



Shire of Dardanup

**CONFIRMED**

# MINUTES

## ORDINARY COUNCIL MEETING

Held

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

At

Shire of Dardanup  
ADMINISTRATION CENTRE EATON  
1 Council Drive - EATON

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

---

## **VISION STATEMENT**

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

---

## TABLE OF CONTENTS

<b>1</b>	<b>DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS.....</b>	<b>1</b>
<b>2</b>	<b>RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED .....</b>	<b>2</b>
2.1	<i>Attendance.....</i>	2
2.2	<i>Apologies.....</i>	2
2.3	<i>Leave of Absence.....</i>	2
<b>3</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....</b>	<b>2</b>
<b>4</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>2</b>
<b>5</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE .....</b>	<b>3</b>
<b>6</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS .....</b>	<b>3</b>
6.1	<i>Title: Petition to Install Speed Humps Along Hayward Street in Dardanup.....</i>	3
6.2	<i>Title: 2000-01 Time Capsule – Rotary Club of Bunbury for the Children’s Leukaemia &amp; Cancer Research Foundation (INC.).....</i>	7
6.3	<i>Larry Guise (Planning Consultant-Across Planning) and David Offer (Owner of Dardanup Park Pty Ltd) – Item ‘12.2.1 – Proposed Local Planning Scheme Amendment No. 205 – ‘Small Holding’ Rezoning Lot 2 Harold Douglas Drive and portion of Lot 185 Venn Road, Dardanup West .....</i>	9
<b>7</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....</b>	<b>10</b>
7.1	<i>Ordinary Council Meeting Held on the 23<sup>rd</sup> of March 2022.....</i>	10
<b>8</b>	<b>ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION .....</b>	<b>11</b>
8.1	<i>Title: Shire President Monthly Report.....</i>	11
<b>9</b>	<b>ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED.....</b>	<b>12</b>
9.1	<i>Title: Third Quarter Corporate Performance Report.....</i>	12
9.2	<i>Title: Determine Tender RFT-F0245334 Managed Print Services (MPS).....</i>	12
9.3	<i>Title: RFT-F0269517 – Design and Construction of Playground Equipment (Cadell Park and Lofthouse Park) ....</i>	12
9.4	<i>Title: Determine Tender RFT-F0268714 Sale of Sand .....</i>	12
<b>10</b>	<b>QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN.....</b>	<b>13</b>
<b>11</b>	<b>DECLARATION OF INTEREST .....</b>	<b>13</b>
<b>12</b>	<b>REPORTS OF OFFICERS AND COMMITTEES .....</b>	<b>14</b>
<b>12.1</b>	<b>EXECUTIVE REPORTS.....</b>	<b>14</b>
<b>12.2</b>	<b>SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS .....</b>	<b>15</b>
12.2.1	<i>Title: Proposed Local Planning Scheme Amendment No. 205 – ‘Small Holding’ Rezoning Lot 2 Harold Douglas Drive and portion of Lot 185 Venn Road, Dardanup West .....</i>	15
12.2.2	<i>Title: South West Business Excellence Awards Sponsorship Request .....</i>	22
12.2.3	<i>New Shire of Dardanup Library, Administration and Community Building .....</i>	25
<b>12.3</b>	<b>INFRASTRUCTURE DIRECTORATE REPORTS .....</b>	<b>33</b>
12.3.1	<i>Title: Panizza Road – Dust Suppression.....</i>	33
<b>12.4</b>	<b>CORPORATE &amp; GOVERNANCE DIRECTORATE REPORTS.....</b>	<b>40</b>
12.4.1	<i>Title: Shire of Dardanup – New Lease Agreement Template.....</i>	40
12.4.2	<i>Title: Country Women’s Association of Western Australia Inc. – Renewal of Lease – CWA Building Hamilton Road - Eaton.....</i>	49
12.4.3	<i>Title: Eaton Junior Football – R&amp;J Fishwick Pavilion (Pratt Road Clubrooms) – Revised Concept Plan and Replacement of Shed.....</i>	53
12.4.4	<i>Title: Dardanup Sporting and Community Clubs – Extension of Storage Shed – Wells Recreation Reserve .....</i>	61
12.4.5	<i>Title: Costings for Installation of Audio Recording Equipment – Shire of Dardanup Council Meetings .....</i>	65
12.4.6	<i>Title: Equal Employment Opportunity (EEO) Management Plan 2022- 2024.....</i>	69
12.4.7	<i>Title: Bushfire Brigade Amendment Local Law 2022 - Adoption .....</i>	72
12.4.8	<i>Title: Monthly Statement of Financial Activity for the Period Ended on the 31<sup>st</sup> of March 2022.....</i>	77

12.4.9	Title: Schedule of Paid Accounts as at the 31 <sup>st</sup> of March 2022.....	81
<b>12.5</b>	<b>COMMITTEES.....</b>	<b>116</b>
12.5.1	Title: Integrated Planning Committee Meeting Minutes held on the 13 <sup>th</sup> of April 2022 .....	116
<b>13</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>116</b>
<b>14</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING.....</b>	<b>116</b>
<b>15</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>116</b>
<b>16</b>	<b>MATTERS BEHIND CLOSED DOORS .....</b>	<b>117</b>
16.1	Title: Third Quarter Corporate Performance Report.....	118
16.2	Title: Determine Tender RFT-F0245334 Managed Print Services (MPS).....	119
16.3	Title: RFT F0269517 – Design and Construction of Playground Equipment (Cadell Park and Lofthouse Park)...	120
16.4	Title: Determine Tender [Tender RFT F0268714 Sale of Sand– as advertised and recorded in the Tenders Register].....	121
<b>17</b>	<b>CLOSURE OF MEETING .....</b>	<b>122</b>

## COUNCIL ROLE

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

## DISCLAIMER

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

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

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

## RISK ASSESSMENT

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

**SHIRE OF DARDANUP**

**MINUTES OF THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING HELD ON WEDNESDAY, THE 27<sup>th</sup> OF APRIL 2022, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 5.00PM.**

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

The Presiding Member, Cr. M T Bennett 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.*

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

### 2.1 Attendance

Cr. Michael Bennett	-	Shire President
Cr. Tyrrell Gardiner	-	Deputy Shire President
Cr. Peter Robinson	-	Elected Member (attended via Microsoft Teams)
Cr. Luke Davies	-	Elected Member
Cr. Janice Dow	-	Elected Member
Cr. Stacey Gillespie	-	Elected Member
Cr. Mark Hutchinson	-	Elected Member
Cr. Ellen Lilly	-	Elected Member
Mr André Schönfeldt	-	Chief Executive Officer
Mr Phil Anastasakis	-	Deputy Chief Executive Officer
Ms Susan Oosthuizen	-	Director Sustainable Development
Mr Theo Naudé	-	Director Infrastructure (attended via Microsoft Teams)
Ms Cathy Lee	-	Manager Governance & HR
Mrs Natalie Hopkins	-	Manager Financial Services
Ms Lucy Owen-Conway	-	Manager Place & Community Engagement
Mr Murray Connell	-	Manager Development Services
Mr Chris Murray	-	Manager Information Services
Mr Kieran O'Brien	-	Business Solutions Team Leader
Mrs Ella Rafferty	-	Executive Support Officer
Mrs Gabriella Hayward	-	Acting Governance Coordinator

### 2.2 Apologies

Cr. Patricia Perks	-	Elected Member
--------------------	---	----------------

### 2.3 Leave of Absence

None.

## 3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

## 4 PUBLIC QUESTION TIME

None.

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

None.

**6 PETITIONS/DEPUTATIONS/PRESENTATIONS****6.1 Title: Petition to Install Speed Humps Along Hayward Street in Dardanup**

Reporting Department: Infrastructure Directorate  
Reporting Officer: Mr Theo Naudé – Director Infrastructure  
Legislation: Local Government Act 1995

**Background**

A letter was received on the 29<sup>th</sup> of March 2022 from Alan Rowson advising that he had commenced a petition for Council with the request that Council consider installing speed humps along Hayward Street in Dardanup.

The below information was included with the letter:

*“Dear Mr Bennett*

*I am writing this letter as a follow up to your phone conversation with my Senior Citizens President, Karen Williams, on 11 March 2022. It is related to a proposal, for your Shire Council, in the interests of road safety to provide speed humps in Hayward Street, Dardanup.*

*I draw your attention to the fact, there are currently no traffic warning signs in existence. Travelling eastwards and exiting Charlotte Street, it is an approximate 700 metre straight flat stretch of road, connecting at the end with Dardanup Junior Public School. Particularly bearing heavy traffic prior to and after school attendance.*

*Please find attached record of signatories, from a fair proportion of Hayward Street residents. I must add that they are all most adamant that urgent action be taken for rubber speed humps to be fitted to the road. My property front window overlooks Hayward Street and during the past few months I have observed all types of vehicles, travelling fast and well above the required 50mph speed required.*

*My research has shown that there are several methods that urban planners can use to mitigate any potential damage to vehicular traffic. Speed humps should be placed on level roads as a change in incline can make the hump functionally higher. It is suggested that rubber will compress under impact with no damage to a vehicle and can safely maintain speeds of 24-32kp per hour. They are better suited for local roads where low speeds are preferred but full stops are not necessary or convenient. Excessive speeders are also deterred. These effects translate to fewer accidents – children are much less likely to be struck by cars in neighbourhoods where speed humps are installed. Speed humps are widely used because of their ease of installation and low cost.”*



### **Officer Comment**

On the 29<sup>th</sup> of March 2022, Mr Rowson provided a petition with the wording:

*Road Safety Proposal to Dardanup Shire Council*

*We the undersigned, submit this proposal to Dardanup Shire Council, in the interests of road safety, requesting consideration in placing a sign and rubber speed humps, on the road in Hayward Street, Dardanup Township*

There were 23 signatories [Appendix ORD: 6.1] all of which noted their residence was on Hayward Street in Dardanup.

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

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

Hayward Street in Dardanup is located in a built-up area where the default speed limit is 50km/h and it is not necessary for it to be signposted, unless there is a variation from the default speed limit for a specific reason. It is an access road with a standard width of 6.5m and as stated in the petition, approximately 700m long straight road that can be prone to speeding. As a local access road with relatively low traffic volumes it would in most circumstances not require traffic management devices of any sort.

Many variations of speed mitigation and traffic calming measures exists and each scenario should be considered on merit. Speed humps are not the preferred type of treatment where all road users are being inconvenienced because of a small number of motorists speeding or doing the wrong thing. It further causes noise issues, especially with utility vehicles having loose objects on the tray bouncing and being very noisy. Often the speed humps cause some motorists to brake suddenly at the speed humps and then accelerate hard once past the speed hump, causing a potentially dangerous situation in itself.

Alternative treatments such as speed cushions and/or Local Area Traffic Management (LATM) treatments are more contemporary interference treatments, which are likely to produce better and longer lasting results, however these treatments are more expensive and would require future project funding. LATM initiatives mostly consist of vertical and horizontal deflections that include treatments such as chicanes, blister islands, raised plateaus, road cushions, lane narrowing's, slow points, different road surface texture or a combination of the aforementioned.

Before any traffic management initiatives are considered, an investigation needs to be done to ascertain what the issues are that need to be resolved and how to appropriately address them, taking into account all types of traffic and other circumstances.

It is recommended that traffic classifiers be installed on Hayward Street to obtain real traffic data, such as volume of traffic for different times of the day/night, classes of vehicles using the road and travelling speed data. The data relating to speed is very handy in determining the average speed on the road, 85 percentile speed (often used by Main Roads WA when determining posted speed limit) actual speed – highest speed and frequency. This data will assist the Shire in determining options to deal with the issue at hand and also prioritise the works against other projects.

In the interim, while the traffic data will be collected and analysed, the Shire will install a radar speed sign on Hayward Street in Dardanup to draw the attention of motorists by indicating the speed they are travelling at. These signs have been proven to be effective for a short period of time and used elsewhere with good results.

When suspected speeding occurs in an area, the community is encouraged to report it to the Police to enable them to effectively deal with the offenders.

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

#### OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Petition "Road Safety Proposal to Dardanup Shire Council" [Appendix ORD: 6.1].

*Note: Cr. M T Bennett advised that he would like to move the Officer Recommended Resolution with the following additions (additions highlighted in red below).*

*THAT Council:*

1. *Receives the Petition "Road Safety Proposal to Dardanup Shire Council" [Appendix ORD: 6.1].*
2. *Requests that a report be brought to Council regarding the installation of appropriate speed mitigation in the Dardanup Townsite and the associated costs including;*
  - a) *Costing for appropriate treatment addressing the issues on Hayward Street in Dardanup.*
  - b) *Investigate a 50km zone up to the last residential property along Ferguson Road.*
  - c) *Change speed limit along Ferguson Road to 80kms from where the 50kms zone stops.*
  - d) *Options for interactive speed monitor to be installed along Ferguson Road near Wells Recreation Grounds.*

*Cr. P S Robinson Seconded the motion.*

#### **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 ensure that a report be brought to Council regarding the installation of appropriate speed mitigation in the Dardanup Townsite and the associated costs.*

## ELECTED MEMBER RESOLUTION & COUNCIL RESOLUTION

80-22                      MOVED -                      Cr. M T Bennett                      SECONDED -                      Cr. P S Robinson

### **THAT Council:**

- 1.            Receives the Petition “Road Safety Proposal to Dardanup Shire Council” [Appendix ORD: 6.1].**
  
- 2.            Requests that a report be brought to Council regarding the installation of appropriate speed mitigation in the Dardanup Townsite and the associated costs including;**
  - a)            Costing for appropriate treatment addressing the issues on Hayward Street in Dardanup.**
  
  - b)            Investigate a 50km zone up to the last residential property along Ferguson Road.**
  
  - c)            Change speed limit along Ferguson Road to 80kms from where the 50kms zone stops.**
  
  - d)            Options for interactive speed monitor to be installed along Ferguson Road near Wells Recreation Grounds.**

CARRIED  
8/0

6.2 Title: 2000-01 Time Capsule – Rotary Club of Bunbury for the Children’s Leukaemia & Cancer Research Foundation (INC.)

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

**Background**

The Shire President was recently contacted by Mr Ross Ranson regarding the presentation of a ‘Time Capsule’ dating back to 2000-01 and put together by the Bunbury Rotary Club on behalf of the Children’s Leukaemia and Cancer Research Foundation (INC.)

Mr Ranson met with the Shire President in Council Chambers on the 17<sup>th</sup> of March 2022 and presented the Time Capsule envelope. On opening the Capsule the following items were presented;

- Shire of Dardanup “Paradise Country” sticker
- Eaton Public Library Holiday Program April 2001 Bookmark
- Shire of Dardanup Public Library Information brochure
- Shire of Dardanup Newsletter (March 2001)
- Photo – Shire of Dardanup Councillors (May 1999)
- Shire of Dardanup Information Brochure 2000/01
- Office Staff Photo (April 2001)
- Eaton Library Holiday Program flyer
- Election Notice (May 2001)
- 11<sup>th</sup> of April 2001 Shire of Dardanup Ordinary Meeting (Unconfirmed Minutes)

**Officer Comment**

On the 17<sup>th</sup> of March 2022, Mr Ranson on behalf of the Bunbury Rotary Club presented a 2000-01 Time Capsule from Bunbury Rotary Club on behalf of the Children’s Leukaemia and Cancer Research Foundation (INC.)

There were 10 items contained within the Capsule that will be kept for perpetuity and future generations to enjoy.

The Shire President wrote to the Bunbury Rotary Club on the 1<sup>st</sup> of April 2022 acknowledging the presentation of the Time Capsule and thanked the Rotary Club for this initiative.

The items have been passed through to the Media/Communications Officer to present on social media pages.

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation** - No Change.

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

81-22            MOVED -        Cr. M R Hutchinson            SECONDED -        Cr. T G Gardiner

**THAT Council receives the 2000-01 Time Capsule and items contained therein [Appendix ORD: 6.2].**

CARRIED  
8/0

6.3 Larry Guise (Planning Consultant-Across Planning) and David Offer (Owner of Dardanup Park Pty Ltd) – Item ‘12.2.1 – Proposed Local Planning Scheme Amendment No. 205 – ‘Small Holding’ Rezoning Lot 2 Harold Douglas Drive and portion of Lot 185 Venn Road, Dardanup West

David Offer

My name is David Offer. My wife Anne-Marie and I are owners via Dardanup Park Pty Ltd of the subject land.

