



Committee Meetings

# APPENDICES

Item 12.5.1

# ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 27<sup>th</sup> of April 2022

Commencing at 5.00pm

At

Shire of Dardanup  
ADMINISTRATION CENTRE EATON  
1 Council Drive – EATON

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Upon request.





# MINUTES

## INTEGRATED PLANNING COMMITTEE MEETING

Held

13<sup>th</sup> April 2022

As an

E-Meeting Via Zoom &  
Shire of Dardanup  
1 Council Drive, Eaton

This document is available in alternative formats such as:

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## **VISION STATEMENT**

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

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## **Members of Integrated Planning Committee**

- Cr MT Bennett
- Cr PS Robinson
- Cr LW Davies
- Cr TG Gardiner
- Cr EP Lilly
- Cr PR Perks
- Cr SL Gillespie
- Cr MR Hutchinson
- Cr JP Dow

## **Terms of Reference**

The Terms of Reference for this Committee are located in the Tardis records system – refer to the following link:  
[2021 - ToR Integrated Planning Committee](#)

## (Appendix ORD: 12.5.1)

### COUNCIL ROLE

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

### DISCLAIMER

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

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

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

### RISK ASSESSMENT

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

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP INTEGRATED PLANNING COMMITTEE MEETING HELD ON WEDNESDAY, 13<sup>TH</sup> OF APRIL 2022, AS AN E-MEETING VIA ZOOM & AT SHIRE OF DARDANUP ADMINISTRATION CENTRE EATON, COMMENCING AT 1.00PM.

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

The Chairperson Cr Michael Bennett, declared the meeting open at 1.00pm, welcomed those in attendance and 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 those visitors to our Shire.*

*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.*

*Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects.*

*The exception to this Policy is when there is a meeting of the committee or working group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.*

*Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee.*

*Emergency Procedure*

*In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the muster point located at the front of the building where we will meet (and complete a roll call).*



**2 RECORD OF ATTENDANCE/APOLOGIES**

*The Presiding Member will confirm that each person expected to attend the meeting is connected to the e-Meeting platform and therefore in attendance [Roll Call].*

*The Presiding Member will call the names of elected members and staff. Each person is to respond when their name is called to confirm that they are in attendance.*

*Presiding Member will then ask “Is there anyone in attendance that has not yet been recorded?”*

**2.1 Attendance**

Cr. Michael Bennett	-	Shire President (Chairperson)
Cr. Peter Robinson	-	Deputy Shire President - [Via Zoom 1.03pm]
Cr. Tyrrell Gardiner	-	Elected Member (Deputy Chairperson)
Cr. Mark Hutchinson	-	Elected Member
Cr. Ellen Lilly	-	Elected Member
Cr. Janice Dow	-	Elected Member
Cr Luke Davies	-	Elected Member
Cr Patricia Perks	-	Elected Member – [Via Zoom]
Mr André Schönfeldt	-	Chief Executive Officer
Mr Phil Anastasakis	-	Deputy Chief Executive Officer
Ms Susan Oosthuizen	-	Director Sustainable Development [Via Zoom]
Mr Theo Naudé	-	Director Infrastructure [Via Zoom]
Mrs Sonja Pienaar	-	Manager Assets
Mrs Donna Bailye	-	PA, Deputy Chief Executive Officer
Mrs Cathy Lee	-	Manager Governance & HR

**2.2 Apologies**

Cr Stacey Gillespie	-	Elected Member
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**3 PRESENTATIONS**

None.

**4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

4.1 Integrated Planning Committee Meeting Held 9<sup>th</sup> of March 2022

**OFFICER RECOMMENDED RESOLUTION &  
INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 20-22      MOVED -      Cr T Gardiner      SECONDED –      Cr E Lilly

**THAT the Minutes of the Integrated Planning Committee Meeting held on the 9<sup>th</sup> of March 2022, be confirmed as true and correct subject to no corrections.**

CARRIED  
8/0

**5 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED**

None.

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

None.

