



A G E N D A

FOR THE

ORDINARY

COUNCIL MEETING

To Be Held

Wednesday, 25th June 2025
Commencing at 5.00pm

At

ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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Upon request.



NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup Council will be held on Wednesday, the 25th June 2025 at the Administration Centre Eaton, 1 Council Drive, Eaton – Commencing at 5.00pm.

MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

Date: 20th June 2025

Note: If interested persons would like to make comment on any items in this agenda, please email 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.

VISION STATEMENT

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

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COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	<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

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

RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE

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

RISK - LIKELIHOOD TABLE

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

LEVEL OF RISK GUIDE

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

SHIRE OF DARDANUP

AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ON WEDNESDAY, THE 25TH JUNE 2025, AT ADMINISTRATION CENTRE EATON, 1 COUNCIL DRIVE, EATON, COMMENCING AT 5.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

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

Acknowledgement of Country

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

Emergency Procedure

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

Affirmation of Civic Duty and Responsibility

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

Recording of Meetings

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

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

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

2.1 Attendance

2.2 Apologies

2.3 Leave of Absence

Cr Tony Jenour

-

Elected Member

2.4 Previous Meetings

DATE	TYPE	Cr. T BELL	Cr. L W DAVIES	Cr. T G GARDINER	Cr. S L GILLESPIE	Cr. A C JENOUR	Cr. E P LILLY	Cr. M R HUTCHINSON	Cr. J D MANONI	Cr. A L WEBSTER
MARCH 2025										
05/03/25	CF	✓	✓	✓	✓	✓R	NA	✓	✓	✓
10/03/25	DARDANUP COMMUNITY MEETING	✓		✓		✓	✓	✓		
17/03/25	EATON COMMUNITY MEETING			✓	✓		LoA	✓		✓
19/03/25	AF	Ap	Ap	Ap	✓	✓R	Ap	✓	Ap	Ap
26/03/25	OCM	✓	✓	✓	✓	✓	LoA	✓	✓	✓
APRIL 2025										
02/04/25	CF	NA	NA	✓	✓	✓R	NA	✓	✓R	NA
09/04/25	SCM	✓	NA	✓	✓	✓	Ap	✓	✓	Ap
16/04/25	AF	✓	NA	✓	LoA	✓R	✓	LoA	Ap	✓
23/04/25	OCM	✓	Ap	✓	✓R	✓	✓	LoA	✓	✓
MAY 2025										
30/04/25	CF	NA	NA	✓	Ap	✓R	✓	✓	Ap	Ap
14/05/25	AF	✓R	Ap	✓	✓	✓R	✓	✓	✓	Ap
21/05/25	OCM	✓	✓	✓	✓	✓	✓	✓	✓	Ap
28/05/25	SCM	✓R	✓	✓	Ap	✓R	✓	✓	✓R	NA
JUNE 2025										
04/06/25	CF	Ap	NA	✓	✓	✓	✓	✓	✓R	✓
18/06/25	AF	✓	Ap	✓	✓	✓	✓	✓	✓	✓
25/06/25	OCM									

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

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

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

4 PUBLIC QUESTION TIME

5 APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL RESOLUTION

THAT be granted leave of absence for the Ordinary Council Meeting to be held on the 23rd July 2025.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Council Meeting Held on the 21st May 2025

OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Ordinary Meeting of Council held on the 21st of May 2025, be confirmed as true and correct subject to no/the following corrections:

7.2 Special Council Meeting Held on the 28th May 2025

OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Ordinary Meeting of Council held on the 28th of May 2025, be confirmed as true and correct subject to no/the following corrections:

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.1 Title: Shire President Monthly Report

Reporting Department

Elected Members

Elected Member

Cr. Tyrrell Gardiner - Shire President

Participation in the following various meetings, conferences and events were held since my last report to Council:

Event:	29/5/25 Bunbury Geographe Economic Alliance
Report:	Regular Board meeting hosted at Dardanup. Opportunities and collaboration by some of the larger businesses based in the region.
Event:	6/6/25 Discussion with Shire of Capel
Report:	Informal discussion with Capel re possible resource sharing such as Policy revision/alignment.
Event:	20/6/25 State Budget Briefing and Panel Discussion
Report:	Hosted by South West Development Commission and Bunbury Geographe Chamber of Commerce and Industry. Hear from the Premier Roger Cook and Local MLA's about recently handed down State Budget and those parts that apply in particular to the Southwest Region. CEO also attended to hear the numbers presented.
Event:	20/6/25 Julie Broad Retirement
Report:	Retirement of Julie Broad CEO of Bunbury Geographe Chamber of Commerce and Industry. Recognition of Julie's service to the business community in the Bunbury Geographe Region. CEO also representing Dardanup Shire.
Event:	23/6/25 SWALGA Zone Meeting Boyup Brook
Report:	Along with the CEO, attended regular South West Local Government Association meeting. Presentations from Boyup Brook Shire and discussion on a range of matters of relevance.

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

9.1 Title: Chief Executive Officer Review Committee Minutes

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: The meeting would go behind closed doors toward the end of the meeting to discuss a matter affecting an employee or employees to be discussed at the meeting.

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

11 DECLARATION OF INTEREST

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

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

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

Declarations of Interest declared in Item 12.2.1 - Local Planning Policies for LPS9 Adoption

- *Cr E P Lilly declared A Financial Interest in this item as she owns a registered STRA in the Shire of Dardanup (CP091 STRA Exemption)*

Declarations of Interest declared in Item 12.2.2 - Temporary Sea Containers – Eaton Foreshore & Watson Reserve

- *Cr S L Gillespie declared an Impartiality Interest in this item as she has attended ‘Shepaddles’ events run by Coastal Rowing.*

Declarations of Interest declared in Item 12.4.1 - Provision for Banking Contract

- *Mrs N Hopkins declared an Impartiality Interest in this item as she holds a bank account and mortgage with Commonwealth Bank.*
- *Mr R Shahid declared an Impartiality Interest in this item as he holds a bank account with Commonwealth Bank.*
- *Cr S L Gillespie declared an Impartiality Interest in this item as he holds a bank account with Commonwealth Bank.*
- *Cr J D Manoni declared an Impartiality Interest in this item as he previously held a bank account with Commonwealth Bank.*
- *Cr A C Jenour declared an Impartiality Interest in this item as he is a signatory for the Burekup Bushfire Brigade who bank with Commonwealth Bank.*
- *Cr T G Tyrrell Gardiner declared an Impartiality Interest in this item as he holds a bank account with Commonwealth Bank and makes use of their financial services.*

Declarations of Interest declared in Item 12.4.3 - Annual Budget 2025/26

- *Cr E P Lilly declared:*
 - *A Financial Interest in Resolution A as she works for a contractor conducting work for the Shire of Dardanup.*
 - *An Impartiality Interest in Resolution B as she is a member of the Ferguson Bushfire Brigade.*
 - *A Financial Interest in Resolution G as a Bull and Barrel store holder.*
 - *An Impartiality Interest in Resolution D as she is a member of the Ferguson Bushfire Brigade.*

- *Cr A C Jenour declared:*
 - *An Impartiality Interest in Resolution B & C as one of his children is a member of the Burekup Cricket Club.*
 - *An Impartiality Interest in Resolution D as he is a member of the Burekup Bushfire Brigade*
 - *An Impartiality interest in Resolution G as he has children who are members of the Burekup Cricket Club*
- *Cr T Bell declared:*
 - *A Proximity Interest in Resolution A as she operates a business located on Ferguson Road.*
 - *An Impartiality Interest in Resolution D as she is a member of the Upper Ferguson Bushfire Brigade.*
 - *An Impartiality Interest in Resolution G as she is a member of the Upper Ferguson Bushfire Brigade.*
- *Shire President, Cr T G Gardiner declared:*
 - *A Proximity Interest in Resolution F as he owns land adjacent to the proposal.*
 - *An Impartiality Interest in Resolution B, C, D & G as he is a member of the Ferguson Bushfire Brigade.*
 - *An Impartiality Interest in Resolution H as he is a patron of the Bowling Club.*
- *Cr L Davies declared a Proximity Interest in Resolution C as his property adjoins Sykes Reserve.*
- *Cr J D Manoni declared an Impartiality Interest in Resolution B, C & G as he is a member of the Burekup Cricket Club.*
- *Cr S L Gillespie declared a Proximity Interest in Resolution H as she owns property adjacent to the Bowling Club.*

Declarations of Interest declared in Item 16.1- Chief Executive Officer Review Committee Minutes

- *Chief Executive Officer, Mr A Schönfeldt declared a Financial Interest in Item 16.1 Chief Executive Officer Review Committee Minutes as it relates to his Performance Review, Remuneration and Professional Development.*
- *Consultant, Ms S Goodman declared an Indirect Financial Interest in Item 16.1 Chief Executive Officer Review Committee Minutes as discussions were held regarding potential future leadership development work – at the Shire’s request a proposal was submitted for executive coaching during the course of the performance review which was declined.*

Declarations of Interest declared in Item 12.4.5 - Lease of Lot 100 – Martin Pelusey Road

- *Shire President, Cr T G Gardiner declared a Financial Interest in this item as has had and in future may have financial interest with one of the respondents to this registration of interest.*
- *Cr M R Hutchison declared a Financial Interest in this item as has had and in future may have financial interest with one of the respondents to this registration of interest.*

Declarations of Interest declared in Item 12.4.6 - Determine Tender RFT-F0413371 Burekup Changerooms – Design and Construct

- *Cr A C Jenour declared an Impartiality Interest in this item as one of his children is a member of the Burekup Cricket Club.*
- *Cr A C Manoni declared an Impartiality Interest in this item as he is a member of the Burekup Cricket Club.*

Declarations of Interest declared in Item 12.4.7 - Determine Tender RFT-F0415154 Ferguson VBFB Shed Extension

- *Shire President, Cr T G Gardiner declared an Impartiality Interest in this item as he is a member of the Ferguson Valley Bushfire Brigade.*

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 EXECUTIVE REPORTS

None.

12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

12.2.1 Title: Local Planning Policies for LPS9 Adoption

Reporting Department	<i>Sustainable Development Directorate</i>
Responsible Officer	<i>Mr Ashwin Nair - Director Sustainable Development</i>
Reporting Officer	<i>Suzanne Occhipinti – Senior Strategic Planning Officer</i>
Applicant	<i>N/A</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Legislative.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.2.1A – Proposed Local Planning Policies Appendix ORD: 12.2.1B – Risk Assessment Tool</i>

DECLARATIONS OF INTEREST

Cr E Lilly declared a Financial Interest in this item.
Please refer to Part 11 'Declaration of Interest' for full details.

Overview

The purpose of this report is for Council to consider a set of proposed Local Planning Policies to be adopted under Local Planning Scheme No. 9 (LPS9) that are generally consistent with each of the Local Planning Policies previously adopted under Local Planning Scheme No. 3 (TP3).

Officers are recommending that the LPS9 policies are supported by Council for advertising and then adopted as Local Planning Policies under LPS9 unless material changes are needed.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. Pursuant to Schedule 2, Part 2, Clause 4(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), directs the Chief Executive Officer to advertise the proposed Local Planning Policies contained within (Appendix ORD: 12.2.1A) and provided below in accordance with the Regulations; and

- a) SDev CP028 – Local Planning Policy – Variation to Deemed-To-Comply requirements of the R-Codes: Medium-Density Single House Development Standards [R-MD Codes].
- b) SDev CP030 – Local Planning Policy – Construction of Outbuildings in the Rural Residential Zone prior to Completion of a Dwelling.
- c) SDev CP067 – Local Planning Policy – New Roads and Upgrades – Provision for and Contributions by Developers
- d) SDev CP068 – Local Planning Policy – Uniform Fencing Abutting Public Land and Street Landscaping within Subdivisions – Maintenance.
- e) SDev CP084 – Local Planning Policy – Advertising Signage
- f) SDev CP091 – Local Planning Policy – Exempted Development and Land Use
- g) SDev CP092 – Local Planning Policy – Millbridge Estate – Special Provisions
- h) SDev CP094 – Local Planning Policy – Dardanup West/Crooked Brook Area – Provision of Foreshore Facilities Developer Contribution.
- i) SDev CP096 – Local Planning Policy – Sea Containers
- j) SDev CP099 – Local Planning Policy – Display Homes – Development Standards
- k) SDev CP100 - Local Planning Policy – Ancillary Dwellings, Rural Residential, Rural Small Holdings, Rural and Priority Agriculture Zones
- l) SDev CP102 – Local Planning Policy – ‘R100’ Southbank Development Guidelines
- m) SDev CP104 - Local Planning Policy – Caravans as Temporary Accommodation
- n) SDev CP502 - Local Planning Policy – Waiving and Refunding of Fees
- o) SDev CP503 - Local Planning Policy – Development Assessment Unit
- p) SDev CP513 – Strategic Water Tanks for Fire Fighting Purposes in Non Reticulated Areas.

2. Pursuant to Clause (4) (3) Part 2 Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, directs the Chief Executive Officer at the completion of public consultation , present any submissions received to Council for acknowledgement and for Council to consider the Local Planning Policies contained within (Appendix ORD: 12.2.1A) and provided below, in light of any submission received for final adoption.

- a) SDev CP028 – Local Planning Policy – Variation to Deemed-To-Comply requirements of the R-Codes: Medium-Density Single House Development Standards [R-MD Codes].
- b) SDev CP030 – Local Planning Policy – Construction of Outbuildings in the Rural Residential Zone prior to Completion of a Dwelling.
- c) SDev CP067 – Local Planning Policy – New Roads and Upgrades – Provision for and Contributions by Developers
- d) SDev CP068 – Local Planning Policy – Uniform Fencing Abutting Public Land and Street Landscaping within Subdivisions – Maintenance.
- e) SDev CP084 – Local Planning Policy – Advertising Signage
- f) SDev CP091 – Local Planning Policy – Exempted Development and Land Use

- g) SDev CP092 – Local Planning Policy – Millbridge Estate – Special Provisions
- h) SDev CP094 – Local Planning Policy – Dardanup West/Crooked Brook Area – Provision of Foreshore Facilities Developer Contribution.
- i) SDev CP096 – Local Planning Policy – Sea Containers
- j) SDev CP099 – Local Planning Policy – Display Homes – Development Standards
- k) SDev CP100 - Local Planning Policy – Ancillary Dwellings, Rural Residential, Rural Small Holdings, Rural and Priority Agriculture Zones
- l) SDev CP102 – Local Planning Policy – ‘R100’ Southbank Development Guidelines
- m) SDev CP104 - Local Planning Policy – Caravans as Temporary Accommodation
- n) SDev CP502 - Local Planning Policy – Waiving and Refunding of Fees
- o) SDev CP503 - Local Planning Policy – Development Assessment Unit
- p) SDev CP513 – Strategic Water Tanks for Fire Fighting Purposes in Non Reticulated Areas.

Change to Officer Recommendation

No Change. **OR:**

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

Background

At the 28th September 2022 Ordinary Council Meeting, Council adopted 15 Local Planning Policies (LPPs) under Local Planning Scheme No. 3 (TPS3), in accordance with the “Deemed Provisions” in Schedule 2, Part 2, Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations). TPS3 provided the head of power for the LPPs to have force and effect. In this report they are referred to as the ‘TPS3 LPPs’.

On 23rd September 2024 at the Ordinary Council Meeting, Council carried out a full review of the Shire’s policies contained in the Shire of Dardanup Council Policy Manual, including the TPS3 LPPs. Council resolved [275-24] in summary to:

- Amend SDev CP030 - Local Planning Policy – Construction of Outbuilding in the ‘Small Holding’ Zone Prior to Completion of a Dwelling to include a reference to SDev CP104 Local Planning Policy Caravans as Temporary Accommodation in section 4.2 c) and Section 5; and
- Adopt the amended SDev CP030; and
- Adopt all other Local Planning Policies without change.

On 23rd June 2025 Local Planning Scheme No. 9 (LPS9) was gazetted which replaced TPS3. As there is no longer a head of power for the LPPs adopted under TPS3, they are now obsolete. The LPPs will each need be adopted as new policies under LPS9 in accordance with the Regulations. The proposed ‘LPS9 LPPs’ are provided in (Appendix ORD: 12.2.1A).

Legal Implications

Planning and Development (Local Planning Schemes) Regulations 2015

Schedule 2 – Deemed provisions for local planning schemes, Part 2, clauses 4-6 are relevant.

4. Procedure for making local planning policy

- (1) *If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —*
 - (a) *publish a notice of the proposed policy in a newspaper circulating in the Scheme area, giving details of—*
 - (i) *the subject and nature of the proposed policy; and*
 - (ii) *the objectives of the proposed policy; and*
 - (iii) *where the proposed policy may be inspected; and*
 - (iv) *to whom, in what form and during what period submissions in relation to the proposed policy may be made;*
 - (b) *if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;*
 - (c) *give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.*
- (2) *The period for making submissions in relation to a local planning policy must not be less than a period of 21 days commencing on the day on which the notice of the policy is published under subclause (1)(a).*
- (3) *After the expiry of the period within which submissions may be made, the local government must —*
 - (a) *review the proposed policy in the light of any submissions made; and*
 - (b) *resolve to —*
 - (i) *proceed with the policy without modification; or*

- (ii) *proceed with the policy with modification; or*
 - (iii) *not to proceed with the policy.*
- (4) *If the local government resolves to proceed with the policy, the local government must publish notice of the policy in a newspaper circulating in the Scheme area.*
- (5) *A policy has effect on publication of a notice under subclause (4).*
- (6) *The local government —*
 - (a) *must ensure that an up-to-date copy of each local planning policy made under this Scheme is kept and made available for public inspection during business hours at the offices of the local government; and*
 - (b) *may publish a copy of each of those local planning policies on the website of the local government.*

5. Procedure for amending local planning policy

- (1) *Clause 4, with any necessary changes, applies to the amendment to a local planning policy.*
- (2) *Despite subclause (1), the local government may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.*

6. Revocation of local planning policy

A local planning policy may be revoked —

- (a) *by a subsequent local planning policy that —*
 - (i) *is prepared in accordance with this Part; and*
 - (ii) *expressly revokes the local planning policy;*
- or*
- (b) *by a notice of revocation —*
 - (i) *prepared by the local government; and*
 - (ii) *published in a newspaper circulating in the Scheme area.*

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

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

Environment - None.

Precedents

Council reviews its policies regularly and the last full review of the Shire's Council Policy Manual was adopted at the Ordinary Council Meeting held 23rd September 2024. The TPS3 LPPs adopted at that meeting reflect Council's current position on various Planning matters where discretion can be applied.

The policies presented in this report for Council's consideration are generally consistent with the now obsolete TPS3 LPPs adopted on 23rd September 2024 but reflect the changes to the new Local Planning Scheme name (now LPS9), zone names, and LPS9 provisions.

Consultation

Public Consultation

- *Local Planning Policies – Advertising Requirements*

The process for making, amending or revoking an LPP is detailed in Schedule 2, Part 2, cl. 4-6 of Regulations as outlined in the 'Legal Implications' section of this report and includes advertising requirements prior to adoption. The proposed LPPs presented in this report will need to be advertised for a period of 21 days in accordance with cl. 4, prior to being adopted as new policies made under LPS9, should Council resolve to support them.

Officers are recommending that unless submissions suggest material changes to an LPP, pursuant to any minor administrative changes each LPP is taken to be adopted at the completion of the submissions period.

Budget Implications

While this report does not have any direct budget implications, various Policies contained within the Policy Manual have budget allocations and implications.

Budget – Whole of Life Cost - None.

Council Policy Compliance

All Local Planning Policies

Risk Assessment

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

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Adopt Local Planning Policies under LPS9	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Legal and Compliance	Failure to regularly review and update policies could result in the Shire not meeting its obligations at law
	Reputational	The Shire's reputation could be viewed negatively for not undertaking regular reviews of policies of Council

Officer Comment

Upon gazettal of LPS9 on 23rd June 2025, all TPS3 LPPs became obsolete and therefore the Shire has no LPPs to provide guidance on discretionary planning matters currently. A suite of LPPs now need to be adopted under LPS9. Once public advertising of the proposed LPPs has commenced they are 'seriously entertained' planning instruments and due regard must be given to them in decision making.

The TPS3 LPPs adopted in September 2024 have been modified to reference LPS9 and reflect its zones.

It is not intended as part of this exercise to make changes to Council's position on discretionary matters, other than for Unhosted Short Term Rental Accommodation (Unhosted STRA) and Ancillary Dwellings. In 'SDev CP091 - Exempted Development and Land Use', Officers are recommending two additional exemptions being:

- (1) A new exemption for **Unhosted Short Term Rental Accommodation (Unhosted STRA)** in line with the exemptions provided for the Perth and Peel regions under the Regulations; and
- (2) A new exemption for **Ancillary Dwellings** up to 100m² in floor area, which is in line with the now obsolete 'SDev CP100 - Local Planning Policy – Ancillary Dwellings, Grouped Dwellings and Caretaker's Dwellings – Small Holding and General Farming Zones' adopted under TPS3.

These are discussed in turn below.

Proposed Short Term Rental Accommodation (STRA) exemptions

The development exemption currently within the Regulations (Schedule 2, Part 7, cl. 61(2) (e) (b) for 'Unhosted Short-Term Rental Accommodation applies to Local Governments within the 'Metropolitan Regions' of Perth only. The existing exemption is as follows:

"the use of a dwelling as unhosted short-term rental accommodation if the dwelling is —

- (i) wholly or partly in the metropolitan region; and*
- (ii) registered under the Short-Term Rental Accommodation Act 2024 Part 3; and*
- (iii) used as unhosted short-term rental accommodation for no more than 90 nights in a relevant 12-month period; and*
- (iv) not located in a zone in relation to which the use of a dwelling as unhosted short-term rental accommodation is a class X use or a use that is not consistent with the objectives of that zone".*

The clause under the Regulations expressly relates to the 'Metropolitan Region'. The State Government has left the decision to Local Governments outside of the Metropolitan Region to either adopt this exemption in a policy or decide on another position on the matter noting the different issues Local Governments face with this type of development historically.

Officers see the merits in adopting the exemption currently in the Regulations for consistency purposes and recommend 'SDev CP091 - Local Planning Policy – Exempted Development and Land Use' be amended accordingly to reflect as follows:

EXEMPTED DEVELOPMENT	EXEMPTION CRITERIA (CONDITIONS)
<p>In all zones unless the predominant use (below) is prohibited in the zone.</p> <p>Unhosted Short-Term Rental Accommodation (Unhosted STRA) of:</p> <ul style="list-style-type: none"> • Single houses; • Grouped Dwellings; • Multiple Dwellings; • Holiday House. 	<ul style="list-style-type: none"> • The Policy excludes the following: <ul style="list-style-type: none"> ○ Workforce accommodation; ○ Park home parks and lifestyle villages. • the period of accommodation for each guest does not exceed 90 days in a relevant 12-month period*; and • the number of guests accommodated within an Unhosted STRA at any time, where such comprises a Single House, Grouped or Multiple Dwelling, complies with all of the following standards: <ul style="list-style-type: none"> ○ A maximum of 12 persons at any time; ○ A minimum 4m² per person in each bedroom containing beds; and ○ A minimum 2.5m² per person in each bedroom containing bunks; and • the dwelling is registered under the <i>Short-Term Rental Accommodation Act 2024</i> Part 3.

EXEMPTED DEVELOPMENT	EXEMPTION CRITERIA (CONDITIONS)
	<ul style="list-style-type: none"> Car parking is provided at the rate required by the Local Planning Scheme for the relevant land use and is accommodated wholly within the lot boundary. For a Single House, Grouped or Multiple Dwelling on a lot over 1,000m², and for any other land use listed under this exemption on any sized lot, a Bushfire Attack Level assessment by a registered Level 1 bushfire practitioner being submitted that demonstrates the Bushfire Attack Level does not exceed BAL-29. Despite an exemption for Short Term Rental Accommodation of the predominant use, Development Approval may be required for the predominant use in accordance with the Local Planning Scheme. <p>* A relevant 12-month period is:</p> <p>(a) the period of 12 months commencing on the day on which the owner or occupier registered the dwelling under the Short-Term Rental Accommodation Act 2024 Part 3; or</p> <p>(b) any subsequent 12-month period commencing on the anniversary of that day.</p>

Proposed Ancillary Dwellings exemptions

‘SDev CP100 - Local Planning Policy – Ancillary Dwellings, Grouped Dwellings and Caretaker’s Dwellings – Small Holding and General Farming Zones’ adopted under TPS3 (now obsolete) provided DA exemptions for Ancillary Dwellings in some circumstances, with up to 100m² floor area. This policy is not being adopted under LPS9 for the following reasons:

- Grouped Dwellings and Caretakers Dwellings are prohibited (X) uses in the zones where the policy would apply under LPS9; and
- All Ancillary Dwellings are now exempt under Schedule A, cl.61 of LPS9 if the works comply with the R-Codes (i.e. maximum internal floor area up to 70m²) and/or general development requirements in LPS9.

LPS9 does not specify/provide for any greater floor area for Ancillary Dwellings and therefore only 70m² is exempt under Schedule A. Officers are recommending a new exemption in ‘SDev CP091 – Exempted Development and Land Use’ for Ancillary Dwellings up to 100m² as previously supported by Council.

Other changes

The scope of all other changes to be considered for the proposed LPPs in this report is limited to:

- Referencing the new LPS9 its provisions (replacing outdated TPS3 provisions); and
- Reflecting the LPS9 zone names which are the nearest equivalent zones to those in the TPS3 LPPs.

A Council Policy Workshop was undertaken with Councillors on 4th December 2024 with a second briefing conducted on 28th May 2025, where the proposed changes were provided to Councillors for comparison, review and comment. The table below summarises the differences between the ‘TPS3 LPPs’ and the proposed ‘LPS9 LPPs’, for easy comparison. All proposed LPPs now reference LPS9 and contain a new Council adoption statement for consistency.

SUMMARY OF PROPOSED CHANGES

	POLICY NUMBER AND TITLE	TPS3 LPP	RECOMMENDED CHANGES IN LPS9 LPP	COMMENT
1.	SDev CP028 – Local Planning Policy – Variation to Deemed to Comply Requirement of the R-Codes: Medium Density Single House Development Standards (R-MD Codes).	<ul style="list-style-type: none"> References ‘Single Dwellings’ 	<ul style="list-style-type: none"> References ‘Single Houses’ Replaces reference to TPS3 	<ul style="list-style-type: none"> Change of terminology in the Regulations and R-Codes
2.	SDev CP030 Local Planning Policy – Construction of Outbuildings in the ‘Small Holding’ Zone Prior to Completion of a Dwelling	<ul style="list-style-type: none"> Applies to Small Holding zone 	<ul style="list-style-type: none"> Applies to Rural Residential zone Replaces reference to TPS3 clause 	<ul style="list-style-type: none"> Rural Residential zone is the nearest equivalent zone to Small Holding zone
3.	SDev CP067 – Local Planning Policy – New Roads and Upgrades – Provision for and Contribution by Developers	-	<ul style="list-style-type: none"> Replaces reference to TPS3 	-
4.	SDev CP068 – Local Planning Policy – Uniform Fencing Abutting Public Land and Street Landscaping within Subdivisions	-	<ul style="list-style-type: none"> Replaces reference to TPS3 	-
5.	SDev CP084 - Local Planning Policy – Advertising Signage	<ul style="list-style-type: none"> Applies to: <ul style="list-style-type: none"> Industrial – Light zone Industrial – General zone Business Commercial zone Other Community zone Mixed Business zone Tourist zone Small Holding zone General Farming zone 	<ul style="list-style-type: none"> Applies to <ul style="list-style-type: none"> Light Industry zone General Industry zone Commercial zone Private Community Purposes zone Service Commercial zone Tourism zone Rural Residential zone Rural zone Council adoption statement added Replaces reference to TPS3 clause 	<ul style="list-style-type: none"> Zone names reflect nearest equivalent LPS9 zones
6.	SDev CP091 - Local Planning Policy – Exempted Development and Land Use	<ul style="list-style-type: none"> Applies to: <ul style="list-style-type: none"> Landscape Protection Area General Farming zone Small Holding zone Tourist zone Short Stay Residential zone Mixed Business zone 	<ul style="list-style-type: none"> Applies to: <ul style="list-style-type: none"> Ferguson Valley Tourism Area (SCA2) Rural zone Rural Residential zone Tourism zone Service commercial zone 	<ul style="list-style-type: none"> Ferguson Valley Tourism Area (SCA2) is equivalent to Landscape Protection Area Other zone names reflect nearest equivalent LPS9 zones (Short Stay Residential and Tourist zones are both now Tourism zone). Bed and breakfast now called ‘Hosted Short Term Rental Accommodation’ under the Regulations and is now exempt statewide.

	POLICY NUMBER AND TITLE	TPS3 LPP	RECOMMENDED CHANGES IN LPS9 LPP	COMMENT
		<ul style="list-style-type: none"> Bed and Breakfast – exempt where conditions met 	<ul style="list-style-type: none"> Bed and breakfast deleted entirely Replaces reference to TPS3 clause 3.5 Exempts Unhosted STRA in some instances consistent with the exemptions in Perth and Peel Exempts Ancillary Dwellings up to 100m2 consistent with the size permitted by SDev CP100 (adopted under TPS3 and now to be deleted). 	<ul style="list-style-type: none"> STRA exemption is a <u>new policy position</u> The 100m2 floor area for Ancillary Dwellings previously supported by Council in SDev CP100 will instead be captured in this policy SDev CP091. SDev CP100 will be deleted as exemptions are provided in LPS9 Schedule A for Ancillary Dwellings up to 70m2, while Grouped Dwellings and Caretakers Dwellings are now prohibited in the applicable zones.
7.	SDev CP092 - Local Planning Policy – Millbridge Estate – Special Provisions	-	<ul style="list-style-type: none"> Replaces reference to TPS3 	-
8.	SDev CP094 - Local Planning Policy – Dardanup West/Crooked Brook Area – Provision of Foreshore	-	<ul style="list-style-type: none"> Replaces reference to TPS3 	-
9.	SDev CP096 - Local Planning Policy – Sea Containers	<ul style="list-style-type: none"> 5.4(c) references Small Holding zone 	<ul style="list-style-type: none"> 5.4(c) references Rural Residential zone Replaces reference to TPS3 	<ul style="list-style-type: none"> Zone name reflects nearest equivalent LPS9 zone
10.	SDev CP099 - Local Planning Policy – Display Homes – Development Standards	-	<ul style="list-style-type: none"> Replaces reference to TPS3 	-
11	SDev CP100 - Local Planning Policy – Ancillary Dwellings, Grouped Dwellings and Caretaker's Dwellings – Small Holding and General Farming Zones	<p>Applies to:</p> <ul style="list-style-type: none"> Small Holding zone General Farming zone Limits number of structures per lot 	<u>Policy not to be adopted under LPS9</u>	<ul style="list-style-type: none"> Local Planning Schemes take precedence and weight over (override) Local Planning Policies. <u>Ancillary Dwellings</u>: Schedule A, cl.61 of LPS9 exempts Ancillary Dwellings up to 70m2 (consistent with the R-Codes) and therefore the Ancillary Dwellings aspect of the policy is now irrelevant. To capture the 100m2 floor area previously supported by Council in the policy, officers recommend including this as new exemption in 'SDev CP091 – Exempted Development and Land Use'. <u>Grouped Dwellings and Caretakers Dwellings</u>: These are not permitted (X uses) in the equivalent LPS9 zones being Rural Residential, Rural, and

	POLICY NUMBER AND TITLE	TPS3 LPP	RECOMMENDED CHANGES IN LPS9 LPP	COMMENT
				Priority Agriculture. Therefore, the exemptions for Grouped Dwellings and Caretakers Dwellings in the policy are now legally invalid.
12	SDev CP102 - Local Planning Policy – ‘R100’ Southbank Development Guidelines	-	<ul style="list-style-type: none"> Replaces reference to TPS3 	-
13	SDev CP104 - Local Planning Policy – Caravans as Temporary Accommodation	Applies to: <ul style="list-style-type: none"> Small Holding zone General Farming zone 	Applies to: <ul style="list-style-type: none"> Rural zone Rural Residential zone Priority Agriculture zone Replaces reference to TPS3 	<ul style="list-style-type: none"> Zone names reflect nearest equivalent LPS9 zone
14	SDev CP502 - Local Planning Policy – Waiving and Refunding of Fees	<ul style="list-style-type: none"> Refers to Director Special Projects and Community (DSP&C) Refers to now repealed regulations 	<ul style="list-style-type: none"> Refers to Director Sustainable Development Refers to current regulations 	<ul style="list-style-type: none"> Replaces outdated role (DSP&C no longer exists) <i>Planning and Development (Local Government Planning Fees) Regulations 2000</i> repealed by <i>Planning and Development Regulations 2009</i>
15	SDev CP503 - Local Planning Policy – Development Assessment Unit	-		<ul style="list-style-type: none"> For adoption under LPS9. No text changes needed.
16	SDev CP513 - Local Planning Policy – Strategic water tanks for fire- fighting purposes in non-reticulated areas	<ul style="list-style-type: none"> Applies to Small Holding zone 	<ul style="list-style-type: none"> Applies to Rural Small Holding and Rural Residential 	<ul style="list-style-type: none"> Endorsed at 26 February 2025 Ordinary Council Meeting under TPS3 for advertising Zone names reflect nearest equivalent LPS9 zone

Conclusion

The proposed LPPs are comparable to the previously adopted TPS3 LPPs. The policies do not introduce any new policy positions other than exemptions for ‘Unhosted’ STRA (in line with the exemptions enjoyed in the Perth and Peel areas under the Regulations) and Ancillary Dwellings (in line with exemptions supported by Council previously).

Officers are recommending that Council endorses the proposed Local Planning Policies under LPS9 for public advertising, and that any material changes as a result of submissions are brought back to Council for consideration prior to adoption.

END REPORT

12.2.2 Title: Temporary Sea Containers – Eaton Foreshore & Watson Reserve

Reporting Department	<i>Sustainable Development Directorate</i>
Responsible Officer	<i>Mr Ashwin Nair - Director Sustainable Development</i>
Reporting Officer	<i>Mr Ashwin Nair - Director Sustainable Development</i>
Applicant	<i>Altus Planning</i>
Legislation	<i>Coastal Rowing WA Inc</i>
Council Role	<i>Planning and Development Act 2005</i>
Voting Requirement	<i>Quasi-Judicial.</i>
	<i>Simple Majority.</i>
	<i>Absolute Majority</i>
	<i>Appendix ORD: 12.2.2A – DA application report -Extension of Time</i>
	<i>Appendix ORD: 12.2.2B – DA application report – 2 x Sea Containers</i>
	<i>Appendix ORD: 12.2.2C – DA application report – Additional Sea</i>
Attachments	<i>Container</i>
	<i>Appendix ORD: 12.2.2D – Schedule of Submissions</i>
	<i>Appendix ORD: 12.2.2E – Copy of Submissions</i>
	<i>Appendix ORD: 12.2.2F – Risk Assessment Tool</i>

DECLARATIONS OF INTEREST

Cr S Gillespie declared an Impartiality Interest in this item.

