



# **A G E N D A**

FOR THE

## **ORDINARY COUNCIL MEETING**

To Be Held

Wednesday, 24<sup>th</sup> May 2023  
Commencing at 5.00pm

At

**DARDANUP HALL**  
**Little Street - DARDANUP**

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## NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup Council will be held on Wednesday, the 24<sup>th</sup> May 2023 at the Dardanup Hall, Little Street, Dardanup – Commencing at 5.00pm.

**MR ANDRÉ SCHÖNFELDT**

Chief Executive Officer

Date: 19<sup>th</sup> May 2023

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

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

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## VISION STATEMENT

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

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## COUNCIL ROLE

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

## DISCLAIMER

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

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

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

## RISK ASSESSMENT

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

**RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE**

Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	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	Almost Certain	The event is expected to occur in most circumstances	The event is expected to occur more than once per year
4	Likely	The event will probably occur in most circumstances	The event will probably occur at least once per year
3	Possible	The event should occur at some time	The event should occur at least once in 3 years
2	Unlikely	The event could occur at some time	The event could occur at least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	The event is not expected to occur more than once in 15 years

### LEVEL OF RISK GUIDE

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

**SHIRE OF DARDANUP**

**AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ON WEDNESDAY, THE 24<sup>TH</sup> MAY 2023, AT DARDANUP HALL, LITTLE STREET, DARDANUP, COMMENCING AT 5.00PM.**

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

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

*Acknowledgement of Country*

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

*Emergency Procedure*

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

*Affirmation of Civic Duty and Responsibility*

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



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

### 2.1 Attendance

### 2.2 Apologies

### 2.3 Leave of Absence

Cr L W Davies – Elected Member [Res: 78-23]

### 2.4 Previous Meetings

DATE	TYPE	Cr. M T BENNETT	Cr. L W DAVIES	Cr. J DOW	Cr. T G GARDINER	Cr. S L GILLESPIE	Cr. M R HUTCHINSON	Cr. E P LILLY	Cr. P R PERKS	Cr. P S ROBINSON
<b>NOVEMBER 2022</b>										
16/11/22	WS Rating	✓	NA	✓	Ap	Ap	✓	✓	Ap	LoA
16/11/22	AF	✓	NA	✓	Ap	✓	✓	✓	Ap	LoA
23/11/22	CF	✓	✓	✓	✓	✓	✓	✓	Ap	LoA
23/11/22	OCM	✓	✓	✓	✓	✓	✓	✓	Ap	LoA
30/11/22	WS REVIEW OF POLICIES CP034, CP128, CP070 & CP044	✓	NA	✓	✓	Ap	✓	✓	Ap	LoA
30/11/22	WS EATON AND DARDANUP PLACE PLANS	✓	NA	✓	✓	Ap	✓	✓	Ap	LoA
<b>DECEMBER 2022</b>										
7/12/22	WS GLEN HUON OVAL - TICKET FENCING	✓	NA	✓	✓	Ap	✓	✓	✓	✓R
7/12/22	AF	✓	NA	✓	✓	✓	✓	✓	✓	✓R
14/12/22	CF	✓	NA	✓	✓	✓	✓	✓	✓	✓
14/12/22	OCM	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>JANUARY 2023</b>										
18/01/23	AF	✓	LoA	Ap	✓	✓	✓	✓	LoA	✓R
25/01/23	CF	✓	LoA	✓	✓	✓	✓	✓	LoA	✓
25/01/23	OCM	✓	LoA	✓	✓	✓	✓	✓	LoA	✓
25/01/23	SCM	✓	LoA	✓	✓	✓	✓	✓	LoA	✓

DATE	TYPE	Cr. M T BENNETT	Cr. L W DAVIES	Cr. J DOW	Cr. T G GARDINER	Cr. S L GILLESPIE	Cr. M R HUTCHINSON	Cr. E P LILLY	Cr. P R PERKS	Cr. P S ROBINSON
	ANNUAL ELECTORS MEETING									
<b>FEBRUARY 2023</b>										
1/02/23	WS CHRMAP DRAFT REPORT PRESENTATION	✓	NA	Ap	✓	✓	✓	✓	✓	Ap
1/02/23	WS DIFFERENTIAL RATES	✓	NA	✓	✓	✓	✓	✓	✓	Ap
8/02/23	WS REVIEW OF DRAFT MEMORIALS POLICY	✓	NA	Ap	✓	LoA	✓	✓	✓	Ap
13/02/23	BUREKUP COMMUNITY MEETING	✓		✓	✓		✓			Ap
14/02/23	DARDANUP COMMUNITY MEETING	✓			✓		✓	✓	✓	Ap
15/02/23	AF	✓	NA	Ap	✓	LoA	✓	✓	Ap	Ap
15/02/23	EATON COMMUNITY MEETING	✓			✓	✓		✓	✓	Ap
16/02/23	FERGUSON COMMUNITY MEETING	✓			✓			✓	✓	Ap
22/02/23	CF	✓	Ap	✓	✓	LoA	✓	✓	✓	✓
22/02/23	OCM	✓	Ap	✓	✓	LoA	✓	✓	✓	✓
24/02/23	WS FRAUD AWARENESS TRAINING			-			✓		✓	
<b>MARCH 2023</b>										
1/03/23	WS SHIRE OF DARDANUP LOCAL BIKE PLAN	✓	NA	-	✓	Ap	✓	✓	✓	Ap
1/03/23	WS REVIEW OF HERITAGE SURVEY	✓	NA	-	✓	✓	✓	✓	✓	Ap
8/03/23	WS INTEGRATED PLANNING COMMITTEE MEETING	✓	✓	-	✓	✓	✓	✓R	✓	✓
8/03/23	SCM	✓	✓	-	✓	✓	✓	✓R	✓	✓
15/03/23	AF	✓	NA	-	✓	✓	✓	✓	✓	✓R
22/03/23	CF	✓	NA		✓	✓	✓	✓	✓	✓
22/03/23	OCM	✓	✓		✓	✓	✓	✓	✓	✓
29/03/23	WS MARKYT COMMUNITY SCORECARD REPORT	✓			✓		✓	Ap	✓	
30/03/23	WS PROJECT CONNECT	✓	NA	~	✓	Ap	Ap	✓	✓	✓R
<b>APRIL 2023</b>										
19/04/23	AF	✓	NA	~	✓	✓	LoA	✓	✓	✓R
26/04/23	CF	✓	✓	~	✓	✓	LoA	✓	✓	✓

DATE	TYPE	Cr. M T BENNETT	Cr. L W DAVIES	Cr. J DOW	Cr. T G GARDINER	Cr. S L GILLESPIE	Cr. M R HUTCHINSON	Cr. E P LILLY	Cr. P R PERKS	Cr. P S ROBINSON
26/04/23	OCM	✓	✓	~	✓	✓	LoA	✓	✓	✓
<b>MAY 2023</b>										
02/05/23	STRATEGIC WS	✓	N/A	~	✓	✓	✓	✓	✓	✓
3/05/23	WS – PRAMP	✓	N/A	~	✓	Ap	✓	✓	✓	Ap
17/05/23	WS – MRWA PRESENTATION	✓	LoA	~	✓	✓	✓	✓	✓R	✓R
17/05/23	AF	✓	LoA	~	✓	✓	✓	✓	✓R	✓R
24/05/23	CF		LoA	~						
24/05/23	OCM		LoA	~						

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

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

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

None.

### 4 PUBLIC QUESTION TIME

### 5 APPLICATIONS FOR LEAVE OF ABSENCE

#### COUNCIL RESOLUTION

THAT ..... be granted leave of absence for the Special Council Meeting to be held on the 31<sup>st</sup> May 2023.

## 6 PETITIONS/DEPUTATIONS/PRESENTATIONS

### 6.1 Title: Petition – Ferguson / Henty / Wellington Mill Council Bin Service Proposal

Reporting Department: Infrastructure Directorate  
 Reporting Officer: Mr Theo Naudé – Director Infrastructure  
 Legislation: Local Government Act 1995

#### **Background**

An email was received on Wednesday, 18<sup>th</sup> of May 2023 from Ms Ruby Trevathan advising that she had a petition for Council to consider with the request that Council provide a Council Bin Service to Ferguson, Henty & Wellington Mills within the Shire of Dardanup.

The below information was included within the email:

*Dear Andre Schonfeldt and Dardanup shire Councilors,*

*I'm writing to you in relation to a Council Bin service for the residents of Ferguson, Henty and Wellington Mill. Previously this has been serviced by a private contractor, however this business is no longer operational. Several attempts were made to other private vendors to provide a cost-effective bin service to our area providing general waste and recycling this was not achievable for both bins.*

*I believe it has been 14 years since this was last brought to the attention of the Shire, in that time Henty has developed substantial housing in 5 to 10 acre lots. Ferguson and Wellington mills have also had a lot of development and new families moving to these areas. As rate payers we have not been provided with tip passes to dispose our household rubbish or a council bin service. I believe with the development in the area there is enough residents to warrant a council bin service.*

*I have engaged with residents to provide feedback on this matter- a large majority have expressed they would like a council bin service for general rubbish and recycling but no Fogo bin, as they do compost or have chickens.*

*Elderly residents have expressed that the tip runs down to Dardanup tip are becoming more and more difficult. They are physically struggling to lift their 240-liter bins over the bar at the dump point, but also breathing in the rubbish waste and toxicity of the tip is impacting their health.*

*This has also been feedback from families trying to complete this timely task with children as they feel it is real safety issue the dump point and the fumes from the tip with toxic waste they could have health issues later in their life. But have also expressed the cost to use the tip for household waste and the fuel to take a load down to the dump- it would be more cost effective and less health issue of rubbish building up and decomposing in homes if the shire would provide a bin service.*

*I grew up in Dardanup west I believe they have a council bin service since the early 90's. Again, the residents there get general and recycling collection as they on rural lifestyle blocks in which they have chickens or do composting. I decided to extend my research in neighboring towns in rural situations who have bin service. Firstly, the Shire of Harvey have rural bin service that is general and recycling. I followed this bin service on a Wednesday and the truck is collecting rubbish in 100km zone with double white lines on Southwestern highway. I feel this important to point out as majority of Ferguson Road is 80km speed zone. Henty residents have a lot of quiet streets where there are safe turning points and cul de sacs where a truck can safely complete the run. Another example of a rural rubbish run is Boyanup where properties vary in 5 acres to 50 acres lots who have a bin service. I think it is important to acknowledge that Ferguson valley is high tourism area, and my recommendation would be to have bin service on a weekday with less traffic. Having a weekly service would mean less overfull bins- less chance of the bins falling over in strong easterly winds.*

*I would also like to address that 3 residents are currently receiving a council bin service of general rubbish and recycling. Two of the residents have received this service for past 3 years and reside on Carlaminda rd. Which is a small street off Ferguson Road just before the Ferguson Hall. With the truck already heading up to these residents it would make sense for this existing run to be expanded and provide collection for all residents in Ferguson/Henty and Wellington mill.*

*I would like to suggest the following solutions to this matter:*

- *A cost-effective weekly Bin service for general rubbish and recycling on weekday that has less traffic- Eg A Monday/ Tuesday// Wednesday*
- *Fortnightly service of general and recycling.*
- *Or a fortnightly bin service for general rubbish with 10 tip passes per year.*

*Please also consider my petition from local residents supporting the need for a council bin service- Please note for privacy reasons some people have chosen to use a different post code due to high risk of scams- That been said all the names listed are rate payers of the Ferguson/Henty/ Wellington mill area. I also have couple of supporting letters written by residents in these areas for your consideration.*

*In conclusion I'm a mother of a young baby, my husband works FIFO roster, not having a bin service is a real inconvenience for me. I consider myself valuable member of the community. As a local volunteer Firebrigade member for Dardanup Central I would love to give more time to the community then having to spend time doing a tip run for my household rubbish.*

*Thank you for taking the time to read and consider the proposal of council bin service.*

*Kind Regards*

*RUBY TREVATHAN*

### **Officer Comment**

On the 18<sup>th</sup> of May 2023, Mrs Trevathan provided a petition requesting a bin service within Ferguson, Henty and Wellington Mills.

There were 56 signatories [Appendix ORD: 6.1], 29 with a local postcode of 6236, 1 with a 6232 postcode and the remainder with a postcode outside the Shire of Dardanup. It is however to be noted that Mrs Trevathan advised that for privacy reasons, petitioners provided postcodes outside the Shire for privacy reasons, but she advised that they did reside within the Shire.

The Shire of Dardanup Standing Orders Local Law S4.8 (4) reads:

*(4) The only motions in respect of a petition that are in order are that—*

- (a) the petition be received;*
- (b) a report on the petition be prepared; or*
- (c) the petition be referred to a Committee.*

It is recommended that Council receive the petition and request that the Chief Executive Officer provide Council with a report regarding the potential for delivering an expanded rural waste collection service and the potential costs associated with such a service.

**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. **Receives the Petition “Ferguson / Henty / Wellington Mill Council Bin Service Proposal” [Appendix ORD: 6.1].**
2. **Requests that the Chief Executive Officer prepare a report to the July OCM regarding the potential for delivering an expanded rural waste collection service and the potential costs associated with such a service.**

## 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

The Minutes of the Special Council Meeting [SCM] held on the 24<sup>th</sup> of May 2023 will be presented to the OCM to be held on 28<sup>th</sup> of June 2023 for confirmation.

### 7.1 Ordinary Council Meeting Held on the 26<sup>th</sup> of April 2023

#### Officer Comment

Council dealt with Item 16.1 – Pratt Road Car Park – Revised Project Costs’, behind closed doors. Further information was presented regarding negotiations made with Mr Carbone and the Shire and a new Part 3 and Part 4 were provided for Council’s resolution.

The Council resolved [102-23] at the time of the meeting:

#### *OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION*

102-23                      *MOVED -        Cr. M T Bennett                      SECONDED -        Cr. T G Gardiner*

*THAT Council:*

1. *Authorises the Chief Executive Officer to terminate the Contract (CON-F0291634) via mutual agreement with Carbone Bros Pty Ltd, and pays a total of \$31,976.64 (ex GST) representing the entire amount payable to Carbone Bros Pty Ltd as settlement.*
2. *Notes that as part of terminating the contract the Shire will collect the materials that Carbone Bros Pty Ltd ordered for the project from the Contractor’s nominated depot, to the value of \$24,999.67 (ex GST).*
3. *Thanks Mr. Carbone for his understanding of the complexities around this project and for the way he worked with Shire Staff to achieve a mutually agreed outcome. It is acknowledged that Carbone Bros Pty Ltd programmed its work based on a signed contract over a long period of time and put a lot of work and effort into delivering the project. It is appreciated that Carbone Bros Pty Ltd display such community spirit and worked with Shire Officers to achieve an outcome that is to the benefit of the Shire and its Community.*
4. *Amends the 22/23 Annual Budget to include the contribution and renewal of the two carparks along Bobin Street and Eagle Crescent in lieu of the Pratt Road Project, and for the new project to also consider providing a drop off bay on Pratt Road near the Bowling Club and Senior Citizens Building.*

*CARRIED  
6/0*

The original Part 3 ‘crossed out’ below was included in the resolution in error when the Minutes were prepared.

Council are asked to adopt the OCM minutes with the removal of the erroneous Part 3.

## OFFICER RECOMMENDED RESOLUTION &amp; COUNCIL RESOLUTION

102-23                      MOVED -                      Cr. M T Bennett                      SECONDED -                      Cr. T G Gardiner

THAT Council:

1. Authorises the Chief Executive Officer to terminate the Contract (CON-F0291634) via mutual agreement with Carbone Bros Pty Ltd, and pays a total of \$31,976.64 (ex GST) representing the entire amount payable to Carbone Bros Pty Ltd as settlement.
2. Notes that as part of terminating the contract the Shire will collect the materials that Carbone Bros Pty Ltd ordered for the project from the Contractor's nominated depot, to the value of \$24,999.67 (ex GST).
- ~~3. Includes in the budgetary discussions for the 2023-2024 Annual Budget the design and construction of new rear car parking facilities with access off Eagle Cresceent (including modifications to the existing car park entrance at Bobin Street and connecting sealing one way road), and resealing the existing car park including line marking and bollards.~~
3. Thanks Mr. Carbone for his understanding of the complexities around this project and for the way he worked with Shire Staff to achieve a mutually agreed outcome. It is acknowledged that Carbone Bros Pty Ltd programmed its work based on a signed contract over a long period of time and put a lot of work and effort into delivering the project. It is appreciated that Carbone Bros Pty Ltd display such community spirit and worked with Shire Officers to achieve an outcome that is to the benefit of the Shire and its Community.
4. Amends the 22/23 Annual Budget to include the contribution and renewal of the two carparks along Bobin Street and Eagle Crescent in lieu of the Pratt Road Project, and for the new project to also consider providing a drop off bay on Pratt Road near the Bowling Club and Senior Citizens Building.

CARRIED  
6/0

## OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Ordinary Meeting of Council held on the 26<sup>th</sup> of April 2023, be confirmed as true and correct subject to the following corrections:

- Page 118, Resolution 102-23 be amended by deleting the words:

~~3. Includes in the budgetary discussions for the 2023-2024 Annual Budget the design and construction of new rear car parking facilities with access off Eagle Cresceent (including modifications to the existing car park entrance at Bobin Street and connecting sealing one way road), and resealing the existing car park including line marking and bollards.~~



## 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

### 8.1 Title: Shire President Monthly Report

#### Reporting Department

*Elected Members*

#### Elected Member

*Cr. Michael Bennett - Shire President*

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

<b>Event:</b>	<b>27/04/23 BCCI Networking Night at Bunbury City Museum</b>
Report:	Great to see the Arthur Street School Building being used to exhibit some great stories of the Port.
<b>Event:</b>	<b>28/04/23 – Art Spectacular</b>
Report:	A fantastic evening with some spectacular Art on display and many prizes for competitors. Again, well done by the committee.
<b>Event:</b>	<b>28/04/23 – Long Service Awarded to VBFB members by Hon Stephen Dawson MLC.</b>
Report:	Thanks to Cr Gardiner for filling in for me at this event and well done to all those who received medals.
<b>Event:</b>	<b>3/05/23 – Speak at Cancer Council Morning Tea run by CWA Eaton.</b>
Report:	Was a great event enjoyed by all and my talk on what was happening in the Shire drew many questions about what our neighbours are doing, which was good fun.
<b>Event:</b>	<b>3/05/23 - Meeting with Bruce Spanswick</b>
Report:	Bruce Spanswick and I discussed his future plans for his business on Dillon Road and the old abattoir site.
<b>Event:</b>	<b>4/05/23 – Local Government Presidents and Mayor at Capel</b>
Report:	Much discussion around regional events funding along with priorities for the BunGeo Region to push for with Government and Business.
<b>Event:</b>	<b>10/05/23 - LEMC meeting as per Agenda minutes</b>
Report:	Attended LEMC Committee Meeting
<b>Event:</b>	<b>12/ 05 /23 State Budget release by Premier Mark McGowan</b>
Report:	Rundown by the Premier of State and the commitments to the Southwest.
<b>Event:</b>	<b>13/05/2023 100 Year Dardy Party Street Parade and Gatsby Ball</b>
Report:	What an unbelievable event. Once again thanks to all who made this event a great success and the Ball was a sell out at 200 tickets, just a fantastic day.
<b>Event:</b>	<b>18/05/2023 – BGEA site meeting at Albermarle</b>
Report:	Meeting at the Refinery gave me the opportunity to see the magnitude of this company and its plans for the future.

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

None.

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

None.

**11 DECLARATION OF INTEREST**

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

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

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

- *Director Infrastructure, Mr Theo Naudé declared a financial interest in Item 12.2.1 Outdoor Play Area and Staff Carpark – Lot 35 (23) Morgan Court as his daughter works at the Childcare.*
- *Elected Member, Cr. E Lilly declared a financial Interest in Item 12.5.1 – Local Emergency Management Committee Meeting Minutes as she owns a business that is a supplier listed in the Welfare Plan.*

## 12 REPORTS OF OFFICERS AND COMMITTEES

### 12.1 EXECUTIVE REPORTS

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

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

#### **Overview**

The purpose of this report is to present the outcomes of the draft hydrogen feasibility study conducted to establish a 100kg/day hydrogen facility at the Shire of Dardanup's depot with associated infrastructure. The proposed facility will include a 1.2MW solar farm to power the plant, hydrogen storage and dispensing bowers, and will offset the Shire's electricity use more broadly.

#### **OFFICER RECOMMENDED RESOLUTION**

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

1. Receives the Shire of Dardanup hydrogen feasibility study, business case and road map for establishing a 100kg Hydrogen Facility at the Shire of Dardanup's Depot on Martin Pelusey Road as per Confidential Attachment B. [OCM-R1391346](#) (Under Separate Cover); and
2. Requests the Chief Executive Officer to work with the State Government to consider options on how to progress the next stage of detailed business case development to construct and operate the facility as a commercial enterprise.

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

No Change. **OR:**

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

## **Background**

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

## **Legal Implications**

Establishing a hydrogen facility will involve complying with various regulations and permits, including environmental and safety regulations. The Shire will need to ensure that it obtains all necessary permits and approvals from relevant regulatory authorities before proceeding with the project.

