



Shire of Dardanup

A G E N D A

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 26 August 2020
Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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



NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup Council will be held on Wednesday, 26 August 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 printed name.

MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

Date: 19 August 2020

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

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

VISION STATEMENT

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

TABLE OF CONTENTS

1	DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS.....	1
2	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED	2
2.1	<i>Attendance.....</i>	2
2.2	<i>Apologies.....</i>	2
2.3	<i>Leave of Absence.....</i>	2
3	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	2
4	PUBLIC QUESTION TIME.....	2
5	APPLICATIONS FOR LEAVE OF ABSENCE	2
6	PETITIONS/DEPUTATIONS/PRESENTATIONS	2
7	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	3
7.1	<i>Ordinary Meeting Held 29 July 2020.....</i>	3
8	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	3
9	ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED.....	3
10	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN.....	4
11	DECLARATION OF INTEREST	4
12	REPORTS OF OFFICERS AND COMMITTEES	5
12.1	<i>Title: Dardanup Equestrian Centre Lease - Renewal.....</i>	5
12.2	<i>Title: Application for Trader’s Permit for ‘Pop-up Visitors Centre’ at Gnomesville – Ferguson Valley Marketing – September School Holidays, 26 September to 11 October 2020</i>	10
12.3	<i>Title: Burekup Community Facilities Plan</i>	16
12.4	<i>Title: Matter Behind Closed Doors - Dardanup Central Volunteer Bushfire Brigade Redevelopment.....</i>	21
12.5	<i>Title: Proposed Amendment to CP033 – Traders on Shire Reserves and Road Verges</i>	26
12.6	<i>Title: Regional Road Group Nominations 2021/22 – Five Year Program.....</i>	37
12.7	<i>Title: Black Spot Project Nominations 2021/22.....</i>	46
12.8	<i>Title: Information and Communication Technology (ICT) Strategic Plan.....</i>	52
12.9	<i>Title: Over Expenditure – Collie River Bank Storm Damage Stabilisation Works.....</i>	56
12.10	<i>Title: Monthly Statement of Financial Activity for the Period Ended 31 July 2020</i>	60
12.11	<i>Title: Schedule of Paid Accounts as at 7 August 2020</i>	64
12.12	<i>Title: Bushfire Advisory Committee Meeting Minutes.....</i>	89
12.13	<i>Title: Local Emergency Management Committee Meeting Minutes</i>	91
12.14	<i>Title: Western Australian Local Government Association Annual General Meeting</i>	92
13	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	94
14	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING.....	94
15	PUBLIC QUESTION TIME.....	94
16	MATTERS BEHIND CLOSED DOORS	95
16.1	<i>Title: Eaton Boomers Business Plan.....</i>	96
16.2	<i>Title: EOI – New Shire of Dardanup Eaton Administration Building and Library</i>	96
16.3	<i>Title: RFT – Eaton Bowling Club.....</i>	96
16.4	<i>Title: Dardanup Central Volunteer Bushfire Brigade Redevelopment</i>	97
17	CLOSURE OF MEETING	97

COUNCIL ROLE

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

DISCLAIMER

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

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

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

RISK ASSESSMENT

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

RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE

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

RISK - LIKELIHOOD TABLE

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

LEVEL OF RISK GUIDE

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

SHIRE OF DARDANUP

AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ON WEDNESDAY, 26 AUGUST 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

Cr. Carmel Boyce - Elected Member [COUNCIL RESOLUTION: 200-20]

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 30 September 2020.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Meeting Held 29 July 2020

OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Ordinary Meeting of Council held on 29 July 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

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:

- (2)(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
- (2)(e) information that has a commercial value to a person;

The items to be discussed are:

- Eaton Boomers Business Plan;
- EOI – Shire Administration & Library Building; and
- RFT – Eaton Bowling Club.
- Dardanup Central Volunteer Bushfire Brigade Redevelopment

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.

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 Title: Dardanup Equestrian Centre Lease - Renewal

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 the Dardanup Equestrian Centre to the Dardanup Equestrian Centre (Inc) (DEC) for a further period of 21 years.

Location Plan



Background

The Dardanup Equestrian Centre Inc has held a lease over Lot 5175, Reserve 302 for a period of 21 years. Currently the following clubs operate from the Equestrian Centre:

- Henty Riding Club Inc
- Dardanup Horse & Pony Club Inc
- Dardanup Campdraft Inc
- Australia Stock Horse Society (SW Branch)

Legal Implications

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

3.58. *Disposing of property*

(1) *In this section —*

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

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

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

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

(b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

(a) *it gives local public notice of the proposed disposition —*

(i) *describing the property concerned; and*

(ii) *giving details of the proposed disposition; and*

(iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

and

(b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the Council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

(4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*

(a) *the names of all other parties concerned; and*

(b) *the consideration to be received by the local government for the disposition; and*

(c) *the market value of the disposition —*

(i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*

(ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

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

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

(2) *A disposition of land is an exempt disposition if —*

(b) *the land is disposed of to a body, whether incorporated or not —*

(i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*

Strategic Community Plan

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

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

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

Environment - None.

Precedents - None.

The current Lease has been in place since 1999.

Budget Implications

The Dardanup Equestrian Centre Inc. is currently paying a peppercorn fee for the lease of the reserve.

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	Renewal – Dardanup Equestrian Centre Lease
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 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

The Dardanup Equestrian Centre Inc. formally requested to enter into a new lease with the Shire on 10 August 2020 (Appendix ORD: 12.1B – Page 2).

As the Dardanup Equestrian Centre is a not for profit recreational sporting group, it falls under the provisions of Section 30 of the *Local Government (Functions and General) Regulations 1996* -

'Dispositions of property to which section 3.58 of Act does not apply', and therefore there is no requirement for public notice to be given advising of the Council's intention to enter into the lease.

Following approval by Council, a new lease will be forwarded to the Dardanup Equestrian Centre Inc, which is based on the new lease template applied across the Shire, which includes the following

- Peppercorn annual lease fee for Not-for-Profit groups of \$0;
- Lessee to pay for all internal fit-out repairs, maintenance and replacement of items;
- Lessee to pay for all utility charges and contents and other relevant operational insurances;
- Lessee to pay for all annual safety inspections and servicing;
- Lessee to pay all rubbish collection charges and pest maintenance;
- Council paying for major structural repairs and maintenance, including fixed equipment and chattels; and
- Council being provided free use of the facility up to 5 times per annum, based on the lease commencement date.

In accordance with Council's Resolution [59-20]

THAT Council

1. *Support a change to the standard lease conditions for all not-for-profit sporting and community groups within the Shire of Dardanup to not require the Lessee to reimburse Council the cost of insuring buildings and structures within their lease area.*
2. *Update the Mid-Year Budget Review to reflect these changes.*

The previous requirement for the Lessee to pay for the building insurance through reimbursement to Council has been removed from the new Lease Agreement. As this lease agreement is for a 21 year period, it is recommended that this provision be subject to review on a biennial basis.

The previous lease agreement provided the DEC the right to construct buildings with the Lessors approval on the Reserve. Construction, repairs and maintenance to all external and internal structures was also at the sole expense of the DEC. All costs associated with the running, maintenance and replacement of all plant, machinery and equipment forming part of the buildings (i.e. Security systems, PA systems, compressors, pumps etc.) was payable by DEC.

Maintenance of the grounds, fencing, yards and firebreaks was the responsibility of the DEC.

The Shire of Dardanup currently insures the buildings and yards at the Equestrian Centre, and has the building listed on its Financial Asset Register and therefore the future structural provisions and maintenance requirements of the standard lease agreement would apply. This will be noted in the new Lease Agreement. All fencing and yards will remain the responsibility of the DEC.

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. Approves the lease to the Dardanup Equestrian Centre Inc. for Reserve 302, for a period of 21 years expiring on 14 September 2041, subject to the approval of the Minister of Lands.**

- 2. Authorises the Chief Executive Officer and Shire President to negotiate and execute the new lease.**

12.2 Title: Application for Trader's Permit for 'Pop-up Visitors Centre' at Gnomesville – Ferguson Valley Marketing – September School Holidays, 26 September to 11 October 2020

Reporting Department: Sustainable Development Directorate
Reporting Officer: Mr Neil Nicholson - Principal Environmental Health Officer
Legislation: Local Government Act 1995
Shire of Dardanup Activities in Thoroughfares and Public Places and Trading Local Law 2007

Overview

Council is requested to approve Ferguson Valley Marketing Inc.'s application for a Trader's Permit to operate a pop-up visitor centre at Gnomesville over the September school holidays from 26 September to 11 October 2020.

Background

The Gnomesville Master Plan, includes a 'Location for a Pop-Up Visitor Centre and associated vehicle access (Appendix ORD 12.2A – Page 3).

The Master Plan was developed by the Gnomesville Master Plan Working Group which included:

- Ferguson Valley Marketing;
- Wellington Mill Residents Association;
- Representative members of Council; and
- Shire of Dardanup staff.

Following community consultation, the plan was adopted by Council on 17 April 2019. The Plan included a provision that there would be no sale of food or drink, or other mobile traders at Gnomesville, as this may compete directly with businesses in the Ferguson Valley.

The primary intent behind the 'Pop-Up Visitor Centre' was to promote the Ferguson Valley to visitors of Gnomesville. While the Master Plan does not specifically state that Ferguson Valley Marketing will run the Pop-Up Visitor Centre, they are the best placed to do so given their role in promoting the Ferguson Valley to visitors and tourists.

- *Previous Application*

On 18 June 2020 Ferguson Valley Marketing lodged an application for Trader's Permit to operate a Pop-Up Visitor's Centre in the form of a fold-out table, chairs and marquee during the July school holidays, from 3 July to 19 July 2020.

The purpose of the stall was to collect statistics on visitor to the site, talk to them, and sell products in the form of gnomes.

Given the short timeframe to properly consider the application, it was refused. However, Ferguson Valley Marketing were invited to submit application for future stalls.

- *Current Application*

On 17 July 2020, Ferguson Valley Marketing submitted a subsequent application for a Pop-Up Visitor Centre at Gnomesville for the September school holidays, from 26 September to 11 October 2020, Monday to Sunday, 10am to 4pm (Appendix ORD 12.2B – Page 4). This application is the subject of this report.

The Pop-Up Visitor Centre is proposed to consist of:

- Single 3x3m pop-up marquee;
- Fold-out table ; and
- Two foldable chairs.

Ferguson Valley Marketing have indicated the marquee and associated items will be removed at the end of each day, and will occupy the location indicated on the Master Plan for the pop-up visitor centre (Figure 1) below.

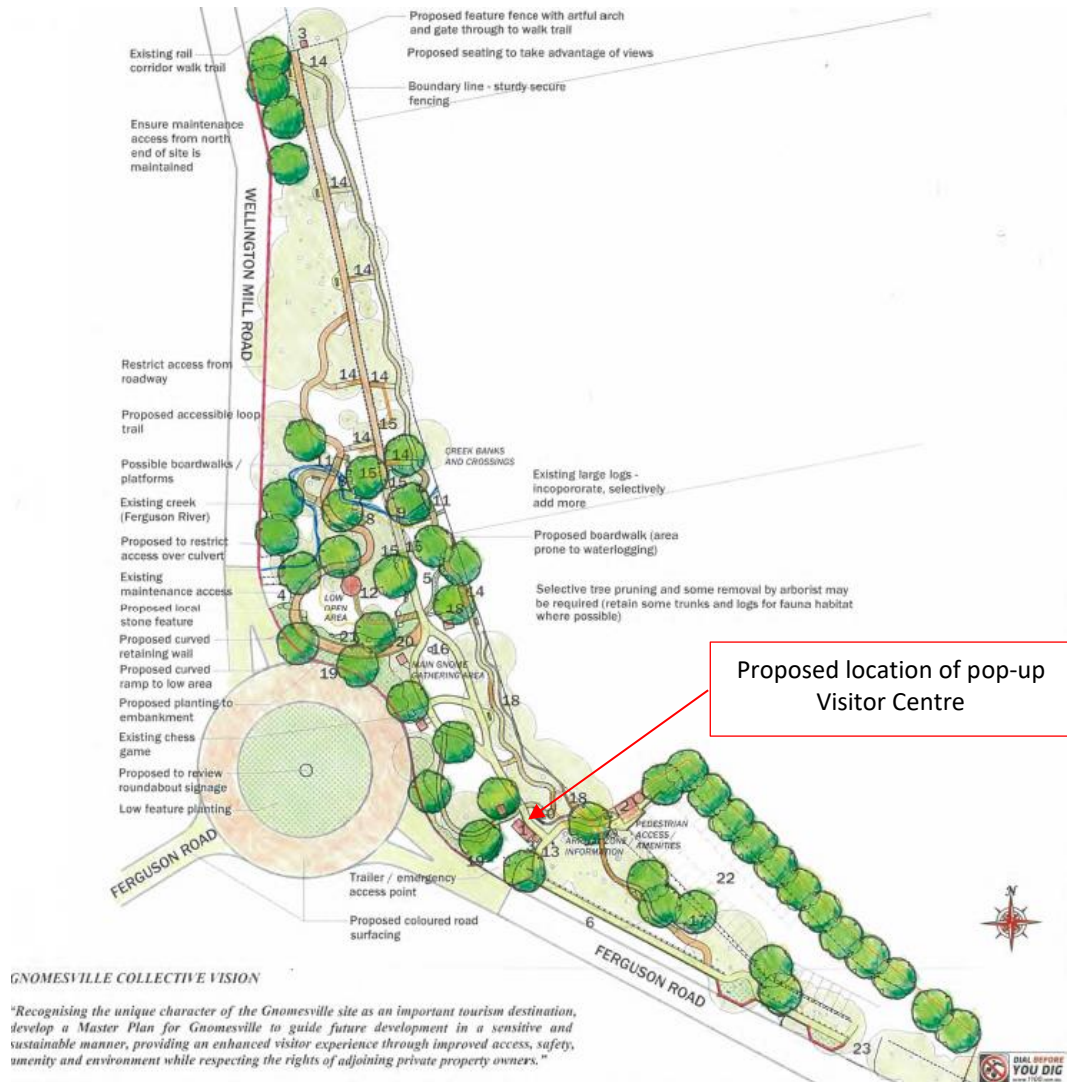


Figure 1: Excerpt from the Gnomesville Master Plan – Location of proposed FVM pop-up visitor’s centre

The purpose of the stall will be to collect statistics on the visitors to Gnomesville (the number of visitors, their reason-for visiting the Ferguson Valley etc), to chat with visitors, and provide them maps of the valley. Ferguson Valley Marketing commented that they hoped to ‘possibly sell some gnomes’, although this is not the primary purpose of the stall. No food or drink will be sold.

Legal Implications

Mobile trade activity in the Shire of Dardanup is governed under the *Shire of Dardanup Activities in Thoroughfares and Public Places Trading Local Law 2007*.

Traders must comply with all relevant written laws including, but not limited to:

- *The Environmental Protection (Noise) Regulations 1997;*
- *The Shire of Dardanup Health Local Laws 2000 (As Amended); and*
- *The Environmental Protection (Unauthorised Discharges) Regulations 2004.*

It is not expected that the stall proposed by Ferguson Valley Marketing would present non-compliance issues relative to the above-mentioned laws.

Strategic Community Plan

Outcome 3.5.1 – To Protect Public Health & Safety (Service Priority: Moderate)

Environment - None.

Precedents

There is no precedent for this application. Trader's Permits have never been issued for Gnomesville. Prior to the Master Plan, this was for reasons of road safety and lack of a suitable carpark for a mobile trader to safely operate from. Post Master Plan, there was no provision in the Plan itself for a mobile trader/s, other than pop-up visitor's centre.

Budget Implications

Ferguson Valley Marketing have requested a waiver of the Trader's Permit application fees:

Application / Renewal Fee	: \$78
+	
Fee for period of trade:	
- Per day	: \$8
- Per week	: \$21
- Per month	: \$26
- Per year	: \$129

Budget – Whole of Life Cost - Not applicable.

Council Policy Compliance

Community engagement was undertaken and although before the formal adoption of the Council Policy 'CP090 - Community Engagement', the engagement was in general accordance with this policy.

Council is to consider Council Policy 'CP033 – Traders on Shire Reserves and Road Verges'.

Proposed amendment to CP033 is that 'Traders Permits will not be issued for Gnomesville unless permitted by the Gnomesville Masterplan and approved by Council'.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.2C – Page 8) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Application from Ferguson Valley Marketing for Trader’s Permit to operate a Pop-up Visitor Centre at Gnomesville for September school holidays (26 September to 11 October 2020).
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	Council approves Ferguson Valley Marketing’s application for Trader’s Permit to operate Pop-up visitor centre at Gnomesville over September 2020 school holidays.
Residual Risk Rating (after treatment or controls)	Low (1 - 4)
Risk Category Assessed Against	Financial Visitors to the Gnomesville not being aware of the existence of complementary businesses and other attractions in the region.
	Reputational The Shire perceived as not supportive of businesses, or encouraging tourism/visitors, in its district.

Officer Comment

- *Advertising To Adjoining Land-Owners*

The current application by Ferguson Valley Marketing was advertised to land-owners adjoining Gnomesville on 31 July 2020, as they would likely be the most directly impacted by activities at the site. Letters were sent to the owner/s of:

- Lot 74 (340) Japonica View, Wellington Mill
- Lot 33 (72) Japonica View, Wellington Mill
- Lot 32 (66) Japonica View, Wellington Mill
- Lot 11 (662) Wellington Mill Road, Wellington Mill
- Lot 1 (1984) Ferguson Road, Wellington Mill
- Lot 2 (2080) Ferguson Road, Wellington Mill

The cut-off for responses was 4pm, 11 August 2020. The following responses were received:

LAND-OWNER	RESPONSE
Danelle Allpike 662 Wellington Mill Road, Wellington Mill	<p>I am opposed to the application to operate a marquee at ‘Gnomesville’, and any further Traders Permits that may be applied for this site.</p> <p>I feel that operating a marquee will set a precedent for other stall holders, markets and vendors to begin setting-up regular business at Gnomesville.</p> <p>At a meeting hosted by the Shire in September 2016, one of the key points arising from the community meeting was that there was “No strong support for any commercialisation of the location”. Gnomesville has always been a very organic place and does not need to be commercialised.</p> <p>The sale of gnomes is unnecessary – tourists will bring their own if they want to leave one.</p> <p>Are gnomes going to be the only thing being sold? Surely the businesses in the area should be reaping the rewards of the tourist dollar.</p> <p>Who would profit from the gnomes sales?</p>

LAND-OWNER	RESPONSE
	<p>Maps are already provided and are very accessible from the brochure holder on the side of the main sign. Also, we have a perfectly capable tourist bureau in Dardanup.</p> <p>Generally speaking, these brochures are disposed of in the carpark by tourists so they are just adding to the ongoing rubbish problem on site.</p> <p>How are the statistics going to be used? I understand the desire to promote the businesses in our area – I just wish that Gnomesville wasn't one of the things the FVM or Shire want to promote.</p> <p>The Ferguson Valley needs to be celebrated for the beautiful rolling hills, natural bushland, wildlife, bike trails, amazing restaurants, wineries and breweries.</p>

- *Request For Additional Trade Periods*

On 31 July 2020 Ferguson Valley Marketing added further detail to their application requesting, in addition to the September school holidays, grant of a 12 month trader's permit to cover:

- Christmas holidays;
- Easter long weekend;
- Long weekends; and
- School holidays.

