



CONFIRMED

MINUTES

FOR THE

ORDINARY

COUNCIL MEETING

Held

26th March 2025

At

ADMINISTRATION CENTRE EATON
1 Council Drive – EATON

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

VISION STATEMENT

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

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COUNCIL ROLE

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

DISCLAIMER

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

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

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

RISK ASSESSMENT

Inherent Risk	The level of risk in place in order to achieve the objectives of the Council and before actions are taken to alter the risk's impact or likelihood.
Residual Risk	The remaining level of risk following the development and implementation of Council's response.
Strategic Context	These risks are associated with achieving Council's long term objectives.
Operational Context	These risks are associated with the day-to-day activities of the Council.
Project Context	Project risk has two main components: • Direct refers to the risks that may arise as a result of project, which may prevent the Council from meeting its objectives. • Indirect refers to the risks which threaten the delivery of project outcomes.

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY, THE 26TH OF MARCH 2025 AT ADMINISTRATION CENTRE EATON, 1 COUNCIL DRIVE, EATON, COMMENCING AT 5.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Presiding Member, Cr T G Gardiner declared the meeting open at 5.00pm, welcomed those in attendance, referred to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

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

Emergency Procedure

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

Affirmation of Civic Duty and Responsibility

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

Recording of Meetings

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

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

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

2.1 Attendance

Cr Tyrrell Gardiner	-	Shire President - Chairperson
Cr Annette Webster	-	Elected Member
Cr Tony Jenour	-	Elected Member
Cr Stacey Gillespie	-	Elected Member
Cr Jack Manoni	-	Elected Member
Cr Mark Hutchinson	-	Elected Member
Cr Luke Davies	-	Elected Member
Cr Taneta Bell	-	Elected Member
Mr André Schönfeldt	-	Chief Executive Officer
Mrs Natalie Hopkins	-	Director Corporate and Governance
Mr Ashwin Nair	-	Director Sustainable Development
Mr Theo Naudé	-	Director Infrastructure
Mrs Donna Bailye	-	Manager Governance
Mr Michael Gibbings	-	Manager Recreation Centre
Ms Tahnia Creedon	-	Communications Officer
Mrs Jolene Roots	-	Executive Support Officer

Discussion

Shire President, Cr T G Gardiner acknowledged and welcomed Mr Michael Bennett, Honorary Freeman of the Shire of Dardanup, to the meeting.

2.2 Apologies

None.

2.3 Leave of Absence

Cr Ellen Lilly	-	26 th March 2025: Elected Member (Res: 23-25)
Cr Mark Hutchinson	-	23 rd April 2025: Elected Member (Res: 24-25)

2.4 Previous Meetings

DATE	TYPE	CR. T BELL	CR. L W DAVIES	CR. T G GARDINER	CR. S L GILLESPIE	CR. A C JENOUR	CR. E P LILLY	CR. M R HUTCHINSON	CR. J D MANONI	CR. A L WEBSTER
JANUARY 2025										
08/01/25	CF	NA	✓	✓	✓	NA	✓	✓	✓	✓
22/01/25	AF	✓	✓	✓	Ap	✓	✓	✓	✓	✓
29/01/25	OCM	✓	✓	✓	✓	✓	LoA	✓	✓	✓
FEBRUARY 2025										

DATE	TYPE	Cr. T BELL	Cr. L W DAVIES	Cr. T G GARDINER	Cr. S L GILLESPIE	Cr. A C JENOUR	Cr. E P LILLY	Cr. M R HUTCHINSON	Cr. J D MANONI	Cr. A L WEBSTER
08/01/25	CF	✓	✓	✓	Ap	✓R	✓	✓	Ap	NA
19/01/25	AF	✓	Ap	✓	Ap	✓R	✓	✓	✓	✓
20/02/25	BUREKUP COMMUNITY MEETING	✓		✓			✓	✓		
24/02/25	FERGUSON VALLEY COMMUNITY MEETING	✓		✓		✓	✓	✓		
26/02/25	OCM	✓	Ap	✓	✓	Ap	✓	✓	✓	✓
MARCH 2025										
08/03/25	CF	✓	✓	✓	✓	✓R	NA	✓	✓	✓
10/03/25	DARDANUP COMMUNITY MEETING	✓		✓		✓	✓	✓		
17/03/25	EATON COMMUNITY MEETING			✓	✓		LoA	✓		✓
19/03/25	AF	Ap	Ap	Ap	✓	✓R	Ap	✓	Ap	Ap
26/03/25	OCM	✓	✓	✓	✓	✓	LoA	✓	✓	✓
APRIL 2025										
02/04/25	CF									
16/04/25	AF									
23/04/25	OCM									

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

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

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

4 PUBLIC QUESTION TIME

4.1. Ms Nancy Churchill from Coastal Rowing

Ms Nancy Churchill asked the following question:

With regards to Item 12.4.2 Permit to Occupy on this agenda, has Coastal Rowing WA Inc provided sufficient information to Council with regards to the urgency of our community programming needs?

That is:

- a) Twenty-eight (28) women have volunteered to become paddle sport Guides and Instructors and they cannot become competent and confident without access to equipment waterside;*
- b) Coastal Rowing has insufficient equipment in its current container for this purpose but has twenty-two (22) kayaks and paddle boards currently stored inland at a location with no water access; and,*
- c) The availability of sea containers at Eaton Foreshore and Watson Reserve will allow us to complete the training of these 28 Guides/Instructor in preparation for next season and also allow us to offer expanded programming to the Eaton community at these locations.*

Cr T G Gardiner asked if there were any comments or questions, there were none.

4.2. Ms Sue Williams from Ferguson Valley Marketing

Ms Sue Williams asked the following question:

Following on from the deputation FVM made to Council on March 5th, are there any further questions as Chair I can address regarding the direction FVM is taking to become increasingly self-sufficient? Specifically in the way of generating additional income over & above the Grant support & Membership revenue currently received?

Cr T G Gardiner gave Councillors the opportunity to ask Ms Sue Williams questions or make comments.

The discussion was regarding Ferguson Valley becoming more self-sufficient and how and where they are currently generating funds other than grants. The ideal maximum operating hours for volunteers during peak seasons were confirmed.

5 APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL RESOLUTION

42-25 MOVED – Cr SL Gillespie SECONDED – Cr M Hutchinson

THAT Cr SL Gillespie be granted leave of absence for the Ordinary Council Meeting to be held on the 23rd April 2025.

CARRIED
8/0

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. T G Gardiner	
Cr. J D Manoni	
Cr. A C Jenour	
Cr. S L Gillespie	
Cr. A L Webster	
Cr M Hutchinson	
Cr L Davies	
Cr T Bell	

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Council Meeting Held on the 26th February 2025

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

43-25 MOVED - Cr M Hutchinson SECONDED – Cr L Davies

THAT the Minutes of the Ordinary Meeting of Council held on the 26th February 2025, be confirmed as true and correct subject to no following corrections.

CARRIED
8/0

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. T G Gardiner	
Cr. J D Manoni	
Cr. A C Jenour	
Cr. S L Gillespie	
Cr. A L Webster	
Cr M Hutchinson	
Cr L Davies	
Cr T Bell	

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.1 Title: Shire President Monthly Report

Reporting Department

Elected Members

Elected Member

Cr. Tyrrell Gardiner - Shire President

Note: The following report was tabled at the meeting.

Participation in various meetings, conferences, and events since my last report to the Council.

Event:	28/3/2025 - Eaton Senior Citizens AGM
Report:	Held at Eaton Bowling Club & Senior Citizens Building. Election of Office Bearers and reports from the club. Hear and answer questions from Seniors.
Event:	2/3/2025 - Drive and Jive Event
Report:	New event held at the Eaton Foreshore. Show and Shine held by Bunbury Car Club enthusiasts. Great feedback and thanks to Shire Staff for assistance in bringing together.
Event:	10/3/2025 - Delegation for Future Production Facility
Report:	Along with CEO and Director Sustainable Development hear from Manufacturer keen to set up in the region. Discussed preferred site and how they would fit in with our communities' aspirations.
Event:	17/3/2025 - Eaton Community Meeting
Report:	Held at Eaton Boomers Clubrooms, the last of the four community meetings. Attended by Cr's Gillespie, Hutchinson and Webster and a wide range of Shire staff. Presentation to community by Director of Infrastructure and Q and A session with the passionate community members present.
Event:	19/3/2025 - UDIA National Awards - Brisbane
Report:	The Shire Library Administration and Community Building was nominated for a National Award in Sustainability. Unfortunately pipped by a very impressive winner from the east coast. Great to be a part of such a prestigious event along with CEO, Senior Project Officer and Mr Ian Meachem, as part of the build team.

RECEIVED.

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

9.1 Title: Chief Executive Officer Performance Review Consultant and Professional Development

Presiding Member, Cr Tyrrell Gardiner advised that the meeting would go Behind Closed Doors toward the end of the meeting in accordance with Shire of Dardanup Standing Orders & Local Government Act 1995 Section 5.23 (2) - Matters for Which Meeting May Be Closed.

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

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

Note: The meeting would go behind closed doors toward the end of the meeting to discuss S.5.23 section (2)(a) where a matter affecting an employee or employees, to be discussed at the meeting.

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

11 DECLARATION OF INTEREST

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

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

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

- *Chief Executive Officer:*
 - *Mr André Schönfeldt declared a Financial Interest in Item 16.1 and that he has contributed to this report – KPI Quarterly Report of 2024/25 (October to December 2024) in relation to performance against the Shire's endorsed CEO KPI's [set in June 2024]. (Behind Closed Doors Item).*
- *Shire President, Councillor Tyrrell Gardiner:*
 - *Declared an Impartiality Interest in Item 12.2.3 - Community & Event Grants as he is a member of the Ferguson Bushfire Brigade.*
 - *Declared an Impartiality Interest in Item 12.2.4 – Decommissioning Tronox Waste Cell 1 as sat on the Development Assessment Panel that dealt with the Development Application for the capping of this Tronox cell.*
- *Councillor Jack Manoni:*
 - *Declared an Impartiality Interest in Item 12.2.3 - Community & Event Grants as he is a member of the Burekup Cricket Club.*
- *Councillor Stacey Gillespie:*
 - *Declared an Impartiality Interest in Item 12.4.2, 8.11 & 12.5.3 - L7 – Permit to Occupy – Coastal Rowing WA as she has attended ShePaddle Events hosted by Coastal Rowing.*
- *Councillor Tony Jenour:*
 - *Declared an Impartiality Interest in Item 12.2.3 - Community & Event Grants as his son is a member of the Burekup Cricket Club.*

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 EXECUTIVE REPORTS

12.1.1 Title: Adoption of updated Strategic Community Projects 2025

Reporting Department	<i>Executive</i>
Responsible Officer	<i>Mr André Schönfeldt - Chief Executive Officer</i>
Reporting Officer	<i>Mrs Tahnia Creedon – Communication Officer - Media</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.1.1A – Shire of Dardanup Strategic Projects 2025 Update Appendix ORD: 12.1.1B – Risk Assessment</i>

Overview

This report seeks Council's consideration and endorsement for the update of the Strategic Community Projects 2025 document (Appendix ORD: 12.1.1A), which outlines key opportunities and project priorities crucial for the development of the Shire of Dardanup.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION:

44-25 MOVED - Cr AC Jenour SECONDED – CR SL Gillespie

THAT Council receives and adopts the Shire of Dardanup Strategic Community Projects 2025 update (Appendix ORD: 12.1.1A).

CARRIED
8/0

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	

Background

In 2020, the Shire of Dardanup established a visionary 2050 Plan (2050 Vision) to guide future development and identify strategic initiatives aimed at advancing community welfare. Significant progress has already been made towards implementing this vision, although some initiatives necessitate substantial investment from State and Federal authorities to achieve desired outcomes.

The Shire has been designated by the State Government as a major growth area, which will accommodate significant population and employment growth in the new city of Wanju and the Industrial estate of Waterloo.

Advocacy and strategic initiatives: In 2021, the Shire developed its first Advocacy Plan and Strategic Projects document. These were presented to the WA State Government Cabinet during a community cabinet meeting in November 2021. Several projects identified in these documents have either been completed since then.

Recent developments and future plans: In 2024, the Shire updated its Advocacy Plan 2024 and Strategic Community Projects 2024 to align with the Shire of Dardanup's Government Advocacy Strategy, developed by Regen Strategic on behalf of Council. These critical documents were endorsed at the Council's Ordinary Council Meeting on 27th March 2024, outlining strategies and actions to build and strengthen relationships with key stakeholders in State and Federal Government, thereby advancing the Shire's advocacy objectives and securing necessary funding.

2025 Review: In March 2025, the Strategic Community Projects document was updated to incorporate the projects and QS costings developed for the Dardanup and Burekup Concept Plans as well as to reflect progress on the Shire's current key projects.

Future considerations: Given recent media coverage of Labor's \$75 million election commitment to construct a manufacturing hub in Picton (AMTECH), it is recommended that the Shire continues to advocate for the priorities identified in its Advocacy Plan 2024 over the coming two years, to establish whether or not there is opportunities for the Shire to capitalise on and/or to align with evolving State and Federal priorities. It is therefore not recommended that the Advocacy Plan be updated at this point in time.

Legal Implications - None.

Council Plan

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

8.3 - Advocate for more affordable and diverse housing.

10.2 - Advocate for improved access to public and shared transport services.

11.1 - Support industry and business growth.

Environment - None.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Exec CP090 – Community Engagement – the initiatives and projects identified within these strategies and plans are the culmination of a number of community engagements that has been undertaken over many years.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation (Appendix ORD: 12.1.1B).

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Adoption of Updated Strategic Community Projects 2025
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 Successfully securing funding and advancing key projects will strengthen community confidence in the Shire’s ability to deliver strategic priorities.

Officer Comment

The updated Strategic Community Projects 2025 is a key investment in the Shire of Dardanup’s future, outlining major projects that have been completed, are currently underway, or are planned for the next five years.

This document serves as a vital advocacy tool, designed to attract State and Federal Government attention to priority projects that require public funding to support the region’s development.

By clearly identifying these strategic initiatives, the document strengthens the Shire’s ability to secure investment that aligns with both local and broader regional objectives.

The Strategic Community Projects 2025 document enhances the Shire’s advocacy efforts by focusing on three key areas:

- *Immediate priorities* – Identifying projects requiring urgent funding, such as new buildings or community facilities seeking State or Federal grants.
- *Economic development* – Supporting long-term regional growth through major initiatives, such as the development of community and sporting precincts.

To ensure a clear direction for future investment and advocacy efforts, it is recommended that Council receives and endorses the updated Strategic Community Projects 2025 (Appendix ORD: 12.1.1A).

END REPORT

12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

12.2.1 Title: Application for Trader's Permit - Ferguson Valley Marketing – Gnomesville, 2025

Reporting Department	<i>Sustainable Development Directorate</i>
Responsible Officer	<i>Mr Ashwin Nair - Director Development Services</i>
Reporting Officer	<i>Mr Neil Nicholson – Principal Environmental Health Officer</i>
Applicant	<i>Ferguson Valley Marketing Inc.</i>
Legislation	<i>Local Government Act 1995; Activities in Thoroughfares and Public Places and Trading Amendment Local Law 2009</i>
Council Role	<i>Quasi-Judicial.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.2.1A – Application for Trader's Permit 2025</i> <i>Appendix ORD: 12.2.1B – Proposed Trading Dates 2025</i> <i>Appendix ORD: 12.2.1C – Photos, FVM stall 2024</i> <i>Appendix ORD: 12.2.1D – Email from WMCA 2025</i> <i>Appendix ORD: 12.2.1E – Gnomesville Master Plan (2019)</i> <i>Appendix ORD: 12.2.1F – Risk Assessment Tool</i>

DECLARATION OF INTEREST

Councillor Tony Jenour declared an Impartiality Interest in this item. Please refer to Part 11 'Declaration of Interest' for full details.

Overview

The purpose of this report is for Council is to consider an application from Ferguson Valley Marketing Inc. (Appendix ORD: 12.2.1A). They seek approval for a trader's permit to continue to operate a temporary 'Pop-up Visitor Centre' stall at Gnomesville on weekends and school holidays throughout 2025 and part of 2026 as per (Appendix ORD: 12.2.1B).

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION:

THAT Council approve the application for traders permit by Ferguson Valley Marketing Inc. to operate a Pop-up Visitor Centre stall at Gnomesville, on weekends and school holidays, from 26th March 2025 to 31st March 2026, for a maximum 4 hours per day, between 10am to 4pm, subject to the following conditions:

1. Trade under this Trader's Permit is to be conducted by the Ferguson Valley Marketing Inc. by two persons. This permit cannot be transferred to another trader.
2. The sale of merchandise is permitted to Ferguson Valley Marketing Inc. merchandise only to the satisfaction of the Shire of Dardanup.

3. The sale of food is restricted to bottled water only. Sale is to be in accordance with the applicant's relevant *Certificate of Registration of Food Business (Food Act 2008)*.
4. The Trader's Permit is to be displayed within the stall in a prominent location.
5. The approved trade activity is not to breach the nuisance provisions of the *Shire of Dardanup Health Local-Laws 2000 (As Amended)*; the *Health (Miscellaneous Provisions) Act 1911 (As Amended)*; or the *Environmental Protection (Noise) Regulations 1997*.
6. The approved trade activity is to be conducted in accordance with the *Shire of Dardanup Activities in Thoroughfares and Public Places and Trading Local Law 2007*.
7. A valid public liability insurance policy is to be maintained for the duration of the permit. The Policy shall indemnify both the trader and the Shire of Dardanup against any death or injury to a person or property arising from the approved trading for a minimum value of \$10 million.
8. Trading is permitted at Gnomesville in the location as indicated on the Gnomesville Master Plan (2019). Once trade activity has ended, all associated infrastructure must be removed from the trading location.
9. This Permit does not allow the erection or installation of road-side signage.
10. The Permit holder shall not deposit or store any item associated with their activity on any footpath, vehicle access way or thoroughfare so as to create an obstruction.
11. Any tables in use are to be contained within the gazebo area.
12. Gazebo is not to be used if wind speeds exceed maximum safe winds as specified by the gazebo manufacturer.
13. The Permit holder shall keep their area of operation clean and tidy at all times to the satisfaction of the Shire of Dardanup.
14. The Permit holder shall ensure that no debris, litter, cleaning agents, detergents or waste of any kind result from their activities. All rubbish and waste materials (including liquid waste) are to be suitably contained and removed off-site at the end of each day of trade; and
15. The solicitation of customers by touting or the use of public address systems is not permitted at any time.

Change to Officer Recommendation

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

- *Cr S Gillespie requested an Amendment to the Officer Resolution to increase the traders permit hours from a maximum of 4 hours per day to a maximum of 5 hours per day which will be beneficial especially during busier seasons i.e.: Spring, Summer and Autumn.*

COUNCIL RESOLUTION:

45-25 MOVED – Cr T Bell SECONDED – Cr SL Gillespie

THAT Council approve the application for traders permit by Ferguson Valley Marketing Inc. to operate a Pop-up Visitor Centre stall at Gnomesville, on weekends and school holidays, from 26th March 2025 to 31st March 2026, for a maximum 5 hours per day, between 10am to 4pm, subject to the following conditions:

1. Trade under this Trader's Permit is to be conducted by the Ferguson Valley Marketing Inc. by two persons. This permit cannot be transferred to another trader.
2. The sale of merchandise is permitted to Ferguson Valley Marketing Inc. merchandise only to the satisfaction of the Shire of Dardanup.
3. The sale of food is restricted to bottled water only. Sale is to be in accordance with the applicant's relevant *Certificate of Registration of Food Business (Food Act 2008)*.
4. The Trader's Permit is to be displayed within the stall in a prominent location.
5. The approved trade activity is not to breach the nuisance provisions of the *Shire of Dardanup Health Local-Laws 2000 (As Amended)*; the *Health (Miscellaneous Provisions) Act 1911 (As Amended)*; or the *Environmental Protection (Noise) Regulations 1997*.
6. The approved trade activity is to be conducted in accordance with the *Shire of Dardanup Activities in Thoroughfares and Public Places and Trading Local Law 2007*.
7. A valid public liability insurance policy is to be maintained for the duration of the permit. The Policy shall indemnify both the trader and the Shire of Dardanup against any death or injury to a person or property arising from the approved trading for a minimum value of \$10 million.
8. Trading is permitted at Gnomesville in the location as indicated on the Gnomesville Master Plan (2019). Once trade activity has ended, all associated infrastructure must be removed from the trading location.
9. This Permit does not allow the erection or installation of road-side signage.
10. The Permit holder shall not deposit or store any item associated with their activity on any footpath, vehicle access way or thoroughfare so as to create an obstruction.
11. Any tables in use are to be contained within the gazebo area.

12. Gazebo is not to be used if wind speeds exceed maximum safe winds as specified by the gazebo manufacturer.
13. The Permit holder shall keep their area of operation clean and tidy at all times to the satisfaction of the Shire of Dardanup.
14. The Permit holder shall ensure that no debris, litter, cleaning agents, detergents or waste of any kind result from their activities. All rubbish and waste materials (including liquid waste) are to be suitably contained and removed off-site at the end of each day of trade; and
15. The solicitation of customers by touting or the use of public address systems is not permitted at any time.

CARRIED

7/1

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr M Hutchinson Cr L Davies Cr T Bell	Cr. A L Webster

Background

The current application (2025) is the fourth application from Ferguson Valley Marketing Inc (FVM) to operate a 'Pop-up visitor centre' stall in Gnomesville.

There are three prior occasions where a trader's permits were granted to FVM to trade at this site were in:

- 2024 – 1st February to 31st December.
- 2023 – 1st April 24 to 30th January (2024).
- 2020 – 26th September for a 3-month trial, with 12-month extension if there were no significant adverse impacts from the activity.

The application from FVM for their 2024 permit requested:

- Operation of a pop-up visitor centre stall on weekends and school holidays throughout 2024.
- The sale of Ferguson Valley Marketing Inc-related merchandise including t-shirts, gnomes, local arts and crafts.
- The sale of drinks and pre-packaged snacks.

Due to concerns from landowners and the Wellington Mill's Community Association the application was advertised for comment from 16th November to 8th December 2023. A number of submissions were received, with the key matters being:

- Commercialisation of Gnomesville, and departure from the original intent of the pop-up centre being non-commercial.
- Amenity impacts [noise, nuisance, increased visitor numbers].
- Operating times not supported.
- Safety of residents and visitors; traffic safety.
- Request for extended time to undertake a community survey [by Wellington Mills Community Association].
- Request for review of the trade activity (in 2023) prior to any further permits to trade being issued.

(Regarding the community survey, Wellington Mills Community Association requested Council defer decision on the 2024 application until the results of the survey were received. Officers were able to facilitate this request, and the report to Council for the 27th March 2024 OCM included a summary of the survey findings. Officers also included a general review of 2023 trading activities. It addressed noise, traffic, rubbish, nuisance, and commercial activity impacts).

With due regard to the concerns raised, officer's conclusions were:

- The sale of merchandise was a minor and incidental activity, that aligns with the centre's purpose and was not anticipated to significantly increase visitor numbers.
- Officers support the sale of items, and that it is common for visitor centres to offer memorabilia and refreshments.
- Trade should be limited to 10am-4pm (on proposed days) to minimize noise and other potential impacts.

Accordingly, officer's recommendation to Council was to approve the 2024 application. Council at its 24th April 2024 OCM, approved the permit conditionally.

- **Current Application**

In the current application (2025) proposes effectively the same trade activities as for 2024. They are:

- Pop-up Visitor Centre stall in the location as indicated on the Gnomesville Master Plan 2019.
- Operations during weekends and school holidays throughout 2025, during daylight hours.
- Stall setup:
 - o 1 x Gazebo, 3 x fold-out tables (within gazebo space), and a removable rubbish bin;
 - o Esky for cold water;
 - o Boxes for visitor centre merchandise;
 - o Two pop-up/portable signs (within the gazebo space); and
 - o 50% table space dedicated to display information for visitors, including brochures about sites and attractions in the Ferguson Valley and surrounding regions. (Appendix ORD: 12.2.1C – Photos, FVM stall 2024).
- Provision of tokens/vouchers encouraging visitors to visit businesses in Ferguson Valley and allow Ferguson Valley Marketing Inc to track visitor numbers.

The application also includes support from the Wellington Mill Community Association including an offer to help find volunteers from Wellington Mill to help run the stall (Appendix ORD: 12.2.1D).

- **Location Plan**

A pop-up visitor centre is indicated on the Gnomesville Master Plan, which was approved by Council in 2019 (Appendix ORD: 12.2.1E).

Location Plan

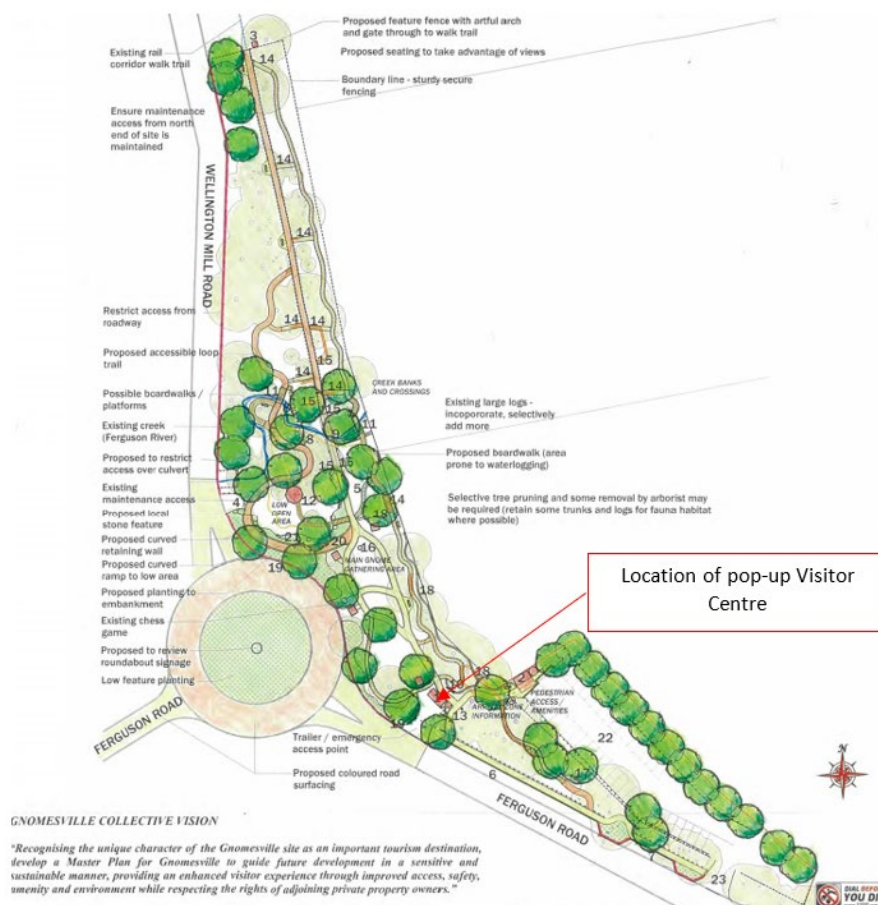


Figure 1: Excerpt from Gnomesville Master Plan (April 2019)

Legal Implications

The *Shire of Dardanup Activities in Thoroughfares and Public Places and Trading Local Law 2007* (Local Law) governs trading on land owned or managed by the Shire.

Council Plan

11.1 - Support industry and business growth.

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

Environment - None.

Precedents

Council has approved two previous applications for trader's permits from Ferguson Valley Marketing Inc. to operate a 'pop-up visitor centre' stall at Gnomesville:

- *Ordinary Council Meeting on 22nd March 2023 (Res: 24-23)*
 - o From 1st April 2023 to 30th January 2024, from 10am to 2pm (4 hours).
 - o Sale of Ferguson Valley merchandise, Gnomesville merchandise, local arts and crafts; and pre-packaged snacks and drinks permitted.
- *Ordinary Council Meeting on 26th August 2020 (Res: 224-20)*
 - o From 10 am to 4 pm Monday to Sunday.
 - o Commencing 26th September 2020, for a three-month trial period, with a further extension for a year subject to a number of conditions. Sale of gnomes or any other items not permitted.

The applicant informed the Shire of Dardanup that this 2020 approved trading activity did not go ahead.

Ferguson Valley Marketing Inc have been granted three (3) prior approvals to trade at Gnomesville in 2024 (1st February to 31st December); 2023 (1st April to 30th January 2024); and 2020 (from 26th September for three-month trial with 12-month extension).

Budget Implications

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

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

Budget – Whole of Life Cost

Although there are no direct costs to the Shire for permitting trade at this location, the Shire has invested significantly into the development of the Gnomesville area with incremental upgrades progressing following the endorsement of the Gnomesville Master Plan in 2019.

Maintenance costs based on years past is provided below:

Account/Job	Description	Current Budget	YTD Actual (24/02/2023)	21/22	20/21	19/20	18/19	17/18	16/17	TOTAL
J10021	Public toilet maintenance	\$ 9,553.80	\$ 11,399.54	\$ 13,966.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,366.02
J10307	Public toilet construction	\$ 8,802.00	\$ 7,823.64	\$ 91,697.66	\$ 5,717.70	\$ -	\$ -	\$ -	\$ -	\$105,239.00
J11265	Parks & Gardens Maintenance	\$ 29,971.44	\$ 17,984.76	\$ 18,021.18	\$24,575.59	\$30,629.28	\$48,440.56	\$ 5,773.81	\$4,366.00	\$149,791.18
J11636	Master Plan	\$ -	\$ -	\$ 91,448.93	\$ 1,590.00	\$31,982.64	\$ -	\$ -	\$ -	\$125,021.57
J13003	Land Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$100,000.00	\$ -	\$100,000.00
Total		\$ 48,327.24	\$ 37,207.94	\$215,134.25	\$31,883.29	\$62,611.92	\$48,440.56	\$105,773.81	\$4,366.00	\$505,417.77

Consultation

Advertising of applications for trader's permit is not required under either the *Activities in Thoroughfares and Public Places and Trading Amendment Local Law 2009* or Council Policy 'SDev CO033 – Traders on Shire Reserves and Road Verges'.

Notwithstanding the above, the Wellington Mill Community Association have indicated their general support for the pop-up visitor centre stall at Gnomesville which forms part of the permit application.

Council Policy Compliance

Council Policy SDev CP003 - *Thoroughfares and Public Places and Trading Local Law 2007*

Risk Assessment

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

TIER 3 – 'High' or 'Extreme' Inherent Risk.		
Risk Event	Application for Trader's Permit – Gnomesville	
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)	
Risk Action Plan (treatment or controls proposed)	Approving a pop up visitor centre at Gnomesville will raise the profile of the services available in the region and provide an additional revenue stream.	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category Assessed Against	Service Interruption	If Ferguson Valley Marketing Inc. do not maintain their financial viability there is a risk that Visitor services will no longer be available locally.
	Health	Food safety risks
	Reputational	Perception that the Shire is not supportive of local tourism initiatives.
	Environment	Increase in litter.

Officer Comment

- *Local Law and Policy Framework*

The *Shire of Dardanup Activities in Thoroughfares and Public Places and Trading Local Law 2007* is the legal instrument controlling itinerant trade in the Shire of Dardanup. Clause 5.5 of the Local Law states that in determining applications, the local government is to have regard to:

- Any relevant policies of the local government;
- The desirability of the proposed activity;
- The location of the proposed activity;
- The principles set out in the Competition Principles Agreement; and
- Such other matters as the local government may consider relevant in the circumstances of the case.

Additionally, Council Policy *SDev CP003 – Traders on Shire Reserves and Road Verges* is the policy framework for mobile and itinerant trade activities in the Shire. It identifies these criteria in determining applications.

Additionally, Council Policy *SDev CP003 – Traders on Shire Reserves and Road Verges* provides criteria to assess when determining permit applications for mobile and itinerant traders. An assessment of the proposal against these criteria is as follows:

SDEV CP 003 Criteria	Officer Comment
Benefit to the community;	The Pop-up visitor centre generally functions as a welcome desk to visitors of Gnomesville and the Ferguson Valley. Its core purpose is to inform visitors of the Ferguson Valley and its attraction, and promote tourism to local businesses. The stall also provides a human presence at the site, and a level of passive surveillance.
Experience of the trader;	Ferguson Valley Marketing Inc. has been operating the Ferguson Valley Visitor Centre (Dardanup) for well over a decade. They operated the Pop-up Visitor Centre stall in 2020, 2023, and 2024 and are considered by officers to have sufficient experience.
Appearance and quality of the operation and equipment;	The main components of the stall is a 3m x 3m portable gazebo, 3 x fold-out tables, fold-out signage and fold-out chairs. Similar to a typical market stall, or promotional stall at a fair or festival.
Safety management measures implemented by the trader;	The stall is away from areas of vehicular traffic, and easily accessible for visitors and pedestrians. It is close to the carpark and main entry path to Gnomesville.
Risk management measures implemented by the trader;	If approved, it will be a condition of trade that the applicant have appropriate indemnity insurance covering them, and the Shire. They will not be permitted to place fold-out signs other than within the immediate vicinity of the stall.

SDEV CP 003 Criteria	Officer Comment
The appropriateness of the activity/business having regard to pedestrian, patron and vehicular safety within the area;	If approved, the Pop-up Visitor Centre would be required to be set up in the location indicated on the Gnomesville Master Plan (2019). This is considered to be the safest location in terms of both pedestrian safety, and traffic safety.
The potential impacts (i.e. parking, traffic, noise etc.) of the trading activity on nearby residences and landowners;	The impacts on nearby landowners in terms of impacts on traffic, parking, noise etc as a result of the Pop-up Visitor Centre are considered to be minimal. The Pop-up Visitor Centre would not attract more visitors to Gnomesville than what the site already receives – as it is envisaged that people would still come to Gnomesville regardless of whether the pop-up visitor centre is there or not.
The availability of ablution facilities if required for the trading activity;	There is a suitable and adequate public ablution facility within the carpark at Gnomesville.
The extent to which previous trading permits have been utilised, if applicable.	Based on information from the applicant, the site was utilised to a high degree throughout 2023 and 2024.

- *Trade-Activity Impact Assessment*

- *Noise*

Ferguson Valley Marketing is not proposing the use of noise generating equipment like generators, speakers or amplifiers.

The Pop-up Visitor Centre would unlikely to significantly increase the number of visitors to the site. Therefore, it is unlikely the stall would have attracted any significant additional vehicle movements, or additional vehicular noise.

- *Traffic*

Gnomesville has a purpose-built carpark in a safe location, and of sufficient size to allow the public to safely access the site. The stall will be located in a spot that is safe for people to access, as per the Gnomesville Master Plan.

- *Rubbish*

It will be a requirement of the permit that there are suitable arrangements for containment of rubbish at the stall, and its removal from the site at the end of the trading day.

- *Nuisance*

The conditions of the trader's permit (if approved) provide suitable controls to address any nuisances that may arise from the trade activity. Should the applicant not comply with the requirements of the permit, the permit can be revoked.