## **Council Plan**

- 6.1 - Increase awareness and adoption of sustainable practices.
- 6.3 - Work towards net zero carbon emissions.
- 11.1 - Support industry and business growth.

## **Environment**

The proposed hydrogen facility will have positive environmental impacts, as it will be powered by a 1.2MW solar farm and produce green hydrogen, which is a clean energy source. However, the Shire will need to conduct a thorough environmental assessment to identify and mitigate any potential environmental impacts of the project.

## **Precedents**

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

## **Budget Implications**

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

The total estimated cost for the proposed hydrogen facility is \$5.5 million, which includes \$250,000 towards the development of a detailed business plan. The Shire will seek funding from State and Federal Government for the next stage and will look for partners with off-take agreements for the hydrogen.

## **Budget – Whole of Life Cost**

The next stage in developing the detailed business plan and designs will provide further details on the ongoing operational and running costs. The Business Plan will also consider options on how the tender is to be structured to comply with the relevant legislative requirements under the *Local Government Act 1995* in terms of running a Commercial Enterprise.

### **Council Policy Compliance**

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

### **Risk Assessment**

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

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

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

### **Officer Comment**

The establishment of a hydrogen facility at the Shire of Dardanup's depot is a positive step towards transitioning to a low-carbon economy. The proposed facility will produce green hydrogen using renewable energy sources and offset the Shire's electricity use more broadly. However, to progress the project the Shire will need to secure funding from State and Federal Government and establish partnerships with off-take agreements for the hydrogen to make the project commercially viable.

The next stage of the project will require a more detailed design of the proposed facility and a more detailed business model / plan on how the ownership, operation and ongoing maintenance of the plant would work. The detailed business model / plan would need to be able to achieve the requirements set out under the *Local Government Act* with regards to Commercial Enterprises under section 3.59 and will include a thorough environmental assessment, risk assessment, and outline all necessary permits and approvals required for the project.

Should funding sources and offtake agreements be secured, the plant could be developed ready for production by 2028. The Shire will therefore also need to consider how it can transition some of its fleet and energy use over time to hydrogen and/or solar energy. This project is seen as the first major step for the Shire of Dardanup towards is Zero Emission aspiration.

END REPORT

12.1.2 Title: Australian Local Government Association Annual Assembly

<b>Reporting Department</b>	<i>Executive</i>
<b>Responsible Officer</b>	<i>Mr André Schönfeldt - Chief Executive Officer</i>
<b>Reporting Officer</b>	<i>Mr André Schönfeldt - Chief Executive Officer</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.1.2A – Conference Program 12.1.2B – Risk Assessment Tool</i>

**Overview**

This report recommends that the Deputy Shire President and Chief Executive Officer attend the Australian Local Government Association Annual Assembly, including the Regional Conference, which is scheduled to take place between 13 and 16 June 2023. The estimated cost for the conference, flights, and accommodation is expected to be around \$3,500 per person. The aim of this conference is to meet with relevant federal government officials and politicians, in addition to participating in an interesting program.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council endorses the attendance of the Deputy Shire President and Chief Executive Officer at the Australian Local Government Association Annual Assembly, including the Regional Conference, between 13<sup>th</sup> and 16<sup>th</sup> of June 2023.**

**Change to Officer Recommendation**

No Change. **OR:**

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

## **Background**

The Australian Local Government Association Annual Assembly is a significant event that provides an opportunity for local government representatives to engage with federal government officials and politicians. The conference program will cover various topics such as infrastructure, governance, and environmental management [Appendix ORD: 12.1.2A]. This event is a great opportunity to network with other local governments across Australia and learn from their experiences.

## **Legal Implications**

There are no legal implications associated with attending the conference.

## **Council Plan**

- 8.1 - Support responsible planning and development.
- 8.2 - Advocate for adequate utility infrastructure to support a growing community and economy.
- 8.3 - Advocate for more affordable and diverse housing.
- 10.2 - Advocate for improved access to public and shared transport services.

**Environment** - None.

There are no significant environmental impacts associated with attending the conference.

## **Precedents**

It is common practice for local governments to send representatives to attend the Australian Local Government Association Annual Assembly. Many local governments see this conference as a valuable opportunity to meet with federal government officials and politicians and learn about best practices in other local government areas.

## **Budget Implications**

The estimated cost for attending the conference, including flights and accommodation, is around \$3,500 per person. The costs can be funded from the relevant 2022/2023 training budgets. The Councillor's training budget has a remaining total of \$9,867 and the overall Staff Training Professional Development training has \$15,669 available.

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

## **Council Policy Compliance**

### **CnG CP112 – Councillors' Induction Training and Professional Development**

#### **4.5 Conferences & Training Courses**

d) *Examples of other conferences include:-*

- *National General Assembly of Local Government (Shire President and Chief Executive Officer);*
- *Annual Road Conference;*
- *Special "one off" conferences sponsored by WALGA or the Department of Local Government, Sport and Cultural Industries.*

**Note:** *The Shire President has recommended that the Chief Executive Officer and Deputy Shire President attend this event.*

#### 4.6 *Restrictions and Exclusion on Travel*

*No more than two Elected Members may attend the same Interstate event and no more than three Elected Members exclusive of the President and Deputy President may attend the same intrastate event (authorised training and development courses excluded).*

*Travel Interstate is not permitted without the prior approval of Council; and within three months of being elected as an Elected Member and is not permitted within six months of the date of expiry of office, unless approved in advance by a resolution of Council. Attendance at any overseas conference, seminar or other development event requires the specific approval of Council.*

#### 4.7 *Accommodation*

*Council staff will arrange and make payment for reasonable accommodation for the Councillor for a room at or in close proximity to the event venue.*

#### 4.11 *Approval Process*

*Applications from Elected Members for attendance at interstate training, seminars and conferences will be considered by the President and Deputy President in consultation with the Chief Executive Officer with regard to applicability of the development opportunity to the Councillor's role and budget availability, and a report to Council to seek approval.*

*The application can only be approved where the costs including registration fees, travel, accommodation and an estimation of other expenses can be accommodated within the approved allowance allocated to the Elected Representative for this purpose in accordance with the annual budget provision. The annual training budget determined by the Council will be equally allocated to each Elected Representative on a pro-rata basis in accordance with election dates. An individual's unspent funds can be carried forward for use within the biennial election cycle.*

*The Chief Executive Officer is authorised to approve requests from Elected Members for professional development training and conferences without referral to Council provided that:*

- a) The event is within the state*
- b) The cost does not exceed the annual allowance; and*
- c) The course of conference is organised by an identified, industry recognised training provider.*

*The Chief Executive Officer is to maintain a register of each Elected Members' training and professional development expenses.*

*Nothing in this policy provision prevents the Council from approving additional funds to be accessible or the Council from approving a specific application that is outside of the existing budget.*

*This Policy does not apply to meetings or workshops attended by an Elected Member, where they are the approved Council delegate or representative.*

#### **Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.1.2B) for full assessment document.



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

### ***Officer Comment***

Attending the Australian Local Government Association Annual Assembly, including the Regional Conference, presents a valuable opportunity for the Deputy Shire President and Chief Executive Officer to network with other local government representatives across Australia and learn about best practices in other areas. In addition, the opportunity to meet with relevant federal government officials and politicians is highly valuable, as it allows the Shire of Dardanup to advocate for the local government area's interests.

In the recent Federal Budget announcements significant Federal Funding programs have been announced that aligns well with the Shire of Dardanup’s projects and 2050 Vision Objectives. The National Assembly will provide an opportunity for the Deputy Shire President and the Chief Executive Officer to attend and learn firsthand how these programs are intended to be rolled out.

Overall, the benefits of attending the conference are significant, and it is recommended that the Deputy Shire President and Chief Executive Officer attend.

END REPORT

## 12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

### 12.2.1 Title: Outdoor Play Area and Staff Carpark – Lot 35 (23) Morgan Court, Eaton

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Michelle Dennis- Acting Manager Development Services</i>
<b>Reporting Officer</b>	<i>Mrs Cecilia Muller - Principal Planning Officer</i>
	<i>Mr Phil Shephard – Planning Officer</i>
<b>Applicant</b>	<i>Hargreaves Design Group</i>
<b>Legislation</b>	<i>Planning and Development Act 2005</i>
<b>Council Role</b>	<i>Quasi-Judicial.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.2.1A – Application</i> <i>12.2.1B – Development Plans received 8<sup>th</sup> of May 2023</i> <i>12.2.1C – Objection</i> <i>12.2.1D - Risk Assessment Tool</i>

#### DECLARATION OF INTEREST

Director Infrastructure, Mr Theo Naudé declared a Financial Interest in this item as his daughter works at the Childcare Centre

#### **Overview**

The purpose of this report is for Council to consider an outdoor play area and new staff carpark on Lot 35 (23) Morgan Court to be used in connection with the existing childcare premises on the adjoining lot. The proposal when referred to neighbours received a partial objection and therefore the application is presented to Council for determination. Staff recommend conditional approval be granted.

#### **OFFICER RECOMMENDED RESOLUTION**

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

**Approves the application for development approval for an outdoor play area and staff carpark on Lot 35 (23) Morgan Court, Eaton under the Shire of Dardanup Town Planning Scheme No.3 subject to the following conditions and advice notes:**

##### **Conditions:**

1. All development must be carried out in accordance with the approved plans listed below, unless amended with the written consent of the Shire. In the event of an inconsistency between the approved plans and a requirement of the conditions of development approval, the requirement of the conditions prevail.
  - Existing Site Plan – Sheet Number A-001 (Dated 22<sup>nd</sup> of February 2023 and received 8<sup>th</sup> of May 2023) [Appendix ORD: 12.2.1B]
  - Proposed Site Plan – Sheet Number A-002 (Dated 22<sup>nd</sup> of February 2023 and received 8<sup>th</sup> of May 2023) [Appendix ORD: 12.2.1B]

2. Prior to commencement of works, a drainage plan must be submitted to and approved by the Shire of Dardanup and must include (as a minimum) calculations for runoff and showing how stormwater from all development on the site will be contained and disposed of on-site to the satisfaction of the Shire.
3. Prior to the commencement of use, the stormwater management measures on the approved plans must be constructed/implemented, and thereafter all drainage works must be maintained to the satisfaction of the Shire of Dardanup.
4. Prior to the commencement of use, a new crossover onto Morgan Court shall be constructed to the Shire's specifications in Council Policy *Infr CP050 'Crossovers in Townsites and Rural Areas'* to the satisfaction of the Shire of Dardanup.
5. Prior to the commencement of works, the applicant must submit to and have approved by the Shire of Dardanup, a detailed and dimensioned parking plan, which complies with the most current versions of Australian Standards AS2890 and AS1428, and shows:
  - (a) aisle widths, circulation areas, driveway/s and points of ingress and egress;
  - (b) how the car parking area, and driveway will be sealed; and
  - (c) finished surface levels to demonstrate overland stormwater flows.
6. Prior to the commencement of use, the car parking areas shown on the approved plans must be constructed and drained, and signposted to restrict the use to staff only, and thereafter maintained to the satisfaction of the Shire of Dardanup.
7. Prior to the commencement of use, landscaping and reticulation of the development site and adjoining road verges shall be installed in accordance with the landscaping as shown on the approved development plans [Appendix ORD: 12.2.1B] and maintained thereafter to the satisfaction of the Shire of Dardanup.
8. Prior to the commencement of use, the landowner is to install the new fencing as shown on the approved development plans (Appendix ORD: 12.2.1B] to the satisfaction of the Shire of Dardanup.

**Advice Notes:**

- The Shire's Environmental Health Services Department advises the applicant that this development approval does not remove or affect any statutory responsibility the owner may have under the *Child Care Services Act 2007*. The owner is reminded to inform the Department of Communities, Education and Care Regulatory Unit of proposed changes at the facility, prior to works commencing.
- The Shire's Building Department advise that:
  - a) Demolition Permit required to remove all existing buildings and structures on Morgan Court;

- b) Building permit is required for the proposed shade structures and carpark inclusive of soakwells; and**
  - c) Attention is drawn to the requirements for access to buildings for people with disabilities in accordance with the Building Code of Australia and AS1428.1-2009 (as amended).**
- **The new carparking area, driveway and accessway is located over Shire drainage easement with concrete pipes underground. In the event that pipes need maintenance/replacement the Shire will not be responsible for reinstating the carpark pavement.**
- **No details are included with the development application in relation to the proposed future alfresco and shed structures. The applicant is advised that these structures may require development approval unless it is exempted under *SDev CP091 – Local Planning Policy – Exempted development and land use*.**

***Change to Officer Recommendation***

No Change. **OR:**

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

## Background

The Little Explorers Child Care premises was originally approved by the Shire in February 2019 on the adjoining property Lot 13 (No. 1) Glenhuon Boulevard, Eaton. The business now seeks to expand onto the adjoining Lot 35 (23) Morgan Court and using the lot for an outdoor play area and new staff carpark.

The proposal when referred to neighbours received a partial objection due to local traffic concerns.

## Location Plan



## Proposal

The application is to expand an approved childcare premises onto an adjoining lot. The proposal involves:

- Demolition of an existing single-storey house and pool;
- Construction of new staff carpark and road access, new fencing, pathways and landscaping;
- Increasing outdoor play area; and
- Future construction of patio and storage shed.

Please refer to [Appendix ORD: 12.2.1A] for the plan details of the application.

The outline of the proposal is as follows:

<b>Region Scheme</b>	Urban
<b>Local Planning Scheme</b>	'Residential' zone with R15 density code
<b>Structure Plan/Precinct Plan</b>	No
<b>Use Class and Permissibility</b>	Child Care Premises – 'A' use class
<b>Lot Size</b>	749m <sup>2</sup>
<b>Existing Land Use</b>	Single dwelling
<b>State Heritage Register</b>	No
<b>Local Heritage</b>	No
<b>Bushfire Prone Area</b>	No

### **Legal Implications**

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

### **Council Plan**

2.1 - Facilitate improved access to health and community services.

4.1 - Assist young people to reach their potential.

8.1 - Support responsible planning and development.

**Environment** - None.

**Precedents** - None.

### **Consultation**

#### Public Consultation

Letters were sent to 33, 34, 36, 37, 38 and 40 Morgan Court.

In response to the advertising, 1 submission was received partially objecting to the proposal. The key issues raised in the submission are summarised below, refer [Appendix ORD: 12.2.1C] for a copy.

ISSUE RAISED	COMMENTS
<p>Landowner at 33 Morgan Court</p> <p>Concerned with local traffic implications including:</p> <ul style="list-style-type: none"> <li>Truck traffic and potential damage to the existing road and mess during construction.</li> <li>Opposed to the new parking area being used for drop off/pickup of children as it has led in other places to parents parking on the road and obstructing other driveways.</li> </ul>	<p>Staff sought a response from the applicant to the concerns raised and they have confirmed:</p> <ul style="list-style-type: none"> <li><i>The construction phase will involve professional builders and they are aware of their responsibilities to not damage any existing infrastructure including roads and driveways.</i></li> <li><i>There will be no change to the current parking and drop off/pick up area off Glen Huon Boulevard.</i></li> <li><i>The new parking area is for staff only and is not to be used for drop off/pickup of children by parents.</i></li> <li><i>The Shire has standard planning/building conditions that will control the construction phase and ensure it does not</i></li> </ul>

ISSUE RAISED	COMMENTS
	<p>damage roads and driveways. Any damage would be the responsibility of the contractor to rectify. The proposed crossover will need to be widened and some modifications to the parking arrangements are required to meet Shire standards.</p> <ul style="list-style-type: none"> <li>The addition of advisory signs restricting the new staff parking area from parents will assist address the concern raised.</li> </ul>

#### Consultation with Government/Service Agencies

None required to be undertaken.

#### **Budget Implications**

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

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

#### **Council Policy Compliance**

SDev 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: 12.2.4D] for full assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Expansion of a child care premises	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Should Council refuse the application or place conditions unacceptable to the proponent and they seek a review of that decisions, there is likely to be a financial impact through the State Administrative Tribunal process.
	Legal and Compliance	Should conditions of the development approval not be complied with.

#### **Officer Comment**

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

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

The subject land is zoned Residential under the *Shire of Dardanup Town Planning Scheme No. 3*, and the objective of this zone is:

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

The proposal would enable the existing child care premises to have a new dedicated staff car park area with access from Morgan Court. This will alleviate the pressure on the existing car park located in front of the childcare premises which will enhance the current service provided. Officers consider that the development of the outdoor play area and staff carpark will not have an adverse impact on the use and enjoyment of adjoining properties or the character/amenity.

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

The proposal for a child care premises is a “A” use within the Residential Zone under Town Planning Scheme No. 3 and draft Local Planning Scheme No. 9, which means Council can permit the use after giving notice of the application.

The proposal achieves the required development standards in both schemes and is therefore consistent with the requirement of orderly and proper planning.

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

The Shire of Dardanup Local Planning Strategy was endorsed by the Western Australian Planning Commission on the 4<sup>th</sup> of May 2015. The site is located within the area identified for residential and consistent with the planning strategy’s intention for the area.

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

The demolition of the existing dwelling and pool and redevelopment of the site including construction of new staff carpark and road access, new fencing, pathways, landscaping, increasing the outdoor play area available and future construction of patio and storage shed integrated with the existing child care premises is considered compatible with surrounding residential developments. Notwithstanding this, no details are included with the development application in relation to the proposed future alfresco and shed structures, therefore, the applicant will be advised that these structures may require development approval unless it is exempted under *SDev CP091 – Local Planning policy – Exempted development and land use*.

(n) the amenity of the locality including the following -

- (i) environmental impacts of the development;
- (ii) the character of the locality;
- (iii) social impacts of the development;



The development is consistent with other non-residential uses operating within the residential areas of the Shire. The proposal for the outdoor play area and staff carpark is not expected to adversely impact the amenity. The addition of the staff car park and outdoor play area will improve the operation of the existing child care and have a positive impact on the character of the area.

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

The proposal includes additional landscaping (using local shrub and groundcover species) within the development and adjoining the new driveway access onto Morgan Court. There are no existing trees on the site considered to warrant preservation.

(s) the adequacy of -

(i) the proposed means of access to and egress from the site; and

(ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;

The proposal does not increase the number of access points to the development. The proposal when completed will retain the existing parking/drop off/pick up area accessed from Glenhuon Boulevard and provide a new parking area for staff only accessed off Morgan Court (reusing the demolished dwelling's driveway).

The Shire Engineering Officer has required the proposed crossover onto Morgan Court be widened and some modifications undertaken to the parking arrangements to meet Shire standards. The applicant has provided updated plans received on 8<sup>th</sup> of May 2023. The addition of advisory signs restricting the new staff parking area from parents will address the concern raised in the submission.

(v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;

The intent of the proposal is to enable the existing child care premises to have a new dedicated staff car park area with access from Morgan Court. This will alleviate the pressure on the existing car park located in front of the child care premises used by parents. The development is expected to have a positive community benefit by enhancing the operational arrangements of the existing child care premises.

(y) any submissions received on the application

Whilst noting the concerns expressed in the submission, the applicant would need to obtain a demolition permit under the building legislation prior to the removal of the existing buildings. Further to this the development would need to comply with the conditions of a development approval which adequately address the issues raised in the submission.

### **Conclusion**

The proposal to expand the existing child care premises onto the adjoining lot is considered consistent with the existing TPS3 and draft LPS9 requirements and given the application's merits, staff recommend it should be granted conditional approval.

END REPORT

## 12.3 INFRASTRUCTURE DIRECTORATE REPORTS

### 12.3.1 Title: Naming of East Millbridge Public Open Space (Reserve 50867)

<b>Reporting Department</b>	<i>Infrastructure Directorate</i>
<b>Responsible Officer</b>	<i>Mr Nathan Ryder - Manager Infrastructure Planning &amp; Design</i>
<b>Reporting Officer</b>	<i>Ms Vicki Pretorius - Landscape Design Officer</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Review.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.3.1A – Risk Assessment Tool Appendix ORD: 12.3.1B – Community Engagement Outcomes</i>

#### **Overview**

The purpose of this report is for Council to consider the outcomes of the community engagement conducted in March 2023 and endorse a name for the Public Open Space located in Millbridge between Millbridge Boulevard and Denison Link (Reserve 50867).

#### **OFFICER RECOMMENDED RESOLUTION**

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

1. **Considers the list of names and rankings from the community consultation outcomes together with the Landgate feedback and endorses the name of Reserve 50867 to be:**

a) **Karrak Park,**

**OR**

b) **Red Tail Reserve**

2. **Requests that the Chief Executive Officer engages with the Local Traditional Owners to confirm that the spelling of the proposed name as provided to the Shire of Dardanup is correct and appropriate for use.**
2. **Requests the Chief Executive Officer forward the endorsed name, as per resolution 1, to Landgate for formal approval following endorsement by the Local Traditional Owners.**

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

No Change. **OR:**

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

## **Background**

At its meeting on 24<sup>th</sup> August 2022 Council endorsed the Landscape Concept Plan for Reserve R50867 [224-22].

## **Legal Implications**

The policy and standards for Geographical naming in Western Australia is provided with the head of power through the *Land Administration Act 1997*, Part 2 – General administration, Division 3 – General and Part 26 of the Constitution and Part 3 of the Land Information Authority Regulations 2007 – Information prescribed as fundamental land information.

