



# **A G E N D A**

## **ORDINARY COUNCIL MEETING**

To Be Held

**Wednesday, 25<sup>th</sup> of August 2021**

**Commencing at 5.00pm**

At

**Shire of Dardanup  
Administration Centre Eaton  
1 Council Drive - EATON**

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Upon request.





## NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup Council will be held on Wednesday, the 25<sup>th</sup> of August 2021 in the Council Chambers, Shire of Dardanup – Administration Centre Eaton, 1 Council Drive, Eaton – Commencing at 5.00pm.

A handwritten signature in black ink, appearing to read "Phil Anastasakis", is positioned above the typed name.

**MR PHIL ANASTASAKIS**  
Acting Chief Executive Officer

Date: 18<sup>th</sup> of August 2021

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

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

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## VISION STATEMENT

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

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## COUNCIL ROLE

<b>Advocacy</b>	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
<b>Executive/Strategic</b>	The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<b>Legislative</b>	Includes adopting local laws, town planning schemes and policies.
<b>Review</b>	When Council reviews decisions made by Officers.
<b>Quasi-Judicial</b>	<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	<b>Almost Certain</b>	The event is expected to occur in most circumstances	The event is expected to occur more than once per year
4	<b>Likely</b>	The event will probably occur in most circumstances	The event will probably occur at least once per year
3	<b>Possible</b>	The event should occur at some time	The event should occur at least once in 3 years
2	<b>Unlikely</b>	The event could occur at some time	The event could occur at least once in 10 years
1	<b>Rare</b>	The event may only occur in exceptional circumstances	The event is not expected to occur more than once in 15 years

**LEVEL OF RISK GUIDE**

CONSEQUENCE		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD		1	2	3	4	5
	Almost Certain	Moderate (5)	Moderate (10)	High (15)	Extreme (20)	Extreme (25)
	Likely	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
	Possible	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely	Low (2)	Low (4)	Moderate (6)	Moderate (8)	Moderate (10)
Rare	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 25<sup>TH</sup> OF AUGUST 2021, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 5.00PM.**

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

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

*Acknowledgement of Country*

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

*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

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

None.

**4 PUBLIC QUESTION TIME**

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

**COUNCIL RESOLUTION**

**THAT ..... be granted leave of absence for the Ordinary Council meeting to be held on the 29<sup>th</sup> of September 2021.**

**6 PETITIONS/DEPUTATIONS/PRESENTATIONS**

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

7.1 Ordinary Council Meeting Held on the 28<sup>th</sup> of July 2021

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Ordinary Meeting of Council held on the 28<sup>th</sup> of July 2021, be confirmed as true and correct subject to no/the following corrections:**

<b>8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION</b>
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8.1 Title: Shire President Monthly Report

Reporting Department: Elected Members

Reporting Councillor: Cr. Michael T Bennett – Shire President

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

<b>Event:</b>	<b>29/07/2021 Dan Perkins, Perkins Building</b>
Report:	Update on the tender results and the Shires position in regard to the new Civic Centre.

<b>Event:</b>	<b>29/07/2021 Patrick Beale, ATC presentation.</b>
Report:	Perfect for what we wanted

<b>Event:</b>	<b>04/08/2021 Reboot Workshop</b>
Report:	Fantastic workshop

<b>Event:</b>	<b>04/08/2021 Dinner with WALGA</b>
Report:	Met with Nick Sloan and Tracey Roberts from WALGA over dinner at Smalls Bar.

<b>Event:</b>	<b>05/08/2021 – Bunbury Geographe Enterprise Alliance</b>
Report:	Initial discussions on development of Wanju/Waterloo.

<b>Event:</b>	<b>09/08/2021 – Councillors Workshop</b>
Report:	

<b>Event:</b>	<b>10/8/2021 – Citygate Presentation</b>
Report:	Discussions on surrounding works

<b>Event:</b>	<b>11/08/2021 – Eaton Bowling Club Tour and presentation</b>
Report:	Councillors and Exec team went on tour of the new Bowling Club facility and then a presentation from the Bowling Club President on proposal for Covers for Green A.

<b>Event:</b>	<b>11/08/2021 – Bunbury Geographe Enterprise Alliance – Board Meeting</b>
Report:	Minutes will be in the info bulletin.

<b>Event:</b>	<b>06/08/2021 – Bunbury Geographe Enterprise Alliance</b>
<b>Report:</b>	Initial discussions on development of Wanju/Waterloo.

<b>Event:</b>	<b>12/08/2021 – South West Sports Development Federation – Breakfast with Champions</b>
<b>Report:</b>	Fantastic discussion on Olympic preparations.

<b>Event:</b>	<b>12/08/2021 – Citizenship Ceremony</b>
<b>Report:</b>	Assisted by Deputy Shire President, 7 Conferees received Citizenship.

<b>Event:</b>	<b>13/08/2021 – Lions at Foreshore</b>
<b>Report:</b>	Looking at relocation of Australia Day Ceremony

<b>Event:</b>	<b>16/08/2021 – Senior Citizens Update</b>
<b>Report:</b>	Mid-Year catch-up and update with Senior Citizens.

<b>Event:</b>	<b>20/08/2021 – SW Zone WALGA Meeting</b>
<b>Report:</b>	Hosted by Shire of Collie.

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

### 9.1 Title: Appointment of Architects for the Shire of Dardanup Administration, Library & Community Building

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

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

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

*Note: Shire President to advise that the meeting will go behind closed doors toward the end of the meeting to discuss S.5.23 section (2)(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*

## 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.*

## 12 REPORTS OF OFFICERS AND COMMITTEES

### 12.1 EXECUTIVE REPORTS

#### 12.1.1 Title: Western Australian Local Government Association Annual General Meeting

<i>Reporting Department:</i>	<i>Executive</i>
<i>Reporting Officer:</i>	<i>Ms Maddie Darch - Executive Assistant</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.1.1 – Risk Assessment</i>

#### **Overview**

Council is to nominate Council representatives for the WALGA convention to be held in September 2021. Council are also invited to submit motions for inclusion in the WALGA Agenda.

#### **Background**

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

The Annual General Meeting (AGM) will be held at Crown Perth, on Monday, the 20<sup>th</sup> of September 2021, commencing at 7:00am.

**Legal Implications** - None.

#### **Strategic Community Plan**

Strategy 1.1.1 -Ensure equitable, inclusive and transparent decision-making. (Service Priority: High)  
 Strategy 1.1.3 -Monitor and ensure compliance with the regulatory framework for local government governance and operations. (Service Priority: High)  
 Strategy 1.1.4 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

**Environment** - None.

**Precedents**

Each Council is to send two representatives as voting delegates to the AGM. The Shire of Dardanup has in previous years endorsed two delegates for the AGM, who also attend the convention.

**Budget Implications**

Council allocates funds in the annual budget for elected member attendance at the WALGA Convention and AGM (GL - 041 1006).

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

**Council Policy Compliance**

CnG CP112 – Councillor Induction Training and Professional Development.

**Risk Assessment**

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

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

**Officer Comment**

Council resolved [175-21] on the 30<sup>th</sup> of June 2021 to nominate Cr. M T Bennett and Cr. P S Robinson as Council’s voting delegates to the 2021 WA Local Government Association Annual General Meeting.

In addition to Cr. M T Bennett and Cr. P S Robinson, Councillors Boyce, Davies, Gardiner, Gillespie and Perks were also authorised to attend the convention and AGM as observers.

Cr. M T Bennett has advised he is no longer available to attend the AGM and Convention and therefore proxy members are required.

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

**Council 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. Nominates Cr. C N Boyce to be a voting member for the Shire of Dardanup in place of Cr. M T Bennett at the 2021 WA Local Government Annual General Meeting and;**
- 2. Nominates Cr. T G Gardiner to be a second proxy voting delegate should the need arise.**



## 12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

### 12.2.1 Title: Department of Local Government, Sport and Cultural Industries Grant Applications

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Lucy Owen-Conway – Manager Place and Community Engagement</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.1 – Risk Assessment</i>

#### **Overview**

The purpose of this report is for Council to consider the submission of applications to the 2021/22 Community Sport and Recreation Facilities Fund (CSRFF) and Club Night Lights Program.

#### **Background**

The CSRFF is a State Government financial assistance program aimed at increasing participation in sport and recreation through rational development of sustainable, good quality, well-designed and well-utilised facilities. There is \$12 million available for allocation in the 2021/22 funding round across three categories:

1. Small Grants for projects up to \$300,000 total value, with a maximum grant of \$100,000. There are two rounds in July 2021 and February 2022.
2. Annual Grants for medium-sized projects of \$300,000 to \$500,000 total value, with a minimum grant of \$100,000 and maximum grant of \$166,000.
3. Forward Planning Grants for significant projects over \$500,000 in value, with a minimum grant of \$166,667 and maximum grant of \$2,000,000.

A new funding scheme has been introduced this year in addition to CSRFF. The Club Night Lights Program will provide financial assistance to develop sports floodlighting infrastructure with the aim of maintaining or increasing participation in sport and recreation through rational development of good quality, well-designed and well-utilised facilities. Through the Club Night Lights Program, the State Government will invest \$10 million over four years towards floodlighting infrastructure.

The maximum grant offered for standard grant applications under both the CSRFF and Club Night lights Program is one third of the total estimated project cost (excluding GST).

At the Ordinary Council meeting held on the 31<sup>st</sup> of March 2021 Council received and adopted the Sport and Recreation Plan 2020 – 2030 [50-21]:

*“THAT Council:*

1. *Receives and endorses the Sport and Recreation Plan 2020 – 2030 Part A - Executive Summary (Appendix ORD: 12.3A).*
2. *Receives and notes the Sport and Recreation Plan 2020 – 2030 Part B – Detailed Plan (provided as an appendices at the 24th of February 2021 Ordinary Council Meeting).*

3. *Instructs the Chief Executive Officer to prepare design and working drawings for both Eaton Oval and Wells Recreation Reserve change rooms and meeting facilities to replace existing buildings.*
4. *Requests that the design and working drawings include other options to accommodate modular and future expansion, to be presented to Council at the 28th of July 2021 Ordinary Council Meeting.”*

The Sport and Recreation Plan identifies the current and future sport and recreation needs of the Council and confirms the short, medium and long term facilities to be considered in the Council’s integrated planning and reporting processes. The Building Asset Management Plan 2021/22-2030/31 was subsequently updated and endorsed by Council at its meeting held on the 28<sup>th</sup> of April 2021 [126-21].

At the Ordinary Council meeting held on the 28<sup>th</sup> of July 2021, Council resolved as follows [228-21]:

*“THAT Council:*

1. *Endorses the Concept Plans of the proposed new Eaton Oval and Wells Recreation Park Change Rooms and Clubrooms in [Appendix ORD: 12.3.1A]; and*
2. *Authorises the Chief Executive Officer to call tenders for the design and construction of the new Wells Recreation Park Change Rooms.”*

At the Ordinary Council meeting held on the 31<sup>st</sup> of March 2021, Council resolved as follows [49-21]:

*“THAT Council:*

1. *Endorses the Eaton Recreation Centre Peer Review of Concept Plans (Appendix ORD: 12.2A) as a Master Plan.*
2. *Notes the quantity survey costs within the Eaton Recreation Centre Peer Review of Concept Plans.*
3. *Incorporates stages 1, 2 and 3 works in the DRAFT 2021/22 Building Asset Management Plan.*
4. *Acknowledges that the outcomes of the future business case will determine the implementation timing of future stages.”*

Based on the aforementioned resolutions Officers recommend that funding applications be submitted for the following projects:

- Forward Planning Grant: R&J Fishwick Pavilion (Eaton Oval Change Rooms and Clubrooms).
- Club Night Lights Program: Glen Huon Oval Lighting (softball and football ovals).

**Legal Implications** - None.

### **Strategic Community Plan**

Strategy 3.2.2 - Deliver a high level Sport & Recreational Services that encourages social connectedness by facilitating community participation in positive social networks, interaction and events. (Service Priority: Very High)

Strategy 1.3.3 - Maximise Shire grant funding received by the Shire. (Service Priority: Flagship)

**Environment** - None.

### **Precedents**

The Shire was successful in obtaining \$20,000 in the 2020/21 CSRFF funding program toward the Eaton Pump Track.

### **Budget Implications**

The 10 Year Building Program contained in 2021-2022 Building Asset Management Plan (BAMP) provides the following allocations for the two projects:

	<b>Eaton Oval Change Rooms and Clubrooms</b>	<b>Lighting to Glen Huon Oval – Softball and Football</b>
Scheduled Year	<b>2022 – 2023</b>	<b>2022 – 2023</b>
Expenditure	\$1,737,469	\$670,856
Grants	\$579,156	\$223,619
Reserve Funds	\$1,158,313	\$447,238

When comparing the Eaton Oval Change Rooms and Clubrooms (R&J Fishwick Pavilion) to the QS estimates the project is expected to be well above the estimated figures:

	<b>2022-2023 Scheduled</b>	<b>Using QS Figures</b>	<b>Variation</b>
Expenditure	\$1,737,469	\$3,200,000	\$1,462,531
Grants	\$579,156	\$1,066,666.67	\$487,511
Reserve Funds	\$1,158,313	\$1,158,313	\$0
Net Cost to Council	\$0	\$975,020	\$975,020

This results in a shortfall of \$975,020. In 2023/24 the BAMP Reserve is forecasted to be \$99,628.00 which is not adequate to fund the shortfall from. Therefore, should Council be successful in receiving a one third grant from CSRFF for the Eaton Oval Change Rooms and Clubrooms, it will need to reconsider in a future review of the BAMP in October 2021 the reprioritisation of building projects. This may include the Burekup Pavilion, with a forecast budget of \$879,577 in 2023/24 in the Long Term Financial Plan, which is composed of loan funds of \$598,384 and grant income of \$299,192.

### **Budget – Whole of Life Cost**

The Whole of Life Cost is the sum of the operations and maintenance cost as well as the renewal cost over the life of the assets.

#### Eaton Oval Change Rooms and Clubrooms

Operations and maintenance cost is estimated at 2% pa of the value of the project, or \$64,000 pa to be carried partly by the club and partly by the Shire as agreed by the lease agreement.

The renewal cost is expressed as an annual average figure and is estimated at 2.5% similar to other club rooms /change rooms in the Shire, or \$79,000 pa. This will be the Council as the owner's responsibility.

#### Lighting to Glen Huon Oval – Softball and Football

These are existing assets and any upgrade to these lights will result in improved operations and maintenance cost at the current level of operation. If usage increases some increase in utility cost can be expected.

**Council Policy Compliance** - None.



**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. Supports the Shire of Dardanup CSRFF Forward Planning application for \$1,066,666 from the Department of Local Government, Sport and Cultural Industries for the Eaton Oval Change Rooms and Clubrooms (R&J Fishwick Pavilion);**
- 2. Supports the Shire of Dardanup Club Night Lights Program application for \$223,618 from the Department of Local Government, Sport and Cultural Industries for lighting to Glen Huon Oval - Softball and Football;**
- 3. Requests the Chief Executive Officer bring a review of the Buildings Asset Management Plan (BAMP) to a Council Budget Review Workshop in October 2021 to reprioritise the building projects in the BAMP and Long Term Financial Plan in order to fund the shortfall of \$975,020 for the Eaton Oval Change Rooms and Clubrooms (R&J Fishwick Pavilion);**
- 4. Endorses the updating of the Long Term Financial Plan and Buildings Asset Management Plan to include Whole of Life operating and capital costs associated with new and reprioritised building projects.**

### 12.2.2 Title: Burekup and Dardanup Recreational Vehicle Stop-Over Sites Policy

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Murray Connell - Manager Development Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.2 – Risk Assessment Tool</i>

#### **Overview**

The purpose of this report is for Council to consider adopting the Burekup and Dardanup Recreational Vehicle Stop-Over Sites Policy.

#### **Background**

Council at its meeting held on 28<sup>th</sup> of January 2015 (Resolution 16-15) designated 2 recreational vehicle stop-over sites in the townships of Burekup and Dardanup.

More recently, Council at its meeting held on the 16<sup>th</sup> of December 2020 (Resolution 342-20) supported the location of the Dardanup site and further requested as follows:

- “4. *Requests the Chief Executive Officer to prepare a policy on caravan parks and camping grounds.*”

This policy has been prepared in response to the above resolution and relates to the conditions of use of the Burekup and Dardanup stop-over sites and the related enforcement of any conditions of use.

The Burekup site is located on a portion of Reserve 46902 Gardiner Street and has 5 designated bays for use for 72 hours only. A permit is required and is obtained from the Burekup General Store at 27 Russell Road, Burekup.

The Dardanup site is located on the northern portion of Lot 34 corner of Little Street and Ferguson Road and has 3 designated bays for use for 24 hours only. A permit is not required to use this site.



Burekup Site



Dardanup Site

**Legal Implications**

The *Caravan Parks and Camping Grounds Regulations 1997* allows the Shire to give its permission to individuals to camp on land that is placed under the care, control and management of the Shire.

**Strategic Community Plan**

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

**Environment** - None.

**Precedents**

Council has previously considered recreational vehicle stop-over sites at its meetings held on the 28<sup>th</sup> of January 2015 and the 16<sup>th</sup> of December 2020, as detailed in the 'Background' section of this report.

**Budget Implications**

There may be budget implications in terms staff costs as attendance will be subject to resource availability and other priority matter, however the policy reinforces that whilst the Council will endeavour to undertake twice-weekly patrols, this cannot be guaranteed and sites may not be routinely inspected/monitored.

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

**Council Policy Compliance** - None.

**Risk Assessment**

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

<b>Tier 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	Failure to act on Council resolution for a policy on caravan parks and camping grounds.
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Council resolution that has not been acted upon.

**Officer Comment**

The policy relates to the conditions of use of the Burekup and Dardanup recreational vehicle stop-over sites and the related enforcement of any conditions of use.

The policy defines Self-Contained Recreation Vehicles (RV's) which are camping vehicles that:

- Provide internal sleeping accommodation;
- Have internal kitchen and dining facilities (including refrigerators and/or freezers);
- Carry their own internal water supply; and
- Have internal shower and toilet facilities with a holding tank that requires access from time to time to a liquid waste dump point.

The policy makes it clear that Shire is under no obligation to provide any facilities to the sites as they are for self-contained RV's only and further that the sites are not intended to directly compete with existing commercial caravan park operators and hence bays cannot be reserved or pre-booked.

The policy also reinforces that whilst the Shire will endeavour to undertake twice-weekly patrols, this cannot be guaranteed and sites may not be routinely inspected/monitored. Attendance will be subject to resource availability and other priority matters.

**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:**

**Adopts the Burekup and Dardanup Recreational Vehicle Stop-Over Sites Policy.**



COUNCIL POLICY NO:-
SDev CP506 – BUREKUP AND DARDANUP RECREATIONAL VEHICLE STOP-OVER SITES

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
Version:	1	New	OCM 25 August 2021	Res: ???/??	Synopsis:	Adopted by Council.
Version:						

**1. RESPONSIBLE DIRECTORATE**

Directorate – Sustainable Development



## **2. PURPOSE OR OBJECTIVE**

Council has designated 2 recreational vehicle stop-over sites in the town-sites of Burekup and Dardanup. This policy relates to the conditions of use of those sites and the related enforcement of any conditions of use.

## **3. DEFINITIONS**

Self-Contained Recreation Vehicles (RV's) are camping vehicles that:

- Provide internal sleeping accommodation;
- Have internal kitchen and dining facilities (including refrigerators and/or freezers);
- Carry their own internal water supply; and
- Have internal shower and toilet facilities with a holding tank that requires access from time to time to a liquid waste dump point.

## **4. POLICY**

- 4.1 The Shire may grant permission for individuals to camp on reserve land under the care, control and management of the Shire and has designated areas in the town-sites of Burekup and Dardanup.
- 4.2 The Burekup site is located on a portion of Reserve 46902 Gardiner Street and has 5 designated bays for use for 72 hours only. A permit is required and is obtained from the Burekup General Store at 27 Russell Road, Burekup.
- 4.3 The Dardanup site is located on the northern portion of Lot 34 corner of Little Street and Ferguson Road and has 3 designated bays for use for 24 hours only. A permit is not required to use this site.
- 4.4 Bays cannot be reserved or pre-booked as it is not intended that the sites will directly compete with existing commercial caravan park operators.
- 4.5 The Shire is under no obligation to provide any facilities to the sites as they are for self-contained RV's only.
- 4.6 Conditions of use include:
  - Toilet, shower, washing and cooking facilities must be contained within the vehicle;
  - Tents, annexes and temporary structures are not permitted;
  - Shire officers may inspect vehicles at any time;
  - Fires prohibited at all times;
  - Dogs to be on a lead and under effective control;
  - Use of generators is not permitted;
  - Noise to be kept to a minimum after 10pm;
  - External clotheslines are not permitted;
  - All grey and black-water must be discharged into the RV's holding tank;
  - Sites cannot be reserved; and
  - Sites may be closed during specific events or times.
- 4.7 The Shire will endeavour to undertake twice-weekly patrols, however this cannot be guaranteed and sites may not be routinely inspected/monitored. Attendance will be dictated by resource availability and other priority matters (such as dog attacks).

- 4.8 Complaints will be addressed dependant on the severity of the situation, but generally attended to the next business day (including issues that arise on the weekends). It should be noted that complaints in relation to anti-social behaviour are police matters and not the responsibility of the Shire to enforce.
- 4.9 In addition, the Shire will take a proactive approach to educate and inform the public on the conditions of use of the sites especially in the lead up to peak holiday periods (e.g. information on the Shire's web site and use of the variable message trailer sign at key locations).

**5. REFERENCE DOCUMENTS**

*Caravan Parks and Camping Grounds Act 1995 and the Caravan Parks and Camping Grounds Regulations 1997.*

**12.2.3 Title: Draft Public Health Plan 2021 – 2025**

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Neil Nicholson - Principal Environmental Health Officer</i> <i>Mr Murray Connell - Manager Development Services</i>
<i>Legislation:</i>	<i>Public Health Act 2016</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.3A – Public Health Plan 2021 – 2025</i> <i>Appendix ORD: 12.2.3B – Risk Assessment</i>

**Overview**

The purpose of this report is for Council to consider adopting the Public Health Plan 2021 – 2025 as a draft for public comment. Should no objections be received, or changes recommended during the public comment period officers are recommending final endorsement of the Plan. Should any objections be received or changes recommended to the Plan a further report will be present back to Council for consideration.

**Background**

The Public Health Plan 2021 – 2025 (the Plan) was developed in accordance with the *Public Health Act 2016* which requires local governments to develop local public health plans. The Plan has a prevention focus by facilitating and encourage the community to live a healthier, happier and longer life through the provision of facilities, infrastructure, services and initiatives. The Plan does not address any clinical treatment of health issues, instead it focusses on aspects that the Shire can directly affect to improve health.

The Plan has been largely informed by community consultation undertaken previously as part of formulating the Shire's Strategic Community Plan, Vision 2050, Place and Community Plan and Sport and Recreation Plan. Additionally the Plan has been informed by ideas and feedback gathered from an online community survey and consultation with the Council's Community Advisory Group, and external and internal stakeholders. Population and health data was reviewed and provided a snapshot of the Shire's lifestyle factors and our community health and wellbeing.

The Plan forms part of the Council's Integrated Planning Framework as an 'informing strategy' with the actions directly relating to the Strategic Community Plan and the Corporate Business Plan.

Please refer to [Appendix ORD: 12.2.3A] for a copy of the Plan.

**Legal Implications**

The *Public Health Act 2016* requires local government to produce a local public health plan for their district. The requirement is detailed in Part 5 of the Act which is anticipated to come into effect in July 2023. All local governments will have 2 years after Part 5 comes into effect to develop a local public health plan (i.e. July 2025).

**Strategic Community Plan**

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

**Environment** - None.

**Precedents** - None.

### **Budget Implications**

There are no additional budget implications from the Plan as all the recommended actions are part of the Council's current operations. The recommended actions for partnerships with health advocacy organisations do not bring any additional cost to the Council as these organisations have their own source of funding.

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

**Council Policy Compliance** - None.

### **Risk Assessment**

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

<b>TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.</b>	
Risk Event	Adoption of the Shire of Dardanup Public Health Plan 2021 – 2025
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	That Council adopt the Public Health Plan 2021 – 2025
Residual Risk Rating (after treatment or controls)	Low (1 – 4)
Risk Category Assessed Against	Health The health and wellbeing of the community not being duly considered, planned and addressed through a Public Health Plan.
	Legal and Compliance The Shire fails to comply with Part 5 of the <i>Public Health Act 2016</i> .
	Reputational The Shire suffering loss to reputation from failing to comply with Part 5 of the <i>Public Health Act 2016</i> and failing to adequately plan for the public health of its community.

### **Officer Comment**

The Council provides a range of services which impact community health and wellbeing. In addition to the more traditional environmental health roles, local governments are now required by the *Public Health Act 2016* to consider all the other activities, programmes, assets and services it provides that protect and promote the health of communities on behalf of their ratepayers. The Public Health Plan consolidates these functions, and provides a framework to integrate, co-ordinate and deliver these functions across various stakeholders.

The Plan fits within the context of the Shire of Dardanup Strategic Community Plan 2020-2030, and the longer-term Shire of Dardanup 2050 Vision, with the overall objective:

*To protect, improve and promote public health and wellbeing amongst all residents of the Shire of Dardanup.*

The Plan has three (3) priority areas that directly align with the Strategic Community Plan, and 2050 Vision. For each priority area is a number of key health and wellbeing themes identified through community and stakeholder consultation data. They are the identified action areas for our community to live a healthy, happy and connected life.

The priority areas and their themes form the basis for the actions of the Plan, and the long-term health and wellbeing outcomes the Plan is seeking to achieve:

1. Priority Area: **Sustainable Environment**  
Themes: - Sport and Recreation Initiatives  
- Environmental Preservation
2. Priority Area: **Connected Community**  
Themes: - Youth Initiatives  
- Mental Health Initiatives  
- Better Access and Connectedness
3. Priority Area: **Healthy Amenity**  
Themes: - Community Safety  
- Better Health and Nutrition

Through the Plan the Council will continue to provide the traditional health roles such as ensuring safe drinking water, managing food safety and control of mosquitoes. However, the Shire will also play a role in building the capacity and wellbeing of the community through the various services, programs, facilities, infrastructure and support it provides to ensure our community is stronger, healthier and more self-reliant. Collaboration with stakeholder and health advocacy organisations forms a key part of the Plan, to increase our community's knowledge on health, and seek opportunities to provide the community with health and wellbeing programs, strategies or initiatives.

This report recommends that Council formally adopt the Plan as a draft for public advertising with a 21 day formal public comment period. If no objections are received then the Officers recommend that the Chief Executive Officer be authorised to endorse Plan as the final Plan. However if any objections or recommendations to change the Plan are received than a further report will be presented back to Council for consideration.

**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. **Adopts the 'Shire of Dardanup Public Health Plan 2021 – 2025' [Appendix ORD: 12.2.3A] as a draft for the purpose of public advertising;**
2. **Publicly advertises the Plan seeking comment for a period of 21 days;**
3. **Authorises the Chief Executive Officer to endorse the 'Shire of Dardanup Public Health Plan 2021 – 2025' [Appendix ORD: 12.2.3A] for final approval should no objections be received, or changes to the Plan suggested during the advertising period; and**
4. **Requires a further report to Council should any objections be received, or changes to the Plan suggested during the advertising period.**

**12.2.4 Title: MARKYT Community Scorecard**

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Lucy Owen-Conway - Manager Place &amp; Community Engagement</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.4A – Catalyse Community Scorecard Report</i> <i>Appendix ORD: 12.2.4B – Risk Assessment</i>

**Overview**

The purpose of this report is for Council to receive and note the outcomes of the Catalyse Community Scorecard.

**Background**

The Shire of Dardanup Corporate Business Plan requires a community satisfaction survey to be undertaken biennially (Action 1.6.1.1). Catalyse Pty Ltd was appointed to undertake this work in April 2021 with the MARKYT® Community Scorecard delivered on 29 June 2021, please refer to [Appendix 12.2.4A].

**Legal Implications** - None

**Strategic Community Plan**

Strategy 1.6.1 - Provide opportunities for the community to engage with Councillors and Staff. (Service Priority: High)

**Environment** - None.

**Precedents**

The previous community scorecard was undertaken by Catalyse in 2011, allowing a trend analysis across a majority of measures.

**Budget Implications**

Officers recommend that Council include a budget allocation of \$23,000 in the 2022/23 Annual Budget to allow the Community Scorecard to be undertaken, per Action 1.6.1.1 of the Corporate Business Plan.

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

**Council Policy Compliance**

Exec CP090 – COMMUNITY ENGAGEMENT

**Risk Assessment**

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

<b>TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).</b>	
Risk Event	MARKYT Community Scorecard
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 Failure to include budget to complete 2022/23 community satisfaction survey per Corporate Business Plan.
	Legal and Compliance Consultation insufficient to comply with requirements for Strategic Community Plan Review.
	Reputational Failure to respond to areas of concern identified by community.

### **Officer Comment**

The Shire of Dardanup commissioned a MARKYT® Community Scorecard to:

- Support a review of the Strategic Community Plan (SCP)
- Assess performance against objectives in the SCP
- Determine community priorities; and
- Benchmark performance.

All community members within the Shire of Dardanup were invited to take part. All household and residential PO Boxes received the scorecard, and supporting communications were included on the Shire of Dardanup website and social media channels. The scorecard was open from the 17<sup>th</sup> of May 2021 through to the 4<sup>th</sup> of June 2021. A total of 606 community members completed the scorecard. This is above the 500 responses required by the Auditor General's recommendations for customer satisfaction surveys.

Catalyse has conducted studies for close to 70 Councils, both regional and metropolitan. This allowed the MARKYT® Community Scorecard to benchmark the Shire's performance compared with other WA Councils that have completed a MARKYT® accredited study within the past three years.

In summary, the Shire of Dardanup's overall performance score is 73 out of 100, 7 index points above the industry standard for Western Australia, and fourth highest scoring regional Council in the state. The Shire received a 100% positive rating as a place to live, with a performance score of 84 out of 100. This is up from 74 out of 100 in 2011. The Shire is leading the industry in three performance areas being: place to own or operate a business; access to housing that meets your needs; and boat ramps.

The stand-out performers compared to the previous 2011 study are:

- Place to live
- Playgrounds, parks and reserves
- Sport and recreation facilities and services
- Local festivals, events, art and cultural activities,
- Town centre development
- Community buildings, halls and toilets
- Library and information services.

The main concern areas are natural disaster management; safety and crime prevention; waste collection services; and conservation and environmental management. The full report is available at [Appendix ORD: 12.2.4A].

**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 and notes the MARKYT® Community Scorecard.**
- 2. Includes \$23,000 as a budget consideration item in the draft 2022/23 budget and biennially in the 2022/23 – 2031/32 Long Term Financial Plan for the Community Scorecard.**



**12.2.5 Title: Eaton Recreation Centre Business Implementation Plan Update**

<b>Reporting Department:</b>	<i>Sustainable Development Directorate</i>
<b>Reporting Officer:</b>	<i>Mr Gary Thompson - Manager Recreation Centre</i>
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>Attachments:</b>	<i>CONFIDENTIAL Under Separate Cover Document – ERC Business Implementation Plan – December 2020 (Under Separate Cover)</i> <i>CONFIDENTIAL Under Separate Cover Document – ERC Business Plan – October 2020 (Under Separate Cover)</i> <i>Appendix ORD: 12.2.5A – Risk Assessment Tool – ERC Business Implementation Plan Update</i> <i>Appendix ORD: 12.2.5B – ERC Operational Plan 2021/2022</i>

**Overview**

An operational analysis and visual functionality audit was undertaken on the Eaton Recreation Centre (ERC) by David Lanfear Consulting in October 2020 followed by a business report in December 2020 that was devised to implement the recommendations. The ERC Business Implementation Plan (BIP) and outlined recommendations have now been implemented and administered for seven (7) months with this report presenting an update on these recommendations.