Amendment 205 will enable the creation of 37 small holding lots on existing farm land with generally low agricultural value (mainly sandy soils). As part of this development, there will be a number of benefits that will enhance the overall area.

These will include:

- The proposed extension of Keenan Road through to Venn Road will better link the existing small holdings areas of Dardanup West with the Dardanup Townsite.
- The existing bushfire risk in Dardanup West will be reduced with enhanced access from the East.
- The Dardanup Bridle Trail will be enhanced and allow easier access for Dardanup West residents with horses to access the Equestrian Centre on Garvey Road.
- Gavin’s Gully creek corridor will be enhanced through tree planting and fencing to improve the ecological value of the area.

Under Amendment 205, the eastern portion of the property (Lot 185) will be expanded to approximately 30ha. This comprises the existing farmland between Gavin’s Gully and the Dardanup Townsite, most of which is irrigatable land. As shown in the proposed zoning map, this land will remain zoned ‘General Farming’ and continue to be used for agricultural purposes. Indeed, we are currently undertaking extensive investment in irrigation works on the balance land.

Larry Guise

My name is Larry Guise, I’m a planning consultant acting for the proponents and I have some 40 year’s land use planning experience, including 30 years based in the South West in both the public and private sectors.

The Officers’ report notes that the proposed Amendment 205 complies with the existing planning framework, including the Greater Bunbury Region Scheme, the Bunbury Geographe Sub-regional Planning Strategy, the Shire’s Local Planning Strategy and the Dardanup Small Holdings Structure Plan endorsed by both Council and the WAPC.

As David Offer has mentioned, the small holdings rezoning will improve the connection of Dardanup West small holdings to the Townsite.

In addition to the benefits of Amendment 205 that David has mentioned, I wish to add several points, as follows.

- Only limited clearing is required as most of the land has been previously cleared for agriculture. The environmental investigation identified four trees that contain at least one hollow potentially suitable for Black Cockatoos to use for nesting purposes. Each of these trees will be retained, together with revegetation along the creek line. Additionally planting of peppermint trees will also occur strategically within the new lots.

- *Lot 3, owned by other private owners, sits generally between Lot 2 and Lot 185. It is heritage listed as it contains an impressive two-storey brick dwelling constructed in 1852-1854. The subdivision concept plan submitted with Amendment 205 shows how the design respects the heritage place by maximizing setbacks for new buildings, avoiding the existing tree-lined driveway, and retaining farmland in front of the homestead.*
- *A Traffic Impact Assessment has noted that in short-term, the primary access to the subject land is proposed via the existing Boyanup-Picton Road/ Venn Road intersection. The assessment notes the potential for extension of Harold Douglas Drive through neighbouring Lot 26 north of Venn Road with a new intersection with Boyanup-Picton Road north of the Townsite.*
- *Should the owner of Lot 26, the Shire and Main Roads WA wish to pursue this future option, Amendment 205 and the concept plan layout are compatible with this. While the traffic assessment acknowledges the benefits of the Harold Douglas Drive extension, it concluded that the proposed subdivision is not dependent on this and can be adequately serviced by the existing road network.*

### *Conclusion*

*Amendment 205 will lead to a high-standard small holding development that benefits Dardanup West and the Shire as a whole and we support the Officer Recommendation.*

RECEIVED

## 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

### 7.1 Ordinary Council Meeting Held on the 23<sup>rd</sup> of March 2022

#### **OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

82-22                      MOVED -                      Cr. T G Gardiner                      SECONDED -                      Cr. M R Hutchinson

**THAT the Minutes of the Ordinary Meeting of Council held on the 23<sup>rd</sup> of March 2022, be confirmed as true and correct subject to no corrections.**

CARRIED  
8/0

## 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

### 8.1 Title: Shire President Monthly Report

*Reporting Department: Elected Members*

*Reporting Councillor: Cr. M T Bennett – Shire President*

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

<b>Event:</b>	<b>31/03/2022 - Regional Road Group Chairs Meeting</b>
Report:	Much discussion on many issues given rising costs and being project ready to avoid so many over run and passed in projects. I believe that the RRG needs a change including finding a better way of funding projects along with some other changes.

<b>Event:</b>	<b>31/03/2022 - Education Department Meeting</b>
Report:	Discussed potential land swap for East Millbridge Primary School site.

<b>Event:</b>	<b>01/04/2022 – Meeting with Brad Farrant, Connectiv</b>
Report:	IoT and Bushfire Management.

<b>Event:</b>	<b>01/04/2022 - Sustainability Waste Alliance (SWA)</b>
Report:	Discovery Road <i>Towards100</i> Demonstration Project.

<b>Event:</b>	<b>06/04/2022 – Bunbury Geographe Economic Alliance (BGEA)</b>
Report:	Board Meeting.

<b>Event:</b>	<b>13/4/2022 – JDAP</b>
Report:	Lot 303 (#15) Albatross Crescent, Eaton - 7 Eleven Service Station.

*Note: Cr. M T Bennett thanked Cr. T G Gardiner for relieving him whilst he was on leave. Cr. M T Bennett also advised that Cr. P S Robinson attended the Smart City event at which everything new in Local Government was discussed, including new technologies available to Local Government and IoT.*

RECEIVED



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

- 9.1 Title: Third Quarter Corporate Performance Report
- 9.2 Title: Determine Tender RFT-F0245334 Managed Print Services (MPS)
- 9.3 Title: RFT-F0269517 – Design and Construction of Playground Equipment (Cadell Park and Lofthouse Park)
- 9.4 Title: Determine Tender RFT-F0268714 Sale of Sand

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

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

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

**Note:** Cr. M T Bennett advised that the meeting will go behind closed doors toward the end of the meeting to discuss S.5.23 section (2)(a) a matter affecting an employee or employees; (2)(e)(iii) information about the business, professional, commercial or financial affairs of a person; and (2)(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

**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.

*Discussion:*

*Cr. M T Bennett read aloud the following Declarations of Interest that were provided prior to the commencement of the Meeting:*

- *Cr. T G Gardiner declared a Financial Interest in Item “12.2.1 – Proposed Local Planning Scheme Amendment No. 205 - ‘Small Holding’ Rezoning Lot 2 Harold Douglas Drive and portion of Lot 185 Venn Road, Dardanup West” as he manages livestock on the property and one of the proponent’s family members has been an employee of his.*
- *Cr. E P Lilly declared a Financial Interest in Item “12.2.2 – South West Business Excellence Awards Sponsorship Request” as she may receive a future nomination for the awards.*
- *Cr. L W Davies declared a Financial Interest in Item “12.2.3 - New Shire of Dardanup Library, Administration and Community Building” as he is employed by Coles Eaton which is part of the Eaton Fair Shopping Centre.*
- *Cr. M T Bennett declared an Impartiality Interest in Item “12.4.1 – New Lease Agreement Template” as he is a member of the Eaton Junior Football Club and the Eaton Bowling Club.*
- *Cr. M T Bennett declared an Impartiality Interest in Item “12.4.3 - Eaton Junior Football – R&J Fishwick Pavilion (Pratt Road Clubrooms) – Revised Concept Plan and Replacement of Shed” as he is a member of the Eaton Junior Football Club.*
- *Cr. M T Bennett declared an Impartiality Interest in Item “16.1 - Third Quarter Corporate Performance Report” as he is a member of the Eaton Bowling Club.*

*Note: Cr. M T Bennett asked Councillors and Staff if there were any further Declarations of Interest to be made.*

*There were no further Declarations of Interest declared.*

**12      REPORTS OF OFFICERS AND COMMITTEES**

None.

**12.1    EXECUTIVE REPORTS**

None.

## 12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

### 12.2.1 Title: Proposed Local Planning Scheme Amendment No. 205 – ‘Small Holding’ Rezoning Lot 2 Harold Douglas Drive and portion of Lot 185 Venn Road, Dardanup West

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Melanie Young – Senior Planning Officer</i> <i>Mr Murray Connell - Manager Development Services</i>
<i>Legislation:</i>	<i>Planning and Development Act 2005</i>
<i>Applicant:</i>	<i>Across Planning on behalf of Dardanup Park Pty Ltd</i>
<i>Attachments:</i>	Appendix ORD: 12.2.1A – Amendment 205 Report and attachments Appendix ORD: 12.2.1B – Risk Assessment

#### DECLARATION OF INTEREST

Cr. T G Gardiner declared a Financial Interest in this item.

Refer to the list of Declarations of Interest.

Cr. T G Gardiner left the room [5.26pm].

#### **Overview**

The purpose of this report is to seek Council approval to initiate a proposed scheme amendment (Amendment 205) to the Shire of Dardanup Town Planning Scheme No. 3. Amendment 205 proposes to rezone Lot 2 Harold Douglas Drive and a small portion of Lot 185 Venn Road, Dardanup West to the ‘Small Holding’ zone to facilitate future subdivision of the land.

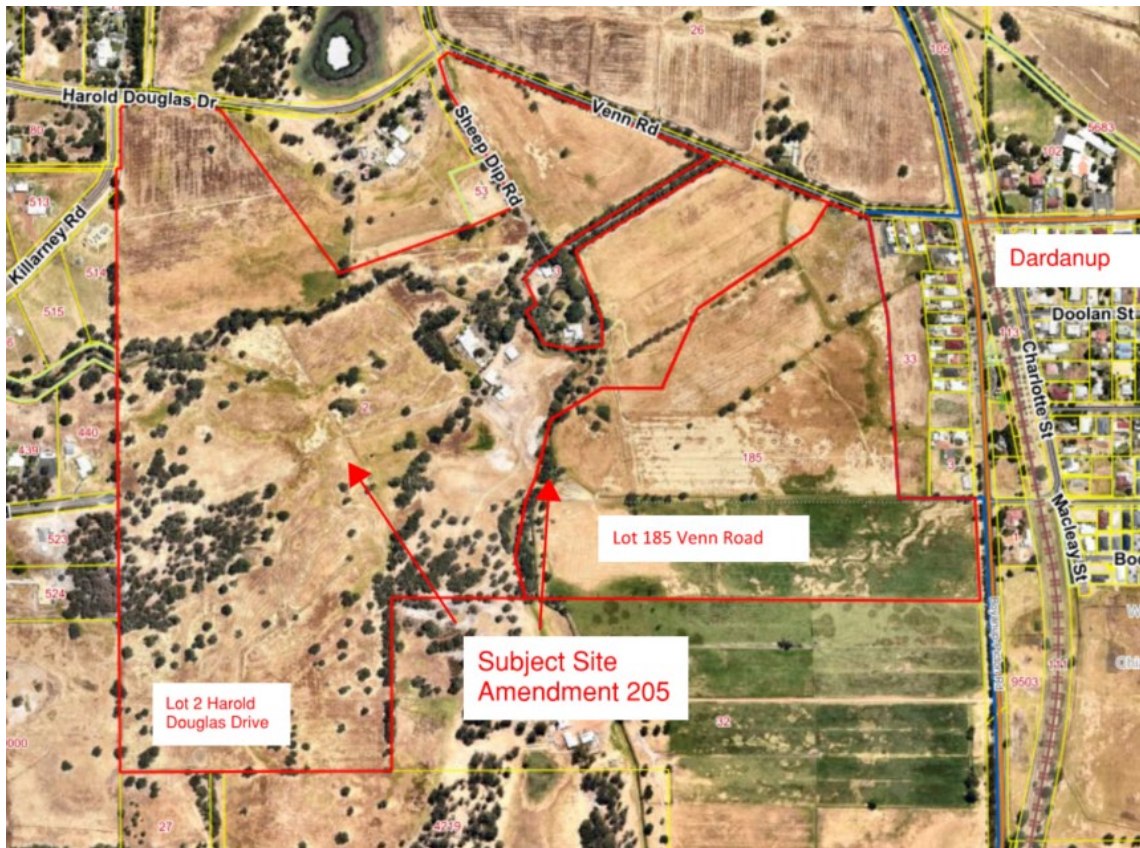
#### **Background**

Lot 2 Harold Douglas Drive and Lot 185 Venn Road (the subject site) is located approximately 0.5km west of Dardanup Townsite. The Lots have direct road frontage to both Harold Douglas Drive and Venn Road.

Lot 2 (58.83ha) is predominantly flat, used for grazing and contains an existing dwelling and sheds. A small creek line (Gavin’s Gully) runs along the eastern part of Lot 2. The north east section of Lot 2 abuts Lot 3, a battle axe lot that contains a residential homestead. Lot 185 (24.23ha) is used for general farming and contains no buildings.

The subject site is bordered by general farming to the north and south, with ‘small holding’ lots to the west. To the east are residential zoned lots and the Dardanup town site.

**Location Plan**



**Proposal**

Amendment 205 seeks to rezone all of Lot 2 and only the western edge of Lot 185 from ‘General Farming’ to the ‘Small Holding’ zone to facilitate future subdivision in accordance with a concept plan, which proposes 39 lots.

In addition, the Amendment proposes to introduce additional requirements for the site in Appendix VIII Additional Requirements – Small Holding Zones of the Scheme. These additional requirements contain development control provisions applicable to the subject site. The Amendment will provide the statutory basis upon which the Shire can determine future subdivision and development applications.

Please refer to [Appendix ORD: 12.2.1A] for a copy of the Amendment 205 Report (a full version of the report is available on the Shire of Dardanup website at [www.dardanup.wa.gov.au](http://www.dardanup.wa.gov.au)).

The outline of the proposal is as follows:

Region Scheme	Greater Bunbury Region Scheme ‘Rural’ zone
Local Planning Scheme	Town Planning Scheme No. 3 ‘General Farming’ zone
Structure Plan/Precinct Plan	Dardanup West / Crooked Brook Structure Plan
Lot Size	A total area of 53 ha is to be rezoned
Existing Land Use	General Farming
State Heritage Register	No
Local Heritage	No
Bushfire Prone Area	Yes

### **Legal Implications**

Part 5, Section 75 of the *Planning and Development Act 2005* provides for a local government to amend a local planning scheme as follows:

75. *Amending scheme*

*A local government may amend a local planning scheme with reference to any land within its district, or with reference to land within its district and other land within any adjacent district, by an amendment –*

- (a) prepared by the local government, approved by the Minister and published in the Gazette; or*
- (b) proposed by all or any of the owners of any land in the scheme area, adopted, with or without modifications, by the local government, approved by the Minister and published in the Gazette.*

Section 81 requires that when Council resolves to prepare or adopt an amendment that the proposal be referred to the Environmental Protection Authority for the determination of whether the amendment requires a formal review.

### **Strategic Community Plan**

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

### **Environment**

As part of the amendment process, and prior to public advertising, the Environmental Protection Authority is required to assess the amendment under Part IV of the *Environmental Protection Act 1986*.

### **Precedents**

Council has previously resolved to initiate and approve a number of scheme amendments in the Dardanup Small Holdings Structure Plan area to facilitate subdivision.

### **Consultation**

Should Council initiate Amendment 205 it is required to be publicly advertised for a period of not less than 42 days in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

At the conclusion of the public advertising period the matter must be presented back to Council which will include a schedule of submissions if any are received. A resolution must then be passed to either support the amendment (with or without modification) or not support the amendment.

**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: 12.2.1B] for the full assessment document.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Proposed Local Planning Scheme Amendment No. 205
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational By not initiating the Amendment Council could be seen to be hindering development.

### **Officer Comment**

Amendment 205 has been assessed against the following planning framework applicable to the amendment as detailed below.

#### Bunbury – Geographe Sub-regional Strategy 2022

The purpose of this Strategy is to plan for future growth in the Bunbury-Geographe sub region to the year 2050. The Strategy identifies broad strategic directions to guide planning activities for the sub-region.