## **Council Plan**

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

9.4 - Provide quality parks and playgrounds.

9.1 - Strengthen the vibrancy of our town centres.

**Environment** - None.

## **Precedents**

At its meeting held on 22<sup>nd</sup> February 2023, Council endorsed the naming of Carramar Park for the entire park, including the original area and the newly developed area.

## **Budget Implications**

A 'welcome sign' is included in the scope of the East Millbridge Playground (J11650), which is being delivered this financial year. This sign is proposed to include the new name for Reserve 50867 as well as project funding acknowledgement.

## **Budget – Whole of Life Cost**

Replacement of the sign will be factored into the Shire's forward Asset Management planning.

## **Council Policy Compliance**

SDev - CP072 - Naming of Parks Reserves Roads

## **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 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	Naming of East Millbridge Public Open Space (Reserve 50867)
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Category Assessed Against	Legal and Compliance	Landgate will not formally approve a name that does not comply with its policies and standards.
	Reputational	Ideally, the selected name would be based on the outcomes of the community consultation.

### Officer Comment

At its meeting of 24<sup>th</sup> August 2022 Council endorsed the Landscape Concept Plan for the East Millbridge Public Open Space (Reserve 50867), located between Millbridge Boulevard and Denison Link.



Above image: Site context – extents of R50867 shown in red

Since this reserve will have improved community facilities, it was considered that a proper name be given to the reserve instead of simply ‘Reserve 50867’ or the informally used ‘East Millbridge Reserve’, to enhance community experience through defined identity and sense of place.

Community engagement to seek ideas for the new name was undertaken via Social Pinpoint from 14<sup>th</sup> to 29<sup>th</sup> of March 2023. The detailed outcomes of this engagement are included at [Appendix ORD: 12.3.1B]

Council Policy CP072 (*Naming of Parks, Reserves and Roads*) requires that prospective names be endorsed by Landgate’s Geographical Naming Committee prior to being adopted by Council.

Note that Landgate advised that names are not endorsed by a committee anymore, but by the ‘Geographic Names Team’ from Landgate. While the online survey noted that only names of a deceased person could be proposed, Landgate advised that names of a living or deceased person are acceptable as reserve names. However, a living person needs to have made a considerable voluntary contribution to the community such as through charities.

The community’s name suggestions were forwarded to Landgate with a request for review by their Geographical Names Team, which is carried out in accordance with their own Policies and Standards for

Geographical Naming in WA – Section 5, naming for parks and reserves. Comments were received from Landgate by email on 12<sup>th</sup> of April 2023.

The community's suggestions for the new reserve name, listed in order of net votes, are shown below together with the comments on this potential name as provided by Landgate:

*Submissions for name of Reserve 50867 – ranked in order of net votes:*

Name suggested by community	Number of 'up' votes by community	Number of 'down' votes by community	Number of net votes by community (up votes – down votes)	Reason name was suggested	Comments provided by Landgate's Geographic Names Team
Red Tail Reserve	14+1=15	1	14	For the Red Tailed Black Cockatoo birds that frequent this area	Name is ok
Karrak Park	5+7+1=13	1+1=2	11	Reportedly another (Noongar) name for the Red Tailed Black Cockatoo bird, see comment above	Name is ok
Kooyar Park	10	5	5	Reportedly the Noongar name for 'frog' (sounds heard in reserve)	No – the name is already in use as Kooyar Reserve in Capel
Mick Bennett Park	2	1	1	Current serving Shire President (living person). Has resigned his position from Council effective 20 October 2023. From CEO email 24/3/23: 'Mick has served on Council for a total of 28 years. This was 5 years as a Councillor, 3 years as Deputy Shire President and when he steps down from Council in October, he will have served 20 years as a Shire President...'	Further information would be needed to demonstrate voluntary community involvement such as charities that was unpaid work. In line with our policy working for the council does not meet commemorative naming requirements.
Brimstone Bend Park	0	0	0	Name reportedly created by combining letters of names 'Denison Link' and 'Millbridge Boulevard' (the two roads flanking the reserve).	No – made up names are not supported.

Name suggested by community	Number of 'up' votes by community	Number of 'down' votes by community	Number of net votes by community (up votes – down votes)	Reason name was suggested	Comments provided by Landgate's Geographic Names Team
Dudingup	1	1	0	Reportedly the first homestead in Dardanup was called 'Dardanup Park' which is believed to be a variation of the Aboriginal word 'Dudingup', the meaning of which is not known.	The name Dudingup would need to be endorsed by the recognised local Aboriginal community.
Frog Pond Park	1	4	-3	Suggested due to sound of frogs in nearby drainage channel	Name is ok
Doug Hough	5+1+3=9	7+0+7=14	-5	Doug Hough was an early pioneer in the Eaton Area, who had Houghs Homestead on the Collie River	Further information would be required, when did he pass as there is requirements within the policy of what is required in relation to contact with the family. Is he the Doug Hough that was involved with the Eaton - Australind Volunteer Fire and Rescue Service as this would be more in line with why he should be recognised. Clarification in relation to status as an early pioneer of the area. (what years was he there?)

Based on the community's highest voted preferences as well as the assessment provided by Landgate's Geographical Names Team, Shire officers suggest that Council selects one of the following two top-voted names:

- Red Tail Reserve; or
- Karrak Park

Officers have not yet confirmed the spelling or appropriateness of any of the names provided with the Local Traditional Owners pending selection by Council of the desired outcome. This will be undertaken prior to any signage or public notification of the selected name.

Once Council has selected and endorsed a name, the name must be sent back to Landgate for formal approval, which takes approximately one week.

A 'welcome sign' is included in the scope of the East Millbridge Playground (J11650), which is being delivered this financial year.

END REPORT

### 12.3.2 Title: Unbudgeted Expenditure – Waste Transfer Station - Sea Container Purchase

<b>Reporting Department</b>	<i>Infrastructure Directorate</i>
<b>Responsible Officer</b>	<i>M Theo Naudé - Director Infrastructure</i>
<b>Reporting Officer</b>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Absolute Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.3.2 – Risk Assessment Tool</i>

#### **Overview**

This report recommends that Council approves unbudgeted expenditure for the acquisition of a Sea Container at the Banksia Road Waste Transfer Station. A current operating budget exists for Minor Assets \$5,000 General Ledger Account (GL 10 1 1507) and this report proposes to transfer this \$5,000 to the capital account Plant & Equipment Budget (GL 10 3 1001).

The reallocation of expenditure has no impact on Council's end of year surplus, it is simply an adjustment from the Minor Assets account to the Capital Assets account.

#### **OFFICER RECOMMENDED RESOLUTION**

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

- 1. Approves as unbudgeted expenditure \$5,000 for the capital purchase of a Sea Container at the Banksia Road Waste Transfer Station.**
- 2. Approves budget amendments to reallocate the budgeted \$5,000 Minor Assets GL 10 1 1507 to Plant & Equipment GL 10 3 1001 to allow for the capitalisation of the Sea Container at the Waste Transfer Station.**

*By Absolute Majority*

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

No Change. **OR:**

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

## Background

In February 2023, staff procured a Sea Container for the Waste Transfer Station on Banksia Road, for the purpose of e-waste storage, transport and processing. The estimated cost was budgeted in the Minor Assets General Ledger Account which is used for assets less than \$5,000 in value. Subsequent to the procurement, the total expenditure was slightly more than \$5,000 due to delivery of the Sea Container, which requires Council to capitalise the asset rather than treat it as an operating expense.

It is recommended that the \$5,000 Minor Assets budget be reallocated to the Plant & Equipment budget to allow for capitalisation of the asset.

## Legal Implications

*Local Government Act 1995, Section 6.8* requires the prior approval of Council before unbudgeted funds are expended.

*“6.8. Expenditure from municipal fund not included in annual budget*

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or*
  - (b) is authorised in advance by resolution\*; or*
  - (c) is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required*

*(1a) In subsection (1) additional purpose means a purpose for which no expenditure estimate is included in the local government’s annual budget.*

- (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.”*

*Local Government (Financial Management) Regulations 1996 Regulation 17A (5) states:*

- (5) A non-financial asset is to be excluded from the assets of a local government if the fair value of the asset as at the date of acquisition by the local government is under \$5 000.*

## Council Plan

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

13.2 - Manage the Shire’s resources responsibly.

**Environment** - None.

## Precedents

Council has previously approved unbudgeted expenditure.



### **Budget Implications**

The 2022/23 Annual Budget does not include a budgeted amount for Plant & Equipment however, a budget exists for Minor Assets (\$5,000). The reallocation of funds from Minor Assets expenditure to Plant & Equipment expenditure has no impact on Council's end of year surplus.

### **Budget – Whole of Life Cost**

Costs associated with the insurance and maintenance of the Sea Container are covered under Council's insurance and the relevant Asset Management Plan/s.

### **Council Policy Compliance**

- CP034 – Procurement Policy

### **Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.3.2] for full assessment document.

<b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	Unbudgeted Expenditure – Waste Transfer Station – Sea Container Purchase
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      Failure to seek Council approval for unbudgeted expenditure in accordance with the Local Government Act 1995.
	Reputational      Failure to seek Council approval for unbudgeted expenditure could be seen in a negative light by the community.

### **Officer Comment**

The Shire recently purchased a Sea Container for e-waste storage, transport and processing. When sourcing quotes, it was expected that the costs would be under \$5,000, hence the Minor Assets account would have applied. Final costs incurred of \$5,215 required Council to capitalise the Sea Container as an asset (i.e. greater than \$5,000). The budget amendment is to reflect the correct allocation of expenditure within Council's Chart of Accounts and approve the unbudgeted expenditure.

END REPORT

## 12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

### 12.4.1 Title: Parks & Reserves Asset Management Plan 2023/24 – 2032/33

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mr Phil Anastasakis - Deputy CEO</i> <i>Mr Theo Naudé - Director Infrastructure</i>
<b>Reporting Officer</b>	<i>Mr Kristin McKeachie - Manager Assets</i>
<b>Legislation</b>	<i>Local Government Act 1995</i> <i>Local Government (Function &amp; General) Regulations 1996</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.4.1A- Parks &amp; Reserves Asset Management Plan 2023/24 – 2032/33</i> <i>12.4.1B – Risk Assessment</i>

#### **Overview**

Council is requested to consider and endorse the Parks & Reserves Asset Management Plan 2023/24 - 2032/33 Works Program which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Asset Management Plan will be incorporated into the 2023/24 Annual Budget.

This matter was not considered at the 8<sup>th</sup> of March 2023 Integrated Planning Committee meeting, which enabled further planning and analysis to occur before consideration of the item at the 19<sup>th</sup> April 2023 Integrated Planning Committee meeting.

Council subsequently endorsed the annual transfers to the Parks & Reserves Upgrades Reserve at the 26<sup>th</sup> of April 2023 Ordinary Council meeting [OCM Res 97-23], however deferred consideration of the Parks & Reserves Works Program to the Councillor workshop held on the 3<sup>rd</sup> of May 2023. An updated the Parks & Reserves Asset Management Plan 2023/24 - 2032/33 Works Program [Appendix ORD 12.4.1A] was considered and reviewed at that workshop.

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council endorses the 10 year Parks & Reserves Asset Management Plan 2023/24-2032/33 program of works. (Appendix ORD 12.4.1A)**

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

No Change. **OR:**

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

## **Background**

The Parks & Reserves Asset Management Plan (PRAMP) provides a comprehensive plan for the improvement, expansion, renewal and maintenance of the Council's parks and reserves assets.

The Specified Area Rate for "Eaton Landscaping" is levied on properties within the townsites of Eaton for the purpose of upgrading and maintaining parks and reserves in Eaton townsite.

The Parks and Reserves 10 Year Programs are documents that summarise all maintenance, renewal, upgrade and expansion works programmed for the Council's existing and proposed Parks and Reserves Assets. The document contains estimates of expenditure and revenue, together with recommended Reserve transfers to fund the works. The 10 Year Program is derived from the PRAMP and is produced for the 2023/2024 Long Term Financial Plan and Corporate Business Plan process and is provided for Council consideration and adoption.

The adoption of the 10 Year Program is also useful for seeking external funding for parks and reserves projects as it clearly demonstrates that the Council has identified the project in a forward capital works plan and its relevance to the Council.

## **Legal Implications**

Local governments are required by legislation to adopt an integrated strategic planning approach to financial management.

### *Local Government (Administration) Regulations 2011*

19DA. *Corporate business plans, requirements for (Act s. 5.56)*

(3) *A corporate business plan for a district is to —*

- (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
- (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
- (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

## **Council Plan**

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

**Environment** - None.

## **Precedents**

Council adopts the 10 Year Program annually and the PRAMP as and when updated.

## **Budget Implications-**

The information contained in the Parks and Reserves 10 Year Program will be used annually to develop the Council's Long Term Financial Plan and Corporate Business Plan.

The following summary tables from the proposed 2023/24 Parks & Reserves 10 Year Asset Management Plan are provided within the agenda and indicate the projected expenditure and income for the next ten years:

- Parks & Reserves Expenditure Summary; and
- Parks & Reserves Upgrades Reserve Fund Balance.

Annual Transfer ( x \$1,000)	Current Year 22/23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
Expenditure	1,011	844	295	402	412	121	337	197	265	207	279
Reserve Fund Balance	184	125	189	132	122	168	135	192	182	230	207

A complete copy of the Parks & Reserves Upgrades 10 Year Asset Management Plan is attached [Appendix OCM: 12.4.1A].

The proposed annual reserve transfer for Parks and Reserves has changed from that adopted in the Long Term Financial Plan (LTFP) of 2022-2023. The reasons for the changes are discussed in the Officer Comments section of this report. The following shows the endorsed annual transfer compared to the previous year adopted amounts.

	Current Year 22/23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
	Annual Transfer ( x \$1,000)										
2022/2023 LTFP	200	200	150	250	300	300	300	300	300	300	300
Draft 2023/2024 LTFP		250	250	250	300	150	150	150	150	150	150

- *Eaton Landscaping Specified Area Rate*

The Specified Area Rate (SAR) for “Eaton Landscaping” is levied on properties within Eaton and Millbridge. The broad purpose and application of the SAR is to allow for the maintenance of Millbridge Estate parks and reserves to a higher standard than elsewhere in the Shire, and to fund the capital costs of upgrading parks and reserves in Eaton.

The Eaton Landscaping SAR was the subject of a report to Council in May 2019, where an overview of the funds raised and expenditure incurred since its inception in 2009/10 was provided. The report detailed specific capital works nominated as part of previous annual budget processes, on which the capital portion for upgrading parks and reserves in Eaton was spent. Previous expenditure included projects related to upgrades at the Eaton Foreshore, Eaton Drive Verges, Eaton Oval Upgrades and Irrigation Systems Designs.

At the May 2019 OCM, [OCM Res 134-19] Council resolved that the Chief Executive Officer undertake a review of the Parks and Reserves Asset Management Plan to consider a consistent level of service across the shire is applied to parks and reserves. The resolution also required the Chief Executive Officer to review how the Eaton Landscaping SAR was applied. The review of the SAR was to be based on the ovals and Eaton Foreshore being considered as Regional Open Space, with improvements and maintenance of Regional Open Space to be funded out of general revenue.

134-19                      *MOVED -*                      *Cr P S Robinson*                      *Seconded -*                      *Cr L Davies*

*THAT Council:*

1. *Endorses the 10 year Parks & Reserves Asset Management Plan 2019/20-2028/29 program of works presented to the Strategic Planning Committee on 1 May 2019 – (Records System Link R0000632926 & (Electronic Appendix ORD: 12.14E).*
2. *Requests the Chief Executive Officer to undertake a review of how the Eaton Landscaping Specified Area Rate is applied based on the ovals and Eaton Foreshore being considered as regional open space, with improvements and maintenance of regional open space to be funded out of General Revenue.*
3. *Requests the Chief Executive Officer to include consideration of the Eaton Landscaping Specified Area Rate in the 2019/20 Rating Strategy Review, with this review process to include community engagement prior to the final report being presented to Council for consideration.*
4. *Request the Chief Executive Officer to review the Parks and Gardens Asset Management Plan with an intent to ensure a consistent standard throughout the Shire.*

*CARRIED*  
*7/0*

Council subsequently considered a “Differential Rate and Specified Area Rate Review” report at the 29<sup>th</sup> of January 2020 Ordinary Council meeting, which included an Officer Recommendation to reduce the Eaton Landscaping Specified Area Rate to reflect only additional maintenance costs. Council resolved [OCM Res: 04-20] to receive the report and workshop the concept further seeking to get closer to a consensus and return the item to the May 2020 Council meeting.

In February 2020, two Asset Management workshops were held with Council in which the application of technical levels of services and standards were discussed. Officers presented to Council the updated asset management plans at a workshop on 19<sup>th</sup> of February 2020, which included a presentation on the Parks and Reserves Asset Management Plan (PRAMP).

In March 2020, Council resolved [OCM Res: 61-20].to continue with the Status Quo in regard to the SAR as follows:

*THAT Council continues with the Eaton Landscaping Specified Area Rate as per the current financial year.*

Therefore, even though Council requested a review of how the SAR is applied, in March 2020, Council resolved for the application to continue as was adopted previously. In April 2020, Council endorsed revised priorities for capital work projects within the PRAMP [OCM Res 107-20], based on the outcomes of the Integrated Planning Committee meeting held earlier that month. The updated PRAMP was finally adopted by Council in May 2020 [OCM Res 143-20].

Council subsequently endorsed the continuation of the Eaton Landscaping SAR as part of the 2020/21, 2021/22 and 2022/23 Annual Budgets. However, in none of these years were specific capital work projects identified for the capital works components of the SAR to be applied to. As a consequence, the Unspent Eaton Landscaping SAR Reserve has a forecast balance of \$340,828 at 30<sup>th</sup> of June 2023.

Based on the premise that Council has not specifically resolved to exclude capital works on the Eaton Foreshore and ovals from being funded from the Eaton Landscaping SAR, the PRAMP presented to Council includes projects on the Eaton Foreshore that are intended to be funded from the Eaton Landscaping SAR and Unspent SAR Reserve.

### **Budget – Whole of Life Cost**

The purpose of the PRAMP is to plan for the upgrade, renewal and maintenance of the Council's parks and reserves and is essentially dealing with the full life cycle requirements of parks furniture, equipment and treatments.

### **Council Policy Compliance**

Council Policy CP018 – *Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year. This incorporates the annual review and updating of Asset Management Plans.

### **Risk Assessment**

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Parks & Reserves Asset Management Plan 2023/24 – 2032/33	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Risk that assets are not renewed at the end of their useful lives.
	Financial	Risk that assets are not upgraded or created to meet demand.
	Reputational	Risk that customer levels of service are reduced or maintained to meet public expectation.

### **Officer Comment**

The proposed 2023/33 10 Year Parks and Reserves Renewal Program continues the work undertaken in preparation of the previously adopted 2022/23 Program.

The main aim of the works program review this year includes:

- Addressing Council's priorities for new and improved assets balanced with renewal of assets;
- Providing for existing grant commitments;
- Maximising future grant commitments; and
- Ensuring project scheduling has given detail consideration to project scope and costing.

In specific pursuit of item 4 (project scheduling) above, all major projects within the proposed 2023/24 Works Program have been split into (at least) two 'Phases' (Design and Construction). The first of these 'Phases' comprises a period of 'Scoping, design and preliminaries' at least one year prior to commencement in advance of the physical works.

Timing of some works has been adjusted where necessary in order to provide budget capacity for both the additional Design Year above, and for inclusion of additional works not previously included in the Program.

An example of such works is the inclusion of an annual allowance for firebreak clearing on Shire Bushland reserves. The need for such works has been recognised as a cause of significant concern to the community, with a consequent high level of complaints. Providing for these works as a distinct renewals item will ensure that the works are undertaken in a timely manner.

Please refer to [Appendix OCM: 12.4.1A] for a copy of the Draft 10 Year Parks and Reserves Renewal Program.

The major proposed changes to the first four years of the Draft 10 Year Parks and Reserves Expansion & Upgrade Program are as follows:

Park Name	Asset Activity	2022-2023 PRAMP		2023-2024 PRAMP		Comments
Gardiner Reserve	Upgrade	2025	100,000		\$	Deferred pending external funding.
Duck Pond Signage	Upgrade	2025	12,500	2027	13,545	Timing Change
Eaton Drive Islands & Verges	Upgrade	2025 2026 2027	100,000 100,000 100,000	2023 2024 2028 2032	47,475 218,800 120,700 199,950	Re-priced works  Timing Change, and inclusion of Design Years
Glen Huon Oval Filtration System and storage tanks	Upgrade	2025 2026	50,000 250,000	2026	344,700	Re-priced works for Design & Construct
Eaton Town Centre - Landscaping & Hands Creek	Upgrade	2026	100,000			Deferred pending external funding

END REPORT

12.4.2 Title: Workforce Plan 2023/24 – 2032/33

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mr André Schönfeldt - Chief Executive Officer</i>
<b>Reporting Officer</b>	<i>Mr Phil Anastasakis - Deputy CEO</i>
	<i>Ms Cathy Lee - Manager Governance &amp; HR</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.4.2 A – Workforce Plan 2023/24 – 2032/33</i>
	<i>Appendix ORD: 12.4.2 B – Risk Assessment</i>

**Overview**

Council is requested to consider and endorse the Workforce Plan 2023/24 - 2032/33, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. No changes have been made to the draft Workforce Plan endorsed by Council at the 26<sup>th</sup> of April 2023 Ordinary Council meeting.

