



# **A G E N D A**

FOR THE

# **ORDINARY COUNCIL MEETING**

To Be Held

Wednesday, 26<sup>th</sup> of July 2023

Commencing at 5.00pm

At

ADMINISTRATION CENTRE EATON  
1 Council Drive - EATON

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## NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup Council will be held on Wednesday, the 26<sup>th</sup> July 2023 at the Administration Centre Eaton, 1 Council Drive, Eaton – Commencing at 5.00pm.

**MR ANDRÉ SCHÖNFELDT**

Chief Executive Officer

Date: 21<sup>st</sup> July 2023

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

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

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## VISION STATEMENT

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

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## COUNCIL ROLE

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

## DISCLAIMER

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

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

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

## RISK ASSESSMENT

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

**RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE**

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

**RISK - LIKELIHOOD TABLE**

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

**LEVEL OF RISK GUIDE**

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

**SHIRE OF DARDANUP**

**AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ON WEDNESDAY, THE 26<sup>TH</sup> OF JULY 2023, AT ADMINISTRATION CENTRE EATON, 1 COUNCIL DRIVE, EATON, COMMENCING AT 5.00PM.**

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

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

*Acknowledgement of Country*

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

*Emergency Procedure*

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

*Affirmation of Civic Duty and Responsibility*

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

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

2.1 Attendance

2.2 Apologies

2.3 Leave of Absence

Cr. Peter Robinson - Elected Member [Res: 115-23]

2.4 Previous Meetings

DATE	TYPE	Cr. M T BENNETT	Cr. L W DAVIES	Cr. J DOW	Cr. T G GARDINER	Cr. S L GILLESPIE	Cr. M R HUTCHINSON	Cr. E P LILLY	Cr. P R PERKS	Cr. P S ROBINSON
<b>MARCH 2023</b>										
1/03/23	WS SHIRE OF DARDANUP LOCAL BIKE PLAN	✓	NA	-	✓	Ap	✓	✓	✓	Ap
1/03/23	WS REVIEW OF HERITAGE SURVEY	✓	NA	-	✓	✓	✓	✓	✓	Ap
8/03/23	WS INTEGRATED PLANNING COMMITTEE MEETING	✓	✓	-	✓	✓	✓	✓R	✓	✓
8/03/23	SCM	✓	✓	-	✓	✓	✓	✓R	✓	✓
15/03/23	AF	✓	NA	-	✓	✓	✓	✓	✓	✓R
22/03/23	CF	✓	NA		✓	✓	✓	✓	✓	✓
22/03/23	OCM	✓	✓		✓	✓	✓	✓	✓	✓
29/03/23	WS MARKYT COMMUNITY SCORECARD REPORT	✓			✓		✓	Ap	✓	
30/03/23	WS PROJECT CONNECT	✓	NA	~	✓	Ap	Ap	✓	✓	✓R
<b>APRIL 2023</b>										
19/04/23	AF	✓	NA	~	✓	✓	LoA	✓	✓	✓R
26/04/23	CF	✓	✓	~	✓	✓	LoA	✓	✓	✓
26/04/23	OCM	✓	✓	~	✓	✓	LoA	✓	✓	✓
<b>MAY 2023</b>										
02/05/23	STRATEGIC WS	✓	N/A	~	✓	✓	✓	✓	✓	✓
3/05/23	WS – PRAMP	✓	N/A	~	✓	Ap	✓	✓	✓	Ap
17/05/23	WS – MRWA PRESENTATION	✓	LoA	~	✓	✓	✓	✓	✓R	✓R
17/05/23	AF	✓	LoA	~	✓	✓	✓	✓	✓R	✓R
24/05/23	CF	✓	LoA	~						
24/05/23	SCM	✓	LoA	~	✓	✓	✓	✓	✓	✓
24/05/23	OCM	✓	LoA	~	✓	✓	✓	✓	✓	✓
31/05/23	SCM	Ap	Ap	~	✓	✓	✓	✓	✓R	✓R



DATE	TYPE	Cr. M T BENNETT	Cr. L W DAVIES	Cr. J DOW	Cr. T G GARDINER	Cr. S L GILLESPIE	Cr. M R HUTCHINSON	Cr. E P LILLY	Cr. P R PERKS	Cr. P S ROBINSON
<b>JUNE 2023</b>										
21/06/23	AF	✓	Ap	~	✓	✓R	✓	✓	✓	LoA
28/06/23	CF	✓	Ap	~	✓	Ap	✓	✓	✓	Ap
28/06/23	OCM	✓	✓	~	✓	Ap	✓	✓	✓	✓R
<b>JULY 2023</b>										
12/07/23	WS -GVMT ADVOCACY STRATEGY	✓	Ap	~	✓	✓	✓	✓	Ap	LoA
19/07/23	AF	✓		~	✓	✓	✓	✓	✓	LoA
26/07/23	CF			~						LoA
26/07/23	OCM			~						LoA

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

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

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

None.

**4      PUBLIC QUESTION TIME**

**5      APPLICATIONS FOR LEAVE OF ABSENCE**

**COUNCIL RESOLUTION**

**THAT ..... be granted leave of absence for the Ordinary Council Meeting to be held on the 23<sup>rd</sup> August 2023.**

## 6 PETITIONS/DEPUTATIONS/PRESENTATIONS

## 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

### 7.1 Ordinary Council Meeting Held on the 28th of June 2023

#### OFFICER RECOMMENDED RESOLUTION

**THAT the Minutes of the Ordinary Meeting of Council held on the 28th of June 2023, be confirmed as true and correct subject to no/the following corrections:**

## 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

### 8.1 Title: Shire President Monthly Report

#### Reporting Department

*Elected Members*

#### Elected Member

*Cr. Michael Bennett - Shire President*

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

<b>Event:</b>	<b>30/05/2023 – Regional JDAP</b>
Report:	Regional JDAP convened to consider 1 application. Shire of Dardanup: Lot 38 South Western Highway, Picton East – Development of three warehouses on industrial lot - Owner: CLPS Pty Ltd.
<b>Event:</b>	<b>01/06/2023 – John Mulholland, Cleanaway</b>
Report:	Discussions on current and future Cleanaway outlook.
<b>Event:</b>	<b>14/06/2023 – Seniors Meeting</b>
	Monthly meeting. Seniors have had another change of President.
<b>Event:</b>	<b>20/06/2023 – Regional Development Australia (SW) – Launch of Invest Southwest platform</b>
	Invest Southwest Business Launch Breakfast. The platform provides a central online platform for everything there is to know about Investing in the Southwest region. The website provides an easy-to-navigate collection of investment opportunities, data, videos, and resources about the Southwest. Join us and local stakeholders to learn more about the site, it's features and future plans.

<b>Event:</b>	<b>21/06/2023 – Meeting with Minister Dawson – BGIRRIN Project and Government Funding support</b>
	The Shire of Dardanup on behalf of the Bunbury Geographe Group of Councils met with Minister Dawson and Cameron McKenna (Attentis Technology) to discuss this project and the recent applications for funding. Bunbury Geographe Integrated Information Network (BGIRRIN).
<b>Event:</b>	<b>27/06/2023 – WALGA SW Zone Meeting</b>
	Hosted by Shire of Busselton.
<b>Event:</b>	<b>28/06/2023 – BGEA Board Meeting</b>
<b>Event:</b>	<b>29/06/2023 – Intermodal and Amtech discussions with RCR, Intermodal Group and BGEA</b>
	Further discussions with proponents regarding the Amtech and IMT and future plans for Waterloo.
<b>Event:</b>	<b>10/07/2023 – Advocacy Strategy Kick-off Meeting with ReGen</b>
	Discussed current strategic documentation and potential initiatives to form part of the Agenda for the Council Workshop to progress the Strategy.
<b>Event:</b>	<b>12/07/2023 – Regional JDAP -</b>
	Regional JDAP convened to consider 2 applications within the Shire of Dardanup.  1. Freeway Service Centre - Lot 425 (No.597) Waterloo Road and Lot 426 (No.232) St Helena Road, Waterloo Owner: Willoughby Grazing Pty Ltd  2. Proposed Extractive Industry - Lot 2 Banksia Road, Crooked Brook Owner: J&P Corporation Pty Ltd.
<b>Event:</b>	<b>17/07/2023 – Jodie Hanns Quarterly Catchup Meeting with Shire President and CEO</b>
	Discussions regarding potential funding for projects in Dardanup.
<b>Event:</b>	<b>17/07/2023 – Intermodal Terminal discussions with Jodie Hanns and RCR Engineering attended by Shire President and CEO</b>
	Council facilitated a meeting between RCR Engineering and Jodie Hanns to alert her to the possibility of planning being undertaken for activities in the Waterloo Area.
<b>Event:</b>	<b>19/07/2023 – Roseland development with Hovey Group, attended by Shire President, CEO and Director Infrastructure</b>
	“John and Stan from Hovey Group met to discuss the future of the Roseland Development in Dardanup and issues relating to the current water infrastructure. SoD outlined their recent discussions with Water Corp on this matter and the continued work to find solutions. “

## 8.2 Title: 2023 ALGA National General Assembly and Conference Report

### Reporting Department

*Elected Members*

*Executive*

### Elected Member

*Cr. Tyrrell Gardiner – Deputy Shire President*

*Mr. Andre Schonfeldt – Chief Executive Officer*

The Chief Executive Officer and Deputy Shire President attended the Australian Local Government Association Annual National General Assembly, including the Regional Conference held in Canberra on 13<sup>th</sup> and 16<sup>th</sup> of June 2023.

### Chief Executive Officer's Report

#### *Day 1- Regional Forum – 13<sup>th</sup> June 2023.*

- Hon Ministers McBain and King presented at the Regional Forum. They outlined the Regional Infrastructure Investment Framework and relevant funding programs available to Local Governments. Of importance for the Shire of Dardanup will be the Growing Regions Program and the Regional Precincts and Partnerships Program.
- Common theme from delegates were lack of funding, increased costs, road conditions and disaster response, recovery, and funding.
- The Hon Darren Chester MP, Shadow Minister for Regional Development, Local Government and Territories spoke about hardening up our advocacy and celebrating our successes to ensure government is aware of this.
- Director Clare Chapple Assistant Secretary Infrastructure, Transport, RD , Communication, and the Arts – outlined in more detail how the funding was going to work and was given a Dardanup 2050 along with a Ferguson Valley T-shirt.
- We attended the ALGA Welcome at the Convention Centre and sought out other WA delegates and WALGA representatives. There was a large contingent at this record attendance of ALGA with 1,100 delegates.

#### *Day 2 - Regional Conference – 14<sup>th</sup> June 2023*

- Cities Power Partnership Breakfast – this is a Climate Change Council initiative which has a number of Councils representing more than 70% of Australia's population sharing efforts on climate change. This may be something for Council to consider joining as it is free of charge and may provide some innovative ideas for our Council and staff to consider.
- We heard from His Excellency General the Hon David Hurley AC DSC (Retd), Governor-General who explained that local government is the level of government that looks people in the eye. He also explained that in his travels he has found many local governments that have produced a great solution to a problem and challenged Local Governments to share and collaborate so that everyone implements these solutions.
- The Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government again outlined the Regional Investment Framework and funding streams available.

- ALGA President's Address – Cr Linda Scott talked about disaster relief funding and that in 6 months there were 46 natural disasters declared across 130 Local Government areas. Eighty percent of LGAs were affected by natural disasters in the last few years. Linda raised the issue of 1% of revenue to go to FAGS.
- His Excellency Vasyl Myroshnychenko, Ambassador of Ukraine addressed the assembly and thanked Australia for its support in their ongoing war efforts.
- The Hon Peter Dutton MP, Leader of the Opposition addressed the assembly and explained that he believed if the regions are stronger the nation benefits greatly. He also outlined that Federal Government should not be micro-managers and cautioned that current reviews of funding programs may cause reduction in particular funding aimed at transport.
- Panel – The Future of Local Government  
Dr Jonathan Carr-West, CEO, Local Government Information Unit, UK highlighted some issues of local governments in the UK, where a few went broke (Woking). Nick Moraitis is CEO at the Foundation for Young Australians – Explaining the young mayors' programs and how youth council in Mackay functions.
- Panel – Building a Stronger Workforce.  
Three metropolitan Mayors from across Australia explained how they are coping with the changing workforce and high turnover. There does not seem to be a silver bullet, nor a one size fits all solution. Melbourne staff chose to get everyone back into the office, where Town of Vic Park allows flexible working arrangements.
- Final session of the day included debate on the motions.

*Lunch Meeting - Hon. Nola Marino MP, Parliament House – 14<sup>th</sup> of June 2023*

- Lunch with Nola Marino at Parliament House – We explored the specific potential of the IMT program at Waterloo and emphasized the importance of investing in the Freight Rail industry.

*General Assembly Dinner, Parliament House – 14<sup>th</sup> of June 2023*

- We had a productive discussion with Clare Chapple regarding the expansion of regions and the significance of precinct partnerships.

*Day 3 - Regional Conference – 15<sup>th</sup> of June 2023*

- Panel - About the Voice – included a panel of Aboriginal and Torres Strait Island Mayors and Councillors outlining their efforts on how to get the information about The Voice referendum to the local communities and why this is important to them.
- Leading Communities through Change – Jennifer Michelmore, Chief Executive, Studio THI– she explained that they focus on urban change management and preparedness. Key takeouts: don't listen to the noise from the few and don't have tunnel vision on the problems when the solutions and positives are all around it.
- Panel - Cyclones Fires and Floods – Brendan Moon, Coordinator-General, National Emergency Management Agency together with Latrobe Mayor Peter Freshney (TAS) and Balonne Mayor Samantha O'Toole (QLD) gave firsthand accounts of how Local Government officials and elected members are on the forefront looking people in the eye when dealing with these emergencies and what the implications of this is on their own mental health and wellbeing.

- Saul Griffith – Rewiring Australia – Requirement for Nett Zero sooner rather than later and how to do it. He focused on electrifying the houses across Australia and explained the inflationary benefits along with the climate benefits. He outlined the affordability / financing problem that more than 50% of households would unlikely be able to fund the capital upfront costs, even though it may give them long term financial gains. He has two books published – The Big Switch and Rewiring Australia.
- Panel - Australia’s Affordable Housing Crisis – This panel discussed how community housing is being delivered, more specifically in the east coast where this is done through council housing. An issue of rolling out more houses seems to be that it is done on commercial terms even though Federal Government provides funding. Another issue is that the subsidies to support renters are getting higher and higher as rents increase and this is making funding these initiatives more difficult.
- Panel - Cyber Security and Local Government – The increase in volumes and styles of cyber-attacks were discussed at length and Telstra has 300 employees working solely on cyber security. The essential eight were mentioned as the basis from where to work and the JLT report created a profile for LGA’s cyber risk, which is being discussed with insurance providers to look at how to insure the sector.
- Remainder of the day was about the motions before ALGA. It was clear that there is a difference in opinion between Metro and Regional Councils on these. It is important that representation is given to both.

#### Day 4 - ACLG meeting – 16<sup>th</sup> of June 2023

- The Hon Kristy McBain MP opened the meeting and introduced Prime Minister Anthony Albanese. He outlined more about the timing of the Financial Assistant Grants (FAGS) and other grant programs. He announced the Community Energy Fund \$100M will be ready by the end of the year.
- Five Discussion Panels with Ministers and Officials.
  - Panel 1 – Liveable Communities – Ministers King and Jones and Mayor Matt Burnett
    - Eastern state councils have the business ability to undertake development and unlock housing potential.
    - The Nett Zero Funding was mentioned, and Collie got a mention.
  - Panel 2 – Industries and Economies – Achieving Economic and Industry Growth – Ministers Bowen, Farrell and Husic
    - Value adding to renewable energy industries like turning lithium into batteries. \$1.7 billion available includes interest free loans, tax concessions and \$100M announced by PM for Energy Efficiency in Local Government are available in the quest for net zero 2030.



Panel 3 – Our People – Local Government as a trusted delivery partner – Ministers Jason Clare, Julie Collins and Patrick Gorman (Ferguson T-shirt presentation)

- Discussion about education and regional hubs to support people having access to education and step up into university. More discussion on affordable housing.

Panel 4 – Our Places – Resilience and our Regions – Ministers Emma McBride, Timm Watts and Bill Shorten

- Discussed NDIS and Mental Health issues, particularly the increased expectation on NDIS to service everything, which State had previously been involved in.
- Parallel Session – Regions Minister Andre Giles, Liz Ritchie, Cr. Rebecca Vonhoff
  - Discussion about immigration with a solution for jobs that need filling. Employment sector is like Hunger Games.
  - Urban – Minister King, Lord Mayor Melbourne - Sally Capp and Deputy Mayor Wollondilly - Matthew Deeth
  - Discussion on the issues faced when State Government does not come to the party for delivering infrastructure in growing peri-urban areas that connect to Federal Government funded infrastructure.

Panel 5 – Our Services – Liveability and Local Government - Minister Rowland, Mr David McKay and Dr Erin Bradie

- Continue to monitor Grant Connect. Invest in writing proper grants – play by their rules not ours.

### Deputy Shire President's Report

A busy four days in the nation's capital hearing from politicians, including the Prime Minister, bureaucrats and a range of people involved in Local Government.

A unique opportunity to hear from and have some access to a range of the decision makers and experts that shape so much of our industry sector. We in Western Australia are so geographically removed from the east that we miss out on many opportunities that arise. I was able to highlight this point when I was asked to give an impromptu interview with organizers on the sidelines of the Friday Australian Council of Local Government meeting. Being from Western Australia we are not always privy to the goings on in Canberra so to be able to get in the personal space of the decision makers and present them with our Vision 2050 document (and some a T shirt) will to my mind be advantageous when we are competing with other Local Governments for election commitments and financial grants.



A fair amount of conference time was taken up with disaster management, relief, and mitigation. A problem we fortunately do not seem to have to cope with here to the extreme levels in the east. Possibly because of how we manage things, but also due to the extreme weather events that are occurring where the bulk of Australia's population reside. Disaster management is taking up a lot of resources.

The divide between city based and regional councils was noticeable with both some of the presenters and many of the questions from the floor. Unfortunately voting on motions at the AGM could be seen in many cases to be done on a City v's Country basis.

A strong positive to me was also the chance to have time with WALGA State Councillors and Executive. During session breaks and when moving to and from the conference centre the opportunity to speak with these people gives an extra layer of information on many topics. I think it was also appreciated by our State Association hierarchy that we had made the effort to go to the National Conference. I believe

there was a contingent of almost one hundred delegates from Western Australia including our neighbours Bunbury and Harvey.

A couple of key takeaways to close. The change in Federal Government has changed where the grants are heading to. Find out what the Government desires are to fund and see where our funding needs fit in their preferences. Grant Connect website is worth a look.

We don't need to reinvent the wheel, in many cases a solution to a problem has already been discovered by another Local Government. Information sharing between LG's is a must. A point reaffirmed by the Governor General the Hon. David Hurley.

It was also good to be in the room when the Dardanup Shire was mentioned as runners up in Creativity and Culture section of the ALGA National Awards. A big result for our Community Development team.

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

None.

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

None.

## **11 DECLARATION OF INTEREST**

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

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

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



## 12 REPORTS OF OFFICERS AND COMMITTEES

### 12.1 EXECUTIVE REPORTS

#### 12.1.1 Title: *Quarterly Corporate Performance Report*

<b>Reporting Department</b>	<i>Executive</i>
<b>Responsible Officer</b>	<i>Mr André Schönfeldt - Chief Executive Officer</i>
<b>Reporting Officer</b>	<i>Mr André Schönfeldt - Chief Executive Officer</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.1.1A – Quarterly Corporate Performance Report – April to June 2023; Appendix ORD: 12.1.1B – Risk Assessment Tool</i>

#### **Overview**

This report presents Council with the attached Quarterly Corporate Performance [QCP] Report for the period April to June 2023 [Appendix ORD: 12.1.1A] in relation to the organisation's performance against the Shire's Corporate Business Plan, Annual Budget, and Grants.

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Quarterly Corporate Performance Report for the period April to June 2023 as per [Appendix ORD: 12.1.1A].**

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

No Change. **OR:**

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

**Background**

The last Quarterly Corporate Performance Report was presented to Council on the 26th of April 2023 and covered the period of January 2023 to March 2023.

**Legal Implications** - None.

**Council Plan**

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

**Environment** - None.

**Precedents** -

Quarterly Corporate Performance Reports [QCP] were first introduced and presented to Council in October 2021. Council endorses each the report each Quarter. The QCP is provided in accordance with the Chief Executive Officer Key Performance Indicators set by Council. The report details the delivery of initiatives contained within the Council plan; and delivery of the Capital Works Program contained within the Annual Budget.

**Budget Implications** - None.

**Budget – Whole of Life Cost**

As there is no asset being created as a result of this report, there will be no whole of life cost implications.

**Council Policy Compliance** - None.

**Risk Assessment**

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

<b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	Chief Executive Officer Quarterly Corporate Performance Report
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 The Shire not achieving against the Corporate Plan could jeopardise the Shire's brand.

**Officer Comment**

Quarterly Corporate Performance Reports [QCP] is presented to Council for noting. Matters raised within the report that require further Council decisions will be presented to Council as part of a separate Council report.

END REPORT

12.1.2 Title: 2023 Western Australian Local Government Convention and Annual General Meeting

<b>Reporting Department</b>	<i>Executive</i>
<b>Responsible Officer</b>	<i>Mr André Schönfeldt - Chief Executive Officer</i>
<b>Reporting Officer</b>	<i>Ms Maddie Darch - Executive Assistant</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.1.2A – 2023 WA Local Government Convention Program 12.1.2B – 2023 WA Local Government Annual General Meeting – Notice of Meeting 12.1.2C – Risk Assessment Tool</i>

**Overview**

This report presents to Council a request to nominate Council representatives for the WALGA Convention to be held in September 2023 at Crown Perth. The convention theme is “Local Futures”. (Appendix ORD: 12.1.2A) Council is also invited to submit motions for inclusion in the WALGA Annual General Meeting Agenda.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

1. **Endorses the Chief Executive Officer and the following Councillors to attend the 2023 WA Local Government Convention and the AGM.**
  - i) .....
  - ii) .....
  - iii) .....
2. **Nominates Cr. M T Bennett and Cr. T G Gardiner to be voting members for the Shire of Dardanup at the 2023 WA Local Government Annual General Meeting; and;**
3. **Nominates Cr.....and Cr..... to be second proxy voting delegates should the need arise.**

**Change to Officer Recommendation**

No Change. **OR:**

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

**Background**

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

The Annual General Meeting of the Western Australian Local Government Association is to be held on Monday, 18<sup>th</sup> of September 2023 at Crown Perth.

The Notice of Meeting for the Annual General Meeting is included in (Appendix ORD: 12.1.2B).

**Legal Implications** - None.

**Council Plan**

13.1 - Adopt best practice governance.

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

**Environment** - None.

**Precedents**

Each Council is to send two representatives as voting delegates to the AGM. In previous years where the Council has no policy on a matter going before the WALGA AGM the Council has given approval for the delegates to vote according to any new information debated at the meeting, otherwise delegates are to vote in accordance with Council's direction. The Chief Executive Officer attends the convention.

**Budget Implications**

There are no budget implications for attendance at the AGM itself. Budget allocations have been made for the Chief Executive Officer and elected members to attend the WALGA Annual Convention. There is currently \$27,037 allocated in the 2023/2024 Draft budget (04 1 1006 – Conferences & Training – Councillors).

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

**Council Policy Compliance**

CnG CP081 *Elected Member and Chief Executive Officer Attendance at Events*

**4. POLICY**

*All invitations or offers of tickets for a Council member or CEO to attend an event should be in writing and addressed to the Shire of Dardanup.*

*Any invitation or offer of tickets not addressed to the Shire of Dardanup is not captured by this policy and must be disclosed in accordance with the gift and interest provisions of the Act.*

*The Shire of Dardanup authorises in advance the attendance of all Elected Members and the CEO at the annual WALGA Local Government Week State conference.*

CnG CP112 – *Councillor Induction Training and Professional Development.*

**4.5 Conferences & Training Courses**

- c) *Local Government Week – Local - Local Government Week (Convention) is an annual networking and development opportunity provided by WALGA. This is undertaken in conjunction with the Association's Annual General Meeting at which the Shire of Dardanup is entitled to have two delegates. It is usual that this will be the President and Deputy President, however this may be*

*passed to another Elected Member (by resolution of Council) when one or both of the President and Deputy President are not in attendance.*

*In addition to the two delegate participants, opportunity exists for other Elected Members and the Chief Executive Officer to attend Local Government Week.*

#### 4.6 Restrictions and Exclusion on Travel

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

#### 4.7 Accommodation

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

### **Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	2023 Western Australian Local Government Convention and 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 reputation may suffer if it is not involved with current issues affecting Local Government as a whole

### **Officer Comment**

Council resolved [218-22] on the 25<sup>th</sup> of August 2022 to nominate Cr. M T Bennett and Cr. T G Gardiner as Council’s voting delegates to 2022 WA Local Government Association Annual General Meeting and to attend the Convention. In addition, Council authorised Chief Executive Officer, Mr André Schönfeldt; Cr. P S Robinson, Cr. P R Perks and Cr. S L Gillespie to attend the Convention and Annual General Meeting as observers.

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

Council are requested to nominate voting members and proxy members.

END REPORT

## 12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

### 12.2.1      Title: Local Heritage Survey 2023

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Michelle Dennis - Acting Manager Development Services</i>
<b>Reporting Officer</b>	<i>Mrs Suzanne Occhipinti - Strategic Planning Officer</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.2.1A - Draft Local Heritage Survey 2023 12.2.1B - Submissions 12.2.1C - Schedule of Submissions 12.2.1D - Risk Assessment Tool</i>

#### **Overview**

The Shire's draft Local Heritage Survey 2023 (LHS 2023), being a revision of the LHS 2016, has been publicly advertised for a period of 21 days from 2 May 2023 and is now presented to Council with relevant modifications, for final adoption. It is recommended that all places identified as Category 1 or Category 2 on the LHS 2023 form a 'local heritage list' in order to afford heritage protection under the Local Planning Scheme.

#### **OFFICER RECOMMENDED RESOLUTION**

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

- 1. Adopts the draft Shire of Dardanup Local Heritage Survey 2023 in (Appendix ORD: 12.2.1A) as final, superseding the Local Heritage Survey dated November 2016; and**
- 2. Endorses the compilation of a local heritage list for the Shire of Dardanup Local Planning Scheme No. 3 (TPS3), which comprises only those places listed as Category 1 and 2 in the adopted Local Heritage Survey 2023, and adopts the local heritage list as final.**

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

No Change. **OR:**

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

## **Background**

The Heritage Act 2018 requires each local government to identify places of cultural heritage significance in a local heritage survey (LHS). The Shire's LHS dated November 2016 details the history and significance of 67 heritage places, and identifies another 24 places that may be included in a 'future' survey. In 2022, the Shire was successful in obtaining a grant for \$20,000 from the Department of Planning, Lands and Heritage (DPLH) including \$10,000 in kind, to update the LHS.

The Shire appointed specialist heritage consultants, Hocking Heritage and Architecture, to:

1. Review and update the 'Shire of Dardanup Local Heritage Survey (2016)';
2. Consider additional places for potential inclusion;
3. Consider a hierarchy of significance of all places;
4. Review all submissions; and
5. Develop a 'heritage list'.

The draft LHS 2023 is contained in (Appendix ORD: 12.2.1A).

The LHS itself does not provide any protection for the heritage places, nor does it have any statutory weight, as opposed to a 'heritage list' adopted under a Local Planning Scheme. Presently the Shire does not have a heritage list in TPS3.

- *Proposal*

The outline of the proposal is as follows:

<b>Region Scheme</b>	No changes/impacts
<b>Local Planning Scheme</b>	It is recommended that places identified as Category 1 or 2 are to form a heritage list to be adopted under the Shire's Local Planning Scheme (TPS3).
<b>State Heritage Register</b>	No changes/impacts
<b>Local Heritage</b>	The revised LHS 2023 will supersede the LHS 2016

**Legal Implications** - None

## **Council Plan**

8.1 - Support responsible planning and development.

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

**Environment** - None.

## **Precedents**

The LHS 2016 was adopted by Council on 23 November 2016, following advertising to all owners of the places included in the LHS.

## **Consultation**

- *Public Consultation*

Advertising was undertaken for a period of 21 days from 2<sup>nd</sup> of May 2023, by postal notice to the owners of properties that are proposed in the LHS 2023 to be either:

- new nominations;
- a change of heritage 'significance' from the previous LHS 2016; or
- Category 1 or 2 places, noting that these are each proposed to be included on a heritage list.

Seven submissions were received and are included in (Appendix ORD: 12.2.1B). Hocking Heritage and Architecture has reviewed the submissions and provided comments which are included in (Appendix ORD: 12.2.1C).

A summary of the issues raised is provided below:

ISSUE RAISED	SHIRE OFFICER COMMENTS
Lot 82 Collie River Rd, Burekup: Suggested additional information and alterations to wording	This information has been incorporated into the place record form.
Various heritage places and background section: Suggested additional information and alterations to wording	<p>All the comments provided in the submission were reviewed and incorporated where appropriate. Specific comments relevant to the Dardanup Heritage Collective submission have been identified.</p> <p>Submission suggested to remove the word "fmr" from "Dardanup Hotel", however it is noted by officers and Hocking Heritage and Architecture that it is currently referred to as the Dardanup Tavern.</p> <p>Submission suggested to elevate the heritage significance category of the Wellington Mills Post Office (fmr) Place No 76, being a new nomination, from Category 3 to Category 2. Officers and Hocking Heritage and Architecture agree with this recommendation as a result of the information contained in the submission. Officers note that if elevated to Category 2, it is recommended that this property be included in a Local heritage list as per the officer recommended resolution in this report.</p> <p>The owners of the property have consented to the proposed Category 2 significance level.</p>
Lot 4600 (2) Castieau St Burekup: Objection to this property being included in the LHS as it would complicate the sale and potentially devalue property price	<p>As a proposed Category 3 places it is not intended to be included on a heritage list (i.e. will not be heritage 'listed') and therefore will not have any heritage protection. Nevertheless, they do form part of the heritage story for the area and for this reason they are recommended for inclusion in the LHS. The LHS itself has no statutory weight.</p> <p>Hocking Heritage and Architecture advises that the former schoolhouse on the site is of heritage value. All other structures on the site are not significant. Potentially the timber framed schoolhouse could be relocated.</p>

- *Consultation with Government/Service Agencies*

Regular progress updates have been provided to DPLH in accordance with the funding agreement.