Applicable to this Amendment is the strategic direction for urban settlement which includes to *‘provide for the designation of new rural living areas in locations contiguous with the following settlements: Dardanup.’*

#### Town Planning Scheme No. 3 (TPS3)

The Amendment proposes to rezone the land to the ‘Small Holding’ and the objective for the zone is *‘to provide for residential development within a rural setting, where the predominant land use is residential.’*

Clause 3.14.2 of TPS3 also allows for additional requirements for small holding zone areas as follows:

- 3.14.2 *The additional requirements and modifications to the provisions contained in the preceding clause and to the Zoning and Development Tables are specified in Appendix VIII and apply to the areas set against those requirements and modification in that Appendix.*

Amendment 205 proposes to introduce the following additional requirements into Appendix VIII of TPS3 as follows:

Area	Additional requirements
<p><b>Area 19 – Dardanup Park</b></p> <p>Lot 2 Harold Douglas Drive and portion of Lot 185 Venn Road, Dardanup West</p>	<p><b>1. Subdivision and Development Criteria</b></p> <p>a) The local government will require the preparation of a local development plan and subdivision shall be generally be in accordance with the local development plan.</p> <p>b) No dwelling, outbuilding, on-site effluent disposal system or other incidental building shall be constructed in the Building Exclusion Zone as shown on the local development plan.</p> <p>c) Notwithstanding clause 3.14.1 r), no tree or shrub within 30 metres of the edge of the proposed drain reserve (Gavin’s Gully) shall be removed.</p> <p>d) Sewage is to be discharged via an on-site effluent disposal system which meets the requirements of the <i>Government Sewerage Policy</i>.</p> <p>e) Despite clause 3.14.1 c), each dwelling shall be provided with a minimum 135,000 litre potable water storage tank in addition to any requirements of an approved bushfire management plan.</p> <p>f) At the subdivision stage, suitable arrangements are to be made with the local government for the provision of two (2) fully operational 50,000 litre water tanks for fire-fighting purposes to be located on Reserve 43955, Harold Douglas Drive. As an alternative the local government may accept an equivalent contribution towards strategic bushfire management measures in the Small Holding area of Dardanup West.</p> <p>g) At the subdivision stage, the local government may request that the WAPC impose a condition requiring that satisfactory arrangements be made for the upgrading and/or construction of the local road network (including intersections) to the Shire’s standard.</p> <p><b>2. Land Use Controls</b></p> <p>a) Stocking rates shall not exceed Department of Primary Industries and Regional Development stocking rate guidelines.</p> <p>b) Despite clause 3.14.1 i), the keeping of horses in accordance with subclause a), is limited to personal use with a maximum of 3 horses.</p>

#### *Dardanup West / Crooked Brook Structure Plan*

This Structure Plan encompasses an area west of the Dardanup Townsite and provides a framework for the rezoning a, subdivision and development of land for rural residential lots. The Structure Plan provides an indicative road network and the concept plan accompanying the Amendment is consistent with the Structure Plan.

#### *Shire of Dardanup Local Planning Strategy*

This Strategy provides a strategic plan for the future of the Shire. The subject site is identified as ‘Rural-Residential’. The Strategy also advocates for further subdivision in the ‘Dardanup West / Crooked Brook Rural Living area.

#### *Planning and Development (Local Planning Schemes) Regulations 2015*

The Regulations require that the local government resolution must specify whether, in the opinion of the local government an amendment is a basic, standard or complex amendment.



In essence a 'basic' amendment is one that corrects an administrative error in the scheme or rectifies a zoning anomaly. A 'standard' amendment is one that is consistent with a local planning strategy, would have minimal impact on land in the area and does not result in any significant impacts on the land. A 'complex' amendment is one that is not consistent with a local planning strategy and is of a scale that will have an impact that is significant relative to the development in the locality.

Amendment 205 is considered to be a 'standard' amendment.

### **Conclusion**

The amendment responds to the environmental constraints of the site and the desired rural living development for the locality. Officers consider the proposed 'standard' Amendment 205 to the Shire of Dardanup Town Planning Scheme No. 3 to be consistent with the future planning context for the area, and as such recommend initiating and adopting the Amendment.

**Council Role** - Quasi-Judicial.

**Voting Requirements** - Simple Majority.

*Note: Cr. M T Bennett advised that he would like to move the officer recommendation with a separate resolution to investigate the potential for Harold Douglas Drive to be extended to Boyanup Picton Road. Cr. M R Hutchinson seconded both motions.*

**Change to Officer Recommendation** - No change.

### **OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

83-22                      MOVED -                      Cr. M T Bennett                      SECONDED -                      Cr. M R Hutchinson

#### **THAT Council:**

1.        **Initiates and adopts Amendment No. 205 to the Shire of Dardanup Town Planning Scheme No. 3 which proposes to:**
  - a)        **Rezone Lot 2 Harold Douglas Drive and a portion of Lot 185 Venn Road, Dardanup West from 'General Farming' to the 'Small Holding' zone; and**
  - b)        **Introduce new additional requirements for 'Area 19 Dardanup Park' to Appendix VII of the scheme text.**
  
2.        **Determines that the amendment is a 'standard' amendment for the following reasons:**
  - a)        **The amendment is consistent with a local planning strategy that has been endorsed by the Western Australian Planning Commission.**
  - b)        **The amendment is consistent with the Greater Bunbury Region Scheme that applies to the area.**
  - c)        **The amendment is consistent with the Dardanup Small Holdings Structure Plan applicable to the site that has been endorsed by the Western Australian Planning Commission.**

- d) **The amendment will have minimal impact on land in the Scheme area that is not the subject of the amendment.**
- e) **The amendment will have no significant environmental, social, economic or governance impacts on land in the Scheme area not subject to the amendment proposal.**

CARRIED  
7/0

**AND**

#### **ELECTED MEMBER RESOLUTION & COUNCIL RESOLUTION**

84-22            MOVED -            Cr. M T Bennett            SECONDED -            Cr. M R Hutchinson

**THAT Council requests the Chief Executive Officer to investigate the option for Harold Douglas Drive to be extended through to Lot 26 Venn Road to connect with the Boyanup-Picton Road as a long term strategy.**

CARRIED  
7/0

*Note: Cr. T G Gardiner returned to the room [5.30pm].*

**12.2.2 Title: South West Business Excellence Awards Sponsorship Request**

**Reporting Department:** Sustainable Development Directorate  
**Reporting Officer:** Ms Melanie Ring - Place & Community Services Officer  
**Legislation:** Local Government Act 1995  
**Attachments:** Appendix ORD: 12.2.2A – Risk Assessment  
Appendix ORD: 12.2.2B – Request for Financial Assistance  
Appendix ORD: 12.2.2C – SWBEA Award Partner Feedback Report

**DECLARATION OF INTEREST**

Cr. E P Lilly declared a Financial Interest in this item.

Refer to the list of Declarations of Interest.

Cr. E P Lilly left the room [5:30pm].

**Overview**

A financial request has been received from BSW Connect for Council to consider a two year financial commitment towards the annual South West Business Excellence Awards program as a Premium Partner. The total request over the two financial years totals \$10,000 (plus GST). The purpose of this report is for Council to consider this request.

**Background**

Council have historically provided financial assistance towards the South West Business Excellence Awards. At its meeting held on the 28<sup>th</sup> of October 2020, Council resolved (OCM: 300-20):

*“THAT Council:*

1. *Supports the 2021 South West Business Excellence Awards through BSW Connect – South West by taking up a Premium Partnership package of \$5,000 (plus GST);*
2. *Authorises expenditure of \$5,000 (plus GST) to sponsor the 2021 South West Business Excellence Awards from the Tourism and Events Grants Funding;*
3. *Requests the Chief Executive Officer to review SDev CP044 – Community and Events Grants Policy to include consideration towards Awards.*
4. *Acknowledges this will have nil impact on the end-of year forecast surplus for 30 June 2021.”*

As per the above resolution, SDev CP044 – Community and Events Grants Policy was reviewed to allow funding to be provided for awards and the South West Business Excellence Awards were funded to a value of \$5,000 plus GST in the 2021/22 financial year.

**Legal Implications** - None.

**Strategic Community Plan**

Strategy 4.1.2 - Create a sustainable workforce by attracting and retaining a quality labour with skills aligned to the needs of local business. (Service Priority: Low)

Strategy 4.1.3 - Encourage business to develop by supporting the capacity of local firms and industry to establish, grow and employ. (Service priority: Moderate)

**Environment** - None.

**Precedents** - None.

### **Budget Implications**

The financial request is for two years financial support in the form of a Premium Partner. In the past, Council have provided financial support as a Premium Partner (\$5,000 plus GST) which has been paid from Tourism and Events Grant Funding allocation (GL 1312501).

The Tourism and Events Grant funding allocation for 2021/22 totalled \$35,000 with \$15,100 pre-allocated to the Bull and Barrel, Eaton Foreshore Festival and Dardanup Art Spectacular per Council resolution (OCM: 55-21) that was resolved at the 30<sup>th</sup> of March 2021 Ordinary Council Meeting.

Should Council endorse a similar budget for Tourism and Events Grant Funding in 2022/23 and 2023/24 annual budgets there will be sufficient budget available to support this request.

### **Budget – Whole of Life Cost**

Total cost of financial request is \$10,000 plus GST. This is over a period of two financial years (2022/23 and 2023/24).

### **Council Policy Compliance**

The request from BSW Connect is required to comply with SDev CP044 Community & Event Grants Policy and has been assessed against the relevant criteria and is eligible to receive funding. Under the policy events should be held within the Shire of Dardanup and/or raise the profile of the Shire of Dardanup.

Regional Event Grants are available for events that;

- Results in an economic impact to the Shire by way of increasing visitor numbers and expenditure;
- Attracts media coverage that raises the profile of the region as a tourist destination;
- Involves and inspires the local community;
- Improves the vibrancy and vitality of the Shire of Dardanup;
- Supports job creation; and
- Highlights and profiles the unique features of the place and/or Shire.

### **Risk Assessment**

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

<b>Tier 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).</b>	
Risk Event	South West Business Excellence Awards Sponsorship Request
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	Not applicable.
Residual Risk Rating (after treatment or controls)	As the Residual Risk Rating is below 12, this is not applicable.

<b>Tier 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).</b>		
Risk Category Assessed Against	Reputational	Council's reputation could be impacted dependant on their decision on recipients' applications for grant funding.

**Officer Comment**

BSW Connect has formally requested to secure funding for the South West Business Excellence Awards over two consecutive financial years [Appendix ORD: 12.2.2B]. This will reduce the administrative burden of applying annually for sponsorship while allowing the organisers to proceed with greater certainty in their funding allocation.

The South West Business Excellence Awards are not held within the Shire of Dardanup, but there are businesses within the Shire that are nominated and participate in the event. The 2021 event marked the 27 years since the South West regional Business Awards program in Western Australia commenced, with a total of 41 applications received. Of these, two applications were from businesses within the Shire of Dardanup. An overview of the 2021 South West Business Excellence Awards has been provided by BSW Connect [Appendix ORD: 12.2.2C]. As a Premium Partner the Shire was recognised through social media acknowledgement and logo placement of advertising, as well as recognition at the event itself.

Officers consider these awards to be eligible under SDev CP044 Community & Event Grants Policy and therefore recommend the request is approved.

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation** - No change.

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

85-22            MOVED -            Cr. T G Gardiner            SECONDED -            Cr. P S Robinson

**THAT Council:**

1.            **Makes provision for the South West Business Excellence Awards through BSW Connect – Business South West for a Premium Partnership package of \$5,000 (plus GST) per annum in the Long Term Financial Plan and Annual Budget for 2022/2023 and 2023/2024 from the Tourism and Events Grant Budget - GL 1312501.**
2.            **Requests that should either of the award evenings not proceed, the funds are to be returned to Council.**

CARRIED  
7/0

*Note: Manager Place and Community Engagement - Lucy Owen-Conway left the Meeting and Cr. E P Lilly returned to the room [5.32pm].*

**12.2.3 New Shire of Dardanup Library, Administration and Community Building**

<b>Reporting Department:</b>	<i>Sustainable Development Directorate</i>
<b>Reporting Officer:</b>	<i>Mr André Schönfeldt - Chief Executive Officer</i> <i>Ms Susan Oosthuizen - Director Sustainable Development</i>
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>Attachments:</b>	<i>Appendix ORD: 12.2.3A – Floor Plans &amp; Elevations 80% Detailed Design Submission</i> <i>Appendix ORD: 12.2.3B – Renders of Building</i> <i>Appendix ORD: 12.2.3C – Risk Assessment</i>

**DECLARATION OF INTEREST**

Cr. L W Davies declared a Financial Interest in this item.

Refer to the list of Declarations of Interest.

Cr. L W Davies left the room [5:32pm].

**Overview**

Council is requested to consider the 80% design submission by Perkins, PHA and ATC Architects [Appendix ORD: 12.2.3A] for the new Shire of Dardanup Library, Administration and Community Building to progress to the next stage of the Design & Construct Contract (D&C).

The evaluation assessment by Officers determined that the 80% detailed design meets the overall requirements of the criteria as required under the Scope Compliance Demonstration Template that was included in the initial 15% Design under the ECI submission. The updated GMP price based on the 80% design is expected to be received from Perkins on the 12<sup>th</sup> of May 2022 and will be presented to Council at the 25<sup>th</sup> May Ordinary Council Meeting. It is recommended that Council endorse the 80% design.

**Background**

At the Ordinary Council Meeting held on the 15<sup>th</sup> of December 2021 Council resolved as follows:

“423-21          *MOVED -*          *Cr. P S Robinson*          *SECONDED -*          *Cr. E P Lilly*

*THAT Council:*

1. *Accepts the ECI submission received from Perkins Pty Ltd to design and construct the New Shire of Dardanup Administration, Library and Community Building, for a total Guaranteed Maximum Price of up to \$14,964,859 excluding GST and excluding fixed contingencies required for servicing the site.*
2. *Accepts the ECI submission received from Perkins Pty Ltd with regards to fixed contingencies of up to \$830,000 excluding GST to be included in the total contract Price, but excluded from the Guaranteed Maximum Price.*
3. *Delegates, by Absolute Majority, in accordance with section 5.42 of the Local Government Act 1995, authority to the Chief Executive Officer to negotiate in regard to the contract to design and construct the New Shire of Dardanup Administration, Library and Community Building to include the following:*
  - a) *Peter Hobbs and Associates and Advance Timber Concepts Studio are to be kept as the architects with Council having the final decision to change the designers or architects if a change is requested by the Contractors;*

- b) *Minor variations before entry into the contract, in accordance with Regulation 20 of the Local Government (Functions and General) Regulations 1996, including minor variations to the scope to reduce the Guaranteed Maximum Price component of the contract to be closer to \$14.5million excluding escalation and fixed contingencies.*
  - c) *An 80% Design Hold Point to be included in the contract that will provide the final costings inclusive of the final GMP, escalation and all relevant contingencies to be provided to the Shire by 28 March 2022.*
  - d) *Provisions be included in the contract that allows for an open book process on any escalation and all pricing that form part of the contract;*
  - e) *Variations, after the contract has been entered into, limited to variations which do not change the scope of the contract and which do not increase the contract value beyond 5%, in accordance with Regulation 21A of the Local Government (Functions and General) Regulations 1996.*
  - f) *Exercise the contract extension options in accordance with Regulations 11(2)(j) and 21A of the Local Government (Functions and General) Regulations 1996.*
4. *Authorises the Chief Executive Officer, in accordance with section 9.49A(4) of the Local Government Act 1995, to execute the contract with Perkins Pty Ltd. to design and construct New Shire of Dardanup Administration, Library and Community Building.*
  5. *Authorises the Chief Executive Officer to make an advance payment under the Design and Construct Contract for the timber procurement.*
  6. *Requests the Chief Executive Officer to present a report to Council in April 2022 to confirm the final contract price inclusive of the Design and Construction Contingencies.”*

Perkins have now submitted the 80% detailed design for consideration by Council [Appendix 12.2.3B].

### **Legal Implications**

Council has entered into a contract with Perkins for the Design and Construction of the New Library, Administration and Community Building. The 80% design forms part of the deliverables under this contract with the costings to be presented to Council in May 2022.

### **Strategic Community Plan**

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

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

**Environment** - None.

### **Precedents**

Council resolved to support the Eaton Bowling Club Tender, a \$3,500,000 contract allowing for variations, after the contract had been entered into, limited to variations which did not change the scope of the contract and which did not increase the contract value beyond 5%, in accordance with Regulation 21A of the *Local Government (Functions and General) Regulations 1996*.

### **Budget Implications**

The total project budget available for the new building was \$16.266M in 2019/2020, inclusive of professional fees, design fee, contingency, construction costs, fit-out, and external project management costs. Internal project management costs are in addition to this budget.

To date \$457,983 has been spent on professional and legal fees inclusive of the ECI contract fees.

