since October 2021 when the State Government announced its Covid-19 Safe Transition Plan ([WA's Safe Transition Plan \(www.wa.gov.au\)](http://www.wa.gov.au)), Shire Officers have been working to ensure compliance with Directions and Restrictions issued by the State Government. Staff rose to the challenge and have made sure that the Shire and relevant staff, volunteers and groups complied with the directions and that the staff, volunteers and community are kept safe. However, the amount of information, clarification and interpretation required to ensure compliance has taken a toll on staff as it increased workloads across the board and impacted on productivity and delivery of services.

With the recent escalation in confirmed Covid-19 and particularly Omnicron cases in WA, the State Government has responded with frequent updated directions and restrictions. These will continue to require significant staff time and resources to ensure compliance.

#### **Legal Implications**

##### Local Government Act 1995

*Section 6.8 provides as follows:*

*Expenditure from municipal fund not included in annual budget*

- 6.8. (1) *A local government is not to incur expenditure from its municipal fund which is not included in its annual budget except where the expenditure —*
- (a) is incurred in a financial year before the adoption of the annual budget by the local government;*
  - (b) is authorized in advance by resolution\*; or*  
*\* Absolute majority required.*
  - (c) is authorized in advance by the mayor or president in an emergency.*
- (2) *Where expenditure has been incurred by a local government —*
- (a) pursuant to subsection (1) (a), it is to be included in the annual budget for that financial year; and*
  - b) pursuant to subsection (1) (c), it is to be reported to the next ordinary meeting of the council.*

**Occupational Safety & Health Act 1984**

Section 19 provides as follows:

**S19 Duties of employers**

- (1) An employer shall, so far as is practicable, provide and maintain a working environment in which the employees of the employer (the employees) are not exposed to hazards and in particular, but without limiting the generality of the foregoing, an employer shall —
- (a) provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, the employees are not exposed to hazards; and

**Strategic Community Plan**

Strategy 3.5.1 - Protect Public Health & Safety. (Service Priority: High)

**Environment** - None.

**Precedents** - None.

**Budget Implications**

Total expenditure to date authorised by the Shire President in relation to RAT tests, PPE, cleaning, hand sanitiser and related equipment is \$12,080.38.

A temporary Covid Officer position employed fulltime for a period of 6 months and could cost in the order of \$61,500. However on completion of the external advertising period the Chief Executive Officer has made a decision to second the Environmental Health Officer role to the position and to backfill where required. This was supported by the Shire President and could reduce the costs associated with this expense.

The Shire President also supported additional casual staff be utilised at the Eaton Recreation Centre to ensure capacity restrictions are maintained. These costs are expected to be less than \$4,000 for the financial year.

**Budget – Whole of Life Cost** - Not yet known (ongoing).

**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: 12.1.1] for full assessment document.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Covid-19 Emergency Fund Expenditure
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	Health In March 2020 Minister for Health, declared a Public Health State of Emergency.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Financial	Increased ongoing costs to maintain Public Health Directives and increase in staffing and equipment costs.
	Service Interruption	Increase in duties for staff and Covid outbreaks continue to impact services to the community.
	Legal and Compliance	Mandated requirements by State Government to follow Public Health Directions.
	Reputational	Failure to maintain safety of community, elected members and members of staff.

### **Officer Comment**

The Shire of Dardanup recognises its responsibility to *‘so far as is practicable, provide and maintain a working environment in which the employees of the employer (the employees) are not exposed to hazards and ...’*.

In consideration of potential health and safety impacts during the pandemic the Shire has formed an Incident Management Team which meet weekly to discuss Business Continuity and Covid Response. Additionally, staff resources have been allocated in the forming of an Emergency & Information Subgroup which meet weekly.

The subgroup focus on:

- Researching on a daily basis the Covid Restrictions and Directions (R&Ds)
- Seeking advice from relevant agencies regarding the R&Ds
- Clarifying internal and external questions regarding the R&Ds
- Assisting in the preparation of communication across the organisation and community of the R&Ds

Measures are continually updated and put in place to keep staff and the community safe and follow Government mandates and recommendations whilst identifying the Shires needs and appropriate responses/solutions to prevent transmission and accommodate State Government mandates and Directions while maintaining business continuity.

Extra resources and equipment have been arranged to meet the current and forecast demand. These expenses have been occurred through Emergency Expenditure and include expenses for PPE, cleaning products and equipment, hand sanitiser supplies and Rapid Antigen Tests (RAT tests).

The Executive and IMT have acknowledged the added pressure applied on current staff and resources to keep up to date with the updates, interpretation and implementation of the required and evolving information, directions, restrictions and associated tasks. These requirements are redirecting staff from their core business tasks on a continual and daily basis and has a significant impact on productivity.

The Shire President supported emergency expenditure to a new position to undertake the majority of research and provide clear direction and recommendations to the IMT and staff with regards to the ever evolving requirements. This new position is identified as a COVID Officer. Other local governments have indicated interest in sharing this resource, which will be further investigated during the process of filling the position.

The COVID Officer responsibilities are:

- Provide professional and specialist technical support to the Shire of Dardanup to deliver responses to COVID-19 and the rapidly changing challenges associated with managing COVID variant outbreaks.
- Research, interpret and make recommendations on COVID-19 related government Directions, Public Health Orders and Policies and providing support to the Manager Governance & HR to quickly respond to rules and regulations as they are enacted by the State and Federal Governments.
- Develop and implement COVID-19 related safety strategies to assist the Shire of Dardanup to protect the health and safety of its employees and community during COVID-19.

**Council Role** - Review.

**Voting Requirements** - Simple Majority.

***Change to Officer Recommendation***

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council acknowledges the emergency expenditure authorized by the Shire President to date in response to the Covid-19 pandemic.**

## 12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

### 12.2.1 Title: Cleanaway Dust Management Plan – Lot 2 Banksia Road, Crooked Brook

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Neil Nicholson - Principal Environmental Health Officer</i> <i>Mr Murray Connell - Manager Development Services</i>
<i>Legislation:</i>	<i>Shire of Dardanup – Dust Control Local Law 2011</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.1A – Dust Management Plan</i> <i>Appendix ORD: 12.2.1B – Risk Assessment Tool</i> <i>Appendix ORD: 12.2.1C – Dust Monitoring Program Report</i>

#### **Overview**

The purpose of this report is to seek Council’s approval of the Dust Management Plan (DMP) for the Cleanaway landfill facility at Lot 2 Banksia Rd, Crooked Brook.

#### **Background**

On the 19<sup>th</sup> of November 2019 Cleanaway was notified that the landfill facility at Lot 2 Banksia Road, Crooked Brook had been determined a ‘dust generating development’ under clause 3.1(1)(c) of the *Shire of Dardanup Dust Control Local Law 2011*. As a result of this determination a DMP was required to be lodged with the Shire.

Cleanaway subsequently submitted a DMP and Council at its meeting held on the 29<sup>th</sup> of April 2020 resolved to (OCM: 91-20) defer approval of the DMP to give further consideration to full time dust monitoring and discussions with community representatives.

Since that time the DMP has been peer reviewed by ASK Waste Management Consultancy Services and the Department of Water and Environmental Regulation (DWER). The DMP has since been updated and submitted as part of other applications/plans for the site which have been publicly available as follows:

- In November 2020 Cleanaway submitted the DMP which accompanied a ‘Masterplan’ for the site.
- In April 2021 Cleanaway submitted a Local Development Plan for the site which included the DMP and was publicly advertised in August 2021.
- In April 2021 Cleanaway ‘self-referred’ an application for construction of 3 new waste cells to the Environmental Protection Authority (EPA). The DMP was included in that application which was available for public comment.
- In August 2021 Cleanaway submitted an application for development approval for 3 new waste cells which included the DMP. This application was publicly advertised in September 2021.

Please refer to [Appendix ORD: 12.2.1A] for a copy of the latest version of the DMP prepared by Strategen-JBS&G, dated 22<sup>nd</sup> of April 2021, Rev 5.

## **Legal Implications**

Part 3 of the *Shire of Dardanup – Dust Control Local Law 2011* deals with dust management plans and dust generating developments. The relevant aspects of the local law are as follows:

### *3.1 Dust generating development*

- (1) *A dust generating development is a development that –*
  - (c) *is determined by the local government, under this clause, to be dust generating.*
- (2) *The local government may determine that a development which –*
  - (a) *is proposed to be carried out, or is being carried out; and*
  - (b) *involves or may involve a significant risk of the release or escape of dust or sand affecting adjoining land,**is a dust generating development.*

### *3.3 Content of dust management plan*

*A dust management plan must –*

- (a) *specify the nature and extent of the proposed development;*
- (b) *identify the dust exposure risks associated with that development;*
- (c) *specify the measures that are proposed to be taken to address the risks;*
- (d) *specify targets for maximum atmospheric concentrations of dust;*
- (e) *specify the measures to be taken for the monitoring of dust including, where appropriate, professionally monitored dust measuring devices to be stationed at the dust generating development site;*
- (f) *be signed by the owner of the land which is the subject of the dust generating development; and*
- (g) *be given to the local government and accompanied by whatever plans, documents or other information as the local government may reasonably require.*

### *3.4 Assessing a dust management plan*

- (2) *In assessing a dust management plan, the local government may –*
  - (a) *consult with any person or body; and*
  - (b) *have regard to any relevant publications of a State environmental agency or other relevant State Authority.*
- (3) *The local government may refuse to accept or may accept a dust management plan.*
- (4) *The local government may –*
  - (a) *impose whatever conditions it considers appropriate in accepting a dust management plan; and*
  - (b) *limit the period during which the acceptance of the dust management plan is to be valid.*

## **Strategic Community Plan**

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

Strategy 3.5.1 - Protect Public Health & Safety. (Service Priority: High)

## **Environment**

It is important to acknowledge that the site is regulated by DWER under Part V of the *Environmental Protection Act 1986* and Cleanaway holds a licence to operate the landfill premises. In December 2020, DWER commenced a comprehensive review of all activities taking place on the premises to assess their acceptability and to update regulatory controls on the licence where necessary. With regard to dust and air quality the review concluded that:

*“The results of dust monitoring undertaken at the premises to date indicates that ambient particulate concentrations typically remained below the relevant screening criteria designed to protect human health and wellbeing.”*

DWER’s guideline for the control of dust (*‘A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities’*)



provides guidance on preparing a plan for the management of dust and associated contaminants arising from various activities such as bulk materials handling.

The guideline effectively specifies that the maximum allowable atmospheric dust concentration is determined by averaging dust concentration levels over a period of time (typically between 24 hours to 12 months). The objective of the guideline is to set a realistic framework that strikes a balance between allowing industry to operate (and release some dust emissions), and protecting people's health and amenity. The guideline does not adopt a 'zero dust emissions' approach.

This means the DWER guideline allows visible dust to be emitted from a site, so long as these emissions do not exceed a certain maximum concentration averaged over a period of time. It is important to note that for the DMP the averaging period is 10 minutes.

### **Precedents**

As detailed in the 'Background' section of this report Council initially deferred consideration of the DMP at its meeting held on the 29<sup>th</sup> of April 2020 (OCM: 91-20).

Subsequently the DMP has been submitted as part of other applications/plans for the site which were considered by Council on the 26<sup>th</sup> of May 2021 (OCM: 141-21) where Council resolved to note the 'Dardanup Landfill Master Plan' prepared for the site; and again on the 27<sup>th</sup> of October 2021 (OCM: 320-21) where Council endorsed a report for the Development Assessment Panel application for 3 new waste cells at the site.

**Budget Implications** - None.

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

**Council Policy Compliance** - None.

### **Risk Assessment**

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

<b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	Cleanaway Dust Management Plan – Lot 2 Banksia Road, Crooked Brook
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 Residual Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Health Public health being at risk by inadequate control of dust.
	Legal and Compliance The Shire not seen to be enforcing the Dust Control Local Law.
	Environment Possible environmental damage resulting from dust.

### **Officer Comment**

In summary the key aspects of the DMP are:

#### Dust risk assessment

The DMP included a site risk assessment/classification. In accordance with DWER's guideline the site is determined to be 'Classification 3' and a medium risk of potential dust impacts.

#### Dust monitoring

Air quality monitoring was conducted on the site at 3 locations for 6 months between the 20<sup>th</sup> of November 2020 and the 18<sup>th</sup> of May 2021 to encompass the dryer months of the year. The purpose of the dust monitoring program was to establish data regarding existing ambient air quality surrounding the site. This allowed an assessment of the effectiveness of the management of emissions during site operation activities.

The results indicated that particulate concentrations typically remained below the 24 hour National Environmental Protection Measure criteria. The highest concentrations detected during late April 2021 were attributable to fires across the Perth Metro and South West regions.

Exceedances were largely due to off-site influences coinciding with known events (such as prescribed burns and bushfires) contributing to elevated particulate levels in the regional air-shed.

On-site activities exceeded the corrective action trigger level on one occasion (the 10<sup>th</sup> of February 2021) which was due to non-routine operations involving traffic diversion during road maintenance. Controls were implemented to mitigate fugitive dust which resulted in a rapid drop in measured dust concentrations to below the trigger level.

Overall the results from the monitoring program indicate fugitive dust was being adequately managed at the site. Assuming that the requirements and controls specified in the DMP continue to be applied the risk of impacts from fugitive dust is expected to be low.

Please refer to [Appendix ORD: 12.2.1C] for a copy of the dust monitoring program report.

#### Dust control measures

The key controls of the DMP are:

- Weather forecast monitoring (in particular wind speed and direction) to determine the best possible processes to limit the release of dust from the site.
- Use of water carts with on-site stormwater dams to provide water for dust suppression.
- Application of dust suppressant material to non-active areas.
- Management of trafficable areas by sealing and wetting down main haul roads; use of a street sweeper, and utilisation of a wheel wash by all operational vehicles.
- All loads will be contained in sealed or covered vessels.
- Operational standards for activities at the active tip face to ensure the minimisation of release of dust.
- Administrative controls including training of personnel on mechanisms for the escape of dust, reporting observations of visible dust, and conducting inspections of fugitive dust.
- Dust incident and complaint management.

Review

The DMP recommends a minimum 12 monthly review of the plan to ensure it is relevant and allow for continual improvement. The plan states other situations that can trigger a review include:

- At the direction of the Shire of Dardanup.
- As a corrective action resulting from an investigation into a dust impact.
- As required by the DWER licence conditions.
- Prior to any significant changes to site operations.
- On publication of new dust emission guidelines.

The DMP was peer reviewed by ASK Waste Management Consultancy Services and DWER. It meets DWER's guideline for the control of dust and the requirements of the *Shire of Dardanup – Dust Control Local Law 2011*.

Overall the results from the dust monitoring program indicate fugitive dust was being adequately managed at the site. DWER's recent comprehensive licence review has also concluded that the results of dust monitoring indicates that ambient particulate concentrations typically remained below the relevant screening criteria designed to protect human health and wellbeing.

Officers are therefore recommending that the DMP be accepted by Council with specific conditions that will trigger review.

**Council Role** - Quasi-Judicial.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

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

1. **Accepts the Dust Management Plan dated 22<sup>nd</sup> of April 2021 in [Appendix ORD: 12.2.1A], for Lot 2 Banksia Road, Crooked Brook.**
2. **Requires the Dust Management Plan to be reviewed within 12 months of the date of Council's acceptance of the plan or at an earlier time should any of the following occur.**
  - a) **At the direction of the Shire of Dardanup.**
  - b) **Should a corrective action be required as a result of an investigation into a dust impact.**
  - c) **As a requirement of any DWER licence condition.**
  - d) **Prior to any significant change to site activities and operations.**
  - e) **On publication of a new dust emission guideline by DWER.**

**12.2.2 Title: Proposed Local Planning Scheme Amendment No. 204 – ‘Additional Use’ for Lot 10 Temple Road, Picton East**

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Murray Connell - Manager Development Services</i>
<i>Legislation:</i>	<i>Planning and Development Act 2005</i>
<i>Applicant:</i>	<i>Harley Dykstra on behalf of J&amp;P Group Pty Ltd</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.2A – Additional Use Plan</i> <i>Appendix ORD: 12.2.2B – Updated Amendment 204 Report</i> <i>Appendix ORD: 12.2.2C – Risk Assessment</i>

**Overview**

The purpose of this report is to seek Council’s approval to initiate a proposed scheme amendment (Amendment 204) to the Shire of Dardanup Town Planning Scheme No. 3. Amendment 204 proposes to add an ‘Additional Use’ for Lot 10 Temple Road, Picton East which will facilitate a mobile crushing plant and storage uses.

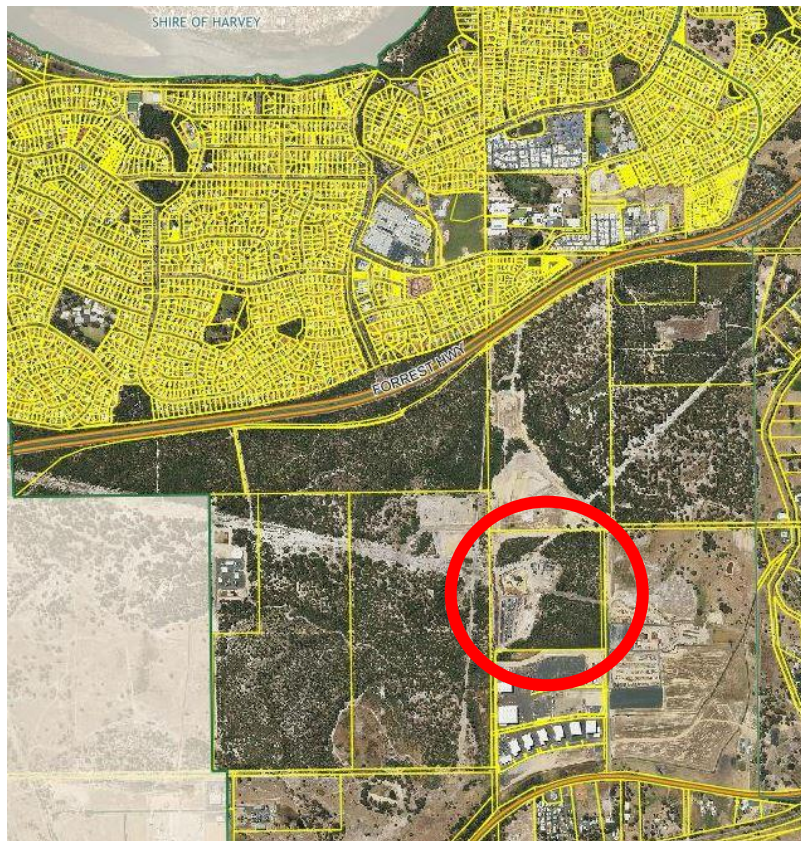
**Background**

Amendment 204 was initiated by Council at its meeting held on the 24<sup>th</sup> of November 2021 (OCM: 363-21) and the amendment was subsequently referred to the Environmental Protection Authority (EPA) for assessment.

The EPA advised that further information was required regarding how Amendment 204 will protect the environmental values of the site, and/or manage impacts to those values. Since that advice Officers have been working with the applicant and the EPA to address any concerns.

As a result Amendment 204 has been updated to reduce the area of the ‘Additional Use’ zoning to only that portion of the cleared land on Lot 10. Please refer to [Appendix ORD: 12.2.2A] for a copy of the Additional Use Plan.

Location Plan



Proposal

Amendment 204 seeks to rezone the subject site by adding an ‘Additional Use’ (A22) to the site whilst retaining the current ‘General Farming’ zoning. The additional uses proposed are for a mobile crushing plant and industrial storage. Please refer to [Appendix ORD: 12.2.1B] for a copy of the updated Amendment 204 report.

The outline of the proposal is as follows:

Region Scheme	Greater Bunbury Region Scheme ‘Rural’ zone
Local Planning Scheme	Town Planning Scheme No. 3 ‘General Farming’ zone
Structure Plan/Precinct Plan	Preston Industrial Park (North Precinct) Structure Plan
Lot Size	24.1651 hectares
Existing Land Use	Storage
State Heritage Register	No
Local Heritage	No
Bushfire Prone Area	Yes

### **Legal Implications**

Part 5, Section 75 of the *Planning and Development Act 2005* provides for a local government to amend a local planning scheme as follows:

75. *Amending scheme*

*A local government may amend a local planning scheme with reference to any land within its district, or with reference to land within its district and other land within any adjacent district, by an amendment –*

- (a) prepared by the local government, approved by the Minister and published in the Gazette; or*
- (b) proposed by all or any of the owners of any land in the scheme area, adopted, with or without modifications, by the local government, approved by the Minister and published in the Gazette.*

### **Strategic Community Plan**

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

### **Environment**

As part of the amendment process, and prior to public advertising, the EPA is required to assess the amendment under Part IV of the *Environmental Protection Act 1986*. The amendment was referred to the EPA on the 8<sup>th</sup> of December 2021.

