



# A G E N D A

## ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 25 November 2020  
Commencing at 5.00pm

At

Shire of Dardanup  
ADMINISTRATION CENTRE EATON  
1 Council Drive - EATON

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## NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup Council will be held on Wednesday, 25 November 2020 in the Council Chambers, Shire of Dardanup – Administration Centre Eaton, 1 Council Drive, Eaton – Commencing at 5.00pm.

A handwritten signature in black ink, appearing to read "A. Schönfeldt", is positioned above the name of the Chief Executive Officer.

**MR ANDRÉ SCHÖNFELDT**  
Chief Executive Officer

Date: 18 November 2020

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

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

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## VISION STATEMENT

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

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## COUNCIL ROLE

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

## DISCLAIMER

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

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

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

## RISK ASSESSMENT

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

**RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE**

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

**RISK - LIKELIHOOD TABLE**

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

**LEVEL OF RISK GUIDE**

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

**SHIRE OF DARDANUP**

**AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ON WEDNESDAY, 25 NOVEMBER 2020, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 5.00PM.**

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

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

*Acknowledgement of Country*

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

*Emergency Procedure*

*In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).*

*Affirmation of Civic Duty and Responsibility*

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

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

2.1 Attendance

2.2 Apologies

2.3 Leave of Absence



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

None.

**4 PUBLIC QUESTION TIME**

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

**COUNCIL RESOLUTION**

**THAT ..... be granted leave of absence for the Ordinary Council meeting to be held 16 December 2020.**

**6 PETITIONS/DEPUTATIONS/PRESENTATIONS**

None.

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

*7.1 Ordinary Meeting Held 28 October 2020*

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Ordinary Meeting of Council held on 28 October 2020, be confirmed as true and correct subject to no / the following corrections:**

*7.2 Special Meeting Held 12 November 2020*

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Special Meeting of Council held on 12 November 2020, be confirmed as true and correct subject to no / the following corrections:**

## 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

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

9.1 Title: Bunbury and District Softball Association – 2020/2023 Business Plan & 2020 Annual Financial Report

9.2 Title: Dardanup Waste Precinct and Landfill Petition

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

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

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

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

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

None.

**11 DECLARATION OF INTEREST**

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

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

*Note: Shire President, M T Bennett to ask Councillors and staff if there are any Declarations of Interest to be made.*

<b>12      REPORTS OF OFFICERS AND COMMITTEES</b>
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**12.1      Title:    Perth Wildcats Preseason Game Request**

*Reporting Department:*                      *Sustainable Development Directorate*

*Reporting Officer:*                          *Ms Lucy Owen-Conway – Manager Place and Community Engagement*

*Legislation:*                                      *Local Government Act 1995*

Overview

The purpose of this report is for Council to consider the request received from Perth Wildcats to host an NBL pre-season fixture at Eaton Recreation Centre sometime between the dates of 14 December to 20 December 2020.

Background

The Perth Wildcats are an Australian professional basketball team based in Perth and competing in the National Basketball League (NBL). The official 2020/21 season is set to commence in January which has been delayed from its usual October commencement due to COVID-19. They commonly host pre-season fixtures in two regional centres.

The Perth Wildcats have previously held a sold-out pre-season fixture at the Eaton Recreation Centre in 2017 which was very popular and well-received by the community. It also resulted in attracting people into the Shire from Perth Metropolitan and surrounding areas.

Legal Implications                                      -                      None.

Strategic Community Plan

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

Environment    -                      None.

Precedents    -                      None.

Budget Implications

In order to make the exercise financially viable, the Perth Wildcats have requested \$20,000 plus GST in financial support. In addition, they require the following to be provided:

- Venue hire and running costs;
- Event staff;
- Game equipment including technical support;
- Three change rooms;
- Up to thirteen trestle tables;
- 50 general admission tickets and 30 courtside VIP tickets;
- Five VIP reserved parking bays;
- Eskies and ice as required;
- The ability for Perth Wildcats to setup and sell merchandise and memberships;
- Sandwich platters for both teams and referees;

- 50 Gatorades and 4 cartons of water.

The Shire of Dardanup is responsible for all tickets sales and will receive all ticket revenue, plus revenue derived from food and beverage sales.

The following is a break-down of anticipated expenditure and revenue:

Item	Expenditure (\$)
Event Sponsorship	20,000.00
Complimentary tickets	1,800.00
Drinks	235.10
Sandwich Platters	100.00
Sundries	200.00
Chair hire	772.27
Staff	1,084.00
<i>Sub-total</i>	<i>24,191.00</i>
	Income (\$)
Ticket – General admission (600 x \$20)	12,000.00
Ticket – Courtside (250 x \$35)	8,750.00
Ticket - Member promotion (18 x \$0)	0.00
Café sales ( <i>estimated based on 2017</i> )	4,000.00
<i>Sub-total</i>	<i>24,750.00</i>
<b>TOTAL PROFIT</b>	<b>\$559</b>

As per the table above, it is anticipated there will be a small profit of \$559. The sponsorship amount and associated costs are unbudgeted expenditure. In the unlikely event the event does not generate the expected income and instead makes a loss, this will be sourced from the Eaton Recreation Centre's existing advertising budget given the expected marketing return.

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: 12.1A – Page 1) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Perth Wildcats preseason game request
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 sell tickets and café items, resulting in a greater loss.
	Reputational Rejection of offer could lead to fractured relationship with Perth Wildcats and a loss of marketing potential.

### Officer Comment

A request has been received from the Perth Wildcats (Appendix ORD: 12.1B – Page 2) to host an NBL pre-season fixture at Eaton Recreation Centre sometime between the dates of 14 December 2020 to 20 December 2020.

The Eaton Recreation Centre has capacity to host an event of this nature. A total of 600 general admission plus 250 Courtside seats are available, resulting in total capacity of 850 people. This would be achieved through utilising existing grandstands as well as hiring in courtside seating. In addition, as a member-retention strategy, it is proposed that an additional 18 tickets be made available in an Eaton Recreation Centre members-only box to enable the Centre to run a promotion for members where they can go in the draw to win tickets based on their attendance during a specified period. Example of the layout of the courts from the 2017 pre-season fixture hosted at the Eaton Recreation Centre is provided at (Appendix ORD: 12.1C – Page 4).

Support from Basketball Southwest would be sought in the form of providing a PA system, score benches, and partitioning. In exchange, Basketball Southwest will be provided the fundraising opportunity to run the bar and retain the proceeds of sales. It would be their responsibility to complete *Form 50 Approval Form Consumption of Alcohol*, and obtain a Liquor License from the Department of Racing, Gaming and Liquor. They would be responsible for providing any relevant security required by the Department.

The budget implications outlined above indicated that the Eaton Recreation Centre will make a small profit of \$559 should Council agree to host the fixture. However, the media coverage and increased exposure of the centre through spectators is significant and may have a long-term impact on memberships and casual users leading to an increase in both. The Perth Wildcats will be responsible for marketing the event including digital channels, website and print advertising. Players will be made available for local radio interviews, and advertising will be placed in press publications and radio. They will also oversee a post-game team signing session.

While it is difficult to place a price on marketing coverage, it is expected that the game will generate significant marketing benefit to the Eaton Recreation Centre. As an indication of potential reach, the Perth Wildcats Facebook page has 120,760 followers, and Instagram 70,300 followers. Additionally there is expected to be a large reach through the press, radio, and other advertising they will undertake.

The opportunity to host a fixture in Eaton is also of great benefit to our community who may otherwise have limited ability to attend a basketball event of this level.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

### Change to Officer Recommendation

No Change. **OR:**

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

### **OFFICER RECOMMENDED RESOLUTION**

#### **THAT Council:**

- 1. Supports the Perth Wildcat's request to host a 2020 NBL pre-season fixture at Eaton Recreation Centre.**

- 2. Authorises the unbudgeted expenditure of \$20,000 towards the Perth Wildcats pre-season game request from account (GL 1114013).**
- 3. Acknowledges and authorises the expected unbudgeted income of \$20,000.00 from event ticket sales and café sales from the Perth Wildcats pre-season game event.**
- 4. Authorises the following fees for the event:**
  - a) General admission tickets – 600 x \$20 each;**
  - b) Courtside tickets – 250 x \$35 each; and**
  - c) Member promotional tickets – 18 x \$0 each.**
- 5. Notes there is expected to be a small profit as a result of Council supporting this event.**

12.2 Title: Lease Agreement – 35 Martin Pelusey Road – Mr Mark Barnes

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

Overview

Council is requested to approve the lease of part of Lot 35 Martin Pelusey Road to Mr Mark Barnes for a further three year period.

Location Plan



Background

In May 2012, Council resolved to purchase Lot 101 Martin Pelusey Road, Waterloo with the intention of using the site for a future Depot. The portion of land bordered red above was identified as suitable for grazing and hay cutting.

In September 2012, and in accordance with S3.58 of the Local Government Act, a public notice was given calling for submissions from interested parties to lease the area. Two expressions of interest were received with Council awarding the lease to Mr Mark Barnes [320/12] at the 26 September 2012 Ordinary Council meeting.

Mr Mark Barnes is also the adjoining property owner, with his western boundary adjoining the eastern boundary of the above leased area.

The initial lease with Mr Barnes was for a period of two years, and expired in October 2014. This was renewed by Council for a three year period, expiring 31 December 2017. The Lease was again renewed in 2017 and is now due to expire on 31 December 2020.

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 —*
- (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*

Strategic Community Plan

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

Environment - None.

Precedents

Council has entered into leases with Mr Barnes on the property since 2012.

Budget Implications

Rental charges for the lease of the property has been \$50 per acre, per annum, (leased area is 72 acres) with a total amount of \$3,600 being received per annum for the last eight years. It is recommended that Council support the continuance of \$50.00 per acre, per annum for the next twelve months and that this fee be reviewed with consideration of current market rates for the remaining two years.

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 – Page 5) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Lease Agreement – 35 Martin Pelusey Road – Mr Mark Barnes
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 Failing to review and renew the lease agreement will be in breach of current lease terms
	Reputational Council would be seen in a negative light if we failed to meet our contractual and legislative requirements

Officer Comment

Mr Barnes uses the premises for grazing and making of hay, and pays rental of \$50 per acre, per annum, (leased area is 72 acres).

Mr Barnes contacted the Shire of Dardanup on the 24 October 2020 and requested to re-lease the area for a further period of three years.

It is recommended that a new lease be offered over the land for a further period of three years with an annual 12 month review clause included, wherein the Lessor can provide 12 months’ notice of withdrawing from the Agreement with no penalty.

The cancellation clause is recommended so that Council has the flexibility to resume control of the land if the need arises within the next three years.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

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

- 1. Leases 35 (Lot 101) Martin Pelusey Road to Mr Mark Barnes for a period of three years at a rental amount of \$50 per acre, for the first twelve months and for the rental fee to be reviewed with consideration of current market rates for the two years following.**
- 2. Authorises the Chief Executive Officer to negotiate the conditions of the lease with the lessee and include an annual review clause, where the option exists for the Lessor to provide the Lessee with 12 months' notice to withdraw from the Agreement with no penalty.**
- 3. Authorises the Chief Executive Officer and Shire President to execute the new lease.**

12.3 Title: Eaton Boomers– Business Plan – Extension of Time

Reporting Department: Corporate & Governance Directorate  
 Reporting Officer: Mr Phil Anastasakis - Deputy CEO  
 Legislation: Local Government Act 1995

Overview

Council is requested to provide an extension of time to the Eaton Boomers Football Club (EBFC) for the delivery of the Eaton Boomers Business Plan as required in the Lease and Management Agreement.

Background

In accordance with current lease agreement with the Shire of Dardanup, the Eaton Boomers Football Club are required to provide Council with an annual Business Plan that documents the EBFC's current annual operating position together with future strategies, financial and budget projections.

Following discussions between Council Officers and the new EBFC Committee in 2019, it was resolved [28-20] at the 26 February 2020 meeting to offer assistance to the Club through a facilitation process to assist with the Club's Strategic and Business planning.

*“THAT Council:*

1. *Approves the unbudgeted expenditure of up to \$4,400 (Exc. GST) for the facilitation of the Eaton Boomers Football Club Strategic/Business Planning process.*
2. *Request that the Chief Executive Officer write to the Department of Local Government, Sport and Cultural Industries, WA Football Commission and the SW Football League to seek their representation to assist with the Eaton Boomers Football Club Strategic/Business Planning facilitation process.”*

Sport and Recreation consultants were engaged to facilitate the consultation and review. The “Eaton Boomers Football Club & Eaton Sports Club ‘Way Forward’ Management Plan” – July 2020 was presented to Council at the 26 August 2020 OCM where the following was resolved [243-20]:

*“THAT Council:*

1. *Receives the “Eaton Boomers Football Club & Eaton Sports Club ‘Way Forward’ Management Plan” – July 2020;*
2. *Supports the establishment of an Eaton Sports Club sub-committee under the Eaton Boomers Football Club, with two Council representatives being:*
  - a) *Cr. MT Bennett; and*
  - b) *Cr. CN Boyce*
3. *Requires that the Eaton Boomers Football Club provide an updated three year Business Plan for the Eaton Sports Centre to Council by 30 October 2020, with expanded financial projections incorporating the elements noted in the “Eaton Boomers Football Club & Eaton Sports Club ‘Way Forward’ Management Plan”, and as outlined in this report.*
4. *Requires that the Eaton Boomers Football Club provide Council an update on their Business Plan annually by 30 October each year.”*

### Legal Implications

In accordance with Clause 11.5 and Clause 11.6 of the lease agreement for the facilities, it is a requirement that the EBFC provide to the Shire of Dardanup on an annual basis a Business Plan and reports detailing the EBFC achievements against the Business Plan together with relevant financial reports as per the following –

#### *11.5 Business Plan Requirements*

- (1) *The Lessor and the Lessee agree that the Business Plan must:*
  - (a) *be prepared by the Lessee and be for a three year period;*
  - (b) *be a comprehensive business plan, which includes without limitation details in respect of the vision, mission, operations, administration, marketing, promotion, Premises usage/access, Premises management, programming and activity development, customer management and staff management;*
  - (c) *include details on how the Lessee proposes to maintain, provide and promote community use and access to the Premises, and details on the proposed pricing for such usage;*
  - (d) *include details in respect of the proposed annual operating/financial budgets and pricing policy over the term of the Business Plan; and*
  - (e) *establish a baseline operations and basis of annual reporting to the Lessor. Annual reporting must include reporting against the Business Plan objectives and actions, audited financial statements and programming and activity summaries.*
- (2) *The Lessee covenants and agrees with the Lessor to review the Business Plan on an annual basis, and submit to the Lessor by 30 September in each year of the Term the amended Business Plan annually for its review.*
- (3) *The Lessor acknowledges and agrees that it will review the Business Plan jointly with the Lessee and agrees to use their reasonable endeavours to produce a Business Plan that maximises the operations of the Premises for the Lessee and the wider community.*
- (4) *The Business Plan must be prepared and maintained for a minimum of three years in advance, so that planning for the operation of the Premises is considered for an advanced period of time.*

#### *11.6 Reports*

*By 30 September in each year of the Term, the Lessee must provide to the Lessor:*

- (a) *a report outlining the Lessee's individual achievements against the Business Plan during the preceding year. The format of the report and the content of the report, must be to the Lessor's reasonable satisfaction;*
- (b) *a three year financial year forecast. The format of the forecast and the content of the forecast, must be to the Lessor's reasonable satisfaction; and*
- (c) *audited annual accounts for the previous financial year.*

Clause 23 of the lease agreement establishes the terms of which the Lessee may be in default of the lease agreement including any breach as follows –

#### *23.1 Events of Default*

*A default occurs if –*

- a) *any Amounts Payable (including the Rent) remain unpaid for 14 days after becoming due and written notice has been given to the Lessee to pay such Amounts Payable;*

- b) *the Lessee is in breach of any of the Lessee's Covenants (other than the covenant to pay the Amounts Payable) for 28 days after written notice has been given to the Lessee to rectify the breach;*

### Strategic Community Plan

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

Strategy 5.2.1 - Encourage Physical Activity by providing services and recreational facilities that encourage our community towards an active and healthy lifestyle.

(Service Priority: Very High)

Environment - None.

Precedents - None.

Council has supported the establishment of a lease agreement with the EBFC and have also supported the establishment of the;

- Eaton Boomers Football Club & Eaton Sports Club 'Way Forward' Management Plan, and
- Eaton Boomers Business Plan.

Council have also financially supported the engagement of sport and recreation consultant to facilitate a review of the Eaton Boomers Football Club operations.

### Budget Implications

Funding to support the facilitation of the Strategic/Business Plan process was made available by Council as per resolution [28-20] as unbudgeted expenditure.

Council resolved on the 25 March 2020 [59-20] to support a change to the standard lease conditions for all not-for-profit sporting and community groups within the Shire of Dardanup by not requiring the Lessee to reimburse Council the cost of insuring buildings and structures within their lease area. This resulted in the Eaton Boomers Football Club no longer being charged this insurance cost (\$9,171.80 for 2018/19 and \$9,379.55 for 2019/20), which had previously been reflected as the Lease Fee. The lease agreement refers to the lease fee being capped at \$5,000 per annum for five years, but inclusive of the insurance premiums. Due to the cost of insurance, this effectively means that the Eaton Boomers Football Club are not charged any lease fee.

Electricity costs are now in the first instance paid for by the Shire of Dardanup, as the majority of electricity costs in the summer months are associated with Council's watering and reticulation systems. A sub-meter has been installed to record the Club's usage, which is billed monthly by the Council.

### Budget – Whole of Life Cost

While this report does not directly consider whole of life cost of buildings, this remains a relevant consideration of Council and the Eaton Boomers Football Club in planning for the long term usage, maintenance and sustainable operation of the Eaton Sports Club.

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 – Page 6) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Eaton Boomers - Business Plan – Extension of Time
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 Potential risk to the Club should the club be unable to trade and, or comply with the relevant lease requirements.
	Reputational Potential risk to Shire and Club reputation should the club be unable to trade and, or comply with the relevant lease requirements.
	Legal and Compliance Potential risk of EBFC non-compliance with Lease Agreement.