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

Overview

This item has resulted from the resolution made by Council at its 26th March 2025 Ordinary Council meeting (OCM) for Coastal Rowing. This item comprises three (3) separate development applications for consideration. However, for the purposes of simplicity, this has been consolidated into one (1) report with three (3) separate recommendations that would relate to each development application. These applications are summarised as follows:

1. Extension in time to a 40-foot sea container located within Apex Park.
2. An additional temporary 40-foot sea container located within Apex Park.
3. Temporary addition of two (2), 20- foot sea containers at Watson Reserve.

The applications are presented to Council as Officers do not have delegated authority to determine development applications where concerns/objections cannot be addressed by way of amendments or through the imposition of planning conditions, in accordance with Delegated Authority 9.1.1 Powers or Duties Under the Local Planning Scheme. For the reasons outlined in the report, Officers recommend that Council approves the development applications subject to conditions.

OFFICER RECOMMENDED RESOLUTION “A” (EATON FORESHORE)

THAT Council approves the development application (DAP-F0415714) for the Sea Container (Extension in Time) at Lot 500 (Reserve 24359) Pratt Road, Eaton, as contained within (Appendix ORD: 12.2.2A) subject to the following conditions:

- 1. All development must be carried out in accordance with the approved plans, unless amended with the written consent of the Shire. In the event of an inconsistency between the approved plans and a requirement of the conditions of this development approval, the requirement of the conditions prevail.**
- 2. This development approval is valid until 28th July 2027. On or prior to the end of this period, the structure must be permanently removed from the lot, and the land must be reinstated to the condition it was in immediately prior to the approved works commenced, to the satisfaction of the Shire of Dardanup.**
- 3. Within thirty (30) days of the date of this approval, the applicant must submit to and have approved by the Shire of Dardanup, methodology on how the approved sea container is appropriately anchored to the ground in the event of a flood to avoid the sea containers being mobilised.**
- 4. The approved measures shall be implemented within sixty (60) days of the date of this approval, to the satisfaction of the Shire of Dardanup.**
- 5. The approved sea container must not be used for habitation, commercial or industrial purposes, without first obtaining written approval from the Shire of Dardanup.**

Advice Notes:

- a) If the development, the subject of this approval is not substantially commenced within the period specified in the approval, the approval will lapse and be of no further effect.**
- b) Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.**
- c) All conditions of this development approval must be complied with at no cost to the Shire of Dardanup, unless otherwise stated.**
- d) *Please Note;* The Shire of Dardanup regularly undertakes audits of Development Approval conditions, and a Shire Officer may be in contact with you in the future to discuss compliance with the conditions of this approval.**
- e) Please be advised that this is not a Building Permit. A Building Permit must be obtained prior to commencement of construction.**

AND

OFFICER RECOMMENDED RESOLUTION “B” (WATSON RESERVE)

THAT Council approves the development application (DAP-F0415671) for the temporary addition of two (2) Sea Containers at Lot 5536 (Reserve 25417) Pratt Road, Eaton, as contained within (Appendix ORD: 12.2.2B) subject to the following conditions:

- 1. All development must be carried out in accordance with the approved plans, unless amended with the written consent of the Shire. In the event of an inconsistency between the approved plans and a requirement of the conditions of this development approval, the requirement of the conditions prevail.**
- 2. This development approval is valid for a period of 6 months from the date the sea containers are placed onsite and must be removed no later than 1st July 2026. Once removed the land must be reinstated to the condition it was in immediately prior to the approved works commenced, to the satisfaction of the Shire of Dardanup.**
- 3. Prior to the commencement of any works, the applicant must submit to and have approved by the Shire of Dardanup, methodology on how the approved sea container is appropriately anchored to the ground in the event of a flood to avoid the sea containers being mobilised. These approved measures shall be implemented at all times, to the satisfaction of the Shire of Dardanup.**
- 4. The approved sea container must not be used for habitation, commercial or industrial purposes, without first obtaining written approval from the Shire of Dardanup.**

Advice Notes:

- a) If the development, the subject of this approval is not substantially commenced within the period specified in the approval, the approval will lapse and be of no further effect.**
- b) Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.**
- c). All conditions of this development approval must be complied with at no cost to the Shire of Dardanup, unless otherwise stated.**
- d) Please note, the Shire of Dardanup regularly undertakes audits of Development Approval conditions and a Shire Officer may be in contact with you in the future to discuss compliance with the conditions of this approval.**
- e) Please be advised that this is not a Building Permit. A Building Permit must be obtained prior to commencement of construction.**

AND

REVOKING RESOLUTION**OFFICER RECOMMENDED RESOLUTION “C” (WATSON RESERVE)**

THAT Council revoke Condition 3 of Agenda Item 12.4.2 – Permit to Occupy – Coastal Rowing WA Inc (Resolution 51-25) made at its 26th March 2025 Ordinary Council Meeting:

3. *Approves the issuing of a temporary Permit to Occupy for two (2) 20-foot sea containers at Watson Reserve for a six-month period from 21st May 2025 to 21st November 2025.*

By Absolute Majority

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

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

- 3) **That Council approves the issuing of a Temporary Permit to Occupy for two (2) 20-foot sea containers at Watson reserve for a period of 6 months from the date the sea container is placed onsite. The sea container is to be removed no later than 1st July 2026.**

AND**OFFICER RECOMMENDED RESOLUTION “E” (EATON FORESHORE)**

THAT Council approves the development application (DAP-F0415620) for the temporary addition of a Sea Container at Lot 500 (Reserve 24359) Pratt Road, Eaton, as contained within (Appendix ORD: 12.2.2C) subject to the following conditions:

1. **All development must be carried out in accordance with the approved plans, unless amended with the written consent of the Shire. In the event of an inconsistency between the approved plans and a requirement of the conditions of this development approval, the requirement of the conditions prevail.**
2. **This development approval is valid for a period of 6 months from the date the sea container is placed onsite and must be removed no later than 1st July 2026. Once removed the land must be reinstated to the condition it was in immediately prior to the approved works commenced, to the satisfaction of the Shire of Dardanup.**
3. **Prior to the commencement of any works, the applicant must submit to and have approved by the Shire of Dardanup, an external finishes schedule, that details all external colours and new cladding materials. The external colours and new cladding must be consistent with that of the surrounding landscape. Once approved, the external finishes schedule will form part of this approval.**

4. Prior to the commencement of any works, the applicant must submit to and have approved by the Shire of Dardanup, methodology on how the approved sea container is appropriately anchored to the ground in the event of a flood to avoid the sea containers being mobilised. These approved measures shall be implemented at all times, to the satisfaction of the Shire of Dardanup.
5. The approved sea container must not be used for habitation, commercial or industrial purposes, without first obtaining written approval from the Shire of Dardanup.

Advice Notes:

- a) If the development the subject of this approval is not substantially commenced within the period specified in the approval, the approval will lapse and be of no further effect.
- b) Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
- c) All conditions of this development approval must be complied with at no cost to the Shire of Dardanup, unless otherwise stated.
- d) Please note, the Shire of Dardanup regularly undertakes audits of Development Approval conditions and a Shire Officer may be in contact with you in the future to discuss compliance with the conditions of this approval.
- e) Please be advised that this is not a Building Permit. A Building Permit must be obtained prior to commencement of construction.

AND

REVOKING RESOLUTION

OFFICER RECOMMENDED RESOLUTION "F" (EATON FORESHORE)

THAT Council revoke Condition 4 of Agenda Item 12.4.2 *Permit to Occupy – Coastal Rowing WA Inc* (Resolution 51-25) made at its 26th March 2025 Ordinary Council Meeting:

4. *Approves the issuing of an additional temporary Permit to Occupy for one (1) 40-foot Sea Container at Eaton Foreshore for a six-month period from 21st May 2025 to 21st November 2025, with the understanding that:*
 - *The outcomes of the Eaton Foreshore Concept Plan are intended to be presented to Council in June 2025 and Coastal Rowing could be requested to remove the second sea container at the end of the six-month permit period, pending results of Eaton Foreshore Concept Plan.*

By Absolute Majority

OFFICER RECOMMENDED RESOLUTION “G” (EATON FORESHORE)

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

- 4. That Council approves the issuing of an additional temporary Permit to Occupy for one (1) 40 - Foot Sea Container at Eaton Foreshore for a period of 6 months from the date the sea container is placed onsite. The sea container is to be removed no later than 1st July 2026**

Change to Officer Recommendation

No Change. **OR:**

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

Background

The sites are situated in the locality of Eaton, along the southern foreshore of the Collie River. These reserves are as below.

Apex Park (Lot 500 – Reserve 24359)

Council at its March 2025 OCM resolved to approve the extension of the existing 40-foot sea container Permit to Occupy for a further two (2) year period to conclude on 28th July 2027. The permit process is the first step in the approval process. The second step is for the existing development (**planning**) approval for the development to be extended, which is currently set to expire on 28th July 2025.

At the same OCM, Council approved a temporary Permit to Occupy for an additional 40-foot sea container. The Permit is for a six (6) month period from 21st May 2025 to 21st November 2025. This sea container also requires planning approval prior to the sea container being placed onsite.

Watson Reserve (Lot 5536 – Reserve 25417)

In relation to this reserve, Council at the March 2025 OCM resolved to approve to issue a temporary Permit to Occupy for two (2), 20-foot sea containers at Watson Reserve for a six (6) month period from 21st May 2025 to 21st November 2025.

Location Plan



Source: SLIP Locate, 2025

Proposal

As mentioned, the applications seek approval for the development of sea containers at Lot 500 – Reserve 24359 (**Apex Park**) and Lot 5536 – Reserve 25417 (**Watson Reserve**). Key aspects of the application are as follows:

1. Extension in time to a 40-foot sea container located within the Eaton Foreshore reserve. The container is Taubman Terrain CB 72 (brown) in colour and is partially screened by trunks of

mature trees. The container is currently used for the storage of its rowing and paddle craft. The container is partially screened by the trunks of mature vegetation.

2. An additional temporary 40-foot sea container located within the Eaton Foreshore reserve, directly abutting the existing container (as above). The container will be used for the storage of newly acquired rowing and paddle craft. The colour of the container will be the same as the existing – Taubman Terrain CB 72 (brown). The container is also only partially screened by the trunks of mature vegetation.
3. Temporary addition of two (2), 20- foot sea containers at Watson Reserve. Similarly to the above, the colour of the containers will be Taubman Terrain CB 72 (brown). The containers are well screened from both active areas and residential dwellings by way of mature vegetation. The containers will be utilised for the storage of stand-up paddle boards and kayaks.

The outline of the proposal is as follows:

Region Scheme	Regional Open Space
Local Planning Scheme No.9 (LPS9)	No zone
Structure Plan/Precinct Plan	N/A
Use Class and Permissibility in LPS9	N/A
Lot Size	Apex Park – 4.5779ha Watson Reserve – 7.0012ha
Existing Land Use	N/A
State Heritage Register	No
Local Heritage	No
Bushfire Prone Area	Yes

Legal Implications

Planning and Development (Local Planning Schemes) Regulations
Greater Bunbury Regional Scheme
Shire of Dardanup Local Planning Scheme No. 9

Council Plan

- 2.2 - Increase participation in sport, recreation and leisure activities.
- 8.1 - Support responsible planning and development.
- 9.5 - Provide safe and accessible access to waterways for recreational activities.
- 14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

Environment

The development does not propose to remove any mature vegetation to cater for this development. However, concerns are held for the construction works and how this may impact existing vegetation. Further reference should be made to the Officer Comment section of this report.

Precedents - None.

Consultation

Public Consultation

The applications were advertised in accordance with clause 64 of Schedule 2 (**Deemed Provisions**) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The advertising period was conducted for a period of 30 days, commencing 23rd May 2025 and concluding on 22nd June 2025. As of 13th June 2025, 33 submissions were received as below.

In response to the advertising a total of 33 public submissions were received, with 32 in support and one (1) objecting to the proposal. The public and State Government submissions can be seen below. A response to each submission received by the community by the assessing officer can be found within the schedule of submissions at (Appendix ORD: 12.2.2D). Copies of submissions received can also be viewed within (Appendix ORD: 12.2.2E).

The key issues raised in the public submissions are summarised below, along with Officer comments in response. Further commentary is also provided in the 'Officer Comment' section of this report.

Themes Raised	Officer comments
Visual Amenity	The one (1) objection received held concern regarding the perceived impact the containers may have to the surrounding area, which to the submitters view and the assessing officer, is of a high amenity area. Reference should be made to the assessment against visual amenity further within this report.
Community Benefit	Multiple submissions have been made outlining the community benefit that these applications will create. While the rowing club itself is seen as a positive for the community, the development applications are for storage purposes inside sea containers, and this is what Council must consider. The assessment required under the relevant planning framework is to carefully balance the needs of the applicant, but also with other key planning principles such as visual amenity.

Consultation with Government/Service Agencies

The following agencies were consulted:

- Department of Planning, Lands and Heritage; and
- Department of Water and Environment Regulation.

The agency submissions are summarised below:

- *Department of Planning, Lands and Heritage (DPLH):*
 - DPLH is of the view that the Shire is best placed to consider planning matters such as environmental impacts, visual amenity, landscaping and access associated with the proposals.
 - DPLH has noted and is in support of the Shire considering permanent development in this area with respect to the outcomes of both the Eaton Foreshore Concept Plan and Watson Reserve Masterplan.

- **Department of Water and Environment Regulation (DWER):**
 - The sea containers are located within the floodway of the Collie River. The top water level in the event of 1% AEP flood has been modelled as 2.4m AHD for both locations, and the Department's LiDAR dataset indicates a topographical level at both sites is approximately 1m AHD.
 - In the event of a flood event, it is considered that the sea containers will have negligible impact on the flood regime of the general area. However, with a flood depth of approximately 1.4m, it is probable that the sea containers would become buoyant and float downstream. Once mobilised they would become a hazard to infrastructure and property. This may include bridges and buildings, including infrastructure within the BIG4 Bunbury Riverside Holiday Park.
 - The Department recommends that this risk is considered, and mitigation strategies are put in place to avoid the sea containers becoming mobilised in the event of a flood event.

Additional Consultation

Internal consultation has been undertaken. The only notable comment made was from the Shire's Environmental Services team, as summarised below:

The proposed riverway entry point should be conditioned. The aim of this is to limit access to the Collie River to one entry/exit, to allow for proper erosion management and preservation of the surrounding riparian zone. One entry/exit will prevent cumulative negative impacts to the foreshore habitat, should multiple points of access be unitised.

It must be noted that these applications are for storage purposes only, and not for the use/management itself. It is therefore not possible to condition how the site is used (i.e. access to the river).

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Temporary Sea Containers – Apex Park & Watson Reserve
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 If Council refuses the application and a review is lodged with the State Administrative Tribunal, reasons for the refusal based on sound planning principles must be provided.

Officer Comment

For the purpose of this report, discussion is confined to the key aspects of the proposal for where Council is required to exercise discretion. The following matters have been identified as key considerations for the determination of the applications:

- Greater Bunbury Regional Scheme
- Location & Compatibility
- Visual Amenity
- Flood Risk

Greater Bunbury Regional Scheme

The purpose of a Regional Open Space reserve under the *Greater Bunbury Regional Scheme (GBRS)* is provided at clause 10(a) of the GBRS as quoted below:

to protect the natural environment, provide recreational opportunities, safeguard important landscapes and provide for public access;

Acknowledging that the development is for the storage of recreational equipment, the development is considered to be consistent with the purpose of the reserve under the GBRS.

Location & Compatibility

Sea containers, by way of appearance and use, are often perceived as an industrial form of development. While the location of the containers in the reserve can be considered reasonable inadequately serving their purpose for storage, the containers must be compatible with its surrounds.

With limited built form directly abutting the developments, the development based on its design, can be seen as being incompatible with the area. The current surrounds comprise large amounts of open space and natural vegetation. While the storage use itself can be considered compatible with its surrounds (i.e. the storage is incidental to the recreational use of the rowing club), the design is not.

It is therefore important that to be compatible with the area by way of design, the development must maintain the current visual amenity of the area. Reference should be made to the below.

Visual Amenity

The perceived impact on the visual amenity is not uncommon within the planning realm. As discussed previously, the potential impacts on visual amenity were considered on balance with the Applicant's needs for storage. It is submitted that both foreshore areas hold a high level of amenity.

It is imperative that the developments are to be of a suitable standard and adequately screened where it may be prominent. It is common practice within the planning realm that sea containers should both be screened and re clad/paint to improve its appearance.

The existing sea container and the newly proposed sea container within Apex Park are visually prominent and located within an actively used area. While the sea containers will be partially screened by the several mature trees, the screening alone is not enough to limit the adverse impact the development would create. It is therefore recommended that the sea containers are to be re clad to improve the aesthetics, to ensure an appropriate level of compatibility with their surrounds. This condition will allow for the preservation of the amenity level for the area.

In relation to the sea containers at Watson Reserve, it is acknowledged that some visual impact may occur. However, this impact is not considered to be adverse. Although a portion of the development is visible, it is not regarded as visually prominent within the broader landscape context, owing to the substantial screening provided by existing vegetation.

Flood Risk

As identified within LPS9, both sites are located within Special Control Area 4 – Flood Prone Area. In considering any application within this area, the Shire shall have due regard to the *Greater Bunbury Region Scheme Floodplain Management Policy*. Specifically, clauses 5.3.1 and 6.3 are relevant, as quoted below.

5.3.1 – Development applications for land within a floodway or floodplain where no floodway is defined, should not be approved where it is considered the development may constitute an obstruction during flooding.

6.3 – Local governments, prior to determining applications for development on land within the floodplain and floodways and, where it considers necessary, development within the flood fringe, will consult, as required, and have due regard to the advice and recommendations of the Department of Water and Environmental Regulation.

In response to the above, the applications were referred to DWER to provide comment. As per the advice received (refer above), concerns are held for the sea containers to become buoyant in the event of a flood.

While the sea containers are likely required to obtain a Building Permit, which would require the containers to show some form of connection to the ground, a planning application cannot reasonably rely on separate legislation. Per DWER's advice, it is recommended that a condition be imposed for the containers to provide the Shire with acceptable measures to limit the buoyancy and to install these within a specified time period.

Conclusion

The proposal involves the storage of equipment necessary for the Applicant's operations. Considering the proposed locations are high amenity areas, and located within a flood prone area, the impact on visual amenity and ensuring the sea containers are adequately secure are of high importance.

The development is generally consistent with the local and state planning frameworks, and accordingly, the assessing officer recommends that the applications be approved, subject to conditions.

END REPORT

12.2.3 Title: RCR 2024 NAIDOC Week Art Competition – Substitute Runner Up Design

Reporting Department	<i>Sustainable Development Directorate</i>
Responsible Officer	<i>Mr Ashwin Nair - Director Sustainable Development</i>
Reporting Officer	<i>Ms Melanie Ring - Manager Community Development</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>12.2.3 – Risk Assessment</i>

Overview

This report has been prepared for Council to consider a substitute art piece for the runner up of the RCR Mining Technologies (RCR) 2024 NAIDOC Week Art competition that is to be placed on the West wing wall of the Shire of Dardanup Library.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Acknowledge that the original design by Noongar artist Melissa Riley that Council accepted as the runner up art piece in the 2024 RCR NAIDOC Week Art Competition, is no longer available.**
- 2. Accepts the new art piece by Noongar artist Melissa Riley submitted as a replacement to the original runner up design of the 2024 RCR NAIDOC Week Art Competition to be painted on a canvas and displayed on the Library Wall - West Wing of the Shire of Dardanup Library.**

Change to Officer Recommendation

No Change. **OR:**

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

Background

As part of the RCRs 2024 NAIDOC Week Art Competition, Council at its 20th November 2024 Ordinary Council Meeting (OCM) resolved to select the winning and runner up art piece as follows (amongst other things):

THAT Council:

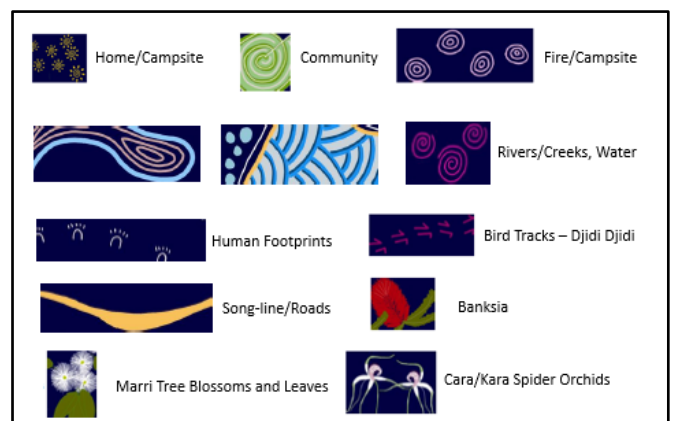
1. *Endorses the winning art piece to be painted on the South West Wall of the Shire of Dardanup Administration Building. With all costs associated with the project being covered by RCR Mining Technologies.*
2. *Accepts the request from RCR Mining Technologies for the runner up's art piece by Melissa Riley, and that it be painted on a canvas and displayed on the Library Wall - West Wing of the Shire of Dardanup Library.*

As per the resolution, the winning art piece pictured below has already been painted on the South West wall of the Shire of Dardanup Administration Building.



Winning Artwork - Grace Janowicz

There have been some delays outside the control of the Shire with progressing the runner up art piece being displayed in the library as per the resolution. Officers have recently been advised, likely as a result of the delays, that the original runner up art piece as pictured below is no longer available as it has been sold.



Original Art Piece

The artist, however, has provided a substitute piece which although differs slightly from the initial concept selected by Council in November 2024, incorporates aspects of the original symbols to ensure the new design aligns with the initial brief.

Legal Implications - None.

Council Plan

3.1 - Grow participation in arts, culture and community events.

3.2 - Promote and celebrate diversity.

9.1 - Strengthen the vibrancy of our town centres.

Environment - None.

Precedents

Council at its November 2024 OCM (Res: 288-24) approved the winning and runner up art piece as part of RCRs 2024 NAIDOC Week Art Competition.

Budget Implications

RCR Mining have contributed \$2,500 to the mural and the Shire has allocated \$2,500 to the art piece through the Community Projects - Public Art J11902. Melissa Riley (artist) has confirmed she is able to produce an art piece to the value of \$5,000. An internal request to have the funds carried over to 2025/2026 has been made to Manager Finance.

Budget – Whole of Life Cost - None.

Council Policy Compliance

SDev CP509 - Public Art Policy

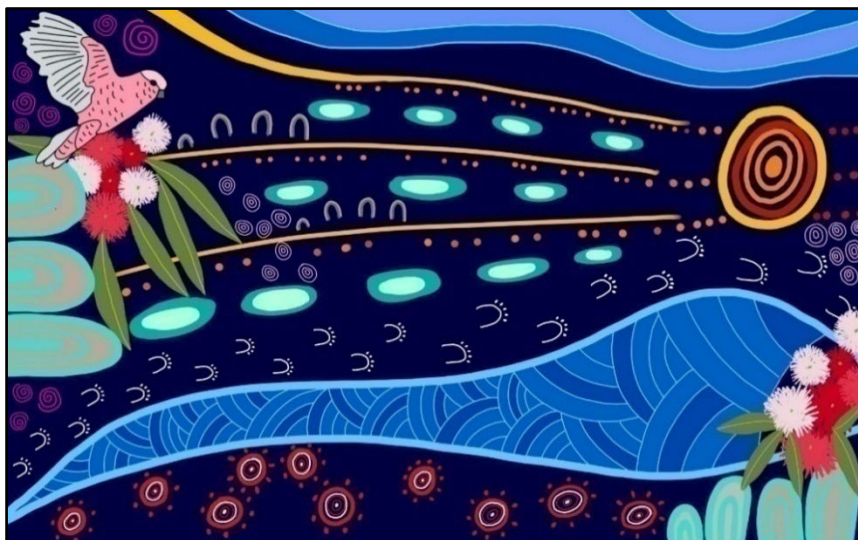
Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	RCR 2024 NAIDOC Week Art Competition – Substitute Runner Up Design	
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 not following through with its obligations as part of RCRs 2024 NAIDOC Week Art Competition.

Officer Comment

The proposed new art piece pictured below is meant to be more than just a visual feature. It is intended to spark conversation and reflection around connections to community and Country. It's a meaningful and creative addition that will bring colour and interest to the library space.



Substitute Art Piece

The artist has confirmed that once Council is satisfied with the design, the painting will be slightly refined to elevate the culturally significant components of the art piece.

Officers support the substitute art piece being placed on the library wall as previously approved.

END REPORT

12.3 INFRASTRUCTURE DIRECTORATE REPORTS

12.3.1 Title: Joint Town Planning Scheme No. 1 Committee Meeting Minutes held on 24th of April 2025

Reporting Department	<i>Infrastructure Directorate</i>
Responsible Officer	<i>Mr Theo Naudé - Director Infrastructure</i>
Reporting Officer	<i>Mr Andrew Coulson - Development Engineer</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.3.1A – JTPS1 Committee Meeting Minutes 24 April 2025 Appendix ORD: 12.3.1B – Risk Assessment</i>

Overview

Council is requested to receive the Minutes from the recent meeting of the Shire of Harvey and the Shire of Dardanup Joint Town Planning Scheme No.1 (JTPS1), and to endorse the outcomes of that meeting.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. **Receives the Minutes of the latest Joint Town Planning Scheme No.1 Committee, which was held on 24th of April 2025 [Appendix ORD: 12.3.1A]; and**
2. **Supports the Shire of Harvey to appoint LK Advisory as an external Consultant on behalf of the Shires of Dardanup and Harvey independently administer the JTPS 1 in real-time, including:**
 - a) **Calculating invoices upon request,**
 - b) **Updating the JTPS 1 model and maps,**
 - c) **Advising each local government of the refunds due and payable in real time for payment to the developers; and**
 - d) **Undertaking each annual review up until 2028.**

Change to Officer Recommendation

No Change. **OR:**

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

Background

The JTPS1 authorises the Shires of Harvey (SoH) and the Shire of Dardanup (SoD) with the administration of the Scheme. The Shires have formed a joint committee consistent with the *Local Government Act 1995*, with equal representation from the SoH and SoD, to assist the Shire's in the administration of the Scheme.

The most recent meeting of that Joint Committee was held on Thursday, 24th of April 2025. Minutes from this meeting are attached (Appendix ORD: 12.3.1A).

Council is requested to receive these minutes and endorse the outcomes.

Legal Implications

5.8. Establishment of committees

A local government may establish committees of 3 or more persons to assist the Council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

** Absolute majority required.*

5.9. Types of committees

(1) *In this section —*

“other person” means a person who is not a Council member or an employee.

(2) *A committee is to comprise —*

- (a) *Council members only;*
- (b) *Council members and employees;*
- (c) *Council members, employees and other persons;*
- (d) *Council members and other persons;*
- (e) *employees and other persons; or*
- (f) *other persons only.*

5.10. Appointment of committee members

(1) *A committee is to have as its members —*

- (a) *persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
 - (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*
- * Absolute majority required.*

(2) *At any given time each Council member is entitled to be a member of at least one committee referred to in section 5.9(2) (a) or (b) and if a Council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that Council member in the persons appointed under subsection (1) (a) to at least one of those committees as the local government decides.*

(3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.*

(4) *If at a meeting of the Council a local government is to make an appointment to a committee that has or could have a Council member as a member and the mayor or president informs the*

local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

- (5) *If at a meeting of the Council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —*

- (a) *to be a member of the committee; or*
 (b) *that a representative of the CEO be a member of the committee,*

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

5.11. Tenure of committee membership

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;*
- (b) *the person resigns from membership of the committee;*
- (c) *the committee is disbanded; or*
- (d) *the next ordinary elections day, Which ever happens first.*

Council Plan

8.1 - Support responsible planning and development.

13.1 - Adopt best practice governance.

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

Environment - None.

Precedents

At the Ordinary Council Meeting held 22nd May 2024 Council received the Minutes and endorsed the resolution of the JTPS1 Committee that was held on 18th December 2023.

Budget Implications

Nil, funds held within and distributed from the Joint Town Planning Scheme Reserves, does not impact on the Shire of Dardanup's annual budget(s)

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: 12.3.1B) for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Joint Town Planning Scheme No.1 Committee Meeting Minutes held on 24 th of April 2025	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Not acting on the scheme committee resolutions promptly could lead to developer frustration and possible financial penalties.
	Legal and Compliance	Not acting promptly to scheme committee decisions could lead to legal action against the Shire.
	Reputational	Not acting promptly on scheme committee decisions could lead to developer dissatisfaction and public airing

Officer Comment

As per the Minutes from the latest Joint Town Planning Scheme No.1 (JTPS1) meeting held on Thursday, 24th April 2025 between the Shire of Harvey and the Shire of Dardanup, it is recommended that Council endorses the outcomes of that meeting, which is

“That the Shire of Harvey and the Shire of Dardanup Joint Town Planning Scheme No. 1 Committee recommends that the Councils of the Shires of Harvey and Dardanup appoint LK Advisory as an external Consultant to independently administer the JTPS 1 in real-time, including calculating invoices upon request, updating the JTPS 1 model and maps, advising each local government of the refunds due and payable in real time for payment to the developers and undertaking each annual review up until 2028.”

END REPORT

12.3.2 Title: Eaton Foreshore Draft Concept Plan – Community Survey Outcomes

Reporting Department	<i>Infrastructure Directorate</i>
Responsible Officer	<i>Mr Theo Naudé - Director Infrastructure</i>
Reporting Officer	<i>Mr Nathan Ryder - Manager Infrastructure Planning & Design</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.3.2A – Draft Eaton Foreshore Precinct Concept Plan</i> <i>Appendix ORD: 12.3.2B – Risk Assessment</i> <i>Appendix ORD: 12.3.2C – Survey Responses and Written Submissions</i> <i>Appendix ORD: 12.3.2D – Summary of Survey Respondent Votes</i>

Overview

The purpose of this report is to provide the results of the community survey of the draft concept plan for the Eaton Foreshore Precinct and seeks Council endorsement.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Receives the Eaton Foreshore Precinct Draft Concept Plan Community Survey Outcomes as included in (Appendix ORD: 12.3.2C and 12.3.2D);**
- 2. Endorses the Eaton Foreshore Precinct Draft Concept Plan (Appendix ORD: 12.3.2A) with minor exclusions as listed in the table as follows:**

QUESTION	PROPOSED		WEIGHTED	WEIGHTED	RETAIN IN PLAN	
NUMBER	IMPROVEMENT	DESCRIPTION	AVERAGE	RANK	YES OR NO	OFFICER RECOMMENDATION
2	All	Shire of Dardanup's Draft Eaton Foreshore Precinct Concept Plan	86%		Yes	In interpreting the outcomes of the weighted scores and rational for individual projects, the intent is to identify the priorities to focus on for the Shire to include in the concept plan within the limited resources and budget available. As such officers recommend several projects to be removed from the concept plan, particularly where a high degree of support or need has not been demonstrated and/or where capital and operational cost or ongoing maintenance may be seen as excessive to the limited benefits the project would provide. The draft concept plan was well supported and will be updated as indicated below.
26	24	Upgrade to existing shelters and BBQs	86%	1	Yes	High level of community support. Shire to explore grant funding opportunities and work closely with the Lions Club that has contributed previously.
17	15	Additional seating under trees	85%	2	Yes	Relatively minor expense, supported and to be programmed into the PRAMP.
33	31	Upgrade of existing toilets	82%	3	Yes	Toilets built in 2014 and will require upgrading in the near future. Shire to seek grant funding opportunities for upgrade of the toilets and include it in the BAMP.
11	9	New/upgraded pedestrian crossing	80%	4	Yes	That this initiative forms part of a shared zone in conjunction with increased parking and traffic calming measures. Will need to be designed, costed and programmed into the RAMP. Funding opportunities to be explored to fund road safety initiatives
3	1	Additional parking bays	80%	5	Yes	That this initiative forms part of a shared zone in conjunction with pedestrian crossing and traffic calming measures. Will need to be designed, costed and programmed into the RAMP. Funding opportunities to be explored to fund road safety initiatives.
20	18	Festival events area	78%	6	Yes	Western part of the reserve to be retained for events, which was well supported through the community consultation process.
21	19	Power and water service connections	76%	7	Yes	Will need to be designed, costed and programmed into the PRAMP as future projects.
9	7	Parking and lighting upgrades	76%	8	Yes	Improving the carpark, to be programmed into the RAMP.

QUESTION	PROPOSED		WEIGHTED	WEIGHTED	RETAIN IN PLAN	
NUMBER	IMPROVEMENT	DESCRIPTION	AVERAGE	RANK	YES OR NO	OFFICER RECOMMENDATION
14	12	Extended irrigation to include BBQ area	74%	9	Yes	East shelter playground - water from the new Yarragadee bore will be used to address this area.
7	5	Upgraded multi-use full courts	73%	10	Yes	Officers assessed the court pavements that were found to be in good condition. Resurfacing works will need to be designed, costed and programmed into the PRAMP.
6	4	Upgraded tennis/pickleball/padel courts	73%	11	Yes	Consider opportunities for various sporting groups to utilise these courts and seek grant funding for upgrades, including padel, pickleball, basketball, netball, indoor soccer etc. Officers recommend Council support to the Clubs, seeking grant funding, all works to be completed at their cost.
34	32	CCTV and smart technology	72%	12	Yes	To be investigated further. Include in IT AMP.
15	13	Drainage improvements	72%	13	Yes	Will need to be designed, costed and programmed into the PRAMP and SWAMP.
10	8	Alterations to existing Eaton Hall	70%	14	Yes	Officers recommend support for the Bunbury Repertory Club to undertake the improvements requested. Officers recommend Council support to the Club, seeking grant funding, but all works to be completed at their cost.
5	3	Passive traffic calming measures to Pratt Rd	66%	15	Yes	That this initiative forms part of a shared zone in conjunction with increased parking and pedestrian crossing. Will need to be designed, costed and programmed into the RAMP. Funding opportunities to be explored to fund road safety initiatives.
13	11	Lighting to upgraded sports courts	66%	16	Yes	Officers recommend that Council support the clubs in seeking funding for upgrading the lights. Officers recommend Council support to the Clubs, seeking grant funding, all works to be completed at their cost.
28	26	Traffic signage	65%	17	Yes	That this initiative forms part of the shared zone in conjunction with increased parking, pedestrian crossing and traffic calming measures. Will need to be designed, costed and programmed into the RAMP. Funding opportunities to be explored to fund road safety initiatives.
30	28	Bollard lighting to the heritage path	65%	18	No	Solar lights at the boat jetty were vandalised and stolen. Officers do not support this given the limited benefit vs ongoing maintenance and replacement cost. It is therefore recommended for exclusion in the concept plan.