The EPA advised that further information was required regarding how Amendment 204 will protect the environmental values of the site, and/or manage impacts to those values. The EPA suggested additional scheme provisions and reduction to the Additional Use area to only the western cleared portion of the site.

### **Precedents**

As detailed in the 'Background' section of this report, Council already resolved to initiate Amendment 204 at its meeting held on the 24<sup>th</sup> of November 2021 (OCM: 363-21).

Council at its meeting held on the 26<sup>th</sup> of May 2021 (OCM: 144-21) resolved to initiate Amendment 203 which proposed the rezoning of Lots 103 and 110 Harris Road and Lot 436 Martin Pelusey Road, Picton East for industrial development.

### **Consultation**

Should Council initiate Amendment 204 it is required to be publicly advertised for a period of not less than 42 days in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

At the conclusion of the public advertising period the matter must be presented back to Council which will include a schedule of submissions if any are received. A resolution must then be passed to either support the amendment (with or without modification) or not support the amendment.

**Budget Implications** - None.

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

**Council Policy Compliance** - None.

### **Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Proposed Local Planning Scheme Amendment No. 204 – ‘Additional Use’ for Lot 10 Temple Road, Picton East
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Environment By not amending the Scheme to introduce conditions regarding vegetation, clearing could occur.

### **Officer Comment**

Since the formal referral of Amendment 204, officers have been working with the applicant and the EPA to address any concerns. As a result Amendment 204 has been updated to reduce the area of the ‘Additional Use’ zoning to only that portion of the cleared land on Lot 10 and also the inclusion of 2 additional conditions to the scheme text as follows:

6. *In considering any application the local government shall have due regard to any relevant issues raised in the s16(e) Advice on areas of conservation significance in the Preston Industrial Park, (EPA Bulletin 1282).*
7. *The local government will require the preparation of a Local Development Plan that clearly identifies the spatial extent of the additional use area as shown on the scheme map.*

### **Conclusion**

Officers recommend that Council initiate the proposed ‘standard’ Amendment 204 to the Shire of Dardanup Town Planning Scheme No. 3 as the amendment is considered to be consistent with the future planning context for the area. The amendment responds to the environmental constraints of the site and the desired future industrial development for the locality by retaining the ‘General Farming’ zoning yet providing for limited additional industrial type uses.

**Council Role** - Quasi-Judicial.

**Voting Requirements** - Simple Majority.

### **Change to Officer Recommendation**

No Change. **OR:**

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

## **OFFICER RECOMMENDED RESOLUTION**

### **THAT Council:**

- 1. Initiates and adopts Amendment No. 204 to the Shire of Dardanup Town Planning Scheme No. 3 which proposes to add an additional use of 'Storage' and 'Industry – mobile crushing plant' for Lot 10 Temple Road, Picton East.**
- 2. Determines that the amendment is a 'standard' amendment for the following reasons:**
  - a) The amendment would have minimal impact on land in the Scheme area that is not the subject of the amendment.**
  - b) The amendment would not result in any significant environmental, social, economic or governance impacts on land in the Scheme area.**



**12.2.3 Title: Approval of Town Planning Scheme Amendment No. 203 – ‘Development’ Rezoning Lots 103 & 110 Harris Road and Lot 436 Martin-Pelusey Road, Picton East**

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Gareth Webber - Planning Officer</i>
<i>Legislation:</i>	<i>Planning and Development Act 2005</i>
<i>Applicant:</i>	<i>Rowe Group</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.3A – Amendment 203 Report</i> <i>Appendix ORD: 12.2.3B – EPA Notice of Decision</i> <i>Appendix ORD: 12.2.3C – Schedule of Submissions</i> <i>Appendix ORD: 12.2.3D – Submissions</i> <i>Appendix ORD: 12.2.3E – Risk Assessment</i>

**Overview**

Council at its meeting held on the 26<sup>th</sup> of May 2021 resolved to initiate Amendment 203 (OCM: 144-21) and the advertising period has now concluded with 8 submissions being received. The purpose of this report is to seek Council approval of Amendment 203 to the Shire of Dardanup Town Planning Scheme No. 3 without modification.

Amendment 203 proposes the following:

- Rezone part Lot 103 Harris Road and part Lot 436 (No. 96) Martin-Pelusey Road from ‘General Farming’ to ‘Development’ zone;
- Rezone Lot 110 Harris Road from ‘Restricted Use’ to ‘Development’ zone; and
- Amend ‘Appendix 5 – Restricted Use Zones’ to delete Restricted Use 10.

**Background**

The subject site comprises 3 land parcels and is bounded by Martin-Pelusey Road on its eastern boundary, Harris Road on its southern boundary, and Columbas Drive on its western boundary. The north-west corner of the site abuts a railway reserve. The site currently accommodates a number of dams and outbuildings relating to existing farming and grazing purposes. There is also a timber sales operation and associated outbuildings, hardstand and access ways in the south western corner of Lot 110.

The land to the north and west of the subject land is currently used for agricultural purposes and is identified for future industrial land uses consistent with the Picton Industrial Park Southern Precinct District Structure Plan. The east side of Martin-Pelusey Road is also currently predominantly used for agricultural purposes and is covered by the Waterloo Industrial Park District Structure Plan which proposes future industrial development. To the south of Harris Road is the existing Picton Industrial Park which has been developed with industrial lots.

Location Plan



Proposal

Amendment 203 proposes to rezone Lot 103 Harris Road and Lot 436 Martin-Pelusey Road from ‘General Farming’ to ‘Development’ zone, and Lot 110 Harris Road from ‘Restricted Use’ to ‘Development’ zone.

Rezoning to the ‘Development’ zone will facilitate the redevelopment of the site in accordance with the provisions of the Precinct 2A – Picton Industrial Park (Southern Precinct) Local Structure Plan, which was approved by the Western Australian Planning Commission (WAPC) on the 22<sup>nd</sup> of December 2020.

Please refer to [Appendix ORD: 12.2.3A] for a copy of the Amendment 203 report and a full version of the report that includes all the attachments is available on the Shire of Dardanup website.

The outline of the proposal is as follows:

Greater Bunbury Region Scheme	‘Industrial’ zone
Town Planning Scheme No. 3	‘General Farming’ and ‘Restricted Use’ zone
Structure Plan/Precinct Plan	Picton Industrial Park Southern Precinct District Structure Plan and Precinct 2A – Picton Industrial Park (Southern Precinct) Local Structure Plan
Lot Size	73.129ha
Existing Land Use	General Farming
State Heritage Register	No
Local Heritage	No
Bushfire Prone Area	Yes

### **Legal Implications**

Division 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out the process that must be followed for standard amendments to a local planning scheme and in particular Regulation 50 deals with the consideration of submissions as follows:

50. *Consideration of submissions on standard amendments*
- (2) *The local government –*
  - (a) *must consider all submissions in relation to a standard amendment to a local planning scheme lodged with the local government within the submission period; and*
  - (b) *may, at the discretion of the local government, consider submissions in relation to the amendment lodged after the end of the submission period but before the end of the consideration period.*
- (3) *Before the end of the consideration period for a standard amendment to a local planning scheme, or a later date approved by the Commission, the local government must pass a resolution –*
  - (a) *to support the amendment without modification; or*
  - (b) *to support the amendment with proposed modifications to address issues raised in the submissions; or*
  - (c) *not to support the amendment.*

### **Strategic Community Plan**

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

### **Environment**

The Environmental Protection Authority advised that the amendment should not be assessed by them under Part IV of the *Environmental Protection Act 1986*. Please refer to [Appendix ORD: 12.2.3B] for a copy of the decision.

### **Precedents**

Council at its meeting held on the 29<sup>th</sup> of July 2020 approved the Precinct 2A – Picton Industrial Park (Southern Precinct) Local Structure Plan.

Council at its meeting held on the 26<sup>th</sup> of May 2021 (OCM: 144-21) resolved to initiate this amendment for the purpose of public advertising.

### **Consultation**

The amendment was publicly advertised in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015* and Council Policy *SDev CP505 – Public Consultation – Planning Matters*. The advertising period was for 42 days (concluding on the 24<sup>th</sup> of February 2022) and involved the following:

- All landowners and occupiers within 500m were written to and advised of the amendment;
- A sign was placed on site;
- A public notice appeared in the South Western Times on the 13<sup>th</sup> of January 2022;
- The amendment details were made available on the Shire's website;
- The amendment details were made available at the Shire's offices in Eaton and Dardanup; and

- The amendment was referred to the following:
  - Aqwest
  - Department of Fire and Emergency Services (DFES)
  - Department of Biodiversity, Conservation and Attractions (DBCA)
  - Department of Health
  - Department of Mines, Industry Regulation and Safety (DMIRS)
  - Department of Planning, Lands and Heritage (DPLH)
  - Department of Primary Industries and Regional Development (DPIRD)
  - Department of Water and Environmental Regulation (DWER)
  - Environmental Protection Authority
  - Harvey Water
  - Main Roads Western Australia
  - Public Transport Authority
  - Water Corporation
  - Western Power

As a result of the advertising a total of 8 submissions were received all from government/service agencies and all with no objections. Please refer to [Appendix ORD: 12.2.3C] for the 'Schedule of Submissions' which contains recommendations for each submission. Please refer to [Appendix ORD: 12.2.3D] for a copy of the actual submissions.

**Budget Implications** - None.

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

#### **Council Policy Compliance**

*SDev CP505 – Public Consultation – Planning Matters.*

#### **Risk Assessment**

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

<b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	Approval of Town Planning Scheme Amendment No. 203 – 'Development' Rezoning Lots 103 & 110 Harris Road and Lot 436 Martin-Pelusey Road, Picton East
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Environment Inadequate management of the development could pose a risk to the environment.

#### **Officer Comment**

Amendment 203 has been assessed against the following planning framework applicable to the amendment as detailed below.

### Greater Bunbury Strategy 2013

This Strategy guides urban, industrial and regional land use planning; and associated infrastructure delivery in the Greater Bunbury sub-region in the short, medium and long terms. The Strategy contains the Greater Bunbury Sub-regional Structure Plan 2013 which identifies land ahead of the rezoning process so that future development can occur in a logical manner in response to future growth trends.

Amendment 203 is consistent with the Structure Plan which identifies the subject land as an 'Industrial expansion area'.

### Greater Bunbury Region Scheme (GBRS)

The subject land is zoned 'Industrial' under the GBRS and Amendment 203 is consistent with this zoning.

### Town Planning Scheme No. 3 (TPS3)

Both Lots 103 and 436 are predominantly zoned 'General Farming' under TPS3, with the exception of the section reserved 'Primary Regional Road'. Lot 110 is zoned 'Restricted Use 10' under TPS3 with the restricted use being 'Timber Sales and Storage'.

Amendment 203 proposes to rezone the subject land to 'Development' to facilitate development in accordance with the approved Precinct 2A – Picton Industrial Park (Southern Precinct) Local Structure Plan and to provide for general industrial land uses over the majority of the subject land.

### Picton Industrial Park Southern Precinct District Structure Plan

This Structure Plan identifies the principal planning considerations to be taken into account in successfully developing the area predominantly for industrial development. Amendment 203 is consistent with the Structure Plan which identifies the land as 'General Industry'.

### Shire of Dardanup Local Planning Strategy

This Strategy provides a strategic plan for the future of the Shire. Amendment 203 is consistent with the Strategy which identifies the subject land as 'Industrial'.

### **Conclusion**

Amendment 203 is considered to be consistent with the local planning framework and future planning context for the area. There were no matters raised in the advertising period that warrant any modification to the amendment and therefore Officers recommend that Council support the amendment without any modifications.

Officers do not recommend Council defer the matter as the *Planning and Development (Local Planning Schemes) Regulations 2015* states that the local government must pass a resolution on the amendment and provide it to the WAPC no later than 60 days after the advertising period (being the 25<sup>th</sup> of April 2022).

**Council Role** - Quasi-Judicial.

**Voting Requirements** - Simple Majority.

***Change to Officer Recommendation***

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council supports Amendment 203 to the Shire of Dardanup Town Planning Scheme No. 3 without modifications.**

**12.2.4 Title: Community and Event Grants Scheme – Round 2 – 2021/22**

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Melanie Ring - Place &amp; Community Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.4A - SDev CP044 Community &amp; Event Grants Policy</i>
	<i>Appendix ORD: 12.2.4B - Risk Assessment</i>
	<i>Appendix ORD: 12.2.4C – Applications with Recommendations</i>

**Overview**

This report summarises the Round Two 2021/22 Community and Events Grant requests that have been received from the community. Council is tasked with considering these requests and recommending the distribution of grant funds from the 2021/22 budget allocation.

**Background**

*SDev CP044 Community and Event Grants Policy* [Appendix ORD: 12.2.4A] (the Policy) has the objective to provide financial support to such requests that meet the policy criteria (subject to budget constraints) and promote the Shire of Dardanup as a positive, supportive and caring community organisation.

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

- Foster the distinctiveness of places through the personalisation of community areas;
- Activate public places;
- Build the skills and capacity of the community;
- Leave a lasting positive impact on the community;
- Promote accessibility and inclusivity for all members of the community; and
- Empower groups to be proactive in the community.

Events Grants are available for events:

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

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

Community Grants:

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

**Events Grants:**

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

**Legal Implications** - None.

**Strategic Community Plan**

Strategy 3.2.1 - Deliver a high level of Community Programmes & Services that encourages social connectedness, facilitates an accessible, inclusive environment for our diverse community. (Service Priority: Very High)

Strategy 3.3.1 - Promote and encourage volunteering within the Shire of Dardanup. (Service Priority: High)

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

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

**Environment** - None.

**Precedents** - None.

**Budget Implications**

Council allocated \$50,563 to Community Grants for 2021/22 (GL 1119504); and a further \$25,000 to Community Event Assistance (J08714). A maximum \$5,000 of the allocation is available for each of the Quick Response Community Grants and Quick Response Event Grants which are open for application all-year-round.

Below is a breakdown of the budget for each of the grant schemes for the financial year:

<b>GL 1119504 - Total Budget Allocation (- QR Grants)</b>	<b>\$50,563</b>
Quick Response Community Grant Allocation	- \$5,000
Awarded funding for R1 Community Grants	- \$22,693.09
<b>Community Grant allocation remaining for Round 2</b>	<b>\$22,869.91</b>

<b>J08714 - Total Budget Allocation (- QR Grants)</b>	<b>\$25,000</b>
Quick Response Event Grant Allocation	- \$5,000
Awarded funding for R1 Event Grants	- \$7,572.92
<b>Event Grant allocation remaining for Round 2</b>	<b>\$12,427.08</b>

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

**Council Policy Compliance**

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



### **Risk Assessment**

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

<b>Tier 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).</b>	
Risk Event	Community and Events Grants Scheme – Round 2 2021/22
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	Not applicable.
Residual Risk Rating (after treatment or controls)	As the Residual Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Council's reputation could be impacted dependant on their decision on recipients' applications for grant funding.

### **Officer Comment**

Applications for Round Two Community and Events Grants opened on Monday, the 17<sup>th</sup> of January 2022 and closed on Sunday, the 27<sup>th</sup> of February 2022. The grants were advertised on the Council website, Council Facebook and Instagram, various community group Facebook pages, and posters displayed at various community locations within the Shire. Emails were sent to known eligible clubs and organisations within the Shire to inform them of the grants round opening and closing date and where necessary the email was followed up with a phone call to assist with further queries. Community members were also invited to meet with the Place and Community Officer to discuss their desired projects, and a number of one-on-one meetings with those interested in the Council's grant funding occurred.

Below is a breakdown of the grant applications received:

<b>Grant Stream</b>	<b>Number of Applications</b>
L2 Community Grant	6
L3 Community Grant	6
L2 Events Grant	1
L3 Events Grant	1
<b>Total number of applications received</b>	<b>14</b>

Applications have been assessed and all applications have been considered against the criteria of the Policy. The amount of funding applied for under the Community Grants category (level two and three) exceeded the total funding available by \$2,499.95. All applications and Officer Comments are available at [Appendix ORD: 12.2.4C].

<b>COMMUNITY GRANTS – LEVEL 2 (\$0 - \$1,000)</b>			
<b>Applicant Name</b>	<b>Amount Requested (\$)</b>	<b>Purpose</b>	<b>Officer Recommended</b>
CWA River Valley Belles	1,000.00	Beautify outdoor area, purchase notice board and coffee machine	Yes
Eaton Boomers Football Club	1,000.00	Storage facility in change rooms	Yes
Eaton Cricket Club	1,000.00	Purchase 4 x gazebos for building transition	Yes
Eaton Lions Club	998.00	Purchase pallet racking and esky	Yes
Waterloo Bushfire Brigade	436.76	Purchase items for open day at brigade	No <i>Ineligible</i>
WA iSports Inc	1000.00	Mini Multisport Sessions	Yes
<b>TOTAL APPLICATIONS</b>	<b>5,434.76</b>		
<b>TOTAL RECOMMENDED</b>	<b>4,998.00</b>		

The Waterloo Bushfire Brigade application is not recommended for support as the applicant does not meet the incorporated group criteria per the Policy. Officers are investigating alternative support avenues for the group.

<b>COMMUNITY GRANTS – LEVEL 3 (\$1,001 - \$5,000)</b> <i>50% matching component required</i>			
<b>Applicant Name</b>	<b>Amount Requested (\$)</b>	<b>Purpose</b>	<b>Officer Recommended</b>
Bunbury Repertory Club	2,717.50	Accessible ramp	Yes
Burekup Bush Fire Brigade	2,035.60	Purchase item to improve communication reception in appliance (vehicle)	No <i>Ineligible</i>
Burekup Bush Fire Brigade	5,340.00	Purchase CCTV for Brigade building	No <i>Ineligible</i>
Dardanup Sporting & Community Club	2,670.00	Purchase CCTV system for building	Yes
Eaton Bowling Club	5,000.00	Purchase + installation of kitchen shelving and cabinetry in boardroom	Partial funding only \$2,760
Grow Cook Eat Create	4,032.00	Venue hire	<i>Withdrawn</i>
Wellington Mills Community Association	2,172.00	Work upgrades to WMCA shed	Yes
<b>TOTAL APPLICATIONS</b>	<b>23,967.10</b>		
<b>TOTAL RECOMMENDED</b>	<b>10,319.50</b>		

Burekup Bush Fire Brigade is ineligible as they have not met the 50% co-contribution requirement under the Policy. Additionally, items requested are eligible through the Local Government Grant Scheme (LGGs) which is a relevant grant funding for brigades.

The Eaton Bowling Club application is partially recommended for funding to support the installation of boardroom cabinets to provide for the additional community clubs now accessing the facility and requiring storage. The request for the installation of kitchen cabinets is due to safety concerns with shelving supplied as part of the build. It is therefore not recommended for funding as the building has only recently been completed, and safety concerns should be addressed as part of the project itself. Additionally, the shelving in question is the same as that supplied to the Eaton Boomers and Softball Club facilities which have not generated any complaints from the users.

The Bunbury Repertory Club application was previously approved by Council in Round One of Community Grants 2020/21 (resolution number 299-20) for the same project. Payment was placed on hold at the request of the Deputy CEO, due to various ongoing discussions in regards to the leased building and proposed works. Grant funding is not a carried over budget, therefore the funds were never paid. Request to relist the application for payment was requested as the project is no longer on hold.