Comment from Council’s representatives

*Shire President - Cr. M T Bennett*

*“Cr Boyce and myself, following our nomination to the Eaton Sports Club – subcommittee, attended a meeting where many issues were explained with regard to the interaction between Council and the other members of the committee. Running costs are probably the major cause of concern along with a definite lack of volunteers.*

*The building issues are easy to remedy if we can maintain the current management at the club for a couple of years and hopefully a slow change out to allow for some historic connection to remain and carry the club forward. The Boomers have not had consistent leadership over more than a couple of years for some time.*

*I have spoken to Department of Sport and Recreation District Manager, Mr Troy Jones and he has offered to assist in a restructure of AFL football in Eaton by bringing both the well-resourced and well run Eaton Junior Football Club and the Eaton Boomers together to have a more productive relationship. We will endeavor to get a President from a long established Bunbury Football Club to advise on many aspects of Club management including structure and how to manage and encourage volunteers into the club.*

*We hope to have this initiative completed before the end of December if possible.*

*Cr Boyce and I request Council extend the date for the three year business plan as per the recommendation below.”*

Officer Comment

The Club advised Officers that the requested Business Plan and financial projections would not be finalised and available for the 30 October 2020 OCM as required per Council Resolution [243-20] of the 26 August 2020. They did however provide an unaudited combined Profit and Loss Statement for 2019/20 and 2021 projections for the Boyanup Capel Dardanup Football Club.

Discussions with Council through the Eaton Sports Club Sub-Committee are ongoing through Cr Bennett and Cr Boyce.

As per Council's representatives recommendations, it is recommended that Council provide an extension of time for the submission of the Eaton Boomers Business Plan as required under section 11.6 of the Lease Agreement and in accordance with Council Resolution [243-20], including financial projections for both the Eaton Boomers Football Club and the Eaton Sports Club operations, to enable further deliberations to occur as the Eaton Sports Club Sub-Committee work through various aspects of the "Eaton Sports Club 'Way Forward' Management Plan".

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

- 1. Notes the advice provided by Council representatives on the Eaton Sports Club Sub-Committee under the Eaton Boomers Football Club regarding the work done to date by the committee; and**
- 2. Requires that the Eaton Boomers Football Club provide an updated three year Business Plan for the Eaton Sports Centre to Council by 31 March 2021, with expanded financial projections incorporating the elements noted in the "Eaton Boomers Football Club & Eaton Sports Club 'Way Forward' Management Plan", and as outlined in the confidential report dated 26 August 2020.**



#### 12.4 Title: CSRFF Grant Acceptance

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

#### Overview

The purpose of this report is for Council to consider accepting the Community Sport and Recreation Facilities Funding Grant (CSRFF) of \$20,000 toward the Eaton Skate Park Pump Track.

#### Background

The CSRFF is an annual State Government financial assistance program aimed at increasing participation in sport and recreation through the development of sustainable, good quality, well-designed and well-utilised facilities.

At the 27 July 2020 Council meeting Council resolved [213-20]:

*“THAT Council supports an application being submitted to the Community Sport and Recreation Facilities Funding minor grants program for the Eaton Skate Park Pump Track.”*

In accordance with the abovementioned resolution Officers submitted an application to the value of \$20,000 representing one-third of the total project cost in accordance with the funding guidelines. The Department of Local Government, Sport and Cultural Industries has advised that the grant has been approved (Appendix ORD: 12.4A – Page 7).

Legal Implications - None.

#### Strategic Community Plan

Strategy 1.3.3 - Maximise Shire grant funding received by the Shire. (Service Priority: Flagship)  
 Strategy 3.2.2 - Deliver a high level Sport & Recreational Services that encourages social connectedness by facilitating community participation in positive social networks, interaction and events. (Service Priority: Very High)

Environment - None.

Precedents - None.

#### Budget Implications

\$20,000 has been granted from the Department of Local Government, Sport and Cultural Industries toward the construction of the Eaton Skate Park Pump Track, representing one-third of the total project cost. The construction of the pump track is estimated to cost \$60,000 therefore the remaining \$40,000 is required to be funded from the Shire's own funds. It is recommended that this be sourced from the building maintenance reserves.

Budget – Whole of Life Cost - None.

Should the new facilities be constructed, there will be ongoing maintenance and asset management cost implications.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.4B – Page 8) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Community Sport and Recreation Facilities Funding Grant Acceptance
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                      Project exceeds the budget and funding allocation.
	Reputational                      There is a possibility of negative public reaction if the new facilities cannot be constructed.

Officer Comment

The Eaton Skate Park and Pump Track (see concept plan render at (Appendix ORD: 12.4C – Page 9) is an important project that is integral to the overall development of the future Civic Precinct. The development of the project included extensive community consultation and concept design workshops over a three-month period resulting in reoccurring requests to have a pump track to compliment the skate park in order to add to the all-ages appeal of the design allowing younger children to have an area separate to the main skate park and encourage the safety of all patrons. Further, recent consultation with youth in the Shire of Dardanup revealed that sport and recreation activities were ranked the most popular interest outside of school, study and work with many stating skate parks/BMX tracks were their preferred place to hang out.

The approval of the CSRFF grant funding presents an opportunity for the pump track stage of the overall Eaton Skate Park project to be implemented at a reduced financial burden to Council.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

- 1. Accepts the CSRFF grant funding of \$20,000 toward the construction of the Eaton Skate Park Pump Track;**

- 2. Approves the unbudgeted expenditure of \$40,000 required to meet the two-third contribution under the CSRFF grant agreement terms, to be sourced from the Building Maintenance Reserve.**

## 12.5 Title: Youth Advisory Group

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Isabel Cody – Place &amp; Community Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

### Overview

The purpose of this report is for Council to consider and endorse the addition of a fifth topic-based advisory group for youth.

### Background

At the Ordinary Council Meeting on 27 November 2019, Council considered and adopted the CP089 Advisory Group Policy [336-19]. This policy included the establishment of five topic-based and five placed based advisory groups to replace the Shire's Townscape Committees as outlined below.

- Eaton Advisory Group
- Dardanup Advisory Group
- Burekup Advisory Group
- Ferguson Valley Advisory Group
- Wanju & Waterloo Advisory Group
- Sustainable Development Advisory Group
- Economic Development Advisory Group
- Community Advisory Group
- Sport and Recreation Advisory Group
- Roadwise Advisory Group

During August and September 2020, Officers conducted youth consultation over a six-week period via a survey and ideas wall on an online engagement platform Social Pinpoint along with workshops with young people aged between 9 to 18 years in Burekup, Dardanup and Eaton. During the consultation period, 60 surveys were completed, five ideas were left on the ideas wall and 48 young people attended the workshops.

Legal Implications - None.

### Strategic Community Plan

Strategy 2.5.1 – Vibrant, welcoming and well-presented Town centres. (Service Priority: High)  
 Strategy 3.2.1 – An inclusive community that promotes active involvement in community life and a strong sense of Community pride (Service Priority: Very High)

Environment - None.

Precedents - None.

### Budget Implications

At present there is \$4,000 allocated to Youth Workshops and Activities in the 2020-21 budget (J11922). If a Youth Advisory Group is endorsed some of this funding will be required for catering, activities and supplies. However, no additional funds will be requested for this budget item.

Budget – Whole of Life Cost - None.

Council Policy Compliance

The established of a Youth Advisory Groups is in accordance with Exec CP089 – Advisory Groups Policy and Exec CP090 – Community Engagement Policy.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.5A – Page 10) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Youth Advisory Group
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Health Failure to ensure the physical safety of YAG members.
	Health Failure to ensure the mental wellbeing of YAG members.
	Legal and Compliance Failure to ensure that all people involved directly with the YAG has a Working with Children check.
	Legal and Compliance Failure to ensure the security and privacy of the YAG member’s personal information.
	Reputational The YAG representation of the Shire of Dardanup to the broader community is poor.  Council’s representation to young people via the YAG is poor.  Council not endorsing the recommendation to establish a YAG.  Staff not adhering to the Shire of Dardanup Code of Conduct.

Officer Comment

During the youth consultation conducted in August and September 2020, 45 young people responded that they would like more youth events and activities in the Eaton, Burekup and Dardanup areas including the development of a large youth event during National Youth Week in April 2021. A full summary of consultation undertaken is available at (Appendix ORD: 12.5B – Page 12).

Establishing a Youth Advisory Group (YAG) will provide an opportunity for young people within the Shire of Dardanup to be actively involved in developing, planning and implementing youth events, activities and projects in their communities. This will ensure the Shire is catering to the interests and needs of young people in-turn aiding the overall success of the event or activity. Importantly, the YAG will ensure young people are effectively informed on matters that affect them and their communities, and provide an opportunity for this previously under-represented demographic to provide input and have their say on Council projects and activities.

The YAG will also provide members with ongoing opportunities to develop their leadership and advocacy skills that will assist them to be actively involved in their communities. To further develop these skills, members of the YAG will be provided with youth development and leadership opportunities through ongoing development training, workshops and programs.

As outlined in the Terms of Reference (Appendix ORD: 12.5C – Page 24) membership will be sought from young people aged 12-24 within the Shire of Dardanup. The 2010 National Strategy for Young Australians defines youth as 12-24 years of age, which is why this age bracket has been selected. There will be no maximum number of youth representatives on the group and the YAG monthly meetings will rotate locations between Eaton, Dardanup and Burekup to ensure young people from each 'place' are provided an opportunity to be involved.

The objectives of the YAG are to:

- Act in an advisory capacity on matters relating to youth, with a specific focus on:
  - Youth Events and Festivals;
  - Youth Programs;
  - Youth Art projects;
    - Performing Art
    - Public Art
    - Events
  - Youth Engagement and Inclusion
  - Youth Connection
  - Youth Health and Wellbeing
- Provide advice and make recommendations relating to:
  - The formation of a community and Council vision with regards to youth development and empowerment, along with youth events and activities; and
  - The development and implementation of relevant youth initiatives, programs and events.
- Empower youth to develop leadership and advocacy skills that assist them to be actively involved in their communities.

The total number of youth engaged over the past three months via the youth consultation period, school holiday planning workshops, and one-on-one discussions has been between 80-90 young people. Of these, about 25% of young people expressed interest in being involved in a YAG with 11 young people Burekup, five in Eaton and five in Dardanup. This high level of early interest demonstrates a need for a YAG in our community.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council establishes a Youth Advisory Group and endorses the Terms of Reference 2020 as provided for in (Appendix ORD: 12.5C).**

## 12.6 Title: Youth Development Programs

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Isabel Cody – Place &amp; Community Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

### Overview

The purpose of this report is for Council to consider the proposed youth development program options for 2021-2022.

### Background

For the past five years Council has supported the development of youth by providing them the opportunity to receive a scholarship to participate in a Youth Explorer Voyage with the Leeuwin Ocean Adventure Foundation.

These scholarships have been offered based on the amount allocated by Council each year in addition to any external sponsorship obtained from business and community groups.

At the Ordinary Council Meeting on 16 October 2019 Council resolved [292-19]:

*“THAT Council:*

- 1. Fund a further two places for this year’s Leeuwin Scholarships;*
- 2. Appoint the two Councillors for the Selection Panel after nominations have closed;*
- 3. Request the Chief Executive Officer and Shire President select those two Councillors; and*
- 4. Request the Chief Executive Officer to investigate alternative personal development opportunities for young people for the future.”*

The Leeuwin Scholarships has been a very successful program and has provided during the past five years the opportunity for 22 young people to be involved in the Youth Explorer Voyage program. This report provides Council with some alternative youth development opportunities to consider.

Legal Implications - None.

### Strategic Community Plan

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

Strategy 5.2.3 - Deliver a high level of library facility and community services to enhance the sharing of knowledge for our community. (Service Priority: High)

Environment - None.

Precedents - None.

Budget Implications

There is \$5,000 allocated in the 2020/2021 budget to support youth development through the Leeuwin Ocean Adventure Scholarships (J08712). Should Council decide to cease involvement in the Leeuwin program it is recommended that this budget be transferred to an alternative youth development approach as outlined in the Officers Comment. As with the current Leeuwin Scholarships, additional funding will be sourced from corporate and community sponsors to support the chosen youth development program for 2021/22.

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: 12.6 – Page 30) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Youth Development Programs
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial An inefficient amount of corporate sponsorship is secured to support the program.
	Reputational Council selects a youth develop program option that is not supported by young people.
	Reputational There is criticism from the community and past sponsors for discontinuing the Leeuwin Scholarship Program.

Officer Comment

Officers have investigated a number of youth development options and provide the following five options for Councils consideration. All options focus on development opportunities for individuals and are open to all young people aged 12 – 24 years who reside within the Shire of Dardanup.

- *Option 1 – Bush Adventure Learning Camp Program with Right Foot Forward*

This program is held in the Margaret River Region and is based in the Boranup Forest. All accommodation is in tents and participants are involved in cooking their own meals, setting up camp and a number of outdoor activities including:

- Expedition Hiking
- Caving
- Team Building Activities
- Abseiling
- Cultural programs



This program includes transportation to and from the camp, making it accessible and inclusive.

It is recommended by Right Foot Forward to have a Shire of Dardanup staff member attend the program to help build relationships and assist with easing young people's nerves with a familiar face however, this is not mandatory.

Cost for the program:

- 5 day program - \$1400
- 3 day program - \$850

There is also no minimum number for this program.

- *Option 2 – Personal Development Funding Pool*

All youth development funding will be allocated to the Personal Development Grants funding pool with a review to the policy to include youth development activities to the criteria.

Young people can apply for up to \$400 to go towards activities, workshops, events and programs that have a direct youth development outcome such as leadership, skill-building, teamwork, resilience, etc.

This option considers the varying needs and interests of young people in the community; however, could limit corporate funding opportunities as community groups and organisations would be less likely to sponsor individual people.

- *Option 3 – Youth Explorer Voyage with the Leeuwin Ocean Foundation*

Continue the Leeuwin Scholarship Program for 2021-22.

#### *Options for the Youth Advisory Group*

The below youth development options focus on the development of the Youth Advisory Group (YAG). Through these options, the YAG will work on projects, programs and/or events that have direct positive impacts and outcomes for all young people in their communities.

It is likely these options will attract more funding opportunities from community groups and corporate sponsors as they have a broader impact on the community as a whole.

- *Option 4 - Community Engagement Program with Youth Leadership Academy Australia*

This community engagement program although non-accredited is designed to instil resilience, confidence and ownership in young people that leaves them feeling the desire to empower their peers to step up as leaders. The Youth Leadership Academy Australia has a 'For Youth, By Youth' approach, which allows them to understand firsthand the adversities and challenges young people face and is why they have the ability to create such strong connections with young people during their programs.

The program focusses on the following 3-part process with each sub-branch of the YAG developing a youth project to deliver in their community in Eaton, Burekup and Dardanup (three projects in total) with the support of the Shire of Dardanup and the Youth Leadership Academy Australia.

- Part 1: Training.  
The program trainers work with the Shire of Dardanup to determine what skills, tools and learnings the young people are to be equipped with.
- Part 2: Student-Led Initiatives.  
Participants identify problems within their community that impact them, then are supported to create a plan to solve this issue—empowering them to realise the importance of their voice and how they can make an impact.
- Part 3: Post Event Program.  
Finally, the program trainer’s work with the Shire to develop a post-event program to support young people to maintain the momentum they had at the program to allow these initiatives to come to life.

The program is run by Wil Masrasa who is an 18-year-old social entrepreneur, committed to supporting youth across the globe to realise their true potential. Wil has over 5 years’ experience within the Youth Leadership industry and has worked with Local Governments across Australia, including the City of Bunbury, to empower young people to be leaders within their community. He has been recognised for his work, by being one of four finalists in the WA Youth Awards in Community Leadership for two consecutive years. In early 2018, Wil was awarded 2018 International Young Philanthropist and was also a semi-finalist in the 2020 WA Young Achiever Awards. Wil also grew up and resides in the Bunbury area.

This option will include an opportunity for the YAG to attend the State Youth Leadership Conference in Perth in early 2022, which is hosted by the Youth Leadership Academy Australia. The conference is held annually across eight locations in Australia and New Zealand and has over 2500+ young people registered for the conference in 2021. The goal of the conference is to empower a positive approach to leadership, creative ways to undertake teamwork, communication and coaching skills, and an opportunity to hear from successful entrepreneurs that the pathway to creating a successful business can be achieved.

The event objectives include:

- Empower young people to become community as leaders.
- Prepare participants with leadership skills for the future.
- Assist young people in becoming more aware of their ability to make an impact.
- Encourage youth to understand the power of collaborating instead of competing.
- Create a safe space where young people can be ambitious with no limitations.
- Help youth become more aware of the opportunities that entrepreneurship brings.

Cost of the program:

- Total program fee is \$2,000.

Cost of the conference:

- \$39 per young person.
- \$10 per adult/supervisor.

The estimated total cost of the program and for the YAG to attend the conference is \$3000.

Any additional funding from the budget, along with funding from corporate sponsors, will fund the nominated youth projects developed through the program.

- *Option 5 – In Your Head Youth Mental Health Forum with Zero2Hero*

The Zero2Hero youth mental health forum, In Your Head, will be held on Thursday 2 September 2021. Information for this event is yet to be released but will include keynote speakers and breakout sessions.

Cost on the Forum

- \$35 per young person
- \$15 per adult/supervisor

The estimated cost for the YAG to attend the forum would be about \$1000; however, funding would be needed to support the young people to put the skills learnt during the conference into action within their communities.

It is recommended that Council adopt option four as outlined above as Officers consider it best aligned with the outcomes of the Strategic Community Plan and objectives of the Youth Advisory Group.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

- 1. Endorses Option 4 - Community Engagement Program with Youth Leadership Academy Australia as the Youth Development Program for 2021-22 and requests the Chief Executive Officer to provide a report to Council at the conclusion of the program for consideration of its continuation into the future; and**
- 2. Requests the Chief Executive Officer informs Leeuwin Ocean Adventure Foundation of the outcome of this report.**

12.7 Title: Greater Bunbury Region Scheme Amendments – Wanju Urban Expansion Area and Waterloo Industrial Expansion Area

Reporting Department: Sustainable Development Directorate  
Reporting Officer: Mr Murray Connell – Manager Development Services  
Legislation: Planning and Development Act 2005

Overview

This report seeks Council approval to support the proposed Greater Bunbury Region Scheme (GBRS) Amendments for the Wanju Urban Expansion Area and the Waterloo Industrial Expansion Area.

Background

The Western Australian Planning Commission (WAPC) is seeking comment on two proposals to amend the GBRS to rezone various lots within the locality now known as Wanju and also Waterloo to the Urban Deferred Zone and the Industrial Deferred Zone in order to facilitate future urban and industrial developments. Please refer to (Appendix ORD: 12.7A – Page 31) and (Appendix ORD: 12.7B – Page 67) for a copy of the amendment documents.

Both the Wanju Urban Expansion Area and Waterloo Industrial Expansion Area were formally identified in the WAPC endorsed *Greater Bunbury Strategy 2013* following an extensive public consultation and public advertising of the draft Strategy in 2011.