- *Commercial Activity Impacts*

With respect to the 2024 application, residents' concerns were, it was their understanding that Gnomesville would be a non-commercial attraction, and the purpose of the Pop-up Visitor Centre was to provide information to visitors about tourist and accommodation providers in the Ferguson Valley, with no commercial aspect (sale of goods and merchandise) – as this would be in competition to the businesses the Pop-up Visitor Centre is meant to promote.

Officers consider that it is not unreasonable, from the point of view of the general public and visitors to the site, to expect merchandise available for sale at a Pop-up Visitor Centre. Officers consider sales activities to be small in scale and complementary to the core purpose of the stall.

- *Conclusion*

The Gnomesville Master Plan (2019) as endorsed by Council specifically identifies a location for a “*pop up visitor centre and associated vehicle access*”.

Given the low-impact and low-risk nature of the activity, it is the officer’s recommendation that Council approve the application for trader’s permit from Ferguson Valley Marketing Inc to operate the stall, at Gnomesville, weekends and school holidays throughout 2025 and part of 2026, subject to the conditions as recommended in this report.

END REPORT

12.2.2 Title: Wanju and Waterloo Development Contribution Plans Progress

Reporting Department	<i>Sustainable Development Directorate</i>
Responsible Officer	<i>Ashwin Nair - Director Sustainable Development</i>
Reporting Officer	<i>Suzanne Occhipinti - Strategic Planning Officer</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Quasi-Judicial.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.2.2 – Risk Assessment</i>

Overview

The purpose of this report is to update Council on the progress of interrelated projects that underpin the future development of the Wanju and Waterloo expansion areas. The projects detailed are the Shire's draft new Local Planning Scheme No. 9 (LPS9), Wanju District Structure Plan 2020 (Wanju DSP) review, Waterloo District Structure Plan 2020 (Waterloo DSP), preparation of Development Contribution Plans (DCPs) for the urban and industrial expansion areas of Wanju and Waterloo, and preparation of rezoning proposals for both areas.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION:

46-25 MOVED - Cr TG Gardiner SECONDED – Cr JD Manoni

THAT Council:

1. Notes the progress that has been made to date by the Department of Planning, Lands and Heritage (DPLH) and Shire officers in preparing an amendment to the Wanju District Structure Plan (DSP), which is intended to be publicly advertised by DPLH from July to mid-August 2025 and endorsed by the Western Australian Planning Commission (WAPC) by April 2026.
2. Notes that the Shire of Dardanup draft Local Planning Scheme No. 9 (LPS9) is with the Minister for Planning; Lands; Housing; Homelessness for reconsideration, and that officers are hopeful LPS9 is gazetted by June 2025.
3. Notes that officers have commenced procurement processes for the preparation of 'Waterloo Industrial Park Development Infrastructure Development Contribution Plan' and an associated Local Planning Scheme Amendment to LPS9 once gazetted.
4. Notes that procurement for 'Wanju Development Infrastructure Development Contribution Plan' and a 'Wanju Community Infrastructure Development Contribution Plan' and associated Local Planning Scheme Amendments will only commence during the first part of the 2025-26 financial year.

5. **Supports environmental studies and reports prepared in 2024 to support the draft Scheme Amendments for Wanju and Waterloo rezoning be made freely available for proponents seeking to prepare rezoning proposals in those areas.**

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. J D Manoni	
Cr. A C Jenour	
Cr. S L Gillespie	
Cr. A L Webster	
Cr M Hutchinson	
Cr L Davies	
Cr T Bell	

Background

To facilitate proper planning and future development of the Wanju Urban Expansion Area and the Waterloo Industrial Expansion Area, Shire officers have been working on several projects which are each highly dependent on one another. These are discussed in turn below.

- *Draft Local Planning Scheme No. 9*

On 21st September 2016, Council resolved to prepare a new, more contemporary LPS9 to replace the existing Town Planning Scheme No. 3 (TPS3). Shire officers prepared a draft LPS9 with input from DPLH and referred it to the Environmental Protection Authority (EPA) for consideration as required under the *Planning and Development Act 2005* (the Act). On 9th February 2022 EPA advised it would not formally assess the draft scheme under Part IV of the *Environmental Protection Act 1986*. On 10th January 2023 WAPC provided consent to the Shire to publicly advertise the draft.

Draft LPS9 was publicly advertised in accordance with Regulations from 16th February to 23rd May 2023. On 27th September 2023 Council considered all submissions and resolved to support the advertised draft LPS9 subject to modifications. Council's resolution and the advertised draft LPS9, along with submissions and a schedule of modifications were submitted to the Western Australian Planning Commission (WAPC) for consideration, requesting final approval by the Minister for Planning; Lands; Housing; Homelessness. On 16th April 2024, officers made an oral deputation to the Statutory Planning Committee of the WAPC, requesting the Commission's support for the scheme with the modifications supported by Council.

Following a confidential recommendation from the WAPC to the Minister, on 29th May 2024 the Minister directed Council to make modifications to draft LPS9 before final approval. Council considered the Minister's direction at the 26th June 2024 Ordinary Council Meeting and resolved to support each of the modifications required with the exception of the zoning of Lot 603 Fees Road, Dardanup. Council resolved to zone the lot 'Industrial Development' as per the advertised draft scheme rather than 'Rural' as per the Minister's direction.

Council's June resolution was sent to the Minister on 9th July 2024. No response was received and on 24th October 2024, officers formally requested that DPLH reconsider the draft LPS9 endorsed by Council at the 26th June 2024 Ordinary Council Meeting and make a new recommendation to the Minister to support the Council-endorsed scheme. DPLH advised that it made a new, confidential recommendation to the Minister to reconsideration LPS9 on 25th November 2024.

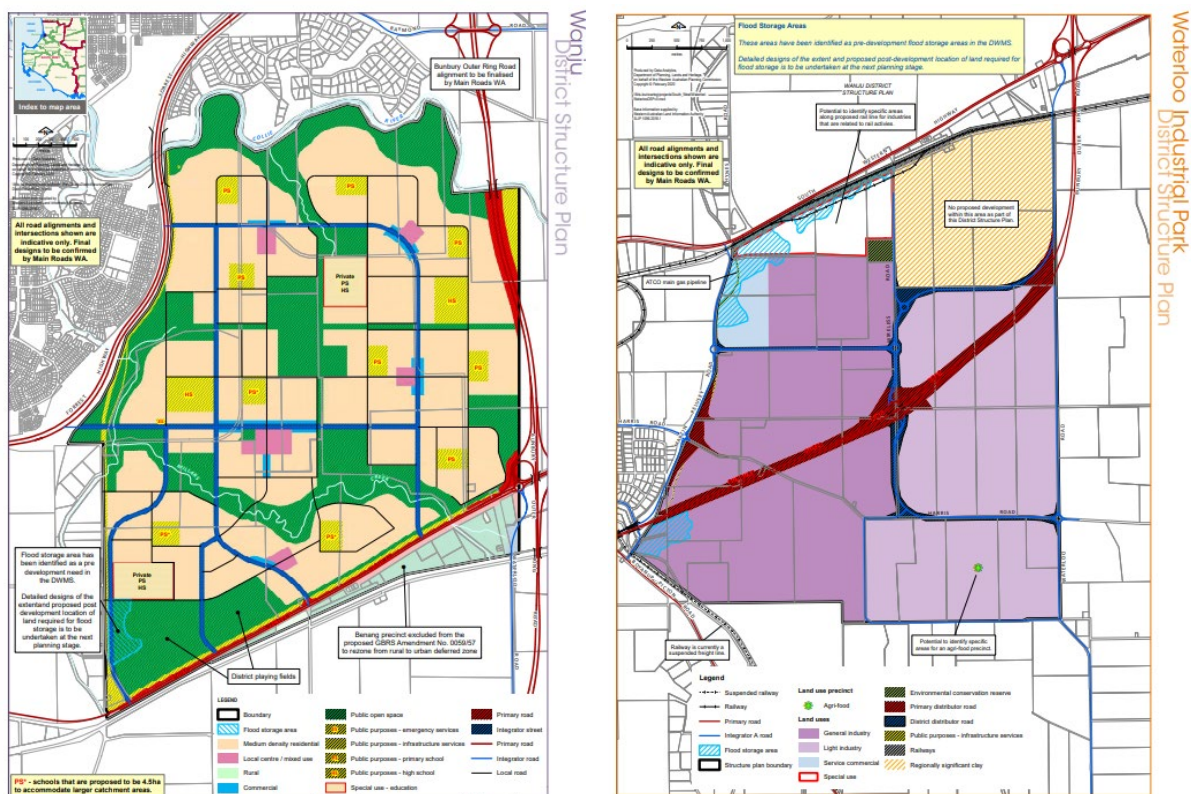
At the time of writing this report, the Shire had not received a response from the Minister on LPS9 and the State Government had entered 'caretaker' mode, during which time - either until the 8th March 2025 election result is clear or the new Government is sworn in a decision by the Minister cannot be made.

The Shire intends to introduce new Development Contribution Plans (DCPs) and potentially interim zoning over the Wanju and Waterloo areas which are discussed later in this report. Currently there are no DCPs over either of the expansion areas. Both are zoned General Farming in TPS3. The Shire cannot accept or initiate any amendments to TPS3, and therefore the changes will be introduced into LPS9 through scheme amendment processes once it is gazetted.

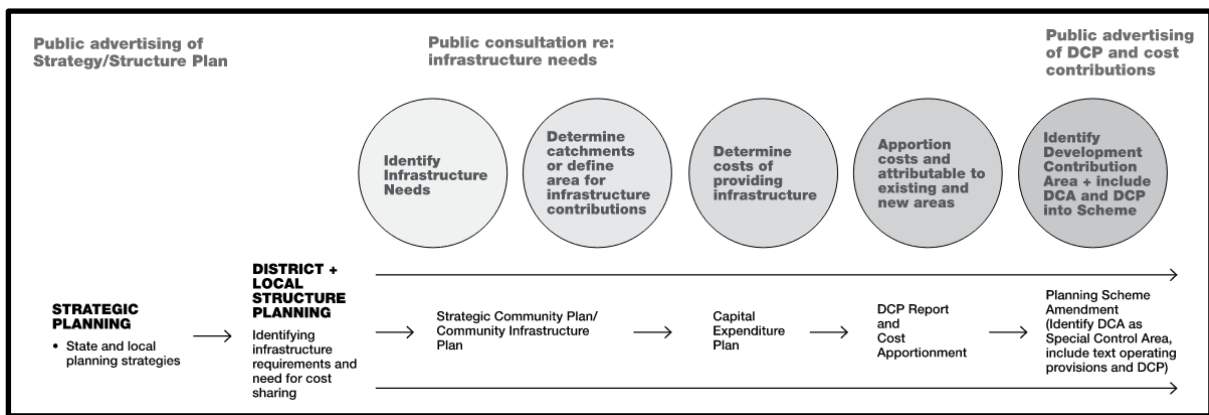
- *Endorsed District Structure Plans (2020)*

In 2019 the WAPC endorsed District Structure Plans (DSPs) for the urban expansion area of Wanju and the industrial expansion area in Waterloo (both published in 2020), which provide high level guidance on the general layout and appropriate land uses for the areas, as well as indicative population and dwelling targets in Wanju. These are the 'Wanju DSP and 'Waterloo Industrial Park District Structure Plan 2020' Waterloo DSP.

District Structure Plans provide a foundation for estimating the infrastructure need over time by broadly setting out the form and function of the main/arterial transport network, open space network, land use areas, and density/lot yield indicators. The Western Australian Planning Commission (WAPC) has endorsed DSPs for the Wanju Urban Expansion Area and the Waterloo Industrial Expansion Area shown respectively below.



The image below shows the role of DSPs in the process of preparing Development Contribution Plans (DCPS).



Department of Planning, Lands and Heritage [DPLH]. 2021. *State Planning Policy 3.6 - Infrastructure Contributions*

- *Developer Contribution Plan (DCP)s - initial preparation*

Following publication of the DSPs, in 2021 the Shire engaged consultants Integran Pty Ltd to prepare draft:

- Wanju DCPs based on the approved Wanju DSP; and
- Waterloo DCP based on the approved Waterloo DSP

to facilitate development and provide the infrastructure envisioned in the DSPs. Infrastructure in both areas is to be planned, funded and delivered through DCPs with costs apportioned between landowners/developers in the area.

In preparing the draft Wanju DCP, it was identified that in the Wanju DSP greater sustainability and efficiencies needed to be gained by consolidation and better alignment of the road network, increasing the amount of developable area, and aligning dwelling density 'targets' more realistically with the expectations of the market. As a result, work on the draft DCPs ceased as a review of the Wanju DSP was contemplated.

- *Review Wanju District Structure Plan (DSP)*

On 12th October 2022, the CEO and Shire officers met with the Chairman of the WAPC to present the draft Wanju DCP and its findings and discuss the Shire's concerns about the Wanju DSP outcomes. Officers verbally requested a minor tweaking of the DSP to address those concerns as soon as possible.

At the request of DPLH, on 25th October 2022 Shire officers made a formal written request to the Chairman (WAPC) that the Wanju DSP be 'tweaked', to be led by DPLH with input from the Shire. The request noted the urgency to have this work undertaken to avoid unnecessary delays in getting these areas developed. The Shire advised that it had spent almost a year and a significant amount of money up to that time in getting the sample precinct plan, preliminary feasibility and draft DCPs prepared. The items requested to be reviewed as requested by the Shire were:

- providing more flexibility by less prescriptive dwelling and density targets;
- reducing the targets for dwellings, public schools and POS, and fill minimisation;
- transport network review - better alignment and consolidation; review the connections; and intersection treatments;
- review location of the town centre - closer to either of the adjoining highways; and
- DCPs to be calculated on NDA (rather than dwelling unit equivalents).

The WAPC approved the Shire's request for review and in early 2023 DPLH in collaboration with the Shire began reviewing the 2020 Wanju DSP. A project control group was set up for the DSP review and includes DPLH and the Shire in partnership with Main Roads WA (MRWA). Other key agencies and government departments are consulted as needed.

When the Shire's request was approved it was anticipated that the DSP review would be completed by late 2023 due to the minor nature of the changes requested, and this was the advice provided to all landowners in Wanju in a letter co-signed by the Shire and WAPC on 27th June 2023. However, due to factors outside the control of the Shire the review is still ongoing.

In the meantime, several comprehensive investigations have been undertaken by consultants for DPLH, including a Bushfire Assessment and Bushfire Management Plan (2024), Retail/Commercial Needs and Sustainability Assessment (2024), Residential Density Scenario Assessment (2024), Bunbury Strategic Traffic Modelling (by MRWA, 2024) and most recently a Transport Assessment and Traffic Modelling (2024 – ongoing). The Shire has been advised by DPLH that traffic modelling is almost complete with scenarios modelled for year 2041 and 2051.

The technical studies outlined above have informed an amended DSP 'concept plan'. Based on this, a formal amendment to the Wanju DSP layout and the DSP text is currently being prepared by DPLH. The Department has advised it is expecting to advertise the amendment for public comment from July to mid-August 2025. This will give greater certainty to the final DSP layout (although the review is not expected to be fully complete until 2026) and importantly to the infrastructure needs for development in Wanju over the next 40 years or more. DPLH anticipates that the DSP amendment will be presented to the WAPC for final approval in February – March 2026.

- *Proposed Developer Contribution Plans (DCPs) – Wanju*

It is prudent to defer preparation of the Wanju DCPs until the Wanju DSP amendment is further progressed and infrastructure needs are better understood, later in 2025. Once the draft Wanju DSP amendment has progressed to advertising stage, the Shire will have greater certainty about the type and location of infrastructure needed to support the expected population over time. The Shire will then be in a better position to appoint technical consultants to prepare new DCPs for Wanju (for Community Infrastructure and Development Infrastructure), based on the amended Wanju DSP, the technical studies described above (commissioned by DPLH) and contemporary infrastructure costs. The amended DSP layout will provide critical 'inputs' to preparing a 'Wanju Community Infrastructure DCP' and a 'Wanju Development Infrastructure DCP'.

Officers are recommending that the Shire defers calling tenders to prepare the 'Wanju Community Infrastructure DCP' and a 'Wanju Development Infrastructure DCP', and the necessary supporting investigations/design work, until the DSP review is further progressed at which time the infrastructure inputs can be more accurately determined. The risk of preparing DCPs for Wanju based on the 2020 DSP is that the Shire would need to meet a significant shortfall in infrastructure costs if they are underestimated, or that developers would lose the 'appetite' to develop if infrastructure costs are overestimated.

Shire Officers expect that tenders could be called once the amended DSP is publicly advertised in the second half of 2025. Below is a broad, indicative timeframe for the DSP and subsequent planning processes:

WANJU INDICATIVE TIMING

Instrument	Notes	Commence	To Council	Advertise start	Advertising period	Advertise finish	To Council	Decision WAPC
Prepare DCP & SA	Shire - CEO to call tenders in June, once draft DSP amendment is advertised	Jul-25	Oct-25	Nov-25	60	Jan-26	Feb-26	May - July 26
SA DCP (Complex)	Shire - as above	Jul-25	Oct-25	Nov-25	60	Jan-26	Feb-26	May - July 26
SA rezoning to UDZ (Basic)	Developers - lodge with LSP	Aug-26	Sep-26	n/a	0	n/a	Dec-26	Mar-27
LSP	Developers - lodge with SA rezoning	Aug-26		Sep-26	42	Nov-26	Dec-26	Mar-27
subdivisions	Developers	Apr-27		Apr-27	42	May-27		Jul-27

- Proposed Developer Contribution Plan (DCP) – Waterloo*

The endorsed Waterloo DSP is not being reviewed and is not significantly affected by the Wanju DSP review. Therefore, to facilitate much needed industrial land development in Waterloo, Officers are in the process of calling tenders from consultants to undertake the necessary studies and to prepare the Waterloo DCP and related Scheme Amendment.

WATERLOO INDICATIVE TIMING

Instrument	Notes	Consultants Commence	To Council	Advertise start	Advertising period	Advertise finish	To Council	Decision WAPC
Prepare DCP & SA	Shire - CEO to call tenders in April	May-25	Jul-25	Jul-25	60	Sep-25	Nov-25	Feb - May 26
SA DCP (Complex)	Shire - as above	May-25	Jul-25	Jul-25	60	Sep-25	Nov-25	Feb - May 26
SA rezoning to IDZ (Basic)	Developers - lodge with LSP	Jun-26		n/a	0	n/a	Oct-26	Jan-27
LSP	Developers - lodge with SA rezoning	Jun-26		Jul-26	42	Sep-26	Oct-26	Jan-27
subdivisions	Developers	Feb-27		Mar-27	42	May-27		May-27

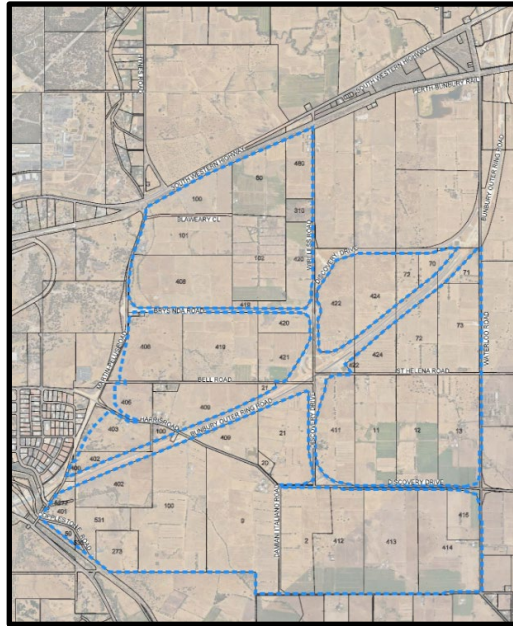
It is anticipated that by the time LPS9 has been approved by the Minister and gazetted, the Waterloo DCP will have been prepared and processed as outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) and will be ready for adoption into LPS9. Once gazetted in LPS9 the Shire will be able to charge development contributions in Waterloo.

- Scheme Amendments for Rezoning*

Once Waterloo DCP is gazetted, the Shire will be in a position to consider or initiate further scheme amendments to rezone parts of Waterloo to 'Industrial Development' under LPS9 and will be able to levy infrastructure contributions through subdivision and/or development approvals.

It is important to note that once rezoning occurs, subdivision or development applications can be made by developers. If at that time a draft Waterloo DCP has not been advertised, any approvals cannot require infrastructure contributions. In this situation a significant liability would be put on the Shire to fund the infrastructure shortfall. However, once the draft DCP is publicly advertised it is considered to be a 'seriously entertained document' and contributions can be sought through approval conditions. Therefore, getting the DCP prepared and advertised promptly, prior to rezoning, is critical to Waterloo developing.

The Shire has prepared draft amendments to LPS9, once gazetted, that would apply 'blanket' zones over the Wanju and Waterloo areas, being 'Urban Development' and 'Industrial Development'



Waterloo project area

Legal Implications

Planning and Development Act 2005 (the Act):
Part 5 Local planning schemes

Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations):
Part 7 sets out the requirements for preparing DCPs and charging infrastructure contributions. The following are relevant to this report:

r.70 states

“(1) A local government may determine that an area of land within a scheme area is a development contribution area if development or subdivision of the land would require the provision of infrastructure or facilities in the area to support the development or subdivision.

(2) A development contribution area must be shown as a special control area on the scheme map for the local planning scheme”.

r.71 states

“(1) A local government must prepare a development contribution plan for each area identified in a local planning scheme as a development contribution area”.

r. 73. states

“(1) A local government must not levy a contribution for the provision of infrastructure or facilities for an area unless there is a development contribution plan in place for the area”.

State Planning Policy 3.6 – Infrastructure Contributions (SPP3.6):

The policy outlines the circumstances in which local governments can levy contributions from developers for community and/or development infrastructure, the types of infrastructure that can be funded through DCPs, and operational requirements of DCPs, among other things. It states, “The key principle in the application of infrastructure contributions is that the ‘beneficiary’ pays”.

Council Plan

8.1 - Support responsible planning and development.

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

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

Environment - None.

Consultation - None.

Public Consultation - N/A

Consultation with Government/Service Agencies - N/A

Other Consultation - N/A

Budget Implications

Preparation of the Waterloo DCP will be funded through the current 2024-25 budget. Preparation of the Wanju DCPs will be funded through the Shire's 2025-26 annual budget.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

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

TIER 3 – 'High' or 'Extreme' Inherent Risk.		
Risk Event	Wanju and Waterloo DCPs Progress Update	
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)	
Risk Action Plan (treatment or controls proposed)	Engage a qualified and experienced consultant to model, plan, design and cost relevant infrastructure. This will support the Waterloo DCP, reducing the Shire's exposure to financial risk. Engage consultants to prepare the Wanju DCPs only once the DSP review has progressed to the stage of publicly advertising a draft amendment, at which stage the infrastructure needs will be more certain and a resulting DCP will reduce the Shire's exposure to financial risk.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Increased financial budget demands for provision of infrastructure in future LTFP
	Service Interruption	Future infrastructure not available to newly established communities
	Legal and Compliance	Future infrastructure not available to newly established communities

TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.		
	Reputational	Future infrastructure not available to newly established communities and impact to ratepayers due to increased budget demands for provision of infrastructure.

Officer Comment

The Corporate Business Plan has identified a strategic action for the development and adoption of a ‘Development Contribution Plan’ (DCP) and associated local planning scheme amendments in both Wanju and Waterloo, to facilitate development in both growth areas. The DCPs will provide for the equitable sharing of infrastructure costs between landowners/developers when subdividing and developing their land within the growth areas, the timely delivery of identified infrastructure, and reduce the risk and/or impact of future budget expenditure for the Shire in providing infrastructure. Essentially, DCPs cater for the additional demand placed on infrastructure resulting from population increase, on a ‘beneficiary pays’ basis where developers are the beneficiaries.

To accurately prepare the DCPs, it is necessary to understand the infrastructure requirements, and likely growth scenarios (how many lots will be developed, over what period). This is critical to ensuring that infrastructure is not under-estimated, in which case the Shire will need to meet the funding gap, nor over-estimated which could be cost prohibitive to development proceeding.

When the strategic action was put in the Corporate Business plan it was expected that gazettal of LPS9 and finalisation of the Wanju DSP would have both occurred quicker, more likely in 2023-24. Due to delays with both projects outside the control of the Shire, preparation of the DCPs has been unable to progress significantly. However, an extensive suite of informing studies and reports have been completed in the meantime which officers anticipate will vastly improve the DCPs’ preparation and outcomes in due course.

Officers have weighed up the project delays against the urgency to make both areas ready for development. Officers consider that the financial and reputation risk to the Shire in basing DCPs and such significant future development on an inefficient DSP to be both unacceptable and unnecessary. Therefore, officers recommend that preparation of the Wanju DCPs is delayed until the Wanju DSP amendment is formally advertised for public comment by DPLH which is expected to be from July to mid-August 2025. Waterloo is not impacted noticeably by the Wanju DSP review and officers have commenced procurement process for the preparation of the Waterloo DCP and supporting studies. Indicative timeframes suggest that the DCP may be gazetted into LPS9 by May 2026.

Conclusion

It is critical to understand the objectives and layout of the Waterloo and Wanju District Structure Plans as basis for identifying infrastructure needs for the future populations, to formulate Development Contribution Plans. The Waterloo DSP is unencumbered, and officers have begun the process for procuring transport and drainage modelling and design, and the development of a Waterloo Development Infrastructure Development Contribution Plan.

The Wanju DSP is under review and officer recommend that tenders are not sought for development of the Wanju DCPs until the amendment to the Wanju DSP is further progressed. Shire Officers expect that tenders could be called once the amended Wanju DSP is publicly advertised in the second half of 2025.

END REPORT

12.2.3 Title: Community & Event Grants Round 2 – 2024-2025

Reporting Department	<i>Sustainable Development Directorate</i>
Responsible Officer	<i>Ms Melanie Ring – Manager Community Development</i>
Reporting Officer	<i>Ms Kylie Tucker – Place and Community Engagement Officer</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.2.3A - SDev CP044 Community & Event Grants Policy</i> <i>Appendix ORD: 12.2.3B - Risk Assessment</i> <i>Appendix ORD: 12.2.3C – Applications with Recommendations</i> <i>Appendix ORD: 12.2.3D – Gnomesville Masterplan</i>

DECLARATION OF INTEREST

Shire President, Cr Tyrrell Gardiner, Cr Jack Manoni and Cr Tony Jenour declared an Impartiality Interest in this item. Please refer to Part 11 'Declaration of Interest' for full details.

Overview

This report summarises the round two 2024/2025 Community and Events Grant requests that have been received from the community. Council is tasked with considering these requests and recommending the distribution of grant funds from the 2024/2025 budget allocation.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION:

47-25 MOVED - Cr AC Jenour SECONDED – Cr T Bell

THAT Council:

1. **Considers the application received by the following group under Community Grants Scheme Round 2 2024/25 – Level 2 grants for funding up to \$1,000 and approves funding to the following organisations:**

COMMUNITY GRANTS – LEVEL 2 (\$0 - \$1,000)		
APPROVE		
Eaton Family Centre	Facilitate three free public end of life planning information sessions	\$ 1,000.00
TOTAL		\$ 1,000.00

2. **Considers the application received by the following group under Community Grants Scheme Round 2 2024/25 – Level 2 grants for funding up to \$1,000 and declines funding to the following organisations:**

COMMUNITY GRANTS – LEVEL 2 (\$0 - \$1,000)		
DECLINE		
Ferguson Heights Residents Association Inc auspicing funds on behalf of Ferguson Bush Fire Brigade	Purchase outdoor seating	\$ 700.00

3. Considers the applications received by the following groups under Community Grants Scheme Round 2 2024/25 – Level 3 grants for funding between \$1,001 and \$5,000 and declines funding to the following organisation:

COMMUNITY GRANTS – LEVEL 3 (\$1,001 - \$5,000)		
DECLINE		
Ferguson Valley Marketing Inc	Purchase a fit for purpose vehicle (mobile community and information pop up in the form of a customised van)	\$ 5,000.00

4. Approve the transfer of \$4,423 from Burekup Bollards Project (J11672) to Community Grants (GL 1119504) to support a one-off payment to Burekup Cricket Club to assist in the retrospective cost associated with the replacement of the artificial turf damaged by vandals in 2024.

CARRIED
8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	

Background

SDev CP044 Community and Event Grants Policy (Appendix ORD: 12.2.3A), (the Policy) has the objective to provide financial support to such requests that meet the policy criteria (subject to budget constraints) and promote the Shire of Dardanup as a positive, supportive and caring community organisation.

Community Grants are available for projects and activities within the Shire of Dardanup that:

- Foster the distinctiveness of places through the personalisation of community areas;
- Activate public places;
- Build the skills and capacity of the community;
- Leave a lasting positive impact on the community;
- Promote accessibility and inclusivity for all members of the community; and
- Empower groups to be proactive in the community.

Events Grants are available for events:

- Held in the Shire of Dardanup;
- That are free-to-attend and held within the Shire of Dardanup;
- That benefit the community; and

- Activate the area in which the event is held.

In relation to this report, funding for each of the community and events grants schemes fall into the following categories:

1. Community Grants

- Level 2 Community Grant: open for application twice per year, incorporated groups' eligible only, maximum funding amount \$1,000 with 100% of project cost available for funding.
- Level 3 Community Grant: open for application twice per year, incorporated groups' eligible only, funding available from \$1,001 - \$5,000 and a maximum of 50% of the total project cost available for funding.

2. Events Grants

- Level 2 Community Event Grant: open for application twice per year, incorporated groups' eligible only, maximum funding amount \$1,000 with 100% of project cost available for funding.
- Level 3 Community Event Grant: open for application twice per year, incorporated groups' eligible only, funding available from \$1,001 - \$5,000 and a maximum of 50% of the total project cost available for funding.

Legal Implications

Local Government Act 1995

Council Plan

- 2.1 - Facilitate improved access to health and community services.
- 2.2 - Increase participation in sport, recreation and leisure activities.
- 3.1 - Grow participation in arts, culture and community events.
- 4.2 - Support vulnerable groups, including aged persons and those with disability.
- 4.3 - Increase involvement in volunteering

Environment - None.

Precedents - None.

Budget Implications

Council allocated \$27,429 to Community Grants for 2024/25 (GL 1119504) and \$10,000 to Minor Community Event Assistance (J08714). A maximum \$2,500 of the allocation is available for each of the Quick Response Community Grants and Quick Response Event Grants which are open for application all-year-round or until the allocated amount has been exhausted.

In Round 1 of the 2024/25 Community Grants, the Council approved the Coastal Rowing Club's application for a community event to support the ShePaddles Kayaking event (\$1,000), under resolution (Res: 246-24). However, the Coastal Rowing Club later secured Commonwealth funding through the Play Our Way Stream 2 Equipment and Programming grant and notified the Shire that the community event grant was no longer needed. As a result, the funds were not disbursed to the club.

Round 1 of the Grants and quick response grants funded to date, saw grants approved to the figures as below:

GRANT STREAM	R1 FUNDED AMOUNT
Community Grant + QR Grant (GL 1119504)	\$ 19, 094.74
Minor Community Event + QR Event Grant (J08714)	\$ 1,000.00

The remaining funds available for Round 2 grant applications are:

GRANT STREAM	R2 FUNDS AVAILABLE FOR ALLOCATION
Community Grant GL 1119504	\$ 8,334.26
Minor Community Event J08714	\$ 9,000.00

To support the Burekup Cricket Club, Council is requested to increase Community Grants (GL 1119504) by \$4,423 and decrease Burekup Bollards Project (J11672) by \$4,423. Should Council support the request, this amount will be paid directly to the Burekup Cricket Club to partially reimburse for the replacement of the artificial turf that was damaged by vandals on the oval.

Budget – Whole of Life Cost - None.

Council Policy Compliance

All applications for grant funding are required to comply with *SDev CP044 Community & Event Grants Policy* and have been assessed against the relevant criteria. Consideration should be given to *CnG CP007 - Cost Shifting Assessment* and this has been taken into consideration during the assessment process.

Risk Assessment

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

TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Community and Events Grants Scheme – Round Two 2024/25
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Council's reputation could be impacted dependant on their decision on recipients' applications for grant funding.

Officer Comment

Applications for round two Community and Events Grants opened on Monday, 13th January 2025 and closed on Monday, 10th February 2025.

The grants were advertised on the Council website, Council Facebook, Council Instagram, and in the Dardanup Times. Posters were displayed on notice boards throughout the Shire. Emails were sent to known eligible clubs and organisations within the Shire to inform them of the grants round opening

and closing date and where necessary the email was followed up with a phone call to assist with further queries.

Burekup Cricket Club (BBC) had expressed interest in applying for a community grant for the replacement of the artificial turf that was damaged by vandals (mid-late 2024). BBC requested the Shire transfer surplus funds remaining from the installation of the bollards; however, this was not able to occur without approval from Council.

Officer requests that Council increase the Community Grants (GL1119504) by \$4,423 and decrease J11672 Burekup Bollards Project Budget by this amount. This amount will be paid directly to club as a retrospective once off payment to assist cover the cost of the replacement of the artificial turf.

Below is a breakdown of the grant applications received:

GRANT STREAM	NUMBER OF APPLICATIONS
L2 Community Grant	2
L3 Community Grant	1
L2 Events Grant	0
L3 Events Grant	0
Total number of applications received	3

Applications have been assessed, and all applications have been considered against the criteria of the Policy. All applications and officer comments are available at (Appendix ORD: 12.2.3C).

COMMUNITY GRANTS – LEVEL 2 (\$0 - \$1,000)			
APPLICANT NAME	AMOUNT REQUESTED (\$)	PURPOSE	OFFICER RECOMMENDED
Ferguson Heights Residents Association Inc auspicing funds on behalf of Ferguson Bush Fire Brigade	\$ 700.00	Purchase outdoor seating.	No
Eaton Family Centre (soon to be known as Eaton Community Hive Inc.)	\$1,000.00	Facilitate End of life Planning information sessions.	Yes
TOTAL APPLICATIONS	\$1,700.00		
TOTAL RECOMMENDED	\$1,000.00		

The Ferguson Heights Residents Association Inc application is on behalf of the Ferguson Bush Fire Brigade who are not eligible for Shire funding through the Community Grants scheme as the volunteer bushfire brigades within the Shire are managed by the Shire of Dardanup. It is more appropriate for the Ferguson Bush Fire Brigade to request funding from the Shire's operational budget or through alternative sources of funding streams available in the broader community.

COMMUNITY GRANTS – LEVEL 3 (\$1,001 - \$5,000)			50% MATCHING COMPONENT REQUIRED
APPLICANT NAME	AMOUNT REQUESTED (\$)	PURPOSE	OFFICER RECOMMENDED
Ferguson Valley Marketing Inc	\$ 5,000.00	Purchase a fit for purpose vehicle (mobile community and information pop up in the form of a customised van).	No
TOTAL APPLICATIONS	\$ 5,000.00		
TOTAL RECOMMENDED	\$0		

The application submitted by Ferguson Valley Marketing Inc. has not been recommended for approval as it does not align with the current Gnomesville Masterplan (Appendix ORD: 12.2.3D). The masterplan has already designated a specific location for a pop-up visitor centre, which is integral to the overall vision and development plan for the area. The concept of a mobile pop-up vehicle does not have a direct connection to the vision outlined for Gnomesville, as it lacks integration with the established and proposed infrastructure and strategic initiatives. It is recommended that further conversations between the Shire and Ferguson Valley Marketing Inc are undertaken.