The remaining project funds available based on expenditure incurred (\$457,983) and purchase orders raised to date (\$35,058) is \$15,772,959. Please note additional provision has been made for the fixed contingencies as per Council's resolution on the 27<sup>th</sup> of October 2021. This is expected to be up to \$830,000 and will need to be considered and included in the Building Asset Management Plan, Building Maintenance Reserve and Long Term Financial Plan. Effectively this resolution meant that the project budget was increased to \$17,096,000 if fixed contingencies were required. The total estimated project budget as submitted to the Building Better Regions Grant Program has been revised upwards to \$18,592,399.

At its Special Council Meeting held on the 17<sup>th</sup> of November 2021, Council agreed to transfer \$830,000 of the unexpected brought forward surplus from 20/21 financial year to the Building Reserve. It is recommended that Council consider this unexpected surplus and transfer to be the provision within the Building Reserve to cover the fixed contingencies associated with the new building.

### **Budget – Whole of Life Cost**

This will be further considered as the design and costings for maintenance and whole of life becomes better known, however the indicative costs on other buildings within the Shire constructed of traditional materials is estimated at 2% pa of the value of the project, or \$299,297pa and to be carried by the Shire. It should be noted that the cost of maintaining a timber building of this scale is unknown at this time.

The renewal cost is expressed as an annual average figure and is estimated at 2.5% similar to buildings within the Shire, or \$374,412pa. This will be the Council as the owner's responsibility.

### **Council Policy Compliance**

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

### **Risk Assessment**

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

<b>TIER 3 – 'High' or 'Extreme' Inherent Risk.</b>	
Risk Event	Supply of Timber
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
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)	High (12 - 19)



<b>TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.</b>		
Risk Category Assessed Against	Financial	The overheated market conditions resulting in a higher GMP price and Council not being able to negotiate a Design & Construct Contract within a GMP of \$14.5m.
	Service Interruption	New Building may be delayed significantly if Council is not able source timber for the project.
	Legal and Compliance	Risk of non-compliance to LGA Regulations and Council’s Procurement Policy.
	Reputational	Potential reputational impact of constructing a concrete building after publically indicating that the building was to be out of timber.

### ***Officer Comment***

The delivery of the project to meet the vision and outcomes outlined by Council for a predominantly timber building for its new Library, Administration and Community Building is outlined below for consideration by Council.

### ***The Design Concept***

The design concept is for a modern 2 storey building of 3,339m<sup>2</sup> (gross floor area) clad predominantly in stringy bark and charred jarrah timber as accents. The structure is essentially a mass timber structure made with LVL columns and beams, timber floor cassettes and light timber wall framing. Steel structure has been kept to a minimum. The ground floor material is predominantly a polished concrete for easy, high wearing maintenance, with carpets to offices and Council Chamber.

The upper floor cantilevers over the fully glazed ground floor, providing shading to the full height glass. The ground floor geometry is rectilinear, while the upper floor form has gentle curves introduced into the plan form to create a continuous ribbon of timber cladding.

The plan form is an “L” shape, with one leg fronting the proposed Town Square, while the “L” creates a formal civic courtyard space. This courtyard is accessible to the Library and Council Chambers, and will become an integral part of the civic operation.

In order to avoid costly sprinkler systems, all public uses - the Library, Makers Space, Council Chambers and Council Front Desk Reception - are located on the Ground Floor.

The southern portion of the building adjacent to the Eaton Fair Shopping Centre service area accommodates the building services including fire pumps and tanks, transformer and bin area, and will be constructed out of concrete in accordance with fire regulations.

The First Floor accommodates the Council Administration Offices, with a maximum accommodation for 100 staff. In addition, there is an additional 409m<sup>2</sup> of a cold shell Commercial Office Space.

### ***New Building Requirements***

Following Council’s decision on the 15<sup>th</sup> of December 2021, Perkins were appointed as the main contractor for the building and in collaboration with PHA and ATC Architects have refined Council’s preferred option.

The two Storey Building based on the comments received from the user group workshops with Staff and Councillors, as well as further consideration of the requirements of the ECI Evaluation Plan and the National Construction Code 2019 to finalise the Design.

Final Design – 15% Design		Final Design – 80% Design	
Ground Floor	1,118m <sup>2</sup>	Ground Floor	1,389m <sup>2</sup>
First Floor	1,503m <sup>2</sup>	First Floor	1,650m <sup>2</sup>
<b>Total</b>	<b>3,018m<sup>2</sup></b>	<b>Total</b>	<b>3,039m<sup>2</sup></b>

Officers have further analysed the space requirements and considered this against the Shire’s previous business case, concepts, design brief clarifications and scope compliance demonstration template and have assessed that the 80% Design meets the floor space requirements that is needed to meet current and future needs. A table that compares the needs identified by the Shire and the Design is outlined below for easy reference:

Floor Space Requirements – Needs	15% Concept Design	80% Final Design
<p><b>Council Front of House:</b> This is to contain the reception area inclusive of:</p> <ul style="list-style-type: none"> <li>• 2 front counter service areas (16m<sup>2</sup>) and a foyer (60m<sup>2</sup>)</li> <li>• 2 meeting rooms seating 4-6 people each (24m<sup>2</sup>)</li> <li>• 1 meeting room seating 20 capable of being 2 rooms of 10 (48m<sup>2</sup>)</li> <li>• 1 office to allow 2 workstations (12m<sup>2</sup>)</li> </ul>	<p><b>Council Front of House:</b> Complies inclusive of foyer, print areas, counter and offices.</p>	<p><b>Council Front of House:</b> Complies inclusive of foyer, print areas, counter and offices.</p> <ul style="list-style-type: none"> <li>• 3 front counter service areas (49m<sup>2</sup>) and a foyer (118m<sup>2</sup>)</li> <li>• 2 meeting rooms seating 4-6 people each (23m<sup>2</sup>)</li> <li>• 1 meeting room seating 10+ (22m<sup>2</sup>)</li> <li>• 1 office to allow 5 workstations (37m<sup>2</sup>)</li> </ul>
<b>Total Area required 160m<sup>2</sup></b>	<b>Total Area provided: 171m<sup>2</sup></b>	<b>Total Area provided: 249m<sup>2</sup></b>

Floor Space Requirements – Needs	15% Concept Design	80% Final Design
<p><b>Library:</b> The library space is to provide for the following:</p> <ul style="list-style-type: none"> <li>• Seating throughout the library for 40 to 50 persons (100m<sup>2</sup>).</li> <li>• Book / Material Shelving (200m<sup>2</sup>).</li> <li>• Children’s area (50m<sup>2</sup>).</li> <li>• Youth Space (50m<sup>2</sup>).</li> <li>• Local Studies (50m<sup>2</sup>).</li> <li>• A Maker Space (100m<sup>2</sup>) that includes:                             <ul style="list-style-type: none"> <li>▪ Public Computers</li> <li>▪ Media Lab</li> <li>▪ Genius Bar/Digital Learning Hub</li> <li>▪ Other technology and PCs</li> <li>▪ Art Workshops/Spaces</li> </ul> </li> <li>• Staff Areas (90m<sup>2</sup>) inclusive of:                             <ul style="list-style-type: none"> <li>▪ A Customer Service Area providing for two (2) front - Counter service areas (16m<sup>2</sup>).</li> <li>▪ One office providing for 4 workstations (24m<sup>2</sup>)</li> <li>▪ A Kitchenette (18m<sup>2</sup>)</li> </ul> </li> </ul>	<p><b>Library:</b> Complies in proving for required functions</p> <ul style="list-style-type: none"> <li>• Does not meet the desired floor space requirements. 423sqm (78%) including office and store</li> <li>• Provides 46 seats for study and 100m<sup>2</sup> across library for seating</li> <li>• Shelving: Does not meet the desired space but provides a 100m<sup>2</sup> (50%) floor area - does provide for 120 linear metres at 1.6m height</li> <li>• Children’s Space: 36m<sup>2</sup> (72%)</li> <li>• Youth Space: 60m<sup>2</sup> (120%)</li> <li>• Local Studies: 35m<sup>2</sup> (70%)</li> <li>• Makers Space: 108m<sup>2</sup> (108%)</li> <li>• Staff Areas: 41m<sup>2</sup> Office + 23m<sup>2</sup> Staff lunch =64m<sup>2</sup> (71%)</li> </ul>	<p><b>Library:</b> Complies in proving for required functions</p> <ul style="list-style-type: none"> <li>• Total main floor space provided 374sqm</li> <li>• Children’s Space: 36m<sup>2</sup></li> <li>• Staff Areas (Office &amp; Lunch Room): 20m<sup>2</sup></li> <li>• Makers Space: 186m<sup>2</sup> provided as a Community Activation Hub</li> </ul>

Floor Space Requirements – Needs	15% Concept Design	80% Final Design
<ul style="list-style-type: none"> <li>▪ A Checking Room/Area (20m<sup>2</sup>)                             <ul style="list-style-type: none"> <li>▪ Storage (12m<sup>2</sup>)</li> </ul> </li> </ul>		

Total Area required 640m <sup>2</sup>	Total Area provided: 531m <sup>2</sup>	Total Area provided: 650m <sup>2</sup>
<ul style="list-style-type: none"> <li>• Council Administration:</li> <li>• To accommodate current and short term future requirements to house administration staff inclusive of:</li> <li>• 80 workstations @ 10m<sup>2</sup> per workstation (800m<sup>2</sup>) to provide for:</li> <li>• 4 Executive Offices</li> <li>• 2 Offices</li> <li>• 72 workstations</li> <li>• Staff amenities</li> <li>• 6 breakout rooms (6x9m<sup>2</sup> = 54m<sup>2</sup>)</li> <li>• 2 meeting rooms seating 20 capable of being 2 rooms of 10 (96 m<sup>2</sup>)</li> <li>• Storage Rooms</li> <li>• Environmental Health Laboratory (15m<sup>2</sup>)</li> <li>• IT Server Room (48m<sup>2</sup>)</li> <li>• Compactus (12m<sup>2</sup>)</li> </ul>	<ul style="list-style-type: none"> <li>• Council Administration:</li> <li>• Complies in meeting the requirements.</li> <li>• 1024m<sup>2</sup> (99.9%)including 85 inclusive of 6 Offices</li> <li>• Only 3 Breakout rooms (17m<sup>2</sup>)</li> <li>• Only 42m<sup>2</sup> which can provide 3 meeting rooms</li> <li>• Separate printing &amp; stationary Room with acoustics included (25m<sup>2</sup>)</li> <li>• Compactus included in the IDS Office (17m<sup>2</sup>)</li> <li>• Storage Rooms - one large storage area on ground floor, Directorate storage requirements to be considered in fit out</li> <li>• Environmental Health Laboratory (15m<sup>2</sup>)</li> <li>• Computer Workshop &amp; IT Server Room (32m<sup>2</sup>)</li> </ul>	<p><b>Council Administration:</b> Complies in meeting the requirements.</p> <ul style="list-style-type: none"> <li>• Offices (71m<sup>2</sup>) – 7 Offices</li> <li>• Open Plan Area (472m<sup>2</sup>) – 76 seats</li> <li>• IT Office (68m<sup>2</sup>) – 16 Seats</li> <li>• IDS Office &amp; Safe Room (22m<sup>2</sup>) - 2 Seats</li> <li>• Total Seating Available: 101 seats (inclusive of offices)</li> <li>• 4 Breakout rooms (31m<sup>2</sup>)</li> <li>• 2 meeting rooms (36m<sup>2</sup>)</li> <li>• Separate printing &amp; stationary Room with acoustics included (18m<sup>2</sup>)</li> <li>• Storage Room/Cleaners/Bin Store (40m<sup>2</sup>)</li> <li>• Environmental Health Laboratory (14m<sup>2</sup>)</li> <li>• Computer Workshop &amp; IT Server Room (33m<sup>2</sup>)</li> <li>• Staff Kitchen/Lunch Room (51m<sup>2</sup>)</li> <li>• Public Amenities/EOT/Lockers (46m<sup>2</sup>)</li> <li>• Circulation/Services (72m<sup>2</sup>)</li> </ul>
Total Area required 1025m <sup>2</sup>	Total Area provided: 1024m <sup>2</sup>	Total Area provided: 980m <sup>2</sup>
<p><b>Council Chambers:</b> This area will accommodate the following:</p> <ul style="list-style-type: none"> <li>• Seating for up to 200 people (200m<sup>2</sup> capable of being partitioned into 3 separate rooms) inclusive of:                             <ul style="list-style-type: none"> <li>▪ 9 Councillors</li> <li>▪ 5 Executive Staff</li> <li>▪ 10 Support Staff</li> <li>▪ 4 Media Officers</li> <li>▪ Gallery</li> </ul> </li> <li>• A Kitchen / bar to allow for catering and or cooking classes (50m<sup>2</sup>)</li> <li>• A Board / Dining room seating up to 20 people (50m<sup>2</sup>)</li> <li>• 1 Executive Office (15m<sup>2</sup>)</li> <li>• A Councillor Lounge (30m<sup>2</sup>)</li> <li>• Councillor End of Trip Facilities (30m<sup>2</sup>)</li> <li>• Public Amenities (50m<sup>2</sup>)</li> </ul>	<p><b>Council Chambers:</b> Complies included all of the required spaces but may require some redesign to meet the separate room requirement.</p> <ul style="list-style-type: none"> <li>• Chamber 195m<sup>2</sup> (98%)</li> <li>• Kitchen/bar 19m<sup>2</sup> (63%) - does not specifically allow for cooking classes.</li> <li>• A Board/Dining room 38m<sup>2</sup> (79%)</li> <li>• 1 Executive Office 19m<sup>2</sup> (158%)</li> <li>• Councillor Lounge 16m<sup>2</sup> (53%)</li> <li>• Councillor EOT Facilities 12m<sup>2</sup> (58%)</li> <li>• Public Amenities (49m<sup>2</sup>)</li> </ul>	<p><b>Council Chambers:</b> Complies included all of the required spaces but may require some redesign to meet the separate room requirement.</p> <ul style="list-style-type: none"> <li>• Chamber 175m<sup>2</sup></li> <li>• Kitchen/bar 26 m<sup>2</sup> - does not specifically allow for cooking classes</li> <li>• A Board/Dining room 29m<sup>2</sup></li> <li>• 1 Executive Office 11m<sup>2</sup></li> <li>• Councillor Lounge 14m<sup>2</sup></li> <li>• Councillor EOT Facilities 14m<sup>2</sup></li> <li>• Public Amenities 65m<sup>2</sup></li> </ul>

Total Area required 425m <sup>2</sup>	Total Area provided: 348m <sup>2</sup>	Total Area provided: 334m <sup>2</sup>
Retail Space Area required 360m <sup>2</sup>	Total Area provided: 87m <sup>2</sup> provided as a Community Activation Hub.  Does not comply.  Needs to be redesigned in Library to consider a small coffee/book café as part of library on the north.	Incorporated in the Library floor space as a small coffee/book café.
Commercial Office Tenancy 620m <sup>2</sup>	Total Area provided: 479m <sup>2</sup> (77%) includes separate amenities.  Complies.  *Not all areas included in tables	Commercial Office Tenancy (409m <sup>2</sup> )
		External Areas (Services Landscaping, etc.) (417m <sup>2</sup> )
<b>Total Needs Analysis: 3,230m<sup>2</sup></b>	<b>Total Area Provided: 3018m<sup>2</sup></b>	<b>Total Area Provided: 3039m<sup>2</sup></b>

### Gross Maximum Price

The GMP price for the design will be received by the Shire on the 12<sup>th</sup> of May 2022 and a report to confirm the final GMP price will be presented at the Ordinary Council Meeting on the 25<sup>th</sup> of May 2022. The submission will be sent to Rawlinson's for a QS peer review assessment on the costs and state of the market. This report will be attached to the agenda item for consideration at the 25<sup>th</sup> May Ordinary Council Meeting.

### Summary

Officers recommend that Council accept the 80% detailed design and that the final GMP be presented to Council at the 25<sup>th</sup> of May Ordinary Council Meeting.