<b>EVENT GRANTS – LEVEL 2 (\$0 - \$1,000)</b>			
<b>Applicant Name</b>	<b>Amount Requested (\$)</b>	<b>Purpose</b>	<b>Officer Recommended</b>
Dardanup Social Dance	1,000.00	Purchase event related items for Annual Dance Festival	Yes
<b>TOTAL APPLICATIONS</b>	<b>1,000.00</b>		
<b>TOTAL RECOMMENDED</b>	<b>1,000.00</b>		

<b>EVENT GRANTS – LEVEL 3 (\$1,001 - \$5,000)</b>			
<i>50% matching component required</i>			
<b>Applicant Name</b>	<b>Amount Requested (\$)</b>	<b>Purpose</b>	<b>Officer Recommended</b>
Dardanup Horse and Pony Club	5,000.00	Event Assistance for One Day Event 2022	Yes
<b>TOTAL APPLICATIONS</b>	<b>5,000.00</b>		
<b>TOTAL RECOMMENDED</b>	<b>5,000.00</b>		

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

1. Considers the applications received by the following groups under Community Grants Scheme Round 2 2021/22 – Level 2 grants for funding up to \$1,000 and approves funding to the following organisations:

<b>COMMUNITY GRANTS – LEVEL 2</b>		
<b>APPROVE</b>		
<b>CWA River Valley Belles</b>	<b>Beautify outdoor area, purchase notice board and coffee machine</b>	<b>\$1,000.00</b>
<b>Eaton Boomers Football Club</b>	<b>Storage facility in change rooms</b>	<b>\$1,000.00</b>
<b>Eaton Cricket Club</b>	<b>Purchase 4 x gazebos for building transition</b>	<b>\$1,000.00</b>
<b>Eaton Lions Club</b>	<b>Purchase pallet racking and esky</b>	<b>\$998.00</b>
<b>WA iSports Inc</b>	<b>Mini Multisport Sessions</b>	<b>\$1,000.00</b>
<b>TOTAL</b>		<b>\$4,998.00</b>

2. Considers the applications received by the following groups under Community Grants Scheme Round 2 2021/22 – Level 2 grants for funding up to \$1,000 and declines funding to the following organisation:

<b>COMMUNITY GRANTS – LEVEL 2</b>		
<b>DECLINE</b>		
<b>Waterloo Bushfire Brigade</b>	<b>Purchase items for open day at brigade</b>	<b>\$436.76</b>

3. Considers the applications received by the following groups under Community Grants Scheme Round 2 2021/22 – Level 3 grants for funding between \$1,001 and \$5,000 and approves funding to the following organisations:

<b>COMMUNITY GRANTS – LEVEL 3</b>		
<b>APPROVE</b>		
<b>Bunbury Repertory Club</b>	<b>Accessible ramp</b>	<b>\$2,717.50</b>
<b>Dardanup Sporting &amp; Community Club</b>	<b>Purchase CCTV system for building</b>	<b>\$2,670.00</b>
<b>Eaton Bowling Club</b>	<b>Purchase and installation of shelving in kitchen and cabinetry in the boardroom</b>	<b>\$2,760.00</b>
<b>Wellington Mills Community Association</b>	<b>Work upgrades to WMCA shed</b>	<b>\$2,172.00</b>
<b>TOTAL</b>		<b>\$10,319.50</b>

4. Considers the applications received by the following groups under Community Grants Scheme Round 2 2021/22 – Level 3 grants for funding up to \$1,000 and declines funding to the following organisation:

COMMUNITY GRANTS – LEVEL 3				
DECLINE				
Burekup Brigade	Bush	Fire	Improved communication receiver in appliance	\$2,035.60
Burekup Brigade	Bush	Fire	Purchase CCTV for Brigade building	\$5,340.00
Grow Cook Eat Create			Venue hire	\$4,032.00

5. Considers the applications received by the following groups under the Events Grants Scheme Round 2 2021/22 – Level 2 grants for funding up to \$1,000 and approves funding to the following organisations:

EVENT GRANTS – LEVEL 2 (\$0 - \$1,000)		
APPROVE		
Dardanup Social Dance	Purchase event related items for Annual Dance Festival	\$1,000.00
TOTAL		\$1,000.00

6. Considers the applications received by the following groups under the Events Grants Scheme Round 2 2021/22 – Level 3 grants for funding between \$1,001 and \$5,000 and approves funding to the following organisation:

EVENT GRANTS – LEVEL 3 (\$1,001 - \$5,000)			
APPROVE			
Dardanup Pony Club	Horse and	Event Assistance for One Day Event 2022	\$5,000.00
TOTAL		\$5,000.00	

12.2.5 Title: JDAP Development Application for a Service Station – Lot 303 (No. 15) Albatross Crescent, Eaton

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Cecilia Muller - Principal Planning Officer</i>
<i>Legislation:</i>	<i>Planning and Development Act 2005</i>
<i>Applicant:</i>	<i>Peter Webb &amp; Associates on behalf of Tomahawk Property</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.5A – Responsible Authority Report</i> <i>Appendix ORD: 12.2.5B – Development Application</i> <i>Appendix ORD: 12.2.5C – Development Application Plans</i> <i>Appendix ORD: 12.2.5D – Risk Assessment Tool</i>

**Overview**

This report requests the Council's endorsement of the Responsible Authority Report (RAR) prepared by Officers to the Regional Joint Development Assessment Panel (JDAP), which recommends the approval of the application for development approval for a Service Station on Lot 303 (No. 15) Albatross Crescent, Eaton.

**Background**

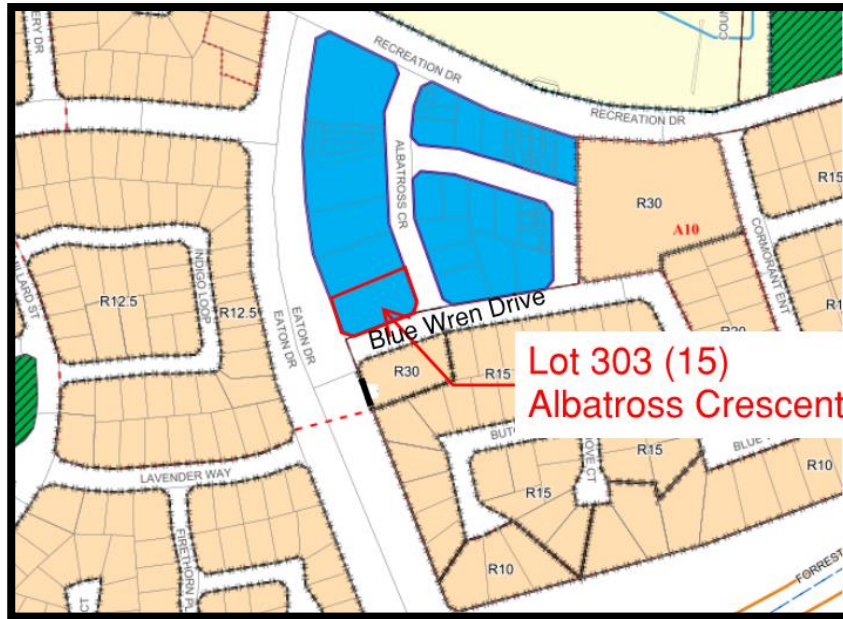
An application for development approval has been made to the Regional Joint Development Assessment Panel (JDAP) to construct a 24 hour, 7-Eleven Service Station on Lot 303 (No. 15) Albatross Crescent, Eaton.

The subject site is located on the corners of Eaton Drive, Blue Wren Drive and Albatross Crescent. Access is currently via Albatross Crescent and a new 10m wide crossover to Blue Wren Drive is proposed. The site is currently occupied by a community facility and office building for South West Community Care and is located 200m south of the Eaton Fair Shopping Centre, which is a large district shopping centre.

Surrounding land uses to the north and east include a medical centre and automotive tyre facility. To the south land is used for residential purposes and a group dwelling development is directly opposite the site to the south.

Officers have prepared a responsible authority report (RAR) to be submitted to the JDAP. Please refer to [Appendix ORD: 12.2.5A] for a copy of the RAR.

Location Plan



Proposal

The outline of the proposal is as follows:

Region Scheme	‘Urban’ zoning
Local Planning Scheme	‘Mixed Business’ zoning
Structure Plan/Precinct Plan	Eaton Fair Activity Centre Plan
Use Class and Permissibility	Service Station – ‘P’ (permitted) use
Lot Size	2,113m <sup>2</sup>
Existing Land Use	Community centre and offices (South West Community Care)
State Heritage Register	No
Local Heritage	No
Bushfire Prone Area	Yes

Please refer to [Appendix ORD: 12.2.5B] for a copy of the development application and [Appendix ORD: 12.2.5C] for a copy of the associated plans.

Further details of the proposal are also contained in the RAR and the application also contains the following technical reports:

- Stormwater design;
- Landscape plan;
- Traffic impact statement;
- Dangerous goods technical note; and
- Acoustic assessment.

### **Legal Implications**

As the anticipated cost of the development is \$2 million, the applicant has opted for the application to be determined by the Regional Joint Development Assessment Panel in accordance with the *Planning and Development (Development Assessment Panels) Regulations 2011*.

### **Strategic Community Plan**

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

**Environment** - None

**Precedents** - None.

### **Consultation**

A 'Service Station' is a permitted use and no consultation is required.

**Budget Implications** - None.

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

### **Council Policy Compliance**

The Shire's policy '*SDev CP084 – Advertising Signage*' provides guidance on the assessment of advertisement signs. Under the policy, a signage strategy is required for multiple signs. Further details are provided in the RAR.

### **Risk Assessment**

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

<b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	JDAP Development Application for Service Station Development – Lot 303 (15) Albatross Crescent, Eaton
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. Notwithstanding, impacts will be minimal and managed through the imposition of conditions.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Environment Short term off-site impacts may occur if noise and stormwater issues are not managed correctly.  There may also be some community upset if all vegetation on the Eaton Drive verge is cleared.



TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
	Increased traffic as a result of the proposal may impact vehicle movement along Eaton Drive.

**Officer Comment**

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

- Zoning and Land Use Class Permissibility
- Eaton Fair Activity Centre Plan
- Noise
- Signage
- Traffic
- Lighting

Further details are provided in the RAR.

**Conclusion**

The proposed service station is a permitted use in the zone and is compatible with surrounding development and the character of the area. The site is located within an established commercial pocket and the application has demonstrated that any impacts on nearby residential areas will be minimal and can be appropriately managed.

The application complies with the planning framework applicable to the site and the requirements of orderly and proper planning for the area. Conditional approval is therefore recommended.

In accordance with r.12 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, the Shire has until noon, Wednesday the 6<sup>th</sup> of April 2022, to provide the RAR to the JDAP and therefore deferring the matter is not recommended.

**Council Role** - Legislative.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council endorses the responsible authority report as contained in [Appendix ORD: 12.2.5A].**

## 12.3 INFRASTRUCTURE DIRECTORATE REPORTS

### 12.3.1 Title: J12902 Eaton Drive – Peninsula Lakes Drive Intersection

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Nathan Ryder - Manager Infrastructure Planning &amp; Design</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.3.1 – Risk Assessment</i>

#### **Overview**

At the Ordinary Council Meeting held on the 15<sup>th</sup> of December 2021, Council endorsed a request to increase the budget allocation for project J12902 Eaton Drive Extension to address project cost overruns and to provide funding to complete the works required at the Peninsula lakes Drive intersection.

In light of prices received through the Request for Quotation procurement process, Council is now requested to consider awarding a contract based on the quotations received and increase the budget allocation accordingly.

#### **Background**

The project is funded by the Joint Town Planning Scheme (JTPS), which was established to provide a statutory vehicle to collect funds for the future contribution towards roadworks, which include the Collie River Bridge, connecting Eaton and Treendale. The Scheme included provisions for roadworks approaching the bridge, including the expansion and duplication of Eaton Drive, and associated intersections.

The Collie River Bridge was constructed in 2017, and Eaton Drive was extended to the bridge in 2017/18, including the development of an intersection configuration to service future subdivision in northern Parkridge.

The design for Eaton Drive, including the duplication, was undertaken by AECOM for Main Roads to service the ultimate roadworks. The duplication of Eaton Drive (J12902) commenced in January 2021, and was completed in November 2021.

The Peninsula Lakes Drive intersection has not been upgraded (although the splitter island was removed during the demolition phase) and is the subject of this report.

At the Ordinary Council Meeting held on the 15<sup>th</sup> of December 2021, Council resolved the following (OCM: 406-21):

*“THAT Council:*

- 1. Increases the 2021/22 budget allocation for J12902 Eaton Drive Extension from \$250,000 to \$638,968 plus Shire Project Design and Management costs, funded from the Joint Town Planning Scheme and reallocating Shire Project Design and Management costs from J12828; and*
- 2. Authorises the Chief Executive Officer to call a Request for Quotation for the balance of works at the Peninsula Lakes Drive intersection.”*

As per Item 2 of the above Resolution, quotations were sought for the balance of works at the Peninsula Lakes Drive intersection in accordance with the Shire's Procurement Policy.

There are two options going forward:

- Option 1 – Proceed with calling of public tenders; or
- Option 2 – Award a contract based on the quotations received and increase the budget allocation accordingly.

Option 2 is the recommended option.

Full details are provided in the Officer Comment section of this report.

### **Legal Implications**

#### Calling of Public Tenders

Clause 11 (1) of *Local Government (Functions and General) Regulations 1996* (Division 2 — Tenders for providing goods or services) states:

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.*

Subregulation (2) does not apply in this instance.

#### Budget Amendment

S6.2 of the *Local Government Act* prescribes the preparation of the annual budget.

An absolute majority is required to amend the budget.

The project is being funded through provision of the Joint Town Planning Scheme (JTPS). The JTPS provides the means to collect funds and specifies infrastructure delivery obligations for Eaton Drive, including the Peninsula Lakes Drive intersection.

### **Strategic Community Plan**

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

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

Strategy 2.2.2 - Provide Sustainable Transport Infrastructure. (Service Priority: Moderate)

Strategy 5.1.3 - Provide a safe road transport network where crashes resulting in death or serious injury are minimised. (Service Priority: Very High)

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

Strategy 5.1.4 - Build resilience of our transport network infrastructure from future threats and constraints. (Service Priority: Very High)

### **Environment**

The environmental impact of this project relates primarily to the consumption of natural resources for the road building materials, consumption of fuels for machinery and disposal of waste products.

No trees will be affected by the project.

### **Precedents**

Council has previously approved unbudgeted expenditure and income.

### **Budget Implications**

The budget allocation for J12902 Eaton Drive Extension was increased from \$250,000 to \$638,968 via Council (OCM: 406-21) at the Ordinary Council Meeting held on the 15<sup>th</sup> of December 2021. Should Council wish to increase the budget allocation for J12902 further, in order to award a contract to the lowest price received through the Request for Quotation process, the amount required is in the order of an additional \$150,000.

### **Budget – Whole of Life Cost**

The upgrade of this intersection will deliver a renewed asset. Operations and maintenance cost is estimated at 2% pa of the value of the project, to be carried out by the Shire. The whole of life costings are not available at this time, but will be included in future Asset Management Plans.

### **Council Policy Compliance**

The following Council policies apply:

- CP034 – Procurement Policy;
- CP127 – Asset Capitalisation Threshold Policy;
- CP017 – Project Development Policy;
- CP059 – Road Construction Priority;
- CP074 – Asset Management; and
- CP306 – Accounting Policy for Capital Works.

### **Risk Assessment**

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

<b>Tier 3 – ‘High’ or ‘Extreme’ Inherent Risk.</b>	
Risk Event	Peninsula Lakes Intersection – Tender Threshold
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	Do not award a contract until the budget allocation is amended accordingly. Call public tenders would mitigate this risk completely and ensure compliance with the Local Government Act and Regulations.
Residual Risk Rating (after treatment or controls)	Low (1 - 4)
Risk Category Assessed Against	Financial Prices received through RFQ process exceed budget allocation

Tier 3 – ‘High’ or ‘Extreme’ Inherent Risk.		
	Legal and Compliance	Tender Threshold of \$250,000 exceeded during course of project if a contract is awarded
	Reputational	The Shire’s reputation is negatively affected by lack of progress on completion this project.

### **Officer Comment**

As per Item 2 of Council (OCM: 406-21), quotations were sought for the balance of works at the Peninsula Lakes Drive intersection, which were estimated to cost in the order of \$120,000 (refer to Item 12.3.3 in the Minutes of the Ordinary Council Meeting held on the 15<sup>th</sup> of December 2021). Under the Shire’s procurement policy *CP034 – Procurement Policy*, three written quotations are required via a formal Request for Quotation for the applicable Purchasing Threshold of \$50,000-\$149,000.

Four Local contractors and two Perth-based contractors were invited to submit quotations (RFQ-F0291370) based on the detailed drawings and specifications provided by the Shire. Three submissions were received. The submissions were not evaluated by Officers since two of the three submissions significantly exceeded the Public Tender Threshold and one submission was less than 5% under this threshold. The Public Tender Threshold is currently \$250,000, as described in Clause 11.1 of the *Local Government (Functions and General) Regulations 1996* (Division 2 — Tenders for providing goods or services). Refer to the Legal Implications above in this report for further details.

The Shire has recently been observing significant price increases across several projects included in the Annual Budget. The civil construction market in the South West has been negatively affected by a number of issues affecting the supply lines for contractors, materials, plant and labour, including:

- COVID 19 impacts on supply lines;
- Federal and State Government economic stimulus packages (e.g. LRCI grants);
- Bunbury Outer Ring Road; and
- Competing demands for resources elsewhere.

The imbalance between supply and demand is causing a reduced number of suppliers and a noticeable increase in pricing. More recently, the overwhelming workload across the South West has caused some contractors to actively desist in providing quotes, as they either cannot afford the time to submit documentation or advise that are not readily available for months to deliver works.

There are two options going forward:

- Option 1 – Proceed with calling of public tenders; or
- Option 2 – Award a contract based on the quotations received and increase the budget allocation accordingly.

Should a contract be awarded for a value under the Public Tender Threshold and if the Contract Value ends up exceeding this threshold during the course of the project through variations, then Council will be in contravention of the *Local Government Act 1995*. Since the lowest price received was within 5% of the Public Tender Threshold, it is considered a high risk that the Contract Value may end up exceeding the tender threshold without modification to the scope of works. Option 1, that of proceeding with calling of public tenders, will completely mitigate this risk and ensure compliance with the *Local Government Act 1995* and *Local Government Regulations 1996*.

While there may remain some residual risk, Option 2 exists for Council to award a contract based on the lowest price received through the Request for Quotation process (RFQ-F0291370), requiring amendment of the budget as discussed earlier in this report. Awarding a contract now will allow Council to complete

the balance of works at the Peninsula Lakes Drive intersection in an expedient manner, whereas calling of public tenders will delay the works further. Therefore, Option 2 is recommended way forward.

The value of the contractor for these works is above the purchasing authority limit of the Chief Executive Officer (\$200,000).

**Council Role** - Executive/Strategic.

**Voting Requirements** - Absolute Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

1. Increases the 2021/22 budget allocation for J12902 Eaton Drive Extension by from \$638,968 to \$788,968 (increase of \$150,000), funded from the Joint Town Planning Scheme; and
2. Delegates, by Absolute Majority, in accordance with section 5.42 of the Local Government Act 1995, authority to the Chief Executive Officer to negotiate in regard to the contract for RFQ-F0291370 for the balance of works at the Peninsula Lakes Drive intersection with the contractor who submitted the lowest price:
  - a) Minor variations before entry into the contract, in accordance with Regulation 20 of the Local Government (Functions and General) Regulations 1996, including minor variations to the scope to reduce the overall cost of the contract.
  - b) Variations, after the contract has been entered into, limited to variations which do not change the scope of the contract and which do not increase the contract value beyond 5%, in accordance with Regulation 21A of the Local Government (Functions and General) Regulations 1996.
  - c) Exercise the contract extension options as approved in Part 1 above, in accordance with Regulations 11(2)(j) and 21A of the Local Government (Functions and General) Regulations 1996.
3. Authorises the Chief Executive Officer, in accordance with section 9.49A(4) of the Local Government Act 1995, to execute the contract for RFQ-F0291370 for the balance of works at the Peninsula Lakes Drive intersection.

*By Absolute Majority*

## 12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

### 12.4.1 Title: 2021/22 Mid-Year Budget Review

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis - Deputy CEO</i> <i>Mrs Natalie Hopkins - Manager Financial Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.4.1A – Summary Financial Statement</i> <i>Appendix ORD: 12.4.1B – Statement of Comprehensive Income – by Nature</i> <i>Appendix ORD: 12.4.1C – Schedules and Notes</i> <i>Appendix ORD: 12.4.1D – Risk Assessment</i>

#### **Overview**

This report requests that Council consider the 2021/22 Mid-Year Budget Review as presented in the Summary Financial Statement and Statement of Comprehensive Income – by Nature & Type, for the period 1<sup>st</sup> of July 2021 to the 28<sup>th</sup> of February 2022, together with the requested budget amendments.

#### **Background**

A Summary Financial Statement [Appendix ORD: 12.4.1A] and Statement of Comprehensive Income – by Nature & Type [Appendix ORD: 12.4.1B] incorporating year to date budget variations as at the 28<sup>th</sup> of February 2022, together with forecasts to the 30<sup>th</sup> of June 2022 are presented for Council's consideration.