Year one of the Workforce Plan will be incorporated into the 2023/24 Annual Budget.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council endorses the Shire of Dardanup Workforce Plan 2023/24 - 2032/33 as per (Appendix ORD: 12.4.2A).**

**Change to Officer Recommendation**

No Change. **OR:**

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



## Background

The Council's strategic, corporate and operational planning is developed, implemented and monitored through an Integrated Planning and Reporting Framework. Through the Strategic Community Plan and Corporate Business Plan (Council's legislated *Plan for the Future*), the focus of Council is to provide the community with a broad range of facilities and services that meet their current and future needs, while ensuring the principles of good governance and financial sustainability are maintained. The recently adopted Shire of Dardanup 2022/23 to 2032/33 "Council Plan" fulfils the role of both the Strategic Community Plan and Corporate Business Plan.

A Workforce Plan is created within this integrated framework as part of Council's Strategic Human Resource Management (HRM) system, which establishes a clear alignment between Council's *Plan for the Future* and its HRM strategy. Human Resource Planning is an ongoing process, therefore an annual review should be performed on the Workforce Plan which will enable continuous monitoring, review and updating of the Plan.

A review has been undertaken of the 10 year forecast staffing in the current Workforce Plan to assess the staffing resources required to achieve the Objectives, Strategies and Actions of Council, as outlined in the Strategic Community Plan and Corporate Business Plan.

## Legal Implications

Local governments' are required by legislation to adopt an integrated strategic planning approach to financial management.

### *Local Government (Administration) Regulations 2011*

#### *19DA. Corporate business plans, requirements for (Act s. 5.56)*

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

*\*Absolute majority required.*

- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

### **Council Plan**

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

**Environment** - None.

### **Precedents**

The Workforce Plan is reviewed annually to ensure the staff resources are provided to meet the strategic and operational objectives of the Shire.

### **Budget Implications**

The draft 2023/24 Workforce Plan endorsed by Council at the 26<sup>th</sup> April 2023 Ordinary Council meeting. No changes have been made to the draft Workforce Plan.

All proposed new, amended and on-hold positions that have been included in the final Workforce Plan (refer to Appendix ORD 12.4.2A) have been incorporated into the Long Term Financial Plan 2023/24 - 2032/33 and Corporate Business Plan 2023/24 - 26/27:

<b>2023/24 Workforce Plan / Long Term Financial Plan Projections</b>											
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
<b>Growth</b>	1.41%	1.29%	1.45%	1.92%	1.8%	1.91%	1.72%	1.81%	2.22%	2.10%	2.14%
<b>FTE's</b>	121.58	120.18	120.88	120.88	121.08	124.78	125.98	126.68	126.68	126.68	126.68

The LTFP includes a projected minimum wage increase of 3.0% for all staff from the 1<sup>st</sup> of July 2023 (contract, salaries, wages), with an additional 2.0% incorporated for Employee Value Proposition based increases and allowances which apply throughout the year, or from the 1<sup>st</sup> of January 2024 for specific Performance Based increases.

The Workforce Plan currently includes 120.18 Full-Time Equivalent (FTE) staff for 23/24 at a total cost (salaries plus superannuation) of \$11,813,293, including new employees and changes to duties and hours for some positions to cater for the changing demands on staff through growth of the Shire and new services. This compares favourably with last year's LTFP projected total salaries costs for 23/24 (plus superannuation) of \$11,854,611.

### **Budget – Whole of Life Cost**

Employee costs are accounted for in the various Asset Management Plans and the 10 Year Long Term Financial Plan.

### **Council Policy Compliance**

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

### **Risk Assessment**

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Workforce Plan 2023/24 – 2032/33	
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	Employee costs are a significant proportion of Council's operating expenditure.
	Service Interruption	If employee vacancies or new positions are not filled, it can impact on the level of service provided by Council to the community.
	Reputational	High employee costs and employee turnover impact the Council's reputation.

### **Officer Comment**

During the 2022/23 financial year there have been some changes to the adopted FTE allocations to adapt to changing staffing needs and to optimise the approved resources. These changes have resulted in a small increase of 1.31 FTE above the total FTE approved by Council for 2022/23 budget of 120.27 FTE's to 121.58 FTE's.

This additional 1.31 FTE relates primarily to:

- the Engineering Assets Officer position increasing from 0.8FTE to 1.0FTE in 22/23, based on the position changing from a Level 7 to Level 5 resulting in an equivalent total cost. This position was noted in the adopted Workforce Plan as increasing from 0.8FTE to 1.0FTE in 23/24.
- the Coordinator - Waste & Environment position increasing from 0.6 FTE to 0.71 FTE to respond to the increased need to manage waste management activities, together with implementing planned environmental management projects.
- The temporary Director Special Projects & Community position was created in response to the need to have dedicated project management oversight of a number of major building construction projects, including the new Council Administration, Library and Community building for a period of time. A specific report was provided to Council on this new position in September 2022 [OCM Res:255-22].

- **Governance and Human Resources:**

The 2023/24 Workforce Plan includes a proposed minor restructure within the Corporate and Governance Directorate.

In recent years there has been a significant growth in workload due to increased legislative and human resource management requirements. The work volume associated with staff recruitment, training and induction is significant, and has increased in recent years due to higher staff turnover levels. In addition to this, the new Work Health and Safety legislation includes an obligation for employers to cater for the mental health and well-being of employees, as well as the physical health and safety of staff members. There has also been changes to the Industrial Relations area due to the move away from a Federal Award to a State Award system, which will require increased time in the future including the possible establishment of an Enterprise Based Agreement (EBA).

These increasing Human Resources Management functions have taken an increasing amount of staff resources, and the time available for Governance functions has decreased as a result. This is not foreseen to change in the future. There are significant risks associated with not allocating adequate time to the management and oversight of governance and legislative compliance functions within Council, potentially resulting in legislative non-compliance, errors, omissions or poor service.

In response to the above, an additional 1.6 FTE staffing resources is requested of Council. This consists of the following:

- An additional 0.6 FTE Administration Governance Officer to support day the day operational requirements such as front counter Customer Service, agenda/minute preparation, customer requests, delegations, reporting and policy document updating, correspondence, etc.
- It is proposed to split the current 1.0 FTE Manager Governance & HR role into two separate roles (Manager Human Resources 1.0 FTE and Manager Governance 1.0 FTE) and redistribute functions within the Corporate and Governance Directorate as follows:

FINANCE	GOVERNANCE	HUMAN RESOURCES	INFORMATION SERVICES
Budgets	Elected Members	HR	Information Technology
Annual Report	Agenda/Minutes	Code of Conduct and Customer Service Charter	Business Solutions
Monthly Financial Reports	Council / Administration Policy Manuals	Performance Assessments and Management	GIS/Mapping
Grants Register	Elections	Health and Well-being	Cyber Security
Rating / Property	Contract / Lease / Property Management	Work, Health & Safety	ERP Project
Debtors/Creditors	Governance Compliance	Risk Management	Records Management **
Strategic Financial Planning	Delegations	DAMA	
Procurement	Customer Service (Front Counter)	Workforce Planning incl. Employee Value Proposition	
Payroll *			
Current FTE's = 9.1	Current FTE's = 11.5		Current FTE's = 11.4
TOTAL FTE's = 33.0 (including Director)			
	ADD Manager Governance 1.0 FTE	Manager Gov & HR to move into Manager HR role	
	ADD Governance Officer 0.6 FTE		
	Change Governance Coordinator role to Senior Governance Officer	* Future consideration for Payroll to HR	
	** Future consideration for Records Management to Governance		
Proposed FTE's = 9.1	Proposed FTE's = 8.0	Proposed FTE's = 5.1	Proposed FTE's = 11.4
TOTAL FTE's = 34.6 (including Director)			

The additional cost of the above proposed increased 1.6 FTE within the Corporate & Governance Directorate is estimated at \$186,000 per annum. To offset this increased employee cost, cost savings have been identified through the removal of the Manager Development Services and Engineering Projects Officer position funding in the LTFP – refer to Budget Implications section.

#### • **Road Construction Crew**

During the last few years, the Shire and wider construction industry experienced a significant increase in construction cost together with plant, material and labour shortages. The flow on effects resulted in contractors escalating prices and unavailability, as they were engaged in other and often larger contracts. This became a huge challenge in delivering road construction projects.

The Shire has also been very successful in accessing State and Federal grant funding in previous years, resulting in a significant number of road upgrades, new road projects and some renewals being completed. With a substantial number of new and upgraded projects in the past, the focus is now shifting to a more maintenance and renewal space, which will enable the Shire roads and associated infrastructure to be maintained and renewed, ensuring improved levels of service. Therefore the focus now needs to shift to a more maintenance orientated workforce that is complimentary to the Road Asset Management Plan 2023/24 – 2032/33.

It is recommended that the Infrastructure Directorate, Operations Teams shift their focus from construction of 'new and upgrading' to 'maintenance and renewal' of roads and infrastructure. This will result in the Workforce Plan being adjusted accordingly and that the current two vacancies of Final Trim Grader Operator and General Hand - Construction be removed from the Workforce Plan. If circumstances change then this matter would be brought back to Council for reconsideration. The Operations teams have been very flexible in terms of doing construction or maintenance on an as needs basis, which means that the three of the remaining five construction workers can be incorporated into maintenance work without any disruption.

The 2023/24 Workforce Plan therefore includes a reduction in the number of FTE's (five FTE's) required to undertake road construction work. Three Construction Crew General Hands have been reallocated to Road Maintenance, with the following two Road Construction Crew positions removed:

- 1.0 FTE Final Trim Grader Driver (Road Construction Crew).
- 1.0 FTE General Hand Works (Road Construction Crew).

### Summary

The Workforce Plan changes that occurred during 2022/23 have resulted in the FTE numbers for the entire Council workforce increasing from 121.27 FTE's to 121.58 FTE's. The 2023/24 Workforce Plan has been adjusted to include changes that have occurred during 2022/23.

The 2023/24 Workforce Plan identifies the following additional or amended positions for 2023/24, with some positions requiring additional funding within the draft 2023/24 Long Term Financial Plan. Through employee cost savings identified as a result of reduced FTE numbers in specific areas, the net effect is that all of the recommended changes and additions within the Workforce Plan are funded:

POSITION – 2023/24	COMMENT	Funded or Unfunded in the LTFP	FTE
Total Full-Time Equivalent staffing numbers 1 July 2022			120.27
Infrastructure Assets Officer	0.2 FTE Infrastructure Assets Officer added to 0.8 FTE, making 1.0FTE. Brought forward due to available funding through lower Level classification.	Funded	+0.2
Coordinator - Waste & Environment	0.11 FTE Coordinator - Waste & Environment added to 0.6 FTE	Additional funding sourced	+0.11
Director Special Projects & Community	Added from 1 October 2022 to manage major projects and new Admin building project. Endorsed Council Report.	Funded	+1.0
Development Compliance Officer	Reduced from 1.0 FTE to 0.6 FTE – reallocate 0.4 FTE to Building Surveyor	Funded	-0.4

POSITION – 2023/24	COMMENT	Funded or Unfunded in the LTFP	FTE
Building Surveyor	Increased from 0.5 FTE to 0.9 FTE – reallocate 0.4 FTE from Development Compliance Officer	Funded	+0.4
<b>Total Full-Time Equivalent staffing numbers 1 July 2023</b>			<b>121.58</b>
Final Trim Grader Driver (Road Construction Crew)	Existing position currently vacant.	Funded	-1.0
General Hand Works (Road Construction Crew)	Existing position anticipated to be vacant in the near future.	Funded	-1.0
Special Projects Director	Retirement of existing Officer at the end of December 2023, with part-time from January to March 2024 – not anticipating replacement.	Funded	-1.0
Manager Governance	New position created through the splitting of the existing Manager Governance & HR role into 2 roles – Manager HR and Manager Governance. Additional estimated cost = \$140,000	Additional funding sourced	+1.0
Administration Officer - Governance	New position created to manage existing Governance work tasks. Additional estimated cost = \$46,000	Additional funding sourced	+0.6
<b>Total 2023/24 Full-Time Equivalent staffing numbers</b>			<b>120.18</b>

The updated final Workforce Plan for the period 2023/24 to 2032/33 is included in [Appendix ORD: 12.4.2A].

END REPORT

12.4.3      Title: Long Term Financial Plan 2023/2024 – 2032/33

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<b>Reporting Officer</b>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.4.3A – Long Term Financial Plan 2023-2033 12.4.3B – Risk Assessment</i>

**Overview**

Council is requested to consider and endorse the final Long Term Financial Plan 2023/24 -2032/33, which has been updated as part of the annual review of Council's Corporate Business Plan, various Asset Management Plans and Workforce Plan.

A number of minor updates have been made to the draft Long Term Financial Plan endorsed by Council at the 26<sup>th</sup> of April 2023 Ordinary Council meeting, to bring the Plan into a Surplus position over the entire ten year period. Year one of the Long Term Financial Plan will form the basis of the 2023/24 Annual Budget [Appendix ORD: 12.4.3A].

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council endorses the Shire of Dardanup Long Term Financial Plan 2023/24 – 2032/33 [Appendix ORD: 12.4.3A] which demonstrates a financially sustainable position over the next 10 year period.**

**Change to Officer Recommendation**

No Change. **OR:**

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

## Background

As part of the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and legislative requirements, Council is to develop a Long Term Financial Plan for a minimum period of ten years.

The Long Term Financial Plan (LTFP) is a ten year rolling plan that incorporates the four-year financial projections accompanying the Corporate Business Plan. It is a key tool in prioritising and ensuring the financial sustainability of the Local Government. Annual Budgets are directly aligned to the Corporate Business Plan and LTFP.

The LTFP identifies key assumptions such as demographic projections, rating base growth, consumer price index, local government cost index, interest rates, etc. Major capital and operational expenditure implications included in the Integrated Planning and Reporting suite are included and specifically referenced in the LTFP.

The LTFP includes strategies regarding:

- Rating Structure;
- Fees and Charges;
- Alternative Revenue Sources;
- Pursuit of Grants;
- Workforce;
- Reserves;
- Debt Funding;
- Asset Disposal; and
- Investment Policy.

For the purposes of the Long Term Financial Plan and based on Council's resolution to apply a 6.0% increase for 2023/24, the following rate increases have been forecast:

Year	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	31/32
Rate % Increase	6.0	5.0	4.0	4.0	4.0	4.0	3.0	3.0	3.0	3.0
Growth % **	1.29	1.45	1.92	1.80	1.91	1.72	1.81	2.22	2.10	2.14

\*\* Growth projections are based on forecast population growth projections produced by ID.Solutions in early 2023, which indicate a slower growth projection from 27/28 than previously forecast.

## Legal Implications

Local Government (Administration) Regulations 1996:

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

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

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*



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

### **Council Plan**

13.1 - Adopt best practice governance

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

**Environment** - None.

### **Precedents**

The previous Shire of Dardanup Long Term Financial Plan 2022/23 - 2031/32 that was reviewed and adopted last year has formed the foundation of the current Long Term Financial Plan 2023/24 - 2032/33.

Council considered and endorsed the draft Long Term Financial Plan at the 26<sup>th</sup> of April 2023 Ordinary Council meeting.

### **Budget Implications**

Revenue and expenditure forecasts for the next ten years are incorporated within the current Shire of Dardanup Long Term Financial Plan.

### **Budget – Whole of Life Cost**

Financial commitments made within the various plans that form part of the Long Term Financial Plan in the year of the planned activity. This financial commitment will be in the form of:

- a) Project Expenditure;
- b) Equipment acquisition / replacement;
- c) Annual Reserve allocations; and
- d) New borrowings and subsequent loan repayments.

Alteration to financial commitments can be changed by amendment to the relevant plans.

### Council Policy Compliance

Council Policy CP018 – *Corporate Business Plan & Long Term Financial Plan* notes that each year with the best endeavours Council aims to consider a budget for adoption by the end of June. To achieve this aim the Long Term Financial Plan (Year 1 = budget) needs to be compiled and finalised within the last weeks of April.

### Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Long Term Financial Plan 2023/24 – 2032/33	
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	Legislative requirements and compliance determine the need for the production of a Long Term Financial Plan.
	Financial	The financial implications associated within the elements of the LTFP can affect the financial sustainability of Council.
	Reputational	The inclusion of projects and works within the various plans within the LTFP build community expectation.

### Officer Comment

The financial projections within the LTFP have been reviewed and updated based on Councillor and staff input, the 2022/23 mid-year budget review, updated forecasts and long term asset management works programs. The financial elements and plans integrated with the LTFP have been modelled to produce a ten year Rate Setting Statement [Appendix ORD: 12.4.3A], which identifies the projected rate income required to achieve a sustainable financial position.

A full copy of the final Long Term Financial Plan inclusive of the ten year Rate Setting Statement, detailed Schedules and Notes, is provided as part of the Strategic Financial Plan document, which is being presented to the 24<sup>th</sup> of May 2023 Ordinary Council Meeting for adoption.

While Council has continued to incur increased costs in material and contract costs, through tight budgetary measures and cost control an end of year surplus for 2022/23 of \$332,557 is currently forecast. The following table summarises the projected end of year financial position for the next 10 years:

Long Term Financial Plan – 10 Year Financial Forecast											
Year	22/23 Forecast	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33
\$ Surplus / (Deficit)	332,557	148,759	128,971	167,926	169,802	92,224	118,739	231,779	270,216	330,781	108,234

Through the consideration and adoption by Council of the various elements making up the Long Term Financial Plan (ie: Rating Strategy, Debt Management Plan, Fees & Charges, Donations/Community Events, Councillor Fees & Allowances, Asset Management Plans, etc), together with management and staff recommendations, a Long Term Financial Plan has been produced that demonstrates a financially sustainable position for the Shire of Dardanup over the next 10-15 years.

END REPORT

12.4.4 Title: Corporate Business Plan Review 2023-2026

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<b>Reporting Officer</b>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.4.4A – Corporate Business Plan 2023-2026</i> <i>12.4.4B – Council Plan 2022-2032</i> <i>12.4.4C – Risk Assessment</i>

**Overview**

This report presents Council with an updated Corporate Business Plan 2023-2026, which forms part of Council's adopted "Council Plan 2022 – 2032" [Appendix ORD: 12.4.4A]. A number of minor updates have been made to the draft Corporate Business Plan endorsed by Council at the 26<sup>th</sup> April 2023 Ordinary Council meeting.

The adopted "Council Plan 2022 – 2032" incorporates both the Strategic Community Plan and Corporate Business Plan required under legislation.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council endorses the updated Shire of Dardanup Corporate Business Plan 2023-2026, [Appendix ORD: 12.4.4A] which forms part of Council's adopted "Council Plan 2022 – 2032"**

**Change to Officer Recommendation**

No Change. **OR:**

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

## **Background**

Council adopted its reviewed and updated ten year “Council Plan 2022-2032” [Appendix ORD: 12.4.4B] in July 2022 [OCM Res:179-22] to fulfil the role of both the Strategic Community Plan and Corporate Business Plan. This review was conducted four years after the development of its second Strategic Community Plan and forms part of the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and legislative requirements.

The *Local Government Act 1995* requires the four year Corporate Business Plan to be reviewed and updated (if required) on an annual basis (refer to pages 12 to 48 of the “Council Plan 2022-2032”). The Strategic Community Plan is only reviewed every two years and is not due for an internal review until 2024/25.

- *Corporate Business Plan*

The Corporate Business Plan (CBP) contains details of the actions and resources (human and financial) to achieve each Objective. It is a four year plan which acts as an organisational guide to the Council and management.

The financial capacity to undertake these tasks is evidenced in the long term financial plan for the period. This long term financial planning provides an assurance that the actions contained in the Corporate Business Plan can be adequately resourced over the next four years and highlights the long term consequences of the application of human and financial resources to undertaking various projects.

The Corporate Business Plan is reviewed annually to assess the progress of projects and realign actions and priorities with current information and funding availability. The first year of the Corporate Business Plan and Long Term Financial Plan is usually ‘sliced off’ to form the basis of the draft annual budget for consideration by the Council.

- *Linkage with Informing Strategies and Service Plans*

The Corporate Business Plan is informed by three other major plans developed in response to the Department of Local Government’s Integrated Planning and Reporting Framework. The Asset Management Plans, Long Term Financial Plan, and Workforce Plan inform the Council as to its resource options and financial circumstances.

It should be noted that the Community Facilities Plans adopted by Council following significant consultation with the Community and relevant Place Based Advisory Groups, inform the Asset Management Plans and therefore indirectly informs the Corporate Business Plans.

- *Review process*

This report presents Council with the reviewed and updated Corporate Business Plan 2023-2026 [Appendix ORD: 12.4.4A], which will be updated within the “Council Plan 2022-2032”. Council Officers have reviewed the Priority Projects and timings to reflect the completion of some actions, and the addition or amendment of others.