Ferguson Valley Marketing indicated that they are only seeking to operate during holiday periods, and not at any other times.

The advertising to adjoining land-owners only stated the 26 September to 11 October 2020 trade period, as Ferguson Valley Marketing's request for additional trade periods (above) was received after these letters were issued.

Council may consider whether it is fair to grant a Trader's Permit for the additional periods given adjoining land-owners have not been formally notified of them.

The adopted Gnomesville, Master Plan makes provision for a Pop-Up Visitor Centre, it is therefore recommended that Council support the approval of a trial period of three months, extending to 1 year after this time if the trial is considered successful by the Shire.

Given land-owners and occupiers adjoining Gnomesville have raised concern to the Shire's Executive/s and Council about trade activities in Gnomesville, this application was forwarded to the Acting Chief Executive Officer for comment.

- *Acting CEO Comment*

When the Gnomesville Masterplan was being developed, there was concerns raised by some adjoining land owners in regards to the development of Gnomesville, and any potential mobile visitor centre/food/coffee van. The concerns related to the broader development of the site and the impact on existing businesses in the area.

- *Officer Comment*

The proposed pop-up stall is unlikely to raise significant non-compliance issues in terms of noise, litter, nuisance, traffic safety, environmental contamination, or environmental damage.

The only consideration is that of toilet facilities. Given staff will be stationed at the stall from 10am to 4pm Monday to Sunday, Ferguson Valley Marketing will need to consider how the stall will be staffed throughout the day, such that staff have sufficient opportunity for a break. It is acknowledged that there are toilets at Wellington Mill vehicle rest bay, which staff could use. Toilets will be constructed by the Shire by the end of this financial year. Should Council grant a Trader's Permit to Ferguson Valley Marketing, they will be engaged by the relevant departments of the Shire to ensure there is a suitable solution for toilet access for their staff.

If granted, the Trader's Permit would contain standard conditions of trade including:

- Compliance with applicable laws (particularly those for health, nuisance and environmental protection).
- Removal of infrastructure at the end of each trade day.
- Provision of a portable toilet (if necessary).

Council Role - *Legislative*

Voting Requirements - *Simple Majority*

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council approves Ferguson Valley Marketing Inc application 'Form 203 – Application Form – Trader's Permit' dated 16 July 2020 to operate a pop-up visitor centre at Gnomesville, Wellington Mill from 10am to 4pm Monday to Sunday, commencing on 26 September 2020 for a 3 month trial period, with further extension to one year in accordance with the adopted Masterplan.

12.3 Title: Burekup Community Facilities Plan

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Nathan Ryder - Manager Infrastructure Planning & Design</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

A review of the draft Burekup Community Facilities Plan (The Plan) was undertaken in June based on outcomes from a four-week public advertising period. The draft Plan was subsequently reviewed, amended and presented to Councillors at a workshop on 1 July 2020 and to the Burekup community at a public meeting on 8 July 2020. Changes to the Plan were made based on feedback from the workshop and meeting.

The final draft of the Burekup Community Facilities Plan is now presented to Council for adoption.

Background

The Plan provides a visual representation of all current and proposed facilities in Burekup.

The aim of the study was to produce a plan that provided a blueprint for future provision of facilities within the study area, which was defined as the Burekup Townsite together with a corridor link to the Collie River. This Plan is the result of an extensive process involving extensive community and stakeholder consultation. To accompany the Plan, a report has been prepared that details the research and consultation performed, together with justification of the proposed facilities.

Background research and preparation for community consultation was undertaken in mid-2019, culminating in the delivery of a community survey and key stakeholder interviews in August 2019. Interim outcomes were collated and presented to the community in a Workshop held in October 2019. Project ideas were discussed and ranked in priority order by the community in a second Workshop held in December 2019. Both of the workshops were delivered by Tuna Blue, an independent facilitator. Outcomes from the second workshop were used to derive the list of proposed projects in the Plan together with the list of possible future projects accompanying the Plan.

The draft plan was endorsed for public advertising by Council on 25 March 2020 and the community was invited to provide feedback. The Shire sought comment on the draft Plan via Public Notice through the following channels:

- Newspaper advertisement;
- Website and social media;
- Hard copies;
- Postcard questionnaires; and
- Online engagement via Connect (Social Pin Point platform).

Amendments to the draft Plan were made following a review of community feedback received.

Following presentation of the amended draft Plan to Councillors at a workshop on 1 July 2020 and to the Burekup community at the Burekup Advisory Group meeting held on 8 July 2020, the plan was reviewed and changes made based on feedback received from the community and Councillors.

The Draft Burekup Community Facilities Plan Report (The Plan Report) is provided with the agenda (Appendix ORD: 12.3A – Page 9) and provides the final derivative list of proposed and possible future facility improvements. This report includes the outcome of a lengthy process of refinement that occurred after each step of the consultation process.

The Draft Plan is also attached to the Plan Report at (Appendix ORD: 12.3B – Page 35).

Council is asked to endorse the Burekup Community Facilities Plan. The endorsed plan will then be used to inform future Shire Asset Management Plans to determine priority projects and to assist with allocating and seeking funding for implementation of identified improvements.

Legal Implications - None.

Strategic Community Plan

Strategy 2.3.1 - Continue to implement integrated environmental, social and land use planning which meets diverse community needs. (Service Priority: Very High)

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

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

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

Environment - None.

Precedents

The Shire undertook a community consultation process and developed the draft Dardanup Community Facilities Plan which was received by Council and endorsed to proceed to the formal comment period at the Ordinary Council Meeting held on 29 August 2018. The amended Dardanup Community Facilities Plan was later brought back to Council together with the public comments received and then adopted at the Ordinary Council Meeting held on 21 November 2018. This plan is currently under review following recent recommended changes.

The Shire is also now proceeding with the preparation of Community Facilities Plans for Eaton/Millbridge and the Ferguson Valley and Surrounds.

Budget Implications

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

The Community Facilities Plan identifies the possible timeframes for implementation of the various facilities and projects using colour coding as follows:

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

Further to this, items that are marked with a “\$” are already included in the Shire’s forward plans whether it be in the current financial year or future years within the 10 Year Programs. Items marked with a “#” relate to projects that are currently not included in the 10 Year Programs and will require further consideration including feasibility, external approvals and/or grant funding.

In summary, the Community Facilities Plan provides a visual overview of the facilities and projects currently included in the Shire’s 10 Year Programs, as well as other facilities and projects identified through consultation with the community that will need to be further explored and considered for possible inclusion into the Shire’s 10 Year Programs. This will require consideration on finance requirements and timing to ensure the projects identified are affordable within the Shire’s current and projected future financial capacity.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Council Policy CP090 – *Community Engagement and the Community Engagement Framework* is applicable to master planning projects such as the Burekup Community Facilities Plan. A Consultation Strategy for this project was prepared and implemented prior to the Community Engagement Framework being adopted by Council. The Consultation Strategy was based on the International Association for Public Participation (IAP2) framework which also underpins the Community Engagement Framework.

Projects proposed in the plan, together with possible future projects that are documented in an appendix to the plan, were derived from the community consultation processes undertaken in 2019 and 2020, which included:

1. A four-week survey (available both online and in hard copy);
2. Call for submissions from key agencies;
3. Key stakeholder interviews;
4. Two community workshops held in October 2019 and December 2019 in which the Community’s project suggestions were considered and ranked in priority by the Community;
5. A four-week online community comment period through the Shire’s community engagement tool ‘Connect’ via the platform Social Pinpoint (hard copy plans were also available);
6. Presentation of the amended draft plan at a Burekup community meeting on 8 July 2020.

Details of the investigation and consultation process are documented in the Plan Report accompanying the Plan.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.3C – Page 36) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Burekup Facilities Community Plan – Adopt Plan
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Negative perception of the Shire if projects are not programmed to meet Community needs

Officer Comment

The Burekup Community Facilities Plan (BCFP) will provide advice on the short, medium and long term community facilities to be considered for Burekup in the Shire’s forward plans.

For the purposes of this project, the term ‘facilities’ is inclusive of all Shire assets and infrastructure, including buildings, formal recreational amenities, community playgrounds, public artworks, tourist amenities, paths, roads, drainage systems, precinct signage, lighting and other public amenities; as well as green spaces such as public open space, environmental corridors, trails and other nature spaces, and streetscapes.

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

Proposed improvements that have been included in the draft Plan were identified and refined through the community consultation process in 2019. These also included projects which had already been identified in the Shire’s Asset Management Plans. Priorities for proposed improvements included in the initial revision of the draft Plan were refined in 2020 following feedback received from the community during the four-week community comment period in May and June 2020.

When the Plan is adopted by Council, it will inform future Shire Development and Planning decisions and the Asset Management Plan 10 Year Programs. This will help to inform Council’s budgetary considerations and will assist Shire staff to identify additional opportunities for project funding as well as support consideration of ongoing maintenance plans and associated costs.

The BCFP will effectively become the masterplan for provision of community facilities in the Burekup Townsite. It should be noted, however, that changes are to be expected, as a result of, but not limited to:

- Possible changes in community expectations and priorities in the future;
- Change in rate of development;
- ‘One off’ type funding opportunities (i.e. fulfilment of election promises); and
- Success or otherwise of routine funding applications (e.g. Black Spot Road Funding).

A submission from the Department of Water and Environmental Regulation (DWER) was received in June 2020. This highlighted projects that may need to be referred to this agency in future. These have been documented in the Plan Report.

Once the Burekup Community Facilities Plan is adopted by Council, work will continue on the development of various components of the Plan through the Burekup Advisory Group. The Advisory Group will assist in the development of the various items that make up the Plan in more detail as those items approach the delivery stage. The Advisory Group will also be informed regarding the annual outcomes in the delivery of the Plan and will be consulted regarding possible changes to the Plan that may be required to suit actual achievements, changes in funding or other factors that impact the overall Plan.

Council Role - Review.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION “A”

THAT Council adopts the Burekup Community Facilities Plan as presented (Appendix ORD: 12.3A).

OR

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION “B”

THAT Council adopts the Burekup Community Facilities Plan as presented (Appendix ORD: 12.3A) with the following modifications:

1.
2.
3.
4.
5.

12.4 Title: Matter Behind Closed Doors - Dardanup Central Volunteer Bushfire Brigade Redevelopment

Reporting Department: Sustainable Development Directorate
Reporting Officer: Mrs Erin Hutchins - Coordinator - Emergency & Ranger Services
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.

Note: *This item has been moved to be discussed as a **Matter Behind Closed Doors**. Please Refer to item 16.4 of the Behind Closed Doors Agenda. Pages 21 to 25 have been moved to the behind closed doors agenda.*

12.5 Title: Proposed Amendment to CP033 – Traders on Shire Reserves and Road Verges

Reporting Department: Sustainable Development Directorate
Reporting Officer: Mr Neil Nicholson - Principal Environmental Health Officer
Legislation: Local Government Act 1995
 Shire of Dardanup Activities in Thoroughfares and Public Places and Trading Local Law 2007

Overview

Council is requested to adopt amended “CP033 – Traders Shire Reserves and Road Verges” to allow any ‘Type A or Type C’ mobile trader holding a valid Trader’s Permit with the Shire of Dardanup to trade at one of the three trade locations at Eaton Foreshore (Reserve 24359 and Reserve 25417).

Background

On 14 December 2016 Policy “CP033 Mobile Traders on Eaton Foreshore (Reserve 24359 & Reserve 25417)” was proposed to Council, and the policy was adopted. The policy covered itinerant trade activities at Eaton Foreshore, and the Shire in general.

The primary objective of the policy was to attract mobile traders to the Eaton Foreshore by way of an annual expression of interest (EOI) process. The EOI advertises three trade locations for three specific mobile traders which utilise a vehicle, caravan, trailer or stall (referred to in the policy as ‘Type A’ mobile traders). The three traders who are successful in their application are awarded trade permits for an entire year. The EOI process is generally run in April, with trade permits being issued from 1 July, however was postponed this year due to the COVID-19 pandemic.



Figure 1: General trade locations – Eaton Foreshore

The *general* objective of the EOI process was to attract ‘Type A’ traders which offered a product or service conducive to the nature and activities at the Foreshore, and therefore provide for activation of the area, and servicing of the members of the public that utilise the area.

The driver for the policy was the proposed concept for building a permanent café outlined in the Master Plan for the Foreshore. Council requested proposals for the operation of a café but at the time there was no solid commitment from the commercial sector for the concept and the policy was developed to fill-the-gap left by the absence of a permanent café that would otherwise enliven the area to provide the associated amenity and social value.

The policy in its original form focussed on the management of trade at the Eaton Foreshore, however it also included provision for the management of trade on other Shire reserves in general. The policy was reviewed and approved by Council on 14 December 2016. It has since been formally amended three times:

- 26 January 2018 (Resolution 251-18)
- 29 August 2018 (Resolution 277-18)
- 27 March 2019 (Resolution 49-19) (Appendix ORD: 12.5A – Page 64)

The policy also further includes provision for residential roadside stalls for the sale of produce grown on the property and provisions for 'Type B' traders (e.g. personal training and fitness classes that involve minimal infrastructure).

Despite the changes to the policy, the provisions for the Eaton Foreshore remain effectively unchanged since it was first adopted in December 2016. In particular, the Expressions of Interest (EOI) process.

Over the last three years it has become evident that while there has generally been a consistent level of interest from mobile vendors wanting to trade at the Foreshore (4 to 5 applications per EOI), the number of customers at Foreshore is generally low. The policy awards trade permits to three specific Type-A traders for an entire year. This has led to the trade locations being underutilised for most of the year as the traders are only inclined to be at the Foreshore when there are customers. Trader's permits do not *require* that a trader undertakes trade activity, and traders are free to determine their own levels of activity at the Foreshore.

The EOI process has, understandably, caused disappointment for those traders whose applications were not successful, as they are effectively locked-out of trading at the Foreshore for an entire year.

Given the low utilisation of the Eaton Foreshore trade locations Officers propose that 'CP003 – Traders on Shire Reserves and Road Verges' be amended to remove the EOI process and open the three trade locations to any Type-A and Type-C mobile trader holding a valid trader's permit with the Shire of Dardanup (Type C traders are '*Roaming* mobile traders utilising a vehicle, caravan or trailer...' such as an ice-cream van moving from location to location). It is expected this would provide better, more equitable opportunities for traders, both locally and in the region. It would also provide greater activation at the Foreshore.

Regarding compliance, the amended policy contains suitable controls to ensure trade activities do not create a nuisance, and comply with relevant environment and health legislation. Combined with the relatively low level of customer activity at the Foreshore, there is not expected to be any significant compliance issues by the 'opening up' of the trade locations.

If there *does* happen to be a trader that creates a nuisance or other issue, this may be dealt with directly by Officers in accordance with the *Shire of Dardanup Activities in Thoroughfares and Public Places Trading Local Law 2007*, and any other applicable legislation. Traders that do not comply with either the local law or other legislation may have their trader's permit revoked. The risk of losing a permit is usually a significant incentive for traders to comply.

Legal Implications

Mobile trade activity in the Shire of Dardanup is governed under the *Shire of Dardanup Activities in Thoroughfares and Public Places Trading Local Law 2007*.

If traders are selling food or drink, they must carry a Certificate of Registration of a Food Business (*Food Act 2008*) from their Local Government, and the food vehicle must comply with the Australian New Zealand Food Standards Code.

Traders must comply with all relevant written laws including, but not limited to:

- *The Environmental Protection (Noise) Regulations 1997.*
- *The Shire of Dardanup Health Local Laws 2000 (As Amended).*
- *The Environmental Protection (Unauthorised Discharges) Regulations 2004.*

Strategic Community Plan

Outcome 3.5.1 – To Protect Public Health & Safety (Service Priority: Moderate)

Environment - None.

Precedents

The creation and version histories of the policy as adopted by Council:

Version 1: OCM – OCM 14/12/2016	Res:352-16	Policy created
Version 2: CP033 – SCM 26/07/2018	Res:251-18	Policy Reviewed and Adopted by Council
Version 3: CP033 – OCM 29/08/2019	Res:277-18	Policy Amended by Council
Version 4: CP033 – OCM 27/03/2019	Res:049-19	Revised Policy Adopted

Budget Implications

The cost of an annual permit to trade is \$207:

Application / Renewal Fee: \$78 + Trade for 1 year: \$129

Budget – Whole of Life Cost - Not applicable.

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: 12.5B – Page 69) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Amendment to the Trader’s Policy “CP-033 – Traders on Shire Reserves and Road Verges”
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	That the Shire of Dardanup Council adopt the proposed amendments to the Trader’s Policy “CP-033 – Traders on Shire Reserves and Road Verges”

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category Assessed Against	Legal and Compliance	The Shire being found to not be equitable enough with its approach to the mobile trade industry.
	Reputational	The Shire found to not be supportive enough to the mobile traders industry, or activation and utilisation of public areas.

Officer Comment

- *Policy amendments*

The current version of CP033 – Traders on Shire Reserves and Road Verges’ is provided in (Appendix ORD: 12.5A – Page 64).