The *Local Government (Financial Management) Regulations 1996*, Regulation 33A, requires that a Local Government conduct a budget review between the 1<sup>st</sup> of January and the 31<sup>st</sup> of March each financial year. The intention of the legislation is to ensure Local Governments conduct at least one budget review between six and nine months into a financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

The budget review is a detailed comparison of the year to date actual results with the adopted or proposed amended budget. It establishes whether a Local Government is able to continue to meet its budget commitments, and is in receipt of income and incurs expenditure in accordance with the adopted budget.

This Mid-Year Budget Review to the 28<sup>th</sup> of February 2022 is in addition to the Special Budget Review that was conducted in November 2021 for the period 1<sup>st</sup> of July 2021 to the 31<sup>st</sup> of October 2021. The purpose of this additional Budget Review was to update the adopted 2021/22 Budget with changes that occurred during the financial year relating to:

- i) Major capital works projects and various grants received,
- ii) Reflect the actual Carried Forward Surplus from 2020/21; and
- iii) For Council to consider how to utilise the updated forecast Year End Surplus at the 30<sup>th</sup> of June 2022.

Council management completed a comprehensive review of the 2021/22 Annual Budget during February 2022. The budget review document has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and *Australian Accounting Standards*. Council adopted a 5% or a \$25,000 minimum for the reporting of material

variances to be used in the monthly Statements of Financial Activity. This same level of variance reporting has been utilised in this budget review to highlight larger variances in the Summary of Budget Amendments. The full variance listing is also detailed in the attached Schedules and Notes attached to this Budget Review [Appendix ORD: 12.4.1C].

This review generally consisted of the following:

- a) Including any unbudgeted income/expenditure or budget amendment items adopted by Council during the 1<sup>st</sup> of July 2021 to the 28<sup>th</sup> of February 2022 period.
- b) Comparison of the actual year to date (YTD) income/expenditure to the original or amended budget adopted for each line item of operating and capital revenue and expenditure.
- c) Projection of the forecast income/expenditure to the end of the financial year and comparing this with the Original/Amended Annual Budget to determine if the line item is forecast to remain within budget.
- d) Identification of any material events or changes that may impact on Council finances.
- e) Flagging incomplete projects and unspent grants that were carried forward into the 2021/22 budget or projects that may be carried forward into the 2022/23 budget.
- f) Identifying any offsetting increases in revenue or reduction in expenditure that will reduce major variations.
- g) Calculation of an updated Forecast end of year (Surplus)/Deficit to the 30<sup>th</sup> of June 2022 as part of assessing whether there is sufficient cash flow to the 30<sup>th</sup> of June 2022 to meet budget and forecast commitments.
- h) Identifying any new budget requests from Council Officers that Council may wish to consider.
- i) Identifying Options to utilise the improved Forecast end of year Surplus funds.

The original adopted budget cash position prior to any adopted budget amendments was an estimated year-end surplus of **\$16,552**.

Following the completion of the Special Budget Review in November 2021, the forecast year end surplus was estimated at \$1,106,584. Council subsequently resolved to amend the 2021/22 budget to include the following additional expenditure items:



<b>BUDGET ITEMS</b>	<b>\$</b>
1. Public Relations - Newsletter - \$20,000	
2. Public Relations - Website - \$80,000	
3. Grants Officer FTE increase – (\$25,605) \$30,000	130,000
4. Bunbury Geographe Chamber of Commerce – Membership - \$1,000	1,000.00
5. Eaton Master Plan - \$50,000	50,000.00
6. Building Maintenance – Public Conveniences - \$9,992	9,992.00
7. Building Maintenance – Public Halls & Civic Centre - \$4,500	4,500.00
8. Staff Training – Organisational Development - \$30,000 (Remains in surplus – to consider following OCM on the 24 <sup>th</sup> of November)	30,000.00
9. Animal Cage for Ranger Vehicle - \$5,000	5,000.00
10. Dardanup Master Plan - \$30,000	30,000.00
11. Bunbury Geographe Group of Councils - \$4,668.55	4,668.55
12. Regional Waste Management - \$9,722	9,722.00
13. Transfer Remaining Surplus back to the Building Maintenance Reserve	\$830,000.00
<b>TOTAL</b>	<b>\$1,104,882.55</b>

Following subsequent forecast changes, the amended budget cash position prior to the completion of the mid-year budget review was an estimated year-end surplus of **\$122,152**. As a result of a detailed and comprehensive budget review process involving Management and the Executive team, the forecast year end surplus is estimated at **\$68,581**.

It also needs to be acknowledged that this forecast year end surplus may change further during the remainder of 2021/22 due to future decisions of Council, adjusted capital works, or additional grant income and expenditure, which will be reflected in forecast updates presented in the Monthly Financial Statements and the annual 2022/23 budget development process.

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

### **Legal Implications**

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

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

*\*Absolute majority required.*

- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

### **Strategic Community Plan**

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

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

**Environment** - None.

**Precedents**

A mid-year budget review is conducted each year.

**Budget Implications**

As a result of the budget review process, and updated forecast amendments on various general ledger accounts, staff forecast a surplus of \$68,581 as of the 30<sup>th</sup> of June 2022.

**Budget – Whole of Life Cost**

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

**Council Policy Compliance** - None.

**Risk Assessment**

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	2021/22 Mid-Year Budget Review
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 Risk of Council breaching the <i>Local Government Act 1995</i> – Risk that the 2021/22 Mid-Year Budget Review is not received by Council; or within two months of the review period
	Financial Risk that the mid-year budget review amendments are not updating into Council’s Revised Budget, resulting in an incorrect end of year budget forecast. Risk under or over budget expenditure is not reflected in Council’s Revised Budget.

**Officer Comment**

The 2021/22 budget remains within overall original estimates. Management forecasts and end of year surplus of **\$68,581**. It is recommended that Council retain the entire \$68,581 estimated surplus and carry it forward to the 2022/23 Annual Budget.

The Special Budget Review conducted in November 2021 provided an explanation of the significant areas of variance and the causes for those variances for the period 1<sup>st</sup> of July 2021 to the 31<sup>st</sup> of October 2021.

A copy of the full revised 2021/22 Annual Budget and Forecast is provided for in [Appendix ORD: 12.4.1A and 12.4.1C], which incorporates both the revised forecast and adopted budget variances from the

Special Budget Review together with updated forecasts as at the 28<sup>th</sup> of February 2022. A detailed breakdown of all variances is provided within the Schedules and Notes provided in [Appendix ORD: 12.4.1C].

### Material Forecast Variances from the Adopted Budget

There are a number of variances across the entire budget that have contributed to the current Forecast Surplus of **\$68,581**. The major variances include:

#### ➤ *Rates and Charges*

General Rates Levied (including concessions applied) for the 2021/22 financial year are within budget estimates; \$13,865,665 rates raised against an adopted budget of \$13,868,205.

Interim rates revenue estimates are forecast to increase from an adopted budget of \$92,600 to a revised forecast of \$110,000.

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

#### ➤ *Salaries and Wages*

Gross salaries and wages remain under budget primarily due to staff vacancies through-out the year. Gross Salaries and Wages including Superannuation have been amended from an adopted budget of \$10,684,840 to a revised budget of \$10,172,835, a reduction of \$512,005 which is partly offset by an increase of \$77,000 in IT contract services and other areas of the budget. The forecast savings can be attributed to staff vacancies throughout the year, and to staff being on workers compensation, which is excluded from the total salaries and wages budget as it is funded through Council's insurer LGIS.

#### ➤ *Interest Revenue – Municipal Fund*

Interest Revenue for the Municipal Fund has been amended from an adopted budget estimate of \$27,090 to a revised budget forecast of \$10,000. Interest revenue is predominantly received from investment in term deposits to obtain the highest return on investment, however, due to unprecedented low interest rates, interest income continues to be lower than originally budgeted.

#### ➤ *Interest Revenue – Reserve Fund*

Similarly to Municipal Fund interest income, Interest Revenue for the Reserve Fund has been lower than previous years with an adopted budget of \$54,883. The forecast revenue remains in line with this low budget estimate. Council's Investment Policy CP036 provides flexible options for short term cash investments whilst ensuring Council's liquidity needs can be met.

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

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

The 2021/22 LGGC Financial Assistance and Local Roads grant revenue has decreased from a combined original budget of \$1,497,376 to a revised budget of \$1,467,255, an unfavourable variance of \$30,121. However, Council was successful in obtaining grant funding of \$646,000 from the WA LGGC for Special Project Bridge Upgrades, being Bridge 3660 – Hynes Road; Bridge 3665A – Recreation Road; and Bridge 3671A – Crooked Brook Road.

➤ *Household Sanitation*

Domestic Refuse, Recycling and FOGO levies (rubbish bin charges) have slightly increased from a combined adopted budget of \$1,267,339 to a revised budget of \$1,290,741, a positive impact of \$23,402 towards the end of year surplus. While the total forecast recurrent expenditure for Sanitation services remains close to the allocated budget of \$1,367,613, the non-recurrent expenditure is forecast to be \$92,000 higher than the budget of \$32,800, due primarily to the purchase of the 7 litre kitchen caddies provided as part of the FOGO bins rollout. Due to their shorter expected life, these bins are expensed rather than capitalised. The FOGO wheelie bins capital expenditure forecast will be reduced by this same amount.

Due to the detailed nature of the new waste contract, further review of the forecast waste expenditure streams is planned for March with any forecast changes reported to Council in April through the Monthly Financial Statements agenda report.

➤ *Recreation Centre*

The forecast net subsidised cost of the Eaton Recreation Centre for 2021/22 has an unfavourable variance of \$15,106; amended from an adopted budget estimate of \$123,360 to a revised forecast estimate of \$138,466. The increased forecast estimate can be attributed to additional group fitness classes offered by the Recreation Centre as part of last year's business case review, and associated group fitness licences. *The net subsidised cost incorporates Total Recurrent Operating Expenditure less Revenue.*

However, the ERC Administration salaries and wages remains within budget forecasts, and the Vacation Care program continues to provide a good revenue source for the Centre and partially offsets the Crèche/Vacation Care expenditure accounts. Vacation Care revenue is forecast to increase by \$29,000 due to an increase in attendance from 40 to 50 children per day.

➤ *Plant & Equipment*

The purchase of five vehicles (utilities), tip truck, mower and backhoe loader were budgeted for purchase and disposal in the 2021/22 adopted budget as carry forward changeovers from the 2020/21 financial year. The carry forward changeovers were due to a delay in delivery timing only. Most of the changeovers have occurred or are expected to occur prior to the 30<sup>th</sup> of June 2022. The Tip Truck is due to arrive early April 2022.

Additionally two Parks & Gardens Utilities (DA648 and DA9406) were recently endorsed by Council for changeover in this financial year due to high kilometres and age (OCM: 39-22).

Included in the Budget Review is the sale of vehicle DA9295 (previously IT Manager) which is now considered excess to Council's fleet. Council is requested to endorse the sale of this asset with a forecast revenue of \$15,000. If endorsed, it is forecast that the sale funds be transferred to the Executive and Compliance Vehicle Reserve.

Council Policy (CP048) *Plant & Vehicle Acquisitions and Disposal Policy* states that Utility vehicles shall be changed over at replacement triggers of five (5) years or 120,000km, whichever occurs first. Also included in this policy is Medium Trucks which are replaced every eight (8) years or 200,000km, whichever occurs first.

➤ *Parks and Gardens*

The 2021/22 Parks and Gardens Maintenance budget remains within forecast estimates of \$3.9m.

➤ *Transport*

The total Road Maintenance & Construction budget has been amended from an adopted budget of \$5,843,154 to a forecast budget of \$5,723,848. The forecast budget also includes previously approved budget amendments endorsed by Council during the financial year. The main changes in the capital works program relates to the timing and delivery of projects, reduced forecast expenditure against some pathways project, and forecast budget updates for capital road upgrades and renewal projects including Harris Road and Pile Road.

➤ *Staff Training*

The budget for staff training is forecast to decrease from an adopted amended budget of \$189,256 to a revised forecast of \$184,600. This reduction relates to a decrease for Ranger Services training due to Covid-19 and the current workforce being competent in their roles. Should an opportunity arise for additional training in the last quarter of 2021/22, the budget forecast will be adjusted accordingly.

➤ *Fees and Charges*

Cat and Dog Registration revenue remains close to budget revenue estimates with a revised forecast revenue for Cat Registrations of \$6,300 (from \$8,000) and Dog Registrations of \$47,000 (from \$52,000). It is anticipated that more 'Lifetime' dog registrations may impact future Dog Registration revenue budgets.

Health Fees and Charges have increased from an adopted budget of \$16,600 to a forecast budget of \$23,500.

Town Planning Fees and Charges have been decreased from an adopted budget of \$76,615 to a conservative forecast of \$60,000. These fees are dependent on the type of Development Applications received by the Shire.

Building Application Fees remain within original budget estimates of \$110,000 for the 2021/22 financial year.

➤ *New Borrowings and Loans*

As per the adopted 2021/22 annual budget, a provision was made for Council to obtain new borrowings of \$320,000 for the implementation and acquisition of the new 3 Bin System. This loan was taken out in February 2022.

*Items for Budget Review Consideration*

➤ *Sale of Vehicle DA9295 – 2018 Nissan X-Trail*

It is recommended that Council consider the disposal of DA9295 – 2018 Nissan X-Trail. With a change in the Information Services structure, this vehicle is now considered excess to Council's requirements. It is proposed that the sale of vehicle funds be transferred to the Executive and Compliance Vehicle Reserve.

➤ *Charlotte Street Public Toilets – J10308*

At the Special Council Meeting dated 17<sup>th</sup> of November 2021 Council was requested to consider an additional provision of \$50,000 for the Charlotte Street Public Toilets, currently budgeted as per the adopted budget of \$100,000.

The request was to fund the potential costs associated with extending the services to the proposed location of the Public Toilet (now intended along Boyanup Picton Road). The additional funds were also intended to provide for the installation of a RV dump point at the same location. It was noted in the report that existing LRCI funding of \$100,000 was insufficient to complete the project (toilet block and pathway including railway crossing). This request was not supported by Council and subsequently removed, to be considered in the next round of LRCI funding.

As part of the February 2022 budget review, staff now request for Council to consider increasing the budget provision for Charlotte Street Public Toilets from an adopted budget of \$100,000 to a revised budget of \$160,000. It is anticipated that the additional expenditure of \$60,000 can be funded from the following sources:

- Unspent Grants Reserve of \$15,000; and
- LRCI Phase 3 Funding \$45,000.

The \$15,000 Waste Dump Point Grant was received by Council in 2016/17 from the Regional Tourism Grant Fund. LRCI Phase 3 Funding can also be utilised for the balance of \$45,000.

It is requested that Council allocate an additional \$60,000 required to complete the project, as per the funding arrangement above. This will have no impact on the forecast end of year surplus of \$68,581.

➤ *Estimated Carried Forward Surplus as at the 30<sup>th</sup> of June 2022:*

The 2021/22 budget estimated that over the 12 month period of the budget, a deficit of \$153,005 would be incurred. This was based on a Carried Forward Surplus from 2020/21 of \$169,557 reducing to a small Surplus at the end of 2021/22 of \$16,552.

As a result of the budget review at the 29<sup>th</sup> of February 2022, Council predict a year-end forecast surplus of \$68,581. This budget review does not propose to amend the adopted budget, but to simply update the budget end of year forecast only to \$68,581.

**Council Role** - Executive/Strategic.

**Voting Requirements** - Absolute Majority.

***Change to Officer Recommendation***

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

- 1. Adopts the 2021/22 Mid-Year Budget Review inclusive of the noted budget amendments contained within the report;**
- 2. Receives and acknowledges the 2021/22 Mid-Year Budget Review report and associated documents;**
- 3. Retains the 2021/22 Forecast Budget Surplus as a carried forward surplus to the next budget period; and**
- 4. Endorse the sale of Vehicle DA9295 with sale proceeds being returned to the Executive and Compliance Vehicle Reserve.**
- 5. Approves an increase to J10308 Charlotte Street Public Toilets of \$60,000 to be funded by \$15,000 Unspent Grants Reserve and grant revenue of \$45,000 from the LRCI Phase 3 funding.**

*By Absolute Majority*

12.4.2 Title: Monthly Statement of Financial Activity for the Period Ended on the 28<sup>th</sup> of February 2022

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Natalie Hopkins - Manager Financial Services</i> <i>Mr Ray Pryce - Accountant</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.4.2A – Risk Assessment</i> <i>Appendix ORD: 12.4.2B – Monthly Financial Report – 28<sup>th</sup> of February 2022</i>

**Overview**

This report presents the monthly Financial Statements for the period ended on the 28<sup>th</sup> of February 2022 for Council adoption.

**Background**

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

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

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

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

- (1A) In this regulation—*  
***committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.*



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

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

### **Strategic Community Plan**

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

**Environment** - None.

### **Precedents**

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

### **Budget Implications**

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

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

### **Council Policy Compliance**

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

### **Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Monthly Statement of Financial Activity for the Period Ended 28 February 2022
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Non-compliance with the legislative requirements that results in a qualified audit.
	Reputational Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively.
	Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.

### **Officer Comment**

The Monthly Financial Report for the period ended on the 28<sup>th</sup> of February 2022 is contained in [Appendix ORD: 12.4.2B] and consists of:

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

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

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

Taking into account the larger surplus brought forward, budget amendments adopted by the Council at previous meetings this financial year and officer review of current year-to date performance, the forecast surplus at the 30<sup>th</sup> of June 2022 is currently estimated at \$88,579.

*Note 2* – Contains explanations for items with a material variance. Actual values for the year-to-date are compared to the year-to-date budget to present a percentage variance as well as the variance amount. The minimum level adopted by Council to be used in the Statement of Financial Activity in 2021/22 for reporting material variances is 5% or \$25,000, whichever is greater.

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

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

The total investment portfolio is currently \$18,614,530, and includes \$4,000,000 in Municipal Fund and \$14,614,530 in Reserve Account term deposit funds. 81% of the portfolio is invested with AA rated Australian banks, with the remaining 19% being lodged with BBB rated financial institutions.

Yield return on major bank term deposit investments remain relatively low but have risen in recent days to around 0.8% for 12 month term – a rise of approximately 0.25%. This occurred in response to the announcement that Government and Reserve Bank stimulus are being paired back as well as upwards

pressure on rates due to higher than expected level of inflation reported in the Consumer Price Index publication at 31<sup>st</sup> of December 2021.