- *Other Consultation* - None

***Budget Implications*** -

There are no budget implications for the 2023-24 budget. All works carried out were completed and budgeted in the 2022/23 period.



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

**Council Policy Compliance**

SDev CP 505 – *Public Consultation – Planning Matters.*

**Risk Assessment**

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

<b>TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).</b>	
Risk Event	Local Heritage Survey 2023
Inherent Risk Rating (prior to treatment or control)	None Identified
Risk Action Plan (treatment or controls proposed)	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	No Risks Identified

**Officer Comment**

In 2022, the Shire of Dardanup received grant funding from DPLH to review and update its existing LHS, as required by the Heritage Act 2018. The review process assists to inform the Council, community and stakeholders about heritage values and implications, and provides an accessible resource for the entire community.

The Shire engaged specialist heritage consultants, Hocking Heritage and Architecture, to review the existing 67 places in the LHS 2016, source new nominations where appropriate, and assess all places in accordance with current DPLH Heritage Council guidelines. In late 2022, Hocking Heritage and Architecture in conjunction with Shire officers conducted site visits to assess condition of places and gathered additional historical information from the community, specifically the Dardanup Heritage Collective. This investigation formed the basis for determining the Level of (heritage) Significance and, as a result, the recommended Management Categories discussed in this report. The review process has now been completed in accordance with the DPLH guidelines and advertising of the draft LHS has finished. The draft LSH is presented to Council for final adoption.

Once the revised LHS has been adopted, it is intended that all properties identified as having either Exceptional Significance (Category 1) or Considerable Significance (Category 2) as outlined in the table below, will form a heritage list under the Shire of Dardanup Local Planning Scheme (TPS3).

- *Level of significance*

This has been determined based on the nature and degree of significance. The desired outcomes of the four management categories are detailed in the table below, which is an extract from the draft LHS (p.7).

CATEGORY	LEVEL OF SIGNIFICANCE	DESIRED OUTCOME
1	Exceptional Significance Essential to the heritage of the Shire of Dardanup. Rare or outstanding example.	The place is on the Heritage List of the local planning scheme. The place is on the State Register of heritage places. The place should be retained and conserved. Any alterations or extensions should reinforce the significance of the place, and be in accordance with a Conservation Plan (if one exists) or Heritage Impact Statement.
2	Considerable Significance Very important to the heritage of the Shire of Dardanup. High degree of integrity/authenticity	The place is on the heritage list of the local planning scheme. Conservation of the place is highly desirable. Any alterations or extensions should reinforce the significance of the place and retain significant original fabric wherever possible.
3	Some/Moderate Significance Contributes to the heritage of the Shire of Dardanup. Has some altered or modified elements, not necessarily detracting from the overall significance of the item	The place is NOT on the heritage list of the local planning scheme. Conservation of the place in whole or part is desirable. Any alterations or extensions should reinforce the significance of the place
4	Historical Site / Archive Contributes to the understanding of the history of the Shire of Dardanup. May have been demolished.	The place is NOT on the heritage list of the local planning scheme. Conservation of the place in whole or part is not essential.

- *Heritage Places*

A total of 83 places are recommended for inclusion on the LHS in the following management categories:

- 10 Category 1
- 19 Category 2
- 31 Category 3
- 23 Category 4

- *New Nominations*

There are 28 new nominations that were initially assessed from the LHS 2018 (24), inHerit database (9), Dardanup Heritage Collective (4), and from the Shire (1). Seven places were subsequently excluded (e.g. were demolished or a duplication of places) and one was incorporated with another place record form. There are 20 new place nominations in the draft LHS for adoption.

Five of the new nominations are proposed to be Category 2 (to be included in the heritage list), with the remainder being Category 3 or 4. The former Wellington Post Office (Place no. 76) was advertised as Category 3, however the Shire's heritage consultants are recommending it be elevated to Category 2 to be included in the heritage list. The landowners have consented to this change.

- *Change in Level of Significance*

Of the places identified in the current LHS (2016), five existing places are proposed to decrease in significance compared to the Shire's current LHS 2016. No places in the current LHS are proposed to increase in significance.

- *Heritage List*

The Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations) include 'Deemed Provisions' which form part of every planning scheme in WA. The Deemed Provisions state:

### Schedule 2, Part 3, cl.8 - Heritage List

- (1) The local government must establish and maintain a heritage list to identify places within the Scheme area that are of cultural heritage significance and worthy of built heritage conservation.
- (2) A heritage list established under subclause (1) must set out a description of each place and the reason for its entry on the heritage list.

The heritage list has powers under the *Planning and Development Act 2005*, and therefore carries statutory weight when determining planning proposals for heritage places. Following the adoption of the LHS 2023, Hocking Heritage and Architecture will create a 'heritage list' for the Shire which will be deemed to be incorporated into TPS3. It is proposed that all Category 1 and 2 places are included in the heritage list.

In accordance with the Regulations, if a place is entered in the heritage list, the Shire must give notice to each owner and occupier of that place, as well as to the Heritage Council of WA. The owners of all places intended to be included in the heritage list (i.e. Category 1 and 2 places) were notified of this intention through the consultation process outlined earlier in this report. No submissions were received from the owners of advertised Category 1 or 2 places.

The Heritage Council's online database, inHerit, provides a centralised resource that enables local governments to manage and publish both their LHS and heritage list. inHerit will be updated by Hocking Heritage following the establishment of the heritage list, to maintain consistency.

- *Local Planning Scheme*

Inclusion of a place in a heritage list does not limit the ability of a property owner to propose any works or other development. It is only one of a number of considerations in determining an application for development approval. Proposals may be required to demonstrate that they respect and retain the heritage values of the place, where appropriate, and should in any case be encouraged to do so.

In accordance with the Deemed Provisions, a 'heritage-protected place' includes a place on a heritage list. While cl. 61 of the Deemed Provisions provides exemptions from the need for Development Approval for certain works, most of the exemptions do not apply to works in a heritage-protected place. Exemptions provided under the Shire's Local Planning Policy SDev CP091 'Exempted Development and Land Use' will also not apply to a place on a heritage list, as the policy is subordinate to the Regulations.

The Deemed Provisions provide for the local government to, at its discretion, require that a heritage assessment be carried out prior to the approval of any development at a place on the heritage list. It also requires any such heritage assessment to be in a form approved by the Heritage Council of Western Australia (Sch. 2, Part 3, cl.11). Additionally, it allows the Local Government to vary any site and development requirement under the scheme in order to facilitate the built heritage conservation of a place on the heritage list (Sch. 2, Part 3, cl.12).

- *Conclusion*

The review of the Shire's Local Heritage Survey has been completed with a total of 83 heritage places identified, including 20 new places. All Category 1 and 2 places on the revised LHS are recommended to form the Shire's heritage list under TPS3, which provides a head of power for heritage protection. If adopted as per the officer recommendation, a separate heritage list will be compiled which comprises only the Category 1 and 2 places.

END REPORT

## 12.2.2 Parking of a Commercial Vehicle in the Residential Area – Lot 106 (43) Sanford Way, Eaton

<b>Reporting Department</b>	Sustainable Development Directorate
<b>Responsible Officer</b>	Mrs Michelle Dennis – Acting Manager Development Services
<b>Reporting Officer</b>	Mrs Cecilia Muller - Principal Planning Officer
<b>Applicant</b>	Mr Samuel Alexander Martin
<b>Legislation</b>	Planning and Development Act 2005
<b>Council Role</b>	Quasi-Judicial.
<b>Voting Requirement</b>	Simple Majority.
<b>Attachments</b>	12.2.2A – Development Application 12.2.2B – Submissions 12.2.2C – Risk Assessment Tool

### **Overview**

The purpose of this report is for Council to consider an application for development approval for the parking of a commercial vehicle (prime mover) at Lot 106 (43) Sanford Way, Eaton. Officers are recommending a refusal.

Officers do not have delegation to determine applications for development approval where concerns raised are relevant planning considerations that cannot be addressed or mitigated by way of conditions or design modifications.

### **OFFICER RECOMMENDED RESOLUTION “A”**

**THAT Council Refuses the Application for Development Approval for the parking of a commercial vehicle (prime mover) at Lot 106 (43) Sanford Way, Eaton under the Shire of Dardanup Town Planning Scheme No.3 for the following reasons:**

1. **Based on the size and scale of the vehicle and the nature of the use and the noise, visual and nuisance impacts it is contrary to the objectives of the “Residential” zone as stated in Clause 2.2 of the Shire of Dardanup Local Planning Scheme No.3 (LPS3) which is:**
  - *To achieve a high standard of residential development in accordance with contemporary planning and development practice for the benefit of the community.*
  - *To enhance the character and amenity of residential areas.*
  - *To provide an opportunity for residents to undertake occupations ancillary to the use of their dwelling that are compatible in character, scale and operation with the residential use and which will not have an adverse effect upon the existing character and amenity of these areas.*
2. **Based on the size and scale of the vehicle; the hours parked on the lot; and the prime mover not being housed in a garage the proposal does not comply with Clause 3.5 of the Shire of Dardanup Local Planning Scheme No.3 (LPS3).**

OR

**OFFICER RECOMMENDED RESOLUTION "B"**

**THAT Council approves the Application for Development Approval for the parking of a commercial vehicle (prime mover) by Mr Samuel Alexander Martin at Lot 106 (43) Sanford Way, Eaton under the Shire of Dardanup Town Planning Scheme No.3 subject to the following conditions:**

- 1. All development must be carried out in accordance with the approved plan listed below, unless amended with the written consent of the Shire. In the event of an inconsistency between the approved plan and a requirement of the conditions of development approval, the requirement of the condition prevail:**
  - Site Plan with truck parking bay location (Appendix ORD: 12.2.2A).**
- 2. No more than one commercial vehicle (prime mover) to be parked on the lot at any time.**
- 3. The commercial vehicle (prime mover) must not be repaired, serviced, or cleaned on the lot or the verge in front of the house.**
- 4. Unless otherwise supported by an Acoustic Report and Noise Management Plan that has been prepared by a suitably qualified acoustic consultant to the Satisfaction of the Shire of Dardanup, no commercial vehicle movement is allowed between 10pm to 7am (the following day) during weekdays; and 10pm to 9am (the following day) on a Sunday or Public Holiday.**
- 5. This approval is for Mr Samuel Alexander Martin, the current occupier of Lot 106 (43) Sanford Way, Eaton, and is non-transferable to other occupiers of this property.**

***Change to Officer Recommendation***

No Change. **OR:**

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

## **Background**

Council has received an Application for Development Approval for the parking of a commercial vehicle (prime mover) at Lot 106 (43) Sanford Way, Eaton. Lot 106 is zoned "Residential" under Town Planning Scheme No.3 and is located on the corner of Crampton Avenue and Sanford Way. The applicant has been parking the prime mover along the southern side of the house in front of an existing outbuilding behind their fence. "Residential" properties abut the lot to the north and west with properties across the road from Lot 106 also zoned "Residential".

Full details of the proposal are contained in [Appendix ORD: 12.2.2A].

In summary the applicant provided the following information:

- The applicant is a truck driver that works for a transport company in the agriculture industry.
- The transport company is based and operates from a farm in Greenbushes.
- The applicant drives road trains and carts mainly grain, fertiliser and hay.
- The truck is not owned by the applicant.
- There is no set roster for the truck to be parked at the lot, it is based on customer orders and the season of the year.
- During December the applicant was carting grain for CBH and during this time leaves the house on Monday mornings at 3:00am, the applicant is willing to make alternative arrangements to avoid having to start the truck this early. Other start times are based on appointments and may start at 6:30am or 7:30am.
- The applicant has noted that there are many other trucks in Eaton.
- The applicant can start the truck with the breaks releasing within 3 minutes.
- The truck is driven at low revs from the highway to the house.
- The truck is 2.85m high, with the top of the exhaust an additional 650mm higher.
- The truck is 7m long and weighs 9 tonne.
- The applicant prior to the lodgement of his proposal consulted with residents in the area and three out of thirteen replies indicated that they have heard the truck before and none of the replies indicated that it was a disturbance.

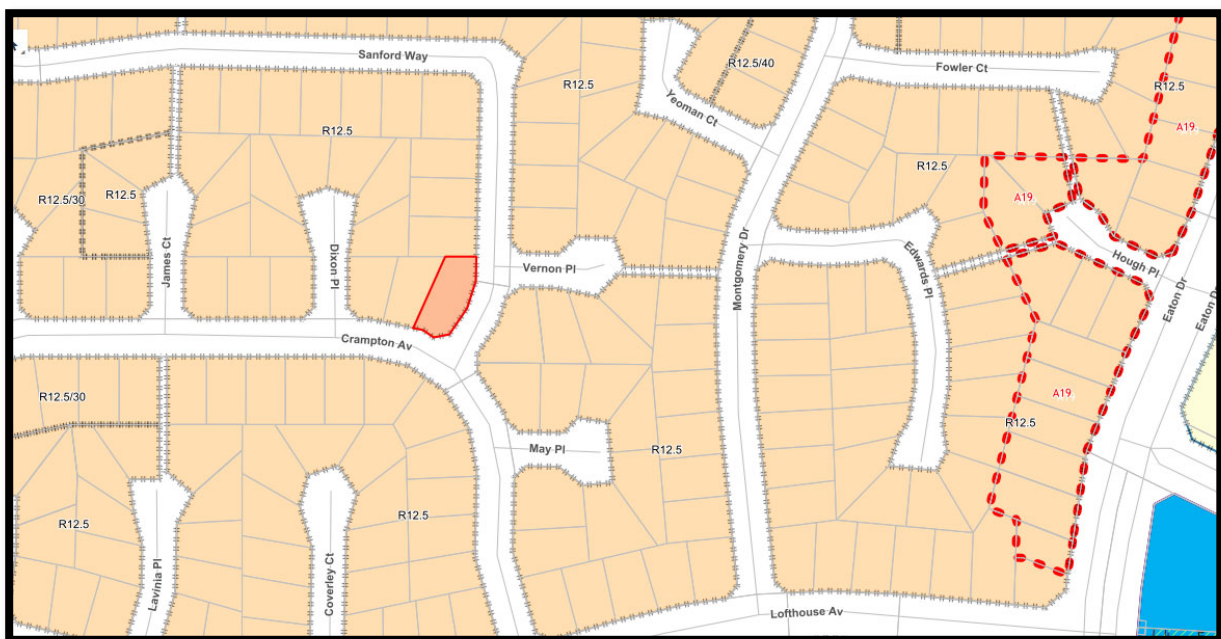
Further information was received from the applicant on 29<sup>th</sup> of May 2023, including the following photo of the prime mover parked at 43 Sanford Way Eaton:



The applicant stated in his email:

- *It is parked behind a tidy and secure fence and has no visual impacts to the community. It blends into the houses behind it to the north and my sheds to the west. It is always parked here when I have to bring it home. It never parks out the front.*
- *Regarding the noise complaint from one resident, I am willing to set a curfew whereas the truck will not start before 5am. This is because there is a large amount of traffic movement in Eaton by 5am with people travelling to work. It's only fair that I can go to work at that time as well. I will also commit to returning no later than 10pm. On the rare occasion there may be circumstances out of my control that prevent me from being home by then, i.e. a bush fire that I had to drive around. I do ask for some grace on these rare occasions. If I need to start earlier than 5am, I will leave my home the evening prior and sleep in the truck so as not to disturb the complainant.*

• Location Plan



Proposal

The outline of the proposal is as follows:

<b>Region Scheme</b>	Urban
<b>Local Planning Scheme</b>	Residential
<b>Structure Plan/Precinct Plan</b>	No
<b>Use Class and Permissibility</b>	Under LPS3 the parking of a commercial vehicle is to comply with Clause 3.5 if parked in the “Residential” zoned area.  Under the draft LPS9 Commercial vehicle parking “D” use in the “Residential” zoned area.
<b>Lot Size</b>	881m <sup>2</sup>
<b>Existing Land Use</b>	Single dwelling with carport and outbuildings
<b>State Heritage Register</b>	No



<b>Local Heritage</b>	No
<b>Bushfire Prone Area</b>	No

### **Legal Implications**

The applicant has the right to review Council's decision through the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005*.

### **Council Plan**

8.1 - Support responsible planning and development.

**Environment** - None.

### **Precedents**

The Shire of Dardanup has granted Development Approval for the parking of commercial vehicles where the vehicles are used in combination with an approved use class such as an approved Home Occupation or Home Business in a "Residential" zoned area. Examples of approvals are as follows:

- P4/16 - Approval granted on 25<sup>th</sup> February 2016 for a Home Occupation (Parking of Commercial Vehicle – Ice Cream Van) at Lot 647 (8) Falabella Crescent, Eaton.
- P98/16 – Approval granted on 24<sup>th</sup> August 2016 for a Home Business (Parking of Commercial Vehicle – Mobile Mechanic) at Lot 67 (8) Yeoman Court, Eaton.
- P119/16 – Approval granted on 7<sup>th</sup> November 2016 for a Home Business (Parking of Commercial Vehicle – Seafood Van with a 3.8 tonne tare weight) at Lot 12 (2) Crampton Avenue, Eaton.
- P129/16 - Approval granted on 8<sup>th</sup> November 2016 for a Home Business (Parking of Commercial Vehicle – Coffee Van) at Lot 560 (11) Acer Glade, Eaton.

### **Consultation**

#### Public Consultation

An application proposing a variation to a scheme standard require consultation level 2 under Council Policy *SDev CP505*. Of the 18 affected landowners notified, one objection was received and 5 letters of support were also received.

Copies of submissions received by the Shire are contained in [Appendix ORD: 12.2.2B] and the objection is summarised in the following Schedule of Submissions:

<b>ISSUE RAISED</b>	<b>SHIRE OFFICER COMMENTS</b>
Peter and Linda Watkins Objection summary: <ul style="list-style-type: none"> <li>• <i>Noise from a Prime Mover is not acceptable in a residential area. There are inconsistencies in the number of times and time of day the Prime Movers had been leaving the property. It is between 3-5AM and had been 4 times in the last two weeks alone. It arrives home</i></li> </ul>	The <i>Environmental Protection (Noise) Regulation 1997</i> limits are most stringent between 10pm to 7am (the following day); and 10pm to 9am (on a Sunday or Public Holiday). The regulations stipulate a maximum noise level that must not be exceeded at any time. And this is inclusive of short-duration noise (i.e. lasting less than a second). This LASMax (maximum limit) for noise in a residential area is 55dB (A) (when measured at the noise sensitive premises receiving the noise).



ISSUE RAISED	SHIRE OFFICER COMMENTS
<p><i>later than stated by the applicant, sometimes at 10PM.</i></p> <ul style="list-style-type: none"> <li><i>The prime mover is meant to be in a rural setting, not a built up residential area. Allowing a prime mover in a residential area may set a precedent.</i></li> <li><i>The applicant states he counted 14 trucks parked in front of private properties. They are not Prime Movers but highlight an issue for the Shire in management of what can only be an increasing problem.</i></li> </ul>	<p>Officers agree that the parking of a prime mover is not consistent with the objectives of the scheme and the “Residential” zone in particular. Refer to the “officer comment” section of this report. In general dB levels produced by trucks on start-up (to build-up pressure for the air brakes) does not comply with the 55dB limit</p> <p>During COVID a Notice of Exemptions was signed by the Minister that allowed the parking of commercial vehicles in the residential area without landowners having to obtain development approval. This exemption expired on 2<sup>nd</sup> February 2023. From now onwards parking of commercial vehicles would need to comply with scheme standards or development approval would need to be sought and each application will then be considered on its merits.</p>

**Budget Implications** - None.

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

**Council Policy Compliance**

The proposal was advertised in accordance with *Council Policy SDev CP505*.

**Risk Assessment**

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.							
Risk Event	Parking of a Commercial Vehicle in the Residential Area – Lot 106 (43) Sanford Way, Eaton						
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	<table border="0"> <tr> <td data-bbox="600 1612 890 1641">Health</td> <td data-bbox="896 1612 1378 1711">The use has some ongoing noise and nuisance impacts on the surrounding landowners.</td> </tr> <tr> <td data-bbox="600 1720 890 1749">Legal and Compliance</td> <td data-bbox="896 1720 1378 1809">If the applicant does not adhere to the Council determination, then compliance action will be needed.</td> </tr> <tr> <td data-bbox="600 1818 890 1848">Reputational</td> <td data-bbox="896 1818 1378 1868">If there are ongoing complaints, then it may negatively impact the Shire’s reputation.</td> </tr> </table>	Health	The use has some ongoing noise and nuisance impacts on the surrounding landowners.	Legal and Compliance	If the applicant does not adhere to the Council determination, then compliance action will be needed.	Reputational	If there are ongoing complaints, then it may negatively impact the Shire’s reputation.
Health	The use has some ongoing noise and nuisance impacts on the surrounding landowners.						
Legal and Compliance	If the applicant does not adhere to the Council determination, then compliance action will be needed.						
Reputational	If there are ongoing complaints, then it may negatively impact the Shire’s reputation.						

### **Officer Comment**

The application has been assessed in accordance with the cl. 67(2) of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 with those matters relevant to the application detailed below.

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

The following aims and provisions of the Shire of Dardanup Local Planning Scheme No. 3 (LPS3) are relevant to this application:

#### *1.3 Objects of the Scheme*

*1.3(b) to secure the amenity, health and convenience of the scheme area and the inhabitants thereof.*

The site is zoned 'Residential' under Local Planning Scheme No. 3 (LPS3) and the objectives of the zone are:

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

Whilst the information and reasoning provided in the application is acknowledged, the convenience for the applicant of parking the vehicle should not come at the expense of the amenity that can reasonably be expected by the residential community. Further information received from the applicant in May 2023 indicates that the applicant is prepared to implement operating hours to ensure that impacts on neighbours are limited and that the truck will not start at unreasonable hours, the proposal is not to start the truck prior to 5am. The *Environmental Protection (Noise) Regulation 1997* limits would need to be met at all times.

The applicant has not provided information that test the noise levels at start up at 5am and concerns are that the truck in question may not comply with the 55dB limit before 7am on a work day and 9am on a Sunday and Public Holiday. If Council wish to approve the application, it is recommended that the approval is limited to specific operating times between 10pm to 7am (the following day) during weekdays; and 10pm to 9am (the following day) on a Sunday or Public Holiday. If, however the applicant provide an Environmental Acoustic Assessment report demonstrating that the proposal for a 5am start complies with the *Environmental Protection (Noise) Regulations 1997* then alternative hours with an earlier start would be able to be supported

### 2.3 Zones and Uses

Information provided under the “precedents” section of this report indicates that the Shire of Dardanup has granted Development Approval for the parking of commercial vehicles in Residential areas where the vehicles are used in connection with an approved use class such as Home Occupation or Home Business. Both use classes under clause 1.8.2 of LPS3 have limits on the size of the commercial vehicle associated with it. For instance, for a Home Business the limit is 3.5tonnes tare weight and for a Home Occupation the limit is 2 tonnes.

The applicant has not demonstrated that he is operating a Home Occupation or Home Business and stated that he works for a transport company and that he is not the owner of the truck. Therefore, the proposal is considered under clause 3.5 of LPS3:

### 3.5 Parking and repair of commercial vehicles

#### 3.5.1 No person shall within a Residential Zone:

a) park or allow to remain stationary for more than four hours consecutively:

(i) more than one commercial vehicle;

(ii) a commercial vehicle unless such vehicle so parked is housed in a domestic garage or domestic outbuilding;

(iii) any vehicle which due to size or load is not capable of being completely housed within a domestic garage or domestic outbuilding having a maximum floor area of forty five square metres and in which no horizontal dimension is more than fifteen metres;

(iv) a vehicle which together with the load thereon exceeds three metres in height.

b) repair service or clean a commercial vehicle unless such work is carried out whilst the vehicle is housed in a domestic garage or domestic outbuilding.

c) keep or allow to remain or build, repair, paint, service, clean or renovate any boat, launch, yacht, dinghy or other vessel in front of the front setback line for more than eight hours consecutively.

The proposal does not comply with the requirement of the scheme under clause 3.5 as the vehicle is parked for longer periods than 4 hours at a time at Lot 106; and it is not housed in a garage; and it is higher than 3m (truck is 2.85m high, with the top of the exhaust an additional 650mm higher). Instead, the applicant is proposing to parking a prime mover on a permanent basis and not housed in garage on his lot.

Variations to site and development standards and requirements may be considered under clause 7.6 of the Shire of Dardanup Town Planning Scheme No. 3 except for development in respect of which the Residential Planning Codes apply. In additions, regard is to be given to criteria listed under clause 7.2.4 of TPS3 and the local government is to be satisfied that the non-compliance will not have an adverse effect upon the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.

cl.7.2.4 In making its decision on applications for its special approval the Council shall take into consideration the following matters:

Provision	Officer Comment	Recommendation
The provisions of this Scheme and of any other Town Planning Scheme affecting the land the subject of the application or affecting land in the vicinity.	This information is contained under (a) of the officer comment section of this report.	N/A
The nature of the proposed development in relation to the development of any land within the vicinity of the said land.	A vehicle of this nature needs to idle for the beaks to work and this is what creates a nuisance early in the morning and late at night. This is usually times when the residential area is quiet, and residents are sleeping.	If Council wish to approve the application, it is recommended that the approval prevents operating between 10pm to 7am (the following day) during weekdays; and 10pm to 9am (the following day) on a Sunday or Public Holiday. If, however the applicant provide an Environmental Acoustic Assessment report demonstrating that the proposal for a 5am start complies with the <i>Environmental Protection (Noise) Regulations 1997</i> then alternative hours with an earlier start would be able to be supported.
The size, shape and character of the parcel of land to which the application relates and the nature and siting of the proposed building, the view from the building and the interruption of view likely to be caused by the proposed building.	<p>The lot is a large residential lot 881m2 in size. The truck is parked behind an open style gate with a solid Colourbond fence on the boundary of the lot. The application site is a corner lot with the house and a shed and a road separating the truck from neighbours reducing any potential visual amenity impacts. The truck is parked next to the house with a shed behind the truck and to the south west.</p> <p>There will be no interruption of views where the truck is located on the lot.</p>	N/A
Any representations which may be made by any statutory authority.	The proposal was not referred to authorities or agencies.	N/A
The submissions received by the Council.	This information is contained under the "public consultation" section of this report.	N/A
The existing and likely future amenity of the neighbourhood, including (but without limiting the generality of the foregoing) the question of whether the proposed development is likely to cause injury to such amenity including injury due to the emission of light, noise, electrical interference, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust,	Concerns regarding noise have been considered.	N/A

Provision	Officer Comment	Recommendation
grit, oil, liquid wastes or waste products.		
The nature of the roads giving access to the said land.	The roads are constructed roads of good condition and maintained by the Shire of Dardanup.	N/A
What parking facilities are available or proposed and the likely requirements for parking.	The vehicle is parked on the lot and not on the verge or driveway.	N/A
Whether the proposed development will cause a traffic hazard.	No traffic hazard will be created.	N/A
Such other matters as the Council considers relevant.	The vehicle is not to be repaired, serviced, or cleaned on the lot or the verge in front of the house.	If Council wish to approve the application, it is recommended that this be conditioned.

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

Advertising of draft Local Planning Scheme No. 9 has been completed and the proposal would also need consideration under the new scheme.

The site is also zoned 'Residential' under Local Planning Scheme No. 9 (LPS9) and the objectives of the zone are:

- *To provide for a range of housing and a choice of residential densities to meet the needs of the community.*
- *To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.*
- *To provide for a range of non-residential uses, which are compatible with and complementary to residential development.*

The new LPS9 introduces a new use class "Commercial vehicle parking" which is a "D" use in the Residential zone.

Under LPS9 "Commercial vehicle parking" means premises used for parking of one or 2 commercial vehicles, but does not include –

- (a) *any part of a public road used for parking or for a taxi rank; or*  
 (b) *parking of commercial vehicles incidental to the predominant use of the land.*

Under clause 37. of LPS9 "commercial vehicle" means a vehicle, whether licenced or not, that has a gross vehicle mass greater than 4.5tonnes including -

- (a) *A utility, van, truck, tractor, bus or earthmoving equipment; and*  
 (b) *a vehicle that is, or is designed to be an attachment to a vehicle referred to in paragraph (a).*

Under LPS9 the parking of a commercial vehicle is not permitted in the residential area unless the local government has exercised its discretion by granting development approval.

Concerns were raised by landowners across the road from the applicant regarding the size of the vehicle and the visual impacts. The applicant has provided further information showing his willingness to manage impacts by starting later than originally intended. He is also committed to reduce the time the vehicle idles for the beaks to work. If Council wish to approve the application, it is recommended that conditions be imposed to limit the approval to an acceptable scale i.e. no more than one commercial vehicle to be parked on the lot at any time and also that the approval is limited to specific operating times unless otherwise supported by an Acoustic Report and noise management Plan.

- (m) *The compatibility of the development with its setting, including –*
  - (i) *the compatibility of the development with the desired future character of its setting; and*
  - (ii) *the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.*
  
- (n) *The amenity of the locality including the following –*
  - (i) *environmental impacts of the development;*
  - (ii) *the character of the locality;*
  - (iii) *social impacts of the development.*

The size of the prime mover at 9 tonne is excessive in comparison with the 3.5 tonne vehicles associated with a Home Business under LPS3. A vehicle of this size and nature is associated with industrial/rural activities. The related noise and nuisance impacts of the development effects residents in the area and it is unlikely to comply with the *Environmental (Noise) Regulations 1997*. If Council wish to approve the application, it is recommended that conditions be imposed to limit the approval to ensure that the vehicle will not be repaired, serviced, or cleaned on the lot; and operating hours limited to be in line with the *Environmental Protection (Noise) Regulation 1997* limits.

- (y) *Any submissions received on the application.*

The objection received is discussed in the 'Consultation' section of this report. Several letters of support have also been received. Notwithstanding the letters of support, Council would need to consider if the parking of the prime mover in a residential area meets the objectives of the scheme and the residential zone to future proof the development for any new landowners wanting to move into the residential area as well.

### **Conclusion**

It would be contrary to the principles of orderly or proper planning to recommend approval of the application as it has been determined that the proposal does not comply with Clause 3.5 of LPS3 and based on the size and scale of the vehicle and the nature of the use it is contrary to the objectives of the "Residential" zone. The application is therefore recommended for refusal. If Council wish to approve the application, it is recommended that conditions be imposed to limit the approval to an acceptable scale.