The proposed changes are with particular respect to the section titled ‘Type A’ Traders – Public Notification and Application Process - Eaton Foreshore Only’ by way of removal of the following clauses:

- b) *A maximum of three (3) ‘Type A’ permits will be concurrently granted by Council to operate within the Eaton Foreshore approved trading area at any one time, at specific trading locations.*
- d) *Existing permit holders will be required to submit a new application if they wish to be considered for the following financial year.*
- e) *Prior to 30 June of each year the Shire will call for expressions of interest by way of newspaper and website advertising to ascertain levels of interest from operators wishing to be granted one of the ‘Type A’ permits available for the following financial year. All applications must be submitted by the date advised in the public notice using the form specified under the Local Law. When applications received exceed the number of trading positions available, an officer’s report is to be presented to Council by June 30th of each year to determine the approved permits for the following financial year.*
- f) *In determining applications, Council reserves the right to refuse an application even if all available trading positions have not been allocated for a particular financial year, if Council determines the proposed use is incompatible with the area or of a standard that is unacceptable.*
- g) *If applications received during the Expression of Interest process do not exceed the available trading positions, such applications may be approved by Staff under the delegated authority of Council, subject to the application meeting all requirements.*
- h) *If available trading positions are not all occupied following the expression of interest process, Council can approve an application received outside of the above process for any of the remaining trading positions, for the remainder of the applicable financial year expiring 30 June. Such applications may be approved by Staff under the delegated authority of Council, subject to the application meeting all requirements.*
- i) *Successful applicants will be advised of the outcome, and must submit any supporting information requested and pay the application fee and annual fee (pro rata for applications outside the above process) for the issue of a trading permit in this location within one month of being advised of their successful application. If the fee and any information requested is not.*

In place of this, officers propose to change the title in this section to *'Type A or C' Traders – Public Notification and Application Process - Eaton Foreshore Only* (to include Type C traders), and insert the following clauses:

- a) A maximum of three 'Type A or C' traders are permitted to operate, within an approved trade location, at Eaton Foreshore.
- b) Approved trade locations are available on a first-come-first-serve basis, to any 'Type A or C' trader that holds a valid Permit to Trade issued by the Shire of Dardanup.
- c) Approved trade locations are not exclusive to any particular trader, and cannot be reserved.
- d) Approved trade locations at Eaton Foreshore will be decided based on agreement with the applicant and the relevant departments of the Shire. The trade location shall be determined based on regard to pedestrian safety, traffic safety, compliance with traffic laws, vehicular flow, impact on facilities and services of the Reserve (water, electricity, infrastructure and equipment), and potential nuisance issues.
- e) Traders must be engaged in an approved trade activity while occupying an approved trade location.
- f) When the trade activity has ended, the mobile trade vehicle/s and associated infrastructure must be removed from the Eaton Foreshore.
- g) Traders must carry suitable indemnity cover, and must abide by the conditions of their Permit to Trade at all times.

In addition to the above, officers propose the following administrative changes:

- Page 3 Application Process – “Type A” remove “Balance of “at the beginning of the sentence, so that this part applies to the application process for type A traders for all shire reserves (excluding Gnomesville).
- Page 3 Application Process – remove ‘but Excluding Gnomesville’ from the first two dot points as this is addressed in proposed amendment to General Matters clause a) (see below).
- Page 3 Application Process – remove clauses b and c) and replace with concise clauses that make it clear that one application is required per vehicle, multiple trade locations can be specified per application, and application fees are not based on the number of locations.
- Page 3 Application Process – remove clause f) as it states ‘no limits’ on the number of ‘Type B’ permits that will be issued for a reserve or public place, and no limit on the number of Type C roaming trade certificates that may be issue. This is already implied in the ‘Activities in Thoroughfares and Public Places Replace and Trading Amendment Local Law 2009’ and CP033. Replace with more concise clauses.
- Page 3 Application Process – remove clause l) as the wording appears contradictory. Replace with more concise wording.
- Page 3 Application Process – remove clause m).
- Page 3 General Matters a) – amend to reflect current situation by insertion of “Traders Permits will not be issued for Gnomesville unless permitted by the Gnomesville Masterplan and approved by Council”.

- Page 4 General Matters j) – reworded to “A trader shall not conduct trading at the Eaton Foreshore on the day of the Eaton Foreshore Festival, at the Dardanup Oval (Wells Park) or Dardanup Hall during the Dardanup Bull and Barrel Festival or while setup for the Dardanup Bull and Barrel Festival is occurring, or on any reserve or other public place while a Shire of Dardanup organised event is occurring, unless otherwise approved by the Shire event organiser.”
- Page 4 General Matters – deletion of clause k) as it is irrelevant to the Eaton Foreshore if trade locations are opened up to any trader holding a valid permit.
- Page 4 General Matters m) – should be part of l), as only applies to Type D traders.
- Page 5 Conditions of approval – remove dot point 8 as it is no longer relevant if any Type A and C trader is permitted at the Foreshore.
- Page 5 Revocation of Permits – deletion of clause d).

The effect of these changes is that:

- The Eaton Foreshore will be more effectively utilised by Type A and C traders.
- The three trade locations will no longer be ‘locked’ to three specific traders (for a year).
- Trader’s Permits are still needed to trade at events at the Eaton Foreshore unless an exemption is granted by the Chief Executive Officer for the event.
- Event holders can now ask any Trader’s Permit holder to attend their event, if the Shire approve it.

The proposed amended version of ‘CP-033 Traders on Shire Reserves and Road Verges’ is included at the end of this report.

A full version of the policy showing both the original components, and proposed amendments is included in (Appendix ORD 12.5C – Page 70).

- *Trade Locations*

Figure 1 in this report shows the three trade locations that are determined to be the most suitable for traders based on ease of access for traders, minimal disruption to services (water, electrical), pedestrian safety, and traffic flow.

Traders will be encouraged to use these locations. However, in line proposed amendments, approved trade location/s are to be agreed to between the applicant and relevant departments of the Shire relative to considerations of safety, traffic flow and protection of Foreshore infrastructure. This will allow for the determination of the most suitable trade location for each mobile trade vehicle.

Traders do not have exclusive access or rights to any particular location at the Foreshore. Should there be a vehicle or member of the public occupying an approved trade location, the trader will have to utilise the next most suitable bay. Traders will be advised of this on application.

Council Role - Review

Voting Requirements - Simple Majority

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council approves the proposed amended Council Policy ‘CP033-Traders on Shire Reserves and Road Verges’ as provided below:



POLICY NO:-
CP033 -TRADERS ON SHIRE RESERVES AND ROAD VERGES

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION								
History:		CP033	OCM:	14/12/16	Res:	352-16	Synopsis:	Policy created.
Version:	1	CP033	SCM	26/07/18	Res:	251-18	Synopsis:	Reviewed and Adopted by Council
	2	CP033	OCM	29/08/19	Res:	277-18	Synopsis:	Amended by Council
	3	CP033	OCM	27/03/19	Res:	049-19	Synopsis:	Revised Policy Adopted
	4	CP033	OCM	26/08/20	Res:	???-??	Synopsis:	Amended by Council

1. RESPONSIBLE DIRECTORATE

Development Services Directorate – Environmental Health Department

2. PURPOSE AND OBJECTIVE

The purpose of this Policy is to provide direction to the Shire of Dardanup Council in the processing of applications for Stallholder’s and Trader’s Permits to trade from public places within the Shire of Dardanup in accordance with the Shire of Dardanup ‘Activities in Thoroughfares and Public Places and Trading Amendment Local Law 2009’.

The objectives of this Policy include:

- To identify and designate appropriate locations for vendors to operate;
- To allow for stallholders and mobile traders to operate in a manner that does not conflict with the normal functions of the Shire;
- To protect existing levels of public amenity experienced on the Shire’s reserves and other public places;
- To set minimum standards in the interest of public safety, environmental protection and social amenity.

3. REFERENCE DOCUMENTS

- The Shire of Dardanup ‘Activities in Thoroughfares and Public Places and Trading Amendment Local Law 2009’

4. DEFINITIONS

The terms used in this Policy and their definitions are as follows:

Term	Definition
Public Place, Stall, Stallholder, Stallholder’s Permit, Trader’s Permit, Trader, Trading	As per Local Law
Trading permit	A stallholder’s or trader’s permit

Term	Definition
Mobile Trader	A trader selling goods and services in a public place whose vehicle / equipment can be completely removed from site at the end of each day.
Roaming Trade	Trading from a vehicle on the road reserve, with the trader remaining in a particular location for as long as there is a customer making a purchase and then moving on from that location.
Local Law	Shire of Dardanup 'Activities in Thoroughfares and Public Places and Trading Amendment Local Law'

5. POLICY

This policy applies to mobile traders within the Shire of Dardanup and includes the following types of mobile traders:

1. **Type 'A'** - Mobile traders utilising a vehicle, caravan, trailer or stall for the purpose of trading in a public place;
2. **Type 'B'** - Mobile traders providing a service for which minimal equipment is required and which are flexible in terms of location (i.e. fitness, yoga, tai-chi classes etc.);
3. **Type 'C'** - Roaming Mobile traders utilising a vehicle, caravan or trailer for the purpose of trading utilising a public road reserve and remaining in a particular location for as long as there is a customer making a purchase and then moving on from that location.
4. **Type 'D'** – Residents trading from a stand or stall on the road verge adjacent to their residential property within residential areas of town-sites.

This Policy provides specific application and operational requirements for all mobile trading occurring on the Eaton Foreshore Reserves and other public places within the Shire of Dardanup. There are three trade locations that are determined to be the most suitable for traders based on ease of access for traders, minimal disruption to services (water, electrical), pedestrian safety, and traffic flow – this is attached as Addendum 1 to this policy.

'Type A or C' Traders – Application Process - Eaton Foreshore Only

- a) A maximum of three 'Type A or C' traders are permitted to operate, within an approved trade location, at Eaton Foreshore.
- b) Approved trade locations are available on a first-come-first-serve basis, to any 'Type A or C' trader that holds a valid Permit to Trade issued by the Shire of Dardanup.
- c) Approved trade locations are not exclusive to any particular trader, and cannot be reserved.
- d) Approved trade location/s at Eaton Foreshore will be decided based on agreement with the applicant and the relevant departments of the Shire. Departments shall have regard to pedestrian safety, traffic safety, vehicular flow, compliance with traffic laws, impact on facilities and services in the Reserve (water, electricity, infrastructure and equipment), and potential nuisance issues.
- e) Traders must be engaged in an approved trade activity while occupying an approved trade location.
- f) When the trade activity has ended, the mobile trade vehicle/s and associated infrastructure must be removed from the Eaton Foreshore.
- g) Traders must carry suitable indemnity cover, and must abide by the conditions of their Permit to Trade at all times.

Application Process

- 'Type A' Traders – Shire Reserves and Other Public Places
- 'Type B' Traders – Any Public Place including Eaton Foreshore
- 'Type C' Traders – Roaming Trade
- 'Type D' Traders – Road Verge Trading adjacent to resident's home.

- a) Applications can be submitted at any time throughout the year.
- b) Applicants may specify only one vehicle / van / stall (including Type C) per application. Application fee and fee for trading duration apply.
- c) Applications involving multiple vehicles / vans / stalls will be required to lodge a separate application for each vehicle, and pay a separate application fee and fee for trading duration for each vehicle / van / stall. Applicants will be issued with a separate permit for each vehicle / van / stall.
- d) Applicants may specify one or more trading location per application.
- e) Applications may be approved by staff under the delegated authority of Council.
- f) Applications by Type B traders may be made for the Foreshore and other public places in the Shire, excluding Gnomesville.
- g) Applications by Type C traders may be approved for a town-site/s in the Shire.
- h) Limits may be imposed on the number of 'Type A and C' traders that are permitted to operate at a specific location any one time. When these limits are imposed, exercise of trading permits shall be on a "first come, first served" basis.
- i) 'Type A' permits may be restricted to specific locations or general trading areas within specific reserves or other public places.
- j) 'Type B' traders may be excluded from particular locations on a reserve or other public place.
- k) The existing operation of a similar business on a reserve or other public place will not be a means to refuse any application for a trading permit.
- l) Type C trade permits may not be issued for areas outside of town-sites due to higher speed limits, and potential traffic safety risks.
- m) Type C trade is not permitted at Gnomesville as this form of trade is not accommodated under the Gnomesville Masterplan.

General Matters (Applicable to 'Type A', 'Type B', 'Type C' and 'Type D'):

- a) Traders Permits will not be issued for Gnomesville unless permitted by the Gnomesville Masterplan and approved by Council.
- b) Traders activities are not to interfere with other users of the reserve or other public place.
- c) Traders whose trading involves the selling or distribution of food and/or drinks are to comply with the Food Act 2008 and the Food Standards Code.
- d) Traders shall ensure compliance with the *Environmental Protection (Noise) Regulations 1997* at all times.
- e) The Shire reserves the right to vary the conditions of a stallholder's or trader's permit at any time.
- f) The Shire may cancel a stallholder's or trader's permit pursuant to Clause 6.9 of the Local Law if the trader has not complied with a condition of the permit or provision of any written law which may relate to the activity regulated by the permit.
- g) All stallholder's and trader's permits will be issued for a maximum of 12 months and will be valid from 1 July to 30 June of the following year. If granted after 1 July, stallholder's and trader's permits will be valid from the date of issue to 30 June of the following year.
- h) Where an Organisation has an existing agreement with Council for the use of a reserve or other public place, written approval from that Organisation must be submitted with any trading permit application seeking approval to trade from the public place subject to an existing agreement.
- i) Where an Organisation or individual has a lease agreement giving them the exclusive right of access to an area of public land, trading activities on that portion of land to which they are granted

exclusive rights of access will not be subject to the Local Law or this policy as the land subject to the lease is not within the definition of a public place.

- j) A trader shall not conduct trading at the Eaton Foreshore on the day of the Eaton Foreshore Festival, at the Dardanup Oval (Wells Park) or Dardanup Hall during the Dardanup Bull and Barrel Festival or while setup for the Dardanup Bull and Barrel Festival is occurring, or on any reserve or other public place while a Shire of Dardanup organised event is occurring, unless otherwise approved by the Shire event organiser.
- k) 'Type D' applications from property owners to have a stand or stall on the road verge adjacent to their property will be assessed to check that it is safe for customers to reverse onto the carriageway before approval will be granted. Approvals will be granted for Local Access Streets only. Applicants will be recommended to have adequate level on insurance/liability cover for the trade activity.
- l) 'Type D' applications may be approved under staff delegated authority provided all of the following are met:
- The primary purpose of the site must be residential.
 - Approval will be limited to the sale of produce grown on the property (fruit, vegetables, flowers, plants and other plant products).
 - Where produce is edible, approval will be limited those foods that are Very Low Risk (as determined by the Environmental Health Officer).
 - Stands and stalls will be limited to a maximum of 2m² excluding any umbrella used for shade, and must be located on the road verge adjacent to the property boundary and close to the property driveway.
 - No intrusion is permitted onto any footpath.
 - The stand or stall is permitted to be in place on the road verge during daylight hours only, and must be removed from the road verge and placed within the property boundary before sunset each day.
 - The driveway of the property must remain unobstructed to allow customers to park off the carriageway where they will not obstruct the footpath.
 - Where an application meets all of the above points, staff may request that the CEO consider a fee waiver of trading permit fees. **Note:** where food is sold an application for registration of a food business is required, along with payment of the application fee.
- m) 'Type D' applications that do not meet the above criteria must be considered by Council. Where applications involve the sale of items not produced on the applicant's place of residence, neighbour's approval will be required, and trading permit fees apply unless the items sold are for a not-for-profit or charitable organisation. Where an application is approved by Council, applications for Trade Permits in the years following may be issued under staff delegated authority with the same conditions.
- n) In determining applications for trading permits, Council will have regard to Clause 5.5 of the Local Law and the following criteria:
- Benefit to the community;
 - Experience of the trader;
 - Appearance and quality of the operation and equipment;
 - Safety management measures implemented by the trader;
 - Risk management measures implemented by the trader;
 - The appropriateness of the activity/ business having regard to pedestrian, patron and vehicular safety within the area;
 - The appropriateness of the activity/ business having regard to the purpose for which the land is reserved, used or zoned;
 - The potential impacts (i.e. parking, traffic, noise etc.) of the trading activity on nearby residences and landowners;
 - The availability of ablution facilities if required for the trading activity; and
 - The extent to which previous trading permits have been utilised, if applicable.

Conditions of Approval (General)

If Council determines to approve an application for a stallholder's or trader's permit, conditions can be imposed on the permit including, but not limited to, the conditions of Clause 5.2, 5.3 and 5.6 of the Local Law and the following:

- The trader shall not deposit or store any item associated with their activity on any footpath, vehicle access way or thoroughfare so as to create an obstruction.

- The trader shall provide confirmation to the Shire of a valid public liability insurance policy to operate the subject trading activity, prior to commencement of the trading activity which is to be thereafter maintained. The Policy shall indemnify both the trader and the Shire against any death or injury to a person or property arising from the approved trading for a minimum value of \$10 million.
- The solicitation of customers by touting or the use of public address systems shall not be permitted at any time.
- The trader shall keep their area of operation clean and tidy at all times to the satisfaction of the Shire.
- The trader shall ensure that no debris, litter, cleaning agents, detergents or waste of any kind result from their activities.
- This permit cannot be transferred to another trader.
- This permit is valid for a maximum period of 12 months, expiring on 30 June.
- The trader shall cease trading upon notification from the Shire of any maintenance works or any other matter as determined by the Shire that may be required to be conducted on the reserve or other public place which shall not recommence until such time as the trader is further notified in writing by the Shire.
- A trader shall not request any member of the public using the trading area to relocate from the designated trading area at any time.
- Applicants wishing to install signs are to comply with the requirements of the Town Planning Scheme, and the Shire's Infrastructure Services. And are to complete any necessary applications (prior to the installation of the sign).

Revocation of Stallholder's or Trader's Permit

Council may revoke a trading permit for the following reasons:

- a) The nature of the trade is different to that approved;
- b) Vehicles and/or equipment are not as described in the application;
- c) Conditions of approval are not being adhered to;
- d) The activity is causing a nuisance to other users of the public place or nearby residences/landowner.

12.6 Title: Regional Road Group Nominations 2021/22 – Five Year Program

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Troy Williamson - Manager Assets</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

Nominations are called annually by the Regional Road Group (RRG) for the funding of projects which meet the criteria under the program guidelines. Council is requested to endorse the submission of the 2021/22 proposed five year program.