## **Legal Implications**

*Local Government (Administration) Regulations 1996:*

*Division 3 — Planning for the future*

*[Heading inserted: Gazette 26 Aug 2011 p. 3483.]*

**19C. Strategic community plans, requirements for (Act s. 5.56)**

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to—
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.  
\*Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

[Regulation 19C inserted: Gazette 26 Aug 2011 p. 3483-4.]

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

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

- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the Council, the plan or modified plan applies to the district for the period specified in the plan.*

### **Council Plan**

13.1 - Adopt best practice governance

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

**Environment** - None.

### **Precedents**

The Shire of Dardanup ten year “Council Plan 2022 – 2032” was adopted last year in accordance with legislative requirements and incorporates both the ten year Strategic Community Plan and four year Corporate Business Plan.

### **Budget Implications**

Revenue and expenditure forecasts for the next four years are incorporated within the current Long Term Financial Plan. Once this is adopted by Council the Council Plan will be updated to reflect relevant implications.

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

### **Council Policy Compliance**

Council Policy CP018 – *Corporate Business Plan & Long Term Financial Plan* notes that each year with the best endeavours Council aims to consider a draft budget for adoption by the end of June. To achieve this aim the draft Corporate Business Plan needs to be compiled within the last weeks of April or early May.

The Policy notes that *year 1 of the Corporate Business Plan shall inform the development of the draft Annual Budget utilising the forecast rate change, loan projections, asset management plans, capital works, operating income and expenditure and reserve transfers.*

While Council Policy Exec CP090 - *Community Engagement* sets out the basis for community engagement related to major plans, the annual Corporate Business Plan review does not require community consultation. The next full review of the Council Plan (incorporating both the Strategic Community Plan and Corporate Business Plan) will involve community engagement and consultation.

### **Risk Assessment**

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Corporate Business Plan Review 2023-2026
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Category Assessed Against	Legal and Compliance	Legislative requirements and compliance determine the need for the production of Corporate Business Plan.
	Financial	The financial implications associated within the elements of the Corporate Business Plan can affect the financial sustainability of Council.
	Reputational	The inclusion of projects and works within the various plans within the Corporate Business Plan build community expectation.

### ***Officer Comment***

Short to medium term priorities within Council’s Strategic Community Plan are translated into services and facilities that are delivered to the community through the Corporate Business Plan. This ensures strategic priorities are translated into real actions. The Council’s four year Corporate Business Plan is reviewed annually and reported to community through the Annual Report. By combining the Strategic Community Plan and the Corporate Business Plan into one “Council Plan”, it is possible to see how the organisation is intending to deliver on the priorities in one compact document.

END REPORT



12.4.5 Title: Extension Permit to Occupy - Coastal Rowing WA Inc.

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<b>Reporting Officer</b>	<i>Mrs Cecilia Muller - Principal Planning Officer</i>
<b>Reporting Officer</b>	<i>Mrs Aly Smith – Building Property Management Officer</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix 12.4.5A – Letter from Coastal Rowing WA Inc</i> <i>Appendix 12.4.5B – Risk Assessment Extension Permit to Occupy – Coastal Rowing WA Inc</i>

**Overview**

A request has been received from Coastal Rowing WA Inc. [Appendix 12.4.5A] seeking approval to extend the current Permit to Occupy the 40ft sea container on the Eaton Foreshore for an additional two years.

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

- 1. Approves the extension of the 40 foot Sea Container Permit to Occupy on the Eaton Foreshore by Coastal Rowing WA Inc. for a further two year period commencing 28<sup>th</sup> July 2023.**
- 2. Authorises the Chief Executive Officer to negotiate and execute a new Permit to Occupy the Eaton Foreshore by Coastal Rowing WA Inc.**

**Change to Officer Recommendation**

No Change. **OR:**

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

## Background

Coastal Rowing WA Inc. were granted a Permit to Occupy space at the Eaton Foreshore in July and August 2021 [OCM 258-21]. As this Permit is expiring shortly, the Coastal Rowing Club WA Inc have requested an extension to their Permit for a further 2 year period.

## Location Plan



Shipping container (yellow)



View east toward container



View south toward container

## Legal Implications

The Eaton Foreshore is located at Lot 500 Pratt Road, Eaton and is part of Reserve 24359, with the care, control and management vested with the Shire of Dardanup. The vested purpose of the Reserve is "Recreation". The Shire of Dardanup has the power to lease for any period not exceeding 21 years, subject to the consent of the Minister for Lands.

## Council Plan

- 2.2 - Increase participation in sport, recreation and leisure activities.
- 4.3 - Increase involvement in volunteering.
- 14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

**Environment** - None.

## Precedents

Coastal Rowing WA Inc. were granted a Permit to Occupy space at the Eaton Foreshore at the 25<sup>th</sup> August 2021 Ordinary Council meeting [258-21].

*THAT Council:*

1. *\*Revokes Part 1 of Resolution [227-21] dated 28<sup>th</sup> of July 2021.*
2. *Approves the installation of a 40 foot Sea Container on the Eaton Foreshore by Coastal Rowing WA Inc. for a 2 year period commencing July 2021, subject to:*
  - a) *The establishment of a written Agreement to occupy Reserve 24359.*
  - b) *The sea container must not be used for any purposes other than the storage of rowing boats and associated rowing club equipment without the further written consent of Council.*

- c) *Prior to the sea container being brought onto Lot 500 Pratt Road, the external surfaces of the sea container must be painted to match the colour of the existing ablution block to the east of the parking area. Thereafter the sea container is to be maintained in a good condition free of graffiti.*
- d) *No vegetation is permitted to be felled or removed without the written approval of the Shire of Dardanup.*
- e) *The Club implements measures to ensure that the sea container does not move from its location during floods.*
- f) *The approval is granted for a limited period only, namely the 28th of July 2021 until the 28th of July 2023.*
- g) *Within three (3) months of ceasing the use of the sea container, the following works must be undertaken to the satisfaction of the Shire of Dardanup:*
  - *the sea container and any fixtures to the land must be removed from Lot 500; and*
  - *the lawn must be reinstated to the satisfaction of the Shire of Dardanup.*
- h) *The Club is to provide the Shire with a copy of a valid public liability insurance policy to operate the activity, prior to commencement of the use and works. The policy shall indemnify both the Club and the Shire against any death or injury to a person or property arising from the works and use associated with the sea container for a minimum value of \$10 million.*
- i) *The Club shall not move rowing boats and/or equipment to and from the sea container during large events where an event permit has been issued by the Shire, or where the Shire is running an event at the Eaton Foreshore, unless the Club is involved in the event or through negotiation with event organisers they are permitted by the Shire of Dardanup to do so.*
- j) *Approves the location of the sea container in accordance with the plans contained in [Appendix ORD: 12.2.9E].*

**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: 12.4.5B] for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Extension of Permit to Occupy - Coastal Rowing WA Inc.	
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	Not supporting continued access to an activity that benefits health and well-being of the community.
	Reputational	Council could be seen in a negative light if they didn't support an established community group that delivers activation at the Eaton foreshore and provides recreational opportunities to the community.

### Officer Comment

Coastal Rowing WA Inc have established themselves as a proactive community group along the Eaton Foreshore. Since construction of their temporary shipping container at the Eaton Foreshore, the club has thrived, with rowers on the water most days. They've now partnered with the Eaton Bowling Club to provide a club room venue. It should be noted that no complaints have been received by the Shire regarding Coastal Rowing's occupation of the shipping container.

- *Planning Comments*

Following Council's approval of the aforementioned Permit to Occupy a development approval was also granted under the Greater Bunbury Region Scheme (GBRS) for a 40ft shipping container for storage of coastal rowing boats to be placed at the Eaton Foreshore Reserve. The GBRS approval was limited to the same timeframe as the Permit to Occupy.

Coastal Rowing WA Inc have lodged an application requesting to amend condition (f) of the development approval granted by the Shire of Dardanup on 26 August 2021. Condition (f) reads as follows:

*The approval is granted for a limited period only, namely the 28th of July 2021 until the 28th of July 2023.*

The Department of Planning, Lands and Heritage advised that the Planning and Development (Local Planning Schemes) Regulations 2015 at cl 77(1)(b) consents the applicant to make application to amend or delete any condition to which the approval is subject. In addition, cl 77(4) provides discretion for such application to be determined by local government. The GBRS states that the purpose of Regional Open Space is to "to protect the natural environment, provide recreational opportunities, safeguard important landscapes and provide for public access;"

The storage of rowing boats and associated rowing club equipment, is considered to be consistent with the purpose of the ROS, in particular 'to ... provide recreational opportunities'. As such, pursuant to Schedule 1, clause 3, the Department considers that the proposed development is ancillary and incidental development that does not conflict with the purpose of the Regional Open Space reservation.

Officers followed the referral procedures outlined in DEL2014/01 and referred the application to the Department of Water and Environmental Regulation and accepts the advice from this agency. The advice is similar to previous advice received, and decision making is again delegated to the Shire of Dardanup.

Officers have a delegation from Council to approve GBRS applications and this proposal would be dealt with at officer level. GBRS approval would be subject to the same conditions as previously with exception of the condition relating to the time limit which is proposed to be amended to allow the use as long as there is an approved Permit to Occupy in place.

The draft Eaton Place Plan, under the Sub-Precinct Plan 2: Eaton Foreshore Plan a more permanent water sports club storage is proposed to be provided in the future once funding or budget becomes available in the BAMP and this to be considered in the long-term financial planning of the Council to support the growing water sports club.

END REPORT

12.4.6 Title: Dardanup Heritage Collective User Agreement - Portion of Dardanup Shire Office

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<b>Reporting Officer</b>	<i>Ms Aly Smith – Building Property Management Officer</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.4.6A –Letter from Dardanup Heritage Collective 12.4.6B – Risk Assessment Tool</i>

**Overview**

Council is requested to consider a request received from Dardanup Heritage Collective [Appendix ORD: 12.4.6A] seeking approval to use office space in the Dardanup Shire office. Officers are seeking authorisation to grant an agreement to the Collective for a three-year period.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

- 1. Approves the granting of a User Agreement to the Dardanup Heritage Collective to jointly use the former Chief Executive Officer's office in the Dardanup Office under a User Agreement for a three year period.**
- 2. Authorises the Chief Executive Officer to negotiate and execute a User Agreement with the Dardanup Heritage Collective.**

**Change to Officer Recommendation**

No Change. **OR:**

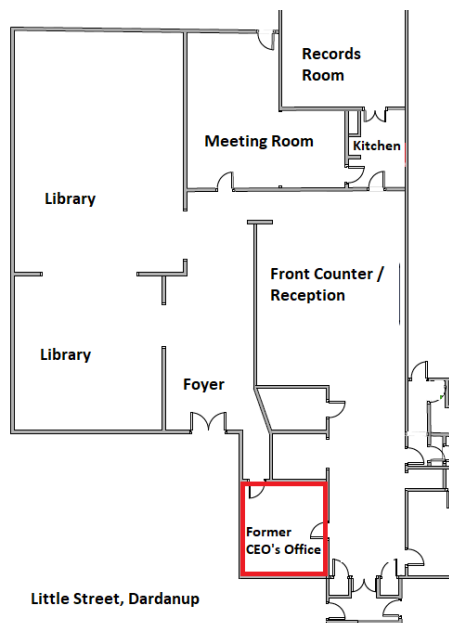
As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

## Background

Officers have been working with the Dardanup Heritage Collective (DHC) to find a suitable office space for the Dardanup Heritage Collective to operate from and store historical documents and items. The former CEO's office in the Dardanup Office (shown below) has been identified as an appropriate space that is surplus to Shire needs and well suited to the DHC's needs.

While the Dardanup and Districts Residents Association also use the former CEO's office for the production of the Dardanup Times, they only use a small portion of the storage and work space, and provide the photocopier for their use.

## Location



Proposed area outlined in red

Image of office

## Legal Implications

The Dardanup Office is located at 9 (Lot 34) Little Street, Dardanup and is owned and managed by the Shire of Dardanup. It is zoned for "Other Community Use" and is currently used for Shire administration and library services.

The Dardanup and Districts Residents Association have for many years used the former Chief Executive Officer's office for the production of the Dardanup Times under an informal usage arrangement.

Leasing of Council property falls under Section 3.58 of the Local Government Act "Disposing of Property".

### 3.58. Disposing of property

#### (1) In this section —

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

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

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

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

- (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
  - (a) *it gives local public notice of the proposed disposition —*
    - (i) *describing the property concerned; and*
    - (ii) *giving details of the proposed disposition; and*
    - (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*
  - and*
  - (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the Council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
  - (a) *the names of all other parties concerned; and*
  - (b) *the consideration to be received by the local government for the disposition; and*
  - (c) *the market value of the disposition —*
    - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
    - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

The advertising of the disposal of property is not required under the Functions and General Regulations 1996 Section 30 (2)(b)(i).

- 30. *Dispositions of property to which section 3.58 of Act does not apply*
  - (2) *A disposition of land is an exempt disposition if —*
    - (b) *the land is disposed of to a body, whether incorporated or not —*
      - (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*

### **Council Plan**

- 3.1 - Grow participation in arts, culture and community events.
- 13.1 - Adopt best practice governance.
- 13.2 - Manage the Shire's resources responsibly.
- 14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

**Environment** - None.

### **Precedents**

Council have granted User Agreements for longer term use of facilities, such as the Eaton Football Club's use of the Eaton Sports Club and Change rooms as well as the South West Football League and Bunbury and Districts Softball Association's use of Glen Huon oval.

**Budget Implications** - None.

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



### **Council Policy Compliance**

Council during 2022 endorsed the establishment of a Template Lease Agreement together with a Lease Fee matrix.

### **Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>		
Risk Event	Dardanup Heritage Collective User Agreement – Portion of Dardanup Shire Office	
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	Failure to establish a formal agreement could lead to negative implications for the Shire.
	Reputational	Council may be considered in a negative light if they declined to permit the community group to occupy the unused space.

### **Officer Comment**

Officers have met with the DHC regarding use of the Dardanup Office space and during this meeting the former Chief Executive Officer's office was identified as a suitable area for their operations. They have requested that the lockable metal cupboard, photocopier and desk, which all belong to the Dardanup and Districts Residents Association, remain in the room and that Shire staff remove all other items, which can be stored elsewhere onsite. Due to membership of both of these associations consisting of many of the same Dardanup residents, this request is considered acceptable.

There is an entry door to this office opening to the main office foyer to allow access to the room. The Shire's records collection is stored in a records room at the rear of the building, and as such, security measures will need to be implemented. There is a second door at the rear of the office that will need to be permanently locked to ensure that access to Shire administration areas is secured. Use of the office will only be permitted when the Dardanup Office is manned by Shire staff, typically Monday to Friday 9am – 4pm and access will not be granted without the presence of a Shire staff member.

This proposal was discussed with representatives of the DHC onsite (Jill Cross), who indicated they supported the proposed use and conditions associated with the provision of this office space.

It is recommended to formalise this agreement with a User Agreement similar to that which is used for the Eaton Football Club's use of the Eaton Sports Club.

The DHC have also requested assistance of Library services in setting up the Local Studies collection. Library staff are currently at capacity, and beyond simple advice, will be unable to dedicate any resources to this project at this point in time.

END REPORT

12.4.7            Title: Strategic Financial Plan 2023/24 - 2032/33

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<b>Reporting Officer</b>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.4.7A – Strategic Financial Plan 2022/23 (Under Separate Cover) 12.4.7B – Risk Assessment</i>

**Overview**

Council is requested to consider and endorse the Strategic Financial Plan 2023/24-2032/33 which has been updated as part of the annual review of the Long Term Financial Plan, Corporate Business Plan, Asset Management Plans and Workforce Plan.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council adopts the 2023/24 Strategic Financial Plan [Appendix ORD: 12.4.7A – Under Separate Cover], inclusive of the updates to the Plans and Strategies noted in the Council agenda report.**

**Change to Officer Recommendation**

No Change. **OR:**

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

## **Background**

Council is requested to review and receive the Strategic Financial Plan for 2023/24. This document is provided under a separate cover [Appendix ORD: 12.4.7A – Under Separate Cover]. The Strategic Financial Plan provided in the appendices includes the various Asset Management Plans Summary Programs.

Council's Corporate Planning Framework (Chart 1) articulates the financial planning framework, systems and processes that are included as part of the annual review and updated of the Strategic Financial Plan.

The Strategic Financial Plan is a rolling 10 year forecasting and planning document primarily focused on the long term financial plan and asset planning. The asset management plans not only plan project expenditure and their timing, but also incorporate funding planning through the setting aside of monies into respective reserve funds to ensure projects are funded in the planned year of activity.

The Strategic Financial Plan includes the following documents;

*a) Long Term Financial Plan*

The purpose of this Plan is to project the financial income and expenditure of Council for the next 10 years, and in doing so determine the rating, grant and other income requirements. The Long Term Financial Plan is an integrated financial model which incorporates the financial requirements associated with the Workforce Plan, Asset Management Plans and other Service Strategies, and was presented to Council in a separate report on the 24<sup>th</sup> of May 2023.

In adopting the Long Term Financial Plan 2023/24-2032/3, Council have endorsed a proposed rate revenue increase of 6.0% for 2023/24, a 5.0% increase for 2024/25, 4.0% from 2025/26 to 2028/29, and 3.0% thereafter. Year one of the Long Term Financial Plan forms the foundation of the 2023/24 budget.

*b) Debt Management Plan*

The general purpose of this document is to plan and monitor Council's debt levels and to note any proposed new loans. The Debt Management Plan consolidates all Councils current & future borrowings into one document that allows the impact of new borrowing decisions to be readily identified.

The Debt Management Plan was presented to the Integrated Planning Committee meeting on the 8<sup>th</sup> of March 2023, and was subsequently adopted by Council on the 22<sup>nd</sup> of March 2023.

*c) Reserve Funds Plan*

This document summarises Reserve Fund requirements for the period of the Long Term Financial Plan. It consolidates the proposed funding that will be required to meet existing asset funding gaps and specific large operating expenses, while highlighting those Restricted and Unrestricted Reserve funds.

The Reserve Funds transfers for the various Asset Management Plans was presented to the Integrated Planning Committee meeting on the 8<sup>th</sup> of March 2023, and was subsequently adopted by Council on the 22<sup>nd</sup> of March 2023.

As part of the deliberations associated with the Long Term Financial Plan where a number of projects were brought forward on the works program, changes have occurred to some of the reserve transfers which were presented and adopted by Council in March and April 2023.

The following table summarises the projected total reserve funds available over the next 10 years (\$ million):

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
<b>Restricted</b>	2.54	3.65	3.28	2.64	2.79	2.85	2.92	2.98	3.05	3.12
<b>Unrestricted</b>	6.44	6.37	5.89	5.60	5.08	5.34	5.11	5.93	6.39	6.78
<b>TOTAL</b>	\$8.98	\$10.03	\$9.18	\$8.24	\$7.87	\$8.20	\$8.04	\$8.92	\$9.44	\$9.90

d) *Rating Strategy*

This document defines and articulates Council's rating objectives associated with a General Rating methodology, and incorporates the decisions made by Council during the 2023/24 Long Term Financial Plan review process. The Rating Strategy also includes the principles around the raising of a Bulk Waste Collection Specified Area Rate, the Eaton Landscaping Specified Area Rate, the Minimum Rate payment, and Discounts and Concessions applied for Pensioners, Seniors, Early Payment and Concessions.

The Rating Strategy was presented to the Integrated Planning Committee meeting on the 8<sup>th</sup> of March 2023, and was subsequently adopted by Council on the 22<sup>nd</sup> of March 2023, based on 6.0% for 2023/24, a 5.0% increase for 2024/25, 4.0% from 2025/26 to 2028/29, and 3.0% thereafter.

e) *Workforce Plan*

This document details staffing levels for the next 10 years. The draft 2023/24 - 2032/33 Workforce Plan was presented to Council on the 26<sup>th</sup> of April 2023, and is subsequently presented for final adoption to Council on the 24<sup>th</sup> of May 2023.

The following table summarises the projected Full-time Equivalent (FTE) staffing numbers for the next 10 years:

2023/24 Workforce Plan											
		2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
FTE's		120.18	120.88	120.88	121.08	124.78	125.98	126.68	126.68	126.68	126.68

The final Workforce Plan staffing levels have been incorporated into the Long Term Financial Plan adopted by Council on the 24<sup>th</sup> of May 2023.

f) *10 Year Building Asset Plan – 2023/24*

This is a 10 year asset management budget. It details the construction, additions and major maintenance of Council buildings.

g) *10 Year Engineering Plant & Vehicle Asset Plan – 2023/24*

This is a 10 year asset management budget. It details the acquisition and replacement of works plant & vehicles within Council's Infrastructure Services Department.

h) *10 year Executive & Compliance Vehicle Asset Plan – 2023/24*

This is a 10 year asset management budget. It details the acquisition and replacement of Councils Executive & Compliance vehicle fleet.

*i) 10 year Information Technology Asset Plan – 2023/24*

This is a 10 year asset management budget. It details the acquisition and replacement of Councils Information Technology hardware and software requirements.

*j) 10 year Eaton Recreation Centre Equipment Asset Plan – 2023/24*

This is a 10 year asset management budget. It details the acquisition and replacement of gym and other equipment at the Eaton Recreation Centre.

*k) Road Asset Management Plan Summary – 2023/24*

This asset management plan details Council's road transport preservation and expansion requirements.