QUESTION	PROPOSED		WEIGHTED	WEIGHTED	RETAIN IN PLAN	
NUMBER	IMPROVEMENT	DESCRIPTION	AVERAGE	RANK	YES OR NO	OFFICER RECOMMENDATION
35	33	Drainage upgrades to the oval	63%	19	Yes	Will need to be designed, costed and programmed into the PRAMP and SWAMP. More targeted maintenance in this is to be done going forward.
31	29	Fishing platform upgrades	62%	20	Yes	This would need to be identified by Council as a high priority future project and explore funding opportunities such as Lotteries West and others.
38	36	Irrigation upgrades/improved grass on the oval	62%	21	Yes	To be included as future works in the PRAMP.
4	2	New rowing club facility	61%	22	Yes	Officers support the storage facility for a larger multipurpose facility that could include other initiatives such as a coffee shop, café, dining, reception facility etc. Officers recommend Council support to the Club, seeking grant funding, all works to be completed at their cost.
18	16	Services, hardstand and signage (food trucks)	61%	23	Yes	Support to retain the area for use by food trucks, but without hardstand. Services will need to be designed and costed but can be supported as future projects
40	38	New roundabout (City of Bunbury)	61%	23	Yes	It is recommended that Council writes to the City of Bunbury outlining the proposal. City of Bunbury to fund and construct the project
29	27	Upgraded cricket practice nets and lighting	61%	25	Yes	Officers support this initiative as a possible future project and recommend Council support to the Club, seeking grant funding.
12	10	Overflow parking	61%	26	Yes	Retain area as grassed area with minor kerb modifications and a chain gate to allow ingress/egress.
22	20	Upgraded lighting to football/cricket ovals	60%	27	Yes	Officers recommend Council support to the Clubs, seeking grant funding for upgrading of the lights and seek Council to consider co-contribution.
39	37	New carpark (City of Bunbury)	59%	28	Yes	It is recommended that Council writes to the City of Bunbury outlining the proposal. City of Bunbury to fund and construct the carpark.
19	17	Long vehicle bay	58%	29	Yes	Existing unused bus bays are sufficient in their current form.
36	34	Widening the entrance to the existing carpark	56%	30	Yes	To be designed, costed and programmed into the RAMP.
8	6	Spectator viewing area (lawn)	54%	31	Yes	Sufficient in its current form.

QUESTION	PROPOSED		WEIGHTED	WEIGHTED	RETAIN IN PLAN	
NUMBER	IMPROVEMENT	DESCRIPTION	AVERAGE	RANK	YES OR NO	OFFICER RECOMMENDATION
27	25	Water play park (incl. water treatment plant)	52%	32	No	In consideration of construction, maintenance and operating costs, this item is not considered sustainable and is therefore recommended for exclusion from the concept plan.
37	35	Protection of netting behind the football goals	50%	33	No	In consideration of construction and maintenance costs, this this is considered not to be a high priority and recommended for exclusion from the concept plan.
23	21	Decorative activity lighting	49%	34	No	Solar lights at the jetty were vandalised or stolen. Officers do not consider there is a cost benefit, therefore this is recommended for exclusion from the concept plan
24	22	Kalgulup Regional Park signage	46%	35	Yes	Fully funded by State Government through Department of Biodiversity, Conservation and Attractions. The Kalgulup Regional Park Management Plan was released in 2021. Subject to location confirmation on site and to the satisfaction of Council.
16	14	Outdoor exercise equipment	45%	36	No	It is evident that this is not a priority for the community, therefore this is recommended for exclusion from the concept plan.
32	30	Apron slab to front of cricket shed	39%	37	Yes	Officers recommend Council support to the Club, seeking grant funding, all works to be completed at their cost.
25	23	Fish cleaning station with offal disposal unit	30%	38	No	It is evident that this is not a priority for the community. Also, in consideration of maintenance requirements, the fish cleaning station is recommended for exclusion from the concept plan.

3. Notes that this concludes the Eaton Working Group as it has now completed its functions consistent with the Terms of Reference.
4. Notes that most improvements/projects identified in the Eaton Foreshore Precinct Draft Concept Plan (Appendix ORD: 12.3.2A) are subject to external funding from state and federal government and should funding not be received, the Shire will be unable to implement all these projects.

Change to Officer Recommendation

No Change. **OR:**

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

Background

A draft concept plan of the Eaton Foreshore Precinct was prepared for the purpose of determining future use, planning and activities, considering current and potential future user groups of this space. During the development of this concept plan several workshops were held through the Eaton Foreshore Working Group, which included the different user groups. The draft concept plan was advertised to the community, seeking their feedback through a survey (Appendix ORD: 12.3.2A).

At the Ordinary Council Meeting held on the 26th of March 2025, Council endorsed the following [Res:48-25]:

THAT Council:

1. *Endorses the concept plan for Eaton Foreshore Precinct (Appendix ORD:12.3.1A) to carry out public consultation and receive feedback.*
2. *Requests that the Chief Executive Officer bring a report back to Council at the 25th June Ordinary Council Meeting, with the community feedback and a final concept plan for approval.*

This report deals with Item 2 of the above resolution.

The public consultation period has closed, the results of the survey have been received and analysed. Details are included in the Officer Comment section and the Appendices.

Legal Implications - None.

Council Plan

- 1.1 - Support the community to feel safe while using Shire facilities and public spaces.
- 9.1 - Strengthen the vibrancy of our town centres.
- 9.3 - Provide quality community facilities.
- 9.4 - Provide quality parks and playgrounds.
- 13.1 - Adopt best practice governance.
- 14.1 - Increase community awareness, knowledge and understanding of Shire activities and key messages.
- 14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

Environment - None.

Precedents

Council has previously endorsed concept plans and considered survey feedback. The most recent examples are the Burekup Precinct and Changeroom Facilities Concept Plan as well as the Dardanup Civic Precinct Concept Plans, which were presented to Council at the Ordinary Council Meeting held in June 2024.

Budget Implications

Development of the concept plan and community survey has been funded through staff wages in the 2024-25 Annual Budget.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Council Policy 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: 12.3.2B) for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Eaton Foreshore Precinct Draft Concept Plan Survey
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 Poor communication and Community consultation.

Officer Comment

- *Draft Concept Plan*

The development of the draft concept plan for the Eaton Foreshore Precinct was carried out in conjunction with Eaton Foreshore Working Group. Details are provided in the report to Council Item 12.3.1 at the Ordinary Council Meeting held on 26th March 2025.

- *Community Survey*

The community was invited to provide feedback on the draft concept plan via an online survey on the Shire's website over a four-week period and the submissions period closed on 4:00pm on Friday 9th May 2025.

The Public Notice was advertised as follows:

- Posted on the Shire's website and Facebook page;
- Laminated copies displayed at Eaton Oval and the Eaton Foreshore; and
- Published in the South Western Times on 10th April 2025.

Hard copies of the plan (A3, colour) and the survey were available upon request at the Shire's offices in Dardanup or Eaton.

In summary, the survey asked a total of 41 questions:

- Question 1 - post code of the respondent;
- Question 2 – indicate support of the Draft Eaton Foreshore Precinct Concept Plan. Respondents were able to vote (1) Supportive, (2) Neutral, or (3) Against, and enter a comment;

- Questions 3 to 40 – indicate support of the proposed improvements listed 1 to 38 on the Draft Concept Plan. Respondents were able to vote (1) Supportive, (2) Neutral, or (3) Against, and enter a comment; and
- Question 41 - any other comments about the Eaton Foreshore Precinct Draft Concept Plan.

- *Community Survey Respondents*

A total of 280 survey responses were received– 279 online and 1 hard copy. On average, about 4% of the questions were skipped.

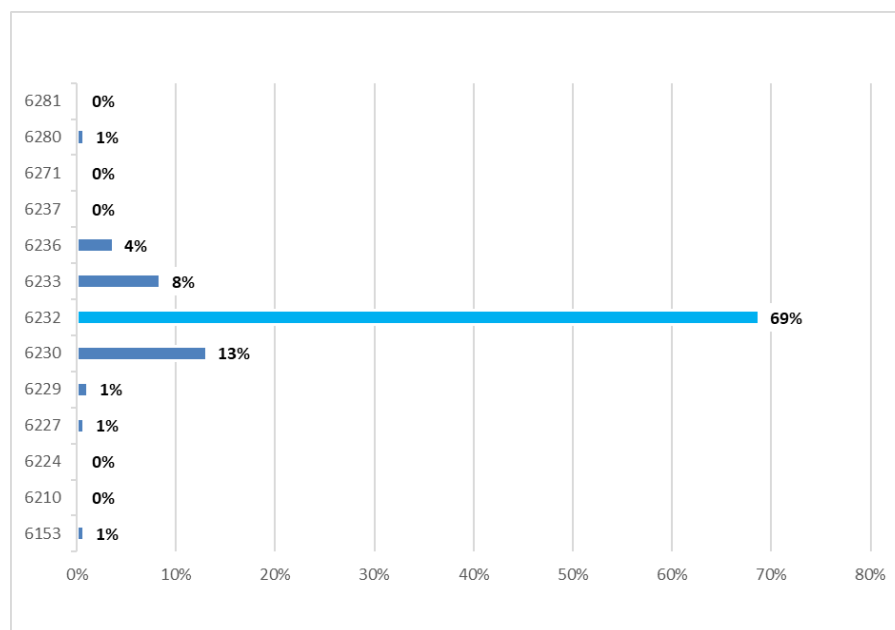
In relation to Question 4 “*Are you supportive of the new rowing club facility identified as number 2 on the draft concept plan?*” a total of 26 separate written submissions were received by the Shire via email. The written submissions provided support for the proposed sea containers and the rowing club, in general support for both proposals, however, a few contained support just for one proposal or the other.

It is not known whether the authors of the separate written submissions also submitted online surveys. Therefore, the written submissions were not added to the tally of support for Question 4.

A summary of all survey responses and all written submissions is included in (Appendix ORD: 12.3.2C). The summary includes all comments received via the survey and Councillors are encouraged to read through the comments.

- *Question 1 – Post Code*

A total of 69% of respondents indicated that they were from Eaton and Millbridge (6232). A total of 13% were from post code 6230 (Bunbury Area, 8% from post code 6233 (Australind, Binningup, Leschenault and Parkfield), 4% from post code 6236 (Crooked Brook, Dardanup, Dardanup West, Ferguson, Henty, wellington Forest and Wellington Mill). A graph of all the results is included below:



Community Survey Respondents – Post Code

- *Questions 2 to 40*

A summary of respondent votes is included in (Appendix ORD: 12.3.2D).

Most of the proposed improvements received support from respondents. For Question 2, which was “*Are you supportive of the Shire of Dardanup's Draft Eaton Foreshore Precinct Concept Plan?*”, 89% of respondents supported it, 8% were neutral and 3% were against it. The Draft Eaton Foreshore Precinct Concept Plan contained all the proposed 38 improvements.

For Questions 3-40, which were questions for each of the proposed 38 improvements, there are many ways to look at the data. One approach in order to arrive at a ranking is to calculate a ‘weighted average’ and rank from the highest weighted average to the lowest. In this case, each question was assigned a value: Supportive = 1, Neutral = 0, Against = -1. The ‘weighted average’ was the sum of the responses multiplied by these values and then divided by the total number of responses for each question.

The top five most-supported proposed improvements were as follows, in order from the highest weighted average:

1.	Upgrade to existing shelters and BBQs	86%	(Number 24 on Draft Plan)
2.	Additional seating under trees	85%	(Number 15 on Draft Plan)
3.	Upgrade of existing toilets	82%	(Number 31 on Draft Plan)
4.	New/upgraded pedestrian crossing	80%	(Number 9 on Draft Plan)
5.	Additional parking bays	80%	(Number 1 on Draft Plan)

The bottom five least-supported proposed improvements, in order downwards to the lowest weighted average, were as follows:

34.	Decorative activity lighting	49%	(Number 21 on Draft Plan)
35.	Kalgulup Regional Park signage	47%	(Number 22 on Draft Plan)
36.	Outdoor exercise equipment	45%	(Number 14 on Draft Plan)
37.	Apron slab to front of cricket shed	40%	(Number 30 on Draft Plan)
38.	Fish cleaning station with offal disposal unit	30%	(Number 36 on Draft Plan)

The five proposed improvements that received the most “against” votes were as follows, in order of most “against” votes to fewer “against” votes:

-	Fish cleaning station with offal disposal unit	24%	(Number 23 on Draft Plan)
-	Outdoor exercise equipment	18%	(Number 14 on Draft Plan)
-	Water play park (incl. water treatment plant)	17%	(Number 25 on Draft Plan)
-	New rowing club facility	12%	(Number 2 on Draft Plan)
-	Passive traffic calming measures to Pratt Rd	8%	(Number 3 on Draft Plan)

- *Sample Size*

In order to ascertain to what extent the survey outcomes could be interpreted as true representations of the community, that is, to generalise the outcomes of the survey, one should take the sample size into consideration.

As mentioned above, a total of 280 survey responses were received. Of these responses, a total of 200 were from post codes within the Shire of Dardanup (6232 and 6236). According to the 2021 Census, the population of post code 6232 was 11,402 and the population of post code 6236 was 2,213.

The population of the entire Shire of Dardanup was 14,686 (6,048 private dwellings) as per the 2021 Census.

If we assume all 280 responses were from persons living within the Shire, and that those from outside of the Shire had interests within the Shire (e.g. property ownership), the total percentage of respondents was around 2% of the population (4.6% of private dwellings). If we only take into consideration responses from post codes 6232 and 6236, that percentage drops to around 1.4% of the population.

While the 280 responses received is a fairly good result from a community survey, it is still a relatively small proportion of the population, and therefore, any generalisation of the outcomes needs to be considered carefully.

A common statistical assumption is a 95% confidence level and 5% margin of error when making decisions based on outcomes. A 95% confidence level indicates that the parameter, e.g. the level of support, would fall within the calculated confidence interval 95% of the time. By using the confidence level, the margin of error can be calculated, and then the confidence interval can be calculated.

There is an established formula for working out the minimum sample size for the parameters. If we are comparing the results with the number of dwellings within the Shire (6,048), then the minimum sample size is 362. If based on the population (14,686) the minimum sample size is 375.

Even though the number of survey responses falls short of the minimum sample size to achieve a 95% confidence level, the reality is that, for the proposed improvements that were well-supported, it does not make much of a difference whether sample size was considered or not.

However, for the lower ranking proposed improvements in particular, some caution should be exercised in interpreting the results.

For example, if we take the lowest ranking proposed improvement 'Fish cleaning station with offal disposal unit' (Number 36 on Draft Plan); the proposed improvement received 54% of supportive votes, 22% neutral votes and 24% against. The calculated 'weighted average' was only 30%, which would appear to indicate that the community does not want such a facility. Based on a 95% confidence level, the margin of error was calculated to be 6% and the level of support for this proposed improvement falls between 48% and 60%. As such, another interpretation may be that it is considered 'too close to call.' Note that this proposed improvement already appears in the Council-endorsed Eaton Place Plan (Sub-Precinct 2: Eaton Foreshore Plan 'New fish cleaning stations').

For the proposed improvement 'Apron slab to front of cricket shed' (Number 30 on Draft Plan), which only received 45% of supportive votes and a 'weighted average' of 40%; based on a 95% confidence level, the margin of error was 6% and therefore the level of support for this proposed improvement falls between 39% and 51%. In this case, you could argue that this improvement is probably not supported by the majority the community. However, in the comments section of Question 32, many of the comments appear to be related to an assumption that the Shire / ratepayers would need to pay for the slab and that it should be the cricket club's responsibility. For improvements such as this, it is usual for sports clubs to either seek their own funding or fund it entirely themselves. Occasionally, club requests are put into Council for a Shire contribution, and this is considered on a case-by-case basis. There did not appear to be any opposition to the proposed location of the slab, and since the possible funding for this improvement has not been considered, the improvement is not recommended for exclusion.

Apart from the 'Apron slab to front of cricket shed', from a purely statistical viewpoint of support, the other lowest ranking improvements would likely be interpreted as 'too close to call.'

Refer to (Appendix ORD: 12.3.2D) for further details.

- *Question 41 – “Any Other Comments on the Draft Concept Plan”*

A total of 105 additional comments were received in answer to Question 41 and various suggestions were made, some of which were not contemplated in the Draft Concept Plan. Some of the main themes identified in these comments were as follows:

1. **Cafe/Coffee Shop:** Many respondents suggested having a permanent cafe or coffee shop on site, noting that food trucks are not consistent enough. Some even suggested integrating it with the rowing facility.
2. **Dog Exercise Area/Dog Park:** A significant number of comments requested a secure, fenced off-lead dog exercise area or a dedicated dog park, with some specifying separate areas for large and small dogs and amenities like water fountains.
3. **Eaton Hall Upgrades/Accessibility:** Several residents highlighted the need to upgrade the Eaton Hall, specifically mentioning improved disabled access and general repairs.
4. **Rowing Facilities:** There was strong support for facilities to support rowing and other community activities on the Collie River, including storage for equipment. One comment specifically opposed the allocated location for new rowing facilities.
5. **Boat Ramp Improvements:** Concerns were raised about the inadequacy of the current boat ramp, with suggestions for two points of entry and exit, and floating pontoons.
6. **Maintenance:** A few comments emphasised the importance of proper maintenance for new additions and existing infrastructure, citing examples of unreplaced solar lights and unaddressed loose bollards.
7. **Shade/Tree Planting:** Some respondents requested plenty of shade in kids' areas and generally more tree planting along the foreshore to open up river views.
8. **Basketball Courts Upgrade:** There were requests to prioritise the upgrade of basketball courts, noting their high usage and potential for various sports and events.
9. **Cycle Paths:** Suggestions included extending existing bike paths and adding cycle lanes.
10. **Music Shell/Stage:** The idea of an elevated platform for events like Australia Day, Christmas Carols, and the Eaton Festival was proposed.

The following Officer Comments are made in response to the above:

Question 41 – Main Themes	Officer Comment
Cafe/Coffee Shop	This idea was raised during discussions with the Eaton Working Group. A café appears on the currently endorsed Eaton Place Plan (Sub-Precinct 2: Eaton Foreshore Plan ESP2.2 'Lightweight structure/café') and it also appeared on the now-superseded Eaton Foreshore and Boat Ramp Facility Master Plan (2014). While a permanent café seems like a good idea on face value, real concerns have been expressed in the past about the commercial viability of a permanent café. Even so, it is suggested that it is added to the Eaton Foreshore Concept Plan and noted for consideration to be incorporated into the same building as the rowing facility, depending on the type of facility that is ultimately proposed by the Club.
Dog Exercise Area/Dog Park	Council already made a determination on the location of a Fenced Dog Exercise Area at its Ordinary Council Meeting held on 28 th April 2021 [CR: 108-21] following an extensive review of possible sites. The preferred site is the Regional Open Space (ROS) west of the Parkridge Estate. Therefore, a dedicated fenced dog exercise area will not be considered further on the Eaton Foreshore.
Eaton Hall Upgrades/Accessibility	Item 8 on the Draft Concept Plan already contemplates alterations to the existing Eaton Hall, which would include improvements to accessibility.
Rowing Facilities	Although there has been some opposition to the proposed rowing facility, there is clear community support for such a facility. Therefore, the recommendation is for this to remain on the Eaton Foreshore Concept Plan.
Boat Ramp Improvements	Significant upgrades to the boat ramp have been implemented by Council in recent years, including a new car park, a complete replacement of the concrete boat ramp, the floating pontoon, a 5m extension to the adjacent finger jetty, area lighting and a boat washdown facility. The boat ramp appears to be sufficient for launching small boats and is well-used by local residents. For boat users with multiple or larger vessels, they are encouraged to use the nearby 'Riviera Boat Ramp' off Riviera Way in Pelican Point or the Australind jetty and boat ramp.
Maintenance	Proper maintenance of Council assets is vital for community safety and achieving the longevity of the assets once they are constructed. Council assigns funding in every annual budget for ad-hoc or reactive maintenance. Any maintenance issues with the facilities should be reported to the Shire for action.
Shade/Tree Planting	One comment refers to removing trees along the foreshore line, which has been a controversial topic in recent years. One comment also mentions planting of trees on the foreshore area. It is recommended to add tree planting to the Eaton Foreshore Concept Plan, noting that the precise location of new trees will need to be carefully considered with the current use of the foreshore.

Question 41 – Main Themes	Officer Comment
Basketball Courts Upgrade	A couple of comments mention improving the basketball courts. Recently, the backboards were completed upgraded. The Draft Eaton Foreshore Concept Plan already includes 'Upgraded multi-use full courts.'
Cycle Paths	In 2022-23 the Shire developed a Local Bike Plan and this was endorsed by Council in March 2023. There were no improvements identified to the Eaton Foreshore or Pratt Road. Note that there is a proposed future linkage between the existing trail along the foreshore and Burekup along the Collie River.
Music Shell/Stage	A music shell was identified and appears in the endorsed Eaton Place Plan (Sub-Precinct 2: Eaton Foreshore Plan ESP2.3 'Music shell'). The music shell does not appear on the Draft Eaton Foreshore Concept Plan since it is proposed to be located to the east of Graham St is outside of the area of the concept plan.

- Summary and Recommendations*

Most of the proposed improvements received support from respondents, with 89% of respondents providing positive support for the Draft Eaton Foreshore Precinct Concept Plan.

As for the individual proposed improvements, it is recommended that all 38 proposed improvements to be included in the Final Eaton Foreshore Precinct Concept Plan, with the following additions:

- Cafe/Coffee Shop, noting that it should be consideration for incorporation into same building as the proposed rowing facility, depending on the type of facility that is ultimately proposed by the Club; and
- New tree planting, noting that the precise location of new trees will need to be carefully considered with the current use of the foreshore.

The proposed improvements identified in the Eaton Foreshore Precinct Concept Plan are by no means definitive and will be progressively considered by Council for inclusion into the Shire's Council Plan and Long-Term Financial Plan when these documents are reviewed annually.

The ranking of the projects in the survey outcomes is valuable community feedback and does not necessarily represent any order that projects would be prioritised by Council. Many projects will be subject to external funding from State and Federal Government. Should funding not be received, it is likely that the Shire will be unable to implement the improvements.

With this report, the Eaton Working Group has now completed its business consistent with the Terms of Reference, which was to aim to provide advice on developing and implementing relevant projects or programs, along with providing input into project planning, design and implementation as part of the overall Eaton Foreshore Concept Plan (EFCP). The Concept Plan will form part of the Shire's Council Plan and Long-Term Financial Plan.

END REPORT

12.3.3 Title: Twomey Road –Request for Permanent Closure of a Portion of the Road Reserve

Reporting Department	Infrastructure Directorate
Responsible Officer	Mr Theo Naudé - Director Infrastructure
Reporting Officer	Mr Kristin McKeachie - Manager Assets
Legislation	Local Government Act 1995
Council Role	Legislative.
Voting Requirement	Simple Majority.
Attachments	Appendix ORD: 12.3.3A - Road Reserve Feature Survey Twomey Road Crooked Brook
	Appendix ORD: 12.3.3B - Twomey Road Crooked Brook (Affected Portion of Road Reserve)
	Appendix ORD: 12.3.3C - Public Notice - Notice of Proposed Road Closure
	Appendix ORD: 12.3.3D - Risk Assessment
	<i>Confidential Attachment A – Under Separate Cover - Schedule of Submissions</i> <i>Confidential Attachment B – Under Separate Cover - Confidential Inspection Report – Southern Section</i> <i>Confidential Attachment C – Under Separate Cover - Confidential Inspection Report – Northern Section</i>

Overview

Council was previously requested to approve advertising for Public Submissions a proposal to Permanently Close a portion of the Twomey Road Reserve.

Council granted approval to advertise for Public Submissions, a proposal to Permanently Close the portion of the Twomey Road Reserve, as shown in GREEN in the attached (Appendix ORD: 12.3.3B) Twomey Road Crooked Brook (Affected Portion of Road Reserve) as part of Decision 49-25.

In line with Decision 49-25, the Chief Executive Officer is returning this matter for further consideration upon closure of the period for public comment.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. Notes the submissions received at the close of the submission period included in Confidential Attachment A – *Schedule of Submissions*.
2. Notes that the applicant has relocated the boundary fence to correct location, to the satisfaction of the Shire and has withdrawn the request to purchase the northern portion of the road reserve that was being encroached by their fence.
3. Not proceeds with the proposal to Permanently Close the portion of the Twomey Road Reserve, as shown in GREEN in the attached Appendix 12.3.3B Twomey Road Crooked Brook (Affected Portion of Road Reserve).

Change to Officer Recommendation

No Change. **OR:**

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

Background

Approval to proceed to Advertising for Public Comment was requested at the Ordinary Council Meeting of 26th March 2025. Council Decided (49-25):

THAT Council:

1. *Approves advertising for Public Submissions, a proposal to Permanently Close the portion of the Twomey Road Reserve, as shown in GREEN in the attached (Appendix ORD: 12.3.2B) Twomey Road Crooked Brook (Affected Portion of Road Reserve).*
2. *Requests the Chief Executive Officer to return this matter for further consideration upon closure of the period for public comment.*

Legal Implications

Section 58 (1) of the Land Administration Act 1997 provides for the closure of public roads as follows:

58. Closure of road at request of local government

- (1) *If a local government considers that a road in its district should be closed permanently, the local government may, in accordance with the regulations, request the Minister to close the road.*

Regulation 9 Land Administration Regulations 1998:

9. Requirements for closure of road at request of local government (Act s. 58)

- (1) *Before passing a resolution to make a request to the Minister under section 58(1) of the Act for the Minister to close a road permanently, a local government must publish an advertisement containing—*
 - (a) *notice of motion for the resolution; and*
 - (b) *an invitation to the public to make submissions to the local government on the proposed closure within the period (the **submission period**) of 35 days after the day on which the advertisement is published.*
- (2) *The advertisement must be published in either or both of the following ways—*
 - (a) *in a newspaper circulating in the district of the local government;*
 - (b) *on the website of the local government.*
- (3) *The local government must not pass the resolution to make the request to the Minister unless—*
 - (a) *the submission period has ended; and*
 - (b) *the local government has considered any submissions made to it within the submission period.*
- (4) *If the advertisement is published in both of the ways referred to in subregulation (2) and the submission periods specified in those publications end on different days, for the purposes of subregulation (3) the submission period is taken to end on the latest of those days.*
- (5) *The local government must include the following with the request to the Minister—*
 - (a) *written confirmation that the local government has resolved to make the request, the date when the relevant resolution was passed and any other information relating to the resolution that the Minister may require;*
 - (b) *sketch plans showing the location of the road and the proposed future disposition of the land comprising the road after it has been closed;*
 - (c) *written confirmation that the local government has complied with subregulations (1) to (3);*
 - (d) *a copy of the advertisement referred to in subregulation (1);*
 - (e) *copies of any submissions made to the local government within the submission period and the local government's comments on those submissions;*

- (f) any other information the local government considers relevant to the Minister's consideration of the request.
- (6) This regulation does not apply to a request under section 58(1) of the Act to which regulation 9A applies.

Section 87 of the Land Administration Act 1997 provides for the sale and amalgamation of Crown land with adjoining land as follows:

87. Sale etc. of Crown land for amalgamation with adjoining land

- (3) If—
- (a) a parcel of land comprised in a road that is closed, whether under this Act or the repealed Act, is Crown land;
the Minister may, with the consent of the landholder and the taker and on payment to the Minister of any price, or of any initial instalment of rent, as the case requires, agreed with the landholder, by order—
- (e) amalgamate the land so conveyed or leased with the adjoining land.

Council Plan

10.3 - Improve road safety, connectivity and traffic flow.

13.1 - Adopt best practice governance.

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

Environment - None.

Precedents

There have been several road closures approved by Council in the past.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Nil (Note: Delegation 1.2.10 Obstruction of Footpaths and Thoroughfares relates)

Risk Assessment

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

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Permanent Closure of a Portion of the Road Reserve	
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	Proposals for Closure of Roads (or parts of Roads) are controlled by Regulation under the Land Administration Act 1997

Officer Comment

Following a formal complaint from a member of the public in April 2024, Shire Officers identified that a landowner had constructed a fence within the road reserve adjacent to Lot 101, Twomey Road without approval from Council. The fence and associated road features are represented in the attached (Appendix ORD: 12.3.2A) Road Reserve Feature Survey Twomey Road Crooked Brook).

As this structure was deemed to be encroaching upon Crown Land, Shire Officers initiated enforcement action against the landowner in accordance with Regulation 17(1) of the Local Government (Uniform Local Provisions) Regulation 1996.

In mitigation of the above enforcement action and among other things (including agreement to relocate the southern portion of the encroaching structure), the landowner proposed to purchase the northern portion of the road reserve being encroached by their fence as an alternative to relocation of that section of the fence. The area of land that the landowner has proposed to purchase is shown in GREEN in attached (*Appendix 12.3.2B Twomey Road Crooked Brook (Affected Portion of Road Reserve)*).

An inspection by the Shire's Compliance Officer – Assets on the 14th of March 2025 confirmed that the Southern section of the fence had been relocated to the Shire's satisfaction (see Confidential Attachment B - Inspection Report – Southern Section).

Advertising for Public Comment of the proposal took place on Thursday, 10th April 2025, via Public Notice in the South Western Times (see Appendix ORD: 12.3.3C) and by direct Agency and Stakeholder Referrals on Friday 11th April 2025. The Period for Public Comment closed at 4:00pm Thursday, 15th May 2025.

The Shire received eight (8) formal responses to the request for submissions prior to closure of the Period for Comment. In summary, three (3) Notices of No Objection, two (2) Objections, two (2) Objections with Request for Further Information and one (1) request for further information were received (see Confidential Attachment A - Schedule of Submissions).

Post closure of the Period for Public Comment, (on Tuesday the 27th of May 2025), the Shire was advised through its legal representative, McLeods Lawyers Ltd that the Landowner of Lot 101 had decided not to pursue the option of acquisition of the affected portion of road reserve. The landowner advised that they have (instead) removed the entirety of their fence from the road reserve.

The Shire conducted a follow up inspection of the site on the 29th May 2025, which confirmed that the northern section of the boundary fence has been relocated, making good the encroachment in line with the Shire's original Notice of Direction (see Confidential Attachment C - Inspection Report - Northern Section)

The proposal for Closure and subsequent Disposal of the affected portion of road reserve is therefore moot. Officers recommend that the proposal is formally Declined in order to bring this matter to a full and final resolution.

END REPORT

12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

12.4.1 Title: Provision for Banking Contract

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
Reporting Officer	<i>Mr Rehan Shahid – Manager Financial Services</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Legislative.</i>
Voting Requirement	<i>Absolute Majority.</i>
Attachments	<i>12.4.1 – Risk Assessment</i> <i>Confidential Attachment A - Under Separate Cover - Draft Accession Letter</i> <i>Confidential Attachment B - Under Separate Cover - Bank Fee Schedule</i>

DECLARATIONS OF INTEREST

Director Corporate & Governance Mrs Natalie Hopkins and Manager Financial Services, Mr Rehan Shahid declared an Impartiality Interest in this item.

Cr Tyrrell Gardiner, Cr Tony Jenour, Cr Jack Manoni and Cr Stacey Gillespie declared an Impartiality Interest in this item.

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

Overview

This report is provided to Council to consider accession to the Government Transaction Banking and Merchant Services (TREAS21009) contract between Western Australian Government and the Commonwealth Bank of Australia (CBA). The current banking agreement between Shire of Dardanup (SoD) and the CBA, which was commenced on 20th August 2022 for a three-year term is due to expire on 20th of August 2025.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Resolves to accede to the Government Transaction Banking and Merchant Service contract between WA Government and the CBA under Common Use Arrangements (CUA);**
- 2. Authorises Chief Executive Officer or such other person that the Chief Executive Officer delegates to sign the letter of accession (Confidential Attachment A – Under Separate Cover); and**
- 3. Authorises all payments under this agreement.**

Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

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

Background

Council agreed to enter into a 1-year banking services contract with the Commonwealth Bank of Australia (CBA) at the Ordinary Council Meeting dated 26th of June 2019 [CR 183-19]. Upon expiry of the original contract, Council resolved to extend the contract with the CBA for a period of 2 years in their meeting on 27th of May 2020 [CR 128-20]. The contract was further extended for a period of 3 years in the Council meeting on 28th September 2022 (CR 245-22).

The banking services contract with the CBA is due for consideration by Council again as it is going to expire on 20th August 2025. This report recommends that Council accedes to Government Transaction Banking and Merchant Service contract (TREAS21009) between WA Government and the CBA; thereby alleviating the need for the Council to enter into a standalone agreement with the CBA or any other bank.

Government Transaction Banking and Merchant Service contract between WA Government and the CBA falls into Common Use Arrangements (CUA) category. CUAs exist for goods and services commonly bought by the government, for example fuel, computers, electricity etc. CUAs although not mandatory for regional WA local authorities, offer resourcing efficiencies as well as risk mitigation strategies such as strict due diligence practices carried out by the State Government as part of the tendering process. These contracts have the users covered when it comes to compliance with relevant government policy and insurance requirements. The current contract between WA Government and the CBA was entered into on 1 December 2022 for a 3-year period. The contract includes 2 x 2 years extension options which although not certain, are likely to be exercised by WA Government. Organisations joining CUAs voluntarily can pull out of those contracts at any point at their complete discretion. Under the CUA, there will be no change to the Shire's current arrangements with the CBA in regard to pricing, customer support or relationship management.

The CBA currently offer banking and payment solutions to SoD including, but not limited to:

- Negotiated accounts for Council's Municipal Fund, Trust Fund and Reserve Account requirements;
- Business Online Saver Accounts to maximise interest earned on Council's accounts;
- CommBiz (Online Business Banking);
- Local Branch Support - Banking Deposits at local branch 'Eaton';
- Direct Debit Deposits;
- Merchant Facilities (i.e. Eftpos/Corporate Credit Card Facilities);
- Electronic Funds Payments including BPAY and Foreign Currency Payments;
- Online User Fees;
- Specialist Help Desk Access 24/7; and
- Competitive Investment Rates for Term Deposits.

The CBA has provided a high level of service to Council over the last six years. The CBA has a Local Government Banking Group Division within its business structure, including a dedicated Relationship Advisor for Council and have continued to maintain an open and transparent working relationship with Council Staff. As the only bank with a local branch within the Shire of Dardanup, the Eaton branch is convenient and reduces travel time outside of the Shire's boundaries.