- *Wanju Urban Expansion Area (GBRS Amendment 0059/41)*

The Wanju Urban area is located east of the existing suburb of Eaton and the Forrest Highway and represents the major greenfield urban expansion area for the Shire of Dardanup and the Greater Bunbury Region once the existing greenfield sites of Kingston, Treendale, Millbridge, Parkridge, Eaton, Glen Iris, Tuart Brook and Dalyellup have been largely developed out.

The subject land has an area of 1,134 hectares and extends from the southern bank of the Collie River in the north to the South Western Highway, and from the Forrest Highway/Hynes Road in the west to the proposed alignment of the Bunbury Outer Ring Road in the east. The subject land is situated in the locality of Waterloo, some 9 to 13km east of the Bunbury CBD. The subject land currently supports agricultural uses, primarily grazing.

The proposal involves the amendment of the existing rural zoning to the Urban Deferred Zone under the GBRS. The Urban Deferred Zone is described as *'land suitable for future urban development but where there are various planning, servicing and environmental requirements which need to be addressed before urban development can take place.'*

- *Waterloo Industrial Expansion Area (GBRS Amendment 0060/41)*

The Waterloo Industrial area is located east of the existing industrial area known as Picton South. It has an area of approximately 1,350 hectares and is immediately located south of the Perth to Bunbury rail line. It is bounded on the west by Martin-Pelusey Road and Waterloo Road to the east, and Copplestone Road and Damiani-Italiano Road to the south. The subject land is situated in the locality of Waterloo and Paradise, some 14km east of the Bunbury CBD.

The brickyard in the north-east corner of the site on Waterloo Road has not been included as the site is already zoned Industrial. The amendment also does not include the reservation for the Bunbury Outer

Ring Road at this stage as this will be the subject of a separate amendment in the future once the final alignment, detailed design and land acquisition is finalised.

The proposal involves the amendment of the existing rural zoning to the Industrial Deferred Zone under the GBRS. The Industrial Deferred Zone is described as *'land suitable for future industrial development but where there are various planning, servicing and environmental requirements which need to be addressed before industrial development can take place.'*

#### Legal Implications

The amendment process is regulated by the *Planning and Development Act 2005* and Section 41 sets out the procedure for processing amendments which the WAPC considers a substantial alteration to the GBRS.

#### Strategic Community Plan

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

#### Environment

The proposed amendment was referred to the Environmental Protection Authority (EPA) for advice on whether environmental assessment would be required. The EPA has advised that the proposed amendment does not require formal assessment under part IV of the *Environmental Protection Act 1986*.

#### Precedents

In 2014 a memorandum of understanding was established between the WAPC and the Shire to jointly progress planning for both Wanju and Waterloo.

Most recently, Council at its meeting held on 15 May 2019 resolved to endorse a submission on the draft District Structure Plans for both Wanju and Waterloo in which the submission expressed the Shire's strong support for both Plans. Please refer to (Appendix ORD: 12.7C – Page 102) for a copy of the submission. The submission also raised a number of points that are relevant to the GBRS amendments and it is proposed that the Shire reiterate those points.

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: 12.7D – Page 106) for the full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Making a submission on the Greater Bunbury Region Scheme Amendments
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 By not making a submission Council could be seen as having no opinion on the amendments.

### Officer Comment

The Department of Planning, Lands and Heritage, in collaboration with the Shire of Dardanup and other Government agencies, have prepared District Structure Plans for both Wanju and Waterloo, which were endorsed by the WAPC at its meeting on 30 October 2019.

The purpose of those District Structure Plans is to set out an informing strategy to guide the vision and desired development and environmental outcomes for the urban and industrial expansion areas, and in doing so, provide the context and framework for proposed amendments to the GBRS, the Shire of Dardanup’s Local Planning Scheme and more detailed planning in the form of Local Structure Plans.

It is recommended that Council supports the Amendments to the GBRS as this will make provision for the District Structure Plans vision and allow for the future implementation of the District Structure Plans.

- *Wanju Urban Expansion Area (GBRS Amendment 0059/41)*

The forecast is that Wanju land will be required in the next 5+ years following the approval of the current GBRS amendments. Therefore the DCP’s needs to be drafted and approved by the Department of Planning, Lands and Heritage (DPLH) as soon as possible in order to provide certainty to prospective developers and landowners as to the overall costs of developing the land. Given the considerable costs and complexities involved in the preparation of DCP’s, the Shire requests financial and/or staff support from the State Government for the preparation of such plans for Wanju and Waterloo. Council would also actively seek to establish a working group with the DPLH and other relevant State Government Agencies for input into the preparation of the DCP’s for Wanju and Waterloo.

Over the next 5+ years it is envisaged that there will be a shortage in land supply in the greenfield master-planned communities of the Greater Bunbury area as the last stages of subdivisions such as Dalyellup – Capel, Treendale – Harvey and Millbridge – Eaton are built out. Wanju will need to be developed and lots made available to meet the future market demand as this is one of the last large parcels of land to cater for a master-planned community which can address the urban requirements of the Greater Bunbury region over the next 40+ years. The development of Wanju will not exclude redevelopment or infill development for medium to higher density in the Greater Bunbury area, however this will require longer lead-in times and a market acceptance of the redevelopment opportunities, which most likely will require the need for Townsite Strategies to be developed. These Townsite Strategies will need to include an assessment of existing areas capable of infill development and will most likely have to provide incentives/best practice and innovative solutions towards the development. Allowing simultaneous development of Wanju over the short to long term will ensure a balanced and sustained approach to urban growth within the Greater Bunbury Area.

- *Waterloo Industrial Expansion Area (GBRS Amendment 0060/41)*

Waterloo represents a significant medium to long-term economic development opportunity for Greater Bunbury area. Making available adequate industrial and commercial land in Waterloo for the future will require a lead-in time of approximately 5+ years to bring this land onto the market. It is well situated within close proximity and with good road and rail linkages to the Port of Bunbury, and will have excellent access to the proposed Bunbury Outer Ring Road.

In conclusion, officers recommend that Council emphasise its strong support for both GBRS Amendments and trust that the comments provided in the submission will be considered through the consultation process. Submissions on the Amendments close on 14 December 2020 and therefore deferring the matter is not recommended.

Council Role - Advocacy.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council advises the Western Australian Planning Commission that it supports the Greater Bunbury Region Scheme Amendments 0059/41 and 0060/41 for the Wanju Urban Expansion Area and the Waterloo Industrial Expansion Area.**

12.8 Title: Allocation of Funds – Alexander Poad Bequest

Reporting Department: Corporate & Governance Directorate  
 Reporting Officer: Mr Phil Anastasakis - Deputy CEO  
 Legislation: Local Government Act 1995

Overview

This report presents Council with correspondence received from the Dardanup branch of the Australian Red Cross and their subsequent approval and request for the direction of funds from the Alexander Poad Bequest.

Background

In June 2016 the Shire of Dardanup and the Australian Red Cross Society entered into an Agreement (Appendix ORD: 12.8A – Page 107) to allocate funds received by the Red Cross as a beneficiary under the Will of the late Alexander Edwin Poad towards the refurbishment of the Dardanup Bushfire Brigade. Mr Poad had bequeathed \$152,000 to the Dardanup Branch of Red Cross. The Agreement was made so as to consider and provide direction on the application of the Bequest.

At the OCM of the 30 September 2020, Council resolved the following [261-20]:

*“THAT Council:*

1. *Authorises unbudgeted capital expenditure of \$540,000 for the new Dardanup Central Bushfire Brigade facility;*
2. *Acknowledges and authorises the unbudgeted income of \$450,000 from the Local Government Grant Scheme Funding towards the project.*
3. *Authorises the use of Mr Alexander Edwin Poad’s bequeathed estate for the supply and associated works, at nil cost to Council, related to the Dardanup Central Bushfire Brigade redevelopment; and approves the transfer of the funds from the Municipal Liability Account as a contribution to the project.*
4. *Considers the allocation of additional funds to seal the rear carpark of the proposed building as a budget request for the 2021/22 Annual Budget in consultation with the Dardanup Advisory Group and the Dardanup Central Bushfire Brigade.*
5. *Directs the Chief Executive Officer to ensure a plaque acknowledging the generous gift of Mr Poad and the Red Cross is included in the building; and*
6. *Requests the Chief Executive Officer consults with the Red Cross and Dardanup Central Brigade with regards to the design and works associated with the building.”*

Following the meeting the Chief Executive Officer wrote to the Dardanup branch of the Red Cross seeking its support as the other party to the agreement, to expend the funds on the proposed new building rather than on the expansion of the existing building as stipulated in the current agreement.

On the 21 October 2020, the Shire of Dardanup received notice from the Dardanup Unit of the Australian Red Cross (Appendix ORD: 12.8B – Page 108) supporting the request for up to \$60,000.00 to be allocated to the new building and requesting that the balance of \$30,000.00 (plus any interest that has accrued) to be held in Trust by the Shire for future consideration by Red Cross in consultation with the Shire.



Legal Implications

In 2016 an Agreement was signed by the Shire of Dardanup and Red Cross (Appendix ORD: 12.8A – Page 107) which outlined the terms of the bequest. It states as follows:

Clause 1(c):

*The sum of \$90,000 is to be paid to the Shire and allocated to the Dardanup Central Fire Brigade for the refurbishment of the fire station premises. This will involve external extension including an extra bay for a second vehicle as well as internal refurbishment to include showers, toilet (with disabled access) and a meeting room to be used for workshops/education. This will also include a plaque acknowledging Mr Poad as well as Red Cross – subject to all necessary approvals being obtained.*

Clause 4:

*The Shire must oversee the application of the Dardanup Share to ensure it is used for the purposes set out in clause 1. Once the Dardanup Share has been paid to the Shire by Red Cross, Red Cross will have no further responsibility to oversee the application of those moneys by the Shire.*

It should be noted that the agreement intended for the funds to be spent on the extension of the existing building as it is now intended to be spent on a new building it is appropriate to have both parties to the agreement agree before expenditure is undertaken.

Strategic Community Plan

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

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

Environment - None.

Precedents - None.

Budget Implications

Council resolved in September 2020 to authorise unbudgeted capital expenditure of \$540,000 for the new Dardanup Central Bushfire Brigade facility, with \$450,000 in grant funding being received from the Local Government Grant Scheme Funding towards the project.

As per the Dardanup branch of Red Cross letter \$60,000.00 from Mr Poad's estate is now available towards this project.

Budget – Whole of Life Cost

The new Dardanup Central Bushfire Brigade building will be included in Council's Building Asset Management Plan, where the required maintenance and eventual replacement will be itemised.

Council Policy Compliance

CP090 – Community Engagement.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.8C – Page 109) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Allocation of Funds – Alexander Poad Bequest
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 approve additional expenditure to enable site works for the Dardanup Central Volunteer Bushfire Brigade Redevelopment will cause capital grant funding to be forfeited.
	Reputational Failure to approve expenditure to enable site works for the Dardanup Central Volunteer Bushfire Brigade Redevelopment will leave Council seen in a negative light.

#### Officer Comment

The Chief Executive Officer sought the Dardanup Branch of Red Cross support for Mr Poad’s bequest to be used towards the new Dardanup Central Bush Fire Brigade Facility. The Dardanup Branch of Red Cross has kindly supported this request and agreed for up to \$60,000.00 towards the building at this stage.

Officers are currently working with the Dardanup Central Bush Fire Brigade on finalising the plans and will likely have more detailed cost estimates by the end of the year.

It is intended that once the brigade, in consultation with the sporting groups, are satisfied with the plans a tender will be called and presented back to Council early in the new year.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

#### Change to Officer Recommendation

No Change. **OR:**

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

#### **OFFICER RECOMMENDED RESOLUTION**

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

- 1. Receives and acknowledges the letter from the Dardanup Branch of the Australian Red Cross dated 21 October 2020; and**
- 2. Thanks the Dardanup Branch of the Australian Red Cross for their agreement to utilise \$60,000.00 of Mr Poad’s bequest towards the new Dardanup Central Bush Fire Brigade Building and for their ongoing service to our community.**

12.9 Title: Government Funding – New Apprentices and Trainees in the South West

*Reporting Department:* Corporate & Governance Directorate  
*Reporting Officer:* Mr Phil Anastasakis - Deputy CEO  
*Legislation:* Local Government Act 1995

Overview

Council is requested to endorse an application for funding to employ a Junior Trainee Rates Officer through the newly released Australian Government Boosting Apprenticeship Commencements wage subsidy program.

Background

To assist with recovery from the impact of COVID-19, the Australian Government has announced a \$1.2 billion Boosting Apprenticeship Commencements wage subsidy to support businesses taking on new apprentices and trainees. The subsidy is available to employers of any size or industry, and has been designed to build a pipeline of skilled workers to support sustained economic recovery. It is anticipated that the program will provide school leavers and job seekers with the opportunity to upskill or reskill in identified areas of need.

The subsidy is available from 5 October 2020 to 30 September 2021, with a 50 per cent wage subsidy up to \$7,000 per quarter available to eligible employers, capped at 100,000 successful applicants.

Eligibility requirements include the engagement of the apprentice or trainee between 5 October 2020 and 30 September 2021, and stipulates that they be undertaking a Certificate II or higher qualification with a training contract formally approved by the state Training Authority.

Legal Implications

Local Government Industry Award 2020 – Schedule E National Training Wage requirements to be adhered to.

Strategic Community Plan

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

Environment - None.

Precedents

Council has in the past employed trainees and apprentices, but currently does not have any.

Budget Implications

According to the Local Government Industry Award 2020 Schedule E, the National Minimum Training Wage for Wage Level A full time traineeships is as follows:

	HIGHEST YEAR OF SCHOOLING COMPLETED		
	Year 10 Per week \$	Year 11 Per week \$	Year 12 Per week \$
School leaver	264.70	291.60	347.40
Plus 1 year out of school	291.60	347.40	404.30
Plus 2 years out of school	347.40	404.30	470.50
Plus 3 years out of school	404.30	470.50	538.70
Plus 4 years out of school	470.50	538.70	
Plus 5 or more years out of school	538.70		

Should the application for funding be successful, Council would be eligible to claim up to 50% reimbursement for wages up until 30 September 2021. Based on employing a person who has just finalised their year 12 studies in 2020, the direct salary cost for 2020/21 would be \$9,035.00, less the 50% subsidy of \$4,517.50, giving a net cost to Council of \$4,517.50.

For 2021/22 the direct salary cost would be \$9,035.00 (based on a 12 month traineeship), less the 50% subsidy to 30 September of \$2,258.75, giving a net cost to Council of \$6,776.25.

The full-time Rates Officer position is currently relieved by a part-time 0.7 person, providing 0.3FTE within the existing budget to fund Council's portion of this Traineeship role. This enables this Traineeship to be full funded within the existing budget allocation for 2020/21 and 2021/22.

The current hourly rate for our Rates Officer is Level 5, Step 1, \$34.6443 per hour.

#### Budget – Whole of Life Cost

As no assets have been created, there are no whole of life implications.

Council Policy Compliance - None.

#### Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.9 – Page 110) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Government Funding – New Apprentices and Trainees in the South West
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Not giving consideration to the opportunity to receive subsidy funding for new apprentices and trainees.
	Service Interruption Staffing shortages in the Rates area could impact the service delivery to ratepayers.
	Legal and Compliance Not seeking Council's endorsement of changes to the Workforce Plan.
	Reputational Council's reputation could be viewed negatively for not employing trainees.

Officer Comment

The current Workforce Plan staffing levels in the Rates area consist of two 1.0 FTE's and one 0.4 FTE, however, one of the 1.0 FTE staff members is currently on extended leave and is being relieved by a casual 0.7 FTE incumbent. Should the staff member on leave not return, it is anticipated that the casual staff member be offered part-time employment, leaving a residual 0.3 FTE to be filled.

TAFE WA, an approved state training authority, offers LGA30104 Certificate III in Local Government which has been designed to develop practical skills and knowledge to undertake a broad range of administrative, clerical and technical tasks in Local Government. This six month self-paced external course, coupled with placement in the Rates area of Council, would provide a potential trainee with a solid grounding in Local Government, and assist Council in meeting staffing requirements.

Should Council agree to this proposal, the length of engagement with a trainee would need to be no longer than twelve months, ending at the 31 December 2021. This would align well with the duration of the Certificate III in Local Government which has a duration of six months, and should be completed by 30 September 2021.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

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

- 1. Endorses the intention to apply for funding to engage a Junior Trainee Rates Officer under the Australian Government Boosting Apprenticeships Commencements wage subsidy scheme,**
- 2. Endorses an update to the Workforce Plan to include a 12 month Trainee Rates Officer position for the 2021 calendar year if the grant funding is successful.**

12.10 Title: Designated Area Migration Agreement for South West Regional Councils - Memorandum of Understanding

Reporting Department: Executive  
Reporting Officer: Mr André Schönfeldt - Chief Executive Officer  
Legislation: Local Government Act 1995

Overview

The Bunbury Geographe Chamber of Commerce and Industry (BGCCI) have commenced a feasibility study, funded by local businesses, to identify skill shortages and likely trends across the region and to establish a DAMA. Upon establishment of a DAMA there will be a requirement to appoint a Designated Area Representative (DAR) to provide ongoing administrative support for the five-year term of the DAMA.

Council is requested to consider supporting the establishment of a DAMA and provide in-principle support to providing part funding of the DAR position. Council's support is also sought for the Shire of Dardanup to become the DAR should no more suitable agency be willing to take on this role.

Background

Council resolved at its 30 September 2020 Ordinary Council meeting as follows;

*“THAT Council affirms the Shire of Dardanup’s commitment to facilitating a coordinated regional approach to a Designated Area Migration Agreement by;*

1. *Endorsing the Memorandum of Understanding.*
2. *Authorising the unbudgeted expenditure of \$60,000 from the Economic Initiatives account.*
3. *Acknowledging and authorising the unbudgeted income of up to \$55,000 from other Local Governments within the South West region.”*

Since this resolution, the Chief Executive Officer met with a number of industry representatives and the Honourable Nola Marino. The industry representatives had sought a quote from Noelene Murray from Perdaman, a migration specialist who was also present at the meeting. The industry representatives at the meeting explained that they were intending to fund the study into the skill shortage across the region and as a result there would not be a contribution required from the local government sector in this part of the process.

A DAMA is a formal agreement between the Australian Government and a regional, State or Territory authority. It provides access to more overseas workers than the standard skilled migration program. DAMAs operate under an agreement-based framework, providing flexibility for regions to respond to their unique economic and labour market conditions.

DAMAs are designed to provide solutions to Australian businesses where there are skills gaps and shortages that cannot be met by the Australian market by allowing ‘endorsed’ employers to sponsor a broader range of overseas workers than is available under the standard temporary and permanent visa program.