END REPORT

12.2.4 Title: Decommissioning Tronox Waste Cell 1 – Clearing Conditions 2, 4 and 5

Reporting Department	<i>Sustainable Development Directorate</i>
Responsible Officer	<i>Mr Ashwin Nair - Director Sustainable Development</i>
Reporting Officer	<i>Mr Ashwin Nair - Director Sustainable Development</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Quasi-Judicial.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD:12.2.4A – RDAP Minutes</i> E-Appendix <i>ORD:12.2.4B (Under Separate Cover) – Updated Information</i> <i>Appendix ORD:12.2.4C – Environmental Peer Review</i> <i>Appendix ORD:12.2.4D – Risk Assessment</i>

DECLARATION OF INTEREST

Shire President, Cr Tyrrell Gardiner declared an Impartiality Interest in this item. Please refer to Part 11 'Declaration of Interest' for full details.

Overview

The purpose of this report is for Council to consider clearing conditions 2,4 and 5 associated with the recent Regional Development Assessment Panel (RDAP) approval granted on 13th February 2025 for the decommissioning of the Tronox Waste Cell at Lot 2 Banksia Road, Crooked Brook.

The updated information required to clear these conditions was submitted to the Shire on 21st February 2025 by the applicant. Due to the technical nature of these documents, the Shire engaged an independent environmental consultant, MBS Environmental to peer review the documents to ensure the intent of the conditions have been met prior to clearance being granted.

The report has been presented to Council as it relates to the Waste Precinct in accordance with *Delegation 9.1.1-Powers or Duties Under the Local Planning Scheme*.

Change to Officer Recommendation - No Change.

MOTION MOVED - Cr T G Gardiner SECONDED – Cr A C Jenour
LOST

THAT Council:

1. Endorses the updated Rehabilitation and Closure Plan dated February 2025 and approves the clearing of condition 2 of the Regional Development Panel approval granted on 13 February 2025 for the Decommissioning and Capping of Tronox Cell 1 at Lot 2 Banksia Road, Crooked Brook based on the additional information submitted to the Shire of Dardanup as contained within (Appendix ORD:12.2.4B)

2. Endorses the Golder report dated 2019 and approves the clearing of condition 4 of the Regional Development Panel approval granted on 13 February 2025 for the Decommissioning and Capping of Tronox Cell 1 at Lot 2 Banksia Road, Crooked Brook based on the additional information submitted to the Shire of Dardanup as contained within (Appendix ORD:12.2.4B)
3. Endorses the Rehabilitation and Closure Plan dated February 2025 and the ATC Williams Capping Design (September 2024) and approves the clearing of condition 5 of the Regional Development Panel approval granted on 13 February 2025 for the Decommissioning and Capping of Tronox Cell 1 at Lot 2 Banksia Road, Crooked Brook based on the additional information submitted to the Shire of Dardanup as contained within (Appendix ORD:12.2.4B) subject to the following:
 - i) Confirmation regarding the use of chemical dust suppression.
 - ii) A separate site-specific dust management being submitted prior to the commencement of Stage 2 of the capping process.

MOTION LOST

1/7

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell

Background

Council at its 29th January 2025 Ordinary Council Meeting (OCM – Res: 03-25)) endorsed the Officer's Responsible Authority Report (RAR) by resolving to refuse the Development Assessment Panel (DAP) application which proposed the Capping and Decommissioning of Tronox Waste Cell 1 at Lot 2 Banksia Road, Crooked Brook as follows (inter alia):

THAT Council:

2. *Refuse DAP Application reference DAP/24/02807 (Appendix ORD: 12.2.2B) and accompanying plans:*
 - *Site Overview Plan, Drawing No. 123169.201-001, Rev B;*
 - *Existing Conditions and Stormwater Management Plan, Drawing No. 123169.201-002, Rev B;*
 - *Top of Cap (Stage 3) Plan, Drawing No. 123169.201-006, Rev D;*
 - *Top of Cap Sections Plan, Drawing No. 123169.201-013, Rev B; and*
 - *Typical Details Plan, Drawing No. 123169.201-014, Rev C.*

in accordance with Clause 68 of Schedule 2 (Deemed Provisions) of the Planning and Development (Local Planning Schemes) Regulations 2015, and the provisions of Clause 7.3 of the Shire of Dardanup Local Planning Scheme No. 3, for the following reasons:

Reasons

- a) *Insufficient environmental reporting has been provided to demonstrate that the proposed development will not result in adverse environmental impacts in relation to:*
- i) *Dust Management;*
 - ii) *Leachate Management; and*
 - iii) *Stormwater Management.*

The RDAP meeting was held on 13th February 2025 where the proposed development was considered. At the meeting the RDAP approved the development subject to the following conditions.



Government of Western Australia
 Development Assessment Panels

OFFICIAL
 Meeting No.36
 13 February 2025

Conditions

1. This decision constitutes planning approval only and is valid for a period of four (4) years from the date of approval. If the subject development is not substantially commenced within the specified period, the approval shall lapse and be of no further effect.
2. Prior to the commencement of works an updated Rehabilitation and Closure Plan must be submitted and approved by the Shire of Dardanup which includes the following monitoring regime for the approved development:
 - Quality testing of the leachate draining into the Leachate Pond on an annual basis until the closure of the pond to demonstrate that the integrity of the capping of the waste cell has not been impacted. Where the quality testing of the leachate indicates that the capping has failed this must be addressed and immediately reported to the Shire of Dardanup.
 - Monitoring of upgradient and downgradient bores from the Leachate Pond for a period of 10 years post closure of the Leachate Pond to ensure no contamination is present and reported to the Shire on an annual basis. Where contamination is present at any time this must be addressed and immediately reported to the Shire of Dardanup.
3. At the completion of works, landscaping of the site must be implemented in accordance with the Landscaping Plan, dated 29 August 2022 (as amended), to the satisfaction of the Shire of Dardanup.
4. Prior to the commencement of works, detailed designs of the existing Leachate Ponds are to be submitted to the Shire of Dardanup for approval to demonstrate the constructed capacities of the ponds would maintain adequate freeboard in the event of a 1:100 or 1% AEP storm event. Where works are required to ensure the freeboard is maintained this will be subject to approval.
5. Prior to the commencement of works a site-specific Dust Management Plan to be submitted for approval to the Shire of Dardanup for approval. The plan must include all dust generating activities associated with the approved development and measures to control dust.

The Alternate Motion was put and CARRIED (3/1).

For: Dale Page
Clayton Higham
Jacky Jurmann

Against: Cr Tyrell Gardiner

The full minutes have been attached for Council within (Appendix ORD: 12.2.4A). Following the meeting, the applicants on 21st February 2025 provided the additional technical information to the Shire to be able to clear conditions 2, 4 and 5 of the approval which can be seen in (Appendix ORD: 12.2.4B).

Due to the technical nature of the matter, Officers engaged an independent consultant to review the documents to ensure the intent of conditions 2, 4 and 5 have been met. MBS Environmental were engaged once again to review the updated information as they were familiar with the proposal. Their peer review can be seen within (Appendix ORD: 12.2.4C).

The applicants are seeking for clearance of the conditions to occur as soon as possible to commence the capping process prior to the winter rains to avoid moisture build up within Cell 1.

Legal Implications

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Council Plan

8.1 - Support responsible planning and development.

13.1 - Adopt best practice governance.

Environment - None.

Precedents

Council at its January 2025 OCM endorsed the Officer Responsible Authority Report which recommended that the DAP application be refused (Res:03-25).

Consultation

No consultation is required as a result of this process. The DAP application had been referred to the adjoining community previously to it being considered by Council and subsequently determined by the RDAP.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Decommissioning Tronox Waste Cell 1 – Clearing Conditions 2,4 and 5
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.
	Environment Without the updated information being provided the Shire had concerns over the environmental impacts associated with the development

Officer Comment

- *Condition 2*

The condition was imposed as the proposed monitoring program was considered as generic in nature to landfill facilities. The independent review had concerns that it did not provide a high degree of certainty that impacts to the capping can be specifically identified prior to impacting the environment if the integrity of the liner/capping had been compromised.

The Officers Responsible Authority Report expressed concern at the time relating to potential impacts of sodium chloride and calcium if seepage occurs which is not detected early enough. The condition also required more robust reporting to be able to ensure the integrity of the capping is maintained.

The applicant has submitted an updated Rehabilitation and Closure Plan to meet the requirements of condition 2 of the approval.

Peer Review Comments:

'Cleanaway has provided an updated version of the Rehabilitation and Closure Plan (v10, Feb 2025). While the focus of this closure plan is on the construction, comments have been inserted (5.1) to fully incorporate the requirement for groundwater quality monitoring and referencing the requirements of monitoring set out in the DWER license (L8904/2015/1). Leachate pond levels and quality is included in Section 5.5.

MBS consider the intent of the RDAP conditions are adequately addressed by the changes to the closure plan and requirements of the DWER site license (Table 16 of the licence (volumes) and Table 17 of the licence (concentrations/quality). MBS notes that the key criteria for reporting of gradual drawdown of residual water in Cell 1 will be the mass of solutes (concentrations times volume) as a trend by time/monitoring period. The particular concentrations of species in the pond are less important unless an overtopping/ overflow event or failure of the liner should occur at any point in time'.

- *Condition 4*

The leachate pond plays an important role in managing leachate from the capped cell. Concerns by Officers were raised of possible contamination if the pond overflows during a greater storm event.

A pond which does not have sufficient freeboard to manage leachate means that overflowing has the potential for contaminated waters to enter the environment and the nearby stormwater cell. As such, there was no certainty that the leachate pond will not overflow as it was unclear if the leachate pond had been sized correctly to maintain a freeboard in a 1:100-year event. The imposed condition sought to confirm the ponds have the adequate freeboard to maintain the 1:100-year event and to prevent contaminated water seeping into the environment.

Peer Review Comments:

'Cleanaway has provided Golder (2019) report for the design of Cristal cell 2 and Cristal Pond (also, referred to as TDS Cell 1 Leachate in Figure 1). The report refers to Tronox Cell 1 as the Millenium Cell or Cristal cell 1 or TDS Cell 1, and to TDS Cell 1 Leachate Pond as the Turkey Nest.

The report does not provide any details on the design, size or construction of TDS Cell 1 Leachate Pond, however included drawings show presence of a level indicator and a leachate pump (float activated pump) to divert excess water in the pond during rainfall events (in combination with Cell 1 outflow) this pump activated system should maintain minimum freeboard of one metre in accordance with the DWER license, with additional required daily inspections.

Leachate pumped out is directed towards existing tanks near Tronox Cell 1 ready for collection by road tankers for offsite removal. Both Cristal Pond and Cristal Cell 2 were designed to contain (storage and freeboard) for 1 in 100 (1%) AEP rainfall events. The Cristal Pond was also designed to contain an extreme storm events resulting from the 1 in 20 (5%) AEP rainfall event plus the 90th percentile wet season.

Overall, MBS considers that the additional information provided by Cleanaway satisfactorily meets the condition 4 set out in the RDAP for design capacity’.

- *Condition 5*

The decommissioning process has several dust generating activities. Officers consider that although there were proposed measures to manage dust a site-specific plan would be best practice approach to managing amenity impacts resulting from the development. This formed the basis of the condition of approval. A site-specific plan was not submitted; however, further information was provided on the current broader methods as part of the process to demonstrate the efficacy of the proposed dust management measures to meet the intent of this condition.

Peer Review Comments:

‘Cleanaway has provided a response which refers to the contractors Integrated Project Management Plan (IPMP) and sections of the ATC Williams Capping Design. This is in support of Stage 1 of the development application which involves shaving of exiting tailings as required and an earthen cap over Cell 1 to allowing settlement of the tailing. A separate site-specific dust management plan was indicated in response by Cleanaway to be provided prior to Stage 2. MBS has reviewed this information as well as the amended DWER license (L8904/2015/1) and the revised Banksia Road Rehabilitation and Closure Plan’.

‘The ATC Williams document, section 15.2 appropriately discusses the key sources for Stage 1 dust emissions. These are noted as wind liftoff from exposed dry surface, excavation, trimming of the tailings by dozers and excavation, haulage, placement and spreading of the capping layer. Measurement control measures are typically (wetting of soils road surfaces), use of low speeds, application of chemical dust suppressants if necessary. ATC Williams indicate the civil contractor (Geographe Civil) is very familiar with the site and the need to minimise dust due to past community complaints.

The Geographe Civil IPMP section 13.3 discusses only control measures (not sources) as management requirements:

- *Dust suppression using water carts or hoses or sprinkler systems.*
- *Dust suppression on as required basis.*
- *Low vehicle speeds.*
- *Use of smaller machines (D5 and D3 Dozers) for placement and shaping.*
- *Use of Cell 9 material as capping which is indicated to have suitable moisture Content for low dust generation.*
- *Dust blocking will be used on haul roads to reduce water requirements on site and save water cart fuel costs.*

The measures indicated for Stage 1 dust control measures are considered generic in nature and not linked to quantitative (real-time) monitoring of airborne dust. There is also some confusion/discrepancy if chemical dust suppression agents are to be used or not. A specific dust management for stage 2 was indicated at a later stage prior to that construction phase’.

‘Overall MBS deems that given works will occur over Winter (damp conditions) and result in a net reduction in the sites ongoing dust emissions, the dust management measures/plan as outlined for Stage 1 and conducted by a site experienced civil operator will be adequate and meet the intent of the RDAP condition. It is recommended however, to clarify with the proponent the use of chemical dust suppression. A site-specific dust management plan for Stage 2 would be expected as a later submission’.

Conclusion

Officers consider that based on the updated information presented to the Shire as per the RDAP approval and the conclusions made by the peer review, Officers consider conditions 2, 4 and 5 to be cleared.

END REPORT

12.3 INFRASTRUCTURE DIRECTORATE REPORTS

12.3.1 Title: Eaton Foreshore Precinct – Concept Plan

Reporting Department	<i>Infrastructure Directorate</i>
Responsible Officer	<i>Mr Theo Naudé - Director Infrastructure</i>
Reporting Officer	<i>Mr Nathan Ryder - Manager Infrastructure Planning & Design</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.3.1A – Eaton Foreshore Precinct Concept Plan Appendix ORD: 12.3.1B – Risk Assessment</i>

Overview

The purpose of this report is to present the draft concept plan for the Eaton Foreshore Precinct. The Plan has been developed in conjunction with the Eaton Foreshore Working Group. Council is requested to endorse the concept plans in order to carry out public consultation, receive feedback, and bring it back to Council to endorse the final Eaton Foreshore Concept Plan.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

THAT Council:

1. Endorses the concept plan for Eaton Foreshore Precinct (Appendix ORD:12.3.1A) to carry out public consultation and receive feedback.
2. Requests that the Chief Executive Officer brings a report back to Council with the community feedback and a final concept plan for endorsement.

Discussion

Cr S Gillespie requested an amendment to the Resolution Point 2, to reflect the deadline for the matter to be brought back to Council, that being 25th June 2025.

Change to Officer Recommendation

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

- *Amendment to Officer Resolution Point 2, Resolution to include the month the report is to be brought back to Council for endorsement.*

COUNCIL RESOLUTION

48-25 MOVED – Cr SL Gillespie SECONDED – Cr T Bell

THAT Council:

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

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. J D Manoni	
Cr. A C Jenour	
Cr. S L Gillespie	
Cr. A L Webster	
Cr M Hutchinson	
Cr L Davies	
Cr T Bell	

Background

At the Ordinary Council Meeting held on 23rd October 2024, Council endorsed the 2024 Terms of Reference for the Eaton Foreshore Working Group to further explore and develop a concept plan for the Eaton Foreshore area (Council Resolution 272-24):

THAT Council endorses the 2024 Terms of Reference for the Eaton Foreshore Working Group (Appendix ORD: 12.3.1A)

Two Working Group meetings were held (11th November 2024 and 10th February 2025) and a draft concept plan has now been developed, which includes the feedback and proposals received at the working group meetings. (Appendix ORD: 12.3.1A).

Details of the Working Group and concept development are provided in the Officer Comment section of this report.

Legal Implications - None.

Council Plan

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

Environment - None.

Precedents

The Council has previously endorsed concept plans for further development by other Council endorsed Committees and Working Groups.

Budget Implications

No budget implications at this point in time since the plan and designs are in concept only.

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

Council Policy Exec CP090 Community Engagement is applicable to this project and will be a critical part in the delivery of the overall project. The following documents were used to develop the Community Engagement Plan for this project:

- *Shire of Dardanup - Community Engagement Plan Template*
- *Shire of Dardanup - Community Engagement Framework*
- *Shire of Dardanup - Community Engagement 10 Step Guide*

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Eaton Foreshore Precinct Concept Plan
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Poor communication and Community consultation.

Officer Comment

The content of the first draft of the Eaton Foreshore Concept Plan was heavily based on the Council-endorsed Eaton Place Plan and the Eaton Millbridge Community Facilities Plan.

- *Working Group Meeting 11th November 2024*

The first Eaton Working Group meeting was held on 11th November 2024 and was attended by 17 community members, two councillors and five Shire staff. Working group members reviewed the presented draft Eaton Foreshore Concept Plan and provided feedback and suggestions. This was discussed within the group and notes provided on the Concept Plan.

The following documents were provided before the meeting to review:

- Previously endorsed Eaton Place Plan and the Eaton Millbridge Community Facilities Plan;
- Eaton Foreshore Draft Concept Ideas Plan;
- Eaton Hall Proposed Extensions (from 2015);
- ShePaddles Concept Drawing; and
- Eaton Place Plan (Extract).

The below points are a few main points raised and/or supported by three or more user groups and have been considered by staff to develop the revised draft concept plan:

- Angled parking both sides of Pratt Road;
- Drainage upgrades on Eaton oval;
- Caravan parking;
- Reduced speed limit along Pratt Road;
- Café;
- Upgrade existing jetty (Old Coast Road);
- Roundabout corner of Pratt Road and Old Coast Road;
- Pickleball and padel courts; and
- CCTV on oval, existing carpark and along foreshore.

- *Working Group Meeting 10th February 2025*

The idea and suggestions from the Working Group were collated and amendments were made to the draft Concept Plan. A second Working Group meeting was held on 10th February 2025 to discuss the amended draft Concept Plan. During this meeting, further amendments to the Plan were discussed and comments were made on the Plan by working group members.

Based on the comments, a further amended draft concept plan was prepared and this is included in (Appendix ORD: 12.3.1A).

The following amendments were made to the draft concept plan:

- New tennis court and multi-use court locations deleted from plan;
- Retain existing tennis and basketball court locations. Renovate/resurface existing courts. Provide new lighting to all sports courts and carpark. Incorporate additional parking on unused court area.;
- Previous tennis court location now noted as overflow parking;
- Single access to Eaton Hall deleted. Keep as per existing;
- Spectator viewing area noted as grassed;
- New through road to Ennis Street deleted;
- Upgraded carpark to football club deleted;
- Seniors outdoor space deleted;
- Lightweight structure café deleted;
- Change location of Kalgulup Park signage at eastern end of heritage path;

- Large hardstand (for festivals) deleted;
- 'Upgrade existing shelters' note to include upgrade of existing BBQs;
- 'Remove bus shelter' to be deleted from 'long vehicle bay' note. Additional number noted on plan;
- Note added to extend current irrigation to existing BBQ area;
- Additional CCTV and smart technology noted at western entry to Pratt Road; and
- New roundabout noted at the intersection of Pratt Road and Old Coast Road (City of Bunbury).

Council is requested to endorse the concept plan in order to carry out public consultation, receive feedback, and bring them back to Council to adopt the final concept plan.

END REPORT

12.3.2 Title: Twomey Road – Request to Advertise for Permanent Closure of Portion of the Road Reserve

Reporting Department	Infrastructure Directorate
Responsible Officer	Mr Theo Naudé - Director Infrastructure
Reporting Officer	Mr Kristin McKeachie - Manager Assets
Legislation	Local Government Act 1995
Council Role	Legislative.
Voting Requirement	Simple Majority.
Attachments	Appendix ORD: 12.3.2A - Road Reserve Feature Survey Twomey Road Crooked Brook Appendix ORD: 12.3.2B - Twomey Road Crooked Brook (Affected Portion of Road Reserve) Appendix ORD: 12.3.2C – Risk Assessment

Note: Cr S Gillespie left the room at 5.57pm and returned at 5.58pm

Overview

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

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

49-25 MOVED - Cr AL Webster SECONDED – Cr M Hutchinson

THAT Council:

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

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. J D Manoni	
Cr. A C Jenour	
Cr. S L Gillespie	
Cr. A L Webster	
Cr M Hutchinson	
Cr L Davies	
Cr T Bell	

Background - None.

Legal Implications

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

58. Closure of road at request of local government

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

Regulation 9 Land Administration Regulations 1998:

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

- (1) *Before passing a resolution to make a request to the Minister under section 58(1) of the Act for the Minister to close a road permanently, a local government must publish an advertisement containing —*
- (a) *notice of motion for the resolution; and*
 - (b) *an invitation to the public to make submissions to the local government on the proposed closure within the period (the **submission period**) of 35 days after the day on which the advertisement is published.*
- (2) *The advertisement must be published in either or both of the following ways —*
- (a) *in a newspaper circulating in the district of the local government;*
 - (b) *on the website of the local government.*
- (3) *The local government must not pass the resolution to make the request to the Minister unless —*
- (a) *the submission period has ended; and*
 - (b) *the local government has considered any submissions made to it within the submission period.*
- (4) *If the advertisement is published in both of the ways referred to in subregulation (2) and the submission periods specified in those publications end on different days, for the purposes of subregulation (3) the submission period is taken to end on the latest of those days.*
- (5) *The local government must include the following with the request to the Minister —*
- (a) *written confirmation that the local government has resolved to make the request, the date when the relevant resolution was passed and any other information relating to the resolution that the Minister may require;*
 - (b) *sketch plans showing the location of the road and the proposed future disposition of the land comprising the road after it has been closed;*
 - (c) *written confirmation that the local government has complied with subregulations (1) to (3);*
 - (d) *a copy of the advertisement referred to in subregulation (1);*
 - (e) *copies of any submissions made to the local government within the submission period and the local government's comments on those submissions;*
 - (f) *any other information the local government considers relevant to the Minister's consideration of the request.*
- (6) *This regulation does not apply to a request under section 58(1) of the Act to which regulation 9A applies.*

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

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

- (3) *If —*
- (a) *a parcel of land comprised in a road that is closed, whether under this Act or the repealed Act, is Crown land;*

- (e) *the Minister may, with the consent of the landholder and the taker and on payment to the Minister of any price, or of any initial instalment of rent, as the case requires, agreed with the landholder, by order –
amalgamate the land so conveyed or leased with the adjoining land.*

Council Plan

10.3 - Improve road safety, connectivity and traffic flow.

13.1 - Adopt best practice governance.

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

Environment - None.

Precedents

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

Budget Implications

Provisions for advertising are provided for in the annual budget.

Budget – Whole of Life Cost

If (because of this process) the affected portion of the Twomey Road reserve is permanently closed, then a very small reduction in future maintenance costs may result. However, this reduction is likely to be negligible as a proportion of the overall costs of road maintenance.

Council Policy Compliance - None.

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

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Request to Advertise for Permanent Closure of a Portion of the Road Reserve	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Legal and Compliance	Proposals for Closure of Roads (or parts of Roads) are controlled by Regulation under the Land Administration Act 1997

Officer Comment

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

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

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

Dealings in Crown Land are the responsibility of the Department of Planning, Lands and Heritage (DPLH). Prior to consideration of an application for purchase of Crown Land that is currently Gazetted as Road Reserve, that land must first be Permanently Closed in accordance with Section 58(1) of the *Land Administration Act 1997*, and Regulation 9 of the *Land Administration Regulations 1998*, as detailed in the Legal Implications section above. Should this process be successful, the sale of land and associated amalgamation of Crown Land with adjoining land can be processed in accordance with section 87 of the *Land Administration Act 1997*.

As shown in (Appendix 12.3.2A) *Road Reserve Feature Survey Twomey Road Crooked Brook*, the road reserve adjacent to Lot 101 Twomey Road varies in width between thirty (30) metres (at minimum) to sixty-two (62) metres (at maximum). The closest point of the encroached area to the edge of the Twomey Road pavement is approximately four (4) metres.

Based upon the above dimensions, Officers do not consider that closure of the affected portion of the road reserve in resolution of the encroachment would have a material effect on the future management of the road.

Should Council choose to pursue the proposal for closure (and potentially the eventual sale) of the affected portion of road reserve, then Public Advertising including time for Public Submissions of the proposal is required as a first step.

Alternatively, if Council does not choose to pursue the landowner's proposed solution to the encroachment, then declining the request for public advertising of the matter will be sufficient indication of Council's intent.

END REPORT

12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

12.4.1 Title: Mid-Year Budget Review – 2024/25

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate & Governance</i>
Reporting Officer	<i>Mr Rehan Shahid – Manager Financial Services</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Legislative.</i>
Voting Requirement	<i>Absolute Majority.</i>
Attachments	<i>Appendix ORD: 12.4.1A – Summary Financial Statement</i> <i>Appendix ORD: 12.4.1B - Statement of Comprehensive Income – by Nature</i> <i>Appendix ORD: 12.4.1C – Schedules and Notes</i> <i>Appendix ORD: 12.4.1D – Risk Assessment</i>

Overview

This report requests that Council consider the 2024/25 Mid-Year Budget Review as presented in the Summary Financial Statement and Statement of Comprehensive Income – by Nature, for the period 1st of July 2024 to the 28th of February 2025, together with the requested budget amendments.

Change to Officer Recommendation - No Change.

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

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

50-25 MOVED - Cr A C Jenour SECONDED – Cr A L Webster

THAT Council:

1. **Receives and acknowledges the 2024/25 Mid-Year Budget Review report and associated documents (Appendix ORD: 12.4.1A, 12.4.1B, 12.4.1C and 12.4.1D).**
2. **Adopts the 2024/25 Mid-Year Budget Review inclusive of the noted budget amendments contained within the report.**
3. **Retains the 2024/25 Forecast Surplus of \$717,269 as a carried forward surplus to the next budget period subject to Council's decision on resolution 15 below.**
4. **Approves an increase to the Interim & Back Rates Budget (GL#0320002) from an adopted budget of \$163,181 to a revised budget of \$225,000.**

5. Approves an amendment in LGGC Financial Assistance (GL#0321004) and Local Road grant revenue (GL#0321005) from the adopted budgets of \$1,011,465 and \$609,542 to revised budgets of \$885,330 and \$743,048 respectively which reflects the expected Pre-Paid Advance for 25/26, and a corresponding increase to Transfer to Unspent Grants Reserve Account (GL#0331003) of the same value.
6. Approves an increase to Municipal Interest Revenue Budget (GL#0321006) from an adopted budget of \$216,497 to a revised budget of \$420,000.
7. Approves an increase in MAFG Funded Expenditure Budget (GL#0511503) from an adopted budget of \$39,048 to a revised budget of \$279,398 and a corresponding increase in Grants Revenue Budget (GL#0521502) from an adopted budget of \$0 to a revised budget of \$242,350.
8. Approves a decrease in DFES capital grant funded revenue (GL#0522501) and expenditure (GL#0522502) by \$187,500 related to Ferguson BFB Building project;
9. Approves a decrease in FOGO Processing – Kerbside expenditure Budget (GL#1011025) from an adopted budget of \$302,910 to a revised budget of \$200,000.
10. Approves an increase in Recreation Centre Membership fee (GL#1124007) from an adopted budget of \$660,000 to a revised budget of \$760,000.
11. Approves an increase in Maintenance – Ancillary Budget (GL#1211003) from an adopted budget of \$481,510 to a revised budget of \$670,690.
12. Approves a change in surplus/deficit on asset disposal budget (GL#1422502) from an adopted budgeted surplus of \$730,000 to a revised budgeted deficit of \$81,612.
13. Approves an increase Consultancy Expenditure (GL#1414502) from an adopted Budget of \$45,000 to a revised budget of \$140,506;.
14. Approves an increase of \$115,294 to the Transfer to Reserve Building Maintenance Reserve Account (GL#1131004) to reflect the full net sale proceeds received above budget estimates from the sale of Lot 31 (2) Sanford Way.
15. Approves expenditure of \$200,000 on procuring an additional water licence allocation for the Eaton Oval and Eaton Foreshore in 2024-25 noting this spend request is not reflected in forecast surplus yet, and would reduce the estimated forecast surplus from \$717,269 to \$517,269.

16. Receives and acknowledge Chief Executive Officer's review of the 2020 ERC Business Plan.

Absolute Majority.

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. J D Manoni	
Cr. A C Jenour	
Cr. S L Gillespie	
Cr. A L Webster	
Cr M Hutchinson	
Cr L Davies	
Cr T Bell	

Background

A Summary Financial Statement (Appendix ORD: 12.4.1A) and Statement of Comprehensive Income – by Nature & Type (Appendix ORD: 12.4.1B) incorporating year to date budget variations as at the 28th of February 2025, together with forecasts to the 30th of June 2025 are presented for Council's consideration.

The *Local Government (Financial Management) Regulations 1996*, Regulation 33A, requires that a Local Government conduct a budget review between the 1st of January and the 31st of March each financial year. The intention of the legislation is to ensure Local Governments conduct at least one budget review between six and nine months into a financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

The budget review is a detailed comparison of the year to date actual results with the adopted or proposed amended budget. It establishes whether a Local Government is able to continue to meet its budget commitments and is in receipt of income and incurs expenditure in accordance with the adopted budget.

Council management completed a comprehensive review of the 2024/25 Annual Budget during February 2025. The review process consisted of relevant budget managers reviewing their individual areas for actual year to date revenue/expenditure and their anticipated forecast for remainder of the financial year. Those forecasts were then reviewed by the relevant Executive Managers and finally by the Chief Executive Officer on a line by line basis. The budget review document has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and *Australian Accounting Standards*.

Council adopted a 10% or a \$50,000 minimum for the reporting of material variances to be used in the monthly Statements of Financial Activity. This same level of variance reporting has been utilised in this budget review to highlight larger variances in the Summary of Budget Amendments. The full variance listing is also detailed in the attached Schedules and Notes attached to this Budget Review (Appendix ORD: 12.4.1C).

This review generally consisted of the following:

- a) Including any unbudgeted income/expenditure or budget amendment items adopted by Council during the 1st of July 2024 to the 28th of February 2025 period.
- b) Comparison of the actual year to date (YTD) income/expenditure to the original or amended budget adopted for each line item of operating and capital revenue and expenditure.
- c) Projection of the forecast income/expenditure to the end of the financial year and comparing this with the Original/Amended Annual Budget to determine if the line item is forecast to remain within budget.
- d) Identification of any material events or changes that may impact on Council finances.
- e) Flagging incomplete projects and unspent grants that were carried forward into the 2024/25 budget or projects that may be carried forward into the 2025/26 budget.
- f) Identifying any offsetting increases in revenue or reduction in expenditure that will reduce major variations.
- g) Calculation of an updated forecast end of year (Surplus)/Deficit to the 30th of June 2025 as part of assessing whether there is sufficient cash flow to the 30th of June 2025 to meet budget and forecast commitments.
- h) Identifying any new budget requests from Council Officers that Council may wish to consider.
- i) Identifying Options to utilise the improved Forecast end of year Surplus funds.

The original adopted budget cash position prior to any adopted budget amendments was an estimated year-end surplus of **\$506,246**. Following subsequent forecast changes, the amended budget cash position prior to the completion of the mid-year budget review was an estimated year-end surplus of **\$485,567**.

As a result of a detailed and comprehensive budget review process involving Management and the Executive team, the current forecast year end surplus is estimated at **\$717,269**. *If Council approves expenditure of \$200,000 on procuring an additional water licence for the Eaton Oval and Eaton Foreshore, the estimated forecast surplus would reduce from \$717,269 to \$517,269*

It also needs to be acknowledged that this forecast year end surplus may change further during the remainder of 2024/25 due to future decisions of Council, adjusted capital works, or additional grant income and expenditure, which will be reflected in forecast updates presented in the Monthly Financial Statements and the annual 2025/26 budget development process. Full details of budget review variances can be found in the Budget Review Report (Appendix ORD: 12.4.1C).

Legal Implications

Regulation 33A of the *Local Government (Financial Management) Regulations* requires a review of the budget to be conducted.

33A. Review of budget

- (1) *Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
 - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local government's financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget; and*
 - (d) *include the following —*

- (i) the annual budget adopted by the local government;
 - (ii) an update of each of the estimates included in the annual budget;
 - (iii) the actual amounts of expenditure, revenue and income as at the date of the review;
 - (iv) adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end-of-year amount for the item.
- (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
*Absolute majority required.
- (4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

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

Environment - None.

Precedents

A mid-year budget review is conducted each year.

Budget Implication

As a result of the budget review process, and updated forecast amendments on various general ledger accounts, staff forecast a surplus of \$717,269 as of the 30th of June 2025. If Resolution 15 is endorsed (i.e. water licence acquisition of \$200,000), the revised surplus will be forecast at \$517,269 as at 30th June 2025.

Budget – Whole of Life Cost

While the budget review does not impact directly on the whole of life cost of assets, it does indirectly refer to assets through budgeted acquisition and disposals.

Council Policy Compliance - None.

Risk Assessment

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	2024/25 Mid-Year Budget Review
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Legal and Compliance	Risk of Council breaching the <i>Local Government Act 1995</i> – Risk that the 2024/25 Mid-Year Budget Review is not received by Council; or presented to Council by 31 March each year.
	Financial	Risk that the mid-year budget review amendments are not updating into Council’s Revised Budget, resulting in an incorrect end of year budget forecast. Risk under or over budget expenditure is not reflected in Council’s Revised Budget.

Officer Comment

The 2024/25 budget remains within overall original estimates. Management forecasts an end of year surplus of **\$717,269**. Management intends to use approximately \$200k out of the forecast surplus to purchase water allocation which is not yet reflected in the forecast surplus. It is recommended that Council retains the surplus after considering the water licences spend request and carry it forward to the 2024/25 Annual Budget.

A copy of the full revised 2024/25 Annual Budget and Forecast is provided for in [Appendix ORD: 12.4.1A and 12.4.1C], which incorporates the adopted budget variances together with updated forecasts as at the 28th of February 2025. A detailed breakdown of all variances is provided within the Schedules and Notes provided in (Appendix ORD: 12.4.1C).

Material Forecast Variances from the Adopted Budget

There are a number of variances across the entire budget that have contributed to the current Forecast Surplus of **\$717,269**. The major variances include:

➤ ***Rates and Charges***

General Rates Levied (including concessions applied) for the 2024/25 financial year are generally in line with budget estimates; \$16,657,127 forecast rates revenue against an adopted budget of \$16,651,482.