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

**Council Role** - Review.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council: receives the Monthly Statement of Financial Activity [Appendix ORD: 12.4.2B] for the period ended on the 28<sup>th</sup> of February 2022.**

**12.4.3 Title: Schedule of Paid Accounts as at the 25<sup>th</sup> February 2022**

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
<i>Legislation:</i>	<i>Local Government (Financial Management) Regulations 1996</i>
<i>Attachments</i>	<i>Appendix ORD: 12.4.3 – Risk Assessment</i>

**Overview**

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

**Background**

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

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

**Legal Implications**

Local Government Act 1995

*S6.5. Accounts and records*

Local Government (Financial Management) Regulations 1996

*R11. Payments, procedures for making etc.*

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

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

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

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

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

**Strategic Community Plan**

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

**Environment** - None.

**Precedents**

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

**Budget Implications**

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

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

**Council Policy Compliance**

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

**Risk Assessment**

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Schedule of Paid Accounts as at the 25 <sup>th</sup> February 2022
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.
	Reputational Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively

**Officer Comment**

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

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Schedule of Paid Accounts report from 29/1/2022 to 25/2/2022 as follows:**

Payment	Date	Name	Invoice Description	Fund	Amount
ELECTRONIC FUNDS TRANSFER					
EFT46112	02/02/2022	1st Leschenault Scouts	Youth Survivor Challenge - January 2022 School Holidays	MUNI	350.00
EFT46113	02/02/2022	Advanced Traffic Management WA P/L	Traffic Management - Greenwood Heights - 14-12-2021	MUNI	1,321.93
EFT46114	02/02/2022	Ahoy Management	Tourism Event Grant - Lost and Found 2022. Funding Approved By Council, Resolution # 333-21.	MUNI	11,000.00
EFT46115	02/02/2022	Amity Signs	Replacement Signs Due to Vandalism - McCaughan Park	MUNI	194.70
EFT46116	02/02/2022	Bell Fire Equipment Company Pty Ltd	Waterloo Light Tanker Repairs	MUNI	137.50
EFT46117	02/02/2022	BOC Ltd	Eaton Rec Centre - Hire of Oxygen Bottle	MUNI	12.54
EFT46118	02/02/2022	Brett James Lewis	Rates Refund - A10764	MUNI	325.05
EFT46119	02/02/2022	Brownes Foods Operations Pty Ltd	Eaton Rec Centre - Cafe Goods	MUNI	157.05
EFT46120	02/02/2022	Bunbury Auto One	Replacement Battery for Triton Ute DA9406	MUNI	223.14
EFT46121	02/02/2022	Bunbury Subaru	Service DA955 - 38,000km	MUNI	402.26
EFT46122	02/02/2022	Bunnings Group Limited	The Poppy Project Items - Plastic Trellis, Fence Post and Post Cap	MUNI	317.11
EFT46123	02/02/2022	Cardno (WA) Pty Ltd	Preparation of Dardanup Bike Plan	MUNI	8,197.75
EFT46124	02/02/2022	Caroline Mears	Summer Series - Outdoor Yoga Sessions - 11 and 22-01-2022	MUNI	495.00
EFT46125	02/02/2022	Chelsea Jayne Wood	Refund Fee Paid for Copy of Building Plans - No Plans Available	MUNI	41.00
EFT46126	02/02/2022	Country Water Solutions	Reticulation Repairs - Watson Reserve	MUNI	11.70
EFT46127	02/02/2022	Craven Foods	Eaton Rec Centre - Cafe Goods	MUNI	307.54
EFT46128	02/02/2022	Changing Spaces	Refund for Verge Permit Application Fee - BA: 2021220320	MUNI	260.00
EFT46129	02/02/2022	Dapco Tyre & Auto Centre	4 x Tyres and Wheel Alignment - DA8222	MUNI	845.00



Payment	Date	Name	Invoice Description	Fund	Amount
EFT46130	02/02/2022	Discover Deadly	Movies By Moonlight Dardanup - 1hr 30 Minute Interactive Display	MUNI	567.80
EFT46131	02/02/2022	Eaton Pet Vet	January 2022 Animal Management Program (Sterilisation)	MUNI	35.00
EFT46132	02/02/2022	Ellen Patricia Lilly	Meeting Attendance	MUNI	1,241.67
EFT46133	02/02/2022	H & H Architects	Architectural Services - Wells Reserve Clubrooms	MUNI	18,645.00
EFT46134	02/02/2022	Happywhenfit Pty Ltd	Active Families School Holiday Workshop - Cancellation Fee	MUNI	165.00
EFT46135	02/02/2022	Harvey Norman	LED Smart TV - Less \$100 Deposit Paid	MUNI	5,340.00
EFT46136	02/02/2022	Hynes Contracting	Glen Huon Playground Internal Path - Supply and Install Compact Road Base	MUNI	1,850.00
EFT46137	02/02/2022	Jack & Bee Music	Summer Sounds - Burekup - 40 Minute Set	MUNI	50.00
EFT46138	02/02/2022	Jacko's Window Cleaning	Window Cleaning (Both Internal and External Windows) - Glen Huon Clubrooms	MUNI	300.00
EFT46139	02/02/2022	Janice Patricia Dow	Meeting Attendance	MUNI	1,241.67
EFT46140	02/02/2022	Jason Signmakers	Supply Signs and Posts - Henty Road	MUNI	4,297.62
EFT46141	02/02/2022	James Khan	Aboriginal Heritage Consultation - Dardanup Heritage Trail Project and Travel Costs - 21-01-2022	MUNI	603.22
EFT46142	02/02/2022	Joseph Adrian Northover	Indigenous Consultation Fees	MUNI	603.22
EFT46143	02/02/2022	Korrine Bennell	Aboriginal Heritage Consultation - Dardanup Heritage Trail Project and Travel Costs - 21-01-2022	MUNI	547.92
EFT46144	02/02/2022	Local Government Professionals Australia WAR	Contract Management Workshop 9 and 10 May 2022 - Allan Hutcheon, Procurement officer	MUNI	860.00
EFT46145	02/02/2022	Luke William Davies	Meeting Attendance	MUNI	1,241.67
EFT46146	02/02/2022	Mantrac	Sand Spreading - Watson Reserve	MUNI	1,144.00
EFT46147	02/02/2022	Mark Richard Hutchinson	Meeting Attendance	MUNI	1,241.67

Payment	Date	Name	Invoice Description	Fund	Amount
EFT46148	02/02/2022	Melanie May Ring	Uniform Reimbursement	MUNI	34.00
EFT46149	02/02/2022	Michael Bennett	Local Government Allowance	MUNI	4,112.50
EFT46150	02/02/2022	MJB Industries Pty Ltd	6 x 375 Single Pipe Headwalls, 4 x Single Pipe Headwalls - Pile Road Widening	MUNI	3,156.30
EFT46151	02/02/2022	Murray Collard	Aboriginal Heritage Consultation - Dardanup Heritage Trail Project and Travel Costs - 21-01-2022	MUNI	550.94
EFT46152	02/02/2022	Nicole Lisa Samuels	Refund of Partial Eaton Rec Centre Membership Fees	MUNI	82.29
EFT46153	02/02/2022	Patricia Rose Perks	Meeting Attendance	MUNI	1,241.67
EFT46154	02/02/2022	Perfect Landscapes	Weekly Parks and Gardens Maintenance - Shire Park Locations	MUNI	4,604.07
EFT46155	02/02/2022	Peter Robinson	Meeting Attendance	MUNI	1,241.67
EFT46156	02/02/2022	PFD Food Services Pty Ltd	Eaton Rec Centre - Cafe Goods	MUNI	248.80
EFT46157	02/02/2022	PFI Supplies	Various Items for Australia Day Breakfast 2022 (Eaton, Dardanup and Burekup)	MUNI	2,417.20
EFT46158	02/02/2022	Prime Supplies	Bunting and Bollards for Australia Day Events 2022 (Eaton, Dardanup and Burekup)	MUNI	2,463.78
EFT46159	02/02/2022	Samantha Dixon	Reimburse Purchases - Prizes for Scavenger Hunt - January School Holidays	MUNI	52.00
EFT46160	02/02/2022	Schweppes Australia Pty Ltd	Eaton Rec Centre - Cafe Goods	MUNI	812.28
EFT46161	02/02/2022	South West Mechanical & Fleet Services	105km Service - DA648	MUNI	420.60
EFT46162	02/02/2022	Southern Lock & Security	Service and Labour to Repair Lock and Closer - Infrastructure Section Door - Eaton Administration Office	MUNI	171.00
EFT46163	02/02/2022	Stacey Gillespie	Meeting Attendance	MUNI	1,241.67
EFT46164	02/02/2022	Stanton International	Wells Recreation Clubs Rooms and Toilets - Probity Advice	MUNI	281.60
EFT46165	02/02/2022	Specialty Timber Flooring WAR	Eaton Rec Centre - Resurfacing of Stadium Flooring and Group Fitness Room	MUNI	8,195.00
EFT46166	02/02/2022	T & V Fencing	Repairs to Electronic Depot Gate	MUNI	232.10

Payment	Date	Name	Invoice Description	Fund	Amount
EFT46167	02/02/2022	Telstra	Telephone and Various Lines for Eaton Admin Centre - 4/1-3/2/2022	MUNI	3,340.26
EFT46168	02/02/2022	The Children's Book Council of Australia WA Branch	2022 Membership	MUNI	75.00
EFT46169	02/02/2022	Toll Transport - Ipec Pty Ltd	December 2021 Postage and Freight	MUNI	11.01
EFT46170	02/02/2022	Totally Sound	Eaton Rec Centre - Projector Light Replacement	MUNI	99.00
EFT46171	02/02/2022	Tutt Bryant Hire	1.7 Tonne Excavator Hire With Trailer - Eaton Foreshore	MUNI	801.90
EFT46172	02/02/2022	Tyrrell Gardiner	Meeting Attendance	MUNI	1,819.09
EFT46173	02/02/2022	WA Laser Engraving	Plaques for WA Community Citizen of The Year Awards 2022	MUNI	114.00
EFT46174	02/02/2022	Wight & Emmett	Pig Pellets - Food for Impounded Pig	MUNI	22.50
EFT46175	02/02/2022	Woolworths Group Limited	Eaton Rec Centre - Cafe Goods	MUNI	105.10
EFT46176	03/02/2022	Cameron Baker	Umpire Recoup 02/02/2022	MUNI	110.00
EFT46177	03/02/2022	Christine Worsfold	Umpire Recoup 01/02/2022	MUNI	157.50
EFT46178	03/02/2022	Cohen Thompson	Umpire Recoup 02/02/2022	MUNI	22.00
EFT46179	03/02/2022	Donna Bastow	Umpire Recoup 02/02/2022	MUNI	132.00
EFT46180	03/02/2022	John Thompson	Umpire Recoup 02/02/2022	MUNI	88.00
EFT46181	03/02/2022	Justine Eichner	Umpire Recoup 02/02/2022	MUNI	66.00
EFT46182	03/02/2022	Karyn Rowe	Umpire Recoup 01/02/2022	MUNI	202.50
EFT46183	03/02/2022	Kenny Pomare	Umpire Recoup 02/02/2022	MUNI	44.00
EFT46184	03/02/2022	Luke Wilkinson	Umpire Recoup 02/02/2022	MUNI	132.00
EFT46185	03/02/2022	Margery Ann Stevens	Umpire Recoup 31/01/2022	MUNI	66.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT46186	03/02/2022	Mckayhla Pomare	Umpire Recoup 02/02/2022	MUNI	110.00
EFT46187	03/02/2022	Natalie Little	Umpire Recoup 01/02/2022	MUNI	112.50
EFT46188	03/02/2022	Rachael Hardwicke	Umpire Recoup 02/02/2022	MUNI	44.00
EFT46189	03/02/2022	Therese Price	Umpire Recoup 31/01/2022	MUNI	90.00
EFT46190	03/02/2022	Toni Hotchin	Umpire Recoup 01/02/2022	MUNI	90.00
EFT46191	11/02/2022	A1 Sign Shop	Supply and Install 3 Extrusion Street Signs - Relocated Library Signs	MUNI	1,608.30
EFT46192	11/02/2022	Advanced Traffic Management WA P/L	Pile Rd Clearing Works - 31/1/2022	MUNI	2,723.74
EFT46193	11/02/2022	Advanteering Civil Engineers	Progress Claim 6 - Tender F0196739 - New Eaton Skate Park	MUNI	120,008.41
EFT46194	11/02/2022	Amity Signs	Street Signs - Dillon Road	MUNI	209.00
EFT46195	11/02/2022	Australia Post	Monthly Invoice of Mail and Postage - January 2022	MUNI	1,784.73
EFT46196	11/02/2022	Australian Tax Office	PAYG - Payrun 04-02-2022	MUNI	75,512.00
EFT46197	11/02/2022	B & B Street Sweeping Pty Ltd	Sweep Full Length of Millbridge Boulevard - 19-01-2022	MUNI	528.00
EFT46198	11/02/2022	Belinda Jansen Van Vuuren	Uniform Reimbursement	MUNI	274.00
EFT46199	11/02/2022	Bindjareb Midas Troupe	Welcome to Country Dancers - Station Openings 13-01-2022	MUNI	2,000.00
EFT46200	11/02/2022	Blackwood Tanks	Repairs to Water Tank - Ferguson Hall	MUNI	3,680.00
EFT46201	11/02/2022	Bunbury Auto One	Trailer Plug Adaptor	MUNI	50.06
EFT46202	11/02/2022	Bunbury Plastics	Standard Issue Sneeze Screen - Eaton Community Library	MUNI	677.60
EFT46203	11/02/2022	Bunnings Group Limited	Trailer Tool Box and Wiring Plugs for Repairs to Tipping Trailer	MUNI	453.82
EFT46204	11/02/2022	C.E.M. Alliance Pty Ltd	Waterloo Bush Fire Brigade New Shed	MUNI	89,487.32

Payment	Date	Name	Invoice Description	Fund	Amount
EFT46205	11/02/2022	Cameron Baker	Umpire Recoup - 09-02-2022	MUNI	22.00
EFT46206	11/02/2022	CB Traffic Solutions	Traffic Management Plan for Shire Event - Lot 500 South Western Hwy - 11-01-2022	MUNI	605.00
EFT46207	11/02/2022	Celebrity Speakers Australia	Every Club Workshop - Guest Speaker Shelley Smith - 17 February 2022	MUNI	3,554.10
EFT46208	11/02/2022	Chloe Scott	Umpire Recoup - 09-02-2022	MUNI	44.00
EFT46209	11/02/2022	Christine Worsfold	Umpire Recoup - 08-02-2022	MUNI	90.00
EFT46210	11/02/2022	Civil Projects Southwest	Clearing Works for Pile Rd - Bobcat Hire - 31/1/2022 - 4/2/2022	MUNI	4,180.00
EFT46211	11/02/2022	Cleanaway Solid Waste Pty Ltd	General Waste Disposal - Banksia Road - 3-31/01/2022	MUNI	7,602.49
EFT46212	11/02/2022	Cleanaway Xtra Cleaning Services	Deep Clean for Covid Exposure - Banksia Rd	MUNI	1,500.00
EFT46213	11/02/2022	Cody Ray Knott	Crossover Rebate - A11987	MUNI	212.00
EFT46214	11/02/2022	Construction Training Fund : BCITF	BCITF Remittance - January 2022	MUNI	233.25
EFT46215	11/02/2022	Country Water Solutions	Reticulation Repairs - Illawarra Park	MUNI	1,105.05
EFT46216	11/02/2022	Courtney Anne Bayliss	Crossover Rebate - A11729	MUNI	227.90
EFT46217	11/02/2022	Dapco Tyre & Auto Centre	4 x Tyre 235/55 R17 - DA004	MUNI	1,025.00
EFT46218	11/02/2022	Dardanup Rural Supplies	10 Bags of Mortar Cream - Pile Rd Renewal	MUNI	109.50
EFT46219	11/02/2022	Dardanup Sporting & Community Clubs Inc	Movies By Moonlight Dardanup - Venue Clean Pre and Post Event	MUNI	100.00
EFT46220	11/02/2022	Department of Mines, Industry, Regulations & Safety (Dmirs) - BSL	BSL Remittance - January 2022	MUNI	3,201.61
EFT46221	11/02/2022	Deputec Pty Ltd	Eaton Rec Centre - Deputy Roster Schedule Software - January 2022	MUNI	92.40
EFT46222	11/02/2022	Diesel Force	Vehicle Service - DA8170	MUNI	1,129.63

Payment	Date	Name	Invoice Description	Fund	Amount
EFT46223	11/02/2022	Donna Bastow	Umpire Recoup - 09-02-2022	MUNI	132.00
EFT46224	11/02/2022	DX Print Group Pty Ltd	DLX Window Faced Envelopes With Logo x 5000	MUNI	1,035.00
EFT46225	11/02/2022	Ella Rafferty	Uniform Reimbursement	MUNI	174.94
EFT46226	11/02/2022	Eve Yoga	2 x Yoga Sessions - Eaton Rec Centre - 19 and 22-01-2022	MUNI	120.00
EFT46227	11/02/2022	Fit2Work	Monthly Invoice for Employee Police Checks - January 2022	MUNI	191.95
EFT46228	11/02/2022	Flexi Staff Pty Ltd	Labour Hire - T Riley - 18 and 19/11/2021	MUNI	7,994.43
EFT46229	11/02/2022	Frontline Signs	Parking Signs for Australia Day Event (Eaton) 26-01-2022	MUNI	1,178.10
EFT46230	11/02/2022	GHD Pty Ltd	Feasibility Study of Forrest Highway Cycle Route - Delivery Phase	MUNI	8,043.48
EFT46231	11/02/2022	Harvey Norman	Eaton Rec Centre - Portable Speaker for Classes	MUNI	299.00
EFT46232	11/02/2022	Heatleys	200 x Shoff Hand Sanitiser 500ml with Pump	MUNI	2,940.22
EFT46233	11/02/2022	Howson Technical	Harris Rd Widening - Project Management	MUNI	2,717.00
EFT46234	11/02/2022	Hynes Contracting	Supply and Fit Fire Pump and Plumbing to Water Tanks - Waterloo Bush Fire Brigade	MUNI	9,764.00
EFT46235	11/02/2022	Jayne Lee Performance & Entertainment	Teddy Bears Picnic: Interactive Show - 27-01-2022	MUNI	1,050.00
EFT46236	11/02/2022	JCW Electrical Pty Ltd	Repair Electrical Cable to Domestic Fridge - Banksia Rd Site	MUNI	180.18
EFT46237	11/02/2022	John Thompson	Umpire Recoup - 09-02-2022	MUNI	66.00
EFT46238	11/02/2022	Justine Eichner	Umpire Recoup - 09-02-2022	MUNI	66.00
EFT46239	11/02/2022	K's Home Kitchen	Ordinary Council Meeting Meal - 25-01-2022	MUNI	800.00
EFT46240	11/02/2022	Karyn Rowe	Umpire Recoup - 07 and 08-02-2022	MUNI	135.00
EFT46241	11/02/2022	Kenny Pomare	Umpire Recoup - 09-02-2022	MUNI	110.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT46242	11/02/2022	Kings Tree Care	Remove Coral Tree and Grind to Ground Level - Rose Road, Burekup	MUNI	1,980.00
EFT46243	11/02/2022	Kmart	9 x Frames for WA Community Citizen of the Year 2022 Nominees	MUNI	70.00
EFT46244	11/02/2022	Kyle Jones	Umpire Recoup - 09-02-2022	MUNI	88.00
EFT46245	11/02/2022	Kylie's Magical Face Painting	Movies By Moonlight - Burekup - Bubble Station	MUNI	150.00
EFT46246	11/02/2022	Les Mills Asia Pacific	Eaton Rec Centre - Monthly Licence Fees - February 2022	MUNI	1,435.92
EFT46247	11/02/2022	Lonsdale Party Hire	Conveyor Toaster Hire - Australia Day Breakfast - 26-01-2022	MUNI	73.13
EFT46248	11/02/2022	Luke Wilkinson	Umpire Recoup - 09-02-2022	MUNI	154.00
EFT46249	11/02/2022	M & J Essential Solutions Pty Ltd	EAP Consultations	MUNI	520.00
EFT46250	11/02/2022	Malatesta Road Paving & Hotmix	Emulsion - Dowdells Line	MUNI	400.00
EFT46251	11/02/2022	Margery Ann Stevens	Umpire Recoup - 07-02-2022	MUNI	67.50
EFT46252	11/02/2022	Mckayhla Pomare	Umpire Recoup - 09-02-2022	MUNI	88.00
EFT46253	11/02/2022	Melanie May Ring	Uniform Reimbursement	MUNI	36.68
EFT46254	11/02/2022	MGM Bulk Pty Ltd	Gravel - Delivered to Shire Gravel Pit	MUNI	2,906.02
EFT46255	11/02/2022	MJB Industries Pty Ltd	Pile Rd Renewal - 2 x 375 Headwalls, 7 x Class 4 375 Pipes	MUNI	1,672.94
EFT46256	11/02/2022	Monumental Services Pty Ltd	Eaton Recreation Centre - Additional Indoor Multi-Use Courts - Project Commencement Invoice	MUNI	1,221.00
EFT46257	11/02/2022	Natalie Little	Umpire Recoup - 04 and 07-02-2022	MUNI	165.00
EFT46258	11/02/2022	Perfect Landscapes	Weekly Parks and Gardens Maintenance - Shire Lawns and Reserves	MUNI	4,437.27
EFT46259	11/02/2022	Peter Hobbs Architects	Phase 2 - 15% Schematic Design Work - Eaton Administration, Library and Community Building	MUNI	30,910.00
EFT46260	11/02/2022	PFD Food Services Pty Ltd	Eaton Rec Centre - Cafe Goods	MUNI	431.10