*l) Pathway Asset Management Plan Summary – 2023/24*

This asset management plan details Council's pathway network preservation and expansion requirements.

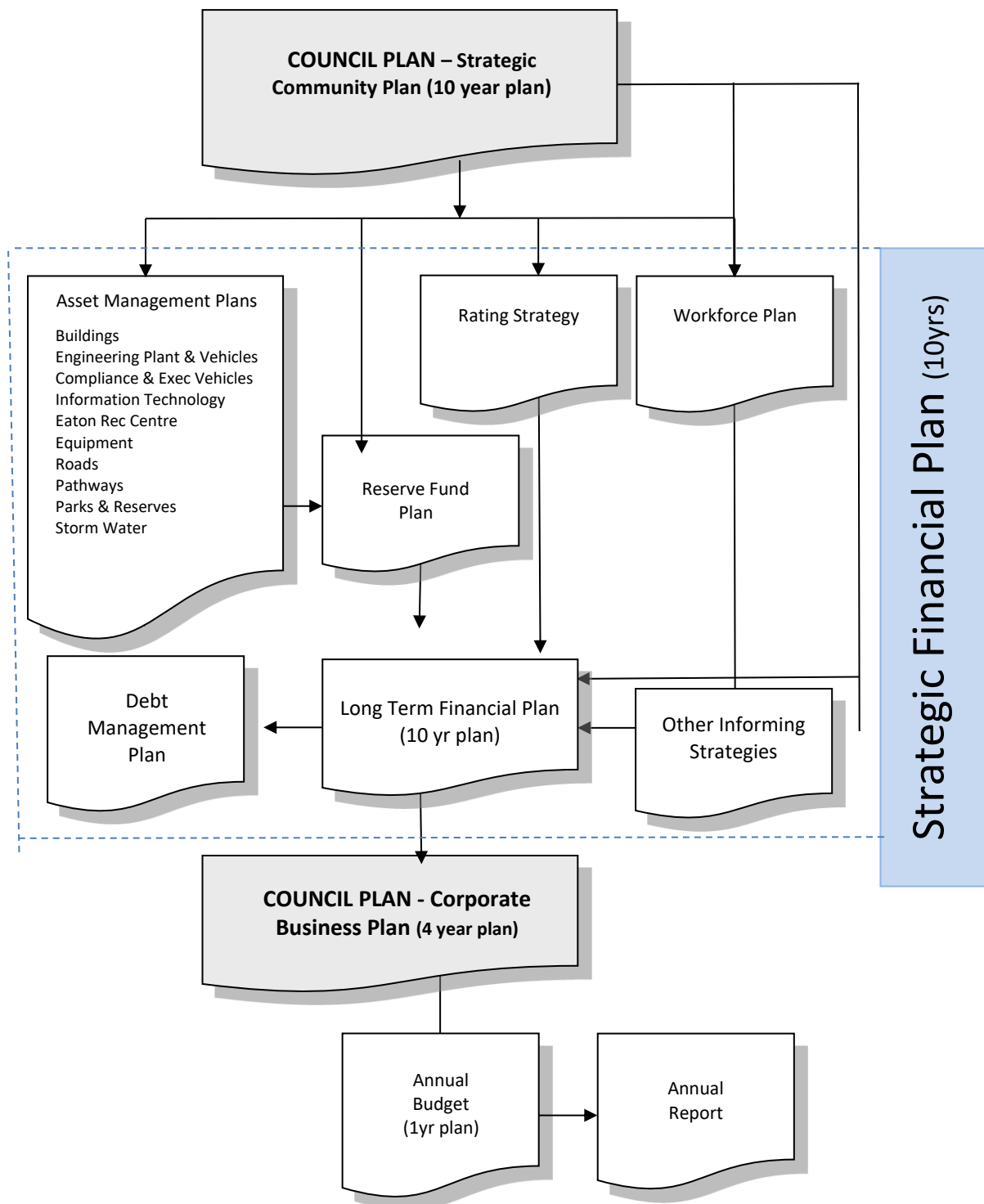
*m) Parks & Reserves Asset Management Plan Summary – 2023/24*

This asset management plan details Council's Parks & Reserves preservation and upgrades.

*n) Storm Water Asset Management Plan Summary – 2023/24*

This asset management plan details Council's storm water assets identified for major drainage upgrades.

**Corporate Planning Flow Chart**  
(Chart 1)



### **Legal Implications**

Local Governments are required to adopt a Long Term Financial Plan. It is a 10 year rolling plan that informs the Corporate Business Plan (4yr plan) to activate the Strategic Community Plan priorities.

Council has a legislative requirement to comply with section 5.56 of the Local Government Act 1995, which requires all local governments to produce a 'Plan for the Future' of its district, with the Strategic Community Plan and Corporate Business Plan making up this Plan.

Local Government (Administration) Regulations 1996:

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

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

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

### **Council Plan**

13.1 - Adopt best practice governance.

**Environment** - None.

### **Precedents**

This Strategic Financial Plan is adopted annually and is the lead document for the Annual Budget and Long Term Financial Planning.

### **Budget Implications**

The Strategic Financial Plan's impact on the budget is in line with 2023/24 forecasts.

### **Budget – Whole of Life Cost**

Financial commitments made within these plans will be included in the Corporate Business Plan in the year of the planned activity. This financial commitment will be in the form of:

- a) Project Expenditure;
- b) Equipment acquisition / replacement;
- c) Annual Reserve allocations; and
- d) New borrowings and subsequent loan repayments.

Alteration to financial commitments can be changed by amendment to the relevant plans.

### **Council Policy Compliance**

Council Policy CP018 – *Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year.

### **Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.4.7B] for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Strategic Financial Plan 2023/24 - 2032/33	
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	Legislative requirements and compliance determine the need for the production of various plans and financial projections.
	Financial	The financial implications associated within the elements of the Strategic Financial Plan can affect the financial sustainability of Council.
	Reputational	The inclusion of projects and works within the various plans within the Strategic Financial Plan build community expectation.

### **Officer Comment**

Financial planning as a driver of the Annual Budget has greatly enhanced Council’s ability to plan in detail the priority, affordability and timing of future community projects. These plans not only forecast expenditure requirements, but more importantly, plan for cash flow requirements necessary to fund planned activity.

The Long Term Financial Planning process indicates a Local Government’s long term financial sustainability and allows early identification of financial issues and their longer term impacts.



Upon adoption of the Strategic Financial Plan, staff will continue to develop the Annual Budget. The Annual Budget provides the opportunity to fine tune the estimates from year 1 the Long Term Financial Plan, therefore it is anticipated that there will be some minor changes in the final budget document.

END REPORT

**12.4.8 Title: Monthly Statement of Financial Activity for the Period Ended on the 30<sup>th</sup> of April 2023**

<b>Reporting Department:</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
<b>Reporting Officer</b>	<i>Mrs Katherine Kaurin &amp; Miss Tricia Richards - Assistant Accountants</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.4.8A – Risk Assessment Appendix ORD: 12.4.8B – Monthly Financial Report – 30<sup>th</sup> of April 2023</i>

***Overview***

This report presents the monthly Financial Statements for the period from the 1<sup>st</sup> of July 2022 to the 30<sup>th</sup> of April 2023 for Council endorsement.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council: receives the Monthly Statement of Financial Activity [Appendix ORD: 12.4.8B] for the period ended on the 30<sup>th</sup> of April 2023.**

***Change to Officer Recommendation***

No Change. **OR:**

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

## Background

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

## Legal Implications

### Local Government Act 1995 – Section 6.4

#### 6.4. Financial Report

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

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

#### Part 4 — Financial Reports — s. 6.4

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

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

- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) *presented at an ordinary meeting of the Council within 2 months after the end of the month to which the statement relates; and*
  - (b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

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

### **Council Plan**

13.1 - Adopt best practice governance.

**Environment** - None.

### **Precedents**

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

### **Budget Implications**

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

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

### **Council Policy Compliance**

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

### **Risk Assessment**

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Monthly Statement of Financial Activity for the Period Ended 30th of April 2023	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Legal and Compliance	Non-compliance with the legislative requirements that results in a qualified audit.
	Reputational	Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively.
	Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.

### **Officer Comment**

The Monthly Financial Report for the period ended on the 30th of April 2023 is contained in [Appendix ORD: 12.4.8B] and consists of:

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

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

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

The current 2022/23 Budget (as amended) has an estimated surplus at 30<sup>th</sup> of June 2023 of \$232,213.

As at the reporting date, officers forecast the surplus at the 30<sup>th</sup> of June 2023 at \$332,558 based on known variances in actual performance to date and estimates for the remainder of the year based on current trends.

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

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

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

The total investment portfolio is currently \$12,500,000 – being \$8,500,000 in Reserve Account and \$4,000,000 in general municipal fund term deposit funds. As at the reporting date, 92% of the portfolio is invested with AA rated Australian banks, and 8% invested with BBB rated Australian banks.

Our two Business Online Saver accounts are offering competitive interest rates around 3.7% and are close in line with the term deposit investments, therefore several term deposits have been redeemed to improve our liquidity come the end of the financial year.

The investment with NAB has exceeded the policy maximum at the month end due to the composition of the portfolio changing with the redemption of several term deposits which is permissible under grandfathering clause contained in Council Policy CnG CP036 – Investment Policy. *The Grandfathering clause is an exemption which allows Council to continue with investment activities that were approved before the implementation of new rules, regulation or laws.*

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.

END REPORT

12.4.9                      Title: *Schedule of Paid Accounts as at the 30<sup>th</sup> of April 2023*

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
<b>Reporting Officer</b>	<i>Ms Joanna Hanson</i>
	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.4.9 – Risk Assessment</i>

**Overview**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Schedule of Paid Accounts report from 01/04/2023 to 30/04/2023 as follows:**

**SHIRE of DARDANUP**  
**30-04-2023 Schedule of Paid Accounts**

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
<b>ELECTRONIC FUNDS TRANSFER</b>					
EFT51289	06/04/2023	Action Kerbing	Reinstate Damaged Crossover at #6 Millbridge Boulevard	MUNI	8,800.00
EFT51290	06/04/2023	Advanced Traffic Management WA P/L	5 x Invoices: Traffic Control - 4 x Shire Locations	MUNI	6,632.82
EFT51291	06/04/2023	Aussie Building Specialists and Geotech	Lot 8 Collie River Road - Drain Design & Options as Per SOW	MUNI	6,930.00
EFT51292	06/04/2023	Australian Institute of Building Surveyors	Abs WA Chapter Conference: 12/05/2023 - Trent Bulman	MUNI	870.00
EFT51293	06/04/2023	Australian Tax Office	PAYG - Payrun: 31/03/2023	MUNI	82,625.00
EFT51294	06/04/2023	B & B Street Sweeping Pty Ltd	Street Sweeping: 13 x Shire Locations	MUNI	2,004.75
EFT51295	06/04/2023	BCE Surveying Pty Limited	2 x Invoices - Ferguson Road Widening & Dardanup Civic Precinct: Progress Claims	MUNI	20,229.00
EFT51296	06/04/2023	BOC Ltd	ERC - Hire of Oxygen Bottle - March 2023	MUNI	12.95
EFT51297	06/04/2023	Boyles Plumbing and Gas	Plumbing Repairs - Glen Huon Club Rooms, ERC & Dardanup Office	MUNI	497.00
EFT51298	06/04/2023	Brett Hodgson	ERC Umpire Payment - 05/04/2023	MUNI	54.00
EFT51299	06/04/2023	Brooks Hire Service Pty Ltd	Water Cart Hire: 27-31/03/2023 - BORR - Impacted Local Roads - Urban Resurfacing	MUNI	2,832.72
EFT51300	06/04/2023	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	201.55
EFT51301	06/04/2023	Bunbury Mower Service	2 Stroke Oil & Chainsaw Chain - Sundry Plant & Trailers	MUNI	989.00
EFT51302	06/04/2023	Bunnings Group Limited	Rapid Set Cement - Martin-Pelusey Rd Depot & ERC Maintenance Items	MUNI	643.23
EFT51303	06/04/2023	Cecilia Muller	Reimburse Purchase of Corflute for Site Notices	MUNI	30.00



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT51304	06/04/2023	Ciphertel Pty Ltd T/as Gateway Internet Services	Monthly Account for Point to Point Microwave Service Depot and Dardanup - March 2023	MUNI	2,893.00
EFT51305	06/04/2023	Citygate Properties Pty Ltd	2 x \$100.00 Gift Cards - ERC	MUNI	200.00
EFT51306	06/04/2023	Civil Engineering Assignments	Modelling & Design for Reconstructed Crossover at Wild Bull Brewery - Pile Road	MUNI	2,064.38
EFT51307	06/04/2023	Civil Projects Southwest	2 x Invoices: Bobcat Hire for Storm Damage Clean-Up - Ironstone, Wellington Mill & Ferguson Roads	MUNI	4,180.00
EFT51308	06/04/2023	Cleanaway Solid Waste Pty Ltd	Clear 30M3 Hook Bins With General Waste at Waste Transfer Station: 17-20/03/2023	MUNI	833.81
EFT51309	06/04/2023	Coastal Rowing WA Inc	Community Grant Funding R2 2022-2023. Council Approved, Resolution # 41-23	MUNI	979.19
EFT51310	06/04/2023	Coates Hire Ltd	2 x VMS Boards: 20-30/03/2023 - BORR - Impacted Local Roads - Urban Resurfacing	MUNI	1,945.76
EFT51311	06/04/2023	Construction Training Fund : BCITF	BCITF Remittance - March 2023	MUNI	2,604.99
EFT51312	06/04/2023	Country Landscaping Pty Ltd	6 x Invoices: Reticulation Repairs & Maintenance - 6 x Shire Locations	MUNI	4,050.86
EFT51313	06/04/2023	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	768.57
EFT51314	06/04/2023	CWA River Valley Belles	Community Grant Funding R2 2022-2023. Council Approved, Resolution # 41-23	MUNI	991.53
EFT51315	06/04/2023	Dapco Tyre and Auto Centre	Service - DA1314	MUNI	412.90
EFT51316	06/04/2023	Dardanup & Districts Residents Association	Community Grant Funding R2 2022-2023. Council Approved, Resolution # 45-23	MUNI	1,000.00
EFT51317	06/04/2023	Dardanup Horse and Pony Club	Community Grant Funding R2 2022-2023. Council Approved, Resolution # 46-23	MUNI	3,236.00
EFT51318	06/04/2023	Daryl Fishwick	ERC Umpire Payment - 05/04/2023	MUNI	108.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT51319	06/04/2023	Data #3 Limited	Microsoftvisioplan2 Shrdserver & Microsoftprojectplan3 - Subscriptions 01/04- 30/09/2023	MUNI	324.46
EFT51320	06/04/2023	Department of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BSL Remittance - March 2023	MUNI	5,143.12
EFT51321	06/04/2023	Diesel Force	TPS Sensor & Slack Adjuster Repairs - DA325	MUNI	3,503.76
EFT51322	06/04/2023	Donna Bastow	ERC Umpire Payment - 05/04/2023	MUNI	108.00
EFT51323	06/04/2023	Ductworks Australia Bunbury & Busselton Air	Repair of Dardanup Office Airconditioning Unit	MUNI	170.00
EFT51324	06/04/2023	Eaton Community Pharmacy	Band Aids - Vehicles - First Aid	MUNI	56.94
EFT51325	06/04/2023	Eaton CWA	Community Grant Funding R2 2022-2023. Council Approved, Resolution # 41-23	MUNI	380.00
EFT51326	06/04/2023	Ellen Patricia Lilly	Meeting Allowance	MUNI	1,267.25
EFT51327	06/04/2023	Emma Louise Peters	Refund Cat Cage Hire Bond - Receipt # 147684	MUNI	150.00
EFT51328	06/04/2023	Eve Yoga	ERC - Contracted Yoga Classes: 22-29/03/2023	MUNI	180.00
EFT51329	06/04/2023	Exetel Pty Ltd	Exetel 200/200Mbit Data Communications - April 2023	MUNI	1,250.00
EFT51330	06/04/2023	Gideons International in Australia - Bunbury Camp	Refund Key Bond - Receipt # 83593	MUNI	30.00
EFT51331	06/04/2023	Giuseppe Rugnetta	Eaton Bowling Club - Mural Anti-Graffiti Coating	MUNI	1,000.00
EFT51332	06/04/2023	Harvey Norman AV/IT Bunbury	2 x Ventview Mobile Phone Car Mount: DA8222 & DA9287	MUNI	50.00
EFT51333	06/04/2023	Heatleys	Disposable Coverall - Public Works	MUNI	461.84
EFT51334	06/04/2023	Hynes Contracting	Relocate Service Box & Associated Works - Wells Recreation Reserve Clubrooms	MUNI	1,980.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT51335	06/04/2023	Illion Australian Pty Ltd (Tenderlink)	Tenderlink Private Notice Fee	MUNI	70.40
EFT51336	06/04/2023	Jane Margaret Ryan-Barnard	Rates Refund For Assessment A10371	MUNI	1,842.54
EFT51337	06/04/2023	Jasmine Sillifant	Reimburse Accommodation Whilst Attending Grievance Officer Training 22-24/03/2023	MUNI	442.82
EFT51338	06/04/2023	JC Plumbing & Gas	Repair Broken PVC Water Main - Eaton Bowling Club	MUNI	1,186.90
EFT51339	06/04/2023	JCW Electrical Pty Ltd	Repair Internal Light Switches to Electrical Box on Glen Huon Oval Light Pole & Lighting Repair - Millar's Creek Pathway	MUNI	412.50
EFT51340	06/04/2023	Jetline Kerbing Contractors	Kerbing & Crossovers - Clarke St / Sykes Rd Intersection	MUNI	16,219.50
EFT51341	06/04/2023	Jo Jingles South West	Jo Jingles Sessions: Eaton Community Library - March 2023	MUNI	2,178.00
EFT51342	06/04/2023	Kilmore Group Pty Ltd	Eaton Junior Football & Cricket Club Pavilion & Changeroom - Progress Payment	MUNI	50,330.72
EFT51343	06/04/2023	Landgate	GRV Interim Valuations: 04-17/03/2023	MUNI	802.93
EFT51344	06/04/2023	Leah McInerney	ERC - Refund of Overpaid Gym Fees - Cancellation Processing Error	MUNI	8.86
EFT51345	06/04/2023	Les Mills Asia Pacific	ERC - Monthly Les Mills License: April 2023	MUNI	1,454.97
EFT51346	06/04/2023	Lions Club of Eaton	Community Grant Funding R2 2022-2023. Council Approved, Resolution # 41-23	MUNI	704.00
EFT51347	06/04/2023	Luke Wilkinson	ERC Umpire Payment - 05/04/2023	MUNI	108.00
EFT51348	06/04/2023	Luke William Davies	Meeting Allowance	MUNI	1,267.25
EFT51349	06/04/2023	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	140.00
EFT51350	06/04/2023	Marece Hetaraka	ERC Umpire Payment - 05/04/2023	MUNI	54.00
EFT51351	06/04/2023	Mark Richard Hutchinson	Meeting Allowance	MUNI	1,267.25

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT51352	06/04/2023	Michael Bennett	Local Government Allowance	MUNI	1,209.83
EFT51353	06/04/2023	Michael Bertram Gelmi	Rates Refund For Assessment A8291	MUNI	2,153.08
EFT51354	06/04/2023	MJ Goods	ERC - Cafe Goods	MUNI	132.45
EFT51355	06/04/2023	Natalie Hopkins	Reimburse Uniform Purchase	MUNI	239.97
EFT51356	06/04/2023	Onsite Rental Group	Lease 26 - Interest: Hire Of Office & Ablution Block - March 2023	MUNI	3,557.56
EFT51357	06/04/2023	Patricia Rose Perks	Meeting Allowance	MUNI	1,267.25
EFT51358	06/04/2023	Perfect Landscapes	Weekly Reserves & Lawn Mowing Commencing 20/02/2023	MUNI	13,610.15
EFT51359	06/04/2023	Peter Robinson	Meeting Allowance	MUNI	1,267.25
EFT51360	06/04/2023	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	459.90
EFT51361	06/04/2023	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	Repair Tutt Bryant Roller Tyre - 1 GPZ372 & Replace Tyres - 1TUM005	MUNI	1,281.00
EFT51362	06/04/2023	Proven Project Management	Project Management Services - Contract Award Con-F0312613	MUNI	13,690.60
EFT51363	06/04/2023	Schweppes Australia Pty Ltd	ERC - Cafe Goods	MUNI	1,087.46
EFT51364	06/04/2023	Scope Rentals Pty Ltd	Managed Print Service Contract Costs - Usage April 2023	MUNI	5,776.49
EFT51365	06/04/2023	Securepay Pty Ltd	Bank Fees - 2022-2023 Securepay Web & IVR - March 2023	MUNI	30.67
EFT51366	06/04/2023	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	485.26
EFT51367	06/04/2023	Shedforce	Refund of DAP-F0318865 Fee Due to Application Withdrawal	MUNI	147.00
EFT51368	06/04/2023	South West Fire	Replace Burnt Reflective Tape & Charge Socket Batteries: 1WATERLOO - Waterloo BFB - ESL Recurrent Exp	MUNI	1,409.72
EFT51369	06/04/2023	Southern Lock And Security	ERC - 6 x Keys Cut	MUNI	179.98