**Council Role** - Executive/Strategic.

**Voting Requirements** - Absolute Majority.

**Change to Officer Recommendation** - No Change.

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

86-22            MOVED -        Cr. M. T Bennett                            SECONDED -        Cr. T G Gardiner

**THAT Council:**

1.        **Accepts and notes the 80% Design submission received from Perkins Pty Ltd for the New Shire of Dardanup Administration, Library and Community Building.**
  
2.        **Requests the Chief Executive Officer to present a report to the 25<sup>th</sup> of May 2022 Ordinary Council Meeting to confirm the final contract price inclusive of the Design and Construction Contingencies.**

CARRIED

5/2

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
<i>Cr. M T Bennett</i>	<i>Cr J P Dow</i>
<i>Cr. S L Gillespie</i>	<i>Cr. M R Hutchinson</i>
<i>Cr. E P Lilly</i>	
<i>Cr. T G Gardiner</i>	
<i>Cr. P S Robinson</i>	

*By Absolute Majority**Note: Cr. L W Davies returned to the room [5.39pm].*

## 12.3 INFRASTRUCTURE DIRECTORATE REPORTS

### 12.3.1 Title: Panizza Road – Dust Suppression

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Jason Gick - Manager Operations</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.3.1 – Risk Assessment Tool</i>

#### **Overview**

This report addresses Council Resolution (OCM: 420-21) requesting an investigation into dust suppression costs for the gravel section of Panizza Road and installation of signage.

#### **Background**

Council considered a request from Mr Mark Panizza to close Panizza Road as a through road at its 26<sup>th</sup> of May 2021 Ordinary Council Meeting. Council resolved (OCM: 143-21):

*“THAT Council:*

- 1. Authorises the Chief Executive Officer to seek public comment on the proposal to close the thoroughfare on Panizza Road by advertising the proposal and notifying affected residents in accordance with Section 3.50 of the Local Government Act 1995.*
- 2. Requests that once public comments have been received, the matter, together with public comments, is reported back to Council for further consideration and final deliberation.”*

The proposal to close the thoroughfare was advertised over July and August 2021 and traffic counts were taken.

At its meeting held on the 24<sup>th</sup> of November 2021 OCM, Council resolved (362-21):

*“THAT Council:*

- 1. Does not close Panizza Road and that the upgrade and sealing of Panizza Road be considered as part of the 2022-23 Budget deliberations and the Road Asset Management Plan.*
- 2. Requests that the Chief Executive Officer carries out survey, design, environmental assessment and cost estimation of upgrading Panizza Road; and*
- 3. Once the process is complete, requests that the results are brought back to Council for further consideration.*
- 4. Requests the Chief Executive Officer to investigate speed restrictions and or surveillance along the road as an immediate measure to address safety concerns.”*

The work required to produce design, environmental assessment and cost estimates is progressing, and is not discussed in this report.

At its 15<sup>th</sup> of December 2021 Ordinary Council Meeting, Cr Gardiner put forward a Motion to investigate dust suppression and removal of heavy vehicles from Panizza Road.

The Council subsequently resolved (OCM: 420-21):

*“THAT Council:*

1. *Requests that the Chief Executive Officer investigate and report to Council cost for treating the gravel section of Panizza Road with a dust suppression product to mitigate the dust problem that is affecting local landholders.*
2. *Liaises with Main Roads WA and seeks approval to install appropriate signage to slow down traffic and to discourage heavy vehicle usage on Panizza Road.”*

This report addresses the above Council resolution (OCM: 420-21).

### **Legal Implications**

The use of dust suppression methods is not directly regulated, however dust suppression products may be subject to environmental and Occupational Health & Safety regulations.

Road traffic control signage is regulated by Main Roads WA and road traffic advisory signage is overseen by industry guidelines.

### **Strategic Community Plan**

Strategy 2.2.2 - Provide Sustainable Transport Infrastructure. (Service Priority: Moderate)

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

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

Strategy 5.1.3 - Provide a safe road transport network where crashes resulting in death or serious injury are minimised. (Service Priority: Very High)

### **Environment**

Application of dust suppression products generally requires the use of bulk water for surface application. The applications do not last indefinitely and each application will require bulk water consumption.

### **Precedents**

The Shire has not substantially used chemical dust suppression agents as a regular process previously.

### **Budget Implications**

There is no capital works project for Panizza Road in the 2021/22 Budget.

RM032 – Panizza Road has a budget allocation of \$20,967. At the time of writing \$13,407 has been spent or committed.

All dust suppression options noted in the report exceed the budget allocation.

### **Budget – Whole of Life Cost**

The use of dust suppression products is a management treatment and does not add value to the road asset.

### **Council Policy Compliance**

- Infr CP058 – Roadside Vegetation
- Infr CP064 – Upgrade of Existing Roads – Voluntary Contributions by Adjoining Property Owners
- Infr CP074 – Asset Management

### **Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Panizza Road – Dust Suppression
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	Health Ongoing dust problem if no action taken.
	Financial Ongoing costs for temporary treatments.
	Reputational Customer dissatisfaction with no treatment, wrong treatment or delay in treatment.
	Environment Clearing Permit required to clear verges for road works.

### **Officer Comment**

Main Roads has advised that “installation of either regulatory or advisory speed signage to unsealed roads is not permitted as the conditions are frequently changing and the safe speed on one day may be significantly less on another”. Main Roads has indicated that it is unaware of any signs that would be useful in this situation.

There are numerous ‘dust suppression’ products on the market, many of which have been developed to assist on non-permanent mine site haul road environments. These are not suitable for application on Panizza Road.

Investigation into suitable rural road treatments has identified two types of treatments that could be applied to Panizza Road. Two suppliers (one from WA, one from Victoria) were consulted to provide advice on product type, applications and pricing.



### Basecourse Binding

Basecourse binding is the process of water binding a well graded gravel material, compacting and final trimming the surface to shape and condition. Binding is normally used as a treatment for gravel sheeting, where the final treated surface is expected to last for at least 12 months, prior to the next substantial maintenance grade, and as a final trim treatment prior to bitumen sealing.

The use of dust suppression agents during the basecourse binding process is designed to strengthen the water bind to reduce the mobilisation of finer particulates (which become airborne dust) and to extend the duration of the chemical bind particulate. This process is designed to reduce the frequency maintenance grades, by building a stronger, more durable road formation and basecourse.

Basecourse binding is a road construction process that requires multiple plant items to ensure a well-constructed, shaped and compacted road surface. The binding process requires the chemical agent to penetrate into the basecourse between 50mm and 100mm, and to be spread using the watercart, as an additive to the bulk load. The water bound product can last up to a couple of years, depending on performance.

### Chemical Aggregation

Chemical aggregation is the process of applying a water compound, containing an ionic aggregating agent, through broad spraying directly onto the road surface. The aggregating agent works chemically to bind itself to small particles, which individually increases their weight, making them less susceptible to wind borne movement. The secondary action is to act as an aggregating binder, holding multiple small particles together, thus clumping them into larger particles.

Chemically aggregated particles will naturally break down over time, and this treatment needs to be refreshed every 3 to 6 months, depending on performance.

### Dust Suppression Performance

The performance of either (or any) product in either treatment is dependent on a number of factors that affect the basecourse strength and integrity or the aggregating surface treatment. These include:

- Quality, grade and integrity of the existing gravel in the road;
- Quality of the water binding workmanship;
- Depth of penetration;
- Initial concentration of application;
- Frequency of secondary and follow up applications;
- Traffic volume;
- Traffic composition;
- Weather conditions (rain, heat, wind);
- Shade cover; and
- Frequency of maintenance grading.

The gravel section of Panizza Road has low traffic volumes, but does show a high percentage of heavy vehicles.

### Treatment Options

The following table shows the matrix of treatment options available, based on two suppliers and two treatment agents:

SUPPLIER	WATERBINDING WITH 100MM GRAVEL OVERLAY	WATERBINDING WITH NO NEW MATERIAL	NO PAVEMENT TREATMENT
Supplier 1 – binder	<b>Option 1</b> 1.0L/ m <sup>2</sup> to 100mm depth Several years duration Requires annual surface spray top up	<b>Option 2</b> As for Option 1, but no new gravel material	N/A
Supplier 1 – aggregation	N/A	N/A	<b>Option 3</b> 2.0 to 2.5L/ m <sup>2</sup> Top down application >90% dust control for 3 months
Supplier 2 – binder	<b>Option 4</b> 0.3L/ m <sup>2</sup> in two applications Performs up to 6 months Sliding cost scale	<b>Option 5</b> As for Option 4, but no new gravel material	N/A
Supplier 2 – aggregation	N/A	N/A	<b>Option 6</b> 1.0L/ m <sup>2</sup> undiluted Re-application at 0.3L/ m <sup>2</sup> Sliding cost scale

This report does not include an option to construct a sealed road, either partially or wholly. Sealing the road provides a more permanent solution to dust control, and subject to a separate report in response to Council Resolution (OCM: 362-21).

#### Cost Analysis

The following table provides a basic cost structure for the two dust suppression treatment types, for 910m of gravel road:

OPTION	PREPARATION COSTS	APPLICATION COSTS	TOTAL OPTION COST	EXPECTED PERFORMANCE
<i>Option 1</i> Supplier 1 Waterbind 100mm imported gravel	\$76,000	\$31,600	\$107,600	Several years requires annual top up
<i>Option 2</i> Supplier 1 Waterbind existing pavement	\$40,000	\$31,600	\$71,600	Several years requires annual top up
<i>Option 3</i> Supplier 1 Aggregation agent application	Nil	\$17,200 per application	\$34,400 (min. 2 applications p.a.)	>90% up to 3 months
<i>Option 4</i> Supplier 2 Waterbind 100mm imported gravel	\$76,000	\$11,500	\$87,500	6 months
<i>Option 5</i> Supplier 2 Waterbind existing pavement	\$40,000	\$11,500	\$51,500	6 months
<i>Option 6</i> Supplier 2	Nil	\$42,800 (1st application) \$11,900	\$54,700	6 – 12 months

OPTION	PREPARATION COSTS	APPLICATION COSTS	TOTAL OPTION COST	EXPECTED PERFORMANCE
Aggregation agent application		(2nd application)		

The cost analysis does not include estimates for building a bitumen sealed road, as this will be subject to a separate report in response to Council Resolution (OCM: 362-21).

The cost analysis does NOT consider treating only a section of road. In such a case, it is important to understand that the cost per length is not linear, due to:

- Sliding scale for smaller quantities of dust suppression agent;
- Mobilisation costs remain constant regardless of quantities;
- Traffic management costs remain constant regardless of quantities;
- Plant and labour costs remain regardless of quantities.

#### General Comment

There are numerous dust suppression products available. They typically come in one of two categories; a binding agent that partially 'glues' particles together during the water binding process and an aggregating agent that adheres to fine particles and makes them heavier against wind.

Two suppliers were contacted to provide advice on their products for treatment on Panizza Road. Both have products that may be suitable, but there could potentially be other suppliers that could also assist. A broad market analysis has not been undertaken.

Of the products advised, there are differing specifications, application rates and performance durability, which would need to be considered in any subsequent decision making, particularly in regards to follow up treatments required, ongoing maintenance and expectations management.

As a comparison, to bitumen seal the road to a nominal 6.0m width for the full 910m length will cost an additional \$25,000 for the bitumen seal. However, under this scenario it is recommended that the gravel base course thickness be increased to a minimum 150mm.

A separate report in response to Council resolution 362-21 will be presented to Council once survey, design, environmental assessment and cost estimation of upgrading Panizza Road have been undertaken.

With the change in weather, and the prospect of rain in the not too distant future, dust will become less prevalent, until next summer.

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation** - No Change.

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

87-22                      MOVED -              Cr. J P Dow                                      SECONDED -              Cr. T G Gardiner

**THAT Council:**

- 1.              Notes the options for dust suppression products, as depicted in this report;**
- 2.              Notes Main Roads WA advice that installation of either regulatory or advisory speed signage to unsealed roads is not permitted; and**
- 3.              Defers a decision on dust mitigation on Panizza Road until it has considered the option to upgrade Panizza Road, or a section of Panizza Road, to a bitumen seal standard.**

CARRIED  
7/1

<b>FOR THE MOTION</b>	<b>AGAINST THE MOTION</b>
<i>Cr. M T Bennett</i> <i>Cr. L Davies</i> <i>Cr. T G Gardiner</i> <i>Cr. P S Robinson</i> <i>Cr J P Dow</i> <i>Cr. M R Hutchinson</i> <i>Cr. S L Gillespie</i>	<i>Cr. E P Lilly</i>

## 12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

### 12.4.1 Title: Shire of Dardanup – New Lease Agreement Template

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis - Deputy CEO</i> <i>Mrs Aly Smith – Building Property Management Officer</i>
<i>Legislation:</i>	<i>Mrs Donna Bailye - Personal Assistant to D/CEO</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.4.1A – Risk Assessment</i> <i>Appendix ORD: 12.4.1B – Councillor Workshop Notes</i> <i>Appendix ORD: 12.4.1C – Lease Fee Matrix</i> <i>Appendix ORD: 12.4.1D – New Draft Lease Template</i>

#### DECLARATION OF INTEREST

Cr. M T Bennett declared an Impartiality Interest in this item.

Refer to the list of Declarations of Interest.

#### **Overview**

Council is requested to review the Shire of Dardanup’s new Lease Agreement Template and confirm the standard terms and conditions to be applied to all future building, land and facility lease agreements.

#### **Background**

In accordance with Section 3.58 of the *Local Government Act 1995*, the Council may dispose of property through sale or lease to the public through a prescribed process. Council currently leases properties to various sporting organisations, not for profit, community groups and the public. The leases cover both buildings, facilities and vacant land.

WALGA provides a lease agreement template document for Local Government use. Council has been using this template since 2011, with this document being modified and updated to reflect the changing needs of Council since that time.

In September 2019 the document was updated by Council officers to include a table which provided a more defined schedule of obligations and maintenance. These new template conditions were endorsed by Council at its Ordinary Meeting held on the 25<sup>th</sup> of September 2019 (OCM: 278-19) when approving the Ferguson Hall Committee lease, which provided for the following:

- Peppercorn annual lease fee for Not-for-Profit groups of \$0;
- Lessee to pay for all internal fit-out repairs, maintenance and replacement of items;
- Lessee to pay for all utility charges and contents and other relevant operational insurances;
- Lessee paying for the building insurance through a reimbursement to Council of the actual lease costs incurred by the Council through LGIS;
- Lessee to pay for all annual safety inspections and servicing;
- Lessee to pay all rubbish collection charges and pest maintenance;
- Council paying for major structural repairs and maintenance, including fixed equipment and chattels; and
- Council being provided free use of the facility up to 5 times a year.

These standard terms and conditions were also applied to the new 5 year leases for the Burekup & Districts Country Club and Eaton Junior Football Club/Eaton Cricket Club endorsed by Council at its Ordinary Council Meeting held on the 25<sup>th</sup> of March 2020 (OCM: 41-20 and 42-20).

In March 2020 Council had also received a request from the Dardanup Sporting & Community Club to not pay building insurance. Council had previously resolved (OCM: 350-19) to provide a 50% subsidy on the insurance cost for sporting and community groups who leased Council buildings in the 2019/20 financial year of \$14,087.37. Council subsequently resolved at its Ordinary Council Meeting on the 25<sup>th</sup> of March 2020 (OCM: 59-20) to refund 100% of Insurance premiums paid by Lessees under the current Lease template (\$28,174.74), and no longer on-charge the insurance fees for each lease. The Lease Agreement Template was updated to reflect this change.

A new 20 year lease agreement was established for the Eaton Bowling Club and endorsed by Council at the 25<sup>th</sup> of August 2021 Council Meeting (OCM: 263-21) which introduced an annual lease fee in lieu of rates, taxes and charges being paid by the Lessee.

To enable new lease agreements to be established in a consistent manner, a report was presented to the 24<sup>th</sup> of November 2021 Council Meeting relating to the establishment of a new Lease Agreement Template. Council did not adopt the Officer Recommendation at that time but resolved to defer the matter until all of the Clubs have been consulted:

“384-21            *MOVED -*            *Cr. M T Bennett*                            *SECONDED -*            *Cr. E P Lilly*

*THAT Council defer making a decision on the new lease agreement template and lease conditions until all Clubs have been consulted.*

*CARRIED  
9/0”*

A Councillor Workshop occurred on the 9<sup>th</sup> of February 2022 to review Council’s standard lease terms and conditions within the template lease agreement. This has established the proposed future template lease conditions for users of Shire of Dardanup buildings and facilities, and is the basis upon which Clubs will be consulted.

The Lease Agreement Template will assist Council officers in future lease negotiations and ongoing lease management, and ensure that Council’s lease documentation meets current legal and professional standards.