**7 DECLARATION OF INTEREST**

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

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

**e-MEETING PROCESS – ADVICE TO PUBLIC & ELECTED MEMBERS**

*The Chairperson will:*

- *Read aloud each disclosure of interest received in writing before the meeting.*
- *Ask if there are any further disclosures to be made.*

*If there are further disclosures to be made, the following process for disclosing interests in an e-Meeting are to be followed:*

- *Once the Chairperson acknowledges you, State your name and the conflict of interest being disclosed (financial / indirect financial / proximity / impartiality) and the relevant Agenda Item and Title.*
- *The Chairperson will acknowledge the interest by repeating the Council Member's name and the details of the interest for recording in the Minutes.*
- *After the meeting, Council Members must provide the disclosure of interest in writing by email to the CEO.*

*Discussion:*

*Note: Cr P Robinson joined the meeting via Zoom at 1.03pm.*

*Shire President, Cr. M T Bennett asked Councillors and staff if there were any Declarations of Interest to be made.*

- *Cr Luke Davies declared a Financial Interest in Item 8.4 Building Asset Management Plan 2022/23 – 2031/32 as Cr Luke Davies is employed by Coles who is a tenant of City Gate Properties. .*

**ADJOURNMENT OF MEETING**

**INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 21-22      MOVED -      Cr E Lilly      SECONDED -      Cr M Hutchinson

**THAT the Committee adjourn the meeting at 1.04pm to enable further discussion on the Long Term Financial Plan and re-commence the meeting at 3.00pm**

CARRIED  
8/0

*Note: The Chairperson, Cr M T Bennett, resumed the meeting at 3.01pm. All those present prior to the adjournment were present following the adjournment.*

**MEETING RECONVENED**

## (Appendix ORD: 12.5.1)

*Discussion:*

*The Chairperson, Cr M Bennett put forward a resolution that all items listed in the current agenda be referred to the Special Council Meeting to be held on the 4<sup>th</sup> May 2022.*

### **INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 22-22      MOVED -      Cr M T Bennett      SECONDED -      Cr E Lilly

**THAT the Committee refer all items in the 13<sup>th</sup> of April 2022 Integrated Planning Committee Agenda to the Special Council Meeting to be held on the 4<sup>th</sup> of May 2022.**

CARRIED  
8/0

**8 REPORTS OF OFFICERS**

8.1 Title: Councillor / Staff Budget Requests

*Reporting Department: Corporate & Governance*  
*Reporting Officer: Mr Phil Anastasakis – Deputy Chief Executive Officer*  
*Legislation: Local Government Act 1995 and Local Government (Audit) Regulations*  
*Attachments: Appendix IPC: 8.1 – Risk Assessment*

**OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION**

THAT the Integrated Planning Committee recommend to Council

1. That the following projects be included for consideration in the Draft LTFP, Draft Corporate Business Plan and Draft 2022/23 Budget:
  - i). Councillor Budget Request:
    - a. ....
  - ii) Staff Budget Requests:
    - a. ....
    - b. .... ; and
2. That the unspent portion of the Wanju Developer Contribution Plan loan of \$750,000 estimated to be \$232,000, be re-allocated in the Draft LTFP, Draft Corporate Business Plan and Draft 2022/23 Budget as follows:
  - \$50,000 towards the development of Development Contribution Plans for Burekup and Dardanup; and
  - the balance estimated to be \$182,000 towards building projects, and transferred to the Building Maintenance Reserve, enabling an equivalent reduced transfer from the Municipal funds.

**NOTE: As per resolution IPC 22-22 this matter is referred to the Special Council Meeting to be held on 4<sup>th</sup> of May 2022.**

8.2 Title: Draft Workforce Plan 2022/23 – 2031/32

*Reporting Department:* Corporate & Governance Directorate  
*Reporting Officer:* Mr Phil Anastasakis - Deputy CEO  
Ms Cathy Lee - Manager Governance & HR  
*Legislation:* Local Government Act 1995  
*Attachments:* Appendix IPC: 8.2A – Risk Assessment  
Appendix IPC: 8.2B – Draft 2022/23 Workforce Plan

OFFICER RECOMMENDED RESOLUTION &  
INTEGRATED PLANNING COMMITTEE RESOLUTION

THAT the Integrated Planning Committee recommends that Council endorse the Shire of Dardanup draft Workforce Plan 2022/23 - 2031/32 as per (Appendix IPC: 8.2B) inclusive of the following additional position:

- a) Add a 0.5FTE permanent part-time Contract Building Surveyor.

**NOTE: As per resolution IPC 22-22 this matter is referred to the Special Council Meeting to be held on 4<sup>th</sup> of May 2022.**

8.3

Title: Road Asset Management Plan 2022/23 – 2031/32

*Reporting Department: Corporate & Governance*  
*Reporting Officer: Mrs Sonja Pienaar – Manager Assets*  
*Mr Theo Naudé – Director Infrastructure*  
*Legislation: Local Government Act 1995*  
*Local Government (Function & General) Regulations 1996*  
*Attachments Appendix IPC: 8.3A – RAMP*  
*Appendix IPC: 8.3B – Risk Assessment*

OFFICER RECOMMENDED RESOLUTION &  
INTEGRATED PLANNING COMMITTEE RESOLUTION

THAT the Integrated Planning Committee recommends that Council endorses the 10 year Road Asset Management Plan 2022/23-2031/32 program of works (Appendix IPC: 8.3A), inclusive of the following amendments:

1. ...
2. ...
3. ...