Interim rates revenue are estimated to increase from an adopted budget of \$163,181 to a revised forecast of \$225,000.

Collection of outstanding rates is on target and forecast to achieve less than 4% of collectable rates outstanding as at the 30th of June 2025.

➤ ***Salaries and Wages***

Gross salaries and wages remain under budget primarily due to staff vacancies through-out the year. Gross Salaries and Wages including Superannuation have been amended from an adopted budget of \$12,267,569 to a revised forecast budget of \$12,007,615, a reduction of \$259,954. The forecast savings are attributed to staff vacancies throughout the year, which have been partially offset with a reallocation of costs to the contracted business process mapping project and an increase in external consultants expenditure.

➤ *Interest Revenue – Municipal Fund*

Interest Revenue for the Municipal Fund has been forecast to be \$420,000 which is \$203,503 ahead of the adopted budget of \$216,497. This increase is mainly related to higher than expected term deposit rates and timing delays in planned spending resulting in higher term deposit balance.

➤ *Interest Revenue – Reserve Fund*

Interest Revenue for the Reserve Fund has been forecast to be \$550,000 as compared to the adopted budget of \$515,170 due to the same reasons explained in the interest revenue for the Municipal Fund section above. 100% of the interest revenue will be allocated back to the reserve funds.

➤ *WA Local Government Grants Commission (LGGC) Grants*

The 2024/25 LGGC Financial Assistance and Local Roads grant revenue has been forecast to be \$1,628,378 which is generally in line with the adopted budget of \$1,621,007.

➤ *Household Sanitation*

Domestic Refuse, Recycling and FOGO levies (rubbish bin charges) are forecast to be \$2,162,703; an increase of \$63,223 to the adopted budget of \$2,099,480. This increase is complemented by a forecast decrease of \$35,894 in sanitation expenditure against budget, mainly due to lower than expected cost related to organic waste processing – Kerbside collection.

➤ *Recreation Centre*

The forecast net subsidised cost of the Eaton Recreation Centre for 2024/25 is \$230,052 which is \$32,677 higher than adopted budget of \$197,375. This increase is due to forecast increase in building maintenance cost of \$45,170 partially offset by improvements in membership fees and court hire charges.

➤ *Recreation Centre – Capital Works*

The 24/25 adopted budget included \$641,508 capital works for the Eaton Recreation Centre Stage 2 Refurbishment and Upgrade works, which has been decreased down to \$461,107 due to re-classification of painting work from capital to operating expenditure in line with the Australian Accounting Standards Board (AASB) regulations.

➤ *Vehicles, Plant & Equipment*

Several vehicles have been acquired during the 2024/25 financial year including:

- Manager Operations vehicle DA955
- Manager Development Services vehicle DA004
- Principal Environmental Health Officer vehicle DA9605
- Manager Information Services vehicle DA9668
- Project Engineer vehicle DA429
- Manager Community Development vehicle 008DA
- Director Corporate & Governance vehicle DAO
- Director of Sustainable Development vehicle DA017

In addition, following vehicles are on-order and are expected to be delivered before 30th June 2025

- Manager Financial Services vehicle DA10181
- Manager Governance vehicle DA329
- Manager of Recreation Centre vehicle DA563

No additions or disposals have been made to the Parks & Reserves Plant in 2024/25 financial year to date. Tip Truck, Dump Truck and Automatic Truck are due for replacement in 2024/25 budget and are still on order.

Council Policy *CP048 Plant & Vehicle Acquisitions and Disposal Policy* includes provision for changeover of Council's large plant items (i.e. Graders, Loaders, Trucks etc).

Council Policy *CP203 Light Vehicle Fleet Policy* includes provision that Light Commercial Vehicles (Utility) shall be changed over at replacement triggers of five (5) years or 125,000km, whichever occurs first; and Passenger Vehicles (sedans, wages) be replaced every four (4) years or 100,000km, whichever occurs first.

➤ *Parks and Gardens*

The 2024/25 Parks and Gardens Maintenance spend is forecast to be in line with budget of \$4,075,114.

➤ *Staff Training*

The expected spend for staff training is forecast to decrease from an adopted budget of \$209,669 down to \$177,555. This decrease is consistent with a slight reduction in overall staff-related costs.

➤ *Fees and Charges*

Cat and Dog Registration revenue remains on target with the budget review identifying no change from the adopted budget for Cat Registrations of \$8,220 and Dog Registrations of \$51,433.

Health Fees and Charges are tracking slightly ahead of the adopted budget revenue of \$29,050, with a small increase of \$1,000 expected in financial year 2024-25. The increase includes the Annual Food Business Inspection fees and Traders Permits.

Town Planning Fees and Charges are forecast to be \$92,500 which is \$1,235 ahead of adopted budget of \$91,265. These fees are dependent on the type of Development Applications received by the Shire.

Building Application Fees are tracking in line with the adopted budget of \$89,265. These fees are subject to external market environments for building activity which is currently restricted for a lot of new buildings/dwellings.

Administration Fees and Charges are forecast to be \$40,000 which is \$15,000 higher than the adopted budget of \$25,000. These are predominantly derived from DAMA application fees, offset by DAMA expenditure.

➤ *New Borrowings and Loans*

As per the 2024/25 adopted annual budget, a provision was made for Council to obtain new borrowings of \$1,600,000 for the new Enterprise Resource Planning (ERP) system which is expected to be drawn down in Q4 2024/25.

Items for Budget Consideration and Recommended Budget Amendments

➤ *Interim & Back Rates*

It is proposed to increase the interim and back rates revenue from an adopted budget of \$163,181 to a revised budget of \$225,000. This increase is in line with YTD actuals and is based on infrastructure developments in Shire which are unknown at the time of budgeting.

➤ *WA Local Government Grants Commission (LGGC) Grants*

It is proposed to amend the LGGC Financial Assistance and Local Roads grant revenue from the adopted budgets of \$1,011,465 and \$609,542 to revised budgets of \$885,330 and \$743,048 respectively, and to approve the associated Reserve Transfers for the expected 25/26 Advance Payment.

➤ *Interest Revenue*

It is proposed to increase the Interest Revenue for the Municipal Fund from an adopted budget of \$216,497 to \$420,000 mainly due to higher than expected term deposit balance and interest rates.

Similarly to Municipal Fund interest income, Interest Revenue for the Reserve Fund has been forecast to increase to \$550,000 from an adopted budget of \$515,170. 100% of the Interest received on Reserve Fund investments is allocated across Council's various Reserve Accounts.

➤ *MAFG - Grant Revenue and Expenditure*

It is proposed to approve an increase in Mitigation Activity Funding Grants (MAFG) funded expenditure Budget from an adopted budget of \$39,048 to a revised budget of \$279,398 and a corresponding increase in Grants Revenue Budget from an adopted budget of \$0 to a revised budget of \$242,350

➤ *DFES – Capital Grant Revenue and Expenditure*

It is proposed to approve a decrease in DFES capital grant funded revenue and expenditure by \$187,500 due to uncertainty about Ferguson BFB Building project going ahead

➤ *Organic Waste Processing Cost - Kerbside*

It is proposed to approve a decrease in FOGO Processing – Kerbside expenditure Budget from an adopted budget of \$302,910 to a revised budget of \$200,000 as the waste disposal contract moved to a more cost effective vendor.

➤ *Fees and Charges – Recreation Centre Membership Fee*

It is proposed to increase the Recreation Centre Membership Fee from an adopted budget of \$660,000 to a revised budget of \$760,000. The memberships at Rec Centre are tracking strongly and are resulting in some offsetting staff costs as well.

➤ *Maintenance and Minor Works - Ancillary*

It is proposed to approve an increase in maintenance spend from an adopted budget of \$481,510 to a revised budget of \$670,690 mainly due to increased spend in rectifying rural storm damage.

➤ *Surplus/Deficit on Asset Disposal*

It is proposed to modify the surplus/deficit on asset disposal (2 Sandford Way-Old Library Building) from an adopted budget of \$730,000 surplus to a revised budgeted loss of \$81,612. The change has resulted from a clerical error at the time of budgeting.

➤ *Consultancy Charges*

It is proposed to approve an increase in Consultants fees from an adopted budget of \$45,000 to a revised forecast of \$140,506, mainly due to the management's decision of not to replace the vacancy of Senior Asset Engineer and use consultants instead. A corresponding decrease in staff salary & wages expenses is forecast to eventuate.

➤ *Transfer to the Building Maintenance Reserve Account*

It is proposed to Approve an increase of \$115,294 to the Transfer to Reserve Building Maintenance Reserve Account (GL#1131004) to reflect the full net sale proceeds received above budget estimates from the sale of Lot 31 (2) Sanford Way;

➤ *Estimated Carried Forward Surplus as at the 30th of June 2025:*

It is estimated that over the 12 month period of the 2024-25 budget, a surplus of \$211,023 would be achieved. This was based on the budgeted Carried Forward Surplus from 2023/24 of \$506,246 increasing to a budgeted surplus at the end of 2024/25 of \$717,269.

The forecast surplus as at 30th June 2025 is \$717,269 which is based on known variances in actual performance in the year to date and estimates for the remainder of the year based on current trends in revenue and expenses.

Water Allocation for Eaton Oval and Eaton Foreshore

The Shire has recently constructed a new bore to the Yarragadee with the intention of irrigating Eaton Oval and the Eaton Foreshore. The Shire's existing Yarragadee water allocation is 139,000kL per annum and this is used for Millbridge west of Millars Creek. In order to fully irrigate Eaton Oval and the Eaton Foreshore, the Shire is short of approximately 75,000kL per annum of water allocation.

Water allocation can be purchased on the market and the price is highly dependent on supply and demand at the time. Currently, there is high demand and low supply and there is 200,000kL of Yarragadee water allocation on the market at the moment at \$4/kL. The projected surplus funds from

the current projects J11665 (Eaton Foreshore Bore) and J11661 (Eaton Foreshore - Bore and Landscaping Improvements) is anticipated to be around \$90,000. If additional \$200,000 was allocated, the total funds available to purchase water allocated would be \$290,000. At \$4/kL, the Shire could purchase 72,500kL of Yarragadee allocation. If a slightly better deal would be negotiated, the full 75,000kL could be obtained.

Instead of buy water allocation, the other two options available to the Shire in order to use the newly constructed Yarragadee bore are:

1. Drilling a new bore to the Leederville at Garry Engel Park (estimated cost \$330,000); or
2. Connecting the existing irrigation network in East Millbridge (GWL 109152 - Leederville) to West Millbridge (estimated cost \$300,000).

The above two options are far riskier and come with a similar price tag than simply purchasing additional Yarragadee water allocation. Therefore, the Council is requested to approve a budget of \$200,000 from general funds to purchase additional water allocation in FY 2024/25.

Chief Executive Officer's Review of the 2020 ERC Business Plan

In October 2020 Dave Lanfear Consulting completed a review of Eaton Recreation Centre operations and completed a report with recommendations for ERC operational changes and structure. Council adopted a slightly different structure than the option presented in the report and also incorporated sessional and casual roles of 3.64 in the 13.38 FTE, which is not included in the consultant FTE calculation.

Key factors to note around the 2020 adopted structure:

- Team Leaders at the time were unwilling/able to work full time to match the recommended structure;
- The operations in 2020 had suffered on the back of COVID - reducing programming, membership numbers and facility utilisation;
- Casual allowance of 3.64 FTE was not captured in the consultant structure compared to the Council adopted structure;
- When considering the casual allowance for FTE, the 2025 endorsed structure is in line with the consultant structure FTE;
- Marketing and Promotions role (0.8 FTE) was removed from the Consultant recommended structure and absorbed within the Shire operations;
- The consultant recommended annual review of the structure to ensure it continued to meet operational needs with recovery from COVID impacts and growth;
- Membership numbers had dropped to their lowest numbers in 3 years (at time of the report) to 695 (3 year proceeding average was 747);
- With staff turnover, this has resulted in multiple role changes and reporting lines over the last few years, and a higher incidence of casuals. The structure and increase of permanent roles will be resolved as part of the 2025 endorsed structure; and
- Staff salary expenditure has consistently exceeded the FTE in the last few years to facilitate the service offering and meet demand. The increased expenditure has been offset by increased revenue.

Since the 2020 adopted structure, Eaton Recreation Centre has largely recovered from the impacts of COVID and continues to grow its operations, increase court utilisation, café operations, membership numbers, facility visitation, with below comparisons between 2020 and 2025:

- Operating hours were increased by 13.75 hours per week to bring in line with comparative facilities. Based on benchmarking and recommendation from 2020 report;
- Reduced Creche operating hours in 2024 to consolidate in line with Group Fitness timetable;
- Increased membership numbers have increased visitation to the gym & increased staffing with extended opening hours and supervision, plus program appointments;
- Increased membership numbers have increased administration and sales appointments and therefore Membership Officer requirement;
- Increased Vacation Care numbers has increased staff requirement to meet licensing ratios. Original FTE was set for 20 kids, program is now getting 60 kids;
- Increased membership numbers have increased Group Fitness classes slightly;
- Court revenue has more than doubled over the last 4 years with the growth of Eaton Basketball Assoc in particular. *2019/20 FY was impacted by Covid. Increased court bookings, in particular outside of standard operational hours, has increased staffing; and
- Café revenue has increased with increased court utilisation and EBA competitions. *Revenue in 19/20 FY impacted by Covid. Staffing to operate the café has therefore increased.

	2020	2025	Difference	
Centre Opening hours per week	62	75.75	13.75	22%
Creche hours of operation per week	18	14.5	-3.5	-19%
Daily average Gym Visits	116	167	51	44%
Membership numbers (2020 based on August figures from Dave Lanfear report)	695	1,127	432	62%
Vacation Care number of children accommodated per day in FTE calculation	20	60	40	200%
Group Fitness Classes offered per week	29	33	4	14%
Courts revenue (utilisation data inaccurate due to changes in operating times and missing historical information)	\$92,531	\$194,685	\$102,154	110%
Café revenue	\$73,047	\$223,611	\$150,564	206%

The 2025 endorsed structure is divided into two portfolios:

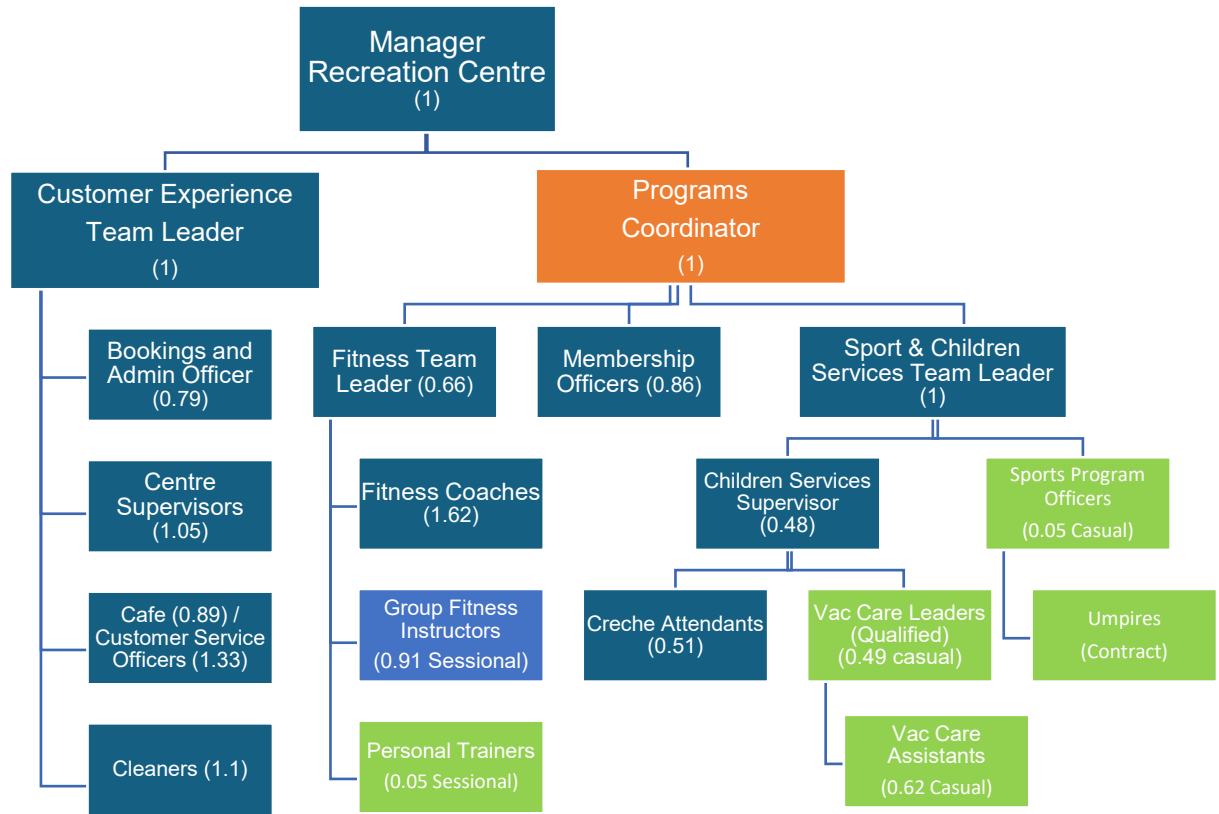
- Focus on Customer Experience and Operations of the Centre i.e. Customer service, Café operations, Bookings and Administration, Centre supervision and Cleaning; and
- Focus on Programming and revenue generating initiatives and services i.e. Health and Fitness (gym and group fitness), Sports (both adult and kid's programs) and Children Services/programs (Creche, Vacation Care and early learning programs).

The endorsed structure aligns portfolio areas and allows for revenue growth and participation opportunities to the community via increased programs and activation of off-peak times for increased Centre utilisation. It represents existing Centre services and offering, with an eye on the future. The combined Programming areas of the Centre's operations will support increased programming offering at ERC (and long term outside of the facility four walls) to increase participation opportunities, target various demographics and further maximise utilisation of the facility to achieve a mission of '*everyone active; moving more, **LIVING** more*'. The programming of the facility is supported by the Customer Experience portfolio focused on the services and facility that makes up the experience of visitors, patrons and members.

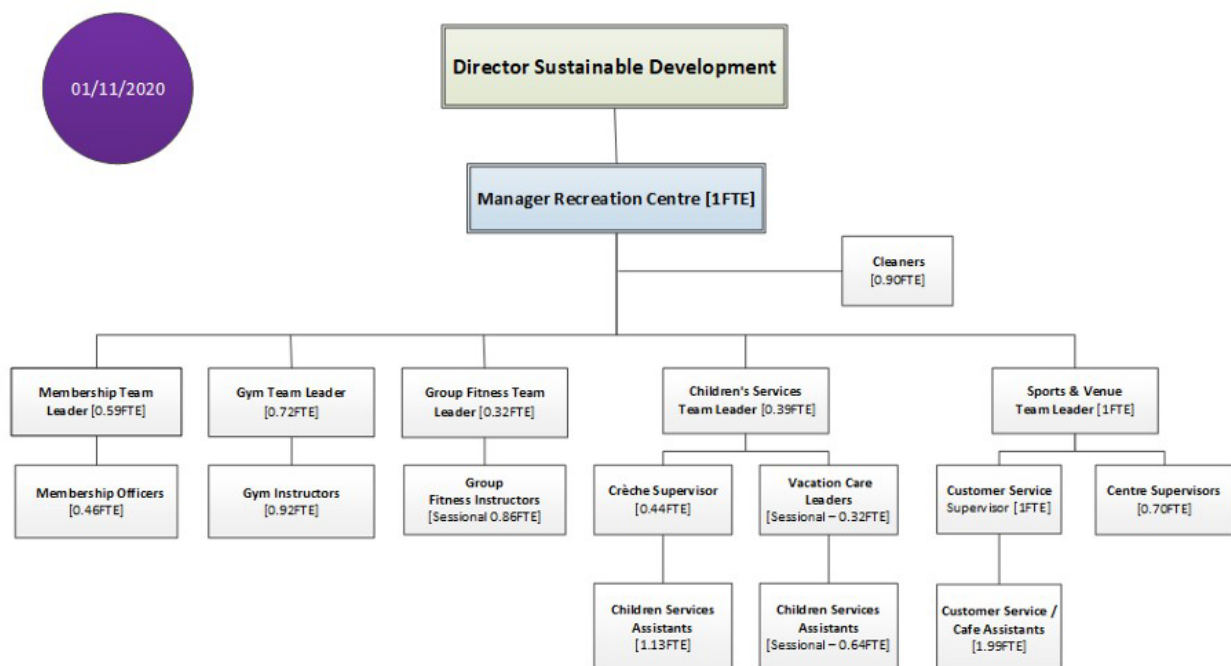
The alignment of operations and new leadership will assist in staff development and overall Centre improvements which were identified as priorities in the 2020 consultant report. Career progression

pathways for staff and ability for staff to work across multiple roles to support the operation of the centre is another important improvement of the structure.

2025 Council endorsed FTE structure (15.41)

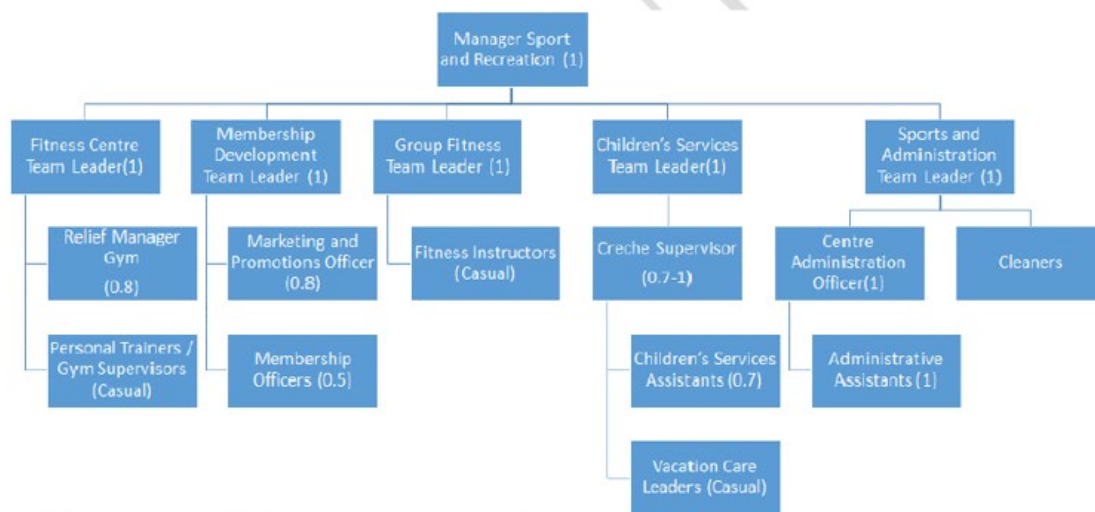


2020 Council endorsed FTE structure (13.38)



2020 Dave Lanfear Recommended FTE Structure

2020 Dave Lanfear Consulting recommended flat FTE structure (11.5-11.8 and 15.14-15.44 including casual allowance):



This model identifies five reports to the Manager Sport and Recreation which are responsible for each business line. It incorporates a marginal reduction in staffing numbers with a focus on generating greater customer throughput. The flatter structure has the cleaners reporting to the Sports and Administration

Team Leader who in turn is responsible for the day to day bookings and direct customer interface. In this model the Membership Development role should be responsible for coordination across all services and establishing a comprehensive marketing and promotion plan for ERC.

Note: Casual FTE (3.64) was not captured in the structure above for Cleaners, Fitness Instructors, Vacation Care Leaders and Personal Trainers/Gym Supervisors.

Growth Operating Strategies

As requested by Council, a Business Plan for Eaton Recreation Centre will be presented at June OCM to provide an updated plan in line with the endorsed structure and capturing the current and future needs to continue the Centre's growth and offering to the community.

This will include:

- Review of the Group Fitness offering and timetable to increase participation and activate the Group Fitness studio to spread demand in peak times in the limited gym space
- Continue the implementation and utilisation of the Technogym App for improved member experience and tracking of results, exercise and habits for increased member engagement and retention.
- Investigate re-locating the cycle studio to increase gym floor space to manage peak utilisation periods and allow for increased member numbers.
 - Add new connected equipment (integrated to the new Technogym app), focused on community - beginners through to performance, including seniors for active-aging
- Upgrade existing cardio equipment with connected equipment (integrated to the new Technogym app)
- Upgrade the body composition scanner (integrated to the new Technogym app) that performs body composition measurements as well as strength, balance, mobility, and cognitive abilities, providing a holistic view of an individual's physical and mental wellness.
- Prioritise staff training and professional development to upskill and educate staff to improve customer service, communication and conflict resolution, member engagement and program delivery.
- Improve Centre promotion/marketing to the community

- Development of an annual marketing and promotion calendar for ERC utilising multi-channel marketing
 - Development of an annual challenge and activation calendar for member engagement and retention
 - Implementation of an updated 'Brand' for ERC in collaboration with Blank Slate Creative
 - High quality and consistent marketing campaigns and education with increased support from Shire of Dardanup Marketing and Promotions Officer role
 - Increase social media page engagement and education to the community
-
- Review and develop the ERC Master Plan for additional courts, gym expansion and Centre configuration to improve the flow of patrons and increase programming, memberships and service offering
 - Develop programs and offerings to activate off-peak times, cater to everyone in the community and ensure ERC is an inclusive facility
 - Longer term: Investigate active participation grants to offer programs and services to the broader Shire of Dardanup community.

END REPORT

12.4.2 Title: Permit to Occupy – Coastal Rowing WA Inc.

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins - Director Corporate and Governance</i>
Reporting Officer	<i>Mr Theo Naudé - Director Infrastructure</i>
Reporting Officer	<i>Mrs Cindy Barbetti – Acting Manager Governance</i>
Reporting Officer	<i>Mr Ashwin Nair - Director Sustainable Development</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>12.4.2A – 2025 01 01 Letter from Coastal Rowing WA Inc.</i>
	<i>12.4.2B – 2025 01 12 Email from Coastal Rowing WA Inc.</i>
	<i>12.4.2C – 2025 01 22 Email from Coastal Rowing WA Inc.</i>
	<i>12.4.2D – Current Permit to Occupy (Permit No: LIC-R1402518)</i>
	<i>12.4.2E – Cape to Leschenault CHRMAP</i>
	<i>12.4.2F – Briefing Paper</i>
	<i>12.4.2G – Risk Assessment</i>
	<i>12.4.2H – Training and Activity Calendar</i>
	<i>12.4.2I – Strategic Plan 2023-2026</i>

DECLARATION OF INTEREST

Councillor Stacey Gillespie declared an Impartiality Interest in this item. Please refer to Part 11 'Declaration of Interest' for full details.

Overview

Two requests have been received from Coastal Rowing WA Inc. seeking support to:

1. Extend the current Permit to Occupy for the existing 40-foot Sea Container on the Eaton Foreshore for an additional two years, or until 28th July 2027 (Appendix ORD: 12.4.2A).
2. Commence the process for requesting a Permit to Occupy for two additional 40-foot Sea Containers, one at the Eaton Foreshore and the other at the Watson Reserve (Appendix ORD: 12.4.2B and 12.4.2C).

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

THAT Council:

1. Approves the extension of the 40-foot Sea Container Permit to Occupy on the Eaton Foreshore by Coastal Rowing WA Inc. for a further two year period commencing on 28th July 2025 and concluding on the 28th July 2027.
2. Authorises the Chief Executive Officer to negotiate and explore options for a suitable location at Watson Reserve for Coastal Rowing WA Inc, for the purpose of one temporary 40-foot Sea Container.

3. Requests that any works to the facility of Coastal Rowing WA Inc, including all maintenance, is the responsibility of Coastal Rowing WA Inc, and will be to the satisfaction of the Shire.
4. Requests that the Chief Executive Officer review the Watson Reserve Masterplan and to report back to Council on a suitable location at Watson Reserve, for the purpose of one temporary 40-foot Sea Container, for Coastal Rowing WA Inc, for further consideration.
5. Requests that the Chief Executive Officer advises the Coastal Rowing WA Inc that as the consultation process for the Eaton Foreshore Precinct – Concept Plan, has not yet been completed, the application for an additional 40-foot Sea Container on the Eaton Foreshore has been declined at this time.

Discussion

Cr M Hutchinson advised that he would like to move an Alternative Resolution to the Officer Recommended Resolution. The Alternative Motion was to support the issuing of 2 temporary permits to occupy to Coastal Rowing at Watson Reserve and an additional temporary permit at the Eaton Foreshore to assist the club with their requirements. Cr T Bell seconded the Alternative Resolution.

Change to Officer Recommendation

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

- *To assist Coastal Rowing with their club requirements, a temporary permit for two(2) 20 foot sea containers are to be provided to Coastal Rowing Inc subject to negotiation with the Shire as to locations at Watson Reserve*
- *To assist Coastal Rowing Inc with their club requirements, a temporary permit for one (1) additional 40 foot sea container on the Eaton Foreshore to be provided with the condition that pending the outcomes from the Eaton Foreshore Concept Plan, Coastal Rowing Inc could be, upon request, required to remove the additional 40 foot sea container from the Eaton Foreshore.*

ELECTED MEMBER RESOLUTION

51-25 MOVED - Cr M Hutchinson SECONDED – Cr T Bell

THAT Council:

1. **Approves the extension of the 40-foot Sea Container Permit to Occupy on the Eaton Foreshore by Coastal Rowing WA Inc. for a further two year period commencing on 28th July 2025 and concluding on the 28th July 2027.**
2. **Request that the Chief Executive Officer review the Watson Reserve Masterplan and negotiate options for suitable location at Watson Park Reserve for Coastal Rowing WA Inc, for two (2) temporary 20-foot sea containers and to report back to Council on 23rd April 2025.**

3. Approves the issuing of a temporary Permit to Occupy for two (2) 20-foot sea containers at Watson Reserve for a six-month period from 21st May 2025 to 21st November 2025.
4. Approves the issuing of an additional temporary Permit to Occupy for one (1) 40-foot Sea Container at Eaton Foreshore for a six-month period from 21st May 2025 to 21st November 2025, with the understanding that:
 - The outcomes of the Eaton Foreshore Concept Plan are intended to be presented to Council in June 2025 and Coastal Rowing could be requested to remove the second sea container at the end of the six-month permit period, pending results of Eaton Foreshore Concept Plan.
5. Requests any works to the facility of Coastal Rowing WA Inc. including all maintenance, is the responsibility of Coastal Rowing WA Inc, and will be to the satisfaction of the Shire.

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	Cr. T G Gardiner

Background

Coastal Rowing WA Inc. have been granted the following Permits to Occupy for a designated area of Eaton Foreshore through the placement of one 40-foot Sea Container:

PERMIT NUMBER	ISSUE DATE	EXPIRY DATE	OCM
Permit No: LIC-R1015227	28 th July 2021	28 th July 2023	28 July 2021 [Res 227-21] 25 August 2021 [Res 258-21]
Permit No: LIC-R1402518 (Appendix ORD: 12.4.2D)	28 th July 2023	28 th July 2025	24 May 2023 [Res 127-23]

On the 1st January 2025, Coastal Rowing WA Inc. formally requested [Appendix ORD: 12.4.2A] that consideration be given to extending the Permit to Occupy for the existing 40-foot Sea Container for an additional two years, or until 28th July 2027.

In addition, on the 12th January 2025, an email was received from Coastal Rowing WA Inc. (Appendix ORD: 12.4.2B) to commence the process for requesting a Permit to Occupy for two additional 40-foot Sea Containers, one to be located at the Eaton Foreshore (in addition to the existing 40-foot Sea Container issued under Permit No: LIC-R1402518) and the other at Watson Reserve. Coastal Rowing WA Inc in its request for additional Sea Containers and extension of the Permit to Occupy would be an interim solution for Coastal Rowing WA Inc. as they expect a permanent facility to be in place by 28th July 2027. This new facility is currently being considered through the Eaton Foreshore Working Group and included in the Draft Eaton Foreshore Concept Plan that will be considered by Council for public advertising.

On the 22nd January 2025, the Shire President, Chief Executive Officer and Director Infrastructure met with representatives from Coastal Rowing Inc. to discuss the groups intent of making an EOI submission for the Stronger Communities Infrastructure Grant, with the view to rehabilitating the launch area at the Watson Reserve parking lot, and make it safe for paddle craft (kayaks, SUP's and canoes). The process of developing the Eaton Foreshore Concept Plan was also discussed as well as the Coastal Hazard Risk Management and Adaption Plan (CHRMAP) [Appendix ORD 12.4.2E] and associated potential impact on the river foreshore and proposed future amenities in this area.

Following on from the meeting, a follow-up email was received on the same day from Coastal Rowing WA Inc. (Appendix ORD 12.4.2C) outlining their objectives, increase in activities and participants, and justification for the two additional 40-foot Sea Containers, being, Watson Reserve for introductory kayaking and SUP classes and equipment, and Eaton Foreshore for intermediate kayaking equipment and supporting equipment. In the email, Coastal Rowing Inc. state that they have changed markedly as a club since the Shire issued the original Permit to Occupy in July 2021. Their primary focus is community outreach, not club building, which in their opinion is quite unusual for a sporting club, and one of the reasons why they received the substantial equipment and programming funding from the POW Equipment Grant.

Coastal Rowing WA Inc. attended the Concept Forum with Council on Wednesday 5th March 2025, and discussed a way forward with regard to their short and long term space needs, and provided Council with their Briefing Paper (Appendix 12.4.2F).

For further background, on the 23rd October 2024 Council endorsed the 2024 Terms of Reference for the Eaton Foreshore Working Group [Res 272-24] to further explore and develop a Concept Plan for the Eaton Foreshore area. The Concept Plan is intended to be presented to Council in June 2025 for Council endorsement.

Location Plan

Eaton Foreshore Location:



Approved area of Permit to Occupy



View east toward container



View south toward container

Watson Reserve Location:

Site location at Watson Reserve to be determined.

Legal Implications

The Eaton Foreshore is located at Lot 500 Pratt Road, Eaton and is part of Reserve 24359, with the care, control and management vested with the Shire of Dardanup. The vested purpose of the Reserve is "Recreation". The Shire of Dardanup has the power to lease for any period not exceeding 21 years, subject to the consent of the Minister for Lands.

Watson Reserve is located at Lot 5536 Pratt Road, Eaton and is part of Reserve 25417, with the care, control and management vested with the Shire of Dardanup. The vested purpose of the Reserve is "Public Recreation".

Council Plan

- 1.1 - Support the community to feel safe while using Shire facilities and public spaces.
- 2.2 - Increase participation in sport, recreation and leisure activities.
- 4.3 - Increase involvement in volunteering.
- 5.1 - Care for natural habitats and waterways to preserve native and endangered fauna and flora.
- 9.3 - Provide quality community facilities.
- 9.5 - Provide safe and accessible access to waterways for recreational activities.
- 14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

Environment

Shire of Dardanup CHRMAP adopted by Council at its OCM dated 22nd June 2024, addresses coastal hazard vulnerabilities for the Shire to serve as a guide for future planning and coastal management, including any development and/or infrastructure to be contained within the Collie River foreshore area.