**Background**

The BIP [Confidential Under Separate Cover Document - ERC Business Implementation Plan – December 2020] grouped various functional review areas (pages 25-29 of the plan) for implementation purposes based upon the fourteen (14) recommendations that were outlined within the David Lanfear Consulting report [Confidential Under Separate Cover Document – ERC Business Plan – October 2020]:

- Business Priorities.
- Critical Success Factors:
  - Memberships.
  - Group Fitness/Gym/Sports Programs.
  - Marketing and Promotion.
  - Revenue.
- ERC Business Goals.
- ERC Business Objectives.
- Staffing.
- Facility Redevelopment Updates.

**Legal Implications** - None.

**Strategic Community Plan**

Strategy 1.1.4 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

Strategy 2.6.1 - Provide a variety of places to live, work and play that meet the current and future needs of the community. (Service Priority: Very High)

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

Strategy 3.2.2 - Deliver a high level Sport & Recreational Services that encourage social connectedness by facilitating community participation in positive social networks, interaction and events. (Service Priority: Very High)

Strategy 1.6.2 - Promote a positive public image for the Council through appropriate marketing activities and high standards of customer service. (Service Priority: Very High)

**Environment** - None.

**Precedents**

The Council in December 2020 noted and endorsed the ERC Business Implementation Plan.

**Budget Implications**

The details of the proposed ERC facility re-developments contained within Stage 1 of the ERC Master Plan are outlined in the officer’s comments further in this report. The Building Asset Management Plan (BAMP) and the 2021/22 Budget has identified Building Reserve funds of \$169,962 for the proposed re-developments along with external funding avenues being sought.

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

**Council Policy Compliance** - None.

**Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.2.5A – Risk Assessment Tool – ERC Business Implementation Plan Update] for full assessment document.

<b>TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).</b>	
Risk Event	ERC Business Implementation Plan Update
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial A previous review of the operational overheads, asset management plans were updated to reflect the cost apportionment would have on whole of budget impacts compared to previous budgets with budgets continuing to be monitored at present

## **Officer Comment**

The ERC BIP grouped various functional review areas for implementation purposes, to ensure better alignment and staging for delivery and implementation. The main items included in the BIP are:

### Business Priorities

Setting business priorities, a vision, critical success factors, business goals and objectives as well as the requirement to compile an annual operational plan for the ERC business unit.

Since the Council endorsement of the ERC BIP, the ERC devised an operational plan for 2021/2022 which all ERC staff had the opportunity to contribute feedback prior to finalisation of the plan.

The vision within the ERC Operational Plan 2021/2022 was:

*“Provide a diverse and affordable range of sport and recreational opportunities to all members of the community to enable an active, healthy, safe and friendly social environment”.*

The four (4) key objectives within the plan were:

- *Promote the ERC as a high performance recreation centre in the Bunbury Geographe region.*
- *Improve the financial sustainability of the ERC.*
- *Develop and maintain positive relationships with existing and new stakeholders to ensure ongoing and increased facility usage.*
- *Engage with existing members and target new members through promotion of the ERC’s programs and services.*

The ERC Operational Plan 2021/2022 outlined a number of KPI’s to achieve the delivery of the plan [Appendix ORD: 12.2.5B – ERC Operational Plan 2021/2022].

### Critical Success Factors

The success of meeting the current service provision, anticipated growth and the effective management of the ERC facility will be measured against the outlined critical success factors of:

#### *Operations*

- The ERC should change its operating hours and rostering to align with facilities of similar size.

#### *Memberships*

- Increasing membership numbers, membership development and support, member retention strategies, member feedback etc.

#### *Group Fitness/Gym/Sports Programs*

- Aligned with member feedback, requests and industry trends

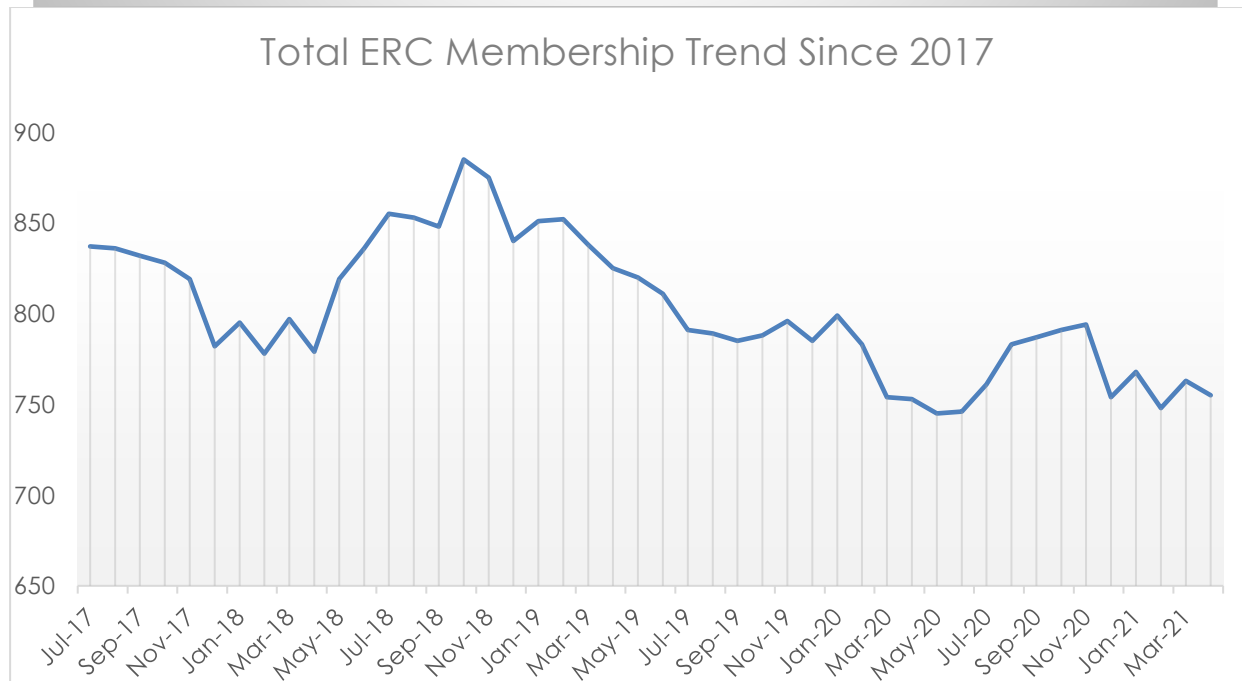
#### *Marketing and Promotion*

- This should be more targeted to relevant demographics and aimed at increasing membership numbers.

The ERC changed its **operational hours** on the 1<sup>st</sup> of February 2021 which allowed for the facility to be opened longer both during the week and at weekends which resulted in more group fitness sessions being on offer along with new programs being introduced.

Since the change to operational hours, the feedback received from members and customers has been positive as the change has allowed for the ERC to meet the needs and requirements of more people in relation to those who want to participate in leisure activities early morning/late evening. The positive change to operational hours can also be seen with the increase in membership numbers since February 2021.

The total number of **active memberships** in January 2021 was **787** with the ERC at present (August 2021) now sitting at **821 active memberships**. The table below shows the ERC membership numbers over the last seven (7) months as well as membership number trend since 2017:



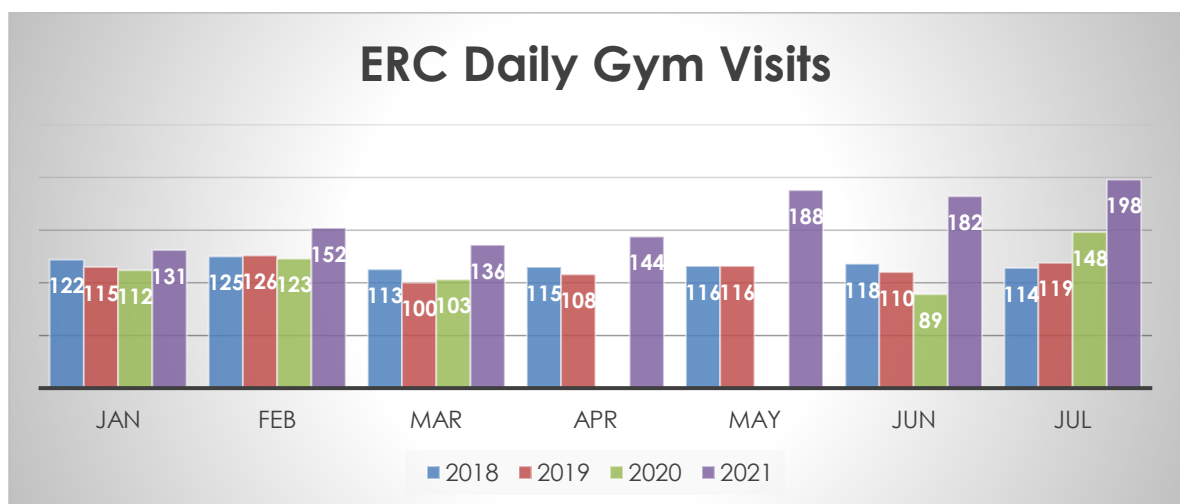
The ERC will be sending out two (2) questionnaires in late August 2021 to both ERC members and the community to ascertain feedback on existing centre operations/programs/services/facility upgrades as well as seeking feedback on potential future considerations which should assist in both membership growth and retention.

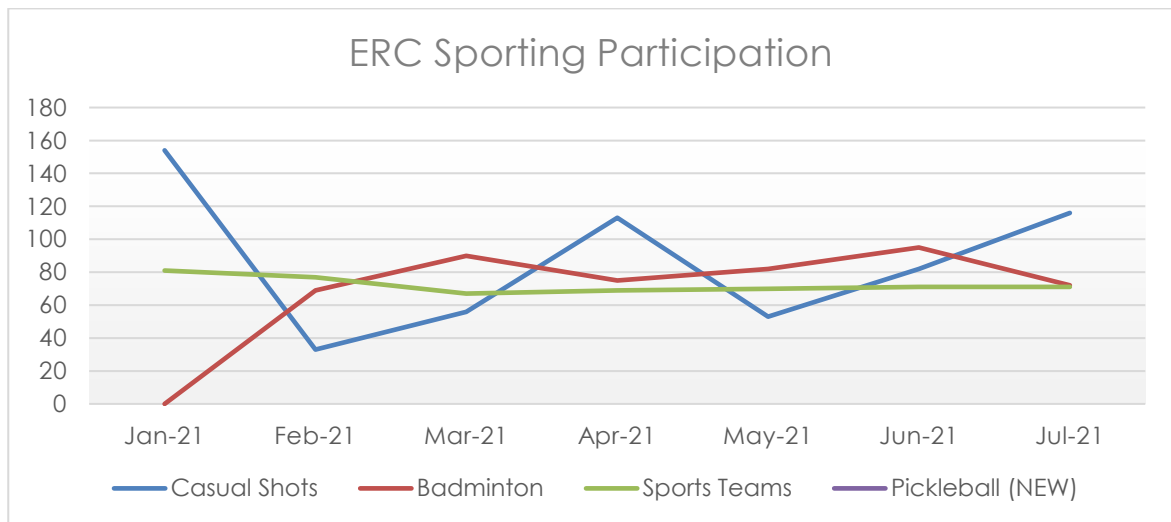
Following on from the change to operational hours at the ERC and liaising with members and researching industry trends in relation to **group fitness, gym activities and sports programs**, the ERC Operational Plan has outlined a wide variety of activities and programs to cater for a wide demographic of the ERC members/customers:

Task	Details
Deliver five (5) Gym Challenges in 2021/22.	'Tour de ERC' Challenge.
	'Record Breakers' Challenge.
	Community Wellbeing Challenge.
	Body Transformation Challenge.
	Challenge the Trainers.

Task	Details
Deliver ERC Social Sporting Competitions.	Organise and administer social sporting competitions throughout 2021/22 - <i>Badminton/Basketball/Netball.</i>
Deliver two (2) New Social Sporting competitions.	Investigate and implement two (2) new social sporting competitions - <i>Bocce/Pickleball</i>

Active gym users and participation numbers in ERC social sporting competitions in the last seven (7) months have continued to grow:





The ERC has recently completed a benchmarking initiative with Parks and Leisure Australia where by the ERC will be benchmarked against twenty three (23) leisure centres across the South West and Metro with such centres as Denmark Recreation Centre, Leschenault Leisure Centre, Narrogin Leisure Centre, Roche Park Recreation Centre, Armadale Arena, Bayswater Rise and Scarborough Leisure Centre.

The benchmarking data will contain information in relation to facility size, facility utilisation, facility financials (revenue/expenses) and staffing. The benchmarking data will be available for the twelve (12) month update on the ERC Business Implementation Plan.

In June 2021, the ERC engaged with Firey Productions to devise a number of digital assets for the ERC to utilise for **marketing and promotion**. The digital assets were a mixture of photographs and videos with the digital assets already being utilised for promotional purposes such as membership promotion and gym challenges:



The ERC has also been successful in securing three major events in 2021:

- Western University Games – September 2021;
- Perth Wildcats Pre-Season Match – October 2021;
- Top Jazz Ballet Competition – November 2021;

The above mentioned events are anticipated to attract a combined attendance of 3,700 to the ERC.

### **Facility Developments**

The ERC Master Plan provides a broad design summary, associated drawings and costings which have been developed in order to provide the Shire of Dardanup with a wide range of options to plan for future re-development at the ERC.

Planning has begun by the ERC for delivery of Stage 1 development works as outlined within the ERC Master Plan. In the coming weeks the ERC plan to advertise a Request for Quote (RFQ) for detailed design and quantity survey (QS) for:

- New Membership Reception;
- Refurbishment of accessible toilets;
- Refurbishment of gym changing rooms;

The new membership reception will allow for a more welcoming entry to the ERC as well as providing a better customer service experience for all attending the centre. The refurbishment of the accessible toilets and refurbishment of the gym changing rooms will consist of removal and replacement of all finishes and fittings including toilets, hand basins, benches, tiles etc.

A further report will be submitted to Council in February 2022 to provide an update on the ERC facility upgrades and seeking approval for the submission of a Department of Local Government, Sport and Cultural Industries (DLGSCI) Community Sport and Recreation Facility Funding (CSRFF) Small Grants application to be utilised for delivering ERC Stage 1 development works. The Shire's BAMP has confirmed funds for 'ERC Stage 1 – Centre Renovation and Expansion Construction Works' with \$146,022.

The ERC will also be conducting the re-arrangement of the existing gym layout to maximise existing space to not only create a new 'functional training area' but also alleviate health and safety concerns in relation to the location of some of the existing gym machines. The proposed new gym layout has been liaised with members and staff with a high amount of positive feedback being received.



In the last seven (7) months the ERC has also conducted the refurbishment the retractable grandstands by replacing all the existing wheels and conducting a full service on the units which will increase the total life span of the grandstands by an additional ten (10) years. The ERC received \$35,000 from the Labour Government through an election commitment to purchase and install a new shot clock/scoreboard on centre court which will benefit not only Eaton Basketball Association but also the South West Slammers.

**Council Role** - Executive/Strategic.

**Voting Requirements** - Absolute Majority.

***Change to Officer Recommendation***

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council notes the updates from the Eaton Recreation Centre Business Implementation Plan [Confidential Under Separate Cover Document - ERC Business Implementation Plan – December 2020] – August 2021.**

*By Absolute Majority*



**12.2.6 Title: State Election Commitment Grant Funding**

<b>Reporting Department:</b>	<i>Sustainable Development Directorate</i>
<b>Reporting Officer:</b>	<i>Ms Lucy Owen-Conway – Manager Place &amp; Community Engagement</i>
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>Attachments:</b>	<i>Appendix ORD: 12.2.6 – Risk Assessment</i>

**Overview**

The purpose of this report is for Council to consider the unbudgeted income and expenditure as a result of the election commitments made by the Western Australian Labor Party.

**Background**

The State Election was held on the 13<sup>th</sup> of March 2021 resulting in the re-election of the WA Labor Party. As part of the election campaign the following promises were made for Shire of Dardanup projects.

- Eaton Boat Ramp Washdown, \$18,000 (GST Exclusive) to install a boat wash down facility at the Eaton Boat Ramp located near the corner of Old Coast Road and Pratt Road.
- East Millbridge Public Open Space playground, \$75,000 (GST Exclusive) to provide a new playground for children in the East Millbridge Public Open Space.
- Eaton Recreation Centre Basketball Clocks, \$35,000 (GST Exclusive) to purchase new electronic clocks/timers to meet national basketball requirements at the Eaton Recreation Centre.

Additionally, the Shire of Dardanup is the auspicing body for two community-driven projects at the request of the groups involved, detailed below. These projects are related to Shire of Dardanup assets.

**Heritage Interpretative Signs**

In collaboration with Dardanup Heritage Collective \$30,000 (GST Exclusive) has been granted to install heritage interpretive signage to form part of a future heritage trail in the Dardanup townsite. A further \$16,592.50 (GST Exclusive) has been granted from the Heritage Council of WA toward this project.

At the 28<sup>th</sup> of April 2021 Ordinary Council Meeting, Council resolved (123-21):

- “2. Approves funding for the cash component only to the following organisation, subject to the Heritage Council Grant being successful:

<b>COMMUNITY GRANTS – LEVEL 3</b> (Funding between \$1,001 - \$5,000 with a 50:50 matching component)		
<i>Dardanup Heritage Collective</i>	<i>\$3,286.00</i>	<i>Establishment of a Heritage Trail in the Dardanup town site. Financial assistance to go towards costs of signage. In-kind support has also been requested.</i>

3. Gives further consideration to the in-kind component applied for by the Dardanup Heritage Collective once confirmation of the Heritage Council Grant's success has been received;
4. Requests the Chief Executive Officer to work with the Dardanup Heritage Collective to deliver on the election commitment received towards this project.”

The in-kind component of their request was further considered at the 30<sup>th</sup> of July 2021 Ordinary Council Meeting (181-21):

*“THAT Council:*

1. *Writes to the Dardanup Heritage Collective congratulating them on securing the funding; and*
2. *Informs the Dardanup Heritage Collective that it does support the in-kind support request for the installation of Heritage Trail signage to a limit of \$5,000.”*

### Dardanup War Memorial Statue

In collaboration with Dardanup Lions Club \$30,000 (GST Exclusive) has been granted to install a statue of a soldier on top of the plinth at the Dardanup War Memorial and provide fixed seating and shade shelter alongside.

At the 26<sup>th</sup> of June 2021 Ordinary Council Meeting, Council resolved (182-19):

*“THAT Council:*

1. *Approve unbudgeted expenditure of \$3,500 from the 2018/2019 Budget (J08717) for the purpose of installing an additional plaque at the Dardanup RSL Memorial, depicting additional names of residents who fought in World War I and II.*
2. *Support the further investigation and inclusion of Stage Two Project works in future Long Term Financial Plans, which will involve the mirroring of brickworks and gardens on the opposite side of the current memorial.*
3. *Support the identification and future application for grant funding towards the Stage Two Project works.*
4. *That drawings and costings of a statue be brought back to Council for consideration as per Stage 3 of the report.”*

The Department of Primary Industries and Regional Development through the South West Development Commission are administering the grants.

### **Legal Implications**

The Local Government Act 1995 requires the Council to consider and approve any changes to the budget.

#### 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 Act 1995 -  
S6.10. Financial Management Regulations**

*Regulations may provide for —*

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

**Local Government (Financial Management) Regulations 1996**

**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.*

The Shire of Dardanup will be responsible for meeting the obligations imposed under the grant agreement and acquitting the funds.

**Strategic Community Plan**

Strategy 2.6.1 - Provide a variety of places to live, work and play that meet the current and future needs of the community. (Service Priority: Very High)

Strategy 1.3.3 - Maximise Shire grant funding received by the Shire. (Service Priority: Flagship)

**Environment** - None.

**Precedents** - None.

**Budget Implications**

There is \$35,000 grant revenue included in the adopted 2021-22 Annual Budget for the Eaton Recreation Centre Shot Clocks (GL 11 2 4503) and a corresponding \$35,000 expenditure line item against the Eaton Recreation Centre Equipment Account (GL 11 3 4002). *The Shot Clocks expenditure and grant revenue was included in the adopted 10 Year 2021/22 to 2030/31 Eaton Recreation Centre Equipment Asset Plan.*

The East Millbridge POS is already included in the 2021/22 Annual Budget. This project is proposed to be delivered across two financial years (2021-2022 and 2022-2023). The 2021-2022 Budget and Asset Management Plans indicate the following funding for the project:

Financial Year	Expenditure	Grant	Council Own Funds	Comments
2021-2022	\$124,950	\$87,465	\$37,485	Grant not sourced at time of budget adoption
2022-2023	\$127,449	\$89,214	\$38,235	Grant not sourced
Total	\$252,399	\$176,679	\$75,720	

The grant of \$75,000 will only fund part of the budgeted grant amount. Officers are seeking other options to make up the balance of grant funding required for the project.

There is no budgeted income or expenditure included in the 2021/22 Annual Budget for the boat wash down facility project and therefore Council authorisation is required.

### **Budget – Whole of Life Cost**

The Whole of Life Costs (WOL) is the sum of operations and maintenance cost as well as the renewal cost over the life of the asset. The following table shows the expected additional average annual expenditure required:

Whole of Life Cost	Replacement Cost	Useful life	Average Renewal cost over life per annum	Operations and maintenance cost (2%)
Eaton Boat Ramp Washdown	\$18,000	30	\$600	\$360
East Millbridge Public Open Space playground	\$252,339	15	\$16,823	\$5,047
Eaton Recreation Centre Basketball Clocks	\$35,000	15	\$2,333	\$700
Total	\$305,339		\$19,756	\$6,107

The total additional whole of life cost is estimated at \$25,863 per annum as a result of these new assets.

**Council Policy Compliance** - None.

### **Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.2.6] for full assessment document.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	State Election Commitment Grant Funding
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                      Over expenditure of funded projects.
	Service Interruption              Failure to accept income and expenditure will result in reduced level of service to community.
	Legal and Compliance              Inability to meet terms of grant agreement.

### **Officer Comment**

The election commitment funding presents an opportunity to progress with otherwise unbudgeted projects to the benefit our community.

The Eaton Recreation Centre Shot Clocks have been campaigned for by the Eaton Basketball Association and South West Slammers and will greatly assist these clubs in their games. The Eaton Boat Ramp Washdown will complement the recently renovated Eaton Boat Ramp and finger jetty located on the Eaton Foreshore, and the new playground at the East Millbridge Public Open Space will cater for families in the area.

Shire Officers have been assisting the Dardanup Heritage Collective with their Heritage Trail signage project. In addition to the cash and in-kind support received by the Shire, the project has been successful in obtaining funding from the Heritage Council of WA in addition to the election commitment grant. Officers have also been working with the Dardanup Lions Club on stage three of the Dardanup War Memorial project which includes the installation of a soldier statue atop the existing memorial. The funding received through the election commitment grant will allow the Lions Club to construct the statue as well as install several sheltered park settings in the vicinity.

As the Council will be the recipient of the funding for these supported projects, Officers will be responsible for the overall project management including ensuring quotations are obtained as per our purchasing policy, raising of purchase orders and payment of invoices, conducting community consultation, and arranging relevant approvals. A further report for each project will be presented to Council for consideration and endorsement prior to installation.

**Council Role** - Executive/Strategic.

**Voting Requirements** - Absolute Majority.

### **Change to Officer Recommendation**

No Change. **OR:**

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

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

- 1. Authorises unbudgeted grant income in the 2021-2022 Annual Budget of \$18,000 (GST exclusive) from the South West Development Commission for the Eaton Boat Ramp Washdown.**
- 2. Authorises unbudgeted expenditure in the 2021-2022 Annual Budget of \$18,000 (GST exclusive) for the Eaton Boat Ramp Washdown.**
- 3. Recieves Grant income of \$75,000 (GST exclusive) from the South West Development Commission for the East Millbridge Public Open Space Playground Project scheduled in the 2021-2022 Annual Budget.**
- 4. Authorises unbudgeted grant income in the 2021-2022 Annual Budget of \$30,000 (GST exclusive) from the South West Development Commission and \$16,592.50 (GST exclusive) from the Heritage Council of WA for the Heritage Interpretative Signs.**
- 5. Authorises unbudgeted expenditure in the 2021-2022 Annual Budget of \$46,592.50 (GST exclusive) for the Heritage Interpretative Signs.**
- 6. Authorises unbudgeted grant income in the 2021-2022 Annual Budget of \$30,000 (GST exclusive) from the South West Development Commission for the Dardanup War Memorial Statue.**
- 7. Authorises unbudgeted expenditure in the 2021-2022 Annual Budget of \$30,000 (plus GST) for the Dardanup War Memorial Statue.**
- 8. Endorses the updating of the Long Term Financial Plan and Asset Management Plans to include Whole of Life operating and capital costs associated with these new projects.**

*By Absolute Majority*

**12.2.7 Title: Tronox Sponsorship for Spring Out Festival**

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Lucy Owen-Conway - Manager Place &amp; Community Engagement</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.7 – Risk Assessment</i>

**Overview**

The purpose of this report is for Council to consider the unbudgeted income and expenditure as a result of the successful Tronox sponsorship approach for the 2021 Spring Out Festival.

**Background**

On the 14<sup>th</sup> of July 2021, Shire Officers presented a sponsorship strategy development plan to Councillors at a workshop. The plan outlined the approach Officers intend to take in obtaining corporate sponsorship. The possibility for naming-rights sponsorship was discussed in terms of obtaining major sponsors for events.

Since this workshop, Officers have been successful in securing the first major event sponsorship. Tronox have come on board as naming rights sponsor for the 2021 Spring Out Festival, at a cash value of \$10,000 - matching the cash component of the Shire. The 2021 event will, therefore, be named the Tronox Spring Out Festival.

**Legal Implications**

The Local Government Act 1995 requires the Council to consider and approve any changes to the budget.

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 Act 1995 -****S6.10. Financial Management Regulations**

*Regulations may provide for —*

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

**Local Government (Financial Management) Regulations 1996**

**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.*

As part of the sponsorship, Tronox will receive major sponsor benefits including naming rights, logo on all promotional material and a stall or other presence at the event.

**Strategic Community Plan**

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

Strategy 1.3.3 - Maximise Shire grant funding received by the Shire. (Service Priority: Flagship)

**Environment** - None.

**Precedents** - None.

**Budget Implications**

There is \$60,000 expenditure in the adopted Annual Budget 2021-22 for Events and Festivals (J11901). This includes the delivery of multiple events including Spring Out Festival, Movies by Moonlight, Youth Week, Seniors Celebration Day, Walk in the Wildside, and a new arts event (Enlighten).

There is no income forecast in the Annual Budget 2021-22 for sponsorship and grant income for events. Therefore, Council is required to authorise the unbudgeted expenditure and income as a result of the Tronox sponsorship.

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

**Council Policy Compliance** - None.



### **Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.2.7] for full assessment document.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Tronox Sponsorship
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	Service Interruption      Failure to accept income and expenditure will result in reduced scale of event.
	Legal and Compliance      Inability to meet terms of sponsorship.
	Reputational      Community perception of alignment to sponsor that is involved in mining and processing.

### **Officer Comment**

The Shire has a longstanding relationship with Tronox who have sponsored several initiatives in the past including Paint the Town READ and Leeuwin Scholarships in 2015/2016 and 2016/2017. Tronox operations have been in the region for 60 years and has employees based in the Shire of Dardanup and surrounding areas. Tronox coming on board as a major sponsor for the Spring Out Festival is an exciting and significant initiative for the company who are committed to supporting projects that benefit the community and raising their profile within the areas they operate.

The sponsorship will allow the Tronox Spring Out Festival to grow significantly compared to previous years. This is a popular event for families within the Shire and surrounding areas, providing three-hours of free and accessible experiences at the Eaton Foreshore. Last year the event saw about 3,000 people attend. The additional revenue, and therefore expenditure, will allow the event to grow and increase opportunities to include elements that meet the outcomes of the Place and Community Plan. A key addition to the event is the Scitech Science Wonderland exhibit which is designed for attendees to explore, experiment and discover the world of science, technology, engineering and maths. In addition to the giant inflatables the event is known for, there will be a Library Zone including STEM activities, storytime and Jo Jingles demonstrations; sustainable messages delivered by roving entertainers the Eco Fairies and Junkadelic; opportunities for clubs, community organisations and services to be involved; and plenty more family-focused activities.

In addition to Tronox as the naming sponsor, Optus is a minor sponsor of the event and are running their soccer inflatable at no cost. Woolworths have also been approached to consider providing free fruit for event participants.

The Tronox Spring Out Festival will be held on the 24<sup>th</sup> of October as part of National Children’s Week and will promote the 2021 message of ‘Children have the right to choose their own friends and safely connect with others.’

**Council Role** - Executive/Strategic.

**Voting Requirements** - Absolute Majority.

***Change to Officer Recommendation***

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

- 1. Authorises unbudgeted grant income (Ref GL 11 2 9502) in the 2021-2022 Annual Budget of \$10,000 (GST Exclusive) from Tronox.**
- 2. Authorises unbudgeted expenditure (Ref J11901) in the 2021-2022 Annual Budget of \$10,000 (GST Exclusive) toward the 2021 Tronox Spring Out Festival.**

*By Absolute Majority*

### 12.2.8 Title: Animal Welfare in Emergencies Training Grant Funding

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Erin Hutchins - Coordinator - Emergency &amp; Ranger Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.8A – Animal Welfare in Emergencies - Training Grant Guidelines</i> <i>Appendix ORD: 12.2.8B – Risk Assessment</i>

#### **Overview**

The Council has been successful in its application to the Department of Primary Industries and Regional Development (DPIRD) and WA Local Government Association (WALGA) for the Second Round of the Animal Welfare in Emergencies Grant Program. As per the Animal Welfare in Emergencies - Training Grant Guidelines as found at [Appendix ORD: 12.2.8A], in Round Two, training grants are being offered to cover the cost of Local Government Officers attending a three-day training course delivered by the Muresk Institute.

Officers present this offer to Council for consideration and request the Chief Executive Officer be authorised to accept the offer of Animal Welfare in Emergencies Grant funding from the Department of Primary Industries and Regional Development (DPIRD) and WA Local Government Association (WALGA) as well as authorise unbudgeted income and expenditure to enable Officers to attend the three-day training course.

#### **Background**

After the successful completion of the Animal Welfare in Emergencies project that enabled the Council to review and update their Animal Welfare Support Plan (AWSP), Round 2 of the Local Government Animal Welfare in Emergencies Grant Program offers an opportunity for the Officers to enhance their skills and knowledge in safely dealing with animals during an emergency by completing training with the Muresk Institute.

The Muresk Institute provides training, research and knowledge on modern agriculture and delivers a number of accredited training course at their Northam campus. The three-day course is tailored to Local Governments and their role in emergencies and incorporates compliance with animal welfare regulations, low stress livestock and fauna handling, and theory and practical training in wildlife rescue.