**NOTE: As per resolution IPC 22-22 this matter is referred to the Special Council Meeting to be held on 4<sup>th</sup> of May 2022.**

## (Appendix ORD: 12.5.1)

8.4 Title: *Building Asset Management Plan 2022/23 – 2031/32*

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Sonja Pienaar – Manager Assets</i> <i>Mr Theo Naudé – Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i> <i>Local Government (Function &amp; General) Regulations 1996</i>
<i>Attachments</i>	<i>Appendix IPC 8.4A – BAMP</i> <i>Appendix IPC 8.5B – Risk Assessment</i> <i>Appendix IPC 8.4C–BAMP–Improvement/Renewal Program</i>

### OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

THAT the Integrated Planning Committee recommends that Council endorses the 10 year Building Asset Management Plan 2022/23 - 2031/32 program of works (Appendix IPC: 8.4A), inclusive of the following amendments:

1. ...
2. ...

**NOTE: As per resolution IPC 22-22 this matter is referred to the Special Council Meeting to be held on 4<sup>th</sup> of May 2022.**



## (Appendix ORD: 12.5.1)

8.5 Title: *Pathway Asset Management Plan 2022/23 – 2031/32*

*Reporting Department: Infrastructure*  
*Reporting Officer: Mrs Sonja Pienaar– Manager Assets*  
*Mr Theo Naudé – Director Infrastructure*  
*Legislation: Local Government Act 1995*  
*Local Government (Function & General) Regulations 1996*  
*Attachments: Appendix IPC 8.5A - PAMP*  
*Appendix IPC 8.5B – Risk Assessment*

### OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

THAT the Integrated Planning Committee recommends that Council Endorses the 10 Year Pathway Asset Management Plan 2022/23-2031/32 program of works (Appendix IPC: 8.5A), inclusive of the following amendments:

1. ...
2. ...
3. ...

**NOTE: As per resolution IPC 22-22 this matter is referred to the Special Council Meeting to be held on 4<sup>th</sup> of May 2022.**

## (Appendix ORD: 12.5.1)

8.6

Title: Parks & Reserves Asset Management Plan 2022/23 – 2031/32

<i>Reporting Department:</i>	<i>Corporate &amp; Governance</i>
<i>Reporting Officer:</i>	<i>Mrs Sonja Pienaar – Manager Assets</i> <i>Mr Theo Naudé – Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i> <i>Local Government (Function &amp; General) Regulations 1996</i>
<i>Attachments:</i>	<i>Appendix IPC 8.6A – PRAMP</i> <i>Appendix IPC 8.6B - Risk Assessment</i>

### OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

THAT Integrated Planning Committee recommends that Council endorses the 10 year Parks & Reserves Asset Management Plan 2022/23-2031/32 program of works. (Appendix SPC: 8.6A)

**NOTE: As per resolution IPC 22-22 this matter is referred to the Special Council Meeting to be held on 4<sup>th</sup> of May 2022.**

## (Appendix ORD: 12.5.1)

8.7

Title: Stormwater Asset Management Plan 2022/23 – 2031/32

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Sonja Pienaar – Manager Assets</i> <i>Mr Theo Naudé – Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i> <i>Local Government (Function &amp; General) Regulations 1996</i>
<i>Attachments</i>	<i>Appendix IPC: 8.7A – SWAMP</i> <i>Appendix IPC: 8.7B – Risk Assessment</i>

### OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

THAT the Integrated Planning Committee recommends that Council endorses the 10 year Stormwater Asset Management Plan 2022/23-2031/32 program of works (Appendix SPC 8.7A).

**NOTE: As per resolution IPC 22-22 this matter is referred to the Special Council Meeting to be held on 4<sup>th</sup> of May 2022.**

## (Appendix ORD: 12.5.1)

8.8

Title: Plant & Vehicle Asset Management Plan 2022/23 – 2031/32

*Reporting Department: Infrastructure Directorate*  
*Reporting Officer: Mr Theo Naudé – Director Infrastructure*  
*Legislation: Local Government Act 1995*  
*Local Government (Function & General) Regulations 1996*  
*Attachments: Appendix IPC 8.8A- Council Policy Infr CP048 .*  
*Appendix IPC 8.8B – PVAMP*  
*Appendix IPC 8.8C – Risk Assessment*

### OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

THAT the Integrated Planning Committee recommends that Council endorses the 10 year Plant & Vehicle Asset Management Plan 2022/23-2031/32 acquisition and replacement program (Appendix IPC: 8.8B).