The CBA offers a competitive fee structure similar to most of the other major banks within Australia. The fee schedule as is currently applied is included as [Confidential Appendix B – Under Separate Cover]. Note acceding to CUA will not preclude the CBA from providing a Business Service Agreement to the Council and their standard terms and conditions regarding periodical review of fees & charges will continue to apply to the Council.

The CBA is the largest Australian-owned authorised deposit-taking institution (ADI) in APRA's Register of Authorised Deposit-taking Institutions in Australia. It also enjoys very strong ratings from different credit rating agencies as demonstrated in the table below:

Rating Agency	Short term	Long term	Outlook
Fitch	F1+	AA-	Positive
Moody's	P-1	AA2	Stable
Standard & Poor's	A-1+	AA-	Stable

Should Council choose not to accede to Government Transaction Banking and Merchant Service contract (TREAS21009) or discontinue its existing Banking Services relationship with the CBA, tenders will need to be called for the award of a new Banking Services Contract, which will require a considerable amount of resources.

Legal Implications

Local Government Act 1995

Part 6 – Financial management

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

Part 2 – General financial management – s.6.10

R5. CEO's duties as to financial management.

- (1) Efficient systems and procedures are to be established by the CEO of a local government —*
 - (a) for the proper collection of all money owing to the local government; and*
 - (b) for the safe custody and security of all money collected or held by the local government; and*
 - (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
 - (d) to ensure proper accounting for municipal or trust —*
 - (i) revenue received or receivable; and*
 - (ii) expenses paid or payable; and*
 - (iii) assets and liabilities;**and*
 - (e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and*
 - (f) for the maintenance of payroll, stock control and costing records; and*

- (g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*
- (2) *The CEO is to —*
 - (a) *ensure that the resources of the local government are effectively and efficiently managed; and*
 - (b) *assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
 - (c) *undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.*
- R8. *Separate bank etc. accounts required for some moneys*
 - (1) *A local government is to maintain a separate account with a bank or other financial institution for each of the following purposes —*
 - (a) *money required to be held in the municipal fund (other than money for which an account is to be established under paragraph (c)); and*
 - (b) *money required to be held in the trust fund; and*
 - (c) *money required to be held in reserve accounts.*
 - (2) *Money related to a purpose set forth in subregulation (1) is to be banked in the account maintained for that purpose.*
 - (3) *Money from different accounts may be placed in a common investment authorised by the Act.*

Local Government (Functions and General) Regulations 1996

Part 4 – Provision of goods and services, Division 1 – Purchasing Policies

- 11A. *Purchasing policies for local governments*
 - (1) *A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.*
 - (2) *Tenders do not have to be publicly invited according to the requirements of this Division if —*
 - (e) *the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government;*

Approved Register of CUA Buyers (as at 12 March 2025)-Department of Finance, Govt of WA

Page-5 **Local Government Authorities** All Western Australian Local Government entities are able to access CUAs.

Banking Act 1959

Section 5 - Interpretation

"authorised deposit-taking institution" means a body corporate in relation to which an authority under subsection 9(3) is in force.

9 Authority to carry on banking business

- (2) *If an application has been made, APRA may grant the body corporate an authority to carry on banking business in Australia. The authority must be in writing, and APRA must give the body corporate written notice of the granting of the authority.*

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

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

Environment - None.

Precedents

Council's current contract for the provision of banking services was awarded to the CBA in June 2019 and extended twice for a further two-year and a three-year period until August 2025. Under the CUA, there will be no change to SoD's current arrangements with the CBA in regard to pricing, customer support or relationship management.

Budget Implications

A provision of \$42,000 for Bank Fees and Charges is included in the adopted 2024/25 Annual Budget. Forecast spend in FY 2024/25 is \$45,000, which is slightly higher than budget. It should be noted that annual budget for bank fees and charges has remained at \$42,000 level since FY 2020/21.

Budget – Whole of Life Cost

Government Transaction Banking and Merchant Services (TREAS21009) contract between WA Government and the CBA is due to expire on 30 November 2025 but may be extended for 2 terms of 2 year each at WA Government discretion. Although not certain, WA Government is likely to exercise the extension options.

Assuming that two extension options would be exercised, an average cost inflation of 2% per annum and the Shire continues to accede to the CUA until 2029, the whole of life cost is estimated to be \$209,883

BANK FEES AND CHARGES – MUNICIPAL FUNDS	
Year	Estimated Expenditure
2025/26	\$45,900
2026/27	\$46,818
2027/28	\$47,754
2028/29	\$48,709
Up to 30/11/29	\$20,702
TOTAL	\$209,883

Council Policy Compliance

Council Policy CP034 – Procurement Policy

4.3 Purchasing Thresholds and Practices

Legislative / Regulatory / Policy Requirements

The Shire of Dardanup must comply with all requirements, including purchasing thresholds and processes, as prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire of Dardanup.

In accordance with the Local Government (Financial Management) Regulations 1996 purchasing that exceeds \$250,000 in total value (excluding GST) shall be executed by public tender unless a regulatory tender exemption is utilised.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Bank Contract – Provision of Banking Services	
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 the current banking contract may expire and result in an increase in bank fees and charges.
	Service Interruption	Changing primary banking supplier has considerable ramifications to finance resources i.e. staff time/planning; implementation process; disruption to Council’s banking processes including transactional processing, Eftpos, and Payments of Accounts.
	Legal and Compliance	Risk of contract expiry and non-compliance to <i>Local Government (Functions and General) Regulations 1996</i> and Council’s Procurement Policy - CP034 – Procurement Policy.
	Reputational	Devoid of a banking contract, Council may be perceived as inefficient and/or lacking internal controls in managing its Contract Portfolio.

Officer Comment

Since the inception of the banking relationship in May 2019, the CBA has provided clear, transparent and timely communications to Council's Finance team and Management. The additional benefit of a local branch has also improved efficiencies with Council's banking process.

Local Government (Functions and General) Regulations 1996 Part 4, Division 1 (11A.2e) Provides an exemption from the tendering process if the goods or services are obtained through State government. Similarly, Council's Procurement Policy CP034 relieves management from calling a public tender if a regulatory tender exemption has been utilised. In addition to the exemptions, other main objectives underpinning the recommendation to accede to Government Transaction Banking and Merchant Service contract under Common Use Arrangements (CUA) are a) to remain with the CBA and build on to the professional relationships developed in the last six years, and b) to minimise using up Council's resources on initiating a tender process while taking advantage of the strong due diligence and contractual nuances undertaken by WA Government.

END REPORT

12.4.2 Title: Strategic Financial Plan

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate & Governance</i>
Reporting Officer	<i>Mrs Natalie Hopkins – Director Corporate & Governance</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.4.2A - Strategic Financial Plan 2025/26 – 2034/35 – Under Separate Cover</i> <i>Appendix ORD: 12.4.2B – Risk Assessment</i>

Overview

Council is requested to consider and endorse the Strategic Financial Plan 2025/26-2034/35 which has been updated as part of the annual review of the Long Term Financial Plan, Corporate Business Plan, Asset Management Plans and Workforce Plan.

OFFICER RECOMMENDED RESOLUTION

THAT Council adopts the 2025/26 Strategic Financial Plan (Appendix ORD: 12.4.2A - Under Separate Cover), inclusive of the updates to the Plans and Strategies noted in the Council agenda report.

Change to Officer Recommendation

No Change. **OR:**

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

Background

Council is requested to review and receive the Strategic Financial Plan for 2025/26. This document is provided under a separate cover (12.4.2A – Under Separate Cover). The Strategic Financial Plan provided in the appendices includes the various Asset Management Plans Summary Programs.

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

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

The Strategic Financial Plan includes the following documents:

a) Long Term Financial Plan

The purpose of this Plan is to project the financial income and expenditure of Council for the next 10 years, and in doing so determine the rating, grant and other income requirements. The Long Term Financial Plan is an integrated financial model which incorporates the financial requirements associated with the Workforce Plan, Asset Management Plans and other Service Strategies, and was presented to Council in a separate report on the 21st May 2025 (CR 116-25).

In adopting the Long Term Financial Plan 2025/26-2034/35, Council have endorsed a proposed rate revenue increase of 6.1% for 2025/26, 6.0% for 2026/27, 6.0% for 2027/28, 6.00% for 2028/29, 6.0% for 2029/30, and 6.0% thereafter. Year one of the Long Term Financial Plan forms the foundation of the 2025/26 budget.

b) Debt Management Plan

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

The Debt Management Plan was presented to the Integrated Planning Committee meeting on the 9th April 2025, and was subsequently adopted by Council on the 23rd April 2025 (CR 106-25).

c) Reserve Funds Plan

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

The Reserve Funds transfers for the Asset Management Plans was presented to the Integrated Planning Committee meetings on the 12th March 2025 and 9th April 2025, and was subsequently adopted by Council on the 26th March 2025 and 23rd April 2025 respectively.

As part of the deliberations associated with the Long Term Financial Plan, budget requests and capital works, changes have occurred to some of the reserve transfers which were presented and adopted by Council in May 2025.

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

Reserve Fund Balance										
	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
Restricted	4.44	4.10	4.30	4.49	4.60	4.66	4.70	4.69	4.68	4.66
Unrestricted	6.46	6.94	7.33	8.11	9.54	10.07	11.72	12.08	12.63	14.32
TOTAL	\$10.90	\$11.04	\$11.63	\$12.60	\$14.14	\$14.73	\$16.42	\$16.77	\$17.31	\$18.98

d) Rating Strategy

This document defines and articulates Council's rating objectives associated with a General Differential Rating methodology, and incorporates the decisions made by Council during the 2025/26 Long Term Financial Plan review process. The Rating Strategy also includes the principles around the raising of a Bulk Waste Collection Specified Area Rate, the Eaton Landscaping Specified Area Rate, the Minimum Rate payment, and Discounts and Concessions applied for Pensioners, Seniors, Early Payment and Concessions.

The Rating Strategy was presented at the Ordinary Council Meeting dated 23rd April 2025, and endorsed at a total rate revenue increase of 6.1% for 2025/26, 6.0% for 2026/27, 6.0% for 2027/28, 6.0% for 2028/29, and 6.0% each year thereafter.

e) Workforce Plan

This document details staffing levels for the next 10 years. The 2025/26 - 2034/35 Workforce Plan was presented to the Integrated Planning Committee on 9th April 2025, and adopted by Council on the 23rd April 2025 (CR 105-25).

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

2025/26 Workforce Plan										
	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
FTE's	123.60	122.20	125.90	127.10	127.80	128.00	128.00	128.00	129.00	129.00

The final Workforce Plan staffing levels have been incorporated into the Long Term Financial Plan adopted by Council on the 21st May 2025.

f) 10 Year Building Asset Plan – 2025/26

This is a 10 year Asset Management Plan Program of Works budget. It details the construction, additions and major maintenance of Council buildings.

g) 10 Year Engineering Plant & Vehicle Asset Plan – 2025/26

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

h) 10 year Executive & Compliance Vehicle Asset Plan – 2025/26

This is a 10 year Asset Management Plan budget. It details the acquisition and replacement of Council's Executive & Compliance vehicle fleet.

i) *10 year Information Technology Asset Plan – 2025/26*

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

j) *10 year Eaton Recreation Centre Equipment Asset Plan – 2025/26*

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

k) *Road Asset Management Plan Summary – 2025/26*

This is a 10 year Asset Management Plan Program of Works budget. This Asset Management Plan details Council's road transport preservation and expansion requirements.

l) *Pathway Asset Management Plan Summary – 2025/26*

This is a 10 year Asset Management Plan Program of Works budget. This Asset Management Plan details Council's pathway network preservation and expansion requirements.

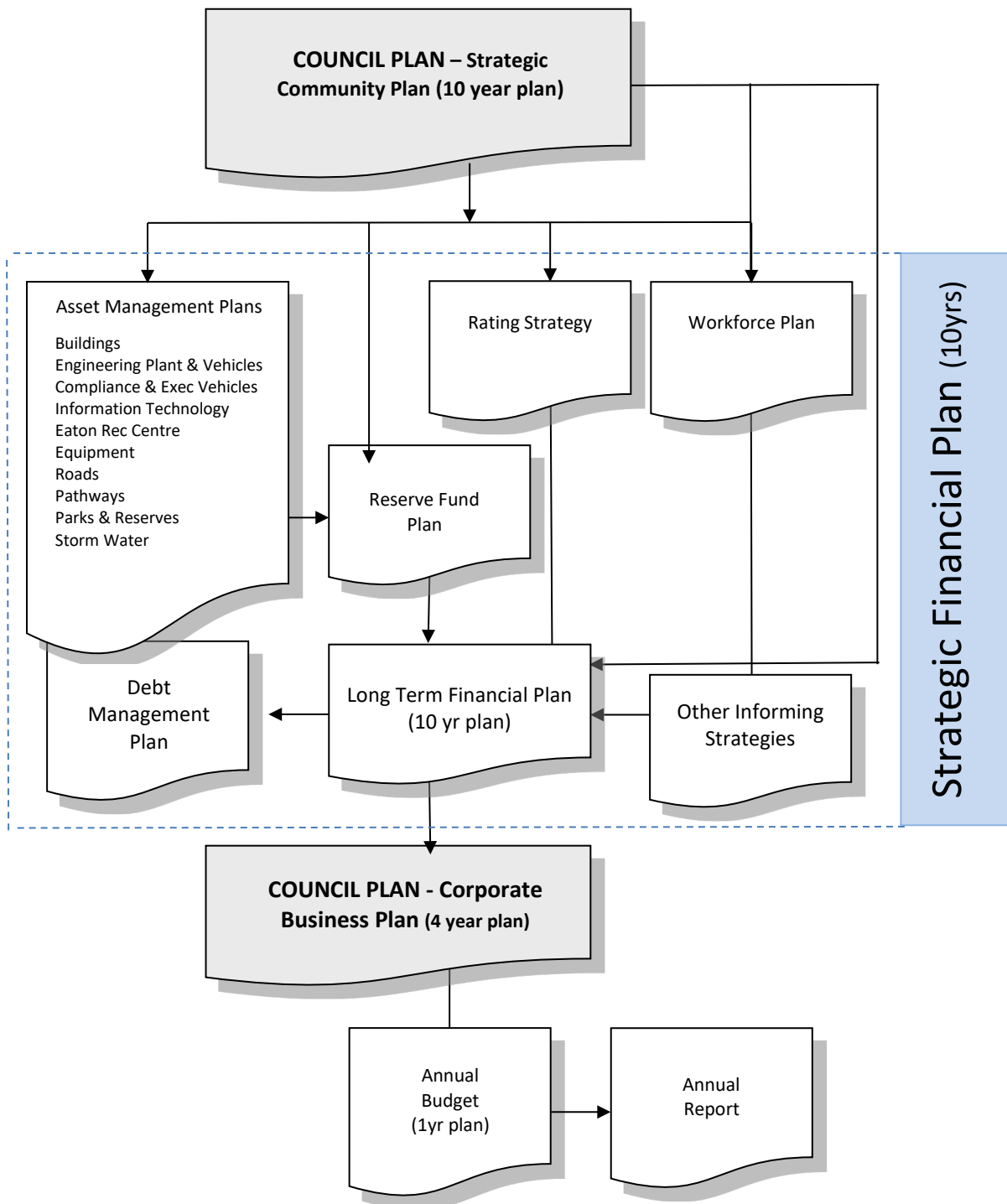
m) *Parks & Reserves Asset Management Plan Summary – 2025/26*

This is a 10 year Asset Management Plan Program of Works budget. This Asset Management Plan details Council's Parks & Reserves preservation and upgrades.

n) *Storm Water Asset Management Plan Summary – 2025/26*

This is a 10 year Asset Management Plan Program of Works budget. This Asset Management Plan details Council's storm water assets identified for major drainage upgrades.

Corporate Planning Framework (Chart 1)



Legal Implications

Local Governments are required to adopt a Long Term Financial Plan. It is a 10 year rolling plan that informs the Corporate Business Plan (4yr plan) to activate the Strategic Community Plan priorities. Council has a legislative requirement to comply with section 5.56 of the Local Government Act 1995, which requires all local governments to produce a 'Plan for the Future' of its district, with the Strategic Community Plan and Corporate Business Plan making up this Plan.

Local Government (Administration) Regulations 1996:*19C. Strategic community plans, requirements for (Acts. 5.56)**19DA. Corporate business plans, requirements for (Acts. 5.56)*

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

Council Plan

13.1 - Adopt best practice governance.

Environment - None.**Precedents**

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

Budget Implications

The Strategic Financial Plan's impact on the budget is in line with 2025/26 forecasts.

Budget – Whole of Life Cost

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

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

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

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Strategic Financial Plan 2025/26 - 2034/35	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Legal and Compliance	Legislative requirements and compliance determine the need for the production of various plans and financial projections.
	Financial	The financial implications associated within the elements of the Strategic Financial Plan can affect the financial sustainability of Council.
	Reputational	The inclusion of projects and works within the various plans, contained within the Strategic Financial Plan, build community expectation.

Officer Comment

Financial planning as a driver of the Annual Budget has greatly enhanced Council’s ability to plan in detail the priority, affordability and timing of future community projects. These plans not only forecast expenditure requirements, but more importantly, plan for cash flow requirements necessary to fund planned activity and projects over the 10 year Strategic Financial Plan cycle.

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

From these planning processes, Annual Budgets that are aligned with strategic objectives can be developed, with the relevant year of the Strategic Financial Plan representing the target budget to be achieved.

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

END REPORT

12.4.3 *Title: Annual Budget 2025/26*

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate & Governance</i>
Reporting Officer	<i>Mr Rehan Shahid - Manager Financial Services</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Absolute Majority.</i>
Attachments	<i>Appendix ORD: 12.4.3A – Shire of Dardanup Annual Budget 2025/26 – Under Separate Cover</i> <i>Appendix ORD: 12.4.3B – Risk Assessment</i>

Overview

This report presents the final 2025/26 Annual Budget for Council's adoption. The 2025/26 Annual Budget papers have been formulated and presented to Council in the statutory format following endorsement of the draft 2025/26 Annual Budget on the 28th of May 2025 Special Council Meeting.

DECLARATION OF INTEREST

Cr E P Lilly declared a Financial interest in this item.

Cr T Bell declared a Proximity interest in this item.

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

OFFICER RECOMMENDED RESOLUTION "A"**BUDGET FOR 2025/26 – TRANSPORT CAPITAL & MAINTENANCE EXPENDITURE**

THAT Council pursuant to Section 6.2 of the *Local Government Act 1995* and *Part 3 of the Local Government (Financial Management) Regulations 1996*, adopts the Transport Assets Capital Upgrade/Expansion/Renewal and Maintenance Works detailed on pages 90-93 within the 2025/26 Municipal Fund Budget as contained in (Appendix ORD: 12.4.3A – Under Separate Cover) of this Agenda and the Minutes, for the Shire of Dardanup for the 2025/26 financial year.

* Absolute Majority

DECLARATION OF INTEREST

Cr A C Jenour declared an Impartiality interest in this item.
 Cr J D Manoni declared an Impartiality interest in this item.
 Cr T G Gardiner declared an Impartiality interest in this item.
 Cr E Lilly declared an Impartiality interest in this item

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

OFFICER RECOMMENDED RESOLUTION "B"**MUNICIPAL FUND BUDGET FOR 2025/26 – LAND & BUILDINGS CAPITAL & MAINTENANCE EXPENDITURE**

THAT Council pursuant to Section 6.2 of the *Local Government Act 1995* and *Part 3 of the Local Government (Financial Management) Regulations 1996*, adopts the Land Development & Building Assets Construction Capital Expenditure/Works/Disposals detailed on page 94, and the Building Maintenance and Minor Work expenditure detailed in Appendix C on pages 110-111, and the Building Major Maintenance detailed in Appendix D on page 112, within the 2025/26 Municipal Fund Budget as contained in (Appendix ORD: 12.4.3A – Under Separate Cover) of this Agenda and the Minutes, for the Shire of Dardanup for the 2025/26 financial year.

*Absolute Majority

DECLARATION OF INTEREST

Cr L Davies declared a Proximity interest in this item.
 Cr A C Jenour declared an Impartiality interest in this item.
 Cr J D Manoni declared an Impartiality interest in this item.
 Cr T G Gardiner declared an Impartiality Interest in this item.

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

OFFICER RECOMMENDED RESOLUTION "C"**MUNICIPAL FUND BUDGET FOR 2025/26 – PARKS & RESERVES CAPITAL & MAINTENANCE EXPENDITURE**

THAT Council pursuant to Section 6.2 of the *Local Government Act 1995* and *Part 3 of the Local Government (Financial Management) Regulations 1996*, adopts the Parks & Reserves Assets Capital Works Construction Expenditure detailed on pages 98-99, and the Parks & Reserves Maintenance & Minor Expenditure detailed in Appendix E on pages 113-115, and the Parks & Reserves Upgrades Expenditure detailed in Appendix F on page 116 within the 2025/26 Municipal Fund Budget as contained in (Appendix ORD: 12.4.3A – Under Separate Cover) of this Agenda and the Minutes, for the Shire of Dardanup for the 2025/26 financial year.

*Absolute Majority

DECLARATION OF INTEREST

Cr T Bell declared an Impartiality interest this item.
Cr Jenour declared an Impartiality interest in this item.
Cr E Lilly declared an Impartiality interest in this item.
Cr T G Gardiner declared an Impartiality interest in this item.

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

OFFICER RECOMMENDED RESOLUTION 'D'**MUNICIPAL FUND BUDGET FOR 2025/26 – OTHER CAPITAL EXPENDITURE**

THAT Council pursuant to Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, adopts the Motor Vehicles, Plant & Equipment, and Furniture & Fittings Capital Acquisitions/Works/Disposals detailed on pages 97-99 within the 2025/26 Municipal Fund Budget as contained in (Appendix ORD: 12.4.3A – Under Separate Cover) of this Agenda and the Minutes, for the Shire of Dardanup for the 2025/26 financial year.

*Absolute Majority

OFFICER RECOMMENDED RESOLUTION 'E'**MUNICIPAL FUND BUDGET FOR 2025/26 – RESERVE TRANSFERS & LOANS**

THAT Council pursuant to Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, adopts the Reserve Transfers and current and proposed loans drawdown and repayments detailed on pages 100-104, and pages 85-86 within the 2025/26 Municipal Fund Budget as contained in (Appendix ORD: 12.4.3A – Under Separate Cover) of this Agenda and the Minutes, for the Shire of Dardanup for the 2025/26 financial year, with any variations from budget based on adjusted loan drawdown timing, the reserve purpose and/or actual expenditure.

*Absolute Majority

DECLARATION OF INTEREST

Cr T G Gardiner declared a Proximity Interest in this item.

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

OFFICER RECOMMENDED RESOLUTION 'F'

THAT Council:

Notes and approves the inclusion in 2025/26 budget, of an expenditure of \$40,000 for Land Acquisition – Dowdell Line & Offer Road Realignment (*Approved in OCM 24/4/25 Res 107-25*), which was omitted from draft 2025/26 budget due to administrative error.

DECLARATION OF INTEREST

Cr E P Lilly declared a Financial interest and Impartiality interest this item.

Cr A C Jenour declared an Impartiality Interest in this item.

Cr T Bell declared an Impartiality Interest in this item.

Cr T G Gardiner declared an Impartiality Interest in this item.

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

OFFICER RECOMMENDED RESOLUTION 'G'**MUNICIPAL FUND BUDGET FOR 2025/26 – OPERATING INCOME & EXPENDITURE**

THAT Council:

Pursuant to Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (*Financial Management*) Regulations 1996, adopts the 2025/26 Budget 'Operating Income and Expenditure presented in Schedules 3 to 14' within the Municipal Fund Budget as contained in (Appendix ORD: 12.4.3A – Under Separate Cover) of this Agenda and the Minutes, for the Shire of Dardanup for the 2025/26 financial year which includes the following:

- **Statement of Comprehensive Income by Nature showing a net result of (\$1,541,944) for 2025/26;**
- **Statement of Financial Activity showing an amount required to be raised from rates for 2025/26 of \$18,372,417;**
- **Revenue generated from the Schedule of Fees and Charges for 2025/26;**
- **Notes to and Forming Part of the Budget; and**
- **Budget Program Schedules 3 to 14.**

*Absolute Majority

DECLARATION OF INTEREST

Cr T G Gardiner declared an Impartiality Interest in this item.

Cr S L Gillespie declared a Proximity Interest in this item.

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

OFFICER RECOMMENDED RESOLUTION "H"**GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS****THAT Council:**

1. In accordance with S6.36 of the Local Government Act 1995, acknowledge that no public submissions were received on the proposed Differential Rates and the Objects and Reasons, with public submissions closing on the 23rd May 2025.
2. For the purposes of yielding the deficiency disclosed by the Municipal Fund Budget for 2025/26 adopted at Recommendation A - F above, Council pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following General Rates and Minimum Rates (imposed Differentially) on Gross Rental and Unimproved Values:

Sr #	Differential Rating Category	Rate in \$ 2025/26	Minimum Rates 2025/26	Rate Yield
1	RESIDENTIAL (including Residential Vacant)	0.081460	\$1,724	\$11,072,675
2	RURAL RESIDENTIAL (including Rural Residential Vacant)	0.081262	\$1,827	\$1,248,131
3	COMMERCIAL (including Commercial Vacant)	0.112176	\$1,827	\$1,817,277
4	INDUSTRIAL (including Industrial Vacant)	0.107258	\$1,827	\$1,337,040
5	ACCOMMODATION	0.115952	\$1,827	\$53,452
	TOTAL GRV			\$15,528,575
6	UV Rural (including UV1, UV2, UV3 and Mining)	0.005519	\$1,827	\$2,375,610
	TOTAL UV			\$2,375,610
	TOTAL GRV & UV YIELD			\$17,904,185
	Plus Interim Rates less concessions			\$159,707
	Specified Area Rate – Bulk Waste Collection			\$155,247
	Specified Area Rate – Eaton Landscaping			\$153,278
	TOTAL GRV & UV YIELD			\$18,372,417

3. Pursuant to Sections 6.37 of the *Local Government Act 1995* impose the following Specified Area Rates:
 - a) "Bulk Waste Collection Levy" on developed residential properties within (and adjoining to) the townsites of Eaton, Dardanup and Burekup that are serviced with Council's bulk and green waste kerbside pickup to meet the cost of the service and to contribute to the refuse site.
 - Residential GRV x \$0.001186 for specified assessments to yield \$155,247.
 - b) "Eaton Landscaping" levy on properties within the townsite of Eaton for the purpose of maintaining parks and reserves in Eaton townsite.

- Residential GRV x \$0.001130 for specified assessments to yield \$153,278.
4. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, Council nominates the following dates for the payment in full by instalments:
- Option 1 (Full Payment)
 - Full amount of rates and charges including arrears, to be paid on or before 10th of September 2025 or 35 days after the date of service appearing on the rate notice, whichever is later.
 - Option 2 (Four Instalments)
 - 1st instalment to be made on or before the due date of 10th of September 2025 or 35 days after the date of service appearing on the rate notice, whichever is later and including all arrears and a quarter of the current rates and service charges.
 - 2nd quarterly instalment to be on or before the due date of 12th of November 2025, or 2 months after the due date of the first instalment, whichever is later.
 - 3rd quarterly instalment to be on or before the due date of 14th of January 2026, or 2 months after the due date of the second instalment, whichever is later.
 - 4th quarterly instalment to be on or before the due date of 18th of March 2026, or 2 months after the due date of the third instalment, whichever is later.
5. Pursuant to Section 6.46 of the *Local Government Act 1995*, Council offers an incentive for the early payment of rates through a rates prize draw of \$2,000 to those ratepayers who pay their rates and charges in full and have no outstanding balance by 4.00pm on 10th of September 2025.
6. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an instalment administration charge where the owner has elected to pay rates and charges (and service charges) through an instalment option of \$15.00 for each instalment after the initial instalment is paid (\$45.00 for four (4) instalment option).
7. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 5.5% where the owner has elected to pay rates and charges (and service charges) through an instalment option.
8. Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995* and Regulation 70 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 11.0% for rates and charges (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

*Absolute Majority

9. Pursuant to Section 6.47 of the Local Government Act 1995, Council grant in 2024/2025 a 100% concession on the local government general differential rate charge in relation to the local government rate charge and specified area rates imposed in the 2025/2026 financial year, for Assessment A2192, for which Council previously resolved (Ordinary Council Meeting of 29th September 2021, Council Resolution 298-21), in accordance with Schedule Item 11 of the Lease between the Shire of Dardanup and the Eaton Bowling Club Inc. executed as a Deed on the 16th of September 2021.

*Absolute Majority

OFFICER RECOMMENDED RESOLUTION 'I'

GENERAL FEES AND CHARGES FOR 2025/26

THAT Council pursuant to Section 6.16 of the *Local Government Act 1995* and other relevant legislation, adopts the Fees & Charges as contained in the 2025/26 Budget included as (Appendix ORD: 12.4.3A – Under Separate Cover) of the Agenda and Minutes.

*Absolute Majority

OFFICER RECOMMENDED RESOLUTION 'J'

OTHER STATUTORY FEES FOR 2025/26

THAT Council:

1. Pursuant to Section 53 of the *Cemeteries 1986*, Council adopts the Fees & Charges for the Dardanup and Ferguson Cemetery as contained in the 2025/26 Budget included as (Appendix ORD; 12.4.3A – Under Separate Cover) of the Agenda and Minutes.
2. Pursuant to Section 245A(8) of the *Local Government (Miscellaneous Provisions) Act 1960*, Council adopts the swimming pool inspection fee as contained in the 2025/26 Budget included as [Appendix ORD; 12.4.3A – Under Separate Cover] of the Agenda and Minutes.
3. Pursuant to Section 67 of the *Waste Avoidance and Resource Recovery Act 2007*, Council adopts the Fees & Charges for the removal and deposit of domestic and commercial waste as contained in the 2025/26 Budget included as (Appendix ORD; 12.4.3A – Under Separate Cover) of the Agenda and Minutes.
4. Pursuant to Section 67 of the *Waste Avoidance and Resource Recovery Act 2007* and Section 6.16 of the *Local Government Act 1995*, Council adopts the Fees & Charges for the deposit of domestic and commercial waste as contained in the 2025/26 Budget included as (Appendix ORD; 12.4.3A – Under Separate Cover) of the Agenda and Minutes.

* Simple Majority

*Absolute Majority

OFFICER RECOMMENDED RESOLUTION 'K'

MATERIAL VARIANCE REPORTING FOR 2025/26

THAT Council In accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 101 Presentation of Financial Statements*, the level to be used in the Statements of Financial Activity in 2025/26 for reporting material variances shall be 10% or \$50,000, whichever is greater.

*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:

Background

As part of the Integrated Planning and Reporting cycle, Council has recently reviewed and updated its four-year Corporate Business Plan and ten-year Long Term Financial Plan. The Corporate Business Plan and Long-Term Financial Plan are reviewed annually, with the first year of the Long-Term Financial Plan being ‘sliced off’ to form the basis of the draft annual budget.

2025/26 Annual Budget has therefore been prepared taking into consideration the preceding reviews and incorporates relevant elements of the various strategies, plans and resolutions adopted by Council.

This report recommends Council adopts the Shire of Dardanup 2025/26 Annual Budget, inclusive of the proposed 6.1% rate revenue increase (excluding interim rate income), Reserve transfers, workforce changes, loans, capital works and operational expenditure. (refer to Appendix ORD: 12.4.3A).

Legal Implications

Local Government Act 1995

Division 2 — Annual budget

6.2. Local government to prepare annual budget

- (1) *During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

** Absolute majority required.*

- (2) *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of—*
 - (a) *the expenditure by the local government; and*
 - (b) *the revenue and income, independent of general rates, of the local government; and*
 - (c) *the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*
- (3) *For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.*
- (4) *The annual budget is to incorporate —*
 - (a) *particulars of the estimated expenditure proposed to be incurred by the local government; and*
 - (b) *detailed information relating to the rates and service charges which will apply to land within the district including —*
 - (i) *the amount it is estimated will be yielded by the general rate; and*
 - (ii) *the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;**and*
 - (c) *the fees and charges proposed to be imposed by the local government; and*
 - (d) *the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and*
 - (e) *details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and*
 - (f) *particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and*
 - (g) *such other matters as are prescribed.*
- (5) *Regulations may provide for —*
 - (a) *the form of the annual budget; and*
 - (b) *the contents of the annual budget; and*

- (c) *the information to be contained in or to accompany the annual budget.*

6.32. Rates and service charges

- (1) *When adopting the annual budget, a local government —*
- (a) *in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either —*
 - (i) *uniformly; or*
 - (ii) *differentially;*
 - and*
 - (b) *may impose* on rateable land within its district —*
 - (i) *a specified area rate; or*
 - (ii) *a minimum payment;*
 - and*
 - (c) *may impose* a service charge on land within its district.*

** Absolute majority required.*

- (2) *Where a local government resolves to impose a rate it is required to —*
- (a) *set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and*
 - (b) *set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.*

6.34. Limit on revenue or income from general rates

Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to —

- (a) *be more than 110% of the amount of the budget deficiency; or*
- (b) *be less than 90% of the amount of the budget deficiency.*

6.37. Specified area rates

- (1) *A local government may impose a specified area rate on rateable land within a portion of its district for the purpose of meeting the cost of the provision by it of a specific work, service or facility if the local government considers that the ratepayers or residents within that area —*
- (a) *have benefited or will benefit from; or*
 - (b) *have access to or will have access to; or*
 - (c) *have contributed or will contribute to the need for,*
- that work, service or facility.*
- (2) *A local government is required to —*
- (a) *use the money from a specified area rate for the purpose for which the rate is imposed in the financial year in which the rate is imposed; or*
 - (b) *to place it in a reserve account established under section 6.11 for that purpose.*

Local Government (Administration) Regulations 1996:

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

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

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

Local Government (Financial Management) Regulations 1996

Part 4 – Financial Reports – s. 6.4

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

- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

Council Plan

13.1 - Adopt best practice governance.

Environment - None.

Precedents

Each year Council prepares an annual budget for the forthcoming financial year. The annual budget is formed from year one of the Shire of Dardanup Long Term Financial Plan 2025/26 – 2034/35.

As part of the annual budget development process, at the March and April 2025 Integrated Planning Committee meeting, and subsequent March and April, various reports and plans have been presented and endorsed by Council. The informing strategies and plans (as adopted by Council), form the basis of the draft budget, which was adopted at Special Council Meeting held on 28th May 2025.

Since the draft budget adoption, final budget preparations have been completed, with all outcomes from prior Council meeting decisions updated and incorporated into the final 2025/26 Annual Budget document.