END REPORT

12.2.3 Title: Disability Access and Inclusion Plan 2023 - 2028

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Ms Susan Oosthuizen - Director Special Projects &amp; Community</i>
<b>Reporting Officer</b>	<i>Ms Cassandra Budge - Manager Community Development</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Legislative.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.2.3A – Draft DAIP 2023-2028 12.2.3B – Survey Results Key Themes 12.2.3C – Risk Assessment Tool</i>

**Overview**

The purpose of this report is for Council to consider adopting the Disability Access and Inclusion Plan 2023 - 2028 as a draft for public comment. Should no objections be received, or changes recommended during the public comment period, Officers are recommending final endorsement of the Plan. Should any objections be received, or changes recommended to the Plan a further report will be presented back to Council for consideration.

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

- 1. Adopts the 'Shire of Dardanup Disability Access and Inclusion Plan 2023 - 2028' [Appendix ORD: 12.2.3A] as a draft for the purpose of public advertising;**
- 2. Publicly advertises the plan seeking comment for a period of 21 days;**
- 3. Authorises the Chief Executive Officer to endorse the 'Shire of Dardanup Disability Access and Inclusion Plan 2023 - 2028' [Appendix ORD: 12.2.3A] for final approval should no objections be received, or changes to the Plan suggested during the advertising period; and**
- 4. Requires a further report to Council should any objections be received, or changes to the Plan suggested during the advertising period.**

**Change to Officer Recommendation**

No Change. **OR:**

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

**Background**

Western Australian Local Governments have a legislative requirement under the *Disability Services Act, 1993* to develop and implement a Disability Access and Inclusion Plan (DAIP). The DAIP's assist Local Governments to plan and implement improvements to access and inclusion across seven outcome areas;

- services and events;
- buildings and facilities;
- information;
- quality of service;
- complaints;
- consultation processes, and
- employment.

Under the Disability Services Act, Local Governments are required to report on the progress of their DAIP's, as well as include a submission regarding DAIP implementation in their Annual Report.

The Shire of Dardanup first adopted a DAIP Plan in 2006, the last review of this plan was the fourth edition in 2018. The review as required by legislation is due by the end of 2023. This report presents the draft Plan for Council consideration.

### ***Legal Implications***

If review is not undertaken Council will be in breach of the *Disability Services Act 1993*.

### ***Council Plan***

- 1.1 - Support the community to feel safe while using Shire facilities and public spaces.
- 3.2 - Promote and celebrate diversity.
- 4.2 - Support vulnerable groups, including aged persons and those with disability.
- 13.1 - Adopt best practice governance.

***Environment*** - None.

### ***Precedents***

The Shire of Dardanup's DAIP Plan background:

- First edition – 2006;
- Second edition – 2012;
- Third edition – 2015; and
- Fourth edition – 2018.

### ***Budget Implications***

In the Financial Year 2023-2024 there is a \$5,000 (ex GST) general budget allocation for Disability Projects to support the publication of this plan and some associated tasks.

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

### ***Council Policy Compliance***

*Exec CP090 – Community Engagement*

*CnG CP014 – Equal Opportunity Employer*

### ***Risk Assessment***

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



TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.									
Risk Event	Disability Access and Inclusion Plan 2023 - 2028								
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)								
Risk Action Plan (treatment or controls proposed)	Officers have undergone community engagement per policy and drafted new plan for Council considerations. Endorsing proposed Draft Disability Access and Inclusion Plan to ensure legislative requirements are met prior to deadline.								
Residual Risk Rating (after treatment or controls)	Moderate (5 - 11)								
Risk Category Assessed Against	<table border="0"> <tr> <td>Health</td> <td>Failure to review and implement will directly impact the community health and wellbeing.</td> </tr> <tr> <td>Legal and Compliance</td> <td>Failure to review and implement a DAIP will result in organisation being in breach of statutory and legal regulations.</td> </tr> <tr> <td>Reputational</td> <td>Failure to review and implement will significantly impact the Council and Shire reputation and optics.</td> </tr> <tr> <td>Financial</td> <td>If the organisation does not adopt and review their DAIP the Shire could be penalised.</td> </tr> </table>	Health	Failure to review and implement will directly impact the community health and wellbeing.	Legal and Compliance	Failure to review and implement a DAIP will result in organisation being in breach of statutory and legal regulations.	Reputational	Failure to review and implement will significantly impact the Council and Shire reputation and optics.	Financial	If the organisation does not adopt and review their DAIP the Shire could be penalised.
Health	Failure to review and implement will directly impact the community health and wellbeing.								
Legal and Compliance	Failure to review and implement a DAIP will result in organisation being in breach of statutory and legal regulations.								
Reputational	Failure to review and implement will significantly impact the Council and Shire reputation and optics.								
Financial	If the organisation does not adopt and review their DAIP the Shire could be penalised.								

### **Officer Comment**

The DRAFT Shire of Dardanup Disability Access and Inclusion Plan 2023 - 2028 (Appendix 12.2.3A) has been largely informed by community consultation undertaken during March - May 2023 as per the endorsed engagement strategy for this project, Shire’s Strategic Community Plan, Vision 2050, Place and Community Plan and Sport and Recreation Plan.

Additionally, the Plan has been informed by ideas and feedback gathered from an online community survey and consultation with the community, external and internal stakeholders (an overview of the data can be read Appendix ORD: 12.2.3B – Survey Results Key Themes). ABS Population and health data was reviewed and provided a snapshot of the Shire’s lifestyle factors, disability data and our community health and wellbeing.

### **Input received:**

- 13 Surveys were completed either online or hard copy;
- 2 Ideas Shared in online Ideas board about Watson’s Reserve boardwalk;
- 1 Letter with additional feedback received;
- 2 emails with additional feedback received; and
- 2 In-person engagements held for verbal Feedback (Project Connect in March and Disability Round Table in June).

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

Officers recommend that Council endorse the draft plan for public consultation.

END REPORT

**12.2.4**      **Title: Proposed Child Care, Office, Café and Medical Centre Developments**  
**– Lot 2051 Corner Millbridge Boulevard and Clayton View, Millbridge**

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Michelle Dennis - Acting Manager Development Services</i>
<b>Reporting Officer</b>	<i>Mrs Cecilia Muller - Principal Planning Officer</i> <i>Mr Phil Shephard – Planning Officer</i>
<b>Applicant</b>	<i>Rowe Group</i>
<b>Legislation</b>	<i>Planning and Development Act 2005</i>
<b>Council Role</b>	<i>Quasi-Judicial.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.2.4A – Development Application Report and Plans</i> <i>12.2.4B – Copy of Submissions</i> <i>12.2.4C – Applicant’s response to submissions</i> <i>12.2.4D - Risk Assessment Tool</i>

### **Overview**

The purpose of this report is for Council to consider an application for development approval for a mixed-use development on the subject land. The proposal includes two buildings, a child care centre and a separate building comprising three potential commercial tenancies (office, café and medical centre) and associated car parking area.

The proposal when referred to neighbours received some objections and therefore the application is presented to Council for determination. Staff recommend the application be approved subject to conditions.

### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council approves the application for development approval for the medical centre, office, restaurant/café and child care premises on Lot 2051 Cnr. Millbridge Boulevard and Clayton View, Millbridge subject to the following conditions:**

- 1. All development must be carried out in accordance with the approved plans listed below, unless amended with the written consent of the Shire. In the event of an inconsistency between the approved plans and a requirement of the conditions of development approval, the requirement of the condition prevail:**
  - **Proposed Site Plan – DWG DA100 Rev D (January 2023)**
  - **Floor Plan – Child Care - DWG DA200 Rev C (January 2023)**
  - **Floor Plan - Commercial Centre – DWG DA201 (January 2023)**
  - **Childcare & Commercial Views – DWG DA300 (January 2023)**
- 2. Prior to the lodgement of a building permit application, a Stormwater Management Plan prepared by a suitably qualified engineer must be submitted to and approved by the Shire of Dardanup and must include (as a minimum) stormwater disposal plans, details and calculations showing how stormwater will be contained and disposed of on-site, to the satisfaction of the Shire of Dardanup.**
- 3. Prior to the approved use commencing, the stormwater management measures on the approved plans must be constructed, and thereafter all**

drainage works must be maintained to the satisfaction of the Shire of Dardanup at all times.

4. Prior to the approved use commencing, the vehicle crossovers shown on the approved plans are to be constructed to the specification of Council Policy Infr CP050 'Crossovers – Approvals, Standards and Subsidies', unless otherwise advised by the Shire in writing, and must be constructed to the satisfaction of the Shire of Dardanup.
5. Prior to the lodgement of a building permit application, the applicant must submit to and have approved by the Shire of Dardanup, a detailed and dimensioned parking plan, which complies with the most current versions of Australian Standards AS2890 and AS1428, and shows:
  - a) 40 parking bays in total and including loading bays, 1 accessible bay and associated shared zones;
  - b) aisle widths, circulation areas, driveways and points of ingress and egress;
  - c) how the car parking area, traffic aisles and driveways will be sealed;
  - d) finished levels of all sealed areas including paths and ramps;
  - e) the relocation of the 1 ACROD bay to be in front of the medical centre.
6. Prior to the approved use commencing, all car parking areas shown on the approved plans must be constructed and drained, and thereafter maintained for the life of the development, to the satisfaction of the Shire of Dardanup.
7. Prior to the commencement of works, a Waste Management Plan must be submitted to and approved by the Shire of Dardanup, and thereafter implemented in full at all times to the satisfaction of the Shire of Dardanup. The plan must include the following details to the satisfaction of the Shire of Dardanup:
  - a) the location of bin storage areas and bin collection areas;
  - b) the number, volume and type of bins, and the type of waste to be placed in the bins;
  - c) details on the future ongoing management of the bins and the bin storage areas, including cleaning, rotation and moving bins to and from the bin collection areas; and
  - d) frequency of bin collections.
8. Within nine (9) months of the use commencing, all landscaping shown on the approved plans including canopy shade trees must be fully provided, unless another date is specified in writing by the Shire of Dardanup, and the landscaping must be maintained thereafter to the satisfaction of the Shire of Dardanup. Any species which fail to establish within the first two planting seasons following implementation must be replaced in consultation with and to the satisfaction of the Shire of Dardanup.
9. The operators of the proposed child care premises are to implement and maintain thereafter the recommendations of the Herring Storer Environmental Acoustic Assessment Revision 4 dated 23 March 2023 including the restriction on outdoor play times, boundary fencing and parking restrictions to the satisfaction of the Shire of Dardanup.

10. Prior to the lodgement of a building permit application, the Herring Storer Environmental Acoustic Assessment Revision 4 dated 23 March 2023 is to be updated to include consideration of café activities and proposed business hours with reference to nearby noise sensitive premises. Once approved, the acoustic assessment and any related noise management measures will form part of this approval and must be implemented and complied with at all times for the life of this approval.
11. Prior to the lodgement of a building permit application, a signage strategy is to be submitted to, and approved by the Shire of Dardanup. Once approved, the signs that are the subject of this condition, will form part of this approval and must thereafter comply at all times with the approval.

**Advice Notes:**

a) The Shire's Environmental Health Services Department advises:

- For the food businesses proposed in this Development Application, food storage and preparation areas are to comply with Standard 3.2.3 of the Australia New Zealand Food Standards Code.
- Certificate of Food Businesses is required before a food business commences operation. The operator/owner of the business is to submit at 'Form 90 – Notification of Food Business' to [records@dardanup.wa.gov.au](mailto:records@dardanup.wa.gov.au) at least 14 days before commencement of operation. Lodgement of the Form 90 will trigger an assessment of the food business. Environmental Health Services will confirm of the additional application form and fee that is required.
- Food premises are to be connected to a grease trap which meets the size and design requirements of the Water Corporation.
- The proposed child care building is to comply with the Building Code of Australia, and the *Health (Public Buildings) Regulations 1992*.
- The proponent is to submit a Form 5 – Certificate of Electrical Compliance upon completion of works.

b) The Shire's Building Department advise that:

- Building permit and Occupancy Permits are required.
- Your attention is drawn to the requirements for access to buildings for people with disabilities in accordance with the Building Code of Australia and AS1428.1-2009 (as amended).

***Change to Officer Recommendation***

No Change. **OR:**

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

***Background***

The Garden of Eaton Structure Plan was approved by the WA Planning Commission in July 2014. The Structure Plan identifies the subject land for 'Mixed Business.'

## Location Plan



## Proposal

The application is for a mixed use development which includes:

- One 550m<sup>2</sup> single-storey building for use as a child care centre with outdoor play area designed to accommodate 90 children and 16 staff members; and
- One 380m<sup>2</sup> single-storey building comprising three (3) potential commercial tenancies (60m<sup>2</sup> 'Café', 200m<sup>2</sup> medical centre and 120m<sup>2</sup> office;
- 2 car parking areas including 40 bays (1 ACROD bay) with access/egress onto Millbridge Boulevard/Clayton View;
- Service areas for bins;
- Landscaping within the front and side setbacks;
- Signs;
- Screen fencing to neighbouring residential properties; and
- Pedestrian paths connecting the street footpaths to the development.

The applicant's planning report notes that the above uses are indicative and are subject to leasing following the construction of the proposed development.

Please refer to [Appendix ORD: 12.2.4A] for the plan details and applicant's planning report for the application.

The outline of the proposal is as follows:

<b>Region Scheme</b>	Urban
<b>Local Planning Scheme</b>	'Development' zone
<b>Structure Plan/Precinct Plan</b>	Garden of Eaton Structure Plan approved by the WA Planning Commission in July 2014. The Structure Plan identifies the subject land for 'Mixed Business.'  The structure plan specifically states under planning policy statement 3. that: <i>In addition to the retail site, the Local Centre can consist of a maximum of 2000m<sup>2</sup> lot for related non-retail uses (i.e. <b>Childcare centre</b> or similar) A minimum increase in lot area can be supported subject to justification.</i>
<b>Use Class and Permissibility</b>	In the mixed business zone: <ul style="list-style-type: none"> <li>• Medical Centre is a D use</li> <li>• Office and Restaurant/Café are P uses</li> </ul> <p>The Child Care Premises is able to be considered under the approved structure plan.</p>
<b>Lot Size</b>	Lot 2051 is approved for subdivision by the WA Planning Commission and the land, once subdivided, will result in the creation of a new lot with a size of 3,686m <sup>2</sup> .
<b>Existing Land Use</b>	Vacant
<b>State Heritage Register</b>	No
<b>Local Heritage</b>	No
<b>Bushfire Prone Area</b>	No

### ***Legal Implications***

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

### ***Council Plan***

- 2.1 - Facilitate improved access to health and community services.
- 4.1 - Assist young people to reach their potential.
- 8.1 - Support responsible planning and development.

***Environment*** - None.

***Precedents*** - None.

### ***Consultation***

#### *Public Consultation*

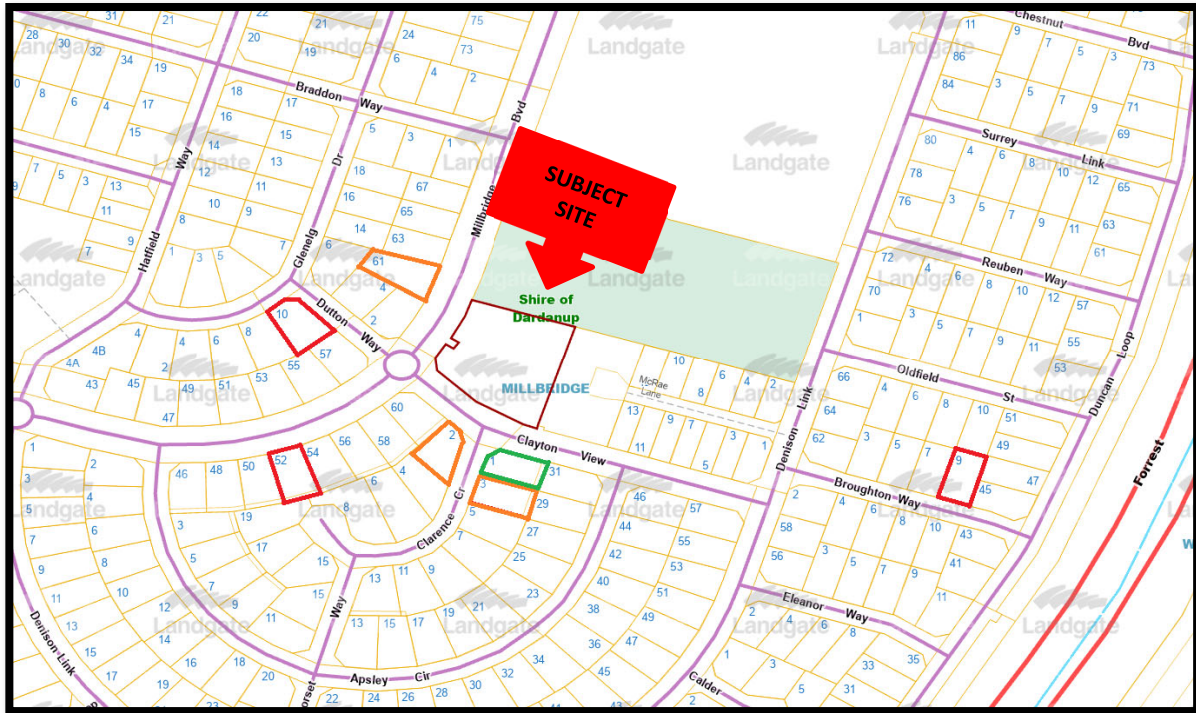
The application was advertised in accordance with the cl. 64(1)(c) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and Council Policy *SDev CP505 – Public Consultation – Planning Matters*.



The advertising period was for 14 days (concluding on 27 April 2023) and involved the following:

- A notice was displayed on the Shire’s website; and
- A written notice was sent to landowners within approximately 200m of the subject site.

In response to the advertising, 7 submissions were received from adjoining/nearby landowners of the site. The following image shows the location from where the submissions originated with the colours to show; red – object to the proposal; orange – concerned/conditional support for the proposal; and green support the proposal proceeding.



The key issues raised in each of the submissions are summarised below with a staff response - please refer to [Appendix ORD: 12.2.4B] for a copy of the submissions. Staff sought a response from the applicant to the issues raised in the submissions and please refer to [Appendix ORD: 12.2.4C] for a copy of their responses.

ISSUE RAISED	SHIRE OFFICER COMMENTS
<p>Adjoining landowner directly to the south opposite the subject site.</p> <ul style="list-style-type: none"> <li>• Appreciates the need for additional child care facilities in the area.</li> </ul> <p>Concerned with:</p> <ul style="list-style-type: none"> <li>• Inadequate number of parking bays provided will encourage verge parking and recommends increase in parking bays and landscaping of the verge.</li> <li>• Potential increase in bus numbers.</li> <li>• Bin servicing times and recommends morning/early afternoon to avoid disturbing residents.</li> <li>• Cafe noise impacts if premises open from 6/630am.</li> <li>• Access/egress to the site and recommends direct access from Millbridge Boulevard or make Clayton View an exit only.</li> </ul>	<ul style="list-style-type: none"> <li>• Conditional support noted.</li> <li>• The reduced number of parking bays is considered acceptable in this instance. The existing verge parking concerns whilst noted are not related to this application.</li> <li>• The proposal will not increase the frequency of bus services to the locality.</li> <li>• The provision of refuse collection times can be determined between the operators and contractors. Given the bin storage areas are screened and located to be accessed internally within the development, it is not expected that this activity will unduly disturb nearby residents.</li> <li>• The proposal has been supported with an Environmental Acoustic Assessment report that concludes noise emissions from the development would be deemed to comply with the requirements of the <i>Environmental Protection (Noise) Regulations 1997</i> for the proposed hours of operation, with the inclusion of the recommended conditions for use of the outdoor play</li> </ul>

ISSUE RAISED	SHIRE OFFICER COMMENTS
<ul style="list-style-type: none"> <li>Potential use of the nominated office space.</li> </ul>	<p>area, fencing and parking restrictions. An additional condition is recommended to support the proposed café activities.</p> <ul style="list-style-type: none"> <li>The access/egress points have been supported by the Traffic Impact Statement provided and Shire Engineering staff.</li> <li>The use of the office and any future potential change must comply with the definition of office in Local Planning Scheme No. 3.</li> </ul>
<p>Adjoining landowner directly to the west opposite the subject site.</p> <ul style="list-style-type: none"> <li>Not opposed to the proposal.</li> <li>Questions if any research on home value changes completed.</li> <li>Not opposed but have some concerns with access/egress to the site and recommends access only from Clayton View and egress onto Millbridge Boulevard only.</li> <li>Request screen landscaping around the existing transformer and parking areas to homes along Millbridge Boulevard.</li> </ul>	<ul style="list-style-type: none"> <li>Conditional support noted.</li> <li>Changes in valuations are not a relevant planning consideration. That said, it is unlikely that the proposed community/commercial development would reduce residential values in the area and would more likely be expected to rise due to the increase in services/facilities proposed and the growing attraction for families to the area.</li> <li>The Traffic Impact Statement did not identify any concern with the proposed access arrangements and therefore there will be no basis for limiting the development to a one way in one way out arrangement.</li> <li>The proposal includes substantial landscaping with shrubs and trees including around the existing transformer and car parking areas to achieve some screening.</li> </ul>
<p>Nearby landowner to the east of the subject site.</p> <ul style="list-style-type: none"> <li>Objects to the proposal.</li> <li>Comments these uses already existing in Eaton or Treendale and the proposal will create excess traffic and conflict with children riding/scooting in the area.</li> <li>Comment that other families have expressed to them disagreement with the proposal also.</li> </ul>	<ul style="list-style-type: none"> <li>Objection noted.</li> <li>The proposal is consistent with Town Planning Scheme No. 3 and approved Structure Plan for the area that allows these types of mixed business/commercial uses on the site. The scale of the proposal is appropriate to the local area.</li> <li>The proposal is supported by the Traffic Impact Statement provided.</li> </ul>
<p>Nearby landowner to the south of the subject site.</p> <ul style="list-style-type: none"> <li>Conditional support for the proposal.</li> <li>Comments that as disability/aged care community support worker, 1 ACROD parking bay is inadequate and recommends there should be 6 bays with 2 outside the medical centre premises.</li> </ul>	<ul style="list-style-type: none"> <li>Conditional support noted.</li> <li>The proposal includes 1 ACROD bay and complies with Building Code of Australia requirement. The bay could be relocated from the child care centre frontage to the medical centre frontage, and this has been conditioned.</li> </ul>
<p>Nearby landowner to the west of the subject site.</p> <ul style="list-style-type: none"> <li>Does not support the proposal.</li> <li>Comments the proposal will create excess traffic at peak times and conflict with the quiet family values that originally attracted residents to the area.</li> <li>Inadequate number of parking bays provided will encourage verge parking and creating local traffic conflicts.</li> </ul>	<ul style="list-style-type: none"> <li>Objection noted.</li> <li>See comments regarding traffic impacts, verge parking and provision of parking bays above.</li> </ul>
<p>Adjoining landowner directly to the south opposite the subject site.</p> <ul style="list-style-type: none"> <li>Support the proposal.</li> </ul>	<ul style="list-style-type: none"> <li>Support noted.</li> </ul>



ISSUE RAISED	SHIRE OFFICER COMMENTS
<p>Nearby landowner to the west of the subject site.</p> <ul style="list-style-type: none"> <li>• Objects to the proposal.</li> <li>• Comments the area is a residential area and these commercial uses will create excess noise and traffic in the area and disrupt residents.</li> </ul>	<ul style="list-style-type: none"> <li>• Objection noted.</li> <li>• See comments regarding permissible uses in mixed business/commercial areas, noise emissions, traffic impacts and provision of parking bays above.</li> </ul>

### Consultation with Government/Service Agencies

The application was referred to the Department of Education. The key issues raised in the submissions are summarised below and please refer to [Appendix ORD: 12.2.4B] for a copy of the submission.

ISSUE RAISED	SHIRE OFFICER COMMENTS
<p>The Department is generally supportive of childcare facilities located within proximity to public schools.</p> <p>The subject site is located directly south of the future Eaton North Primary School (Millbridge) (planning name) and given the minimal impact this proposal will have to the surrounding road network and parking in the area, it is anticipated that the proposed development will have no adverse impact on the future school site.</p> <p>The Department has no in-principle objections to the proposal.</p> <p>The Department notes that WA Planning Commission Operational Policy 2.4 - Planning for School Sites deems certain commercial land uses undesirable next to school sites due to its perceived impacts on health, amenity and safety such as service stations, restricted premises, licensed premises, fast food outlets and industrial uses and these uses will not be supported by the Department.</p>	<ul style="list-style-type: none"> <li>• Support noted.</li> <li>• The proposal complies with WA Planning Commission Operational Policy 2.4 - Planning for School Sites and does not propose any undesirable uses such as service stations, restricted premises, licensed premises, fast food outlets or industrial uses.</li> <li>• The development of the child care centre is expected to complement the development of a future primary school in the area.</li> </ul>

### **Budget Implications**

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

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

### **Council Policy Compliance**

SDev CP505 – Public Consultation – Planning Matters.

### **Risk Assessment**

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Proposed Child Care, Office, Café and Medical Centre Developments – Lot 2051 Corner Millbridge Boulevard and Clayton View, Millbridge
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Should Council refuse the application or place conditions unacceptable to the proponent and they seek a review of that decisions, there is likely to be a financial impact through the State Administrative Tribunal process.
	Legal and Compliance Should conditions of the development approval not be complied with.

### Officer Comment

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

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

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

- *To provide for the orderly planning of large areas of land through a comprehensive Structure Plan which is able to respond to changing circumstances throughout the developmental stages of the area.*

The approved Garden of Eaton Structure Plan identifies the land for mixed business and specifically mentions including child care centre or similar within the commercial developments and requires that applications for development approval be determined using that zoning.

Under TPS3 in the Mixed Business zone the following use classes are considered to be supportable:

- The Office and Restaurant/Café components are P permitted land uses which means the uses are permitted if they comply with any relevant development standards and requirements of the Scheme;
- The Medical Centre component is a D discretionary land use which means the use is not permitted unless the local government has exercised its discretion by granting development approval.

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

Under Town Planning Scheme No. 3:

- The Office, Restaurant/Café and Medical Centre components are either permitted or discretionary land uses within the Mixed Business zone and comply with relevant development standards.

- The Child Care Premises is a prohibited land use within the Mixed Business zone under Town Planning Scheme No. 3 which is considered an anomaly as the approved structure plan specifically refers to a child care centre as a community related non-retail use supportable in the local centre.

The draft Local Planning Scheme No. 9 includes the land within the Mixed Use zone and Child Care Premises, Medical Centre, Office and Restaurant/Café uses will either be permitted or discretionary land uses.

The proposal is therefore considered consistent with the requirement of orderly and proper planning.

(c) any approved State planning policy;

The proposal is considered to comply with State Planning Policy 7.0 – Design of the Built Environment to address design quality and built form outcomes and achieves the design principles included in the policy.

(e) any policy of the Commission;

The proposal complies with WA Planning Commission Operational Policy 2.4 - Planning for School Sites and does not propose any undesirable uses such as service stations, restricted premises, licensed premises, fast food outlets or industrial uses.

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

The Shire of Dardanup Local Planning Strategy was endorsed by the WA Planning Commission on the 4<sup>th</sup> of May 2015. The site is identified as a commercial area within Millbridge, and the proposal is considered consistent with the planning strategy's intention for the land.

(g) any local planning policy for the Scheme area;

The proposed signs are largely wall signs which would be exempted from requiring development approval under Council Policy SDev CP084 – Local Planning Policy – Advertising Signage if the signs meet applicable development standards in the policy.

As noted by the applicant's *"the design and final location of the signage is subject to final leasing following the approval and construction of the development, however subsequent details will be provided to the Shire in written correspondence, as required by 7.1 of the Local Planning Policy (i)"*.

Under Council Policy SDev CP084 (h) *a signage strategy is required for multiple signs on a single property and/or lot*. A condition is recommended requiring a signage strategy.

(h) any structure plan, activity centre plan or local development plan that relates to the development;

The approved Garden of Eaton Structure Plan identifies the land for mixed business (and specifically mentions including child care centre or similar within the commercial developments) and requires that applications for development approval be determined using that zoning.

The Council must have due regard to the recommendations in the Structure Plan.

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

The development of the site including construction of the new buildings, access/egress points, car park fencing, pathways and landscaping is considered compatible with the surrounding residential developments and reserves to the north.

The buildings are single-storey in height and promote an attractive design including addressing the street frontages with colour and articulation provided. The development will include substantial landscaped areas to complement the buildings/parking areas and link with existing footpaths in the area.

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

(i) environmental impacts of the development;

(ii) the character of the locality;

(iii) social impacts of the development;

The development is considered consistent with surrounding developments and is supported by Environmental Acoustic Assessment and Traffic Impact Statement reports.

The proposals are not expected to adversely impact the amenity/character of the locality. The development of these uses is expected to have a positive social impact on young families in the area through the provision of the additional facilities/services to be provided.

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

The proposal includes landscaping of approximately 30% of the site (using trees, shrubs and groundcover species) within the street frontage and side boundaries of the development and adjoining the child care premises. There are no existing trees/vegetation on the site.

The landscaping requirements for the Mixed Business zone under Town Planning Scheme No. 3 requires landscaping abutting all streets and canopy shed trees within car park areas. The proposal complies with these requirements.

It is noted that the landscaping would exceed the 10% landscaping requirement in draft Local Planning Scheme No. 9.

(s) the adequacy of -

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

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

Engineering Services have accepted the Traffic Impact Statement provided by the applicant that includes access/egress onto Millbridge Boulevard and Clayton View.

The proposal provides 40 car parking bays which is less than the 47 car parking bays required under Local Planning Scheme No. 3. This shortfall is considered acceptable in this instance due to:

- The various uses having different parking demands/times enabling the bays to be shared reciprocally;
- The final uses, when determined, may require less parking bays (e.g., if the café was to become an additional office space this would only require 2 bays not 8 bays etc.);
- Apart from staff, the child care centre is expected to have high turnover parking use related to drop off/pick up of children only rather than long stays; and
- The availability of existing street parking bays along the Millbridge Boulevard and Clayton View.

It is noted that the 40 cap parking bays would comply with the parking requirements in draft Local Planning Scheme No. 9.

Engineering Services also support the reciprocal use of car bays to cover the 7-parking bay shortfall provided.

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

The ultimate development of the child care premises, office, medical centre and café is expected to have a positive community benefit and impact on young families in the area through the additional services these businesses will provide within Millbridge.