Background

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

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

Submissions for the 2021/22 RRG funding round are due for submission to Main Roads WA on 30 August 2020. Shire of Dardanup staff have taken projects from the Road Asset Management Plan (RAMP) for nomination.

The five year program to be submitted for consideration in the 2021/22 funding round is provided (Appendix ORD: 12.6A – Page 77).

Legal Implications

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

Strategic Community Plan

- Strategy 4.3.3 - Plan and facilitate adequate transport, infrastructure and utility services to meet industry requirements. (Service Priority: Very High)
- Strategy 5.1.1 - Provide an efficient road network for the efficient movement of people and goods by road. (Service Priority: Very High)
- Strategy 5.1.2 - Advocate for transport choices by increasing the availability of safe, affordable and viable transport options. (Service Priority: High)

Environment

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

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

Precedents

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

Budget Implications

Projects funded through the RRG funding program are funded on a 2 for 1 contribution basis. This means that the Shire is only required to contribute 1/3 the cost of the project with the remaining 2/3 being funded by the RRG. The funding received by the Council through the RRG forms a substantial portion of the Shire's road funding.

It should be noted that projects listed in the proposed 2021/22 five year plan other than Ferguson Road (13.56 SLK – 19.93 SLK) align with the recently adopted Road Asset Management Plan in terms of project timing and estimated cost.

Ferguson Road has been identified as a candidate for Blackspot funding where a higher standard treatment is proposed than that adopted in the current RAMP. This proposed Regional Road Group submission would aim to deliver the same safety outcomes should the proposed concurrent Blackspot Funding application be unsuccessful.

In regard to the proposed Ferguson Road project, Council has various options that may be considered in terms of project standard, delivery timeframe and cost. Please refer to the table below showing the project delivery options and cost implications.

	Option 1 Regional Road Group Scheme (Current RAMP - no change)		Option 2 Regional Road Group Scheme (Increase in distance to match blackspot project, no change to width standards)		Option 3 Regional Road Group Scheme (Increase in distance, width and safety treatments to match blackspot project)	
Year	5.04km 7.2m seal width	Council Contribution	6.0km 7.2m seal width	Council Contribution	6.0km 8.0m seal width (0.5m sealed shoulders) Audible edgelines Remove roadside hazards	Council Contribution
1					\$120,000	\$40,000
2	\$302,737	\$100,912	\$358,951	\$119,650	\$750,000	\$250,000
3	\$370,305	\$123,435	\$441,389	\$147,130	\$600,000	\$200,000
4	\$192,562	\$64,187	\$230,141	\$76,714		
Total	\$865,604	\$288,535	\$1,030,481	\$343,494	\$1,470,000	\$490,000

- *Option 1 - Regional Road Group Scheme (as per current Road Asset Management Plan)*

This option would be delivered via the Regional Road Group Scheme in line with the current Road Asset Management Plan. It would include pavement reconstruction and widening of the seal to 7.2 metres as per the width standards adopted in the RAMP. This option does not entirely span the identified 6km blackspot project area and does not propose to implement the countermeasures recommended in the corresponding blackspot treatment analysis.

- *Option 2 - Regional Road Group Scheme (Increase in project distance to match Blackspot area)*

This option would be delivered via the Regional Road Group Scheme. It would include pavement reconstruction and widening of the seal to 7.2 metres as per the adopted width standards adopted in the RAMP and would span the 6km blackspot project area. This option does not propose to implement all of the countermeasures recommended in the corresponding blackspot treatment analysis.

- *Option 3 - Regional Road Group Scheme (Increase in project distance and standard to match Blackspot)*

This option would be delivered via the Regional Road Group Scheme. It would span the 6km blackspot project area and would be constructed to a higher standard than that adopted in the current RAMP. It would include pavement reconstruction and widening of the seal to 8.0 metres with 0.5m sealed shoulders, installation of audible edgelines, removal of roadside hazards and enhanced delineation.

To achieve Ferguson Road through the Regional Road Group Program to a higher standard addressing safety treatments as per option 3 above, Council's contribution for Ferguson Road would need to be brought forward by one year where \$40,000 would be required in year 1 (2021/22), \$149,088 required in year 2 (2022/23) and \$76,565 required in year 3 (2023/24) over and above that already allowed for in the Road Asset Management Plan 10-Year Programs. There would be a saving of \$64,187 in year 4 (2024/25). To cover the extra costs in years 1, 2 and 3 it will be necessary to defer other projects currently scheduled in those years in the Road Asset Management Plan to meet budget constraints. Overall option 3 would require an additional \$201,465 in total over the four year period compared to the currently adopted RAMP.

It should be noted that in option 3, funds are required a year earlier than options 1 and 2 as result of the increased width standard (i.e. increased formation and clearing) and treatment of roadside hazards requiring more significant design work, approvals and service works.

Budget – Whole of Life Cost

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

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

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.6B – Page 78) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Regional Road Group Submission 2021/22
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Risk that assets are not renewed at the end of their useful lives.
	Financial Risk that assets are not upgraded or created to meet demand.
	Reputational Risk that customer levels of service are reduced or not maintained to meet public expectation.

Officer Comment

The RRG forms a significant portion of road funding required to deliver the program of works identified in the RAMP. The funding also relates to Roads of Regional Significance – such roads play a significant role in the Shire’s transport network. The funding has been instrumental in the delivery of the RAMP strategy of reducing the backlog of works. It should be noted that the distribution of funds is based on a needs basis, thus ensuring that road projects are funded where needed.

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

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

The projects proposed to be submitted within the current 2021/22 round of funding are detailed as follows:

- **Pile Road (SLK 0.05 - SLK16.78)** – *Third submission of a five year on-going improvement project to widen and reconstruct the roadway from Ferguson Road to Mungalup Road. Treatment includes line marking, guardrails and enhanced delineation.*

Project Year	Works Description	Status
1 (2018/19)	Survey, detailed design, commence construction works to widen, reconstruct and seal stage 1.	Complete
2 (2019/20)	Construction works, widen, reconstruct and seal stage 2.	Complete
3 (2020/21)	Construction works, widen, reconstruct and seal stage 3.	Funded / Scheduled
4 (2021/22)	Construction works, widen, reconstruct and seal stage 4.	Proposed
5 (2022/23)	Construction works, widen, reconstruct and seal stage 5.	Proposed

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

Project Year	Works Description	Status
1 (2018/19)	Project analysis / detailed design.	Complete
2 (2019/20)	Project analysis / detailed design.	Complete
3 (2020/21)	Project analysis / detailed design.	Complete
4 (2021/22)	Construction of proposed roundabout at the intersection of Glen Huon Boulevard and modifications to the intersection of Lofthouse Avenue.	Proposed
5 (2022/23)	Construction of intersection treatment at the intersection of Eaton Drive, Hamilton Road and Hands Avenue.	Proposed

- **Ferguson Road (SLK 13.56 – SLK 19.93)** – *This is the first submission of a proposed three year improvement project. This project will consist of one year of analysis and design and two years of construction works to widen and reconstruct the road from approximately 800m north of Ratcliffe Road to Wellington Mill Road at Gnomesville. The treatment will include shoulder sealing, removal of roadside hazards, enhanced delineation and installation of audio-tactile edge lines.*

Project Year	Works Description	Status
1 (2021/22)	Survey, detailed design, project approvals/clearances.	Proposed
2 (2022/23)	Construction works, widen, reconstruct and seal stage 1.	Proposed
3 (2023/24)	Complete construction works, widen reconstruct and seal stage 2.	Proposed

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

- **Martin Pelusey Road (SLK 0.00 – SLK 3.03)** – *A proposed 3 year improvement project to survey, design, widen, reconstruct and strengthen the roadway to cater for current and future industrial expansion.*

Project Year	Works Description	Status
1 (2022/23)	Project analysis / detailed design.	Proposed
2 (2023/24)	Construction works to widen, reconstruct and strengthen stage 1.	Proposed
3 (2024/25)	Complete construction works to widen, reconstruct and strengthen stage 2.	Proposed

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

Project Year	Works Description	Status
1 (2025/26)	Construction works – reconstruct pavement and seal.	Proposed

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

Project Year	Works Description	Status
1 (2022/23)	Construction works – reconstruct pavement and seal.	Proposed

In regards to the Martin Pelusey Road and Moore Road projects, Council recently formally requested the Bunbury Outer Ring Road (BORR) team to upgrade the remaining sections of both of these roads that

are not being modified as a direct result of the BORR project. Should the remaining sections be upgraded as part of the BORR project, these RRG nominations will then not be required. Due to these projects being future nominations and having no impact on the 2021-22 RRG Program and funding pool, they can remain as future projects until such time as the outcome of the Council’s request is formally known.

Council is requested to endorse the 2021/22 nominations. It should be noted that all projects proposed for future funding are subject to Regional Road Group approval and projects successful in securing funding will be used in the development of the Corporate Business Plan, but Council will still have the opportunity to make alterations subject to the outcomes of the Shire’s strategic planning process.

Staff will present further reports to Council once outcomes of submissions are known and will include consideration of any projects that may need to be deferred to accommodate the successful projects.

Director Infrastructure Comment

In regards to the Martin Pelusey Road and Moore Road project nominations, Council recently formally requested Main Roads WA to upgrade the remaining sections of both of these roads that are not being modified as a direct result of the BORR project.

Should these remaining sections be upgraded as part of the BORR project, these RRG nominations will then not be required. Due to these projects being future nominations and having no influence on the 2021-22 RRG Program and funding pool, they have no impact apart from the fact that they show a demand for funding going into the future – this is useful in demonstrating and bolstering a collective local government case to the State that the funding program should continue into the future.

Council has received a response from the Main Roads WA in regards to the upgrading of Martin Pelusey Road and Moore Road. They have advised that two of the three sections requested on Martin Pelusey Road have been agreed to and have been included in the project at the cost of the BORR project – this is shown as the areas marked by the orange outline in the diagrams bellows. They have further advised that the other requested sections are not agreed to – being the northern section of Martin-Pelusey Road and the section of Moore Road including, and north of, the Busher Road intersection – this is shown as the areas marked by a red outline in the diagrams below.



Part 6 of Council resolution (50-20) and reiterated in Part 3 of Council resolution 159-20 states that Council “*agrees to accept the roads and road widening highlighted green on the attached copy of Main Roads drawing 201902-0012-5 under its care, control, and maintenance following dedication; with the additional requirement that the areas marked in red be agreed to by Main Roads to also be included in the road widening and construction project at Main Roads’ cost*”

Main Roads WA staff have indicated that they will continue with the excision of the required land and construction of the BORR. Based on Council’s resolution on the matter, the land will not be dedicated as road under the care, control and management of the Shire in the first instance, but is still likely to be pursued further at a later date.

Shire officers are now seeking further consideration of the matter by Council, specifically whether Council wishes to:

1. Continue to pursue the inclusion of the remaining portions of Martin-Pelusey Road and Moore Road into the BORR Project and at the expense of the project; or
2. Accept the position of Main Roads WA on the matter and accept the dedication of the various roads to be under the care, control and management of the Shire without the remaining portions of Martin-Pelusey Road and Moore Road being included into the BORR Project.

If Option 2 above is chosen by Council, the future upgrade of those portions of Martin-Pelusey Road and Moore Road will remain in the Shire’s 10 Year Road Program and Regional Road Group Program. It should be noted that the Martin Pelusey Road upgrade amount will be reduced in the Shire’s 10 Year Program due to the BORR Project undertaking some of the upgrades. This would be adjusted in the next review of the 10 Year Program.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION A

THAT Council endorses the submission of the Regional Road Group 2021/22, Five Year Program and subsequent nomination forms in accordance with the following:

ROAD NAME / SECTION	2021/22	2022/23	2023/24	2024/25	2025/26
Pile Road (SLK 0.05 – SLK 16.78)	\$750,000	\$750,000			
Eaton Drive (SLK 0.40 – SLK 1.70)	\$750,000	\$750,000			
Martin Pelusey Road (SLK 0.00 – SLK 3.03)		\$270,000	\$750,000	\$750,000	
Ferguson Road (SLK 13.56 – SLK 19.93)	\$120,000	\$750,000	\$600,000		
Ferguson Road (SLK 0.27 – SLK 2.29)					\$720,000
Moore Road (SLK 0.60 – SLK 1.60)		\$730,000			
Financial Year Total RRG Pool Contribution	\$1,080,000	\$2,166,667	\$900,000	\$500,000	\$480,000
Financial Year Total LGA Contribution	\$540,000	\$1,083,333	\$450,000	\$250,000	\$240,000
GRAND TOTAL	\$1,620,000	\$3,250,000	\$1,350,000	\$750,000	\$720,000

AND

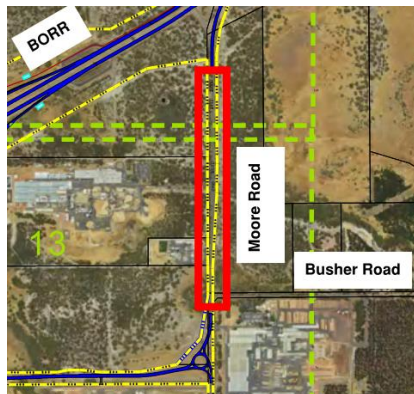
OFFICER RECOMMENDED RESOLUTION B

THAT Council in regards to Part 6 of Council resolution 50-20 and Part 3 of Council resolution 159-20:

1. Accepts the advice from Main Roads WA that the following portions of Martin Pelusey Road (as highlighted in orange in the diagram below) will be included into the Bunbury Outer Ring Road Project and at the expense of the Project:



2. Does not pursue the inclusion of the portions of Martin Pelusey Road and Moore Road (as highlighted in red in the diagram below) into the Bunbury Outer Ring Road Project:



3. Consents to the excision and dedication of land required for road purposes referred to in Council Resolution 50-20 and Council resolution 159-20 and for it to be under the care, control and management of the Shire without the requirement to include the sections of Martin Pelusey Road and Moore Road referred to in Point 2 above into the Bunbury Outer Ring Road Project.

12.7 Title: Black Spot Project Nominations 2021/22

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Troy Williamson - Manager Assets</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

The Federal and State Governments have undertaken to allocate approximately \$33.19 million in 2021-2022 on road safety projects in Western Australia under the respective Federal and State Black Spot Programs.

Main Roads Western Australia who administers the Black Spot Program has asked Council to nominate eligible Black Spot projects for funding in 2021 - 2022.

The purpose of this report is to seek endorsement from Council for the following proposed projects:

- Henty Road (2.5-5.5 SLK) - \$400,000
- Henty Road (8.0-11.0 SLK) - \$400,000
- Ferguson Road (13.6-19.6 SLK) - \$1,400,000

Background

The Black Spot Programs are an Australian Federal Government and State/Local Government funding strategy that provides funding for cost-effective high-benefit improvements to the road network to address actual or potential injury or fatal crashes.

Council nominates projects annually for funding under the Black Spot program which target high crash rate intersections and roads and aims to reduce the risk of crashes through improvements to road infrastructure. Funds are available for new infrastructure (or modifications to existing) that directly targets existing crashes.

Black Spot locations are identified through analysis of crashes over the previous 5 years utilising the Main Roads Western Australia External Reporting Centre – Crash Analysis Reporting System (CARS). This online database aids Local Governments in determining predominant crash trends at selected points on the road network by giving access to crash reports, and ultimately calculating the benefit-cost ratio of various treatments.

Legal Implications

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

Strategic Community Plan

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

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

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

Environment

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

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

Precedents

The Black Spot funding programs have been ongoing for several years and Council has approved the submission of nominations to these programs in the past.

Budget Implications

Projects funded through the State Black Spot program are funded on a 2 for 1 contribution basis. This means that the Shire is only required to contribute 1/3 the cost of the project with the remaining 2/3 being funded by the State Government.

Projects funded through the Federal Government Black Spot program are 100% funded with no net cost to Council.

Projects that are nominated through the Black Spot Program which may be unsuccessful in gaining funding may need to be considered in future Capital Works Programs, whilst considering other Council priorities.

The estimated project costs are summarised in the table below.

Project Location	Estimated Cost	Net Cost to Council
Henty Road (2.5-5.5 SLK)	\$400,000	\$0
Henty Road (8.0-11.0 SLK)	\$400,000	\$0
Ferguson Road (13.6-19.6 SLK)	\$1,400,000	\$466,667

It should be noted that the Ferguson Road Project is reflected in the current Road Asset Management Plan and a corresponding Regional Road Group funding application is proposed to be submitted should this Black Spot funding application be unsuccessful. There are a number of delivery options for the project outlined below.

If supported, the Ferguson Road Blackspot project is planned to be staged over two years due to the length and complexity of the proposed treatment (note that the State program allows projects to be staged over two years instead of just one year). The table below shows the staged budget implications.

ROAD NAME / SECTION	Project Estimate	LGA Contribution	Year
Ferguson Road (SLK 13.6 – SLK 19.6) Stage 1	\$210,000	\$70,000	2021-2022
Ferguson Road (SLK 13.6 – SLK 19.6) Stage 2	\$1,190,000	\$396,667	2022-2023
TOTAL	\$1,400,000	\$466,667	

If the proposed Ferguson Road Project is not successful in securing Blackspot funding, and the same project scope and road length is delivered through the Regional Road Group Program, the following table shows the staged requirements and subsequent budget implications.

ROAD NAME / SECTION	Project Estimate	LGA Contribution	Year
Ferguson Road (SLK 13.6 – SLK 19.6) Stage 1	\$120,000	\$40,000	2021-2022
Ferguson Road (SLK 13.6 – SLK 19.6) Stage 2	\$750,000	\$250,000	2022-2023
Ferguson Road (SLK 13.6 – SLK 19.6) Stage 3	\$600,000	\$200,000	2023-2024
TOTAL	\$1,470,000	\$490,000	

The advantage of seeking Blackspot funding for this section of Ferguson Road is the ability to complete the project a year earlier (2022/23) than could be achieved under the Regional Road Group scheme (2023/24), as the maximum amount that can be granted in any single year of a project under the Regional Road Group scheme is \$750,000 thus requiring it to be staged over three years. The project would also be estimated to cost an extra \$70,000 if staged over 3 years.