Payment	Date	Name	Invoice Description	Fund	Amount
EFT46261	11/02/2022	PFI Supplies	Eaton Admin & Dardanup Office Cleaning Supplies	MUNI	530.35
EFT46262	11/02/2022	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	New Tyres and Disposal - DA325	MUNI	3,074.00
EFT46263	11/02/2022	Public Libraries WAR	Membership - Category 2 Subscription Renewal	MUNI	170.00
EFT46264	11/02/2022	Qmani Pty Ltd	SMS Annual Fee and Monthly Charges - January 2022	MUNI	66.00
EFT46265	11/02/2022	Rachel O'Donoghue	Reimburse Food Purchased for Youth Advisory Group	MUNI	59.17
EFT46266	11/02/2022	Records Management Association of Australasia	Records Training - Planning for Digitisation - Liam Yates	MUNI	275.00
EFT46267	11/02/2022	Securepay Pty Ltd	January 2022 Securepay Web and IVR Credit Card Payments - Eaton Rec Centre	MUNI	33.70
EFT46268	11/02/2022	SOS Office Equipment	Photocopier Meter Reading - Eaton Admin	MUNI	1,262.82
EFT46269	11/02/2022	Soundwave Car Stereo	Re-Program Aerial - DA 9287	MUNI	200.00
EFT46270	11/02/2022	Spencer Signs	Promotional Message Flags and Banners for Australia Day Breakfast - Eaton, Dardanup and Burekup 26-01-2022	MUNI	1,692.90
EFT46271	11/02/2022	Spraymow Services	Aerator of Turf Area - Watson Reserve, Pratt Road	MUNI	825.00
EFT46272	11/02/2022	Statewide Cleaning Supplies Pty Ltd	Eaton Rec Centre - Cleaning Wipes for Gym, Include Freight	MUNI	1,310.13
EFT46273	11/02/2022	Synergy	Auxiliary Lighting, Streetlights and Irrigation Control - 4/1-1/2/2022	MUNI	672.18
EFT46274	11/02/2022	Telair Pty Ltd	NBN - Monthly Fee - January 2022	MUNI	747.90
EFT46275	11/02/2022	Telstra	Iridium 9555 Satellite Telephone 0147 142 614 - January 2022	MUNI	175.00
EFT46276	11/02/2022	Therese Price	Umpire Recoup - 07 and 08-02-2022	MUNI	157.50
EFT46277	11/02/2022	Tiana Fraser	Umpire Recoup - 04-02-2022	MUNI	30.00
EFT46278	11/02/2022	Total Eden Pty Ltd	Reticulation Repairs - Glen Huon Oval	MUNI	172.68



Payment	Date	Name	Invoice Description	Fund	Amount
EFT46279	11/02/2022	Totally Sound	Replacement Compact Horn due to Storm Damage - Eaton Rec Centre	MUNI	200.20
EFT46280	11/02/2022	Tradelink	Basin Mixer - Eaton Rec Centre	MUNI	342.00
EFT46281	11/02/2022	Tutt Bryant Hire	Venn Road - Multi-Tyre Roller Hire - 13-31/1/2022	MUNI	7,363.34
EFT46282	11/02/2022	Under Cover South West	Eaton Rec Centre Vacation Care Incursion - Laser Tag - 21-01-2022	MUNI	620.00
EFT46283	11/02/2022	WA Isports Inc	Summer Sounds Burekup - Bocce and Snag Golf - 28/1/2022	MUNI	500.00
EFT46284	11/02/2022	Western Australia Treasury Corporation	Government Guarantee Fee 31/12/2021 - Loan 50274	MUNI	8,511.26
EFT46285	11/02/2022	Winc Australia Pty Ltd	Stationery Supplies - Eaton Admin	MUNI	413.81
EFT46286	11/02/2022	Woolworths Group Limited	Eaton Rec Centre - Vacation Care Goods	MUNI	1,706.23
EFT46287	11/02/2022	Zachary Cloutman - Cloutz Event Hire	Bouncy Castle for Australia Day Event - Dardanup, Burekup and Eaton. 26-01-2022	MUNI	2,143.97
EFT46288	11/02/2022	Zairyn Burke	Summer Sounds Burekup - Musician - 28-01-2022	MUNI	150.00
EFT46289	17/02/2022	A1 Sign Shop	Eaton Rec Centre - 3 x Bollard Roster Covid Signage for Front of Centre	MUNI	247.50
EFT46290	17/02/2022	Advanced Traffic Management WA P/L	Pile Rd Clearing Works - 2-8/02/2022	MUNI	9,445.45
EFT46291	17/02/2022	Advanteering Civil Engineers	Council Drive Footpath Works - Final Claim	MUNI	68,346.38
EFT46292	17/02/2022	All Aussie Truck & Bobcat Services	Waste Transfer Station Maintenance - Banksia Road	MUNI	1,760.00
EFT46293	17/02/2022	Ampol Australia Petroleum Pty Ltd	Fuel - DA698 - Works Grader	MUNI	16,303.15
EFT46294	17/02/2022	Aquila Food Forest	Sustainable Living Workshop - 10-02-2022	MUNI	230.00
EFT46295	17/02/2022	Australind Premix and S & J Excavations	5m3 of Stabilised Sand - Pile Rd	MUNI	880.00
EFT46296	17/02/2022	Barry Allen Electrical Services	Repairs to Lighting Faults at Lofthouse Park	MUNI	492.80
EFT46297	17/02/2022	Brownes Foods Operations Pty Ltd	Eaton Rec Centre - Cafe Goods	MUNI	184.46

Payment	Date	Name	Invoice Description	Fund	Amount
EFT46298	17/02/2022	Bullivants Pty Ltd	Lifting Hooks - DA2833 Loader	MUNI	83.66
EFT46299	17/02/2022	Bunbury Bearings	20kg Grease for Trailer Maintenance and 2 x Jockey Wheels	MUNI	489.50
EFT46300	17/02/2022	Bunbury Harvey Regional Council	Disposal of Organic Waste - Banksia Rd - January 2022	MUNI	8,939.45
EFT46301	17/02/2022	Bunbury Machinery	Hire of Mini Excavator - Eaton Foreshore	MUNI	490.91
EFT46302	17/02/2022	Bunbury Plumbing Service	Deliver 72,000 Litres of Water - Ferguson Hall Tank - 1 and 8/2/2022	MUNI	1,800.00
EFT46303	17/02/2022	Bunbury Tyrepower - Picton	Tyre Repair - DA2833	MUNI	88.00
EFT46304	17/02/2022	Bunnings Group Limited	Repair Items for Depot - Brushes, Batteries, Replacement Tools, Rubber Matting, Taps, Screws, Metal	MUNI	279.75
EFT46305	17/02/2022	Buswest	Eaton Rec Centre - Bus Hire - School Holiday Excursions - 6 and 18/01/2022	MUNI	396.00
EFT46306	17/02/2022	Cameron Baker	Umpire Recoup 16-02-2022	MUNI	44.00
EFT46307	17/02/2022	Castledine Gregory	Cleanaway vs Shire of Dardanup - Stockpiles On Lot 2 Banksia Rd, Crooked Brook - Matter # 0463-0007	MUNI	809.60
EFT46308	17/02/2022	Charlee Jones	Summer Sounds Dardanup - Music Set - 11/02/2022	MUNI	120.00
EFT46309	17/02/2022	Chloe Scott	Umpire Recoup 16-02-2022	MUNI	66.00
EFT46310	17/02/2022	Christine Worsfold	Umpire Recoup 15-02-2022	MUNI	90.00
EFT46311	17/02/2022	City of Bunbury	Eaton Rec Centre - Pool Excursion - January 2022 School Holidays	MUNI	371.20
EFT46312	17/02/2022	Civil Projects Southwest	Pile Rd Clearing Works - Bobcat Hire - 7-11/02/2022	MUNI	4,963.75
EFT46313	17/02/2022	Cleanaway Solid Waste Pty Ltd	Crooked Brook Rd - General Waste Disposal - 3-9/2/2022	MUNI	3,499.34
EFT46314	17/02/2022	Cohen Thompson	Umpire Recoup 16-02-2022	MUNI	44.00
EFT46315	17/02/2022	Colin & Diane Damiani	Refund Key and Building Bond	MUNI	290.00
EFT46316	17/02/2022	Country Landscaping Pty Ltd	Gary Engel Lake - Pump Station Controller Fault - Millbridge	MUNI	202.08

Payment	Date	Name	Invoice Description	Fund	Amount
EFT46317	17/02/2022	Country Water Solutions	Reticulation Maintenance - Eaton Oval	MUNI	1,429.35
EFT46318	17/02/2022	Crane Ford Plumbing	Shire of Dardanup Depot (Martin Pelusey Road) - Quarterly Service Agreement for ATU	MUNI	143.00
EFT46319	17/02/2022	Craven Foods	Eaton Rec Centre - Cafe Goods	MUNI	425.12
EFT46320	17/02/2022	Cross Security Services	Battery Replacement - Alarm System - Martin Pelusey Rd Depot	MUNI	88.10
EFT46321	17/02/2022	Dardanup Rural Supplies	Maintenance - Dardanup Depot	MUNI	1,181.50
EFT46322	17/02/2022	Dell Australia Pty Ltd	4 x Dell Latitude 7420, 30 x Monitors, 4 x Keyboards	MUNI	16,781.60
EFT46323	17/02/2022	Diesel Force	Replace Rear Brakes - DA628	MUNI	2,665.27
EFT46324	17/02/2022	Donna Bastow	Umpire Recoup 16-02-2022	MUNI	154.00
EFT46325	17/02/2022	Dormakaba Australia Pty Ltd	Eaton Rec Centre - Service on Front Automatic Doors	MUNI	258.18
EFT46326	17/02/2022	Earth 2 Ocean Communications	Chatter PTT Monthly Mobile License - October - December 2021	MUNI	594.85
EFT46327	17/02/2022	Eaton Environmental Services	Additional Rodent Visits - Depot Building	MUNI	286.00
EFT46328	17/02/2022	Eaton Fair Pty Ltd	Eaton Rec Centre - Kaylene Baker - Farewell Gift	MUNI	200.00
EFT46329	17/02/2022	Elliott's Irrigation Pty Ltd	Iron Filter Service - Millbridge Lakes - January 2022	MUNI	286.00
EFT46330	17/02/2022	Evviva Doddy	Summer Sounds: Eaton - Music Set and Travel	MUNI	70.00
EFT46331	17/02/2022	Flexi Staff Pty Ltd	Labour Hire 8-12/11/2021	MUNI	7,231.40
EFT46332	17/02/2022	Fulton Hogan Industries WAR	Emulsion Supply - Paradise Road and Dowdells Line	MUNI	292.05
EFT46333	17/02/2022	Hanson Construction Materials Pty Ltd	8.1 Tonne Graded Aggregate - 6 x Shire Locations	MUNI	325.22
EFT46334	17/02/2022	Heatleys	Coverall 456 White Box of 50 Large	MUNI	709.63
EFT46335	17/02/2022	Herbert Smith Freehill	Negotiation and Execution of Contracts - Eaton Community Library and New Admin Building - Matter # 82716823	MUNI	29,539.79

Payment	Date	Name	Invoice Description	Fund	Amount
EFT46336	17/02/2022	Hynes Contracting	Glen Huon Playground Additional Works	MUNI	5,740.00
EFT46337	17/02/2022	Instant Racking	3 x Steel Tool Boxes - DA8200	MUNI	1,357.00
EFT46338	17/02/2022	Jetline Kerbing Contractors	Prepare, Supply and Lay New Path, Kerbing and 4 x Driveways - Diadem Street	MUNI	82,120.50
EFT46339	17/02/2022	Jim's Test & Tag	Electrical Test and Tag 2021/22 - Dardanup Office	MUNI	656.67
EFT46340	17/02/2022	John Shafran	Consultancy Services - Hive and Tardis Security - January 2022	MUNI	8,415.00
EFT46341	17/02/2022	John Thompson	Umpire Recoup 16-02-2022	MUNI	44.00
EFT46342	17/02/2022	Justine Eichner	Umpire Recoup 16-02-2022	MUNI	22.00
EFT46343	17/02/2022	James Khan	Consultation With Elder - Ferguson Valley Public Art Trail Dardanup - 9-2-2022	MUNI	625.68
EFT46344	17/02/2022	Joseph Adrian Northover	Indigenous Consultation Fees	MUNI	625.68
EFT46345	17/02/2022	Karyn Rowe	Umpire Recoup 14 and 15-02-2022	MUNI	225.00
EFT46346	17/02/2022	Kmart	60L Storage Tub On Wheels - Manager Financial Services	MUNI	16.00
EFT46347	17/02/2022	Kyle Jones	Umpire Recoup 16-02-2022	MUNI	44.00
EFT46348	17/02/2022	Landgate	GRV Interim Valuation - 11/12/2021 - 07/01/2022	MUNI	1,006.74
EFT46349	17/02/2022	Leschenault Catchment Council Inc	2 x Possum Night Walks - 14 and 21/01/2022	MUNI	1,210.00
EFT46350	17/02/2022	LGIS WA	Employee Skin Checks - December 2021	MUNI	550.00
EFT46351	17/02/2022	Luke Wilkinson	Umpire Recoup 16-02-2022	MUNI	132.00
EFT46352	17/02/2022	M & J Essential Solutions Pty Ltd	EAP Consultations	MUNI	390.00
EFT46353	17/02/2022	Mantrac	Box Out Median Near Millbridge Entry - Eaton Drive	MUNI	990.00
EFT46354	17/02/2022	MarketForce	Public Notice - Development Bonds - SW Times 18-11-2021	MUNI	565.26

Payment	Date	Name	Invoice Description	Fund	Amount
EFT46355	17/02/2022	McDonald Fencing	Glen Huon Playground - Supply and Install New Pool Style Fencing	MUNI	15,812.50
EFT46356	17/02/2022	Mckayhla Pomare	Umpire Recoup 16-02-2022	MUNI	121.00
EFT46357	17/02/2022	Mitchell Martin	Summer Sounds Burekup - Music Set and Travel	MUNI	350.00
EFT46358	17/02/2022	Murray Collard	Consultation With Elder - Ferguson Valley Public Art Trail Dardanup - 9-2-2022	MUNI	573.40
EFT46359	17/02/2022	NAJA Business Consulting Services	Modification to Business Case, Cost Benefit Analysis and BBRF Proposal	MUNI	8,580.00
EFT46360	17/02/2022	Natalie Little	Umpire Recoup 11 and 15-02-2022	MUNI	120.00
EFT46361	17/02/2022	Naturaliste Hygiene	Sharps Disposal Service February 2022 - Eaton Foreshore Public Toilets & Watson St Reserve	MUNI	165.00
EFT46362	17/02/2022	Neil Nicholson	Reimburse Fuel Pending Replacement of Stolen Fuel Card - DA9605	MUNI	40.34
EFT46363	17/02/2022	NGIS Australia Pty Ltd	GIS Services Contract - January 2022	MUNI	3,135.00
EFT46364	17/02/2022	NT Organic Industries Pty Ltd - Kelly Hope	Summer Sounds Burekup - Auslan Concert - 28-01-2022	MUNI	720.00
EFT46365	17/02/2022	Nutrien Ag Solutions	10 x Star Picket 1.8M - Townsites Road Signs	MUNI	206.80
EFT46366	17/02/2022	Officeworks Superstores Pty Ltd	Stationery Supplies - Eaton Admin	MUNI	1,570.15
EFT46367	17/02/2022	Perfect Landscapes	Weekly Parks and Gardens Maintenance - Shire Lawns and Reserves	MUNI	4,604.07
EFT46368	17/02/2022	Presido Consulting Pty Ltd - Fleet Advisory	Fleet Management Consulting Services - Workshop / Presentations - 09-02-2022	MUNI	1,089.00
EFT46369	17/02/2022	Raelene Tedd	Umpire Recoup 14-02-2022	MUNI	135.00
EFT46370	17/02/2022	Regional Media Specialists P/L	Advertising Space In Bunbury Herald - January 2022	MUNI	1,490.50
EFT46371	17/02/2022	Roldan Tomas	Umpire Recoup 16-02-2022	MUNI	55.00
EFT46372	17/02/2022	Samantha Dixon	Purchase Bags of Ice for Youth Advisory Group Event - 05-02-2022	MUNI	10.00
EFT46373	17/02/2022	Signs Plus	2 x Name Badges for Shire Staff	MUNI	34.50

Payment	Date	Name	Invoice Description	Fund	Amount
EFT46374	17/02/2022	SMR Psychology	Employee Assistance Program - Counselling	MUNI	187.00
EFT46375	17/02/2022	South West Mechanical & Fleet Services	Trailer Plug Replacement - DA9406	MUNI	105.23
EFT46376	17/02/2022	Southwest Ventures T/A Geographe Ford/Bunbury Hyundai	Purchase (Only) New Ford Ranger XI Manual - DA8200	MUNI	22,351.61
EFT46377	17/02/2022	Squash Magic Co	Eaton Rec Centre Incursion - January 2022 School Holidays	MUNI	715.00
EFT46378	17/02/2022	Stratagreen	Seamungus Pellet Fertiliser 20Kg - Eaton Oval & Watson Reserve	MUNI	3,262.60
EFT46379	17/02/2022	Structerre Consulting Engineers	Eaton Rec Centre - Car Park Lighting - Inspection and Report	MUNI	886.05
EFT46380	17/02/2022	Suez Recycling & Recovery (Perth) Pty Ltd	Recyclable Processing - January 2022	MUNI	6,810.98
EFT46381	17/02/2022	Suez Recycling & Recovery Pty Ltd	Recycling Removal - December 2021	MUNI	79,620.60
EFT46382	17/02/2022	Synergy	Townsite Street Lights - 4/1/2022 - 1/2/2022	MUNI	30,057.26
EFT46383	17/02/2022	Telstra	Satellite Telephone and Various Lines for Eaton Admin Centre - 4/2 - 3/3/2022	MUNI	3,477.11
EFT46384	17/02/2022	The Print Shop	100 x A4 Flat Flyer - Waterloo Precinct	MUNI	123.20
EFT46385	17/02/2022	The Workwear Group	2 x Work Pants - Jarrad Leaver	MUNI	127.32
EFT46386	17/02/2022	Tiana Fraser	Umpire Recoup 11-02-2022	MUNI	30.00
EFT46387	17/02/2022	Toll Transport - Ipec Pty Ltd	Postage and Freight - Nov 2021, Dec 2021, Feb 2022	MUNI	254.61
EFT46388	17/02/2022	Toni Hotchin	Umpire Recoup 15-02-2022	MUNI	90.00
EFT46389	17/02/2022	Total Eden Pty Ltd	Reticulation Maintenance - Eaton Foreshore	MUNI	862.97
EFT46390	17/02/2022	WA Isports Inc	Summer Sounds Dardanup - Bocce - 11/02/2022	MUNI	500.00
EFT46391	17/02/2022	WALGA	Elected Member Compulsory Essentials Courses - Cr. Ellen Lilly - Understanding Local Government	MUNI	585.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT46392	17/02/2022	West Coast Waste	Removal of Waste Tyres	MUNI	1,716.00
EFT46393	17/02/2022	Winc Australia Pty Ltd	Stationery Supplies - Eaton Admin	MUNI	645.96
EFT46394	17/02/2022	Woodlands	Urban Pf400 Drink Fountain - Lofthouse Park	MUNI	4,136.00
EFT46395	17/02/2022	Woolworths Group Limited	Depot Monthly Meeting Refreshments	MUNI	612.49
EFT46396	24/02/2022	Advanced Traffic Management WA P/L	Pile Rd Clearing Works - 9-15-02-2022	MUNI	8,640.23
EFT46397	24/02/2022	Alexis Korhonen	Umpire Recoup 21 and 22-02-2022	MUNI	132.00
EFT46398	24/02/2022	Amity Signs	Road Signs and Traffic Cones	MUNI	3,066.25
EFT46399	24/02/2022	Arctic Air Refrigeration & Electrical Services	Investigation and Quotation for Chambers and Chambers Meeting Room Air conditioner	MUNI	140.00
EFT46400	24/02/2022	Australind Landscaping Supplies	Hire of Coring Machine - Eaton Oval and Glen Huon Oval	MUNI	622.00
EFT46401	24/02/2022	Australind Premix & S & J Excavations	5m3 of Stabilised Sand - Pile Rd	MUNI	880.00
EFT46402	24/02/2022	BGC Construction	Eaton Bowling Club Redevelopment - Design and Construct - Progress Claim # 15	MUNI	41,526.40
EFT46403	24/02/2022	Bluesteel Enterprises Pty Ltd	Emergency Services Equipment	MUNI	1,898.86
EFT46404	24/02/2022	Brandicoot	Monthly Web Hosting - 5 x Web Addresses	MUNI	907.00
EFT46405	24/02/2022	Brownes Foods Operations Pty Ltd	Eaton Rec Centre - Cafe Goods	MUNI	90.33
EFT46406	24/02/2022	Bunbury Auto One	Gear\Trans Oil and 2 X Spark Plugs - Quad Bike - DA8979	MUNI	39.06
EFT46407	24/02/2022	Bunbury Mower Service	Parts for Repairs - Edger	MUNI	485.00
EFT46408	24/02/2022	Bunnings Group Limited	Pruning Saw, Screwdriver Sets, Fly Spray, Glitz Cleaner and Garden Sprayer - Parks and Gardens & Covid Management	MUNI	174.58
EFT46409	24/02/2022	Cameron Baker	Umpire Recoup 23-02-2022	MUNI	88.00
EFT46410	24/02/2022	Chloe Scott	Umpire Recoup 23-02-2022	MUNI	66.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT46411	24/02/2022	Christine Worsfold	Umpire Recoup 22-02-2022	MUNI	90.00
EFT46412	24/02/2022	Ciphertel Pty Ltd T/A Gateway Internet Services	Monthly Account for Point to Point Microwave Service Depot and Dardanup - 1-30/11/2021	MUNI	2,893.00
EFT46413	24/02/2022	City of Bunbury	January 2022 Cat Pound Sustenance Fees	MUNI	779.00
EFT46414	24/02/2022	City of Busselton	South West Regional Waste Group - Contribution to Regional Project Officer Position for July 2021 to January 2022	MUNI	5,347.27
EFT46415	24/02/2022	Cleanaway Solid Waste Pty Ltd	Crooked Brook Rd - General Waste Disposal - 10-16/02/2022	MUNI	1,968.34
EFT46416	24/02/2022	Codee-Lee Down	Summer Sounds - Dardanup - 07-01-2022 40 Minute Music Set - Local Artist	MUNI	350.00
EFT46417	24/02/2022	Cohen Thompson	Umpire Recoup 23-02-2022	MUNI	22.00
EFT46418	24/02/2022	Connect Call Centre Services	After Hours Call Centre Service - January 2022	MUNI	471.19
EFT46419	24/02/2022	Country Water Solutions	Geardrive Rainbird 6504 - Eaton Oval	MUNI	2,843.76
EFT46420	24/02/2022	Craven Foods	Eaton Rec Centre - Cafe Goods	MUNI	692.10
EFT46421	24/02/2022	Cross Security Services	Eaton Boomers Club Rooms and Sports Pavilion - Upgrade Alarm System and Enable Remote Access	MUNI	1,606.00
EFT46422	24/02/2022	Damon Thompson	Umpire Recoup 23-02-2022	MUNI	44.00
EFT46423	24/02/2022	Data #3 Limited	Microsoft CSP Azure Consumption Charges - December 2021	MUNI	8.00
EFT46424	24/02/2022	Debra Johnstone	Refund Cat Cage Bond	MUNI	150.00
EFT46425	24/02/2022	Donna Bastow	Umpire Recoup 23-02-2022	MUNI	132.00
EFT46426	24/02/2022	Donna Nicholls	Umpire Recoup 21-02-2022	MUNI	67.50
EFT46427	24/02/2022	Eaton Community Pharmacy	Eaton Rec Centre - Cafe Goods	MUNI	378.91
EFT46428	24/02/2022	Element WAR	Ferguson Valley Public Art Trail Concept Plan - Phase 1 Project Inception	MUNI	4,928.00