### **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.*

The advertising of the disposal of property is not required in specific circumstances under the *Local Government (Functions and General) Regulations 1996* Section 30 (2)(b)(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;*

*or*
  - (b) *the land is disposed of to a body, whether incorporated or not —*
    - (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*
    - (ii) *the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;*

*or*
  - (c) *the land is disposed of to —*
    - (i) *the Crown in right of the State or the Commonwealth; or*
    - (ii) *a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or*
    - (iii) *another local government or a regional local government;*

*or*

- (d) it is the leasing of land to an employee of the local government for use as the employee’s residence; or
  - (e) it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land; or
  - (f) it is the leasing of land to a person registered under the Health Practitioner Regulation National Law (Western Australia) in the medical profession to be used for carrying on his or her medical practice; or
  - (g) it is the leasing of residential property to a person.
- (2a) A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been.....
- (2b) Details of a disposition of property under subregulation (2a) must, for a period of 1 year beginning on the day of the initial auction or tender.....
- (3) A disposition of property other than land is an exempt disposition if—
- (a) its market value is less than \$20 000; or
  - (b) the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.

**Strategic Community Plan**

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

**Environment** - None.

**Precedents**

Council has endorsed the establishment of lease agreements with various Lessees, including the updating of template lease conditions.

**Budget Implications**

As no assets/infrastructure are being created, there are no budget implications for this item.

**Budget – Whole of Life Cost**

Through establishment of new Lease Agreement Template, Council will introduce a formal lease fee and maintenance system for the leasing of Council properties, which will be reflected in future budgets and asset management plans.

**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: 12.4.1A] for full assessment document.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Shire of Dardanup – New Lease Agreement Template



<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Failure to establish a preferred template could lead to incorrect charges and loss of income for leasing of Council property.
	Legal and Compliance Establishment of a Council endorsed template will ensure compliance for future lease agreements.
	Reputational Inconsistencies in lease agreement terms could lead to damage to the Shire’s reputation.

### ***Officer Comment***

#### *Lease Agreement Template*

Council recently executed the new Eaton Bowling & Social Club lease agreement. An in-house review by Council Officers of the current Lease Agreement was undertaken, with a detailed maintenance schedule developed to address the specific maintenance obligations of the lessee and lessor pertaining to the Bowling Club. The new lease agreement also identifies the Joint Management Committee arrangement between the Eaton Bowling & Social Club and the Eaton Senior Citizens.

The Eaton Bowling & Social Club Lease Agreement was forwarded to lawyers Herbert Smith Freehills for their review and advice. Based on the lawyer’s advice, minor changes (formatting, numbering and definitions) were made to the lease template.

At a workshop held for Councillors on the 9<sup>th</sup> of February 2022, Council workshopped the general conditions of leasing that form part of the lease template, such as rental, insurance payments and maintenance requirements. These terms along with Councillors comments are provided for in [Appendix ORD: 12.4.1B] and will form the basis of the proposed new terms for the Shire of Dardanup Lease agreement template.

Following extensive discussion at the workshop it was identified that there were varying factors to take into consideration when charging fees for leasing Council properties. To assist in the assessment of the fee structure to be charged, Officers have developed a Fees Matrix to assess the various aspects of each lease, based on the Lessee and the property to be leased. A copy of the Matrix is provided for in [Appendix ORD: 12.4.5C].

At the November 2021 Ordinary Council Meeting, Council requested that Officers consult with the Clubs in regards to the new lease agreement terms. To enable Officers to commence the discussion with the User Groups, a starting point was required to open the discussions. Based on the outcomes from the Councillor workshop, terms are now being provided to Council for further discussion and formal resolution. Once Council has established the terms for the new Shire of Dardanup Lease Template, officers will undertake consultation with the relevant Clubs. Following this consultation, it is proposed that feedback on the Template Lease terms and conditions be brought back to the June 2022 Ordinary Council Meeting for final endorsement.

It is proposed that the terms and conditions of the new Shire of Dardanup Template Lease Agreement apply to Leases with the following groups:

- Charitable, Benevolent, Religious, Cultural, Educational, Recreational, Sporting or other like nature Not-for-Profit Clubs & Groups;
- Commercial & Sporting Clubs holding a full Liquor Licence; and
- Commercial Farm Leases (Vacant Land).

Leases established with other commercial businesses, organisations and agencies, will be subject to individual negotiated lease terms and conditions.

At the February 2022 Ordinary Council Meeting, Council requested that Officers enter into discussions with Foster Families South West (FFSW) regarding the establishing a five year lease at the Dardanup Community Centre. Please note that officers have met with and commenced negotiations with FFSW, discussing the proposed Lease Agreement template conditions and terms.

As Council moves forward with its plans for the New Administration building, it is proposed that Officers will initiate discussion with future possible Lessees for the building. Prior to these negotiations commencing, it is proposed that a new, separate Retail Lease Agreement template be established. This new lease agreement, together with its terms will be presented to Council for endorsement in the near future.

#### User Agreements

At the Ordinary Council Meeting held on the 24<sup>th</sup> of November 2021, Council endorsed the establishment of a User Agreement with the Dardanup Sporting & Community Club over the tennis courts, basketball courts and Wells Recreation Grounds (OCM: 385-21).

*“THAT Council:*

1. *Approves the lease of the Clubrooms, temporary change rooms, storage shed and future change rooms at Lot 55 Ferguson Road, Dardanup to the Dardanup Sporting and Community Club for a five (5) years, with the option of a further five (5) years.*
2. *Authorises the Chief Executive Officer to negotiate and sign a new lease with the Dardanup Sporting and Community Club.*
3. *Authorises the Chief Executive Officer to negotiate and establish a User Agreement with the Dardanup Sporting & Community Club over for the tennis courts, basketball courts and Wells Recreation grounds.”*

Council has also recently entered into a User Agreement with the Eaton Boomers Football Club for the use of the Eaton Sports Pavilion and the Glen Huon Oval.

In keeping with Council’s request to negotiate with the relevant user groups regarding the User Agreement terms and conditions, officers are proposing to engage further with groups over the next month. Following these discussions, it is proposed that a report will be brought back to Council in June 2022 seeking Council’s formal endorsement of a proposed User Agreement fee structure.

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

## OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. Supports the following proposed updated terms and conditions being included in the new Shire of Dardanup Lease Agreement Template:

		Charitable, Benevolent, Religious, Cultural, Educational, Recreational, Sporting or other like nature Not-for-Profit Clubs & Groups	Commercial & Sporting Clubs holding a full Liquor Licence	Commercial Farm Leases (Vacant Land)
a)	Lease Fee	Payable by Lessee	Payable by Lessee	Payable by Lessee
	[Etc.. as below resolution]	.....	.....	Etc...

2. Requests that the Chief Executive Officer consult with existing Shire of Dardanup Lessees in regards to the proposed Lease Agreement Terms provided for in Resolution 1 above;
3. Requests that following consultation with the relevant Lessees, the Chief Executive Officer bring a report back to Council in June 2022 for Council endorsement of the new terms for the Shire of Dardanup Lease Agreement Template.

*Note: Cr. T G Gardiner moved the Officer Recommended Resolution and Cr. M T Bennett Seconded. Cr. P S Robinson then asked the mover and the seconder if they would consider moving the Officer Recommended Resolution with the following amendments to Part 2 and 3 (amendments highlighted in red below).*

THAT Council:

.....

2. *Requests that the Chief Executive Officer consult with existing Shire of Dardanup Lessees in regards to the proposed **New Lease Agreement Terms and the Associated Fees and Conditions** provided for in Resolution 1 above;*
3. *Requests that following consultation with the relevant Lessees, the Chief Executive Officer bring a report back to Council in June 2022 for Council endorsement of the new terms for the Shire of Dardanup Lease Agreement Template, **Fees and Conditions**.*

*Cr. T G Gardiner and Cr. M T Bennett agreed to the above amendments as requested by Cr. P S Robinson.*

### **Change to Officer Recommendation**

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

- *Parts 2 and 3 of the Officer Recommended Resolution to request consultation is carried out on the associated fees and conditions of the proposed New Lease Agreement.*

**ELECTED MEMBER RESOLUTION & COUNCIL RESOLUTION**

88-22

MOVED - Cr. T G Gardiner

SECONDED -

Cr. M T Bennett

**THAT Council:**

1. **Supports the following proposed updated terms and conditions being included in the new Shire of Dardanup Lease Agreement Template:**

		CHARITABLE, BENEVOLENT, RELIGIOUS, CULTURAL, EDUCATIONAL, RECREATIONAL, SPORTING OR OTHER LIKE NATURE NOT-FOR-PROFIT CLUBS & GROUPS	COMMERCIAL & SPORTING CLUBS HOLDING A FULL LIQUOR LICENCE	COMMERCIAL FARM LEASES (VACANT LAND)
a)	Lease Fee	Payable by Lessee	Payable by Lessee	Payable by Lessee
	Amount Payable – Buildings	Refer to Lease Fee Matrix	Refer to Lease Fee Matrix	N/A
	Amount Payable – Vacant Land	\$100 per annum	N/A	\$175 - \$500 per hectare or Market Valuation
	Amount Payable – Vacant Land (Lessee removable structures)	Refer to Lease Fee Matrix	Refer to Lease Fee Matrix	\$175 – 500 per hectare or Market Valuation
b)	Building Insurance	Payable by Lessor	Payable by Lessor	N/A
c)	Contents, Public Liability, Workers Compensation Insurance	Payable by Lessee – (\$10M Public Liability Policy)	Payable by Lessee (\$10M Public Liability Policy)	Payable by Lessee – (\$20M Public Liability Policy)
d)	Ancillary Insurances (Cricket nets, lighting towers, sheds)	Payable by Lessor	Payable by Lessor – reimbursed by Lessee	Payable by Lessor – reimbursed by Lessee
e)	Internal fit-out, repairs, maintenance and replacement of items;	Payable by Lessee	Payable by Lessee	N/A
f)	Structural repairs, maintenance and replacement of items;	Payable by Lessor	Payable by Lessor	N/A
g)	Vandalism of facility	Payable by Lessor	Payable by Lessor	Payable by Lessor
h)	Council Rates	Payable by Lessor	Payable by Lessee	Payable by Lessee
i)	Council Rubbish Charges	Payable by Lessor (1 standard rubbish service only)	Payable by Lessee	N/A
j)	Emergency Services Levy	Payable by Lessee	Payable by Lessee	Payable by Lessee
k)	Other taxes or charges	Payable by Lessee	Payable by Lessee	Payable by Lessee
l)	Utility rates and consumption charges	Payable by Lessee (Council Rates paid by Lessor – service and consumption Lessee)	Payable by Lessee	Payable by Lessee

		CHARITABLE, BENEVOLENT, RELIGIOUS, CULTURAL, EDUCATIONAL, RECREATIONAL, SPORTING OR OTHER LIKE NATURE NOT-FOR-PROFIT CLUBS & GROUPS	COMMERCIAL & SPORTING CLUBS HOLDING A FULL LIQUOR LICENCE	COMMERCIAL FARM LEASES (VACANT LAND)
m)	Test & Tag – Electrical Checks	Payable by Lessee	Payable by Lessee	N/A
n)	Fire Fighting Equipment	Payable by Lessee	Payable by Lessee	N/A
o)	Term of Lease	5 years (longer history, longer lease)	5 years (longer history, longer lease)	2 years
p)		Council being provided free use of the facility up to 5 times a year.		

2. Requests that the Chief Executive Officer consult with existing Shire of Dardanup Lessees in regards to the proposed New Lease Agreement Terms and the Associated Fees and Conditions provided for in part 1 of resolution above;
3. Requests that following consultation with the relevant Lessees, the Chief Executive Officer bring a report back to Council in June 2022 for Council endorsement of the new terms for the Shire of Dardanup Lease Agreement Template, Fees and Conditions.

CARRIED  
6/2

FOR THE MOTION	AGAINST THE MOTION
Cr. M T Bennett Cr. L Davies Cr. E P Lilly Cr. T G Gardiner Cr. P S Robinson Cr. S L Gillespie	Cr J P Dow Cr. M R Hutchinson

**12.4.2 Title: Country Women’s Association of Western Australia Inc. – Renewal of Lease – CWA Building Hamilton Road - Eaton**

<b>Reporting Department:</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Reporting Officer:</b>	<i>Mrs Aly Smith – Building Property Management Officer Mrs Donna Bailye – PA Deputy Chief Executive Officer</i>
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>Attachments:</b>	<i>Appendix ORD: 12.4.2 – Risk Assessment</i>

**Overview**

Council is requested to approve the renewal of a lease agreement with the Country Women’s Association of Western Australia Inc. (CWA) for the building located at 27 Hamilton Road in Eaton, for a period of 10 years.

**Location Plan**



**Background**

The Country Women’s Association (CWA) currently holds a lease over the building located at 27 Hamilton Road, Eaton with the current lease expiring on the 23<sup>rd</sup> of February 2022. The CWA have requested to renew their lease with the Shire of Dardanup for a further 10 year period.

Prior to the renewal in 2012, the CWA held a 21 year lease over the property at Hamilton Road.

**Legal Implications**

(Lot 5481) 27 Hamilton Road is a Reserve 29456 and has an area of 911m<sup>2</sup> which is owned by the State and vested to the Shire of Dardanup. The site is vested to the Shire with a “Hall Site” purpose. The Shire has the power to lease, subject to the lease not being longer than 21 years. The current Zoning for this site under the TPS3 is Other Community which allows for community use.

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.*

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

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

- (2) *A disposition of land is an exempt disposition if —*
- (b) *the land is disposed of to a body, whether incorporated or not —*
    - (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*

**Strategic Community Plan**

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

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

**Environment** - None.

**Precedents**

Council has previously supported the lease of CWA Building to the Country Women's Association of Western Australia Inc. A lease has been in place since 1990.

**Budget Implications**

The current lease agreement (2012-2022) has the CWA paying a peppercorn rental. It is proposed that following the adoption of the new Shire of Dardanup Lease Template, the newly endorsed rental amount will be charged annually to the CWA.

**Budget – Whole of Life Cost**

Whole of life costs will be subject to the adoption of the newly endorsed conditions of the new Shire of Dardanup Lease Template.

**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: 12.4.2] for full assessment document.

<b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	Country Women's Association of Western Australia Inc. – Renewal of Lease – CWA Building Hamilton Road - Eaton
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 would be seen in a negative light if we failed to meet our contractual and legislative requirements

**Officer Comment**

The CWA Eaton Branch have 14 members. They meet every second Monday, hold a function on the fourth Monday of each month and host craft activities every Tuesday and Wednesday. The rooms are also utilised by the Bunbury Bacchus Club one Tuesday evening each month, a sewing group each Thursday and a church group every Sunday.

It is recommended that Council support the renewal of a lease agreement with the CWA for a period of 10 years and request that the Chief Executive Officer enter into negotiations with the CWA of WA Inc. for the renewal of the new lease in accordance with the terms of the newly adopted Lease Template.

**Council Role** - Executive/Strategic.



**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation** - No Change.

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

89-22            MOVED -            Cr. M T Bennett            SECONDED -            Cr. S L Gillespie

**THAT Council:**

1.        **Approves the lease of the CWA Building located at 27 Hamilton Road in Eaton - Reserve 29456 to the Country Women's Association of Western Australia Inc. for 10 years.**
  
2.        **Authorises the Chief Executive Officer to negotiate and sign a new 10 year lease with the Country Women's Association of Western Australia Inc. based on the Shire of Dardanup new Draft Template Lease Terms and Conditions [Appendix ORD: 12.4.1D].**

CARRIED  
8/0

**12.4.3 Title: Eaton Junior Football – R&J Fishwick Pavilion (Pratt Road Clubrooms) – Revised Concept Plan and Replacement of Shed**

<b>Reporting Department:</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Reporting Officer:</b>	<i>Mrs Aly Smith – Building Property Management Officer Mrs Donna Bailye – PA Deputy Chief Executive Officer Mrs. Susan Oosthuizen – Director Sustainable Development Mr André Schönfeldt – Chief Executive Officer</i>
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>Attachments:</b>	<i>Appendix ORD: 12.4.3A - Council Endorsed Concept Plan for Eaton Oval Clubrooms Appendix ORD: 12.4.3B – Revised Concept for Eaton Oval Clubrooms Appendix ORD: 12.4.3C – Risk Assessment Appendix ORD: 12.4.3D – Shed Location – Eaton Oval Appendix ORD: 12.4.3E – Clubs Feedback on Revised Concept Eaton Oval Clubrooms</i>

**DECLARATION OF INTEREST**

Cr. M T Bennett declared an Impartiality Interest in this item.