The purpose of the industry funded feasibility study is to identify regional workforce needs in each location and overall as a region. The study will focus on the South West region’s high growth industries including agribusiness, forestry, health and social services, tourism and hospitality, construction and

mining. Upon the completion of the feasibility study, the appointed consultant Perdaman Global Services, will provide recommendations as part of the implementation plan to establish the DAMA and the required administrative support.

It is understood that the private sector is not able to be the DAR and enter into a DAMA agreement directly with the Federal Government. The DAR should be a relevant local or regional government agency. The private sector is therefore seeking support from local governments to, once the study is complete, auspice and undertake the DAR position.

At the meeting the Shire's Chief Executive Officer undertook to seek Council's support for the Shire of Dardanup to become the DAR, should no other agency be willing to take this role on. This was to ensure the private sector is not left without a DAR upon completion of an expensive study.

Legal Implications - None.

#### Strategic Community Plan

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

Strategy 1.5.2 - Foster strategic alliances with major industry groups and government agencies.  
(Service Priority: High)

Environment - None.

Precedents - None.

#### Budget Implications

If Council supports the project there may be a requirement to contribute towards the employee costs for a 0.5FTE.

#### Budget – Whole of Life Cost

If Council supports the Shire of Dardanup to be the Designated Area Representative, the Shire would receive annual contributions from the other participating Local Governments to facilitate the payment of the employee costs associated with the management of the DAMA.

The Shire of Dardanup's commitment per annum is expected to be similar to the average of \$5,000 per annum for the five year term of the DAMA.

#### Council Policy Compliance

CP090 – Community Engagement. A detailed engagement plan will be prepared by the consultant to ensure relevant stakeholders, including businesses and employers, are engaged through this process.

#### Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.10A – Page 111) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Designated Area Migration Agreement for South West Regional Councils - Memorandum of Understanding
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 By not agreeing to extend the MoU it could cause the perception that the Shire of Dardanup is not supportive of a joint research initiative for the region.

### Officer Comment

In light of Council’s previous decision, the Chief Executive Officer of the Shire of Dardanup has sought feedback from other South West Local Government CEO’s and prepared the attached report (Appendix ORD: 12.10B – Page 112) which will be presented to the WALGA Zone meeting on Friday 27 November.

Whilst BGCCI is project managing the study to understand the skill shortages across the region, one of the South West Local Governments should then become the DAR (Designated Area Representative) who will be responsible for the administration and functioning of the DAMA.

It is expected that the study being undertaken by BGCCI will identify what the ongoing operational requirements will be, and this is estimated to require at least 0.5 FTE at level 7 which would mean an annual salary of around \$40,000 with on costs including a vehicle expected to bring total employee costs to be about \$60,000 per annum.

An item will be going to the SWALGA Zone meeting to seek support from other Councils for this. It is anticipated that all 12 Local Government pay \$5000 each, with City of Busselton and Bunbury paying \$7500 each and Nannup and Boyup Brook only paying \$2,500.

Apart from the Shire of Manjimup no other Local Government have indicated an interest to becoming the Designated Area Representative (DAR). As such Council is requested to agree to being the DAR should no other agency take up this role. Additionally Council is also requested to support the inclusion of \$5,000 per annum in its forward financial and workforce planning as a contribution towards the ongoing costs of this role.

Any fees received for the service will reduce the charge to all participating local governments.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

### Change to Officer Recommendation

No Change. **OR:**

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



## **OFFICER RECOMMENDED RESOLUTION**

### **THAT Council**

- 1. Supports the establishment of a Designated Area Migrant Agreement across the South West region of Local Governments;**
- 2. Provides in-principle support for the provision of \$5,000 per annum for the period of a five year Designated Area Migration Agreement to fund a Designated Area Representative to be employed by a South West Local Government; and**
- 3. Provides in-principle support for the Shire of Dardanup to become the regional Designated Area Representative should no other suitable agency be willing to undertake this role.**

**12.11 Title: Local Roads and Community Infrastructure Program**

**Reporting Department:** Infrastructure Directorate  
**Reporting Officer:** Mr Luke Botica - Director Infrastructure  
**Legislation:** Local Government Act 1995

**Overview**

Council is requested to endorse the revised Local Roads and Community Infrastructure (LRCI) Program to incorporate the outcomes of the Federal and State Stimulus Funding received by Council.

Council is also requested to endorse the proposed project nominations for the LRCI Program Extension, whereby the Shire of Dardanup will receive an additional funding allocation of \$615,041.

**Background**

In July 2020, the Shire submitted an application to the Federal Government for funding from the Local Roads and Community Infrastructure (LRCI) Program. A total of seven projects were submitted and approved by the Federal Government for funding under the Program as follows:

Project	Project Title	Description	Total Project Cost	State Funding	LRCI Funding	Net Cost to Council
1	Burekup Parking Bay (Russell Road)	Re-profile parking bay, flush kerb and swale	\$20,000	\$0	\$20,000	\$0
2	Murdoch Crescent/Margaret Circle Pathway	Construct missing pathway link	\$47,312	\$22,265	\$25,047	\$0
3	Eagle Crescent Pathway / Duck Pond Pathway	Construct missing pathway link	\$150,469	\$70,809	\$79,660	\$0
4	Leicester Reserve Wetlands / Watson Reserve Pathway Resurfacing	Renewal of the limestone pathway	\$132,885	\$65,534	\$70,351	\$0
5	Ferguson Road Pathway	Renew section from Railway to Charlotte Street	\$6,300	\$2,965	\$3,335	\$0
6	Clarke Street, Crampton Road, Shier Reserve Path	Construct limestone link, Shire reserve concrete path	\$66,541	\$0	\$66,541	\$0
7	Peppermint Way Pathway	Construct missing pathway link	\$92,438	\$0	\$87,066	\$5,372
<b>Total</b>			<b>\$515,944</b>	<b>\$158,572</b>	<b>\$352,000</b>	<b>\$5,372</b>

The projects for nomination were selected during a Councillor workshop. Apart from the Burekup Parking Bay project, the projects were generally taken from the Shire's 10 Year Pathway Upgrade and Renewal Programs. These projects were future projects that have been brought forward due to the availability of the funds.

The Shire's intention was to implement the above projects in priority order with Project # 1 being the highest priority and will be undertaken first, and seven being the last priority. The table above included four projects submitted for part funding through a State program (projects 2 to 5 in the table above).

The Shire has since been notified that it was unsuccessful in obtaining State funding. Consequently, it is now necessary to review the program and make amendments to the program to meet the revised budget.

Council has further been advised that the LRCI Program has been extended by the federal government. Under the LRCI Program Extension, the Shire of Dardanup will receive an additional funding allocation of \$615,041. This funding will be available from 1 January 2021, with the Program being extended until the end of 2021. The Shire will need to consider projects for nomination for funding under the Program Extension.

Legal Implications

The funding offered is subject to terms and conditions. The Program guidelines state that:

Eligible local road projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider how works can support improved road safety outcomes.

This could include projects involving any of the following associated with a road:

- Traffic signs;
- Traffic control equipment;
- Street lighting equipment;
- A bridge or tunnel;
- A facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- Facilities off the road that support the visitor economy; and
- Road and sidewalk maintenance, where additional to normal capital works schedules.

Eligible community infrastructure projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

Projects that involve the construction, maintenance and/or improvements to state/territory and crown owned land/assets and Commonwealth owned land/assets, can also be Eligible Projects, where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the sites are accessible to the public (including natural assets).

These projects must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:

- Closed Circuit TV (CCTV);
- Bicycle and walking paths;
- Painting or improvements to community facilities;
- Repairing and replacing fencing;
- Improved accessibility of community facilities and areas;
- Landscaping improvements, such as tree planting and beautification of roundabouts;
- Picnic shelters or barbeque facilities at community parks;
- Playgrounds and skate parks (including all ability playgrounds);
- Noise and vibration mitigation measures; and
- Off-road car parks (such as those at sporting grounds or parks).

Strategic Community Plan

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

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

Environment - None.

Precedents - None.

Budget Implications

The Shire will be receiving a total of \$352,834 in the 2020-2021 financial year as part of the initial round of the LRCI Program. Staff have reviewed and amended the list of projects originally nominated to the program due to the Shire being unsuccessful in receiving State funds towards some of the project. The suggested amended program is as follows:

Project	Project Title	Description	Total Project Cost	State Funding	LRCI Funding	Net Cost to Council
1.1	Burekup Parking Bay (Russell Road)	Re-profile parking bay, flush kerb and swale	\$34,659	\$0	\$34,659	\$0
1.2	Murdoch Crescent/Margaret Circle Pathway	Construct missing pathway link	\$47,312	\$0	\$47,312	\$0
1.3	Eagle Crescent Pathway / Duck Pond Pathway	Construct missing pathway link	\$0	\$0	\$0	\$0
1.4	Leicester Reserve Wetlands / Watson Reserve Pathway Resurfacing	Renewal of the limestone pathway	\$120,135	\$0	\$120,135	\$0
1.5	Ferguson Road Pathway	Renew section from Railway to Charlotte Street	\$0	\$0	\$0	\$0
1.6	Clarke Street, Crampton Road, Shier Reserve Path	Construct limestone link, Shire reserve concrete path	\$65,663	\$0	\$65,663	\$0
1.7	Peppermint Way Pathway	Construct missing pathway link	\$52,438	\$0	\$45,066	\$7,372
1.8	Collie River Heritage Trail (J11629)	Additional pavement works	\$40,000	\$0	\$40,000	\$0
<b>Total</b>			<b>\$360,206</b>	<b>\$0</b>	<b>\$352,834</b>	<b>\$7,372</b>

The changes to the program are discussed in detail in the Officer Comments section of this report.

It should be noted that the above program has been amended to not incur any additional net cost to Council.

The Shire will be receiving a further total of \$615,041 in the 2020-2021 financial year and 2021-2022 financial year under the LRCI Program Extension. Staff have nominated the following program to utilise the additional funds:

Project	Job No.	Project Title	Description	Total Project Cost	Other Funding (Secured)	Budget Funds (Committed)	LRCI Program Funding	Net Cost to Council
2.1	J11576	Eaton Skate Park	Design, construction of skate park and pump track	\$1,000,000	\$520,000	\$250,000	\$230,000	\$0
2.2	TBA	Glen Huon Reserve Development Works	Landscaping and improvements of Shire land adjacent to new road and parking bays	\$201,500	\$0	\$0	\$200,000	\$1,500
2.3	J11636	Gnomesville Improvements	Boardwalk and pathways	\$117,000	\$0	\$25,000	\$92,000	\$0
2.4	TBA	Peppermint Way Pathway	Construct missing pathway link	\$40,000	\$0	\$0	\$40,000	\$0
2.5	J11625	Millars Creek Lighting	Conversion of all remaining non-LED lights to LED	\$90,000	\$0	\$35,363	\$53,041	\$1,596
<b>Total</b>				<b>\$1,448,500</b>	<b>\$520,000</b>	<b>\$310,363</b>	<b>\$615,041</b>	<b>\$3,096</b>

The above-nominated projects are discussed in detail in the Officer Comments section of this report.

The LRCI Program Extension commences on the 1 January 2021 and projects must be completed by the end of the year. Therefore, the funds (and projects) will be spread across two financial years. It is recommended that the full program be allowed for in the 2020-2021 Budget and any incomplete projects then be carried over into the 2021-2022 financial for completion in the first half of that financial year. It will therefore be necessary to amend the 2020-2021 Budget.

Budget – Whole of Life Cost

The construction of missing pathway links, new skate park, landscaping, new pathways and boardwalks will add to the Shire's asset inventory. An increased asset inventory will increase the Shire's ongoing maintenance and operation costs associated with the expanded and upgrade assets. It will also increase the overall depreciation costs of assets as well as require the Shire to ultimately renew the asset in future. It should be noted that many of the projects were already on the Shire's 10 Year Programs are brought forward into the current financial due to the availability of funds. In other words, Council has, in most cases, already planned to expand and upgrade these assets.

The renewal of pathways and lighting are essentially replacing existing assets to a new standard. Regarding the renewal of lighting, it is expected that the new lights will require less maintenance and will consume less electricity, therefore, generating savings for the Shire.

Council Policy Compliance

The delivery of the projects are subject to Council policies where applicable, including the Shire's Procurement Policy.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.11 – Page 116) for full assessment document.

<b>Tier 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	Local Roads and Community Infrastructure Program – Project Nominations
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 Project nominations are not eligible for funding for part or all of the amount requested and are not approved.

<b>Tier 3 – 'High' or 'Extreme' Inherent Risk.</b>	
Risk Event	Local Roads and Community Infrastructure Program – Project Nominations
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	<ol style="list-style-type: none"> <li>1. Monitor expenditure and if projections show exceedance then amend project amounts and/or project list to suit.</li> <li>2. Ensure that the projects nominated can meet the guidelines and monitor conditions.</li> </ol>
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Project(s) cost more than the approved amount.
	Legal and Compliance Program conditions are not met resulting default on funding agreement.

### Officer Comment

The initial list of projects nominated and approved for funding under the LRCI Program relied on receiving State stimulus funding. Because the Shire has not received the State funding for any of the projects, it is necessary to amend the program to utilise the available funds within the following constraints:

- A Shire total project allocation of \$360,000 in the 2020-2021 Budget; and
- Income of \$352,834 being received through the LCRI Program.

Staff have amended the project list as presented in the Budget Implications section of this report. The following comments are made regarding the amended project list:

- Project 1.1 – Burekup Parking Bay (Russell Road) – this project has been completed and the project cost figure shown is the actual cost. Note that this project cost more than originally anticipated when quotes were called.
- Project 1.2 – Murdoch Crescent/Margaret Circle Pathway – no change is proposed to this project.
- Project 1.3 – Eagle Crescent Pathway / Duck Pond Pathway – this project is recommended to be removed due to the need for specific approvals that are expected to delay the delivery of the project.
- Project 1.4 – Leicester Reserve Wetlands / Watson Reserve Pathway Resurfacing – the projected expenditure for this project has been reduced slightly from the original nomination.
- Project 1.5 – Ferguson Road Pathway – this project is recommended to be removed due to the Shire exploring other options for crossing the railway in Dardanup.
- Project 1.6 – Clarke Street, Crampton Road, Shier Reserve Path – the projected expenditure for this project has been reduced slightly from the original nomination.
- Project 1.7 – Peppermint Way Pathway – the funding allocation to this project is reduced to accommodate the funding of Project 1.8. Note that the remainder of this project is nominated for funding under the LRCI Program Extension to ensure that the full project scope is achieved.
- Project 1.8 – Collie River Heritage Trail – this project is added to cover additional expenditure required on the asphalt section and interpretive signage along the Heritage Trail.

Because the amended project list is contained within a single budget line item (Job No. J12678) in the 2020-2021 Budget, it does not require any amendments being made to the 2020-2021 Budget. However, Council is requested to endorse the amended project list for submission to the Federal Government for their approval.

The Shire will be receiving a further total of \$615,041 in the 2020-2021 financial year and 2021-2022 financial year under the LRCI Program Extension. Staff have prepared a project list as presented in the Budget Implications section of this report to utilise the funds to be received. The following comments are made regarding the recommended projects:

- Project 2.1 – Eaton Skate Park – Council has been unsuccessful in obtaining CSRFF Funding towards the Skate Park which reduced the project budget from \$1,000,000 down to \$750,000. This project is nominated for LRCI funding to restore the original project scope and budget.

- Project 2.2 – Glen Huon Reserve Development Works – this project is identified in the Shire’s forward plans and relates to the landscape development of the Eaton town centre, particularly along the eastern verges along the new Council Drive to be constructed by Citygate. It is expected that the Shire will receive a pathway contribution from Citygate to reinstate a pathway that is removed through the relocation of Council Drive. It is proposed to use these funds together with the pathway contribution to landscape along the road to create a city centre styled environment. Some of the funds will also be used for the creation of several parking bays in addition to those to be provided by Citygate through the road relocation process and the raising of the softball fence which will also be partially funded by Citygate.
- Project 2.3 – Gnomesville Improvements – there is an allocation of \$25,000 in the 2020-2021 Budget for the works relating to pathways and boardwalks. Shire staff applied for additional funding for this project and were unsuccessful. It is proposed to increase the project allocation through the use of LRCI funds.
- Project 2.4 – Peppermint Way Pathway – this is additional LRCI funds allocated to the completion of the project funded under the initial LRCI Program. Note that the project will be completed as one project.
- Project 2.5 – Millars Creek Lighting – there is an allocation in the 2020-2021 Budget to undertake further conversion of pathway lighting to LED lighting. The changes will generate savings through reduced maintenance and running costs. The additional LRCI will enable the completion of the conversion of all remaining lights to LED.

It is recommended that Council support the proposed project nominations.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

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

#### OFFICER RECOMMENDED RESOLUTION

**THAT Council:**

- 1. Seeks approval from the administrators of the Local Road & Community Infrastructure Program to amend the approved projects list as follows:**

Project	Project Title	Total Project Cost	LRCI Funding	Net Cost to Council
1.1	Burekup Parking Bay (Russell Road)	\$34,659	\$34,659	\$0
1.2	Murdoch Crescent/Margaret Circle Pathway	\$47,312	\$47,312	\$0
1.3	Eagle Crescent Pathway / Duck Pond Pathway	\$0	\$0	\$0
1.4	Leicester Reserve Wetlands / Watson Reserve Pathway Resurfacing	\$120,135	\$120,135	\$0
1.5	Ferguson Road Pathway	\$0	\$0	\$0
1.6	Clarke Street, Crompton Road, Shier Reserve Path	\$65,663	\$65,663	\$0
1.7	Peppermint Way Pathway	\$52,438	\$45,066	\$7,372
1.8	Collie River Heritage Trail (J11629)	\$40,000	\$40,000	\$0
<b>Total</b>		<b>\$360,206</b>	<b>\$352,834</b>	<b>\$7,372</b>

2. Acknowledges that an additional \$615,041 will be received through the Local Road & Community Infrastructure Program Extension and submits the following projects for funding under the Program Extension:

Project	Job No.	Project Title	Total Project Cost	Other Funding (Secured)	Budget Fund (Committed)	LRCI Program Funding	Net Cost to Council
2.1	J11576	Eaton Skate Park	\$1,000,000	\$520,000	\$250,000	\$230,000	\$0
2.2	TBA	Glen Huon Reserve Development Works	\$201,500	\$0	\$0	\$200,000	\$1,500
2.3	J11636	Gnomesville Improvements	\$117,000	\$0	\$25,000	\$92,000	\$0
2.4	TBA	Peppermint Way Pathway	\$40,000	\$0	\$0	\$40,000	\$0
2.5	J11625	Millars Creek Lighting	\$90,000	\$0	\$35,363	\$53,041	\$1,596
<b>Total</b>			<b>\$1,448,500</b>	<b>\$520,000</b>	<b>\$310,363</b>	<b>\$615,041</b>	<b>\$3,096</b>

3. Amends budget allocations for the following projects in the 2020-2021 Budget:

Job No.	Project Title	Expenditure	Income				Total Income	Net Cost to Council
			Grant Funding	Contribution	Reserve	LRCI Program		
J11576	Eaton Skate Park	\$1,000,000	\$310,000	\$210,000	\$250,000	\$230,000	\$1,000,000	\$0
J11636	Gnomesville Improvements	\$117,000	\$0	\$0	\$25,000	\$92,000	\$117,000	\$0
J11625	Millars Creek Lighting	\$90,000	\$0	\$0	\$35,363	\$53,041	\$88,404	\$1,596
J12678	Dual Use Paths – Grant Funded – LRCI Program	\$385,000	\$0	\$0	\$0	\$377,000	\$377,000	\$8,000

4. Approves the following unbudgeted project allocation in the 2020-2021 Budget:

Job No.	Project Title	Expenditure	Income		Net Cost to Council
			LRCI Program	Total Income	
TBA	Glen Huon Reserve Development Works	\$201,500	\$147,000	\$200,000	\$1,500



12.12 Title: Setting of Council Meeting Dates 2021

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

Overview

Council is required under the Local Government Act 1995 to set the Ordinary Council Meeting [OCM] and Committee Meeting [CM] dates and advertise the schedule.