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT51370	06/04/2023	Stacey Gillespie	Meeting Allowance	MUNI	1,267.25
EFT51371	06/04/2023	Sushiru	ERC - Cafe Goods	MUNI	50.00
EFT51372	06/04/2023	Synergy	Townsite Street Lights & Auxiliary Lighting	MUNI	27,180.94
EFT51373	06/04/2023	South West Personnel	Labour Hire: 6 x Shire Locations 20-22/03/2023	MUNI	1,424.81
EFT51374	06/04/2023	Telair Pty Ltd	Library NBN Enterprise Ethernet Services - Data Network Connection - March 2023	MUNI	658.90
EFT51375	06/04/2023	Telstra	Telephone Use for West Dardanup BFB	MUNI	42.20
EFT51376	06/04/2023	Team Global Express - TOLL	Postage For 2 x Shire Locations	MUNI	472.97
EFT51377	06/04/2023	Total Eden Pty Ltd	Reticulation Maintenance - Sindhi Park & Repair Items - BORR - Impacted Local Roads - Urban Resurfacing	MUNI	1,521.75
EFT51378	06/04/2023	Trent Bulman	Reimburse Building Surveying Practitioner Technician Application Fee & Registration	MUNI	622.00
EFT51379	06/04/2023	Tutt Bryant Hire	2 x Multi-Tyred Roller - BORR - Impacted Local Roads - Urban Resurfacing & Digger Hire - Ferguson Road	MUNI	2,211.00
EFT51380	06/04/2023	Tyrrell Gardiner	Meeting Allowance	MUNI	1,859.17
EFT51381	06/04/2023	WA Distributors Pty Ltd	ERC - Cafe Goods	MUNI	549.25
EFT51382	06/04/2023	WALGA	Local Government Act - The Essentials Training Course - 3 x Shire Employees	MUNI	1,914.00
EFT51383	06/04/2023	West Oz Linemarking	Linemarking: Tourist Bay for New Sculpture & Line marking Renewal - Pile Road	MUNI	984.50
EFT51384	06/04/2023	Westrac Pty Ltd	Replace Fuel Cap - Backhoe DA2833	MUNI	331.21
EFT51385	06/04/2023	Woolworths Group Limited - Online Order Only	Stock for Council Chambers, Staff Kitchen & Shire Offices	MUNI	1,553.38

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT51386	06/04/2023	Woolworths Group Limited - Openpay Portal	Stock for Council Chambers, Staff Kitchen, Shire Offices & ERC - Café Goods	MUNI	723.98
EFT51387	13/04/2023	A & L Printers Pty Ltd	50 x Timesheet Books	MUNI	1,278.00
EFT51388	13/04/2023	A1 Sign Shop	Replacement of Worn Out Dog Sign - Hunter Park Millbridge	MUNI	125.95
EFT51389	13/04/2023	Activ Industries Bunbury	Agonis Flexuosa Trees - Environmental Exp	MUNI	2,475.00
EFT51390	13/04/2023	Advanced Traffic Management WA P/L	3 x Invoices: Traffic Control - Multiple Shire Locations	MUNI	12,617.55
EFT51391	13/04/2023	Ausmic Pest Control	Inspection & Preventative Treatments to 14 x Shire Bridges	MUNI	5,929.00
EFT51392	13/04/2023	Australind Premix & S & J Excavations	Stabilised Sand - Ferguson Road Drainage Works	MUNI	2,090.00
EFT51393	13/04/2023	B & B Street Sweeping Pty Ltd	Hire Sweeper To Clean Pits - Clarke St, Hutchinson Road, Rose Street & Shenton Road	MUNI	1,633.50
EFT51394	13/04/2023	Bunbury Harvey Regional Council	Processing Kerbside FOGO Waste From Veolia Trucks & Hook Bin Hire: Banksia Rd Transfer Station - March 2023	MUNI	18,610.20
EFT51395	13/04/2023	Bunbury Mower Service	Reworks of Repairs - Hedgetrimmer	MUNI	25.00
EFT51396	13/04/2023	Bunbury Truck Sales and Service Centre	Vehicle Service - DA9212	MUNI	1,605.59
EFT51397	13/04/2023	Bunnings Group Limited	Hoses & Fittings - Eaton Oval Clubrooms & Treated Pine - Dardanup Cemetery	MUNI	627.80
EFT51398	13/04/2023	Caroline Mears	Chair Yoga Workshop for Seniors - March 2023	MUNI	260.00
EFT51399	13/04/2023	Civil Projects Southwest	Bobcat Hire For Storm Damage - Wellington Mill Road & Greenwaste Removal - Hakea Close	MUNI	4,510.00
EFT51400	13/04/2023	Cleanaway Solid Waste Pty Ltd	General Waste Disposal - Crooked Brook Rd	MUNI	3,918.38
EFT51401	13/04/2023	Coates Civil Consulting Pty Ltd	Additional Design Work Due to Minor Alignment Changes - Ferguson Road	MUNI	1,771.00
EFT51402	13/04/2023	Country Landscaping Pty Ltd	5 x Invoices: Reticulation Repairs - 4 x Shire Locations	MUNI	1,666.36

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT51403	13/04/2023	CS Legal	Reimburse Filing Fees & CS Legal Professional Fees - 6 Claims	MUNI	2,417.00
EFT51404	13/04/2023	Dapco Tyre and Auto Centre	2 x New Maxxis Tyres Fitted - DA996	MUNI	565.00
EFT51405	13/04/2023	Dardanup Heritage Collective	Community Grant Funding R2 - Dardanup Heritage Collective - Resolution # 45-23	MUNI	1,000.00
EFT51406	13/04/2023	Deputec Pty Ltd	ERC - Deputy Roster Schedule Software - March 2023	MUNI	250.75
EFT51407	13/04/2023	Dianne Fay Aleknavicius	Refund Cat Cage Hire	MUNI	150.00
EFT51408	13/04/2023	Ductworks Australia Bunbury & Busselton Air	Maintenance And Repairs - Replacement Of Compressor - Air Con - Kitchen And Meeting Room - Depot Building	MUNI	3,272.50
EFT51409	13/04/2023	Dynamite Dan's Cleaning Services	Pavilion Cleaning - Glen Huon Club Rooms (Football) - 23/11/2022 - 27/02/2023	MUNI	2,431.00
EFT51410	13/04/2023	Earth 2 Ocean Communications	Replace Two-Way Hand Piece - DA8200	MUNI	90.00
EFT51411	13/04/2023	Eaton Pet Vet	Veterinary Consultation and Supply Fees/Charges	MUNI	75.00
EFT51412	13/04/2023	Elliotts Irrigation Pty Ltd	Service and Checks to Iron Filter - Millbridge Lake & Watson Reserve	MUNI	2,356.20
EFT51413	13/04/2023	Eve Yoga	Eaton Recreation Centre Contracted Yoga Classes - 05-08/04/2023	MUNI	240.00
EFT51414	13/04/2023	Grace Records Management	Records Management External - Storage, Destruction and Consumables	MUNI	976.04
EFT51415	13/04/2023	Hanson Construction Materials Pty Ltd	Spalls - Ferguson Road	MUNI	893.86
EFT51416	13/04/2023	Jetline Kerbing Contractors	Barrier Kerb for Car Park - Wells Reserve	MUNI	2,178.00
EFT51417	13/04/2023	Kate Louise Maloney	Project Connect March Event - Facilitator Fee for Wheelchair Decoration Workshop	MUNI	100.00
EFT51418	13/04/2023	Kent Lyon Architect	Superintendent Services - Administration Building/Library Project	MUNI	4,290.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT51419	13/04/2023	Landgate	Slip Subscription Services - Small (Licence Slip 903-2018-2) Period 23/03/2023 - 22/03/2024	MUNI	2,497.54
EFT51420	13/04/2023	Lions Club of Eaton	Project Connect Event - Free Sausage Sizzle and Soft Drink - 02/04/2023	MUNI	350.00
EFT51421	13/04/2023	Mantrac	Tree Replacement - Glen Huon Boulevard, Clearing - Peninsular Lakes & Possum Sanctuary	MUNI	11,462.00
EFT51422	13/04/2023	Merle Kay Foote	Rates Refund for Assessment A9717	MUNI	807.55
EFT51423	13/04/2023	MGM Bulk Pty Ltd	Gravel Delivery - Gnomesville	MUNI	5,395.54
EFT51424	13/04/2023	Naturaliste Hygiene	Sharps Disposal Service - Eaton Foreshore & Watson Street Reserve Public Toilets - April 2023	MUNI	165.00
EFT51425	13/04/2023	Nutrien Ag Solutions	Panser 450 Herbicide - Henty Road & Glen Huon Boulevard	MUNI	2,970.00
EFT51426	13/04/2023	Officeworks Superstores Pty Ltd	Stationery Items - ECL	MUNI	110.54
EFT51427	13/04/2023	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	973.99
EFT51428	13/04/2023	PFI Supplies	Cleaning Products - Eaton Admin	MUNI	720.80
EFT51429	13/04/2023	Rawlinsons (W.A.)	Quantity Survey to Assess Perkins Construction Variation Schedule for the New SOD Admin Building Project	MUNI	3,432.00
EFT51430	13/04/2023	Regional Media Specialists P/L	Monthly Community Newspaper Advertising in Bunbury Herald & Bunbury Mail - March 2023	MUNI	1,520.06
EFT51431	13/04/2023	Right Foot Forward	Bush Adventure Scholarship Program - Camp Facilitator Fees - 17-19/04/2023	MUNI	9,405.00
EFT51432	13/04/2023	Risk Management Technologies Pty Ltd	Chem Alert System License Renewal May 2023 - May 2024	MUNI	4,934.60
EFT51433	13/04/2023	Run Red	Project Connect (Disability Access) - Keynote Speaker	MUNI	800.00
EFT51434	13/04/2023	Safestart Test & Tag	Electrical Test & Tag 22/23 - Multiple Shire Locations	MUNI	2,959.00



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT51435	13/04/2023	South West Isuzu	Insurance Excess on Repairs - DA196	MUNI	500.00
EFT51436	13/04/2023	South West Tree Safe	5 x Invoices: Tree Lopping & Pruning - 5 x Shire Locations	MUNI	11,330.00
EFT51437	13/04/2023	Stacey Patterson	Refreshments for Councillors & Staff - Councillors Annual Assets Tour - 12/04/2023	MUNI	83.80
EFT51438	13/04/2023	Synergy	Electricity Account - 3 x Shire Locations	MUNI	343.61
EFT51439	13/04/2023	Total Containers	New Build Container and Delivery to Transfer Station - Banksia Road	MUNI	5,736.50
EFT51440	13/04/2023	Total Eden Pty Ltd	Reticulation Repairs - ERC	MUNI	42.81
EFT51441	13/04/2023	Tutt Bryant Hire	Digger Hire - Ferguson Road Drainage - 28/02/2023 - 24/03/2023	MUNI	5,049.00
EFT51442	13/04/2023	Veolia Recycling & Recovery Pty Ltd	Weekly Bin Collection of Cardboard - Banksia Road - March 2023	MUNI	177.03
EFT51443	13/04/2023	West Oz Linemarking	Reinstate Existing Line Marking, Gore and Road Markings - Pile Road / Henty Road Intersection	MUNI	4,187.98
EFT51444	20/04/2023	A Frazer & A D Frazer	Ferguson Valley Art Trail - Rail & Stone Treatment to Plinth Base	MUNI	1,210.00
EFT51445	20/04/2023	A1 Sign Shop	Replacement of Faded "No Stopping on Road or Verge" Sign - Corner Monash Blvd & Eaton Drive	MUNI	125.95
EFT51446	20/04/2023	Acromat	ERC - Replacement: Mini Basketball Handles X 2, Rubber Knobs (Netball Posts), T Screws & Rubber Foot (Badminton)	MUNI	453.30
EFT51447	20/04/2023	Advanced Traffic Management WA P/L	Traffic Control - 22/02/2023 - Ferguson Road	MUNI	896.10
EFT51448	20/04/2023	Ampol Australia Petroleum Pty Ltd	Shire Vehicles Fuel Usage - March 2023	MUNI	22,661.56
EFT51449	20/04/2023	Aquachill	Rental of Aquachill Plumbed in Water Cooler for 12 Months - Eaton Office	MUNI	686.40
EFT51450	20/04/2023	Ausmic Pest Control	Termite Inspection 9 x Shire Buildings	MUNI	2,849.00
EFT51451	20/04/2023	Australia Post	Monthly Invoice of Postage and Mail - March 2023	MUNI	588.47

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT51452	20/04/2023	Australian Tax Office	PAYG Payrun:14/04/2023	MUNI	86,269.00
EFT51453	20/04/2023	Amie Lee Williams	Refund Working With Children Check	MUNI	87.00
EFT51454	20/04/2023	Bart Solutions	Bart Fire Communication System: 8 x Brigades With Annual Service - ESL Recurrent Exp	MUNI	4,840.00
EFT51455	20/04/2023	Bluesteel Enterprises Pty Ltd	Safety Items - Wellington Mills & Burekup BFB - ESL Recurrent Exp	MUNI	3,871.76
EFT51456	20/04/2023	Boyles Plumbing And Gas	Repair 2 x Toilets - Vandalised & Plumbing Set on Fire - Watson Reserve	MUNI	385.00
EFT51457	20/04/2023	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	406.01
EFT51458	20/04/2023	Bunbury Auto One	Trolley Floor Jack - ERC & Trailer Rear Plate Light	MUNI	309.76
EFT51459	20/04/2023	Bunbury Machinery	Trailing Fertiliser Spreader - Minor Asset	MUNI	2,145.00
EFT51460	20/04/2023	Bunbury Plumbing Service	Investigate Possible Leak - High Water Consumption, Cause Unknown - Eaton Hall	MUNI	125.00
EFT51461	20/04/2023	Bunnings Group Limited	ERC - Ryobi 36V Cordless Jet Blower, Caution Tape & Repair Items	MUNI	476.96
EFT51462	20/04/2023	Bunbury Print	15 x Printing of Youth Advisory Group Shirts - Community Projects	MUNI	150.00
EFT51463	20/04/2023	Cat Welfare Society Inc	Adoption Report March 2023	MUNI	77.00
EFT51464	20/04/2023	Civil Engineering Assignments	Modelling & Design for Reconstructed Crossover at Wild Bull Brewery - Pile Road	MUNI	1,080.00
EFT51465	20/04/2023	Cleanaway Solid Waste Pty Ltd	Waste Disposal - 5 x Shire Locations	MUNI	8,888.34
EFT51466	20/04/2023	Cleanaway Waste Management Pty Ltd	Co-Mingled Recycling Removed From the Waste Transfer Station - March 2023	MUNI	556.49
EFT51467	20/04/2023	Daniella Jayne Peech	Rates Refund for Assessment A3524	MUNI	107.99

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT51468	20/04/2023	Data #3 Limited	Seagate Exos Enterprise 512E/4Kn Internal 3.5" SAS Drive & Replacement Battery - Admin OH	MUNI	25,616.13
EFT51469	20/04/2023	David Wells Builder	Stabilise Brickwork and Refix Loose Handrail - Eaton CWA Hall	MUNI	411.40
EFT51470	20/04/2023	Dell Australia Pty Ltd	4 Mo Managed Detection And Response Security & Optiplex 7000 Micro Processor - Minor Assets - Admin OH	MUNI	16,489.00
EFT51471	20/04/2023	Dell Financial Services Pty Ltd	Lease 21 - Dell Desktop and Laptop Refresh Contract 009-141985-003	MUNI	1,290.75
EFT51472	20/04/2023	Department of Justice	Equity Grievance Officer Training - EEO Commission - Teresa Partridge & Jasmine Sillifant - 23-24/03/2023	MUNI	1,422.00
EFT51473	20/04/2023	Department of Premier And Cabinet	2 x Local Government Gazette Advert	MUNI	379.20
EFT51474	20/04/2023	Dormakaba Australia Pty Ltd	ERC - Main Door Service	MUNI	244.26
EFT51475	20/04/2023	DX Print Group Pty Ltd	250 x Business Cards: 6 x Shire Staff	MUNI	557.70
EFT51476	20/04/2023	Equans Mechanical Services (WA) Pty Ltd	ERC - Quarterly Maintenance	MUNI	522.50
EFT51477	20/04/2023	ES2 Pty Ltd	Knowbe4 Cyber Security Awareness Subscription Platinum Package	MUNI	4,089.80
EFT51478	20/04/2023	Fleet Fitness	Repairs to Matrix Cable Machine - ERC	MUNI	909.26
EFT51479	20/04/2023	Go Electrical Contracting	Repair Kitchen GPO That Failed RCD Test - Burekup Hall	MUNI	226.60
EFT51480	20/04/2023	Hays Specialist Recruitment	Labour Hire for General Hand: 03-06-04/2023 - 2 x Shire Locations	MUNI	2,073.28
EFT51481	20/04/2023	Hynes Contracting	Sand Pad Installation, Water Tank & Water Supply: Upper Ferguson BFB - ESL Recurrent Exp	MUNI	14,515.00
EFT51482	20/04/2023	Jasmine Sillifant	Reimburse Milk Purchase	MUNI	24.40
EFT51483	20/04/2023	JB Hi-Fi Ltd	Belkin Boostup Lightning to USB-A Cable - Minor Assets - Admin OH	MUNI	176.10

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT51484	20/04/2023	Kalamunda Electrics	Glen Huon Oval Lighting Softball - Progress Claim # 2	MUNI	368,210.70
EFT51485	20/04/2023	Kate Louise Maloney	Crafternoons With Kate - April Quilling Workshop - Library Programs	MUNI	245.00
EFT51486	20/04/2023	Katelyn Peerless	Reimburse First Aid Training Course	MUNI	71.20
EFT51487	20/04/2023	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	280.00
EFT51488	20/04/2023	Marketforce	2 x Advertisements - Bunbury SW Times	MUNI	911.68
EFT51489	20/04/2023	MJ Goods	ERC - 4 x Surface Gym Wipes	MUNI	432.00
EFT51490	20/04/2023	Nightguard Security Service SW	Monthly Alarm Monitoring - 3 x Shire Locations	MUNI	995.50
EFT51491	20/04/2023	Nutrition Systems	ERC - Cafe Order	MUNI	583.55
EFT51492	20/04/2023	Oliver Maratea	Rates Refund for Assessment A3693	MUNI	324.06
EFT51493	20/04/2023	One Steel Metaland	40 x 40 Galv Section 3 Lengths - Dardanup Oval Toilets	MUNI	161.96
EFT51494	20/04/2023	Perfect Landscapes	Weekly Reserves & Lawn Mowing Commencing 03/04/2023	MUNI	9,154.10
EFT51495	20/04/2023	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	876.60
EFT51496	20/04/2023	PFI Supplies	Cleaning Products - ERC & Dardanup Office	MUNI	534.25
EFT51497	20/04/2023	Promote You	Bush Camp - Embroidery of 12 x Camp Sponsor Shirts - Youth Development Programs	MUNI	105.60
EFT51498	20/04/2023	Rhianna Kathleen Scheffner	Rates Refund for Assessment A4214	MUNI	669.40
EFT51499	20/04/2023	Regen Power Pty Ltd	Solar System Maintenance - ERC	MUNI	1,320.00
EFT51500	20/04/2023	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	852.36
EFT51501	20/04/2023	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	485.26