Refer to the list of Declarations of Interest.

**Overview**

This report seeks Council’s endorsement for a revised concept plan for the new R&J Fishwick Pavilion (Pratt Road Clubrooms), and approval for the installation of a new shed adjacent to the pavilion. The shed will be a replacement for the Eaton Junior Football & Eaton Cricket Club shed currently located on site.

**Background**

**Fishwick Pavilion**

Council in July 2021 endorsed the current concept for the R & J Fishwick Pavilion [Appendix ORD: 12.4.3A]. In the report to Council it was highlighted that the concept designs of the new Eaton Oval and Wells Reserve Clubrooms were developed in collaboration with the user groups and they have all advised of their approval of the concept plans developed by H+H Architects. It should be noted that the size of the buildings has increased compared to what the original 21/22 budget allocations were based on:

Building		Shire Design Area (sq.m)	H+H Design Area (sq.m)
Wells Recreation Park	Change Rooms	236	238
	Clubroom	348	401
Eaton Oval	Clubrooms including Change Rooms	382 - Original 532 - revised through Clubs	536

At the July 2021 Ordinary Council Meeting Council resolved (OCM: 228-21):

*“THAT Council:*

1. *Endorses the Concept Plans of the proposed new Eaton Oval and Wells Recreation Park Change Rooms and Clubrooms in [Appendix ORD: 12.3.1A]; and*
2. *Authorises the Chief Executive Officer to call tenders for the design and construction of the new Wells Recreation Park Change Rooms.”*

At the August 2021 Ordinary Council Meeting Council resolved (OCM: 250-21) that it supported a grant application to be submitted to the CSRFF for the project with an estimated total costs of \$3.2million, the resolution was resolved as follows:

*“THAT Council:*

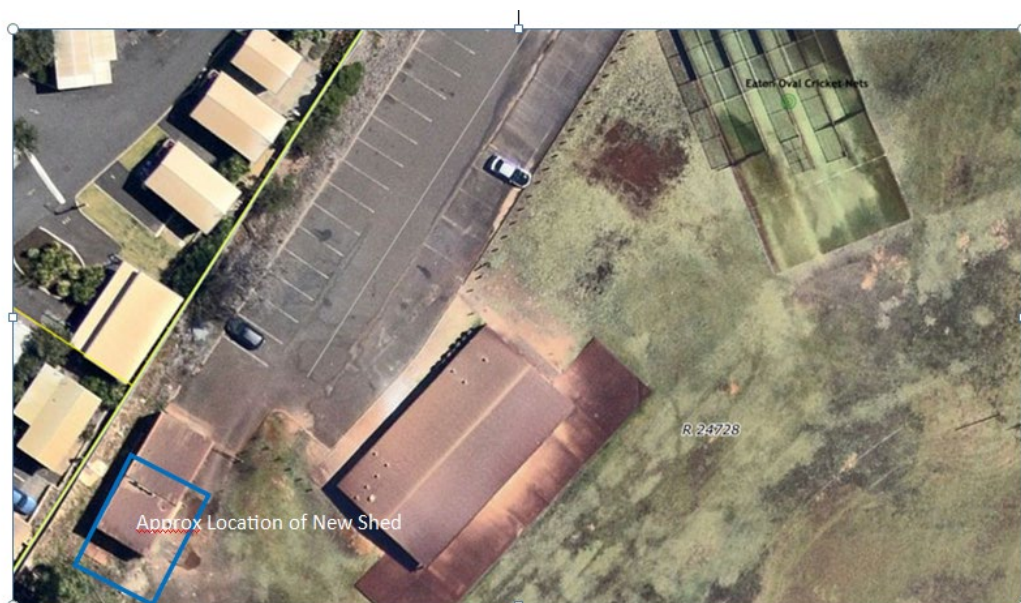
1. *Supports the Shire of Dardanup CSRFF Forward Planning application for \$1,066,666 from the Department of Local Government, Sport and Cultural Industries for the Eaton Oval Change Rooms and Clubrooms (R&J Fishwick Pavilion);*  
...”

In February 2022, it was announced that the Shire of Dardanup’s application was successful but that CSRFF would only fund \$700,000 of the total project cost, because of the reduced grant received a revised concept for the clubrooms had to be drawn up to meet budget requirements. The Revised Concept Plan [Appendix ORD: 12.4.3B] was workshopped with the clubs for their feedback.

### Storage Shed

Additionally, the Eaton Junior Football Club have also received a grant from the SW Development Commission for the supply and installation of a 9m x 12m colourbond shed at the R & J Fishwick Pavilion. The new shed will partially cover the footprint of the current shed located at the Reserve and is considered in the Revised Concept Plan.

### **Location Plan**



Whilst the Eaton Junior Football Club have received the grant, both parties to the current Lease Agreement (Eaton Junior Football & Eaton Cricket Club) have agreed to the shed installation as both parties will benefit from the new structure.

## **Legal Implications**

Section 5.19 of the Lease Agreement, Alterations & Improvements states that no building or structure can be erected on the Premises without the prior written consent of the Lessor.

### *5.19. Alterations & Improvements*

*Not without the prior written consent of the Lessor to erect or suffer to be erected any building or structure on the Premises nor to make or suffer to be made any alteration in or additions to any building or any other improvements to the Premises nor to remove any such improvements or to cut maim or injure or suffer to be cut maimed or injured any of the walls or timbers of the Premises nor to drive any nails or screws into or in any other way deface the walls, ceiling, partitions, floor, woodwork, stone or ironwork.*

The current Lease Agreement covers Reserve 24728 for a total area of 60,351m<sup>2</sup>. The reserve is owned by the State and is vested to the Shire of Dardanup, with a Recreational purpose. The vesting order provides the Shire with the power to lease for a term not exceeding 21 years. The area is defined as Regional Open Space under the Greater Bunbury Region Scheme.

There is provision under clause 7.12 of the current Lease Agreement to terminate the Lease early;

### *7.12. Early Termination*

*Either party may terminate this lease agreement prior to the expiry date, subject to at least 12 months' notice and the mutual agreement of each party.*

It is recommended that Council support the termination of the existing Lease Agreement at the commencement of the demolition works, and enter into a new Lease Agreement, based on the new Template Lease Terms and Condition, upon completion of the proposed project.

## **Strategic Community Plan**

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

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

**Environment** - None.

## **Precedents**

Council has previously supported Lessee works and improvements requests for Shire of Dardanup Leased properties.

## **Budget Implications**

### Pavilion

Based on the QS cost estimates that formed the basis of the grant application, the reduction in floor space of the building from 536m<sup>2</sup> (Council endorsed concept) to 493m<sup>2</sup> (Revised Concept), and the recent Wells Change room tenders, the project is expected to be within \$2.1million. The Building Asset Management Plan has also been adjusted to reflect total expenditure of \$2.1million with \$0.7million being from grant funding.

### Storage Shed

The Eaton Junior Football Club have received a grant for the shed through the South West Development Commission for the works. No Council contribution is required for the shed installation project.

**Budget – Whole of Life Cost**

In accordance with the current lease agreement, maintenance and repairs for fit out items is the responsibility of the lessee, however the replacement at the end of life of the shed will be a cost borne by Council. Any new assets installed within the lease area will also be included in Council’s Asset Register and Insurance Register, impacting annual depreciation values and insurance costs.

**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: 12.4.3C] for full assessment document.

<b>TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.</b>	
Risk Event	Eaton Junior Football – R&J Fishwick Pavilion (Pratt Road Clubrooms) – Replacement of Shed
Inherent Risk Rating (prior to treatment or control)	Extreme (20 - 25)
Risk Action Plan (treatment or controls proposed)	<p>Extreme inherent risk has been identified for the Service Interruption category, this will be mitigated as follows and the risk rating reduced to low as a result:</p> <p>Consideration has been given to hire a sea container for the duration of the project.</p> <p>This will provide a place to adequately store club equipment.</p>
Residual Risk Rating (after treatment or controls)	Low (1 - 4)
Risk Category Assessed Against	<p>Health</p> <p>Replacement of the shed would need to comply with Work Health &amp; Safety requirements</p>
	<p>Financial Impact</p> <p>Risk of the project costs exceeding SWDC grant funding amount Risk of the project costs exceeding the \$2.1million project budget.</p>
	<p>Service Interruption</p> <p>Between demolition of the old shed, and erection of the new shed, there will be a period of time when the Eaton Junior Football Club and Cricket Club are without access to a storage shed.</p>
	<p>Legal and Compliance</p> <p>Both clubs are required to adhere to the terms and conditions of their Lease Agreement with Council, and in particular section 5.19.</p> <p>In addition Council has a requirement to provide approval (DA &amp; BA) within set timelines.</p>
	<p>Reputational</p> <p>Council may be viewed in a negative light if they are not supportive of the replacement shed, particularly given that this project is grant funded with no anticipated cost to Council.</p>

## Officer Comment

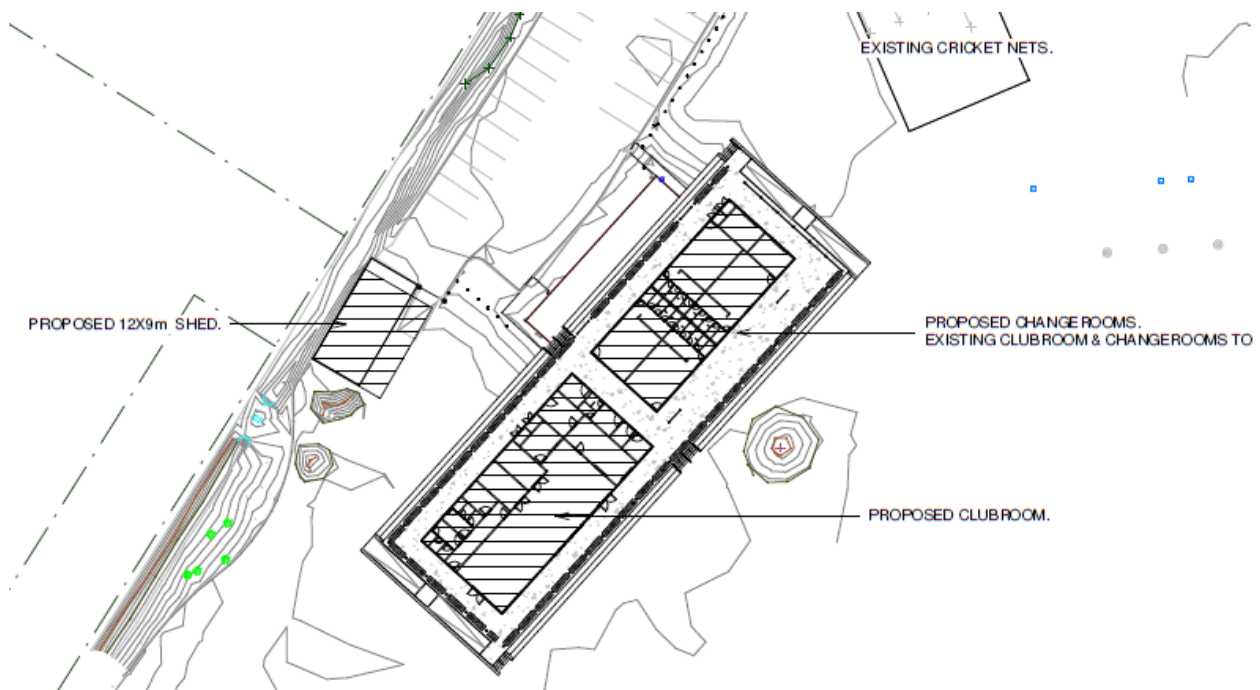
### Storage Shed

The Eaton Junior Football Club have received external funding of \$50,000 for the installation of a new shed adjacent to the R & J Fishwick Pavilion. The grant agreement through the South West Development Commission is subject to the following timeframes:

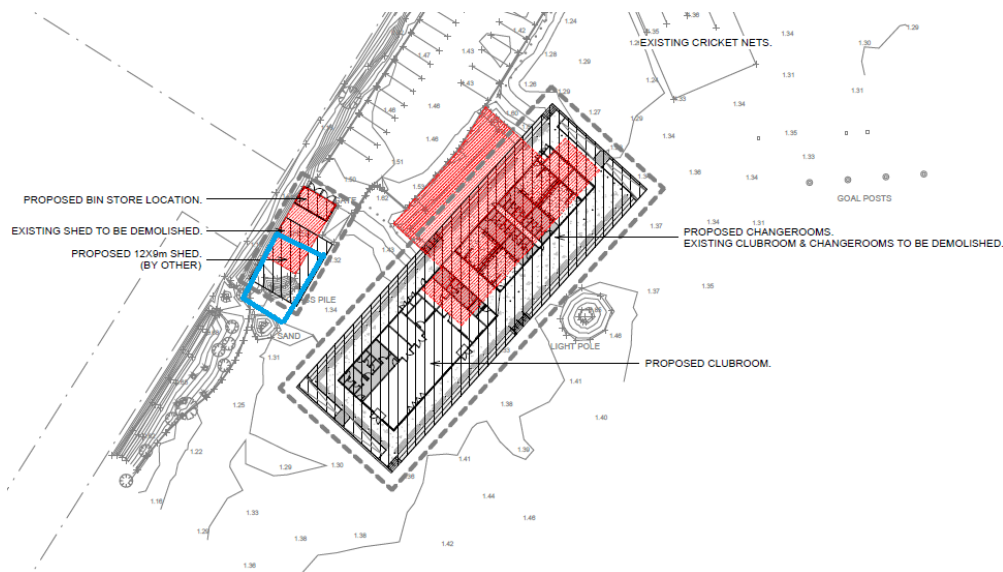
- Supply and install 9m x 12m colourbond shed 31<sup>st</sup> of July 2022
- Project completion report to SWDC 31<sup>st</sup> of August 2022
- Acquittal report submitted 30<sup>th</sup> of November 2022

The club has secured a quote for the works to be undertaken which has been awarded to Shed Force Busselton – subject to Council approvals.

Council endorsed the Eaton Oval concept plan, excerpt below showing 9m x 12m shed location in the same position as the existing shed at the 28<sup>th</sup> of July 2021 Ordinary Council Meeting.



The Eaton Junior Football & Eaton Cricket Club have requested that the new shed be moved along the same alignment further away from Pratt Road, shown in blue below, and in [Appendix ORD: 12.4.3D];



### Pavilion

The H+H design submitted as part of the grant application was for a building of 536m<sup>2</sup>, the revised design is now 493m<sup>2</sup>, the reduction in floor space of the building is 43m<sup>2</sup> from the Council endorsed concept to the revised concept. Officers met with the Department of Local Government, Sport and Cultural Industries (DLGSC), who are supportive of the reduction of the concept design.

After receiving confirmation of the approved grant, officers met with the clubs outlining that there was an expected significant funding shortfall for the project and requested that the clubs consider options to reduce the cost of the building. The club provided feedback to Officers with regards to options which the clubs were willing to support for amendments to the concept plan, these comments are at [Appendix ORD: 12.4.3E].

Officers subsequently engaged H&H Architects to amend the concept plan. An updated concept plan [Appendix ORD: 12.4.3B] (Revised Concept Plan for Eaton Oval Clubroom) was received on the 8<sup>th</sup> of April 2022 and has been circulated to the clubs for further comment. Pending no adverse feedback on this concept it is recommended that Council endorse this amended concept and authorise the Chief Executive Officer to call a Design and Construct tender for the building. The officers will bring a report to Council for consideration of the tender outcomes.

It should be noted that once construction starts and the building is demolished temporary facilities (toilets/change rooms) will need to be provided until the new building is completed. It is also intended that the lease on the current facility be cancelled and a new lease entered into for the new building.

### Planning Comments

Reserve 24728 is a "Regional Open Space" reservation under the Greater Bunbury Region Scheme (GBRS) and the Shire of Dardanup Town Planning Scheme No. 3. The construction of the shed and pavilion are proposed in a floodway and a planning application will be required to be submitted under the GBRS Floodplain Management Policy. This will trigger referral to the Department of Water and Environmental Regulation. An application under the GBRS is to be submitted on Form 1 and lodged with the Shire of Dardanup for processing and referral to the advice agency.