The currently adopted Road Asset Management Plan (RAMP), has the following allocations for Ferguson Road, which is based on a lesser width of 7.2 metres and a shorter section at 5.04 km:

ROAD NAME / SECTION	Project Estimate	LGA Contribution	Year
Ferguson Road (SLK 14.89 – SLK 19.93) Stage 1	\$302,737	\$100,912	2022-2023
Ferguson Road (SLK 14.89 – SLK 19.93) Stage 2	\$370,305	\$123,435	2023-2024
Ferguson Road (SLK 14.89 – SLK 19.93) Stage 3	\$192,562	\$64,187	2024-2025
TOTAL	\$865,604	\$288,535	

The following table compares the proposed Black Spot submission, a similar project scope delivered under the Regional Road Group and the currently adopted RAMP for Ferguson Road:

Year	As per Current RAMP		Proposed Black Spot Submission		Modified RRG Submission (based on Black Spot data)	
	5.04km 7.2m seal width	Council Contribution	6.0km 8.0m seal width (0.5m sealed shoulders) Audible edgelines Remove roadside hazards	Council Contribution	6.0km 8.0m seal width (0.5m sealed shoulders) Audible edgelines Remove roadside hazards	Council Contribution
21/22			\$210,000	\$70,000	\$120,000	\$40,000
22/23	\$302,737	\$100,912	\$1,190,000	\$396,667	\$750,000	\$250,000
23/24	\$370,305	\$123,435			\$600,000	\$200,000
24/25	\$192,562	\$64,187				
Total	\$865,604	\$288,535	\$1,400,000	\$466,667	\$1,470,000	\$490,000

The delivery of the Ferguson Road project through the Black Spot Program requires Council's contribution to be compressed over two years where an extra \$70,000 would be required in year 1 (2021/22) and \$295,755 required in year 2 (2022/23). There would be a saving of \$123,435 in year 3 (2023/24) and \$64,187 in year 4 (2024/25). To cover the extra costs in years 1 and 2 it will be necessary to defer other projects currently scheduled in those years in the RAMP to meet budget constraints. Overall the Black Spot Project would require an additional \$178,132 in total over the four year period compared to the currently adopted RAMP.

Budget – Whole of Life Cost

If the proposed projects are successful in gaining funding any new infrastructure or expansion to the road network will create an on-going maintenance requirement over the life of the asset and renewal at the end of the asset's useful life.

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: 12.7 – Page 79) for full assessment document.

Tier 3 – 'High' or 'Extreme' Inherent Risk.	
Risk Event	Black Spot Program Submission 2021/22
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	Construct proposed treatments in compliance with Federal and State Blackspot Program.
Residual Risk Rating (after treatment or controls)	Moderate (5 - 11)
Risk Category Assessed Against	Health Not undertaking treatments at these locations may result in further accidents.
	Financial Risk that assets are not upgraded or created to meet demand.
	Reputational Council may receive negative publicity for not addressing accidents which are eligible for Blackspot funding.

Officer Comment

Projects considered for funding under the Black Spot scheme can be approved as a single year project or a larger, typically more complex, "staged" project can be funded over two years. It is proposed to stage Ferguson Road over two years as this is a larger more extensive treatment that will require detailed investigation and design.

The projects proposed to be submitted within the current 2021/22 round of funding are detailed as follows:

- *Nomination 1: Henty Road (2.5-5.5 SLK)*

Proposed Treatment:

- Widen bridge over irrigation channel
- Reinstate gravel shoulders
- Remove roadside hazards
- Selective clearing along route and at the outside of curves
- Replacement of standard culvert headwalls with traversable headwalls
- Install chevron alignment markers on curves
- Install additional delineation (guide posts)

Proposed Project Delivery Timeframe:

- Pre-Construction Works (design, environmental clearances) - 2020/2021
- Construction Works – 2021/2022

- *Nomination 2: Henty Road (8.0-11.0 SLK)*

Proposed Treatment:

- Reinstate gravel shoulders
- Remove roadside hazards
- Selective clearing along route and at the outside of curves
- Replacement of standard culvert headwalls with traversable headwalls
- Install chevron alignment markers on curves
- Install additional delineation (guide posts)

Proposed Project Delivery Timeframe:

- Pre-Construction Works (design, environmental clearances) - 2020/2021
- Construction Works – 2021/2022

- *Nomination 3: Ferguson Road (13.6-19.6 SLK)*

Proposed Treatment:

- Construct and widen formation
- Seal 8.0 metres wide (7.0m traffic lanes+0.5m sealed shoulders)
- Install audio-tactile edgelines
- Remove roadside hazards
- Selective clearing along route and at the outside of curves
- Replacement of standard culvert headwalls with traversable headwalls
- Install chevron alignment markers on curves
- Install additional delineation (guide posts)

Proposed Project Delivery Timeframe:

- Pre-Construction Works (design, environmental clearances) - 2021/2022
- Construction Works – 2022/2023

Wellington Mill Road, SLK 0.6 – SLK 3.6 also met the criteria to qualify for potential funding under the State Blackspot Scheme. The proposed treatment has an estimated cost of \$400,000 that would require a 1/3 contribution of \$133,333 from Council in the 2021-2022 financial year. To achieve this other projects currently scheduled in the Road Asset Management Plan would need to be deferred. This has been investigated by staff and it has been decided to defer this submission to the 2022-2023 financial year for further consideration to explore the project delivery timeframe within budget constraints.

Council is requested to consider the 2021/22 nominations. It should be noted that all projects proposed for future funding are subject to approval and projects successful in securing funding will be used in the development of the Corporate Business Plan, but Council will still have the opportunity to make alterations subject to the outcomes of the Shire's strategic planning process.

Director Infrastructure Comment

Over many years now, the Shire has received requests from the community to address safety along the stretch of South Western Highway extending from Hynes Road to the Yuna Roadhouse. Concerns have been raised regarding the speed zoning along this stretch and Council has, in the past, requested Main Roads WA to investigate the speed zoning and safety of this stretch of highway.

The South Western Highway is a State highway and is under the care, control and management of Main Roads WA. Therefore the Shire does not have jurisdiction over the highway nor can it undertake any works within the highway corridor.

Main Roads WA have undertaken speed zone reviews as well as undertaking various works along this stretch of road to improve safety; however, feedback from the community to the Shire would suggest that the community is still dissatisfied with the level of safety along this section of highway.

Shire staff have been discussing this section of the highway with Main Roads WA staff and will continue to raise the matter with them. Shire officers will also explore opportunities for attracting possible Black Spot Program funding for the section of road and associated intersections in consultation with Main Roads WA.

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 submission of Henty Road SLK 2.5 – SLK 5.5 to the Black Spot 2021/22 program as follows:**

ROAD NAME / SECTION	Project Estimate	LGA Contribution	Year
Henty Road (SLK 2.5 – SLK 5.5)	\$400,000	\$0	2021-2022
TOTAL	\$400,000	\$0	

2. **Endorses the submission of Henty Road SLK 8.0 – SLK 11.0 to the Black Spot 2021/22 program as follows:**

ROAD NAME / SECTION	Project Estimate	LGA Contribution	Year
Henty Road (SLK 8.0 – SLK 11.0)	\$400,000	\$0	2021-2022
TOTAL	\$400,000	\$0	

3. **Endorses the submission of Ferguson Road SLK 13.6 – SLK 19.6 to the Black Spot 2021/22 program as follows:**

ROAD NAME / SECTION	Project Estimate	LGA Contribution	Year
Ferguson Road (SLK 13.6 – SLK 19.6) Stage 1	\$210,000	\$70,000	2021-2022
Ferguson Road (SLK 13.6 – SLK 19.6) Stage 2	\$1,190,000	\$396,667	2022-2023
TOTAL	\$1,400,000	\$466,667	

12.8 Title: Information and Communication Technology (ICT) Strategic Plan

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Sudi Mishra - Manager Information Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

The draft Information and Communication Technology (ICT) Strategic Plan was presented to Council at a workshop held 5 August 2020. This report presents the final ICT Strategic Plan 2020-2030 for Council adoption.

Background

In late 2018, the Shire of Dardanup Information Services team embarked on developing a digital strategy that provides the Council with a road map of technologies that will improve the services delivered to the community. The Shire of Dardanup Strategic Community Plan 2018-2028 is the informing strategy to this Plan. This assures that our technology projects have a direct alignment with our overall community strategy.

The strategic objective driving this Plan is to have a customer focused, intuitive, digital system for the effective and efficient governance and delivery of services, facilities & infrastructure. This Plan has been created in collaboration with the Executive Management team, Managers and Senior Officers from every department, and the Information Services team.

Strategic evaluation in the form of SWOT (Strengths, Weakness, Opportunity, Threats) analysis was imperative in developing this Plan and has resulted in the identification of gaps and opportunities that were taken into consideration in creating the four strategic outcomes. These outcomes are:

1. *Smart Enterprise:* Systems and technologies that enable highly efficient operations and workforce;
2. *Digital Community:* Our Community is informed and engaged with us through digital systems and technologies;
3. *Safety and Security:* Systems and technologies that make our organisation and community a secure and safe place to be; and
4. *Emerging Technologies:* The Shire of Dardanup systems incorporate technologies that change the way we live and work, which are currently in their early stages of development.

These four strategic outcomes incorporate a total of 38 ICT strategies that are aligned to the Shire of Dardanup Strategic Community Plan objectives. A total of 67 ICT projects will be the action items over 10 years that will achieve these strategic outcomes.

Project priorities are established by the Shire of Dardanup staff based on an enterprise architecture building block approach, and resource availability. This is presented to Council in the ICT Strategic Plan 2020-2030 (Appendix ORD: 12.8A – Page 80).

Council will have an opportunity to review and endorse new priorities every two years as part of the IT Asset Management Plan review process.

Legal Implications

Local Government Act 1995

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Strategic Community Plan

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

Strategy 1.4.3 - Investigate and adopt where appropriate 'smart' technologies to improve service provision. (Service Priority: Very High)

Environment - None.

Precedents

This is the first ICT Strategy to be presented to Council.

Budget Implications

The cost of the projects in the ICT Strategic Plan will be incorporated in the 10-year IT Asset Management Plan and will be reflected in the Long Term Financial Plan and Annual Budget. The current adopted IT Asset Management Plan incorporates the following breakdown (\$):

Expenditure	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
IT Equipment	19,601	24,433	38,424	46,739	41,243	12,047	22,283	59,179	33,500
Software	593,187	625,565	624,581	591,226	627,000	639,081	641,347	714,931	747,941
Leased Equipment	260,252	275,459	298,984	307,374	312,710	323,833	332,037	353,149	356,457
TOTAL	873,040	925,457	961,989	945,340	980,952	974,961	995,667	1,127,259	1,137,898

Budget – Whole of Life Cost

The whole of life costs for individual projects is to be considered as part of the planning and evaluation associated with each project.

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: 12.8B – Page 113) for full assessment document.

Tier 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Endorsement of Information and Communication Technology strategic plan
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)

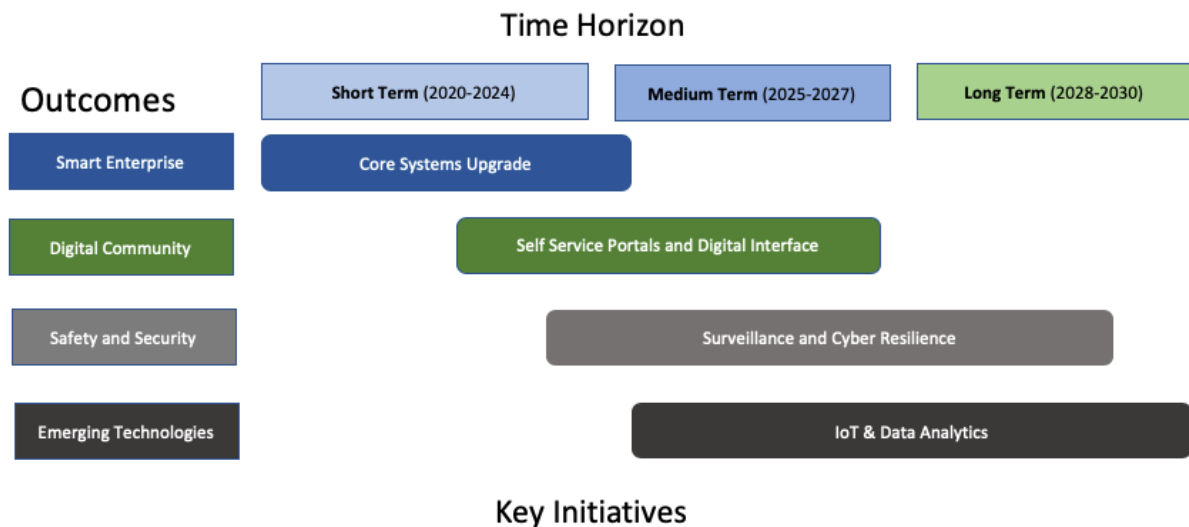
Tier 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).		
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Adoption of this Item is required for funding of IS and IT services
	Reputational	Compromised Quality of IT and IS might affect the reputation of council in providing services.

Officer Comment

The Shire of Dardanup ICT Strategic Plan is the first digital strategy developed by Council staff. It is a technology road map which will enable the Shire of Dardanup to make strategic investment decisions that enable new and better services to be delivered to our community.

The ICT Plan is identified as one of the five informing strategies to the Shire of Dardanup Strategic Community Plan and Corporate Business Plan, according to the Integrated Planning and reporting framework developed by the Department of Local Government. The 38 ICT strategies in the Plan have been aligned with the Shire of Dardanup Strategic Community Plan 2018-2028.

The plan identifies four strategic outcomes spread out across three time horizons depicted in the diagram below. These time horizons represent a digital road map of technology projects that will be executed in short term, medium term and long term. There are a total of 67 ICT projects or action items identified in this plan.



The top 5 projects of each time horizon are listed below.

- *Short Term*
 1. New Customer Request Management and Enterprise Resource Planning (ERP) system.
 2. Councillor Portal and Document service.
 3. New Shire of Dardanup website.
 4. Pilot Internet of Things project.
 5. Online Self-service portal for our community.

- *Medium Term*
 1. Enterprise Business Intelligence.
 2. Mobile workforce.
 3. Internet access to all Shire of Dardanup facilities.
 4. New Risk and compliance system.
 5. CCTV in Shire of Dardanup facilities and public open spaces.

- *Long Term*
 1. Drone enabled inspections for compliance.
 2. Internet of Things enabled Asset Management.
 3. 3D GIS for smart planning and engineering operations.
 4. Internet of Things for community wellbeing.
 5. Smart suppliers and debtors.

These projects will be incorporated in the 10-year IT Asset Management Plan and are subject to review every two years by Council. A Project Governance and Implementing Team will be established to ensure successful management and delivery of ICT projects. The final Information & Communication Technology Plan (ICT) Strategic Plan is provided in (Appendix ORD: 12.8A – Page 80) for Council review and endorsement.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council adopts the Shire of Dardanup Information and Communication Technology (ICT) Strategic Plan 2020-2030 (Appendix ORD: 12.8A).

12.9 Title: Over Expenditure – Collie River Bank Storm Damage Stabilisation Works

Reporting Department: Infrastructure Directorate
Reporting Officer: Mr Sergio Massimini - Manager Operations
Legislation: Local Government Act 1995

Overview

Council is requested to approve additional expenditure for the delivery of stabilisation works along the Collie River bank which will repair damage sustained during the storms in May 2020.

Background

Two storm events in May 2020 caused significant erosion damage to the Collie River foreshore area. This damage was caused by exceptionally high water levels in the Collie River during the storm surge.

Following the storm events in May an assessment was undertaken by Shire staff as to the level of erosion and damage that occurred to the Collie River foreshore path specifically that section from the Carpark opposite the Eaton Bowling club to the lookout opposite Hands Avenue. A number of locations had localised damage that either intruded into the pathway or required some stabilisation of the bank to reduce the risk of further near term damage to the path. A request for quotation was organised and three local contractors were approached and the prices received for the work have been detailed in the budget implications part of this item.

This damage, in some locations, narrowed the path width or undermined areas reducing the possible path width for the proposed heritage trail works arranged for this year.

The photos below show examples of the erosion that has occurred.



Due to the storms in May significant damage occurred throughout the South West Region and a number of our neighbouring councils incurred additional expenditure to clear roads of storm damage. This triggered a Disaster Recovery Fund Arrangement (DRFWA) that allows the State (through DFES) to receive Federal funding for relief and recovery of a proclaimed event which can then be paid to local governments to cover some of the recovery costs associated with those events.

The following list provides examples of transport or public infrastructure assets which the department would consider to be essential public assets under the arrangements:

Transport

- Roads
- Road infrastructure (including footpaths, bike lanes and pedestrian bridges)
- Bridges
- Tunnels
- Culverts

Coastal infrastructure was put forward as a possible expense but the officers from the Disaster advisory fund confirmed that this is not included in the funding arrangement. The Shire has made a claim for \$98,389 which includes Shire labour (Overheads not permitted) and plant use as well as contractor costs for specialised services. This covered the removal and disposal of storm damaged trees and the Shire is awaiting finalisation of the assessment process to confirm if our application is successful. If successful, the reimbursement of expenses incurred in the last financial year, will be received this financial year as unbudgeted income and could potentially still be used for these works.

Legal Implications

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

6.8. Expenditure from municipal fund not included in annual budget

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

** Absolute majority required.*

Strategic Community Plan

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

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

Environment - None.

Precedents - Council has previously approved unbudgeted expenditure.

Budget Implications

Quotations for the stabilisation works have been sourced and is expected to cost \$38,707.40 excluding GST.

The Shire does not have a sufficiently sized budget allocation to cover this additional expense.

It is therefore recommended to treat this expense as an unbudgeted expense at this point in time and to offset the cost by drawing on the funds that will be received through Disaster Recovery Fund Arrangement (DRFWA). It is further suggested that should there be insufficient funds obtained through

DRFWA then the matter be revisited during the Mid-Year Budget Review process to determine the best option for offsetting the cost, being either:

1. Funding it from the projected end of year surplus;
2. Sourcing additional funds from Reserve; or
3. A combination of 1 and 2 above.

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: 12.9 – Page 114) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Expenditure of unbudgeted funds
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Residual Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Budget is exceeded or funds not correctly expended
	Service Interruption Unable to complete scheduled capital project work
	Legal and Compliance Funding expended without proper authority

Officer Comment

The Shire needs to make the necessary repairs to the bank and limestone path in order to construct the proposed asphalt path approved for the Heritage trail works. This report seeks Council’s approval to undertake the required works as an additional expenditure and to cover the cost of the works using some of the monies that is anticipated to be received from the DRFWA.