Budget Implications

The budget outlines planned expenditure and revenue and determines the financial parameters for the Council to operate within for the 2025/26 financial year.

The draft budget for the year has been prepared on the basis of a 6.1% rate revenue increase (including interim rate income), which is forecast to produce an end of year surplus of \$173,999. The small surplus enables Council to withstand any unforeseen financial costs or revenue reductions that may occur during the year.

The current forecast end of year surplus for 2024/25 is \$936,114, which is reflected in the opening surplus at the start of the 2025/26 financial year. This forecast will vary when the final annual financial report is produced for 2024/25, with the final result reflected in the financial statements when the 2025/26 mid-year budget review is conducted in February/March 2026.

The fees and charges when adopted will determine the amount of revenue to be received during the 2025/26 financial year for certain areas. The fees and charges revenue has been forecast in the budget income projections and is based on the recent decisions of Council at the Ordinary Council Meeting dated 23rd of March 2025, Resolution [104-25] to adopt draft Fees and Charges for the 2025/26 period, with additional fees proposed in the final Fees & Charges.

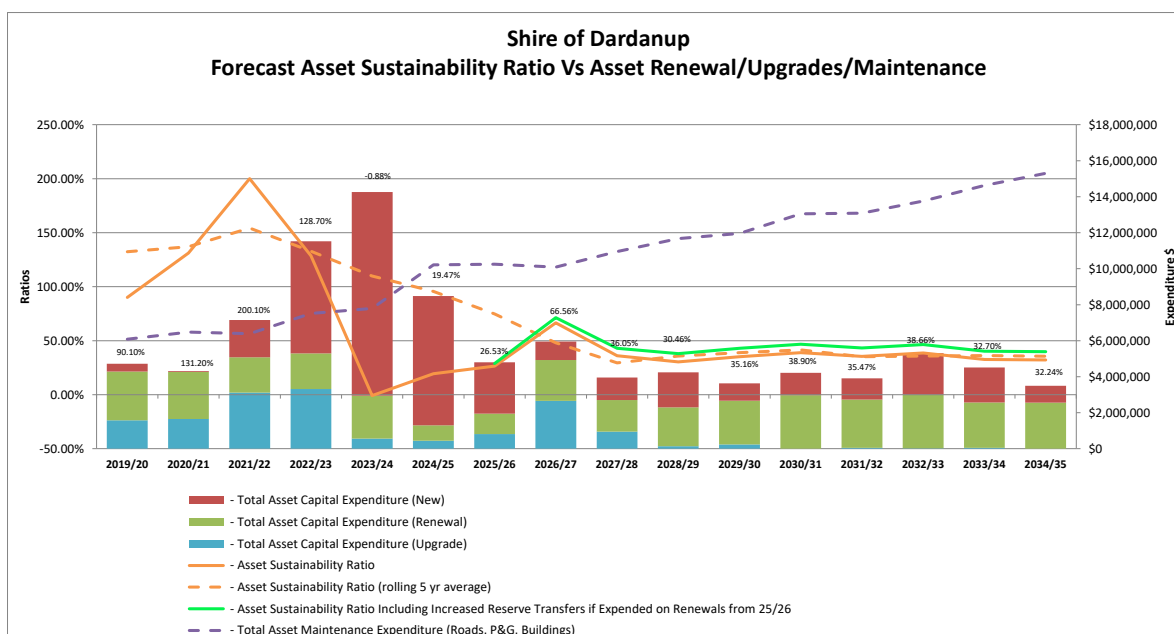
After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure. However, it is allowed to adopt a surplus or deficit budget not exceeding 10% of its rate revenue in either direction.

Budget – Whole of Life Cost

While the budget contains new assets and infrastructure, this report does not deal directly with the whole of life costs of those items. Consideration of the whole of life costs relevant to those items forms part of the individual project or asset evaluation and justification.

The rating strategy deployed by Council in the 2025/26 financial year has formed part of a long term financial planning strategy to maintain the sustainable operations of Council. If Council is not able to adequately fund operations in the 2025/26 financial year, then the financial position of Council will potentially deteriorate in future years as assets age further and demand for services increase with projected population growth.

The following graph illustrates Council's Asset Sustainability Ratio, compared against past and projected future Asset Renewal, Upgrade, New and Maintenance works. The Asset Sustainability Ratio should ideally be between 90-110%.



Council Policy Compliance

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

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	Annual Budget 2025/26	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Legal and Compliance	Legislative requirements and compliance determine the need for the production of the Annual Budget.
	Financial	The financial implications associated within the elements of the Annual Budget can affect the financial sustainability of Council.
	Reputational	The inclusion of projects and works within the various plans within the Annual Budget build community expectation.

Officer Comment

The annual budget document includes the following information:

- Financial statements including the Statement of Comprehensive Income (by Nature), Budget Summary and Statement of Financial Activity;
- Notes to and forming part of the budget including notes on operating expenditure and revenue, loan borrowings, transfers to and from reserves, rating information and grants (to be provided with the final budget document); and
- Detailed Financial Information for each Schedule at account level, with Sundry Notes providing a greater level of detail for each account. This information is formatted with the account number, description and totals for the 2025/26 Budget.

The 2025/26 budget has been prepared utilising the various elements that Council has previously resolved to adopt. These include:

- Strategic Community Plan;
- Corporate Business Plan;
- Long Term Financial Plan;
 - Debt Management Plan;
 - Reserve Funds;
 - Rating Strategy;
- Workforce Plan;
- Asset Management Plans;
 - Pathways;
 - Roads;
 - Parks & Reserves;
 - Buildings;
 - Stormwater Drainage;
 - Plant & Vehicles;
 - Compliance & Executive Vehicles;
 - Information Technology;
 - Eaton Recreation Centre Equipment;
- Elected Member Fees, Expenses & Allowances;
- Community Budget Requests;
- Events, Festivals & Community Services Programs;
- Community Funding Applications;
- Minor & Community Grants;
- Elected Member and staff Budget Requests; and
- Fees & Charges Schedule.

While the 2024/25 financial year calculations are not yet finalised, the 2025/26 Budget document presented to Council has been underpinned by the current forecast to the 30th of June 2025.

Changes from Draft 2025/26 Budget

The changes from the Adopted 2025/26 Draft Budget to the 2025/26 Final Annual Budget are summarised below:

- i. Expenditure of \$40,000 for Land Acquisition – Dowdells Line & Offer Road Realignment per Ordinary Council Meeting dated 23rd April 2025 (CR107-25) that was omitted from draft budget due to a clerical mistake.
- ii. Expenditure of \$176,215 on Pratt Road Reserve pathways (J12694) was omitted from draft budget due to a clerical mistake.
- iii. A reduction in expenditure of \$181 due to minor corrections in draft budget

Above corrections have resulted in a net decrease of \$216,034 in budgeted surplus. Consequently, estimated End of Year Surplus has been revised from \$390,033 down to \$173,999.

Busher Road

At the Ordinary Council meeting dated 21st May 2025 (CR126-25), Council resolved to award the Bushre Road Intersection Tender RFT-F0408167 subject to additional funding being received. Council has since received advice from Main Roads that the additional grant funding has been successful. As a result, the Busher Road Intersection Upgrade has been included in the final 2025/26 final budget including an additional contribution from the Shire's Road Construction and Major Maintenance Reserve account as follows:

Project	Expenditure	Funding RRG (2/3)	Funding R2R	Road Construction & Major Maintenance Reserve
	\$	\$	\$	\$
Busher Road Intersection Upgrade	896,634	597,523	131,831	167,280

The CEO and Director Infrastructure will meet Wespine Industries in early July to request a contribution towards the Busher Road Intersect Upgrade Project. Whilst it may not be possible to receive funding within the 25/26 financial year, it is hoped that a contribution plan can be agreed to with the anticipated funds, when received, repaid back to the Road Construction & Major Maintenance Reserve Account. Any changes to the funding sources can then be updated into the 2025/26 Mid- Year Budget Review.

Materiality Limit

The *Local Government (Financial Management) Regulations 1996* Regulation 34(5) require that each financial year a Local Government adopts a Materiality percentage or value, calculated in accordance with the Australian Accounting Standards.

This percentage or value is required to guide the users of financial reports regarding variances in actual to budget expenditures and revenues. Specifically, the intention is to highlight variances that are important or significant due to their value and possible impact.

Having regard to the fact that the users of these financial reports are primarily management and Council, a value greater than \$50,000 or 10%, whichever is greater with reporting at the Program or Nature/Type level has historically been considered reasonable for highlighting material variances.

Overall, the 2025/26 Budget continues to deliver on strategies and actions identified and prioritised by Council in the Strategic Community Plan and Corporate Business Plan, which in the future will be referred to as the Council Plan. This ensures Council maintains a high level of service across all programs while enabling new asset construction and existing asset upgrade and renewal is undertaken at sustainable levels.

END REPORT

12.4.4 Title: Ferguson Valley Marketing Inc – Lease Renewal

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins - Director Corporate & Governance</i>
Reporting Officer	<i>Ms Chantal Shorter – Building Property Management Officer</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.4.4A – Correspondence from Ferguson Valley Marketing Inc</i> <i>Appendix ORD: 12.4.4B – Risk Assessment</i>

Overview

Council is requested to approve the renewal of a lease agreement with the Ferguson Valley Marketing Inc for the lease of the Don Hewison Centre located at Lot 5378 Ferguson Road, Dardanup.

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

1. **Approve the renewal of the lease to the Ferguson Valley Marketing Inc. for the Don Hewison Centre located at Lot 5378 Ferguson Road, Dardanup; for a period of five years at \$1,800 (ex GST) per annum, commencing on 1st July 2025.**
2. **Authorises the Chief Executive Officer to negotiate and sign a new five (5) year lease with the Ferguson Valley Marketing Inc based on the Shire of Dardanup Template Lease Terms and Conditions.**

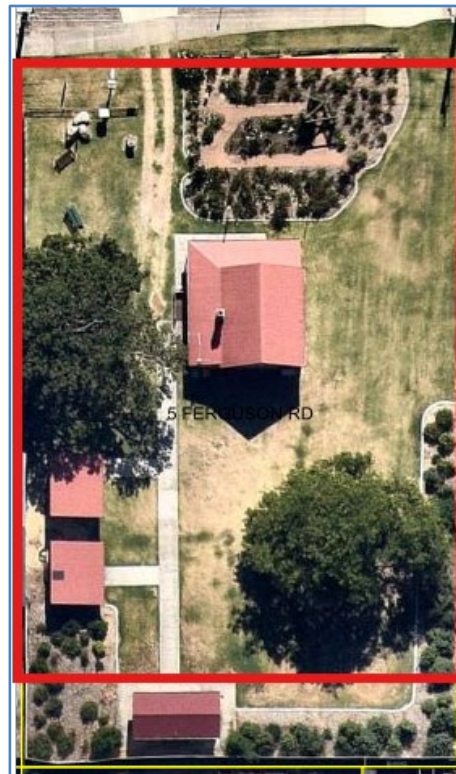
Change to Officer Recommendation

No Change. **OR:**

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

Background

The Ferguson Valley Marketing Inc has leased the Don Hewison Centre from the Shire of Dardanup since January 2008. The agreement was renewed in 2020 for five years and they are now seeking renewal for a further five year term (Appendix ORD: 12.4.4A).



Location Plan

Legal Implications

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

3.58. Disposing of property

- (1) *In this section —*
***dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;*
***property** includes the whole or any part of the interest of a local government in property, but does not include money.*
- (2) *Except as stated in this section, a local government can only dispose of property to —*
 - (a) *the highest bidder at public auction; or*
 - (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
 - (a) *it gives local public notice of the proposed disposition —*
 - (i) *describing the property concerned; and*
 - (ii) *giving details of the proposed disposition; and*

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

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

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

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

Council Plan

2.2 - Increase participation in sport, recreation and leisure activities.

9.1 - Strengthen the vibrancy of our town centres.

12.1 - Grow visitor numbers by Improving tourism infrastructure, experiences and marketing.

Environment - None.

Precedents - None.

Council has previously supported the lease of the Don Hewison Centre to the Ferguson Valley Marketing Inc. A lease has been in place since 2008.

Budget Implications

The current lease agreement (2020-2025) has Ferguson Valley Marketing Inc paying a peppercorn rental. An annual lease fee in accordance with the Lease Fee Matrix of \$1,800 (ex GST) per annum is proposed.

A letter was sent to Ferguson Valley Marketing on 10th May 2022 notifying the committee of the new endorsed Fee Matrix, and the new fee to be imposed upon the 2025 lease renewal. Ferguson Valley Marketing responded on 2nd June 2022, requesting that the lease fee for any future lease agreements be reconsidered noting its not-for-profit status which was considered by Council at the Ordinary Council Meeting 22nd June 2022 (Res: 156-22) wherein Council resolved in part:

Acknowledges the responses received from various Lessees and User Groups regarding the lease fees calculated under the Lease Fee Matrix, with these proposed Lease Fees forming the basis of initial Lease negotiations, with the final lease fee determined by Council in each circumstance.

The Shire provides financial assistance to Ferguson Valley Marketing through Budget Allocation and Event Grants. In 2024/2025 Ferguson Valley Marketing received an operational grant of \$23,500, and an additional \$16,500 in funding for the Lost and Found Event.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Exec CP201 – Execution of documents and application of common seal.

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.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Ferguson Valley Marketing Inc – Lease Renewal	
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	Health	Not supporting an organisation that promotes activities that benefits the health and well-being of the community
	Financial	
	Reputational	Council could be seen in a negative light if they didn't support an established organisation that promotes and increases tourism within the local community.
	Property	Not renewing the lease could result in the building becoming vacant and incurring ongoing maintenance costs.

Officer Comment

Ferguson Valley Marketing Inc have formally requested to renew their lease with the Shire on 26th May 2025 (Appendix ORD: 12.4.4A)

As the Ferguson Valley Marketing Inc fall under the provisions of the Section 30 of the Local Government Functions and General Regulations 1996 *‘Dispositions of property to which section 3.58 of Act does not apply’*. There is no requirement for public notice to be given advising of the Shire's intention to renew the lease.

The Don Hewison Centre is a Heritage Listed building registered on the State Register of Heritage Places. As this is a building of significance, it has been identified in the lease that no works are permitted on any structures without the approval of the Shire and the State Heritage Office.

It is proposed that Council authorise the renewal of the lease to Ferguson Valley Marketing Inc for a further period of five years commencing on 1st July 2025, in accordance with the Lease Agreement template document and fee matrix that was endorsed by Council (Res: 156-22).

END REPORT

12.4.5 Title: Lease of Lot 100 – Martin Pelusey Road

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins – Director Corporate & Governance
Reporting Officer	Ms Chantal Shorter – Building Property Management Officer
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	<i>Confidential Attachment C – Under Separate Cover</i> Appendix ORD: 12.4.5A – Risk Assessment Appendix ORD: 12.4.5B – Public Notice

DECLARATION OF INTEREST

Cr T G Gardiner and Cr M Hutchinson declared a Financial Interest in this item.

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

Overview

The report seeks Council's endorsement for the execution of the Lease for Lot 100 Martin-Pelusey Road to Mr Mark Barnes.

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

1. In accordance with section 3.58 of the *Local Government Act 1995*, notes that the 14 day public advertising period inviting submissions concluded on 13th June 2025
2. Notes the public submission received on the proposed lease conditions with Mr Mark Barnes for the purpose of grazing and hay purposes (Confidential Attachment "C" – Under Separate Cover).
4. Authorises the Chief Executive Officer to negotiate and execute a lease with Mr Mark Barnes for Lot 100 Martin-Pelusey Road, based on the following conditions:
 - i) The Shire of Dardanup Lease Template Terms and Conditions;
 - ii) A 3 x 1 year lease term;
 - iii) A rental amount of \$5,600 (GST Incl) per annum.

Change to Officer Recommendation

No Change. **OR:**

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

Background

Council at the Ordinary Council Meeting of 26th March 2025 endorsed [Res: 54-25] the calling of Registrations for leasing Lot 100 Martin-Pelusey Road, Waterloo for the purpose of grazing and / or making of hay for a 3 x 12 months term.

THAT Council:

1. *Notes that no submissions were received for ROI-F0410017 Open Access Intermodal Terminal and ROI-F0410038 Advanced Manufacturing Opportunities.*
2. *Call for Registrations of Interest in leasing a portion or all of Lot 100 Martin-Pelusey Road, Waterloo, for the purpose of grazing and / or making of hay, for a 3 x 12 months term, with the option to extend being at the discretion of the Chief Executive Officer and present the findings to the May 2025 Ordinary Council meeting.*

Registrations of Interest were called on 17th April 2025 for the area provided below and four submissions were received. At the Ordinary Council Meeting on 21st May 2025 council endorsed [Res: 117-25] submission A and authorised a 14 day advertising period inviting public comment on the proposed lease to Mark Barnes.

THAT Council:

1. *Receives the Registration of Interest submission for Lot 100 Martin-Pelusey Road, Waterloo, received from “Respondent A”, as detailed in [Confidential Attachment A [Tardis Link: [LEA-R1742912](#)]] and referred to as “Submission A”;*
2. *Receives the Registration of Interest submission for Lot 100 Martin-Pelusey Road, Waterloo, received from “Respondent B”, as detailed in [Confidential Attachment B [Tardis Link: [LEA-R1742916](#)]] and referred to as “Submission B”;*
3. *Receives the Registration of Interest submission for Lot 100 Martin-Pelusey Road, Waterloo, received from “Respondent C”, as detailed in [Confidential Attachment C [Tardis Link: [LEA-R1742918](#)]] and referred to as “Submission C”;*
4. *Receives the Registration of Interest submission for Lot 100 Martin-Pelusey Road, Waterloo, received from “Respondent D”, as detailed in [Confidential Attachment D [Tardis Link: [LEA-R1742920](#)]] and referred to as “Submission D”;*
5. *Supports the submission made by “Respondent A” [Confidential Attachment A [Tardis link: [LEA-R1742912](#)]] for the proposed lease of Lot 100 Martin-Pelusey Road, Waterloo for a 3 x 1 year period at \$5,600.00 (Inc GST) per annum;*
6. *Authorises a 14-day advertising period (local public notice) inviting public comment on the proposed lease to “Respondent A” in accordance with section 3.58 of the Local Government Act 1995; and*
7. *Requests that any submissions received following the giving of local public notice be presented to the next available Ordinary Council Meeting for consideration and a final decision.*

Location Plan



Legal Implications

Lot 100 Martin Pelusey Road, Waterloo is a 24.1440 hectre freehold site, owned by the Shire of Dardanup.

Leasing of Council property falls under Section 3.58 of the *Local Government Act 1995* “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 in specific circumstances under the *Local Government (Functions and General) Regulations 1996* Section 30 (2)(a)(i).

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;*
 - or*
 - (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;*
 - or*
 - (c) the land is disposed of to —*
 - (i) the Crown in right of the State or the Commonwealth; or*
 - (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;*
 - or*
 - (d) it is the leasing of land to an employee of the local government for use as the employee's residence; or*
 - (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; or*
 - (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.*

- (2a) *A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been.....*
- (2b) *Details of a disposition of property under subregulation (2a) must, for a period of 1 year beginning on the day of the initial auction or tender.....*
- (3) *A disposition of property other than land is an exempt disposition if—*
 - (a) *its market value is less than \$20 000; or*
 - (b) *the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.*

Council Plan

13.2 - Manage the Shire's resources responsibly.

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

Environment - None.

Precedents

The Shire has previously leased a portion of Lot 35 Martin-Pelusey Road, Waterloo for the purpose of hay/grazing purposes.

Budget Implications

A price of \$5,600 (GST Incl) per annum has been proposed by Mr Barnes.

Budget – Whole of Life Cost - None.

Council Policy Compliance

The endorsed Lease Agreement Template terms and conditions will be used as the form of contract for this lease. These terms include provision for an annual rent review of 1.5% or CPI whichever is the greater.

Risk Assessment

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

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Lease of Lot 100 Martin-Pelusey Road	
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.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Legal and Compliance	Failure to establish a lease could lead to implications to the Shire.
	Reputational	Council would be seen in a negative light if we failed to lease the land in a transparent manner.
	Property	Failure to lease the land may incur ongoing maintenance expenses

Officer Comment

In accordance with section 3.58 of the *Local Government Act 1995*, a Public Notice on the proposed disposition of property was advertised in the South Western Times on 29th May 2025 (refer to Appendix ORD: 12.4.5B). The notice was also posted on the Shire of Dardanup website, placed on the Shire of Dardanup's Public Notice Boards at the Eaton Library, Administration and Community Building and Dardanup Administration Office Building.

The Public Notice [S3.58(4)] required the full disclosure of the following details of the preferred submission:

- Name of parties concerned – Mark Barnes
- Market valuation of the property - \$6,000 per annum
- Proposed rental - \$5,600 per annum

The Public Notice invited submissions on the proposed disposition until 4:00pm on Friday 13th June 2025.

At the time of close of the public submission period, one submission was received. The table below captures the comment received along with officers comments.

Submission	Comment	Officer Comment
1	<p><i>We wish to formally express our disagreement with the recent council resolution concerning the outcome of the tender process in regards to Lot 100 Martin Pelusey Rd, Dardanup.</i></p> <p><i>Although we, as Respondent B, submitted the highest tender price, the council's resolution opposed our bid despite the officer's recommendation. This outcome raises concerns about the decision-making process. We respectfully oppose the outcome and seek clarification on the reasons for the council's decision.</i></p> <p><i>Thank you for your attention to this matter.</i></p>	<p>Council resolved at its Ordinary Council Meeting on the 21st May 2025 to amend the officer recommended resolution and provided the following reason:</p> <p><i>Cr T Bell moved an amended motion to change respondent B to respondent A in point 5 and point 6. This was based on concerns that the land in question was not adequately advertised, and that appointing Respondent B, given the financial interest of certain Elected Members, could potentially compromise the Councils reputation. Consequently, Cr Bell proposed that the second highest bidder, Respondent A, be appointed as the successful applicant instead.</i></p>

Based on the above submission and following Councils decision at the 21st May 2025 Ordinary Council meeting, Officers are recommending that Council support the lease of Lot 100 Martin Pelusey Road to

Mr Mark Barnes and authorise the Chief Executive Officer to negotiate and finalise the lease to Mr Mark Barnes, based on the following conditions:

- i) The Shire of Dardanup Lease Template Terms and Conditions;
- ii) A 3 x 1 year lease term; and
- iii) A rental amount of \$5,600 (GST Incl) per annum.

END REPORT

12.4.6 Title: Determine Tender RFT-F0413371 Burekup Changerooms – Design and Construct

Reporting Department:	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins – Director Corporate & Governance
Reporting Officers	Mr Theo Naudé - Director Infrastructure Mrs Natalie Reid - Procurement Officer
Legislation	Local Government Act 1995 Local Government (Functions and General) Regulations 1996
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority. Appendix ORD 12.4.6 – Risk Assessment
Attachments	<i>Confidential Attachment 'D'</i> - (RFT-F0413371) Tender Evaluation Report circulated as separate confidential attachment as per s.5.23(2)(e)(ii)(iii) <i>Confidential Attachment 'E'</i> - Tenderers Price Officer Report circulated as separate confidential attachment as per s.5.23(2)(e)(ii)(iii) <i>Confidential Attachment 'F'</i> - Requirements and Design Drawings circulated as separate Confidential attachment as per s.5.23(2)(e)(ii)(iii)

DECLARATIONS OF INTEREST

Cr A C Jenour and Cr J D Manoni an Impartiality Interest in this item.

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

Overview

This report provides Council with the results of the evaluation of tenders for the RFT-F0413371 Burekup Changerooms – Design & Construct as advertised and recorded in the Tenders Register, recommending that Council does not award a contract for this project.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. Acknowledges receipt of the tender submissions for the Burekup Changerooms - Design and Construct Request for Tender RFT - F0413371.
2. Does not accept any tenders for the Burekup Changerooms - Design and Construct Request for Tender RFT - F0413371.
3. Authorises the Chief Executive Officer to advise tenderers of the outcome of the Tender.

Absolute Majority

Change to Officer Recommendation

No Change. **OR:**

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

Background

The Shire of Dardanup undertook an open public tender process to appoint a suitable Contractor/s for the supply of Burekup Changerooms – Design & Construct in Burekup.

The scope of the tender included that the Contractor be required to supply plant, labour and materials to undertake all civil works associated with the construction of the Burekup Changerooms – Design & Construct project.

The scope of works includes:

- Demolition of existing toilets;
- Relocation of the existing shed;
- Relocation of existing transportable to nearby location (TBC);
- Survey set out and control;
- Buried services location;
- Geotechnical investigation;
- Tree clearing on the building footprint, including apply for a clearing permit;
- Site works, excavation and backfill;
- Design, supply, construction and commissioning of the building;
- Fully enclosed covered area as per the attached drawings;
- Two universal access changing Rooms (including making provision for toilets, showers and changing facilities);
- One storage room;
- Cleaners store;
- Utility room;
- Public toilets (1 X UAT and 1 x Ambulant);
- Provide universal and disability access design criteria/considerations to all parts of the design;
- Planning approval and Building Permit;
- Make allowances for all required sub-consultancy to provide, upgrade and install power supply, water, wastewater (connection to sewerage) and communications;
- Appointment of other professional services to prepare engineering drawings and technical specifications for utilities, drainage, building structures, services, utilities, and others required to deliver the facility;
- Handover documentation as detailed in Section 2.3; and
- A schedule detailing the whole of life cost the Changerooms (including maintenance and running costs)

Specification and Requirements

Documentation must be provided to the Principal appropriate for the Principal's ongoing operation and maintenance of the building. Document must include, but not be limited to:

- Handling of Defects Liability Period
- Operation & Maintenance documentation
- Equipment schedules with equipment specification sheets
- Material specification sheets

- Final Issued for Construction (IFC) documentation (with modifications to reflect ‘as-built’).
- The Shire will provide digital copies of the Drawings to the successful tenderer.

Specific contract requirements are expanded upon in the technical specification prepared by the Shire of Dardanup. Refer to (Confidential Attachment ‘F’ - Under Separate Cover).

TENDER DETAILS		
RFT Number	RFT-F0413371	
RFT Title	Burekup Changerooms – Design & Construct	
Recommended Tenderer(s)	No recommended Tenderers	
Contract Term	Initial:	Not Applicable
	Extension Options:	Not Applicable
	Defects Liability Period:	Not Applicable
Tendered Rates/Cost	Refer to (Confidential Attachment “E”)	
Advertising:	5 February 2025	Tenderlink
Tender Deadline:	24 February 2025	14:00AWST
Tender Opening:	24 February 2025	14:00AWST
Tender Observers:	Two (2) Shire of Dardanup Employees were present	
	Nil (0) members of the public were present	

CONTRACT	
Commencement Date of New Contract:	Not Applicable
Completion Date of New Contract:	Not Applicable
Upfront Capital Expenditure:	Not Applicable
Total Cost of Ownership Considerations:	Not Applicable
▪ Holding Cost	Not Applicable
▪ Consumables	Not Applicable
▪ Deployment	Not Applicable
▪ Training	Not Applicable
▪ Maintenance	Not Applicable
▪ Insurance	Not Applicable
▪ Disposal	Not Applicable
Estimated value of New Contract:	Not Applicable
Price Basis of New Contract:	Not Applicable
VALUE FOR MONEY	
<ul style="list-style-type: none"> • Not Applicable 	

Legal Implications

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

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

Local Government (Functions and General) Regulations 1996

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

Local Government (Functions and General) Regulations 1996, Regulation 11, 18, and 24 -

- 11 *Tenders do not have to be publicly invited according to the requirements of this Division if—*
 2(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;*
18. *Rejecting and accepting tenders*
 (5) *The local government may decline to accept any tender.*
24. *People who submitted expression of interest to be notified of outcome*

Council Plan

- 2.2 - Increase participation in sport, recreation and leisure activities.
 9.1 - Strengthen the vibrancy of our town centres.
 9.3 - Provide quality community facilities.

Environment

Some trees do require removal for construction of the works. It would likely be required to clear the necessary trees and construct the changerooms.

Precedents

The Shire of Dardanup has previously tendered and entered into contracts for the design and construction of Shire buildings.

Budget Implications

	CAPITAL COST	TOTAL COST OF OWNERSHIP
Account Number:	Not Applicable	Not Applicable
Budget Item:	Not Applicable	Not Applicable
Budget Amount:	\$744,501	\$744,501
Amount Spent to Date:	\$0	Not Applicable
Proposed Cost:	Not Applicable	Not Applicable
Balance:	\$744,501	Not Applicable

Part of this project is funded by the Community Sporting and Recreation Facilities Fund (CSRFF) of \$248,167. The remainder \$496,334 is funded by the Shire.

The Burekup Pavilion aligns with the Shire of Dardanup's Sport and Recreation Plan 2020–2030, which identified the need for upgraded changerooms and public toilets to enhance participation and cater to the local population. Following public consultation and endorsement of the Burekup Concept Plan in June, the Pavilion project has received strong community support.

At present, some of the identified needs are being temporarily addressed through the use of transportable changerooms, which were installed as a short-term solution to support sporting activities at Burekup Oval. These facilities, however, are insufficient for meeting modern standards, particularly in supporting women's and junior sports. The temporary changerooms lack the infrastructure needed for sustainable, long-term use, and they do not provide adequate amenities for gender diversity, accessibility, or multi-use functionality.

While the installation of these transportable units has allowed the continuation of local sporting activities, including women's cricket, they do not fully cater to the growing needs of the community or the various sports that use the oval. The current infrastructure also does not provide access to the broader community for activities beyond cricket, such as those that will use the planned multi-purpose hardcourts.

The lowest tendered price of \$998,550 significantly exceeds the available.

The project is budgeted at \$750,000 in the 2025/26 financial year, with one third grant funding from CSRFF, and the balance from the Building Maintenance Reserve Account.

Budget – Whole of Life Cost

If the Burekup Changerooms – Design & Construct project is completed at a later date, the construction will add value to Council's Community Assets as it will form part of the larger Council program of Capital Expansion. Ongoing maintenance costs are budgeted annually through Council's Maintenance Expenditure budget.

Council Policy Compliance

CnG CP034 Procurement Policy and PR045 Procurement Procedure.

Risk Assessment

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Determine RFT-F0413371 Burekup Changerooms – Design & Construct	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable	
Residual Risk Rating (after treatment or controls)	As the Residual Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Health	Involve Shire health officers, as the new building must comply with the health standards.
	Financial	Overall project cost exceeds budget.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Service Interruption	Not considering options for the use of the land may negatively impact this asset.
	Legal and Compliance	Procurement non-compliance when procuring goods and/or services, possible litigation. Record Keeping non-compliance Shire officer acts in breach of a contract between a supplier of goods and services and the Shire of Dardanup.
	Reputational	The Shire’s reputation is negatively affected by operations causing public embarrassment, moderate news profiles.

Officer Comment

Tender Submissions

There were two (2) Tenders received:

- Civilcon Construction WA;
- Kilmore Group.

Each submission was recorded in the Tenders Register at the close of tenders [F&G.r.17].

Tender Evaluation Panel

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

Name	Organisation	Job Title	Voting/Non-Voting Member
Natalie Reid	SoD	Procurement Officer/Panel Evaluation Chair	Voting
Sam King	SoD	WHS Coordinator	Non-Voting
Nathan Ryder	SoD	Manager Infrastructure Planning & Design	Voting
James Reilly	SoD	Project Engineer	Voting

Probity Oversight

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

After signing the declaration and prior to the evaluation, each panel member was provided with a list of respondents. One (1) voting member was discovered to be listed in a submission document for previous SOD works previously completed by a listed respondent. An internal discussion deemed there was no influence, perceived or actual between the parties. No contact was made between the two parties and the panel member was not detailed as a reference in the submission. The evaluation was completed by the panel member.

The Panel have compiled an Evaluation Panel Report which includes the consensus analysis (not individual Panel Member analysis) of the content of each tender submission against the required selection criteria. In some instances, this may result in commentary or scoring that may be critical or a negative reflection on an individual tender submission. It is this aspect of the Evaluation Panel Report, which is considered to be confidential in accordance with s.5.23(2)(e)(ii) information that has a commercial value to a person, or (iii) information about the business, professional, commercial or financial affairs of a person. The ranking of tender submissions and recommended tenderer in the Evaluation Panel Report is therefore referenced by non-identifying methods.

Evaluation of Tenders

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

Based on evaluation of the received submissions and subsequent compliance assessments, the Tender Evaluation Panel recommends that the Respondent recommended in this report not be accepted at the estimated Contract Value and Contract term provided.

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

CRITERIA	PERCENTAGE
(a) Relevant Experience, Skills and Key Personnel	20%
(b) Demonstrated Understanding and Resources	25%
(c) Sustainable Procurement and Corporate Social Responsibility (as per CnG CP034) <ul style="list-style-type: none"> Local Economic Benefit Purchasing from Disability Enterprises Purchasing from Aboriginal Businesses 	5%
(d) Purchasing from Environmentally Sustainable Business	
(e) Price (upfront and ongoing costs)	50%
TOTAL	100%

Evaluation Justification

The Tender Evaluation Panel does not recommend any respondents based on an assessment of submissions against the predetermined qualitative and price criteria shown above. The submissions provided performed well across all of the aspects and was a complete and detailed representation of the services offered.

As a condition of the Tender the Respondents were requested to supply Financial and Referee information as a part of their submissions.

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

The Evaluation Panel therefore shall not be recommending that the any contract be formed.

Further Recommendation Going Forward

Shire Officers have carried out preliminary investigations into constructing the changerooms utilising prefabricated construction and believe that suitable changerooms, similar to the Council-endorsed concept, can be constructed within the project budget of \$750,000.

Therefore, should Council reject both tenders received under this RFT-F0413371, it is further recommended that Council authorises the Chief Executive Officer to enter into direct negotiations with potential contractors for the design and construction of the Burekup Changerooms, which is permitted under Part 4, Division 2, Regulation 11(2)(c)(i) of the Local Government (Functions and General) Regulations 1996.

END REPORT

12.4.7 Title: Determine Tender RFT-F0415154 Ferguson VBFB Shed Extension

Reporting Department:	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins – Director Corporate & Governance
Reporting Officers	Mr Theo Naudé - Director Infrastructure Mrs Natalie Reid - Procurement Officer
Legislation	Local Government Act 1995 Local Government (Functions and General) Regulations 1996
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Appendix ORD 12.4.7 – Risk Assessment (RFT-R1754371) <i>Confidential Attachment ‘G’</i> - (RFT-F0415154) Tender Evaluation Report circulated as separate confidential attachment as per s.5.23(2)(e)(ii)(iii) (RFT-R1753168) <i>Confidential Attachment “H”</i> - RFT-F0415154 Appendix A Ferguson VBFB Extensions Drawings circulated as separate Confidential attachment as per s.5.23(2)(e)(ii)(iii) (RFT-R1740250)

DECLARATION OF INTEREST

Cr T G Gardiner declared an Impartiality Interest in this item.