(y) any submissions received on the application;

Whilst noting the comments and concerns raised in the submissions, they do not warrant a refusal of the application. The conditions recommended to be applied to the approval, if granted, address the concerns and issues raised in the submissions.

(za) the comments or submissions received from any authority consulted under clause 66;

The Department of Education has no in-principle objections to the proposal and believes it will complement the future primary school planned for the area. The Department recommends the proposal comply with the WA Planning Commission Operational Policy 2.4 - Planning for School Sites.

### **Conclusion**

The proposal to develop a child care premise, office, medical centre, and café is considered consistent with the existing Town Planning Scheme No. 3 and Garden of Eaton Local Structure Plan requirements and given the application's merits, staff recommend the development should be granted conditional approval.

END REPORT

12.2.5. Title: Sea Container on Vacant Land – Lot 121 Holland Loop, Dardanup West

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Michelle Dennis – Acting Manager Development Services</i>
<b>Reporting Officer</b>	<i>Mrs Michelle Dennis – Acting Manager Development Services</i>
<b>Applicant</b>	<i>Hayley and Adrian Panzich (owners)</i>
<b>Legislation</b>	<i>Planning and Development Act 2005</i>
<b>Council Role</b>	<i>Quasi-Judicial.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.2.5A - Proposed Site Plan 12.2.5B - Risk Assessment Tool 12.2.5C - Alternative Site Plan</i>

**Overview**

Council is requested to consider an application for development approval for a sea container on vacant land at Lot 121 Holland Loop, Dardanup West. As the proposal does not comply with Local Planning Policy (LPP) 'SDev CP096 - Sea Containers', officers have no delegation to determine the application. The proposal is therefore presented to Council for determination.

Officers recommend that the application be refused as the LPP requires there to be an existing habitable dwelling on the lot. However, Officers have also provided an alternative recommendation to approve the application subject to conditions that would bring the proposal into line with the LPP requirements.

**OFFICER RECOMMENDED RESOLUTION “A”**

**THAT Council refuses the Application for Development Approval for a sea container on Lot 121 Holland Loop, Dardanup West under the Shire of Dardanup Town Planning Scheme No. 3 for the following reasons:**

1. **The sea container represents a 'Storage' land use which is a non-permitted ('X') land use in the Small Holding zone; and**
2. **The proposal does not comply with Local Planning Policy 'SDev CP096 – Sea Containers' cl.5.4 (c), which requires an existing habitable dwelling on the lot.**

**OR**

**ALTERNATE RECOMMENDED RESOLUTION “B”**

**THAT Council approves the Application for Development Approval for a 40ft sea container for domestic storage on Lot 121 Holland Loop, Dardanup West, under the Shire of Dardanup Town Planning Scheme No. 3 subject to the following conditions:**

1. **All development must be carried out in accordance with the approved plans listed below, unless amended with the written consent of the Shire. In the event of an inconsistency between the approved plans and a requirement of the conditions of development approval, the requirement of the condition prevail;**
  - **Site Plan contained in Appendix 12.2.5C of the agenda for Ordinary Council Meeting on 26<sup>th</sup> of July 2023.**

2. **Within sixty (60) days of the approved sea container being placed on the Lot, a permanent screen of native vegetation that comprises a range of storeys (lower, middle and upper storey species), provides an effective visual screen and is at least 2m wide must be established in the area indicated on the approved plans and thereafter maintained to the satisfaction of the Shire of Dardanup.**
3. **Within sixty (60) days of the approved sea container being placed on the Lot, the external surfaces of the sea container must be painted in accordance with the approved plans.**
4. **All stormwater from the approved sea container and hardstand areas must be contained on site at all times in accordance with the Shire's specifications in Council Policy Infr CP060 'Storm water Discharge from Buildings', to the satisfaction of the Shire of Dardanup.**
5. **The approved sea container must not be used for habitation, commercial or industrial purposes, without first obtaining written approval from the Shire of Dardanup.**

**Advice Notes:**

- a) **The Shire's Environmental Health Services Department advises:**
  - **Sea container placement is to consider the location of future onsite effluent disposal system, with conservative setback distances being 1.2m from septic tanks and 1.8m from the effluent disposal field.**

***Change to Officer Recommendation***

No Change. **OR:**

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

**Background**

The subject lot was created through the Holland Loop subdivision 'Stage 4'. A Local Development Plan (LDP) applies to the stage 4 lots and shows the location of building envelopes and building pads (as well as required heights) on each lot, among other things.

A water tank has been approved and constructed on the lot, to the west of the proposed sea container. The applicants (land owners) have not yet applied for a building permit for a dwelling on the lot, although the proposed site plan shows the set out of a future residence as well as the existing water tank.

The applicants have advised that they expect a building permit for a dwelling to be lodged shortly and the dwelling slab to be commenced by October, and request approval of the sea container in the meantime to avoid any delays. According to the proposed site plan, the sea container would be located between the existing water tank and the future dwelling.

Location Plan



Proposal

The application is to install a 40ft sea container on a vacant lot for domestic storage. The application form states that the sea container will be painted 'Monument' (dark grey) to match an existing water tank and proposed dwelling roof. No dwelling has been approved or constructed at this time.

The site plan accompanying the application is contained in [Appendix ORD: 12.2.5A]

The outline of the proposal is as follows:

<b>Greater Bunbury Region Scheme (GBRS)</b>	Rural
<b>Local Planning Scheme (TPS3)</b>	'Small Holding' zone



<b>Structure Plan/Precinct Plan</b>	<p>The Dardanup West Structure Plan was approved by the WA Planning Commission in August 2014.</p> <p>The Structure Plan identifies the subject land for small holding use and identifies a Building Exclusion Area on the lot.</p> <p>The subsequent (stage 4) subdivision realigned the boundary of the subject land and adjacent lots. The LDP approved for the subdivision shows a building envelope on the lot.</p>
<b>Use Class and Permissibility</b>	<p>As there is no dwelling, the use of the sea container is classified as 'Storage' which is defined as <i>premises used for the storage of goods, equipment, plant or materials</i>. This is an 'X' (non-permitted) land use in the Small Holding zone.</p> <p>A sea container for domestic storage that is ancillary to an existing Single Dwelling would be a 'P' (permitted) land use.</p>
<b>Lot Size</b>	1.25 hectares
<b>Existing Land Use</b>	Vacant
<b>State Heritage Register</b>	No
<b>Local Heritage</b>	No
<b>Bushfire Prone Area</b>	N/A

### **Legal Implications**

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

### **Council Plan**

8.1 - Support responsible planning and development.

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

**Environment** - None.

### **Precedents**

Officers are not aware of any Council determinations for sea containers on vacant, Small Holding zoned lots.

### **Consultation**

#### Public Consultation

The application was referred to the adjoining landowners and those adjacent the subject land for a period of 14 days, in accordance with LPP SDev CP505 part 4.8 (a) and (b) which states:

*Where a proposed land use or development is identified with 'Consultation Level 2' in the Matrix table in Schedule 1 of this policy, or where a proposed development: (a) will be visible from any road or other public place; and (b) will be likely to have an impact on the streetscape or amenity of properties*

*in immediate proximity to the site; the owners of properties adjoining, and those on the other side of any street immediately opposite the application site, will be consulted.*

No submissions were received.

Consultation with Government/Service Agencies - N/A

### **Budget Implications**

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

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

### **Council Policy Compliance**

LPP SDev CP096 – Sea Containers

LPP SDev CP505 – Public Consultation – Planning Matters

### **Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.2.5B) for full assessment document.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Sea Container on Vacant Land – Lot 121 Holland Loop, Dardanup West
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Should Council refuse the application or place conditions unacceptable to the proponent and they seek a review of that decisions, there is likely to be a financial impact through the State Administrative Tribunal process.
	Legal and Compliance Should conditions of the development approval not be complied with.

### **Officer Comment**

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

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

The subject land is zoned Small Holding under TPS3, and the objective of this zone is:

- *To provide for residential development within a rural settling, where the predominant land use is residential.*

If the 'Sea Container' is considered to be 'Storage' that is not associated with a dwelling, then the land use is considered to fall under the definition of 'Storage' - *means premises used for the storage of goods, equipment, plant or materials*. The 'Storage' use is not permitted under TPS3 in the Small Holdings Zone and would therefore not meet the above planning objective.

TPS 3 defines an 'Outbuilding' to mean *'an enclosed non-habitable structure that is detached from any dwelling'*. Therefore for the 'Sea container' to be considered an 'Outbuilding' it must be associated with a dwelling. In this instance as no building permit or development application for the dwelling has been issued for a dwelling the question relates to whether or not the sea-container can be approved as an Outbuilding without the dwelling being substantially commenced.

The applicant/owner has indicated that the sea-container will be used for domestic storage which is associated with their intent to build a future dwelling. The owners have agreed to a condition requiring the dwelling to be substantially commenced (i.e. slab completed) prior to placing the sea container on the lot, if the proposal is supported by Council. Council may therefore consider including such a condition if deemed necessary for the approval to be granted.

Officers consider the use to be an 'Outbuilding' and as such Council's 'Sea container' and Outbuildings on Small Holdings Policies apply. This is discussed further below.

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

As outlined in the 'Proposal' section of this report, if the sea container falls within the land use definition 'Storage' it is a non-permitted ('X') use in the Small Holding zone. The draft Local Planning Scheme No. 9 (TPS9) includes the subject land within the Rural Residential zone and Warehouse/Storage will remain a non-permitted ('X') use.

However as explained above, Officers accept that the use is intended to be associated and/or ancillary to a future dwelling, therefore the proposal is considered a permitted ('P') land use in the Small Holding zone.

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

The Shire of Dardanup Local Planning Strategy was endorsed by the WA Planning Commission on the 4<sup>th</sup> of May 2015. The site is identified for Rural Residential purposes.

(g) any local planning policy for the Scheme area;

Council is required have due regard to the below LPPs when determining the application. The LPPs cannot replace a scheme requirement and are subordinate to TPS3.

SDev CP505 – Public Consultation – Planning Matters  
As discussed in the consultation section of this report

SDev CP096 – Sea Containers

The purpose or objective of the policy is:

*to regulate the use of sea containers for storage with the Shire of Dardanup to ensure that they:*

- (a) are located, screened and/or colour treated to appear visually integrated with the surrounding area; and*
- (b) do not result in an adverse impact on amenity of streetscape.*

Compliance against Part 5.4 of the policy is discussed below:

*Applications for sea containers may only be supported when the following conditions are met:*

- *Not within Residential area or Townsite boundary* – complies; the lot is zoned Small Holding;
- *Ancillary to an approved or permitted use* – does not comply since no dwelling has been constructed;
- *Not located within the front setback* – complies; located within building envelope and not forward of the future dwelling indicated on the site plan;
- *Not used for human habitation* – complies; to be used for storage only and will be a condition if approved;
- *Will only be used for storage* – complies; as above.
- *Being completely screened from view from nearby roads, other public places and adjoining properties, or; the exterior being painted to blend in with surrounding development or with the surrounding landscape, and/or; screening planting of native vegetation that comprises a range of sizes and provides an effective visual screen* - without any screen planting it will be in full view from the street which wraps around the lot. Although the applicant has proposed painting of the sea container to match the existing water tank and proposed dwelling roof, it will be highly visible until a dwelling is constructed and unless screened with tall planting in perpetuity. This is undesirable in the zone. If approved, the sea container will need to be screened with planting as discussed in this report to avoid negative visual impact from the street and neighbouring properties.
- *must not be stacked on top of one another* - complies; one sea container proposed.

*On a lot zoned 'Small Holding', there must be an existing habitable dwelling on the lot, and only one sea container will be supported* - does not comply; a dwelling has not been constructed.

*(h) any structure plan, activity centre plan or local development plan that relates to the development;*

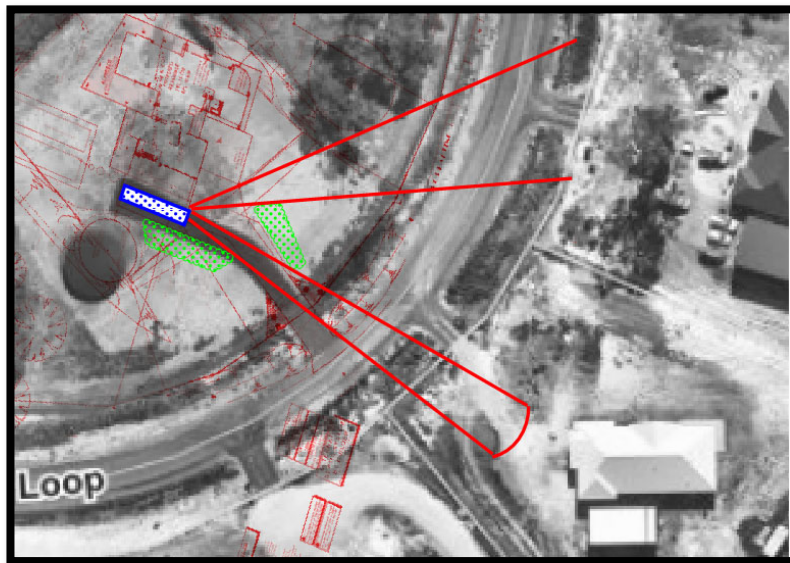
The Holland Loop Structure Plan approved by the WA Planning Commission in August 2014 identifies the subject land for small holding use and identifies a Building Exclusion Area on the lot. The subsequently approved LDP shows a building envelope on this lot and the sea container is proposed within the building envelope.

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

The use of sea containers for the storage of household goods on Small Holding zoned lots is common, with numerous examples within the area. SDev CP096 supports sea containers on Small Holding zoned lots when certain criteria are met, including screening, painting and location. Once a dwelling is constructed, the visual bulk of the sea container can largely be mitigated by painting, screen planting, and by the dwelling and water tank themselves.

If Council is supportive of the proposal it is recommended that screen planting (with a range of understory and taller plants) is required as a condition of approval, in the areas shown below in green. This will result in only a filtered view of a small part of the structure, from only a small number of vantage points, when the dwelling is constructed and the planting matures. The image below shows the sightlines from nearby lots marked in red. The dwelling plan shown in red (overlaid on the aerial photo) is taken

from the building permit application for the water tank, however no building permit application for a dwelling has been submitted at this time.



If the application is supported, officers recommend the approval of a modified site plan which shows the location of the required planting in line with the above image, contained in (Appendix ORD: 12.2.5C).

Without a dwelling on the lot the visual bulk of the sea container is considered unacceptable as it is highly visible from the road, and from lots to the south and east. Planning Officers receive regular enquiries from owners/purchasers wanting to place sea containers (and/or sheds) on vacant land on Small Holding zoned lots in Dardanup West, inconsistent with the Shire's policies. Officers have concerns that approving such applications sets a precedence that will result in a proliferation of storage structures not associated with a residential use and impacting the amenity and character of the area.

- (n) the amenity of the locality including the following -
- (i) environmental impacts of the development;
  - (ii) the character of the locality;
  - (iii) social impacts of the development;

The development of the sea container on the vacant lot is not considered consistent with the character/amenity of the locality, which is represented by large lots containing residences and detached outbuildings. Nevertheless, the proposed sea container is not expected to have any significant environmental impacts.

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

No removal of vegetation is proposed or required. There are no particular landscaping requirements for land within the Small Holding Zone in Development Table Part B in TPS3. However, as discussed earlier, the sea container will be highly visible if not suitably screened. This is inconsistent with the intent of the zone and LPP SDev CP096.

- (s) the adequacy of -
- (i) the proposed means of access to and egress from the site; and
  - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;

The property already has an approved sealed crossover and the site plan shows a blue metal cracker dust base and access track to the sea container.

(y) any submissions received on the application;

No submissions were received during the advertising period.

**Conclusion**

Officers do not support the proposal for a sea container on vacant land within the Small Holding Zone as it does not comply with the Shire's LPP SDev CP096 requirements, to the extent that there is no dwelling on the lot. Without a dwelling on the lot, the land use classification may be considered Storage which is an 'X' use, and the structure is highly visible.

The landowner has advised that building permit application for a dwelling is expected to be lodged shortly and development commenced within three months. If the application for a sea container is supported by Council, officers recommend conditional approval and have provided 'alternate recommendation B'. Recommended conditions include the standard conditions under SDev CP096 relating to the use of the structure not to be for habitable, commercial or industrial purposes.

END REPORT

12.2.6 Title: The Shire of Dardanup New Library, Administration and Community Building – Variation Orders & Fit-Out

<b>Reporting Department</b>	<i>Executive</i>
<b>Responsible Officer</b>	<i>Mr André Schönfeldt - Chief Executive Officer</i>
<b>Reporting Officer</b>	<i>Ms Susan Oosthuizen - Director Special Projects &amp; Community</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.2.6A – Budget Estimate – Approved Variations</i> <i>12.2.6B - Budget Estimate – Potential Variations –</i> <i>12.2.6C – Budget Estimate – Fixed Contingencies</i> <i>12.2.6D – Budget Estimate – Separate Fit-out &amp; Supply Costs</i> <i>12.2.6E – Budget Estimate – Approved Variations (Rev L 04.07.23)</i> <i>12.2.6F – Budget Estimates – Approved Variations (Rev L 04.07.23)</i> <i>12.2.6FG – Risk Assessment Tool</i>

**Overview**

The report is presented to Council to consider and approve the additional expenditure for Variations to the Works under Contract as design change requests to the approved project budget.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

1. **Notes the Variations approved on the 9 June 2023 by the Chief Executive Officer under delegation of \$158,619.99 (ex GST) and adjusted to \$137,527.60 (ex GST) (Appendix ORD: 12.2.6A – Approved Variations);**
2. **Notes the Variations approved on the 14<sup>th</sup> of July 2023 by the Chief Executive Officer under delegation of \$31,811.89 (ex GST) (Appendix ORD: 12.2.6E – Approved Variations);**
3. **Notes the Variations approved on the 19<sup>th</sup> of July 2023 by the Chief Executive Officer under delegation of \$108,041.63 (ex GST) (Appendix ORD: 12.2.6F – Approved Variations);**
4. **Approves the additional Variation Orders expenditure of \$246,199.70 (ex GST) as per (Appendix ORD: 12.2.6B - Potential Variations) on J14322 for the new Shire of Dardanup Library, Administration and Community Building to be funded from the Building Reserve.**
5. **Approves the additional Fit-out Variation Orders expenditure of \$288,761.00 (ex GST) as per (Appendix ORD: 12.2.6D – Separate Fit-out & Supply Project Costs) on J14322 for the new Shire of Dardanup Library, Administration and Community Building to be partly funded from Building Reserve.**
6. **Approves the additional 2023/24 Capital Budget Expenditure up to \$387,333.15 (ex GST) to be funded from the Building Reserve.**

### **Change to Officer Recommendation**

No Change. **OR:**

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

### **Background**

The Shire has entered into a contract with the Perkins, appointed as the Contractor for Design and Construct works for the new Shire of Dardanup Library, Administration and Community Building Project, for a Guaranteed Maximum Price in sum of \$15,521,825.00 (ex GST) and Fixed Contingency of \$1,175,000.00.

Since the 80% Design approved by Council on the 6<sup>th</sup> of July 2022, and the subsequent Issued for Construction Drawings further changes to the design and scope of works have been requested by the Shire from the Contractor, which is treated as Variation Order (VO) under the Design & Construct Contract.

These variations have been considered by the Working Group and is presented to Council for approval.

### **Legal Implications**

Section 5.42 of the *Local Government Act 1995*, authorises the Chief Executive Officer to negotiate changes to the contract to design and construct for the New Shire of Dardanup Administration, Library and Community Building to allow for minor variations under Clause 3A of the Contract, in accordance with Regulation 20 of the *Local Government (Functions and General) Regulations 1996*.

Under Clause 36 of Design & Construct Contract the Principal needs to confirm in writing if the Contractor is to perform the Variation.

### **Council Plan**

2.1 - Facilitate improved access to health and community services.

6.3 - Work towards net zero carbon emissions.

**Environment** - None.

### **Precedents**

At the July 2022 OCM Council resolved under [171-22] to:

*“4. Council delegates, by Absolute Majority, in accordance with section 5.42 of the Local Government Act 1995, authority to the Chief Executive Officer to negotiate changes to the contract to design and construct the New Shire of Dardanup Administration, Library and Community Building to include the following:*

*5. Minor variations under Clause 3A of the Contract, in accordance with Regulation 20 of the Local Government (Functions and General) Regulations 1996, to:*

- a) Update the Design & Construct Contract including Part A and F of to allow for the inclusion of the 4.55% (\$586,478 ex GST) to be included as a Contingency;*
- b) Include clauses for the Contractor to access these funds (so it not an automatic payment to the Contractor);*
- c) Include a mechanism through an open book process, for the Contractor to demonstrate under the Contract the true escalation in the trade cost, materials, etc. before this payment is made.; and*



- d) *Show if the full Contingency is not required, that this be treated as a shared saving between the Shire and the Contractor on a 50/50% basis.*
6. *Provisions be included in the contract that allows for an open book process on any escalation and all pricing that form part of the contract;*
7. *Variations, after the contract has been entered into, limited to variations which do not change the scope of the contract and which do not increase the contract value beyond 5%, in accordance with Regulation 21A of the Local Government (Functions and General) Regulations 1996.”*

At the 22<sup>nd</sup> of March 2023, OCM Council resolved under [76-23] to:

*“Authorises the Chief Executive Officer to:*

1. *Carry out works outlined within Model 1 outlined in Confidential Attachment A [PRJ-R1343261] for the Library Café in the new Shire of Dardanup Library, Administration and Community building in order to source a suitable tenant;*
2. *Carry out works outlined within Model 2 outlined in Confidential Attachment B [PRJ-R1343259] for the first floor lettable area in the new Shire of Dardanup Library, Administration and Community building in order to source a suitable tenant; and*
3. *Call Registrations of Interest for both the Library Café and the First Floor Lettable Area, and to present the registrations of interests to Council for consideration to determine relevant tenancy agreements.”*

At the 22<sup>nd</sup> of March 2023, OCM Council resolved under [39-23] to:

1. *Endorses a change of name from “MakerSpace” to “Make It Space”;*
2. *Endorses three “Make It Space” streams –*
  - i) *Mechatronics Engineering (coding, robotics, electrical circuitry);*
  - ii) *Arts/Crafts/Textiles; and*
  - iii) *Media (podcasting, digital music production, film/photography).*
3. *Endorses a 5 year plan to transition from “Model 1 - Connect and Collaborate” to “Model 2 - Connect, Centralise and Develop” as detailed in MakerSpace (Make It Space) Service Models Report [Appendix ORD 12.2.3A PRJ-R1330116], subject to available financial and staffing resources;*
4. *Endorses the establishment of a Make It Space Governance Group to support the implementation and long term sustainability of the “Make It Space” and requests the Chief Executive Officer to present the Terms of Reference for the group back to Council for endorsement.*
5. *Notes that suitable funding sources and fee structures are to be identified and developed to ensure a viable and sustainable service model for the Make It Space.”*

The Chief Executive Officer has delegation under Clause 3A of the Contract, in accordance with Regulation 20 of the Local Government (Functions and General) Regulations 1996, to accept and authorise additional minor variations to expenditure.

### **Budget Implications**

The total project budget for J14322 is \$18,931,578.96 (ex GST) which was approved by Council and is made up of \$18,748,399.00 (ex GST – Goods & Services) and \$183,179.30 (ex GST – Labour & Overheads). The Shire has entered into a Design & Construct contract with Perkins for the new Shire of Dardanup Library, Administration and Community Building Project, for a Guaranteed Maximum Price in sum of \$15,521,825.00 (ex GST).

Forecasted Budget Estimate	Forecasted Expenditure Estimate	Actual YTD Expenditure	Remaining Forecasted Budget
Overall Budget (inc. Goods & Services, Labour & Overheads of \$183,179.30)	\$0	\$0	\$18,931,577.88
- Plus CCTV Carry Forward	\$0	\$0	\$13,000.00
<b>Subtotal Budget</b>			<b>\$18,944,577.88</b>
<b>Remaining Forecasted Expenditure &amp; Committed Expenditure FY23/24</b>			
- Expenditure FY20/21	\$189,034.58	\$189,034.58	\$0
- Expenditure FY21/22	\$1,030,549.23	\$1,030,549.23	\$0
- Expenditure FY22/23	\$5,923,594.49	\$5,923,594.49	\$0
- D&C Contract as of end June 2023	\$15,521,825.00	\$5,346,643.85	\$10,175,181.15
- Fixed Contingencies (below the line in D&C Contract)	\$1,175,000.00	\$262,244.63	\$912,555.37
- Project Management Fees	\$156,000.00	\$90,069.00	\$65,931.00
- Consultants Budget	\$281,443.08	\$165,538.84	\$112,894.24
- Fit-Out Variations approved (09/06/2023 Attachment A)	\$137,527.60	\$0	\$137,527.60
- Variation Orders approved to date (09/06/2023 –Attachment D)	\$77,212.25	\$0	\$77,212.25
- Variation Orders approved to date (14/07/23 –Attachment E)	\$31,811.89	\$0	\$31,811.89
- Variation Orders approved to date (19/07/23 –Attachment F)	\$108,041.63	\$0	\$108,041.63
- Bunbury Settlement	\$1,655.37	\$1,655.37	\$1,655.37
- Labour & Overheads	\$189,179.30	\$54,242.80	\$128,936.50
- Variation Orders for Consideration (26/07/23 – Attachment B)	\$246,199.70	\$0	\$246,199.70
- Fit-out 7 Supply Costs for consideration (26/07/23 – Attachment D)	\$288,761.00	\$0	\$288,761.00
<b>TOTAL</b>	<b>\$19,428,230.63</b>	<b>\$7,143,178.30</b>	<b>\$12,285,052.33</b>

The payments to the Contractor to date are predominantly for ongoing preliminaries costs associated with maintaining the site and administering the project, civil and earthworks, concrete works for completed footings and commencement of floor slabs, further structural fabrication works, and electrical/mechanical hydraulic services pre-lay works. It also includes payment for a portion of the Contractor's Margin on works carried out to date. The remaining budget for the Contractor under the GMP is \$10,175,181.15 (ex GST).

The Chief Executive Officer under delegation as per Clause 3A of the Contract, in accordance with Regulation 20 of the Local Government (Functions and General) Regulations 1996, accepted and authorised additional minor variations to expenditure on the 9<sup>th</sup> of June 2023 to the amount of \$158,619.99 (Appendix ORD: 12.2.6A – Budget Estimate – Approved Variations Rev L Attachment 1). This approved expenditure has been adjusted to \$137,527.60 (ex GST) as some of the VO's has been either withdrawn or captured within an Amalgamated Variation for the scope of works.

The Chief Executive Officer also approved additional expenditure on the 9<sup>th</sup> of June 2023 for Fit-out of the building to the amount of \$77,212.25 (ex GST) (Appendix ORD: 12.2.6A – Budget Estimate – Approved Variations Rev L Attachment 4). This additional expenditure is for the Fabrication and Delivery of bespoke furniture for the Council Chamber, ICT User Hardware and Soft Wiring.

The Chief Executive Officer accepted and authorised additional minor variations to expenditure on the 14<sup>th</sup> of July 2023 to the amount of \$31,811.99 (Appendix ORD: 12.2.6A – Budget Estimate – Approved Variations Rev L Attachment 5) for timber linings and CCTV cameras to skate park & playground.

The Chief Executive Officer accepted and authorised additional minor variations to expenditure on the 19<sup>th</sup> of July 2023 to the amount of \$108,041.63 (Appendix ORD: 12.2.6A – Budget Estimate – Approved Variations Rev L Attachment 6) for Access Control System and Chamber AV equipment upgrade.

The forecasted expenditure on the Fixed Contingencies for Infrastructure Services by the Contractor is \$637,340.75 (ex GST). This excludes the remaining expenditure of \$286,628.65 for Western Power and \$80,000 (ex GST) for Car Parking, footpath works and fencing along Council Avenue which is to be delivered by the Shire. There is savings of \$96,319.60 (ex GST) identified from reduced pricing for the Fire Tanks and Civil Stormwater (Appendix ORD: 12.2.6C - Budget Estimate – Fixed Contingencies Rev L – Attachment 3).

Further Variations for design or scope of work changes not included in Works under the Contract is estimated at \$246,199.70 (ex GST) (Appendix ORD: 12.2.6B - Budget Estimate – Potential Variations Rev L). Further cost for Fit out for Furniture, ICT Soft Wiring, relocation costs is estimated to be \$288,761.00 (ex GST) (Appendix ORD: 12.2.6D Budget Estimate – Separate Fit-out & Supply Costs Rev L). The Shire has gone to the market with an RFQ for the supply and fit-out for furniture for the new building. The RFQ for the delivery, fit-out and installation of furniture closed on the 14<sup>th</sup> of July and a preferred supplier was shortlisted, subject to Council supporting the variations. The preferred supplier is a WA based contractor who can manufacture, deliver and install fit-for-purpose furniture by the required date. This contract will only be awarded once Council has considered the budget allocation form the Building Reserve.

This leaves a shortfall of \$387,333.15 (ex GST) to be funded from the Building Reserve, this is inclusive of all the variations (part of this Council report) and the proposed fit-out requirement for the new building.

There could also be a potential further saving of \$286,286.65 (ex GST) from the Fixed Contingency payment to Western Power, should a commercial agreement be signed as per the Eaton Bowling Club arrangement, which would amount to a shortfall of only \$101,046.50.

A potential alternate source of funding will be the proceeds received from the sale of Lot 31 Sanford Way, Eaton. Registrations of Interest are proposed to be called at the end of 2023, based on the acceptance of the Local Planning Scheme No. 9 by the Western Australian Planning Commission and updated property valuation report.

The finalisation of the 2022/23 Reserve Transfers will provide the final carried forward for the building reserve, which may provide adequate funding for the shortfall. If the Building Reserve balance is inadequate, a report will be provided to Council identifying where the funds can be transferred from other cash reserves.

### ***Budget – Whole of Life Cost***

This will be further considered as the design and costings for maintenance and whole of life becomes better known, however the indicative costs on other buildings within the Shire constructed of traditional materials is estimated at 2% pa of the value of the project. It should be noted that the cost of maintaining a timber building of this scale is unknown at this time.

The renewal cost is expressed as an annual average figure and is estimated at 2.5% similar to buildings within the Shire.