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. Approves an increase in Job Number J11221 Pratt Road Reserve maintenance of \$38,707.40 + GST for the repair of erosion to the foreshore and the limestone path.**

- 2. Refers the proposed over expenditure to the Mid-Year Budget Review for further consideration of Council If the amount of Disaster Recovery Funds received are insufficient to offset the increase in expenditure.**

12.10 Title: Monthly Statement of Financial Activity for the Period Ended 31 July 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 July 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

CP036 Investment Policy & 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: 12.10A – Page 115) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Monthly Statement of Financial Activity for the Period Ended 31 July 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 July 2020 is contained in (Appendix ORD 12.10B – Page 116) 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 \$382,052, with a forecast surplus at 30 June 2021 of \$218,987.

Please note that the annual accounts for 2019/20 are not yet finalised and may be subject to change due to end of year adjustments, reserve account transfers and finally audit. The exact surplus is expected to be confirmed in October, after completion of the annual audit of the 2019/20 financial statements.

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 current investment of \$1.9M with BBB+ rated AMP Bank (15% of the total portfolio) exceeds the Investment Policy’s counterparty credit exposure limit of 10% due to the drawdown of other investment cash for operations. The investment is still compliant under the ‘grandfathering’ clause of the investment policy and will be reduced to within the policy portfolio limits at its next maturity in August 2020.

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: 12.10B) for the period ended 31 July 2020.

12.11 Title: Schedule of Paid Accounts as at 7 August 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 - 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: 12.11 – Page 132) for full assessment document.

Tier 3 – 'High' or 'Extreme' Inherent Risk.	
Risk Event	Schedule of Paid Accounts as at 7 August 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.

Tier 3 – ‘High’ or ‘Extreme’ Inherent Risk.		
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 11/07/2020 to 07/08/2020 as follows:

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
ELECTRONIC FUNDS TRANSFER					
EFT39017	16/07/2020	Australia Day Council Of WA Inc	2020/2021 Annual Subscription For WA Citizen Of The Year Awards - Presented On Australia Day	MUNI	594.00
EFT39018	16/07/2020	Australian Tax Office	PAYG Withholding Fortnight Ending 10/07/2020	MUNI	83,694.00
EFT39019	16/07/2020	Australian Water Association	WA Water Industry Breakfast - 29 July - S Oosthuizen	MUNI	220.00
EFT39020	16/07/2020	B.Social	Employee Deductions for Staff Social Club	MUNI	40.00
EFT39021	16/07/2020	Blaine Thompson	Umpire Recoup 8/07/2020	MUNI	132.00
EFT39022	16/07/2020	Boyles Plumbing And Gas	Supply & Install Pump To Ferguson BFB Tank Including Fittings And Pipe	MUNI	4,290.66
EFT39023	16/07/2020	Bunbury Mower Service	Helmet Kit - Pro Red Comfort, Bar Oil, Fuel Primers and Fuel Containers	MUNI	670.50
EFT39024	16/07/2020	Bunnings Group Limited	Wood, Screws, Hose Fitting, Drill Bits For Depot Maintenance & Library Workshop Supplies	MUNI	595.39
EFT39025	16/07/2020	Cake Tinz And Thingz	Cake Decorating Products for Library Workshops	MUNI	377.01
EFT39026	16/07/2020	Cameron Baker	Umpire Recoup 8/07/2020	MUNI	110.00
EFT39027	16/07/2020	Capri Di Candilo	Umpire Recoup 13/07/2020	MUNI	45.00
EFT39028	16/07/2020	Cleanaway	Bin Repairs/Maintenance - June 2020	MUNI	1,086.77
EFT39029	16/07/2020	Coates Civil Consulting Pty Ltd	QUO – F0151510 –Engineering Design For Dardanup West Road (Slk 0.00-2.97Km) - Progress Claim	MUNI	1,540.00
EFT39030	16/07/2020	Deborah Leanne Rosenberg	Partial Refund Of Dog Registration Fees - Sterilisation	MUNI	150.00
EFT39031	16/07/2020	Donna Bastow	Umpire Recoup 8/07/2020	MUNI	132.00
EFT39032	16/07/2020	Ella Geluk-Howarth	2020/21 Uniform Reimbursement	MUNI	12.00
EFT39033	16/07/2020	Harvey Water	Open Stormwater Non-Return Flap Flowing Into Harvey Water Irrigation Channel - Brett Place, Dardanup	MUNI	680.00
EFT39034	16/07/2020	Hynes Contracting	Grade Gravel Driveway - Harris Road	MUNI	605.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39035	16/07/2020	Isabel Cody	2020/21 Uniform Reimbursement	MUNI	360.50
EFT39036	16/07/2020	Jade Begovic	Umpire Recoup 13/07/2020	MUNI	45.00
EFT39037	16/07/2020	Josie Phillips	Umpire Recoup 7/07/2020 & 13/07/2020	MUNI	90.00
EFT39038	16/07/2020	Jason Cartledge	Umpire Recoup 8/07/2020	MUNI	110.00
EFT39039	16/07/2020	Karyn Rowe	Umpire Recoup 13/07/2020	MUNI	67.50
EFT39041	16/07/2020	Lydia Highfield	Recruitment & Selection Services - Manager Development Services	MUNI	5,000.00
EFT39042	16/07/2020	Maia Financial Pty Ltd	Nutanix Servers (Natanix) x 5 And Switches x 2 - Contract No E6N0159668 - Final Invoice	MUNI	7,567.32
EFT39043	16/07/2020	Melanie Serra	2020/21 Uniform Reimbursement	MUNI	30.00
EFT39044	16/07/2020	Nintex Pty Ltd	Nintex Software - Customer Loyalty Program Promo 20 Workflows 16/08/2020 - 15/08/2021	MUNI	31,784.50
EFT39045	16/07/2020	NSCO Consulting	Communcation And Ted Empowerment Training For Emergency & Ranger Services Team (7) 29 June 2020	MUNI	650.00
EFT39046	16/07/2020	Pages Mechanical Repairs	DA2833 - 4,000Km Tractor Service	MUNI	1,559.05
EFT39047	16/07/2020	Procad Pty Ltd	Autocad Incl.Specialized Toolsets Multi Annual Subscription Renewal - Contract 110002246814	MUNI	5,142.50
EFT39048	16/07/2020	Renee Thomson	EOFY BBQ Refreshments - Depot	MUNI	93.98
EFT39049	16/07/2020	Simon Colin Dixon	Crossover Rebate (Lot 84) Cadell View, Millbridge	MUNI	238.50
EFT39051	16/07/2020	Sudhanshu Mishra	2020/21 Uniform Reimbursement	MUNI	149.99
EFT39052	16/07/2020	Technology One Ltd	Intramaps Subscription Plan License Fees - 01-07-2020 - 30-06-2021	MUNI	16,923.72
EFT39053	16/07/2020	Telstra	Shire Mobile Accounts	MUNI	4,755.21
EFT39054	16/07/2020	Terrywhite Chemmart Eaton	Flu Injections Shire Staff - \$19.95 Per Shot (31 Shots)	MUNI	618.45

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39055	16/07/2020	The KP Collective	2050 Visioning Document - Engagement Workshop And Draft Review	MUNI	14,553.00
EFT39056	16/07/2020	Therese Price	Umpire Recoup 13/07/2020	MUNI	45.00
EFT39057	16/07/2020	Toni Hotchin	Umpire Recoup 7/07/2020 & 13/07/2020	MUNI	135.00
EFT39058	16/07/2020	Urban Development Institute Of Australia (Wa)	Shire UDIA (Wa) 2020-21Membership	MUNI	2,500.00
EFT39059	16/07/2020	Vanessa Rose Black	Umpire Recoup 13/07/2020	MUNI	67.50
EFT39060	16/07/2020	Vogue Furniture	Office Chair - Executive	MUNI	415.00
EFT39061	16/07/2020	Woolworths Group Limited	Grocery Items	MUNI	100.02
EFT39062	16/07/2020	Zoodata	Annual Inspect Licence Package 1/07/2020 - 30/06/2021	MUNI	22,000.00
EFT39063	23/07/2020	A & L Printers Pty Ltd	50 X Timecard Books With Standing Artwork	MUNI	1,161.00
EFT39064	23/07/2020	Advanced Traffic Management WA P/L	Hire Of Traffic Control For Maintenance Work - Ferguson Road and Pile Road	MUNI	2,068.00
EFT39065	23/07/2020	All Aussie Truck And Bobcat Services	Truck and Bobcat Hire - 18, 19 and 26 June 2020	MUNI	990.00
EFT39066	23/07/2020	Annette Louise Stone	Refund Of Bond For Cat Cage Hire	MUNI	150.00
EFT39067	23/07/2020	Arrow Bronze	Dardanup Cemetery Niche Wall Plaque C160140 - Leagas - As Per Approved Proof	MUNI	216.97
EFT39068	23/07/2020	Blaine Thompson	Umpire Recoup 15/07/2020	MUNI	110.00
EFT39069	23/07/2020	BOC Ltd	ERC - Hire Of Oxygen Bottle	MUNI	12.38
EFT39070	23/07/2020	Brett Hodgson	Umpire Recoup 15/07/2020	MUNI	110.00
EFT39071	23/07/2020	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	198.88
EFT39072	23/07/2020	Bunbury Coffee Machines	ERC - Cafe Order	MUNI	324.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39073	23/07/2020	Bunnings Group Limited	Small Shed To Cover Water Tank Pump For Ferguson BFB	MUNI	736.87
EFT39074	23/07/2020	Buswest	ERC - Vacation Care Bus Hire - 06-01-20 And 28-01-20	MUNI	330.00
EFT39075	23/07/2020	Bunbury City Glass	ERC - Relocate Mirrors From Functional Training Room To Gym Floor	MUNI	462.00
EFT39076	23/07/2020	Bunbury Geographe Chamber Of Commerce And Industry	Local Government Partner Membership 09/07/2020 - 08/07/2021	MUNI	1,100.00
EFT39077	23/07/2020	Cameron Baker	Umpire Recoup 15/07/2020	MUNI	44.00
EFT39078	23/07/2020	Capri Di Candilo	Umpire Recoup 20/07/2020 & 21/07/2020	MUNI	112.50
EFT39079	23/07/2020	CFM - Myzone	ERC - Replacement Straps	MUNI	176.55
EFT39080	23/07/2020	City Of Bunbury	2019-2020 CLAG Mosquito Control Contribution	MUNI	7,700.00
EFT39081	23/07/2020	Coca-Cola Amatil Australia Pty Ltd	ERC - Cafe Order	MUNI	93.72
EFT39082	23/07/2020	Codee-Lee Down	Live Music In The Library - Decemeber	MUNI	100.00
EFT39083	23/07/2020	Construction Training Fund : BCITF	BCITF - June 2020 Reconciliation	MUNI	1,053.47
EFT39084	23/07/2020	Craven Foods	ERC - Cafe Order	MUNI	591.67
EFT39085	23/07/2020	Department Of Mines, Industry, Regulations & Safety (DMIRS)	Building Services Levy - June 2020 Reconciliation	MUNI	2,854.42
EFT39086	23/07/2020	Donna Bastow	Umpire Recoup 15/07/2020	MUNI	132.00
EFT39087	23/07/2020	Dormakaba Australia Pty Ltd	Repair Of Automatic Doors At Eaton Administration Building	MUNI	573.92
EFT39088	23/07/2020	Eaton Pet Vet	2020-2021 Animal Management Program (Sterilisation)	MUNI	35.00
EFT39089	23/07/2020	EEO Specialists Pty Ltd	Managing Workplace Issues Training	MUNI	5,669.15

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39090	23/07/2020	Eve Yoga	ERC - Vinyasa Yoga 03-06-2020 And 10-06-2020	MUNI	120.00
EFT39091	23/07/2020	Evelyn Butchart	Catering For Citizenship Ceremony, 27 February 2020	MUNI	495.00
EFT39092	23/07/2020	Evolved Sound	ERC - Sound Yearly Charge For Music System And Content Supply Between 22-06-20 To 22-06-21	MUNI	3,120.00
EFT39093	23/07/2020	Garage Doors South West	Repairs To Workshop Roller Door - Edrive Conversion Kit Including Lift For Works Completion	MUNI	1,010.00
EFT39094	23/07/2020	Go Go On Hold	ERC - On Hold Message Service July To December 2020	MUNI	414.00
EFT39095	23/07/2020	Howson Technical	Eaton Dr / Watson St Intersection - Additional Project Management	MUNI	4,911.50
EFT39096	23/07/2020	Hays Specialist Recruitment	Contract Town Planner - Malcolm Sommers	MUNI	2,533.58
EFT39097	23/07/2020	Jim's Test And Tag	2019/2020 Test And Tags - Eaton Lions Club	MUNI	145.72
EFT39098	23/07/2020	John Cole	Reimbursement Of ERC Membership Fees Paid In Advance Less Pro-Rata Fees And Annual Membership Fee	MUNI	593.00
EFT39099	23/07/2020	Jason Cartledge	Umpire Recoup 15/07/2020	MUNI	22.00
EFT39100	23/07/2020	Kaitlyn O'Dea	Umpire Recoup 21/07/2020	MUNI	45.00
EFT39101	23/07/2020	Karyn Rowe	Umpire Recoup 20/07/2020 & 21/07/2020	MUNI	135.00
EFT39102	23/07/2020	Kayla's Kitchen	Quick Response Grant 2019/20	MUNI	1,599.10
EFT39103	23/07/2020	Kelsie Humble	Purchase Of Batteries For ECL	MUNI	10.00
EFT39104	23/07/2020	Kmart	ERC - Vacation Care Items	MUNI	125.75
EFT39105	23/07/2020	Larry Price	DA9429 - Repairs To Mowing Deck (Toro Ride On Mower)	MUNI	770.76
EFT39106	23/07/2020	Leonie Ann Patterson	Rates Refund - 71 Glenhuon Blvd, Eaton	MUNI	643.60
EFT39107	23/07/2020	Leschenault Timber Industry Club	Dinner x 2 (Shire President And CEO) - "A Bioenergy Future For South West Timber Hub"	MUNI	80.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39108	23/07/2020	Local Government Professionals Australia WA	LG Professionals Membership x 3 - P Anastasakis, C Lee and A Schonfeldt	MUNI	1,593.00
EFT39109	23/07/2020	Malatesta Road Paving And Hotmix	250 L Emulsion - Dowdells Line	MUNI	400.00
EFT39110	23/07/2020	Mark Atherton	Reimbursement For Purchase Of Timber For Eaton Foreshore Jetty	MUNI	70.00
EFT39111	23/07/2020	Michaela Jane Hayden	Reimbursement For Study Fees	MUNI	550.05
EFT39112	23/07/2020	NEC It Solutions Australia	Metalogix Software Annual Renewal - 30/06/2020 - 30/06/2021	MUNI	7,638.40
EFT39113	23/07/2020	Newstone Nominees Pty Ltd T/As PGS Industries	2 x Keys for Switchboard Handle	MUNI	33.00
EFT39114	23/07/2020	Perfect Landscapes	Mowing Week Commencing 29/06/2020	MUNI	6,776.00
EFT39115	23/07/2020	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	382.05
EFT39116	23/07/2020	Pollen Nation	Dried Wall Hanging Workshop	MUNI	380.00
EFT39117	23/07/2020	Promote You	Embroidery Of Staff Uniforms X 4	MUNI	30.80
EFT39118	23/07/2020	Qmani Pty Ltd	SMS Monthly Minimum Charge 1-06-2020 To 30-06-2020 (500 Message Credits) For VBFB	MUNI	82.50
EFT39119	23/07/2020	Robert Mervyn James Aitken	Dog Sterilisation Refund	MUNI	150.00
EFT39120	23/07/2020	Scope Electrical Contracting Pty Ltd	Install Power To And Connect Pump At Ferguson BFB	MUNI	2,833.60
EFT39121	23/07/2020	Southern Lock And Security	Cut Key x 6	MUNI	99.00
EFT39122	23/07/2020	Sportspower Bunbury	ERC - Additional Sports Equipment For Sports Competitions	MUNI	1,008.00
EFT39123	23/07/2020	Spotlight Pty Ltd	ERC - Vacation Care Items	MUNI	24.00
EFT39124	23/07/2020	Statewide Cleaning Supplies Pty Ltd	Cleaning Supplies - ERC	MUNI	2,057.79
EFT39125	23/07/2020	Suzanne Occhipinti	2020/21 Uniform Reimbursement	MUNI	149.70