Payment	Date	Name	Invoice Description	Fund	Amount
EFT46429	24/02/2022	Environmental Health Australia	Acoustic Masterclass - Eaton Rec Centre - Michelle Dennis	MUNI	200.00
EFT46430	24/02/2022	Exetel Pty Ltd	Exetel 200/200Mbit Data Communications - TSF200R2 - February 2022	MUNI	1,250.00
EFT46431	24/02/2022	Flex Fitness Equipment	25kg Slam Ball - Eaton Rec Fitness Centre	MUNI	119.95
EFT46432	24/02/2022	Flexi Staff Pty Ltd	K. Clarke - Labour Hire - 06-10/12/2021	MUNI	10,616.96
EFT46433	24/02/2022	Grace Records Management	External Records Management Services - Storage, Consumables	MUNI	1,476.65
EFT46434	24/02/2022	Hart Sport	Eaton Rec Centre - Exercise Mats and Inflator Compressor	MUNI	2,355.90
EFT46435	24/02/2022	Heatleys	Graffiti Wipes, Hand Sanitiser, Hand Towels, Face Masks	MUNI	894.15
EFT46436	24/02/2022	Howson Technical	Aboriginal Heritage Monitoring - Harris Road - Stage 2	MUNI	12,310.60
EFT46437	24/02/2022	IPWEA - WA Division	Conference Registration - Theo Naudé and Nathan Ryder	MUNI	1,300.00
EFT46438	24/02/2022	James Joseph Palmyre	Rates Refund for Assessment A3898	MUNI	798.66
EFT46439	24/02/2022	Jayne Lee Performance & Entertainment	Story In The Park: Eaton Library Garden 09-02-2022	MUNI	500.00
EFT46440	24/02/2022	Jim's Test & Tag	Electrical Test and Tag 2021/22 - Waterloo Bush Fire Brigade	MUNI	824.45
EFT46441	24/02/2022	JLG Photographics	Photographer Australia Day - Eaton Event 26-01-2022	MUNI	500.00
EFT46442	24/02/2022	Joshua Snibson	Crossover Rebate - A11971	MUNI	328.60
EFT46443	24/02/2022	Justine Eichner	Umpire Recoup 23-02-2022	MUNI	44.00
EFT46444	24/02/2022	Karyn Rowe	Umpire Recoup 21 and 22-02-2022	MUNI	157.50
EFT46445	24/02/2022	Kings Tree Care	Fire Access Track - Watsons Reserve, Eaton	MUNI	1,760.00
EFT46446	24/02/2022	Kyle Jones	Umpire Recoup 23-02-2022	MUNI	66.00
EFT46447	24/02/2022	Laurence & Aileen Delahunty	Rates Refund for Assessment A2945	MUNI	1,009.89

Payment	Date	Name	Invoice Description	Fund	Amount
EFT46448	24/02/2022	Lucy Owen-Conway	Reimburse Catering - Ferguson Valley Public Art Trail Workshops	MUNI	22.70
EFT46449	24/02/2022	Luke Wilkinson	Umpire Recoup 23-02-2022	MUNI	132.00
EFT46450	24/02/2022	Lynn & Michael Willard	Rates Refund for Assessment A3893	MUNI	795.13
EFT46451	24/02/2022	M & J Essential Solutions Pty Ltd	EAP Consultations	MUNI	390.00
EFT46452	24/02/2022	Maddie Darch	Reimburse - Councillors Morning Tea, Infrastructure Bus Tour - 23-02-2022	MUNI	82.57
EFT46453	24/02/2022	Maia Financial Pty Ltd	Lease 18 Contract E6N0163172 - 01/04/2022 - 30/06/2022	MUNI	15,290.97
EFT46454	24/02/2022	Margery Ann Stevens	Umpire Recoup 21-02-2022	MUNI	66.00
EFT46455	24/02/2022	MarketForce	Public Notice - ROI Lease or Sale - Lot 45 Little Street, Dardanup. Bunbury South Western Times 06 and 13/01/2022	MUNI	2,946.32
EFT46456	24/02/2022	Mckayhla Pomare	Umpire Recoup 23-02-2022	MUNI	66.00
EFT46457	24/02/2022	Moore Australia (WA) Pty Ltd	Audit of Deferred Pensioner Rates As at 30 June 2021	MUNI	660.00
EFT46458	24/02/2022	Natalie Little	Umpire Recoup 18 and 22-02-2022	MUNI	97.50
EFT46459	24/02/2022	Nicole White	Cat Cage Refund	MUNI	150.00
EFT46460	24/02/2022	Oceanique Music	Summer Sounds - Dardanup - 11/02/2022	MUNI	250.00
EFT46461	24/02/2022	Onsite Rental Group	Hire of Transportable Office Block - January 2022	MUNI	3,993.53
EFT46462	24/02/2022	Paxon Consulting Group Pty Ltd	Financial Analysis on Funding Scenarios	MUNI	2,167.00
EFT46463	24/02/2022	Peel Resource Recovery P/L	Medium Grade Mulch - Eaton Drive Islands & Millbridge	MUNI	1,650.00
EFT46464	24/02/2022	Perfect Landscapes	Weekly Parks and Gardens Maintenance - Shire Lawns and Reserves	MUNI	4,445.86
EFT46465	24/02/2022	PFD Food Services Pty Ltd	Eaton Rec Centre - Cafe order	MUNI	920.50

Payment	Date	Name	Invoice Description	Fund	Amount
EFT46466	24/02/2022	PFI Supplies	Eaton Rec Centre - Cleaning Materials	MUNI	1,029.55
EFT46467	24/02/2022	Philip George O'Neill	Rates Refund for Assessment A2959	MUNI	506.30
EFT46468	24/02/2022	Prime Supplies	2 Boxes Ultra Grime Wipes for Covid Safety	MUNI	382.80
EFT46469	24/02/2022	Promote You	Embroidery of Staff Uniforms	MUNI	54.45
EFT46470	24/02/2022	Schweppes Australia Pty Ltd	Eaton Rec Centre - Cafe Goods	MUNI	655.51
EFT46471	24/02/2022	Shane Anthony Murray & Ellen Stubbs	Refund - Dog Registration Sterilisation - L002137	MUNI	150.00
EFT46472	24/02/2022	SMR Psychology	Employee Assistance Program - Counselling	MUNI	187.00
EFT46473	24/02/2022	SOS Office Equipment	Monthly Rental Eaton Library and Rec Centre Printers (10) and AWMS Software - 11/02/2022 - 10/03/2022	MUNI	4,785.00
EFT46474	24/02/2022	Southern Lock & Security	Eaton Rec Centre - Service and Labour - Add in New Key to Lockable Bolt and 4 New Keys	MUNI	393.95
EFT46475	24/02/2022	Spraymow Services	Landscape Middle Island Garden - Eaton Drive Islands	MUNI	1,485.00
EFT46476	24/02/2022	Synergy	Electricity Supply - Eaton Recreation Centre - 12/01/2022-11/02/2022	MUNI	5,710.81
EFT46477	24/02/2022	Te Wairimu Elinor Pomare	Umpire Recoup 23-02-2022	MUNI	44.00
EFT46478	24/02/2022	Telstra	Telephone and Various Lines for Eaton Admin Centre - 03/02-03/03/2022	MUNI	6,014.22
EFT46479	24/02/2022	The Good Guys	TV Bracket	MUNI	189.00
EFT46480	24/02/2022	Tiana Fraser	Umpire Recoup 18-02-2022	MUNI	30.00
EFT46481	24/02/2022	Toll Transport - Ipec Pty Ltd	Postage and Freight - Waterloo Volunteer Bush Fire Brigade	MUNI	10.78
EFT46482	24/02/2022	Total Eden Pty Ltd	Reticulation Maintenance - Eaton Foreshore	MUNI	768.23
EFT46483	24/02/2022	Totally Workwear	Blundstone Gumboot - Michael Bass	MUNI	79.95
EFT46484	24/02/2022	Under Cover South West	Laser Tag - Eaton Community Library - 27/01/2022	MUNI	500.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT46485	24/02/2022	Veolia Environmental Services (Australia) Pty Ltd	Carpark Sweeping - 3 Shire Locations	MUNI	759.00
EFT46486	24/02/2022	WA Distributors Pty Ltd	Eaton Rec Centre - Cafe order	MUNI	110.15
EFT46487	24/02/2022	WA Library Supplies	Pin Up Board 2400Mm X 1200Mm - Eaton Library	MUNI	403.00
EFT46488	24/02/2022	West Australian Newspapers Ltd	The West Australian, The Weekend West and South West Times Newspapers - 15/02/2022-10/05/2022	MUNI	164.34
EFT46489	24/02/2022	Winc Australia Pty Ltd	Stationery Supplies - Eaton Admin	MUNI	1,184.72
EFT46490	24/02/2022	Woolworths Group Limited	Eaton Rec Centre - Cafe Goods	MUNI	179.79
EFT46491	24/02/2022	Woolkabunning Kiaka Aboriginal Corporation	Aboriginal Heritage Consultation - Dardanup Heritage Trail Project - 08/01/2022	MUNI	1,221.26

## CHEQUES

## TRUST

## PAYROLL

DD16262.1	04/02/2022	Aware Super Pty Limited	Payroll Deductions	MUNI	33,576.27
DD16262.2	04/02/2022	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	175.81
DD16262.3	04/02/2022	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	313.53
DD16262.4	04/02/2022	Suncorp Brighter Super	Superannuation Contributions	MUNI	234.28
DD16262.5	04/02/2022	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	498.87
DD16262.6	04/02/2022	ANZ Australian Staff Superannuation Scheme	Superannuation Contributions	MUNI	167.03
DD16262.7	04/02/2022	Local Government Super	Superannuation Contributions	MUNI	245.56

Payment	Date	Name	Invoice Description	Fund	Amount
DD16262.8	04/02/2022	Commonwealth Essential Super	Superannuation Contributions	MUNI	274.22
DD16262.9	04/02/2022	Hesta Super Fund	Payroll Deductions	MUNI	564.11
DD16289.1	18/02/2022	Aware Super Pty Limited	Payroll Deductions	MUNI	32,985.24
DD16289.2	18/02/2022	Hostplus	Superannuation Contributions	MUNI	378.04
DD16289.3	18/02/2022	MLC Super Fund	Superannuation Contributions	MUNI	869.77
DD16289.4	18/02/2022	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	175.81
DD16289.5	18/02/2022	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	269.56
DD16289.6	18/02/2022	One Path Masterfund	Superannuation Contributions	MUNI	164.31
DD16289.7	18/02/2022	Suncorp Brighter Super	Superannuation Contributions	MUNI	236.49
DD16289.8	18/02/2022	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	471.67
DD16289.9	18/02/2022	ANZ Australian Staff Superannuation Scheme	Superannuation Contributions	MUNI	221.73
DD16262.10	04/02/2022	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,021.45
DD16262.11	04/02/2022	Sunsuper Pty Ltd	Superannuation Contributions	MUNI	66.05
DD16262.12	04/02/2022	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	1,002.91
DD16262.13	04/02/2022	IOOF Portfolio Service Superannuation Fund	Superannuation Contributions	MUNI	78.16
DD16262.14	04/02/2022	Australian Ethical Superannuation	Superannuation Contributions	MUNI	155.68
DD16262.15	04/02/2022	The Bro Code Super Fund	Payroll Deductions	MUNI	29.15
DD16262.16	04/02/2022	Rest Superannuation	Payroll Deductions	MUNI	1,236.23

Payment	Date	Name	Invoice Description	Fund	Amount
DD16262.17	04/02/2022	Media Super	Superannuation Contributions	MUNI	544.91
DD16262.18	04/02/2022	Australiansuper	Superannuation Contributions	MUNI	4,787.54
DD16262.19	04/02/2022	Construction & Building Industry Super	Superannuation Contributions	MUNI	168.21
DD16262.20	04/02/2022	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	321.46
DD16262.21	04/02/2022	Hostplus	Superannuation Contributions	MUNI	352.52
DD16262.22	04/02/2022	MLC Super Fund	Superannuation Contributions	MUNI	869.77
DD16289.10	18/02/2022	Local Government Super	Superannuation Contributions	MUNI	245.07
DD16289.11	18/02/2022	Commonwealth Essential Super	Superannuation Contributions	MUNI	274.22
DD16289.12	18/02/2022	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	1,002.91
DD16289.13	18/02/2022	Hesta Super Fund	Payroll Deductions	MUNI	613.03
DD16289.14	18/02/2022	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,021.45
DD16289.15	18/02/2022	Sunsuper Pty Ltd	Superannuation Contributions	MUNI	41.99
DD16289.16	18/02/2022	Australian Ethical Superannuation	Superannuation Contributions	MUNI	155.68
DD16289.17	18/02/2022	Rest Superannuation	Payroll Deductions	MUNI	1,121.38
DD16289.18	18/02/2022	The Bro Code Super Fund	Superannuation Contributions	MUNI	118.33
DD16289.19	18/02/2022	Media Super	Superannuation Contributions	MUNI	544.91
DD16289.20	18/02/2022	Construction & Building Industry Super	Superannuation Contributions	MUNI	138.96
DD16289.21	18/02/2022	Australiansuper	Superannuation Contributions	MUNI	5,146.55

Payment	Date	Name	Invoice Description	Fund	Amount
DD16289.22	18/02/2022	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	60.62
DD16289.23	18/02/2022	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	321.46

CREDIT CARD

DIRECT DEBIT

INTERNATIONAL

DD16268.1	07/02/2022	Securden Inc.	Securden Password Vault Annual License - 26-01-2022 - 26-01-2023 - USD 2016.00	MUNI	2,885.77
DD16306.1	18/02/2022	Amec - International Association for Measurement & Evaluation of Communication	Online Training - Amec International Certificate In Measurement and Evaluation Course - Kristy Hitchens GBP 899.00	MUNI	1,732.51

BPAY

DD16308.1	24/02/2022	Department of Transport	Department of Transport - Vehicle Licensing Information Searches	MUNI	4.10
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**REPORT TOTALS** **1,306,601.55**

EFT	1,208,716.27
Muni Cheque	0.00
Trust	0.00
Payroll	93,262.90
Credit Card	0.00
Direct Debit	0.00
International	4,618.28
BPAY	4.10

**TOTAL** 1,306,601.55

**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



**MR ANDRÉ SCHÖNFELDT**  
Chief Executive Officer

**12.5 COMMITTEES****12.5.1 Title: Integrated Planning Committee Meeting Minutes held on the 9<sup>th</sup> of March 2022**

*Reporting Department:* Corporate & Governance Directorate  
*Reporting Officer:* Mrs Donna Bailye - Personal Assistant to D/CEO  
*Legislation:* Local Government Act 1995

**MINUTES OF THE SHIRE OF DARDANUP INTEGRATED PLANNING COMMITTEE MEETING HELD ON WEDNESDAY, 9<sup>th</sup> OF MARCH 2022, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 10.00AM.**

***Officer Comment***

The Minutes of the Integrated Planning Committee Meeting held on the 9<sup>th</sup> of March 2022 [Appendix ORD: 12.5.1A] are attached.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Minutes [Appendix ORD: 12.5.1A] of the Integrated Planning Committee Meeting held on the 9<sup>th</sup> of March 2022.**

**INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION 'A'**

**THAT Council:**

- 1. Sets the Shire President and Elected Member 2022/23 Annual Attendance Fee at 75% of the prevailing maximum band 3 value for the Shire of Dardanup applying from the 1<sup>st</sup> of July 2022, as determined by the Salaries and Allowances Tribunal.**
- 2. Sets the Shire President and Deputy Shire President 2022/23 Annual Local Government Allowance at 75% of the prevailing maximum band 3 value for the Shire of Dardanup applying from the 1<sup>st</sup> of July 2022, as determined by the Salaries and Allowances Tribunal.**
- 3. Sets the Elected Member 2022/23 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 75% of the prevailing maximum band 3 value for the Shire of Dardanup applying from the 1<sup>st</sup> of July 2022, as determined by the Salaries and Allowances Tribunal.**
- 4. Reimburses child care expenses at the lesser of actual cost or \$30 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.**
- 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.**

*By Absolute Majority*



**INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION 'B'****THAT Council:**

- 1. Continues to financially support the following tourism groups, events and partnerships in the draft 2022/23 Annual Budget and Long Term Financial Plan 2022/23:**

	2022/23	2023/24	2024/25	2025/26
Ferguson Valley Marketing Inc – Operational Grant (plus up to \$6,000 operational costs which are now included in the lease and paid for by Council)	\$23,500	\$23,500	\$23,500	\$23,500
Tourism & Events Grants – (Contestable Grant on application for remaining funds after committed support for Bull & Barrel Festival, Eaton Foreshore Festival, and Dardanup Arts Spectacular) - CP044	\$25,000	\$25,000	\$25,000	\$25,000
Bunbury Geographe Tourism Partnership	\$20,000	\$20,000	\$20,000	\$20,000
<b>TOTAL</b>	<b>\$68,500</b>	<b>\$68,500</b>	<b>\$68,500</b>	<b>\$68,500</b>

- 2. Enters into further discussions with Coastal Rowing WA & Paddle WA regarding their proposal to develop a Boat Storage Facility on the Eaton Foreshore, with a report to be presented to Council on the suitability and compatibility of the proposal with the Eaton Foreshore as part of the review of the Eaton Foreshore Masterplan.**
- 3. Includes upgrades to the kitchen and door of the Dardanup Hall in the 2022/23 draft Budget.**

**INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION 'C'**

THAT Council endorses the 2022/23 Community Events and Library program and allocates funds within the 2022/23 draft budget and Long Term Financial Plan for these activities, subject to the successful sourcing of additional revenue where noted:

GL or Job #	Event or Program	2021/22 Budget: Expenditure	2022/23 Proposed Budget: Expenditure	2022/23 Proposed Budget: Revenue
0817010	Personal Development Grants	\$10,000	\$10,000	
1017003	Disability Services Expenditure	\$5,000	\$5,000	
J11901	Events & Festivals <ul style="list-style-type: none"> <li>Spring Out Festival</li> <li>Movies by Moonlight</li> <li>Youth Week Event</li> <li>Seniors Celebration Day</li> <li>Enlighten</li> </ul>	\$60,000	\$90,000	\$30,000
J11902	Public Art Projects	\$19,000	\$19,000	
J11906	Australia Day Breakfast – Eaton	\$9,300	\$9,300	
J11907	Australia Day Breakfast – Burekup	\$1,250	\$1,250	
J11908	Australia Day Breakfast – Dardanup	\$3,000	\$3,000	
J11909	Citizenship Awards	\$2,000	\$2,000	
J11910	Thank a Volunteer Day Event	\$3,000	\$2,000	
	Community Directory	\$1,000	\$1,000	
J08712	Youth Development Programs (CR 318-20)	\$10,000	\$10,000	\$5,000
J08714	Minor/Community Event Assistance	\$25,000	\$25,000	
	Community and Club Capacity Building Workshops & Activities	\$11,466	\$11,466	\$8,466
	School Holiday Workshops & Activities	\$5,000	\$5,000	
J11921	Community Events - Seniors Workshop & Activities	\$3,000	\$3,000	
J11922	Community Events - Youth Workshops & Activities	\$2,500	\$2,500	
J11923	Creative Workshops	\$2,500	\$2,500	
1116012	Library Programs <ul style="list-style-type: none"> <li>Early Learning <ul style="list-style-type: none"> <li>Jo Jingles</li> <li>Better Beginnings Program</li> </ul> </li> <li>Children and Youth <ul style="list-style-type: none"> <li>Storytime</li> <li>School Holidays Program</li> <li>STEAM Workshops</li> </ul> </li> <li>Adult Programming <ul style="list-style-type: none"> <li>Skills development workshops</li> <li>Technology and digital literacy</li> <li>Inclusive workshops</li> <li>Local and Family History</li> <li></li> </ul> </li> <li>Authors &amp; Events <ul style="list-style-type: none"> <li>Author visits</li> <li>Children's book week</li> <li>Summer Reading Challenge</li> <li></li> </ul> </li> </ul>	\$37,000	\$37,000	
	Place-making activities & Engagement <ul style="list-style-type: none"> <li>Summer Sounds in the Park</li> <li>Outdoor wellness programs</li> <li>Place activation initiatives</li> </ul>	\$20,000	\$30,000	\$10,000

GL or Job #	Event or Program	2021/22 Budget: Expenditure	2022/23 Proposed Budget: Expenditure	2022/23 Proposed Budget: Revenue
	<ul style="list-style-type: none"> <li>• Night stalks</li> <li>• Sustainably Living Workshops</li> </ul>			
1119501	Donation – Bunbury Regional Entertainment Centre	\$15,000	\$15,000	
1119504	Community Grants Scheme – \$8.31 per rateable assessment	\$50,563	\$50,563	
	<b>TOTAL</b>	<b>\$295,579</b>	<b>\$334,579</b>	<b>\$53,466</b>

#### INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION ‘D’

THAT Council:

1. Endorses the Draft 2022/23 Schedule of Fees and Charges included as [Appendix ORD: 12.5.1B], excluding the Waste Management Charges (Section 10.1) to become effective 1st July 2022;
2. Where required, gives local public notice of the applicable Fees and Charges.
3. Request the Waste Management Charges (Section 10.1) be presented to the Integrated Planning Committee in April.

#### INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION ‘E’

THAT Council endorses the Rating Strategy 2022/23 to 2031/32 [refer to Appendix ORD: 12.5.1C] for the 2022/23 budget, including:

1. A projected rate revenue increase of 4.0% for the 2022/23 budget, with 0% increase in minimum rates;
2. A projected rate revenue increase of 4.0%, 4.0%, 4.0% and 4.0% for the four year Corporate Business Plan; and
3. A projected rate revenue increase of 4.0% for years five to fifteen of the Long Term Financial Plan.

#### INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION ‘F’

THAT Council endorses the Debt Management Plan 2022/23 to 2031/32 [refer to Appendix ORD: 12.5.1D – Under Separate Cover] for the 2022/23 budget, four year Corporate Business Plan, and Long Term Financial Plan.

**INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION ‘G’**

**THAT Council adopts the following Annual Transfers to Reserve for the delivery of the Roads 10 Year Programs:**

22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	Total
(x \$1,000)										
850	900	900	900	1,700	1,725	1,750	2,000	2,000	2,000	<b>14,725</b>

**INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION ‘H’**

**THAT Council:**

- Adopts the following Annual Transfers to Reserve for the delivery of the Building 10 Year Works Programs:**

22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	Total
(x \$1,000)										
1,734	1,030	1,040	1,060	500	500	650	700	700	700	<b>8,614</b>

- Transfers the following funds from the Road Reserve to the Building Reserve to offset the increase in Reserve Transfers required for the Building Asset 10 Year Works Programs:**

22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	Total
(x \$1,000)										
500	600	600	600	-	-	-	-	-	-	<b>2,300</b>

- Acknowledges that the following borrowings are required to fully fund the Building Asset Management Plan 10 Year Programs:**

22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	Total
(x \$1,000)										
7,200	1,500	0	0	0	0	0	0	0	0	<b>8,700</b>

**OR**

*Note: Officers recommend removing resolution 2 included in the Integrated Planning Committee meeting. The original resolution was intended to clarify that less funds will be transferred to the Road Reserve during 22-23 until 25-26 in order to allow more funds to be transferred to the Building Reserve. The resolution was not intended to be considered as an additional transfer from the Road reserve, nor were additional transfers over and above what was included in resolution 1 considered in the relevant Asset Management Plans and Programmes.*

**ALTERNATIVE OFFICER RECOMMENDED RESOLUTION ‘H’:**

- Adopts the following Annual Transfers to Reserve for the delivery of the Building 10 Year Works Programs:**

22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	Total
(x \$1,000)										
1,734	1,030	1,040	1,060	500	500	650	700	700	700	8,614

- Acknowledges that the following borrowings are required to fully fund the Building Asset Management Plan 10 Year Programs:**

22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	Total
(x \$1,000)										
7,200	1,500	0	0	0	0	0	0	0	0	8,700

**INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION ‘I’**

**THAT Council adopts the following Annual Transfers to Reserve for the delivery of the 2021 Pathways Asset Management Plan - Pathways 10 Year Programs:**

22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	Total
(x \$1,000)										
100	150	184	190	215	240	250	250	355	355	2,289

**INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION ‘J’**

**THAT Council adopts the following Annual Transfers to Reserve for the delivery of the Stormwater 10 Year Programs:**

22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	Total
(x \$1,000)										
25	25	25	50	50	100	150	200	200	200	1,025

**INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION ‘K’**

**THAT Council adopts the following Annual Transfers to Reserve for the Infrastructure Plant & Vehicle 10 Year Replacement Program:**

22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	Total
(x \$1,000)										
126	250	256.5	276.5	290	317	300	300	353	365	2,834

**INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION ‘L’**

**THAT Council adopts the following Annual Transfers to Reserve for the delivery of the Compliance and Executive Vehicle 10 Year Replacement Program:**

	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
	Annual Transfer ( x \$1,000)									
2022/2023 Draft LTFP	45	150	100	120	145	200	150	150	155	165

**INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION ‘M’**

**THAT Council adopts the following Annual Transfers to Reserve for the delivery of the 2022/23 10 Year Eaton Recreation Centre Equipment Asset Management Plan:**

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
80	80	80	80	80	80	80	80	80	80	800

**INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION ‘N’**

**THAT Council adopts the following Annual Transfers to Reserve for the delivery of the 2022/23 10 year Information Technology Asset Management Plan:**

22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	Total
(x \$1,000)										
400	400	400	450	500	500	500	500	500	600	4,750

**12.5.2 Title: Bushfire Advisory Committee Meeting Minutes held on the 9<sup>th</sup> of March 2022**

*Reporting Department:* Sustainable Development Directorate  
*Reporting Officer:* Ms Amanda Tuberes - Personal Assistant to DSD  
*Legislation:* Local Government Act 1995

**MINUTES OF THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY, 9<sup>th</sup> OF MARCH 2022, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 7.00PM.**

***Officer Comment***

The Minutes of Bushfire Advisory Committee Meeting held on the 9<sup>th</sup> of March 2022 [Appendix ORD: 12.5.2A] are attached.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Minutes [Appendix ORD: 12.5.2A] of the Bushfire Advisory Committee Meeting held on the 9<sup>th</sup> of March 2022.**

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

**THAT Council:**

**1. Endorses the following fees and charges to be implemented in the Shires 2022-23 Fees and Charges for Prescribed Burning:**

i.	LT	\$50 per/hr	Total Hours x Rate x No of Vehicles
ii.	1.4	\$70 per/hr	Total Hours x Rate x No of Vehicles
iii.	2.4	\$75 per/hr	Total Hours x Rate x No of Vehicles
iv.	3.4	\$100 per/hr	Total Hours x Rate x No of Vehicles

*By Absolute Majority*

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

**THAT Council endorses the following person as the Bushfire Control Officer, with the position expiring on 01/07/2022 pursuant to Section 38(1) of the Bush Fires Act 1954.**

District	Officer
Upper Ferguson	Grant Ratcliffe

**BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION 'C'**

**THAT Council endorses the following person as the Bushfire Control Officer, with the position expiring on 01/07/2022 pursuant to Section 38(1) of the Bush Fires Act 1954.**

<b>District</b>	<b>Officer</b>
<b>Joshua/Crooked Brook District</b>	<b>Peter Buck</b>



12.5.3 Title: Audit & Risk Committee Meeting Minutes held on the 16<sup>th</sup> of March 2022

*Reporting Department:* Corporate & Governance Directorate  
*Reporting Officer:* Mrs Donna Bailye - Personal Assistant to D/CEO  
*Legislation:* Local Government Act 1995

**MINUTES OF THE SHIRE OF DARDANUP AUDIT & RISK COMMITTEE MEETING HELD ON WEDNESDAY, 16<sup>th</sup> OF MARCH 2022, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 2.00PM.**

***Officer Comment***

The Minutes of the Audit & Risk Committee Meeting held on the 16<sup>th</sup> of March 2022 [Appendix ORD: 12.5.3] are attached.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Minutes [Appendix ORD: 12.5.3] of the Audit & Risk Committee Meeting held on the 16<sup>th</sup> of March 2022.**

**AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION 'A'**

**THAT Council adopts the 2021 Compliance Audit Return [CAR] as the official Return of Council for the period 1<sup>st</sup> of January 2021 to the 31<sup>st</sup> of December 2021 as follows:**

## Dardanup - Compliance Audit Return 2021

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2021?	N/A		ANDRÉ SCHÖNFELDT – Chief Executive Officer
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2021?	N/A		ANDRÉ SCHÖNFELDT – Chief Executive Officer
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2021?	N/A		ANDRÉ SCHÖNFELDT – Chief Executive Officer
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2021?	N/A		ANDRÉ SCHÖNFELDT – Chief Executive Officer
5	s3.59(5)	During 2021, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		ANDRÉ SCHÖNFELDT – Chief Executive Officer

Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes		Cathy Lee - Manager Governance & HR
2	s5.16	Were all delegations to committees in writing?	Yes		Cathy Lee - Manager Governance & HR
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes		Cathy Lee - Manager Governance & HR
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes		Cathy Lee - Manager Governance & HR
5	s5.18	Has council reviewed delegations to its committees in the 2020/2021 financial year?	Yes		Cathy Lee - Manager Governance & HR

6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes	Cathy Lee - Manager Governance & HR
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	Cathy Lee - Manager Governance & HR
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	Cathy Lee - Manager Governance & HR
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Cathy Lee - Manager Governance & HR
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	Cathy Lee - Manager Governance & HR
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	CATHY LEE - Manager Governance & HR
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year?	Yes	CATHY LEE - Manager Governance & HR
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes	CATHY LEE - Manager Governance & HR

<b>Disclosure of Interest</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		CATHY LEE - Manager Governance & HR
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes		CATHY LEE - Manager Governance & HR
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		CATHY LEE - Manager Governance & HR
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		CATHY LEE - Manager Governance & HR
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2021?	Yes		CATHY LEE - Manager Governance & HR
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		CATHY LEE - Manager Governance & HR
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		CATHY LEE - Manager Governance & HR
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		CATHY LEE - Manager Governance & HR
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		CATHY LEE - Manager Governance & HR
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		CATHY LEE - Manager Governance & HR

11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes	CATHY LEE - Manager Governance & HR
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	CATHY LEE - Manager Governance & HR
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes	CATHY LEE - Manager Governance & HR
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	CATHY LEE - Manager Governance & HR
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?*	Yes	CATHY LEE - Manager Governance & HR
		*Question not applicable after 2 Feb 2021		
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?*	Yes	CATHY LEE - Manager Governance & HR
		*Question not applicable after 2 Feb 2021		
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	CATHY LEE - Manager Governance & HR
18	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	CATHY LEE - Manager Governance & HR
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A	CATHY LEE - Manager Governance & HR
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs	N/A	CATHY LEE - Manager

		34B and 34C to be observed by council members, committee members and employees?*			Governance & HR
		*Question not applicable after 2 Feb 2021			
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?*	Yes		CATHY LEE - Manager Governance & HR
		*Question not applicable after 2 Feb 2021			
22	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	OCM held 24 February 2021 Resolution: 30-21	CATHY LEE - Manager Governance & HR
23	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4)?	Yes	OCM held 24 February 2021 Resolution: 30-21	CATHY LEE - Manager Governance & HR
24	s5.104(7)	Did the CEO publish an up-to-date version of the adopted code of conduct on the local government's website?	Yes		CATHY LEE - Manager Governance & HR
25	s5.51A(1) & (3)	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?	Yes		CATHY LEE - Manager Governance & HR

<b>Disposal of Property</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes		CATHY LEE - Manager Governance & HR
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes		CATHY LEE - Manager Governance & HR

<b>Elections</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes		CATHY LEE - Manager Governance & HR
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A		CATHY LEE - Manager Governance & HR
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes		CATHY LEE - Manager Governance & HR

<b>Finance</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	OCM held 30/09/20 Council Resolution 279-20	PHIL ANASTASAKIS - Deputy CEO
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	Yes	OCM held 30/06/21 Council Resolution 188-21	PHIL ANASTASAKIS - Deputy CEO
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?	Yes	OCM held 15/12/21 Council Resolution 414-21	PHIL ANASTASAKIS - Deputy CEO
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A		PHIL ANASTASAKIS - Deputy CEO
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report	N/A	There were no significant matters reported in the Auditors Report.	PHIL ANASTASAKIS - Deputy CEO

		that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?			
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes		PHIL ANASTASAKIS - Deputy CEO
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes		PHIL ANASTASAKIS - Deputy CEO

### Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	2018-2028 SCP Adopted OCM 28/03/18 Council Resolution 89-18  2020-2030 Internal Review adopted 27/05/20	PHIL ANASTASAKIS - Deputy CEO
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Draft Corporate Business Plan Adopted OCM 28/04/21 Council Resolution 114-21  Final Corporate Business Plan Adopted SCM 02/06/21 Council Resolution 160-21	PHIL ANASTASAKIS - Deputy CEO
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		PHIL ANASTASAKIS - Deputy CEO

### Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		CATHY LEE - Manager Governance & HR
2	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A		CATHY LEE - Manager Governance & HR



3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		CATHY LEE - Manager Governance & HR
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		CATHY LEE - Manager Governance & HR
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		CATHY LEE - Manager Governance & HR
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		CATHY LEE - Manager Governance & HR

### Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	N/A		ANDRÉ SCHÖNFELDT – Chief Executive Officer
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)? Does the complaints register include all information required by section 5.121(2)?	Yes		ANDRÉ SCHÖNFELDT – Chief Executive Officer
3	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		ANDRÉ SCHÖNFELDT – Chief Executive Officer

### Optional Questions

No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2021? If yes, please provide the date of council's resolution to accept the report.	N/A	Not due until 2022.	PHIL ANASTASAKIS - Deputy CEO
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in	N/A	Not due until 2022.	PHIL ANASTASAKIS - Deputy CEO

		accordance with Audit Reg 17 within the three years prior to 31 December 2021? If yes, please provide date of council's resolution to accept the report.		
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C?	Yes	PHIL ANASTASAKIS - Deputy CEO
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events ?	Yes	PHIL ANASTASAKIS - Deputy CEO
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes	Cathy Lee
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Cathy Lee
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2020/2021 financial year and publish it on the local government's official website by 31 July 2021?	No	Cathy Lee
8	s6.4(3)	By 30 September 2021, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2021?	Yes	Cathy Lee
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	Cathy Lee

<b>Tenders for Providing Goods and Services</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	Existing Policy CnG CP034 Procurement Policy refers to a \$150,000 tender threshold, except where tender exemption applies.	PHIL ANASTASAKIS - Deputy CEO
2	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes	Existing Policy refers to a \$150,000 tender threshold, except where tender exemption applies.	PHIL ANASTASAKIS - Deputy CEO
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		PHIL ANASTASAKIS - Deputy CEO
4	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	Yes		PHIL ANASTASAKIS - Deputy CEO
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		PHIL ANASTASAKIS - Deputy CEO
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		PHIL ANASTASAKIS - Deputy CEO
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		PHIL ANASTASAKIS - Deputy CEO
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A		PHIL ANASTASAKIS - Deputy CEO
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to	Yes		PHIL ANASTASAKIS - Deputy CEO

		which each tender satisfies the criteria for deciding which tender to accept?		
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	PHIL ANASTASAKIS - Deputy CEO
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes	PHIL ANASTASAKIS - Deputy CEO
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	PHIL ANASTASAKIS - Deputy CEO
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under F&G Reg 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	PHIL ANASTASAKIS - Deputy CEO
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	Yes	PHIL ANASTASAKIS - Deputy CEO
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A	PHIL ANASTASAKIS - Deputy CEO
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	PHIL ANASTASAKIS - Deputy CEO
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	PHIL ANASTASAKIS - Deputy CEO
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A	PHIL ANASTASAKIS - Deputy CEO

19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	PHIL ANASTASAKIS - Deputy CEO
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	PHIL ANASTASAKIS - Deputy CEO
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	PHIL ANASTASAKIS - Deputy CEO
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A	PHIL ANASTASAKIS - Deputy CEO

#### AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION 'B'

**THAT Council receives the report from the Chief Executive Officer incorporating the review and findings of AMD Chartered Accountants (dated 22<sup>nd</sup> of February 2022) on the review of the appropriateness and effectiveness of the financial management systems and procedures under Regulation 5 of the *Local Government (Financial Management) Regulations 1996*.**

#### AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION 'C'

**THAT Council notes the steps taken to fill the Cyber Security Administrator position and the alternate short-term vendor supplied "as a service" approach to implementing this capability.**

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

None.

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

~~15 PUBLIC QUESTION TIME~~

**E-MEETING PROCESS**

*To facilitate the operation of an e-meeting and in accordance with Local Government (Administration) Regulation 1996 [Reg. 7], the Council has resolved to suspend this section of the Shire of Dardanup Standing Orders Local Law.*

## 16 MATTERS BEHIND CLOSED DOORS

### E-MEETING PROCESS – ADVICE TO PUBLIC

*As this item is considered to be a Matter Behind Closed Doors, the Council will pass by resolution a decision to proceed Behind Closed Doors, the live streaming of the e-Meeting will be suspended.*

*Upon returning from Behind Closed Doors and reconnecting the live streaming with the public, the Presiding member will inform the public of any resolutions made 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)(e)(iii) Council goes Behind Closed Doors [?.??pm] to discuss information about the business, professional, commercial or financial affairs of a person.**

16.1 Title: Reconsideration of Decision – Directions Notice for Removal of Stockpiles on Lot 81 Marginata Close, Crooked Brook

Reporting Department: Sustainable Development Directorate  
Reporting Officer: Mr Murray Connell - Manager Development Services  
Legislation: State Administrative Tribunal Act 2004

**REPORT UNDER SEPARATE COVER**

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

**OFFICER RECOMMENDED RESOLUTION**

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

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

**17 CLOSURE OF MEETING**

**E-MEETING PROCESS**

*Before closing the meeting, the Presiding Member should undertake a final 'roll call' so that attendance can be recorded.*

The Presiding Officer advises that the date of the next:

- Ordinary Meeting of Council will be Wednesday, the 27<sup>th</sup> of April 2022, commencing at 5.00pm to be held electronically (video conferencing).

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