### **Council Policy Compliance**

SDev CP032 – Wood Encouragement policy.  
 CnG CP034 – Procurement Policy  
 CnG CP306 - Capital Works Policy  
 CnG CP127 – Asset Capitalisation Policy

### **Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Update on the Shire of Dardanup New Library, Administration and Community Building [
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 If the savings on the project budget and Fixed Contingencies is not realised it will impact the Reserve in the Long Term Financial Plan resulting in needing to delay other projects.

### **Officer Comment**

The variations presented to Council for consideration for design and additional scope amendments was not anticipated as part of the Works under Contract at either the 80% or 100% design completion. The variations are scope adjustments by the Shire to future proof and extend the longevity of the Shire operations in the new building.

There are fit-out requirements for furniture for a new building for it to reflect the expectations within a new Civic and Community space. Should the Western Power funding not be required to be paid, the additional expenditure to be drawn down from the Building Reserve will be reduced by \$286,286.65 (ex GST).

Under Clause 36 of the D&C Contract the Principal needs to confirm in writing if the Contractor is to perform the work. Officers recommend that the Variations be accepted.

END REPORT

## 12.3 INFRASTRUCTURE DIRECTORATE REPORTS

### 12.3.1      *Title: Rural Rubbish Service*

<b>Reporting Department</b>	<i>Infrastructure Directorate</i>
<b>Responsible Officer</b>	<i>Mr Theo Naudé - Director Infrastructure</i>
<b>Reporting Officer</b>	<i>Ms Joy Welshman - Manager Operations</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.3.1A – Risk Assessment Tool</i>

#### **Overview**

This report provides information and recommendations to Council regarding the recent expression of interest for the provision of a Rural Rubbish Service within the Shire of Dardanup Rural properties.

#### **OFFICER RECOMMENDED RESOLUTION**

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

1. **Approves the continuing investigation of a voluntary expanding two bin rubbish collection service to the Dardanup rural area in the following streets:**
  - Eastern Rise**
    - **Ferguson Road from the Ferguson Hall to Wellington Mill Road**
    - **Gardincourt Drive**
    - **Greenwood Heights**
    - **Henty Road**
    - **Lennard Road**
    - **Japonica View**
    - **King Tree Road to Lot 51**
    - **Nyleeta Close**
    - **Pfennig Place**
    - **Pile Road between Ferguson Road and Gardincourt Drive**
  - Seaview Heights**
  - The Dress Circle**
  - Wellington Mill Road**
2. **Requests the Chief Executive Officer continues to work with the Shire's waste collection service provider, Veolia, to clarify the proposed service and associated costs for the intended rubbish collection service to the Dardanup rural area as per resolution 1 above.**
3. **Requests the Chief Executive Officer provide feedback to the expression of interest submissions once the investigation has been completed to confirm the suitability and the number of services required.**
4. **Requests that the Chief Executive Officer report back to Council by completion of the investigations to formalise the establishment of the expanded service and any related fees or charges that may be required.**

### **Change to Officer Recommendation**

No Change. **OR:**

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

### **Background**

At the Ordinary Council meeting of the 25<sup>th</sup> May 2023, Council was presented with a Petition from the Dardanup community requesting a Rural Rubbish service, servicing Ferguson, Henty & Wellington Mills within the Shire of Dardanup. There was a total of 56 signatures on the Petition.

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

- (4) *The only motions in respect of a petition that are in order are that—*
- (a) *the petition be received;*
  - (b) *a report on the petition be prepared; or*
  - (c) *the petition be referred to a Committee.*

Council resolved [116-23]

*THAT Council:*

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

### **Legal Implications**

Section 6.16 to 6.19 of the Local Government Act 1995

#### *6.16. Imposition of fees and charges*

- (1) *A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

*\* Absolute majority required.*

- (2) *A fee or charge may be imposed for the following —*
- (a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
  - (b) *supplying a service or carrying out work at the request of a person;*
  - (c) *subject to section 5.94, providing information from local government records;*
  - (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
  - (e) *supplying goods;*
  - (f) *such other service as may be prescribed.*
- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
- (a) *imposed\* during a financial year; and*

(b) *amended\* from time to time during a financial year.*

*\* Absolute majority required.*

#### 6.19. Local government to give notice of fees and charges

*If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of—*

*(a) its intention to do so; and*

*(b) the date from which it is proposed the fees or charges will be imposed*

#### The Waste Avoidance and Resource Recovery Act 2007, Part 6 – Waste services, Division 2.

*56. (2) (a) Under the Act, a waste collection permit must not be issued to a private collector, to collect local government waste in a local government district or part of a district, unless a local government does not collect the local government waste specified in the waste collection permit in that district or part of that district.*

*56. (4) Conversely, if a waste collection permit to collect local government waste in a local government district or part of a district is in force, a local government must not collect that local government waste without written approval.*

Following this, it is the Officer's interpretation that once a local government has nominated a collection route, as part of a district, this may exclude a waste collection permit to be issued to another body. The proposed rural service extension is voluntary to the ratepayers along any nominated route endorsed by the Council, therefore as part of the investigations Officers will need to clarify whether or not all future waste collection services along this route, must be collected by the Shire of Dardanup.

#### **Council Plan**

6.2 - Adopt innovative and more sustainable waste management solutions.

6.1 - Increase awareness and adoption of sustainable practices.

**Environment** - None.

**Precedents** - None.

#### **Budget Implications**

The budget implication for this service is yet to be determined. It may incur an increased rate due to the added distance of service. The implications would include a review of the fees and charges, a review of the income and expenditure job codes for the collection service and an increase in the budget for bin supply.

Shires waste service provider, Veolia have indicated that the service is possible and have requested more time to provide a reasonable assessment of cost implications.

**Budget – Whole of Life Cost** -

As above there will be long term implications based on the increased service including the increased bin asset.

#### **Council Policy Compliance**

Policy CP069 *Waste Management*. This policy was endorsed in September 2020 and requires updating to include the mention of the Council's kerbside FOGO service, with additional mention of the 2-bin

service (Refuse and Recycling) and 3-bin service (Refuse, Recycling, and FOGO) to the corresponding zoning types, to delineate the service types and localities. This Policy should be reviewed in due course.

*Administrative Policy AP048 Waste Services – Special Considerations*

**Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>							
Risk Event	Rural Rubbish Waste Service Extension						
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)						
Risk Action Plan (treatment or controls proposed)	Risk managed internally with constant cooperation and communication between governance and operations staff, and contractor Veolia						
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.						
Risk Category Assessed Against	<table border="0"> <tr> <td>Financial</td> <td>Minor. Cost of delivery of service. Moderate risk rating</td> </tr> <tr> <td>Service Interruption</td> <td>Moderate. Additional administrative resources required to implement additional rural service smoothly over 2-3 weeks.</td> </tr> <tr> <td>Reputational</td> <td>Minor. If service is refused. substantiated, low impact local news item.</td> </tr> </table>	Financial	Minor. Cost of delivery of service. Moderate risk rating	Service Interruption	Moderate. Additional administrative resources required to implement additional rural service smoothly over 2-3 weeks.	Reputational	Minor. If service is refused. substantiated, low impact local news item.
Financial	Minor. Cost of delivery of service. Moderate risk rating						
Service Interruption	Moderate. Additional administrative resources required to implement additional rural service smoothly over 2-3 weeks.						
Reputational	Minor. If service is refused. substantiated, low impact local news item.						

**Officer Comment**

At the May 2023 Ordinary Council meeting, Council was presented with a Petition from the community requesting a Rural Rubbish service, in particular servicing Ferguson, Henty & Wellington Mills. Council requested a report be present to the July 2023 Ordinary Council Meeting regarding the potential for delivering an expanded rural waste collection service and the potential costs associated with such a service.

Following this request, Officers released an expression of interest open to all rural residents seeking their interest in receiving a 2-bin waste service, comprising of a general refuse red lid bin weekly collection and a yellow lid recycling bin fortnightly collection. The results of the expression of interest, which was advertised for a period of two weeks, ending on the 14<sup>th</sup> of June 2023, is listed below in Table 1, ordered by locality.

<i>Number Of Submissions</i>	<i>Street Name</i>	<i>Suburb</i>
1	Catalano Road	Burekup
2	Henty Road	Burekup
1	Lennard Road	Burekup
1	Crooked Brook Road	Crooked Brook
1	Ferguson Road	Ferguson
1	Nyleeta Close	Ferguson
1	Ratcliffe Road	Ferguson
1	Wellington Mill Road	Ferguson
1	Eastern Rise	Henty



<i>Number Of Submissions</i>	<i>Street Name</i>	<i>Suburb</i>
1	Gardincourt Drive	Henty
1	Gravel Pitt Road East	Henty
1	Pfenning Place	Henty
1	Seaview Heights	Henty
2	The Dress Circle	Henty
1	Ferguson Road	Wellington Mill
5	Japonica View	Wellington Mill
2	South Road	Wellington Mill
2	Stones Road	Wellington Mill
1	Weetman Road	Wellington Mill
3	Wellington Mill Road	Wellington Mill
<b>30</b>	<b>TOTAL</b>	

*Table 1: Expressions of Interest to Date*

In terms of the Shire of Dardanup's current rural reach, kerbside waste services comprise of the Burekup township including Collie River Road, Dardanup Township, Ferguson Road to Carlaminda Road, and all properties within the current truck route between localities.

Current Council Policy *CP069 – Waste Management*, under section 3.2.3, provides that

*“rural properties that are not included in the prescribed areas but are located on the waste collection route used by the service providers may request to access the Waste Collection Service.”*

The implication of section 3.2.3 of the Policy means that there is potential that the maximum properties on the streets approved for the extended service need to be allowed for when calculating that service.

Officers have commenced discussions with the Shire of Dardanup's Contracted Waste Service Provider, Veolia who in providing a cost estimate will consider the following for a service that may end up including most properties along the new routes:

- The time to undertake the service;
- Number of services;
- Volume of rubbish to be collected in relation to truck volumes;
- Current routes and timing; and
- Truck scheduling.

Officers will continue to work with Veolia to provide full clarity over the implications of the route changes.

On assessment of the expressions of interest, Shire Officers created a map of property locations, and a draft proposed route for the waste collection trucks. Image 1 below provides indication of the property locations in a regional perspective and clearly shows most respondents are clustered together. Additionally, Image 1 has circled in red the properties not recommended for inclusion into a rural waste service, due to remote situation or on an unsealed road.

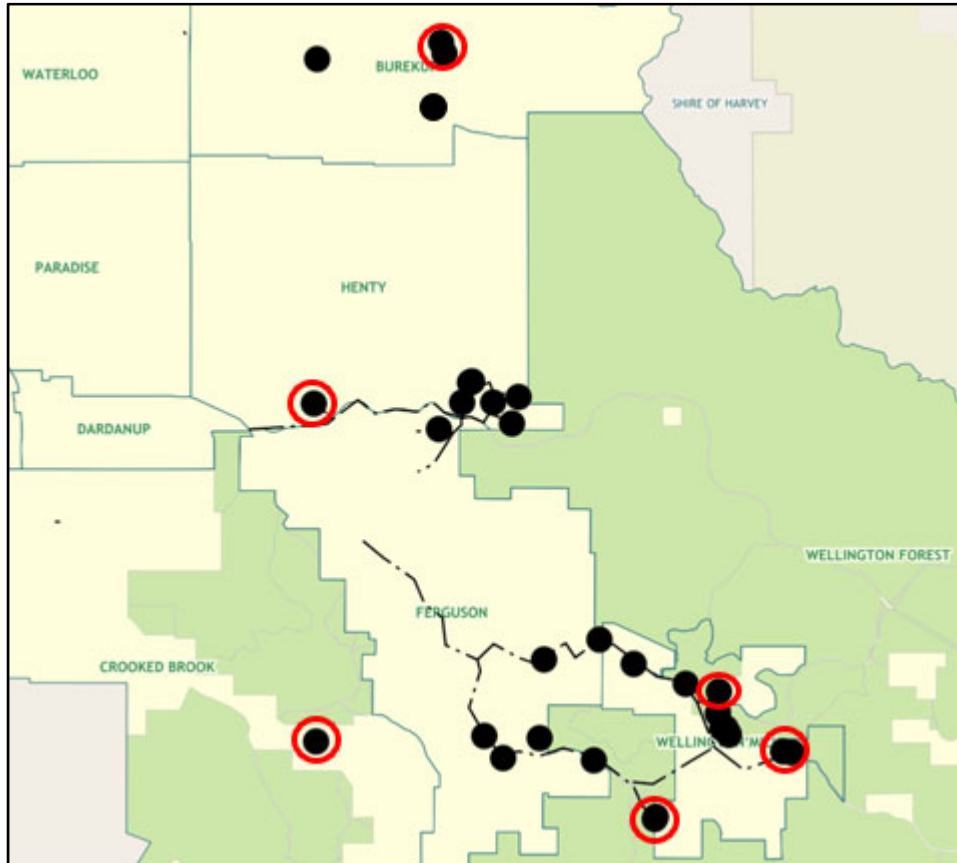


Image 1: Expression of Interest Property Locations. Marked in red circles are the submission properties not proposed for consideration by Officers.

Following on from Image 1 above, the recommended property locations provide a draft list of streets, generated for consideration. Table 2 below lists the expression of interest streets recommended for exclusion to the proposed rural service, with rationale for exclusion. Officers recommend that unsealed roads be excluded from consideration due to collection truck safety and asset concerns.

Eastern Rise

- Ferguson Road from the Ferguson Hall to Wellington Mill Road
- Gardincourt Drive
- Greenwood Heights
- Henty Road
- Japonica View
- King Tree Road to Lot 51
- Nyleeta Close
- Pfennig Place
- Pile Road between Ferguson Road and Gardincourt Drive
- Seaview Heights
- The Dress Circle
- Wellington Mill Road
- Ratcliffe Road

<i>Number of Submissions</i>	<i>Street Name</i>	<i>Suburb</i>	<i>Reason for exclusion</i>
1	Catalano Road	Burekup	Unsealed Road
1	Crooked Brook Road	Crooked Brook	Remote location
1	Gravel Pitt Road East	Henty	Unsealed Road
2	South Road	Wellington Mill	Unsealed Road
2	Stones Road	Wellington Mill	Unsealed Road
1	Weetman Road	Wellington Mill	Unsealed Road
8	TOTAL		

Table 2: EOI streets recommended for exclusion.

Image 2 below highlights the proposed expanded route based on the expression of interest and Officer assessment. This Council Report may prompt Council consideration of an entire rural waste service.

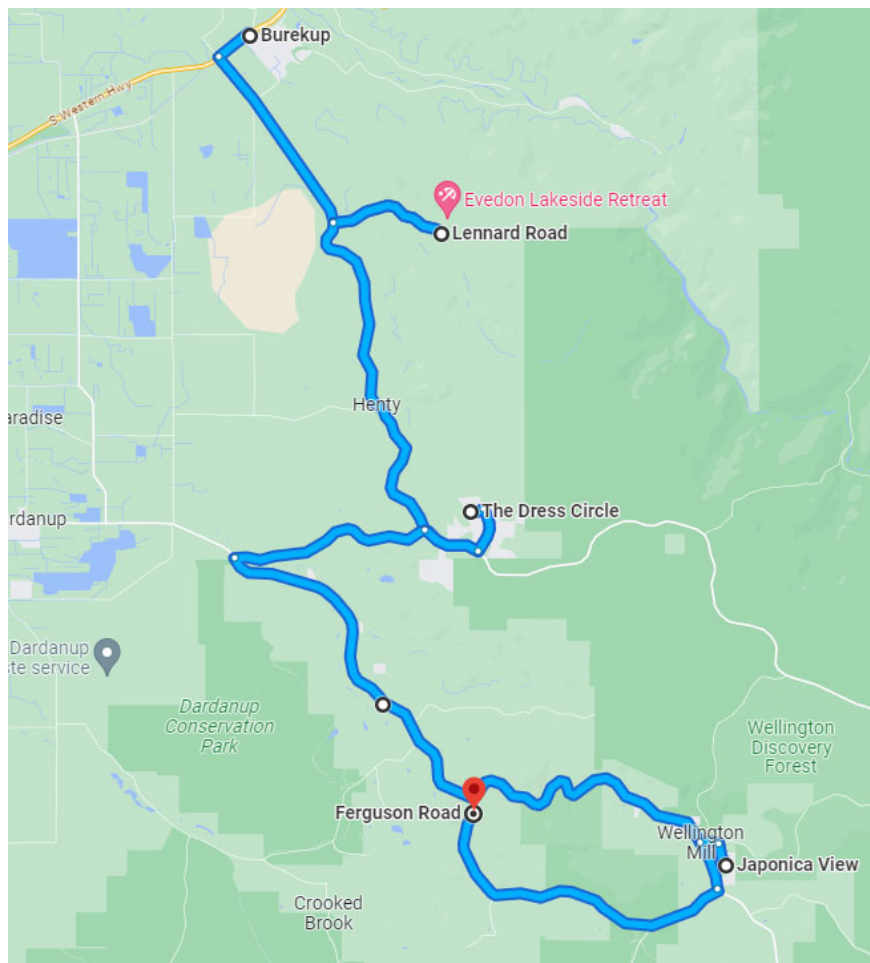


Image 2: Proposed Route of Rural Waste Service

Officers recommend that further investigations are undertaken towards the voluntary increased two bin rubbish collection service to the Dardanup rural area. Based on Officer’s preliminary analysis, eight of the 30 expressions of interest are recommended for exclusion due to unsealed roads or remote locations. This tallies to seven of the 20 roads considered.

Further discussions with the Shire’s waste collection service provider, Veolia, are required to clarify the proposed service and associated costs for the intended rubbish collection service to the Dardanup rural area. In addition, Officers will further investigate whether or not the provisions of the Waste Avoidance and Resource Recovery Act requires, that once the Shire adopts the new routes residents are unable to seek a private service.

12.3.2 Title: Proposed Fencing of Reserve 19722 (Dardanup Cemetery Reserve)

<b>Reporting Department</b>	<i>Infrastructure Directorate</i>
<b>Responsible Officer</b>	<i>Mr Theo Naudé - Director Infrastructure</i>
<b>Reporting Officer</b>	<i>Mr Nathan Ryder - Manager Infrastructure Planning &amp; Design</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Absolute Majority.</i>
<b>Attachments</b>	<i>12.3.2A – Chief Executive Officer Email to Councillors 12.3.2B – Risk Assessment Tool 12.3.2C – Photos</i>

**Overview**

Concerns have been raised about the use of Reserve 19722, located on the corner of Garvey Road and Shaw Road in Dardanup West. The Dardanup Cemetery occupies an area within this Reserve.

Council is requested to allocate funds in the 2023/24 financial year to reinstate the boundary fence in an effort to discourage access to the reserve by the general public.

**OFFICER RECOMMENDED RESOLUTION “A”**

**THAT Council allocates an amount of \$11,000 as unbudgeted expenditure for reinstatement of the boundary fence of Reserve 19722 along Shaw Road and Garvey Road with a stock fence and gates for maintenance access.**

OR

**ALTERNATE RECOMMENDED RESOLUTION “B”**

**THAT Council**

- 1. Requests the Chief Executive Officer to undertake broader community consultation in regard to this reserve; and**
- 2. Considers the reinstatement of the boundary fence of Reserve 19722 along Shaw Road and Garvey Road with a stock fence and gates for maintenance access as part of the 2024/25 Budgeting process.**

**Change to Officer Recommendation**

No Change. **OR:**

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

## **Background**

Reserve 19722, located on the corner of Garvey Road and Shaw Road in Dardanup West, is land that is owned by the State of Western Australia and is vested in the Shire of Dardanup via a Management Order. The designated purpose of the land is “Cemetery Site”.

Reserve 19722 comprises a total area of approximately 7.6 hectares. The current extents of the Dardanup Cemetery takes up a total of 8,500 m<sup>2</sup> of the Reserve (11%) whilst the remainder of the Reserve is bushland, including a firebreak that is maintained by the Shire of Dardanup.



*Reserve 19722. Dardanup Cemetery shown in bottom right hand corner.*

Correspondence has been received by the Shire from a ratepayer (‘the Complainant’) in regards to concerns of the use of this Reserve by the general public. A copy of the email sent to Councillors on 19<sup>th</sup> of May 2023 is included in (Appendix ORD: 12.3.2A).

Councillors are asked to consider allocating funds to reinstate the fence along Shaw Road and Garvey Road for an approximate length of 450m.

## **Legal Implications**

Although Reserve 19722 is vested in the Shire of Dardanup, there is no legal obligation to fence the site.

## **Council Plan**

- 5.1 - Care for natural habitats and waterways to preserve native and endangered fauna and flora.
- 5.2 - Manage environmental health concerns, including noise and mosquitos.
- 13.2 - Manage the Shire’s resources responsibly.
- 14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

**Environment** - None.

**Precedents** - None.

### **Budget Implications**

Constructing a stock fence with gates for maintenance access is estimated to cost approximately \$11,000.

### **Budget – Whole of Life Cost**

The cost of reinstating the fence will add to the Shire's asset base as this fence cost will be capitalised. Therefore, funds will need to be provided for the ongoing maintenance and eventual replacement of the fence.

### **Council Policy Compliance**

Given that the Reserve is currently used by members of the wider Community, the appropriate policy to consider in this instance is *Exec CP090 'Community Engagement'*, which is explored in the Officer Comment section of this report.

### **Risk Assessment**

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

<b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	Reinstatement of the boundary fence of Reserve 19722 along Shaw Road and Garvey Road
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 Some community members may not be content with losing access to the Reserve, therefore, Council may wish to consider community consultation.

### **Officer Comment**

Concerns that have been raised by the Complainant, who owns land adjacent to Reserve 19722, are related to use of the land by Community members and are summarised as follows:

- Use of dirt bikes, quad bikes, four wheel drives, campers and horses, impacting on privacy, creating noise pollution and dust;
- Wildlife being pushed onto the roads due to use of the firebreak;
- Collecting of firewood;
- Litter (beer cans, bottles, takeaway food containers);
- Verbal abuse and threats; and
- Property damage.

The Shire's Chief Executive Officer and Manager of Governance and HR met onsite with the Complainant on Tuesday 16<sup>th</sup> of May 2023.



There is evidence that a stock fence used to exist along Shaw Road and Garvey Road, with a few posts and wires remaining in a couple of specific areas. According to the Complainant, the fence was in place 24 years' ago.

The Complainant provided photos that were allegedly taken within the reserve on 5<sup>th</sup> of July 2023 showing vehicular access to the Reserve. Please refer to (Appendix ORD: 12.3.2C).

After further investigations by officers and in an effort to resolve this issue, the two most likely options appears to be:

- Option 1: Allocate the necessary funds to reinstate the boundary fence. Reinstatement of the boundary fence would serve to discourage entry to the Reserve, although it would not prevent it altogether; and
- Option 2: Consult with members of the Community as per *Exec CP090 'Community Engagement'*, before making a decision on the matter.

#### *Community Engagement Policy (Exec CP090).*

The Shire's Community Engagement Policy seeks to build a two-way communication process between the Shire of Dardanup and the community. It also aims to ensure effective public participation is offered to appropriate stakeholders relating to Shire of Dardanup projects and programs. Through engaging the community the Shire of Dardanup would like to continue to build on the strong relationship with the community and to obtain the best possible results for the Shire and the community.

The Community Engagement Policy (Exec CP090) states:

- Engagement and participation shall be considered for all Shire of Dardanup projects, programs and initiatives.
- Community engagement shall be specifically planned within the development and implementation schedule of the given program, project or initiative.
- Emphasis will be on ensuring the appropriate groups of stakeholders are engaged at the appropriate level so that Shire resources and services are in line with community needs, aspirations and strengths.
- Officers will use the Community Engagement Framework to decide when and at what level community engagement should occur, and to ensure a coordinated and consistent approach across the organisation.

Communities are complex and many issues involve a wide range of stakeholders often with different views and areas of interest. Engagement activities need to incorporate the diversity and dynamics of the community, help different groups consider issues constructively and manage potentially conflicting interests.

Engagement does not mean that every detail of Council operation is open to community comment or control. Nor does it mean that staff will be distracted from their delivery of services. There are many situations where engagement is not necessary or possible and the Community Engagement Framework is intended to clearly identify these situations.

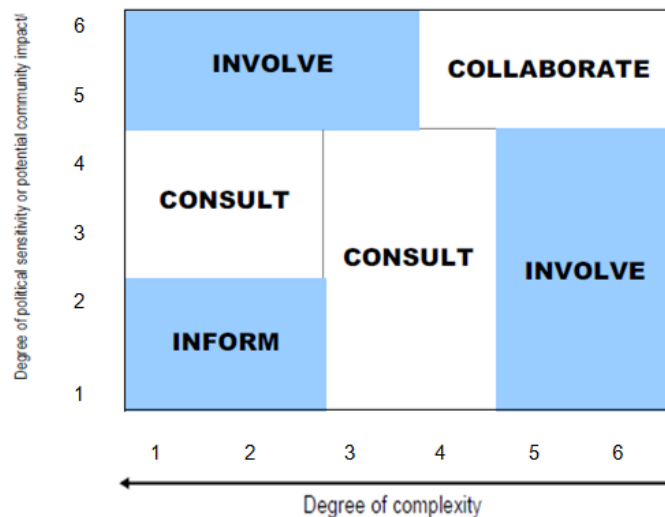
The Shire Officer has considered the Community Engagement Framework in this instance and has allocated the following scores:

- Degree of Complexity: 3-4  
*“There are more than one or two issues/problems that can be resolved.”*
- Degree of Community Impact/Political Sensitivity: 1-2  
*“The project will have little effect on communities, and they will hardly notice any changes. The project has acceptance throughout the community.”*

The Degree of Community Impact/Political Sensitivity was considered Low (1-2) on the following basis:

- There is evidence that the site used to be fenced and that it restricted access by the general public;
- The designated purpose of the land is “Cemetery Site”. Although the Dardanup Cemetery currently occupies only 11% of the site, it may need to expand in the future;
- There are other places in the local area for dirt bike and quad bike riders;
- There are other places in the local area for horse riders, including the adjacent Dardanup Equestrian Centre. The Reserve is not recognised by the Shire as part of its ‘bridal trails’; and
- Collecting of firewood and camping in this area is not authorised and should be discouraged.

Given the above scores, the level of engagement level was determined to be “Inform”, based on the Community Engagement Matrix:



Community Engagement Matrix  
 (extract from the Shire’s ‘Community Engagement Framework’)

Therefore, Community Engagement is not considered necessary in this instance. However, Council may still wish to consult with the community.

END REPORT



## 12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

### 12.4.1 Title: *Change to October 2023 Council Meeting Dates*

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<b>Reporting Officer</b>	<i>Mrs Donna Bailye – Governance Coordinator</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Legislative.</i>
<b>Voting Requirement</b>	
<b>Attachments</b>	<i>12.4.1A – Risk Assessment Tool</i>

#### **Overview**

Requesting Council endorsement for the October Ordinary Council Meeting to be moved from the 25<sup>th</sup> of October 2023 to be held at 5pm on Wednesday 18<sup>th</sup> October 2023; and that a Special Meeting of Council be held on 25<sup>th</sup> of October 2023, commencing at 5pm to Swear in Councillors Elect and Elect the Shire President and Deputy Shire President.

#### **OFFICER RECOMMENDED RESOLUTION**

##### **THAT Council**

- 1. Sets the date for the Ordinary Council Meeting to be held in October 2023 to be on Wednesday, 18<sup>th</sup> of October 2023, commencing at 5.00pm;**
- 2. Sets the date for a Special Meeting of Council to be held on Wednesday, 25<sup>th</sup> October 2023, commencing at 5pm for the purpose of**
  - Swearing in and Declaration of Councillors;**
  - Election of Shire President and Deputy Shire President;**
  - Allocation of Seating; and**
  - Appointment of Councillors to Council Committees.**
- 2. Requests the above dates be publicised [where required] in the local media and newsletter as required by the Local Government Act 1995 and be updated on the Shire of Dardanup website.**

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

No Change. **OR:**

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

## **Background**

Council resolved [271-22] at the Ordinary Council meeting held 26<sup>th</sup> of October 2022 to set the meeting dates, commencement times and venue of the Shire of Dardanup Ordinary Council Meeting dates for the period January 2023 to December 2023.

Council is required under the Local Government Act 1995 to set the Ordinary Council Meeting dates and advertise the schedule. Council is also required under the Local Government Act 1995 to set and give notice of the committee meetings that are required under the Act to be open to members of the public.

## **Legal Implications**

Local Government (Administration) Regulations 1996 Section 12 states:

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

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

## **Council Plan**

13.1 - Adopt best practice governance.

**Environment** - None.

## **Precedents**

OCM and Committee meeting dates are reviewed annually, in accordance with the Local Government Act. Advisory Group meetings are reviewed annually in accordance with good governance practices. The Council amends its meeting dates and venues on an as required basis within each year.

## **Budget Implications**

Advertising costs will be incurred for change of meeting date and Special Council Meeting public notice.

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

## **Council Policy Compliance**

Exec CP088 - Forums of Council – Concept Forums, Agenda Forums and Workshops; and  
Exec CP089 –Advisory Groups  
Exec CP205 – Council Meeting Framework

## **Risk Assessment**

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Change to October 2023 Council Meeting Dates
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	<p>Legal and Compliance      Non-compliance with meeting procedures could lead to penalties being imposed on the Shire.</p> <p>Reputational                      If decisions are made without full information being available to the public, inclusive of meeting venues, it can result in considerable reputational loss.</p> <p>Non-compliance of advertising Meeting dates will impact on the Shire’s business reputation.</p>

**Officer Comment**

The October OCM has been previously advertised as being held on Wednesday, 25<sup>th</sup> October 2023. As a matter of good governance, it is proposed that the meeting date be amended to take into consideration the local government election that is due to be held on Saturday the 21<sup>st</sup> October 2023.

In order to have the current sitting Council deal with any matters that require actioning in October, it is proposed that the Ordinary Council Meeting be held prior to the Ordinary Election.

The meeting date of 25<sup>th</sup> October 2023, will remain, however it is proposed that a Special Council Meeting be held in order to carry out the:

- Swearing in and Declaration of Councillors;
- Election of Shire President and Deputy Shire President;
- Allocation of Seating; and
- Appointment of Councillors to Council Committees.

This will result in the new Councillors being given the opportunity to attend training, workshops and briefings prior to their first Ordinary Council Meeting.