OCM and CM dates may be reviewed subject to changes in circumstances, and providing time is allowed for public advertising.

Background

In November 2019, the Shire undertook a review of all of its Committees and Working Groups and resolved [341-19] at its OCM held 27 November 2019 to hold its OCMs on the last Wednesday of each month, with the exception being December. The December meeting date would be the third Wednesday of December.

Legal Implications

The dates of the OCM and CM are required to be advertised. Local Government (Administration) Regulations 1996 Section 12 states:

*S12. Meetings, public notice of (Act s. 5.25(1)(g))*

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
- (a) *the ordinary Council meetings; and*
  - (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,*  
*are to be held in the next 12 months.*

Strategic Community Plan

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

Environment - None.

Precedents

Council meeting dates are reviewed annually, in accordance with the Local Government Act.

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: 12.12A – Page 117) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Setting of Council Meeting Dates 2021
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Non-compliance with meeting procedures could lead to penalties being imposed on the Shire.
	Reputational Non-compliance will impact on the Shire’s business reputation.

Officer Comment

Council meeting dates have been schedule for the twelve month period from January 2021 to December 2021. Please refer to (Appendix ORD: 12.12B – Page 118) for a calendar of meetings to be held in 2021.

In accordance with Local Government (Administration) Regulations 1996 Section 12, Committee Meetings are required to be advertised if the meeting is open to the Public. The Bush Fire Advisory Committee has delegated authority, as per the Council endorsed Terms of Reference and is therefore open to the public and the dates are provided for endorsement and advertising.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

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

1. The Ordinary Council meetings for the period January 2021 to December 2021 be held on the following Wednesdays, commencing at 5pm at the Shire of Dardanup - Administration Centre Eaton Council Chambers:

<b>DATE 2021</b>
20 January
24 February
31 March
28 April
26 May
30 June
28 July
25 August
29 September
27 October
24 November
15 December

2. The Bush Fire Advisory Committee meetings for the period January 2021 to December 2021 are to be held on the following Wednesdays, at the times provided.

<b>COMMITTEE</b>	<b>DATE - 2021</b>	<b>TIME</b>
Bush Fire Advisory	17 March	7.00pm
	12 May	7.00pm
	13 October	7.00pm

3. The above dates of the Shire of Dardanup Council Meetings and Bush Fire Advisory Committee Meetings is to be publicised in the local media and newsletter as required by the Local Government Act 1995 and be updated on the Shire of Dardanup website.

12.13 Title: Monthly Statement of Financial Activity for the Period Ended 31 October 2020

Reporting Department: Corporate & Governance Directorate  
 Reporting Officer: Mr Ray Pryce - Accountant  
 Legislation: Local Government Act 1995

Overview

This report presents the monthly Financial Statements for the period ended 31 October 2020 for Council adoption.

Background

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

Legal Implications

Local Government Act 1995 – Section 6.4

6.4. *Financial Report*

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

Local Government (Financial Management) Regulations 1996 r. 34

Part 4 — Financial Reports — s. 6.4

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

(1A) *In this regulation —*

***committed assets*** means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*
  - (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
  - (b) *budget estimates to the end of the month to which the statement relates; and*
  - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
  - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
  - (e) *the net current assets at the end of the month to which the statement relates.*
- (2) *Each statement of financial activity is to be accompanied by documents containing —*

- (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
  - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
  - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown —*
- (a) *according to nature and type classification; or*
  - (b) *by program; or*
  - (c) *by business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) *presented at an ordinary meeting of the Council within 2 months after the end of the month to which the statement relates; and*
  - (b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

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

### Strategic Community Plan

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

Environment - None.

### Precedents

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

### Budget Implications

The financial activity statement compares budget estimates to actual expenditure and revenue to the end of the month to which the statement relates. Material variances and explanations of these are included in the notes that form part of the report.

Budget – Whole of Life Cost - None.

### Council Policy Compliance

CnG CP036 Investment Policy & CnG CP128 Significant Accounting Policies

### Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.13A – Page 119) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Monthly Statement of Financial Activity for the Period Ended 31 October 2020
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Non-compliance with the legislative requirements that results in a qualified audit.
	Reputational Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively.
	Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.

#### Officer Comment

The Monthly Financial Report for the period ended 31 October 2020 is contained in (Appendix ORD: 12.13B – Page 120) and consists of:

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

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

The Statement of Financial Activity includes the end-of-year surplus brought forward from 2019/20 of \$474,501, with a forecast surplus at 30 June 2021 of \$80,621. In Council’s adopted Annual Budget the forecast surplus at 30 June 2021 was expected to be \$218,988. The reduced forecast surplus is mainly attributed to lower interest rates resulting in the Shire expecting reduced income from its investments and grant revenue.

Please note that the annual accounts for 2019/20 and resulting surplus position are not yet final – being still subject to final audit – and may be subject to change. It is anticipated the audit will be completed by early December 2020.

Note 2 – Explanation of material variances. 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 2020/21 for reporting material variances is 5% or \$25,000, whichever is greater. Additional details are provided in Note 2 with the reasons for revenue or expenditure variances exceeding the minimum variance level.

Note 5 – 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 cash investment portfolio has increased during October 2020 due to investment of substantial receipt of rates revenue and also finalisation of all transfers to and from Reserve accounts.

The yield return on cash investments is relatively subdued as interest rates offered by banks for term deposits have declined and are likely to continue to be very low for the next year or longer. The primary causes of the reductions is the stimulus actions of the RBA in cutting the official cash rate, as well as their response to the Covid 19 pandemic in offering banks access to the RBA's Term Funding Facility to borrow money at 0.25% for 3 years. This has reduced banks' need for external deposit funds and led to further contraction in interest rate offerings. The impact of this on Council's interest revenue will be monitored closely over the coming months but is anticipated to be significantly lower than the budget estimate.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Monthly Statement of Financial Activity (Appendix ORD: 12.13B) for the period ended 31 October 2020.**

12.14 Title: Schedule of Paid Accounts as at 6 November 2020

Reporting Department:	Corporate & Governance Directorate
Reporting Officer:	Ms Jasmine Sillifant – Accounts Payable Officer
Legislation:	Local Government (Financial Management) Regulations 1996

Overview

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

Background

Council delegates authority to the Chief Executive Officer annually:

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

Legal Implications

Local Government Act 1995

S6.5. *Accounts and records*

Local Government (Financial Management) Regulations 1996

R11. *Payments, procedures for making etc.*

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

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

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

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



- (iii) sufficient information to identify the transaction; and
- (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under subregulation (1) or (2) is to be —
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

### Strategic Community Plan

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

Environment - None.

### Precedents

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

### Budget Implications

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

Budget – Whole of Life Cost - None.

### Council Policy Compliance

Payments are checked to ensure compliance with Council's Purchasing Policy CP034 – Procurement Policy and processed in accordance with Policy CP035 – Payment of Accounts.

### Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.14 – Page 137) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Schedule of Paid Accounts as at 6 November 2020
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.
	Reputational Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively

### Officer Comment

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

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Schedule of Paid Accounts report from 10/10/2020 to 06/11/2020 as follows:**

Payment	Date	Name	Invoice Description	Fund	Amount
<b>ELECTRONIC FUNDS TRANSFER</b>					
EFT40018	16/10/2020	ABC Filter Exchange	ERC - Cleaning Of 4 Filters For Range Hood	MUNI	50.60
EFT40019	16/10/2020	All Aussie Truck And Bobcat Services	Hire of Tuck and Bobcat for Clean-up of Waste Transfer Station - 5 x 3hrs	MUNI	1,650.00
EFT40020	16/10/2020	Australia Post	Monthly Invoice Of Mail And Postage - September 2020	MUNI	1,912.36
EFT40021	16/10/2020	Australind Senior High School	Budget Allocation - Leavers Ceremony Donation - 2020	MUNI	300.00
EFT40022	16/10/2020	B L & R J Putt	Fire Control Officer Payment 2020/21	MUNI	500.00
EFT40023	16/10/2020	Blackwoods	Protective Clothing - Gumboot Wader - Size 12	MUNI	339.20
EFT40024	16/10/2020	Brad Brooksby Consulting	Road Safety Audit And Report For 5-Leg Roundabout Option	MUNI	4,400.00
EFT40025	16/10/2020	Brad Goode And Associates Pty Ltd	Eaton Bowling Club - Site Identification Ethnographic Survey Bowling Club Section 18 - 50% Cost Estimate	MUNI	7,278.35
EFT40026	16/10/2020	Brandicoot	Monthly Web Hosting For Shire Sites - September 2020	MUNI	906.98
EFT40027	16/10/2020	Bree Roberts	Umpire Recoup 13/10/2020	MUNI	45.00
EFT40028	16/10/2020	Brooke Mclean	Reimbursement For Working With Children Check	MUNI	87.00
EFT40029	16/10/2020	Bunbury Geographe Chamber Of Commerce And Industry	BGCCl 2020/21 State Budget Lunch X 3 Attendees	MUNI	165.00
EFT40030	16/10/2020	Bunbury Harvey Regional Council	Banksia Road - Organics Disposal - September 2020	MUNI	591.02
EFT40031	16/10/2020	Bunnings Group Limited	Bedford 900Mm White 2 Door Tall High Moisture Resistant Split Cabinet - Ranger Services	MUNI	767.80

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40032	16/10/2020	Cameron Baker	Umpire Recoup 14/10/2020	MUNI	132.00
EFT40033	16/10/2020	Christopher Hynes	Chief Bush Fire Control Officer Payment 2020/21	MUNI	850.00
EFT40034	16/10/2020	City Of Bunbury	Dog/Cat Pound Sustainance Fees - September 2020	MUNI	34.70
EFT40035	16/10/2020	City Of Busselton	South West Library Consortia (SWLC) Administration Contribution 2020/21	MUNI	5,053.40
EFT40036	16/10/2020	Claire Lee	Uniform Reimbursement 2020/21	MUNI	79.99
EFT40037	16/10/2020	Clay Rose	Deputy Fire Control Officer Payment 2020/21	MUNI	680.00
EFT40038	16/10/2020	Cleanaway Solid Waste Pty Ltd	Monthly Kerbside Waste Collection, Skip Bins Depot and Waste Transfer Station	MUNI	15,626.97
EFT40039	16/10/2020	Construction Training Fund : BCITF	BCITF Reconciliation - September 2020	MUNI	691.01
EFT40040	16/10/2020	Cotton Holdings Pty Ltd	Rates Refund - 57 Coleman Turn, Picton East	MUNI	3,377.12
EFT40041	16/10/2020	CPR The Outdoor Centre	Refund Of Development Application Fees In Accordance With CP502 - DAP-F0173808	MUNI	147.00
EFT40042	16/10/2020	Dale Alcock Homes South West	Refund Of Development Application Fees In Accordance With CP502 - DAP-F0172746	MUNI	941.29
EFT40043	16/10/2020	Dardanup Electrical Services Pty Ltd	Replace Western Exit Light Which Is Not Working	MUNI	291.50
EFT40044	16/10/2020	David Duncan Brumby	Rates Refund - Lot 201 Carlaminda Road, Ferguson	MUNI	589.93
EFT40045	16/10/2020	Dell Financial Services Pty Ltd	Nutanix Server (Nutanix) X1 - Contract # 009-0141985-001 - Lease Payment 1/11/2020 - 31/01/2021	MUNI	3,410.99
EFT40046	16/10/2020	Department Of Mines, Industry, Regulations & Safety (Dmirs) - BSL	BSL Reconciliation - September 2020	MUNI	6,155.19
EFT40047	16/10/2020	Donna Bastow	Umpire Recoup 14/10/2020	MUNI	132.00
EFT40048	16/10/2020	Duxton Hotel Perth	Accommodation For Cr Michael Bennett Check-in 23/9 Checkout 27/9 - Portion To Be Recouped From Cr Bennett	MUNI	2,175.60

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40049	16/10/2020	Dx Print Group Pty Ltd	500 X Business Cards Bradley Batrick / 500 X Cards Belinda Van Vuuren	MUNI	275.00
EFT40050	16/10/2020	Eaton Environmental Services	Treatment Of Active Termite Mound - Glenelg Drive	MUNI	264.00
EFT40051	16/10/2020	Fit2Work	Monthly Invoice For Australian Employee Police Checks	MUNI	76.78
EFT40052	16/10/2020	Geographe Community Landcare Nursery Inc.	Gahnia Trifida 20 Plants For Watson Reserve	MUNI	40.00
EFT40053	16/10/2020	Go Electrical Contracting	ERC - Repairs To Electrical Cable In Gym	MUNI	510.18
EFT40054	16/10/2020	Hays Tree Lopping	Remove Broken Tree - South Road, Ferguson	MUNI	990.00
EFT40055	16/10/2020	Howson Technical	Eaton Dr / Blue Wren Dr Intersection - Additional Project Management - Progress Claim	MUNI	1,254.00
EFT40056	16/10/2020	Ian Bridge	Fire Control Officer Payment 2020/21	MUNI	500.00
EFT40057	16/10/2020	Investing In Our Youth	Tronox Donation For Paint The Town Read Project	MUNI	5,000.00
EFT40058	16/10/2020	Isabel Cody	Reimbursement For Purchase Of Easel Pad	MUNI	62.95
EFT40059	16/10/2020	Jason Cartledge	Umpire Recoup 14/10/2020	MUNI	132.00
EFT40060	16/10/2020	Jcw Electrical Pty Ltd	Millar's Creek Light Repairs - 4 Lights Had Tripped And RCD Needs Resetting	MUNI	374.00
EFT40061	16/10/2020	Jill Cross	Refund Of Development Application Fees (75%) In Accordance With CP502 - DAP-F0170949	MUNI	110.25
EFT40062	16/10/2020	Josie Phillips	Umpire Recoup 12/10/2020	MUNI	90.00
EFT40063	16/10/2020	K'S Home Kitchen	Catering For 30 September Council Meeting	MUNI	175.00
EFT40064	16/10/2020	Karyn Rowe	Umpire Recoup 13/10/2020	MUNI	90.00
EFT40065	16/10/2020	Kenny Pomare	Umpire Recoup 14/10/2020	MUNI	66.00
EFT40066	16/10/2020	Kent Lyon Architect	Project Management Services for Eaton Bowling Club Project - June - September 2020	MUNI	8,046.50