Three opportunities are available to attend the training course, with only 45 positions across the State being offered. Applicants needed to indicate in their application their preferred course date. Each course will be limited to 15 people per course. To be eligible for a grant, Local Government staff who have a direct or indirect role in safeguarding animal welfare in emergencies were encouraged to apply, including, but is not limited to: Emergency Management Officers, Community Safety Officers, and Rangers. There was no limit on the number of applicants from any one Local Government.

## **Legal Implications**

The Local Government Act 1995 requires the Council to consider and approve any changes to the budget.

### *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 Act 1995 -**

### **S6.10. Financial Management Regulations**

*Regulations may provide for —*

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

## **Local Government (Financial Management) Regulations 1996**

*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.*

## **Strategic Community Plan**

Strategy 1.2.3 - Provide professional development and training for staff. (Service Priority: Moderate)

Strategy 1.3.3 - Maximise Shire grant funding received by the Shire. (Service Priority: Flagship)

Strategy 3.4.2 - Maintain appropriate emergency services and planning. (Service Priority: Very High)

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

**Environment** - None.

**Precedents**

Council has previously supported grant funding opportunities that are of benefit to the Shire of Dardanup and the delivery of services to our community. Of recent note is the Council’s successful grant application to the First Round of the Animal Welfare in Emergencies Grant Program worth \$11,000.00, which enabled the Council to review and update their Animal Welfare Support Plan (AWSP).

Further, the Council currently receives funding through the Local Government Grants Scheme (LGGS) to support the Shire of Dardanup Volunteer Bushfire Brigades as well as the Mitigation Activity Fund (MAF) to support the Council reducing its risk to Bushfire. Similarly, funding is not received in full up front and requires the Council to allocate a general ledger to track expenditure, as well as cover costs until payment is received quarterly and the balance upon acquittal submission at the end of the financial year.

**Budget Implications**

Currently, the Animal Welfare in Emergencies - Training Grant revenue and expenditure is not recognised in the 2021-2022 Annual Budget. The Council’s successful application will enable three staff to take advantage of the Animal Welfare in Emergencies Training totalling \$9,405.00 (incl. GST) plus approximately \$1,800.00 for accommodation and meals.

In line with the Animal Welfare in Emergencies - Training Grant Guidelines, the Council will be required to pay for the training package at a cost of \$3,135.00 (incl. GST) plus approximately \$600.00 for accommodation and meals per person and then seek reimbursement. The provision of the following documents, no later than one month after the completion of the training, to support reimbursement is required:

- tax invoice
- copy of the certificate of participation.

General ledger 05 1 3503, previously allocated to track expenditure of the First Round of the Animal Welfare in Emergencies Grant Program, will be utilised.

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

**Council Policy Compliance**

CnG CP034 Procurement Policy

**Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.2.8B] for full assessment document.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Failure to comply with the conditions of the Animal Welfare in Emergencies - Training Grant Guidelines and Letter of Offer
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.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>		
Risk Category Assessed Against	Financial	Failure to comply with the conditions of the Animal Welfare in Emergencies - Training Grant Guidelines and Letter of Offer will cause payment of grant funding to be declined resulting in financial losses.
	Legal and Compliance	Failure to comply with the conditions of the Animal Welfare in Emergencies - Training Grant Guidelines and Letter of Offer will cause the termination of the agreement for default.
	Reputational	Failure to comply with the conditions of the Animal Welfare in Emergencies - Training Grant Guidelines and Letter of Offer will cause the grantor to decline future grant applications made by the Shire.

**Officer Comment**

Through Council’s successful application to the Second Round of the Animal Welfare in Emergencies Grant Program to DPIRD and WALGA, the Council has been rewarded with \$9,405.00 (incl. GST) worth of funding plus approximately \$1,800.00 for accommodation and meals to enable Officers to complete training that will enhance their skills and knowledge in safely dealing with animals during an emergency.

The Department of Primary Industries and Regional Development (DPIRD) and WA Local Government Association (WALGA) will be presenting a Letter of Offer to the Council by 31 August 2021 as their commitment to the grant funding. No formal grant agreement will be required.

Officers are requesting Council authorise the Chief Executive Officer to accept the Animal Welfare in Emergencies Grant funding from the Department of Primary Industries and Regional Development (DPIRD) and WA Local Government Association (WALGA) as well as authorise unbudgeted income and expenditure to enable Officers to attend the three-day training course.

**Council Role** - Executive/Strategic.

**Voting Requirements** - Absolute Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

- Acknowledges and accepts the Shire of Dardanup’s successful application to the Second Round of the Animal Welfare in Emergencies Grant Program worth \$9,405.00 (inclusive of GST) plus \$1,800.00 for accommodation and meals from the Department of Primary Industries and Regional Development and WA Local Government Association.**

- 2. Authorises the Chief Executive Officer to accept the Animal Welfare in Emergencies Grant Program Letter of Offer from the Department of Primary Industries and Regional Development and WA Local Government Association to enable Officers to complete training that will enhance their skills and knowledge in safely dealing with animals during an emergency.**
- 3. Authorises unbudgeted grant income (Ref GL 05 2 3502) in the 2021-2022 Annual Budget of \$9,405.00 (inclusive of GST) plus \$1,800.00 for accommodation and meals from the Department of Primary Industries and Regional Development and WA Local Government Association to enable Officers to complete training that will enhance their skills and knowledge in safely dealing with animals during an emergency.**
- 4. Authorises unbudgeted expenditure (Ref GL 05 1 3503) in the 2021-2022 Annual Budget of \$9,405.00 (inclusive of GST) plus \$1,800.00 for accommodation and meals to enable Officers to complete training that will enhance their skills and knowledge in safely dealing with animals during an emergency.**

*By Absolute Majority*

**12.2.9 Title: Reconsideration of conditions - Approval for Sea Container – Coastal Rowing WA Inc. – Eaton Foreshore**

<b>Reporting Department:</b>	<i>Sustainable Development Directorate</i>
<b>Reporting Officer:</b>	<i>Mrs Cecilia Muller - Principal Planning Officer</i>
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>Attachments:</b>	<i>Appendix ORD: 12.2.9A – Timing for Art Work Appendix ORD: 12.2.9B – Flood mitigation measures Appendix ORD: 12.2.9C – Reasons for location Appendix ORD: 12.2.9D – Risk Assessment Appendix ORD: 12.2.9E – Development Plans</i>

**Overview**

On the 28<sup>th</sup> of July 2021 Council approved the installation of a 40 foot Sea Container by Coastal Rowing WA Inc. at the Eaton Foreshore subject to conditions. Coastal Rowing WA Inc. is seeking Council's reconsideration of conditions relating to the time frame for incorporating public art on the sea container [Appendix ORD: 12.2.9A], and the tethering of the sea container [Appendix ORD: 12.2.9B]. The Club has also provided further information supporting the proposed location of the sea container [Appendix ORD: 12.2.9C].

**Background**

Council at the Ordinary Council Meeting held on the 28<sup>th</sup> of July 2021, resolved [227-21]:

*“THAT Council:*

- 1. 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 and painting of the sea container is to include public art. Prior to painting, the public art design is to be approved by the Shire of Dardanup. 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 sea container is to be fixed to the land to avoid it from floating away during major floods and an engineering certification is to be submitted to the Shire of Dardanup.*
  - f) The approval is granted for a limited period only, namely the 28<sup>th</sup> of July 2021 until the 28<sup>th</sup> 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 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.”*

Following on from the Council Meeting on the 28<sup>th</sup> of July 2021, the Club expressed concerns regarding matters that may impact on their tight timeframes to move premises and requested that Council reconsider conditions c) and e). The Club is also seeking clarification regarding the approved location. These matters are discussed further in the “Officer Comment” section of the report.

### **Legal Implications**

Shire of Dardanup Local Government Property local Law 2007. Clause 1.4 (2)(b) enables Council to enter into an agreement with any person regarding the use of any local government property.

### **Strategic Community Plan**

Strategy 1.1.1 - Ensure equitable, inclusive and transparent decision-making. (Service Priority: High)

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

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

**Environment** - None.

### **Precedents**

At the Ordinary Council Meeting held on the 14<sup>th</sup> of December 2016, Council approved a Traders Permit to The Stand-up Paddle Board Company for a period of 12 months [340-16]. The traders permit allowed the following equipment to be utilised in the approved trading location on Eaton Foreshore.

- Mazda Tribute SUV
- 3m x 3m Marquee
- Fold-out card table (under the marquee) and
- Stand up Paddle Boards & Paddles (under the marquee).

All items above were required to be removed from the reserve at the end of the approved trading day.

### **Budget Implications**

Council at its meeting held on 28 July 2021 resolved that landscaping to screen the sea container will be implemented by the Shire.

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

**Council Policy Compliance** - None.

### **Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.2.9D] for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Approval for Sea Container - Coastal Rowing WA Inc. – Eaton Foreshore
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 Not supporting a community group to deliver activation at the Eaton foreshore to provide access to the community for new type of physical activity.
	Health Not supporting access to an activity that benefits health and well-being of the community.

### Officer Comment

Coastal Rowing WA Inc. has requested that Council reconsider conditions c) and e) of the approval granted at last month’s Council meeting.

- Condition c) reads as follows:

“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 and painting of the sea container is to include public art. Prior to painting, the public art design is to be approved by the Shire of Dardanup. The sea container is to be maintained in a good condition free of graffiti.*”

The Club has provided information [Appendix ORD: 12.2.9A] stating that:

- It will not have access to the container until it is delivered to the Eaton Foreshore,
- The sea container will be painted the same colour as the existing ablutions prior to it being delivered to site. The paint would need to cure before application of artwork.
- Artwork may damage while the container is being transported to the site.
- The Club needs time to formulate an artistic concept.
- The Club needs to appoint an artist.
- The Club needs to secure additional funding.

The Club is requesting 90 days from when the container is placed on-site for the public art to be applied to the container. During this time the Club will work with the Shire Place and Community Engagement staff on the design of the artwork and complete the artwork on-site.

Concerns have also been raised by various Shire officers, including the Shire Parks and Environment team, regarding the quality of the bore water at the Foreshore. If the sea container is painted, the artwork will need to be cleaned with fresh water every week and the protective anti-graffiti product reapplied.

Below are some images of the artwork painted a couple of years ago at Watson Reserve (when it was first done vs now). This was coated with anti-graffiti coatings to try to protect against the bore water.

Photo of art work after it was done in April 2018:



Recent photo of art work:



Council is requested to approve an amendment to the wording of condition c) to allow additional time for the Club to comply with this condition. Officers are also requesting that Council allow some flexibility for alternatives to be explored, this may include metal cut outs on or in front of the sea container.

The proposed wording is as follows:

- 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. Within 90 days of the sea container being brought onto Lot 500 Pratt Road, public art is to be installed on or in front of the sea container to the satisfaction of the Shire of Dardanup. Thereafter the sea container is to be maintained in a good condition free of graffiti.*

Alternatively, Council may wish to delete part of condition c) based on the likelihood of the artwork being damaged by the bore water and the sea container approval being a temporary approval for two years.

➤ Condition e) reads as follows:

- e) *The sea container is to be fixed to the land to avoid it from floating away during major floods and an engineering certification is to be submitted to the Shire of Dardanup.*

The Club has provided information [Appendix ORD: 12.2.9B] stating that:

*The Club has expressed concerns about the proposed tethering. Instead, it proposed that equalising water levels between the inside and outside would be better than “tethering” as it would need significant concrete anchor blocks.*

*Council is requested to approve an amendment to the wording of condition e).*

*The proposed wording read as follows:*

- e) The Club implements measures to ensure that the sea container does not move from its position during floods.

#### Director Infrastructure Comment


The sea container is located in a floodway that will not only flood but will also have significant flows during a flood event. It is therefore imperative to hold the container in place so that it is not carried away by flood waters. In the event of a flood, there will be advanced warning of the pending flood event and time available to evacuate and/or prepare the flood areas before the banks are breached. In the case of the sea container, it would not need to be fully sealed during the flood event. A fully sealed sea container would require significant anchoring to hold in position – such anchoring would likely to be intrusive on the foreshore area. The anchoring could be economised if the sea container could be flooded during the event, equalising the water levels and thus reducing the need for a more extensive anchoring system. It is suggested that the condition require the container to be held in place during flood events. The particulars of how this is achieved is to be developed in consultation with and to the satisfaction of Shire officers.

#### Location of the container

Following on from the Council Meeting held on the 28<sup>th</sup> of July 2021, the CEO requested that before installing the sea container, further consideration is to be given to the orientation of the sea container. Officers were asked to consider turning the sea container perpendicular to the river and placing it in between clumps of trees to reduce the surface area viewed from the road.

The Club has provided information [Appendix ORD: 12.2.9C] stating that:

The proposed location was considered to meet the selection criteria based on minimised visual impact, no interference with infrastructure such as power and reticulation, and minimised impact of the Club’s operations.

<b>Consideration of placement of sea container at the Eaton Foreshore</b>	
<p>Proposed location [Appendix ORD: 12.2.9E]</p> 	<p>Alternative two locations:</p> 
<p>Orientation: As per the proposal to Council, the narrow end of the sea container where the door is located will be facing Old Coast Road. The existing gazebo and BBQ may provide some screening from the boat ramp parking area.</p>	<p>Orientation: Placing the sea container between clumps of trees perpendicular to the original proposal, the 12m side of the sea container will be facing Old Coast Road.</p>
<p>The sea container will be delivered to the site on a side loader. No vegetation would need to be removed to place the container on-site at the proposed location.</p>	<p>Placing the container between clumps of trees would require sufficient space for both the side loader and sea container to fit into the space side by side. Extensive pruning of low hanging branches would need to occur. This will defeat the purpose of placing the container in an area where the branches could have provided some screening.</p>
<p>The proposal is currently to place the sea container behind the existing row of trees in the photo. The existing trees will provide partial screening from Pratt Road. The landscaping cost will be less at this location as landscaping will consist of infill planting of medium shrubs to provide further screening. Officers initially proposed this location as there will be no impact on the existing reticulation and the area is flat enough requiring minimal site works, if any.</p> 	<p>Pruning of tree branches would need to occur to place the sea container in the alternative location. Both the sea container and the truck would need sufficient clearance from the existing vegetation for the unloading of the sea container. There will be less screening by existing vegetation when viewed from Pratt Road.</p> 

As stated in the report that went to Council on the 28<sup>th</sup> of July 2021, the proposed location was selected in consultation with staff from the Shire of Dardanup Infrastructure Directorate. The site for the sea

container was deemed as the most suitable on the Foreshore for several reasons, and in particular relevant to this location:

- *Situating the sea container next to existing trees will assist with screening and the sea-container will have minimal impact on the open lawn areas.*
- *It is expected that the sea container will have minimal impact on festivals and other events on the foreshore.*
- *The Shire's irrigation system in the location can be modified with minimal effort and without impact on the surrounding area.*

### Summary

Officers recommend that Council agrees to amend the wording of condition c). This will allow the Club time to work with the Shire PACE staff to ensure that the artwork is appropriate, secure funding, and appoint an artist.

Officers recommend that Council agrees amending the wording of condition e) as it will allow the Club to explore alternative less intrusive flood mitigation methods.

Officers recommend that Council approve the location of the sea container in its original proposed location as the excising trees will provide partial screening when viewed from Pratt Road. There will be ample space for the unloading of the sea container and the use of the side loader will not require removal of low hanging branches. Limited additional infill of screen vegetation will be required. The area is reasonably flat, and there will be minimal impact on the irrigation system.

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

### **OFFICER RECOMMENDED RESOLUTION 'A':**

#### **THAT Council:**

- 1. Rescinds Part 1 of Resolution [227-21] dated 28 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. Within 90 days of the sea container being brought onto Lot 500 Pratt Road, public art is to be installed on or in front of the sea container to the satisfaction of the Shire of Dardanup. 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 position 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 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.
- j) Approves the location of the sea container in accordance with the plans contained in [Appendix ORD: 12.2.9E].

**OR**

**OFFICER RECOMMENDED RESOLUTION 'B':**

**THAT Council:**

1. Rescinds Part 1 of Resolution [227-21] dated 28 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. ~~Within 90 days of the sea container being brought onto Lot 500 Pratt Road, public art is to be installed on or in front of the sea container to the satisfaction of the Shire of Dardanup.~~ 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 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.
- j) Approves the location of the sea container in accordance with the plans contained in [Appendix ORD: 12.2.9E].



## 12.3 INFRASTRUCTURE DIRECTORATE REPORTS

### 12.3.1 Title: Regional Road Group 2022/23 – Five Year Program

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Troy Williamson - Manager Assets</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.3.1A – 5 Year program</i> <i>Appendix ORD: 12.3.1B – Risk Assessment</i>

#### **Overview**

Nominations are called annually by the Regional Road Group (RRG) for the funding of projects which meet the criteria under the program guidelines. Council is requested to endorse the submission of the 2022/23 proposed five year program.

#### **Background**

Only projects on Roads of Regional Significance are considered for this funding program. Roads of Regional Significance are identified in the Roads 2030 Strategy.

This strategy document outlines the local authority roads in the South West Region which are considered as Roads of Regional Significance and the improvements required to achieve a desirable level of service. To be considered as a Road of Regional Significance, roads must meet a range of eligibility criteria and the scrutiny of all 16 Councils which make up the South West Region. The document is also independently assessed together with Main Roads WA and is endorsed by the Minister for Transport.

Submissions for the 2022/23 RRG funding round are due for submission to Main Roads WA on 30 August 2020. Shire of Dardanup staff have taken projects from the Road Asset Management Plan (RAMP) for nomination.

The five year program to be submitted for consideration in the 2022/23 funding round is provided [Appendix ORD: 12.3.1A].

#### **Legal Implications**

Regional Road Groups exist across the various regions in the State with the purpose of administering funding under the State Road Funds to Local Government Agreement. The funding is insufficient to fund every local government road and it is agreed through the development of the Roads 2030 Strategy to distribute funds to roads, which are deemed to be regionally significant. Project nominations must align with the roads and strategies identified in the Roads 2030 Strategy.

If the Shire's nominations are approved, the projects will need to meet the terms and conditions of funding under the program. It should be noted that, should circumstances arise that result in the inability to deliver a nominated project, Council is not obliged to undertake the works. This may result in the need to re-nominate the project to secure funding for the works should they need to be constructed at a later date.

### **Strategic Community Plan**

Strategy 4.3.3 - Plan and facilitate adequate transport, infrastructure and utility services to meet industry requirements. (Service Priority: Very High)

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

Strategy 5.1.2 - Advocate for transport choices by increasing the availability of safe, affordable and viable transport options. (Service Priority: High)

### **Environment**

Road construction projects undertaken on the Shire's road network need to comply with the requirements of the:

- Environment Protection Act 1986;
- Waterways Conservation Act 1976;
- Aboriginal Heritage Act 1972; and
- Heritage of Western Australia Act 1990.

### **Precedents**

The RRG funding program has been ongoing for many years and Council has approved nominations to this program in the past.

### **Budget Implications**

Projects funded through the RRG funding program are funded on a 2 for 1 contribution basis. This means that the Shire is required to contribute one-third of the cost of the project with the remaining two-thirds funded by the RRG. The funding received through the RRG forms a substantial portion of the Shire's road funding.

The following projects are nominated for the 2022-2023 financial year:

ROAD NAME / SECTION	Total Project Cost	RRG Funding to be Received	Shire Own Funds
Pile Road (SLK 0.05 – SLK 16.78)	\$750,000	\$500,000	\$250,000
Eaton Drive (SLK 0.40 – SLK 1.70)	\$750,000	\$500,000	\$250,000
Hynes Road (SLK 0.00 – SLK 2.41)	\$300,000	\$200,000	\$100,000
Totals	\$2,070,000	\$1,380,000	\$690,000

The following comments are made in regards to the above project nominations:

- Pile Road – this project is currently listed in the adopted 2021 RAMP as \$738,468 which is the 2021 value of the works. The application is rounded to \$750,000 to cover cost escalation.
- Eaton Drive – this project is also currently listed in the adopted 2021 RAMP.
- Hynes Road – this is a new project that has been added due to recent inspection of the road highlighting a need to carry out a surface correction of rutting on the road. This project will be added to the next review of the RAMP.

The following projects are nominated for the 2023-2024 financial year:

ROAD NAME / SECTION	Total Project Cost	RRG Funding to be Received	Shire Own Funds
Martin Pelusey Road (SLK 0.00 – SLK 3.03)	\$300,000	\$200,000	\$100,000
Ferguson Road (SLK 0.00 – SLK 0.27)	\$120,000	\$80,000	\$40,000
Totals	\$870,000	\$580,000	\$290,000

The following comments are made in regards to the above project nominations:

- Martin Pelusey Road – this project is currently listed in the adopted 2021 RAMP as \$286,638 which is the 2021 value of the works. The application is rounded to \$300,000 to cover cost escalation.
- Ferguson Road – this is a new project that has been added in case there is a need for surface correction. The need for this project will be further assessment over the coming 12 months but is included in the five year RRG program in case it is required.

The following projects are nominated for the 2026-2027 financial year:

ROAD NAME / SECTION	Total Project Cost	RRG Funding to be Received	Shire Own Funds
Ferguson Road (SLK 0.00 – SLK 0.27)	\$750,000	\$500,000	\$250,000
Moore Road (SLK 0.60 – SLK 1.60)	\$750,000	\$500,000	\$250,000
Totals	\$1,500,000	\$1,000,000	\$500,000

The following comments are made in regards to the above project nominations:

- Moore Road – this project is currently listed in the adopted 2021 RAMP as \$608,007 which is the 2021 value of the works. The application is rounded to \$750,000 to cover cost escalation.
- Ferguson Road – this project is currently listed in the adopted 2021 RAMP as \$244,202 which is the 2021 value of the works. The application is rounded up significantly to \$750,000 to enable future stages to be brought into one year instead of multiple years. This project is in five years' time and provides Council ample time to adjust the project value and timing when the project is further scoped.

Funding to a maximum of \$500,000 per project per annum is available from the RRG. Should expenditure on a project exceed \$750,000 the Shire will need to fund the additional expenditure from its own sources (i.e. RRG funding is capped at \$500,000 per project per annum).

### **Budget – Whole of Life Cost**

The Roads 2030 Strategy is focussed on the upgrade/improvement of regionally significant roads. Upgrade projects comprise approximately 85% of the funding program, with the remaining 15% of funds available to be allocated to renewal or preservation works.

When determining the projects to be nominated for this program, Shire staff aim to coincide road upgrades with renewal works, which are still classed as upgrade/improvement works by the RRG.

**Council Policy Compliance** - None.

**Risk Assessment**

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Regional Road Group Submission 2022/23
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 not maintained to meet public expectation.

**Officer Comment**

Projects considered for funding under the RRG scheme can be approved as a single year project or a larger, typically more complex, “staged” project that is funded on an on-going basis, over multiple years up to five years. For a project to retain its staged project status and be considered for on-going funding, the following criteria apply:

- The community expectation score shall remain unchanged or increased during the life of the project. A reduction of the community expectation score will automatically remove the project’s staged project status.
- There are no significant amendments to the work activity or Straight Line Kilometre (SLK) range under the project.
- A project may retain its staged project status with a maximum break in ongoing funding of twelve (12) months to complete the final seal of a two stage seal.

The projects proposed to be submitted within the current 2022/23 round of funding are detailed as follows:

<ul style="list-style-type: none"> <li>• <u>Pile Road (SLK 0.05 - SLK16.78)</u> – Last submission of a five year on-going improvement project to widen and reconstruct the road from Ferguson Road to Mungalup Road. Treatment also includes line marking, guardrails and enhanced delineation.</li> </ul>		
Project Year	Works Description	Status
1 (2018/19)	Survey, detailed design, commence construction works to widen, reconstruct and seal stage 1.	Complete
2 (2019/20)	Construction works, widen, reconstruct and seal stage 2.	Complete
3 (2020/21)	Construction works, widen, reconstruct and seal stage 3.	Complete
4 (2021/22)	Construction works, widen, reconstruct and seal stage 4.	Funded / Scheduled
5 (2022/23)	Construction works, widen, reconstruct and seal stage 5.	Proposed

- Eaton Drive (SLK 0.40 – SLK 1.70) – Last submission of a five year on-going improvement project to undertake road and intersection upgrades and modifications from Lofthouse Avenue to Glen Huon Boulevard.

Project Year	Works Description	Status
1 (2018/19)	Project analysis / detailed design.	Complete
2 (2019/20)	Project analysis / detailed design.	Complete
3 (2020/21)	Project analysis / detailed design.	Complete
4 (2021/22)	Installation of traffic signals at the intersection of Glen Huon Boulevard.	Funded / Scheduled
5 (2022/23)	Roundabout modifications at the intersection of Hamilton Road. Upgrade and modifications to the intersection of Hands Avenue.	Proposed

- Martin Pelusey Road (SLK 2.79 – SLK 3.39) – A proposed 3 year improvement project to survey, design, widen, reconstruct and strengthen the roadway to cater for current and future industrial expansion.

Project Year	Works Description	Status
1 (2023/24)	Shoulder widening of remaining sections not widened through the BORR Project	Proposed

- Hynes Road (SLK 0.00 – SLK 2.41) – A proposed 1 year preservation project to repair and resurface sections of fatigued pavement to alleviate road wheel path rutting and cracking. As a result of the proposed future Wanju development, the functionality of Hynes Road will change where it will become a lower hierarchy “local access road” providing access to adjoining properties. The proposed preservation works are intended to maintain the current level of service in the most economical way. This will prevent over investment in the short term (0-5 years) until the Wanju development occurs where higher specification /classification roads providing linkages to the South Western Highway and the Forest Highway will be constructed.

Project Year	Works Description	Status
1 (2022/23)	Pavement repair works and road resurfacing.	Proposed

Projects that are listed over the remaining proposed 5 year program are as follows:

- Ferguson Road (SLK 0.27 – SLK 2.29) – Proposed one year road preservation project consisting of pavement reconstruction of Ferguson Road. This project spans the section of road between Little Street and Waterloo Road and will renew the existing pavement.

Project Year	Works Description	Status
1 (2026/27)	Construction works – reconstruct pavement and seal.	Proposed

- Ferguson Road (SLK 0.00 – SLK 0.27) – Proposed one year road preservation project consisting of reconditioning and cement stabilisation of the upper pavement layer of the 2 traffic lanes of Ferguson Road. This project area spans the section of road between the Boyanup – Picton Road and Little Street and will recondition and correct the existing pavement.

Project Year	Works Description	Status
1 (2023/24)	Construction works – Correct pavement and seal.	Proposed

- Moore Road (SLK 0.60 – SLK 1.60) – Proposed one year road preservation project consisting of carriageway reconstruction of Moore Road to rectify pavement fatigue and associated defects.

Project Year	Works Description	Status
1 (2026/27)	Construction works – reconstruct pavement and seal.	Proposed

Council is requested to endorse the 2022/23 nominations. It should be noted that all projects proposed for future funding are subject to Regional Road Group approval and projects successful in securing funding will be used in the development of the Corporate Business Plan, but Council will still have the opportunity to make alterations subject to the outcomes of the Shire's strategic planning process.

### ***Director Infrastructure Comments***

The Roads 2030 Strategy that underpins the projects to be funded through the State Road Funds to Local Government Agreement is currently under review. The Strategy is generally revised every five years; however, the last time it was reviewed is now approaching 10 years. Once reviewed, the updated strategy will become the Roads 2040 Strategy.

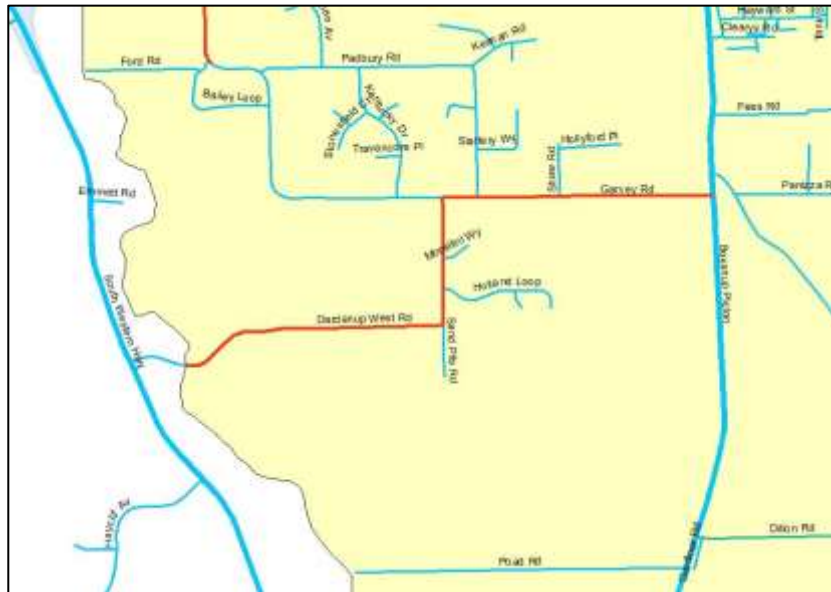
Officers have supported the existing roads identified in Roads 2030 to also be included in Roads 2040 as their function and relevance in the region has not diminished. The following roads are currently included in the Roads 2030:

- Ferguson Road – full length
- Pile Road and Mungalup Road – full length
- Henty Road – full length
- Falcon Road – full length
- Martin Pelusey Road – full length
- Hynes Road – full Length
- Harris Road – from City of Bunbury Boundary to Waterloo Road
- Waterloo Road – full length
- Depiazzi Road, Banksia Road and future connection to Boyanup-Picton Road (proposed Dardanup Bypass Road)
- Moore Road – from BORR Stage 1 to Gavins Gully
- Eaton Drive – full length
- Hamilton Road – full length

Officers have prepared cases for, and nominated, the following new routes for inclusion into the Roads 2040 Strategy:

### Garvey Road – Dardanup West Route

This includes Garvey Road from Boyanup-Picton Road to Dardanup West Road and the full length of Dardanup West Road. This route was previously nominated but was rejected due to the Shire of Capel objecting to it (Note that the Shire of Capel has approximately 400 metres of the route within their shire). This is an obvious route that connects the South Western Highway to Boyanup Picton Road. It provides a link from Dardanup town and the Ferguson Valley, through the expanding Dardanup West Structure Plan area, over the Preston River and to the South Western Highway, which then provides a major connection to the South West Region. The route is shown in red in the following map.







**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council endorses the submission of the Regional Road Group 2022/23, Five Year Program as follows:**

<b>ROAD NAME / SECTION</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
Pile Road (SLK 0.05 – SLK 16.78)	\$750,000				
Eaton Drive (SLK 0.40 – SLK 1.70)	\$750,000				
Martin Pelusey Road (SLK 0.00 – SLK 3.03)		\$300,000			
Hynes Road (SLK 0.00 – SLK 2.41)	\$300,000				
Ferguson Road (SLK 0.27 – SLK 2.29)					\$750,000
Ferguson Road (SLK 0.00 – SLK 0.27)		\$120,000			
Moore Road (SLK 0.60 – SLK 1.60)					\$750,000
<b>Financial Year Total RRG Pool Contribution</b>	<b>\$1,200,000</b>	<b>\$280,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>
<b>Financial Year Total LGA Contribution</b>	<b>\$600,000</b>	<b>\$140,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>
<b>GRAND TOTAL</b>	<b>\$1,800,000</b>	<b>\$420,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>

**12.3.2 Title: Bunbury Outer Ring Road – Notices of Proposed Road Closures**

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Nathan Ryder - Manager Infrastructure Planning &amp; Design</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.3.2A – Proposed Road Closures Appendix ORD: 12.3.2B – Risk Assessment</i>

**Overview**

The South West Gateway Alliance (SWGA) contacted the Shire with a number of proposed road closures, both temporary and permanent, in relation to the construction of the new Bunbury Outer Ring Road (BORR). The details of the proposed road closures are provided in this report and Council is requested to consider them and allow public notices to be issued in accordance with Section 3.50 of the Local Government Act 1995. Following the public notice period, the matter will be brought back to Council for final determination.