END REPORT

## 12.4.2 Title: RFT-F0317843 – ERP Software Replacement Program

<b>Reporting Department:</b>	Corporate & Governance Directorate
<b>Responsible Officer</b>	Mr Phil Anastasakis - Deputy CEO
<b>Reporting Officers</b>	Mr Peter Smith – ERP Project Manager
<b>Legislation</b>	Local Government Act 1995 Local Government (Functions and General) Regulations 1996
<b>Council Role</b>	Executive/Strategic.
<b>Voting Requirement</b>	Absolute Majority.
<b>Attachments</b>	Appendix ORD: 12.4.2A –RFT Risk Assessment Appendix ORD: 12.4.2B – ERP Risk Assessment(b)  Confidential Attachment A – Tender Evaluation Report – Under Separate Cover Tardis Link: <a href="#">OCM-R1419030</a> Confidential Attachment B – Open Office Costing and Schedule of Rates – Under Separate Cover Tardis Link <a href="#">OCM-R1419058</a> Confidential Attachment C – ERP Budget Spreadsheet – Under Separate Cover – Tardis Link: <a href="#">OCM-R141908</a> Confidential Attachment D – Tender Cost Comparison – Under Separate Cover – Tardis Link <a href="#">OCM-R1419498</a>

### **Overview**

This report provides Council with the results of the evaluation of tenders for the Restricted Tender RFT-F0317843 – ERP Software Replacement Program and recommends that Council award a contract for this service to the preferred Tenderer, for a term of five (5) years with the option of two (2) five (5) year extensions.

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

### **OFFICER RECOMMENDED RESOLUTION**

#### **THAT Council:**

1. **Accepts the tender submission for RFT-F0317843 ERP Software Replacement Program as advertised and recorded in the Tenders Register, received from Open Office Holdings Pty Ltd, named as ‘Respondent Open Office Holdings Pty Ltd’ in the Evaluation Panel Report recommendation detailed in Confidential Attachment A – Under Separate Cover (Tardis Link: [OCM-R1419030](#) ) with the Schedule of Rates detailed in Confidential Attachment B -Under Separate Cover (Tardis Link: [OCM-R1419058](#)) applicable for a contract term of five (5) years commencing on execution of the contract, inclusive of discretionary options to extend the contract term for two (2) x five (5) year extensions.**
2. **Delegates to the Chief Executive Officer in accordance with s.5.42(1) of the Local Government Act 1995, by Absolute Majority, authority to negotiate minor variations to the contract for RFT-F0317843 ERP Software Replacement Program as advertised and recorded in the Tenders Register before and / or after its execution in accordance Regulations 20 and 21A of the Local Government (Functions and General) Regulations 1996, up to a maximum total**

cost of \$2,689,857 over a five-year period, based on higher Vender Implementation costs.

3. If within 6 months of this resolution a contract is unable to be formed for RFT-F0317843 ERP Software Replacement Program as advertised and recorded in the Tenders Register with Open Office Holdings Pty Ltd identified in the Evaluation Panel Report recommendation shown in Confidential Attachment A – Under Separate Cover (Tardis Link: [OCM-R1419030](#)) as the most advantageous, then the Shire of Dardanup accepts the tender submission received from Respondent Datacom Solutions (AU) Pty Ltd, identified as the next most advantageous in the Evaluation Panel Report recommendation shown in Confidential Attachment A -Under Separate Cover (Tardis Link: [OCM-R1419030](#) ).
4. Authorises the Chief Executive Officer to execute the contract for awarding RFT-F0317843 ERP Software Replacement Program and recorded in the Tenders Register in accordance with s.9.49A of the Local Government Act 1995.

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

No Change. **OR:**

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

## Background

The Shire of Dardanup currently has an Enterprise Resource Planning (ERP) system called SynergySoft, which is the finance, payroll, property and rating system. The Shire also has a number of other systems that cover areas like asset management, HR management and customer relations. SynergySoft has become very inefficient and does not meet the current and future management needs. The product itself is nearing end of life (over 20 years old) and recent events have indicated that no further development will occur with the product.

A Procurement Plan was developed to test the market through an Expression of Interest (EOI) process for a replacement product. Council endorsed the ICT Enterprise Resource Planning Business Case at the Ordinary Council Meeting held on the 22<sup>nd</sup> of February 2023. This report recommended [Res: 29-23] that Datacom Solutions AU Pty Ltd and Open Office Holding Pty Ltd as acceptable tenderers progress to a Restricted Request for Tender (RFT).

*THAT Council:*

1. *Receives the Enterprise Resource Planning (ERP) Business Case 2023 [Appendix ORD: 16.1B];*
2. *Endorses the implementation of a new ERP system for the Shire of Dardanup based on the proposed implementation timeframe and reporting structure outlined in the ERP Business Case 2023;*
3. *Endorses the allocation of adequate increased financial and staffing resources within the Long-Term Financial Plan, Workforce Plan and IT Asset Management Plan Reserve, based on financial requirements outlined in the ERP Business Case 2023;*
4. *In accordance with Regulation 23(3) of the Local Government (Functions and General) Regulations 1996, based on the Expressions of Interest received, determines Datacom Solutions AU Pty Ltd and Open Office Holding Pty Ltd as an acceptable tenderer to progress to a restricted Request for Tender (RFT);*
5. *Delegates the Chief Executive Officer to invite neighbouring Councils to share knowledge of the ERP plans and process; and*
6. *Requests that the Chief Executive Officer provides a quarterly report to Council on the ERP project.*

TENDER DETAILS		
RFT Number	RFT-F0317843	
RFT Title	ERP Software Replacement Program	
Recommended Tenderer(s)	Open Office Holdings Pty Ltd	
Contract Term	Initial:	Five (5) Years
	Extension Options:	Two (2) x Five (5) Years
	Defects Liability Period:	Not Applicable
Tendered Rates/Cost	<b>Confidential Attachment B -Under Separate Cover (Tardis Link: - <a href="#">OCM-R1419058</a>)</b>	
Advertising:	N/A	Restricted Tender
Tender Deadline:	28 <sup>th</sup> of April 2023	14:00 AWST
Tender Opening:	28 <sup>th</sup> of April 2023	14:00 AWST
Tender Observers:	One Shire of Dardanup Employee was present	
	Nil members of the public were present	

<b>CONTRACT</b>	
Commencement Date of New Contract:	1 <sup>st</sup> of July 2024
Completion Date of New Contract:	30 <sup>th</sup> of June 2029
Upfront Capital Expenditure: Total Cost of Ownership Considerations: <ul style="list-style-type: none"> <li>▪ Five Year Licencing and loan repayment Costs</li> </ul> Estimated value of New Contract (Five Year): Price Basis of New Contract:	<b>Confidential Attachment A -Under Separate Cover (Tardis Link: : <a href="#">OCM-R1419030</a>).</b>
<b>VALUE FOR MONEY</b>	
Open Office offers an Integrated System and was the lowest priced offer. They have 300 + LG Customers Australia wide and over 20 years' experience by an Australian owned company supplying systems to local government. The number of integrated modules exceeded the Datacom offer at a reduced 5 year implementation cost. (See modules and functions included in the offer below).	

<b>MODULE</b>	<b>FUNCTIONS</b>	<b>IMPLEMENTATION YEAR</b>
Finance	General ledger, Subsidiary Ledgers, Accounts Payable, Accounts Receivable, Supply Chain Management, Banking and Bank Reconciliation, Budgeting, Financial Asset Management, Asset register, Debt management, Fees and Charges, Leases, Loans, Receipting, Trust Accounts, Grants Management, Financial Forecasting, Purchasing, Works/Job Costing,	24/25
Payroll	Payroll, Timecards and Timesheets, Time and Attendance, Staff Self Service, Leave Requests	24/25
Property and rating	Property, Rates, Valuations, Debt Recovery, Waste, Electoral roll, Rates Modelling	24/25
Works	Work orders, Plant, Inventory	24/25
System Wide	Name and Address Register, GIS and Mapping (Integration with existing GIS), Mobile Device Functionality, Reporting, Dashboards, SaaS provisioning, SaaS licencing, Workflow Forms, Workflow Engine, Business Intelligence, On-Line Payment System, On-Line Customer Portal	24/25
Other vendor recommended module	Jet Reporting tool.	24/25
Assets	Strategic Asset Management	25/26
Governance	Contract Management, Cemetery Management, Booking System, Electoral Roll, Delegations	25/26
Regulatory	Building Applications, Planning Applications, Health Premises, Swimming Pools, Septic Tanks, Animal Management, Infringement management, Impound Register, Firebreak Inspections, Mobile Inspections, Other Ranger Services	25/26
Customer Service	Customer Request Management, Stakeholder Management, Community Consultation and engagement, Events Management	25/26
Document and Records management	Integration with exiting system	26/27 Optional – Price to be negotiated

## **Legal Implications**

### **Local Government Act 1995**

#### **3.57. Tenders for providing goods or services**

*(1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*

*(2) Regulations may make provision about tenders.*

*Local Government (Functions and General) Regulations 1996*

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

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

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

*(2) Tenders do not have to be publicly invited according to the requirements of this Division if—*  
*(a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*

*(aa) the supply of the goods or services is associated with a state of emergency or a COVID-19 declaration; or*

*(b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or*

*(c) within the last 6 months —*

*(i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or*

*(ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;*

#### **21. Limiting who can tender, procedure for**

*(1) If a local government decides to make a preliminary selection from amongst prospective tenderers, it may seek expressions of interest with respect to the supply of the goods or services.*

#### **23. Rejecting and accepting expressions of interest to be acceptable tenderer**

*(1) An expression of interest is required to be rejected unless it is submitted at a place, and within the time, specified in the notice.*

*(2) An expression of interest that is submitted at a place, and within the time, specified in the notice but that fails to comply with any other requirement specified in the notice may be rejected without considering its merits.*

*(3) Expressions of interest that have not been rejected under subregulation (1) or (2) are to be considered by the local government and it is to decide which, if any, of those expressions of interest are from persons who it thinks would be capable of satisfactorily supplying the goods or services.*

*(4) The CEO is to list each of those persons as an acceptable tenderer.*

#### **24. People who submitted expression of interest to be notified of outcome**

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

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

The compliance requirements applicable to this report and Officer Recommendation is in accordance with the Local Government (Functions and General) Regulations 1996:

- accept a tender [F&G.r.18(4)]

#### **18. Rejecting and accepting tenders**

*(1) A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.*



(2) A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.

(3) If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.

(4) Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.

(4a) To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.

(5) The local government may decline to accept any tender.

(6) If a local government has accepted a tender but acceptance of the tender does not create a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree not to enter into a contract in relation to the tender, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.

(7) If a local government has accepted a tender and acceptance of the tender creates a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree to terminate the contract, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.

### **Council Plan**

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

13.3 - Investigate and adopt innovative and SMART technologies to improve business efficiencies and the customer experience.

13.4 - Foster strategic alliances and resource sharing opportunities.

**Environment** - None.

### **Precedents**

Council endorsed the ICT Review – ERP Project Initiation Report at the Ordinary Council Meeting held on the 27<sup>th</sup> of October 2021. This report recommended that the Shire conduct an Expression of Interest (EOI) from the open market for the supply and implementation of an ERP solution.

### **Budget Implications**

The Ordinary Council Meeting of the 22<sup>nd</sup> of February 2023 endorsed the project budget as per the table below, based on the five-year costing.

	<b>CAPITAL COST</b>	<b>Additional Licencing Costs</b>	<b>TOTAL COST OF OWNERSHIP over 5 years (excluding loan costs)</b>
<b>Budget Amount</b> (excluding loan costs):	\$1,758,972 (Ex GST)	\$732,302 (Ex GST)	\$2,491,274 (Ex GST)
	<b>CAPITAL COST</b>	<b>Additional Licencing and Loan Costs</b>	<b>TOTAL COST OF OWNERSHIP over 5 years</b>
<b>Budget Amount</b> (including loan costs):	\$1,758,972 (Ex GST)	\$1,602,634 (Ex GST)	\$3,361,606 (Ex GST)

The tender response costs submitted by Open Office Holdings Pty Ltd are less than the total forecast budget amount based on lower Vendor Implementation costs, and greater than the total forecast budget amount based on higher Vendor Implementation costs – refer to Confidential Attachment A -Under Separate Cover (*Tardis Link* [OCM-R1419030](#)).

The Officer Recommendation proposes that Council endorse up to a maximum total tender cost of \$2,689,857 over a five-year period, based on higher Vendor Implementation costs. This additional cost of \$198,583 above the budget of \$2,491,274 will provide the ability to utilise the Vendor more during the implementation process, only if required. Funding for this additional cost will need to be provided in future years within the IT Asset Management Plan and Long Term Financial Plan.

**Budget – Whole of Life Cost**

Refer to Confidential Attachment C & D– Under Separate Cover (*Tardis Link*: [OCM-R141908](#); [OCM-R1419498](#))

**Council Policy Compliance**

CnG CP034 Procurement Policy and PR045 Procurement Procedure.

**Risk Assessment**

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

Tier 3 – ‘High’ or ‘Extreme’ Inherent Risk.		
Risk Event	RFT-F0317843 – ERP Software Replacement Program	
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)	
Risk Action Plan (treatment or controls proposed)	For financial impact, a series of controls across all the risks as stated in the attached Business Case. (Appendix ORD: 12.4.2B) For service disruption, a series of controls across all the risks as stated in the attached Business Case. (Appendix ORD: 12.4.2B). For reputational, a series of controls across all the risks as stated in the attached Business Case.	
Residual Risk Rating (after treatment or controls)	High (12 - 19) Note: Any items with a Residual Risk Rating over 12 (considered to be ‘High’ or ‘Extreme’ risk after control or treatments proposed) will be added to the Risk Register. Appendix ORD: 12.4.2B)	
Risk Category Assessed Against	Health	No risk identified
	Financial	The financial impact associated with not being able to receive income or make payments due to inoperable ICT systems
	Service Interruption	Software that drives the Shire’s business does not meet the new demands. Replacing the current ERP and is making sure that the Shire does not run the risk of service outages due to age.
	Legal and Compliance	No risk event identified for this category
	Reputational	Attracting staff and meeting the new digital demands of community means that the current system does not meet expectations.
	Environmental	No risk event identified for this category

### **Officer Comment**

- *Tender Submissions*

Two (2) Tenders were received: -

- Open Office Holdings Pty Ltd
- Datacom Solutions (AU) Pty Ltd

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

- *Tender Evaluation Panel*

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

- Allan Hutcheon - Procurement Officer/Tender Evaluation Chair
- Phil Anastasakis - Deputy CEO
- Natalie Hopkins - Manager Financial Services
- Chris Murray - Manager Information Systems
- Kieran O'Brien - Team Lead Business Solutions
- Peter Smith - ERP Project Manager (Technical Advisor) Non-voting

- *Probity Oversight*

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

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

- *Evaluation of Tenders*

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

Based on evaluation of the received submissions and subsequent compliance assessments, the Tender Evaluation Panel recommends that the Respondent recommended in this report be accepted at the estimated Contract Value and Contract term provided, from the anticipated commencement date.

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

CRITERIA	PERCENTAGE
(a) Compliance and Disclosure Criteria (non-weighted)	
(b) Qualitative Criteria - Demonstrated Application Compliance and Demonstrated Understanding	30%
(c) Qualitative Criteria – Product Demonstrations and Site Visit	30%
(d) Qualitative Criteria – Project Approach and Roll Out Plan.	10%
(e) Price (upfront and ongoing costs)	30%
<b>TOTAL</b>	<b>100%</b>

- *Evaluation Justification*

The Tender Evaluation Panel recommends Open Office Holdings Pty Ltd based on an assessment of submissions against the predetermined qualitative and price criteria shown above. The submission provided by Respondent Open Office Holdings Pty Ltd performed well across all the aspects and was a complete and detailed representation of the services offered.

In determining Respondent Open Office Holdings as the preferred Tenderer, officers have undertaken the following Due Diligence checks:

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

The Evaluation Panel therefore recommends that the contract for the Enterprise Resource Planning Software Replacement Project be awarded to OpenOffice Holdings Pty Ltd at the rates listed in Confidential Attachment B – Under Separate Cover Tardis Link [OCM-R1419058](#) at a total estimated contract cost provided in the Confidential Attachment A – Under Separate Cover Tardis Link [OCM-R1419030](#)

END REPORT

12.4.3 Title: Monthly Statement of Financial Activity for the Period Ended on the 30<sup>th</sup> of June 2023

<b>Reporting Department:</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
<b>Reporting Officer</b>	<i>Mr Ray Pryce - Accountant</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.4.3A – Risk Assessment Appendix ORD: 12.4.3B – Monthly Financial Report – 30<sup>th</sup> of June 2023</i>

**Overview**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council: receives the Monthly Statement of Financial Activity [Appendix ORD: 12.4.3B] for the period ended on the 30<sup>th</sup> of June 2023.**

**Change to Officer Recommendation**

No Change. **OR:**

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

## **Background**

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

## **Legal Implications**

### *Local Government Act 1995 – Section 6.4*

#### *6.4. Financial Report*

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

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

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

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

##### *(1A) In this regulation—*

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

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

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

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

### **Council Plan**

13.1 - Adopt best practice governance.

**Environment** - None.

### **Precedents**

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

### **Budget Implications**

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

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

### **Council Policy Compliance**

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

### **Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Monthly Statement of Financial Activity for the Period Ended 30 <sup>th</sup> of June 2023
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Category Assessed Against	Legal and Compliance	Non-compliance with the legislative requirements that results in a qualified audit.
	Reputational	Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively.
	Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.

### **Officer Comment**

The Monthly Financial Report for the period ended on the 30th of June 2023 is contained in [Appendix ORD: 12.4.3B] and consists of:

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

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

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

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

As at the reporting date, officers forecast the surplus at the 30<sup>th</sup> of June 2023 at \$340,992 based on known variances in actual performance to date and estimates for the remainder of the year based on current trends.

Please note that although the financial report and analysis is for the 30th of June 2023, it is not the finalised annual accounts and is subject to change, including June 2023 supplier invoices not yet received or entered into the accounts, some end of year accrual adjustments, assessment of contract liabilities and associated grant revenue and Reserve Account transfers.



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

Most of the reported material variances relate to the capital works program. Although some projects have been completed, there are several key major projects that are well into construction but by 30 June 2023 have not reached the stage of construction anticipated in the Budget. The completion of these projects is incorporated into the 23/24 Budget as carried forward projects.

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

At 30<sup>th</sup> of June 2023, all term deposit investments have matured and held in at call bank accounts to assist with year-end accounting adjustments and Reserve account transfers. As soon as officers have finalised these adjustments, surplus funds will be re-invested into new term deposits to take advantage of the current higher interest rates.

Our two Business Online Saver accounts are offering competitive interest rates around 4.15% - approximately 1% below the current term deposit interest rate for 3 month deposit.

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

END REPORT

## 12.4.4 Title: Schedule of Paid Accounts as at the 30<sup>th</sup> June 2023

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
<b>Reporting Officer</b>	<i>Ms Joanna Hanson</i>
<b>Council Role</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Voting Requirement</b>	<i>Executive/Strategic.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.4.4A – Risk Assessment Tool</i>

### **Overview**

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

### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Schedule of Paid Accounts report from 01/06/2023 to 30/06/2023 as follows:**

**SHIRE of DARDANUP**  
**30-06-2023 Schedule of Paid Accounts**

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
<b>ELECTRONIC FUNDS TRANSFER</b>					
EFT51972	02/06/2023	Accordwest	Rates Refund for Assessment A9399	MUNI	1,956.50
EFT51973	02/06/2023	Advanced Traffic Management WA P/L	3 x Invoices Traffic Control: Pile & Ferguson Roads	MUNI	7,795.99
EFT51974	02/06/2023	Andrea Strapp	Reimburse Uniform Purchase	MUNI	155.76
EFT51975	02/06/2023	AusQ Training	Basic Worksite Traffic Management & Traffic Controller Re-Accreditation - Nick Farnsworth - Works Staff	MUNI	712.00
EFT51976	02/06/2023	Australian Library and Information Association	Institutional C2 - Membership Fee - 01/07/2023 - 30/06/2024	MUNI	740.00
EFT51977	02/06/2023	Australian Tax Office	PAYG - Payrun: 26/05/2023	MUNI	90,926.00
EFT51978	02/06/2023	Badgers Embroidery	Embroider 20 x Microfiber Towels - ERC	MUNI	154.00
EFT51979	02/06/2023	Benara Nurseries	Millbridge & Pratt Road Reserve Planting	MUNI	8,418.36
EFT51980	02/06/2023	Boyles Plumbing and Gas	9 x Invoices - Plumbing Repairs: Multiple Shire Locations	MUNI	2,042.59
EFT51981	02/06/2023	Breeanna Batrick	Reimburse Uniform Purchase	MUNI	23.76
EFT51982	02/06/2023	Brett Hodgson	ERC Umpire Payment - 24/05/2023	MUNI	27.00
EFT51983	02/06/2023	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	267.30
EFT51984	02/06/2023	Bunbury Holden & Mitsubishi	30,000 Km Service - DA 9287	MUNI	894.56
EFT51985	02/06/2023	Bunbury Plumbing Service	Investigate & Unblock Dump Point - Dardanup Boyanup-Picton Rd Toilet	MUNI	270.00
EFT51986	02/06/2023	Bunnings Group Limited	5 x Invoices - Minor Repairs: Sundry Plant, ERC, Dardanup Hall, Waste Transfer Station, Waterloo BFB & Upper Ferguson BFB	MUNI	678.17

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT51987	02/06/2023	Callum Robert Warrington	Rates Refund for Assessment A9998	MUNI	1,545.40
EFT51988	02/06/2023	Chloe Scott	ERC Umpire Payment - 31/05/2023	MUNI	81.00
EFT51989	02/06/2023	Christine Worsfold	ERC Umpire Payment - 30/05/2023	MUNI	54.00
EFT51990	02/06/2023	City of Bunbury	Sponsorship - Bunbury Geographe Sports Star Awards	MUNI	1,500.00
EFT51991	02/06/2023	Cleanaway Solid Waste Pty Ltd	2 x Invoices - General Waste Disposal: Crooked Brook Rd	MUNI	5,053.63
EFT51992	02/06/2023	Colleagues Nagels	20 x Infringement Rolls - Admin O/H	MUNI	1,567.63
EFT51993	02/06/2023	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	356.08
EFT51994	02/06/2023	Crown Omega	Musician for Dardanup Centenary Event: 13/05/2023	MUNI	100.00
EFT51995	02/06/2023	Data #3 Limited	3 x Invoices: Dell Networking Power Switches & Creative Cloud Subscription	MUNI	33,276.55
EFT51996	02/06/2023	Diesel Force	Replace Blown Headlight - DA613	MUNI	153.51
EFT51997	02/06/2023	Donna Bastow	ERC Umpire Payment - 31/05/2023	MUNI	162.00
EFT51998	02/06/2023	Eaton Pet Vet	2022-2023 Animal Management Program (Sterilisation)	MUNI	35.00
EFT51999	02/06/2023	Frontline Technology Services Pty Ltd	Datto Sirius Cloud Backup Services - Admin O/H	MUNI	42,285.43
EFT52000	02/06/2023	Fulton Hogan Industries WA	Pre-Mix - Ferguson Road	MUNI	1,009.25
EFT52001	02/06/2023	Guardian First Aid and Fire	First Aid Kit Servicing & Replenish Stock - 7 x BFB Locations - ESL Recurrent Exp	MUNI	775.83
EFT52002	02/06/2023	Hart Sport	Bibs for Basketball & Netball - ERC	MUNI	386.00
EFT52003	02/06/2023	Hays Specialist Recruitment	Labour Hire General Hand: 15-19/05/2023	MUNI	2,876.68
EFT52004	02/06/2023	Jason Signmakers	52 x Custom Signs - Townsites	MUNI	6,042.38
EFT52005	02/06/2023	Joanna Hanson	Reimburse Uniform Purchase	MUNI	139.97

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52006	02/06/2023	John Thompson	ERC Umpire Payment - 31/05/2023	MUNI	54.00
EFT52007	02/06/2023	Karen Louise Austin	Rates Refund for Assessment A11420	MUNI	200.00
EFT52008	02/06/2023	Katrina Anne Haendel	Rates Refund for Assessment A10126	MUNI	500.00
EFT52009	02/06/2023	Kilmore Group Pty Ltd	Eaton Junior Football & Cricket Club Pavilion & Changeroom: Progress Payment - April 2023	MUNI	93,746.13
EFT52010	02/06/2023	KMART	Creche, Courts, Promotion & Stationery Items - ERC	MUNI	691.00
EFT52011	02/06/2023	Landgate	Rural UV General Revaluation 2022/2023	MUNI	12,389.63
EFT52012	02/06/2023	Luke Wilkinson	ERC Umpire Payment - 31/05/2023	MUNI	162.00
EFT52013	02/06/2023	Marece Hetaraka	ERC Umpire Payment - 31/05/2023	MUNI	135.00
EFT52014	02/06/2023	Margery Ann Stevens	ERC Umpire Payment - 30/05/2023	MUNI	44.00
EFT52015	02/06/2023	Narelle Brooks	Reimburse Working With Children Check Fee	MUNI	87.00
EFT52016	02/06/2023	One Eleven (WA) Pty Ltd - Roofwest	Graffiti Removal - 3 x Shire Locations	MUNI	1,888.70
EFT52017	02/06/2023	Patricia Josephine Wright	Rates Refund for Assessment A10902	MUNI	796.50
EFT52018	02/06/2023	Paula Elliot	Rates Refund for Assessment A9297	MUNI	74.95
EFT52019	02/06/2023	Perfect Landscapes	Weekly Reserves & Lawn Mowing Commencing 22/05/2023	MUNI	4,456.05
EFT52020	02/06/2023	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	1,027.05
EFT52021	02/06/2023	PFI Supplies	Cleaning Items - ERC	MUNI	300.20
EFT52022	02/06/2023	Pickleball Superstore Pty Ltd	Picklenet & Balls - ERC	MUNI	361.00
EFT52023	02/06/2023	Prime Supplies	Tie Down Straps x 6 - 2016 Toro Mower	MUNI	108.57
EFT52024	02/06/2023	Rachel O'Donoghue	Reimburse Items for Library Programs - ECL	MUNI	70.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52025	02/06/2023	Rebecca Wilson	Reimburse Uniform Purchase	MUNI	220.93
EFT52026	02/06/2023	Safestart Test & Tag	RCD Trip Test - Burekup Hall	MUNI	105.60
EFT52027	02/06/2023	Scope Electrical Contracting Pty Ltd	Electrical Maintenance & Repairs - Sindhi Park	MUNI	1,566.43
EFT52028	02/06/2023	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	485.26
EFT52029	02/06/2023	Sheyna-Lei Hetaraka	ERC Umpire Payment - 31/05/2023	MUNI	44.00
EFT52030	02/06/2023	Shire of Dardanup	Cage Hire Bond - Forfeited Due to Non-Return - Receipt # 144117	MUNI	150.00
EFT52031	02/06/2023	South Regional TAFE	Auschem Accreditation - Manual - Danita Ballard	MUNI	110.00
EFT52032	02/06/2023	South West Tree Safe	Remove Peppermint Tree & Grind Stump - 73 Hale Street Eaton	MUNI	660.00
EFT52033	02/06/2023	Steann Pty Ltd	Green Waste Verge Side Collection: 15-20/05/2023	MUNI	27,027.00
EFT52034	02/06/2023	Synergy	Electricity Account - Gary Engel Park: 20/04-21/05/2023	MUNI	2,578.98
EFT52035	02/06/2023	Te Wairimu Elinor Pomare	ERC Umpire Payment - 31/05/2023	MUNI	54.00
EFT52036	02/06/2023	Telstra	Internet Service - Waterloo BFB & Telephone - Waterloo BFB	MUNI	135.66
EFT52037	02/06/2023	The Cafe Merchant	Catering for Citizenship Ceremony - 24/04/2023	MUNI	229.50
EFT52038	02/06/2023	The Rink Pty Ltd	Skate Rink Excursion - ERC	MUNI	576.00
EFT52039	02/06/2023	Theo Naude	Reimburse Membership Renewal - Engineers Australia Technologist Fellow & National Engineering Register	MUNI	709.00
EFT52040	02/06/2023	Therese Price	ERC Umpire Payment - 30/05/2023	MUNI	54.00
EFT52041	02/06/2023	Tiana Fraser	ERC Umpire Payment - 30/05/2023	MUNI	44.00
EFT52042	02/06/2023	Tim Eva's Nursery	Planting - 6 x Shire Locations	MUNI	1,663.00
EFT52043	02/06/2023	Timber Insight	Preventative Bridge Maintenance - Rural	MUNI	5,225.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52044	02/06/2023	Tint City	Window Decals - ERC	MUNI	4,970.00
EFT52045	02/06/2023	Titch Haven	Team Building Workshop Day for Pace Team - 08/06/2023	MUNI	400.00
EFT52046	02/06/2023	Total Eden Pty Ltd	4 x Invoices: Reticulation Maintenance - 4 x Shire Locations	MUNI	1,195.80
EFT52047	02/06/2023	The Cheesecake Shop	Tropical Torte With 'Body balance 100" Wording - ERC Promotion Expense	MUNI	49.95
EFT52048	02/06/2023	Winc Australia Pty Ltd	Targus Laptop Case - Admin OH	MUNI	98.34
EFT52049	02/06/2023	Work Clobber	Ranger Uniform - 2 x Trousers	MUNI	218.00
EFT52050	08/06/2023	A D Engineering International Pty Ltd	Call Out & Replace Power Switch on VMB Trailer	MUNI	1,430.00
EFT52051	08/06/2023	Advanced Traffic Management WA P/L	Traffic Control: 24-26/05/2023 - Ferguson Road	MUNI	3,448.06
EFT52052	08/06/2023	All Aussie Truck and Bobcat Services	General Maintenance - May 2023 - Banksia Road Site	MUNI	2,376.00
EFT52053	08/06/2023	Amity Signs	Street Signs - 2 x Shire Roads	MUNI	380.05
EFT52054	08/06/2023	Amy Scaffidi	Refund Upfront Membership Fees #17271 Due to Cancellation	MUNI	204.33
EFT52055	08/06/2023	Archival Survival	Archival Products Items - Dardanup Centenary Time Capsule	MUNI	285.67
EFT52056	08/06/2023	AusQ Training	Basic Worksite Traffic Management & Traffic Control Reaccreditation - 09/05/2023 - Dennis Newton	MUNI	356.00
EFT52057	08/06/2023	Australia Day Council of WA Inc	2023-2024 Annual Subscription for Citizen of the Year Awards - 26/01/2024	MUNI	720.00
EFT52058	08/06/2023	Australia Post	Monthly Invoice of Postage & Mail - May 2023	MUNI	1,794.34
EFT52059	08/06/2023	B & B Street Sweeping Pty Ltd	4 x Invoices: Street Sweeping - Multiple Shire Roads	MUNI	7,581.75
EFT52060	08/06/2023	BCE Surveying Pty Limited	Brett Place Dardanup - Location & Survey of Harvey Water Asset	MUNI	7,238.00
EFT52061	08/06/2023	Big W	ERC - Creche Items & ECL - Book Stock	MUNI	321.05
EFT52062	08/06/2023	Bluesteel Enterprises Pty Ltd	Safety Boots & Fire Fighting Rake - Wellington Mills BFB & Ferguson BFB - ESL Recurrent Exp	MUNI	844.82