**NOTE: As per resolution IPC 22-22 this matter is referred to the Special Council Meeting to be held on 4<sup>th</sup> of May 2022.**

## (Appendix ORD: 12.5.1)

8.9 Title: Executive & Compliance Vehicle Asset Management Plan 2022/23 – 2031/32

*Reporting Department:* Corporate & Governance  
*Reporting Officer:* Mr Allan Hutcheon – Procurement Officer  
Mr Phil Anastasakis – Deputy Chief Executive Officer  
*Legislation:* Local Government Act 1995  
Local Government (Function & General) Regulations 1996  
*Attachments:* Appendix IPC: 8.9A – Executive & Compliance AMP  
Appendix IPC: 8.9B – Risk Assessment

### OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

THAT the Integrated Planning Committee recommends that Council endorses the 10 year Executive & Compliance Vehicle Asset Management Plan 2022/23- 2031/32 acquisition and replacement program (Appendix IPC: 8.9A).

**NOTE: As per resolution IPC 22-22 this matter is referred to the Special Council Meeting to be held on 4<sup>th</sup> of May 2022.**

## (Appendix ORD: 12.5.1)

8.10 Title: Eaton Recreation Centre Equipment Asset Management Plan 2022/23 – 2031/32

*Reporting Department:* Sustainable Development Directorate  
*Reporting Officer:* Mr Gary Thompson - Manager Sport & Recreation  
*Legislation:* Local Government Act 1995  
*Attachments* Appendix IPC: 8.10A – Eaton Recreation Centre AMP  
Appendix IPC: 8.10B – Risk Assessment

### OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

THAT the Integrated Planning Committee recommends that Council endorses the 10 year Recreation Centre Equipment Asset Management Plan 2022/23-2031/32 acquisition and replacement program (Appendix IPC: 8.10A).

**NOTE: As per resolution IPC 22-22 this matter is referred to the Special Council Meeting to be held on 4<sup>th</sup> of May 2022.**

## (Appendix ORD: 12.5.1)

8.11 Title: IT Asset Management Plan 2022/23 – 2031/32

*Reporting Department:* Corporate & Governance  
*Reporting Officer:* Mr Chris Murray – Manager Information Services  
Mr Phil Anastasakis – Deputy Chief Executive Officer  
*Legislation:* Local Government Act 1995  
*Attachments* Appendix IPC: 8.11A – IT AMP  
Appendix IPC: 8.11B – Risk Assessment

OFFICER RECOMMENDED RESOLUTION &  
INTEGRATED PLANNING COMMITTEE RESOLUTION

THAT the Integrated Planning Committee recommends that Council adopts the IT Asset Management Plan 2022/23 – 2031/32 (Appendix IPC: 8.11A).

**NOTE: As per resolution IPC 22-22 this matter is referred to the Special Council Meeting to be held on 4<sup>th</sup> of May 2022.**

## (Appendix ORD: 12.5.1)

8.12

Title: Draft - 2022/23 Fees & Charges – Waste Management Charges (Section 10.1)

*Reporting Department:* Corporate & Governance  
*Reporting Officer:* Mr Phil Anastasakis – Deputy CEO  
Mr Andre Schonfeldt – Chief Executive Officer  
  
*Legislation:* Local Government Act 1995  
*Attachments:* Appendix IPC 8.12A – Risk Assessment  
Appendix IPC: 8.12B – Draft 2022/23 Schedule of Fees & Charges (Section 10.1)

### OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

THAT the Integrated Planning Committee recommend to that Council:

1. Endorse the Draft 2022/23 Waste Management (Section 10.1) Schedule of Fees and Charges included as (Appendix IPC 9.4B), to become effective 1<sup>st</sup> July 2022;
2. Where required, give local public notice of the applicable Fees and Charges; and
3. Support the continued budget contribution of \$5,200 per annum towards e-Waste collection service operated by Mr Matt Meijer in Eaton/Millbridge, with grants sourced to assist this initiative where possible.

**NOTE: As per resolution IPC 22-22 this matter is referred to the Special Council Meeting to be held on 4<sup>th</sup> of May 2022.**



**9 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**10 NEW BUSINESS OF AN URGENT NATURE**

None.

**11 MATTERS BEHIND CLOSED DOORS**

None.

**12 CLOSURE OF MEETING**

The Chairperson advises that the date of the next Integrated Planning Committee Meeting will be advised.

There being no further business the Chairperson declared the meeting closed at 3.02pm.