The Chief Executive Officer and Director Infrastructure have delegated authority from Council to approve the closure of thoroughfare under Section 3.50 of the Act. Due to the scale of the impact of the closures the matter is brought to Council for input and consideration.

**Background**

In relation to the construction of the BORR, the SWGA contacted the Shire with a number of proposed road closures. Some of these closures are temporary, but of significant duration, and others are permanent road closures.

Please refer to [Appendix ORD: 12.3.2A] for the information received from SWGA, which shows the proposed road closures in map format.

The proposed road closures are summarised in the following table:

Stage	Road	Section	Closure Type	Proposed Start	Proposed Finish	Duration (Months)
1	Golding Crescent	Martin-Pelusey Road to Nicholson Road	Temporary	1/10/21	23/1/22	4
1	Wireless Road	Harris Road towards South Western Highway (3 km)	Temporary	29/11/21	26/4/23	17
1	St Helena Road	Wireless Road end	Permanent	29/11/21	-	-
1	Bell Road	Wireless Road end	Permanent	29/11/21	-	-
1	Harris Road	Damiani-Italiano Road to Dowdells Line	Temporary	5/1/22	26/4/23	16
2	Martin-Pelusey Road	Copplestone Road to Shire Depot	Temporary	26/4/23	22/12/23	8
2	Waterloo Road	South Western Highway to Wild Rose Road	Permanent	26/4/23	-	-
3	Harris Road	Both sides of BORR	Permanent	22/12/23	-	-
4	Martin-Pelusey Road	Boyanup-Picton Road to Copplestone Road	Temporary	22/12/23	28/6/24	7

The durations of the proposed temporary road closures are significant, ranging from 4 months up to 17 months, and are therefore expected to be quite disruptive to local residents and businesses. The key will be for notices to be provided well in advance so that all appropriate measures can be put in place and allow the Shire's residents and businesses to function as close to normal as possible during the BORR construction period.

Further information is provided in the Office Comment section of this Report.

Council is requested to consider the proposed road closures and allow public notices to be issued. A four-week public submission period is proposed. If any submissions are received, they will be brought back to Council for consideration. If no submissions are received for any of the requested road closures, Council is requested to provide the Chief Executive Officer with delegated authority to issue the order(s) to close those road(s).

### **Legal Implications**

Section 3.50 and 3.50A of the Local Government Act 1995 are applicable for any closures of vehicle thoroughfare:

#### **3.50. Closing certain thoroughfares to vehicles**

- (1) *A local government may close any thoroughfare that it manages to the passage of vehicles, wholly or partially, for a period not exceeding 4 weeks.*
- (1a) *A local government may, by local public notice, order that a thoroughfare that it manages is wholly or partially closed to the passage of vehicles for a period exceeding 4 weeks.*
- (2) *The order may limit the closure to vehicles of any class, to particular times, or to such other case or class of case as may be specified in the order and may contain exceptions.*
- [(3) *deleted*]
- (4) *Before it makes an order wholly or partially closing a thoroughfare to the passage of vehicles for a period exceeding 4 weeks or continuing the closure of a thoroughfare, the local government is to —*
  - (a) *give local public notice of the proposed order giving details of the proposal, including the location of the thoroughfare and where, when, and why it would be closed, and inviting submissions from any person who wishes to make a submission; and*
  - (b) *give written notice to each person who —*
    - (i) *is prescribed for the purposes of this section; or*
    - (ii) *owns land that is prescribed for the purposes of this section;**and*
  - (c) *allow a reasonable time for submissions to be made and consider any submissions made.*
- (5) *The local government is to send to the Commissioner of Main Roads appointed under the Main Roads Act 1930 a copy of the contents of the notice required by subsection (4)(a).*
- (6) *An order under this section has effect according to its terms, but may be revoked by the local government, or by the Minister, by order of which local public notice is given.*
- [(7) *deleted*]
- (8) *If, under subsection (1), a thoroughfare is closed without giving local public notice, the local government is to give local public notice of the closure as soon as practicable after the thoroughfare is closed.*
- (9) *The requirement in subsection (8) ceases to apply if the thoroughfare is reopened.*

*[Section 3.50 amended by No. 1 of 1998 s. 11; No. 64 of 1998 s. 15; No. 49 of 2004 s. 26.]*

**3.50A. Partial closure of thoroughfare for repairs or maintenance**

*Despite section 3.50, a local government may partially and temporarily close a thoroughfare, without giving local public notice, if the closure —*

- (a) is for the purpose of carrying out repairs or maintenance; and*
- (b) is unlikely to have a significant adverse effect on users of the thoroughfare.*

**Strategic Community Plan**

Strategy 4.3.3 - Plan and facilitate adequate transport, infrastructure and utility services to meet industry requirements. (Service Priority: Very High)

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

**Environment** - None.

**Precedents**

Road closures of varying durations have occurred in the past on many occasions in the Shire.

**Budget Implications**

Some Shire staff time and resources will be required to deal with this matter, which will include preparing and issuing the road closure notices as well as communicating with SWGA.

Shire staff will be seeking reimbursement of expenses in relation to any notices and advertising from the SWGA. Therefore, there will be no net cost to Council.

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

**Council Policy Compliance** - None.

**Risk Assessment**

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Notices of Proposed Road Closures
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 Public notices not issued in accordance with Section 3.50 of the Local Government Act 1995.
	Reputational Residents and businesses not given the opportunity to make submissions in relation to road closures.

### **Officer Comment**

The temporary road closures will facilitate the construction of the BORR, whereas the permanent road closures accommodate the final BORR alignment.

For all temporary road closures, road detours will be in place and these are indicated on the maps contained in the Appendices. Local access will be maintained for residents.

Prior to issuing an order to wholly or partially closing a road for a period that exceeds four weeks, a local government must issue a public notice, invite submissions, and consider any submissions made (as per Section 3.50 and 3.50A of the Local Government Act 1995).

The Shire's normal communication process in issuing public notices is as follows:

- Letters sent to individual owners on directly affected properties;
- Shire website;
- Shire Facebook page;
- Shire public noticeboards (administration offices, post offices, Library and Eaton Recreation Centre); and
- Local papers.

In addition to the above, the SWGA has indicated that they will also be putting out communications around the closures and will be engaging with any residents and businesses in the areas.

The timing of the proposed temporary closure of Golding Crescent (Martin-Pelusey Road to Nicholson Road) coincides with the Shire's road widening project on Harris Road (Job Number J12900). A tender addendum was issued early August 2021 to advise tenderers of this possibility and to make suitable allowances in their tenders. This is intended to mitigate any contract variation claims during construction works.

The following proposed permanent road closures have been included in the BORR design for a significant amount of time and Council has been informed of them previously:

- Bell Road – cul-de-sac to be constructed at the Wireless Road end;
- St Helena Road – cul-de-sac to be constructed at the Wireless Road end;
- Waterloo Road – closed at the South Western Highway end; and
- Harris Road – both sides where the BORR crosses Harris Road.

In regards to the proposed temporary closure of Wireless Road from the 29<sup>th</sup> of November 2021 to the 26<sup>th</sup> of April 2023, Council endorsed in-principle the removal of the direct connection of Wireless Road from South Western Highway at its meeting held on the 20<sup>th</sup> of April 2021 (Council Resolution 109-21), repeated herewith:

*“THAT Council:*

1. *Endorses in-principle the removal of the direct connection of Wireless Road from South Western Highway;*
2. *Requests the Chief Executive Officer to complete a Consultation Strategy and carry out Community Consultation, including all relevant stakeholders, as well as publically advertise the proposal in accordance with Section 3.50 of the Local Government Act; and*
3. *Requests the Chief Executive Officer to bring the matter back to Council once the Community Consultation is complete in order to seek approval from Council as to the exact location of the barrier / Cul-De-Sac on Wireless Road as well as advise on costs and timeframe for implementation.”*

As an update on the above Council Resolution, a Consultation Strategy has been prepared and community consultation is ready to commence. Since Wireless Road will be temporarily closed during construction of the BORR project until the end of April 2023, it is proposed to notify the community through the consultation process that the permanent removal of the direct connection of Wireless Road from South Western Highway will not be carried out until after Wireless Road is re-opened from the south, which should coincide with the completion of the BORR project. By that time, Wireless Road will be accessible from the south via the new Shire road, called Discovery Road, which will provide a connection to the South Western Highway, Dardanup and Picton East.

**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. **Authorises the Chief Executive Officer to issue public notices of the following proposed temporary road closures:**
  - **Golding Crescent between Martin-Pelusey Road and Nicholson Road;**
  - **Wireless Road between Harris Road and South Western Highway;**
  - **Harris Road between Damiani-Italiano Road and Dowdells Line; and**
  - **Martin-Pelusey Road between Copplestone Road and Shire Depot.**
2. **Authorises the Chief Executive Officer to issue public notices of the following proposed permanent road closures:**
  - **Bell Road – cul-de-sac at Wireless Road end;**
  - **St Helena Road – cul-de-sac at Wireless Road end;**
  - **Waterloo Road – closed at the South Western Highway end; and**
  - **Harris Road – both sides where the BORR crosses Harris Road.**
3. **Authorises the Chief Executive Officer to invite submissions through the public notices, including the relevant details of each proposal, the location of the thoroughfare and where, when and why it is proposed to be closed. Public notices shall be open for a period of not less than four weeks. If any submissions are received upon conclusion of the public notice period in relation to one of the above public notices, listed in Items 1 and 2, then the Chief Executive Officer must report back to Council for consideration of approving orders of road closures in accordance with Section 3.50 of the Local Government Act 1995, addressing the following matters:**
  - a) **particulars of the proposed road closure; and**
  - b) **the public consultation undertaken and any submissions received.**
4. **Authorises the Chief Executive Officer to approve an order for road closure in relation to one of the above public notices, listed in Items 1 and 2, in accordance with Section 3.50 of the Local Government Act 1995, in the event that no submissions are received upon conclusion of the public notice period.**

5. **Authorises the Chief Executive Officer to notify the community via the community consultation process in relation to the permanent removal of the direct connection of Wireless Road from South Western Highway that the connection will not be removed until after the BORR project is completed and Wireless Road is reopened from the south.**

**12.3.3 Title: Ferguson Valley and Surrounds Community Facilities Plan**

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Vicki Pretorius - Landscape Design Officer</i> <i>Mr Nathan Ryder - Manager Infrastructure Planning &amp; Design</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.3.3A – Ferguson Valley and Surrounds Community Facilities Plan (advertised – now superseded)</i> <i>Appendix ORD: 12.3.3B – Ferguson Valley and Surrounds Community Engagement Outcomes Report</i> <i>Appendix ORD: 12.3.3C – Ferguson Valley and Surrounds Community Facilities Plan Report</i> <i>Appendix ORD: 12.3.3D – Ferguson Valley and Surrounds Community Facilities Plan (amended August 2021)</i> <i>Appendix ORD: 12.3.3E – Ferguson Valley and Surrounds Community Facilities Plan Risk Assessment</i>

**Overview**

The draft Ferguson Valley and Surrounds Community Facilities Plan (The Plan) was advertised to the community for comment and amended following an internal review. The final Plan is now presented to Council for adoption.

**Background**

The Plan provides a visual representation of all current and proposed facilities in the Ferguson Valley and Surrounds, encompassing all rural areas within the Shire that are not covered in the study area of the following townsite facilities plans:

- Burekup Community Facilities Plan – endorsed on the 26<sup>th</sup> of August 2020 [Res: 225-20]
- Dardanup Community Facilities Plan – endorsed on the 24<sup>th</sup> of February 2021 [Res: 34-21]
- Eaton / Millbridge Community Facilities Plan – draft plan endorsed for purposes of advertising to seek community comment, on the 31<sup>st</sup> of March 2021. Council to consider adopting the final Plan following conclusion of the public consultation period.

Areas nominated as Wanju future urban expansion or Waterloo / East Picton future industrial development areas are also excluded from this study.

This Plan was reviewed through the Ferguson Valley Advisory Group in 2020-21. The draft Plan was endorsed by Council to enable public consultation at its meeting held on the 31<sup>st</sup> of March 2021 [Res: 51-21]. The draft Plan that was issued for public consultation is included in [Appendix ORD: 12.3.3A], for reference.

The Community Engagement Report details the outcomes from the public consultation which ran for a total of eight weeks, comprising an initial four week period from the 4<sup>th</sup> of May 2021 to the 1<sup>st</sup> of June 2021 together with an extended engagement period from the 25<sup>th</sup> of June 2021 to the 23<sup>rd</sup> of July 2021 in a bid to attract a greater level of community participation. This outcomes report is included in [Appendix ORD: 12.3.3B].

Also provided is the Ferguson Valley and Surrounds Community Facilities Plan Report (The Plan Report) at [Appendix ORD: 12.3.3C] which contains the derivative list of proposed and possible future projects.



Council is requested to consider the outcomes of the consultations together with the Plan Report and the final Plan, which is included at [Appendix ORD: 12.3.3D].

**Legal Implications** - None.

### **Strategic Community Plan**

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

Strategy 2.5.1 Develop, review and implement Townscape Plans. (Service Priority: High)

Strategy 2.6.1 - Provide a variety of places to live, work and play that meet the current and future needs of the community. (Service Priority: Very High)

Strategy 4.1.4 - Facilitate the provision of essential services and infrastructure to support the growing community and local economy. (Service Priority: High)

Strategy 4.2.3 - Foster and promote the Ferguson Valley as a tourism destination. (Service Priority: Very High)

### **Environment**

The Ferguson Valley and surrounds includes environmentally sensitive areas, including State Forest and waterways. While these are primarily managed by others, including the Department of Biodiversity, Conservation and Attractions (DBCA), it is important to consider any potential environmental impacts when planning for all proposed and possible future projects within the Shire, and to protect and preserve any environmentally sensitive areas as a high priority wherever possible.

### **Precedents**

The Shire adopted the Burekup Community Facilities Plan on the 26<sup>th</sup> of August 2020 [Res: 225-20] and the amended Dardanup Community Facilities Plan on the 21<sup>st</sup> of February 2021 [Res: 34-21].

### **Budget Implications**

The facilities and projects identified in the Community Facilities Plan are either already included in the 2020-2021 Budget, identified within the Shire's 10 Year Programs in the various Asset Management Plans or require further feasibility and consideration on where and how the improvements could be included in the Shire's forward capital works plans. As a result, some projects are already funded through Council's reserves, while some others will require further financial consideration by Council, rely on developer contributions and/or will require grant funding to be able to be delivered.

The Community Facilities Plan identifies the possible timeframes for implementation of the various facilities and projects using colour coding as follows, with Year 1 being set at 2021-22 (the year of anticipated endorsement of the Plan):

**Possible timeframes for implementation are defined as follows:**

	<b>Immediate</b> - within 1 year (Year 1)
	<b>Short term</b> - between 1-4 years (Years 2 to 4)
	<b>Medium term</b> - between 5-10 years (Years 5 to 10)
	<b>Long term</b> - possible future projects (in more than 10 years)
	Projects requiring the cooperation of an external authority or group

Items in the green, yellow and orange categories – with proposed implementation timeframes within the following ten years and as shown above – are already included in the Shire's forward plans. Delivery

timeframes could possibly change depending on funding availability and other changes made by Council including any changes in priority and associated budget allocations.

Items marked with a “\$” are subject to external funding such as grants. Items marked with a “#” relate to projects that will require further consideration including feasibility, funding or the cooperation of an external agency or group and so might not currently be included in the 10 Year Programs.

### **Budget – Whole of Life Cost**

The Plan contains projects that have proposed implementation timeframes ranging from within one year, to more than ten years. There will be budget implications as Council considers which of the projects can be scheduled into the 10 year programs contained in the various Asset Management Plans. As some of the proposed improvements are still to have feasibility and cost estimates determined, the budget implications for the Plan has not yet been confirmed. This will need to be undertaken on a case by case basis, with the higher priority projects most likely considered first as new projects.

It will be important to consider not only the cost of implementation of any proposed improvements, but also the potential implications on the Shire’s ongoing maintenance plans and associated costs.

### **Council Policy Compliance**

Council Policy CP090 – *Community Engagement and the Community Engagement Framework* is applicable to master planning projects such as the Ferguson Valley and Surrounds Community Facilities Plan. In accordance with this policy and in development of the draft Plan, the community has been regularly engaged through the Ferguson Valley Advisory Group. The broader community was consulted in the first half of 2021 and engagement outcomes considered in a design review and amendment of the draft Plan of August 2021.

### **Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.3.3E] for full assessment document.

<b>TIER Choose an item.</b>	
Risk Event	Reputational - Negative perception of the Shire if projects are not programmed to meet Community needs
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Negative perception of the Shire if projects are not programmed to meet Community needs

### **Officer Comment**

The Plan provides advice on the short, medium and long term community facilities to be considered for the Ferguson Valley and Surrounds in the Shire’s forward plans. For the purposes of this study, the Ferguson Valley and Surrounds encompasses all rural areas of the Shire not covered by other townsites facilities plans. The future Wanju urban expansion area and the Waterloo industrial expansion area are also excluded from this study as they are subject to separate and concurrent Planning considerations.

For the purposes of this project, the term 'facilities' is inclusive of all Shire assets and infrastructure, including buildings, formal recreational amenities, community playgrounds, public artworks, tourist amenities, paths, roads, drainage systems, precinct signage, lighting and other public amenities; as well as green spaces such as public open space, environmental corridors, trails and other nature spaces, and streetscapes. The term 'facilities plan' and 'master plan' can be considered to be interchangeable in this regard.

Projects nominated in the draft Plan as proposed or possible future improvements were derived from a review of projects currently included in the Shire's 10 year programs contained in the various Asset Management Plans (AMPs). Any additional improvements included to date have been derived from consultation with Shire staff, through engagement with the Ferguson Valley Advisory Group and input from Ferguson Valley Marketing.

Proposed improvements coded on the Plan in colours green (Year 1 – immediate), yellow (Years 2-4 – Short term) or orange (Years 5-10 – Medium term) are currently included in the Shire's ten year program. Proposed and possible future improvements coded in colours purple and red are not currently included in the ten year program and bringing these forward for earlier implementation would require either Council directive, grants or other funding, or both.

The overall community engagement process comprised of consultation with the community through the Ferguson Valley Advisory Group from 2020 to 2021, together with eight weeks of broader community and external stakeholder consultation in the first half of 2021. Internal Shire departments were also consulted through the Shire's Development Control Unit (DCU) forum on the 3<sup>rd</sup> of March 2021. Details of the community engagement outcomes are included in the Community Engagement outcomes report at [Appendix ORD: 12.3.3B].

Shire staff reviewed the outcomes of the broader community and stakeholder engagement and undertook an analysis of community responses provided, which were mostly provided in the form of comments, both through the Shire's 'Connect' online engagement tool and through written submissions. Staff from the Shire's Infrastructure and Planning departments provided officer comments in response to community comments received.

The list of improvement from the Plan which was advertised in June and July was considered with respect to community comments and to changes which had been made to the Shire's ten year Asset Management Plans, which resulted in a change in priorities for some of the projects.

The proposed improvements included in the March 2021 draft Plan which was advertised to the community for comment were as follows:

**Possible timeframes for implementation are defined as follows:**

	<b>Immediate</b> - within 1 year (Year 1 - i.e. 2020-2021)
	<b>Short term</b> - between 1-4 years (Years 2 to 4)
	<b>Medium term</b> - between 5-10 years (Years 5 to 10)
	<b>Long term</b> - possible future projects (in more than 10 years)
	Projects requiring the cooperation of an external authority or group

*\$ Denotes projects which have been included in the Shire's 2020-21 Asset Management Plans for delivery*  
*# Denotes projects that are subject to feasibility, funding or the cooperation of an external agency or group*  
**All proposed and possible future improvements are subject to feasibility, approval and funding.**

<b>PROPOSED IMMEDIATE IMPROVEMENTS (Year 1)</b>	
<b>1</b>	Gnomesville - New Public Toilets and pathways
<b>2</b>	Waterloo Volunteer Bushfire Brigade - New building
<b>3</b>	Wellington Mill Volunteer Bushfire Brigade - New toilet / shower facility
<b>4</b>	Harris Road - Widening / Reconstruction 0.00 - 1.20 SLK (1)
<b>5</b>	Pile Road - Widening / Reconstruction 0.00 - 1.65, 4.60 - 5.66 SLK
<b>PROPOSED SHORT TERM IMPROVEMENTS (Years 2-4)</b>	
<b>6</b>	Pile Road - Widening / Reconstruction 5.66 - 7.99, 9.01 - 11.56 SLK
<b>7</b>	Pile Road - Widening / Reconstruction 11.56 - 14.05 SLK
<b>8</b>	Pile Road - Widening / Reconstruction 14.05 - 16.94 SLK
<b>9</b>	Dowdell's Line Road - Widening / Reconstruction 3.85 - 5.69 SLK
<b>10</b>	Ferguson Road - Widening / Reconstruction 14.89 - 15.99 SLK
<b>11</b>	Ferguson Road - Widening / Reconstruction 15.99 - 19.93 SLK
<b>12</b>	Martin Pelusey Road - Widening / Reconstruction 0 - 1.25 SLK
<b>13</b>	Martin Pelusey Road - Widening / Reconstruction 1.25 - 2.4 SLK
<b>14</b>	Ironstone Road - Widening / Reconstruction 0.00 - 1.10 SLK
<b>15</b>	Dardanup West Road - Widening / Reconstruction 0 - 1.01 SLK
<b>16</b>	Venn Road - Widening / Reconstruction 0 - 2.22 SLK
<b>17</b>	Joshua Creek (Joshua Brook) Road - Widen gravel 9 - 9.71 SLK
<b>18</b>	Blackspot Proposal - Nomination 1: Henty Road 2.5-5.5 SLK #
<b>19</b>	Blackspot Proposal - Nomination 2: Henty Road 8.0-11.0 SLK #
<b>20</b>	Blackspot Proposal - Nomination 3: Ferguson Road 13.6-19.6 SLK #
<b>PROPOSED MEDIUM TERM IMPROVEMENTS (Years 5-10)</b>	
<b>21</b>	Dardanup West Road - Widening / Reconstruction 1.01 - 2.97 SLK
<b>22</b>	Dowdell's Line Road - Widening / Reconstruction 0.03 - 2.07, 3.41 - 3.85 SLK
<b>23</b>	Crooked Brook Road - Widening / Reconstruction 10.02 - 10.53 SLK
<b>24</b>	Crooked Brook Road - Widening / Reconstruction 10.53 - 12.40 SLK
<b>25</b>	Garvey Road - Widening / Reconstruction 0 - 2.5 SLK
<b>26</b>	Damiani Italiano Road - Widen / Reconstruction 1.97 - 2.98 SLK
<b>27</b>	Harris Road - Widening / Reconstruction 5.76 - 7.44 SLK
<b>28</b>	Giumelli Road - Construct sealed road 2.30 - 4.18 SLK
<b>29</b>	Collie River Road - Widening / Reconstruction 1.61 - 5.47 SLK
<b>30</b>	Collie River Road - Widening / Reconstruction 0 - 1.61 SLK
<b>31</b>	Dillon Road - Widening / Reconstruction 0 - 1.35 SLK
<b>32</b>	Recreation Road - Widening / Reconstruction 1.99 - 2.69 SLK
<b>33</b>	Joshua Creek (Joshua Brook) Road - Widen gravel 6.25 - 7.2 SLK
<b>34</b>	Panizza Road - Widen gravel 1.17 - 3.38 SLK
<b>PROPOSED LONG TERM IMPROVEMENTS (Beyond Year 10)</b>	
<b>35</b>	Joshua Creek (Joshua Brook) Road - Seal 0.0 - 2.20 SLK #
<b>36</b>	Giumelli Road - Widen and seal 0.0 - 2.30 SLK #
<b>37</b>	Dardanup Bypass Road (South HV Link) #
<b>OPPORTUNITIES - May require the operation of an external authority</b>	
<b>38</b>	Ferguson Valley potential scenic photo points (Henty and Ferguson roads) #
<b>39</b>	Possible future picnic spot/s along Preston River, in Dardanup West - Location/s TBC #
-	Additional opportunities to be identified through community and stakeholder engagement

The proposed improvements in the final Plan are as follows:

**Possible timeframes for implementation are defined as follows:**

	<b>Immediate</b> - within 1 year (Year 1 - i.e. 2021-2022) *
	<b>Short term</b> - between 1-4 years (Years 2 to 4) *
	<b>Medium term</b> - between 5-10 years (Years 5 to 10) *
	<b>Long term</b> - possible future projects (in more than 10 years)
	Projects requiring the cooperation of an external authority or group

\* Projects already included in the Shire's Asset Management Plans for implementation

\$ Projects that are subject to external funding such as grants

# Projects that are subject to the cooperation of an external agency or group

**All proposed and possible future improvements are subject to feasibility, approval and funding.**

**Delivery timeframes are subject to change, to reflect any decisions by Council resulting in priority changes.**

PROPOSED IMMEDIATE IMPROVEMENTS (Year 1) *	
1	Gnomesville - New Public Toilets and pathways
2	Waterloo Volunteer Bushfire Brigade - New building
3	Wellington Mill Volunteer Bushfire Brigade - New toilet / shower facility
4	Harris Road - Widening / Reconstruction 0.00 - 1.20 SLK
5	Pile Road - Widening / Reconstruction 5.66 - 7.99, 9.01 - 11.56 SLK
6	Henty Road - Reinstate Shoulders 2.5-5.5 SLK #
7	Henty Road - Reinstate Shoulders 8.0-11.0 SLK #
8	Venn Road - Widening / Reconstruction 0 - 2.22 SLK
PROPOSED SHORT TERM IMPROVEMENTS (Years 2-4) *	
9	Ferguson Road - Widening / Reconstruction 13.56-19.56 SLK
10	Pile Road - Widening / Reconstruction 11.0 - 16.78 SLK \$
11	Joshua Creek (Joshua Brook) Road - Widen gravel 9 - 9.71 SLK
12	Dowdell's Line Road - Widening / Reconstruction 3.85 - 5.69 SLK
13	Dardanup West Road - Widening / Reconstruction 1.01 - 2.97 SLK
14	Martin Pelusey Road - Widening / Reconstruction 0 - 2.40 SLK (MRWA BORR project)
15	BORR - intersecting local roads projects (MRWA BORR project)
PROPOSED MEDIUM TERM IMPROVEMENTS (Years 5-10)	
16	Dardanup Bypass Road - Southern section (HV link) - Banksia Road to Dillon Road \$
17	Dardanup West Road - Widening / Reconstruction 0 - 1.01 SLK \$
18	Garvey Road - Widening / Reconstruction 0 - 2.5 SLK
19	Ironstone Road - Widening / Reconstruction 0.00 - 1.10 SLK
20	Dowdell's Line Road - Widening / Reconstruction 0.03 - 2.07, 3.41 - 3.85 SLK
21	Crooked Brook Road - Widening / Reconstruction 10.02 - 10.53
22	Crooked Brook Road - Widening / Reconstruction 10.53 - 12.40 SLK
23	Recreation Road - Widening / Reconstruction 1.99 - 2.69 SLK
24	Damiani Italiano Road - Widen / Reconstruction 1.97 - 2.98 SLK
25	Harris Road - Widening / Reconstruction 5.76 - 7.44 SLK
26	Dillon Road - Widening / Reconstruction 0 - 1.35 SLK
27	Collie River Road - Widening / Reconstruction 0 - 1.61 SLK
28	Collie River Road - Widening / Reconstruction 1.61 - 4.43 SLK
PROPOSED LONG TERM IMPROVEMENTS (Beyond Year 10)	
29	Joshua Creek (Joshua Brook) Road - Seal 0.0 - 2.20 SLK # \$
30	Joshua Creek (Joshua Brook) Road - Widen gravel 6.25 - 7.2 SLK \$
31	Giumelli Road - Construct sealed road 2.30 - 4.18 SLK \$
32	Giumelli Road - Widen and seal 0.0 - 2.30 SLK # \$
33	Panizza Road - Widen gravel 1.17 - 3.38 SLK \$
OPPORTUNITIES - May require the co-operation of an external authority	
34	Ferguson Valley potential scenic photo points (Henty and Ferguson roads) # \$
35	Possible future picnic spot/s along Preston River, in Dardanup West - Location/s TBC # \$
36	Ferguson Valley art trail - Location/s TBC # \$
37	Dardanup Bypass Road - Waterloo to Banksia Road extension # \$

MRWA BORR = Main Roads Western Australia - Bunbury Outer Ring Road

The below table provides a comparison between proposed and possible future improvements included in the advertised Plan of March 2021 and the final Plan of August 2021:

Recommended priority number and timing on final August 2021 Plan	Project / Proposed Improvement	Item number in draft Plan as advertised in June/July 2021	Notes on any changes in priority or status
<b>Immediate - GREEN (Year 1)</b>			
1	Gnomesville - New Public Toilets and pathways	Green 1	No change
2	Waterloo Volunteer Bushfire Brigade - New building	Green 2	No change
3	Wellington Mill Volunteer Bushfire Brigade - New toilet / shower facility	Green 3	No change
4	Harris Road - Widening / Reconstruction 0.00 - 1.20 SLK	Green 4	No change
5	Pile Road - Widening / Reconstruction 5.66 - 7.99, 9.01 - 11.56 SLK	Yellow 6	Project has moved to implementation phase
6	Henty Road - Reinstate Shoulders 2.5-5.5 SLK #	Yellow 18	Grant funding secured
7	Henty Road - Reinstate Shoulders 8.0-11.0 SLK #	Yellow 19	Grant funding secured
8	Venn Road - Widening / Reconstruction 0 - 2.22 SLK	Yellow 16	Project brought forward
<b>Short term - YELLOW (Years 2-4)</b>			
9	Ferguson Road - Widening / Reconstruction 13.56-19.56 SLK	Combined 10, 11 & 20	Grant funding secured, shown as one project
10	Pile Road - Widening / Reconstruction 11.0 - 16.78 SLK \$	Combined Yellow 6, 7	Combined as scheduled for same year
11	Joshua Creek (Joshua Brook) Road - Widen gravel 9 - 9.71 SLK	Yellow 17	Minimal change, slightly higher priority
12	Dowdell's Line Road - Widening / Reconstruction 3.85 - 5.69 SLK	Yellow 9	Minimal change
13	Dardanup West Road - Widening / Reconstruction 1.01 - 2.97 SLK	Orange 21	Natural progression as programmed
14	Martin Pelusey Road - Widening / Reconstruction 0 - 2.40 SLK (MRWA BORR project)	Yellow 12, 13	Note: not in Shire's Ten Year Program but part of BORR project works
15	BORR - intersecting local roads projects (MRWA BORR project)	Not shown on advertised Plan	N/A
<b>Medium term - ORANGE (Years 5-10)</b>			
16	Dardanup Bypass Road - Southern section (HV link) - Banksia Road to Dillon Road \$	Purple 37	Has been brought forward in the Shire's Ten Year Program
17	Dardanup West Road - Widening / Reconstruction 0 - 1.01 SLK \$	Yellow 15	Rescheduled in Ten Year Program for later
18	Garvey Road - Widening / Reconstruction 0 - 2.5 SLK	Orange 25	Minimal change
19	Ironstone Road - Widening / Reconstruction 0.00 - 1.10 SLK	Yellow 14	Rescheduled in Ten Year Program for later
20	Dowdell's Line Road - Widening / Reconstruction 0.03 - 2.07, 3.41 - 3.85 SLK	Orange 20	Minimal change
21	Crooked Brook Road - Widening / Reconstruction 10.02 - 10.53	Orange 23	Note that 21 and 22 on final Plan are scheduled for consecutive years

Recommended priority number and timing on final August 2021 Plan	Project / Proposed Improvement	Item number in draft Plan as advertised in June/July 2021	Notes on any changes in priority or status
22	Crooked Brook Road - Widening / Reconstruction 10.53 - 12.40 SLK	Orange 22	Note that 21 and 22 on final Plan are scheduled for consecutive years
23	Recreation Road - Widening / Reconstruction 1.99 - 2.69 SLK	Orange 32	Minimal change, slightly higher priority
24	Damiani Italiano Road - Widen / Reconstruction 1.97 - 2.98 SLK	Orange 26	Minimal change
25	Harris Road - Widening / Reconstruction 5.76 - 7.44 SLK	Orange 27	Minimal change
26	Dillon Road - Widening / Reconstruction 0 - 1.35 SLK	Orange 26	Minimal change
27	Collie River Road - Widening / Reconstruction 0 - 1.61 SLK	Orange 30	Minimal change
28	Collie River Road - Widening / Reconstruction 1.61 - 4.43 SLK	Orange 29	Reduced scope (advertised Plan showed works to 5.47 SLK)
<b>Long term - PURPLE (Beyond Year 10)</b>			
29	Joshua Creek (Joshua Brook) Road - Seal 0.0 - 2.20 SLK # \$	Purple 35	Not included in Shire's current Ten Year Program
30	Joshua Creek (Joshua Brook) Road - Widen gravel 6.25 - 7.2 SLK \$	Orange 33	Removed from Shire's Ten Year Program (delayed)
31	Giumelli Road - Construct sealed road 2.30 - 4.18 SLK \$	Orange 28	Removed from Shire's Ten Year Program (delayed)
32	Giumelli Road - Widen and seal 0.0 - 2.30 SLK # \$	Purple 36	Not included in Shire's current Ten Year Program
33	Panizza Road - Widen gravel 1.17 - 3.38 SLK \$	Orange 34	Removed from Shire's Ten Year Program (delayed)
<b>Opportunities – RED (may require cooperation of an external authority)</b>			
34	Ferguson Valley potential scenic photo points (Henty and Ferguson roads) # \$	Red 38	Minimal change. Proposal by Ferguson Valley Marketing, may include consultation with them. Subject to investigations and funding.
35	Possible future picnic spot/s along Preston River, in Dardanup West - Location/s TBC # \$	Red 39	Minimal change. For future consideration.
36	Ferguson Valley art trail - Location/s TBC # \$	N/A	New item – subject to grant funding.
37	Dardanup Bypass Road - Waterloo to Banksia Road extension # \$	No number – shown by dashed line	Clarifying differentiation to Bypass Road Southern HV link by showing as numbered item on Plan.