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52063	08/06/2023	BOC Ltd	ERC Hire of Oxygen Bottles 2022-2023	MUNI	12.95
EFT52064	08/06/2023	Brad Goode and Associates Pty Ltd	Ferguson Road SLK 13.56 - 13.62 - Survey & Consultation Fees	MUNI	7,728.53
EFT52065	08/06/2023	Brecken Corporate Care	Pre-Employment Medical - Amy Pope - Casual Ranger	MUNI	173.80
EFT52066	08/06/2023	Brett Hodgson	ERC Umpire Payment - 07/06/2023	MUNI	135.00
EFT52067	08/06/2023	Brooks Hire Service Pty Ltd	Diesel Fuel Charges - Water Cart - Dowdells Line	MUNI	66.00
EFT52068	08/06/2023	Bunbury Print	Youth Leadership Conference - Merchandise: Printing - 30 x Tote Bags	MUNI	480.00
EFT52069	08/06/2023	Caroline Lindsell	Refund Cat Cage Hire Bond - Receipt # 149015	MUNI	150.00
EFT52070	08/06/2023	Cassandra Budge	Reimburse Accommodation & Parking - WALGA Training 19/05/2023	MUNI	277.00
EFT52071	08/06/2023	Christine Worsfold	ERC Umpire Payment - 06/06/2023	MUNI	81.00
EFT52072	08/06/2023	Civil Projects Southwest	Bobcat Hire for Drainage Works: 22-24/05/2023 - Ferguson Road	MUNI	2,970.00
EFT52073	08/06/2023	Cleanaway Solid Waste Pty Ltd	6 x Invoices - Waste Removal: 4 x Shire Locations	MUNI	6,067.85
EFT52074	08/06/2023	Cleanaway Waste Management Pty Ltd	Co-Mingled Recycling Removal - Waste Transfer Station - May 2023	MUNI	708.26
EFT52075	08/06/2023	Coastal Rowing WA Inc	Community Quick Response Grant Payment 2022-2023	MUNI	500.00
EFT52076	08/06/2023	Cross Security Services	Depot & ERC Alarm Monitoring	MUNI	315.70
EFT52077	08/06/2023	Daryl Fishwick	ERC Umpire Payment - 07/06/2023	MUNI	81.00
EFT52078	08/06/2023	David Lovett	Reimburse Uniform Purchase	MUNI	319.85
EFT52079	08/06/2023	DBK Embroidery	Name Badges for Safety Vest - Ranger Amy	MUNI	40.00
EFT52080	08/06/2023	Deputec Pty Ltd	ERC - Deputy Roster Schedule Software - May 2023	MUNI	267.52
EFT52081	08/06/2023	Donna Bastow	ERC Umpire Payment - 07/06/2023	MUNI	162.00



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52082	08/06/2023	Ellen Patricia Lilly	Meeting Allowance	MUNI	1,267.25
EFT52083	08/06/2023	Erin June Laidlaw	Rates Refund for Assessment A11485	MUNI	3,209.24
EFT52084	08/06/2023	Eve Yoga	ERC Contracted Yoga Classes - May 2023	MUNI	240.00
EFT52085	08/06/2023	Exetel Pty Ltd	Exetel 200/200Mbit Data Communications - June 2023	MUNI	1,250.00
EFT52086	08/06/2023	Fit2Work	Monthly Invoice for Police Checks - May 2023	MUNI	464.31
EFT52087	08/06/2023	Fulton Hogan Industries WAR	Premix - Pile Road & Harold Douglas Drive	MUNI	1,552.76
EFT52088	08/06/2023	Grace Records Management	Records Management External - Storage, Destruction & Consumables	MUNI	914.97
EFT52089	08/06/2023	Guardian First Aid and Fire	5 x Invoices: May First Aid Kit Servicing - Eaton Admin Vehicles, Dardanup Office, Depot, ECL & ERC	MUNI	3,643.55
EFT52090	08/06/2023	Hays Specialist Recruitment	Labour Hire General Hand: 22-26/04/2023 - 8 x Shire Locations	MUNI	2,773.01
EFT52091	08/06/2023	In Safe Hands - Educators in Safety	ERC - Creche & Cafe Staff Training	MUNI	374.00
EFT52092	08/06/2023	John Thompson	ERC Umpire Payment - 07/06/2023	MUNI	54.00
EFT52093	08/06/2023	Kelvin Lionel Hanrahan	Rates Refund for Assessment A3812	MUNI	2,511.73
EFT52094	08/06/2023	Kevin John Carey	Crossover Rebate - A11389	MUNI	180.20
EFT52095	08/06/2023	Les Mills Asia Pacific	Eaton Recreation Centre Monthly Les Mills Licence - June 2023	MUNI	1,456.29
EFT52096	08/06/2023	Luke William Davies	Meeting Allowance	MUNI	1,267.25
EFT52097	08/06/2023	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	140.00
EFT52098	08/06/2023	Marece Hetaraka	ERC Umpire Payment - 07/06/2023	MUNI	135.00
EFT52099	08/06/2023	Mark Richard Hutchinson	Meeting Allowance	MUNI	1,267.25
EFT52100	08/06/2023	Mercure Perth	2 Nights Accommodation & Parking - Moore Financial Reporting Workshop: 24 & 25/05/2023 - N Hopkins	MUNI	428.30

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52101	08/06/2023	Michael Bennett	Local Government Allowance	MUNI	4,209.83
EFT52102	08/06/2023	Millwood Forest Products	Milling of Timber - New SoD Admin & Library Building: Progress Payment	MUNI	3,375.00
EFT52103	08/06/2023	Northwater Group Pty Ltd ATF Carbon Asset Trust	Refund DAP-F0339376: Lot 151 (1058) Henty Road, Henty - Application Withdrawn	MUNI	295.00
EFT52104	08/06/2023	Office of The Auditor General	Audit of FY 2021-2022 Roads to Recovery Annual Report	MUNI	4,400.00
EFT52105	08/06/2023	Patricia Rose Perks	Meeting Allowance	MUNI	1,267.25
EFT52106	08/06/2023	Peter Robinson	Meeting Allowance	MUNI	1,267.25
EFT52107	08/06/2023	PFI Supplies	ERC - Tork T9 Smart Toilet Paper	MUNI	338.75
EFT52108	08/06/2023	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	Repair Tyre on Grader - DA9774	MUNI	425.00
EFT52109	08/06/2023	Promote You	Embroidery of Staff Uniforms - Administration	MUNI	80.03
EFT52110	08/06/2023	QM Airconditioning	De-Gassing of Refrigeration Units - Recycling Yard	MUNI	960.00
EFT52111	08/06/2023	Regional Media Specialists P/L	Monthly Community News Page - Bunbury Herald - May 2023	MUNI	972.40
EFT52112	08/06/2023	Scope Electrical Contracting Pty Ltd	Repair Damaged Light Tower at Eaton Skate Park Due to Vandalism - Insurance Claim & Temporary Power Connection - Eaton Oval Clubrooms	MUNI	12,577.25
EFT52113	08/06/2023	Scope Rentals Pty Ltd	Managed Print Service Contract Costs - Rental & Usage - June 2023	MUNI	5,267.37
EFT52114	08/06/2023	Securepay Pty Ltd	Bank Fees - Securepay Web & IVR Merchant ID - May 2023	MUNI	5.50
EFT52115	08/06/2023	Shire of Dardanup	To Manually Clear Refunded Cat Cage Hire Bond to Wayne Lowke Cr # 96352 Receipt # 136386 Refund Paid 22/7/21 - Trust Entry Did Not Clear	MUNI	150.00
EFT52116	08/06/2023	South West Networking	Investigate & Repair Water Leak Over Council Chambers - Eaton Administration Building	MUNI	480.00
EFT52117	08/06/2023	Stacey Gillespie	Meeting Allowance	MUNI	1,267.25

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52118	08/06/2023	Synergy	Electricity Account: Townsite Auxiliary Lighting, Streetlights & Irrigation Control & Burekup BFB	MUNI	586.45
EFT52119	08/06/2023	South West Precision Print	Printing of Dividers for Strategic Financial Plan - Admin O/H	MUNI	1,048.00
EFT52120	08/06/2023	Te Wairimu Elinor Pomare	ERC Umpire Payment - 07/06/2023	MUNI	167.00
EFT52121	08/06/2023	Team Global Express - Toll	2022-2023 Postage & Freight - Environmental Health & Dardanup BFB	MUNI	84.25
EFT52122	08/06/2023	Telstra	Telephone Use - West Dardanup BFB	MUNI	42.20
EFT52123	08/06/2023	The Trustee for AM2 & FM2 Trust	April 2023 Monthly Subscription - Myosh Classic Plus	MUNI	1,243.00
EFT52124	08/06/2023	Therese Price	ERC Umpire Payment - 06/06/2023	MUNI	54.00
EFT52125	08/06/2023	Tiana Fraser	ERC Umpire Payment - 06/06/2023	MUNI	66.00
EFT52126	08/06/2023	Totally Workwear	Staff Uniform - Suzette Sutton - Admin OH	MUNI	194.40
EFT52127	08/06/2023	Tutt Bryant Hire	Bobcat, Slasher & Trailer Hire: 23-31/05/2023 - Various Shire Locations	MUNI	2,463.62
EFT52128	08/06/2023	Tyrrell Gardiner	Meeting Allowance	MUNI	1,859.17
EFT52129	08/06/2023	Veolia Recycling & Recovery Pty Ltd	Weekly Bin Collection of Cardboard - May 2023	MUNI	177.03
EFT52130	08/06/2023	West Oz Linemarking	Pathway Decals - Recreation Drive, Council Drive & Parking Bay Marking - Dardanup Oval	MUNI	4,147.00
EFT52131	08/06/2023	Western Australian Treasury Corporation	Repayment: Loan 70 - Wanju DCP & Waterloo Industrial Park	MUNI	40,400.21
EFT52132	08/06/2023	Winc Australia Pty Ltd	4 x Invoices: Stationery - Admin OH	MUNI	2,351.81
EFT52133	08/06/2023	Woolworths Group Limited - Online Order Only	9 x Invoices: ERC - Cafe Goods & Eaton Admin Kitchen Supplies	MUNI	1,350.41
EFT52134	08/06/2023	Woolworths Group Limited - Openpay Portal	4 x Invoices: ERC - Cafe Goods & Eaton Admin Kitchen Supplies	MUNI	693.61
EFT52135	08/06/2023	Work Clobber	5 x Invoices: Uniform Purchase - Public Works & Admin OH	MUNI	866.80
EFT52136	16/06/2023	Acromat	Service Retractable Seating, Winches, Court Dividers & Curtains - ERC	MUNI	6,493.85

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52137	16/06/2023	Advanced Traffic Management WA P/L	Traffic Control - 21/04/2023 - Ferguson Road	MUNI	1,066.42
EFT52138	16/06/2023	Amanda Joy Gunning	Reimburse MR Drivers Licence Permit & Test Costs - BFB Grant Scheme	MUNI	146.50
EFT52139	16/06/2023	Ampol Australia Petroleum Pty Ltd	Shire Vehicles Fuel Usage - May 2023	MUNI	21,659.11
EFT52140	16/06/2023	Anthea Hodgson	Authors Talk - May 2023 - ECL	MUNI	313.00
EFT52141	16/06/2023	Aquila Food Forest	Sustainable Living Workshop: 08/06/2023	MUNI	300.00
EFT52142	16/06/2023	Australian Tax Office	PAYG - Payrun: 09/06/2023	MUNI	83,637.00
EFT52143	16/06/2023	B & B Street Sweeping Pty Ltd	Street Sweeping & Jet -Vac Drain Cleaner: Multiple Shire Locations	MUNI	1,575.75
EFT52144	16/06/2023	Bailey Harkness	ERC Umpire Payment - 13/06/2023	MUNI	27.00
EFT52145	16/06/2023	Booktopia Pty Ltd	Purchase of Local Book Stock - ECL	MUNI	200.05
EFT52146	16/06/2023	Brennan It Pty Ltd	CISCO Smartnet Support - Admin O/H	MUNI	347.25
EFT52147	16/06/2023	Brett Hodgson	ERC Umpire Payment - 14/06/2023	MUNI	135.00
EFT52148	16/06/2023	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	511.22
EFT52149	16/06/2023	Bunbury Harvey Regional Council	Hook Bin Hire - WTS, Green Waste Collection & Processing Kerbside Fogo Waste From Veolia Trucks - May 2023	MUNI	16,954.46
EFT52150	16/06/2023	Bunbury Subaru	11,Km Service - 8DA	MUNI	441.13
EFT52151	16/06/2023	Bunnings Group Limited	Winbag Wedges & Spray Bottles - Ranger Vehicles, Maintenance Items - Martin-Pelusey Rd Depot	MUNI	285.60
EFT52152	16/06/2023	Burekup and District Country Club	Community Grant Funding R2 2022-2023. Council Approved, Resolution # 41-23	MUNI	1,000.00
EFT52153	16/06/2023	Burekup Bush Fire Brigade	Reimburse Payment of Telstra Phone & Internet Account - Burekup BFB - ESL Recurrent Exp	MUNI	1,052.30

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52154	16/06/2023	Cameron Chisholm Nicol (WA) Pty Ltd	Independent Design Review Consulting Fees - Eaton Fair Shopping Centre Expansion (Third Review)	MUNI	1,057.10
EFT52155	16/06/2023	Chloe Scott	ERC Umpire Payment - 14/06/2023	MUNI	81.00
EFT52156	16/06/2023	Christine Worsfold	ERC Umpire Payment - 13/06/2023	MUNI	54.00
EFT52157	16/06/2023	Civil Projects Southwest	Digger Hire for Drain Cleaning - Crooked Brook Road	MUNI	990.00
EFT52158	16/06/2023	Cleanaway Solid Waste Pty Ltd	General Waste Kerbside Disposal To Cleanaway Tip	MUNI	2,596.42
EFT52159	16/06/2023	Construction Training Fund : BCITF	BCITF Remittance - May 223	MUNI	273.85
EFT52160	16/06/2023	Country Landscaping Pty Ltd	Relocate The Main Line Irrigation for New Fishwick Pavilion Building - Eaton Oval Clubrooms	MUNI	5,899.11
EFT52161	16/06/2023	Country Water Solutions	Aluminum Camlock for Upper Ferguson BFB Water Tank - ESL Recurrent Exp	MUNI	20.58
EFT52162	16/06/2023	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	574.37
EFT52163	16/06/2023	CS Legal	Debt Recovery Fees - May 2023	MUNI	2,713.55
EFT52164	16/06/2023	Dapco Tyre and Auto Centre	4 x Maxxis Tyres - DA9287	MUNI	880.00
EFT52165	16/06/2023	Dardanup Gas	Gas Bottle - Dardanup Hall & Forklift Gas Cylinder - Martin-Pelusey Rd Depot	MUNI	112.00
EFT52166	16/06/2023	Daryl Fishwick	ERC Umpire Payment - 14/06/2023	MUNI	108.00
EFT52167	16/06/2023	Dataline Visual Link Pty Ltd	10 x Door Fobs - Eaton Office	MUNI	213.07
EFT52168	16/06/2023	Dell Australia Pty Ltd	Secureworks Annual Subscription: 09/06/2023 - 08/06/2023	MUNI	7,136.25
EFT52169	16/06/2023	Department of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BSL Remittance - May 2023	MUNI	7,849.06
EFT52170	16/06/2023	Diesel Force	2013 Caterpillar Grader Repair - DA698	MUNI	4,404.09
EFT52171	16/06/2023	Donna Bastow	ERC Umpire Payment - 14/06/2023	MUNI	108.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52172	16/06/2023	Dynamite Dan's Cleaning Services	Cleaning 2 x Changerooms Facing Ferguson Road - Dardanup Oval Club Buildings	MUNI	550.00
EFT52173	16/06/2023	Dardanup Tavern	OCM Catering - 24/05/2023	MUNI	701.40
EFT52174	16/06/2023	Eaton Senior Citizens Association	Community Grant Funding R2 2022-2023. Council Approved, Resolution # 41-23	MUNI	826.66
EFT52175	16/06/2023	Eaton Trophies	Plaque Acknowledging Mr Alexander Poad - Wells Recreation Reserve Clubrooms	MUNI	560.00
EFT52176	16/06/2023	Emma Leah Webster	Rates Refund for Assessment A10485	MUNI	374.18
EFT52177	16/06/2023	Evan Mills	ERC Umpire Payment - 14/06/2023	MUNI	54.00
EFT52178	16/06/2023	Eve Yoga	Eaton Recreation Centre Contracted Yoga Classes: 27/05-07/06/2023	MUNI	240.00
EFT52179	16/06/2023	Fitness Audio Distributors	Portable PA System With Wireless Microphone - ERC	MUNI	2,187.00
EFT52180	16/06/2023	Fortune Supplies	VIP Catering for Community Events: Summer Sounds Dardanup & Opening of Carramar Park	MUNI	176.00
EFT52181	16/06/2023	Go Electrical Contracting	Repair Faulty Exit Light - Burekup Hall	MUNI	319.00
EFT52182	16/06/2023	Guardian First Aid and Fire	Service First Aid Kit & Replace Expired First Aid Kit - Upper Ferguson BFB - ESL Recurrent Exp	MUNI	200.00
EFT52183	16/06/2023	Hays Specialist Recruitment	Labour Hire: 29/05-02/06/2023 - Road Maintenance	MUNI	2,876.68
EFT52184	16/06/2023	ID Consulting Pty Ltd	Forecast ID - Annual Subscription: 01/06/2023 - 31/05/2024	MUNI	15,730.00
EFT52185	16/06/2023	Irene Patricia Perks	Crossover Rebate - A11916 & Refund Partial Dog Registration Due to Sterilisation	MUNI	333.00
EFT52186	16/06/2023	James Reilly	Reimburse Uniform Purchase	MUNI	95.43
EFT52187	16/06/2023	JB Hi-Fi Ltd	Purchase of Wall Mountable TV & Hand Held Radios - ERC	MUNI	1,485.00
EFT52188	16/06/2023	JCW Electrical Pty Ltd	Light Sensors Require Adjusting - Glen Huon Change Rooms	MUNI	323.40
EFT52189	16/06/2023	Jo Jingles South West	Jo Jingles Sessions - May 2023 - ECL	MUNI	2,750.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52190	16/06/2023	John Thompson	ERC Umpire Payment - 14/06/2023	MUNI	108.00
EFT52191	16/06/2023	Kent Lyon Architect	Superintendent Services - New SoD Administration Building/Library Project - Progress Payment	MUNI	10,428.00
EFT52192	16/06/2023	Landgate	Bunbury Townsite Images 2nd Extract Dec 2022 Mosaic for GIS Intramaps - Admin O/H	MUNI	216.15
EFT52193	16/06/2023	Luke Wilkinson	ERC Umpire Payment - 14/06/2023	MUNI	108.00
EFT52194	16/06/2023	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	140.00
EFT52195	16/06/2023	Mackay Urban Design	Independent Design Review Consulting Fees - Eaton Fair Shopping Centre (Third Review)	MUNI	412.50
EFT52196	16/06/2023	Malatesta Road Paving and Hotmix	Traffic Control for Edge Seal Repair - Dowdells Line	MUNI	1,540.00
EFT52197	16/06/2023	Marketforce	2 x Advertisements - Bunbury South Western Times - 04/05/2023	MUNI	883.96
EFT52198	16/06/2023	Melanie May Ring	Reimburse Amanda Tuberes Farewell Gift - Council Portion	MUNI	50.00
EFT52199	16/06/2023	MGM Bulk Pty Ltd	Gravel Delivered - Road Maintenance - Queenwood Road	MUNI	2,720.18
EFT52200	16/06/2023	Millwood Forest Products	Milling of Timber for New SoD Admin & Library Building - Progress Payment	MUNI	6,750.00
EFT52201	16/06/2023	MJB Industries Pty Ltd	1 x 12 Square Grate Cover - Illawarra Drive	MUNI	441.79
EFT52202	16/06/2023	Naturaliste Hygiene	Sharps Disposal Service - Eaton Foreshore Public Toilets - June 2023	MUNI	165.00
EFT52203	16/06/2023	Nightguard Security Service SW	Alarm Monitoring - Eaton Admin, Eaton Football Club & ECL	MUNI	313.50
EFT52204	16/06/2023	Nutrien Ag Solutions	Fertiliser - 3 x Shire Locations	MUNI	3,696.00
EFT52205	16/06/2023	Officeworks Superstores Pty Ltd	Storage Tubs on Wheels for ECL Transit Collections	MUNI	81.00
EFT52206	16/06/2023	Onsite Rental Group	Lease 26 - Hire Of Office & Ablution Block: May 2023	MUNI	3,557.64
EFT52207	16/06/2023	Orbit Fitness Equipment	ERC - Fitness Centre Equipment	MUNI	80.00
EFT52208	16/06/2023	Pearl Plumbing	Emergency Call Out and Repair to Leaking Water Main: Burekup BFB - ESL Recurrent Exp	MUNI	145.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52209	16/06/2023	Perfect Landscapes	Weekly Reserves Mowing Commencing 29/05/2023, Fertilisation of 3 x Ovals & Weed Treatment - Eaton Drive	MUNI	7,012.50
EFT52210	16/06/2023	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	1,526.45
EFT52211	16/06/2023	PFI Supplies	Cleaning Equipment - Dardanup Hall	MUNI	402.60
EFT52212	16/06/2023	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	4 x New Tyres - DA82	MUNI	1,372.00
EFT52213	16/06/2023	Planning Institute of Australia	Andre Schonfeldt Planning Institute of Australia Annual Membership: 01/07/2023 - 03/06/2024	MUNI	693.00
EFT52214	16/06/2023	Raeco International Pty Ltd	First Order Fit Out for New SoD Library: 2 Service Pods & Children Cushions	MUNI	10,868.00
EFT52215	16/06/2023	Rawlinsons (W.A.)	Quantity Survey to Assess Perkins Construction Variation Schedule for New SoD Admin Building/Library & Construction Handbook	MUNI	9,617.75
EFT52216	16/06/2023	Reece Depiazzi	Reimbursement for Learners Permit for MR Course - BFB Grant Scheme	MUNI	126.10
EFT52217	16/06/2023	Sage Consulting Engineers Pty Ltd	Consulting Fee for Alternative Footing Investigation & PC Inspection - Dardanup Oval	MUNI	4,911.50
EFT52218	16/06/2023	Sam & Simon King	Reimburse Uniform Purchase	MUNI	245.94
EFT52219	16/06/2023	Sarah Burrows	ERC Umpire Payment - 14/06/2023	MUNI	54.00
EFT52220	16/06/2023	Schweppes Australia Pty Ltd	ERC - Cafe Goods	MUNI	451.48
EFT52221	16/06/2023	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	485.26
EFT52222	16/06/2023	South West Networking	Replace 1000 Tek Screws & Clean Debris From Gutters - Dardanup Hall	MUNI	1,880.00
EFT52223	16/06/2023	South West Septics	Pump Out Grease Trap at Eaton Sports Club & ERC	MUNI	473.00
EFT52224	16/06/2023	South West Tree Safe	5 x Invoices: Tree Pruning/Removal - 7 x Shire Locations	MUNI	13,090.00
EFT52225	16/06/2023	Southern Cross Austereo	Eaton Recreation Centre 6 x Month Radio Advertisement Campaign - Final	MUNI	2,395.80



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52226	16/06/2023	St John Ambulance Western Australia Ltd	First Aid Kit Servicing - Replacement Materials for Kits at Depot & Depot Vehicles	MUNI	1,302.09
EFT52227	16/06/2023	Stacey Gillespie	Reimburse Child Care Costs Whilst Attending Council Meetings/Workshops: 18/01/2023 - 31/05/2023	MUNI	345.00
EFT52228	16/06/2023	Stacey Patterson	Reimburse Uniform Purchase	MUNI	193.37
EFT52229	16/06/2023	Stewart and Heaton Clothing Company Pty Ltd	Firefighter Uniform - Waterloo BFB - ESL Recurrent Exp	MUNI	398.98
EFT52230	16/06/2023	Synergy	Electricity Supply - 6 x Shire Locations	MUNI	29,895.87
EFT52231	16/06/2023	T - Quip	Parts for Repairs - Toro DA9429	MUNI	398.10
EFT52232	16/06/2023	T J Depiazzi & Sons	Bushland Mulch Delivered to Shire Depot	MUNI	5,955.84
EFT52233	16/06/2023	Taylor Burrell Barnett	Consultant Appointed to Complete Development Application Assessment - May 2023	MUNI	2,698.30
EFT52234	16/06/2023	Team Global Express - Toll	Postage & Freight - Townsites Road Signs, Health & Ferguson BFB	MUNI	349.55
EFT52235	16/06/2023	Telair Pty Ltd	Library NBN Enterprise Ethernet Services - Data Network Connection: June 2023	MUNI	658.90
EFT52236	16/06/2023	Telstra	Staff Mobiles & IPADS	MUNI	2,674.94
EFT52237	16/06/2023	The Good Guys	Vacuum Cleaner for Creche - ERC	MUNI	490.00
EFT52238	16/06/2023	The Health Hub at Eaton Fair	Follow-Up Medical Appointment for Peter Morrison: Dog Bite 16/05/2023	MUNI	87.00
EFT52239	16/06/2023	Therese Price	ERC Umpire Payment - 13/06/2023	MUNI	54.00
EFT52240	16/06/2023	Tiana Fraser	ERC Umpire Payment - 13/06/2023	MUNI	22.00
EFT52241	16/06/2023	Toolmart	Universal Lock Out Tool Kit for Abandoned Vehicles - 2 x Ranger Vehicles	MUNI	175.90
EFT52242	16/06/2023	Total Eden Pty Ltd	Reticulation Maintenance and Repairs - Hale Street Reserve	MUNI	942.04
EFT52243	16/06/2023	Town Team Movement Ltd	Placemaking Engagement: 2 x Community Sessions, Shire Meeting & Brief Engagement Outcomes Report	MUNI	5,500.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52244	16/06/2023	TPG Network Pty Ltd	NBN EE 1Gbps IP Line: June 2023 - Eaton Admin	MUNI	115.93
EFT52245	16/06/2023	Tricia Richards	Reimburse Uniform Purchase	MUNI	100.41
EFT52246	16/06/2023	Tutt Bryant Hire	Hire of Bobcat & Trailer for Road Maintenance: 31/05-02/06/2023 - 4 x Shire Locations	MUNI	703.89
EFT52247	16/06/2023	Veolia Recycling & Recovery Pty Ltd	Shire Bin Collection - May 2023	MUNI	87,648.59
EFT52248	16/06/2023	WALGA	WALGA State Employment Law Essentials Training Course - Teresa Partridge 26/06/2023	MUNI	1,914.00
EFT52249	16/06/2023	Winc Australia Pty Ltd	General Stationery - ECL	MUNI	187.98
EFT52250	16/06/2023	Work Clobber	ERC - Staff Uniforms	MUNI	4,444.50
EFT52251	16/06/2023	Yep Booking	ERC - Creche Booking Subscription - May 2023	MUNI	59.00
EFT52252	22/06/2023	Access Wellbeing Services	Employee Assistance Program Services	MUNI	176.00
EFT52253	22/06/2023	Advanced Traffic Management WA P/L	Traffic Control for Linemarking: Recreation Drive	MUNI	789.05
EFT52254	22/06/2023	Amity Signs	4 x Invoices: Signs & Hazard Markers - 12 x Shire Roads	MUNI	2,560.80
EFT52255	22/06/2023	Andrew Macleod	Author Workshop - Poetry Workshop With Andrew Macleod - ECL	MUNI	500.00
EFT52256	22/06/2023	B & B Street Sweeping Pty Ltd	Hire of Jet-Vac Truck to Unblock Culvert & Clean Pits - Ord Close	MUNI	2,640.00
EFT52257	22/06/2023	Belinda Jansen Van Vuuren	Reimburse External Hard Drive & USB Purchase	MUNI	116.00
EFT52258	22/06/2023	Brett Hodgson	ERC Umpire Payment - 21/06/2023	MUNI	108.00
EFT52259	22/06/2023	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	366.84
EFT52260	22/06/2023	Bunbury Coffee Machines	Cafe Goods & Barista Training - ERC	MUNI	527.00
EFT52261	22/06/2023	Bunbury Mower Service	Mounting Kit, WB20 Water Pump, Pruners, Whipper Snipper Cable - Plant	MUNI	1,488.05
EFT52262	22/06/2023	Bunbury Settlement Services Pty Ltd	Settlement Fees Associated With Purchase of Lot 1111, on Deposited Plan 422040, Eaton - as Per Statement 29424	MUNI	1,788.21