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

Overview

This report provides Council with the results of the evaluation of tenders for the RFT- F0415154 Ferguson VBFB Shed Extension as advertised and recorded in the Tenders Register. The panel is recommending that Council does not award a contract for this project.

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

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

- 1. Acknowledges receipt of the tender submissions for the Ferguson VBFB Shed Extension for Tender RFT - F0415154.**
- 2. Acknowledges the tendered project is above budgeted expenditure.**
- 3. Does not accept any tenders for the Ferguson VBFB Shed Extension for Tender RFT - F0415154.**
- 4. Acknowledges the grant funding project completion date requirements has been extended to the 30th June 2026.**
- 5. Authorises the Chief Executive Officer to advise tenderers of the outcome of the Tender.**

6. **Authorises the Chief Executive Officer continue to lobby DFES for the shortfall in funding.**
7. **If shortfall in grant funding is successful, in accordance with the Local Government (Functions and General) Regulations 1996, Regulation 11.2(c), authorises the Chief Executive Officer to enter into direct negotiations with potential contractors for the Ferguson VBFB Shed Extension.**
8. **If additional grant funding is unsuccessful in 2025/26, considers applying to DFES for funding in the 2026-2027 Financial Year for the Ferguson VBFB Shed Extension.**

Change to Officer Recommendation

No Change. **OR:**

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

Background

The Shire of Dardanup undertook an open public tender process to appoint a suitable Contractor to design and construct the Ferguson BFB extension and associated works.

The scope of this tender included:

- Site preparation and earthworks;
- New extension to existing shed which includes UAT, washroom with goggle washing station, office, storage, training room/vehicle shed, ACROD parking.
- All fittings, fixture and equipment as shown on drawings
- Power, lights and communications
- Connection to existing hot water system;
- Connection to existing septic and leach drain system;
- Relocation of existing water tank and reconnection of downpipes to tank
- New gutters and downpipes to extension shed
- Completed construction drawings, CDC and building application by Contractor

Council at the August 2024 OCM (Res: 219-24) resolved to accept unbudgeted capital funds received from the DFES through the Local Government Grants Scheme (LGGs) to upgrade the Ferguson VBFB building. The scope of works required the contractor to design and construct the Ferguson BFB extension and associated works.

The Volunteers of the Ferguson VBFB identified to the Shire the need to upgrade their station. The LGGs Capital and Operating Grants manual presents a model plan for a single bay BFB facility to ultimately comply with. The current Ferguson VBFB station falls short of the model in functionality and usability of the station building for its volunteers. It was identified that the station lacks the following:

- a separate kitchen; (deemed to be out of scope of this RFT.)
- Office Space;
- Communications room;
- a second bathroom/toilet; and
- a washdown area for protective clothing

Specific contract requirements are expanded upon in the technical specification prepared by the Shire of Dardanup. Refer to (Confidential Attachment “H” - Under Separate Cover).

TENDER DETAILS		
RFT Number	RFT- F0415154	
RFT Title	Ferguson VBFB Shed Extension	
Recommended Tenderer(s)	No recommended Tenderers	
Contract Term	Initial:	Not Applicable
	Extension Options:	Not Applicable
	Defects Liability Period:	Not Applicable
Tendered Rates/Cost	Refer to (Confidential Attachment “G”)	
Advertising:	6 May 2025	Tenderlink
Tender Deadline:	22 May 2025	14:00AWST
Tender Opening:	22 May 2025	14:00AWST
Tender Observers:	Two (2) Shire of Dardanup Employees were present	
	Nil (0) members of the public were present	

CONTRACT	
Commencement Date of New Contract:	Not Applicable
Completion Date of New Contract:	Not Applicable
Upfront Capital Expenditure:	Not Applicable
Total Cost of Ownership Considerations:	Not Applicable
▪ Holding Cost	Not Applicable
▪ Consumables	Not Applicable
▪ Deployment	Not Applicable
▪ Training	Not Applicable
▪ Maintenance	Not Applicable
▪ Insurance	Not Applicable
▪ Disposal	Not Applicable
Estimated value of New Contract:	Not Applicable
Price Basis of New Contract:	Not Applicable
VALUE FOR MONEY	
• Not Applicable	

Legal Implications

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

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

Local Government (Functions and General) Regulations 1996

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

Local Government (Functions and General) Regulations 1996, Regulation 11, 18, and 24 -

- 11 *Tenders do not have to be publicly invited according to the requirements of this Division if—*
 - 2(c) *within the last 6 months —*
 - (ii) *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;*
18. *Rejecting and accepting tenders*
 - (5) *The local government may decline to accept any tender.*
24. *People who submitted expression of interest to be notified of outcome*

Council Plan

4.3 - Increase involvement in volunteering.

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

9.3 - Provide quality community facilities.

Environment

Nil.

Precedents

The Shire of Dardanup has previously tendered and entered into contracts for the construction and extension of Shire buildings.

Budget Implications

	CAPITAL COST	TOTAL COST OF OWNERSHIP
Account Number:	J05009 Ferguson Bushfire Brigade Building	Not Applicable
Budget Item:	Not Applicable	Not Applicable
Budget Amount:	\$212,650	Not Applicable
Amount Spent to Date:	\$1,509	Not Applicable
Proposed Cost:	Not Applicable	Not Applicable
Balance:	\$	Not Applicable

Total budget for building works \$212,650 (\$187,500 DFES Grant and \$25,150 which is comprised from \$15,650 in-kind contribution and \$9,500 funded from annual operating surplus).

In August 2024, Council resolved (219-24) to accept unbudgeted capital funds received from the DFES through the LGGS Scheme to upgrade the Ferguson VBFB building. Contractor to design and construct the Ferguson BFB extension and associated works. To note, the LGGS grant funding has been extended to the 30th June 2026 (previously 30th June 2025), however there is a shortfall in funding for this project.

The Volunteers of the Ferguson VBFB identified to the Shire the need to upgrade their station. The LGGS Capital and Operating Grants manual presents a model plan for a single bay BFB facility to ultimately comply with. The current Ferguson VBFB station falls short of the model in functionality and usability of the station building for its volunteers. It was identified that the station lacks the following:

- a separate kitchen; (deemed to be out of scope of this RFT.)
- Office Space;
- Communications room;
- a second bathroom/toilet; and
- a washdown area for protective clothing

Budget – Whole of Life Cost

If the RFT- F0415154 Ferguson VBFB Shed Extension project is completed at a later date, the construction will add value to Council's Community Assets as it will form part of the larger Council program of Capital Expansion. Ongoing maintenance costs are budgeted annually through Council's Maintenance Expenditure budget.

Council Policy Compliance

CnG CP034 Procurement Policy and PR045 Procurement Procedure.

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Determine RFT- F0415154 Ferguson VBFB Shed Extension	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable	
Residual Risk Rating (after treatment or controls)	As the Residual Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Health	Involve Shire health officers, as the new extension must comply with the health standards.
	Financial	Overall project cost exceeds budget.
	Service Interruption	Not considering options for the use of the land may negatively impact this asset.
	Legal and Compliance	Procurement non-compliance when procuring goods and/or services, possible litigation. Record Keeping non-compliance Shire officer acts in breach of a contract between a supplier of goods and services and the Shire of Dardanup.
	Reputational	The Shire’s reputation is negatively affected by operations causing public embarrassment, moderate news profiles.

Officer Comment

Tender Submissions

1	AE Hoskins Building Services
2	Civilcon Construction WA
3	D Prosser Holdings Pty Ltd TA Prosser Built
4	Element Construction WA PTY LTD

Each submission was recorded in the Tenders Register at close of tenders [F&G.r.17].

Tender Evaluation Panel

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

Name	Organisation	Job Title	Voting/Non-Voting Member
Natalie Reid	SoD	Procurement Officer/Panel Evaluation Chair	Voting
Belinda Jansen van Vuuren	SoD	Senior Project Officer	Voting
André van der Merwe	SoD	Manager – Operations	Voting
Samantha King	SoD	WHS Officer	Voting

Probity Oversight

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

The Panel have compiled an Evaluation Panel Report which includes the consensus analysis (not individual Panel Member analysis) of the content of each tender submission against the required selection criteria. In some instances, this may result in commentary or scoring that may be critical or a negative reflection on an individual tender submission. It is this aspect of the Evaluation Panel Report, which is considered to be confidential in accordance with s.5.23(2)(e)(ii) information that has a commercial value to a person, or (iii) information about the business, professional, commercial or financial affairs of a person. The ranking of tender submissions and recommended tenderer in the Evaluation Panel Report is therefore referenced by non-identifying methods.

Evaluation of Tenders

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

Based on evaluation of the received submissions and subsequent compliance assessments, the Tender Evaluation Panel recommends that the Respondent recommended in this report not be accepted at the estimated Contract Value and Contract term provided.

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

CRITERIA	PERCENTAGE
(f) Relevant Experience, Skills and Key Personnel	20%
(g) Demonstrated Understanding and Resources	25%
(h) Sustainable Procurement and Corporate Social Responsibility (as per CnG CP034) <ul style="list-style-type: none"> Local Economic Benefit Purchasing from Disability Enterprises Purchasing from Aboriginal Businesses 	5%
(i) Purchasing from Environmentally Sustainable Business	
(j) Price (upfront and ongoing costs)	50%
TOTAL	100%

Evaluation Justification

The Tender Evaluation Panel does not recommend any respondents based on an assessment of submissions against the predetermined qualitative and price criteria shown above. The submissions provided performed well across all of the aspects and was a complete and detailed representation of the services offered.

As a condition of the Tender the Respondents were requested to supply Financial and Referee information as a part of their submissions.

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

The Evaluation Panel therefore shall not be recommending that the any contract be formed.

END REPORT

12.4.8 Title: Delegation Amendments – Local Planning Scheme

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate & Governance</i>
Reporting Officer	<i>Mrs Donna Bailye – Manager Governance</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Legislative.</i>
Voting Requirement	<i>Absolute Majority.</i>
Attachments	<i>Appendix ORD: 12.4.8A – Risk Assessment Tool Appendix ORD: 12.4.8B – Amended Delegations</i>

Overview

The Local Planning Scheme No 9 was gazetted on the 23rd June 2025 to replace the Town Planning Scheme No 3. Council is now requested to endorse amendments to Council Delegations to reflect the updating of the Scheme.

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

- Notes that the following Delegations are to be amended from the previously adopted December 2024-25 Delegations Manual:

#	DELEGATION
9.1.1	Powers or Duties Under the Local Planning Scheme.
9.1.3	Recommendations to the WAPC regarding Subdivision and Amalgamation
9.1.6	Section 40 Certificates under the Liquor Licensing Act 1988
9.1.7	Local Development Plans
9.1.8	Waiving of Application Fees for Development Approval

- In accordance with the Local Government Act 1995, Section 5.42, adopts the amended Delegations, as provided for in (Appendix ORD: 12.4.8B).

Change to Officer Recommendation

No Change. **OR:**

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

Background

The *Local Government Act 1995* empowers Council to delegate certain power and authority to the Chief Executive Officer to carry out the functions of Council.

Legal Implications

- **Local Government Act 1995**

Section 3.24 and 3.25 - The powers given to the local government by this Subdivision can only be exercised on behalf of the local government by a person expressly authorized by it to exercise those powers. (This section relates to requiring the owner or occupier of land to do what is specified in the notice in relation to the land).

Section 5.42 –

5.42. Delegation of some powers and duties to CEO

- (1) *A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
 - (a) *this Act other than those referred to in section 5.43; or*
 - (b) *the Planning and Development Act 2005 section 214(2), (3) or (5).*

** Absolute majority required.*

- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

[Section 5.42 amended: No. 1 of 1998 s. 13; No. 28 of 2010 s. 70.]

Section 5.43 –

5.43. Limits on delegations to CEO²⁸

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) *any power or duty that requires a decision of an absolute majority of the Council;*
- (b) *accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) *appointing an auditor;*
- (d) *acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) *any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
- (f) *borrowing money on behalf of the local government;*
- (g) *hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) *the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- (h) *any power or duty that requires the approval of the Minister or the Governor;*
- (i) *such other powers or duties as may be prescribed.*

[Section 5.43 amended: No. 49 of 2004 s. 16(3) and 47; No. 17 of 2009 s. 23; No. 16 of 2019 s. 23.]

Section 5.44 –

5.44. CEO may delegate powers and duties to other employees

- (1) *A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.*
- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*
- (3) *This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —*
 - (a) *the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and*
 - (b) *the exercise of that power or the discharge of that duty by the CEO's delegate,**are subject to any conditions imposed by the local government on its delegation to the CEO.*
- (4) *Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.*
- (5) *In subsections (3) and (4) —*
conditions *includes qualifications, limitations or exceptions.*

[Section 5.44 amended: No. 1 of 1998 s. 14(1).]

Section 5.45 (a) – delegations are for the period of time specified, or if no time is specified then the delegation is indefinite.

Section 5.45 (b) – any decision to amend or revoke a delegation is to be by an absolute majority vote.

1981.

- **Town Planning**

The Planning and Development (Local Planning Scheme) Regulations 2015, Schedule 2 Part 10, clauses 82 to 84 provide Council authority to delegate power to the Chief Executive Officer, and the Chief Executive Officer to delegate powers to officers, as follows:

cl. 82. Delegations by local government

- (1) *The local government may, by resolution, delegate to a committee or to the local government CEO the exercise of any of the local government's powers or the discharge of any of the local government's duties under this Scheme other than this power of delegation.*
- (2) *A resolution referred to in subclause (1) must be by absolute majority of the council of the local government.*
- (3) *The delegation must be in writing and may be general or as otherwise provided in the instrument of delegation.*

cl. 83. Local government CEO may delegate powers

- (1) *The local government CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's functions under this Scheme other than this power of delegation.*
- (2) *A delegation under this clause must be in writing and may be general or as otherwise provided in the instrument of delegation.*
- (3) *Subject to any conditions imposed by the local government on its delegation to the local government CEO under clause 82, this clause extends to a power or duty the exercise or discharge of which has been delegated by the local government to the CEO under that clause.*

cl. 84. Other matters relevant to delegations under this Division

The Local Government Act 1995 sections 5.45 and 5.46 apply to a delegation made under this Division as if the delegation were a delegation under Part 5 Division 4 of that Act.

Council Plan

13.1 - Adopt best practice governance.

Environment - None.

Precedents

Council considers delegations annually in accordance with the *Local Government Act 1995*. The last review was undertaken on the 18th of December 2024, when Council resolved (Res: 314-24) to adopt the reviewed delegations.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Delegation Amendments – Local Planning Scheme	
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	Local Government Act 1995 compliance requirement
	Reputational	Notification from Dept. Local Government Non Compliance.

Officer Comment

Section 5.42 of the Local Government Act empowers Council to delegate authority to the Chief Executive Officer. Where appropriate, the Chief Executive Officer may on-delegate authority to other officers for operational reasons. Such delegations will be made to the relevant officers that have the relevant qualifications and experience in relation to the delegated powers.

The amendments to the Planning Delegations are made to reflect the new Local Planning Scheme by replacing “Local Planning Scheme No. 3” with “Local Planning Scheme No. 9”. References to “cl.7.12 Delegations of Functions” have been deleted since the *Planning and Development (Local Planning Scheme) Regulations 2015*, Schedule 2 Part 10, clauses 82 to 84 provide the head of power for delegations. All other information within the Delegations remains unchanged. (Appendix ORD: 12.4.8B).

END REPORT

12.4.9 *Title: Execution of Financial Assistance Agreements – Eaton Football Club and Eaton Recreation Centre Projects*

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins - Director Corporate & Governance</i>
Reporting Officer	<i>Mrs Donna Bailye - Manager Governance</i>
	<i>Mrs Melanie Ring – Manager Community Development</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>12.4.9 – Risk Assessment</i>

Council is requested to authorise the Chief Executive Officer to sign and enter into Financial Assistance Agreements with the Department of Local Government, Sport and Cultural Industries (DLGSC) for the following 2025 State Election Commitment Projects:

- Eaton Football Club – Contribution of \$850,000 towards upgrades including lighting, outdoor seat covers and electronic scoreboard.
- Eaton Recreation Centre – Contribution of \$25,000 towards the Eaton Recreation Centre – Fan for Indoor Court.

OFFICER RECOMMENDED RESOLUTION

THAT Council

- 1. Authorises the Chief Executive Officer to execute the Financial Assistance Agreements for the following 2025 State Election Commitment Project:**
 - a) Eaton Boomers Football Club – Contribution of \$850,000 towards upgrades including lighting, outdoor seat covers and electronic scoreboard.**
- 2. Authorises the Chief Executive Officer to execute the grant agreement for the Eaton Recreation Centre Fan for Indoor Court Project.**
- 3. Requests that the Chief Executive Officer bring a report back to Council at the August 2025 Ordinary Council meeting providing more detail on the scope of works for both projects, along with a request for approval for the unbudgeted grants and expenditure for each project.**

Change to Officer Recommendation

No Change. **OR:**

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

Background

At a Special Council meeting on 11th September 2024 Council resolved as follows:

THAT Council provides a letter of support to the Eaton Boomers for the grant application for funding under the Commonwealth Department of Health & Aged Care, Play Our Way funding round with the following stipulations:

- *The asset will remain the property of the Shire of Dardanup.*
- *The Shire of Dardanup is willing to enter into a five-year seasonal user agreement available to the club over the oval, lights, club rooms, change rooms and storage areas.*
- *The Shire of Dardanup is willing to project manage the project, however the Shire of Dardanup will not be contributing financially towards the project.*
- *Eaton Boomers are to complete and obtain approval of the necessary Shire of Dardanup applications and approvals prior to works commencing.*
- *Eaton Boomers are to provide the required documentation confirming the works are being undertaken by a suitably qualified person(s), and are to liaise with the Shire of Dardanup regarding when site works are to commence.*
- *Eaton Boomer's contractor(s) are required to provide the relevant Works Health & Safety documentation and undertake an induction by the Shire of Dardanup prior to works commencing,*

*CARRIED
6/0*

In January 2025, Ms Jodi Hanns MLA announced an Election commitment of \$850,000 for lighting upgrades, seat cover and electronic scoreboard to the Eaton Football Club.

Ms Hanns also announced a supplementary commitment of \$25,000 for an additional indoor fan for the courts at the Eaton Recreation Centre.

The Department of Local Government, Sport and Cultural Industries is administering the 2025 State Election Commitment on behalf of the Western Australian Government.

At the 26th of March 2025 Ordinary Council meeting, Council considered a Community budget request, presented to the Integrated Planning Committee and resolved as follows:

That Council:

4. *Supports, in principal, the acquisition of a Third Industrial Fan at the Eaton Recreation Centre on the basis of the expenditure being grant funded to cover the majority of the costs;*

*CARRIED
8/0*

Legal Implications

9.49A. Execution of documents

- (1) *A document is duly executed by a local government if—*

- (a) *the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*
- (b) *it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*
- (4) *A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.*

Council Plan

- 2.2 - Increase participation in sport, recreation and leisure activities.
- 3.1 - Grow participation in arts, culture and community events.
- 8.1 - Support responsible planning and development.

Environment - None.

Precedents

Council has previously auspiced Election Commitment Projects. Council project managed the construction of the new Eaton Bowling Club.

Budget Implications

Signing of the Grant Agreement is required to receive the grant income from the DLGSC, which will result in unbudgeted funding of:

- Eaton Football Club Election Commitment \$850,000
- Eaton Rec Centre – Fan for Indoor Court \$ 25,000

It is to be noted that the grant income for the indoor court fan will not cover the total cost of the project. A recent quote for the fan only (no installation, no fire relay etc) was \$32,918. The total cost of the project could therefore be in the vicinity of \$40,000. This is still in line with Council's March resolution whereby the majority of the project will be grant funded. As such officers recommend that Council authorise the grant agreement be entered into and for the project scope and costs to be presented back to Council in August for further consideration.

With regards to the Eaton Football Club election commitment, Council when providing support for the Boomers' Play our Way application in 2024 gave an indication that the Shire will be willing to project manage the project. This will incur operational costs associated with the project management and will depend on the complexity of the works to be done. It is recommended that Officers liaise with the Club to clarify the scope and present a further report back to Council in August detailing the scope and expected costs. It is further recommended that this includes a priority list and staging of how the project will be procured and managed.

Budget – Whole of Life Cost

It is proposed that the works will be completed in the 2025/26 period. The projects will be capitalised and add value to Councils Building Asset inventory. Ongoing maintenance costs are budgeted annually through Council's Building Maintenance and Minor Works Expenditure.

Council Policy Compliance

- CP074 – Asset Management

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Execution of Funding Assistance Agreements – Projects -Eaton Boomers Football Club and Eaton Recreation Centre	
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 Reputational	Financial risk may be difficult to mitigate in the current market. There is community expectation that the projects will be completed. By not accepting and signing the agreement this could cause reputational damage to the Shire.

Officer Comment

The Shire of Dardanup, as landowner for the Eaton Sports Pavilion, has received an email from the DLGSC requesting further information on the project details for each election commitment. Once this information has been provided the DLGSC will forward a Financial Assistance Agreement for Councils execution.

To progress this project, Officers are seeking Council authorisation for the Chief Executive Officer to execute the agreement in relation to the Eaton Boomers commitment with the DLGSC.

The application process for funding the indoor court fan at the Eaton Recreation Centre is managed through the SmartyGrants online portal and requires a formal financial commitment from Shire. This commitment must be provided in the form of a letter of surety, confirming that the Shire will cover any project shortfall. At this stage, we are unable to complete the letter of surety as further investigation is required, including obtaining detailed quotes and exploring potential financial contributions from interested external parties.

A request for an extension to the SmartyGrants application deadline has been submitted; however, a response had not been received at the time of preparing this report.

It should be noted that the grant funding available for the Recreation Centre Indoor Fan project will not cover the full cost of the project. A recent quote for the supply of the fan alone (excluding installation, fire relay integration, and other associated costs) is \$32,918. As per Council's resolution in March the grant will cover the majority of the cost, officers therefore recommend Council authorises the CEO to sign the agreement.

Officers will further investigate possible options for the shortfall in funding and bring a report back to Council at the August Ordinary Council with an update. The report will also provide details for the project scope for the Eaton Football Club project and will seek Council endorsement of the unbudgeted grants and expenditure for both projects.

END REPORT

12.4.10 Title: Monthly Statement of Financial Activity for the Period Ended on the 31st May 2025

Reporting Department:	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Natalie Hopkins – Director Corporate & Governance</i>
Reporting Officer	<i>Mr Rehan Shahid - Manager Financial Services</i>
Legislation	<i>Local Government (Financial Management) Regulations 1996</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.4.10A – Risk Assessment Appendix ORD: 12.4.10B – Monthly Financial Report – 31st May 2025</i>

Overview

This report presents the monthly Financial Statements for the period from the 1st of May 2025 to the 31st of May 2025 for Council endorsement.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

Receives the Monthly Statement of Financial Activity [Appendix ORD: 12.4.10B] for the period ended on the 31st May 2025.

Change to Officer Recommendation

No Change. **OR:**

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

Background

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

Legal Implications

Local Government Act 1995 – Section 6.4

6.4. Financial Report

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

Local Government (Financial Management) Regulations 1996 r. 34

Part 4 — Financial Reports — s. 6.4

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

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

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

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

Council Plan

13.1 - Adopt best practice governance.

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

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

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.4.10A) for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Monthly Statement of Financial Activity for the Period Ended 31 st of May 2025
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Legal and Compliance	Non-compliance with the legislative requirements that results in a qualified audit.
	Reputational	Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively.
	Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.

Officer Comment

The Monthly Financial Report for the period ended on the 31st of May 2025 is contained in (Appendix ORD: 12.4.8B) and consists of:

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

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

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

As at the reporting date, Officers forecast the end of year surplus at 30th of June 2025 to be \$867,530 against an adopted end of year budget of \$506,246. The end of year surplus adjustment is based on known variances in actual performance to date and estimates for the remainder of the year based on current trends and is summarised as follows:

- Surplus Increase of \$31,778 due to an adjustment of the opening year Surplus as of 1st July 2024 from the budgeted amount of \$652,816 to actual \$684,593;
- Surplus Decrease of \$26,096 due to increased expenditure, being a Council Contribution of \$25,150 towards the upgrade of the Ferguson Bushfire Brigade and \$946 contribution to install the bore at the Waterloo Bushfire Brigade per Ordinary Council Meeting 28th August 2024 (CR 219-24);
- Surplus Decrease of \$52,132 representing a net adjustment comprising; a decrease of \$126,135 FAG funds, budgeted to be received in 24/25 now expected to be received in 25/26, an increase of \$133,506 being an increase in Local Road Grant funds originally budgeted for receipt in 25/26 but now expected in 24/25, an overall decrease of \$59,503 from movements in FAG General Purpose and LGGC Local Road Unspent Reserves;
- Surplus Increase of \$20,000 due to the Sale of Lot 31 2 Sanford Way, initially budgeted to be \$730,000 against the actual net proceeds of \$750,000 (\$770,000 less settlement cost \$20,000);
- Surplus Increase of \$87,600 as a result of the periodic review of various Fees & Charges, conducted on 31st October 2024;
- Surplus increase of \$36,819 on Interim rates revenue due to creation of new Subdivision with new dwellings construction and various improvement on existing property. Original Forecast from \$163,181 to \$200,000;
- Surplus increase of \$173,503 on Interest revenue in Municipal Fund based on the actual interest rate on TD projection at an average of 5.01%. Initial Forecast from \$216,497 to \$390,000;
- Surplus increase of \$28,820 on MRWA Direct Grant from \$165,685 to \$194,505 based on actual grant received;
- Surplus increase of \$60,992, resulting from minor adjustments across various accounts during mid-year and quarterly Budget Review.

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

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

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

The total investment portfolio is currently \$13,800,000 – being \$8,800,000 in Reserve Account and \$5,000,000 in general municipal fund term deposit funds. As at the reporting date, 37% of the portfolio is invested with AA rated Australian banks, 49% invested with A rated Australian banks and 14% invested in BBB rated Australian banks.

The investment with JUDO Bank (BBB rated) has exceeded the policy maximum by 4% at the month end due to the composition of the portfolio changing with the redemption of several term deposits which is permissible under grandfathering clause contained in Council Policy *CnG CP036 – Investment*

Policy. The Grandfathering clause is an exemption which allows Council to continue with investment activities that were approved before the implementation of new rules, regulation or laws.

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

END REPORT

12.4.11 Title: *Schedule of Paid Accounts as at the 31st May 2025*

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mr Rehan Shahid - Manager Financial Services</i>
Reporting Officer	<i>Ms Joanna Hanson – Finance Officer – Accounts Payable</i>
Council Role	<i>Local Government (Financial Management) Regulations 1996</i>
Voting Requirement	<i>Executive/Strategic.</i>
Attachments	<i>Simple Majority.</i>
	<i>Appendix ORD: 12.4.11 – Risk Assessment Tool</i>

Overview

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

OFFICER RECOMMENDED RESOLUTION

THAT Council: receives the Schedule of Paid Accounts report from 1st May 2025 to 31st May 2025 as follows:

SHIRE of DARDANUP
31-05-2025 Schedule of Paid Accounts

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
ELECTRONIC FUNDS TRANSFER					
EFT60163	01/05/2025	Amity Signs	Fabrication and Supply of 'Restricted Use' Plates for Polaris - DA8979	MUNI	82.50
EFT60164	01/05/2025	Amy Helen Lawrence	Reimburse Purchase of 3 x Headphones for Rates Team Training	MUNI	90.00
EFT60165	01/05/2025	Andrew White	Reimburse Starlink Internet Subscription: 22/04-22/05/2025 - J/C Brook BFB - ESL Recurrent Exp	MUNI	139.00
EFT60166	01/05/2025	Annette Webster	Meeting Allowance	MUNI	1,414.08
EFT60167	01/05/2025	Anthony Charles Jenour	Meeting Allowance	MUNI	1,414.08
EFT60168	01/05/2025	Australian Tax Office	PAYG - Payrun: 25/04/2025	MUNI	81,822.00
EFT60169	01/05/2025	B & B Street Sweeping Pty Ltd	Street Sweeping - Millbridge Boulevard & Ferguson Road	MUNI	2,098.50
EFT60170	01/05/2025	Brett Hodgson	ERC Umpire Payment: 30/04/2025	MUNI	139.00
EFT60171	01/05/2025	Brock Joachim Nelson	Rates Refund for Assessment A12400	MUNI	803.00
EFT60172	01/05/2025	Bunbury Mower Service	Repairs for Cordless Sthil Pole Pruner - Parks	MUNI	738.00
EFT60173	01/05/2025	Bunnings Group Limited	Cable Ties, Jab Saw, Paper Pickers - Depot & Items to Repair Gym Wall - ERC	MUNI	143.38
EFT60174	01/05/2025	Cadgroup Australia Pty Ltd	Government Single-User Annual Subscription Renewal - Expiry 15/07/2025	MUNI	7,315.00
EFT60175	01/05/2025	Caitlyn Roberts	Reimburse Uniform Purchase	MUNI	185.92
EFT60176	01/05/2025	Capel Tree Service	Tree Pruning and Clearance - Hamilton Rd, Watson Street, Camfield Street & Castlereagh Vista	MUNI	1,595.00

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60177	01/05/2025	Choiceone Pty Ltd	Labour Hire: 14-20/04/2025 - Martin Pelusey Road	MUNI	3,786.38
EFT60178	01/05/2025	Christine Worsfold	ERC Umpire Payment: 29/04/2025	MUNI	55.60
EFT60179	01/05/2025	Civil Projects Southwest	Excavator Hire - Garvey Road, Pile Road, Illawarra Drive & Dardanup Cemetery	MUNI	8,778.00
EFT60180	01/05/2025	Cleanaway Solid Waste Pty Ltd	3 x Invoices: Waste Disposal - Crooked Brook Road	MUNI	7,292.54
EFT60181	01/05/2025	Cleverpatch Pty Ltd	Various Items for Library Programs - ECL	MUNI	577.71
EFT60182	01/05/2025	Collins Booksellers	Library Local Stock Purchase - Dardanup Library	MUNI	202.88
EFT60183	01/05/2025	Corsign WA Pty Ltd	4 x Signs - Lennard Rd, Joshua Brook Road & Millbridge Boulevard	MUNI	1,086.80
EFT60184	01/05/2025	Country Water Solutions	Reticulation Repairs - Lofthouse Reserve, Torrens Loop & Hunter Park	MUNI	1,508.31
EFT60185	01/05/2025	Dardy Cafe & Convenience Store	Supply of Consumables/Grocery Items (Milk, Coffee, Tea) - March 2025	MUNI	34.00
EFT60186	01/05/2025	Department of Water and Environmental Regulation	L8888 Annual Licence Fee - Banksia Road Waste Transfer Station	MUNI	343.79
EFT60187	01/05/2025	Diesel Force	Truck Service - DA8457 & Air Leak Repair - DA628	MUNI	4,063.58
EFT60188	01/05/2025	Donna Bailye	Reimburse Uniform Purchase	MUNI	180.90
EFT60189	01/05/2025	Donna Bastow	ERC Umpire Payment: 30/04/2025	MUNI	139.00
EFT60190	01/05/2025	Ductworks Australia Bunbury & Busselton Air	A/C Maintenance - 6 Monthly Service - Eaton Sports Pavilion	MUNI	495.00
EFT60191	01/05/2025	Dylan Murphy	ERC Umpire Payment: 30/04/2025	MUNI	111.20
EFT60192	01/05/2025	Ellen Patricia Lilly	Meeting Allowance	MUNI	2,080.58

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60193	01/05/2025	Elliotts Irrigation Pty Ltd	Call Out To Assess Electrical Fault - Millbridge Lake & April Filter Service - Millbridge Lake & Watson Reserve	MUNI	1,681.90
EFT60194	01/05/2025	Gregory Alan Tomlinson	Refund Partial Registration Fee Due to Sterilisation	MUNI	150.00
EFT60195	01/05/2025	Gregory Wayne Baker	Refund Cat Cage Hire Bond	MUNI	150.00
EFT60196	01/05/2025	Heatleys	Restock PPE - Public Works	MUNI	673.20
EFT60197	01/05/2025	Heidelberg Materials Australia Pty Ltd	Aggregate & Scalps - Martin Pelusey Road	MUNI	601.12
EFT60198	01/05/2025	HW & Associates	Dardanup DCP2 - Quantity Surveyor Costing of All Community Infrastructure DCP Items	MUNI	3,300.00
EFT60199	01/05/2025	Jack David Manoni	Meeting Allowance	MUNI	1,414.08
EFT60200	01/05/2025	Jemex Cleaning Services	External Clean of Eaton Football Club Changerooms: Removal of Cob Webs, Clean Window Frames & Light Fittings	MUNI	220.00
EFT60201	01/05/2025	John Thompson	ERC Umpire Payment: 30/04/2025	MUNI	83.40
EFT60202	01/05/2025	Layla Scott	Layla Scott - Personal Development Grant 2025	MUNI	400.00
EFT60203	01/05/2025	Lily Knight	ERC Umpire Payment: 29/04/2025	MUNI	55.60
EFT60204	01/05/2025	Luke William Davies	Meeting Allowance	MUNI	1,414.08
EFT60205	01/05/2025	Lynette Sleight	Refund Key Bond - Receipt # 161051	MUNI	40.00
EFT60206	01/05/2025	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	155.00
EFT60207	01/05/2025	Mark Richard Hutchinson	Meeting Allowance	MUNI	1,414.08