Precedents

Coastal Rowing WA Inc. have been granted the following Permits to Occupy a designated area of Eaton Foreshore through the placement of one 40-foot Sea Container:

PERMIT NUMBER	ISSUE DATE	EXPIRY DATE	OCM
Permit No: LIC-R1015227	28 July 2021	28 July 2023	28 July 2021 [Res 227-21] 25 August 2021 [Res 258-21]
Permit No: LIC-R1402518 (Appendix ORD 12.4.2D)	28 July 2023	28 July 2025	24 May 2023 [Res 127-23]

This will be the first time that Council is considering a Permit to Occupy a designated area of Watson Reserve through the placement of one 40-foot Sea Container.

In terms of planning approvals, time limited approval has also been granted under the Greater Bunbury Regional Scheme (GBRS) for the placement of the sea container at Lot 500 Pratt Road, Eaton specifically for the purpose of storing Coastal Rowing's boats as follows:

DEVELOPMENT APPLICATION NUMBER	DESCRIPTION	OCM
DAP-F0223792	Original Development Approval period under the GBRS 28 th July 2021 to 28 th July 2023	25 August 2021 [Res 258-21] – 2023
DAP-F0223792	Approval granted to extend the Development Approval under the GBRS, for a limited period only, namely the development is allowed as long as the Club has an approved Permit to Occupy. 28 th July 2023 to 28 th July 2025.	24 May 2023 [Res 127-23]

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Permit to Occupy - Coastal Rowing WA Inc.	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Health	Not supporting continued access to an activity that benefits health and well-being of the community.
	Reputational	Council could be seen in a negative light if they didn't support an established community group that delivers activation at the Eaton Foreshore and provides recreational opportunities to the community.
	Environment	Not considering the Shire of Dardanup CHRMAP in the context of this application, which addresses coastal hazard vulnerabilities and serves as a guide for future planning and coastal management.

Officer Comment

- Acting Manager Governance Comments

Coastal Rowing WA Inc. have established themselves as a proactive community group along the Eaton Foreshore. Since construction of their temporary 40-foot Sea Container at the Eaton Foreshore, the group has thrived, with participants on the water throughout the region almost every day, generally starting at sunrise and generally ending at sunset (in accordance with the Permit to Occupy).

Upon investigation with Coastal Rowing Inc. and at the time of compiling this report, they have 61 members and will be conducting an introductory session with a further 14 participants, with the view to progressing them through to members in the coming month. The group have provided their Schedule of Activities for January 2025 to April 2025 [Appendix ORD 12.2.4H] to demonstrate their growth and the activities being offered.

They also have an agreement with the Eaton Bowling & Social Club which provides a venue for the group and are eager to keep progressing the emerging sport of coastal rowing, and other water sports (kayaking, canoeing and stand-up paddle board) at both the Eaton Foreshore and Watson Reserve.

Coastal Rowing Inc. have undertaken a strategic review of their activities to produce an inclusive and ambitious vision for its future, and this is formalised within the groups Strategic Plan 2023-2026 [Appendix ORD 12.2.4I].

In considering the request from Coastal Rowing Inc. to extend the current Permit to Occupy, together with the additional request for consideration of a further two 40ft Sea Containers (one at the Eaton Foreshore and the other at the Watson Reserve) it is noted that there has been one complaint received by the Shire regarding the group removing bollards for access to the Reserve and to park near the Sea

Container (Fusion case 19763). Upon investigation with Coastal Rowing Inc. the Chairperson advised that they do not remove the bollards as they have a key to the gate on the Reserve.

- *Planning Comments*

Planning approval under the GBRS will be required to extend the approval period for the placement and use of the sea container at Lot 500 Pratt Road Eaton.

The Department of Planning, Lands and Heritage advised that the *Planning and Development (Local Planning Schemes) Regulations 2015* at cl 77(1)(b) consents the applicant to make application to amend or delete any condition to which the approval is subject. In addition, cl 77(4) provides discretion for such application to be determined by local government. The GBRS states that the purpose of Regional Open Space is to “*to protect the natural environment, provide recreational opportunities, safeguard important landscapes and provide for public access;*”

The storage of rowing boats and associated rowing club equipment, is considered to be consistent with the purpose of the ROS, in particular ‘*to ... provide recreational opportunities*’. As such, pursuant to Schedule 1, clause 3, the Department considers that the proposed development is ancillary and incidental development that does not conflict with the purpose of the Regional Open Space reservation.

Officers followed the referral procedures outlined in DEL2014/01 and referred the application to the Department of Water and Environmental Regulation and accepts the advice from this agency. The advice is similar to previous advice received, and decision making is again delegated to the Shire of Dardanup.

Officers have a delegation from Council to approve GBRS applications and this proposal would be dealt with at officer level once an application has been received.

The draft Eaton Place Plan, under the Sub-Precinct Plan 2: Eaton Foreshore Plan a more permanent water sports club storage is proposed to be provided in the future once funding or budget becomes available in the BAMP and this to be considered in the long-term financial planning of the Council to support the growing water sports club.

- *Infrastructure Comments*

Establishing a Sea Container at the Eaton Foreshore, as a temporary facility would be more palatable if it is discretely placed and screened or cosmetic changes made to improve the aesthetic appeal.

Officers through the Eaton Foreshore Working Group is in the process of developing the Eaton Foreshore Concept Plan to be presented to Council in June 2025 for Council endorsement. It is recommended that before a decision is made to place a sea container or any additional infrastructure on the foreshore area, that the Eaton Foreshore Concept Plan be considered by Council first. That will ensure proper planning, community consultation and user groups input is all included in the plan, that will guide decisions relating to the foreshore infrastructure and usage.

Regarding the location at Watson Reserve for the additional Sea Container, the Shire will work with Coastal Rowing WA Inc. to determine the best position that will suit its use, without compromising the general use and/or amenity of this reserve.

Good access and launch area have been referred to in correspondence from Coastal Rowing WA Inc., however the Shire is in the process of applying for funding to address the CHRMAP issues and existing erosion on the riverbank. Depending on future designs of embankment protection, it is premature to assume good water access and/or launch areas will be available in future. It might be that more, large

rock boulders or some sort of retaining structures be constructed that may make it more difficult to access the river by kayak or boats at this location.

Similar to the Eaton Foreshore concept plan, the Watson Reserve needs no ad-hoc infrastructure and to be planned and developed, taking into account wider community use as well as potential future CHRMAP initiatives.

- *Conclusion*

The Officers recommend that Council allow negotiations to be undertaken between Shire staff and Coastal Rowing WA Inc. on a possible suitable location for the placement of one 40-foot Sea Container at Watson Reserve, while considering this in the context of the Watson Reserve Masterplan and report the findings back to Council for further consideration. Noting that any works to the facility of Coastal Rowing WA Inc, including all maintenance is the responsibility of Coastal Rowing WA Inc. and will be to the satisfaction of the Shire.

The Officers further recommend that Council decline the request from Coastal Rowing WA Inc. for an additional 40-foot Sea Container at Eaton Foreshore.

END REPORT

12.4.3 Title: Eaton Football Club – Extended User Agreement

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins - Director Corporate & Governance</i>
Reporting Officer	<i>Mrs Cindy Barbetti – Acting Manager Governance</i>
Reporting Officer	<i>Mrs Donna Bailye - Manager Governance</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD:12.4.3A - Correspondence from Eaton Football Club</i> <i>Appendix ORD:12.4.3B – Risk Assessment</i> <i>Appendix ORD:12.4.3C – 2025 Club Dates</i> <i>Confidential Attachment A (Provided Under Separate Cover)</i> <i>Confidential Attachment B (Provided Under Separate Cover)</i> <i>Confidential Attachment C (Provided Under Separate Cover)</i>

Overview

Council is requested to consider a formal request from the Eaton Football Club (the Club) (refer Appendix 12.4.3A) for an 'Extended' User Agreement in lieu of the 'Seasonal' (Winter only) User Agreement currently offered, for a five-year term.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

THAT Council:

1. Does not support the request from the Eaton Football Club for an Extended User Agreement for the period 1st January to 31st October.
2. Modifies the current Seasonal (Winter) User Agreement for the Eaton Football Club being 1st March to 30th September.
3. Authorises the Chief Executive Officer to negotiate with the Eaton Football Club the occasional usage requirements outside of the modified Winter Season.
4. Authorises the Chief Executive Officer to enter into a 5 year Seasonal User Agreement, (Winter Season only), with the Eaton Football Club for the use of the Oval, Lights, Club Rooms, Change Rooms and Storage Areas, for the period 1st March 2025 to the 30th September 2029, and subject to the following conditions:
 - a) Annual Seasonal User Agreement review, including charges, and assessment.
 - b) Power consumption for the Oval Lights to be the responsibility of the Club during Club usage periods.
 - c) Report to be provided to Council, at the end of each Winter Season, on the Usage of the Facilities by both the Eaton Football Club, Occasional Hirers, and the Shire of Dardanup.

- d) Continued endorsement of the Seasonal Fees and Charges for the Eaton Sports Pavilion, Changerooms and Glen Huon Oval as provided for in the Shire of Dardanup Schedule of Fees and Charges.

Discussion

Cr A L Webster moved the Officer Recommended Resolution, and Cr S Gillespie seconded the motion.

Cr M Hutchinson moved an amendment motion to include an additional point 5 to the substantive motion directing the Chief Executive Officer to investigate opportunities by the Shire of Dardanup to maximise the usage of the facility.

ELECTED MEMBER AMENDED RESOLUTION

52-25 MOVED - Cr M Hutchinson SECONDED – Cr T Bell

THAT Council amends the substantive motion to include the following:

- 5. Directs the Chief Executive Officer to Investigate opportunities to maximise the usage of the facility.**

CARRIED

5/3

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. A C Jenour	Cr. T G Gardiner
Cr. S L Gillespie	Cr. A L Webster
Cr M Hutchinson	Cr. J D Manoni
Cr L Davies	
Cr T Bell	

PROCESS

Note: Shire President, Cr T G Gardiner returned to the Substantive Motion with the amendment to include resolution Number 5.

Change to Officer Recommendation

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

- An additional point 5 was added to request that the Chief Executive Officer investigate opportunities to maximise the use of the Facilities.*

OFFICER RECOMMENDED RESOLUTION AND COUNCIL RESOLUTION

53-25 MOVED - Cr Webster SECONDED – Cr Gillespie

THAT Council:

1. Does not support the request from the Eaton Football Club for an Extended User Agreement for the period 1st January to 31st October.
2. Modifies the current Seasonal (Winter) User Agreement for the Eaton Football Club being 1st March to 30th September.
3. Authorises the Chief Executive Officer to negotiate with the Eaton Football Club the occasional usage requirements outside of the modified Winter Season.
4. Authorises the Chief Executive Officer to enter into a 5 year Seasonal User Agreement, (Winter Season only), with the Eaton Football Club for the use of the Oval, Lights, Club Rooms, Change Rooms and Storage Areas, for the period 1st March 2025 to the 30th September 2029, and subject to the following conditions:
 - a) Annual Seasonal User Agreement review, including charges, and assessment.
 - b) Power consumption for the Oval Lights to be the responsibility of the Club during Club usage periods.
 - c) Report to be provided to Council, at the end of each Winter Season, on the Usage of the Facilities by both the Eaton Football Club, Occasional Hirers, and the Shire of Dardanup.
 - d) Continued endorsement of the Seasonal Fees and Charges for the Eaton Sports Pavilion, Changerooms and Glen Huon Oval as provided for in the Shire of Dardanup Schedule of Fees and Charges.
5. Directs the Chief Executive Officer to Investigate opportunities to maximise the usage of the facility.

CARRIED

6/2

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	Cr. T G Gardiner Cr. J D Manoni

Background

In 2017, the newly built Eaton Sports Club Pavilion provided the Eaton Boomers/Eaton Football Club (the Club) with an opportunity to establish a premium facility for club training and competition, as well as a social base for the Club. The facility was also a 'shared use' facility with other user groups and the broader Eaton community. This new facility required an additional level of management and

responsibility as a high-quality sporting and community pavilion, along with meeting the day-to-day running of the existing football club activity.

The Club entered into a Lease and Management Agreement with Council on the 1st of May 2017 for the lease of the Football Pavilion and Changerooms on Reserve 50882. This lease agreement provided a term of 10 years, with the expiry being 31st of December 2027. It also provided the option of a further term of 10 years.

As a condition of the Lease and Management Agreement, the Club were required to provide to Council an annual Business Plan, that documents the Clubs current annual operating position, together with future strategies and financial and budget projections. This was to ensure not only compliance with the lease agreement, but also to ensure that the Club continued to remain a viable and sustainable club within the Shire of Dardanup community whilst leasing the facilities from the Shire.

In the fourth year of the Club operating at the Eaton Sports Pavilion, a Behind Closed Doors report was brought to Council on the 26th February 2020 (Confidential Attachment A) wherein Council resolved [28-20]:

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

28-20 *MOVED -* *Cr. M T Bennett* *SECONDED -* *Cr. C N Boyce*

THAT Council:

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

CARRIED
7/2

Consultants were engaged to facilitate the consultation and review. As a result, the "Eaton Boomers Football Club & Eaton Sports Club 'Way Forward' Management Plan" (Confidential Attachment B) was created and presented to Council in a Behind Closed Doors report to the 26th August 2020 Ordinary Council meeting. Council resolved [243-20]:

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

243-20 *MOVED -* *Cr. P S Robinson* *SECONDED -* *Cr. M T Bennett*

THAT Council:

1. *Receives the "Eaton Boomers Football Club & Eaton Sports Club 'Way Forward' Management Plan" – July 2020;*
2. *Supports the establishment of an Eaton Sports Club sub-committee under the Eaton Boomers Football Club, with two Council representatives being:*
 - a) *Cr. M T Bennett; and*
 - b) *Cr. C N Boyce*
3. *Requires that the Eaton Boomers Football Club provide an updated three year Business Plan for the Eaton Sports Centre to Council by 30 October 2020, with expanded financial projections incorporating the elements noted in the "Eaton Boomers Football Club & Eaton Sports Club 'Way Forward' Management Plan", and as outlined in this report.*

4. *Requires that the Eaton Boomers Football Club provide Council an update on their Business Plan annually by 30 October each year.*

CARRIED
8/0

At the 25th November 2020 Ordinary Council meeting, Officers presented to Council that the Club were unable to finalise the Business Plan and financial projections by the due date of the 30th October 2020. Council therefore resolved to provide an extension of time to the 31st March 2021[Res: 314-20]:

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

314-20 MOVED - Cr. M T Bennett SECONDED - Cr. P R Perks

THAT Council:

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

CARRIED
9/0

The matter was again brought back to Council in a Behind Closed Doors report (Confidential Attachment C) at the 30th of June 2021 Ordinary Council meeting, wherein Council resolved [224-21]:

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

224-21 MOVED - Cr. M T Bennett SECONDED - Cr. S L Gillespie

THAT Council:

1. *Notes that the Eaton Boomers Football Club have not provided Council with an updated three year Business Plan for the Eaton Sports Centre by the extended due date of 31st of March 2021, and have not complied with the requirements of their lease agreement with the Shire of Dardanup.*
2. *Requests the Chief Executive Officer to arrange a workshop with Councillors prior to advising the Eaton Boomers Football Club of Council's intention to amend the lease agreement so that the Eaton Sports Club building is no longer part of the lease, with Council to resume responsibility for the booking, usage and management of the building from the 1st of October 2021.*
3. *Requests the Chief Executive Officer to bring a report to Council on the requirements for a Building Property Manager to manage the Eaton Sports Club building and other Council leased facilities from 1st of October 2021.*

CARRIED
6/2

Following Councils resolution, Councillors and Staff met with the Club to discuss a way forward for the Club. At this meeting it was agreed by all parties that a Seasonal User Agreement be established between the Club and Council.

In line with the discussions being held with the Eaton Football Club and coupled with the adoption of the 'Shire of Dardanup – New Lease Agreement template' in November 2021, Council were also asked to consider the creation of a new full-time permanent position for a Building Property Management Officer to manage the Eaton Sports Club building and other Council Leased building and facilities. The matter was workshopped with Council and was subsequently endorsed [Res: 407-21] by Council at the 15th December 2021 Ordinary Council meeting.

The Lease and Management Agreement with the Club was terminated on the 31st of December 2021 and the first Seasonal User Agreement was signed by the Club in 2022.

The Shire of Dardanup 2021/22 Schedule of Fees and Charges did not provide for a User Agreement fee for the Eaton Sports Pavilion, Change Rooms or Glen Huon Oval. Whilst Council had entered into a Seasonal User Agreement with the Club in January 2022 the seasonal period was extended from 10th January 2022 to 9th October 2022. Council was requested to endorse a reduced interim user fee of \$2,600 (plus GST) for the Sports Pavilion, Glen Huon Change Rooms and Glen Huon oval for the 2022 period only. As this was a new arrangement between the Club and the Shire of Dardanup, it provided the Club the opportunity and additional time to budget and plan for the future Seasonal Charges that Council would later endorse.

Seasonal Charges as per the User Agreement were brought into the Shire of Dardanup 2022/23 Schedule of Fees and Charges and were endorsed by Council at the 23rd March 2022 Ordinary Council meeting [Res: 58-22]. The fees were equivalent to the Annual Lease Fee charged to the Bunbury & Districts Softball Association, who are provided a building and oval usage in their lease agreement. The charges were as provided below:

- Eaton Sports Pavilion (\$3,000 plus GST)
- Glen Huon Change Rooms (\$2,000 plus GST); and
- Glen Huon oval (\$2,000 plus GST).

Defined Season Periods are provided for in the User Agreement, that being:

Summer Period - 1st October to 31st March
Winter Period - 1st April to 30th September.

The Facility User Agreement provides for Occasional or Seasonal Hire and enables definition of the hire of the buildings, and/or Glen Huon Oval as provided below:

Usage Period: Occasional or Seasonal
Type of Facility – Building(s) and Grounds.

Following the initial 2022 User Agreement, the Club have been using the facilities and Glen Huon Grounds under a Seasonal arrangement, with additional usage being given under the Occasional provisions. The Club have been charged for a Winter Seasonal Fee for the Facilities and Grounds as per Councils Fees and Charges. Additional usage outside the Seasonal Period has not been charged during the 2023-2024 period, however the Club have been using the facilities since January to December on an ad hoc basis.

The Shire of Dardanup has been managing all outside bookings for the Facilities over this period, through liaison with the Clubs Facilities Manager. It is to be noted that the current Facilities Manager resigned at the end of the 2024 football season. At a meeting with Club representatives in January 2025 the position had not been filled.

At the Special Council Meeting held on the 11th September 2024, Council resolved [Res 231-24] the following for the Club:

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

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

This report addresses this most recent decision of Council, in particular the decision to enter into a five-year Seasonal User Agreement (second dot point), together with the February 2025 request from the Club to enter into an 'Extended' User Agreement in lieu of the 'Seasonal' (Winter only) User Agreement currently offered.

Legal Implications

A Seasonal User Agreement will be executed between the Shire and the Club for the 2025 Seasonal Hire of the Sports Pavilion and the Changerooms.

Subsequent separate Seasonal User Agreements will be executed between the Shire and the Club for 2026, 2027, 2028 and 2029 at the end of each Winter Season.

Council Plan

8.1 - Support responsible planning and development.

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

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

Environment - None.

Precedents

A 'Seasonal' User Agreement has previously been executed for 2022, 2023 and 2024. In the spirit of the Seasonal User Agreement, Officers are eager to promote and attract other user groups to the facility in the summer period, along with shared usage during the Winter period.

Prior to construction of the separate facilities (Eaton Sports Pavilion and the Softball Pavilion) the Eaton Boomers and Bunbury & Districts Softball Association operated out of a single building seasonally on the Glen Huon Oval.

It is also to be noted that the Pratt Road Oval Lease Agreement (RJ Fishwick Pavilion) provides for the successful shared-use Seasonal operation of two user groups from the one facility, that being the Eaton Junior Football Club (winter) and the Eaton Cricket Club (summer).

Budget Implications

Council receives hire fees (both Seasonal and Occasional) from Hirers of Council facilities, and this is in accordance with the annual Schedule of Fees and Charges set by Council.

In terms of the Club, they are charged a Seasonal User Fee, in addition to an hourly not-for-profit hire rate for Club dates outside of the Winter Season period, which are deemed to be 'occasional use' hire fees.

Historically, the Club have been responsible for paying for their portion of the power consumption for the Oval Lights, Club Rooms, Change Rooms and Storage Areas. As of 2025, the Club will be responsible for the power consumption for the Oval Lighting only, bringing this in line with other Hirers of Council facilities who pay an hourly hire fee only, and do not contribute to utility charges.

Budget – Whole of Life Cost

Seasonal and occasional hire fees will be received over the 5-year Seasonal User Agreement.

Council Policy Compliance - None.

Risk Assessment

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

TIER 3 – 'High' or 'Extreme' Inherent Risk.		
Risk Event	Eaton Football Club – Extended User Agreement	
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)	Moderate (5 - 11)	
Risk Category Assessed Against	Financial	Extending the Winter Season period for the Eaton Football Club (the Club), hinders other Hirers/Groups use of these shared-use facilities. This restricts additional hire fee income for Council and would negatively impact the budget.
	Legal and Compliance	Council have set a Seasonal User Fee in the annual Fees and Charges with the intent of the Winter period being 1st April to 30th September, and the Summer Period as 1st October to 30th March. Going against these set periods is non-

TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.		
		compliance with the intent of the Season User Fee in the Fees and Charges.
	Reputational	Councils’ reputation could be viewed negatively for granting an extended Season to the Club and restricting the use of these shared-use facilities for other Hirers/Groups.
	Reputational	There could be the perception that the Club has the control and management of the facilities, not the Shire.

Officer Comment

Upon termination of the Lease and Management Agreement in December 2021, Council mutually entered into a ‘Seasonal User Agreement’ with the Club, for the purpose of the Club using the Oval, Lights, Club Rooms, Change Rooms and Storage Areas (the facilities) for the Winter Season. In essence, the Shire regained control and management of the facilities, while still providing the Club with assurance that the facilities would be available to the Club over the Winter Season, providing that the payment of relevant fees and charges by the Club were met.

Each year, when the ‘Seasonal User Agreement’ is executed, the Club provides the Shire with a calendar of Club dates and times, which takes precedence for the use of the facilities for the Winter period. Any other available times/dates outside of the Clubs usage within the Seasonal Hire period is open for any other Hirers, and this hire is managed by the Shire.

The Shire has successfully hired the facilities to Occasional users during this period and has activated the space to the public through Community meetings, functions and more recently a successful Eaton Movies by Moonlight on the oval, and a free training clinic with the Peel Thunder. The Eaton Football club were invited to participate in the recent Movies by Moonlight but declined to participate.

In terms of the availability of the Oval for game day/night matches throughout the playing season, this is a separate agreement between the Shire and the South West Football League, and is not considered in the context of the Eaton Football Club’s facility usage or fees and charges.

As part of the Club’s Play Our Way Application in September 2024, Council indicated its willingness to support a five-year ‘Seasonal’ User Agreement, as evidence of the Club’s tenure over the Oval, Lights, Club Rooms, Change Rooms and Storage Areas (Res 231-24).

In January 2025, Jodie Hanns MLA, announced that a re-elected Cook Labour Government will deliver \$850,000 for upgrades to the lighting, seat covering, and an electronic scoreboard for the Eaton Football Club.

In readiness for the 2025 season, the Chief Executive Officer and Shire Officers met with Club representatives in January 2025 and discussed management matters. At the meeting, the matter of Occasional Usage Fees was discussed, along with electricity usage for the facilities (previously charged as per the Facility User Agreement). It was acknowledged, and to assist the Club in its pre-season training, that the Winter User period would be extended by one month, with the new Winter Season dates being:

- 1st March 2025 to 30th September.

On the 3rd February 2025, the President of the Club requested an 'Extended' User Agreement be considered in lieu of the 'Seasonal' (Winter-only) User Agreement currently being offered, for a five-year term (refer Appendix ORD: 12.4.3A). The Club has also now submitted their booking dates (both Winter Season and Occasional) for the 2025 period (Appendix ORD: 12.4.3C).

For context, under a Seasonal User Agreement, the Winter Season covers the period from the 1st April to the 30th September (6 month period). The extended term being proposed by the Club is from the 1st January to the 31st October (10 month period). Subject to availability, the Club can request Occasional Usage outside the Winter period, however the current hourly rates provided for in the Schedule of Fees and Charges will now be applied.

The playing season commences at the end of March and concludes with finals at the end of September. As the game day/night matches commence at the end of March, Officers consider it appropriate to modify the Seasonal User Agreement dates for the Club for the Winter period to include the month of March, but do not support the month of October as the playing season concludes in September.

Club dates from the 1st October to the 28th February, are considered to be outside of the 'Winter Season', and are deemed to be 'additional dates' for the Club, and will be charged in accordance with Councils annual Schedule of Fees and Charges, as an hourly 'occasional rate' for not-for-profit.

In addition, Officers have reviewed the on charging of utilities for the Club under the Seasonal User Agreement and considers it appropriate for the Club to contribute to the power consumed for the oval lights, but not for power consumed at the Club Rooms, Change Rooms and Storage Areas. This would bring the Club in line with other Hirers of Council facilities who pay an hourly hire fee only, and do not contribute to utility charges. However, there needs to be an agreement that the Club is the main consumer of power for the Oval Lights and should be on charged accordingly.

For the five-year term (2025 -2029), Officers seek Councils support in modifying the Winter period dates for the Club to be from the 1st March to the 30th September (7 month period), subject to review and that the consumption of power for the Oval lights will be the responsibility of the Club.

Officers seek Council's support in taking a managed and controlled approach throughout the five-year Seasonal User Agreement. Officers propose that an annual review by the Chief Executive Officer of the Facility User Agreement conditions, dates and times is undertaken to address any operational matters. A report on the operating matters and usage by the Eaton Football Club, Occasional Users, and the Shire, can also be presented to Council for their information and oversight in relation to the shared-use facilities.

It is to be noted that the Club have currently met all invoices due for payment and have continued to honour a direct debit arrangement with the Shire. As yet, the Club have not been invoiced for their occasional/seasonal fees for the 2025 season, and as such their account with the Shire is currently in credit pending invoicing.

END REPORT

.4.4 Outcome of ROI-F0410017 Open Access Intermodal Terminal and ROI-F0410038 Advanced Manufacturing Opportunities

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mr André Schönfeldt - Chief Executive Officer
Responsible Officer	Mrs Natalie Hopkins - Director Corporate and Governance
Reporting Officer	Mrs Natalie Reid - Procurement Officer
Reporting Officer	Mrs Cindy Barbetti – Acting Manager Governance
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Appendix ORD: 12.4.4A – Risk Assessment
	Appendix ORD: 12.4.4B - Making more here - WA Labor Election Advertisement - 25-02-2025
	Appendix ORD: 12.4.4C - Greenbushes to Bunbury Railway Upgrade Project was received via email on 5 March 2025
	Appendix ORD: 12.4.4D Preston Industrial Park Structure Plan (<i>Confidential</i> Attachment 12.4.4 – Under Separate Cover) Updated Valuation

Overview

This report provides Council with the results from the recent Registrations of Interest (ROI) process called for ROI-F0410017 Open Access Intermodal Terminal and ROI-F0410038 Advanced Manufacturing Opportunities.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

54-25 MOVED - Cr M Hutchinson SECONDED – Cr AC Jenour

THAT Council:

- Notes that no submissions were received for ROI-F0410017 Open Access Intermodal Terminal and ROI-F0410038 Advanced Manufacturing Opportunities.**

2. **Call for Registrations of Interest in leasing a portion or all of Lot 100 Martin-Pelusey Road, Waterloo, for the purpose of grazing and / or making of hay, for a 3 x 12 months term, with the option to extend being at the discretion of the Chief Executive Officer and present the findings to the May 2025 Ordinary Council meeting.**

CARRIED

7/1

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies	Cr T Bell

Background

At the Ordinary Council Meeting held on the 23rd of October 2024 [Res 271-24], Council authorised the Chief Executive Officer to:

- finalise the purchase of Lot 100 Martin-Pelusey Road, Waterloo; and
- call for Registrations of Interest for the use of the land for an Open Access Intermodal Terminal and/or Advanced Timber and Metal Manufacturing.

The subsequent settlement of land in question occurred on the 20th of November 2024.

In December 2024 the Shire of Dardanup commenced an open Registrations of Interest (ROI) process through Tenderlink for ROI-F0410017 Open Access Intermodal Terminal and ROI-F0410038 Advanced Manufacturing Opportunities. The open period commenced on the 11th of December 2024 and closed on the 10th of February 2025.

The purpose of the ROI was to lease a portion(s) of Lot 100 Martin-Pelusey Road, Waterloo from the Shire of Dardanup, with the intent to establish an Open Access Intermodal Terminal at the site and allow the creation of a manufacturing hub close to transport options. The ROI's were based on the "Design, Build, Own and Operate (DBOO)" concept, whereby the contractors and/or operators would establish and run all the necessary facilities and equipment at the site.

This report presents to Council the results of both ROI's and recommends a way forward for the interim use of the land.

Legal Implications

Lot 100 Martin-Pelusey Road, Waterloo, is a 59-acre freehold site, owned by the Shire of Dardanup, which adjoins the Shire Depot to the South (Lot 101 Martin-Pelusey Road).

ROI Legal Implications:

Registration of Interest (ROI) is a preliminary step to establish interest in a project or a potential shortlist of skilled service providers to further elaborate on details that may have been missed by the project team. An ROI does not require a financial commitment from the Council to engage with the respondents but allows further investigation and information gathering for the Council.

Leasing Legal Implications:

Leasing of Council property falls under Section 3.58 of the *Local Government Act 1995* “Disposing of Property”.

3.58. Disposing of property

(1) In this section —

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

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

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

(a) the highest bidder at public auction; or

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

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

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

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

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

and

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

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

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

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

(c) the market value of the disposition —

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

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

Under the *Local Government (Functions and General) Regulations 1996* Regulation 30 (2)(a), Council can ‘dispose’ land to an owner of adjoining land.

However, the requirement to advertise the disposal of property **is** required under the same Regulations, as the recent ‘market value’ obtained for Lot 100 Martin-Pelusey Road Waterloo is greater than the exempted threshold of \$5,000 (refer Regulation 30 (2)(a)(i)).

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

(1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.

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

(a) the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and —

(i) its market value is less than \$5 000; and

(ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;

Council Plan

- 8.1 - Support responsible planning and development.
- 8.2 - Advocate for adequate utility infrastructure to support a growing community and economy.
- 11.1 - Support industry and business growth.
- 13.2 - Manage the Shire's resources responsibly.
- 13.4 - Foster strategic alliances and resource sharing opportunities.
- 14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

Environment - None.

Precedents

ROI Precedents:

Council called a registration of interest for interested parties to establish a Hydrogen production and Refuelling facility on Lot 101 Martin Pelusey Road in 2023.

Leasing Precedents:

In terms of leasing, this is the first time that Council will be considering leasing this particular parcel of land.

However, the Shire of Dardanup (as the Lessor) has entered into previous lease agreements for other land in close proximity, namely:

- Paradise Reserve 18405, Lot 52 Waterloo Road, Paradise, to Adam Wroe and Tracee Snell (as the Lessee's); and
- Lot 101 (35) Martin-Pelusey Road, Waterloo, to Phill and Robyn Nicolaou (as the Lessee's).

Budget Implications

In terms of leasing the land for grazing purposes, the property is expected to yield a positive annual return to Council. Council should refer to the Market Rental Value provided in the Acumentis Report (Confidential Attachment – Under Separate Cover).

Budget – Whole of Life Cost

Depending on if land is leased; and any agreed renewal terms, the lease revenue may be received over several financial years and will subsequently impact the Shire of Dardanup's Long Term Financial Plan.

Council Policy Compliance

CnG CP034 – Procurement Policy

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

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Outcome of ROI-F0410017 Open Access Intermodal Terminal and ROI-F0410038 Advanced Manufacturing Opportunities	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Not considering alternative options for the use of the land may negatively impact Council's budget.
	Legal and Compliance	Failure to adhere to the Act and Regulations in terms of the correct process to lease (dispose) the land.
	Reputational	Council could be seen in a negative light if alternative options for the land aren't considered and if the process isn't conducted in transparent manner.
	Environment	Not considering alternative options for the use of the land may increase the risk of fire hazard (i.e. not undertaking fire load reductions).
	Property	Not considering alternative options for the use of the land may negatively impact this asset.

Officer Comment

Registrations of Interest for ROI-F0410017 Design, Build, Own and Operate an Access Intermodal Terminal, and ROI-F0410038 Advanced Manufacturing Opportunities at Lot 100 Martin-Pelusey Road Waterloo, closed on the 10th of February 2025. No submissions were received for either ROI via Tenderlink.

At the end of February 2025, the Labor party made an election commitment toward the establishment of an AMTECH in Picton, with Western Power being the anchor tenant as per Bunbury Herald and website announcement (Appendix ORD 12.4.4B)

Additionally, an update from Talison Lithium with regards to their Greenbushes to Bunbury Railway Upgrade Project was received via email on 5th March 2025 (Appendix ORD 12.4.4C). The email outlines that a draft Detailed Feasibility Study report has been prepared and is undergoing review by the project group. The project group includes Talison Lithium, the State Government, the Southwest Development Commission, Arc Infrastructure and Aurizon and it is expected that the report will be finalised in Quarter 2 of 2025, with the decision-making process to begin once finalised.

The Shire is also aware that Development WA have recently appointed Planning Consultants to review the Preston Industrial Park (North Precinct) District Structure Plan (Appendix ORD 12.4.4D).

Considering the above, it is recommended that Council call for registrations of interests for the interim use of the land, to lease a portion or all of Lot 100 Martin Pelusey, for grazing and / or making of hay purposes. It is recommended that this lease be for 3 x 12 months, with the option to extend being at the discretion of the Shire of Dardanup, to ensure flexibility, should a greater use be identified.

It is to be noted that interest has been shown towards the possible leasing of Lot 100 Martin Pelusey Road for grazing and / or making of hay.

Section 3.58 of the *Local Government Act 1995* directs the process that Council must follow in terms of disposing (leasing) of property.

For compliance with Section 3.58, officers recommend that 14 days local public notice is given, calling for registrations of interest in leasing a portion or all of Lot 100 Martin-Pelusey Road. Following the local public notice period, a report will be presented to Council at the May 2025 OCM, to consider the registrations of interest received.