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52263	22/06/2023	Bunbury Telecom Service Pty Ltd	Cable Location for Roadside Drainage Issues - Japonica View	MUNI	825.00
EFT52264	22/06/2023	Bunbury Truck Sales and Service Centre	Inspection & Replace Globe & Aerial - DA9219	MUNI	277.91
EFT52265	22/06/2023	Bunnings Group Limited	Tape Measures - Infrastructure & Martin-Pelusey Depot, Plywood Timber - Dardanup Office & ERC	MUNI	942.31
EFT52266	22/06/2023	Caroline Mears	Chair Yoga Workshops - May 2023	MUNI	260.00
EFT52267	22/06/2023	Christine Worsfold	ERC Umpire Payment - 20/06/2023	MUNI	54.00
EFT52268	22/06/2023	Ciphertel Pty Ltd T/as Gateway Internet Services	Monthly Account for Point to Point Microwave Service Depot & Dardanup - May 2023	MUNI	2,893.00
EFT52269	22/06/2023	Citygate Properties Pty Ltd	2 x \$50 Eaton Fair Vouchers - for Senior Related Workshops & Activities	MUNI	100.00
EFT52270	22/06/2023	Civil Projects Southwest	Digger Hire to Repair Storm Damage - Japonica View	MUNI	2,090.00
EFT52271	22/06/2023	Cleanaway Solid Waste Pty Ltd	General Waste Kerbside Disposal to Cleanaway Tip - Crooked Brook Rd	MUNI	2,662.82
EFT52272	22/06/2023	Connect Call Centre Services	After Hours Call Centre Service for the Shire of Dardanup - May 2023	MUNI	265.27
EFT52273	22/06/2023	Country Landscaping Pty Ltd	Reticulation Maintenance And Repairs - Eustace Fowler Park	MUNI	460.70
EFT52274	22/06/2023	Country Water Solutions	Reticulation Maintenance - Millbridge Verges	MUNI	218.90
EFT52275	22/06/2023	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	474.28
EFT52276	22/06/2023	Dapco Tyre and Auto Centre	New Tyres - DA9429 & Slow Tyre Leak Repair - DA0	MUNI	500.00
EFT52277	22/06/2023	Dardanup Rural Supplies	Fencing Parts - Yabberup Road & Star Pickets - Padbury Rd	MUNI	239.50
EFT52278	22/06/2023	Dardanup Tavern	OCM Catering - 24/05/2023	MUNI	701.40
EFT52279	22/06/2023	Dell Financial Services Pty Ltd	Lease 23: Quarterly Leasing for 7 x Councillor Laptops - Contract # 009-0141985-005: 01/05/2023 - 31/07/2023	MUNI	1,265.12
EFT52280	22/06/2023	Department of Biodiversity, Conservation and Attractions	Lease Rental - 01/05/2022 - 30/04/2023 - Waterloo BFB - ESL Recurrent Exp	MUNI	182.89

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52281	22/06/2023	Diesel Force	Service 2013 Grader - DA698	MUNI	3,434.11
EFT52282	22/06/2023	Donna Bastow	ERC Umpire Payment - 21/06/2023	MUNI	162.00
EFT52283	22/06/2023	Eaton Basketball Association	Refund Duplicate Payment of Debtor Invoices 33683 & 33681	MUNI	4,314.00
EFT52284	22/06/2023	Ellen Patricia Lilly	Meeting Allowance	MUNI	1,267.25
EFT52285	22/06/2023	Environmental and Agricultural Testing Services	Water Testing for Production Bores - Townsites	MUNI	3,190.00
EFT52286	22/06/2023	Evolt IOH Pty Ltd	Evolt Active Subscription June 2023 - June 2024	MUNI	1,320.00
EFT52287	22/06/2023	Fiore Family Trust	Tree Planting & Root Barrier Installation - Glen Huon Boulevard	MUNI	24,205.50
EFT52288	22/06/2023	Forestvale Trees Pty Ltd	Glen Huon Boulevard - Tree Replacement	MUNI	23,144.00
EFT52289	22/06/2023	Hays Specialist Recruitment	Labour Hire for Road Maintenance: 06-09/06/2023	MUNI	2,170.47
EFT52290	22/06/2023	John Thompson	ERC Umpire Payment - 21/06/2023	MUNI	162.00
EFT52291	22/06/2023	Kaitlin Southgate	Reimburse MR Learners Permit Licence Application - BFB Grant Scheme	MUNI	146.50
EFT52292	22/06/2023	Kate Louise Maloney	June Crochet Workshop - ECL	MUNI	297.50
EFT52293	22/06/2023	Kilmore Group Pty Ltd	Eaton Junior Football & Cricket Club Pavilion & Changeroom - May 2023 Progress Payment	MUNI	107,939.10
EFT52294	22/06/2023	KMART	ERC - Creche Items	MUNI	449.00
EFT52295	22/06/2023	Keen's Truck Driver Training	5 x MR Driving Courses - 3 x BFB Locations	MUNI	3,500.00
EFT52296	22/06/2023	Liberty Gutter Cleaning	Clean & Inspect Roof Gutters & Deposit for Installation of New Gutter Guard - Dardanup Central BFB	MUNI	693.00
EFT52297	22/06/2023	Lisa Maree Whittaker-Nichols	Rates Refund for Assessment A9828	MUNI	2,353.60
EFT52298	22/06/2023	Luke Wilkinson	ERC Umpire Payment - 21/06/2023	MUNI	135.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52299	22/06/2023	Luke William Davies	Meeting Allowance	MUNI	1,267.25
EFT52300	22/06/2023	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	140.00
EFT52301	22/06/2023	Malatesta Road Paving and Hotmix	Bitumen & Aggregate for Shoulder Seal - Dowdells Line Rd	MUNI	12,359.49
EFT52302	22/06/2023	Marece Hetaraka	ERC Umpire Payment - 21/06/2023	MUNI	135.00
EFT52303	22/06/2023	Mark Richard Hutchinson	Meeting Allowance	MUNI	1,267.25
EFT52304	22/06/2023	Michael Bennett	Local Government Allowance	MUNI	4,209.83
EFT52305	22/06/2023	MJ Goods	Cleaning Wipes & Cafe Goods - ERC	MUNI	527.40
EFT52306	22/06/2023	Moddex Group Pty Ltd	Glen Huon Playground Fencing - Supply Only	MUNI	53,281.34
EFT52307	22/06/2023	Moore Australia (WA) Pty Ltd	Audit of Deferred Pensioner Rates as at 30 June 2022	MUNI	660.00
EFT52308	22/06/2023	Natalie Hopkins	Reimburse Uniform Purchase	MUNI	149.43
EFT52309	22/06/2023	Nathan Peter King	Personal Development Grant 2022-2023	MUNI	400.00
EFT52310	22/06/2023	Nathan Ryder	Reimburse Uniform Purchase	MUNI	163.00
EFT52311	22/06/2023	Patricia Rose Perks	Meeting Allowance	MUNI	1,267.25
EFT52312	22/06/2023	Perfect Landscapes	Weekly Reserves Mowing Commencing 06/06/2023 & 12/06/2023 & Weekly Lawn Mowing Commencing 12/06/2023	MUNI	6,914.55
EFT52313	22/06/2023	Peter Robinson	Meeting Allowance	MUNI	1,267.25
EFT52314	22/06/2023	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	1,740.05
EFT52315	22/06/2023	PFI Supplies	Cleaning Items - 5 x Shire Locations	MUNI	1,220.50
EFT52316	22/06/2023	Procad Pty Ltd	Autocad Licence Annual Subscription: 16/07/2023 - 15/07/2024	MUNI	6,842.00
EFT52317	22/06/2023	Rebecca Jayne Hobby	Reimburse Uniform Purchase	MUNI	169.26

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52319	22/06/2023	Rockwater Pty Ltd	Eaton Foreshore New Bore - Stage 1 (Preliminaries) - Progress Payment	MUNI	5,472.50
EFT52320	22/06/2023	Sarah Burrows	ERC Umpire Payment - 21/06/2023	MUNI	54.00
EFT52321	22/06/2023	Schweppes Australia Pty Ltd	ERC - Cafe Goods	MUNI	1,137.29
EFT52322	22/06/2023	South West Tree Safe	4 x Invoices: Tree Pruning / Replacement - 4 x Shire Locations	MUNI	6,050.00
EFT52323	22/06/2023	Southern Lock and Security	10 x Number 9 Padlocks - Depot Stores	MUNI	837.98
EFT52324	22/06/2023	Spencer Signs	Sports Promotion - Lockable Display Cabinet - ERC	MUNI	525.80
EFT52325	22/06/2023	Stacey Gillespie	Meeting Allowance	MUNI	1,483.50
EFT52326	22/06/2023	Stewart and Heaton Clothing Company Pty Ltd	Jacket With BFB Badge - Waterloo BFB - ESL Recurrent Exp	MUNI	173.35
EFT52327	22/06/2023	Surveying South	Additional Survey at the Corner of Foster Street & Eagle Crescent for the Purpose of Carpark Design - Pratt Road	MUNI	1,100.00
EFT52328	22/06/2023	Synergy	Electricity Supply - 4 x Shire Locations	MUNI	15,276.15
EFT52329	22/06/2023	T & V Fencing	Install 110m Fencing - Glen Huon Playground	MUNI	9,891.20
EFT52330	22/06/2023	Tara Louise Dillon	Reimburse Uniform Purchase	MUNI	192.91
EFT52331	22/06/2023	Team Global Express - Toll	Freight - Toro Mower - DA10105	MUNI	15.69
EFT52332	22/06/2023	Technology One Ltd	Intramaps Annual Subscription - 01/07/2023 - 30/06/2024	MUNI	18,108.37
EFT52333	22/06/2023	Telstra	Telephone - 3 x Shire Locations	MUNI	3,790.63
EFT52334	22/06/2023	Therese Price	ERC Umpire Payment - 20/06/2023	MUNI	81.00
EFT52335	22/06/2023	Tiana Fraser	ERC Umpire Payment - 20/06/2023	MUNI	81.00
EFT52336	22/06/2023	Total Eden Pty Ltd	Reticulation Maintenance & Repairs - Lofthouse Ave	MUNI	104.33
EFT52337	22/06/2023	Tyrrell Gardiner	Meeting Allowance	MUNI	1,859.17

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52338	22/06/2023	Vestone Capital Pty Limited	Schedule DAR01072020 - Executive Laptops Lease: 03/04/2023 - 30/06/2023	MUNI	1,505.24
EFT52339	22/06/2023	WAR Distributors Pty Ltd	ERC - Cafe Goods	MUNI	357.05
EFT52340	22/06/2023	West Oz Linemarking	Line Removal - Recreation Drive & Council Drive as Per MRWA Instruction	MUNI	6,160.00
EFT52341	22/06/2023	Western Australian Rangers Association Inc	WA Rangers Note Book Covers & Caps	MUNI	63.00
EFT52342	22/06/2023	Winc Australia Pty Ltd	Stationery Expense - Admin O/H	MUNI	640.52
EFT52343	22/06/2023	Young Bucks Early Learning Centers Pty Ltd	Refund DAP-F0318623 Due to Application Cancellation	MUNI	147.00
EFT52344	28/06/2023	PERKINS WA PTY LTD	Design & Construct Contract - New SoD Admin, Library & Community Building - Progress Claim # 12	MUNI	1,086,083.16
EFT52345	29/06/2023	Advanced Traffic Management WA P/L	Traffic Control - Pile Rd & Ferguson Rd	MUNI	2,662.30
EFT52346	29/06/2023	Andrea Strapp	Reimburse Books Purchased for Dardanup Library	MUNI	59.00
EFT52347	29/06/2023	Australian Local Government Association	2023 ALGA Nation General Assembly - CEO & Cr Tyrrell Gardiner	MUNI	2,730.00
EFT52348	29/06/2023	Australian Tax Office	PAYG - Payrun: 23/06/2023	MUNI	87,539.00
EFT52349	29/06/2023	B & B Street Sweeping Pty Ltd	Jet-Vac Truck Hire: 20-22/06/2023 - Ferguson Rd	MUNI	9,504.00
EFT52350	29/06/2023	Blaine Thompson	ERC Umpire Payment - 28/06/2023	MUNI	81.00
EFT52351	29/06/2023	BOC Ltd	ERC Hire of Oxygen Bottles - June 2023	MUNI	12.53
EFT52352	29/06/2023	Boyanup Botanical	Planting - Environmental Expenditure	MUNI	2,325.00
EFT52353	29/06/2023	Boyles Plumbing and Gas	Plumbing Works - Toilets Glen Huon Oval, Dardanup Office & Zip Filter Install - Depot	MUNI	2,468.46
EFT52354	29/06/2023	Brett Hodgson	ERC Umpire Payment - 28/06/2023	MUNI	108.00
EFT52355	29/06/2023	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	568.53

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52356	29/06/2023	Bunbury Coffee Machines	ERC - Cafe Milk Jugs	MUNI	79.90
EFT52357	29/06/2023	Bunbury Engraving	Plaque for Dardanup Centenary Time Capsule	MUNI	66.00
EFT52358	29/06/2023	Bunbury Mower Service	Stihl Pro Helmet Kit	MUNI	148.00
EFT52359	29/06/2023	Bunbury Subaru	83,000km Service - DA955	MUNI	323.95
EFT52360	29/06/2023	Bunnings Group Limited	Rat Bait Blocks - Watson Street, Fly Spray & Disinfectant - Banksia Rd Site	MUNI	404.38
EFT52361	29/06/2023	Bethanie Esprit Community Men's Shed	The Poppy Project - 2023 Eaton Display Board Construction	MUNI	225.00
EFT52362	29/06/2023	Cat Welfare Society Inc	Cat Haven - Adoption Reports - May 2023	MUNI	33.00
EFT52363	29/06/2023	Catered By Jacqueline	28/06/2023 Ordinary Council Meeting Catering	MUNI	975.00
EFT52364	29/06/2023	Cathy Lee	Reimburse Heater Purchase - Council Meeting Room	MUNI	219.00
EFT52365	29/06/2023	Christine Worsfold	ERC Umpire Payment - 27/06/2023	MUNI	54.00
EFT52366	29/06/2023	Civil Projects Southwest	Truck/Bobcat Hire - Ferguson Road, Joshua Brook Rd & Barcoo Close	MUNI	4,070.00
EFT52367	29/06/2023	Cleanaway Solid Waste Pty Ltd	General Waste Kerbside Disposal To Cleanaway Tip - Crooked Brook Rd	MUNI	2,565.30
EFT52368	29/06/2023	Country Water Solutions	Reticulation Maintenance - Martin-Pelusey Rd Depot	MUNI	47.69
EFT52369	29/06/2023	Coventry Group Limited T/as Konnect	Cup Head Nuts & Bolts - Depot Stores Road Signs	MUNI	70.40
EFT52370	29/06/2023	Craig Peter Corradetti	Rates Refund for Assessment	MUNI	190.15
EFT52371	29/06/2023	Dapco Tyre and Auto Centre	Service - DA563 & Wheel Alignment - DA9287	MUNI	491.65
EFT52372	29/06/2023	Diesel Force	Service & Rectify Hiab Fault - DA8457 & Service - DA613	MUNI	2,603.56
EFT52373	29/06/2023	Divine Filipino Meals	Project Connect Event Catering: 22/06/2023	MUNI	588.50
EFT52374	29/06/2023	Donna Bailye	Reimburse Uniform Purchase	MUNI	388.32



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52375	29/06/2023	Dormakaba Australia Pty Ltd	Call-Out to Assess Rammed Glass Front Doors - ERC	MUNI	621.50
EFT52376	29/06/2023	Ductworks Australia Bunbury & Busselton Air	Air Conditioning Units Maintenance - Depot & Air Conditioning Units Inspection - Eaton Admin	MUNI	849.25
EFT52377	29/06/2023	Elliotts Irrigation Pty Ltd	Supply & Install New Aeration Pump - Millbridge Lakes	MUNI	2,915.00
EFT52378	29/06/2023	Emerge Associates	Ferguson Road - DWER Clearing Permit Application Package	MUNI	6,245.25
EFT52379	29/06/2023	Emma Winfield	Refund Partial Dog Registration Due to Sterilisation	MUNI	75.00
EFT52380	29/06/2023	Evan Mills	ERC Umpire Payment - 28/06/2023	MUNI	81.00
EFT52381	29/06/2023	Eve Yoga	Eaton Recreation Centre Contracted Yoga Classes: 14-21/06/2023	MUNI	240.00
EFT52382	29/06/2023	Ferguson Building Pty Ltd	Hydrant Valve, Flywire Repairs & Gas Cylinder - Ferguson BFB - ESL Recurrent Exp	MUNI	345.57
EFT52383	29/06/2023	Flags and Canopies Australia	Shire of Dardanup Brand Event Items	MUNI	1,744.60
EFT52384	29/06/2023	Forestvale Trees Pty Ltd	Planting - 6 x Shire Locations	MUNI	1,309.00
EFT52385	29/06/2023	Gabriella Hayward	Reimburse Uniform Purchase	MUNI	47.49
EFT52386	29/06/2023	Geographe Community Landcare Nursery Inc.	Plants - Environmental Expenditure	MUNI	2,245.00
EFT52387	29/06/2023	Go Electrical Contracting	Replace Faulty Power Outlet, Down Light & 3 x LED Lights Tubes - ERC	MUNI	889.90
EFT52388	29/06/2023	Hanson Construction Materials Pty Ltd	Aggregate - Joshua Brook Road & Barcoo Close	MUNI	1,259.29
EFT52389	29/06/2023	Hays Specialist Recruitment	Labour Hire for Operations: 12-15/06/2023	MUNI	2,202.86
EFT52390	29/06/2023	Herbert Smith Freehill	Legal Advice and Contractual Queries - New SoD Administration Building/Library Project	MUNI	1,078.44
EFT52391	29/06/2023	Inclusion Solutions Limited	Every Club Funding Workshop: Social Inclusion & Disability - 08/06/2023	MUNI	1,999.10
EFT52392	29/06/2023	Jo Jingles South West	Jo Jingles Sessions For The Eaton Community Library - June 2023	MUNI	1,848.00
EFT52393	29/06/2023	John Thompson	ERC Umpire Payment - 28/06/2023	MUNI	81.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52394	29/06/2023	Jun Huang	Reimburse Uniform & Headphones Purchase	MUNI	362.40
EFT52395	29/06/2023	Katherine Kaurin	Reimburse Uniform Purchase	MUNI	194.70
EFT52396	29/06/2023	Local Government Professionals Australia WAR	DLGSC Webinar - June 2023 - Dean Pitts	MUNI	50.00
EFT52397	29/06/2023	Luke Wilkinson	ERC Umpire Payment - 28/06/2023	MUNI	135.00
EFT52398	29/06/2023	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	280.00
EFT52399	29/06/2023	Main Roads Western Australia	LGA Contribution for Bridge 3665A Substructure Repairs on Recreation Road Dardanup	MUNI	279,400.00
EFT52400	29/06/2023	Malatesta Road Paving and Hotmix	Emulsion - Ferguson Road	MUNI	400.00
EFT52401	29/06/2023	Marece Hetaraka	ERC Umpire Payment - 28/06/2023	MUNI	81.00
EFT52402	29/06/2023	Millwood Forest Products	Milling of Timber for New SoD Admin/Library Building - Progress Payment	MUNI	6,750.00
EFT52403	29/06/2023	Modern Teaching Aids Pty Ltd	ERC - Items for Creche	MUNI	1,945.58
EFT52404	29/06/2023	Monitored Electronics	Monitoring of Smartlink GSM Medical Alarms From 01/07 - 30/09/2023	MUNI	57.20
EFT52405	29/06/2023	One Eleven (WA) Pty Ltd - Roofwest	Graffiti Removal - Millbridge Boulevard Bridge	MUNI	1,188.00
EFT52406	29/06/2023	PAV Events	Movies By Moonlight - Deposit for 2023/24 Season	MUNI	3,272.50
EFT52407	29/06/2023	Perfect Landscapes	Weekly Reserves & Lawn Mowing Commencing 19/06/2023	MUNI	4,456.05
EFT52408	29/06/2023	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	354.05
EFT52409	29/06/2023	Prime Supplies	Face Shield - Dardanup Cemetery	MUNI	95.24
EFT52410	29/06/2023	Proven Project Management	Project Management Services: New SoD Administration Building/Library Project - May 2023	MUNI	7,092.80
EFT52411	29/06/2023	Reclaim The Void	Reclaim The Void - Community Workshop	MUNI	874.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52412	29/06/2023	Recordpoint Software APAC Pty Ltd	Recordpoint Software Maintenance (01/07/2023 - 30/06/2024)	MUNI	19,085.86
EFT52413	29/06/2023	Rhodes Mechanical	Major Service - Parts & Labour - DA9429	MUNI	1,141.54
EFT52414	29/06/2023	Sage Consulting Engineers Pty Ltd	Consulting Fee for Alternative Footing Investigation & PC Inspection - Dardanup Oval	MUNI	3,817.00
EFT52415	29/06/2023	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	485.26
EFT52416	29/06/2023	South West Aboriginal Medical Service	Quick Response Community Event Grant - Naidoc Family Fun Day 2023	MUNI	550.00
EFT52417	29/06/2023	South West Personnel	Temporary Contract - Personal Assistant to Director Sustainable Development: 13-27/06/2023	MUNI	1,596.05
EFT52418	29/06/2023	South West Septics	Tipping Fees	MUNI	810.00
EFT52419	29/06/2023	South West Tree Safe	Tree Pruning - Collie River Rd, Pratt Rd & Recreation Dr	MUNI	10,670.00
EFT52420	29/06/2023	Southwest Ventures T/as Geographe Ford/Bunbury Hyundai	95,000Km Service - DA10408	MUNI	932.95
EFT52421	29/06/2023	Stratagreen	P&G Maintenance for 7 x Shire Locations	MUNI	7,751.55
EFT52422	29/06/2023	Synergy	Electricity Consumption: 3 x Shire Locations	MUNI	4,426.88
EFT52423	29/06/2023	T J Depiazzi & Sons	Mulch - ERC & Eaton Drive Islands	MUNI	3,970.56
EFT52424	29/06/2023	Te Wairimu Elinor Pomare	Reimburse Milk Purchased for ERC Café	MUNI	46.00
EFT52425	29/06/2023	Team Global Express - Toll	Postage - Health & Freight - Dardanup Central BFB	MUNI	33.12
EFT52426	29/06/2023	Telstra	Internet Account for Wellington Mills BFB	MUNI	35.66
EFT52427	29/06/2023	Teresa Maree Partridge	Reimburse Teresa Partridge & Jasmine Sillifant Accommodation & Meals for WALGA Training 26/06/2023	MUNI	384.18
EFT52428	29/06/2023	The Print Shop	SoD Event Promotional Items: Banners, Flags, Corflutes	MUNI	2,425.50
EFT52429	29/06/2023	Therese Price	ERC Umpire Payment - 27/06/2023	MUNI	54.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT52430	29/06/2023	Total Eden Pty Ltd	Reticulation Maintenance & Repairs - Eaton & Glen Huon Ovals	MUNI	178.35
EFT52431	29/06/2023	Tricia Richards	Reimburse Uniform Purchase	MUNI	46.00
EFT52432	29/06/2023	Tutt Bryant Hire	Multi Wheeled Roller Hire: 07-14/06/2023 - Martin Pelusey Road	MUNI	1,207.80
EFT52433	29/06/2023	Vicki Pretorius	Reimburse Uniform Purchase	MUNI	173.98
EFT52434	29/06/2023	Winc Australia Pty Ltd	Kitchen Items - ECL	MUNI	90.11
EFT52435	29/06/2023	Woodlands	East Millbridge Playground - Boyd Seat & Bench	MUNI	4,885.10
EFT52436	29/06/2023	Work Clobber	Work Pants - Rangers & Protective Clothing - Public Works	MUNI	359.60
<b>BPAY</b>					
DD17279.1	14/06/2023	Department of Transport	2022-2023 Department of Transport - Vehicle Licensing Information Searches	MUNI	53.30
DD17279.2	14/06/2023	Shire of Irwin	Long Service Leave Entitlements and Liability - Murray Connell	MUNI	7,584.98
<b>CREDIT CARD</b>					
DD17306.1	27/06/2023	Avenue Hotel Canberra	3 nights accommodation: ALGA Conference - Deputy Shire President	MUNI	1,770.00
DD17306.2	27/06/2023	MERCURE PERTH	Meals - 2 days	MUNI	73.80
DD17306.3	27/06/2023	UDEMY AUSTRALIA PTY LTD	Udemy Annual Subscription Personal Plan (Business Solutions)	MUNI	228.00
DD17306.4	27/06/2023	MAILCHIMP	Monthly subscription and charge for Email Newsletters July 22 - June 23	MUNI	176.24
DD17306.5	27/06/2023	CANVA PTY LTD	Annual Licence Canva 15/06/2023 to 14/06/2024	MUNI	164.99
DD17306.6	27/06/2023	Facebook Ireland Limited	Events - Social Media Marketing ( Enlighten , Tronox Spring Out and Movies by Moonlight )	MUNI	99.85
<b>CHEQUES</b>					
42	16/06/2023	Shire of Dardanup - Please Pay Cash	Stationary - Office Works - Renee Thompson	MUNI	261.15

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
<b>INTERNATIONAL</b>					
DD17293.1	22/06/2023	MailStore Software GmbH	Mailstore Server - 1 Year licence: 14/06/2023 - 13/06/2024	MUNI	1,823.10
DD17293.2	22/06/2023	Muhimbi Ltd	Muhimbi PDF Converter Software - Small Farm Annual Renewal: 18/06/2023 - 17/06/2024	MUNI	2,368.67
<b>DIRECT DEBIT</b>					
<b>TRUST</b>					
<b>PAYROLL</b>					
DD17269.1	09/06/2023	Aware Super Pty Limited	Payroll Deductions	MUNI	31,000.46
DD17269.2	09/06/2023	Hughes Superannuation Fund	Superannuation Contributions	MUNI	31.61
DD17269.3	09/06/2023	MLC Super Fund	Superannuation Contributions	MUNI	1,676.01
DD17269.4	09/06/2023	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	469.44
DD17269.5	09/06/2023	One Path Masterfund	Superannuation Contributions	MUNI	151.70
DD17269.6	09/06/2023	Hostplus	Payroll Deductions	MUNI	1,040.15
DD17269.7	09/06/2023	Brighter Super	Superannuation Contributions	MUNI	257.45
DD17269.8	09/06/2023	Hesta Super Fund	Payroll Deductions	MUNI	1,654.09
DD17269.9	09/06/2023	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,045.50
DD17269.10	09/06/2023	Australian Retirement Trust	Superannuation Contributions	MUNI	198.43
DD17269.11	09/06/2023	Australian Ethical Superannuation	Payroll Deductions	MUNI	265.87
DD17269.12	09/06/2023	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	744.00
DD17269.13	09/06/2023	Australian Super	Superannuation Contributions	MUNI	557.13

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD17269.14	09/06/2023	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	468.28
DD17269.15	09/06/2023	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	145.37
DD17269.16	09/06/2023	Mercer Super Trust	Superannuation Contributions	MUNI	172.21
DD17269.17	09/06/2023	TWU Superannuation Fund	Superannuation Contributions	MUNI	25.28
DD17269.18	09/06/2023	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	352.18
DD17269.19	09/06/2023	Plum Superannuation Fund	Superannuation Contributions	MUNI	100.53
DD17269.20	09/06/2023	Rest Superannuation	Payroll Deductions	MUNI	2,489.20
DD17269.21	09/06/2023	The Bro Code Super Fund	Superannuation Contributions	MUNI	70.74
DD17269.22	09/06/2023	Media Super	Superannuation Contributions	MUNI	581.61
DD17269.23	09/06/2023	Australiansuper	Superannuation Contributions	MUNI	7,767.73
DD17269.24	09/06/2023	Construction & Building Industry Super	Superannuation Contributions	MUNI	134.09
DD17269.25	09/06/2023	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	32.50
DD17269.26	09/06/2023	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	293.50
DD17291.1	23/06/2023	Aware Super Pty Limited	Payroll Deductions	MUNI	31,702.31
DD17291.2	23/06/2023	Hughes Superannuation Fund	Superannuation Contributions	MUNI	65.00
DD17291.3	23/06/2023	MLC Super Fund	Superannuation Contributions	MUNI	1,676.01
DD17291.4	23/06/2023	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	430.32
DD17291.5	23/06/2023	One Path Masterfund	Superannuation Contributions	MUNI	151.70
DD17291.6	23/06/2023	Hostplus	Payroll Deductions	MUNI	1,117.75

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD17291.7	23/06/2023	Brighter Super	Superannuation Contributions	MUNI	257.45
DD17291.8	23/06/2023	Hesta Super Fund	Payroll Deductions	MUNI	1,665.67
DD17291.9	23/06/2023	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,045.50
DD17291.10	23/06/2023	Australian Retirement Trust	Superannuation Contributions	MUNI	166.98
DD17291.11	23/06/2023	Australian Ethical Superannuation	Payroll Deductions	MUNI	265.87
DD17291.12	23/06/2023	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	744.00
DD17291.13	23/06/2023	Australian Super	Superannuation Contributions	MUNI	549.34
DD17291.14	23/06/2023	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	468.28
DD17291.15	23/06/2023	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	199.10
DD17291.16	23/06/2023	Mercer Super Trust	Superannuation Contributions	MUNI	172.21
DD17291.17	23/06/2023	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	298.60
DD17291.18	23/06/2023	Rest Superannuation	Payroll Deductions	MUNI	2,346.83
DD17291.19	23/06/2023	The Bro Code Super Fund	Superannuation Contributions	MUNI	56.58
DD17291.20	23/06/2023	Media Super	Superannuation Contributions	MUNI	581.61
DD17291.21	23/06/2023	Australiansuper	Superannuation Contributions	MUNI	7,645.45
DD17291.22	23/06/2023	Construction & Building Industry Super	Superannuation Contributions	MUNI	72.62
DD17291.23	23/06/2023	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	65.02
DD17291.24	23/06/2023	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	293.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
<b><u>REPORT TOTALS</u></b>				<b>3,077,379.21</b>
EFT	2,959,012.37		<b>CERTIFICATE of Chief Executive Officer</b>  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	
Muni Cheque	261.15			
Trust	0.00			
Payroll	103,762.76			
Credit Card	2,512.88			
Direct Debit	0.00			
International	4,191.77			
BPAY	7,638.28			
<b>TOTAL</b>	<b>3,077,379.21</b>		Chief Executive Officer 	



## **Change to Officer Recommendation**

No Change. **OR:**

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

### **Background**

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

- To make payments from Trust and Municipal Funds;
- To purchase goods and services up to the value of \$250,000;
- To authorise Electronic Funds Transfer (EFT) files for Payroll and Accounts Payable payments to the Tax Office and other Government Agencies and Creditors where an Executed Agreement or legal obligation exists up to the value of \$300,000.

### **Legal Implications**

#### *Local Government Act 1995*

*S6.5. Accounts and records*

*Local Government (Financial Management) Regulations 1996*

*R11. Payments, procedures for making etc.*

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

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

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

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

**Council Plan**

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

**Environment** - None.

**Precedents** - None.

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

**Budget Implications**

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

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

**Council Policy Compliance**

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

**Risk Assessment**

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

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

**Officer Comment**

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

END REPORT

**12.5 COMMITTEES**

None.

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

None.

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

None.

**15 PUBLIC QUESTION TIME**

**16 MATTERS BEHIND CLOSED DOORS**

None.

**17 CLOSURE OF MEETING**

The Presiding Officer advises that the date of the next:

- Ordinary Meeting of Council will be Wednesday, the 23<sup>rd</sup> of August 2023, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

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