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60208	01/05/2025	Mcleods Lawyers Pty Ltd	Sustainable Development Legal Costs: Home Business at 11 Gardincourt Drive, Henty - Matter # 54017	MUNI	1,302.84
EFT60209	01/05/2025	Midalia Steel Pty Limited	Steel and Mesh for Heater Cage - Dardanup Oval Club Buildings	MUNI	353.31
EFT60210	01/05/2025	MJ Goods	Antibacterial Wipes - ERC	MUNI	850.00
EFT60211	01/05/2025	Natalie Reid	Reimburse Licence Plate Transfer From DA10181 to 1IOV082	MUNI	31.10
EFT60212	01/05/2025	Nathan Ryder	Reimburse Uniform Purchase	MUNI	216.00
EFT60213	01/05/2025	Omnicom Media Group Australia Pty Ltd	6 x Newspaper Public Notices - April 2025	MUNI	4,847.87
EFT60214	01/05/2025	Perfect Landscapes	Compost Spreading - Glen Huon Oval & Eaton Oval, 2 x Weekly Lawn & Reserves Mowing	MUNI	50,121.24
EFT60215	01/05/2025	PFI Supplies	Cleaning Products for 7 x Locations	MUNI	636.50
EFT60216	01/05/2025	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	643.25
EFT60217	01/05/2025	Sirsidynix Pty Ltd	De-Duplication (2024) Data Services - Bibliographic Records (Initial Run) Project Management - Services: Additional Services Management	MUNI	6,356.35
EFT60218	01/05/2025	South West Tree Safe	Prune Trees - Western Power Notice - Various Locations In Dardanup, Tree Pruning - Clifton Road & Offer Road	MUNI	11,550.00
EFT60219	01/05/2025	Southern Lock and Security	10 x Number 9 Padlocks - Depot	MUNI	923.34
EFT60220	01/05/2025	Southwest Ventures T/as Geographe Ford/Bunbury Hyundai	Purchase 1 x New 2025 Santa Fe Including Mats, Tow Pack & Tint - DA563	MUNI	57,106.82
EFT60221	01/05/2025	St Aidan Wines	Team Building Workshop: 05 & 06/06/2025	MUNI	1,000.00
EFT60222	01/05/2025	Stacey Gillespie	Meeting Allowance	MUNI	1,414.08

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60223	01/05/2025	Stratagreen	Fertiliser - Burekup Oval & Tree Stakes for Various Locations	MUNI	3,184.83
EFT60224	01/05/2025	Taneta Bell	Meeting Allowance	MUNI	1,414.08
EFT60225	01/05/2025	Te Wairimu Elinor Pomare	ERC Umpire Payment: 30/04/2025	MUNI	83.40
EFT60226	01/05/2025	Timber Insight	Routine Bridge Maintenance - Rural	MUNI	2,750.00
EFT60227	01/05/2025	Traffic Force	Traffic Control - Garvey Road, Edith Cowan Avenue & Eaton Drive	MUNI	9,651.82
EFT60228	01/05/2025	Tutt Bryant Hire	Excavator Hire: 31/03-01/04/2025 - Ferguson Rd	MUNI	501.19
EFT60229	01/05/2025	Tyrrell Gardiner	Local Government Allowance	MUNI	4,727.50
EFT60230	01/05/2025	West Australian Newspapers Ltd	The West M-S & South West Times: 07/04-29/06/2025 - Eaton Admin	MUNI	195.63
EFT60231	01/05/2025	West Coast Waste	Wood Chips Delivered to Millbridge for Eaton Drive Islands & Verges	MUNI	3,960.00
EFT60232	06/05/2025	Perdaman Global Services	Migration Agent Fees 186 Visa Application Belinda Jansen Van Vuuren 2nd Instalment	MUNI	1,430.00
EFT60233	08/05/2025	Activ Foundation Inc	Tree Watering - April 2025 - Parkridge Estate Reserves, Slashing Works - ERC & Mulching - Eaton Drive	MUNI	7,107.49
EFT60234	08/05/2025	Acumentis South West (WA)	Market Valuation - Lot 101, 35 Martin Pelusey Road	MUNI	1,500.00
EFT60235	08/05/2025	Amy Louise Bywaters	Reimburse 50% Study Costs - Critical Approaches to Online Learning	MUNI	1,073.41
EFT60236	08/05/2025	Anne Deacon	ERC Umpire Payment: 06/05/2025	MUNI	83.40
EFT60237	08/05/2025	Asahi Beverages Pty Ltd	ERC - Cafe Goods - Drinks	MUNI	744.43
EFT60238	08/05/2025	AusQ Training	Basic Worksite Traffic Management Training: 30/04/2025 - Manager Infrastructure	MUNI	1,158.00
EFT60239	08/05/2025	Australia Post	Monthly Postage Cost - April 2025	MUNI	1,879.12

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60240	08/05/2025	Australian Institute of Management - Western Australia	Staff Training - Frontline Leadership Training: 17-21/11/2025 - Manager Operations	MUNI	6,064.00
EFT60241	08/05/2025	B & B Street Sweeping Pty Ltd	Hire Jet-Vac Truck To Unblock Drain - Charterhouse Street & Street Sweeping - Charlotte Street	MUNI	3,992.27
EFT60242	08/05/2025	Brett Hodgson	ERC Umpire Payment: 07/05/2025	MUNI	111.20
EFT60243	08/05/2025	Brooke Sudbury	Reimburse Parking & Meals Whilst Attending WALGA Training	MUNI	97.60
EFT60244	08/05/2025	Brooks Hire Service Pty Ltd	Hire Skid Steer With Bucket: 18-30/04/2025	MUNI	3,620.41
EFT60245	08/05/2025	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	502.82
EFT60246	08/05/2025	Bunbury Commercial Roofing	Replace 8 x Dektite Roof Seals - ERC	MUNI	1,870.00
EFT60247	08/05/2025	Bunnings Group Limited	Door Chime - Eaton Admin & Repair Items - ERC & Depot	MUNI	500.40
EFT60248	08/05/2025	Cadgroup Australia Pty Ltd	Annual Subscription Renewal - Revu Extreme	MUNI	3,080.00
EFT60249	08/05/2025	Capel Tree Service	4 x Invoices Tree Pruning/Removal - Multiple Locations	MUNI	15,783.35
EFT60250	08/05/2025	Chantal Emily Joan Shorter	Reimburse Uniform Purchase	MUNI	40.00
EFT60251	08/05/2025	ChoiceOne Pty Ltd	Labour Hire: 21-27/04/2025 - Martin Pelusey Road	MUNI	1,419.89
EFT60252	08/05/2025	Civil Projects Southwest	Machine Hire - Garvey Road, Clarke Street & Illawarra Drive	MUNI	6,699.00
EFT60253	08/05/2025	Cleanaway Solid Waste Pty Ltd	5 x Invoices - Waste Disposal	MUNI	16,850.17
EFT60254	08/05/2025	Collins Booksellers	Library Local Stock Purchase: Dardanup Library	MUNI	49.99

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60255	08/05/2025	Corsign WA Pty Ltd	6 x Plastic Bollards - Edith Cowan Avenue & 3 x Bus Parking Bay Signs - Ferguson Road	MUNI	313.50
EFT60256	08/05/2025	Country Landscaping Pty Ltd	Irrigation Technician Maintenance & Checks - 8 x Locations	MUNI	23,947.00
EFT60257	08/05/2025	Country Water Solutions	11 x Invoices - Reticulation Repairs	MUNI	2,849.82
EFT60258	08/05/2025	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	412.78
EFT60259	08/05/2025	CS Legal - Recoveries Legal WA	2024/2025 Debt Recovery - Legal Fees	MUNI	20.00
EFT60260	08/05/2025	Dapco Tyre and Auto Centre	4 x Tyres - DA429	MUNI	800.00
EFT60261	08/05/2025	Department of Transport	Annual Jetty Licence - Jetty No. 0653	MUNI	46.45
EFT60262	08/05/2025	Diesel Force	Repair Air Con & Fit New Bushes - DA987, Tray Heater - DA8457 & Service - DA613	MUNI	16,744.85
EFT60263	08/05/2025	Donna Bastow	ERC Umpire Payment: 07/05/2025	MUNI	111.20
EFT60264	08/05/2025	Driva Pty Ltd	Payroll Clearing - Novated Lease Liabilities	MUNI	1,842.14
EFT60265	08/05/2025	Dylan Murphy	ERC Umpire Payment: 07/05/2025	MUNI	111.20
EFT60266	08/05/2025	Eaton Environmental Services	Supply And Install 10 X Rodent Stations To External Areas Of The Building - Dardanup Office & Hall	MUNI	1,892.00
EFT60267	08/05/2025	Eve Yoga	1 Hour Yoga Classes: April 2025	MUNI	300.00
EFT60268	08/05/2025	Florist Gump	Flowers for 2 x Staff Members	MUNI	310.00
EFT60269	08/05/2025	Gilmour Plumbing and Gas	Waste Transfer Station Eyewash Decommission and Tap Installation	MUNI	831.60
EFT60270	08/05/2025	Greenway Turf Solutions	Controlled Release Fertiliser - Burekup Oval	MUNI	5,192.00

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60271	08/05/2025	GT Fabrications	Replace Both Trailer Ramp Springs - 1UAB716	MUNI	550.00
EFT60272	08/05/2025	Hart Sport	ERC - Cafe Goods	MUNI	405.00
EFT60273	08/05/2025	Hastie Waste Pty Ltd	Waste Transfer Station - Green Waste Weekly Collection: April 2025	MUNI	350.00
EFT60274	08/05/2025	Heatleys	Restock PPE - Public Works	MUNI	48.40
EFT60275	08/05/2025	Holiday Inn West Perth	Accommodation & Incidentals - Rates in Local Government - Clerical - Rates Officer - 30/04-02/05/2025	MUNI	452.50
EFT60276	08/05/2025	IMCO Australasia	50 x Bags of Asphalt Repair Delivered - Depot	MUNI	2,365.00
EFT60277	08/05/2025	Interia Systems	50% Deposit for Additional Furniture Required - Eaton Admin & Library	MUNI	10,287.75
EFT60278	08/05/2025	Joanna Hanson	Reimburse Uniform Purchase	MUNI	49.00
EFT60279	08/05/2025	John Thompson	ERC Umpire Payment: 07/05/2025	MUNI	111.20
EFT60280	08/05/2025	JP Group - CPSS Pty Ltd	Lease Repayment - Waste Transfer Station Lease: July-September 2025	MUNI	3,588.09
EFT60281	08/05/2025	Kashia King	Refund Hall Hire Bond - Receipt # 161171	MUNI	1,040.00
EFT60282	08/05/2025	Kent Lyon Architect	Superintendent Fees for Defect Liability Period: April 2025	MUNI	1,122.00
EFT60283	08/05/2025	Key Civil Pty Ltd	Stormwater Pipe Block Works - Edith Cowan Dr / Eaton Dr	MUNI	4,646.40
EFT60284	08/05/2025	Kristy Burden	Reimburse Fuel Costs - DA997	MUNI	367.69
EFT60285	08/05/2025	Landgate	GRV Interim Valuations: 15/03/2025-11/04/2025	MUNI	481.15
EFT60286	08/05/2025	Lerma Butler	Reimburse Uniform Purchase	MUNI	182.86
EFT60287	08/05/2025	Les Mills Asia Pacific	ERC Group Fitness Program Licence Fee: May 2025	MUNI	1,433.16

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60288	08/05/2025	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	155.00
EFT60289	08/05/2025	Mcleods Lawyers Pty Ltd	Legal Advice: 37 Twomey Rd - Encroachment Onto Crown Land - Matter # 53600	MUNI	449.68
EFT60290	08/05/2025	Midalia Steel Pty Limited	Steel Bar for Vandalism Repairs	MUNI	113.78
EFT60291	08/05/2025	Mitchell Binning	ERC Umpire Payment: 07/05/2025	MUNI	111.20
EFT60292	08/05/2025	Nightguard Security Service SW	Alarm Response: Eaton Football Club & Depot - April 2025	MUNI	229.14
EFT60293	08/05/2025	Nutrien Ag Solutions	Herbicide - 4 x Locations	MUNI	693.00
EFT60294	08/05/2025	Paywise Pty Ltd	Payroll Clearing - Novated Lease Liabilities	MUNI	3,036.00
EFT60295	08/05/2025	Perfect Gym Solutions Pty Ltd	SMS Messages: April 2025	MUNI	63.25
EFT60296	08/05/2025	Perfect Landscapes	Weekly Reserves & Lawn Mowing	MUNI	4,672.14
EFT60297	08/05/2025	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	2,499.65
EFT60298	08/05/2025	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	2 x New Steer Tyres & Balance - DA325 & Rotate Rear Tyres - DA9774	MUNI	2,149.50
EFT60299	08/05/2025	Prime Supplies	LPG Heating Kit for Bitumen - DA8457	MUNI	480.35
EFT60300	08/05/2025	Promote You	Embroider Staff Uniforms - Admin, Library, Health & Works	MUNI	88.00
EFT60301	08/05/2025	Quickcliq	Quickcliq Canteen Labels - ERC	MUNI	109.00
EFT60302	08/05/2025	Roadscan	Contract Labour - Ramm Validation & Update: April 2025	MUNI	2,277.00
EFT60303	08/05/2025	Roxanne Rewell	Refund Cat Cage Hire Bond - Receipt # 161210	MUNI	150.00

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60304	08/05/2025	Sam & Simon King	Reimburse Uniform Purchase	MUNI	89.99
EFT60305	08/05/2025	Scope Rentals Pty Ltd	Managed Print Service - Rental/ Usage: May 2025	MUNI	2,675.20
EFT60306	08/05/2025	Securepay Pty Ltd	Bank Fees - 2024/2025 Securepay Web & IVR Merchant ID	MUNI	5.90
EFT60307	08/05/2025	South West Tree Safe	Height and Sight Pruning - Offer Road	MUNI	3,850.00
EFT60308	08/05/2025	Stacey Patterson	Reimburse Uniform Purchase	MUNI	8.20
EFT60309	08/05/2025	Steve Miller's Excavations	Excavator & Truck Hire for Open Drain Rock Pitching - Collie River Rd	MUNI	6,510.00
EFT60310	08/05/2025	Synergy	Auxiliary Lighting, Streetlights and Irrigation Control: 28/03-27/04/2025	MUNI	448.97
EFT60311	08/05/2025	Te Wairimu Elinor Pomare	ERC Umpire Payment: 07/05/2025	MUNI	111.20
EFT60312	08/05/2025	Team Global Express - Toll	Parks & Gardens Postage 2024/25	MUNI	1,062.04
EFT60313	08/05/2025	The Trustee For AM2 & FM2 Trust	Myosh Subscription - June 2025	MUNI	653.40
EFT60314	08/05/2025	Therese Price	ERC Umpire Payment: 07/05/2025	MUNI	83.40
EFT60315	08/05/2025	TPG Network Pty Ltd	Enterprise Ethernet WAN Services - April 2025	MUNI	4,513.95
EFT60316	08/05/2025	Traffic Force	Traffic Control - Garvey Road, Clifton Road & Offer Road	MUNI	4,920.79
EFT60317	08/05/2025	Staff member	Reimburse Uniform Purchase	MUNI	40.00
EFT60318	08/05/2025	Veolia Recycling & Recovery Pty Ltd	Waste Transfer Station Cardboard & Recycling Skip Processing: April 2025	MUNI	1,498.36
EFT60319	08/05/2025	WA Distributors Pty Ltd	ERC - Cafe Goods	MUNI	667.35

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60320	08/05/2025	Waterloo Nursery & Garden Centre	Small & Large Plant Hire & Maintenance of Non-Hired Plants: April 2025	MUNI	1,410.93
EFT60321	08/05/2025	Western Australia Birds of Prey Centre	ERC - Incursion for Vacation Care Program: 29/01/2025	MUNI	520.00
EFT60322	08/05/2025	Willow Bridge Estate Wines	Refreshments for Council Meetings	MUNI	567.00
EFT60323	08/05/2025	Woolworths Group Limited - Online Order Only	ERC - Café Goods & Stock for Council Chambers & Staff Kitchen	MUNI	2,470.25
EFT60324	08/05/2025	Woolworths Group Limited - Openpay Portal	Youthfest Giveaway 2025 Teen Gift Card & Supplies for Council Chambers & Staff Kitchen	MUNI	242.50
EFT60325	15/05/2025	Access Wellbeing Services	Employee Assistance Program Consultations	MUNI	176.00
EFT60326	15/05/2025	Activ Foundation Inc	Bring Olive Tree Tops Down to Fence Height - Clydesdale Rd	MUNI	3,424.91
EFT60327	15/05/2025	Aksel Dadswell	Deposit to Facilitate Interview With Author Holden Sheppard.	MUNI	175.00
EFT60328	15/05/2025	Altus Planning	Planning Consultant - Development Applications and Dap Application Monthly Planning Fee - April 2025	MUNI	27,937.25
EFT60329	15/05/2025	Amity Signs	2024/2025 Rural Street Sign #275	MUNI	34.65
EFT60330	15/05/2025	Andrew James Kennedy	Refund Overpaid Gym Membership Fees # 17388	MUNI	75.45
EFT60331	15/05/2025	Aquila Food Forest	Sustainable Living Workshop: 08/05/2025	MUNI	400.00
EFT60332	15/05/2025	Australian Institute of Building Surveyors	Western Australia Chapter Conference 2025: 24-25/07/2025 - Manager Development Services & Building Surveyor	MUNI	2,950.00
EFT60333	15/05/2025	Australian Tax Office	PAYG - Payrun: 09/05/2025	MUNI	81,625.00
EFT60334	15/05/2025	B & B Street Sweeping Pty Ltd	4 x Invoices: Sweeper Hire & Sump Sucker Hire	MUNI	10,839.42
EFT60335	15/05/2025	Battery World Bunbury	2 x 12V Batteries for Mowing Truck - DA9581	MUNI	538.00

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60336	15/05/2025	Blank Slate Creative	Blank Slate Creative Branding Proposal Graphic Design Elements and Photoshoot for Eaton Recreation Centre	MUNI	3,850.00
EFT60337	15/05/2025	Boyles Plumbing and Gas	4 x Invoices: Works at Dardanup Oval, Brooksy Place, Pratt Road & Watson Reserve Toilets	MUNI	1,533.24
EFT60338	15/05/2025	Staff member	Reimburse Uniform Purchase	MUNI	135.94
EFT60339	15/05/2025	Bunbury Harvey Regional Council	Green Waste Processing - Waste Transfer Station: April 2025	MUNI	1,089.00
EFT60340	15/05/2025	Bunbury Mower Service	Chainsaw Chain - Plant	MUNI	986.50
EFT60341	15/05/2025	Bunbury Retravision	Tv For In-Centre Media/Marketing/Program Use - ERC	MUNI	1,235.00
EFT60342	15/05/2025	Bunnings Group Limited	Make-It Space Tools, Accessories, Sound Proofing & Timber for Inductions	MUNI	238.91
EFT60343	15/05/2025	Carbone Brothers Pty Ltd	Pratt Road Modifications	MUNI	120,382.90
EFT60344	15/05/2025	Choiceone Pty Ltd	Labour Hire: 28/04-04/05/2025 - Martin Pelusey Road	MUNI	2,394.33
EFT60345	15/05/2025	City of Bunbury	Cat Poundage Fees - April 2025	MUNI	218.50
EFT60346	15/05/2025	Cleanaway Solid Waste Pty Ltd	4 x Invoices: Waste Disposal - Crooked Brook Road & ERC	MUNI	7,059.34
EFT60347	15/05/2025	Clear Health Psychology	Employee Assistance Program Consultations	MUNI	165.00
EFT60348	15/05/2025	Construction Training Fund : BCITF	BCITF Remittance - April 2025	MUNI	877.00
EFT60349	15/05/2025	Country Water Solutions	Reticulation Parts for Repairs to Reticulation - Eaton Oval	MUNI	175.82
EFT60350	15/05/2025	Dapco Tyre and Auto Centre	Puncture Repair - DA988	MUNI	55.00

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60351	15/05/2025	Daryl Fishwick	ERC Umpire Payment: 14/05/2025	MUNI	166.80
EFT60352	15/05/2025	David John Leek T/as Acefire	February 2025 Fire Equipment Servicing - Multiple Locations	MUNI	1,806.20
EFT60353	15/05/2025	David Wilfred Jewell	Reimburse Uniform Purchase	MUNI	167.20
EFT60354	15/05/2025	Denis Hynes	2024 -2025 Personal Development Grant	MUNI	400.00
EFT60355	15/05/2025	Department of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BSL Remittance - April 2025	MUNI	8,945.87
EFT60356	15/05/2025	Department of Transport	Department of Transport - Vehicle Owner Details Searches	MUNI	9.10
EFT60357	15/05/2025	Department of Water and Environmental Regulation	Grant Acquittal Refund for Better Bins Go FOGO Top-up Project	MUNI	946.20
EFT60358	15/05/2025	Deputec Pty Ltd	ERC - Monthly Subscription for Rostering: April 2025	MUNI	354.53
EFT60359	15/05/2025	Donna Bastow	ERC Umpire Payment: 14/05/2025	MUNI	111.20
EFT60360	15/05/2025	Eaton Environmental Services	ERC - Inspect, Clean And Rebait Rodent Stations Quarterly	MUNI	154.00
EFT60361	15/05/2025	Eaton Family Centre	Eaton Family Centre - End of Life Planning Expo 2025 - R2 - L2 Community Grant	MUNI	1,100.00
EFT60362	15/05/2025	Eaton Pet Vet	Vet Consultation & Supply Fees & Charges	MUNI	238.00
EFT60363	15/05/2025	Eaton Plumbing & Gasfitting	Plumbing Services - ERC Po 102065	MUNI	2,139.72
EFT60364	15/05/2025	Educa Aus	ERC - Educa Subscription May 2025	MUNI	141.67
EFT60365	15/05/2025	Fit2Work	Fit2Work Nationally Coordinated Criminal History Check - April 2025	MUNI	308.00

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60366	15/05/2025	Florist Gump	Floral Arrangement for Staff Member on the Passing of Her Mother	MUNI	135.00
EFT60367	15/05/2025	Freestyle Now	Skate Park Workshop Facilitation & Prizes and Give Aways - Youthfest 2025	MUNI	2,420.00
EFT60368	15/05/2025	Georgia Elson	ERC Umpire Payment: 14/05/2025	MUNI	111.20
EFT60369	15/05/2025	Golf4All WA Pty Ltd T/as X-Golf Bunbury	Infrastructure Team Building: 15/05/2025	MUNI	1,994.00
EFT60370	15/05/2025	Grace Records Management	Records Management External - Storage, Destruction and Consumables	MUNI	780.47
EFT60371	15/05/2025	Hart Sport	ERC - Storage Cart for Vacation Care	MUNI	548.11
EFT60372	15/05/2025	Heatleys	Emergency Eye Wash Station & Signs - Waste Transfer Station & PPE - Public Works	MUNI	1,319.12
EFT60373	15/05/2025	John Thompson	ERC Umpire Payment: 14/05/2025	MUNI	83.40
EFT60374	15/05/2025	Julie McLennan	Refund Key Bond - Receipt # 161284	MUNI	40.00
EFT60375	15/05/2025	KCI Industries Pty Ltd	ERC - 1 x Drive Socket for Vitamix Blender	MUNI	174.50
EFT60376	15/05/2025	Landgate	Rural UV General Revaluation 2024/2025	MUNI	13,016.02
EFT60377	15/05/2025	Margery Ann Stevens	ERC Umpire Payment: 13/05/2025	MUNI	45.40
EFT60378	15/05/2025	MBS Environmental	Environmental Consultant to Attend the OCM Concept Forum - DAP-F0410142 - Tronox Cleanaway	MUNI	759.00
EFT60379	15/05/2025	Melita Krisnel Aguila Carpio	Crossover Rebate - A12352	MUNI	217.30
EFT60380	15/05/2025	Michael Evan Train	Refund Building Permit Fees Due to Cancellation - # 24250369 - Receipt # 160725	MUNI	243.65
EFT60381	15/05/2025	Moore Australia (WA) Pty Ltd	2025 WALGA Tax Council Member and ETO Workshop: 15/05/2025 - Accountant	MUNI	1,045.00

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60382	15/05/2025	Museum of Perth	Participation in The WA Public Art Inventory	MUNI	548.90
EFT60383	15/05/2025	Natasha Kaye Livesey & Steven John Inglis	Rates Refund for Assessment A1716 22	MUNI	350.00
EFT60384	15/05/2025	Nightguard Security Service SW	Alarm Response - Depot	MUNI	114.57
EFT60385	15/05/2025	Perfect Landscapes	Weekly Reserves & Lawn Mowing	MUNI	5,244.37
EFT60386	15/05/2025	PFI Supplies	ERC - Cleaning Supplies	MUNI	1,729.30
EFT60387	15/05/2025	Pickleball Superstore Pty Ltd	ERC - Purchase of 50 x Yellow Pickleballs and Shipping	MUNI	234.90
EFT60388	15/05/2025	Promotions Only	ERC - 300 x Towels & Drawstring Bag for Members Pack	MUNI	4,624.40
EFT60389	15/05/2025	Ryan Andrew Bowater	Refund Cat Cage Hire Bond - Receipt # 161074	MUNI	150.00
EFT60390	15/05/2025	Scope Rentals Pty Ltd	Managed Print Service - Usage: April 2025	MUNI	1,433.43
EFT60391	15/05/2025	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	643.25
EFT60392	15/05/2025	Services Australia T/as Centrelink	Payroll Deductions	MUNI	285.56
EFT60393	15/05/2025	South West Fire Unit Fabrications	Repairs to Burekup 1.4R - 4x4 Not Engaging - Burekup BFB - ESL Recurrent Exp	MUNI	645.32
EFT60394	15/05/2025	South West Septics	Pumping Out of Wellington Mills and Gnomesville Toilets Including Tipping Fees for Wet Waste	MUNI	1,680.00
EFT60395	15/05/2025	South West Tree Safe	Height and Sight Pruning - Hutchinson Road	MUNI	3,850.00
EFT60396	15/05/2025	St John Ambulance Western Australia Ltd	First Aid Response Standby for Youthfest 2025	MUNI	488.40

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60397	15/05/2025	State Library of Western Australia	Better Beginnings Program Bags 2023/2024	MUNI	962.50
EFT60398	15/05/2025	Stewart and Heaton Clothing Company Pty Ltd	Fire Jacket - Waterloo BFB - ESL Recurrent Exp	MUNI	298.30
EFT60399	15/05/2025	Synergy	30 x Electricity Account Invoices	MUNI	14,964.09
EFT60400	15/05/2025	Te Wairimu Elinor Pomare	ERC Umpire Payment: 14/05/2025	MUNI	83.40
EFT60401	15/05/2025	Team Global Express - Toll	Brigade & Health Postage 2024/25	MUNI	337.77
EFT60402	15/05/2025	Telstra	4 x Telephone & Internet Invoices	MUNI	247.39
EFT60403	15/05/2025	The Brady Family Trust T/as Total Team Building	Corporate & Governance Team Building - May 2025	MUNI	2,960.00
EFT60404	15/05/2025	Therese Price	ERC Umpire Payment: 13/05/2025	MUNI	55.60
EFT60405	15/05/2025	Tint City	Security Notice Vinyl Stickers - Eaton Admin & Depot	MUNI	210.00
EFT60406	15/05/2025	Traffic Force	Traffic Control - Offer Road & Dardanup Anzac Day Ceremony	MUNI	2,615.60
EFT60407	15/05/2025	Tutt Bryant Hire	Storm Damage Excavator Hire - Ferguson Road & Plant Trailer Hire - Martin Pelusey Road	MUNI	977.79
EFT60408	15/05/2025	VDW Electrical	Electrician to Attend Site to Inspect BBQ Not Working - Eaton Foreshore	MUNI	176.00
EFT60409	15/05/2025	Veolia Recycling & Recovery Pty Ltd	Shire Bin Collection - April 2025	MUNI	97,025.46
EFT60410	15/05/2025	WALGA	Meeting Practices for Good Governance Outcomes: Executive Support Officer and Corporate Excellence & Compliance Officer	MUNI	1,309.00
EFT60411	15/05/2025	Work Clobber	Replacement PPE Uniform - Public Works	MUNI	833.70
EFT60412	22/05/2025	Acumentis South West (WA)	Market Valuation for Hydrogen Production and Refuelling Facility - Portion of Lot 101, 35 Martin Pelusey Road	MUNI	1,980.00

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60413	22/05/2025	Allpest WA South West	Quarterly Program Pest Control - SoD Library, Administration & Community Building	MUNI	132.00
EFT60414	22/05/2025	Amanda Marjorie Crofts	Reimburse Purchases for CEO 15 Breakfast & Re-Stock Depot Tearoom	MUNI	152.70
EFT60415	22/05/2025	Ampol Australia Petroleum Pty Ltd	Shire Vehicles Fuel Usage - April 2025	MUNI	13,523.63
EFT60416	22/05/2025	Anne Deacon	ERC Umpire Payment: 06/05/2025	MUNI	55.60
EFT60417	22/05/2025	AusQ Training	Advanced Worksite Traffic Management - Works Staff - 7/07/2025 - 10/07/2025	MUNI	1,996.00
EFT60418	22/05/2025	Australind Landscaping Supplies	Garden Mix for Verge Mtce - Dardanup	MUNI	180.00
EFT60419	22/05/2025	B & B Cabinets	Raising Existing Seating Bench Throughout Including New Leg Supports - ECL	MUNI	3,300.00
EFT60420	22/05/2025	B & B Street Sweeping Pty Ltd	Sweeper Hire - Peninsula Lakes, Hazelgrove Crescent & Kerr Road	MUNI	3,855.79
EFT60421	22/05/2025	BCE Surveying Pty Ltd	Service Location - Ferguson Road	MUNI	1,003.75
EFT60422	22/05/2025	Blank Slate Creative	Blank Slate Creative Branding Proposal Graphic Design Elements & Photoshoot - ERC	MUNI	616.00
EFT60423	22/05/2025	Brett Hodgson	ERC Umpire Payment: 07/05/2025	MUNI	111.20
EFT60424	22/05/2025	Brianna Binning	ERC Umpire Payment: 07/05/2025	MUNI	250.20
EFT60425	22/05/2025	Brooks Hire Service Pty Ltd	Excavator Hire: 05-09/05/2025 - Meadow Lane	MUNI	1,385.84
EFT60426	22/05/2025	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	274.23
EFT60427	22/05/2025	Bunbury Auto One	Safety Beacon for Tractor - DA9781	MUNI	95.03
EFT60428	22/05/2025	Bunbury Coffee Machines	ERC - Cafe Goods	MUNI	308.00

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60429	22/05/2025	Bunbury Mower Service	Service & Sharpen Blades on Stihl Hedge Trimmers	MUNI	800.00
EFT60430	22/05/2025	Bunbury Plumbing Service	Inspect & Repair Outside Lady's Toilet - Dardanup Hall	MUNI	378.65
EFT60431	22/05/2025	Bunbury Toyota	Ad Blue Engine Oil - DA017	MUNI	43.96
EFT60432	22/05/2025	Bunnings Group Limited	Supplies for Patching Truck & Repair Items - Recycling Yard & Lofthouse Avenue	MUNI	627.99
EFT60433	22/05/2025	Caroline Mears	Chair Yoga Classes - ERC: May 2025	MUNI	140.00
EFT60434	22/05/2025	CHG-Meridian Australia Pty Limited	Nutanix License: 01/05-31/07/2025	MUNI	14,303.53
EFT60435	22/05/2025	Choiceone Pty Ltd	Labour Hire: 05-11/05/2025 - Martin Pelusey Road	MUNI	2,366.49
EFT60436	22/05/2025	Choices Flooring Bunbury	Supply & Install Vinyl Planks - Eaton CWA Hall	MUNI	5,115.00
EFT60437	22/05/2025	City of Kalgoorlie-Boulder	Refund Long Service Leave Contribution Jan Strijdom	MUNI	10,540.25
EFT60438	22/05/2025	Connect Call Centre Services	After Hours Call Centre - April 2025	MUNI	802.34
EFT60439	22/05/2025	Country Water Solutions	Reticulation Parts for Repairs - Millbridge Verges & Dardanup Cemetery	MUNI	613.36
EFT60440	22/05/2025	Dapco Tyre and Auto Centre	Service & Brakes - DA8673 & 2 x Tyres - 1TZV158	MUNI	1,306.58
EFT60441	22/05/2025	Dardanup Veterinary Centre	Sterilisation Program	MUNI	35.00
EFT60442	22/05/2025	Diesel Force	Repairs to Skid Restraint & Air Lines on Water Tank - DA628	MUNI	1,969.47
EFT60443	22/05/2025	Donna Bastow	ERC Umpire Payment: 07/05/2025	MUNI	111.20
EFT60444	22/05/2025	Driva Pty Ltd	Payroll Clearing - Novated Lease Liabilities	MUNI	1,842.14

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60445	22/05/2025	DX Print Group Pty Ltd	500 Business Cards - MFS & Principal Building Surveyor	MUNI	357.50
EFT60446	22/05/2025	Earth 2 Ocean Communications	GME 3500 Handset for 2 Way Radio - Depot	MUNI	90.00
EFT60447	22/05/2025	Ergolink Advanced Ergonomics	Delta 135 High Back Standard Moulded Foam Seat - for Director	MUNI	527.75
EFT60448	22/05/2025	Eve Yoga	1 Hour Yoga Classes: May 2025	MUNI	300.00
EFT60449	22/05/2025	Gloria Welsh	Refund Partial Gym Membership Fee Due to Cancellation	MUNI	229.79
EFT60450	22/05/2025	Hynes Contracting	AFL Protection Netting - Installation of Poles - Glen Huon Oval	MUNI	7,073.00
EFT60451	22/05/2025	Insight Enterprises Australia Pty Ltd	Azure Plan Consumption: March 2025	MUNI	94.67
EFT60452	22/05/2025	Jo Jingles South West	Jo Jingles Sessions for Early Learning Program - Eaton, Dardanup & Burekup: May 2025	MUNI	3,102.00
EFT60453	22/05/2025	John Creswell Hirst	Rates Refund for Assessment A9107	MUNI	230.57
EFT60454	22/05/2025	John Thompson	ERC Umpire Payment: 07/05/2025	MUNI	111.20
EFT60455	22/05/2025	Justin Golding T/as Bunbury Batman & Friends	Tronox Spring Out Marketing Video Concept: Bluey Performer: 02/05/2025	MUNI	250.00
EFT60456	22/05/2025	Kmart	3 x Metal Bar Stool - ERC	MUNI	87.00
EFT60457	22/05/2025	Landgate	Urban UV General Revaluation 2024/2025	MUNI	178.15
EFT60458	22/05/2025	Lily Knight	ERC Umpire Payment: 20/05/2025	MUNI	55.60
EFT60459	22/05/2025	Lobos Advisory Pty Ltd	Contractor Safety Management Course - WHS Coordinator	MUNI	632.50
EFT60460	22/05/2025	Luke Wilkinson	ERC Umpire Payment: 21/05/2025	MUNI	55.60