Note: MRWA BORR = Main Roads Western Australia – Bunbury Outer Ring Road (project)

Note that improvement number 5 from the advertised March 2021 Plan has been removed from the final Plan as the works were completed in 2020/21.

The specific proposed years of implementation from the AMPs have not been included, to acknowledge that there may be adjustments to delivery timeframe as the 10-year AMPs are adjusted each year to reflect changing priorities and funding. It should be noted that all proposed and possible future improvements are subject to feasibility, approvals and funding.

The community engagement outcomes report provides responses to community comments including suggestions for additional improvements; officer comments in the submissions table either recommend inclusion in the Plan, or provide reasons for not including the community request or suggestion in the Plan.

When adopted by Council, the Plan will inform future Development and Planning decisions and the 10-Year AMPs.

The Plan will effectively become the master plan for provision of community facilities in the Ferguson Valley and Surrounds. It should be noted, however, that future changes to the Plan over time are to be expected, which may occur due to things such as:

- Changes in community expectations;
- Change in rate of rural development;
- 'One off' type funding opportunities (i.e. fulfilment of election promises); and
- Success or otherwise of routine funding applications (e.g. Black Spot Road Funding).

Community facilities are generally funded by a range of sources including but not limited to Council funds, developer contributions and grants from organisations such as the Department for Sport and Recreation and through Regional Road Group funding. As a result, programming of projects must be flexible to reflect the variable nature of funding.

The adoption of the final Plan will enable to projects that appear in the Plan to be considered when Council revises the Shire's 10-Year AMPs.

**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 'A'**

**THAT Council:**

**Adopts the final Ferguson Valley and Surrounds Community Facilities Plan [Appendix ORD: 12.3.3D] and Plan Report – August 2021 [Appendix ORD: 12.3.3C] with no further changes.**

**OR**



**OFFICER RECOMMENDED RESOLUTION 'B'**

**THAT Council:**

**Adopts the final Ferguson Valley and Surrounds Community Facilities Plan [Appendix ORD: 12.3.3D] and Plan Report – August 2021 [Appendix ORD: 12.3.3C] subject to the following amendments:**

1. ....
2. ....
3. ....
4. ....
5. ....

### 12.3.4 Title: Title of Report –RFT – F0223092 – Harris Road – Reconstruction and Widening

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Jason Gick - Manager Operations</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>CONFIDENTIAL Under Separate Cover Document – Tender Submission Prices</i> <i>Appendix ORD: 12.3.4 – Risk Assessment Tool</i>

#### **Overview**

Reconstruction, widening and strengthening of the pavement of Harris Road, Picton East, is included in the 2021/22 Budget Capital Works Program.

The project has been packaged up as a Request for Tender (RFT) and the Council is requested to accept the preferred bid from Carbone Bros. Pty Ltd.

#### **Background**

Harris Road is an important Distributer A road, which services the Picton East Light Industrial Area (LIA), connecting Martin Pelusey Road to the City of Bunbury. Harris Road is recognised as Road of Regional Significance under the Roads 2030 Strategy and is therefore eligible for Regional Road Group (RRG) funding, under the State Road Funds to Local Government Agreement.

This section of Harris Road will continue to play an important link in the future road network, once the Bunbury Outer Ring Road (BORR) has been constructed. The City of Bunbury has recently completed an upgrade of the Harris Road intersection with Boyanup Picton Road. The eastern section of Harris Road (Phoenix Fuel to Martin Pelusey Road) will be upgraded as part of the BORR project.

The section of Harris Road applicable to this report is shown below:



This section of Harris Road (Shire Boundary to Phoenix Fuels) has deteriorated and needs to be renewed. It is underwidth and needs to be strengthened.

### **Legal Implications**

The Tender was conducted in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996.

*Part 4 — Provision of goods and services*

*Division 2 — Tenders for providing goods or services (s. 3.57)*

11. *When tenders have to be publicly invited*

(1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.*

### **Strategic Community Plan**

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

Strategy 1.3.3 - Maximise Shire grant funding received by the Shire. (Service Priority: Flagship)

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

Strategy 3.1.3 - Foster and recognise Aboriginal culture and heritage of the Shire. (Service Priority: High)

Strategy 4.1.1 - Create connectivity that support business success by efficient movement and exchange of people, business, goods, services and ideas. (Service Priority: Moderate)

### **Environment**

The project has been partially delivered in 2020/21, including vegetation clearing under Clearing Permit CPS 8689/1, issued on the 18<sup>th</sup> of February 2020, and drainage works.

The project has engaged Aboriginal Heritage consultants to ensure compliance with the Aboriginal Heritage Activity Notice, in relation to clearing and works on undisturbed ground.

This Tender relates to pavement works on already disturbed ground and will not require any further vegetation clearing or Aboriginal Heritage monitoring.

### **Precedents**

Council has considered RFT appointment of contractors previously.

### **Budget Implications**

The 2021/22 Budget includes three job numbers for this project, and attracts three external funding grants, summarised below:

Item	Description	Budget (\$)	Actual (\$)	Balance (\$)	Comment
1	J12900 SLK 1.14 – 1.62 Pavement strengthening	378,154	5,280	372,874	Minor staff costs
2	J12819 SLK 1.14 – 1.62 Widen, reconstruct & seal	384,416	0	384,416	
3	J12805 Carry forward from 2019/20	215,723	69,849	145,874	ARC Infrastructure Drainage
Total Budget allocation		978,293	74,845	903,444	
5	RRG Project 21115163	80,000	0	80,000	Final 20% Claim
6	RRG Project 21116938	300,000	0	300,000	2 <sup>nd</sup> 40% Claim Final 20% Claim
7	Roads to Recovery	92,104	0	92,104	
Total funding		472,104	0	472,104	

Claims for RRG funding are up to date from 2020/21 and no further claims may be made until such time that corresponding expenditure has occurred. The balance of RRG grant funding (\$380,000) represents the second and final claims for two separate grants, for the same project.

The Roads to Recovery funding program has \$92,104 allocated to this project. The Roads to recovery funding program allows flexibility between approved projects. In 2021/22 the other approved Roads to Recovery Project is Pile Road.

The recommended tenderers bid of \$1.36M is \$460,000 over budget, which represents a significant cost to Council.

Although the bid is a lump sum offer based on an approved design, technical specification, bill of quantities and mandatory site inspection, the Procurement Plan Risk Assessment identified four project risks that may attract project scope variations, possibly resulting in contract variations.

To ensure the project is delivered effectively it is prudent to allow some contract contingency to protect against contract variations. A provisional amount of 10% (\$130,000) is typical for a project of this scale and risk profile.

### **Budget – Whole of Life Cost**

The new road will need ongoing maintenance and renewal in the future.

RM002 has \$32,684 allocated for road maintenance, for the whole length of Harris Road, in 2021/22. A similar allocation will need to be continued into future years.

### **Council Policy Compliance**

The following Council Policies apply:

- CnG CP039 – Procurement Policy
- Infr CP059 – Road Construction Priority
- Infr CP074 – Asset Management

**Risk Assessment**

The Risk Management Governance Framework has been considered in preparing the RFT Procurement Plan. The Risk arriving at the officer recommendation. Please refer to [Appendix ORD: 12.3.4] for full assessment document.

<b>TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.</b>	
Risk Event	Service Interruption
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	Contract provisions requiring the contractor to take precautionary measures to avoid / reduce risk
Residual Risk Rating (after treatment or controls)	Moderate (5 – 11)
Risk Category Assessed Against	Service Interruption      Hit below ground utilities
	Service Interruption      Wet weather
	Service Interruption      High groundwater
	Service Interruption      Request for works at Phoenix Fuel

**Officer Comment**Project Background

Harris Road is an important road and needs to be renewed and upgraded. This project was progressed in 2020/21 with clearing, site works and drainage completed to the required design. The project was not able to be completed in 2020/21 due to a number of factors including:

- Difficulties in obtaining suppliers;
- Changes to critical staff positions;
- Competing demands for internal construction resources (mainly Eaton Drive);
- Reduced staffing numbers warranting the delivery model to be fully outsourced;
- Managing project risks; and
- Wet weather.

The balance of works for the project is now reduced to widening and strengthening the pavement, blending in the pavement works to existing driveways and new drainage works, sealing, line-marking and signage.

Tender Process

Procurement for the balance of works has followed the Council’s Procurement Framework, including preparation of a Procurement Plan, risk analysis, updated cost estimates, design and specification review and this Request for Tender.

Tenders were publically advertised as per below:

- South Western Times newspaper – 22<sup>nd</sup> of July 2021;
- West Australian newspaper – 24<sup>th</sup> of July 2021; and
- Tenderlink – 22<sup>nd</sup> of July 2021.

The RFQ required a mandatory site inspection, which was attended by the following suppliers:

- BCP Civil Construction
- Picton Civil Pty Ltd; and
- Carbone Bros. Pty Ltd.

The Tender closed at 2:00pm on Friday the 6<sup>th</sup> of August 2021, and all three interested tenderers submitted bids. Three (3) Tenders were received by the deadline of the Request for Tender.

All tender submissions complied with the tender requirements and have therefore been considered.

The prices submitted are provided to Councillors [Confidential Under Separate Cover Document].

The assessment process recommends Carbone Bros Pty Ltd as the only affordable, and therefore preferred, contractor for the construction of Harris Road.

All tender submissions conveyed a sound understanding of the Shire's requirements, as well as a good level of prior experience on similar projects and current resource capacity.

The Carbon Bros. Pty Ltd submission indicates that it is capable of working to the requirements of the contract.

#### Evaluation of Tenders

The Tender submissions were reviewed by an evaluation panel consisting of:

- Allan Hutcheon - Procurement Officer and Panel Chair;
- Jason Gick – Manager Operations; and
- Nathan Ryder – Manager Infrastructure Planning and Design.

All members of the evaluation panel have made a conflict of interest declaration confirming they have no relationships with any of the tenderers.

The objective of the evaluation panel is to recommend a suitably qualified and experienced contractor to satisfy the requirement of the Request for Tender (RFT). All responses to the qualitative criteria were assessed by the panel, as well as the prices tendered.

The tenders are assessed on the following criteria and weightings, and a total score was determined to compare the tenders:

ASSESSMENT CRITERIA		RAW SCORE	WEIGHTING	WEIGHTED SCORE*
Compliance Criteria	Tender submitted on time	Compliant / Non-compliant		
	Tender submitted mandatory documentation	Compliant / Non-compliant		
	Attended mandatory on-site inspection	Compliant / Non-compliant		
	Addressed qualitative selection criteria	Compliant / Non-compliant		
Qualitative Criteria	Resources / Capacity	0 - 10	20%	2.0
	Demonstrated Understanding	0 - 10	15%	1.5
	Sustainable procurement and corporate responsibility.	0 - 10	5%	0.5
Tendered Price		0 – 10	60%	6.0
<b>TOTAL SCORE</b>			<b>100%</b>	<b>10.0</b>

\*Weighted Score = Raw Score x Weighting

Price was scored on a percentage scale relative to the available budget. A price that is 10% (or more) lower than budget attracts a raw score of 10. A price that is 10% (or more) greater than budget attracts a raw score of 0.

Qualitative aspects were scored on the relative merits of the information provided by the tenderer in its tender submission.

#### Evaluation Justification

The evaluation process determined that the recommended tenderer clearly represented the best value for money considering both the responses to the qualitative criteria and the tendered price submitted.

Each tenderer was scored and the aggregate results were as follows:

ASSESSMENT CRITERIA		BCP Civil Construction	Picton Civil P/L	Carbone Bros. P/L
Tendered Price Score		0.00	0.00	0.00
Qualitative Criteria	Tenderers resources and capability	1.40	1.00	1.20
	Demonstrated Understanding	0.90	0.45	0.90
	Sustainability	0.30	0.15	0.30
<b>TOTAL SCORE</b>		<b>2.60</b>	<b>1.60</b>	<b>2.40</b>

The qualitative criteria scores for all tenderers ranged from 1.60 to 2.60 out of a possible 4.00 points. Through the assessment process BCP Civil Construction scored the highest score for the qualitative criteria. This is a reflection of the presentation and content of its submission, attracting some slightly higher scores than the other tenderers.

However, the prices offered by all three tenderers significantly exceeds budget, which attracts a score of 0.00 out of a possible 6.00 points. This situation significantly influences the value for money offered to the Council.

Project Affordability

The lowest tender price is \$456,000 over Councils remaining budget allocation for this project.

In preparation of the project design and specifications, the consultant (Wood & Grieve, now part of Stantec), also prepared an Opinion of Probable Cost (OPC) (March 2020). That cost estimate included all construction items as well as project preliminaries, provisional sums and contract contingencies. The summary of the OPC is:

1. Preliminaries and Establishment	\$ 114,000
2. Siteworks and Dust Control	\$ 34,500
3. Earthworks	\$ 294,500
4. Stormwater Drainage on site	\$ 142,000
5. Roadworks onsite	\$ 1,311,500
6. Provisional Sums	\$ 118,000
7. Contract Contingency (10%)	\$ 201,500
Sub Total Contract Works (Value)	\$ 2,216,000
GST	\$ 221,600
<b>Total Contract Works</b>	<b>\$ 2,437,600</b>

This OPC, however, includes a significant spec'd up pavement and surface, which has been reduced, following review by Shire staff and information from the BORR project section of Harris Road.

As discussed earlier, this project has been significantly progressed in 2020/21 with all clearing, some preliminaries to works and all drainage works being completed (notwithstanding some minor interfacing required with the construction works).

Should Council wish to proceed with this project, and wish to appoint Carbone Bros. Pty Ltd, as recommended, a preliminary decision is required – how to fund the project?

Project Options

There are a number of options available to Council, each with its own consequences. They revolve around either increasing budget allocation or reducing project cost.

Option 1 – Defer / Postpone / Cancel the project

Deferring, postponing or cancelling the project will ensure that the project does not go over budget, but will not address the need for the project. This section of Harris Road has deteriorated and needs to be renewed and upgraded.

Left unattended, the road will deteriorate further and potentially result in a total loss of pavement strength in some locations. Future repair / renewal of a severely deteriorated pavement will cost more in the future as the pavement itself and the sub-base supporting it will need a higher level of intervention.

Option 2 – Reduce the length of the project

Breaking the project down into parts may provide the Council with an infrastructure delivery option for part of the road, but will leave a section needing further intervention in the future.

The section from the Shire boundary to Golding Crescent (820m) is in the poorest condition and will need to be renewed as soon as possible.



The section from Golding Crescent to Lot 84 Coleman Turn (Phoenix Petroleum) is in better condition, but lacks width and will need to be renewed soon. The fact that this road will have increased traffic once the BORR has been opened also suggests that ignoring this section is not a good outcome.

Reducing the length of the project will require a new or modified RFT process, as the bids were based on a lump sum pricing structure.

Option 3 – Reduce the scope of the project

The project currently seeks to construct a 14m wide (typical) pavement, with an 11m wide asphalt seal, on a 250mm gravel base course, on a 150mm limestone sub-base.

The seal width accommodates 2 x 3.5m traffic lanes and 2 x 2.0 sealed shoulders. The lane width is necessary for the vehicle composition (28% heavy trucks) and volumes (1,400 vpd). Sealed lanes support the safe roads systems and are necessary to accommodate cyclists, and provide additional space for heavy vehicles.

The pavement structure has been designed to accommodate the heavy vehicle composition of this area, and to accommodate future traffic growth of the area, particularly for the BORR and the future Waterloo Industrial precinct.

Reducing the scope of the project may introduce some short term savings, the costs for making these reductions good in the future is likely to be more expensive than doing them now.

Option 4 – Increase the budget – Reserves

Council may wish to consider increasing the project budget by accessing Reserve funds. Doing so is likely to exhaust the funds and creates difficulty in balancing future road programs, and ensuring any future Long Term Financial Plans are prudently managed.

Option 5 – Increase the budget – Defer another approved RRG project

Deferral of another Regional Road Group approved project requires formal approval of the Regional Road Group, which can be obtained formally at the next meeting, or can be obtained out of session through Main Roads WA administration.

Besides Harris Road, the following projects are currently approved RRG projects:

Project	Road Section	Description	RRG Allocation (\$)	SoD Project Budget (\$)	Comment
RRG 30000549	Pile Road SLK 0.50 – 16.78	Construction Works	500,000 (Ongoing into 2022/23)	J12784 \$110,505 J12783 \$18,178 J12363 \$277,392 J12589 \$328,810 <b>TOTAL \$734,885</b>	J12784 and J1283 are reseal works. J12363 and J12589 are construction works
RRG 30000547	Eaton Drive / Glenhuon Boulevard	Install Traffic Signals	500,000 (On off funding)	J12594 \$750,000	Needs MRWA approval
RRG 30000548	Ferguson Road SLK 13.56 – 19.87	Survey and design	80,000 (Ongoing into 2022/23)	J12397 \$190,722	Preliminaries for 2022/23 works

Of these projects, the construction projects on Pile Road (J12363 and J12589) would be the easiest to defer and reassign funds from. This would mean that the works scheduled on Pile Road would be deferred until 2022/23 and currently scheduled works for 2022/23 would need to be deferred until 2023/24.

However, deferring any RRG project will cause any 'ongoing projects' to lose that status. They will then need to be applied for and assessed against new projects nominated amongst the 16 Councils that make up the South West RRG. Under any circumstance, the Council will still need to find its 1/3 contribution to realise the RRG funds.

There are four re-seal and second seal projects on Pile Road that should proceed, to ensure the road surface is completed.

#### Option 6 – Increase the budget – Defer another non-grant funded project

There are five small to medium sized projects that are funded from Council reserves with no external funding attached. These are:

Project	Road Section	Description	Budget (\$)	Comment
J12904	Pratt Road (Eaton Bowling Club)	Road upgrade with parking	\$349,995	Project design being finalised for RFT
J12599	Venn Road SLK 0.00 to 0.69	Construct sealed road	\$152,408	Gravel section from Boyanup Picton Road
J12829	Venn Road SLK 0.69 to 2.22	Widen, reconstruct and seal	\$453,386	Project scope review to reduce tree clearing
J12775	Clarke Street SLK 0.21 to 0.39	Drainage, kerbing, pavement and asphalt overlay	\$48,831	Insufficient funds to support Harris Road project
J12911	Gardiner Street / Castieau Street	Install traffic management	\$15,000	Insufficient funds to support Harris Road project
J12209	Collie River Road Various SLK	Reduce roadside hazards and fuel loads	\$41,900	Coupled with J05021 to reduce fuel loads. RFQ in progress. Insufficient funds to support Harris Road project.

#### Concluding Remarks

Harris Road is an important Distributer A road, which services the Picton East Light Industrial Area (LIA), connecting Martin Pelusey Road to the City of Bunbury. Harris Road is recognised as Road of Regional Significance and is eligible for Regional Road Group (RRG) funding.

This section of Harris Road will continue to play an important link in the future road network, once the Bunbury Outer Ring Road (BORR) has been constructed, and servicing the future Waterloo Industrial precinct.

This project was substantially continued in 2020/21 and the balance of works was tendered through an RFT process. Of the three tenders submitted, the cheapest is \$1.36M, which is \$460,000 over available budget. The project is an important road upgrade and needs to be delivered in 2021/22. Not delivering this project soon is likely to result in multiple localised pavement and surface failures, which will need to be repaired.

It is recommended that Council consider deferring at least one significant road project from its 2021/22 program of works, to effectively subsidise the delivery of the Harris Road project in 2021/22.

Officers recommend that the Venn Road (J12775) project be omitted from the 2021-2022 Budget and those funds be transferred to the Harris Road project. It should be noted that there is Roads to Recovery

funding that is linked to the Venn Road project. This will also be transferred over to the Harris Road project if Council chooses to support the change. The shortfall balance of \$6,614 can be unbudgeted due to the minimal impact it will have on the budget and can be managed through the mid-year budget review process.

The sealing of the gravel section of Venn Road (J12599) is still scheduled to proceed in 2021/22. Officers are aware this section is considered the most pressing from the community's perspective, and recommend it be delivered.

The Director Infrastructure is exploring an alternative road connection to the Venn Road / Boyanup Picton Road / Ferguson Road connection that may alter the function and importance of the currently sealed section of Venn Road. Deferring the upgrade of this section will afford more time to explore the alternative road connection.

**Council Role** - Legislative.

Council is requested to accept a preferred tender and appoint a contractor to undertake the works.

**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. **Awards Tender RFT F0223092 to Carbone Bros. Pty Ltd to the value of \$1,359,689.00 (excluding GST);**
2. **Does not proceed with J12829 Venn Road (SLK 0.69 to 2.22, widen, reconstruct and seal of existing sealed section) in 2021/22 and reschedule the project in the 10 Year Road Program;**
3. **Increases the budget allocation for the Harris Road project (J12900) by \$460,000 made up of:**
  - a) **\$453,386 – funds available as a result of deferring J12829 Venn Road to a future year (this includes the transfer Roads to Recovery funds of \$316,017 and Road Construction and Maintenance Reserve funds of \$137,369 already allocated to Venn Road project); and**
  - b) **\$6,614 – unbudgeted expenditure to be sourced from the Road Construction and Maintenance Reserve;**
4. **Authorises the Chief Executive Officer to;**
  - a) **Sign and execute the contract with Carbone Bros. Pty Ltd; and**
  - b) **Approve minor variations up to \$10,000 not exceeding a total of \$50,000;**
5. **Requests that If a contract is not awarded to Carbone Bros. Pty Ltd then the matter is brought back to Council for further consideration.**

## 12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

### 12.4.1 Title: Eaton Bowling & Social Club Inc. – New Lease Agreement

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.4.1A – MOU</i> <i>Appendix ORD: 12.4.1B – Lease Agreement</i> <i>Appendix ORD 12.4.1C – Risk Assessment Tool</i> <i>Appendix ORD: 12.4.1D - 2021-2041 Eaton Bowling &amp; Social Club Inc. Lease Agreement</i>

#### **Overview**

Council is requested to approve the new lease agreement between the Shire of Dardanup and the Eaton Bowling & Social Club Inc. for the period 2021-2041.

#### **Background**

At the Ordinary Council Meeting held on the 4<sup>th</sup> of September 2013, Council authorised the execution of a 21 year lease agreement with the Eaton Bowling Club over Part Reserve 27516. [270/13].

Following a State Government election commitment to contribute \$2 million towards the redevelopment of the Eaton Bowling Club as a community hub, the Shire of Dardanup formed a Project Working Group in 2018 consisting of two Council representatives, Shire staff and four Eaton Bowling Club representatives. The Working Group was tasked with determining the scope and design of the works to be undertaken on the Eaton Bowling Club. Additional funding of \$1 million was secured from the State Government, enabling the project to be extended to \$3 million to enable a complete rebuild of the Eaton Bowling Club.

Through the Working Group, talks were held between the Eaton Senior Citizens and the Eaton Bowling Club to allow for the shared use of the new Eaton Bowling Club facilities. Negotiations resulted in the signing of a Memorandum of Understanding (MOU) in 2019 between the Eaton Bowling Club and the Eaton Senior Citizens for the shared use of the new Eaton Bowling Club building [refer to Appendix ORD: 12.4.1A].

Over the last few months negotiations have been occurring between representatives from the Shire of Dardanup and the Eaton Bowling Club over a new lease agreement. The new lease has been developed to incorporate reference to the Joint Management Committee outlined in the MOU, and to provide greater clarity regarding lessee and lessor responsibilities and obligations. The lease term has been offered as a 20 year lease, with an option to renew for a further 10 year period.

Final negotiations occurred on the 26<sup>th</sup> of July 2021 involving the Shire President, CEO and Deputy CEO, where the Eaton Bowling Club representatives agreed in-principle to the lease terms and conditions. The Eaton Bowling Club have now confirmed in writing that they agree to the terms and conditions incorporated within the final lease agreement [refer to Appendix ORD: 12.4.1B].

#### **Legal Implications**

Reserve 27516 is vested with the Shire of Dardanup for the purpose of “recreation”. Council have the power to lease for any term up to 21 years, subject to the consent of the Minister for Lands.

A lease currently exists between the Shire of Dardanup and the Eaton Bowling Club for a 21 year period (25<sup>th</sup> of September 2013 to 24<sup>th</sup> of September 2034) over Part of Reserve 27516.

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*

### **Strategic Community Plan**

Strategy 1.1.4 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

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

**Environment** - None.

### **Precedents**

Council has previously entered into Agreements with the Eaton Bowling Club for the lease of Part Reserve 27516. Council has also established lease agreements with other non-profit groups and clubs on Council reserves.

### **Budget Implications**

Council has \$6,220 in the 2021/22 budget allocated towards insurance (\$5,400) and maintenance costs (\$820) for the Eaton Bowling Club. While rate revenue of approximately \$5,800 is included in the budget for the premises (rates, SAR, ESL), refund of insurance costs and lease revenue is not budgeted at this time.

The new lease proposed that all rates, taxes and charges and all building insurance costs are paid by Council (approx \$11,200 plus water/sewer rates), with the likelihood of increased building insurance costs due to the higher value of the new building (18% higher). However, an annual lease fee of \$8,000 per annum is introduced.

An additional Clause 12.9 was negotiated within the lease agreement, where up to a 1/3 Council contribution commitment was included for the future synthetic bowling green replacement.

### **Budget – Whole of Life Cost**

In the Long Term Financial Plan, Council has a similar amount as the 2021/22 budget allocated towards revenue and expenditure for the Eaton Bowling Club. The Long Term Financial plan will be updated to reflect the new lease condition revenue and expenditure. When the new building is completed, asset preservation and building replacement will be included in the Building Asset Management Plan.

In addition to the new building replacement costs, Clause 12.9 was negotiated within the lease agreement, where up to a 1/3 Council contribution commitment was included for the future synthetic bowling green replacement.

**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: 12.4.1C] for full assessment document.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Eaton Bowling & Social Club Inc – New Lease Agreement
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 The non-establishment of the new lease could result in legal complications for Council

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>		
	Reputational	Council would be seen in a negative light if we failed to meet our contractual and legislative requirements.

**Officer Comment**

The current 2013 – 2034 Lease Agreement with the Eaton Bowling Club is based upon the standard 2013 WALGA pro-forma lease agreement. Since the signing of 2013 lease agreement, Council has approved an updated Shire of Dardanup lease template document.

Officers have prepared a new lease agreement for the Eaton Bowling Club based on the new template conditions recently approved by Council. The new agreement also provides for the establishment of a Joint Management Committee to meet the obligations outlined in the signed Memorandum of Understanding between the Eaton Bowling Club and the Eaton Senior Citizens.

Through ongoing negotiation with the Eaton Bowling Club, greater detail has now been provided in the Schedule of Maintenance within the Agreement to help address and identify any future maintenance requirements. A copy of the Agreement is provided for in [Appendix ORD: 12.4.1D].

Lease negotiations with the Eaton Bowling Club have now been finalised with the 2021-2041 Lease Agreement ready to be executed by both parties. Endorsement of the final lease agreement is now sought from Council, with the Chief Executive Officer provided authorisation to execute the new 2021-2041 Lease Agreement with the Eaton Bowling Club.

**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. **Endorse the establishment of a new lease agreement between the Shire of Dardanup and the Eaton Bowling and Social Club Inc. for a 20 year term over part of Reserve 27516, subject to the approval of the Minister for Lands; and**
2. **Authorises the Chief Executive Officer to execute the new 2021-2041 Eaton Bowling & Social Club Inc. Lease Agreement over part of Reserve 27516 [Appendix ORD: 12.4.1D].**

#### 12.4.2 Title: Shire of Dardanup - Printers Tender

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Stephen Eaton - IT Manager</i> <i>Mr Allan Hutcheon – Procurement Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.4.2 – Risk Assessment</i>

#### **Overview**

The Shire has undertaken a Public Tender process for the supply, delivery, installation and service of its Multifunction Printers (MFP) that provide printing, photocopying, plotting, scanning, faxing and document digitisation services used by the staff and public of the Shire of Dardanup.

Council Officers could not adequately evaluate this RFT due to the wide range of options submitted and varying interpretation of the tender requirements, and are recommending that no tender be accepted by Council. It is proposed that the tender specifications be reviewed and updated, including the software requirements, before re-tendering this procurement.

#### **Background**

In accordance with the 10-year IT Asset Management Plan and the Shire of Dardanup procurement policy, a tender process has been undertaken to renew the printer fleet and its ongoing support/maintenance through an operational lease and service agreement under RFT F0174350.