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39126	23/07/2020	Synergy	Electricity Account For Dardanup Oval - Lot 55 Ferguson Road	MUNI	560.84
EFT39127	23/07/2020	Taylor Anderson	Umpire Recoup 15/07/2020	MUNI	66.00
EFT39128	23/07/2020	Telstra	Shire Telstra Accounts	MUNI	14,238.82
EFT39129	23/07/2020	The Photography And Film Boutique	Photo Scanning - 100 Year Dardanup Celebration (1994 to High Resolution Digital Image	MUNI	69.95
EFT39130	23/07/2020	Therese Price	Umpire Recoup 21/07/2020	MUNI	45.00
EFT39131	23/07/2020	Total Eden Pty Ltd	Valve Air Release 25mm	MUNI	247.76
EFT39132	23/07/2020	Total Hygiene	Sanitary Disposal Service - Weekly Replacement for 10/07/2020 - 9/07/2021	MUNI	4,554.00
EFT39133	23/07/2020	Vanessa Rose Black	Umpire Recoup 20/07/2020 & 21/07/2020	MUNI	90.00
EFT39134	23/07/2020	Vicki Pretorius	Reimbursement For Purchase Of Plan Printing	MUNI	40.00
EFT39135	23/07/2020	Water Corporation	Water Use And Service Charges For Various Shire Properties	MUNI	2,452.52
EFT39136	23/07/2020	West Australian Mechanical Services Pty Ltd	ERC - Quartley Maintenance June 2020	MUNI	522.50
EFT39137	23/07/2020	Woolworths Group Limited	General Items Purchased (Grocery Milk Etc)	MUNI	157.36
EFT39138	23/07/2020	Zoe Hill	Umpire Recoup 21/07/2020	MUNI	45.00
EFT39139	31/07/2020	Access Wellbeing Services	EAP Consultations	MUNI	1,100.00
EFT39140	31/07/2020	Advanced Traffic Management WA P/L	Traffic Control For Pile Road and Ferguson Road	MUNI	3,154.80
EFT39141	31/07/2020	Alison Meachem	Workshop: Wand Making School Holidays 7.7.2020 Presenter Fee	MUNI	230.00
EFT39142	31/07/2020	All Aussie Truck And Bobcat Services	Truck and Bobcat Hire - 3, 10 and 17 July 2020	MUNI	990.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39143	31/07/2020	Amelia Kaitani	Umpire Recoup 27/07/2020	MUNI	67.50
EFT39144	31/07/2020	Amity Signs	Street Signs - Simford Ave, Lucretia St, Dowdells Line, Harris Rd	MUNI	428.45
EFT39145	31/07/2020	Arrow Bronze	Ferguson Cemetery - Two Bronze Plaques C160140 - Gardiner Hooper And Gardiner Griffith	MUNI	449.24
EFT39146	31/07/2020	Australian Institute Of Business	Contribution to Study - MBA 9005Fran - Franchising, Study Period 5, 2020 - Mr Phil Anastasakis	MUNI	2,997.00
EFT39147	31/07/2020	Australian Library And Information Association	ALIA Subscription From 8 May 2020 To 7 May 2021	MUNI	740.00
EFT39148	31/07/2020	Australian Tax Office	PAYG Withholding Fortnight Ending 24/07/2020	MUNI	82,315.00
EFT39149	31/07/2020	Australind Tyre Service	Replace 4 Tyres On Work Ute - DA8200	MUNI	880.00
EFT39150	31/07/2020	B.Social	Employee Decudtions for Staff Social Club	MUNI	50.00
EFT39151	31/07/2020	Blaine Thompson	Umpire Recoup 22/07/2020	MUNI	88.00
EFT39152	31/07/2020	Boyanup Capel Dardanup Football Club	Venue Hire - 13/11/2019 and 16/01/2020	MUNI	420.00
EFT39153	31/07/2020	Boyles Plumbing And Gas	Investigate And Rectify Blockage - Eaton Foreshore Toilets	MUNI	99.00
EFT39154	31/07/2020	Brett Hodgson	Umpire Recoup 22/07/2020	MUNI	88.00
EFT39155	31/07/2020	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	263.33
EFT39156	31/07/2020	Bunbury Auto One	1 x Dash Mat	MUNI	64.86
EFT39157	31/07/2020	Bunbury Mower Service	Inserts For Chainsaws Ms 192T Repairs	MUNI	66.00
EFT39158	31/07/2020	Bunbury Telecom Service Pty Ltd	Locate Telstra Cabel On Collie River Rd To Complete Stand Pipe Repairs	MUNI	481.25
EFT39159	31/07/2020	Bunbury Towing	DA9136 To Be Towed From 41 Ferguson Road To 12 Albatross Cres Eaton	MUNI	140.00
EFT39160	31/07/2020	Bunbury Tyrepower - Picton	Fix Flat Front Tyre	MUNI	109.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39161	31/07/2020	Bunnings Group Limited	Glue, Plastic Bags(Book Delivery) & Sandpaper - Eaton Community Library	MUNI	49.69
EFT39162	31/07/2020	Cake Tinz And Thingz	Cake Decorating Products Workshops	MUNI	20.79
EFT39163	31/07/2020	Caltex Energy WA	2 x 20L Textran TDH (Plant/Loader)	MUNI	288.11
EFT39164	31/07/2020	Cameron Baker	Umpire Recoup 22/07/2020	MUNI	66.00
EFT39165	31/07/2020	Cancer Council Western Australia	Healthy Eating For Kids Workshop - Two Sessions	MUNI	158.36
EFT39166	31/07/2020	Carmel Boyce	Meeting Attendance & Ict Allowance	MUNI	1,158.92
EFT39167	31/07/2020	Caroline Mears	Seniors Chair Yoga Session X4	MUNI	260.00
EFT39168	31/07/2020	Citygate Properties Ptd Ltd	ECL Prize Vouchers	MUNI	50.00
EFT39169	31/07/2020	Claire Lee	2020/21 Uniform Reimbursement	MUNI	39.00
EFT39170	31/07/2020	Craven Foods	ERC - Cafe Order	MUNI	333.35
EFT39171	31/07/2020	Cross Security Services	ERC - Security Monitoring	MUNI	143.00
EFT39172	31/07/2020	CSStech Group Pty Ltd	Shoretel Annual Support Agreement	MUNI	6,402.87
EFT39173	31/07/2020	Dalyellup Yoga	ERC - Yoga Instruction	MUNI	120.00
EFT39174	31/07/2020	Dapco Tyre And Auto Centre	Repairs To Belt And Pulleys - DA9136	MUNI	600.95
EFT39175	31/07/2020	Dardanup General Store	General Groceries and Lunch for Councillor Bus Tour	MUNI	193.14
EFT39176	31/07/2020	Dardanup Rural Supplies	20 x Bags Cement	MUNI	546.60
EFT39177	31/07/2020	Daryl Fishwick	Umpire Recoup 22/07/2020	MUNI	66.00
EFT39178	31/07/2020	Dell Financial Services Pty Ltd	Nutanix Server (Nutanix) Lease - Quarterly	MUNI	6,394.74

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39179	31/07/2020	Donna Bastow	Umpire Recoup 22/07/2020	MUNI	88.00
EFT39180	31/07/2020	Donna Whitton	Umpire Recoup 24/07/2020	MUNI	30.00
EFT39181	31/07/2020	Eaton Environmental Services	ERC - Quarterly Rodent Control	MUNI	132.00
EFT39182	31/07/2020	Elite Stainless Steel Fabrication	Toilet Repairs Watson Reserve	MUNI	115.50
EFT39183	31/07/2020	Empired Ltd	Oneplace Annual Support/Maintenance Renewal - 21/08/2020 - 21/08/2021	MUNI	2,574.00
EFT39184	31/07/2020	ESRI Australia	ESRI Small Enterprise Agreement - Local Government - Year 1 Of 3 Year Contract - E214I	MUNI	27,500.00
EFT39185	31/07/2020	Eve Yoga	ERC - Yoga Instruction - 1/07/2020 & 15/07/2020	MUNI	120.00
EFT39186	31/07/2020	Evelyn Butchart	ERC - Catering For Workshop	MUNI	330.00
EFT39187	31/07/2020	Fuji Xerox Australia Pty Ltd	Shire Photocopier Leases 11/07/2020 - 11/09/2020	MUNI	9,570.00
EFT39188	31/07/2020	Hays Tree Lopping	Fallen Tree Removed - Crooked Brook Road	MUNI	880.00
EFT39189	31/07/2020	Holcim Australia Pty Ltd	10 Tonne Of 5Mm Bluemetal Delivered	MUNI	511.74
EFT39190	31/07/2020	HPE Financial Services	Desktop Refresh & Firewall Replacement Lease - 1/07/2020 - 30/09/2020	MUNI	10,061.70
EFT39191	31/07/2020	Hynes Contracting	Clear Trees From Roads - 28/06/2020	MUNI	330.00
EFT39192	31/07/2020	It Vision User Group Incorporated	It Vision User Group Membership 01/07/2020 To 30/06/2021	MUNI	748.00
EFT39193	31/07/2020	IVC Computer Services	USB Floppy Drive	MUNI	59.00
EFT39194	31/07/2020	Jade Begovic	Umpire Recoup 28/07/2020	MUNI	45.00
EFT39195	31/07/2020	Janice Patricia Dow	Meeting Attendance & ICT Allowance	MUNI	1,158.92
EFT39196	31/07/2020	JCW Electrical Pty Ltd	Carry Out Works To Rewire BBQ To Eliminate The Voltage Drop	MUNI	990.01
EFT39197	31/07/2020	Jessica Forsyth	2020/21 Uniform Reimbursement	MUNI	109.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39198	31/07/2020	Jim's Test And Tag	2019/2020 Test And Tags - Dardanup Hall	MUNI	145.72
EFT39199	31/07/2020	Josie Phillips	Umpire Recoup 28/07/2020	MUNI	45.00
EFT39200	31/07/2020	June Keil	Library Programs Workshop Product: For Succulent And Kokedama Making 22 July 2020	MUNI	100.00
EFT39201	31/07/2020	Karyn Rowe	Umpire Recoup 27/07/2020 & 28/07/2020	MUNI	112.50
EFT39202	31/07/2020	Kim Buttfield Consulting	Business Planning Facilitation Provided To Eaton Boomers Football Club	MUNI	3,872.00
EFT39203	31/07/2020	Kmart	Misc Items For Lego Club - Eaton Community Library	MUNI	109.00
EFT39204	31/07/2020	Landgate	Rural Unimproved Valuation	MUNI	83.76
EFT39205	31/07/2020	LGIS - Local Government Insurance Services	Annual Insurance 2020-2021 - Marine Cargo	MUNI	320.00
EFT39206	31/07/2020	LGIS WA	Annual Insurance 2020-2021	MUNI	441,752.31
EFT39207	31/07/2020	Local Government Professionals Australia WA	2020-2021 LG Professionals Membership - Erin Hutchins	MUNI	370.00
EFT39208	31/07/2020	Luke Davies	Meeting Attendance & ICT Allowance	MUNI	1,158.92
EFT39209	31/07/2020	Macquarie Bank Limited	Executive And Manager Laptop And Associated - Rental Agreement No. Dar01072020 - 1/07/20 - 30/09/20	MUNI	1,663.59
EFT39210	31/07/2020	Maia Financial Pty Ltd	Nutanix Servers (Dell) X 3 - Contract No E6N0159091 - 1/07/2020 - 30/09/2020	MUNI	11,239.00
EFT39211	31/07/2020	Mark Richard Hutchinson	Meeting Attendance & Ict Allowance	MUNI	1,158.92
EFT39212	31/07/2020	Marketforce	Bulk Purchase Of 12 Months Advertising Space For Community News In Bunbury Herald And Bunbury Mail.	MUNI	1,551.00
EFT39213	31/07/2020	Mckayhla Pomare	Umpire Recoup 24/07/2020	MUNI	30.00
EFT39214	31/07/2020	Michael Bennett	Local Government Allowance, Meeting Attendance & ICT Allowance	MUNI	3,838.25

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39215	31/07/2020	Nearmap Australia Pty Ltd	Nearmaps - Advantage LGA Tier 1 1/07/2020 - 30/06/2021	MUNI	19,854.10
EFT39216	31/07/2020	Nutrien Ag Solutions	Woolpacks - Quote 19-06-2020 - Parks & Reserves Mtce	MUNI	71.50
EFT39217	31/07/2020	Officeworks Superstores Pty Ltd	Sandleford Plastic Cable Protector 2 Pack/USB Extension Cables	MUNI	120.90
EFT39218	31/07/2020	P E Civil	Trim And Level Track, Limestone 350M, Culvert For Creek	MUNI	12,254.00
EFT39219	31/07/2020	Pamela Jean Vercoe	Dog Sterilisation Refund	MUNI	30.00
EFT39220	31/07/2020	Patricia Perks	Meeting Attendance & ICT Allowance	MUNI	1,158.92
EFT39221	31/07/2020	Perfect Landscapes	Mowing Reserves - Week Commencing 13/07/2020	MUNI	1,705.00
EFT39222	31/07/2020	Peter Robinson	Meeting Attendance & ICT Allowance	MUNI	1,697.84
EFT39223	31/07/2020	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	431.80
EFT39224	31/07/2020	Planning Institute Australia WA Division	Manager Development Services Recruitment - Placement Of Advertisement On PIA Employment Directory	MUNI	330.00
EFT39225	31/07/2020	Prestige Products	Cleaning Supplies for Covid-19	MUNI	487.30
EFT39226	31/07/2020	QK Technologies Pty Limited	ERC - Qikkids And Kiosk Bundle - Web	MUNI	2,376.00
EFT39227	31/07/2020	Safetcard Australia	Monthly Monitoring Fees For Safetcards	MUNI	264.00
EFT39228	31/07/2020	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	222.10
EFT39229	31/07/2020	SMR Psychology	Employee Assistance Program - Counselling 7/07/2020	MUNI	561.00
EFT39230	31/07/2020	South West Rubber Stamps	2 X Stamps For Eaton Admin	MUNI	22.00
EFT39231	31/07/2020	South West Tree Safe	Removal Of Half Fallen Tree	MUNI	880.00
EFT39232	31/07/2020	Spencer Signs	Car Magnetic Sign X 2 For Home Deliveries	MUNI	148.50
EFT39233	31/07/2020	Squash Magic Co	ERC - Inflatable Play Equipment For Vacation Care On 08-07-2020	MUNI	700.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39234	31/07/2020	St John Ambulance Western Australia Ltd	Ella Rafferty - Provide First Aid Training - First Aid Officer Eaton Admin Centre	MUNI	160.00
EFT39235	31/07/2020	Stacey Gillespie	Meeting Attendance & ICT Allowance	MUNI	1,158.92
EFT39236	31/07/2020	State Library Of Western Australia	Freight Recoup 2019-20 - Dardanup/Eaton Public Library	MUNI	1,533.07
EFT39237	31/07/2020	T-Quip	Mulching Blades - Toro 360 - 72 Inch Deck	MUNI	218.80
EFT39238	31/07/2020	Taylor Anderson	Umpire Recoup 22/07/2020	MUNI	66.00
EFT39239	31/07/2020	Te Wairimu Elinor Pomare	Umpire Recoup 22/07/2020	MUNI	22.00
EFT39240	31/07/2020	Therese Price	Umpire Recoup 28/07/2020	MUNI	45.00
EFT39241	31/07/2020	Toni Hotchin	Umpire Recoup 27/07/2020 & 28/07/2020	MUNI	90.00
EFT39242	31/07/2020	Total Eden Pty Ltd	Poly Risers - 15X1200Mm	MUNI	522.49
EFT39243	31/07/2020	Tyrrell Gardiner	Meeting Attendance & ICT Allowance	MUNI	1,158.92
EFT39244	31/07/2020	Urbaqua Ltd	Community Engagement & Advice On LPS9 Waste Precinct	MUNI	12,330.00
EFT39245	31/07/2020	Vanessa Rose Black	Umpire Recoup 27/07/2020 & 28/07/2020	MUNI	90.00
EFT39246	31/07/2020	Veolia Environmental Services (Australia) Pty Ltd	Street Sweeping - Pile Road	MUNI	915.20
EFT39247	31/07/2020	WALGA	WALGA Association/Procurement/Tax Services/Employee Relations/Local Laws Service/Governance Service Memberships	MUNI	30,500.42
EFT39248	31/07/2020	Winc Australia Pty Ltd	ERC - Stationery Order	MUNI	1,935.84
EFT39249	31/07/2020	With Every Breath	School Holiday Workshop - Kids Yoga Session	MUNI	70.00
EFT39250	31/07/2020	Woolworths Group Limited	Stock For Council Chambers Kitchen	MUNI	452.44