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40067	16/10/2020	Larry Price	Replacement Of The Neutral Switch - DA10105	MUNI	447.18
EFT40068	16/10/2020	Lions Club Of Eaton	Allocated Funding As Per 2020-21 Budget - Lions Christmas Hamper Project	MUNI	1,000.00
EFT40069	16/10/2020	Luke Davies	Reimbursement For Breakfast - WALGA AGM Meeting 25/09/2020	MUNI	39.00
EFT40070	16/10/2020	M & J Essential Solutions Pty Ltd	Counselling Services - Employee Assistance Program	MUNI	150.00
EFT40071	16/10/2020	Macquarie Bank Limited	Executive And Manager Laptop And Associated - Rental Agreement No. DAR01072020	MUNI	1,505.24
EFT40072	16/10/2020	Marketforce	Recruitment Advertising - Development Officer, Senior Asset Officer, Fitness Supervisor, Customer Service Officer	MUNI	968.00
EFT40073	16/10/2020	Mckayhla Pomare	Umpire Recoup 14/10/2020	MUNI	110.00
EFT40074	16/10/2020	Neil W Dyer	Fire Control Officer Payment 2020/21	MUNI	500.00
EFT40075	16/10/2020	Officeworks Superstores Pty Ltd	26 X A1 Colour Prints On 80Gsm Paper For Pile Road Project	MUNI	130.00
EFT40076	16/10/2020	One Steel Metaland	Tractor Broom Wheel Repairs Metal - DA2833	MUNI	105.97
EFT40077	16/10/2020	Onsite Rental Group	Hire Of Temporary Office Behind Eaton Admin Centre - September 2020	MUNI	1,113.76
EFT40078	16/10/2020	Perfect Landscapes	Mowing Week Commencing 28/09/2020	MUNI	4,389.00
EFT40079	16/10/2020	Peter Robinson	Fire Control Officer Payment 2020/21	MUNI	500.00
EFT40080	16/10/2020	Promote You	Embroidery Of Staff Uniforms	MUNI	387.20
EFT40081	16/10/2020	Qmani Pty Ltd	September 2020 Qmani SMS Monthly Charges	MUNI	66.00
EFT40082	16/10/2020	Raya Thompson	Umpire Recoup 14/10/2020	MUNI	66.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40083	16/10/2020	Relationships Australia	Relationships Australia Workshop - Accidental Counsellor	MUNI	220.00
EFT40084	16/10/2020	Richard Stacey	Fire Control Officer Payment 2020/21	MUNI	500.00
EFT40085	16/10/2020	Ryan Baker	Umpire Recoup 14/10/2020	MUNI	132.00
EFT40086	16/10/2020	Safetcard Australia	Monitoring Fees For Safetcards x 6 - September 2020	MUNI	264.00
EFT40087	16/10/2020	SMR Psychology	Employee Assistance Program - Counselling	MUNI	187.00
EFT40088	16/10/2020	South West Academy Of Sport Inc	Donation Expense - Annual Budget Allocation - 2020-21	MUNI	2,860.00
EFT40089	16/10/2020	South West Psychology & Consultancy	Counselling Services - Employee Assistance Program	MUNI	160.00
EFT40090	16/10/2020	Southwest Ventures T/A Geographe Ford/Bunbury Hyundai	25,000 Km Service - DA004	MUNI	399.00
EFT40091	16/10/2020	Spencer Signs	Supply And Install Ferguson Valley Tourist Signs	MUNI	59,111.25
EFT40092	16/10/2020	Structure Consulting Engineers	Gnomesville - Site Classification - Two Boreholes AS2870 And Second Borehole AS1547, Phosphorous Retention Index Test	MUNI	2,141.70
EFT40093	16/10/2020	Suez Recycling & Recovery (Perth) Pty Ltd	Monthly Kerbside Recycling Processing - September 2020	MUNI	9,035.22
EFT40094	16/10/2020	Surveytech Traffic Surveys Pty Ltd	Video Survey Of Eaton Dr/Hamilton Rd/Council Rd And Eaton Dr/Hands Ave	MUNI	4,708.00
EFT40095	16/10/2020	Synergy	Electricity Bills - Lot 501 Recreation Drive, Eaton and Auxiliary Lighting, Irrigation Control and Street Lighting	MUNI	2,480.20
EFT40096	16/10/2020	Taylor Anderson	Umpire Recoup 14/10/2020	MUNI	22.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40097	16/10/2020	Taylor Burrell Barnett	Local Planning Scheme No 9 - Submission - Environmental Protection Authority Review Of Scheme	MUNI	5,555.00
EFT40098	16/10/2020	Telstra	Bills for Satellite Phones and West Dardanup Brigade Phone Line	MUNI	175.00
EFT40099	16/10/2020	The Print Shop	Professional Printing Of Information Sheet Templates In Various Formats	MUNI	987.80
EFT40100	16/10/2020	Therese Price	Umpire Recoup 12/10/2020 & 13/10/2020	MUNI	180.00
EFT40101	16/10/2020	Toni Hotchin	Umpire Recoup 12/10/2020 & 13/10/2020	MUNI	180.00
EFT40102	16/10/2020	Tradelink	4 X Lengths 225Ml PVC Pipe Sewer	MUNI	743.60
EFT40103	16/10/2020	Tutt Bryant Hire	Hire Of Steel Drum Roller 29/09/2020 - 30/09/2020 and Hire of Plate Compactor 23/09/2020 - 25/09/2020	MUNI	735.08
EFT40104	16/10/2020	Undercover SW	Laser Tag At Watson Reserve - Three Sessions - School Holiday Programs	MUNI	650.00
EFT40105	16/10/2020	Vanessa Rose Black	Umpire Recoup 12/10/2020	MUNI	135.00
EFT40106	16/10/2020	WALGA	WALGA Courses - 2 x Councillor Courses, 2 x Staff Courses/Forums	MUNI	625.00
EFT40107	16/10/2020	Water Corporation	ERC - Trade Waste Charges 2020/21	MUNI	348.09
EFT40108	16/10/2020	Winc Australia Pty Ltd	Eaton Admin Stationery Order	MUNI	170.96
EFT40109	16/10/2020	Woolworths Group Limited	ERC - Vacation Care Food And Craft Items	MUNI	40.50
EFT40110	16/10/2020	Zoe Hill	Umpire Recoup 13/10/2020	MUNI	90.00
EFT40111	22/10/2020	Advanced Traffic Management WA P/L	Traffic Management For Cleaning Up Trees Harris Road & Pile Road - 6/10/2020	MUNI	1,252.35



Payment	Date	Name	Invoice Description	Fund	Amount
EFT40112	22/10/2020	All Aussie Truck And Bobcat Services	Truck And Bobcat Hire 28-08-20 - Waste Transfer Site Maintenance	MUNI	330.00
EFT40113	22/10/2020	Australian Tax Office	PAYG Withholding Fortnight Ending 16-10-2020	MUNI	83,003.00
EFT40114	22/10/2020	B.Social	Payroll Deductions For Staff Social Club	MUNI	60.00
EFT40115	22/10/2020	BCE Surveying Pty Limited	Road Construction Job No E5385 Interim Invoices - Pile Rd	MUNI	1,346.60
EFT40116	22/10/2020	Blackwoods	Box Of Clear Safety Glasses	MUNI	348.70
EFT40117	22/10/2020	Blaine Thompson	Umpire Recoup 21/10/2020	MUNI	132.00
EFT40118	22/10/2020	Bree Roberts	Umpire Recoup 19/10/2020	MUNI	90.00
EFT40119	22/10/2020	Bunbury Auto One	Replacement Mirror	MUNI	114.85
EFT40120	22/10/2020	Bunbury Harvey Regional Council	Hook Bin Hire And Waste Disposal - September 2020	MUNI	503.57
EFT40121	22/10/2020	Bunbury Mower Service	Parts For Whipper Snipper, Muffler and Screws for Chainsaw and Fuel Tank and Cap for Wacker Packer	MUNI	378.50
EFT40122	22/10/2020	Bunbury Subaru	50,000Km Service 008DA	MUNI	681.81
EFT40123	22/10/2020	Bunnings Group Limited	Plywood, Anti Slip Tape, Handle, And Safety Items For Ramp And Repairs	MUNI	184.32
EFT40124	22/10/2020	Cameron Baker	Umpire Recoup 21/10/2020	MUNI	110.00
EFT40125	22/10/2020	Caroline Mears	Chair Yoga For Seniors - September - Four Sessions	MUNI	260.00
EFT40126	22/10/2020	Cathy Lee	Refund Telstra Dongle 0408 013 732 - Purchased During Covid-19 - August 2020	MUNI	63.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40127	22/10/2020	Cleanaway Solid Waste Pty Ltd	Monthly Kerbside Waste Collection - 8/10/2020 - 14/10/2020	MUNI	6,056.01
EFT40128	22/10/2020	Coca-Cola Amatil Australia Pty Ltd	ERC - Cafe Order	MUNI	149.82
EFT40129	22/10/2020	Computer West	Apple - Magic Keyboard With Numeric Keypad - Space Grey	MUNI	353.95
EFT40130	22/10/2020	Dardanup & Districts Residents Association	Donation - Budget Allocation - 2020-21	MUNI	1,100.00
EFT40131	22/10/2020	Daryl Fishwick	Umpire Recoup 21/10/2020	MUNI	88.00
EFT40132	22/10/2020	Deputec Pty Ltd	ERC - Deputy Roster Software - September 2020	MUNI	88.00
EFT40133	22/10/2020	Dominos Eaton	Youth BMX Clinic Catering	MUNI	20.00
EFT40134	22/10/2020	Donna Bastow	Umpire Recoup 21/10/2020	MUNI	132.00
EFT40135	22/10/2020	Duxton Hotel Perth	Accommodation For Cr Stacey Gillespie Check-in 24/09/2020 - 26/09/2020	MUNI	547.00
EFT40136	22/10/2020	Elizabeth Ann Tate	Refund Of Bond For Cat Cage Hire	MUNI	150.00
EFT40137	22/10/2020	Erin Richardson	Refund Of Bond For Cat Cage Hire	MUNI	150.00
EFT40138	22/10/2020	Francis Joseph Smythe	Rates Refund - 34 Swan Avenue, Millbridge	MUNI	797.94
EFT40139	22/10/2020	Gaylene Godfrey	Uniform Reimbursement (Forever New)	MUNI	134.97
EFT40140	22/10/2020	Glen Huon Primary School	Annual Budget Allocation - Donation - Citizenship Award	MUNI	150.00
EFT40141	22/10/2020	Grace Records Management	Records Management and Bin Exchange - September 2020	MUNI	766.10

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40142	22/10/2020	Gutter-Vac South West	Gutter Cleaning - Eaton Recreation Centre	MUNI	1,130.00
EFT40143	22/10/2020	Hynes Contracting	Hire Of Bobcat 5/10/2020 & 8/10/2020 for Clean-up Russell Road and Joel Court	MUNI	495.00
EFT40144	22/10/2020	Jason Cartledge	Umpire Recoup 21/10/2020	MUNI	88.00
EFT40145	22/10/2020	Jennifer Margaret Gelmi	Rates Refund - Lot 158 Clifton Rd Waterloo 6228	MUNI	2,525.04
EFT40146	22/10/2020	John Mazza	Rates Refund - 87 Butcher Rd Ferguson 6236	MUNI	792.00
EFT40147	22/10/2020	June Keil	October 2020 - Dirt To Soil And Edible Climbers (Includes Gardening Products And Resources Given To Participants)	MUNI	300.00
EFT40148	22/10/2020	K & S Fencing	Gate And Fence Relocation At Crossover Of Lot 70 Pile Road	MUNI	1,298.00
EFT40149	22/10/2020	Karyn Rowe	Umpire Recoup 16/10/2020, 19/10/2020 & 20/10/2020	MUNI	210.00
EFT40150	22/10/2020	Kelly Marie Mundy	Umpire Recoup 16/10/2020	MUNI	30.00
EFT40151	22/10/2020	Kenny Pomare	Umpire Recoup 21/10/2020	MUNI	44.00
EFT40152	22/10/2020	Kiarnie Haynes	Refund Double Payment For Application To Keep More Than 2 Dogs	MUNI	125.00
EFT40153	22/10/2020	Kings Tree Care	Tree Assessment - 4A Little Street Dardanup - Fusion Case 6476	MUNI	330.00
EFT40154	22/10/2020	Kyralee Collins	Umpire Recoup 20/10/2020	MUNI	45.00
EFT40155	22/10/2020	Landgate	Gross Rental Valuations	MUNI	192.10
EFT40156	22/10/2020	LG Professionals Australia	Age Friendly Communities Network Forum	MUNI	60.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40157	22/10/2020	LGIS WA	Annual Insurance 2020-2021 - Liability - Second Instalment	MUNI	32,717.85
EFT40158	22/10/2020	Lions Club Of Millbridge	Budget Allocation - Grant Funding - Glen Huon Primary School Breakfast Club & Senior's Christmas Dinner	MUNI	5,000.00
EFT40159	22/10/2020	Madison Hancock	Umpire Recoup 20/10/2020	MUNI	90.00
EFT40160	22/10/2020	Marketforce	Advertising and Public Notices September 2020	MUNI	3,780.46
EFT40161	22/10/2020	Matthew Mangano	Uniform Reimbursement	MUNI	100.00
EFT40162	22/10/2020	Mckayhla Pomare	Umpire Recoup 21/10/2020	MUNI	110.00
EFT40163	22/10/2020	Melanie Serra	Uniform Reimbursement	MUNI	30.00
EFT40164	22/10/2020	Miranda Akerman	Uniform Reimbursement (Target & Forever New)	MUNI	261.96
EFT40165	22/10/2020	Muscle Worx Pty Ltd	ERC - Cafe Order	MUNI	269.00
EFT40166	22/10/2020	Naturaliste Hygiene	Sharps Disposal Service 2020/2021 - Eaton Foreshore Public Toilets	MUNI	165.00
EFT40167	22/10/2020	Nightguard Security Service	Security Callout Service Depot	MUNI	95.70
EFT40168	22/10/2020	Patricia Perks	Refund Of Bond For Cat Cage Hire	MUNI	100.00
EFT40169	22/10/2020	Patrick Butler	Rates Refund - 14184 South Western Hwy, Waterloo	MUNI	518.45
EFT40170	22/10/2020	Peta Nolan	Uniform Reimbursement (Myer And Jacqui E)	MUNI	109.95
EFT40171	22/10/2020	PFI Supplies	Box 1-Ply Toilet Paper	MUNI	343.45

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40172	22/10/2020	Rhianna Kathleen Scheffner	Reimbursement For Purchase Of Staff Farewell Cards	MUNI	48.00
EFT40173	22/10/2020	Roldan Tomas	Umpire Recoup 21/10/2020	MUNI	44.00
EFT40174	22/10/2020	Ryan Smoker	Refund Of Basketball Fees Paid Up Front For Season	MUNI	1,182.00
EFT40175	22/10/2020	Safe Farms WA Inc	Chemical Spraying Risk Assessment & Review Of SWMS	MUNI	1,650.00
EFT40176	22/10/2020	Schwepes Australia Pty Ltd	ERC - Cafe Order	MUNI	221.78
EFT40177	22/10/2020	SMR Psychology	Employee Assistance Program - Counselling	MUNI	187.00
EFT40178	22/10/2020	SOS Office Equipment	Photocopier Meter Reading - Located In Stationary Room	MUNI	2,095.07
EFT40179	22/10/2020	Spotlight Pty Ltd	Sizzex Consumables, Cricut Consumables, Misc Items	MUNI	205.00
EFT40180	22/10/2020	Sudhanshu Mishra	Uniform Reimbursement	MUNI	313.87
EFT40181	22/10/2020	Tara Louise Dillon	Uniform Reimbursement	MUNI	78.00
EFT40182	22/10/2020	Taylor Anderson	Umpire Recoup 21/10/2020	MUNI	22.00
EFT40183	22/10/2020	Te Wairimu Elinor Pomare	Umpire Recoup 21/10/2020	MUNI	22.00
EFT40184	22/10/2020	Terrywhite Chemmart Eaton	8 X 375ML Pump Pack Hand Sanitizer	MUNI	79.92
EFT40185	22/10/2020	The Recover Group Pty Ltd	Pre-Employment Medical Stephen Delane Ranger October 2020	MUNI	434.54
EFT40186	22/10/2020	Therese Price	Umpire Recoup 19/10/2020 & 20/10/2020	MUNI	157.50

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40187	22/10/2020	Toni Hotchin	Umpire Recoup 20/10/2020	MUNI	90.00
EFT40188	22/10/2020	Total Eden Pty Ltd	Decoders X 2, Coils x 12, Combination Air Valves, Sprinklers x 15 and Parts for Mainline Break Eaton Foreshore	MUNI	1,065.85
EFT40189	22/10/2020	Vanessa Rose Black	Umpire Recoup 19/10/2020	MUNI	90.00
EFT40190	22/10/2020	Western Australia Treasury Corporation	Loan 61 Repayment - Panizza Road	MUNI	14,567.87
EFT40191	22/10/2020	WML Consultants	Proposed Road Network Upgrades Eaton Area: Design Consultancy - Progress Claim	MUNI	5,299.25
EFT40192	22/10/2020	Woolworths Group Limited	Groceries for Eaton Admin Office and Items For Manager Operations Farewell	MUNI	284.62
EFT40193	22/10/2020	Work Clobber	PPE Uniform Orders - Tops x 4, Pants x 5 & Tops x 3, Jacket x 1 and Pants x 3	MUNI	1,004.00
EFT40194	22/10/2020	Zipform Pty Ltd	2020-21 Dog And Cat Renewal Artwork And Mail Out	MUNI	1,914.77
EFT40196	29/10/2020	Advanced Traffic Management WA P/L	Supply Traffic Management - Pile Road Widening 0.00 - 1.64 SIK - 7/10/2020 - 13/10/2020 & Wellington Mills Road 21/07/2020	MUNI	8,966.25
EFT40197	29/10/2020	Austral Brick Co Pty Ltd	Rates Refund - 218 Waterloo Rd, Waterloo	MUNI	306.69
EFT40198	29/10/2020	BCE Surveying Pty Limited	Wells Recreation Park, Dardanup - Detail Survey As Per Quotation Q6926 Dated 02/09/2020	MUNI	1,783.43
EFT40199	29/10/2020	Bernice Depiazzi	Rates Refund - 9 Trusty Pl, Dardanup	MUNI	792.00
EFT40200	29/10/2020	Better Telco Solutions Pty Ltd	Install and Relocate Data and Power Points in Transportable Building for Office Reconfiguration	MUNI	3,682.29
EFT40201	29/10/2020	Big W	Air Chairs For Youth Events And Activities	MUNI	109.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40202	29/10/2020	Blaine Thompson	Umpire Recoup 28/10/2020	MUNI	132.00
EFT40203	29/10/2020	Boc Ltd	ERC - Hire Of Oxygen Bottle - September 2020	MUNI	11.98
EFT40204	29/10/2020	Bree Roberts	Umpire Recoup 27/10/2020	MUNI	22.50
EFT40205	29/10/2020	Brett Hodgson	Umpire Recoup 28/10/2020	MUNI	44.00
EFT40206	29/10/2020	Bristile Holdings Ltd	Rates Refund - 162 Railway Rd Waterloo WA 6228	MUNI	343.20
EFT40207	29/10/2020	Bristile Operations Pty Ltd	Rates Refund - 618 Waterloo Rd Waterloo WA 6228	MUNI	1,263.27
EFT40208	29/10/2020	Brownes Foods Operations Pty Ltd	ERC Cafe Goods	MUNI	107.14
EFT40209	29/10/2020	Bullivants Pty Ltd - Sling Rig	Supply And Relace Slings And Chains and Replacement Hook for Loader Lifting Chain	MUNI	430.21
EFT40210	29/10/2020	Bunbury Machinery	Hire Of Concrete Grinder And Generator	MUNI	163.62
EFT40211	29/10/2020	Bunbury Subaru	37,500Km Service - Subaru Forester - DA10091	MUNI	328.55
EFT40212	29/10/2020	Bunnings Group Limited	Materials for New Admin Meeting Room, Kerosene for Cleaning, Parts for Plant and Trailer Repairs	MUNI	568.78
EFT40213	29/10/2020	Butler Settineri Pty Ltd	Audit Of 2019-2020 Bushfire Risk Management Plan Grant Program & Deferred Pensioner Rates	MUNI	1,760.00
EFT40214	29/10/2020	Caltex Australia Petroleum Pty Ltd	Fuel - Shire Vehicles	MUNI	15,763.34
EFT40215	29/10/2020	Cameron Baker	Umpire Recoup 28/10/2020	MUNI	110.00
EFT40216	29/10/2020	Cathy Lee	Refund Telstra Dongle 0408 013 732 - Purchased During Covid-19 - September/October 2020	MUNI	63.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40217	29/10/2020	Cecilia Muller	2020/21 Uniform Reimbursement	MUNI	90.00
EFT40218	29/10/2020	Chubb Fire And Security	Security Monitoring Service - Dardanup Office, 3 Little Street - Line Yyc8320 - 1/10/2020 - 31/12/2020	MUNI	263.42
EFT40219	29/10/2020	Civil & Structural Engineers	Inspection Of Existing Building For The Purpose Of Retro Fitting A Ceiling And Insulation Of The Existing Waterfloo Hall	MUNI	825.00
EFT40220	29/10/2020	Cleanaway	September 2020 - Monthly Collection of Waste, Recycle, Park and Street Bins - New Bin Services, Replacement and Repairs	MUNI	55,929.70
EFT40221	29/10/2020	Craven Foods	ERC - Cafe Order	MUNI	285.72
EFT40222	29/10/2020	Cross Security Services	ERC - Security Monitoring - 1/10/2020 - 31/12/2020	MUNI	143.00
EFT40223	29/10/2020	Dave Lanfear Consulting Pty Ltd	ERC Business Case: Completion Of Phase 4	MUNI	11,242.00
EFT40224	29/10/2020	Department Of Primary Industries And Regional Development	Shire Of Dardanup Contribution To Undertake A Study Into The Creation Of An Advanced Manufacturing Hub In The Bunbury Geopraphe Area.	MUNI	10,000.01
EFT40225	29/10/2020	Donna Bastow	Umpire Recoup 28/10/2020	MUNI	132.00
EFT40226	29/10/2020	Donna Nicholls	Umpire Recoup 27/10/2020	MUNI	45.00
EFT40227	29/10/2020	Donna Whitton	Umpire Recoup 23/10/2020	MUNI	30.00
EFT40228	29/10/2020	Ellen-Marie Pessotto	Rates Refund - Unit 6 36 Hamilton Rd, Eaton	MUNI	492.54
EFT40229	29/10/2020	Emma Bish	Umpire Recoup 27/10/2020	MUNI	90.00
EFT40230	29/10/2020	Eve Yoga	ERC - Yoga Instruction 7/10/2020 & 14/10/2020	MUNI	120.00