Tenders were called to source suppliers of the printer fleet in line with the specifications and requirements detailed in the RFT document, summarised as follows:

- Supply and install 2x high volume MFP
- Supply and install 8x medium volume MFP
- Supply and install 1x A0 Plotter/Scanner
- Supply and install 1x A4/A3 dedicated process scanner
- Service contract

Four submissions were received from the following businesses:

- Dodima
- Pitney Bowes
- Ricoh Australia
- SOS (two submissions)

#### **Legal Implications**

The Local Government (Functions and General) Regulations provide relevantly as follows:

##### 11. When tenders have to be publicly invited

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



- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if—*
- (c) *within the last 6 months —*
- (i) *the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or*
- (ii) *the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;*
- or*
- (f) *the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or*

#### 18. Rejecting and accepting tenders

- (1) *A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.*
- (2) *A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.*
- (3) *If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.*
- (4) *Tenders that have not been rejected under sub-regulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.*
- (4a) *To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.*
- (5) *The local government may decline to accept any tender.*

#### **Strategic Community Plan**

Strategy 1.1.1 - Ensure equitable, inclusive and transparent decision-making. (Service Priority: High)

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

Strategy 1.1.4 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

**Environment** - None.

#### **Precedents**

Council has previously managed its existing fleet of printers under an operational lease and service agreement.

**Budget Implications**

\$250,000 over three (3) years as per GL's listed below:

New Printers per 2021/22 Annual Budget	General Ledger
ERC Copier	1134009
ECL Copier	1136006
Depot Copier	1231022
Stationery Room Copier (Admin)	1432032
Transportable Room Copier (Admin)	1432032
Dardanup Officer Copier (Admin)	1432032
Development Services Copier (Admin)	1432032
Governance Copier (Admin)	1432032
Engineering Services Copier (PWOH)	1434006
A0 Plotter/Scanner (Admin)	1432032
Metering Costs	1412008

**Budget – Whole of Life Cost**

The Multifunction Printers will be recognised as leased items of expenditure, with ongoing funding allocated within the Long Term Financial Plan for the leasing and operational costs.

**Council Policy Compliance**

This procurement activity has been undertaken in accordance with Council Policy *CnG CP034 – Procurement Policy*.

**Risk Assessment**

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

TIER 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Shire of Dardanup Printers Tender
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 Failure to comply with the procurement policy.

**Officer Comment**

Tenders closed at 2.00pm on the 4<sup>th</sup> of June 2021, and were publicly advertised as per below:

- South Western Times – 20<sup>th</sup> of May 2021
- West Australian newspaper – 22<sup>nd</sup> of May 2021
- Tenderlink (e-tendering portal) - 20<sup>th</sup> of May 2021

The Evaluation Panel partially completed the assessment of the tender submissions but determined that they could not complete a full evaluation due to the wide range of options submitted and varying interpretation of the tender requirements. As a result, the Evaluation Panel determined that as there were no acceptable tenderers, that they not to proceed with the current tender evaluation and recommend that all current tenders be rejected by Council.

It is proposed that Council Officers re-write the Multifunction Printer tender specifications and software requirements, and a new tender process commence for this procurement.

The matter has been brought back to Council to close out the current tender process and seek Council's endorsement to recommence the tender process.

**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. Acknowledges receipt of the tender submissions received for the supply, delivery and installation of Multifunction Printers for RFT F0174350.**
- 2. Does not accept any tenders.**
- 3. Authorises the Chief Executive Officer to advise tenderers of the outcome of the Tender.**
- 4. Endorse re-tendering for the supply, delivery and installation of Multifunction Printers for a three (3) year period based on an updated tender specification and software requirements.**

**12.4.3 Title: Leschenault Catchment Council – Request to Lease – Waterloo BFB Shed**

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis - Acting Chief Executive Officer</i> <i>Mrs Donna Bailye – PA Deputy Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.4.3A – Correspondence – Leschenault Catchment Council</i> <i>Appendix ORD: 12.4.3B – Risk Assessment</i>

**Overview**

The Leschenault Catchment Council (LCC) has approached the Shire of Dardanup with an expression of interest in leasing Reserve 43011 inclusive of the Waterloo Bushfire Brigade Shed, together with part of the adjoining Reserve 46108 which is currently vacant land. This report seeks Council's support in establishing a 5 year lease with the Leschenault Catchment Council over these two reserves.

**Background**

The Leschenault Catchment Council is a not-for-profit organisation governed by a volunteer membership, and was formed in 2000 through the amalgamation of two community-led Natural Resource Management groups; The Leschenault Inlet Management Authority and the Leschenault Catchment Coordinating Group. The group currently focuses on projects in four main categories:

1. Improving the regions waterways, estuary and marine habitats;
2. Sustainable agriculture and other land uses;
3. Supporting the biodiversity of our native bushlands, forests and waterways; an
4. Creating space for community participation, education and connection.

The LCC currently holds a lease with the Southern Ports for the Leschenault Homestead. LCC have been advised that their current lease, which expires in November 2021 will not be renewed as the Port requires the area for expansion. The LCC are now seeking alternative accommodation for their operations.

Following a meeting with the LCC Chairman and the Chief Executive Officer, Reserve 43011 containing the Waterloo Bushfire Brigade Shed, was discussed as a possible site for the LCC to relocate to and lease from the Shire of Dardanup. An onsite inspection was undertaken to assess the suitability of the location, including an inspection of the Waterloo Bushfire Brigade Shed and adjoin vacant land - being part of Reserve 46108. The LCC have now formally requested to lease both Reserve 43011 and part of Reserve 46108 for a period of five years [Appendix ORD: 12.4.3A].

**Legal Implications****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.*

### **30. Dispositions of property to which section 3.58 of Act does not apply**

- (1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*
- (2) *A disposition of land is an exempt disposition if —*
- (a) *the land is disposed of to an owner of adjoining land (in this paragraph called **the transferee**) and —*
    - (i) *its market value is less than \$5 000; and*
    - (ii) *the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;*
  - (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*
    - (ii) *the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;*
  - (c) *the land is disposed of to —*
    - (i) *the Crown in right of the State or the Commonwealth;*
    - (ii) *a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or*
    - (iii) *another local government or a regional local government;*
  - (d) *it is the leasing of land to an employee of the local government for use as the employee's residence;*
  - (e) *it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land;*
  - (f) *it is the leasing of land to a person registered under the Health Practitioner Regulation National Law (Western Australia) in the medical profession to be used for carrying on his or her medical practice; or*
  - (g) *it is the leasing of residential property to a person.*

### **Strategic Community Plan**

- Strategy 1.1.1 - Ensure equitable, inclusive and transparent decision-making. (Service Priority: High)
- Strategy 3.3.2 - Support volunteer groups within the Shire of Dardanup. (Service Priority: High)

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

**Environment**

The LCC propose to store some chemicals used for spraying weeds on the site, but these will comply with relevant standards. Some weed management and spraying activity will occur on the Reserves by the LCC.

**Precedents**

The Shire has previously leased buildings to community groups.

**Budget Implications**

It is proposed that Council charge a small lease fee of \$1,000 (+GST) per annum for the lease of the current shed to recognise the use of the former brigade building and future building insurance and maintenance obligations on Council.

All operational costs, water and power are to be the responsibility of the Lessee including the requirement for the LCC to maintain their own Public Liability, Workers Compensation and other relevant insurances. Any works required for the establishment of the site, relocation costs and fencing will be payable by the LCC. General maintenance of the site and buildings will be the responsibility of the Lessee.

**Budget – Whole of Life Cost**

The existing Waterloo Bushfire Brigade Shed is the responsibility of Council, including the requirement to insure the building and eventually replace the building.

While the Emergency Services Levy does cover some operational costs of the brigade, with grants often available for asset replacement, this cost subsidy will no longer be available for Reserve 43011 due to the Waterloo Bushfire Brigade relocating to the Waterloo Hall (Reserve 5567) in late 2021.

**Council Policy Compliance** - None.

**Risk Assessment**

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Leschenault Catchment Council – Request to Lease – Waterloo BFB Shed
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 Failure to establish a Lease Agreement could lead to financial implications to the Shire
	Legal and Compliance Failure to establish a lease agreement and meet all statutory requirements could lead to legal action.

**Officer Comment**

The LCC have requested to lease the old Waterloo Bushfire Brigade Shed located on Reserve 43011 and also lease the adjoining (part) Reserve 46108.



Reserve 43011 is owned by the State and vested to the Shire of Dardanup through a Management Order, with the purpose being “Bush Fire Brigade Station”. Officers are currently seeking advice from the Department of Planning, Lands and Heritage to ascertain if the Management Order needs to be amended to allow for the use proposed by the LCC. If it is required to be changed, it is proposed that the new purpose be for “Community Use”.

Part Reserve 46108 is owned by the Department of Biodiversity, Conservation & Attractions (DBCA) and the Shire of Dardanup has recently secured a 20 year lease with DBCA over Part Reserve 46108. The permitted use on the Part Reserve 46108 is for a Bushfire Brigade Site. Officers have forwarded correspondence to the DBCA requesting In-Principal support to amend the permitted use of the current lease agreement and to also seek DBCA approval to the subletting of the Reserve to LCC, should Council support a sublease to the LCC.

The LCC are proposing to relocate their entire operations to this site for a period of up to five years. This will require the installation of a transportable building on part of Reserve 46108 for their staff, together

with some fencing, parking areas, equipment and chemical storage facilities. This transportable building installation will be at the cost of the LCC, including costs associated with connecting utilities, services and other operating facilities.

#### Manager Development Services Comments

In order to facilitate the proposed development there may be a need to amend the current Management Order of Reserve 43011. In addition a development approval will be required and will need to address bushfire management.

**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. **Endorse the establishment of a Lease Agreement with the Leschenault Catchment Council over Reserve 43011 and a Sub-lease for part of Reserve 46108, subject to the following conditions being met.**
  - a) **Written approval is received from the Department of Biodiversity, Conservation and Attractions supporting the establishment of a Sub-lease agreement between the Shire of Dardanup and the Leschenault Catchment Council for part of Reserve 46108.**
  - b) **Amendment to the current Management Order over Reserve 43011 to allow for "Community Use" by the Leschenault Catchment Council if required.**
  - c) **The Lease and Sub-lease be for a period of up to five (5) years.**
  - d) **A Lease fee of \$1,000 (+GST) per annum for Reserve 43011 is applied for the term of the lease.**
2. **Delegates to the Chief Executive Officer any actions necessary to change the Management Order (if required) and approval of a development application.**
3. **Delegates authority to the Chief Executive Officer to sign any addendums or amendments pertaining to the current lease with the Department of Biodiversity Conservation and Attractions over Reserve 46108, if required.**
4. **Delegates the Chief Executive Officer to execute a Lease Agreement for Reserve 43011 and a Sub-lease Agreement for part of Reserve 46108 with the Leschenault Catchment Council upon conditions 1a, 1b, 1c & 1d being met.**



**12.4.4 Title: 2021/22 CnG CP042 Councillor Fees Policy – Policy Update**

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.4.4A – CnG CP042 – Councillor Fees Policy</i>
	<i>Appendix ORD: 12.4.4B – Risk Assessment</i>

**Overview**

This report seeks Council's endorsement of the reviewed policy *CnG CP042 Councillor Fees Policy* [Appendix ORD: 12.4.4A].

This policy has been updated to reflect the recent changes adopted by Council as part of the 2021/22 Annual Budget process, whereby Council resolved to increase the Elected Member Fees from 70% of Band 3 to 75% of Band 3 at the Ordinary Council Meeting dated 31<sup>st</sup> of March 2021 (Res 70-21).

**Background**

The Salaries and Allowances Tribunal (SAT) is empowered to determine certain payments that are to be made or reimbursed to elected Council members. Where the SAT has chosen to determine minimum and maximum amounts for fees, expenses or allowances, there is the flexibility for each local governments to set the amounts to be paid or reimbursed within the range determined.

Section 5.98 of the Local Government Act 1995 (LGA) permits the reimbursement of prescribed expenses and the payment for Councillors to attend meetings and committees. Meeting Attendance Fees are payable for the attendance at each meeting. SAT determines minimum and maximum fees.

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

At the Integrated Planning Committee (IPC) meeting held on the 17<sup>th</sup> of March 2021, the IPC resolved to increase the fees from 70% of the prevailing Band 3 to 75% of the prevailing Band 3 as determined by SAT [IPC 02-21].

Council ratified this decision at the Ordinary Council Meeting held on the 31<sup>st</sup> of March 2021, where Council resolved to increase the Elected Member Fees from 70% of the prevailing maximum Band 3 to 75% of the prevailing maximum Band 3 (as determined by SAT) effective from 1<sup>st</sup> of July 2021, for the following allowances:

- Shire President and Elected Member 2021/22 Annual Attendance Fees;
- Shire President and Deputy President 2021/22 Annual Local Government Allowance; and
- Elected Member 2021/22 Annual Information and Communications Allowance.

Council Policy *CnG CP042 Councillor Fees Policy* has now been updated to incorporate the adopted percentage of 75% of the prevailing Band 3 value.

**Legal Implications**

Only reimbursement of permissible expenditure and allowances up to prescribed amounts are payable per *Section 5.98 Fees etc. for council members; s. 5.98A Allowance for deputy mayor or deputy president;*

s. 5.99 Annual fee for council members in lieu of fees for attending meetings and s. 5.99A Allowances for council members in lieu of reimbursement of expenses under the Local Government Act 1995.

Part 8 of the *Local Government (Administration) Regulations 1996* includes the provisions by which local government payments are made to elected members, refer *Regulation 30 Meeting attendance fees; r. 31 Expenses to be reimbursed; and r. 32 Expenses that may be approved for reimbursement.*

### **Strategic Community Plan**

Strategy 1.1.1 - Ensure equitable, inclusive and transparent decision-making. (Service Priority: High)

Strategy 1.2.1 - Provide elected member training and development. (Service Priority: Very High)

**Environment** - None.

### **Precedents**

Council has previously paid 70% of the SAT Band 3 value in 2020/21 and 2019/20. The last increase determined by SAT was in 2019/20 financial year.

### **Budget Implications**

The adopted 2021/22 Annual Budget incorporates the 75% Band 3 value.

### **Budget – Whole of Life Cost**

An ongoing annual budget provision is made each year for Elected Member Fees.

### **Council Policy Compliance**

*CnG CP042 Councillor Fees Policy*. This policy was last reviewed and amended in September 2020.

### **Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	2021/22 CnG CP042 Councillor Fees Policy – Policy Update
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Risk of Non-compliance to Council Policy CnG CP042 Councillor Fees Policy if the policy is not updated.
	Reputational Risk of negative impact to reputation if Council is at risk of not adhering to its own adopted Council Policies.

**Officer Comment**

This policy has been updated to reflect recent decisions endorsed and adopted by Council to increase Elected Member Fees and Allowances from 70% to 75% of the Band 3 value as per the Salaries & Administrative Tribunal.

Other minor changes to Council Policy CnG CP042 Councillor Fees Policy include reference to monthly allowances paid (previously quarterly), minor Regulation number changes and an updated reference to the Local Government Officers' (Western Australia) Award 2021 cents per kilometre, noting the cents/km rate has not changed and remains at 0.6866 cents per kilometre. The amendments are marked up and provided for in [Appendix ORD: 12.4.4A].

**Council Role** - Legislative.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council adopts the revised Council Policy CnG CP042 – Councillor Fees Policy as follows:**



COUNCIL POLICY NO:-

**CnG CP042 – COUNCILLOR FEES POLICY**

GOVERNANCE INFORMATION								
Procedure Link:		NA			Administrative Policy Link:		NA	
ADMINISTRATION INFORMATION								
Version:	1	CP042	OCM:	30/08/17	Res:	238/17	Synopsis:	Policy created.
Version:	2		SCM	26/07/18	Res:	251-18	Synopsis:	Reviewed and Adopted by Council
Version	3	CnG CP042	OCM	30/09/20	Res:	270-20	Synopsis	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Corporate & Governance

**2. PURPOSE OR OBJECTIVE**

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

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

The Salaries and Allowances Tribunal (SAT) is empowered to determine certain payments that are to be made or reimbursed to elected Council members. Where the SAT has chosen to determine minimum and maximum amounts for fees, expenses or allowances, there is an obligation on Local Governments to set the amounts to be paid or reimbursed within the range determined.

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

The Policy Objectives are:

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

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

### **3. REFERENCE DOCUMENTS**

All payments are to comply with the following legislative requirements:

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

### **4. POLICY**

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

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

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

#### **4.2 Fees for attending meetings**

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

The Shire of Dardanup's policy is for an annual meeting fee to be paid in lieu of Council and Committee meeting attendance fees, which shall be within the prescribed range set by the SAT, regardless of the meeting structure in place, or the number of meetings attended by a particular Councillor. The annual meeting fee, set within this SAT prescribed payment band, shall be determined by Council as part of the annual budget adoption and is based on 75% of the maximum band value.

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

The prescribed range for the payment of the annual Local Government allowance for the President is determined by the SAT and shall be set by Council as part of the annual budget adoption process in accordance with Section 5.98(5) of the Act and Regulation 30 of the Administration Regulations and is based on 75% of the maximum band value. The President's allowance shall generally be payable monthly in arrears.

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

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

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

The prescribed range for the payment of the annual Local Government allowance for the Deputy President is determined by the SAT and shall be set by Council as part of the annual budget adoption process in accordance with Section 5.98(5) of the Act and Regulation 30 of the Administration Regulations and is based on 75% of the maximum band value. The Deputy President's allowance shall generally be payable monthly in arrears.

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

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

#### **4.5 Reimbursement of ICT Expenses**

All Councillors are entitled to be paid an annual allowance in lieu of telecommunications expenses within the prescribed range determined by the SAT and shall be set by Council as part of the annual budget adoption process, with the allowance based on 75% of the maximum band value.

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

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

#### **4.6 Authorised Functions**

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

- a) Attendance by a Councillor at any working group meeting, ordinary or special briefing session and Council forum, notice of which has been given by the Chief Executive Officer;
- b) Attendance by a Councillor at any meeting or anybody to which the Councillor has been appointed by the Council or to a secondary body as approved by the Chief Executive Officer (but not including any meeting of a regional Local Government);
- c) Attendance by a Councillor at any annual or special electors' meeting;
- d) Attendance by a Councillor at a Shire of Dardanup civic function to which all Councillors are invited;
- e) Attendance by a Councillor at a citizenship ceremony conducted by the Council;
- f) Attendance by a Councillor at any ceremony for the presentation by the Council of awards to school students by any Councillor responsible for presentation of the awards;
- g) Attendance by a Councillor at any site where:
  - The site is the subject of an item of business on an agenda for a Council briefing session or a Council meeting; and
  - The attendance occurs between the issue of the agenda and the Council briefing session or the Council meeting;
- h) Attendance by a Councillor at a meeting with the Chief Executive Officer or a Director of the Council at the request of the Chief Executive Officer or a Director;
- i) Attendance by the President at a meeting or function of anybody including any State Government body, in their capacity as the President, including attendance by the Deputy President or a Councillor in place of the President; and
- j) Any other function, meeting or event in their role as a Councillor that is supported by a written invitation.

#### **4.7 Reimbursement of Expenses**

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

##### **4.7.1 Reimbursement of Child Care Expenses As A Result Of Attendance at an Authorised Function, Meeting of Council or Committee**

In accordance with Section 5.98(2)(a) of the Act and Regulations 31(1)(b) of the Administration Regulations, a Councillor who incurs child care costs (where they are a parent or legal guardian) because of the Councillor's attendance at a Council meeting or meeting of a committee (of which he or she is a member), is entitled to be

reimbursed the actual cost per hour or the prescribed amount as determined by the Salaries and Allowances Tribunal whichever is the lesser amount.

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

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

#### 4.7.2 Reimbursement Of Travel And Parking Expenses Because Of Attendance At An Authorised Function, Meeting Of Council Or Committee

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

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

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

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

#### **4.8 Claim for Reimbursement**

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

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

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

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

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

**12.4.5 Title: Bush Fire Brigades Local Law 2021 - Undertakings**

<b>Reporting Department:</b>	Corporate & Governance Directorate
<b>Reporting Officer:</b>	Ms Cathy Lee - Manager Governance & HR
<b>Legislation:</b>	Local Government Act 1995
<b>Attachments:</b>	Appendix ORD: 12.4.5A – Correspondence from Joint Standing Committee on Delegated Legislation dated the 4 <sup>th</sup> of August 2021 Appendix ORD: 12.4.5B – Risk Assessment

**Overview**

This report is presented seeking undertakings to the Joint Standing Committee on Delegated Legislation that Council will:

1. Within the next six months, correct the typographical and formatting errors in clauses 1.5, 4.5 and 8.1(2).
2. Ensure all consequential amendments arising from the undertaking will be made.
3. Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.

**Background**

On the 28<sup>th</sup> of April 2021 Council resolved as follows [113-21]:

*“THAT Council*

1. *Receives the submissions received from the public and the Department of Local Government, Sport and Cultural Industries in respect of the Shire of Dardanup Bush Fire Brigades Local Law 2021.*
2. *By Absolute Majority decision, adopts the Shire of Dardanup Bush Fire Brigades Local Law 2021 (Appendix ORD: 12.4.2C) inclusive of [officer recommended] amendments.*
3. *Publishes a copy of the adopted local law in the government gazette.*
4. *Gives a copy of the adopted gazette ready Local Law to the Minister for Local Government.*
5. *After the local law has been published in the Gazette, gives local public notice as per section 1.7 of the Local Government Act 1995 advising:*
  - *The title of the local law;*
  - *Summarizing the purpose and effect of the local law;*
  - *Specifying the day on which the local law comes into operation; and*
  - *Advising the location of copies of where the local law may be inspected or obtained.*
6. *Supplies copies of the local law, Explanatory Memorandum, Statutory Procedures Checklist and other supporting material in accordance with Ministerial Directions, to the WA Parliament’s Joint Standing Committee on Delegated Legislation within 10 working days of the gazettal publication date of the local law.”*

The Joint Standing Committee considered the local law on the 4<sup>th</sup> of August 2021 and required the Shire of Dardanup to provide three undertakings [Appendix ORD: 12.4.5A].

**Legal Implications**

Local Government Act 1995 – section 3.16

**Strategic Community Plan**

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

Strategy 1.1.4 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

Strategy 1.4.2 - Maintain, review and ensure relevance of Council's policies and local laws. (Service Priority: Very High)

**Environment** - None.

**Precedents**

Council has entered into similar undertakings in the past including in June 2014 in relation to the Shire of Dardanup Standing Orders Local Law 2014 and in September 2014 in relation to the Shire of Dardanup Cemeteries Local Law 2014.

**Budget Implications**

Officer time correcting the typing and formatting errors and preparing Council reports required by the law making process set out in section 3.16 of the Local Government Act 1995.

Costs incurred by the law making process set out in section 3.16 of the Local Government Act 1995, including advertising and publishing amendment in the Government Gazette.

**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.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Bush Fire Brigades Local law 2021 – Undertakings
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Council has a statutory obligation to make laws which are clear and effective.
	Reputational Council will be viewed in a negative light if it fails to discharge its statutory obligation.



**Officer Comment**

On the 21<sup>st</sup> of May 2021 the Shire submitted the Explanatory Memorandum and supporting material for the Bush Fire Brigades Local Law 2021 to the Joint Standing Committee on Delegated Legislation. The Joint Standing Committee on Delegated Legislation considered the local law on the 4<sup>th</sup> of August 2021 and required the Shire to provide three undertakings [Appendix ORD: 12.4.5A].

1. Within the next six months, correct the typographical and formatting errors in clauses 1.5, 4.5 and 8.1(2).
2. Ensure all consequential amendments arising from the undertaking will be made.
3. Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.

Section 5 of the Local Government Act 1995 authorises local governments to make local laws

*'prescribing all matters that are that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions under this Act.'*

The Joint Standing Committee on Delegated Legislation is responsible for examining, on behalf of Parliament, each disallowable instrument of delegated legislation that is tabled in Parliament.

The Committee determines whether the instruments are beyond the scope of the delegated power or are otherwise in breach of the Committee's Terms of Reference.

The Committee's Terms of Reference require the Committee to consider whether the instrument:

- Is within power
- Has any unintended effect on any person's existing rights or interests
- Provides an effective mechanism for the review of administrative decisions
- Contains only matter that is appropriate for subsidiary legislation.

The Committee has the power to recommend that Parliament disallow an instrument of delegated legislation. However, where a local law has a defect that is not significant, the Committee will seek an undertaking that the local government amend the instrument. Local governments usually undertake to amend the delegated legislation within six months of the date of the undertaking. The undertakings are made by resolution at a Council meeting. The undertakings are then provided to the Committee by Council. The Committee monitors whether delegated legislation has been amended within the agreed timeframe. The Committee maintains a list of undertakings made by local governments which can be accessed on the Committee's website.

Providing the undertakings is required to meet the Council's statutory obligations.

**Council Role** - Legislative.

**Voting Requirements** - Absolute Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

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

- 1. Within the next six months, correct the typographical and formatting errors in clauses 1.5, 4.5 and 8.1(2) of the Shire of Dardanup Bush Fire Brigades Local Law 2021.**
- 2. Council will ensure all consequential amendments arising from the undertaking will be made.**
- 3. Where the local law is made publicly available by the Council, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.**

*By Absolute Majority*

**12.4.6 Title: Schedule of Paid Accounts as at the 6<sup>th</sup> of August 2021**

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Jasmine Sillifant – Accounts Payable Officer</i>
<i>Legislation:</i>	<i>Local Government (Financial Management) Regulations 1996</i>
<i>Attachments</i>	<i>Appendix ORD: 12.4.6 – Risk Assessment</i>

**Overview**

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

**Background**

Council delegates authority to the Chief Executive Officer annually:

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

**Legal Implications**

Local Government Act 1995

*S6.5. Accounts and records*

Local Government (Financial Management) Regulations 1996

*R11. Payments, procedures for making etc.*

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

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

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

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

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

### **Strategic Community Plan**

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

**Environment** - None.

### **Precedents**

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

### **Budget Implications**

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

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

### **Council Policy Compliance**

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

### **Risk Assessment**

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

<b>Tier 2 – 'Low' or 'Moderate' Inherent Risk.</b>		
Risk Event	Schedule of Paid Accounts as at the 6 <sup>th</sup> of August 2021	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.
	Reputational	Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively

**Officer Comment**

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

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Schedule of Paid Accounts report from 10/07/2021 to 6/08/2021 as follows:**

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
<b>ELECTRONIC FUNDS TRANSFER</b>					
EFT43504	13/07/2021	Natasha Kaye Livesey & Steven John Inglis	Rates Refund of Credit Balance	MUNI	264.49
EFT43505	16/07/2021	21 Graphic Design Pty Ltd	Monthly Graphic Design and Creation of Artwork for Community News - June 2021	MUNI	99.00
EFT43506	16/07/2021	A1 Sign Shop	Supply and Install Signs for the Eaton Foreshore Public Toilets	MUNI	309.10
EFT43507	16/07/2021	ABC Filter Exchange	ERC - Cleaning of Range Hood Inside and Out and Polish	MUNI	495.00
EFT43508	16/07/2021	Advanced Traffic Management WA P/L	Traffic Management Busher Road - Roadside Spraying - 26/06/2021	MUNI	209.00
EFT43509	16/07/2021	Amity Signs	Rural Street Number Signs	MUNI	64.90
EFT43510	16/07/2021	Ampol Australia Petroleum Pty Ltd	Fuel for Shire Vehicles - June 2021	MUNI	16,700.05
EFT43511	16/07/2021	Artref Pty Ltd	Roll Paper A1 for HP Designjet T830 Plotter Scanner	MUNI	102.30
EFT43512	16/07/2021	Australia Post	Monthly Invoice of Mail and Postage - June 2021	MUNI	1,190.86
EFT43513	16/07/2021	Australian Tax Office	PAYG Withholding Fortnight Ending 9/07/2021	MUNI	96,791.00
EFT43514	16/07/2021	Australian Water Association	WA Water Industry Breakfast - Cr Michael Bennett	MUNI	90.00
EFT43515	16/07/2021	BCE Surveying Pty Limited	Provision of Licenced Surveying Service - Subdivision Of Lot 100 of DP26022 & Drain Survey - The Dress Circle, Henty	MUNI	4,859.07
EFT43516	16/07/2021	Better Telco Solutions Pty Ltd	60M X Cat6 Data Cable Installation from Server Room to 2 Locations - Depot	MUNI	930.60
EFT43517	16/07/2021	BGC Construction	Eaton Bowling Club Redevelopment - Design & Construct - Progress Claim #8	MUNI	276,202.58
EFT43518	16/07/2021	Big W	Book Stock for the Library	MUNI	596.00
EFT43519	16/07/2021	Blackwood Tanks	Deposit for Water Tanks - Joshua Crooked Brook BFB & Wellington Mills BFB	MUNI	8,000.00
EFT43520	16/07/2021	BOC Ltd	ERC - Hire of Oxygen Bottle - June 2021	MUNI	12.14

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43521	16/07/2021	Boyles Plumbing and Gas	Locate Water Leak on Meter and Replace Copper Pipe - Eaton Foreshore	MUNI	238.15
EFT43522	16/07/2021	Brandicoot	Eaton Drive Consultation - Design of 2 Pull-up Banners - Additional Changes To Banners	MUNI	165.00
EFT43523	16/07/2021	Bunbury and Districts Softball Association	Youth Baking Day - Venue Hire	MUNI	45.00
EFT43524	16/07/2021	Bunbury Coffee Machines	ERC - Barista Course - Jordy O'Hara	MUNI	100.00
EFT43525	16/07/2021	Bunnings Group Limited	Torches and Headlamps for Emergency Call Outs & Tape measures and Traffic Cones for Vehicles	MUNI	310.72
EFT43526	16/07/2021	Cameron Baker	Umpire Recoup 13/07/2021	MUNI	88.00
EFT43527	16/07/2021	Carbone Brothers Pty Ltd	Harris Road Upgrade - Drainage - Claim #2	MUNI	63,447.80
EFT43528	16/07/2021	Caroline Mears	Chair Yoga for Seniors - 4 Sessions - June	MUNI	260.00
EFT43529	16/07/2021	Castledine Gregory	Legal Opinion - Delegation Register, Review of Legislation and LPSS	MUNI	1,210.00
EFT43530	16/07/2021	Cathy Lee	Reimbursement for Purchase of Farewell Gift for Manager Information Services In Accordance With Council Policy CP016	MUNI	200.00
EFT43531	16/07/2021	Chloe Scott	Umpire Recoup for Basketball Competition 9/07/2021	MUNI	246.00
EFT43532	16/07/2021	Christine Worsfold	Umpire Recoup 12/07/2021 & 13/07/2021	MUNI	157.50
EFT43533	16/07/2021	Ciphertel Pty Ltd T/A Gateway Internet Services	Monthly Account for Point To Point Microwave Service - June 2021	MUNI	2,893.00
EFT43534	16/07/2021	City of Bunbury	Cat Pound Fees - June 2021	MUNI	190.85
EFT43535	16/07/2021	Citygate Properties Ptd Ltd	Vouchers for Prizes - Various Library Competitions	MUNI	310.00
EFT43536	16/07/2021	Cleanaway	Waste, Recycle, Park and Street Bin Servicing - June 2021 & Skip Bin Hire for Gnomesville Clean-up	MUNI	60,237.73
EFT43537	16/07/2021	Cobey Brown	Umpire Recoup for Basketball Competition 8/07/2021	MUNI	180.00
EFT43538	16/07/2021	Collins Booksellers	Book Stock for Library	MUNI	590.77