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT51502	20/04/2023	Shire Of Dardanup	3 Bin & Waste Collection System (Rate Notice) - Dardanup Central BFB	MUNI	64.38
EFT51503	20/04/2023	Southern Lock And Security	5 x Keys Cut - Dardanup Office	MUNI	99.99
EFT51504	20/04/2023	Stacey Patterson	Reimburse Ice Purchased for Councillors & Staff to Attend Councillors Annual Assets Tour: 12/04/2023	MUNI	9.00
EFT51505	20/04/2023	Synergy	Electricity Supply - 3 x Shire Locations	MUNI	6,009.72
EFT51506	20/04/2023	Team Viewer Germany GMBH	Teamviewer Corporate Software License 19/03/2023 - 19/03/2024	MUNI	2,438.49
EFT51507	20/04/2023	Telstra	Telephone - Eaton Admin & Dardanup Central BFB	MUNI	3,677.95
EFT51508	20/04/2023	The Cafe Merchant	Prepare And Supply Of 25 X Burger And Chips To On Duty Firefighters: Ferguson Bib - Eel Recurrent Exp	MUNI	500.00
EFT51509	20/04/2023	Team Global Express - Toll	2022-2023 Postage & Freight	MUNI	35.99
EFT51510	20/04/2023	Total Eden Pty Ltd	Reticulation Repairs - Eaton Foreshore	MUNI	104.94
EFT51511	20/04/2023	WA Distributors Pty Ltd	ERC - Toilet Paper x 12	MUNI	1,352.45
EFT51512	20/04/2023	Water Corporation	Water Use and Service Charges: 3 x Shire Locations	MUNI	533.80
EFT51513	20/04/2023	West Oz Linemarking	Linemarking to New Sealed Carpark - Wells Recreation Reserve	MUNI	1,576.30
EFT51514	20/04/2023	Westrac Pty Ltd	Fuel Cap - Bobcat Loader DA2833	MUNI	77.91
EFT51515	20/04/2023	Willem Rudolf Van Heerden	Refund DA Fee - Application Withdrawal: DAP-F0339712 - Receipt No: 148385	MUNI	147.00
EFT51516	20/04/2023	Winc Australia Pty Ltd	Winc Thermal Paper Rolls - Admin O/H	MUNI	12.76
EFT51517	20/04/2023	Work Clobber	12 x Bush Camp Sponsored Shirts - Youth Development Programs & Protective Clothing - Public Works	MUNI	1,029.30
EFT51518	21/04/2023	Brian Tawanda Mazvidza	Rates Refund for Assessment A11259	MUNI	670.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT51519	21/04/2023	Daryl George Turner Howden The Estate of	Rates Refund for Assessment A3587	MUNI	796.50
EFT51520	21/04/2023	Pamela Jane Mccafferty	Rates Refund for Assessment A4071	MUNI	600.00
EFT51521	21/04/2023	Wespine Industries Pty Ltd	Rates Refund for Assessment A6042	MUNI	212.18
EFT51522	27/04/2023	All Aussie Truck and Bobcat Services	General Maintenance - Apr 2023	MUNI	1,980.00
EFT51523	27/04/2023	Amanda Burrows	Refund Working With Children Check Fee	MUNI	87.00
EFT51524	27/04/2023	Amanda Tuberes	Farewell Gift for Murray Connell – Shire Contribution	MUNI	50.00
EFT51525	27/04/2023	Amy Bywaters	Refund Working With Children Check Fee	MUNI	87.00
EFT51526	27/04/2023	Aquila Food Forest	Sustainable Living Workshop: 13/04/2023	MUNI	300.00
EFT51527	27/04/2023	Australind Premix & S & J Excavations	Stabilised Sand - Ferguson Road	MUNI	3,762.00
EFT51528	27/04/2023	B & B Street Sweeping Pty Ltd	7 x Invoices: Street Sweeping - Multiple Shire Locations	MUNI	12,295.25
EFT51529	27/04/2023	Brett Hodgson	ERC Umpire Payment - 26/04/2023	MUNI	135.00
EFT51530	27/04/2023	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	136.79
EFT51531	27/04/2023	Bunbury Geographe Chamber of Commerce and Industry	SWDC 2023 Budget Lunch Tickets - Shire President & CEO	MUNI	140.00
EFT51532	27/04/2023	Bunbury Mower Service	Minor Plant and Equipment Acquisitions - Stihl Back Pack Blower	MUNI	1,061.65
EFT51533	27/04/2023	Bunnings Group Limited	5 x invoices: Creche & Repair Items - ERC, Timber Stain - Dardanup Civic Precinct & Depot Stores Supplies	MUNI	1,019.36
EFT51534	27/04/2023	Buswest	ERC - Bus Service to Skate Rink & Indoor Beach Volleyball	MUNI	596.00
EFT51535	27/04/2023	Carbone Brothers Pty Ltd	Harris Road Widening & Reconstruction - Remaining Security Bond	MUNI	37,391.20
EFT51536	27/04/2023	CFM - Myzone	ERC - Myzone Straps x 5	MUNI	96.80

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT51537	27/04/2023	Chelsea Wright	Reimburse Working With Children Check Fee	MUNI	87.00
EFT51538	27/04/2023	Chris De Blank Photography	Youthfest - Event Photographer	MUNI	450.00
EFT51539	27/04/2023	Civil Engineering Assignments	Modelling & Design for Reconstructed Crossover - Wild Bull Brewery	MUNI	984.37
EFT51540	27/04/2023	Cleanaway Solid Waste Pty Ltd	General Waste Kerbside Disposal to Cleanaway Tip: 13-19/04/2023	MUNI	2,664.41
EFT51541	27/04/2023	Corenne Lynn	Library Programs - Macramé & Mocktails - 09/02/2023 & 23/03/2023	MUNI	500.00
EFT51542	27/04/2023	Country Landscaping Pty Ltd	Reticulation Maintenance & Repairs - Lofthouse Park	MUNI	372.22
EFT51543	27/04/2023	Craven Foods & Bidfood Bunbury	ERC - Cafe Order	MUNI	965.21
EFT51544	27/04/2023	Cross Security Services	Alarm Monitoring - 6 x Shire Buildings	MUNI	858.00
EFT51545	27/04/2023	Daniel White	Youthfest 2023 - Audio Tech Supply	MUNI	1,650.00
EFT51546	27/04/2023	Dapco Tyre and Auto Centre	60000Km Service - DA9668	MUNI	535.76
EFT51547	27/04/2023	Dardanup General Store	Supply of Consumables/Grocery Items (Milk, Coffee, Tea) - February 2023	MUNI	29.45
EFT51548	27/04/2023	Daryl Fishwick	ERC Umpire Payment - 26/04/2023	MUNI	108.00
EFT51549	27/04/2023	David Wells Builder	Refund Key Bond. Receipt # 145441	MUNI	40.00
EFT51550	27/04/2023	Diesel Force	Service Mitsubishi Truck - DA9513	MUNI	1,571.56
EFT51551	27/04/2023	Donna Bastow	ERC Umpire Payment - 26/04/2023	MUNI	162.00
EFT51552	27/04/2023	Ductworks Australia Bunbury & Busselton Air	Relocate A/C Sensor From Coe Office To Central Office and A/C Deep Clean & Rectify Tripping RCD - Glen Huon Clubrooms	MUNI	1,251.00
EFT51553	27/04/2023	Eaton Football Club	Reimburse Cleanaway Invoice for Grease Trap Clean - Invoiced to Eaton Football Club in Error	MUNI	638.55
EFT51554	27/04/2023	Elliotts Irrigation Pty Ltd	Iron Filter Service - Watson Reserve - April 2023	MUNI	320.10

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT51555	27/04/2023	Emerge Associates	Ferguson Road Widening Silk 13.6 - Silk 19.6 Clearing Permit	MUNI	4,427.50
EFT51556	27/04/2023	Emma Moran	Reimbursement for First Aid Training	MUNI	169.15
EFT51557	27/04/2023	Fit2Work	Monthly Invoice for Police Checks - March 2023	MUNI	203.06
EFT51558	27/04/2023	Hays Specialist Recruitment	Labour Hire WE 16/04/2023 - General Hand - Ferguson Road	MUNI	2,073.28
EFT51559	27/04/2023	Herbert Smith Freehill	Legal Advice on Pratt Road Car Park Contract F0291634	MUNI	3,622.45
EFT51560	27/04/2023	Hooleys Catering Company	Catering For OCM: 26/04/2023	MUNI	678.00
EFT51561	27/04/2023	Hynes Contracting	Truck Hire For Cartage: 3 x Shire Locations	MUNI	3,864.00
EFT51562	27/04/2023	Imogen Pinelli	Youthfest 2023 - Musician	MUNI	60.00
EFT51563	27/04/2023	J A K Civil Pty Ltd	Truck Hire for Cartage: 12-13/04/2023 - Weetman Rd	MUNI	2,112.00
EFT51564	27/04/2023	JCW Electrical Pty Ltd	Investigate & Repair Light - Millers Creek	MUNI	464.48
EFT51565	27/04/2023	John Thompson	ERC Umpire Payment - 26/04/2023	MUNI	54.00
EFT51566	27/04/2023	Kate Louise Maloney	Library Programs - 2 x Workshops	MUNI	565.00
EFT51567	27/04/2023	Katrina Louise Davies	Reimburse PDA Drivers Test & MR Drivers Licence - Burekup BFB - ESL Recurrent Exp	MUNI	146.50
EFT51568	27/04/2023	Katy Rawlings	Reimburse Working With Children Check Fee	MUNI	87.00
EFT51569	27/04/2023	Kenny Pomare	ERC Umpire Payment - 26/04/2023	MUNI	54.00
EFT51570	27/04/2023	KMART	ERC - Creche, Group Fitness & Court Items and Items for Community events	MUNI	687.50
EFT51571	27/04/2023	Landgate	GRV Interim Valuation : 18-31/03/2023	MUNI	261.35
EFT51572	27/04/2023	Leschenault Biosecurity Group Inc	Refund Hall Hire Bond. Receipt # 131223	MUNI	540.00



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT51573	27/04/2023	Marece Hetaraka	ERC Umpire Payment - 26/04/2023	MUNI	108.00
EFT51574	27/04/2023	Maya Ixchell Spilsbury-Slee	Youthfest - Musician	MUNI	250.00
EFT51575	27/04/2023	Megan Yardley	Reimburse Goods Purchased for ERC Cafe	MUNI	10.83
EFT51576	27/04/2023	Modern Teaching Aids Pty Ltd	ERC - Creche Supplies	MUNI	687.61
EFT51577	27/04/2023	One Eleven (WA) Pty Ltd - Roofwest	Offensive Graffiti Removal - Eaton Skate Park - Vandalism	MUNI	4,015.00
EFT51578	27/04/2023	Orbit Fitness Equipment	Slam Balls & Resistance Bands - ERC - Fitness Centre	MUNI	242.00
EFT51579	27/04/2023	Perkins WA Pty Ltd	Shire of Dardanup - Design & Construct Contract - New Admin, Library & Community Building: Progress Claim # 10	MUNI	655,820.71
EFT51580	27/04/2023	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	542.70
EFT51581	27/04/2023	PFI Supplies	Toilet Rolls: Dardanup Boyanup-Picton Toilet	MUNI	56.75
EFT51582	27/04/2023	R & S Co Pty Ltd T/as Fresh Floral Studio	Sympathy Flowers - Mrs Lucille Piesse (Brian Piesse)	MUNI	110.00
EFT51583	27/04/2023	Rent A Fence	Hire of Temporary Fencing - Glen Huon Oval	MUNI	2,752.75
EFT51584	27/04/2023	Sanpoint Pty Ltd as Trustee for The Fiore Family Trust	Contract Con F0311268 - Dardanup Civic Precinct - Progress Claim # 7	MUNI	1,014.57
EFT51585	27/04/2023	Sarah Burrows	ERC Umpire Payment - 26/04/2023	MUNI	81.00
EFT51586	27/04/2023	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	1,232.60
EFT51587	27/04/2023	Scope Electrical Contracting Pty Ltd	Further Repair to Lofthouse Park Lights	MUNI	545.16
EFT51588	27/04/2023	Signs Plus	Badges - ERC & Admin OH	MUNI	192.50
EFT51589	27/04/2023	South West Networking	Remove Bulk Debris From Dardanup Administration Office Roof, Valleys & Gutters	MUNI	550.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT51590	27/04/2023	Southern Lock And Security	Replace Front and Rear Door Locks, Key Alike & Provide 3 Keys to The Shire - Eaton Caw Hall	MUNI	137.50
EFT51591	27/04/2023	Spotlight Pty Ltd	ERC - Vacation Care Items	MUNI	29.72
EFT51592	27/04/2023	Stratagreen	Tree Stakes & Coir Logs - Environmental Expense & Collie River Foreshore	MUNI	15,328.41
EFT51593	27/04/2023	Synergy	Electricity Supply - 4 x Shire Locations	MUNI	11,375.54
EFT51594	27/04/2023	Te Wairimu Elinor Pomare	ERC Umpire Payment - 26/04/2023	MUNI	54.00
EFT51595	27/04/2023	Telstra	Internet Service - Waterloo Bush Fire Brigade	MUNI	100.00
EFT51596	27/04/2023	The Good Guys	ERC - Purchase of New Freezer for Kitchen - Chiq 380L Vertical Hybrid Freezer	MUNI	1,052.00
EFT51597	27/04/2023	Total Eden Pty Ltd	Reticulation Maintenance & Repairs - Lofthouse Ave	MUNI	129.48
EFT51598	27/04/2023	Trent Anderson	Reimburse Working With Children Check Fee	MUNI	87.00
EFT51599	27/04/2023	Veolia Recycling & Recovery Pty Ltd	Monthly Shire Bin Collection - March 2023	MUNI	87,086.38
EFT51600	27/04/2023	WA Distributors Pty Ltd	ERC - Cafe Order	MUNI	198.10
EFT51601	27/04/2023	Western Australian Treasury Corporation	Principal: Loan 61 - Lot 4579 Panizza Road	MUNI	14,599.19
EFT51602	27/04/2023	Winc Australia Pty Ltd	Stationery Expense - Admin O/H	MUNI	613.46
EFT51603	27/04/2023	Work Clobber	Tom Saul - Steel Blue Safety Boots - Protective Clothing - Public Works	MUNI	197.10
EFT51604	27/04/2023	X5 Academy	Youthfest - X5 Academy Providing 3 Hours Workshop/Engagement/Entertainment	MUNI	1,254.00
EFT51605	27/04/2023	Zachary Cloutman - Cloutz Event Hire	Youthfest - Event Hire Items: Operators, Generators & Delivery Fee	MUNI	1,309.99

**CHEQUES**

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
<b>BPAY</b>					
DD17144.1	06/04/2023	Mine Super	Presidential Allowance	MUNI	3,000.00
DD17180.1	26/04/2023	Alinta	ERC - Quarterly Invoice for Gas Consumption: 13/01-17/04/2023	MUNI	322.00
DD17180.2	26/04/2023	linet Ltd	Monthly Charge for Business NBN100 Value & NBN Wireless 4 Services - May 2023 & Mail Relay - March 2023-2024	MUNI	239.94
<b>CREDIT CARD</b>					
<b>INTERNATIONAL</b>					
DD17139.1	05/04/2023	Pentalogic Technology Ltd	Annual Premium Support & Maintenance: Web Developer Utility (27/02/2023 - 26/02/2024)	MUNI	355.00
DD17170.1	21/04/2023	Netcore J.S.A.	Unimus Yearly License, Switch Backup Software, Per Device, 8/5 Email Support Included - USD 88.50	MUNI	133.95
<b>DIRECT DEBIT</b>					
<b>TRUST</b>					
<b>PAYROLL</b>					
DD17156.1	14/04/2023	Aware Super Pty Limited	Payroll Deductions	MUNI	32,199.52
DD17156.2	14/04/2023	Hughes Superannuation Fund	Superannuation Contributions	MUNI	44.25
DD17156.3	14/04/2023	MLC Super Fund	Superannuation Contributions	MUNI	2,051.62
DD17156.4	14/04/2023	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	466.61
DD17156.5	14/04/2023	One Path Masterfund	Superannuation Contributions	MUNI	151.70
DD17156.6	14/04/2023	Hostplus	Payroll Deductions	MUNI	568.03
DD17156.7	14/04/2023	Suncorp Brighter Super	Superannuation Contributions	MUNI	257.45

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD17156.8	14/04/2023	Local Government Super	Superannuation Contributions	MUNI	268.72
DD17156.9	14/04/2023	Hesta Super Fund	Payroll Deductions	MUNI	1,660.57
DD17156.10	14/04/2023	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,045.50
DD17156.11	14/04/2023	Australian Retirement Trust	Superannuation Contributions	MUNI	167.35
DD17156.12	14/04/2023	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	771.52
DD17156.13	14/04/2023	Australian Ethical Superannuation	Payroll Deductions	MUNI	265.87
DD17156.14	14/04/2023	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	6.17
DD17156.15	14/04/2023	Australian Super	Superannuation Contributions	MUNI	497.34
DD17156.16	14/04/2023	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	422.08
DD17156.17	14/04/2023	IOOF Portfolio Service Superannuation Fund	Superannuation Contributions	MUNI	461.33
DD17156.18	14/04/2023	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	152.83
DD17156.19	14/04/2023	Mercer Super Trust	Superannuation Contributions	MUNI	172.21
DD17156.20	14/04/2023	TWU Superannuation Fund	Superannuation Contributions	MUNI	12.64
DD17156.21	14/04/2023	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	344.51
DD17156.22	14/04/2023	Unisuper	Superannuation Contributions	MUNI	59.26
DD17156.23	14/04/2023	Rest Superannuation	Payroll Deductions	MUNI	2,506.41
DD17156.24	14/04/2023	Plum Superannuation Fund	Superannuation Contributions	MUNI	95.66
DD17156.25	14/04/2023	The Bro Code Super Fund	Superannuation Contributions	MUNI	42.84

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD17156.26	14/04/2023	Media Super	Superannuation Contributions	MUNI	581.61
DD17156.27	14/04/2023	Construction & Building Industry Super	Superannuation Contributions	MUNI	130.02
DD17156.28	14/04/2023	Australiansuper	Payroll Deductions	MUNI	7,390.30
DD17156.29	14/04/2023	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	8.13
DD17156.30	14/04/2023	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	293.50
DD17183.1	28/04/2023	Aware Super Pty Limited	Payroll Deductions	MUNI	31,793.52
DD17183.2	28/04/2023	Hughes Superannuation Fund	Superannuation Contributions	MUNI	37.93
DD17183.3	28/04/2023	MLC Super Fund	Superannuation Contributions	MUNI	1,648.54
DD17183.4	28/04/2023	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	502.16
DD17183.5	28/04/2023	One Path Masterfund	Superannuation Contributions	MUNI	176.98
DD17183.6	28/04/2023	Hostplus	Payroll Deductions	MUNI	605.65
DD17183.7	28/04/2023	Suncorp Brighter Super	Superannuation Contributions	MUNI	257.45
DD17183.8	28/04/2023	Local Government Super	Superannuation Contributions	MUNI	268.72
DD17183.9	28/04/2023	Hesta Super Fund	Payroll Deductions	MUNI	1,511.33
DD17183.10	28/04/2023	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,045.50
DD17183.11	28/04/2023	Australian Retirement Trust	Superannuation Contributions	MUNI	187.90
DD17183.12	28/04/2023	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	764.64
DD17183.13	28/04/2023	IOOF Portfolio Service Superannuation Fund	Superannuation Contributions	MUNI	488.98

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD17183.14	28/04/2023	Australian Ethical Superannuation	Payroll Deductions	MUNI	265.87
DD17183.15	28/04/2023	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	6.32
DD17183.16	28/04/2023	Australian Super	Superannuation Contributions	MUNI	495.15
DD17183.17	28/04/2023	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	422.57
DD17183.18	28/04/2023	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	112.19
DD17183.19	28/04/2023	Mercer Super Trust	Superannuation Contributions	MUNI	172.21
DD17183.20	28/04/2023	TWU Superannuation Fund	Superannuation Contributions	MUNI	12.64
DD17183.21	28/04/2023	Unisuper	Superannuation Contributions	MUNI	181.72
DD17183.22	28/04/2023	Plum Superannuation Fund	Superannuation Contributions	MUNI	95.66
DD17183.23	28/04/2023	Rest Superannuation	Payroll Deductions	MUNI	2,558.29
DD17183.24	28/04/2023	The Bro Code Super Fund	Superannuation Contributions	MUNI	42.44
DD17183.25	28/04/2023	Media Super	Superannuation Contributions	MUNI	581.61
DD17183.26	28/04/2023	Construction & Building Industry Super	Superannuation Contributions	MUNI	234.22
DD17183.27	28/04/2023	Australiansuper	Payroll Deductions	MUNI	7,718.45
DD17183.28	28/04/2023	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	32.50
DD17183.29	28/04/2023	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	293.50
					<b>2,120,078.41</b>

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
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**REPORT TOTALS**

EFT	2,010,417.33
Muni	0.00
Cheque	
Trust	0.00
Payroll	105,610.19
Credit Card	0.00
Direct Debit	0.00
International	488.95
BPAY	3,561.94
<b>TOTAL</b>	<b>2,120,078.41</b>

## CERTIFICATE of Chief Executive Officer

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



**ANDRÉ SCHÖNFELDT**  
Chief Executive Officer

### **Change to Officer Recommendation**

No Change. **OR:**

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

### **Background**

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

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

### **Legal Implications**

#### **Local Government Act 1995**

*S6.5. Accounts and records*

*Local Government (Financial Management) Regulations 1996*

*R11. Payments, procedures for making etc.*

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

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

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

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



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

### **Council Plan**

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

**Environment** - None.

**Precedents** - None.

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

### **Budget Implications**

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

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

### **Council Policy Compliance**

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

### **Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.4.9] for full assessment document.

<b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>		
Risk Event	Schedule of Paid Accounts as at the 30 <sup>th</sup> April 2023	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.
	Reputational	Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively

### **Officer Comment**

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

END REPORT

## 12.5 COMMITTEES

### 12.5.1 Title: Local Emergency Management Committee Meeting Minutes held on the 10<sup>th</sup> May 2023

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

#### DECLARATION OF INTEREST

Elected Member, Cr E Lilly declared a Financial Interest in this item as she owns a business that is a supplier listed in the Welfare Plan.

**MINUTES OF THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY, 10<sup>TH</sup> MAY 2023, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 10.00AM.**

#### **Overview**

The Minutes of the Local Emergency Management Committee Meeting held on the 10<sup>th</sup> May 2023 [Appendix ORD: 12.5.1] are attached.

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Minutes [Appendix ORD: 12.5.1] of the Local Emergency Management Committee Meeting held on the 10<sup>th</sup> of May 2023.**

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

None.

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

None.

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

None.

**17 CLOSURE OF MEETING**

The Presiding Officer advises that the date of the next:

- Special Council Meeting of Council will be Wednesday, the 31<sup>st</sup> of May 2023, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.
- Ordinary Meeting of Council will be Wednesday, the 28<sup>th</sup> of June 2023, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

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