Payment	Date	Name	Invoice Description	Fund	Amount
EFT40231	29/10/2020	Evedon Park Bush Resort Pty Ltd	Economic Business Breakfast 23 Attendees Plus Venue Hire	MUNI	1,005.00
EFT40232	29/10/2020	Freestyle Now	BMX Clinic For Youth - Burekup	MUNI	770.00
EFT40233	29/10/2020	Fulton Hogan Industries WA	250L Emulsion and 1 Tonne Pre-Mix	MUNI	403.10
EFT40234	29/10/2020	Hargreaves Design Group	Amendments To The Eaton Bowling Club Design	MUNI	1,250.00
EFT40235	29/10/2020	Harvey Water	Dam Safety Charge, SWIAC Asset Levy, SWIMCO Development Levy, Water Storage Charge	MUNI	145.20
EFT40236	29/10/2020	Hays Tree Lopping	Tree Lopping Services - 101 Shenton Road, Burekup - Removal of Large Hung Up Tree	MUNI	2,750.00
EFT40237	29/10/2020	Heatleys	PPE - Coveralls x 70 (Various Sizes), Earplugs, Respirator Masks	MUNI	2,560.07
EFT40238	29/10/2020	Holcim Australia Pty Ltd	10 Tonne Of 5 MI Blue Metal & 1M3 Concrete	MUNI	981.27
EFT40239	29/10/2020	HPE Financial Services	Lease Payments - 1/10/2020 - 31/12/2020 - Desktop Refresh and Firewall Replacement	MUNI	10,061.70
EFT40240	29/10/2020	Illion Australian Pty Ltd (Tenderlink)	Tenderlink Notice Fee - RFT F0171521	MUNI	198.00
EFT40241	29/10/2020	Jason Cartledge	Umpire Recoup 28/10/2020	MUNI	132.00
EFT40242	29/10/2020	Jayne Lee Performance & Entertainment	Spring Out Festival 18/10/2020 - Childrens Entertainer	MUNI	550.00
EFT40243	29/10/2020	Josie Phillips	Umpire Recoup 26/10/2020	MUNI	90.00
EFT40244	29/10/2020	Jr & A Hersey Pty Ltd	Depot Supplies And Sundry Items	MUNI	487.19
EFT40245	29/10/2020	Karyn Rowe	Umpire Recoup 23/10/2020 & 27/10/2020	MUNI	120.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40246	29/10/2020	Kenny Pomare	Umpire Recoup 28/10/2020	MUNI	22.00
EFT40247	29/10/2020	Kirsty Freeman	Rates Refund - 4 Harlequin Gdns, Eaton	MUNI	1,062.55
EFT40248	29/10/2020	Kmart	Misc Items For Spring Out 2020	MUNI	120.50
EFT40249	29/10/2020	Landgate	Valuation Fees	MUNI	634.69
EFT40250	29/10/2020	LG Solutions Pty Ltd	Cloud Fees & Charges Annual Licence Fee - 2020/21 Financial Year	MUNI	5,170.00
EFT40251	29/10/2020	Lucy Owen-Conway	2020/21 Uniform Reimbursement	MUNI	59.99
EFT40252	29/10/2020	Madison Hancock	Umpire Recoup 27/10/2020	MUNI	90.00
EFT40253	29/10/2020	Malatesta Road Paving And Hotmix	250 Litres Catamoil	MUNI	400.00
EFT40254	29/10/2020	Marketforce	Public Notice - Notice Of Special Council Meeting 16 September 2020	MUNI	236.19
EFT40255	29/10/2020	Mckayhla Pomare	Umpire Recoup 28/10/2020	MUNI	110.00
EFT40256	29/10/2020	Miranda Akerman	2020/21 Uniform Reimbursement	MUNI	127.44
EFT40257	29/10/2020	P & S Barbetti And Son	Rates Refund - 246 Clifton Rd, Waterloo	MUNI	474.04
EFT40258	29/10/2020	P E Civil	Removal Of Dead Tree Stumps Under Grates, Verge Boxout and Installation Of New Stormwater Grate, Clean Out Stormwater Drain	MUNI	4,950.00
EFT40259	29/10/2020	Perfect Landscapes	Mowing Week Commencing 5/10/2020 & 12/10/2020	MUNI	6,776.00
EFT40260	29/10/2020	PFD Food Services Pty Ltd	Cafe Goods	MUNI	636.15

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40261	29/10/2020	PFI Supplies	Cleaning Supplies - Admin Offices	MUNI	984.10
EFT40262	29/10/2020	Public Libraries WA	PIWA Membership - Category 2 Subscription Renewal 2020	MUNI	170.00
EFT40263	29/10/2020	SJ Traffic Management	4 Traffic Controllers & 2 Vehicles For 5 Days Pruning And Verge Management From Dowdells Line To Boundary On Ferguson Rd.	MUNI	5,928.45
EFT40264	29/10/2020	SMR Psychology	Employee Assistance Program - Counselling	MUNI	280.50
EFT40265	29/10/2020	Sonya Williams	2020/21 Uniform Reimbursement	MUNI	301.00
EFT40266	29/10/2020	SOS Office Equipment	Printers Monthly Rental - 11/09/2020 - 11/10/2020 - 9 x Printers/MFD's for Shire Offices	MUNI	4,785.00
EFT40267	29/10/2020	Southern Lock And Security	2 Door Handles For Glen Huon Footy Change Rooms	MUNI	180.40
EFT40268	29/10/2020	Spotlight Pty Ltd	4 x Hand Punch - ERC Stationery	MUNI	32.00
EFT40269	29/10/2020	Stacey Gillespie	Childcare Allowance For Meetings And Workshops 24/08/2020, 26/08/2020, 9/09/2020 & 30/09/2020	MUNI	489.97
EFT40270	29/10/2020	State Law Publisher	Gazettal Of Change Of Valuation Basis UV To GRV For DP418763	MUNI	108.15
EFT40271	29/10/2020	Statewide Power	Fixing Of Safety Hazard (Conduit Pulled Out Of Switchboard Leaving Cables Exposed)	MUNI	105.60
EFT40272	29/10/2020	Stephen James Heron	Children's Author Talk - Steve Heron - Monday 5/10/2020	MUNI	300.00
EFT40273	29/10/2020	Susan Margaret Cornwell	Rates Refund - 29 Joel Court, Ferguson	MUNI	792.00
EFT40274	29/10/2020	Synergy	Electricity Account For Garry Engel Park - 9/09/2020 - 14/10/2020	MUNI	1,811.18

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40275	29/10/2020	T & V Fencing	12 Stay Posts	MUNI	482.90
EFT40276	29/10/2020	T J Depiazzi & Sons	Black Mulch Delivered to Depot	MUNI	860.42
EFT40277	29/10/2020	Taylor Anderson	Umpire Recoup 28/10/2020	MUNI	110.00
EFT40278	29/10/2020	Telstra	Telephone And Various Lines For Eaton Admin Centre, Shire Mobile Accounts	MUNI	11,426.45
EFT40279	29/10/2020	The Recover Group Pty Ltd	Pre-employment Medical - Ranger - Kayli Plank 9/10/20	MUNI	434.54
EFT40280	29/10/2020	Therese Price	Umpire Recoup 26/10/2020 & 27/10/2020	MUNI	157.50
EFT40281	29/10/2020	Toni Hotchin	Umpire Recoup 26/10/2020	MUNI	90.00
EFT40282	29/10/2020	Total Calibration Pty Ltd	Install Scorm Engine For Lanteria - 6 Consulting Hours	MUNI	877.80
EFT40283	29/10/2020	Totally Workwear	Hi Vis Polo's x 4 - Event Staff	MUNI	158.40
EFT40284	29/10/2020	Tutt Bryant Hire	Hire Of 3.5 To Digger & Hire Of Rubber Tyre Roller For Month Of September	MUNI	4,930.16
EFT40285	29/10/2020	Vanessa Rose Black	Umpire Recoup 26/10/2020 & 27/10/2020	MUNI	135.00
EFT40286	29/10/2020	Veolia Environmental Services (Australia) Pty Ltd	Shire Road Sweeping At Schedule Of Rates Detailed In Submission Dated 4/11/19 (QUO-F0154167).	MUNI	15,558.40
EFT40287	29/10/2020	Winc Australia Pty Ltd	ERC - Stationary Order	MUNI	418.20
EFT40288	29/10/2020	Woolworths Group Limited	Stock For Council Chambers & Staff Kitchen, ERC Supplies	MUNI	739.87
EFT40289	06/11/2020	21 Graphic Design Pty Ltd	Events Calendar - October 2020	MUNI	99.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40290	06/11/2020	Action Kerbing	Supply And Install 470M Semi-Mountable Concrete Kerbing (Sm1) - Pile Road	MUNI	9,377.50
EFT40291	06/11/2020	Activ Industries Bunbury	Preasure Clean Greenough Playground	MUNI	115.50
EFT40292	06/11/2020	Advanced Traffic Management WA P/L	Supply 3 Traffic Controllers - Pile Road Widening - 14/10/2020 - 27/10/2020	MUNI	15,379.40
EFT40293	06/11/2020	Amelia Kaitani	Umpire Recoup 3/11/2020	MUNI	44.00
EFT40294	06/11/2020	Anel Van Rooyen	Reimbursement For Purchase Of Ppe - 1 X Shirt, 1 X Trousers And 1 X Boots	MUNI	314.00
EFT40295	06/11/2020	Australia Post	Monthly Invoice Of Mail And Postage - October 2020	MUNI	4,298.88
EFT40296	06/11/2020	Australian Tax Office	PAYG Withholding Fortnight Ending 30/10/2020	MUNI	73,898.00
EFT40297	06/11/2020	B.Social	Payroll Deductions For Staff Social Club	MUNI	60.00
EFT40298	06/11/2020	Ben Anderson	Reimbursement For Meals From BRPC Forum - 20/10/2020	MUNI	62.00
EFT40299	06/11/2020	Big W	All Events - Hand Sanitiser Station Tables 1 X Lifetime 26-inch Personal Tables. \$29 Each	MUNI	29.00
EFT40300	06/11/2020	Blaine Thompson	Umpire Recoup 4/11/2020	MUNI	132.00
EFT40301	06/11/2020	Boc Ltd	10kg Dry Ice	MUNI	9.99
EFT40302	06/11/2020	Boyles Plumbing And Gas	Annual Backflow Testing - PT2 Hutchinson Road Burekup & Reserve 1, Pratt Road Eaton	MUNI	396.00
EFT40303	06/11/2020	Bree Roberts	Umpire Recoup 3/11/2020	MUNI	45.00
EFT40304	06/11/2020	Brett Hodgson	Umpire Recoup 4/11/2020	MUNI	132.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40305	06/11/2020	Bright Minds Technology Pty Ltd	Proof Of Concept Training For Dynamics 365	MUNI	2,640.00
EFT40306	06/11/2020	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	116.77
EFT40307	06/11/2020	Bunbury And Districts Softball Association	Hall Hire For Jo Jingles Sessions x 5	MUNI	150.00
EFT40308	06/11/2020	Bunbury Machinery	Hire Of Fertiliser Spreader - 2 Days	MUNI	68.18
EFT40309	06/11/2020	Bunbury Mower Service	Parts For MS 192T Chainsaw Repairs, Autocut Bump Line Head, Prewound Spool, Auto Edger Cross Blade	MUNI	141.25
EFT40310	06/11/2020	Bunbury Telecom Service Pty Ltd	Locate And Test Above-Ground Cable Not Shown On DBYD - Pile Road	MUNI	275.00
EFT40311	06/11/2020	Bunbury Tyrepower - Picton	Repair Flat Tyre - DA9774	MUNI	109.00
EFT40312	06/11/2020	Bunnings Group Limited	Wood, Screws, And Parts For Play area Repairs, 10 Bags Concrete, Wheels for Entry Gate Repair, Parts for Toilet Lock Repairs	MUNI	470.15
EFT40313	06/11/2020	Bunbury Plumbing Service	ERC - Block Plumbing After Hours Call Out	MUNI	1,429.50
EFT40314	06/11/2020	Caltex Energy WA	Verbal Quote: \$250 For The First Hour Including The Call Out Fee, \$100 Per Hour There After 4 X 10 Lt Adblue and 1 X 20Lt Delo 400 MGrade	MUNI	286.34
EFT40315	06/11/2020	Carmel Boyce	Meeting Attendance & ICT Allowance October 2020	MUNI	1,158.92
EFT40316	06/11/2020	Coca-Cola Amatil Australia Pty Ltd	ERC - Cafe Order	MUNI	249.70
EFT40317	06/11/2020	Construction Training Fund : BCITF	BCITF Remittance - October 2020	MUNI	871.05

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40318	06/11/2020	Craven Foods	ERC - Cafe Stock	MUNI	434.91
EFT40319	06/11/2020	Cross Security Services	Alarm System Monitoring - Eaton Admin Centre - 1/10/2020 - 31/12/2020	MUNI	429.00
EFT40320	06/11/2020	CWA River Valley Belles	2020/21 Quick Response Grant - Community Event: CWA River Valley Belles. Approved By CEO, 30 October 2020.	MUNI	314.05
EFT40321	06/11/2020	Crowne Plaza Perth	Accommodation, Full Breakfast, Parking And Room Hire Contribution - Ben Anderson BRPC Forum & Project Management Course - 20-10 To 23-10	MUNI	431.72
EFT40322	06/11/2020	Dapco Tyre And Auto Centre	DA9136 New Tyre And Wheel Alignment	MUNI	434.00
EFT40323	06/11/2020	Dardanup Primary School	Spring Out Festival - Payment For Maypole Performance And Have A Go Session	MUNI	200.00
EFT40324	06/11/2020	Dardanup Rural Supplies	2 X Shovels	MUNI	36.00
EFT40325	06/11/2020	Daryl Fishwick	Umpire Recoup 4/11/2020	MUNI	66.00
EFT40326	06/11/2020	Dave Lanfear Consulting Pty Ltd	ERC Business Case: Completion Of Report	MUNI	4,496.80
EFT40327	06/11/2020	Dell Financial Services Pty Ltd	Nutanix Server (Nutanix) X1 - Contract # 009-0141985-001	MUNI	2,983.75
EFT40328	06/11/2020	Department Of Fire And Emergency Services	Recoup Of Unspent Portion Of 2019/2020 Brmp Grant	MUNI	19,270.00
EFT40329	06/11/2020	Department Of Mines, Industry, Regulations & Safety (Dmirs) - BSI	BSL Remittance - October 2020	MUNI	7,874.36
EFT40330	06/11/2020	Discover Deadly	Final Payment - Spring Out Festival 18/10/2020 - 3 Hour - Interactive Display Of Local Snakes And Snake Safety Plus First Aid	MUNI	780.90
EFT40331	06/11/2020	DL & SC Brindley	Exterior And Interior Maintenance - CWA Hall	MUNI	3,450.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40332	06/11/2020	Dominos Eaton	Eaton & Dardanup School Holidays Planning	MUNI	85.90
EFT40333	06/11/2020	Donna Bastow	Umpire Recoup 4/11/2020	MUNI	154.00
EFT40334	06/11/2020	Donna Nicholls	Umpire Recoup 20/10/2020 & 23/10/2020, 30/10/2020	MUNI	127.50
EFT40335	06/11/2020	Earth 2 Ocean Communications	Chatter Ptt Mobile Annual License x 5 (Rangers) & Annual Fixed PC License	MUNI	1,434.01
EFT40336	06/11/2020	Eaton Community Pharmacy	ERC - Cafe Order	MUNI	236.27
EFT40337	06/11/2020	Eve Yoga	ERC - Yoga Instruction	MUNI	120.00
EFT40338	06/11/2020	Exetel Pty Ltd	Exetel 200/200Mbit Data Communications - TSF200R2 - October & November 2020	MUNI	2,500.00
EFT40339	06/11/2020	Fit2Work	Monthly Invoice For Australian Employee Police Checks	MUNI	318.23
EFT40340	06/11/2020	Fuji Xerox Australia Pty Ltd	AWMS Software For Xerox Printers	MUNI	1,718.16
EFT40341	06/11/2020	Fulton Hogan Industries WA	4 Tonne Of Premix	MUNI	836.00
EFT40342	06/11/2020	Hart Sport	ERC - Lanyards, Whistles, Strapping Tape And Mouthguards Plus Delivery	MUNI	872.00
EFT40343	06/11/2020	Harvey Norman	Full HD 1080P USB Webcam x 10 & 2 x Wireless Mouse and Keyboard, 4 x HDMI Cable With Ethernet Connection	MUNI	1,362.00
EFT40344	06/11/2020	Hooleys Catering Company	Council Meeting Dinner For 28/10/2020 Ordinary Council Meeting - 15 People	MUNI	675.00
EFT40345	06/11/2020	Hynes Contracting	Fill In Gravel - Taverner Road	MUNI	330.00
EFT40346	06/11/2020	IVC Computer Services	HP Laserjet Pro M404DW (W1A56A)	MUNI	580.00