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43539	16/07/2021	Country Landscaping Pty Ltd	Replacement of VFD Screen - Glen Huon Oval	MUNI	410.96
EFT43540	16/07/2021	Dardanup General Store	Milk for Depot & Dardanup Office - June 2021	MUNI	46.75
EFT43541	16/07/2021	Dennis Maher	Refund of Development Application Fees - Application Withdrawn	MUNI	147.00
EFT43542	16/07/2021	Deputec Pty Ltd	ERC - Deputy Roster Software - June 2021	MUNI	88.99
EFT43543	16/07/2021	Donna Bastow	Umpire Recoup 13/07/2021	MUNI	132.00
EFT43544	16/07/2021	Duxton Hotel Perth	1 x Night Accommodation for Mr Andre Schonfeldt - 21/06/2021 / 1 x Night Accommodation for Cr M Bennett - 21/06/2021	MUNI	614.00
EFT43545	16/07/2021	Eaton Environmental Services	Inspect and Re-Bait Rodent Stations At the Depot Site	MUNI	150.00
EFT43546	16/07/2021	Eaton Primary School	Annual Awards - Budget Allocation	MUNI	165.00
EFT43547	16/07/2021	Elizabeth Mary Crawford	Rates Refund - Overpayment of Rates - Refund Upon Settlement (Pending Payment Return)	MUNI	157.01
EFT43548	16/07/2021	Erin Hutchins	Reimbursement for Purchase of Farewell Gift for Ben Anderson In Accordance With CP016	MUNI	47.90
EFT43549	16/07/2021	Exetel Pty Ltd	Exetel 200/200Mbit Data Communications - Tsf200R2 - July 2021	MUNI	1,250.00
EFT43550	16/07/2021	Felicity Metcher	Umpire Recoup 13/07/2021	MUNI	67.50
EFT43551	16/07/2021	Fit2Work	Monthly Invoice for Australian Employee Police Checks - June 2021	MUNI	191.95
EFT43552	16/07/2021	Flexi Staff Pty Ltd	Temporary Labour - Keith Clarke - 21/06/2021 - 27/06/2021	MUNI	7,780.12
EFT43553	16/07/2021	Grace Records Management	Records Management & Bin Exchange - June 2021	MUNI	717.55
EFT43554	16/07/2021	Gregory Allan Mckenna	Rates Refund of Credit Balance	MUNI	1,266.06
EFT43555	16/07/2021	Hanson Construction Materials Pty Ltd	5/7 Mix Stone - Wellington Mill Road 6 Tonnes	MUNI	308.88



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43556	16/07/2021	Herbert Smith Freehill	Legal Advice - New Waste Contracts - Suez, BHRC and Cleanaway	MUNI	8,084.78
EFT43557	16/07/2021	Howson Technical	Project Management Services - 16/06/2021 - 30/06/2021 - Various Projects	MUNI	5,434.00
EFT43558	16/07/2021	HPE Financial Services	Dell Desktop Laptop Refresh 2019 Lease - 1/07/2021 - 30/09/2021	MUNI	8,098.20
EFT43559	16/07/2021	Hynes Contracting	Earthworks and Sub-base Correction for New Red Asphalt Path At Watson Reserve - From Carpark To Dog Beach	MUNI	17,000.00
EFT43560	16/07/2021	Jasmin Brown	Umpire Recoup 13/07/2021	MUNI	44.00
EFT43561	16/07/2021	Jason Cartledge	Umpire Recoup 13/07/2021	MUNI	66.00
EFT43562	16/07/2021	Jo Jingles South West	Jo Jingles Sessions June 2021 At Eaton Library, Dardanup Hall & Burekup Hall	MUNI	2,464.00
EFT43563	16/07/2021	John Thompson	Umpire Recoup 13/07/2021	MUNI	44.00
EFT43564	16/07/2021	Joshua Crooked Brook Bushfire Brigade	Controlled Burn - Garvey Road	MUNI	880.00
EFT43565	16/07/2021	Justine Eichner	Umpire Recoup 13/07/2021	MUNI	44.00
EFT43566	16/07/2021	K's Home Kitchen	Regional Road Group Luncheon for Alan Claydon Retirement - 25 Guests	MUNI	450.00
EFT43567	16/07/2021	Karyn Rowe	Umpire Recoup 12/07/2021 & 13/07/2021	MUNI	157.50
EFT43568	16/07/2021	Kenny Pomare	Umpire Recoup for Basketball Competition 9/07/2021	MUNI	27.70
EFT43569	16/07/2021	Kent Lyon Architect	Project Management Services - Eaton Bowling Club Project - June 2021	MUNI	6,138.00
EFT43570	16/07/2021	Kings Tree Care	Shire Tree Pruning As Per Western Power List	MUNI	4,950.00
EFT43571	16/07/2021	Kmart	Workshop Supplies	MUNI	139.15
EFT43572	16/07/2021	Kristie Rice	High Risk License	MUNI	53.00
EFT43573	16/07/2021	Landgate	Gross Rental Valuations	MUNI	2,246.35
EFT43574	16/07/2021	Leigh Fiona Jackson	Refund of Application Fee To Keep More Than 2 Dogs Charged In Error	MUNI	125.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43575	16/07/2021	Lomax Media	Story of the Collie River - Video Production As Per Quotation 1410 With Joe Northover	MUNI	1,512.50
EFT43576	16/07/2021	Luca Brown	Umpire Recoup for Basketball Competition 8/07/2021	MUNI	180.00
EFT43577	16/07/2021	Machinery West	First Service DA9781 - New Holland Tractor	MUNI	516.41
EFT43578	16/07/2021	Madison Hancock	Umpire Recoup 13/07/2021	MUNI	67.50
EFT43579	16/07/2021	Main Roads Western Australia	Contribution for Bridge 3678 Repairs on Pile Road Over Ferguson River & Bridge 4821 Repairs on Martin Pelusey Road Over Ferguson River (WA Local Government Grants Commission Special Projects Funded)	MUNI	397,672.06
EFT43580	16/07/2021	Malatesta Road Paving and Hotmix	Supply and Lay 30mm AC10 and Sweeping - Eaton Drive Expansion & Harris Road, Box of Stomp and Stick Markers	MUNI	128,852.87
EFT43581	16/07/2021	Mantrac	Excavator Hire - Box Out Area and Mulch - Foreshore Works	MUNI	9,460.00
EFT43582	16/07/2021	Mckayhla Pomare	Umpire Recoup for Basketball Competition 8/07/2021, 9/07/2021 & 14/07/2021	MUNI	448.00
EFT43583	16/07/2021	Melissa Biniti Lomo - Farnell's Borneo Delight	Food Truck Voucher for Performers/Volunteers - Youthfest	MUNI	60.00
EFT43584	16/07/2021	MGM Bulk Pty Ltd	Supply and Deliver MRWA Base course Spec. Gravel - Eaton Drive Expansion - 543.90 Tonnes	MUNI	12,564.09
EFT43585	16/07/2021	Michaela Jane Hayden	2020/21 Uniform Reimbursement / Reimbursement for Purchase of Book Stock for Library	MUNI	400.04
EFT43586	16/07/2021	Milla Yanchoglova	Refund Upfront Membership Fees	MUNI	212.97
EFT43587	16/07/2021	Nara Training and Assessing	Forklift Verification of Competency x 8 - June 2021	MUNI	1,250.00
EFT43588	16/07/2021	Natural Area Consulting Management Services	Slashing & Weed Removal - Scout Hall Bushfire Mitigation Activities	MUNI	2,662.00
EFT43589	16/07/2021	Officeworks Superstores Pty Ltd	Ergonomic Task Chair, Stationery Order Eaton Admin, Screen and Stands x 4	MUNI	854.01
EFT43590	16/07/2021	Onsite Rental Group	Gnomesville Clean Up - Toilet Hire - 23/06/2021	MUNI	497.45

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43591	16/07/2021	Peel Resource Recovery P/L	Mulch Delivered to Eaton Foreshore, Cleveland Bay Ave, Pratt Road, Martin Pelusey Road, Claret Grove, Peninsula Lakes Drive & Millbridge Blvd	MUNI	13,402.50
EFT43592	16/07/2021	Perfect Landscapes	Mowing Week Commencing 28/06/2021	MUNI	2,222.00
EFT43593	16/07/2021	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	696.05
EFT43594	16/07/2021	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	Dardanup West 1.4 Rural - Tyre Replacement Incl. Wheel Alignment/Balance and Disposal Costs & DA429 Wheel Alignment	MUNI	3,972.00
EFT43595	16/07/2021	Property Council of Australia Limited	Infrastructure WA Launch - 21 July 2021 - Shire President & CEO	MUNI	460.00
EFT43596	16/07/2021	Raymond Pryce	2020/21 Uniform Reimbursement	MUNI	279.85
EFT43597	16/07/2021	Reboot Mindset Coaching	Reboot Mindset Coaching - Option 1 - Workshop Design, Delivery and Action Plan for Councillors	MUNI	7,150.00
EFT43598	16/07/2021	Regional Media Specialists P/L	Bulk Purchase of Newspaper Advertising Space for Community News - Bunbury Herald 22/06/2021 & Bunbury Mail 23/06/2021	MUNI	1,368.38
EFT43599	16/07/2021	Renaë Randall	2020/21 Uniform Reimbursement	MUNI	204.95
EFT43600	16/07/2021	River Valley Community Playgroup Inc	Community Grant R2 2020/21 Payment	MUNI	521.21
EFT43601	16/07/2021	Roldan Tomas	Umpire Recoup 13/07/2021	MUNI	44.00
EFT43602	16/07/2021	Scope Electrical Contracting Pty Ltd	Inspect Electrical Fault and Adjust Timer - Eaton Foreshore Playground, Repair Lights Lofthouse Park, Inspect BBQ at Carramar Park for Faults	MUNI	647.63
EFT43603	16/07/2021	Securepay Pty Ltd	Securepay Web Payments - 2021/2022 Annual Fee& Monthly Fee for June 2021	MUNI	497.68
EFT43604	16/07/2021	Shire of Donnybrook Balingup	Long Service Leave Liability - Naomi Newport	MUNI	2,150.60
EFT43605	16/07/2021	SMR Psychology	Employee Assistance Program - Counselling	MUNI	187.00
EFT43606	16/07/2021	SOS Office Equipment	Photocopying Charges - June 2021	MUNI	2,717.61

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43607	16/07/2021	South West Psychology & Consultancy	Counselling Services - Employee Assistance Program	MUNI	160.00
EFT43608	16/07/2021	Spotlight Pty Ltd	Event Items - Coloured Yarn , Buttons, Felt, Knitting & Crochet Needles, and Items for Youth Tote Bag Craft Afternoon	MUNI	832.80
EFT43609	16/07/2021	Stephen Delane	Reimbursement for Purchase of Phone Cover & Fishing Nets	MUNI	133.98
EFT43610	16/07/2021	Surveytech Traffic Surveys Pty Ltd	Traffic Counts - 12 x Locations (3 Weeks Counts)	MUNI	8,489.80
EFT43611	16/07/2021	Synergy	Electricity Account for 25 x Shire Sites	MUNI	4,978.32
EFT43612	16/07/2021	Talis Consultants Atf the Talis Unit Trust	Waste Services - Preparation of Waste Management Contract - Bunbury Harvey Regional Council	MUNI	1,320.00
EFT43613	16/07/2021	Taneta Alana Kerr	Refund of Development Application Fees	MUNI	295.00
EFT43614	16/07/2021	Tara Harris	Reimbursement for Corporate First Aid CPR Course	MUNI	49.00
EFT43615	16/07/2021	Te Wairimu Elinor Pomare	Umpire Recoup 13/07/2021	MUNI	44.00
EFT43616	16/07/2021	Telstra	Shire Telephone Accounts - Mobiles, Mainlines, Fax & Satellite Phones	MUNI	11,291.63
EFT43617	16/07/2021	Terrywhite Chemmart Eaton	2021 Annual Flu Vaccinations	MUNI	39.90
EFT43618	16/07/2021	The Cafe Merchant	Catering for Citizenship Ceremony 16/06/2021 & WA Rangers Association SW Zone Meeting	MUNI	440.00
EFT43619	16/07/2021	The Print Shop	Postcards Launching SMS Campaign	MUNI	503.80
EFT43620	16/07/2021	The Space Station	Corporate Style Guide and Template Creation - Shire of Dardanup	MUNI	19,767.00
EFT43621	16/07/2021	The Workwear Group	Uniform Orders - Eaton Admin Office	MUNI	458.32
EFT43622	16/07/2021	Therese Price	Umpire Recoup 12/07/2021	MUNI	90.00
EFT43623	16/07/2021	Tiana Fraser	Umpire Recoup 13/07/2021	MUNI	22.00
EFT43624	16/07/2021	Toll Transport	Postage & Freight - Sunny Industrial - Tractor Broom	MUNI	196.30

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43625	16/07/2021	Toni Hotchin	Umpire Recoup 12/07/2021 & 13/07/2021	MUNI	157.50
EFT43626	16/07/2021	Tutt Bryant Hire	Hire of Machinery - Loaders, Rollers & Excavators - June 2021 - Various Projects and Locations	MUNI	21,611.51
EFT43627	16/07/2021	Videopro Pty Ltd	Viago2 - Kramer Presentation Device 4K Wireless	MUNI	583.00
EFT43628	16/07/2021	VoiceX Communications	Speechlive Advanced Business Package Annual Subscription	MUNI	418.00
EFT43629	16/07/2021	WALGA	2021/22 WALGA Membership including Employee Relations, Tax Services, Procurement Services, Local Laws Services, Governance Services	MUNI	28,696.24
EFT43630	16/07/2021	Water Corporation	Water Use and Service Charges for 6 x Shire Sites	MUNI	4,359.16
EFT43631	16/07/2021	Waterloo Bushfire Brigade	Controlled Burn - Garvey Road	MUNI	880.00
EFT43632	16/07/2021	Weathersafe Wa	Dismantle 29 x Shade Sails - Shire Playgrounds	MUNI	3,421.00
EFT43633	16/07/2021	Western Australia Treasury Corporation	Government Guarantee Fee on Loans - June 2021	MUNI	6,643.50
EFT43634	16/07/2021	Winc Australia Pty Ltd	Stationery Order - Eaton Admin & ERC	MUNI	724.77
EFT43635	16/07/2021	Woolworths Group Limited - Online Order Only	Youth Advisory Group Meeting Catering and Prizes, Staff Farewell Gift, Grocery Items for Eaton Admin Office & ERC	MUNI	911.03
EFT43636	16/07/2021	Work Clobber	PPE - Works Crew - 5 x Shirts, 3 x Pants, 2 x Jackets & 7 x Vests	MUNI	686.70
EFT43637	19/07/2021	Procad Pty Ltd	AutoCAD Annual Subscription - 15/7/2021 - 14/7/2022	MUNI	5,142.50
EFT43638	22/07/2021	A1 Sign Shop	Supply and Install Class 2 Reflective Road Sign - Joshua Creek Road	MUNI	140.25
EFT43639	22/07/2021	Access Wellbeing Services	EAP Annual Registration and Management Fee - 1/06/2021 - 31/05/2022	MUNI	737.00
EFT43640	22/07/2021	Advanced Traffic Management WA P/L	Supply Traffic Management - Eaton Drive Expansion - 1/07/2021 - 13/07/2021 & Traffic Management Crooked Brook Road due to Storm Damage	MUNI	12,724.96
EFT43641	22/07/2021	Allan Joseph Enright	Rates Refund - Overpayment of Rates - Refund Upon Settlement	MUNI	43.97

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43642	22/07/2021	Amity Signs	Road Signs For Various Roads and Locations in Shire	MUNI	5,530.28
EFT43643	22/07/2021	Aquila Food Forest	Sustainable Living Workshop - Create Resilience 8/07/2021	MUNI	460.00
EFT43644	22/07/2021	Australind Landscaping Supplies	Soil Conditioner - Cadell Park & Illawarra Park	MUNI	576.00
EFT43645	22/07/2021	Bailey Harkness	Umpire Recoup 20/07/2021	MUNI	67.50
EFT43646	22/07/2021	BCE Surveying Pty Limited	Install Survey Pegs Each Side of Venn Road From Slk 0.02 - Slk 0.64 6.2M Each Side of Proposed Road Centreline	MUNI	1,415.85
EFT43647	22/07/2021	Blackwoods	Retractable Belt Barrier & Sign Forklift In Use	MUNI	287.20
EFT43648	22/07/2021	Blaine Thompson	Umpire Recoup 21/07/2021	MUNI	132.00
EFT43649	22/07/2021	Bluesteel Enterprises Pty Ltd	PPE Ferguson BFB - Helmets x 5, Torch and Mounts x 5	MUNI	1,668.60
EFT43650	22/07/2021	Boyles Plumbing and Gas	Replace 25L Hot Water Unit in Chambers Kitchen	MUNI	870.19
EFT43651	22/07/2021	Breeanna Ashleigh Champion	Crossover Rebate	MUNI	185.50
EFT43652	22/07/2021	Brooke Scott	ERC - Sprint Cover on 8-7-2021	MUNI	63.50
EFT43653	22/07/2021	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	282.85
EFT43654	22/07/2021	Bullivants Pty Ltd - Sling Rig	Replacement Hook and Chain for 5T Excavator	MUNI	41.24
EFT43655	22/07/2021	Bunbury Bearings	2 Trailer Hubs & 2 Wheel Bearings for Trailer 7WN233	MUNI	217.80
EFT43656	22/07/2021	Bunbury Coffee Machines	ERC - Cafe Order	MUNI	125.00
EFT43657	22/07/2021	Bunbury Machinery	New Flexi Drive Pump for Sludge Pump	MUNI	1,189.99
EFT43658	22/07/2021	Bunbury Mower Service	Blade 500mm for Mower, 192T Chainsaw Muffler and 2 x Fuel Filters	MUNI	198.00
EFT43659	22/07/2021	Bunbury Repertory Club	Drama Workshop - July School Holidays Youth Program	MUNI	330.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43660	22/07/2021	Bunnings Group Limited	Various Hardware & Maintenance Items for ERC, Depot, Eaton Admin Office and Vehicles	MUNI	1,660.24
EFT43661	22/07/2021	Cameron Baker	Umpire Recoup 21/07/2021	MUNI	66.00
EFT43662	22/07/2021	Carbone Brothers Pty Ltd	80.93 Tonne Limestone - Warburton Road & 26.85 Tonne Limestone - Weetman Road	MUNI	1,913.19
EFT43663	22/07/2021	Castledine Gregory	Council Representation With SAT - Cleanaway - Lot 81 Marginata Close - Stage 1	MUNI	478.50
EFT43664	22/07/2021	Catalyse Pty Ltd	Catalyse Community Satisfaction Survey - 2021 - Additional Responses 500	MUNI	583.00
EFT43665	22/07/2021	Charlotte White	Basket Weaving Workshop - July School Holiday Program	MUNI	290.00
EFT43666	22/07/2021	Christine Worsfold	Umpire Recoup 20/07/2021	MUNI	67.50
EFT43667	22/07/2021	Clasina Maria Susanna Roodt	Rates Refund of Credit Balance	MUNI	798.85
EFT43668	22/07/2021	Coca-Cola Amatil Australia Pty Ltd	ERC - Cafe Order	MUNI	202.88
EFT43669	22/07/2021	Connect Call Centre Services	After Hours Call Centre Service June 2021	MUNI	360.36
EFT43670	22/07/2021	Construction Training Fund : Bciff	BCITF Remittance - June 2021	MUNI	645.58
EFT43671	22/07/2021	Constructive Pd Pty Ltd	81.07M2 of 2M Wide Timber Boardwalk At Gnomesville	MUNI	47,773.00
EFT43672	22/07/2021	Country Landscaping Pty Ltd	Relocation of the 150mm Irrigation Line To Traverse the Perimeter of the Proposed Skate Park	MUNI	13,895.46
EFT43673	22/07/2021	Country Water Solutions	Parts for Repairs - Eaton Drive Extension	MUNI	118.62
EFT43674	22/07/2021	Craven Foods	ERC - Cafe Order	MUNI	1,075.93
EFT43675	22/07/2021	Dapco Tyre and Auto Centre	Vehicle Service - DA9406 & New Tyres for Eaton Trailer	MUNI	1,713.98

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43676	22/07/2021	Department of Mines, Industry, Regulations & Safety (Dmirs) - BSL	BSL Remittance - June 2021	MUNI	9,013.25
EFT43677	22/07/2021	Department of Premier and Cabinet	Fire Prevention Order 2021/2022 - 16 July 2021	MUNI	753.36
EFT43678	22/07/2021	Donna Bastow	Umpire Recoup 21/07/2021	MUNI	88.00
EFT43679	22/07/2021	Donna Nicholls	Umpire Recoup 19/07/2021 & 20/07/2021	MUNI	157.50
EFT43680	22/07/2021	Elizabeth Mary Crawford	Rates Refund - Overpayment of Rates - Refund Upon Settlement	MUNI	157.01
EFT43681	22/07/2021	Erin Emerson	Umpire Recoup 9/07/2021 - Youth Basketball Competition	MUNI	152.30
EFT43682	22/07/2021	Eve Yoga	ERC - Yoga Sessions Eve Yoga - 2/07/2021 - 14/07/2021	MUNI	480.00
EFT43683	22/07/2021	Flexi Staff Pty Ltd	Temporary Labour - Keith Clarke - 5/07/2021 - 10/07/2021	MUNI	3,528.12
EFT43684	22/07/2021	Gissa International Pty Ltd	Annual License To Use A-Spec Standard Specification for 1/7/2021 To 30/6/2022 (R-Spec & D-Spec Only)	MUNI	2,502.50
EFT43685	22/07/2021	Go Electrical Contracting	ERC - Replacement of Lights in Foyer and Kitchen	MUNI	1,468.50
EFT43686	22/07/2021	Greg Harewood	Provide Fauna Assessment of Hollowed Trees on Pile Road To Support Existing Clearing Permit	MUNI	1,298.00
EFT43687	22/07/2021	Heatleys	Coverall Disposable Type 456 White Various Sizes x 150, 6 x Visors & 2 x Cargo Pants	MUNI	2,198.94
EFT43688	22/07/2021	HW & Associates	Eaton Bowling Club - Cost Plan Review	MUNI	1,188.00
EFT43689	22/07/2021	Jason Cartledge	Umpire Recoup 21/07/2021	MUNI	66.00
EFT43690	22/07/2021	Jaycar Electronics	Hand-Held Anemometer (Wind Gauge) for Parks & Environment	MUNI	159.90
EFT43691	22/07/2021	JB Hi-Fi Ltd	ERC - 3 X Google Nest Mini for Membership Promo	MUNI	250.00
EFT43692	22/07/2021	John Thompson	Refund of Myzone Mz-3 Belt - ERC	MUNI	120.00
EFT43693	22/07/2021	Kaine Cherry	Refund of Overpaid ERC Membership Fees Due To System Error	MUNI	52.36



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43694	22/07/2021	Karyn Rowe	Umpire Recoup 19/07/2021 & 20/07/2021	MUNI	157.50
EFT43695	22/07/2021	Lee Woodmore	Reimbursement for Medication Due To Work Related Injury	MUNI	18.69
EFT43696	22/07/2021	Les Mills Asia Pacific	ERC - Monthly Licence Fees - July 2021	MUNI	1,381.53
EFT43697	22/07/2021	Local Government Professionals Australia WA	LG Professionals Annual Membership - Andre Schonfeldt, Phil Anastasakis & Erin Hutchins	MUNI	1,247.00
EFT43698	22/07/2021	M & J Essential Solutions Pty Ltd	Counselling Services - Employee Assistance Program	MUNI	260.00
EFT43699	22/07/2021	Madison Hancock	Umpire Recoup 20/07/2021	MUNI	67.50
EFT43700	22/07/2021	Maia Financial Pty Ltd	Supply of Leased Cardio Fitness Equipment 1/07/2021 - 30/09/2021	MUNI	13,128.26
EFT43701	22/07/2021	Malatesta Road Paving and Hotmix	Supply and Lay 30mm AC10 - Eaton Drive Expansion - 13 Tonnes	MUNI	2,547.97
EFT43702	22/07/2021	Mckayhla Pomare	Umpire Recoup 21/07/2021	MUNI	88.00
EFT43704	22/07/2021	Michaela Jane Hayden	Reimbursement for Purchase of Children's Books for Library	MUNI	140.49
EFT43705	22/07/2021	Northstar Asset Trust Trading as Artistralia	10 Things I Hate About You Movie Licence - July School Holidays Youth Activity	MUNI	198.00
EFT43706	22/07/2021	Perfect Landscapes	Mowing Week Commencing 5/07/2021	MUNI	2,387.00
EFT43707	22/07/2021	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	1,490.00
EFT43708	22/07/2021	PFI Supplies	Primrose Liquid X 5L	MUNI	26.00
EFT43709	22/07/2021	Phil Anastasakis	Reimbursement for 50% Cost of Textbooks for Approved Study Course As Per CP015	MUNI	29.35
EFT43710	22/07/2021	Planning Institute Australia WA Division	Strategic Projects Officer Advertising - Planning Institute of Australia Employment Directory	MUNI	330.00
EFT43711	22/07/2021	QK Technologies Pty Ltd	QK License Bundle Web	MUNI	2,460.70

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43712	22/07/2021	Rafaeli & Tania Marie Guadagnino	Rates Refund - Overpayment of Rates - Refund Upon Settlement	MUNI	500.00
EFT43713	22/07/2021	Roldan Tomas	Umpire Recoup 21/07/2021	MUNI	44.00
EFT43714	22/07/2021	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	1,950.89
EFT43715	22/07/2021	SMR Psychology	Employee Assistance Program - Counselling	MUNI	187.00
EFT43716	22/07/2021	Squash Magic Co	ERC - Vacation Care Incursion	MUNI	715.00
EFT43717	22/07/2021	Synergy	Electricity Supply 3 x Shire Sites	MUNI	8,450.70
EFT43718	22/07/2021	Tara Harris	Reimbursement for Working With Children Check	MUNI	87.00
EFT43719	22/07/2021	Te Wairimu Elinor Pomare	Reimbursement for Renewal of Working With Children's Card	MUNI	87.00
EFT43720	22/07/2021	The Space Station	Development of a Writing Guide in Shire's Style Guide	MUNI	275.00
EFT43721	22/07/2021	Therese Price	Umpire Recoup 19/07/2021 & 20/07/2021	MUNI	157.50
EFT43722	22/07/2021	Think Project Australia Pty Ltd	Software Licencing Expense - RAMM Annual Support and Maintenance Fee for the Period 1/07/2021 - 30/06/2022	MUNI	8,827.78
EFT43723	22/07/2021	Vanessa Bassett	Refund of Hall Hire Bond	MUNI	540.00
EFT43724	22/07/2021	Vanessa Rose Black	Umpire Recoup 19/07/2021	MUNI	90.00
EFT43725	22/07/2021	Water Corporation	Water Use and Service Charges 11 x Shire Sites	MUNI	2,093.29
EFT43726	22/07/2021	Wayne Neil Lowke	Refund of Bond for Animal Cage Hire	MUNI	150.00
EFT43727	22/07/2021	West Australian Newspapers Ltd	Subscription for West Australian Newspapers - 8/07/2021 - 30/09/2021	MUNI	164.34
EFT43728	22/07/2021	Winc Australia Pty Ltd	Stationery Order - Eaton Admin	MUNI	645.73
EFT43729	22/07/2021	Woolworths Group Limited - Online Order Only	ERC - Cafe Order	MUNI	752.25