END REPORT

12.4.5 **Title: Determine Tender RFT-F0408167 Busher Road Intersection Upgrade – ITEM WITHDRAWN**

Reporting Department:	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins – Director Corporate & Governance
Reporting Officers	Mr Theo Naudé - Director Infrastructure Mrs Natalie Reid - Procurement Officer
Legislation	Local Government Act 1995 Local Government (Functions and General) Regulations 1996
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority. Appendix ORD 12.4.5 – Risk Assessment
Attachments	Confidential Attachment 'A' (RFTF0408167) Tender Evaluation Report circulated as separate confidential attachment as per s.5.23(2)(e)(ii)(iii) Confidential Attachment 'B' Tenderers Price Officer Report circulated as separate confidential attachment as per s.5.23(2)(e)(ii)(iii) Confidential Attachment 'C' Design Drawings circulated as separate confidential attachment as per s.5.23(2)(e)(ii)(iii) Confidential Attachment 'D' Design Drawings circulated as separate Confidential attachment as per s.5.23(2)(e)(ii)(iii)

Note: Officers have requested to withdraw the report as further information has been received in regard to this project and requires further consideration.

Overview

This report provides Council with the results of the evaluation of tenders for the RFT-F0408167 Busher Road Intersection Upgrade – as advertised and recorded in the Tenders Register, recommending that Council does not award a contract for this project.

Change to Officer Recommendation No Change.

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

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

THAT Council declines to accept any tenders received in response to RFT-F0408167 Busher Road Intersection Upgrade, in accordance with Functions and General Regulation 18(5) as specified in the Tender Evaluation Report recommendation detailed in (Confidential Attachment "A" Provided Under Separate Cover).

Background

The Shire of Dardanup undertook an open public tender process to appoint a suitable Contractor/s for the supply of Busher Road Intersection Upgrade in West Dardanup.

The scope of the tender included that the Contractor be required to supply plant, labour and materials to undertake all civil works associated with the construction of the Busher Road intersection upgrades.

The scope of works includes:

- Demolition works;
- Clearing;
- Service Protection and Relocation (except Western Power, who has been engaged directly by the Shire);
- Earthworks;
- Stormwater drainage; and
- Roadworks; and
- Any other such work as detailed on the Drawings or included in the Specifications.

Specific contract requirements are expanded upon in the technical specification prepared by the Shire of Dardanup in conjunction with JDSi Engineering Consultant. Refer to (Confidential Attachment “C” & “D” - Under Separate Cover).

TENDER DETAILS		
RFT Number	RFT-F0408167 Busher Road Intersection Upgrade	
RFT Title	Busher Road Intersection Upgrade	
Recommended Tenderer(s)	No recommended Tenderers	
Contract Term	Initial:	Not Applicable
	Extension Options:	Not Applicable
	Defects Liability Period:	Not Applicable
Tendered Rates/Cost	Refer to Confidential Attachment “B”	
Advertising:	5 February 2025	Tenderlink
Tender Deadline:	24 February 2025	14:00AWST
Tender Opening:	24 February 2025	14:00AWST
Tender Observers:	Two (2) Shire of Dardanup Employees were present	
	Nil (0) members of the public were present	

CONTRACT	
Commencement Date of New Contract:	Not Applicable
Completion Date of New Contract:	Not Applicable
Upfront Capital Expenditure:	Not Applicable
Total Cost of Ownership Considerations:	Not Applicable
▪ Holding Cost	Not Applicable
▪ Consumables	Not Applicable
▪ Deployment	Not Applicable
▪ Training	Not Applicable
▪ Maintenance	Not Applicable
▪ Insurance	Not Applicable

CONTRACT	
▪ Disposal	Not Applicable
Estimated value of New Contract:	Not Applicable
Price Basis of New Contract:	Not Applicable
VALUE FOR MONEY	
• Not Applicable	

Legal Implications

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

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

Local Government (Functions and General) Regulations 1996

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

Local Government (Functions and General) Regulations 1996, Regulation 18, 21, 22, 23 and 24 -

18. Rejecting and accepting tenders

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

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.

22. Minimum time to be allowed for submitting expressions of interest

23 Rejecting and accepting expressions of interest to be acceptable tenderer

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

Council Plan

10.3 - Improve road safety, connectivity and traffic flow.

11.1 - Support industry and business growth.

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

Environment

Some trees do require removal for construction of the works. A referral was submitted to DWER and the response was that a clearing permit is not required.

Precedents

The Shire of Dardanup has previously entered into contracts for the road upgrades when the Shire sought quotations for the Eaton Drive & Peninsula Lakes Intersection Upgrade in February 2022.

Budget Implications

	CAPITAL COST	TOTAL COST OF OWNERSHIP
Account Number:	J12927	Various
Budget Item:	Upgrades – Roads Busher Road	Schedule 12 – Transport. Operating Expenditure
Budget Amount:	\$ 441,350	\$7,401,691
Amount Spent to Date:	\$48,245	Not Applicable
Proposed Cost:	Not Applicable	Not Applicable
Balance:	\$393,105	Not Applicable

Part of this project is funded by the Regional Road Group (RRG) 2024/25 Grant Funding, project number 30003533, to a value of \$294,000, which equates to approximately two thirds of the project budget. The remainder \$147,350 is funded by the Shire.

The tendered price of \$797,610 significantly exceeds the available funds. The shortfall is \$404,505. The Shire can request additional funds through the RRG, however, there is no guarantee of receiving them. The Shire has discussed the current situation with MRWA. The maximum that the Shire could obtain is two-thirds of the shortfall i.e. \$269,670. The remaining shortfall in this instance would be \$134,835 and this would need to be funded by either the Shire or Wespine.

The Shire recently met up with Wespine to explain the current situation and has formally reached out to see if Wespine would considering contributing to the project. Wespine's response is pending.

Budget – Whole of Life Cost

If the Eaton Drive project is completed at a later date, the construction will add value to Council's Road Assets as it will form part of the larger Eaton Drive program of Capital Expansion. Ongoing road maintenance costs are budgeted annually through Council's Road Maintenance Expenditure budget.

Council Policy Compliance

CnG CP034 Procurement Policy and PR045 Procurement Procedure.

Risk Assessment

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Determine RFT-F0408167 Busher Road Intersection Upgrade
Inherent Risk Rating (prior to treatment or control)	Extreme (20 - 25)
Risk Action Plan (treatment or controls proposed)	Contract provisions requiring the contractor to take precautionary measures to avoid / reduce risk. Traffic Management Plan to be supplied and implemented by the Contractor (any traffic management subcontractor shall be suitably qualified and competent) Communication to be released to the public to encourage them to avoid the area during the works.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Residual Risk Rating (after treatment or controls)	Moderate (5 - 11)	
Risk Category Assessed Against	Health	Moving vehicle accident in/around worksite resulting in serious injury or fatality. Plant / machinery accident in/around worksite resulting in serious injury or fatality. Accident on worksite whilst undertaking duties, resulting in serious injury or fatality. Worker strikes a below ground service line on worksite whilst undertaking duties, resulting in serious injury or fatality
	Financial	Overall project cost exceeds budget.
	Service Interruption	Project commences, the road is open and exposed to external impacts such as bad weather.
	Legal and Compliance	Procurement non-compliance when procuring goods and/or services, possible litigation. Record Keeping non-compliance Shire officer acts in breach of a contract between a supplier of goods and services and the Shire of Dardanup.
	Reputational	The Shire’s reputation is negatively affected by operations causing public embarrassment, moderate news profiles.

Officer Comment

Tender Submissions

One (1) Tender was received, including alternative and non-conforming Tenders: -

- Carbone Bros Pty Ltd

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

Tender Evaluation Panel

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

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

James Reilly	SoD	Project Engineer	Voting
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Probity Oversight

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

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

Evaluation of Tenders

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

Based on evaluation of the received submissions and subsequent compliance assessments, the Tender Evaluation Panel recommends that the Respondent recommended in this report 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) Relevant Experience, Skills and Key Personnel	20%
(b) Demonstrated Understanding and Resources	25%
(c) Sustainable Procurement and Corporate Social Responsibility (as per CnG CP034) - Local Economic Benefit - Purchasing from Disability Enterprises - Purchasing from Aboriginal Businesses	5%
(d) Purchasing from Environmentally Sustainable Business	
(e) Price (upfront and ongoing costs)	50%
TOTAL	100%

Evaluation Justification

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

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

DUE DILIGENCE CHECKS	YES/NO
Has the recommended Tenderer(s) undergone Reference Checks successfully?	No
Has the recommended Tenderer(s) undergone Financial Viability assessment and been deemed acceptable?	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 shall not be recommending that the any contract be formed.

END REPORT

12.4.6 Title: Determine Tender RFT-F0411259 Eaton Drive and Glenhuon Boulevard Intersection

Reporting Department:	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins – Director Corporate & Governance
Reporting Officers	Mr Theo Naudé - Director Infrastructure Mrs Natalie Reid - Procurement Officer
Legislation	Local Government Act 1995 Local Government (Functions and General) Regulations 1996
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Appendix ORD: 12.4.6 - Risk Assessment Confidential Attachment 'A' Under Separate Cover - Tardis Link - RFT-F0411259 Tender Evaluation Report -Confidential Attachment 'B' Under Separate Cover - Technical Specification -Confidential Attachment 'C' WCP Submission Schedule - T2619 circulated as separate confidential attachment as per s.5.23(2)(e)(ii)(iii)

Overview

This report provides Council with the results of the evaluation of tenders for the RFT-F0411259 Eaton Drive and Glenhuon Boulevard Intersection – as advertised and recorded in the Tenders Register, and recommends that Council award a contract for this service to the preferred Tenderer.

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

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

55-25 MOVED - Cr M Hutchinson SECONDED – Cr SL Gillespie

THAT Council:

1. Accepts the tender submission RFT-F0411259 Eaton Drive and Glenhuon Boulevard Intersection, received from WCP Civil Pty Ltd, named as 'WCP Civil' in the Evaluation Panel Report recommendation detailed in (Confidential Attachment 'A' - RFT-F0411259).
2. Appoints WCP Civil Pty Ltd as the successful tenderer for RFT-F0411259 Eaton Drive and Glenhuon Boulevard Intersection.
3. 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-F0411259 Eaton Drive and Glenhuon Boulevard Intersection before and / or after its execution in accordance Regulations 20 and 21A of the Local Government (Functions and General) Regulations 1996.

4. **Authorises the Chief Executive Officer to execute the contract for awarding RFT-F0411259 Eaton Drive and Glenhuon Boulevard Intersection in accordance with s.9.49A of the Local Government Act 1995.**

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	

Background

The Shire of Dardanup undertook an open public tender process to appoint a suitable Contractor/s for the supply of Eaton Drive and Glenhuon Boulevard Intersection in Eaton.

The scope of the tender included that the Contractor be required to supply plant, labour and materials to undertake all civil works associated with the construction of the Eaton Drive and Glenhuon Boulevard Intersection upgrades.

The scope of this tender included:

- The Contractor be required to supply plant, labour and materials to undertake all civil works associated with Construction of the following:

- Eaton Drive and Glenhuon Boulevard Intersection, Eaton

The extent of the contract works includes, but not strictly limited to, the following scope of works and all associated works:

- Clearing;
- Demolition works;
- Removal of existing pavement marking;
- Topsail Stripping, stockpiling, resspreading and/or disposal;
- Subgrade preparation and detailed earthworks;
- Supply and installation of stormwater drainage infrastructure;
- Supply and installation of new road pavement;
- Supply and installation of bituminous/asphalt seals;
- Supply and installation of road furniture;
- Electrical:
- Supply and installation of all traffic signal infrastructure.
- Liaison and coordination of Western Power for removal and upgrade of streetlights.

- Liaison and coordination of Western Power for power connection for traffic signals controller.
- Liaison and coordination with communications provider for connection to traffic signals controller.
- Liaison and coordination with MRWA for supply and installation of pavement marking and signage.
- Any other such work as detailed on the Drawings or included in this Specification.

Note: The removal and upgrade of Western Power streetlights is not included in the Contractor's scope of work.

Specific contract requirements are expanded upon in the technical specification prepared by the Shire of Dardanup in conjunction with Shawmac Consulting Civil and Traffic Engineers. Refer to (Confidential Attachment "B") Under Separate Cover.

TENDER DETAILS		
RFT Number	RFT-F0411259	
RFT Title	Eaton Drive and Glenhuon Boulevard Intersection	
Recommended Tenderer(s)	WCP Civil Pty Ltd	
Contract Term	Initial:	4 Months
	Extension Options:	By application as required
	Defects Liability Period:	12 Months
Tendered Rates/Cost	(Confidential Attachment 'C')	
Advertising:	5 February 2025	Tenderlink
	22 February 2025	The West Australian
	20 February 2025	Southwest Times
Tender Deadline:	28 February 2025	2 pm WST
Tender Opening:	28 February 2025	2 pm WST
Tender Observers:	Two (2) Shire of Dardanup Employees were present	
	Nil (0) members of the public were present	

CONTRACT		
Commencement Date of New Contract:	15 April 2025	
Completion Date of New Contract:	30 June 2026	
Upfront Capital Expenditure:	\$1,117,753 (GST Exclusive)	
Total Cost of Ownership Considerations:		
▪ Holding Cost	Not Applicable	
▪ Consumables	Not Applicable	
▪ Deployment	Not Applicable	
▪ Training	Not Applicable	
▪ Maintenance	Not Applicable	
▪ Insurance	Not Applicable	

CONTRACT	
▪ Disposal	Not Applicable
Estimated value of New Contract:	\$1,117,753 (GST Exclusive)
Price Basis of New Contract:	Lump Sum and Schedule of Rates
VALUE FOR MONEY	
• Business information is compliant, • WHS information is compliant, • Certified to AS/ISO 9001 Quality Management	

Legal Implications

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

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

Local Government (Functions and General) Regulations 1996

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

Local Government (Functions and General) Regulations 1996, Regulation 18, 21, 22, 23 and 24 - 18. Rejecting and accepting tenders

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

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.*

22. *Minimum time to be allowed for submitting expressions of interest*

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

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

Council Plan

10.1 - Provide a safe active transport network to encourage more walking and cycling.

10.3 - Improve road safety, connectivity and traffic flow.

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

Environment

A couple of street trees will be removed as part of the project. No clearing permit is required.

Precedents

The Shire of Dardanup has previously entered into contracts for the road upgrades when the Shire sought quotations for the Eaton Drive & Peninsula Lakes Intersection Upgrade in February 2022.

Budget Implications

	CAPITAL COST	TOTAL COST OF OWNERSHIP
Account Number:	J12657	Various
Budget Item:	Capital Expansion – Roads Eaton Drive	Schedule 12 – Transport. Operating Expenditure
Budget Amount:	\$2,282,126	\$7,401,691
Amount Spent to Date:	\$40,183	N/A
Proposed Cost:	\$1,117,753 (GST Exclusive)	N/A
Balance:	\$1,124,190*	N/A

*The balance remaining on the project forms part of the project budget Eaton Drive and Hamilton Road Modifications Cudliss Street Intersection.

The proposed works for *Glenhuon Boulevard Traffic signals* form part of the total project budget expenditure of Eaton Drive J12657 at \$2.82M. Part of this project is funded by the Regional Road Group (RRG) 2024/25 Grant Funding and Council's Road Construction and Major Maintenance Reserve Account.

Budget – Whole of Life Cost

The construction will add value to Council's Road Assets and is required as part of the larger Eaton Drive program of Capital Expansion. Ongoing road maintenance costs are budgeted annually through Council's Road Maintenance Expenditure budget.

Council Policy Compliance

CnG CP034 Procurement Policy and PR045 Procurement Procedure.

Risk Assessment

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Determine RFT-F0411259 for the Eaton Drive and Glenhuon Boulevard Intersection	
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	There is impact to the Council budget overrun
	Service Interruption	Eaton Drive and Glenhuon Boulevard is a busy intersection and will impact the road network.
	Legal and Compliance	Council has not engaged the contractor previously, there could be risk around the contractor performance.
	Reputational	Council's reputation could be viewed negatively throughout the project in terms of disruption.
	Environmental	Some street trees will be removed as part of this project.

Officer Comment

- Tender Submissions

One (1) Tender was received, including alternative and non-conforming Tenders: -

- WCP Civil Pty Ltd

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

- Tender Evaluation Panel

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

Name	Position	Responsibility (e.g. Voting/Non-Voting, Technical Advisor)
Natalie Reid	Procurement Officer/Panel Chair	Voting
Nathan Ryder	Manager Infrastructure Planning & Design	Voting
James Reilly	Project Engineer	Voting
Kevin Pratt	WHS Representative	Non-Voting

- Probity Oversight

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

The Panel have compiled an Evaluation Panel Report which includes the consensus analysis (not individual Panel Member analysis) of the content of each tender submission against the required selection criteria.

In some instances, this may result in commentary or scoring that may be critical or a negative reflection on an individual tender submission. It is this aspect of the Evaluation Panel Report, which is considered to be confidential in accordance with s.5.23(2)(e)(ii) information that has a commercial value to a person, or (iii) information about the business, professional, commercial or financial affairs of a person.

- 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
(f) Relevant Experience, Skills and Key Personnel	20%
(g) Demonstrated Understanding and Resources	25%
(h) Sustainable Procurement and Corporate Social Responsibility (as per CnG CP034) - Local Economic Benefit - Purchasing from Disability Enterprises - Purchasing from Aboriginal Businesses	5%
(i) Price (upfront and ongoing costs)	50%
TOTAL	100%

- Evaluation Justification

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

In determining WCP Civil Pty Ltd 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 recommends that the contract for the RFT-F0411259 for the Eaton Drive and Glenhuon Boulevard Intersection be awarded to WCP Civil Pty Ltd. A total estimated contract cost is provided in the confidential attachment (Confidential Appendix 'A' – Under Separate Cover).

END REPORT

12.4.7 *Title: Monthly Statement of Financial Activity for the Period Ended on the 28th February 2025*

Reporting Department:	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mr Rehan Shahid - Manager Financial Services</i>
Reporting Officer	<i>Mr Ricky Depillo - Accountant</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.4.7A – Monthly Finance Report 28th February 2025 Appendix ORD: 12.4.7B – Risk Assessment Tool</i>

Overview

This report presents the monthly Financial Statements for the period from the 1st of February 2025 to the 28th February 2025 for Council endorsement.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION

56-25 MOVED - Cr L Davies SECONDED – Cr AL Webster

THAT Council receives the Monthly Statement of Financial Activity (Appendix ORD: 12.4.7A) for the period ended on the 28th February 2025.

CARRIED

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<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. T G Gardiner	
Cr. J D Manoni	
Cr. A C Jenour	
Cr. S L Gillespie	
Cr. A L Webster	
Cr M Hutchinson	
Cr L Davies	
Cr T Bell	

Background

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

Legal Implications**Local Government Act 1995 – Section 6.4****6.4. Financial Report**

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

Local Government (Financial Management) Regulations 1996 r. 34**Part 4 — Financial Reports — s. 6.4****34. Financial activity statement required each month (Act s. 6.4)****(1A) In this regulation—**

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

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

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

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

Council Plan

13.1 - Adopt best practice governance.

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

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

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Monthly Statement of Financial Activity for the Period Ended 28th of February 2025	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Financial	the Council’s ability to manage finances effectively. 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 28th of February 2025 is contained in (Appendix ORD: 12.4.7A) and consists of:

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

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

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

As at the reporting date, Officers forecast the end of year surplus at 30th of June 2025 to be \$717,272 against an adopted end of year budget of \$506,246. The end of year surplus adjustment is based on known variances in actual performance to date and estimates for the remainder of the year based on current trends and is summarised as follows:

- Surplus Increase of \$31,778 due to an adjustment of the opening year Surplus as of 1st July 2024 from the budgeted amount of \$652,816 to actual \$684,593;
- Surplus Decrease of \$26,096 due to increased expenditure, being a Council Contribution of \$25,150 towards the upgrade of the Ferguson Bushfire Brigade and \$946 contribution to install the bore at the Waterloo Bushfire Brigade per Ordinary Council Meeting 28th August 2024 (CR 219-24);

- Surplus Decrease of \$52,132 representing a net adjustment comprising; a decrease of \$126,135 FAG funds, budgeted to be received in 24/25 now expected to be received in 25/26, an increase of \$133,506 being an increase in Local Road Grant funds originally budgeted for receipt in 25/26 but now expected in 24/25, an overall decrease of \$59,503 from movements in FAG General Purpose and LGGC Local Road Unspent Reserves;
- Surplus Increase of \$20,000 due to the Sale of Lot 31 2 Sanford Way, initially budgeted to be \$730,000 against the actual net proceeds of \$750,000 (\$770,000 less settlement cost \$20,000);
- Surplus Increase of \$87,600 as a result of the periodic review of various Fees & Charges, conducted on 31st October 2024;
- Surplus increase of \$36,819 on Interim rates revenue due to creation of new Subdivision with new dwellings construction and various improvement on existing property. Original Forecast from \$163,181 to \$200,000;
- Surplus increase of \$173,503 on Interest revenue in Municipal Fund based on the actual interest rate on TD projection at an average of 5.01%. Initial Forecast from \$216,497 to \$390,000;
- Surplus increase of \$28,820 on MRWA Direct Grant from \$165,685 to \$194,505 based on actual grant received;
- Surplus decrease of \$89,266, due to minor changes in various accounts during the Mid-Year Budget Review.

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

Most of the reported material variances relate to the capital works program, with most projects yet to have any significant payments recorded.

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.

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

12.4.8 Title: Schedule of Paid Accounts as at the 28th February 2025

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mr Rehan Shahid - Manager Financial Services</i>
Reporting Officer	<i>Ms Joanna Hanson – Finance Officer – Accounts Payable</i>
Legislation	<i>Local Government (Financial Management) Regulations 1996</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.4.8 – 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.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

57-25 MOVED - Cr M Hutchinson SECONDED – Cr SL Gillespie

THAT Council receives the Schedule of Paid Accounts report from 1st February 2025 to 28th February 2025 as follows:

SHIRE of DARDANUP
28-02-2025 Schedule of Paid Accounts

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
ELECTRONIC FUNDS TRANSFER					
EFT59135	06/02/2025	ABC Filter Exchange	ERC - Exchange 4 x Filters For Deep Fryer in Cafe Kitchen - Quarterly	MUNI	55.00
EFT59136	06/02/2025	AE Hoskins Building Services	Refurbishment of Eaton Recreation Centre Accessible Toilets and Changerooms: Progress Claim # 1	MUNI	175,348.19
EFT59137	06/02/2025	All Aussie Truck and Bobcat Services	Bobcat Services at the Waste Transfer Station: January 2025	MUNI	1,188.00
EFT59138	06/02/2025	Amity Signs	2 x State Government Signs - ERC & 2 x Waste Transfer Station Signs	MUNI	558.80
EFT59139	06/02/2025	Andrew White	Reimburse Portion of Washing Machine Purchase - J/C Brook BFB - ESL Recurrent Exp	MUNI	453.00
EFT59140	06/02/2025	Annette Webster	Meeting Allowance	MUNI	1,414.08
EFT59141	06/02/2025	Anthony Charles Jenour	Meeting Allowance	MUNI	1,414.08
EFT59142	06/02/2025	Auslan Stage Left	Eaton Australia Day Breakfast and Citizen Awards 2025 - Auslan Interpreter	MUNI	935.00
EFT59143	06/02/2025	Australian Tax Office	PAYG - Payrun: 31/01/2025	MUNI	87,087.00
EFT59144	06/02/2025	Australind Water Boring and Civil	Construct a Bore to 50m - 14409 SW Hwy, Waterloo	MUNI	5,804.67
EFT59145	06/02/2025	B & B Street Sweeping Pty Ltd	Hire Jet Vac Truck & Camera - Emu Cove	MUNI	3,969.52
EFT59146	06/02/2025	Boyles Plumbing and Gas	RPZD Testing - Lot 1111 Recreation Dr Eaton (Meter No. Ek2100771) & DCV (Meter Number Nk2100044)	MUNI	396.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59147	06/02/2025	Brooks Hire Service Pty Ltd	Caterpillar Bobcat Hire - Martin Pelusey Road & Excavator Hire - Dardanup West Road	MUNI	9,672.96
EFT59148	06/02/2025	Bunbury Plumbing Service	12,000 Litres Potable Water for the Waste Transfer Station - Office	MUNI	385.00
EFT59149	06/02/2025	Bunnings Group Limited	Marine Ply, Plywood Sheets, Sealer, Spray, Floor Adhesive, Skirting & Pest Spray - ERC Court Repairs	MUNI	807.17
EFT59150	06/02/2025	Capel Tree Service	Tree Pruning - Casuarina St	MUNI	1,320.00
EFT59151	06/02/2025	Chemcert Training Group Pty Ltd	AQF3 Chemical Accreditation - Works Staff	MUNI	380.00
EFT59152	06/02/2025	ChoiceOne Pty Ltd	Labour Hire: 20-26/01/2025 - Martin Pelusey Road	MUNI	2,366.49
EFT59153	06/02/2025	Chord Advisory Pty Ltd	Legal Service to Review Veolia Contract and Issue Default Notices Matter # 25002	MUNI	3,009.60
EFT59154	06/02/2025	Cleanaway Solid Waste Pty Ltd	Waste Disposal - Waste Transfer Station: 24-28/01/2025	MUNI	2,809.16
EFT59155	06/02/2025	Construction Training Fund : BCITF	BCITF Remittance - January 2025	MUNI	4,785.02
EFT59156	06/02/2025	Country Landscaping Pty Ltd	Reticulation - Don Hewison Centre Gardens, Parkridge Estate Reserves & Duncan Loop Reserve	MUNI	893.33
EFT59157	06/02/2025	Country Water Solutions	Reticulation - Eaton Foreshore	MUNI	1,509.05
EFT59158	06/02/2025	Cross Security Services	CCTV System Upgrade - ERC	MUNI	30,800.00
EFT59159	06/02/2025	Dapco Tyre and Auto Centre	Replace 4 Tyres & Wheel Alignment - DA994, New Battery - DA008	MUNI	1,323.39
EFT59160	06/02/2025	Department of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BSL Remittance - January 2025	MUNI	15,381.46
EFT59161	06/02/2025	Diesel Force	Repair Brakes - DA613	MUNI	4,216.69
EFT59162	06/02/2025	Eaton Pet Vet	Vet Consultation & Supply Fees & Charges	MUNI	320.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59163	06/02/2025	Electrical Experts (WA) Pty Ltd	Repair Power Point - Dardanup Office	MUNI	137.50
EFT59164	06/02/2025	Ellen Patricia Lilly	Meeting Allowance	MUNI	2,080.58
EFT59165	06/02/2025	Fit2Work	Police Checks - January 2025	MUNI	462.00
EFT59166	06/02/2025	Forge Civil	Kerb Modification & Skate Park Entry - Council Drive	MUNI	42,672.84
EFT59167	06/02/2025	Giadresco Earthmoving	Fire Suppression - Machine Hire for Dardanup Sand Pit Fire: 04/11/2024	MUNI	1,584.00
EFT59168	06/02/2025	Go Go Australia Pty Ltd	On Hold Message Service - February - June 2025	MUNI	379.50
EFT59169	06/02/2025	Greenway Turf Solutions	Herbicide - 4 x Locations	MUNI	11,550.00
EFT59170	06/02/2025	IT Vision Software Pty Ltd T/as Readytech	Update Synergy Software Central Records to Current GDA 2023-005	MUNI	1,108.80
EFT59171	06/02/2025	Jack David Manoni	Meeting Allowance	MUNI	1,414.08
EFT59172	06/02/2025	Jaime Hughes	Reimburse Payment for CPR Refresher Training	MUNI	50.00
EFT59173	06/02/2025	James Reilly	Reimburse Purchase of RAC Roadside Assistance - DA429	MUNI	355.00
EFT59174	06/02/2025	JRB Consultancy	Lot 8 Collie River Road - Land Valuation for Acquisition	MUNI	572.00
EFT59175	06/02/2025	Kristy Jetta	Refund Key Bond - Receipt # 147583	MUNI	40.00
EFT59176	06/02/2025	Lara Benson	Crossover Rebate - A11994	MUNI	383.72
EFT59177	06/02/2025	Luke William Davies	Meeting Allowance	MUNI	1,414.08
EFT59178	06/02/2025	Mark Richard Hutchinson	Meeting Allowance	MUNI	1,414.08

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59179	06/02/2025	Mcleods Lawyers Pty Ltd	Legal Advice: 37 Twomey Rd - Encroachment Onto Crown Land - Matter # 53600	MUNI	1,220.56
EFT59180	06/02/2025	MJB Industries Pty Ltd	Storm Water Liner - Cadell View	MUNI	301.62
EFT59181	06/02/2025	Nixon Bunbury Pty Ltd	Investigate and Repair Two Lights Out - Eaton Skate Park	MUNI	216.70
EFT59182	06/02/2025	Novus Auto Glass South West	Repair 2 x Windscreen Chips - DA008	MUNI	198.00
EFT59183	06/02/2025	Officeworks Superstores Pty Ltd	Mouse - Eaton Admin & Frame - Events	MUNI	162.00
EFT59184	06/02/2025	Omnicom Media Group Australia Pty Ltd	4 x Invoices for Public Notices Newspaper Advertising	MUNI	4,473.23
EFT59185	06/02/2025	Onsite Rental Group	Australia Day Breakfast 2025 - Power Board & 32 AMP Electric Lead	MUNI	80.12
EFT59186	06/02/2025	Otium Planning Group Pty Ltd	Consultant Engagement - SW Regional Sport and Recreation Strategy 2025-2050	MUNI	13,811.60
EFT59187	06/02/2025	Perfect Landscapes	Weekly Reserves & Lawn Mowing	MUNI	5,475.37
EFT59188	06/02/2025	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	Repair Tyre On Grader - DA9774	MUNI	210.00
EFT59189	06/02/2025	Rebecca Jayne Hobby	Reimburse Uniform Purchase	MUNI	141.75
EFT59190	06/02/2025	Sandra Marie Irving	Rates Refund for Assessment A10911	MUNI	1,000.00
EFT59191	06/02/2025	Scope Rentals Pty Ltd	Managed Print Service - Rental: February 2025	MUNI	2,675.20
EFT59192	06/02/2025	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	614.81
EFT59193	06/02/2025	South West Tree Safe	Crown Clean & Weight Reduction of Large Gum Trees Opposite Dardanup Office & Tree Pruning - Nyleeta Close	MUNI	6,930.00
EFT59194	06/02/2025	Stacey Gillespie	Meeting Allowance	MUNI	1,580.33

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59195	06/02/2025	Surveying South	Set Western Power Pole Location - Busher Road	MUNI	385.00
EFT59196	06/02/2025	Synergy	Glen Huon Oval (Bore) Electricity Consumption - Glen Huon Oval & Club Rooms: 17/12/2024 - 20/01/2025	MUNI	2,738.10
EFT59197	06/02/2025	Taneta Bell	Meeting Allowance	MUNI	1,414.08
EFT59198	06/02/2025	Team Global Express - Toll	Brigade Postage 2024/25	MUNI	34.75
EFT59199	06/02/2025	Telstra	Telephone - West Dardanup BFB	MUNI	62.50
EFT59200	06/02/2025	Timber Insight	Routine Rural Bridge Maintenance - Progress Claim # 4	MUNI	7,247.96
EFT59201	06/02/2025	Tint City	Make-It Space Door Film Adjustment	MUNI	55.00
EFT59202	06/02/2025	Total Eden Pty Ltd	Reticulation - Glen Huon Boulevard	MUNI	912.34
EFT59203	06/02/2025	Tog Network Pty Ltd	Enterprise Ethernet WAN Services - January 2025	MUNI	4,515.97
EFT59204	06/02/2025	Tutt Bryant Hire	Plant Trailer Hire: 31/12/2024 - 31/01/2025 - Martin Pelusey Road	MUNI	356.40
EFT59205	06/02/2025	Tyrecycle Pty Ltd	Mixed Tyre Collection and Processing - Waste Transfer Station	MUNI	1,487.50
EFT59206	06/02/2025	Tyrrell Gardiner	Local Government Allowance	MUNI	4,727.50
EFT59207	06/02/2025	Veolia Recycling & Recovery Pty Ltd	Weekly Emptying of 3 x Commingled Recycling Skips & Cardboard Recycling - Waste Transfer Station: January 2025	MUNI	2,223.34
EFT59208	06/02/2025	WA Data Cabling	Relocation of Comms Cabinet - Make it Space	MUNI	2,299.00
EFT59209	06/02/2025	Winc Australia Pty Ltd	Stationery Expense - Admin O/H	MUNI	407.52
EFT59210	06/02/2025	Woolworths Group Limited - Online Order Only	ERC - Cafe Goods, Staff & Council Kitchen Supplies & Events Catering	MUNI	1,702.65
EFT59211	06/02/2025	Woolworths Group Limited - Openpay Portal	ERC - Cafe Goods, Staff & Council Kitchen Supplies & Events Catering	MUNI	319.85

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59212	06/02/2025	Work Clobber	Protective Clothing - Public Works	MUNI	511.20
EFT59213	13/02/2025	Abby Fabby Facepainting	Summer Series: Movies By Moonlight Event - Facepainting	MUNI	260.00
EFT59214	13/02/2025	Acromat	Court Equipment - ERC	MUNI	877.66
EFT59215	13/02/2025	Activ Foundation Inc	Weekly Tree Watering In Parkridge: November 2024 & January 2025	MUNI	8,448.00
EFT59216	13/02/2025	Altus Planning	Development Applications and Monthly Planning Service Fees	MUNI	16,236.00
EFT59217	13/02/2025	Amanda Marjorie Crofts	Reimburse Purchase of Coffee Machine for Depot	MUNI	219.00
EFT59218	13/02/2025	Amity Signs	Road Maintenance Signage - Council Drive	MUNI	2,736.80
EFT59219	13/02/2025	Anthony Sabourne	Reimburse Working With Children Check Fee Paid	MUNI	87.00
EFT59220	13/02/2025	Asahi Beverages Pty Ltd	ERC - Cafe Goods - Drinks	MUNI	686.86
EFT59221	13/02/2025	Ashlee Horn	Reimburse Purchase of Ear Plugs - ERC	MUNI	29.30
EFT59222	13/02/2025	Australia Post	Monthly Postage Cost - January 2025	MUNI	1,302.08
EFT59223	13/02/2025	Australia's South West	Bunbury Geographe Tourism Marketing Campaign	MUNI	22,000.00
EFT59224	13/02/2025	BCE Surveying Pty Ltd	Service Location - Dowdells Line & Pit Location - Emu Cove	MUNI	1,457.50
EFT59225	13/02/2025	Blank Slate Creative	Blank Slate Creative Branding Proposal Graphic Design Elements and Photoshoot - ERC	MUNI	1,100.00
EFT59226	13/02/2025	Boyles Plumbing and Gas	ERC - Inspect and Tighten Two Taps in East Changerooms & Inspect Oven in Kitchen	MUNI	151.25
EFT59227	13/02/2025	Brady Australia Pty Ltd T/as Seton Australia	50 x ID Card Straps & Freight - Admin O/H	MUNI	78.25