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39251	06/08/2020	ABC Filter Exchange	ERC - Cleaning Of 4 Filters For Range Hood	MUNI	495.00
EFT39252	06/08/2020	Advanced Traffic Management WA P/L	3 X Traffic Controllers And 1 Vehicle For 6 Days Of Tree Pruning	MUNI	6,470.20
EFT39253	06/08/2020	Amelia Kaitani	Umpire Recoup 3/08/2020 & 4/08/2020	MUNI	90.00
EFT39254	06/08/2020	AMP Bank Limited	Bank Audit Certificate Fee - Invoice Ref: 1047278953 - For Term Deposit Accounts Held At 30/06/2020	MUNI	25.00
EFT39255	06/08/2020	Aquila Food Forest	Sustainable Living Workshop - July	MUNI	230.00
EFT39256	06/08/2020	Argos Fire Safety	Water Pressure Test Eaton Bowling Club	MUNI	598.95
EFT39257	06/08/2020	Australian Institue Of Management Education And Training Pty Ltd	Diploma Of Leadership & Management - 2020 / 2021 - Erin Hutchins	MUNI	3,850.00
EFT39258	06/08/2020	Australian Tax Office	BAS Return 30 June 2020	MUNI	164,612.00
EFT39259	06/08/2020	Australian Tree Contractors	Clean Up Large Fallen Tree	MUNI	550.00
EFT39260	06/08/2020	Bunbury Coffee Machines	ERC - Cafe Order	MUNI	425.50
EFT39261	06/08/2020	Bunbury Machinery	Tractor Road Broom Repairs - Wheel Parts DA2833	MUNI	956.89
EFT39262	06/08/2020	Bunbury Mower Service	New Chain Saw and Various Parts	MUNI	2,046.15
EFT39263	06/08/2020	Bunbury Toyota	10,000Km Service 0 DA	MUNI	370.30
EFT39264	06/08/2020	Bunnings Group Limited	Materials For Door Matting - Repairs	MUNI	923.31
EFT39265	06/08/2020	Cameron Baker	Umpire Recoup 29/07/2020	MUNI	88.00
EFT39266	06/08/2020	Cleanaway Solid Waste Pty Ltd	Monthly Cleanaway Collection	MUNI	22,221.17
EFT39267	06/08/2020	Coffey Services Australia Pty Ltd	Pre-Demolition Survey	MUNI	2,512.40
EFT39268	06/08/2020	Cross Security Services	Alarm System Monitoring - Eaton Admin - 1/07/2020 - 30/09/2020	MUNI	143.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39269	06/08/2020	Daniel Woods	Umpire Recoup 29/07/2020	MUNI	22.00
EFT39270	06/08/2020	Dardanup Garage & Service Station	Replace And Fit 2 New Batteries	MUNI	554.93
EFT39271	06/08/2020	Dardanup Rural Supplies	6 X Cans Fly Spray	MUNI	84.00
EFT39272	06/08/2020	Daryl Fishwick	Umpire Recoup 29/07/2020	MUNI	66.00
EFT39273	06/08/2020	Dave Lanfear Consulting Pty Ltd	Sport And Recreation Plan - 25% On Commencement Of Phase 1	MUNI	8,085.00
EFT39274	06/08/2020	Donna Bastow	Umpire Recoup 29/07/2020	MUNI	88.00
EFT39275	06/08/2020	Eaton Pet Vet	Veterinary Consultation And Supply Fees/Charges	MUNI	150.00
EFT39276	06/08/2020	Eaton Vet Clinic	2019-2020 Animal Management Program (Sterilisation) - Voucher	MUNI	35.00
EFT39277	06/08/2020	Elliotts Irrigation Pty Ltd	Manifold Clean - Duncan Loop Reserve	MUNI	1,348.60
EFT39278	06/08/2020	Emma Bish	Umpire Recoup 4/08/2020	MUNI	44.00
EFT39279	06/08/2020	Ferguson Valley Marketing And Promotions Inc	Operational Grant - Ferguson Valley Marketing - 2020/21	MUNI	22,000.00
EFT39280	06/08/2020	Forestvale Trees Pty Ltd	Fraximus Raywoodii 200L	MUNI	1,716.00
EFT39281	06/08/2020	Fulton Hogan Industries Wa	1 X Tonne Premix Offer Road	MUNI	605.55
EFT39282	06/08/2020	Glen Huon Primary School	Funding Commitment - Early Intervention Centre At Glen Huon Primary School As Per Council Resolution	MUNI	55,000.00
EFT39283	06/08/2020	Harvey Farm Service	2 Sets Of Blades For Tractor Verge Mower	MUNI	1,636.01
EFT39284	06/08/2020	Heatleys	PPE - Coveralls and Respirators for Depot Crew	MUNI	2,609.20
EFT39285	06/08/2020	Ideal Shake Australia	ERC - Ideal Breakfast Shakes	MUNI	818.40
EFT39286	06/08/2020	Jade Begovic	Umpire Recoup 3/08/2020 & 4/08/2020	MUNI	135.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39287	06/08/2020	Jason Cartledge	Umpire Recoup 29/07/2020	MUNI	44.00
EFT39288	06/08/2020	Karyn Rowe	Umpire Recoup 31/07/2020	MUNI	30.00
EFT39289	06/08/2020	Kenny Pomare	Umpire Recoup 29/07/2020	MUNI	22.00
EFT39290	06/08/2020	Kings Tree Care	Remove 2 X Dead Tuarts From Front Of Centre - Grind Stumps	MUNI	4,068.00
EFT39291	06/08/2020	Kristie Rice	2020/21 Uniform - PPE	MUNI	89.94
EFT39292	06/08/2020	Les Mills Asia Pacific	ERC - Monthly Licence Fees July 2020	MUNI	950.14
EFT39293	06/08/2020	Les Mills Pacific Ind	Les Mills Weights and Equipment - ERC	MUNI	30,455.01
EFT39294	06/08/2020	Lgis Wa	Refund Of Overpayment On Debtor Invoice #31821 As Requested By Debtor	MUNI	110.00
EFT39295	06/08/2020	Living Springs	Water Cooler Rental 1/8/2020 - 31/7/2021	MUNI	165.00
EFT39296	06/08/2020	Local Health Authorities Analytical Committee	Local Health Authorities Analytical Committee (LHAAC) Invoice - Analytical Services - 2020-2021	MUNI	1,812.30
EFT39297	06/08/2020	Madison Hancock	Umpire Recoup 4/08/2020	MUNI	44.00
EFT39298	06/08/2020	Malatesta Road Paving And Hotmix	2 X Ton Hotmix	MUNI	400.00
EFT39299	06/08/2020	Marketforce	Advertising - Request for Tender	MUNI	434.81
EFT39300	06/08/2020	Mckayhla Pomare	Umpire Recoup 31/07/2020	MUNI	30.00
EFT39301	06/08/2020	Naturaliste Hygiene	Sharps Disposal Service - Eaton Foreshore Toilets	MUNI	330.00
EFT39302	06/08/2020	Officeworks Superstores Pty Ltd	Stationery Order	MUNI	601.41
EFT39303	06/08/2020	Perfect Landscapes	Mowing - Week Commencing 20/07/2020	MUNI	6,776.00
EFT39304	06/08/2020	Peter Robinson	Vehicle Log Book Claim - Cr. Peter Robinson	MUNI	1,318.12

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39305	06/08/2020	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	1,365.45
EFT39306	06/08/2020	Prime Supplies	Headlamp and Grease Gun	MUNI	255.85
EFT39307	06/08/2020	Promote You	Embroidery Of Staff Uniforms	MUNI	46.20
EFT39308	06/08/2020	Ruth Margaret Herrmann	Dog Sterilisation Refund	MUNI	150.00
EFT39309	06/08/2020	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	669.38
EFT39310	06/08/2020	Sophie Hart	Umpire Recoup 4/08/2020	MUNI	44.00
EFT39311	06/08/2020	South West Tree Safe	Remove Fallen Branches Behind Tennis Courts And Tidy Up Area	MUNI	3,960.00
EFT39312	06/08/2020	Southwest Ventures T/A Geographe Ford/Bunbury Hyundai	75,000 Km Service On Ford Ranger DA 8514	MUNI	405.00
EFT39313	06/08/2020	State Law Publisher	Advertising - Town Planning Scheme Number 3 - Amendment 190	MUNI	312.72
EFT39314	06/08/2020	Synergy	Various Electricity Accounts For Shire Of Dardanup	MUNI	11,453.99
EFT39315	06/08/2020	T & V Fencing	Brackets And Stays	MUNI	80.00
EFT39316	06/08/2020	Taylor Anderson	Umpire Recoup 29/07/2020	MUNI	110.00
EFT39317	06/08/2020	Te Wairimu Elinor Pomare	Umpire Recoup 29/07/2020	MUNI	44.00
EFT39318	06/08/2020	Toni Hotchin	Umpire Recoup 3/08/2020	MUNI	67.50
EFT39319	06/08/2020	Total Eden Pty Ltd	Valve Box - Cadell Park	MUNI	44.20
EFT39320	06/08/2020	Winc Australia Pty Ltd	Stationery Order	MUNI	250.07
EFT39321	06/08/2020	Woolworths Group Limited	ERC - Cafe Stock	MUNI	1,057.19
EFT39322	06/08/2020	Work Clobber	Aaron Sheppard - Waterproof Rain Pants	MUNI	26.10

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT39323	06/08/2020	Zoe Hill	Umpire Recoup 3/08/2020 & 4/08/2020	MUNI	88.00
CHEQUES					
15	21/07/2020	Department Of Transport	All Shire Vehicles Registration Renewal	MUNI	18,027.10
16	21/07/2020	Shire Of Dardanup - Please Pay Cash	Petty Cash Recoup - Eaton Administration	MUNI	172.80
PAYROLL					
DD15155.1	24/07/2020	WA Super	Payroll Deductions	MUNI	36,921.62
DD15155.2	24/07/2020	Construction & Building Industry Super	Superannuation Contributions	MUNI	312.29
DD15155.3	24/07/2020	Perpetual Wealth Focus Super Plan	Superannuation Contributions	MUNI	162.66
DD15155.4	24/07/2020	MLC Super Fund	Superannuation Contributions	MUNI	567.97
DD15155.5	24/07/2020	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	260.89
DD15155.6	24/07/2020	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	238.09
DD15155.7	24/07/2020	One Path Masterfund	Superannuation Contributions	MUNI	108.06
DD15155.8	24/07/2020	Hostplus	Superannuation Contributions	MUNI	314.66
DD15155.9	24/07/2020	Suncorp Brighter Super	Superannuation Contributions	MUNI	169.52
DD15155.10	24/07/2020	BT Super For Life	Superannuation Contributions	MUNI	210.15
DD15155.11	24/07/2020	Amp Flexible Super - Super Account	Superannuation Contributions	MUNI	111.57

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD15155.12	24/07/2020	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	261.82
DD15155.13	24/07/2020	Local Government Super	Superannuation Contributions	MUNI	232.58
DD15155.14	24/07/2020	BT Super	Payroll Deductions	MUNI	541.06
DD15155.15	24/07/2020	Rest Superannuation	Superannuation Contributions	MUNI	734.64
DD15155.16	24/07/2020	The Bro Code Super Fund	Superannuation Contributions	MUNI	100.80
DD15155.17	24/07/2020	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	663.66
DD15155.18	24/07/2020	Media Super	Superannuation Contributions	MUNI	522.66
DD15155.19	24/07/2020	Australiansuper	Superannuation Contributions	MUNI	2,887.71
DD15155.20	24/07/2020	MIML - Macquarie Super Accumulator	Superannuation Contributions	MUNI	391.76
DD15155.21	24/07/2020	Burton Superannuation Fund	Superannuation Contributions	MUNI	257.42
DD15182.1	07/08/2020	WA Super	Payroll Deductions	MUNI	35,387.22
DD15182.2	07/08/2020	Perpetual Wealth Focus Super Plan	Superannuation Contributions	MUNI	171.26
DD15182.3	07/08/2020	MLC Super Fund	Superannuation Contributions	MUNI	567.97
DD15182.4	07/08/2020	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	260.88
DD15182.5	07/08/2020	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	279.62
DD15182.6	07/08/2020	One Path Masterfund	Superannuation Contributions	MUNI	171.21

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD15182.7	07/08/2020	Hostplus	Superannuation Contributions	MUNI	312.44
DD15182.8	07/08/2020	Suncorp Brighter Super	Superannuation Contributions	MUNI	169.52
DD15182.9	07/08/2020	BT Super For Life	Superannuation Contributions	MUNI	195.88
DD15182.10	07/08/2020	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	49.12
DD15182.11	07/08/2020	Local Government Super	Superannuation Contributions	MUNI	232.58
DD15182.12	07/08/2020	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	261.82
DD15182.13	07/08/2020	BT Super	Payroll Deductions	MUNI	541.06
DD15182.14	07/08/2020	Rest Superannuation	Superannuation Contributions	MUNI	708.38
DD15182.15	07/08/2020	The Bro Code Super Fund	Payroll Deductions	MUNI	28.80
DD15182.16	07/08/2020	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	663.66
DD15182.17	07/08/2020	Media Super	Superannuation Contributions	MUNI	522.66
DD15182.18	07/08/2020	Australiansuper	Superannuation Contributions	MUNI	2,827.84
DD15182.19	07/08/2020	MIML - Macquarie Super Accumulator	Superannuation Contributions	MUNI	391.76
DD15182.20	07/08/2020	Burton Superannuation Fund	Superannuation Contributions	MUNI	257.92

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD15182.21	07/08/2020	Construction & Building Industry Super	Superannuation Contributions	MUNI	273.25
CREDIT CARD					
DD15184.1	30/07/2020	Mailchimp	Monthly Subscription And Charge For Electronic Newsletters July 20	MUNI	111.51
DD15184.2	30/07/2020	SAI Global	ISO27001 & ISO27002 - Australian Standards - Information Security Framework Standard	MUNI	371.59
DD15184.3	30/07/2020	Western Power	Application Fee To Western Power To Request Relocation Of A Pole Stay	MUNI	497.92
DD15184.4	30/07/2020	Zoom	Zoom Cloud Storage Subscription	MUNI	123.20
INTERNATIONAL					
DD15135.1	16/07/2020	BPA Solutions	Yearly Software Assurance BPA CRM 1/07/2020 - 30/06/2021	MUNI	9,240.00
DD15135.2	16/07/2020	Mailstore Software Gmbh	Standard Update And Support Service Valid From 14/06/2020 - 14/06/2021	MUNI	2,078.78
BPAY					
DD15132.1	16/07/2020	Alinta	ERC Electricity Account	MUNI	1,428.98
DD15132.2	16/07/2020	linet Ltd	Monthly Charge For Business-4 Service Sod@Westenet.Com.Au	MUNI	174.94
DD15153.1	22/07/2020	Edith Cowan University - Joondalup	Study Contribution - MAN6720 Managing Change - Donna Bullen / FBL5030 Fundamentals of Value Creation - Cindy Barbetti	MUNI	7,822.40
DD15168.1	29/07/2020	Edith Cowan University - Joondalup	Study Contribution - MBA6020 Personal & Professional Development - Natalie Hopkins	MUNI	4,406.20
DD15185.1	06/08/2020	linet Ltd	Monthly Charge For Business-4 Service Sod@Westenet.Com.Au	MUNI	174.94

REPORT TOTALS

EFT	1,400,520.51
Muni Cheque	18,199.90
Payroll	90,246.44
Credit Card	1,104.22
International	11,318.78
BPAY	14,007.46

TOTAL	<u><u>1,535,397.31</u></u>
-------	----------------------------

CERTIFICATE OF Chief Executive Officer

1,535,397.31

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



MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

12.12 Title: Bushfire Advisory Committee Meeting Minutes

MINUTES OF THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY, 05 AUGUST 2020, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 7.00PM.

Officer Comment

The Minutes of the Bushfire Advisory Committee Meeting held 05 August 2020 are attached (Appendix ORD: 12.12A – Page 133).

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Minutes of the Bushfire Advisory Committee Meeting held 05 August 2020 (Appendix ORD: 12.12A).

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

THAT Council endorses the following persons as Bushfire Control Officers for the period 30/06/2020 – 01/07/2021 pursuant to Section 38(1) of the Bush Fires Act 1954 and the persons to be advertised pursuant to Section 38(2a) of the Bush Fires Act 1954:

DISTRICT	OFFICER
Burekup District	Clay Rose
Dardanup Central District	Brendan Putt
Eaton Townsite/District	Chris Hynes
Ferguson District	Richard Stacey
Joshua/Crooked Brook District	Peter Robinson
Upper Ferguson District	Rodney Bailey
Waterloo District	Robert Drennan
Wellington Mills District	Ian Bridge
West Dardanup District	Neil Dyer

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

THAT Council endorses Mr Chris Hynes as Chief Bushfire Control Officer for the period 30/06/2020 – 01/07/2021.

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

THAT Council endorses Mr Clay Rose as Deputy Chief Bushfire Control Officer (North) for the period 30/06/2020 – 01/07/2021.

**BUSHFIRE ADVISORY COMMITTEE
RECOMMENDED RESOLUTION 'D'**

THAT Council endorses Mr Rob Drennan as Deputy Chief Bushfire Control Officer (South) for the period 30/06/2020 – 01/07/2021.

Officer Comment

A typographical error was made in the BFAC Minutes in regards to the Fire Prevention Order. A correction is to be made to the wording for the Diagram provided for In Small Holding Zone. The correction is provided below and has been updated in the notice as provided for in (Appendix ORD 12.12B – Page 167):

Minimum clearance for fire break in Small Holding Zone ~~general farming~~,
restricted use and tourist zones

**BUSHFIRE ADVISORY COMMITTEE
RECOMMENDED RESOLUTION 'E'**

THAT Council adopts and advertises the 2020/21 Shire of Dardanup Fire Prevention Order (Appendix ORD: 12.12B) pursuant to Section 33(1) of the Bush Fires Act 1954.

12.13 Title: Local Emergency Management Committee Meeting Minutes

MINUTES OF THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY, 12 AUGUST 2020, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 10.00AM.

Officer Comment

The Minutes of the Local Emergency Management Committee Meeting held 12 August 2020 are attached (Appendix ORD: 12.13 – Page 173).

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Minutes of the Local Emergency Management Committee Meeting held 12 August 2020 (Appendix ORD: 12.13).

12.14 Title: Western Australian Local Government Association Annual General Meeting

Reporting Department: Executive
Reporting Officer: Ms Maddie Darch – Executive Assistant
Legislation: Local Government Act 1995

Overview

Council is to nominate Council representatives for the WALGA Annual General Meeting (AGM) to be held on Friday, 25 September 2020. Council are also invited to submit motions for inclusion in the WALGA Agenda.

Background

Every year the WA Local Government Association (WALGA) holds a state convention in August to bring all local governments together to participate in sessions of general interest and professional development on specific issues. Due to Covid-19, the convention has been cancelled however the AGM has been rescheduled.

A copy of the formal advice and information on submission of items for the AGM is attached (Appendix ORD: 12.14A – Page 190). The AGM of WALGA is scheduled to be held on Friday, 25 September 2020, commencing at 1:30pm.

Member Councils are invited to submit motions for inclusion on the AGM agenda for consideration. Motions must be submitted to the Chief Executive Officer of WALGA by 31 July 2020.

Legal Implications - None.

Strategic Community Plan

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

Environment - None.

Precedents

Each Council is to send two representatives as voting delegates to the AGM. Other elected members are authorised by Council to attend as a result of this report. The Chief Executive Officer also attends the AGM.

Budget Implications

Council allocates funds in the annual budget for elected member attendance at the WALGA Convention and AGM (GL - 041 1006). As the Convention has been cancelled for 2020, there are available funds for attendance.

Budget – Whole of Life Cost - None.

Council Policy Compliance -

CP112 – Councillor Induction Training and Professional Development.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.14B – Page 194) for full assessment document.

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

Officer Comment

Shire President, Cr. M T Bennett and Deputy Shire President, Cr. P S Robinson were Council’s delegates for the 2019 AGM. Cr. P R Perks, Cr. J Dow, Cr. T G Gardiner and Cr. C N Boyce also attended the AGM.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

- 1. Nominates Cr. M T Bennett and Cr. P S Robinson as Council’s voting delegates to the 2020 WA Local Government Association Annual General Meeting.**
 - 2. Authorises the following Councillors**
 -
 -
 -
 -
 -
 -
- to attend the annual general meeting as observers.**

13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

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

None.

15 PUBLIC QUESTION TIME

16 MATTERS BEHIND CLOSED DOORS

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

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

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

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

OFFICER RECOMMENDED RESOLUTION

THAT in accordance with the Local Government Act 1995, S 5.23, the Council go Behind Closed Doors [.....pm] to discuss:

- 1. 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; and**
- 2. Information that has a commercial value to a person.**

16.1 Title: Eaton Boomers Business Plan

Reporting Department: Corporate & Governance Directorate
 Reporting Officer: Mr Phil Anastasakis - Deputy CEO
 Ms Lucy Owen-Conway – Manager Place & Community Engagement
 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: EOI – New Shire of Dardanup Eaton Administration Building and Library

Reporting Department: Corporate & Governance Directorate
 Reporting Officer: Mr Phil Anastasakis - Deputy CEO
 Mr Allan Hutcheon - Procurement 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.

16.3 Title: RFT – Eaton Bowling Club

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.

16.4 Title: Dardanup Central Volunteer Bushfire Brigade Redevelopment

Reporting Department: Sustainable Development Directorate
Reporting Officer: Mrs Erin Hutchins - Coordinator - Emergency & Ranger Services
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 30 September 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.