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43730	22/07/2021	Woolworths Group Limited - Openpay Portal	Kitchen Supplies for Depot, Refreshments for Depot Busy Bee, Supplies for Youth Workshops & Vacation Care	MUNI	210.99
EFT43731	30/07/2021	Action Kerbing	Supply and Construct SM-2 Semi-Mountable Concrete Kerbing To MRWA Specification - Eaton Drive Expansion	MUNI	14,218.93
EFT43732	30/07/2021	Advanced Traffic Management WA P/L	Supply Traffic Management Wellington Mill Road 5/07/2021 - 6/07/2021, Pile Road 19/07/2021 & Eaton Drive Expansion 14/07/2021 - 20/07/2021	MUNI	7,828.70
EFT43733	30/07/2021	Alek Robert Mitchell	Crossover Rebate	MUNI	355.10
EFT43734	30/07/2021	Amity Signs	L Brackets - Millbridge Boulevard & Rural Street Number Signs	MUNI	576.95
EFT43735	30/07/2021	Ampol Petroleum Distributors Pty Ltd	4 x 10L Adblue 2 x 20L Textran TDH & 1 Box Grease Cartridges	MUNI	513.62
EFT43736	30/07/2021	Australian Tax Office	PAYG Withholding for Fortnight Ending 23/07/2021	MUNI	76,217.00
EFT43737	30/07/2021	Bailey Harkness	Umpire Recoup 27/07/2021	MUNI	45.00
EFT43738	30/07/2021	Barry Allen Electrical Services	Disconnect and Reconnection of Rheem Hot Water System Located in Kitchen Next To Council Chambers	MUNI	272.25
EFT43739	30/07/2021	Blackwoods	2 x Rolls of Sign Strapping & 2 x Dust Masks	MUNI	584.00
EFT43740	30/07/2021	Brendan Ebert	Umpire Recoup 28/07/2021	MUNI	22.00
EFT43741	30/07/2021	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	211.95
EFT43742	30/07/2021	BSW Connect	Sponsorship for BSW Connect - 2021 SW Business Excellence Awards Partnership (Community Engagement Award)	MUNI	5,500.00
EFT43743	30/07/2021	Bunbury Holden	Break Down Repairs - DA9279	MUNI	575.00
EFT43744	30/07/2021	Bunnings Group Limited	Shelving, Cabinet and Paint for Ferguson Brigade, Items for Parks Crew, Mop Refills, Bolt Cutters, BBQ Regulator, Pine Sleepers & Downlight Globes	MUNI	1,922.67
EFT43745	30/07/2021	Busselton Civil Pty Ltd	Semi Side Tipper Truck Hire - Eaton Drive	MUNI	5,000.89
EFT43746	30/07/2021	Cameron Baker	Umpire Recoup 28/07/2021	MUNI	44.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43747	30/07/2021	Carbone Brothers Pty Ltd	106.38 Tonne Limestone - Weetman Road, 81.64 Tonne Limestone - Joshua Creek Road & Crooked Brook Road & 106.5 Tonne Limestone - Panizza Road	MUNI	5,194.86
EFT43748	30/07/2021	Charlotte Mills	Umpire Recoup 28/07/2021	MUNI	44.00
EFT43749	30/07/2021	Chloe Scott	Umpire Recoup 28/07/2021	MUNI	44.00
EFT43750	30/07/2021	Christine Nelson & Vincent Lee Wigmore	Reimbursement for Payment To NAB - Production Fee Relating To Deposited Plan 4203796 - Consent of Easement Documents	MUNI	150.00
EFT43751	30/07/2021	Christine Worsfold	Umpire Recoup 27/07/2021	MUNI	67.50
EFT43752	30/07/2021	Civil Projects Southwest	Bobcat Hire for Repairs - Warburton Road, Simpson Road & Weetman Road	MUNI	5,747.50
EFT43753	30/07/2021	Dardanup Central Bush Fire Brigade	Controlled Burn - Vera Place & Garvey Road	MUNI	1,936.00
EFT43754	30/07/2021	Dardanup Rural Supplies	Emergency Call Out - Friday Night 09-07-2021 - 2 x Shovels 1 x Crowbar	MUNI	154.90
EFT43755	30/07/2021	Daryl Fishwick	Umpire Recoup 28/07/2021	MUNI	66.00
EFT43756	30/07/2021	Department of Biodiversity, Conservation and Attractions	Lease Rental - 01/05/21 - 30/04/22 - Lease No 2995/100 Part of Reserve 46108 Waterloo	MUNI	332.20
EFT43757	30/07/2021	Donna Bastow	Umpire Recoup 28/07/2021	MUNI	110.00
EFT43758	30/07/2021	Drooleys Pizza Eaton	Pizza for Depot Yard Busy Bee	MUNI	288.00
EFT43759	30/07/2021	E-Recovery	Monthly Collection of E-Waste From Eaton, Dardanup & Waste Transfer Station	MUNI	5,720.00
EFT43760	30/07/2021	Eaton Pet Vet	2021-2022 Animal Management Program (Sterilisation)	MUNI	35.00
EFT43761	30/07/2021	Elliotts Irrigation Pty Ltd	Iron Filter Services - Millbridge Lakes - July 2021	MUNI	286.00
EFT43762	30/07/2021	Elmarie Mienie	2021/22 Uniform Reimbursement	MUNI	80.26
EFT43763	30/07/2021	Evan Mills	Umpire Recoup 28/07/2021	MUNI	66.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43764	30/07/2021	Evolved Sound	Annual Charge for Music System and Content Supply Between 2021/22	MUNI	3,120.00
EFT43765	30/07/2021	Flexi Staff Pty Ltd	Temporary Labour - Keith Clarke - 12/07/2021 - 16/07/2021	MUNI	2,695.50
EFT43766	30/07/2021	Fulton Hogan Industries Wa	Bulka Bag Ez Street - 1 Tonne Eaton Drive Extension, Hot Mix for Pile Road & Ferguson Road	MUNI	1,906.41
EFT43767	30/07/2021	Gas - It Pipe Contracting	Service Location - Onsite - The Dress Circle Henty	MUNI	440.00
EFT43768	30/07/2021	Go Go on Hold	ERC - On Hold Messages for 6 Months - July To December 2021	MUNI	414.00
EFT43769	30/07/2021	Grand Cinemas - Grand Theatre Company Pty Ltd	ERC - Vacation Care Excursion	MUNI	755.00
EFT43770	30/07/2021	Isabel Cody	Uniform Reimbursement 2021/22	MUNI	349.36
EFT43771	30/07/2021	Isabella Francis	Umpire Recoup 27/07/2021	MUNI	67.50
EFT43772	30/07/2021	Isabelle Nina Helen Rea-Hardi	Crossover Rebate	MUNI	222.60
EFT43773	30/07/2021	It Vision User Group Incorporated	Itvision User Group Membership 01/07/2021 To 30/06/2022	MUNI	748.00
EFT43774	30/07/2021	Jason Cartledge	Umpire Recoup 28/07/2021	MUNI	44.00
EFT43775	30/07/2021	JCW Electrical Pty Ltd	Upgrade of 68 Lights on Both East and West Side of the Park (Millbridge Boulevard To Cygnet Ct and Millbridge Boulevard To Chamberlain Ave) - Progress Claim	MUNI	88,000.00
EFT43776	30/07/2021	Jetline Kerbing Contractors	915.83m2 of 2.3m Wide Shared Path As Per Design Drawing 2020-FTP-012-01 and 2020-FTP-012-02	MUNI	55,630.30
EFT43777	30/07/2021	Karyn Rowe	Umpire Recoup 23/07/2021, 26/07/2021 & 27/07/2021	MUNI	187.50
EFT43778	30/07/2021	Kenny Pomare	Umpire Recoup 28/07/2021	MUNI	66.00
EFT43779	30/07/2021	Landmark Products Ltd	Public Toilet Building With French Drain System - Progress Payment	MUNI	42,196.00
EFT43780	30/07/2021	Larry Allen	Refund of Bond for Animal Cage Hire	MUNI	150.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43781	30/07/2021	LGIS - Local Government Insurance Services	Annual Insurance 2021-2022 - Marine Cargo	MUNI	455.00
EFT43782	30/07/2021	LGIS WA	Annual Insurance 2021-22 - All Shire Policies	MUNI	392,049.31
EFT43783	30/07/2021	Local Government Professionals Australia WA	Lg Professionals Membership - L Botica	MUNI	531.00
EFT43784	30/07/2021	Lucy Owen-Conway	Uniform Reimbursement 2021/22	MUNI	179.98
EFT43785	30/07/2021	M & J Essential Solutions Pty Ltd	Counselling Services - Employee Assistance Program	MUNI	130.00
EFT43786	30/07/2021	Maia Financial Pty Ltd	Nutanix Software Licensing Lease - 1/07/2021 - 30/09/2021	MUNI	6,912.04
EFT43787	30/07/2021	Malatesta Road Paving and Hotmix	Supply and Lay 30Mm AA10 - Eaton Drive Expansion - 70m2 & 200L Emulsion for Lennard Road	MUNI	14,039.86
EFT43788	30/07/2021	Mantrac	Mulcher Hire - Ferguson Road Verge	MUNI	781.00
EFT43789	30/07/2021	Matthew Pieter Mangano	Reimbursement of 50% Towards Approved Study Course As Per CP015	MUNI	993.00
EFT43790	30/07/2021	Melanie May Ring	2021/22 Uniform Reimbursement	MUNI	205.73
EFT43791	30/07/2021	Minuteman Press Bunbury	1 A0 Plan Printed Full Colour on 190Gsm Satin	MUNI	49.50
EFT43792	30/07/2021	Morgan Stanford	Umpire Recoup 27/07/2021	MUNI	67.50
EFT43793	30/07/2021	Nearmap Australia Pty Ltd	Nearmaps - Advantage LGA Tier 01/07/2021 - 30/06/2022	MUNI	19,800.00
EFT43794	30/07/2021	Noise and Vibration Measurement Systems Pty Ltd	Permanent Licence for BZ5503 Noise Analysis Software - BZ-5503-NI	MUNI	2,285.80
EFT43795	30/07/2021	P E Civil	Peppermint Way & Parkland Clear - Mulching Vegetation Reducing Fuel Load By 90% - Bushfire Mitigation Activities	MUNI	8,778.00
EFT43796	30/07/2021	Perfect Landscapes	Mowing Week Commencing 12/07/2021	MUNI	4,389.00
EFT43797	30/07/2021	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	598.05
EFT43798	30/07/2021	PFI Supplies	Cleaning Supplies - Various Shire Sites	MUNI	702.65

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43799	30/07/2021	Prime Supplies	Clevis, Hooks and Hammerlocks for Safety Chains	MUNI	38.10
EFT43800	30/07/2021	Recordpoint Software Apac Pty Ltd	Recordpoint Software Maintenance 15/08/2021 - 30/06/2022	MUNI	14,863.05
EFT43801	30/07/2021	Rhianna Kathleen Scheffner	2021/22 Uniform Allowance	MUNI	89.99
EFT43802	30/07/2021	Securepay Pty Ltd	Securepay IVR Phone Payments - 2021/2022 Annual Fee	MUNI	495.00
EFT43803	30/07/2021	Social Pinpoint Pty Ltd	Social Pinpoint Standard Subscription - 12 Months	MUNI	10,978.00
EFT43804	30/07/2021	South West Mechanical & Fleet Services	Vehicle Service 75,000Km DA10214	MUNI	300.84
EFT43805	30/07/2021	South West Psychology & Consultancy	Counselling Services - Employee Assistance Program	MUNI	176.00
EFT43806	30/07/2021	South West Tree Safe	Remove Fallen Eucalypt Tree Leaning Into Other Tree on Verge - Money Street Burekup	MUNI	8,800.00
EFT43807	30/07/2021	Southern Lock and Security	3 x Keys for Western Power Switchboard At Torrens Loop Park & Padlocks for Gnomesville Toilet Roll Holders	MUNI	382.94
EFT43808	30/07/2021	Statewide Cleaning Supplies Pty Ltd	WOW Fitwipes x 4 Cartons	MUNI	1,078.00
EFT43809	30/07/2021	Suzanne Occhipinti	2021/22 Uniform Reimbursement	MUNI	389.40
EFT43810	30/07/2021	Synergy	Electricity Account for 3 x Shire Sites	MUNI	5,832.28
EFT43811	30/07/2021	Telstra	Shire Landlines Account - July 2021	MUNI	6,092.33
EFT43812	30/07/2021	Theona Christine Sloan	July School Holiday Workshops	MUNI	571.10
EFT43813	30/07/2021	Therese Price	Umpire Recoup 23/07/2021, 26/07/2021 & 27/07/2021	MUNI	187.50
EFT43814	30/07/2021	Tiana Fraser	Umpire Recoup 27/07/2021	MUNI	22.50
EFT43815	30/07/2021	Total Eden Pty Ltd	Parts for Repair of Mainline Break - Eaton Foreshore & Air Relief Valve - Gary Engel Park	MUNI	526.68
EFT43816	30/07/2021	Water Corporation	Water Use and Service Charges for Eaton Recreation Centre	MUNI	780.01

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43817	30/07/2021	Weathersafe WA	Shade Sail Repairs - Glen Huon Oval Playground & Sindh Cres Park	MUNI	1,584.00
EFT43818	30/07/2021	Western Australia Treasury Corporation	Loan 66 Repayment - Depot Land Purchase	MUNI	39,256.95
EFT43819	30/07/2021	Woolworths Group Limited - Online Order Only	Stock for Council Chambers & Staff Kitchen	MUNI	456.46
EFT43820	30/07/2021	Woolworths Group Limited - Openpay Portal	Farewell Morning Tea Items, Afternoon Tea for Councillor Workshop, Milk for Eaton Admin Office	MUNI	288.81
EFT43821	30/07/2021	Work Clobber	PPE - 4 x Shirts & 1 x Boots	MUNI	359.70
EFT43822	05/08/2021	A & L Printers Pty Ltd	Printing of Timecard Books and Pool Inspection Booklets	MUNI	1,678.00
EFT43823	05/08/2021	Advanced Traffic Management WA P/L	Supply Traffic Management - Eaton Drive Expansion - 21/07/2021 - 27/07/2021	MUNI	9,425.90
EFT43824	05/08/2021	All Seasons Sanctuary Golf Resort Bunbury	Accommodation and Breakfast - Mr Patrick Beale, Director, Advanced Timber Concepts Studio - 29/07/2021 - 30/07/2021	MUNI	195.00
EFT43825	05/08/2021	Amity Signs	Sand Bags - Eaton Drive Extension	MUNI	536.25
EFT43826	05/08/2021	Andries Stefanus Schönfeldt	Reimbursement for Purchase of Dinner for Councillors and Architect 29/07/2021	MUNI	349.00
EFT43827	05/08/2021	Anthony Sabourne	Reimbursement for Purchase of Milk for ERC Cafe on Weekend	MUNI	21.55
EFT43828	05/08/2021	Aquachill	ERC - Rental for Water Cooler for 12 Months (Plumbed In - Gym) - 1/07/2021 - 1/07/2022	MUNI	686.40
EFT43829	05/08/2021	ARC Infrastructure Pty Ltd	Harris Road Level Crossing - Signalling Works, As Per "Agreement To Perform Works, Harris Road Widening Work, Line 75 @ 2.49Km."	MUNI	70,917.00
EFT43830	05/08/2021	Aussie Building Specialists and Geotech	Structural Engineering Certification of Watson Reserve Boardwalk and Path	MUNI	990.00
EFT43831	05/08/2021	B & B Street Sweeping Pty Ltd	Street Sweeping - Various Locations - Storm Clean-up - July 2021	MUNI	4,620.00
EFT43832	05/08/2021	Bailey Harkness	Umpire Recoup 3/08/2021	MUNI	45.00



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43833	05/08/2021	Boyles Plumbing and Gas	Plumber To Reinstall Stainless Steel Toilet Damaged by Vandalism - Watson Reserve Toilet Block	MUNI	220.00
EFT43834	05/08/2021	Bunbury Coffee Machines	ERC - Cafe Order	MUNI	481.50
EFT43835	05/08/2021	Bunbury Mower Service	6 Air Filters for Hs 45 and 2 12" Bars for Pole saws	MUNI	156.00
EFT43836	05/08/2021	Bunbury Plumbing Service	Supply and Delivery of 12,000L Water To Gnomesville To Fill Each Water Tank With 6,000L Each	MUNI	365.00
EFT43837	05/08/2021	Bunbury Regional Entertainment Centre	2021 WA Emergency Management Conference - Wednesday 13/10/2021 - Cr. Robinson & Cr. Perks	MUNI	307.00
EFT43838	05/08/2021	Bunnings Group Limited	Drill Set, Drill Hammer and Stanley Knife - Parks and Gardens, Wall Gate Fixings ERC, Painting Items for Eaton Drive & Concrete, Mortar & Hinges for Gnomesville Toilets	MUNI	496.00
EFT43839	05/08/2021	Cameron Baker	Umpire Recoup 4/08/2021	MUNI	44.00
EFT43840	05/08/2021	Carbone Brothers Pty Ltd	54.11 Tonne Limestone - Banksia Road Storm Damage	MUNI	919.87
EFT43841	05/08/2021	Carmel Boyce	Meeting Attendance and ICT Allowance	MUNI	1,241.67
EFT43842	05/08/2021	Chloe Scott	Umpire Recoup 4/08/2021	MUNI	66.00
EFT43843	05/08/2021	Christine Worsfold	Umpire Recoup 2/08/2021 & 3/08/2021	MUNI	157.50
EFT43844	05/08/2021	Civitest Pty Ltd	Compaction Testing - Eaton Drive Expansion	MUNI	880.00
EFT43845	05/08/2021	Craven Foods	ERC - Cafe Purchases	MUNI	505.43
EFT43846	05/08/2021	Crown Perth	2 Nights Accommodation for Mr Andre Schonfeldt 21/07/2021 - 22/07/2021	MUNI	686.30
EFT43847	05/08/2021	Dardanup Rural Supplies	Drain Coil - Pile Road	MUNI	645.00
EFT43848	05/08/2021	Daryl Fishwick	Umpire Recoup 4/08/2021	MUNI	88.00
EFT43849	05/08/2021	Diesel Force	Repairs of DA628	MUNI	1,564.04

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43850	05/08/2021	Dominos Eaton	Pizza for Harry Potter Quiz Night	MUNI	165.50
EFT43851	05/08/2021	Donna Bastow	Umpire Recoup 4/08/2021	MUNI	110.00
EFT43852	05/08/2021	Dx Print Group Pty Ltd	ERC - Business Cards	MUNI	1,023.00
EFT43853	05/08/2021	Esri Australia	Annual ESRI Software Maintenance	MUNI	27,500.00
EFT43854	05/08/2021	Eve Yoga	ERC - Yoga Sessions Eve Yoga - 21/07/2021 - 31/07/2021	MUNI	360.00
EFT43855	05/08/2021	Exetel Pty Ltd	Exetel 200/200Mbit Data Communications - 1/08/2021 - 31/08/2021	MUNI	1,250.00
EFT43856	05/08/2021	Felicity Metcher	Umpire Recoup 3/08/2021	MUNI	67.50
EFT43857	05/08/2021	Ferguson Valley Marketing and Promotions Inc	2021-22 Operational Grant - Ferguson Valley Marketing - Budget Allocation	MUNI	23,500.00
EFT43858	05/08/2021	Flexi Staff Pty Ltd	Temporary Labour - Keith Clarke - 3/05/2021 - 7/05/2021 & 19/07/2021 - 23/07/2021	MUNI	4,755.85
EFT43859	05/08/2021	Hanson Construction Materials Pty Ltd	Cracker Dust - Joshua Brook Road, Taverner Road & Queenwood Road	MUNI	657.64
EFT43860	05/08/2021	Happywhenfit Pty Ltd	Kids and Families Healthy Living Workshop July School Holiday Program	MUNI	450.00
EFT43861	05/08/2021	HPE Financial Services	Firewalls x 2 Lease - 1/07/2021 - 30/09/2021	MUNI	1,963.50
EFT43862	05/08/2021	Irene Hutchins	Refund of Bond for Animal Cage Hire	MUNI	150.00
EFT43863	05/08/2021	Isabella Francis	Umpire Recoup 3/08/2021	MUNI	67.50
EFT43864	05/08/2021	IT Vision Australia Pty Ltd	IT Vision Synergysoft & Universe Annual License Fees 1/07/2021 - 30/06/2022	MUNI	52,635.75
EFT43865	05/08/2021	Janice Patricia Dow	Meeting Attendance and ICT Allowance	MUNI	1,241.67
EFT43866	05/08/2021	Jasmine Silifant	2021/22 Uniform Reimbursement	MUNI	207.87
EFT43867	05/08/2021	Jason Signmakers	Decals for Ranger Vehicle DA9287	MUNI	698.40

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43868	05/08/2021	John Thompson	Umpire Recoup 4/08/2021	MUNI	44.00
EFT43869	05/08/2021	Jtagz Pty Ltd	Dog and Cat Registration Tags - 500 x Each	MUNI	434.50
EFT43870	05/08/2021	Justine Eichner	Umpire Recoup 4/08/2021	MUNI	44.00
EFT43871	05/08/2021	K's Home Kitchen	Council Meeting Meal for 28/07/2021	MUNI	750.00
EFT43872	05/08/2021	Karyn Rowe	Umpire Recoup 30/07/2021, 2/08/2021 & 3/08/2021	MUNI	187.50
EFT43873	05/08/2021	Kylie Blair	Reimbursement for Purchase of Milk for ERC Cafe	MUNI	45.04
EFT43874	05/08/2021	Les Mills Asia Pacific	ERC - Monthly Licence Fees - August 2021	MUNI	1,381.53
EFT43875	05/08/2021	Links Modular Solutions Pty Ltd	ERC - Active Carrot Annual Fee & Links Support Upgrades Annual Fee	MUNI	9,198.20
EFT43876	05/08/2021	Luke Davies	Meeting Attendance and ICT Allowance	MUNI	1,241.67
EFT43877	05/08/2021	Mark Atherton	Reimbursement for Purchase of Black Roadmaster Paint - Eaton Drive	MUNI	148.46
EFT43878	05/08/2021	Mark Richard Hutchinson	Meeting Attendance & ICT Allowance	MUNI	1,241.67
EFT43879	05/08/2021	Marketforce	Seek Advertising 10 Branded Adverts, Public Notices - Authorised Fire Control Officers, Fire Prevention Order & Designated Area Mitigation Officer Advertising	MUNI	6,653.96
EFT43880	05/08/2021	Mckayhla Pomare	Umpire Recoup 4/08/2021	MUNI	132.00
EFT43881	05/08/2021	Michael Bennett	Local Government Allowance, Meeting Attendance & ICT Allowance	MUNI	4,112.50
EFT43882	05/08/2021	Morgan Stanford	Umpire Recoup 3/08/2021	MUNI	67.50
EFT43883	05/08/2021	Natalie Hopkins	Reimbursement for Textbooks for Approved Study Course As Per CP015	MUNI	37.47
EFT43884	05/08/2021	Naturaliste Hygiene	Sharps Disposal Service - Eaton Foreshore & Watson Reserve Public Toilets - July 2021	MUNI	165.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43885	05/08/2021	Nightguard Security Service	Security Call Outs - Shire Sites - August 2021	MUNI	638.00
EFT43886	05/08/2021	Nintex Pty Ltd	Nintex Promapp License Upgrade To Unlimited 30/06/2021 - 15/08/2021	MUNI	2,330.90
EFT43887	05/08/2021	One Steel Metaland	Angle Steel and Weldmesh for Gnomesville Toilets Water Valves	MUNI	68.27
EFT43888	05/08/2021	Onsite Rental Group	Hire of Transportable Office and Toilets - July 2021	MUNI	1,397.55
EFT43889	05/08/2021	Parks and Leisure Australia	Leadership Conference Live Stream - ERC	MUNI	55.00
EFT43890	05/08/2021	Patricia Rose Perks	Meeting Attendance & ICT Allowance	MUNI	1,241.67
EFT43891	05/08/2021	Peter Robinson	Local Government Allowance, Meeting Attendance & ICT Allowance	MUNI	1,819.09
EFT43892	05/08/2021	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	685.20
EFT43893	05/08/2021	Presido Consulting Pty Ltd - Fleet Advisory	Conduct Motor Vehicle Policy and Fleet Review As Per Scope of Works	MUNI	10,560.00
EFT43894	05/08/2021	Prestige Products	ERC - Cleaning Supplies	MUNI	750.20
EFT43895	05/08/2021	Promote You	Embroidery of Staff Uniforms	MUNI	208.73
EFT43896	05/08/2021	Robert Frederick Jaques Van Laere	Refund of Difference in Fees Due To Completing Incorrect Request Form	MUNI	32.00
EFT43897	05/08/2021	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	488.00
EFT43898	05/08/2021	Stacey Gillespie	Meeting Attendance & ICT Allowance & Child Care Reimbursements	MUNI	1,886.67
EFT43899	05/08/2021	Stanton International	Provide Probity Services for New Administration Building Tender Process	MUNI	4,431.01
EFT43900	05/08/2021	Strut Your Stuff Gas Struts	Replace/Re-gas Canopy Struts - Ranger Vehicle DA8222	MUNI	88.00
EFT43901	05/08/2021	Surveying South	Additional Survey To Cover East End of Pratt Road Modifications	MUNI	990.00
EFT43902	05/08/2021	Synergy	Electricity Consumption for 2 x Shire Sites	MUNI	1,694.40
EFT43903	05/08/2021	Taryn Jay Watterson	Refund for Dog Sterilisation	MUNI	150.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43904	05/08/2021	Technology One Ltd	Intramaps Subscription Plan Licence Fees 01/07/2021 - 30/06/2022	MUNI	16,923.72
EFT43905	05/08/2021	Telstra	Telephone Use for West Dardanup BFB	MUNI	40.00
EFT43906	05/08/2021	Therese Price	Umpire Recoup 30/07/2021 & 2/08/2021	MUNI	120.00
EFT43907	05/08/2021	Toll Transport	Postage & Freight - Ferguson BFB & Health Samples	MUNI	115.72
EFT43908	05/08/2021	Totally Workwear	Uniform Order Jacket & Pants x 2	MUNI	223.35
EFT43909	05/08/2021	Town Team Movement Ltd	2021 Town Team WA State Conference - 13 August 2021 - 3 x Attendees	MUNI	900.00
EFT43910	05/08/2021	Tutt Bryant Hire	Hire of Multi Tyre Roller - 30/06/2021 - 2/07/2021	MUNI	400.95
EFT43911	05/08/2021	Tyrrell Gardiner	Meeting Attendance and ICT Allowance	MUNI	1,241.67
EFT43912	05/08/2021	Vern's Home Maintenance	Reinstall All Lifted Flashings and Sheeting To the Front Left Hand Side of the ERC Crèche Roof Due To Storm Damage	MUNI	143.00
EFT43913	05/08/2021	WA Automotive Pty Ltd - Lane Ford & Mandurah Mitsubishi	Purchase less Trade (Changeover) Mitsubishi GLX Triton Dual Cab Well Body Complete With Canopy - DA9287 (Ranger Services)	MUNI	27,011.00
EFT43914	05/08/2021	Water Corporation	Annual Trade Waste Charges - ERC - 1/07/2021 - 30/06/2022	MUNI	329.52
EFT43915	05/08/2021	West Oz Linemarking	Line Marking Belvedere Crescent, Eaton	MUNI	825.00
EFT43916	05/08/2021	Woolworths Group Limited - Online Order Only	ERC - Cafe Order & Stock for Council Chambers and Staff Kitchen	MUNI	456.11
EFT43917	05/08/2021	Woolworths Group Limited - Openpay Portal	Crèche Supplies & Milk for Eaton Admin Office	MUNI	59.58
EFT43918	05/08/2021	Zoe Hill	Umpire Recoup 2/08/2021	MUNI	90.00

**CHEQUES**

26	30/07/2021	Department of Transport	Registration of Shire Vehicles 2021/22	MUNI	16,220.60
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**TRUST**

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
<b>PAYROLL</b>					
DD15891.1	23/07/2021	Aware Super Pty Limited	Payroll Deductions	MUNI	38,374.38
DD15891.2	23/07/2021	Hughes Superannuation Fund	Superannuation Contributions	MUNI	157.46
DD15891.3	23/07/2021	MLC Super Fund	Superannuation Contributions	MUNI	603.84
DD15891.4	23/07/2021	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	175.81
DD15891.5	23/07/2021	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	259.79
DD15891.6	23/07/2021	One Path Masterfund	Superannuation Contributions	MUNI	123.60
DD15891.7	23/07/2021	Suncorp Brighter Super	Superannuation Contributions	MUNI	221.02
DD15891.8	23/07/2021	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	137.06
DD15891.9	23/07/2021	Hostplus	Superannuation Contributions	MUNI	246.50
DD15891.10	23/07/2021	Local Government Super	Superannuation Contributions	MUNI	244.82
DD15891.11	23/07/2021	Commonwealth Essential Super	Superannuation Contributions	MUNI	274.22
DD15891.12	23/07/2021	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	278.36
DD15891.13	23/07/2021	Hesta Super Fund	Payroll Deductions	MUNI	564.11
DD15891.14	23/07/2021	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	142.48
DD15891.15	23/07/2021	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,021.46
DD15891.16	23/07/2021	Unisuper	Superannuation Contributions	MUNI	39.09
DD15891.17	23/07/2021	Rest Superannuation	Payroll Deductions	MUNI	1,276.46
DD15891.18	23/07/2021	The Bro Code Super Fund	Superannuation Contributions	MUNI	125.46

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD15891.19	23/07/2021	Media Super	Superannuation Contributions	MUNI	544.91
DD15891.20	23/07/2021	Australiansuper	Payroll Deductions	MUNI	3,490.02
DD15891.21	23/07/2021	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	46.40
DD15891.22	23/07/2021	Burton Superannuation Fund	Superannuation Contributions	MUNI	271.50
DD15891.23	23/07/2021	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	321.46
DD15921.1	06/08/2021	Aware Super Pty Limited	Payroll Deductions	MUNI	38,139.88
DD15921.2	06/08/2021	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	175.81
DD15921.3	06/08/2021	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	291.08
DD15921.4	06/08/2021	One Path Masterfund	Superannuation Contributions	MUNI	122.14
DD15921.5	06/08/2021	Suncorp Brighter Super	Superannuation Contributions	MUNI	221.02
DD15921.6	06/08/2021	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	63.26
DD15921.7	06/08/2021	Hostplus	Superannuation Contributions	MUNI	146.86
DD15921.8	06/08/2021	Local Government Super	Superannuation Contributions	MUNI	244.82
DD15921.9	06/08/2021	Commonwealth Essential Super	Superannuation Contributions	MUNI	274.22
DD15921.10	06/08/2021	Hesta Super Fund	Payroll Deductions	MUNI	564.11
DD15921.11	06/08/2021	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,021.45
DD15921.12	06/08/2021	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	678.36
DD15921.13	06/08/2021	The Bro Code Super Fund	Payroll Deductions	MUNI	29.15

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD15921.14	06/08/2021	Rest Superannuation	Payroll Deductions	MUNI	1,049.14
DD15921.15	06/08/2021	Media Super	Superannuation Contributions	MUNI	544.91
DD15921.16	06/08/2021	Australiansuper	Payroll Deductions	MUNI	3,597.95
DD15921.17	06/08/2021	Burton Superannuation Fund	Superannuation Contributions	MUNI	271.50
DD15921.18	06/08/2021	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	321.46
DD15921.19	06/08/2021	Hughes Superannuation Fund	Superannuation Contributions	MUNI	157.46
DD15921.20	06/08/2021	MLC Super Fund	Superannuation Contributions	MUNI	603.84
<b>CREDIT CARD</b>					
DD15926.1	30/07/2021	Mailchimp	Monthly Subscription and Charge for Electronic Newsletters July 21	MUNI	107.18
DD15926.2	30/07/2021	Facebook Ireland Limited	Facebook Marketing Campaign for Eaton Recreation Centre and School Holiday Activities	MUNI	194.40
DD15926.3	30/07/2021	SAI Global	Purchase of Australian Standard AS 2870-2011 Residential Slab & Footings	MUNI	440.56
<b>DIRECT DEBIT</b>					
DD15899.1	15/07/2021	Sgfleet	Vehicle Lease 2021-2022 - Bushfire Risk Planning Coordinator for Period 15/07/2021 - 14/08/2021	MUNI	564.04
DD15917.1	02/08/2021	Fitness on Demand	Fitness on Demand - License Fee August 2021	MUNI	148.45
<b>BPAY</b>					
DD15907.1	29/07/2021	Alinta	ERC - Quarterly Invoice for Gas Consumption - 13/04/2021 - 13/07/2021	MUNI	279.55
DD15907.2	29/07/2021	Edith Cowan University - Joondalup	FBL5010 Managing People & Organisations - Mrs Natalie Hopkins Semester, 2 - 2021	MUNI	4,096.95
DD15907.3	29/07/2021	Engineers Australia	Engineers Australia Membership - L Botica	MUNI	574.00
DD15907.4	29/07/2021	linet Ltd	Monthly Charge for NBN Wireless 4 Service Sod_Drdlib@Westnet.Com.Au - 1/08/2021 - 1/09/2021	MUNI	109.99



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

2,816,567.81

EFT	2,696,373.46				
Muni Cheque	16,220.60				
Trust	0.00				
Payroll	97,458.63				
Credit Card	742.14				
Direct Debit	712.49				
International	0.00				
BPAY	5,060.49				

**CERTIFICATE of Chief Executive Officer**

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



**MR PHIL ANASTASAKIS**

Acting Chief Executive Officer

**TOTAL**

2,816,567.81

**12.5 COMMITTEES****12.5.1 Title: Local Emergency Management Committee Meeting Minutes Held 11<sup>th</sup> of August 2021**

*Reporting Department:* Sustainable Development Directorate  
*Reporting Officer:* Mrs Kathleen Houtt – PA – Director Sustainable Development  
*Legislation:* Local Government Act 1995

**MINUTES OF THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY, 11<sup>th</sup> OF AUGUST 2021, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 10.00AM.**

***Officer Comment***

The Minutes of the Local Emergency Management Committee Meeting held on the 11<sup>th</sup> of August 2021 [Appendix ORD: 12.5.1A] and Addendum to the Local Emergency Management Committee Meeting Minutes from the 11<sup>th</sup> of August 2021 [Appendix ORD: 12.5.1B] are attached.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Minutes [Appendix ORD: 12.5.1A] and Addendum [Appendix ORD: 12.5.1B] of the Local Emergency Management Committee Meeting held on the 11<sup>th</sup> of August 2021.**

**LOCAL EMERGENCY MANAGEMENT COMMITTEE RECOMMENDED RESOLUTION**

**THAT Council adopts the Shire of Dardanup Animal Welfare Support Plan [Appendix ORD: 12.5.1C].**

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

None.

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

## 15 PUBLIC QUESTION TIME

## 16 MATTERS BEHIND CLOSED DOORS

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

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

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

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

### OFFICER RECOMMENDED RESOLUTION

**THAT in accordance with the Local Government Act 1995, S 5.23, section (2)(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.**

16.1 Title: Appointment of Architects for the Shire of Dardanup Administration, Library & Community Building

Reporting Department: Executive  
Reporting Officer: Mr André Schönfeldt – Chief Executive Officer  
Ms Susan Oosthuizen – Director Sustainable Development  
Legislation: Local Government Act 1995

**REPORT UNDER SEPARATE COVER**

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

**OFFICER RECOMMENDED RESOLUTION**

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

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

**17 CLOSURE OF MEETING**

The Presiding Officer advises that the date of the next:

- Ordinary Meeting of Council will be Wednesday, the 29<sup>th</sup> of September 2021, 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.