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59228	13/02/2025	Brecken Health Care	Audiometry Test - General Hand Parks & Environment	MUNI	88.00
EFT59229	13/02/2025	Brett Hodgson	ERC Umpire Payment: 12/02/2025	MUNI	139.00
EFT59230	13/02/2025	Brooks Hire Service Pty Ltd	Parts for 14 Tonne Excavator With Tilting Bucket Hire - Dardanup West Road	MUNI	1,040.88
EFT59231	13/02/2025	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	293.25
EFT59232	13/02/2025	Bunbury Mower Service	Edger, Brush Cutter Parts & Spark Plugs - Plant	MUNI	1,235.10
EFT59233	13/02/2025	Bunnings Group Limited	Tools & Cleaning Items - Parks & Gardens & Recycling Yard, Minor Maintenance Items & Bug Zapper - ERC, Cockroach Baits - Eaton Admin	MUNI	1,989.90
EFT59234	13/02/2025	Buswest	ERC - Bus Fares for Vacation Care Program - SW Sports Centre and Donnybrook Apple Park	MUNI	959.20
EFT59235	13/02/2025	Capel Tree Service	Supply and Install Root Barrier - 21 Florence Moore Way	MUNI	436.70
EFT59236	13/02/2025	Cemeteries and Crematoria Association of WA	Attendance at Annual CCAWA Seminar 03/04/2025 - 04/04/2025 - 2 x Governance Staff	MUNI	310.00
EFT59237	13/02/2025	Chantel Brown	Reimburse Working With Children Check Fee Paid	MUNI	87.00
EFT59238	13/02/2025	Chemcert Training Group Pty Ltd	AQF3 Chemical Accreditation: 11/03/2025 - Parks Staff	MUNI	380.00
EFT59239	13/02/2025	Choiceone Pty Ltd	Labour Hire: 27/01-02/02/2025 - Martin Pelusey Road	MUNI	1,865.35
EFT59240	13/02/2025	Christine Worsfold	ERC Umpire Payment: 11/02/2025	MUNI	83.40
EFT59241	13/02/2025	City of Bunbury	ERC - SW Sports Centre Pools Vacation Care Program: 20/02/2025	MUNI	783.05
EFT59242	13/02/2025	Civil Projects Southwest	Truck Hire - Garvey Road, Digger Hire - South Road	MUNI	9,240.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59243	13/02/2025	Cleanaway Solid Waste Pty Ltd	5 x Invoices: Waste Disposal: Crooked Brok Road, Banksia Road & Martin Pelusey Road	MUNI	14,367.76
EFT59244	13/02/2025	Close Protection Security Services Pty Ltd	Summer Series: Movies By Moonlight - Security for Eaton Sports Pavilion	MUNI	418.00
EFT59245	13/02/2025	Coastmac Pty Ltd	Replacement 8 x Stolen Trailer Tyres - DA15445 & DA15316	MUNI	1,200.00
EFT59246	13/02/2025	Corsign WA Pty Ltd	Signs for 5 x Shire Roads	MUNI	1,689.60
EFT59247	13/02/2025	Country Landscaping Pty Ltd	12 x Invoices for Reticulation Maintenance at Various Locations	MUNI	3,766.74
EFT59248	13/02/2025	Craven Foods & Bidfood Bunbury	ERC - Group Fitness & Cafe Goods	MUNI	803.60
EFT59249	13/02/2025	Critters Up Close	ERC - Incursion for Vacation Care Program: 29/01/2025	MUNI	520.00
EFT59250	13/02/2025	Cross Security Services	Alarm System Monitoring: 01/01-31/3/2025 - 7 x Shire Buildings	MUNI	1,050.00
EFT59251	13/02/2025	Dapco Tyre and Auto Centre	Service & Battery - DA993	MUNI	1,068.28
EFT59252	13/02/2025	Dardanup Gas	Gas Bottle Rental - Dardanup Hall, Office & Depot	MUNI	172.00
EFT59253	13/02/2025	David Wells Builder	Repair Concrete Slab - Dardanup Oval Club Buildings	MUNI	220.00
EFT59254	13/02/2025	Diesel Force	Service & Battery - DA588	MUNI	1,200.44
EFT59255	13/02/2025	Donna Bastow	ERC Umpire Payment: 12/02/2025	MUNI	139.00
EFT59256	13/02/2025	Eaton Environmental Services	External Spider Control - Glen Huon Club Rooms	MUNI	440.00
EFT59257	13/02/2025	Eaton Football Club	Staff End of Year Party Beverages	MUNI	2,500.00
EFT59258	13/02/2025	Edge Landworks	Eaton Family Centre Reserve & Hale Street Reserve Clearing - Grant Funded Expenditure - Bushfire Mitigation Activity Funding	MUNI	11,110.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59259	13/02/2025	Educa Aus	ERC - Educa Monthly Subscription - February 2025	MUNI	141.67
EFT59260	13/02/2025	Envirodry Towels Pty Ltd	ERC - Disposable Gym Towels	MUNI	115.28
EFT59261	13/02/2025	Eve Yoga	1 Hour Yoga Classes: 22/01-01/02/2025	MUNI	240.00
EFT59262	13/02/2025	Fencing Unlimited	Install Boom Gate on Existing Concrete - Martin-Pelusey Rd Depot	MUNI	7,466.54
EFT59263	13/02/2025	Fleet Network Pty Ltd	Payroll Clearing - Novated Lease Liability	MUNI	2,435.45
EFT59264	13/02/2025	Go Electrical Contracting	ERC - Call Out Fee to Inspect Issue With Central Score Clock	MUNI	126.50
EFT59265	13/02/2025	Grace Records Management	Records Management External - Storage, Destruction and Consumables	MUNI	916.85
EFT59266	13/02/2025	Hersey's Safety P/L	Various Items for Depot Use and Stores	MUNI	1,071.95
EFT59267	13/02/2025	John Thompson	ERC Umpire Payment: 12/02/2025	MUNI	111.20
EFT59268	13/02/2025	Kenneth Ross Pomare	ERC Umpire Payment: 12/02/2025	MUNI	83.40
EFT59269	13/02/2025	Kmart	ERC - T-Shirts For Vacation Care Activity	MUNI	152.75
EFT59270	13/02/2025	Les Mills Asia Pacific	ERC Group Fitness Program Licence Fee: February 2025	MUNI	1,433.16
EFT59271	13/02/2025	Lily Knight	ERC Umpire Payment: 11/02/2025	MUNI	83.40
EFT59272	13/02/2025	Local Government Professionals Australia WA	Lift Off Aspiring Leader's Mentoring Program 2025 - Place and Community Team Leader	MUNI	850.00
EFT59273	13/02/2025	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	155.00
EFT59274	13/02/2025	Mcdonald Fencing	Repair Cut Section of the Boundary Chainmesh Fence - Cut During Break-In - Martin-Pelusey Rd Depot	MUNI	187.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59275	13/02/2025	Michael James Shaw	Refund Cat Cage Hire Bond - Receipt # 158596	MUNI	150.00
EFT59276	13/02/2025	MJ Goods	ERC - Cafe Goods	MUNI	120.10
EFT59277	13/02/2025	MJB Industries Pty Ltd	Grate Covers - 4 x Roads	MUNI	8,409.91
EFT59278	13/02/2025	Naturaliste Hygiene	Sharps Disposal - Eaton Foreshore & Watson Reserve	MUNI	181.50
EFT59279	13/02/2025	Nightguard Security Service SW	Alarm Monitoring: January 2025 - 4 x Buildings	MUNI	1,031.13
EFT59280	13/02/2025	Nixon Bunbury Pty Ltd	ERC - Inspect Fault on Centre Carpark Lights	MUNI	273.85
EFT59281	13/02/2025	Novus Auto Glass South West	Windscreen Crack Repair - 1IML763 (Old DA0)	MUNI	99.00
EFT59282	13/02/2025	Omnicom Media Group Australia Pty Ltd	Public Notice - SW Times: 16/01/2024 - Telecommunications Facility - Lot 1215 (246) Clifton Road, Waterloo	MUNI	1,408.89
EFT59283	13/02/2025	Opposite Lock 4WD & Vehicle Accessories	2Tonne Tow Ball Mount for Trailer	MUNI	139.00
EFT59284	13/02/2025	Perfect Landscapes	Weekly Lawn & Reserves Mowing	MUNI	4,672.14
EFT59285	13/02/2025	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	1,574.40
EFT59286	13/02/2025	Planning Institute of Australia	Advertise Current Planning Vacancy With PIA Employment Directory	MUNI	420.00
EFT59287	13/02/2025	Promote You	Embroidery of Staff Uniforms - Admin	MUNI	52.80
EFT59288	13/02/2025	Rachel Anne Thompson	Refund Cat Cage Hire Bond - Receipt # 159503	MUNI	150.00
EFT59289	13/02/2025	Regen Strategic	Professional Communication and Advisory Services: February 2025	MUNI	2,200.00
EFT59290	13/02/2025	Regional Media Specialists P/L	Advertising in Bunbury Herald Newspaper for Monthly Community News Page: January 2025	MUNI	1,031.89

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59291	13/02/2025	Scope Electrical Contracting Pty Ltd	Upgrade Power Supply to Rear Shed for New Bore Connection - Waterloo BFB - FESA Provided	MUNI	6,328.92
EFT59292	13/02/2025	Scope Rentals Pty Ltd	Managed Print Service - Usage: January 2025 & Rental: February 2025	MUNI	1,526.23
EFT59293	13/02/2025	Securepay Pty Ltd	Bank Fees - 2024/2025 Securepay Web & IVR Merchant ID	MUNI	34.36
EFT59294	13/02/2025	Shire of Ashburton	Long Service Leave Liability - Animal Control	MUNI	7,076.13
EFT59295	13/02/2025	Southwest Ventures T/as Geographe Ford/Bunbury Hyundai	Purchase of 2 x New 2025 Santa FE- DA004 & DA9668	MUNI	114,385.04
EFT59296	13/02/2025	St John Ambulance Western Australia Ltd	ERC Staff - CPR Course	MUNI	89.00
EFT59297	13/02/2025	Stewart and Heaton Clothing Company Pty Ltd	Fire PPE Pants - Waterloo BFB - ESL Recurrent Exp	MUNI	104.58
EFT59298	13/02/2025	Stratagreen	Herbicide - Parks & Gardens	MUNI	687.14
EFT59299	13/02/2025	Sure Shot Photography and Training	Summer Series Photography: 07/02/2025	MUNI	335.00
EFT59300	13/02/2025	Synergy	Electricity: Townsite Street Lights, Auxiliary Lighting & Wellington Mills Public Toilets	MUNI	30,019.55
EFT59301	13/02/2025	Te Wairimu Elinor Pomare	ERC Umpire Payment: 12/02/2025	MUNI	139.00
EFT59302	13/02/2025	Telstra	Telephone & Internet - Burekup BFB, Alarm Monitoring & Fax - Dardanup Office	MUNI	299.88
EFT59303	13/02/2025	The Trustee for AM2 & FM2 Trust	Myosh Subscription - February 2025	MUNI	653.40
EFT59304	13/02/2025	Thomson's Smash Repairs	Excess for Claim # MO0079131 - DA0	MUNI	500.00
EFT59305	13/02/2025	Total Eden Pty Ltd	Reticulation - Parkridge Estate Reserves	MUNI	33.66
EFT59306	13/02/2025	Totally Workwear	Uniform Allowance - Development Engineer	MUNI	168.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59307	13/02/2025	Traffic Force	Traffic Management - 4 x Locations	MUNI	11,900.51
EFT59308	13/02/2025	Urban Development Institute of Australia Limited	4 x Tickets for UDIA National Awards March 2025	MUNI	1,408.00
EFT59309	13/02/2025	WA Distributors Pty Ltd	ERC - Cafe Goods	MUNI	470.70
EFT59310	13/02/2025	Waterloo Nursery & Garden Centre	Small and Large Plant Hire and Maintenance of Non-Hired Plants: January 2025	MUNI	1,410.93
EFT59311	13/02/2025	Wayne Shipley	Refund Building Permit Fee Due to Cancellation - BA 24250267	MUNI	171.65
EFT59312	13/02/2025	Winc Australia Pty Ltd	General Stationery & Items for Library Programs - ECL, Stationery - 4 x BFB,'s - ESL Recurrent Exp	MUNI	870.96
EFT59313	13/02/2025	Work Clobber	Protective Clothing - Public Works	MUNI	1,003.20
EFT59314	13/02/2025	Yep Booking	ERC - Yep Booking Subscription - January 2025	MUNI	59.00
EFT59315	20/02/2025	Access Wellbeing Services	Employee Assistance Program Consultations	MUNI	176.00
EFT59316	20/02/2025	Allpest WA South West	External Spider Treatment - Eaton Office	MUNI	484.00
EFT59317	20/02/2025	Amity Signs	2024/2025 Rural Street Sign # 135, 1648, 793, 151, 210	MUNI	129.25
EFT59318	20/02/2025	Ampol Australia Petroleum Pty Ltd	Shire Vehicles Fuel Usage - January 2025	MUNI	15,257.90
EFT59319	20/02/2025	Andrew Coulson	Reimburse Mouse Pad, Batteries & Phone Charging Cable Purchase	MUNI	53.00
EFT59320	20/02/2025	Asahi Beverages Pty Ltd	ERC - Cafe Goods - Drinks	MUNI	992.06
EFT59321	20/02/2025	Australian Tax Office	PAYG - Payrun: 14/02/2025	MUNI	92,678.00
EFT59322	20/02/2025	Bart Solutions	Regional Group Subscription - Council - ESL Recurrent Exp	MUNI	4,000.00
EFT59323	20/02/2025	Belinda Jansen Van Vuuren	Reimburse Purchase of 2 x Door Pin Cables - Eaton Office	MUNI	81.80

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59324	20/02/2025	Brett Hodgson	ERC Umpire Payment: 19/02/2025	MUNI	111.20
EFT59325	20/02/2025	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	437.77
EFT59326	20/02/2025	Bunbury Bearings	25 Trailer Wheel Nuts, Sealant - Plant & Trailers	MUNI	88.00
EFT59327	20/02/2025	Bunbury Coffee Machines	ERC - Cafe Goods	MUNI	379.95
EFT59328	20/02/2025	Bunbury Plumbing Service	ERC - Unblock Toilets East End	MUNI	425.00
EFT59329	20/02/2025	Bunbury Subaru	Wiper Blades - DA9605	MUNI	62.12
EFT59330	20/02/2025	Bunbury Toyota	Dash Mat - DA0	MUNI	142.68
EFT59331	20/02/2025	Bunnings Group Limited	Cordless Battery Replacements, Diamond Discs for Grinder, Spider Brooms - Depot	MUNI	532.81
EFT59332	20/02/2025	Capel Tree Service	Remove Two Dead Trees at Roundabout Cnr Eaton Drive & Hamilton Road & Grind Stump	MUNI	4,235.00
EFT59333	20/02/2025	Capri Di Candilo	ERC Umpire Payment - Back Pay: 21/01/2025	MUNI	27.80
EFT59334	20/02/2025	Charlee Roberts	ERC Umpire Payment: 19/02/2025	MUNI	111.20
EFT59335	20/02/2025	Choiceone Pty Ltd	Labour Hire - Martin Pelusey Road: 03-09/02/2025	MUNI	1,781.82
EFT59336	20/02/2025	Civil Projects Southwest	Digger Hire - Cadell View	MUNI	1,155.00
EFT59337	20/02/2025	Cleanaway Solid Waste Pty Ltd	Waste Disposal - Crooked Brook Road & ERC	MUNI	15,951.11
EFT59338	20/02/2025	Combined Team Services	IDS Traineeship Units 10-13 Cert III in Business Records Stream	MUNI	330.75
EFT59339	20/02/2025	Connect Call Centre Services	After Hours Call Centre: January 2025	MUNI	938.96

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59340	20/02/2025	Country Landscaping Pty Ltd	Reticulation - Hunter Park	MUNI	12.74
EFT59341	20/02/2025	CS Legal - Recoveries Legal WA	2024/2024 Debt Recovery - Legal Fees	MUNI	487.70
EFT59342	20/02/2025	Dapco Tyre and Auto Centre	Service & Tyre Puncture Repair - DA955	MUNI	988.47
EFT59343	20/02/2025	Data #3 Limited	APC Battery Back-Ups	MUNI	294.50
EFT59344	20/02/2025	Dell Financial Services Pty Ltd	Lease Repayments - Desktop & Laptop Refresh - 009-141985-003 & Hardware Refresh - 009-141985-004	MUNI	4,905.47
EFT59345	20/02/2025	Diesel Force	Service - John Deere Grader DA9774	MUNI	9,330.54
EFT59346	20/02/2025	Donna Bastow	ERC Umpire Payment: 19/02/2025	MUNI	111.20
EFT59347	20/02/2025	DX Print Group Pty Ltd	4000 x DLX Windowface Envelopes	MUNI	907.50
EFT59348	20/02/2025	Elliotts Irrigation Pty Ltd	Iron Filter Services - Millbridge Lakes - February 2025	MUNI	368.50
EFT59349	20/02/2025	Erin Emerson	ERC Umpire Payment: 19/02/2025	MUNI	111.20
EFT59350	20/02/2025	ES2 Pty Ltd	Knowbe4 Security Awareness Training 12 Month Subscription From 27/02/2025	MUNI	4,792.33
EFT59351	20/02/2025	Guardian First Aid and Fire	Defibrillator Battery & First Aid Kit - West Dardanup BFB - ESL Recurrent Exp	MUNI	402.75
EFT59352	20/02/2025	Hey Presto	Magician - Australia Day 2025 - Eaton & Burekup	MUNI	630.00
EFT59353	20/02/2025	Ian Daniel James	Rates Refund for Assessment A10856	MUNI	3,000.00
EFT59354	20/02/2025	James Reilly	Reimburse Change of Plate Fee & Plate Remake Fee Paid - 1INE582 to DA429	MUNI	86.70
EFT59355	20/02/2025	John Thompson	ERC Umpire Payment: 19/02/2025	MUNI	111.20

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59356	20/02/2025	Kate Louise Maloney	Movies by Moonlight Event - Harry Potter Magical Tent With Giveaway Crafted Wands & Booklets	MUNI	230.00
EFT59357	20/02/2025	Kristy Jean Elvin	Crossover Rebate - A12320	MUNI	212.00
EFT59358	20/02/2025	Landgate	GRV Interim Valuations	MUNI	2,029.58
EFT59359	20/02/2025	LGA (WA) Pty Limited	Modify Window to Suit Library Return Chute - ECL	MUNI	1,892.00
EFT59360	20/02/2025	Lily Knight	ERC Umpire Payment: 18/02/2025	MUNI	55.60
EFT59361	20/02/2025	Lobos Advisory Pty Ltd	Providing Safety Masterclass - 27/03/2025 - WHS Coordinator, WHS Officer & Manager Development Services	MUNI	3,162.50
EFT59362	20/02/2025	Local Government Professionals Australia WA	Finance Professionals Conference 2025 Registration : Accountant & Assistant Accountant & 2024-2025 Affiliate Membership Dues	MUNI	3,125.01
EFT59363	20/02/2025	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	310.00
EFT59364	20/02/2025	Mario Contarino T/as Southwest Fire Mitigation Services	MAF 27085 - Slash/ Mulch Long Dry Grass & Dead Wood in Drain Reserve & Fire Access Track	MUNI	10,285.00
EFT59365	20/02/2025	MBS Environmental	Proposal and Cost Estimate to Peer Review the Capping Design of Tronox Waste Cell 1	MUNI	4,368.38
EFT59366	20/02/2025	Melanie Anne Salathiel	Refund Cat Cage Hire Bond - Receipt # 159382	MUNI	150.00
EFT59367	20/02/2025	Merle Edith Bovell	Refund Partial Dog Registration Fee Due to Sterilisation	MUNI	75.00
EFT59368	20/02/2025	Moore Australia (WA) Pty Ltd	Rates Comparison Report - 2024/25	MUNI	1,045.00
EFT59369	20/02/2025	Pan Pacific Perth	Accommodation: 17-20/02/2025 - Director Corporate & Governance Attending WA Women in Leadership Summit	MUNI	1,351.75
EFT59370	20/02/2025	Peppi Tree Consultancy	Didgeridoo Performance - Spring Out Festival 2024	MUNI	581.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59371	20/02/2025	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	1,108.20
EFT59372	20/02/2025	R & M Prosser and Son	Development Application Fee Partial Refund - F0412996	MUNI	578.25
EFT59373	20/02/2025	Raeco International Pty Ltd	Stationery for Book Stock - ECL	MUNI	287.93
EFT59374	20/02/2025	Robert's Tilt Tray and Hiab	Transportation of E-Waste From Waste Transfer Station to Total Green Recycling Perth and Return	MUNI	1,386.00
EFT59375	20/02/2025	Scope Electrical Contracting Pty Ltd	Supply and Install 6M Light Pole - Eaton Foreshore Boat Ramp	MUNI	6,321.87
EFT59376	20/02/2025	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	614.81
EFT59377	20/02/2025	Soundwaves Singing Studio	Summer Serenade Event Performance: 14/02/2025 Carramar Park	MUNI	4,400.00
EFT59378	20/02/2025	Stewart and Heaton Clothing Company Pty Ltd	2 Line Badge - Waterloo BFB - ESL Recurrent Exp	MUNI	8.40
EFT59379	20/02/2025	Synergy	Electricity Account - 7 x Locations	MUNI	20,908.03
EFT59380	20/02/2025	Te Wairimu Elinor Pomare	ERC Umpire Payment: 19/02/2025	MUNI	111.20
EFT59381	20/02/2025	Telstra	Staff Mobiles & Tablets & Eaton Office Phone	MUNI	4,587.52
EFT59382	20/02/2025	Terau Aroha Tamatea	ERC Umpire Payment: 18/02/2025	MUNI	27.80
EFT59383	20/02/2025	Therese Price	ERC Umpire Payment: 18/02/2025	MUNI	55.60
EFT59384	20/02/2025	Thomson's Smash Repairs	Excess For Claim # MO0078194 - DAO	MUNI	1,000.00
EFT59385	20/02/2025	Tracey Anne Barnett	Summer Series 2024/2025: Summer Serenade Performance: 14/02/2025	MUNI	440.00
EFT59386	20/02/2025	Veolia Recycling & Recovery Pty Ltd	Shire Bin Emptying - January 2025	MUNI	100,443.88

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59387	20/02/2025	WA Car Wash Pty Ltd	Cars Detailing After Damage Due to Road Maintenance Work - 7 x Vehicles	MUNI	3,050.00
EFT59388	20/02/2025	West Oz Linemarking	Linemarking - Eaton Community College Carpark	MUNI	3,390.20
EFT59390	27/02/2025	Amity Signs	Warning Signs - Various Locations	MUNI	1320.00
EFT59391	27/02/2025	Andrew White	Reimburse Additional Funds Towards Washing Machine Purchase - J/C Brook BFB - ESL Recurrent Exp	MUNI	94.00
EFT59392	27/02/2025	Asahi Beverages Pty Ltd	ERC - Cafe Goods - Drinks	MUNI	843.47
EFT59393	27/02/2025	Australind/Eaton Medical Centre	Medicals to be Recouped Through Workers Compensation Claim	MUNI	565.50
EFT59394	27/02/2025	B & B Street Sweeping Pty Ltd	Road Maintenance - 4 x Locations	MUNI	7970.33
EFT59395	27/02/2025	Bart Solutions	Annual Fee - Bart Direct SMS Number - Council - ESL Recurrent Exp	MUNI	1320.00
EFT59396	27/02/2025	BCE Surveying Pty Ltd	Ferguson Road Ch0 - Ch300 Digital 3D Ground Model Survey	MUNI	2365.00
EFT59397	27/02/2025	Blue Child Collective Pty Ltd	Summer Series: Summer Serenade Event 14/02/2025 - AV/Tech Provision	MUNI	1680.25
EFT59398	27/02/2025	Boyles Plumbing and Gas	ERC - Replacement Buttons and Face Plate for East Males Toilets	MUNI	569.18
EFT59399	27/02/2025	Brett Hodgson	ERC Umpire Payment: 26/02/2025	MUNI	139.00
EFT59400	27/02/2025	Brooke Sudbury	Reimburse Uniform Purchase	MUNI	109.00
EFT59401	27/02/2025	Brooks Hire Service Pty Ltd	14T Excavator With Tilting Bucket: 20/02/2025 - Dardanup West Road	MUNI	1098.68
EFT59402	27/02/2025	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	207.39
EFT59403	27/02/2025	Bunbury Towing	Remove Abandoned Vehicle & Transport to Vehicle Impound Facility	MUNI	154.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59404	27/02/2025	Capel Tree Service	Tree Pruning - Charnley Vista	MUNI	2310.00
EFT59405	27/02/2025	Caroline Mears	Chair Yoga Classes - ERC: 21/01-18/02/2025	MUNI	210.00
EFT59406	27/02/2025	Christine Worsfold	ERC Umpire Payment: 25/02/2025	MUNI	83.40
EFT59407	27/02/2025	Civil Projects Southwest	Digger Hire to Clean Out Drainage Basin - Brett Place & Vera place	MUNI	5775.00
EFT59408	27/02/2025	Clay Mildwaters	Summer Series 2024-2025: Performer for Summer Serenade Event: 14/02/2025 - Carramar Park	MUNI	150.00
EFT59409	27/02/2025	Cleanaway Solid Waste Pty Ltd	Waste Disposal - Crooked Brook Road	MUNI	6178.68
EFT59410	27/02/2025	Combined Team Services	WHS Representative Training: 10-14/03/2025 - Works Staff	MUNI	995.00
EFT59411	27/02/2025	Commercial Realty	Marketing of Cafe and Commercial Space for 6 Months	MUNI	3374.00
EFT59412	27/02/2025	Country Water Solutions	Reticulation - Gromark Park	MUNI	162.66
EFT59413	27/02/2025	CS Legal - Recoveries Legal WA	2024/2024 Debt Recovery - Legal Fees to 18/02/2025	MUNI	10857.52
EFT59414	27/02/2025	Daleen Bucher	Refund Cat Cage Hire Bond - Receipt # 159613	MUNI	150.00
EFT59415	27/02/2025	Dapco Tyre and Auto Centre	Service - DA955 & DA1314	MUNI	2147.73
EFT59416	27/02/2025	Darling Downs Drilling	Sampling, Testing & Drilling - Eaton Foreshore Bore	MUNI	419251.25
EFT59417	27/02/2025	Diesel Force	Service Cat Loader - DA873	MUNI	2462.94
EFT59418	27/02/2025	Donna Bastow	ERC Umpire Payment: 26/02/2025	MUNI	139.00
EFT59419	27/02/2025	Eaton Central Living	Rates Refund for Assessment A12294	MUNI	1,320.68
EFT59420	27/02/2025	Edge Landworks	MAF 27042 - Slash Long Dry Grass on Verge of Fire Access Track	MUNI	1,650.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59421	27/02/2025	Electrical Experts (WA) Pty Ltd	ERC - Remove and Replace Conduit, Check Switch Board for Faults	MUNI	385.00
EFT59422	27/02/2025	Elliotts Irrigation Pty Ltd	Iron Filter - Watson Reserve & Millbridge Lake - Gary Engel Park	MUNI	1,309.00
EFT59423	27/02/2025	Erin Emerson	ERC Umpire Payment: 26/02/2025	MUNI	111.20
EFT59424	27/02/2025	Eve Yoga	1 Hour Yoga Classes: 05-15/02/2025	MUNI	240.00
EFT59425	27/02/2025	Fleet Network Pty Ltd	Payroll Clearing - Novated Lease Liability	MUNI	2,435.45
EFT59426	27/02/2025	Geographe Community Landcare Nursery Inc.	Environmental Revegetation Tube Stock	MUNI	2,492.51
EFT59427	27/02/2025	Gilmour Plumbing and Gas	Jetting Out Drains Due to Blockages & Replace Broken Tap - Eaton Foreshore Toilets	MUNI	2,088.21
EFT59428	27/02/2025	Jo Jingles South West	Jo Jingles Sessions for the Early Learning Program at Eaton, Dardanup & Burekup: 22/01-25/02/2025	MUNI	1,936.00
EFT59429	27/02/2025	John Thompson	ERC Umpire Payment: 26/02/2025	MUNI	111.20
EFT59430	27/02/2025	Kenneth Ross Pomare	ERC Umpire Payment: 26/02/2025	MUNI	111.20
EFT59431	27/02/2025	Kmart	Summer Serenade Event: Tablecloths to Cover Hay Bales for Additional Seating	MUNI	70.00
EFT59432	27/02/2025	Kristie Rice	Reimburse Anti-Inflammatory Purchase - to be Recouped From LGIS	MUNI	22.75
EFT59433	27/02/2025	Local Government Professionals Australia WA	Registration to Finance Professionals Conference 2025 19-20/03/2025 - Accountant & Assistant Accountant	MUNI	40.00
EFT59434	27/02/2025	Margaret Emma Williams	Refund of Concession Rebate Due to Sale of Property - A9838 - 5B Ennis St Eaton	MUNI	801.50
EFT59435	27/02/2025	MJ Goods	Surface Wet Wipes - ERC Gym	MUNI	850.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59436	27/02/2025	MJB Industries Pty Ltd	Items for Road Maintenance - Hamilton Road & Cadell View	MUNI	3,000.82
EFT59437	27/02/2025	Monsterball Amusements & Hire	50% Deposit: Inflatable Amusement Hire for Youthfest 2025 Event	MUNI	1,245.00
EFT59438	27/02/2025	Novel Smash Repairs	DA017 Excess on Claim # MO0074017	MUNI	500.00
EFT59440	27/02/2025	Perfect Landscapes	Weekly Reserves & Lawn Mowing	MUNI	11,920.71
EFT59441	27/02/2025	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	875.25
EFT59442	27/02/2025	PFI Supplies	Cleaning Supplies - Gnomesville Public Toilets	MUNI	45.90
EFT59443	27/02/2025	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	Service & Replace 2 x Grader Tyres - DA9774 & 2 x Tyres - DA588	MUNI	5,254.00
EFT59444	27/02/2025	Promote You	Embroidery of Staff Uniforms - Admin	MUNI	17.60
EFT59445	27/02/2025	Ronel Venter	Refund Key Bond - Receipt # 159608	MUNI	40.00
EFT59446	27/02/2025	South West Eagles Supporters Club Inc	Refund Eaton FC Pavilion Hire Bond - Receipt # 160002	MUNI	290.00
EFT59447	27/02/2025	South West Fire Unit Fabrications	DA196 - Repairs to Water Intake Pipes - Dardanup Central BFB - ESL Recurrent Exp	MUNI	765.03
EFT59448	27/02/2025	South West Psychology & Consultancy	Employee Assistance Program Consultations	MUNI	165.00
EFT59449	27/02/2025	South West Tree Safe	Tree Removal/Pruning - Henty Road, Tognolini Road, Waterloo Road & Dowdells Line	MUNI	13,200.00
EFT59450	27/02/2025	Stewart and Heaton Clothing Company Pty Ltd	Fire Uniforms - Dardanup Central BFB & West Dardanup - ESL Recurrent Exp	MUNI	458.81
EFT59451	27/02/2025	Sure Shot Photography and Training	Summer Series Event Photography: 14/02/2025	MUNI	335.00
EFT59452	27/02/2025	Synergy	Electricity Account - Dardanup Oval & Ferguson BFB	MUNI	1,235.41

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT59453	27/02/2025	T - Quip	Service - 2024 Turbo Mower	MUNI	951.25
EFT59454	27/02/2025	Tahnia Creedon	Reimburse Fuel Purchased Whilst Attending Conference in Perth	MUNI	102.51
EFT59455	27/02/2025	Telstra	Internet - Wellington Mills BFB	MUNI	25.00
EFT59456	27/02/2025	Therese Price	ERC Umpire Payment: 25/02/2025	MUNI	83.40
EFT59457	27/02/2025	Total Green Recycling	E-Waste Processing / Recycling From Waste Transfer Station	MUNI	3,051.35
EFT59458	27/02/2025	Traffic Force	Traffic Control: Hamilton Road, Golding Crescent & Ferguson Road	MUNI	5,348.52
EFT59459	27/02/2025	WA Country Builders	Refund Development Application Fee - Lot 109 Tweed Chase	MUNI	2,434.14
EFT59460	27/02/2025	WALGA	Effective Supervision 2 Day Course: 24-25/02/2025 - Senior Ranger	MUNI	1,336.50
EFT59461	27/02/2025	Winc Australia Pty Ltd	Stationery - Eaton Admin & Wellington Mills BFB & Eaton Admin	MUNI	2,044.14
EFT59462	27/02/2025	Woodlands	Dog Bowl Including Bracket for Water Fountain - Wells Oval	MUNI	616.00
EFT59463	27/02/2025	Work Clobber	Protective Clothing - Public Works	MUNI	1,067.87
EFT59464	27/02/2025	Wren Oil	Waste Oil Disposal From Waste Transfer Station	MUNI	275.00
DIRECT DEBIT					
DD18479.1	03/02/2025	Links Modular Solutions Pty Ltd	Annual Support & Maintenance for Links Software (ERC): February 2025	MUNI	1,160.53
DD18517.1	02/02/2025	Commonwealth Bank of Australia	Dardanup Office Merchant Fees - January 2025	MUNI	2,397.29
DD18518.1	07/02/2025	PAYRIX	2024/25 Payrix Fee for Synergy Online Payment Platform - February 2025	MUNI	9.50
DD18519.1	17/02/2025	Commonwealth Bank of Australia	CBA Bank Fees	MUNI	1,298.88

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18520.1	21/02/2025	PAYRIX	2024/25 Payrix Fee for Synergy Online Payment Platform - February 2025	MUNI	7.71
DD18521.1	24/02/2025	Australia Post	2024/25 Australia Post Commission for Rates payments - January 2025	MUNI	197.55
BPAY					
DD18495.1	20/02/2025	Australian Communications and Media Authority	Land Mobile/Land Mobile System Licence Renewal 28/03/2025 - 28/03/2026 - Public Works	MUNI	226.00
DD18504.1	26/02/2025	ECU Joondalup	Approved Study Course Semester 1, 2025 - ECF6110 Business Finance - PA to Director Corporate & Governance	MUNI	5,021.25
CHEQUE					
INTERNATIONAL					
TRUST					
CREDIT CARD					
DD18522.1	26/02/2025	Zoom	Annual Licenses: 31-01-2025 to 30-01-2026 - Standard Pro x 6 and Webinar 500GB	MUNI	1,975.77
DD18522.2	26/02/2025	Facebook Ireland Limited	2024-2025 Summer Series - Meta Ads	MUNI	191.18
DD18522.3	26/02/2025	Mailchimp	Monthly Subscription and Charge for Email Newsletters - February 2025	MUNI	217.97
DD18522.4	26/02/2025	Shire of Harvey	Transfer Fees - DA017, DA0 & DA9287	MUNI	126.90
DD18522.5	26/02/2025	Department of Transport	SoD Special Number Plate Application - 1222DA & 079DA	MUNI	400.00
DD18522.6	26/02/2025	Surveymonkey Europe	Survey Monkey Subscription to Undertake Community Surveys - 19/02-18/05/2025	MUNI	111.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
FUEL PURCHASING CARD				
	45657	DA955	Fuel	60.42
	45659	DA10091	Fuel	62.87
	45659	HIRE PLANT	Fuel	863.13
	45659	DA994	Fuel	94.19
	45659	1WATERLOO	Fuel	201.40
	45659	BUREKUP	Fuel	106.40
	45659	1BYC846	Fuel	66.23
	45660	DA10181	Fuel	175.85
	45660	DA563	Fuel	91.44
	45662	ODA	Fuel	231.39
	45663	DA9605	Fuel	92.21
	45663	DA10105	Fuel	54.67
	45663	DA9287	Fuel	82.17
	45663	DA8222	Fuel	64.39
	45663	DA1314	Fuel	92.81
	45663	DA005	Fuel	108.48
	45663	DA8457	Fuel	158.72
	45664	DA10105	Fuel	31.32
	45664	DA0	Fuel	78.02
	45664	DA689	Fuel	62.03
	45665	DA588	Fuel	66.23
	45665	DA9605	Fuel	28.92
	45665	BUREKUP	Fuel	87.34
	45665	DA997	Fuel	69.86
	45665	DA995	Fuel	112.88
	45665	DA996	Fuel	125.33
	45666	DA10105	Fuel	49.36
	45666	DA994	Fuel	110.03
	45666	DA993	Fuel	125.56
	45666	DA9581	Fuel	214.58
	45666	DA005	Fuel	108.16