Payment	Date	Name	Invoice Description	Fund	Amount
EFT40347	06/11/2020	Janice Patricia Dow	Meeting Attendance & ICT Allowance October 2020	MUNI	1,158.92
EFT40348	06/11/2020	Jason Cartledge	Umpire Recoup 4/11/2020	MUNI	110.00
EFT40349	06/11/2020	Jcw Electrical Pty Ltd	Replace Faulty PE Cell In The Head Of The Light Pole	MUNI	335.50
EFT40350	06/11/2020	John Thompson	Refund Of Transfer Fee Charged In Error - ERC	MUNI	25.00
EFT40351	06/11/2020	Josie Phillips	Umpire Recoup 2/11/2020	MUNI	90.00
EFT40352	06/11/2020	Justine Eichner	Umpire Recoup 4/11/2020	MUNI	22.00
EFT40353	06/11/2020	Karyn Rowe	Umpire Recoup 30/10/2020, 2/11/2020 & 3/11/2020	MUNI	210.00
EFT40354	06/11/2020	Kings Tree Care	Grind Stumps, Pruning and Tree Removal - Multiple Locations in Millbridge/Eaton Area	MUNI	5,489.00
EFT40355	06/11/2020	Kmart	ERC - Crèche - Halloween Craft And Party, Fitness Centre Digital Scales	MUNI	76.25
EFT40356	06/11/2020	Kylie's Magical Face Painting	Spring Out - Sunday 18/10/2020 - 3 Hours 2 x Airbrush Artists And 1 x Bubbleologist	MUNI	915.00
EFT40357	06/11/2020	Landgate	Rural Unimproved Valuation Fees	MUNI	427.30
EFT40358	06/11/2020	Les Mills Asia Pacific	ERC- Monthly Licence Fees	MUNI	1,185.59
EFT40359	06/11/2020	Lonsdale Party Hire	Spring Out Festival - 18/10/2020 - Installation 2 Marquees, 5 Table, 25 Chairs, 4 Market Umbrellas And Stands, Trestle Table	MUNI	1,067.45
EFT40360	06/11/2020	Lucy Owen-Conway	Reimbursement For Facebook Advertising - Spring Out Festival	MUNI	82.50
EFT40361	06/11/2020	Luke Davies	Meeting Attendance And ICT Allowance October 2020	MUNI	1,158.92

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40362	06/11/2020	Lynette Anne & Paulo Orso	Refund Of Upfront Membership Fees	MUNI	454.32
EFT40363	06/11/2020	Madison Hancock	Umpire Recoup 3/11/2020	MUNI	90.00
EFT40364	06/11/2020	Maia Financial Pty Ltd	Nutanix Servers Contract E6N0159668 - 1/10/2020 - 31/12/2020	MUNI	3,026.64
EFT40365	06/11/2020	Malatesta Road Paving And Hotmix	Supply And Lay 7Mm 90/10 Cutback Bitumen Primerseal - Pile Road Widen 0.00 - 1.64 SLK	MUNI	13,063.20
EFT40366	06/11/2020	Mark Richard Hutchinson	Meeting Attendance & ICT Allowance October 2020	MUNI	1,158.92
EFT40367	06/11/2020	Mckayhla Pomare	Umpire Recoup 4/11/2020	MUNI	110.00
EFT40368	06/11/2020	Michael Bennett	Local Government Allowance, Meeting Attendance & ICT Allowance October 2020	MUNI	3,838.25
EFT40369	06/11/2020	Nightguard Security Service	Security Callout Service - October 2020 - ERC, Depot, Eaton Admin and Dardanup Office	MUNI	517.00
EFT40370	06/11/2020	Officeworks Superstores Pty Ltd	Stilford Screens 1800 W X 525 H White Frame Blue Fabric, 3 x Folding Tables, Vertical Mate File Pockets, Wire Magazine Rack	MUNI	1,149.50
EFT40371	06/11/2020	Onsite Rental Group	Hire Of Temporary Office Behind Eaton Admin Centre	MUNI	1,150.89
EFT40372	06/11/2020	Patricia Perks	Meeting Attendance & ICT Allowance October 2020	MUNI	1,158.92
EFT40373	06/11/2020	Perfect Landscapes	Mowing Week Commencing 19/10/2020 & 26/10/2020	MUNI	6,424.00
EFT40374	06/11/2020	Peter Robinson	Local Government Allowance, Meeting Attendance & ICT Allowance October 2020	MUNI	1,697.84
EFT40375	06/11/2020	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	628.95
EFT40376	06/11/2020	Picton Civil Pty Ltd	River Bank Stabilisation And Limestone Path Reinstatement - Collie River Foreshore As Per Council Resolution 231 -20 & Russel Road Parking Bay Upgrade	MUNI	73,702.09

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40377	06/11/2020	Promote You	Embroidery Of Staff Uniforms	MUNI	107.80
EFT40378	06/11/2020	Radrock Adventures	Spring Out - 18/10/2020 - Radrock - 3 Hour Hire And Staffed 8 Metre Climbing Wall	MUNI	1,094.50
EFT40379	06/11/2020	Raya Thompson	Umpire Recoup 4/11/2020	MUNI	66.00
EFT40380	06/11/2020	Robert Drennan	Deputy Fire Control Officer Annual Payment 2020/21	MUNI	680.00
EFT40381	06/11/2020	Rodney George Bailey	Fire Control Officer Annual Payment 2020/21	MUNI	500.00
EFT40382	06/11/2020	Safetcard Australia	Monitoring Fees For Safetcards S109U006404, S109U009688, S109U006161, S109U007972, S10977001163, S109U010515	MUNI	264.00
EFT40383	06/11/2020	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	823.85
EFT40384	06/11/2020	Shire Of Dardanup	Rubbish And Recycle Bin Collection - Russell Road, Burekup	MUNI	225.70
EFT40385	06/11/2020	Shire Of Donnybrook Balingup	Reimbursement - 2 X Meals For Councillors At The 2020 WALGA AGM - Crown Perth Atrium	MUNI	217.06
EFT40386	06/11/2020	Shire Of Harvey	Payment Of Proportion Of JTPS Review Prepared By Aurecon - 2017/2018 And 2018/2019 Annual Review	MUNI	9,768.00
EFT40387	06/11/2020	South Regional Tafe	Auschem Accreditation Course - Darcy Webb & Aaron Sheppard	MUNI	361.60
EFT40388	06/11/2020	South West Fire	Supply And Fit New Battery, Test External Charger, Travel - Waterloo Brigade	MUNI	897.35
EFT40389	06/11/2020	South West Septics	ERC - Empty Greasetrap x 2	MUNI	528.00
EFT40390	06/11/2020	Southern Lock And Security	Replacement Lock For Gym Entry Door	MUNI	284.45

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40391	06/11/2020	Spencer Signs	Corflute Signs And Step Stakes - 24 x 1 Sided Digital Print and 24 x Stakes	MUNI	897.60
EFT40392	06/11/2020	St John Ambulance Western Australia Ltd	St John Ambulance Event Crew - Spring Out Festival 18/10/2020 - 10:00am - 1:30pm	MUNI	346.50
EFT40393	06/11/2020	Stacey Gillespie	Meeting Attendance & ICT Allowance October 2020	MUNI	1,158.92
EFT40394	06/11/2020	Statewide Cleaning Supplies Pty Ltd	Fitwipes Maxx Pack x 4 Cartons - ERC	MUNI	870.10
EFT40395	06/11/2020	Steann Pty Ltd	Bi-Annual Green waste Collection - October 2020 - Contract F0152853	MUNI	23,957.45
EFT40396	06/11/2020	Suez Recycling & Recovery (Perth) Pty Ltd	Monthly Kerbside Recycling Processing - October 2020	MUNI	6,366.70
EFT40397	06/11/2020	Sunny Industrial Brushware	Tractor Broom - DA2833	MUNI	847.66
EFT40398	06/11/2020	Synergy	Electricity Consumption From 15/09/2020 - 27/10/2020 Lot 501 Recreation Drive, Eaton	MUNI	4,260.63
EFT40399	06/11/2020	Tammy Blakeman	Refund Of Bond For Animal Cage Hire	MUNI	150.00
EFT40400	06/11/2020	Telstra	Ipad - Business Analyst	MUNI	92.23
EFT40401	06/11/2020	Therese Price	Umpire Recoup 3/11/2020	MUNI	90.00
EFT40402	06/11/2020	Thomas Goodman Edwards	Rates Refund - Unit 2455 63 Millard St, Eaton	MUNI	792.00
EFT40403	06/11/2020	Toll Transport	Postage & Freight - Environmental Health	MUNI	57.16
EFT40404	06/11/2020	Total Eden Pty Ltd	Parts For Sprinklers Parkridge Estate, Parts for New Eaton Foreshore Footpath and Mainline Break	MUNI	796.80
EFT40405	06/11/2020	Tyrrell Gardiner	Meeting Attendance & ICT Allowance October 2020	MUNI	1,158.92

Payment	Date	Name	Invoice Description	Fund	Amount
EFT40406	06/11/2020	Universal Marina Systems (WA) Pty Ltd	Additional Pile at Eaton Boat Ramp As Requested By Department of Transport	MUNI	2,611.86
EFT40407	06/11/2020	Vanessa Rose Black	Umpire Recoup 2/11/2020 & 3/11/2020	MUNI	180.00
EFT40408	06/11/2020	Videopro Pty Ltd	Kramer Via Go Presentation Device	MUNI	583.00
EFT40409	06/11/2020	Walga	Serving On Council (E-Learning Course) For Cr. Patricia Perks	MUNI	195.00
EFT40410	06/11/2020	Water Corporation	Water Use And Service Charges For Eaton Recreation Centre & Swan Ave, Millbridge	MUNI	1,453.35
EFT40411	06/11/2020	Western Power	Harris Road Lighting Upgrade - S1010087 - DIP/SCR Fees	MUNI	1,644.00
EFT40412	06/11/2020	Winc Australia Pty Ltd	Stationery Orders Eaton Admin & ERC	MUNI	1,054.84
EFT40413	06/11/2020	Woolworths Group Limited	ERC - Cafe Order, Eaton Admin Groceries, Items for Spring Out Festival 18/10/2020	MUNI	534.26
EFT40414	06/11/2020	Work Clobber	PPE - 5 x Tops, 3 x Boots & 3 x Pants	MUNI	1,022.00
EFT40415	06/11/2020	X5 Academy	Spring Out - 18/10/2020 - 10:00am - 1:00pm - 3hrs Of Performances And Workshops	MUNI	880.00
EFT40416	06/11/2020	Zipform Pty Ltd	Printing, Collation And Lodgement Of 2020/21 Second Instalment Notices	MUNI	1,478.71
EFT40417	06/11/2020	Zoe Hill	Umpire Recoup 2/11/2020	MUNI	90.00
EFT40418	06/11/2020	Aquila Food Forest	Sustainable Living Workshop 8/10/2020	MUNI	230.00
EFT40419	06/11/2020	Deadly Denim	Deadly Denim Workshops For Youth - 10 People - 19/10/2020	MUNI	400.00
<b>TRUST</b>					


Payment	Date	Name	Invoice Description	Fund	Amount
EFT40195	29/10/2020	Shire Of Dardanup	Reimbursement For Ferguson Valley & Wellington Mills Signage From Tourism WA Trust Funds Ferguson Valley Marketing Project For Spencer Signs Invoice 22686B Paid 16/10/2020	TRUST	53,737.50
<b>CHEQUES</b>					
<b>PAYROLL</b>					
DD15301.1	16/10/2020	WA Super	Payroll Deductions	MUNI	36,740.83
DD15301.2	16/10/2020	Perpetual Wealth Focus Super Plan	Superannuation Contributions	MUNI	140.08
DD15301.3	16/10/2020	Mlc Super Fund	Superannuation Contributions	MUNI	678.72
DD15301.4	16/10/2020	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	165.36
DD15301.5	16/10/2020	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	290.69
DD15301.6	16/10/2020	One Path Masterfund	Superannuation Contributions	MUNI	106.68
DD15301.7	16/10/2020	Hostplus	Superannuation Contributions	MUNI	380.29
DD15301.8	16/10/2020	Suncorp Brighter Super	Superannuation Contributions	MUNI	207.89
DD15301.9	16/10/2020	BT Super For Life	Superannuation Contributions	MUNI	185.24
DD15301.10	16/10/2020	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	136.91
DD15301.11	16/10/2020	Local Government Super	Superannuation Contributions	MUNI	232.58
DD15301.12	16/10/2020	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	261.82

Payment	Date	Name	Invoice Description	Fund	Amount
DD15301.13	16/10/2020	BT Super	Payroll Deductions	MUNI	486.96
DD15301.14	16/10/2020	Rest Superannuation	Superannuation Contributions	MUNI	818.30
DD15301.15	16/10/2020	The Bro Code Super Fund	Superannuation Contributions	MUNI	87.84
DD15301.16	16/10/2020	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	663.66
DD15301.17	16/10/2020	Media Super	Superannuation Contributions	MUNI	522.66
DD15301.18	16/10/2020	MIML - Macquarie Super Accumulator	Superannuation Contributions	MUNI	396.71
DD15301.19	16/10/2020	Australiansuper	Superannuation Contributions	MUNI	2,421.92
DD15301.20	16/10/2020	Burton Superannuation Fund	Superannuation Contributions	MUNI	257.93
DD15328.1	30/10/2020	WA Super	Payroll Deductions	MUNI	35,880.80
DD15328.2	30/10/2020	Perpetual Wealth Focus Super Plan	Superannuation Contributions	MUNI	145.01
DD15328.3	30/10/2020	Mlc Super Fund	Superannuation Contributions	MUNI	577.79
DD15328.4	30/10/2020	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	165.36
DD15328.5	30/10/2020	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	323.93
DD15328.6	30/10/2020	One Path Masterfund	Superannuation Contributions	MUNI	86.16

Payment	Date	Name	Invoice Description	Fund	Amount
DD15328.7	30/10/2020	Hostplus	Superannuation Contributions	MUNI	348.19
DD15328.8	30/10/2020	Suncorp Brighter Super	Superannuation Contributions	MUNI	207.89
DD15328.9	30/10/2020	BT Super For Life	Superannuation Contributions	MUNI	19.65
DD15328.10	30/10/2020	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	61.05
DD15328.11	30/10/2020	Local Government Super	Superannuation Contributions	MUNI	232.58
DD15328.12	30/10/2020	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	261.82
DD15328.13	30/10/2020	BT Super	Payroll Deductions	MUNI	486.96
DD15328.14	30/10/2020	Rest Superannuation	Superannuation Contributions	MUNI	808.72
DD15328.15	30/10/2020	The Bro Code Super Fund	Superannuation Contributions	MUNI	64.80
DD15328.16	30/10/2020	ANZ Smart Choice Super (One path Masterfund)	Superannuation Contributions	MUNI	663.66
DD15328.17	30/10/2020	Media Super	Superannuation Contributions	MUNI	522.66
DD15328.18	30/10/2020	MIML - Macquarie Super Accumulator	Superannuation Contributions	MUNI	476.06
DD15328.19	30/10/2020	Australiansuper	Superannuation Contributions	MUNI	2,507.85
DD15328.20	30/10/2020	Burton Superannuation Fund	Superannuation Contributions	MUNI	257.93
DD15348.1	30/10/2020	WA Super	Superannuation contributions	MUNI	970.26



Payment	Date	Name	Invoice Description	Fund	Amount
<b>CREDIT CARD</b>					
DD15330.1	28/10/2020	Zoom	Zoom Cloud Storage For Video Recordings 100GB	MUNI	61.60
DD15330.2	28/10/2020	Mailchimp	Monthly Subscription And Charge For Electronic Newsletters July 20 - June 21	MUNI	107.79
DD15330.3	28/10/2020	Sai Global	As 4950 2006 Form Of Formal Instrument Of Agreement	MUNI	54.46
<b>DIRECT DEBIT</b>					
DD15317.1	15/10/2020	SGFleet	Vehicle Lease 2020/21 - Bushfire Risk Planning Coordinator - 14/10/2020 - 14/11/2020	MUNI	1,830.01
DD15358.1	01/11/2020	Fitness On Demand	Fitness on Demand - License fee	MUNI	148.45
<b>INTERNATIONAL</b>					
DD15354.1	6/11/2020	Pluralsight	Pluralsight Annual Subscription 1/07/2020 - 30/06/2021 - 8 Users	MUNI	6506.53
<b>BPAY</b>					
DD15331.1	29/10/2020	Alinta	ERC - Quarterly Invoice For Gas Consumption - 15/07/2020 - 12/10/2020 & Electricity Charges 15/09/2020 - 19/10/2020	MUNI	3,360.16
DD15331.2	29/10/2020	Engineers Australia	EA Professional Member - Membership Renewal - Luka Botica	MUNI	574.00
DD15345.1	04/11/2020	linet Ltd	Monthly Charge For Business-4 Service Sod@Westenet.Com.Au	MUNI	174.94

Payment	Date	Name	Invoice Description	Fund	Amount	
<b>REPORT TOTALS</b>						
EFT	930,599.25		<b>CERTIFICATE OF CHIEF EXECUTIVE OFFICER</b>			
Trust	53,737.50		<p>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</p>  <p><b>ANDRÉ SCHÖNFELDT</b> Chief Executive Officer</p>			
Muni Cheque	0.00					
Payroll	90,252.20					
Credit Card	223.85					
Direct Debit	1,978.46					
International	6,506.53					
BPAY	4,109.10					
<b>TOTAL</b>	<b>1,087,406.89</b>					<b>1,087,406.89</b>

**12.15 Title: Local Emergency Management Committee Meeting**

*Reporting Department:* Sustainable Development Directorate  
*Reporting Officer:* Mrs Gaylene Godfrey – PA-Director Sustainable Development  
*Legislation:* Local Government Act 1995

**MINUTES OF THE SHIRE OF LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY, 11 NOVEMBER 2020, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 10.00AM.**

**Officer Comment**

The Minutes of the Local Emergency Management Committee Meeting held 11 November 2020 are attached (Appendix ORD: 12.15 - Page 138).

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Minutes of the Local Emergency Management Committee Meeting held 11 November 2020 (Appendix ORD: 12.15).**

**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**

<b>16      MATTERS BEHIND CLOSED DOORS</b>
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It is recommended that the following items be heard behind closed doors.

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 (2) (e) (iii), the Council goes Behind Closed Doors [.....pm] to discuss a matter that if disclosed, would reveal - information about the business, professional, commercial or financial affairs of a person.**

16.1 Title: Bunbury and District Softball Association – 2020/2023 Business Plan & 2020 Annual Financial Report

Reporting Department: Corporate & Governance Directorate

Reporting Officer: Mr Phil Anastasakis - Deputy CEO

Legislation: Local Government Act 1995

**REPORT UNDER SEPARATE COVER**

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

16.2 Title: Dardanup Waste Precinct and Landfill Petition

Reporting Department: Sustainable Development Directorate

Reporting Officer: Mr Murray Connell – Manager Development Services

Ms Miranda Akerman – Statutory Enforcement Officer

Legislation: Local Government Act 1995

**REPORT UNDER SEPARATE COVER**

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

**OFFICER RECOMMENDED RESOLUTION**

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

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

**17 CLOSURE OF MEETING**

The Presiding Officer advises that the date of the next Ordinary Meeting of Council will be Wednesday 16 December 2020, 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.