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60461	22/05/2025	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	930.00
EFT60462	22/05/2025	Midalia Steel Pty Limited	Steel & Mesh for Gas Bottle Cage - Dardanup Hall	MUNI	353.31
EFT60463	22/05/2025	MJ Goods	ERC - Cafe Goods	MUNI	99.60
EFT60464	22/05/2025	Naturaliste Hygiene	Supply & Replace Damaged Sharps on Eaton Foreshore & Watson Reserve Public Toilets	MUNI	880.00
EFT60465	22/05/2025	Officeworks Superstores Pty Ltd	Ergonomic Mouse - Director C&G	MUNI	129.00
EFT60466	22/05/2025	Pallet Racking Place	Longspan PPE Racking (3 Bays) - Upper Ferguson BFB - ESL Recurrent Exp	MUNI	1,705.00
EFT60467	22/05/2025	Paywise Pty Ltd	Payroll Clearing - Novated Lease Liabilities	MUNI	3,036.00
EFT60468	22/05/2025	Perfect Landscapes	Weekly Reserves & Lawn Mowing	MUNI	6,158.89
EFT60469	22/05/2025	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	939.25
EFT60470	22/05/2025	R & S Co Pty Ltd T/as Fresh Floral Studio	Anzac Day Wreaths - Burekup & Dardanup Services	MUNI	300.00
EFT60471	22/05/2025	Regional Media Specialists P/L	Advertising in Bunbury Herald Newspaper for Monthly Community News Page: April 2025	MUNI	1,031.89
EFT60472	22/05/2025	Rehan Shahid	Reimburse Uniform Purchase	MUNI	329.00
EFT60473	22/05/2025	Rent a Fence	Temporary Fencing to Access East Wing Change Rooms After Hours During Refurbishment of Main Change Rooms - ERC	MUNI	74.64
EFT60474	22/05/2025	Risk Management Technologies Pty Ltd	Chernalert Licence Renewal: May 2025-May 2026	MUNI	5,261.30
EFT60475	22/05/2025	Scope Electrical Contracting Pty Ltd	Replace Streetlight - Ins Claim - Electrical Power Surge - Ferguson BFB & Replace Faulty Timelock - Eaton Family Centre	MUNI	2,320.82

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60476	22/05/2025	Signs Plus	Name Badges for Shire Staff	MUNI	49.00
EFT60477	22/05/2025	Southern Lock and Security	Office Key - Eaton Admin Office	MUNI	20.00
EFT60478	22/05/2025	Sports Turf Association WA	WA Turf Seminar 22-05-2025 - Principle P&E & Team Leader P&E	MUNI	400.00
EFT60479	22/05/2025	Spraymow Services	Supply & Apply Ryegrass Over Playing Surface - Eaton Oval & Glen Huon Oval	MUNI	16,900.00
EFT60480	22/05/2025	Synergy	Electricity Supply - 14 x Locations	MUNI	12,723.27
EFT60481	22/05/2025	Te Wairimu Elinor Pomare	ERC Umpire Payment: 21/05/2025	MUNI	83.40
EFT60482	22/05/2025	Telstra	Staff Mobiles, Tablets & Phone - Eaton Admin	MUNI	4,362.43
EFT60483	22/05/2025	The Cafe Merchant & Merchant Warehouse Cafe	Morning Tea for LEMC Meeting: 07/05/2025	MUNI	201.00
EFT60484	22/05/2025	The South West Country Music Club Inc	Refund Hall Hire Bond - Receipt # 158409	MUNI	290.00
EFT60485	22/05/2025	Tint City	Directional & Braille Toilet Signage - ERC	MUNI	5,340.00
EFT60486	22/05/2025	Traffic Force	Traffic Control: Dowdells Line, Hamilton Road & Hutchinson Street	MUNI	9,881.28
EFT60487	22/05/2025	Tranen Pty Ltd	MAF 27038 - Weed Chemical Spray Targeting Veldt Grass - Pratt Rd	MUNI	3,643.20
EFT60488	22/05/2025	VDW Electrical	Supply & Non Standard Replacement of Water Damaged Weatherproof Battens for Patio - ERC	MUNI	2,057.46
EFT60489	22/05/2025	WALGA	Local Government Act Advanced Training - Manager HR	MUNI	654.50
EFT60490	22/05/2025	Water Corporation	Water Usage: 19 x Locations	MUNI	10,968.62
EFT60491	22/05/2025	Westbooks	Local Stock Purchase - ECL	MUNI	1,047.76

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60492	22/05/2025	Winc Australia Pty Ltd	Supplies for Library Programs	MUNI	421.43
EFT60493	29/05/2025	Allpest WA South West	Spray for Spider Control: Waterloo BFB - ESL Recurrent Exp	MUNI	484.00
EFT60494	29/05/2025	Andrea Waller	Rates Refund for Assessment A8209	MUNI	626.71
EFT60495	29/05/2025	Angelo Luigi Thomas Sadotti	Rates Refund for Assessment A2096	MUNI	5,000.00
EFT60496	29/05/2025	Asahi Beverages Pty Ltd	ERC - Cafe Goods - Drinks	MUNI	1,690.86
EFT60497	29/05/2025	Australian Tax Office	PAYG - Payrun: 23/05/2025	MUNI	82,212.00
EFT60498	29/05/2025	B & B Street Sweeping Pty Ltd	Street Sweeper Hire - Millard Street	MUNI	1,535.49
EFT60499	29/05/2025	Basketball South West Inc	ERC - Basketball Clinic for Vacation Care	MUNI	220.00
EFT60501	29/05/2025	Big Blue Electrical	Thermal Imaging of Switchboards - Eaton Admin Office, Depot & Dardanup Office	MUNI	2,398.00
EFT60502	29/05/2025	Blank Slate Creative	Branding Proposal Graphic Design Elements and Photoshoot - ERC	MUNI	2,200.00
EFT60503	29/05/2025	Brett Hodgson	ERC Umpire Recoup: 28/05/2025	MUNI	111.20
EFT60504	29/05/2025	Brock Joachim Nelson	Crossover Rebate - A12400	MUNI	159.00
EFT60505	29/05/2025	Bunbury Machinery	Service & Repairs to Peroqua Tractor Mower	MUNI	5,548.06
EFT60506	29/05/2025	Bunnings Group Limited	Tools For Make it Space	MUNI	498.21
EFT60507	29/05/2025	Capel Tree Service	Property Tree Pruning Clearance - 3 Charnley Vista	MUNI	880.00
EFT60508	29/05/2025	Carbone Brothers Pty Ltd	Gravel Delivered to Shire Pit - Panizza Road	MUNI	18,302.04
EFT60509	29/05/2025	Choiceone Pty Ltd	Labour Hire: 12-18/05/2025 - Martin Pelusey Road	MUNI	2,366.49

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60510	29/05/2025	Christine Worsfold	ERC Umpire Recoup: 27/05/2025	MUNI	55.60
EFT60511	29/05/2025	Chubb Fire And Security	Routine Service of Fire Protection System and Equipment - SoD Library, Admin & Community Building	MUNI	269.50
EFT60512	29/05/2025	Cleanaway Solid Waste Pty Ltd	6 x Invoices: Waste Disposal - Crooked Brook Road	MUNI	13,594.59
EFT60513	29/05/2025	Corsign WA Pty Ltd	Road Maintenance - Giumelli Road & Moore Road	MUNI	514.80
EFT60514	29/05/2025	Country Water Solutions	Reticulation Part for Repairs - Railway Reserve Burekup	MUNI	6.70
EFT60515	29/05/2025	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	530.13
EFT60516	29/05/2025	Cross Security Services	CCTV Camera & Install - Admin OH	MUNI	770.00
EFT60517	29/05/2025	Daryl Fishwick	ERC Umpire Recoup: 28/05/2025	MUNI	55.60
EFT60518	29/05/2025	Department of Fire and Emergency Services	2024/25 4th Quarter Instalment As Per Option B Agreement	MUNI	82,180.51
EFT60519	29/05/2025	Donna Bastow	ERC Umpire Recoup: 28/05/2025	MUNI	111.20
EFT60520	29/05/2025	Elliotts Irrigation Pty Ltd	Iron Filter Services - Millbridge Lakes & Watson Reserve - May 2025	MUNI	737.00
EFT60521	29/05/2025	Frontline Fire & Rescue Equipment	Personal Protection Fire Blanket - West Dardanup BFB - ESL Recurrent Exp	MUNI	620.66
EFT60522	29/05/2025	Hooleys Catering Company	Ordinary Council Meeting Dinner: 21/05/2025	MUNI	735.80
EFT60523	29/05/2025	Jeffrey Brian Fagan	Rates Refund for Assessment A9539	MUNI	1,388.00
EFT60524	29/05/2025	Kahlia Yoga	Yoga Classes in Dardanup: 25/03-13/05/2025	MUNI	320.00
EFT60525	29/05/2025	Kylee Wright	Refund Partial Vacation Care Fees Paid After CCS Applied	MUNI	209.00

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60526	29/05/2025	Kylie Tucker	Reimburse Uniform Purchase	MUNI	184.98
EFT60527	29/05/2025	Malatesta Road Paving and Hotmix	Deliver Premix to Shire Yard - Martin Pelusey Road	MUNI	862.99
EFT60528	29/05/2025	Melanie May Ring	Reimburse Uniform Purchase	MUNI	40.07
EFT60529	29/05/2025	Millwood Forest Products	Cutting & Drying of Timber Required for Wall Cladding in Meeting Room - Eaton Admin Office	MUNI	1,056.00
EFT60530	29/05/2025	Neil Nicholson	Refund Appeal Fee Against Licence Amendment Issued by DWER for Acceptance of Special Waste Type 3 - Banksia Rd	MUNI	50.00
EFT60531	29/05/2025	Outdoor World Bunbury	Refund Development Application Fee - F0416179 - Receipt # 161291	MUNI	147.00
EFT60532	29/05/2025	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	1,283.55
EFT60533	29/05/2025	Promote You	Embroidery of Staff Uniforms - Admin	MUNI	123.20
EFT60534	29/05/2025	Rehan Shahid	Reimburse Uniform Purchase	MUNI	60.40
EFT60535	29/05/2025	RTV Computers Pty Ltd	USB Video Sound Bar, 4 x Monitors, Splitter Cable, Wireless Keyboard & Mouse - Eaton Admin	MUNI	3,029.40
EFT60536	29/05/2025	Rudi Barnard	Crossover Rebate - A12406	MUNI	265.00
EFT60537	29/05/2025	Ruth Clifton	Refund Cat Cage Hire Bond - Receipt # 161047	MUNI	150.00
EFT60538	29/05/2025	Sanjay Kumar Karki	Rates Refund for Assessment A10351	MUNI	80.74
EFT60539	29/05/2025	Scavenger Fire & Safety	Fire Fighting Items - Dardanup Central BFB - ESL Recurrent Exp	MUNI	921.25
EFT60540	29/05/2025	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	643.25
EFT60541	29/05/2025	Services Australia T/as Centrelink	Payroll Deductions	MUNI	292.00

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60542	29/05/2025	Signs Plus	Name Badges for Shire Staff	MUNI	30.00
EFT60543	29/05/2025	South West Tree Safe	Tree Removal/Pruning - Hotham Street, Wunditch Reserve & Richards Road	MUNI	10,780.00
EFT60544	29/05/2025	Southern Lock and Security	2 x Keys for Switchboard Room Next to Western Power Room at SoD Eaton Office	MUNI	17.60
EFT60545	29/05/2025	Stacey Patterson	Reimburse Uniform Purchase	MUNI	83.93
EFT60546	29/05/2025	Steann Pty Ltd	Green Verge Side Bulk Collection - May 2025	MUNI	48,364.19
EFT60547	29/05/2025	Subway Treendale	MAF 27071/ 27070/ 37359 - Catering Platters	MUNI	824.00
EFT60548	29/05/2025	Synergy	Electricity Consumption - Glen Huon Oval & Club Rooms, Dardanup Oval & Depot	MUNI	5,902.05
EFT60549	29/05/2025	Te Wairimu Elinor Pomare	ERC Umpire Recoup: 28/05/2025	MUNI	55.60
EFT60550	29/05/2025	Tecon WA Pty Ltd	E-Waste Infrastructure Grant - Waste Transfer Station - Licenced Building Surveyor	MUNI	1,408.00
EFT60551	29/05/2025	Telstra	2 x Months Internet - Wellington Mills BFB	MUNI	50.00
EFT60552	29/05/2025	Theo Naude	Reimburse Uniform Purchase	MUNI	389.40
EFT60553	29/05/2025	Therese Price	ERC Umpire Recoup: 27/05/2025	MUNI	55.60
EFT60554	29/05/2025	Tina Marie Larkin	Crossover Rebate - A12350	MUNI	246.45
EFT60555	29/05/2025	Total Green Recycling	E Waste Processing / Recycling From Waste Transfer Station	MUNI	3,115.76
EFT60556	29/05/2025	Traffic Force	Traffic Control - Offer Road & DFES Incident 715002	MUNI	1,563.91
EFT60557	29/05/2025	VDW Electrical	Supply & Replace 2 x Streetlights & Time Switch - Townsite Lighting & Lighting Repair - Lofthouse Park	MUNI	3,165.04

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT60558	29/05/2025	Vivian Kennedy	Refund Incorrectly Charged DAP Fee	MUNI	147.00
EFT60559	29/05/2025	WALGA	2025 LG Emergency Management Forum Registration - Director Sustainable Development & Coordinator Emergency Services	MUNI	300.00
EFT60560	29/05/2025	Water Corporation	Water Use - Swan Avenue Reserve, Hunter Circle & Castlereagh Vista	MUNI	201.08
EFT60561	29/05/2025	Woodlands	Compostable Dog Waste Bags (350 Bags Per Roll) x 25 Cartons	MUNI	4,026.00
EFT60562	29/05/2025	Work Clobber	Protective Clothing - Public Works	MUNI	99.00
DIRECT DEBIT					
DD18680.1	02/05/2025	Commonwealth Bank of Australia	CBA Merchant Fees - April 2025	MUNI	1248.32
DD18725.1	09/05/2025	Commonwealth Bank of Australia	Payrix Fee Invoice	MUNI	9.24
DD18726.1	15/05/2025	Commonwealth Bank of Australia	Activity Statement	MUNI	638.06
DD18727.1	23/05/2025	Commonwealth Bank of Australia	Payrix Fee	MUNI	8.90
DD18728.1	26/05/2025	Australia Post	2024/25 Australia Post Commission for Rates Payments - April 2025	MUNI	16.36
DD18731.1	30/05/2025	PAYRIX	Payrix Fee	MUNI	11.23
DD18726.2	30/05/2025	PAYRIX	Payrix fee	MUNI	18.02
BPAY					
DD18716.1	28/05/2025	Engineers Australia	2025/26 Engineers Australia Membership Renewal - Director Infrastructure	MUNI	755.00
CHEQUE					

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
67	01/05/2025	Shire of Dardanup - Please Pay Cash	Eaton Office Petty Cash Recoup as at 23/04/2025	MUNI	200.80
INTERNATIONAL					
DD18691.1	15/05/2025	BPA Solutions	Annual Software Assurance Software: 01/07/2025 - 30/06/2026	MUNI	9,240.00
DD18694.1	15/05/2025	Lightning Tools Ltd	Lightning Conductor Web Part for SharePoint 2019 Annual Software Assurance: 30/06/2025-30/06/2026	MUNI	575.10
DD18703.1	22/05/2025	Cleverbridge	Standard Update & Support Service Valid From 14/06/2025-14/06/2026 For Installation With 300 User Licenses	MUNI	2,259.00
TRUST					
DEBIT CARD					
CREDIT CARD					
DD18724.1	27/05/2025	MAILCHIMP	Monthly subscription and charge for email newsletters: May 2025	MUNI	208.07
DD18724.2	27/05/2025	MAIN ROADS WESTERN AUSTRALIA	Road Safety Engineering Training Course - Manager Infrastructure	MUNI	346.50
DD18724.3	27/05/2025	INVARION RAPIDPLAN PTY LTD	Rapidpath Online subscription - 1 month	MUNI	109.95
DD18724.4	27/05/2025	WOOLWORTHS GROUP LIMITED - OPENPAY PORTAL	Recognition of Service Vouchers	MUNI	707.95
DD18724.5	27/05/2025	LIGHTBURN SOFTWARE LLC	Lightburn software - 5 additional seats	MUNI	395.00
DD18724.6	27/05/2025	SURVEYMONKEY EUROPE	Survey Monkey subscription to enable the Shire to undertake community surveys - May 2025	MUNI	111.00
DD18724.7	27/05/2025	Facebook Ireland Limited	ERC - ERC Program and Service Marketing	MUNI	755.10

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18724.8	27/05/2025	BRIGHT MARKET LLC T/AS FASTSPRING	VCarve Pro Software - Makerspace Edition - 12 months subscription	MUNI	159.13
DD18724.9	27/05/2025	SHIRE OF HARVEY	Transfer fee for DA004/ 1INE552 Manager Development Services	MUNI	38.80

FUEL PURCHASING CARD

31/03/2025	DA004	Fuel	106.37
31/03/2025	DA588	Fuel	2.08
31/03/2025	DA588	Fuel	80.52
1/04/2025	DA005	Fuel	80.82
1/04/2025	DA628	Fuel	278.68
1/04/2025	DA8222	Fuel	70.95
1/04/2025	DA9581	Fuel	184.03
1/04/2025	DA994	Fuel	112.15
1/04/2025	DA996	Fuel	129.33
2/04/2025	DA8370	Fuel	101.32
2/04/2025	DA8370	Fuel	11.39
2/04/2025	2WATERLOO	Fuel	54.76
2/04/2025	DA9287	Fuel	89.22
2/04/2025	DA196	Fuel	117.20
2/04/2025	DA9376	Fuel	100.61
2/04/2025	DA10105	Fuel	20.73
2/04/2025	DA689	Fuel	76.66
2/04/2025	DA993	Fuel	118.66
2/04/2025	DA613	Fuel	122.91
3/04/2025	DA9513	Fuel	251.86
3/04/2025	DA648	Fuel	52.13
3/04/2025	DA1684	Fuel	191.11
3/04/2025	DA10105	Fuel	35.95
3/04/2025	DA325	Fuel	223.90
4/04/2025	DA005	Fuel	97.88
4/04/2025	DA588	Fuel	2.79
4/04/2025	DA588	Fuel	78.23

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND
	4/04/2025	DA0	Fuel	72.76
	4/04/2025	DA955	Fuel	63.94
	4/04/2025	BUREKUP	Fuel	130.77
	4/04/2025	DA017	Fuel	168.51
	4/04/2025	DA329	Fuel	48.87
	4/04/2025	DA9605	Fuel	56.63
	4/04/2025	DA994	Fuel	106.25
	4/04/2025	DA613	Fuel	108.86
	7/04/2025	DA8200	Fuel	115.39
	7/04/2025	DA1314	Fuel	89.03
	7/04/2025	SUNDRY 1	Fuel	141.92
	7/04/2025	DA8222	Fuel	118.79
	7/04/2025	DA9287	Fuel	114.15
	7/04/2025	DA563	Fuel	29.16
	7/04/2025	DA995	Fuel	112.24
	8/04/2025	DA005	Fuel	90.00
	8/04/2025	DA588	Fuel	64.42
	8/04/2025	DA993	Fuel	131.21
	9/04/2025	DA8200	Fuel	76.39
	9/04/2025	DA698	Fuel	631.87
	9/04/2025	DA9513	Fuel	230.46
	9/04/2025	DA429	Fuel	77.10
	9/04/2025	DA10105	Fuel	62.45
	9/04/2025	DA994	Fuel	93.46
	9/04/2025	DA996	Fuel	126.91
	9/04/2025	DA995	Fuel	105.81
	10/04/2025	DA005	Fuel	82.67
	10/04/2025	DA588	Fuel	67.67
	10/04/2025	DA1314	Fuel	35.91
	10/04/2025	DA648	Fuel	117.62
	10/04/2025	008DA	Fuel	103.83
	10/04/2025	DA017	Fuel	148.24
	10/04/2025	DA988	Fuel	96.63
	10/04/2025	DA613	Fuel	132.94

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND
	11/04/2025	DA628	Fuel	220.56
	11/04/2025	DA588	Fuel	53.99
	11/04/2025	DA8673	Fuel	93.79
	11/04/2025	1WATERLOO	Fuel	196.49
	11/04/2025	DA329	Fuel	55.81
	11/04/2025	DA9605	Fuel	61.91
	11/04/2025	DA9668	Fuel	94.83
	12/04/2025	DA563	Fuel	47.92
	12/04/2025	DA613	Fuel	71.58
	14/04/2025	DA005	Fuel	84.95
	14/04/2025	DA1314	Fuel	83.69
	14/04/2025	BUREKUP	Fuel	159.63
	14/04/2025	DA8222	Fuel	84.98
	14/04/2025	DA10105	Fuel	18.36
	14/04/2025	DA993	Fuel	108.80
	14/04/2025	DA9781	Fuel	57.21
	15/04/2025	DA8457	Fuel	160.59
	16/04/2025	DA005	Fuel	64.79
	16/04/2025	DA955	Fuel	114.06
	16/04/2025	DA1314	Fuel	19.81
	16/04/2025	SUNDRY 1	Fuel	136.03
	16/04/2025	DA9287	Fuel	110.35
	16/04/2025	DA9605	Fuel	67.86
	16/04/2025	DA994	Fuel	93.67
	16/04/2025	DA995	Fuel	115.66
	16/04/2025	VARIOUS	Fuel	90.10
	17/04/2025	DA8200	Fuel	121.83
	17/04/2025	DA628	Fuel	163.17
	17/04/2025	DA0	Fuel	74.92
	17/04/2025	DA429	Fuel	37.69
	17/04/2025	008DA	Fuel	95.88
	17/04/2025	DA9376	Fuel	96.71
	17/04/2025	DA329	Fuel	47.08
	17/04/2025	DA996	Fuel	131.01

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND
	17/04/2025	DA988	Fuel	99.30
	17/04/2025		Fuel	-18989.59
	19/04/2025	DA563	Fuel	80.47
	19/04/2025	DA017	Fuel	144.34
	22/04/2025	DA004	Fuel	84.02
	22/04/2025	DA698	Fuel	500.80
	22/04/2025	DA648	Fuel	117.48
	22/04/2025	DA9605	Fuel	73.11
	23/04/2025	DA994	Fuel	97.63
	23/04/2025	DA993	Fuel	129.51
	24/04/2025	DA8200	Fuel	116.31
	24/04/2025	DA10091	Fuel	75.70
	24/04/2025	DA329	Fuel	58.02
	24/04/2025	DA9605	Fuel	46.36
	26/04/2025	DA8222	Fuel	87.40
	26/04/2025	DA017	Fuel	137.80
	28/04/2025	DA005	Fuel	96.18
	28/04/2025	DA1314	Fuel	89.21
	28/04/2025	DA9287	Fuel	100.77
	28/04/2025	DA10105	Fuel	45.88
	28/04/2025	DA9605	Fuel	24.27
	28/04/2025	DA995	Fuel	95.74
	29/04/2025	DA628	Fuel	157.91
	29/04/2025	DA9513	Fuel	367.68
	29/04/2025	DA9581	Fuel	216.07
	29/04/2025	DA9376	Fuel	82.90
	29/04/2025	DA9781	Fuel	95.45
	29/04/2025	DA9668	Fuel	55.82
	30/04/2025	DA588	Fuel	100.77
	30/04/2025	DA10105	Fuel	55.80
	30/04/2025	DA993	Fuel	110.12
			Fuel	

PAYROLL

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18676.1	09/05/2025	Aware Super Pty Limited	Payroll Deductions	MUNI	31,576.61
DD18676.2	09/05/2025	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	511.22
DD18676.3	09/05/2025	Hostplus	Payroll Deductions	MUNI	1,335.21
DD18676.4	09/05/2025	Australiansuper	Payroll Deductions	MUNI	8,338.69
DD18676.5	09/05/2025	Hesta Super Fund	Payroll Deductions	MUNI	1,832.66
DD18676.6	09/05/2025	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,219.37
DD18676.7	09/05/2025	Australian Ethical Superannuation	Payroll Deductions	MUNI	436.03
DD18676.8	09/05/2025	Australian Super	Superannuation Contributions	MUNI	378.65
DD18676.9	09/05/2025	Colonial First State First Choice Wholesale Personal Super	Payroll Deductions	MUNI	1,212.03
DD18676.10	09/05/2025	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	166.31
DD18676.11	09/05/2025	Plum Superannuation Fund	Superannuation Contributions	MUNI	757.08
DD18676.12	09/05/2025	Australian Retirement Trust	Payroll Deductions	MUNI	1,482.35
DD18676.13	09/05/2025	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	319.20
DD18676.14	09/05/2025	Public Sector Superannuation Accumulation Plan	Payroll Deductions	MUNI	669.51
DD18676.15	09/05/2025	Spirit Super	Superannuation Contributions	MUNI	348.08

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18676.16	09/05/2025	Unisuper	Payroll Deductions	MUNI	1,622.92
DD18676.17	09/05/2025	The Trustee for the Bendigo Superannuation Plan	Superannuation Contributions	MUNI	313.80
DD18676.18	09/05/2025	Caresuper	Payroll Deductions	MUNI	1,088.16
DD18676.19	09/05/2025	Commonwealth Essential Super	Superannuation Contributions	MUNI	55.87
DD18676.20	09/05/2025	Mercer Super Trust	Superannuation Contributions	MUNI	454.43
DD18676.21	09/05/2025	Brajen Super Fund	Superannuation Contributions	MUNI	238.72
DD18676.22	09/05/2025	Rest Superannuation	Payroll Deductions	MUNI	2,905.20
DD18676.23	09/05/2025	The Bro Code Super Fund	Superannuation Contributions	MUNI	62.59
DD18676.24	09/05/2025	Thomson Family Superannuation Fund	Superannuation Contributions	MUNI	1,117.78
DD18676.25	09/05/2025	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	9.27
DD18676.26	09/05/2025	MLC Super Fund	Superannuation Contributions	MUNI	1,914.05
DD18676.27	09/05/2025	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	361.29
DD18676.28	09/05/2025	Hughes Superannuation Fund	Superannuation Contributions	MUNI	73.45
DD18707.1	23/05/2025	Aware Super Pty Limited	Payroll Deductions	MUNI	31,558.36
DD18707.2	23/05/2025	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	512.91

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18707.3	23/05/2025	Hostplus	Payroll Deductions	MUNI	1,316.94
DD18707.4	23/05/2025	Australiansuper	Payroll Deductions	MUNI	8,478.08
DD18707.5	23/05/2025	Hesta Super Fund	Payroll Deductions	MUNI	2,081.39
DD18707.6	23/05/2025	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,072.69
DD18707.7	23/05/2025	Australian Ethical Superannuation	Payroll Deductions	MUNI	527.66
DD18707.8	23/05/2025	Australian Super	Superannuation Contributions	MUNI	346.48
DD18707.9	23/05/2025	Colonial First State First Choice Wholesale Personal Super	Payroll Deductions	MUNI	1,404.98
DD18707.10	23/05/2025	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	557.61
DD18707.11	23/05/2025	Plum Superannuation Fund	Superannuation Contributions	MUNI	775.44
DD18707.12	23/05/2025	Australian Retirement Trust	Payroll Deductions	MUNI	1,432.24
DD18707.13	23/05/2025	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	319.20
DD18707.14	23/05/2025	Public Sector Superannuation Accumulation Plan	Payroll Deductions	MUNI	780.78
DD18707.15	23/05/2025	Spirit Super	Superannuation Contributions	MUNI	348.08
DD18707.16	23/05/2025	Unisuper	Payroll Deductions	MUNI	1,602.61
DD18707.17	23/05/2025	The Trustee for the Bendigo Superannuation Plan	Superannuation Contributions	MUNI	313.81

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18707.18	23/05/2025	Caresuper	Payroll Deductions	MUNI	973.47
DD18707.19	23/05/2025	Commonwealth Essential Super	Superannuation Contributions	MUNI	72.90
DD18707.20	23/05/2025	Mercer Super Trust	Superannuation Contributions	MUNI	436.07
DD18707.21	23/05/2025	Brajen Super Fund	Superannuation Contributions	MUNI	341.03
DD18707.22	23/05/2025	Rest Superannuation	Payroll Deductions	MUNI	2,673.10
DD18707.23	23/05/2025	The Bro Code Super Fund	Superannuation Contributions	MUNI	62.59
DD18707.24	23/05/2025	Thomson Family Superannuation Fund	Superannuation Contributions	MUNI	1,157.47
DD18707.25	23/05/2025	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	18.52
DD18707.26	23/05/2025	MLC Super Fund	Superannuation Contributions	MUNI	1,926.80
DD18707.27	23/05/2025	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	346.26
DD18707.28	23/05/2025	Hughes Superannuation Fund	Superannuation Contributions	MUNI	73.45
					1,599,000.85

REPORT TOTALS

EFT	\$	1,458,877.87
Muni Cheque	\$	200.80
Trust	\$	-
Payroll	\$	122,311.45
Credit Card	\$	2,831.50
Debit Card	\$	-
Direct Debit	\$	1,950.13

CERTIFICATE of Chief Executive Officer

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

Payment	DATE	NAME	INVOICE DESCRIPTION	FUND
International	\$	12,074.10		
BPAY	\$	755.00		
TOTAL	\$	1,599,000.85		

Chief Executive Officer:  _____

Change to Officer Recommendation

No Change. **OR:**

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

Background

Council delegates authority to the Chief Executive Officer annually through Delegation 1.2.16, 1.2.31 and 1.2.35:

- To make payments from Trust and Municipal Funds;
- To purchase goods and services up to the value of \$250,000;
- To authorise Electronic Funds Transfer (EFT) files for Payroll and Accounts Payable payments to the Tax Office and other Government Agencies and Creditors where an Executed Agreement or legal obligation exists up to the value of \$500,000.

Legal Implications

Local Government Act 1995

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

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

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

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

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

S13A. Payments by employees via purchasing cards

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

prepared —

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

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

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

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.4.11) for full assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Schedule of Paid Accounts as at the 31 st January 2024	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.
	Reputational	Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively

Officer Comment

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

END REPORT

12.5 COMMITTEES

12.5.1 Title: Audit and Risk Committee Meeting held on the 11th June 2025

Reporting Department:	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
Reporting Officer	<i>Ms Ashlee Docking - Personal Assistant to Director Corporate and Governance</i>
Legislation	<i>Local Government Act 1995</i> <i>Appendix ORD: 12.5.1A – Minutes</i> <i>Appendix ORD: 12.5.1B – Interim Audit Results.</i>
Attachments	<i>Confidential Attachment A – Risk Management Dashboard Report</i> <i>Confidential Attachment B – Biannual Risk Management Report</i> <i>Confidential Attachment C – FMSR Report</i> <i>Confidential Attachment D – Audit Strategy Memorandum</i>

MINUTES OF THE SHIRE OF DARDANUP AUDIT AND RISK COMMITTEE MEETING HELD ON WEDNESDAY, 11TH JUNE 2025, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 2.00PM.

Overview

The Minutes of the Audit & Risk Committee Meeting held on the 11th of June 2025 (Appendix ORD: 12.5.1A) are attached.

OFFICER RECOMMENDED RESOLUTION ‘A’

THAT Council receives the Minutes (Appendix 12.5.1A) of the Audit & Risk Committee Meeting held on 11th June 2025.

OFFICER RECOMMENDED RESOLUTION ‘B’

THAT Council:

- 1. Receive the June 2025 report on the Western Australian Auditor General – Schedule of Reports.**
- 2. Acknowledge that the Shire of Dardanup has once again been positively recognised by the Office of the Auditor General as a top 20 achiever for 2023-2024 as a ‘best practice entity’ for financial reporting practices.**

OFFICER RECOMMENDED RESOLUTION ‘C’

THAT Council receive the biannual Risk Management Dashboard Report for this reporting period, as provided for in (Confidential Attachment “A” – Under Separate Cover).

OFFICER RECOMMENDED RESOLUTION 'D'

THAT Council receive the June 2025 update report on the implementation of actions required from the findings of the 2023/2024 Regulation 17 Review - (Confidential Attachment "B" – Under Separate Cover).

OFFICER RECOMMENDED RESOLUTION 'E'

THAT Council receive the June 2025 update report on the implementation of actions required from the findings of the Financial Management Systems Review (FMSR) (Confidential Attachment "C" – Under Separate Cover).

OFFICER RECOMMENDED RESOLUTION 'F'

THAT Council support and acknowledge the Audit Strategy Memorandum produced by the Office of the Auditor General, and OAG's sub-contractors Moore Australia (WA), for the 2024/25 annual financial report and accounts (Confidential Attachment 'D' – Under Separate Cover) which outlines the audit scope and approach, and key audit risk areas that will be a focus of audit procedures.

OFFICER RECOMMENDED RESOLUTION 'G'

THAT Council receive the Office of the Auditor General – Interim Audit Results for the Year Ending 30th June 2025. (Appendix ORD: 12.5.1B).

12.5.2 Title: Bush Fire Advisory Committee Meeting

Reporting Department:	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mr Ashwin Nair – Director Sustainable Development</i>
Reporting Officer	<i>Ms Renee Thomson - Personal Assistant to Director Sustainable Development</i>
Legislation	<i>Local Government Act 1995</i>
Attachments	

Officer Comment

The Bushfire Advisory Committee meeting was opened by the Chairperson on Wednesday, 11th June 2025 at 7.00pm by the Chairperson. Due to the lack of quorum the meeting was adjourned with a new meeting date to be advised.

13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

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

None.

15 PUBLIC QUESTION TIME

16 MATTERS BEHIND CLOSED DOORS

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

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

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

- S 5.23 (1) Subject to subsection (2), the following are to be open to members of the public-*
- (a) all Council meetings; and*
 - (b) all meetings of any committee to which a local government power or duty has been delegated.*

(2) If a meeting is being held by a Council or by a committee referred to in subsection (1) (b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following -

 - (a) a matter affecting an employee or employees;*
 - (b) the personal affairs of any person;*
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*
 - (e) a matter that if disclosed, would reveal -*
 - (i) a trade secret;*
 - (ii) information that has a commercial value to a person; or*
 - (iii) information about the business, professional, commercial or financial affairs of a person,*
where the trade secret or information is held by, or is about, a person other than the local government;
 - (f) a matter that if disclosed, could be reasonably expected to -*
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;*
 - (ii) endanger the security of the local government's property; or*
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*
 - (g) information which is the subject of a direction given under section 23 (1a) of the Parliamentary Commissioner Act 1971; and*
 - (h) such other matters as may be prescribed.*

(3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

OFFICER RECOMMENDED RESOLUTION

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

16.1 Title: Chief Executive Officer Review Committee Minutes

Reporting Department:	<i>Executive</i>
Responsible Officer	<i>Ms Kristy Burden – HR Manager</i>
Reporting Officer	<i>Ms Kristy Burden – HR Manager</i>
Legislation	<i>Local Government Act 1995</i>
Attachments	

DECLARATION OF INTEREST

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

17 CLOSURE OF MEETING

The Presiding Officer advises that the date of the next:

- Ordinary Meeting of Council will be Wednesday, the 23rd of July 2025, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

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