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
		45667 DA955	Fuel	88.03
		45667 DA9668	Fuel	105.18
		45667 DA1314	Fuel	94.99
		45667 DA005	Fuel	56.83
		45667 DA988	Fuel	95.76
		45667 DA8673	Fuel	82.12
		45667 DA8457	Fuel	154.39
		45668 DA10181	Fuel	185.53
		45670 DA648	Fuel	72.85
		45670 DA588	Fuel	102.86
		45670 DA994	Fuel	78.53
		45670 DA8222	Fuel	61.90
		45671 DA0	Fuel	51.90
		45671 DA628	Fuel	170.35
		45671 DA9513	Fuel	296.44
		45671 DA10091	Fuel	63.33
		45671 DA996	Fuel	121.57
		45672 DA1314	Fuel	32.17
		45672 DA9605	Fuel	62.22
		45672 DA995	Fuel	109.68
		45672 DA994	Fuel	53.59
		45673 DA9605	Fuel	11.63
		45673 DA988	Fuel	91.40
		45673 DA993	Fuel	96.39
		45673 DA613	Fuel	93.64
		45673 DA8457	Fuel	180.36
		45674 DA628	Fuel	167.90
		45674 DA994	Fuel	73.28
		45674 ODA	Fuel	245.85
		45674 DA9605	Fuel	20.76
		45674 DA8222	Fuel	84.14
		45675 DA955	Fuel	98.11
		45675 1WATERLOO	Fuel	100.03
		45677 DA004	Fuel	112.40

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
		45677 DA9376	Fuel	106.35
		45677 DA9287	Fuel	121.66
		45677 DA628	Fuel	111.17
		45677 DA997	Fuel	89.42
		45677 DA588	Fuel	91.87
		45677 DA1314	Fuel	77.14
		45677 DA9605	Fuel	22.31
		45677 DA005	Fuel	82.24
		45678 DA8457	Fuel	169.04
		45678 DA993	Fuel	113.25
		45678 DA10105	Fuel	55.48
		45678 HIRE PLANT	Fuel	12.09
		45678 DA563	Fuel	96.99
		45679 DA996	Fuel	126.79
		45679 DA10091	Fuel	65.20
		45679 DA9605	Fuel	33.89
		45679 DA8673	Fuel	96.18
		45679 DA995	Fuel	90.95
		45680 DA9774	Fuel	512.37
		45680 DA10105	Fuel	52.29
		45680 DA9605	Fuel	31.64
		45680 DA994	Fuel	96.36
		45680 DA005	Fuel	89.59
		45680 DA1314	Fuel	58.46
		45680 DA613	Fuel	126.71
		45680 HIRE PLANT	Fuel	1748.46
		45680 SUNDRY 1	Fuel	137.12
		45681 008DA	Fuel	73.19
		45681 DA0	Fuel	55.36
		45681 DA9605	Fuel	21.77
		45681 DA613	Fuel	56.01
		45681 DA628	Fuel	282.42
		45683 DA196	Fuel	143.88
		45683 ODA	Fuel	237.13

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
		45684 DA955	Fuel	83.52
		45685 DA613	Fuel	119.11
		45685 DA429	Fuel	101.10
		45685 DA005	Fuel	103.64
		45685 DA994	Fuel	70.29
		45685 DA10181	Fuel	184.62
		45685 DA8222	Fuel	88.99
		45685 DA9605	Fuel	52.65
		45686 DA10817	Fuel	86.59
		45686 DA9287	Fuel	108.00
		45686 DA588	Fuel	81.69
		45686 DA10105	Fuel	45.17
		45686 DA8457	Fuel	194.59
		45686 DA9774	Fuel	504.88
		45686 DA996	Fuel	129.45
		45686 DA997	Fuel	66.37
		45686 DA993	Fuel	127.27
		45687 DA995	Fuel	109.70
		45687 DA955	Fuel	36.42
		45687 DA1314	Fuel	86.23
		45688 DA9605	Fuel	65.98
		45688 DA10091	Fuel	69.08
		45688 008DA	Fuel	65.28

PAYROLL

DD18483.1	14/02/2025	Aware Super Pty Limited	Payroll Deductions	MUNI	38,743.37
DD18483.2	14/02/2025	MLC Super Fund	Superannuation Contributions	MUNI	1,587.84
DD18483.3	14/02/2025	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	676.02
DD18483.4	14/02/2025	Brighter Super	Superannuation Contributions	MUNI	319.20

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18483.5	14/02/2025	Hostplus	Payroll Deductions	MUNI	1,223.70
DD18483.6	14/02/2025	Hesta Super Fund	Payroll Deductions	MUNI	1,951.28
DD18483.7	14/02/2025	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,426.46
DD18483.8	14/02/2025	Australian Ethical Superannuation	Payroll Deductions	MUNI	299.14
DD18483.9	14/02/2025	Australian Super	Superannuation Contributions	MUNI	414.93
DD18483.10	14/02/2025	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	895.25
DD18483.11	14/02/2025	Colonial First State First Choice Wholesale Personal Super	Payroll Deductions	MUNI	1,252.70
DD18483.12	14/02/2025	Australian Retirement Trust	Payroll Deductions	MUNI	1,338.34
DD18483.13	14/02/2025	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	287.28
DD18483.14	14/02/2025	Plum Superannuation Fund	Superannuation Contributions	MUNI	199.67
DD18483.15	14/02/2025	Public Sector Superannuation Accumulation Plan	Payroll Deductions	MUNI	669.51
DD18483.16	14/02/2025	Spirit Super	Superannuation Contributions	MUNI	348.08
DD18483.17	14/02/2025	Unisuper	Payroll Deductions	MUNI	1,591.88
DD18483.18	14/02/2025	Asgard Independence Plan Division Two	Superannuation Contributions	MUNI	189.81
DD18483.19	14/02/2025	Mercer Super Trust	Superannuation Contributions	MUNI	218.69
DD18483.20	14/02/2025	The Trustee for the Bendigo Superannuation Plan	Superannuation Contributions	MUNI	209.40

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18483.21	14/02/2025	Caresuper	Superannuation Contributions	MUNI	536.04
DD18483.22	14/02/2025	Rest Superannuation	Payroll Deductions	MUNI	2,834.24
DD18483.23	14/02/2025	The Bro Code Super Fund	Superannuation Contributions	MUNI	46.95
DD18483.24	14/02/2025	Thomson Family Superannuation Fund	Superannuation Contributions	MUNI	1,157.47
DD18483.25	14/02/2025	Australiansuper	Superannuation Contributions	MUNI	9,381.90
DD18483.26	14/02/2025	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	27.79
DD18483.27	14/02/2025	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	346.26
DD18483.28	14/02/2025	Hughes Superannuation Fund	Superannuation Contributions	MUNI	73.45
DD18509.1	28/02/2025	Aware Super Pty Limited	Payroll Deductions	MUNI	35,696.58
DD18509.2	28/02/2025	MLC Super Fund	Superannuation Contributions	MUNI	1,586.53
DD18509.3	28/02/2025	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	660.90
DD18509.4	28/02/2025	Brighter Super	Superannuation Contributions	MUNI	319.20
DD18509.5	28/02/2025	Hostplus	Payroll Deductions	MUNI	1,223.70
DD18509.6	28/02/2025	Hesta Super Fund	Payroll Deductions	MUNI	1,926.55
DD18509.7	28/02/2025	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,301.92
DD18509.8	28/02/2025	Australian Ethical Superannuation	Payroll Deductions	MUNI	413.50
DD18509.9	28/02/2025	Australian Super	Superannuation Contributions	MUNI	339.73

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18509.10	28/02/2025	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	868.11
DD18509.11	28/02/2025	Colonial First State First Choice Wholesale Personal Super	Payroll Deductions	MUNI	1,115.14
DD18509.12	28/02/2025	Australian Retirement Trust	Payroll Deductions	MUNI	1,475.98
DD18509.13	28/02/2025	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	287.28
DD18509.14	28/02/2025	Plum Superannuation Fund	Superannuation Contributions	MUNI	358.03
DD18509.15	28/02/2025	Public Sector Superannuation Accumulation Plan	Payroll Deductions	MUNI	669.51
DD18509.16	28/02/2025	Spirit Super	Superannuation Contributions	MUNI	348.08
DD18509.17	28/02/2025	Unisuper	Payroll Deductions	MUNI	1,600.46
DD18509.18	28/02/2025	Asgard Independence Plan Division Two	Superannuation Contributions	MUNI	237.26
DD18509.19	28/02/2025	Mercer Super Trust	Superannuation Contributions	MUNI	234.64
DD18509.20	28/02/2025	The Trustee for the Bendigo Superannuation Plan	Superannuation Contributions	MUNI	212.33
DD18509.21	28/02/2025	Caresuper	Superannuation Contributions	MUNI	536.04
DD18509.22	28/02/2025	Commonwealth Essential Super	Superannuation Contributions	MUNI	96.29
DD18509.23	28/02/2025	Rest Superannuation	Payroll Deductions	MUNI	2,686.14
DD18509.24	28/02/2025	The Bro Code Super Fund	Superannuation Contributions	MUNI	62.59
DD18509.25	28/02/2025	Thomson Family Superannuation Fund	Superannuation Contributions	MUNI	1,117.78
DD18509.26	28/02/2025	Australiansuper	Superannuation Contributions	MUNI	8,945.40

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18509.27	28/02/2025	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	9.27
DD18509.28	28/02/2025	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	346.26
DD18509.29	28/02/2025	Hughes Superannuation Fund	Superannuation Contributions	MUNI	85.16
					1,863,525.26

REPORT TOTALS

EFT	\$	1,717,176.72
Muni Cheque	\$	-
Trust	\$	-
Payroll	\$	133,007.01
Credit Card	\$	3,022.82
Debit Card	\$	-
Direct Debit	\$	5,071.46
International	\$	-
BPAY	\$	5,247.25
TOTAL	\$	1,863,525.26

CERTIFICATE of Chief Executive Officer

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



Chief Executive Officer: _____

CARRIED
8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	

Background

Council delegates authority to the Chief Executive Officer annually through Delegation 1.2.16 To Purchase Goods and Services to a Specified Value, 1.2.31 Payments from the Municipal or Trust Funds and 1.2.35 Authorise Electronic Funds Transfers:

- Authority to make payments from Trust and Municipal Funds (1.2.31);
- To purchase goods and services to a value of not more than \$250,000 (1.2.16);
- To purchase goods and services for the Australian Tax Office and other Australian or Western Australian Government Departments, agencies, utility providers (i.e. electricity, water, gas) or Insurance up to the value of \$500,000 (1.2.16);
- To purchase goods and services for Creditors where an executed agreement or legal obligation exists which has prior Council endorsement (1.2.16); and
- To authorise Electronic Funds Transfer (EFT) (1.2.35).

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.*

R13. 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.*

R13A. Payments by employees via purchasing cards

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

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

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

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

Risk Assessment

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

TIER 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Schedule of Paid Accounts as at the 28 th February 2025
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Reputational	Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively

Officer Comment

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

END REPORT

12.5 COMMITTEES

12.5.1 Title: Audit and Risk Committee Meeting held on the 12th March 2025

Reporting Department:	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins – Director Corporate and Governance
Reporting Officer	Mrs Rebecca Hobby - Personal Assistant to Director Corporate and Governance
Legislation	Local Government Act 1995 Appendix ORD: 12.5.1A – Minutes Appendix ORD: 12.5.1B – Compliance Audit Return
Attachments	Appendix ORD: 12.5.1C – Shire of Dardanup Business Continuity Plan <i>Confidential</i> Attachment A <i>Confidential</i> Attachment B

MINUTES OF THE SHIRE OF DARDANUP AUDIT AND RISK COMMITTEE MEETING HELD ON WEDNESDAY, 12TH MARCH 2025, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 2.00PM.

Overview

The Minutes of the Audit & Risk Committee Meeting held on the 12th of March 2025 (Appendix ORD: 12.5.1A) are attached.

OFFICER RECOMMENDED RESOLUTION “A”

58-25 MOVED - Cr SL Gillespie SECONDED – Cr JD Manoni

THAT Council receives the Minutes (Appendix 12.5.1A) of the Audit & Risk Committee Meeting held on 12th March 2025.

CARRIED
8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	

AUDIT AND RISK COMMITTEE RESOLUTION & COUNCIL RESOLUTION “B”

59-25 MOVED - Cr JD Manoni SECONDED – Cr M Hutchinson

THAT Council:

- Adopts the 2024 Compliance Audit Return (CAR) as the official Return of Council for the period 1st of January 2024 to 31st of December 2024 as provided for in (Appendix ORD 12.5.1B); and**

2. Authorises the Shire President and Chief Executive Officer to certify and sign the 2024 Compliance Audit Return (CAR) as provided for in (Appendix ORD 12.5.1B).

Absolute Majority

CARRIED

8/0

FOR THE MOTION		AGAINST THE MOTION
Cr. T G Gardiner		
Cr. J D Manoni		
Cr. A C Jenour		
Cr. S L Gillespie		
Cr. A L Webster		
Cr M Hutchinson		
Cr L Davies		
Cr T Bell		

AUDIT AND RISK COMMITTEE RESOLUTION & COUNCIL RESOLUTION "C"

60-25 MOVED - Cr TG Gardiner SECONDED – Cr SL Gillespie

THAT Council receives the March 2025 update report on the implementation of actions required from the findings of the 2023/24 Regulation 17 Review.

CARRIED

8/0

FOR THE MOTION		AGAINST THE MOTION
Cr. T G Gardiner		
Cr. J D Manoni		
Cr. A C Jenour		
Cr. S L Gillespie		
Cr. A L Webster		
Cr M Hutchinson		
Cr L Davies		
Cr T Bell		

AUDIT AND RISK COMMITTEE RESOLUTION & COUNCIL RESOLUTION "D"

61-25 MOVED - Cr TG Gardiner SECONDED – Cr L Davies

THAT Council:

1. Receives the report from the Chief Executive Officer (as provided for in Confidential Attachment A) incorporating the review and findings of AMD Chartered Accountants (dated 28th February 2025) on the review of the appropriateness and effectiveness of the financial management systems and procedures under Regulation 5 of the *Local Government (Financial Management) Regulations 1996*.

2. Receives an update report through the Audit and Risk Committee on the actions required from the findings of the FMSR Audit to each committee meeting until resolved.

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	

AUDIT AND RISK COMMITTEE RESOLUTION & COUNCIL RESOLUTION "E"

62-25 MOVED - Cr SL Gillespie SECONDED – Cr TG Gardiner

THAT Council receives and endorses the Final Shire of Dardanup Business Continuity Plan (Appendix ORD: 12.5.1C).

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	

AUDIT AND RISK COMMITTEE RESOLUTION & COUNCIL RESOLUTION "F"

63-25 MOVED - Cr M Hutchinson SECONDED – Cr JD Manoni

THAT Council:

- Notes the report containing the findings and recommendations from the 2024 Cyber Security Audit conducted by Zirilio (Confidential Attachment B).
- Endorses the actions shown in Table 1 of this report, against each of the findings to remediate the issues that have been reported.

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	

12.5.2 Title: Bush Fire Advisory Committee Meeting held on the 12th March 2025

Reporting Department:	Corporate & Governance Directorate
Responsible Officer	Mr Ashwin Nair – Director Sustainable Development
Reporting Officer	Ms Renee Thomson - Personal Assistant to Director Sustainable Development
Legislation	Local Government Act 1995
Attachments	Appendix ORD: 12.5.2 – BFAC Minutes

MINUTES OF THE SHIRE OF DARDANUP BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING HELD ON WEDNESDAY, 12TH MARCH 2025, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 7.00PM.

Overview

The Minutes of the Bush Fire Advisory Committee Meeting held on the 12th of March 2025 (Appendix ORD: 12.5.2A) are attached.

OFFICER RECOMMENDED RESOLUTION

64-25 MOVED - Cr AC Jenour SECONDED – Cr M Hutchinson

THAT Council receives the Minutes (Appendix 12.5.2) of the Bush Fire Advisory Committee Meeting held on 12th March 2025.

CARRIED
8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	

12.5.3 **Title: Integrated Planning Committee Meeting held on the 12th March 2025**

Reporting Department:	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins – Director Corporate and Governance
Reporting Officer	Mrs Rebecca Hobby - Personal Assistant to Director Corporate and Governance
Legislation	Local Government Act 1995 Appendix ORD: 12.5.3A – Minutes Appendix ORD: 12.5.3B – ERC Equipment Asset Management Plan 2025/26-2034/35 Appendix ORD: 12.5.3C – IT Asset Management Plan Appendix ORD: 12.5.3D – Executive & Compliance Vehicle Asset Management Plan
Attachments	Appendix ORD: 12.5.3E – Infrastructure Plant and Vehicle Asset Management Plan Appendix ORD: 12.5.3F - Storm Water Drainage Asset Management Plan Appendix ORD: 12.5.3G - Program of Works – Paths 2025/26 – 2034/35 Appendix ORD: 12.5.3H – Buildings 2025/26 – 2034/35 Appendix ORD: 12.5.3I - Roads 2025/26-2034/35

DECLARATION OF INTEREST

Councillor Stacey Gillespie declared an Impartiality Interest in this item, Resolution L as she has attended ShePaddle Events hosted by Coastal Rowing.

MINUTES OF THE SHIRE OF DARDANUP INTEGRATED PLANNING COMMITTEE MEETING HELD ON WEDNESDAY, 12TH MARCH 2025, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 10.00AM.

Overview

The Minutes of the Integrated Planning Committee Meeting held on the 12th of March 2025 (Appendix ORD: 12.5.3A) are attached.

OFFICER RECOMMENDED RESOLUTION “A”

65-25 MOVED - Cr M Hutchinson SECONDED – Cr SL Gillespie

THAT Council receives the Minutes (Appendix ORD: 12.5.3A) of the Integrated Planning Committee Meeting held on 12th March 2025.

CARRIED
8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	

INTEGRATED PLANNING COMMITTEE RESOLUTION & COUNCIL RESOLUTION “B”

66-25 MOVED - Cr JD Manoni SECONDED – Cr AL Webster

THAT Council:

1. **Adopts the following Annual Transfers to the Eaton Recreation Centre Equipment Reserve for the delivery of the Eaton Recreation Centre Equipment Program:**

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	Annual Transfer (x \$1,000)									
2025/2026 Draft LTFP	100	100	100	130	130	130	130	130	200	200

2. **Endorses the 10 year Eaton Recreation Centre Equipment Asset Management Plan 2025/26 - 2034/35 inclusive of the acquisition and replacement program (Appendix ORD:12.5.3B).**

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	

INTEGRATED PLANNING COMMITTEE RESOLUTION & COUNCIL RESOLUTION “C”

67-25 MOVED - Cr T Bell SECONDED – Cr L Davies

THAT Council:

1. **Adopts the following Annual Transfers to the Information Technology Reserve for the delivery of the 10 Year Information Technology Replacement and Upgrade Works Program:**

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	Annual Transfer (x \$1,000)									
2025/2026 Draft LTFP	350	350	375	375	375	400	425	425	500	500

2. **Endorses the 10-year Information Technology Asset Management Plan 2025/26-2034/35 inclusive of the acquisition and replacement program (Appendix ORD 12.5.3C).**

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	

INTEGRATED PLANNING COMMITTEE RESOLUTION & COUNCIL RESOLUTION “D”

68-25 MOVED - Cr JD Manoni SECONDED – Cr L Davies

THAT Council:

- Adopts the following Annual Transfers to the Executive & Compliance Vehicles Reserve for the delivery of the Compliance and Executive Vehicle 10 Year Replacement Program:**

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	Annual Transfer (x \$1,000)									
2025/2026 Draft LTFP	135	135	165	175	150	155	165	195	215	215

- Endorses the 10 year Executive & Compliance Vehicle Asset Management Plan 2025/26 - 2034/35 inclusive of the vehicle acquisition and replacement program (Appendix ORD: 12.5.3D).**

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	

INTEGRATED PLANNING COMMITTEE RESOLUTION & COUNCIL RESOLUTION “E”

69-25 MOVED - Cr JD Manoni SECONDED – Cr T Bell

THAT Council:

- Adopts the following Annual Transfers to the Plant and Engineering Equipment Reserve for the delivery of the Infrastructure Plant and Vehicle 10 Year Replacement Program:**

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	Annual Transfer (x \$1,000)									
2025/2026 Draft LTFP	276	315	355	355	355	385	410	415	554	673

- Endorses the 10 year Infrastructure Plant and Vehicle Asset Management Plan 2025/26 - 2034/35 acquisition and replacement program (Appendix ORD: 12.5.3E)**

3. Receives a report investigating the pricing, usage and lifespan of the two graders contained in the 2025/26 Plant and Vehicle Asset Management Plan prior to committing to the purchase of the graders.

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	

INTEGRATED PLANNING COMMITTEE RESOLUTION & COUNCIL RESOLUTION "F"

70-25

MOVED -

Cr T Bell

SECONDED –

Cr AC Jenour

THAT Council:

1. Adopts the following Annual Transfers to the Storm Water Reserve for the delivery of the 10 Year Storm Water Works Program:

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	Annual Transfer (x \$1,000)									
2025/2026 Draft LTFP	30	50	50	50	50	50	50	50	50	50

2. Endorses the 10 year Storm Water Drainage Asset Management Plan 2025/26 - 2034/35 Works Program (Appendix ORD: 12.5.3F).

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	

INTEGRATED PLANNING COMMITTEE RESOLUTION & COUNCIL RESOLUTION “G”

71-25 MOVED - Cr T Bell SECONDED – Cr JD Manoni

THAT Council:

1. **Adopts the following Annual Transfers to the Pathways Reserve for the delivery of the 10 Year Pathways Works Program:**

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	Annual Transfer (x \$1,000)									
2025/2026 Draft LTFP	150	200	200	200	200	200	200	250	200	200

2. **Endorses the 10 year Program of Works – Paths 2025/26 – 2034/35 (Appendix ORD: 12.5.3G)**

CARRIED
8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	

INTEGRATED PLANNING COMMITTEE RESOLUTION & COUNCIL RESOLUTION “H”

72-25 MOVED - Cr M Hutchinson SECONDED – Cr L Davies

THAT Council:

1. **Adopts the following Annual Transfers to the Parks & Reserves Upgrades Reserve for the delivery of the 10 Year Road Works Program:**

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	Annual Transfer (x \$1,000)									
2025/2026 Draft LTFP	350	400	250	250	250	250	250	250	250	250

CARRIED
8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	

INTEGRATED PLANNING COMMITTEE RESOLUTION & COUNCIL RESOLUTION "I"

73-25 MOVED - Cr T Bell SECONDED – Cr SL Gillespie

THAT Council:

1. **Adopts the following Annual Transfers to the Building Maintenance Reserve for the delivery of the 10 Year Program of Works – Buildings 2025/26 – 2034/35, to be incorporated into the draft 2025/26-2034/35 Long Term Financial Plan:**

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	Annual Transfer (x \$1,000)									
2025/2026 Draft LTFP	400	400	400	400	400	450	450	450	450	450

2. **Endorses the 10 year the 10 Year Program of Works – Buildings 2025/26 – 2034/35 (Appendix ORD: 12.5.3H).**

CARRIED
8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	

INTEGRATED PLANNING COMMITTEE RESOLUTION & COUNCIL RESOLUTION "J"

74-25 MOVED - Cr T Bell SECONDED – Cr AL Webster

THAT Council:

1. **Adopts the following Annual Transfers to the Road Construction & Major Maintenance Reserve for the delivery of the 10 Year Road Works Program 2025/26-2034/35, to be incorporated into the draft 2025/26-2034/35 Long Term Financial Plan:**

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	35-36
	Annual Transfer (x \$1,000)									
2025/26 Draft LTFP	* (300)	250	500	750	800	900	1,000	1,050	1,000	1,000

* Note: Negative transfer in 2025/26 represents transfer of \$300k from the Road Construction and Maintenance Reserve to Buildings Construction and Maintenance Reserve. Increased transfer to Buildings Construction and Maintenance Reserve is shown in the Summary of Transfers – Buildings (see Appendix IPC 8.8B – Summary of Transfers – Draft Program of Works – Buildings 2025_26 - 2034_35)

2. **Endorses the 10 year Program of Works - Roads 2025/26-2034/35 (Appendix ORD: 12.5.3I).**

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	

INTEGRATED PLANNING COMMITTEE RESOLUTION & COUNCIL RESOLUTION "K"

75-25 MOVED - Cr T Bell SECONDED – Cr M Hutchinson

THAT Council:

1. **Sets the Shire President and Elected Member 2025/26 Annual Attendance Fee at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2025, as determined by the Salaries and Allowances Tribunal.**
2. **Sets the Shire President and Deputy Shire President 2025/26 Annual Local Government Allowance at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2025, as determined by the Salaries and Allowances Tribunal.**
3. **Sets the Elected Member 2025/26 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2025, as determined by the Salaries and Allowances Tribunal.**
4. **Reimburses child care expenses at the lesser of actual cost or \$35 per hour (as determined by the Salaries & Allowances Tribunal). Reimbursement shall be made upon submission of documentary evidence that the expense has been incurred for child care expenses.**
5. **Reimburses travel expenses upon documentary evidence of km's travelled or expense incurred in accordance with the *Local Government (Administration) Regulations 1996* and Council Policy CnG CP042 - Councillor Fees.**

6. Includes Superannuation to Elected Members of Council at a rate equivalent to the Superannuation Guarantee, applying from 1st July 2025.

Absolute Majority

CARRIED

6/2

FOR THE MOTION	AGAINST THE MOTION
Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell Cr. J D Manoni	Cr. T G Gardiner Cr. A C Jenour

INTEGRATED PLANNING COMMITTEE RESOLUTION & COUNCIL RESOLUTION “L”

76-25 MOVED - Cr T Bell SECONDED – Cr AC Jenour

THAT Council:

- Continues to financially support the following tourism groups, events and partnerships in the draft 2025/26 Annual Budget and 2025/26 – 2034/35 Long Term Financial Plan:

	2025/26	2026/27	2027/28	2028/29
Ferguson Valley Marketing Inc – Operational Grant (plus up to \$6,000 operational costs which are now included in the lease and paid for by Council)	\$23,500	\$23,500	\$24,205	\$24,931
Tourism & Events Grants – (Contestable Grant on application for remaining funds after committed support for Bull & Barrel Festival \$10,500, Eaton Foreshore Festival \$3,000, Dardanup Arts Spectacular \$11,500 - CP044; Lost and Found Festival \$15,000)	\$40,000	\$40,000	\$40,000	\$40,000
Bunbury Geographe Tourism Partnership	\$20,000	\$20,000	\$20,000	\$20,000
TOTAL	\$83,500	\$83,500	\$84,205	\$84,931

- Supports the investigation and cost estimate of Wells Recreation Park – fencing southern boundary and requests the Chief Executive Officer to incorporate this into the Shire’s Parks and Reserve Asset Management Plan Review to be conducted during 2025/2026;
- Supports the investigation and cost estimate of Wells Recreation Park - lights on the western side of the oval and requests the Chief Executive Officer to incorporate this into the Shire’s Parks and Reserve Asset Management Plan Review to be conducted during 2025/2026;
- Supports, in principal, the acquisition of a Third Industrial Fan at the Eaton Recreation Centre on the basis of the expenditure being grant funded to cover the majority of the costs;

5. Does not Support Ferguson Valley Marketing – One Off Funding Contribution towards a Mobile Community and Information Pop Up for \$10,000 and requests the Chief Executive Officer to work with the Ferguson Valley Marketing Association to further develop the proposed concept of a pop up or a more permanent Information Centre at Gnomesville as part of a review of the Gnomesville Master Plan to be conducted in 2025/2026.
6. Does not Support Ferguson Hall Committee contribution request to professionally project scope the long-term fix drainage/water run-off issues at an estimated cost of \$15,000, and requests the Chief Executive Officer incorporate this into the Council Plan Review as an action to be undertaken during 2025/2026;
7. Supports Coastal Rowing WA Inc to purchase one (1) Sea Container at a cost of \$8,000.

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr. A L Webster Cr M Hutchinson Cr L Davies Cr T Bell	

INTEGRATED PLANNING COMMITTEE RESOLUTION & COUNCIL RESOLUTION "M"

77-25 MOVED - Cr TG Gardiner SECONDED – Cr T Bell

THAT Council supports Ferguson Valley Marketing – Lost and Found Festival 2025 Additional Contribution of \$5,000, to a total of \$20,000.

CARRIED

5/3

FOR THE MOTION	AGAINST THE MOTION
Cr. S L Gillespie Cr. T G Gardiner Cr. J D Manoni Cr L Davies Cr T Bell	Cr. A C Jenour Cr. A L Webster Cr M Hutchinson

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

None.

16 MATTERS BEHIND CLOSED DOORS

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

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

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

- S 5.23 (1) Subject to subsection (2), the following are to be open to members of the public-*
- (a) all Council meetings; and*
 - (b) all meetings of any committee to which a local government power or duty has been delegated.*
 - (2) If a meeting is being held by a Council or by a committee referred to in subsection (1) (b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following -*
 - (a) a matter affecting an employee or employees;*
 - (b) the personal affairs of any person;*
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*
 - (e) a matter that if disclosed, would reveal -*
 - (i) a trade secret;*
 - (ii) information that has a commercial value to a person; or*
 - (iii) information about the business, professional, commercial or financial affairs of a person,*

where the trade secret or information is held by, or is about, a person other than the local government;
 - (f) a matter that if disclosed, could be reasonably expected to -*
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;*
 - (ii) endanger the security of the local government's property; or*
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*
 - (g) information which is the subject of a direction given under section 23 (1a) of the Parliamentary Commissioner Act 1971; and*
 - (h) such other matters as may be prescribed.*
 - (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

78-25

MOVED -

Cr SL Gillespie

SECONDED –

Cr T Bell

THAT in accordance with the Local Government Act 1995, S 5.23, section (2)(a) Council goes Behind Closed Doors [7.06pm] to discuss a matter affecting an employee or employees.

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. J D Manoni	
Cr. A C Jenour	
Cr. S L Gillespie	
Cr. A L Webster	
Cr M Hutchinson	
Cr L Davies	
Cr T Bell	

Note: The following staff attendees left room at 7.06pm:

- *Manager Governance, Mrs Donna Bailye*
- *Communications Officer, Mrs Tahniah Creedon*
- *Director Sustainable Development, Mr Ashwin Nair*
- *Director Infrastructure, Mr Theo Naude*
- *Manager Recreation Centre, Mr Michael Gibbings*

16.1 Title: Chief Executive Officer 2024/25 Performance Review & Professional Development

Reporting Department	<i>Executive</i>
Responsible Officer	<i>Ms Natalie Hopkins – Director Corporate & Governance</i>
Reporting Officer	<i>Mrs Teresa Partridge – Acting Manager Human Resources</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic</i>
Voting Requirement	<i>Simple Majority</i>
Confidential Attachments	<i>Confidential Attachment Appendix ORD 16.1A - CEO Performance Review Proposal 2025 - Price</i>
	<i>Confidential Attachment Appendix ORD 16.1B - CEO Performance Review Proposal 2025 - Brainbox</i>
	<i>Confidential Attachment Appendix ORD 16.1 C - CEO Performance Review Proposal 2025 - Goodman Solutions</i>
	<i>Confidential Attachment Appendix ORD 16.1D - CEO Performance Review Proposal 2025 - Strategic Leadership Consulting</i>
	<i>Confidential Attachment Appendix ORD 16.1 E - CEO Life Style Inventory 360 Proposal</i>
	<i>Appendix ORD: 16.1F – Risk Assessment</i>

REPORT UNDER SEPARATE COVER

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

DECLARATION OF INTEREST

Chief Executive Officer, Mr André Schönfeldt declared a Financial Interest in this item and that he has contributed to this report.
Please refer to Part 11 'Declaration of Interest' for full details.
Cr J D Manoni declared an Impartiality Interest in this item as he is on the Board of the Geographe Chamber of Commerce.

Change to Officer Recommendation – No Change

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION "A"

79-25 MOVED - Cr M Hutchinson SECONDED – Cr AC Jenour

THAT Council appoints Goodman Solutions to undertake the Chief Executive Officer's 2024/25 Performance Review.

CARRIED
8/0

<i>For the Motion</i>	<i>Against the Motion</i>
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr M Hutchinson Cr L Davies Cr T Bell Cr. A L Webster	

Change to Officer Recommendation – No Change**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION 'B'**

80-25 MOVED - Cr M Hutchinson SECONDED – Cr SL Gillespie

THAT Council notes that Dr Lynda Folan from Inspired Development Solutions Pty Ltd has been appointed to complete a Life Style Inventory 360 Report including the identification of growth and development opportunities for the Chief Executive Officer.

CARRIED

8/0

<i>For the Motion</i>	<i>Against the Motion</i>
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr M Hutchinson Cr L Davies Cr T Bell Cr. A L Webster	

OFFICER RECOMMENDED RESOLUTION

81-25 MOVED - Cr J D Manoni SECONDED – Cr A C Jenour

THAT Council return from Behind Closed Doors [7.33pm].

CARRIED

8/0

<i>For the Motion</i>	<i>Against the Motion</i>
Cr. T G Gardiner Cr. J D Manoni Cr. A C Jenour Cr. S L Gillespie Cr M Hutchinson Cr L Davies Cr T Bell Cr. A L Webster	

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

17 CLOSURE OF MEETING

The Presiding Officer, Cr TG Gardiner advised that the date of the next:

- Ordinary Meeting of Council will be Wednesday, the 23rd April 2025, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Presiding Officer declared the meeting closed at 7.34pm.



CONFIRMATION OF MINUTES

"As the person presiding at the meeting at which these minutes were confirmed on 23rd April 2025, I certify that these minutes have been confirmed as a true and accurate record of proceedings.

A handwritten signature in black ink, appearing to read "Tyrrell", is written over the word "Signed:".

Signed:

(Chairman or Shire President or Other Presiding Officer)

Email: Tyrrell.gardiner@dardanup.wa.gov.au