The referral period is 42 days and under the GBRS statutory timeframe the application would need to be determined within 90 days unless the period is extended with mutual agreement from the applicant. If



the Shire agrees with the advice received from the advice agency (DWER) then the planning application may be considered by the Shire of Dardanup under delegation, if not the proposal will be called in by the Department of Planning Lands and Heritage for determination.

The Chief Executive Officer has given in-principle support for the installation of the new shed to allow the Development Application and Building Permit to be lodged. Final and formal approval is subject to Council and statutory approvals.

It is anticipated that Council's Work Health and Safety staff would be provided satisfactory safety management plans and other required documents prior to works commencing, in addition to official notification of commencement of works to enable onsite inspection. Additionally it is also anticipated that Council's Asset staff will inspect the works following completion of the installation, to ensure they meet the required safety and building standards.

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation** - No Change.

#### OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

90-22                      MOVED -                      Cr. J P Dow                      SECONDED -                      Cr. S L Gillespie

#### THAT Council:

1. **Approves the replacement of the storage shed adjacent to the R & J Fishwick Pavilion (Pratt Road Clubrooms) subject to:**
  - a) **Eaton Junior Football Club receiving the necessary planning and building approvals;**
  - b) **Eaton Junior Football Club funding the whole project through the South West Development Grant;**
  - c) **Eaton Junior Football Club providing the required Works Health & Safety documentation prior to works commencing with notification of when site works are to commence; and**
  - d) **A final inspection of the works to be conducted by the Shire following completion of the installation to ensure the works meet the required safety and building standards.**
2. **Provides an Advice Note with the Planning and Building Approvals to alert the Eaton Junior Football Club of the risk of flood damage resulting from development in a floodway, and that the Shire of Dardanup will not be liable for any damage incurred to the shed contents.**
3. **Supports the proposed change in location as provided for in Appendices [Appendix ORD: 12.4.3D], subject to agreement on the revised R & J Fishwick Pavilion Concept Plan.**
4. **Acknowledges the efforts of the Eaton Junior Football club in seeking and securing external funding for the project.**



5. **Endorses the revised Concept Plans of the proposed new Eaton Oval Clubrooms.**
6. **Requests the Chief Executive Officer to call for a Design and Construct Tender for the Eaton Junior Football Club.**
7. **Authorises the Chief Executive Officer to terminate the current Lease Agreement and to negotiate and sign a new lease with the Eaton Junior Football Club based on the Shire of Dardanup new Draft Template Lease Terms and Conditions.**

CARRIED  
8/0

**12.4.4 Title: Dardanup Sporting and Community Clubs – Extension of Storage Shed – Wells Recreation Reserve**

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Donna Bailye - Personal Assistant to D/CEO</i> <i>Mrs Aly Smith Building Property Management Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.4.4 – Risk Assessment</i>

**Overview**

Council is requested to approve the extension of the Wells Recreation Reserve storage shed by a further 12m x 7.5m to accommodate the Ferguson Valley Mountain Bike Club and Dardanup Bull and Barrel Festival at Lot 55 Ferguson Road, Dardanup.

**Background**

The Ferguson Valley Mountain Bike Club are new members to the Dardanup Sporting and Community Clubs (DSCC), with their membership being accepted by the DSCC in February 2021. The Dardanup Sporting and Community Club consists of the following user groups:

- South West Rose Group
- Eaton/Dardanup Football Club
- SW Veteran Car Club
- Dardanup Tennis Club
- Dardanup Basketball Club
- Dardanup Bull and Barrel Festival
- Dardanup Cricket Club
- Ferguson Valley Mountain Bike Club.

The Ferguson Valley Mountain Bike Club obtained a grant from the Shire of Dardanup (2021 Grant) to extend the existing 21m x 7.5m shed located on Wells Reserve (next to new Fire shed) by a further 4.5m x 7.5m, west of the existing shed. Through the DSCC, the Ferguson Valley Mountain Bike Club had previously submitted and received Development Application approval for the installation of a storage shed off the existing shed located in the north eastern corner of Wells Reserve. Progress to Building Application approval did not occur as the DSCC determined that a larger shed would be more suitable as it could meet the needs of both the Ferguson Valley Mountain Bike Club as well as the Bull and Barrel Festival.

Council has now received a Development Application to extend the shed by a further 12m x 7.5m which will involve the clearing of 4 trees to prepare the site.

**Legal Implications**

The Wells Recreation Reserve is freehold title owned by the Shire of Dardanup with a total area of 40,521m<sup>2</sup>. The area is zoned Urban under the Greater Bunbury Regional Scheme and Recreation under the TPS3 Zone.

Section 5.16 of the Lease Agreement, Alterations & Improvements states that no building or structure can be erected on the Premises without the prior written consent of the Lessor.

### 5.16. Alterations & Improvements

*Not without the prior written consent of the Lessor to erect or suffer to be erected any building or structure on the Premises nor to make or suffer to be made any alteration in or additions to any building or any other improvements to the Premises nor to remove any such improvements.*

#### **Strategic Community Plan**

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

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

**Environment** - None.

#### **Precedents**

Council has previously supported Lessee works and improvement requests for Shire of Dardanup Leased properties.

#### **Budget Implications**

The Ferguson Valley Mountain Bike Club received a grant from the Shire of Dardanup for the shed extension in 2021. The DSCC have confirmed that they have full funding for the project [Appendix ORD: 12.4.4A]. No Council contribution will be required for the shed installation project.

#### **Budget – Whole of Life Cost**

In accordance with the current lease agreement, maintenance and repairs for fit out items is the responsibility of the lessee, however the replacement at the end of life of the shed will be a cost borne by Council. Any new assets installed will also be included in Council's Asset Register and Insurance Register, impacting annual depreciation values and insurance costs.

**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: 12.4.4B] for full assessment document.

<b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	Dardanup Sporting and Community Clubs – Extension of Storage Shed – Wells Recreation 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	Health Installation of the shed extension would need to comply with Work Health & Safety requirements.

### **Officer Comment**

The Dardanup Sporting and Community Club is a very proactive Dardanup Community group, with a growing membership base. It is proposed that the construction of new change rooms and cricket nets will be undertaken in 2021/22, which will further assist the group in building its membership base and providing the necessary up to date facilities to service their members.

The 2016-2021 Lease Agreement provided for the lease of the main building, transportable change rooms, toilet block and the storage shed located in the north east corner of the Reserve (refer to diagram below). It is proposed that the Lease Area be extended when the lease is renewed to incorporate the shed extension to the west of the existing shed as well as the new change rooms. Negotiations for the lease renewal are pending endorsement of the Lease Template.



In accordance with the 2016-2021 lease agreement, the DSCC are responsible for maintenance to these buildings.

To accommodate the shed extension to 12 metres west of the existing shed, four trees will need to be removed as shown in the attached [Appendix ORD: 12.4.4C]. Officers have assessed the trees and determined that it is not remnant vegetation, nor was any existing fauna detected.

Officers are recommending the approval of the shed extension, subject to the relevant planning and building approvals being met.

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation** - No Change.

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

91-22            MOVED -        Cr. T G Gardiner                    SECONDED -        Cr J P Dow

**THAT Council approves the extension of the storage shed at Wells Recreation Reserve subject to:**

- 1.        Dardanup Sporting and Community Clubs receiving the necessary planning and building approvals;**
- 2.        Dardanup Sporting and Community Clubs funding all of the project costs;**
- 3.        Dardanup Sporting and Community Clubs providing the required Works Health & Safety documentation prior to works commencing with notification of when site works are to commence; and**
- 4.        A final inspection of the works to be conducted by the Shire following completion of the installation to ensure the works meet the required safety and building standards.**

CARRIED  
8/0

**12.4.5 Title: Costings for Installation of Audio Recording Equipment – Shire of Dardanup Council Meetings**

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Chris Murray – Manager Information Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.4.5A – Risk Assessment</i> <i>Appendix ORD: 12.4.5B – LMR Brochure</i> <i>Appendix ORD: 12.4.5C – CCS 1000 Brochure (wired)</i> <i>Appendix ORD: 12.4.5D – DCN Brochure (wireless)</i> <i>Recommendation Report for Written Quotations (Circulated in Confidential Document Under Separate Cover)</i> <i>Quote Totally Sound (Circulated in Confidential Document Under Separate Cover)</i> <i>Quote Redfish Technologies x 3 (Circulated in Confidential Document Under Separate Cover)</i> <i>Quote Morrison Public Address (Circulated in Confidential Document Under Separate Cover)</i>

**Overview**

This report provides information back to Council on the costs of implementing and installing Audio recording equipment for all Ordinary and Special Council Meetings.

**Background**

The Elected Member Motion – Audio Recording of Council Meetings – was considered by Council on the 15<sup>th</sup> of December 2021 where the following was resolved (OCM: 419-21):

*“THAT Council:*

- 1. Requests the Chief Executive Officer to present to the April 2022 Ordinary Council Meeting the cost of implementing and installing Audio Recording equipment for all Ordinary and Special Meetings for consideration in budget talks.*
- 2. Expenses to be no more than \$25,000 and the installation of equipment ready for the July 2022 Ordinary Council subject to Council approval.*
- 3. Introduces a new Council Policy to be workshopped by Councilors to set guidelines of audio recording before the installation and recording of meetings scheduled for July 2022.”*

Audio-Visual equipment is a specialised technology area and three vendors were approached that have the expertise and experience to meet the requirements:

- Redfish Technologies – WALGA Panel audio visual equipment suppliers. Implementations have been undertaken in many Shire’s, including but not limited to Harvey, Donnybrook and Busselton; and
- Totally Sound – Long standing local audio visual equipment supplier based in Bunbury.
- Morrison’s Public Address – Public Address and AV supplier based in Perth who have supplied to local councils.

Two quotes were received at the end of January 2022 and would require refreshing before proceeding as they have exceeded 30 days, but do represent indicative pricing.

### **Legal Implications**

Local Government Act 1995.  
State Records Act 2000.

### **Strategic Community Plan**

Strategy 1.1.1 - Ensure equitable, inclusive and transparent decision-making. (Service Priority: High)  
Strategy 1.1.2 - Keep our community informed through a wide variety of media that is accessible and open and responsive. (Service Priority: High)  
Strategy 1.6.2 - Promote a positive public image for the Council through appropriate marketing activities and high standards of customer service. (Service Priority: Very High)

**Environment** - None.

### **Precedents**

The matter of Live Streaming was brought to Council by Cr. J P Dow at the Ordinary Council Meeting held on the 27<sup>th</sup> of May 2020. A further Officer's Report was brought back to Council on the 30<sup>th</sup> of September 2020.

### **Budget Implications**

The budget implications for the recommended solution of audio recording would be \$25,000.00 (ex-GST) for the 2022/23 financial year.

\$5,000 for Chambers furniture and equipment is currently allocated in the 2022/23 financial year within the Draft Long Term Financial Plan. If Council supports this expenditure, an additional \$20,000 will need to be allocated. It is currently forecast that \$10,000 capital expenditure will not occur in 2021/22 for Council chambers furniture and equipment, enabling this \$10,000 to flow through as a surplus into the 2022/23 Budget, partially funding the \$25,000 expenditure.

Note: There is provision within the new Admin Building fit out budget for audio visual equipment for the new Council Chambers should Council decide to not go ahead with audio recording systems at this stage.

### **Budget – Whole of Life Cost**

If Council determines to proceed with the purchase of Audio Recording Equipment, there will ongoing maintenance required of the equipment, with period replacement of specific items.

**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: 12.4.5A] for full assessment document.

<b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	Costings for Installation of Audio Recording Equipment – Shire of Dardanup Council Meetings

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Unplanned expenditure

### **Officer Comment**

Three vendors, Redfish Technologies, Totally Sound and Morrison PA were approached to provide quotes for an appropriate audio system to record Council Meetings.

The quotes were requested on the basis of 17 desk mounted microphones and one handheld microphone for members of the Public. (The exception to this is in Redfish option one below where two ceiling mounted microphones are quoted). The breakdown of the desk mounted microphones were as follows:

Elected Members	9
Shire Executive	4
Administration and attending officers	4
<b>Total</b>	<b>17 desk mounted microphones</b>

Costs could be reduced if the number of microphones was reduced from 17 by a factor of approximately \$741.00 ex-GST per microphone removed.

Redfish Technologies provided quotes for three different systems which are provided for in the *Confidential Document Under Separate Cover* provided to Councillors.

Totally Sound and Morrisons PA provided quotes noting that this is the same system as Option two provided by Redfish Technologies and is provided for in the *Confidential Document Under Separate Cover*.

Brochures on the following quoted systems are provided below:

- LMR – [Appendix ORD: 12.4.5B];
- CCS 1000 (wired) – [Appendix ORD: 12.4.5C]; and
- DCN (wireless) – [Appendix ORD: 12.4.5D].

Officers' have done an evaluation on the quotes provided, with an evaluation report included in the *Confidential Document Under Separate Cover*. Should Council resolve to go ahead with the recording solution, Officers' are recommending the Bosch CCS 1000 system as the fit for purpose solution which will remain within expenditure limit (ex-GST) noted by Council.

The Bosch CCS 1000 system can be moved and installed to the new building once completed. The Bosch CCS 1000 can also be extended and with additional investment to add cameras and an appropriate streaming interface device, can be used as part of a full audio and video streaming solution to broadcast Council meetings online.

*Note: Due to supply chain issues related to COVID-19, vendors have advised that there is a risk of a delay to receiving the equipment, which could impact the installation date of July 2022 as provided for in (OCM: 419-21).*



**Chief Executive Officer Comment**

The New Shire of Dardanup Library, Administration and Community Building contract includes provision for audio equipment. This project is scheduled to be completed by the end of 2023. Considering the potential delays associated with ordering equipment, it is recommended that Council not proceed with the installation of the audio equipment at this point in time, but acknowledge that this will be included in the new building.

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation** - No Change.

**OFFICER RECOMMENDED RESOLUTION 'A' & COUNCIL RESOLUTION**

92-22                      MOVED -                      Cr. M T Bennett                      SECONDED -                      Cr. T G Gardiner

**THAT Council:**

1.                      **Notes the quoted costs for supply, installation and commissioning of the audio equipment required for the recording of Ordinary and Special Council meetings.**
  
2.                      **Does not support the installation of an audio recording system to Council Chambers at this stage, but notes that the Chief Executive Officer has made provision to ensure that this is included in the new Shire of Dardanup Administration, Library and Community Building.**

CARRIED  
8/0

**12.4.6 Title: Equal Employment Opportunity (EEO) Management Plan 2022- 2024**

<b>Reporting Department:</b>	Corporate & Governance Directorate
<b>Reporting Officer:</b>	Ms Cathy Lee - Manager Governance & HR Mrs Teresa Partridge – HR Coordinator
<b>Legislation:</b>	Local Government Act 1995 WA Equal Opportunity Act 1984
<b>Attachments:</b>	Appendix ORD: 12.4.6A – Risk Assessment Appendix ORD: 12.4.6B – EEO Management Plan 2022-2024

**Overview**

To adopt the Shire of Dardanup’s reviewed Equal Employment Opportunity (EEO) Management Plan 2022 - 2024.

**Background**

The Shire of Dardanup’s Equal Employment Opportunity (EEO) Management Plan is reviewed every two years.

Section 145 of the *WA Equal Opportunity Act 1984* (Act), requires all local government authorities to ensure that they have a compliant Equal Employment Opportunity [EEO] & Diversity Plan in order to achieve the objects of the Act.

**Legal Implications**

*WA Equal Opportunity Act 1984:*

*Division 3 — Equal employment opportunity management plans**145. Preparation and implementation of management plans*

- (1) Each authority shall prepare and implement an equal opportunity management plan in order to achieve the objects of this Part.*
- (2) The management plan of an authority shall include provisions relating to —*
  - (a) the devising of policies and programmes by which the objects of this Part are to be achieved; and*
  - (b) the communication of those policies and programmes to persons within the authority; and*
  - (c) the collection and recording of appropriate information; and*
  - (d) the review of personnel practices within the authority (including recruitment techniques, selection criteria, training and staff development programmes, promotion and transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices; and*
  - (e) the setting of goals or targets, where these may reasonably be determined, against which the success of the management plan in achieving the objects of this Part may be assessed; and*
  - (f) the means, other than those referred to in paragraph (e), of evaluating the policies and programmes referred to in paragraph (a); and*
  - (g) the revision and amendment of the management plan; and*

- (h) *the appointment of persons within the authority to implement the provisions referred to in paragraphs (a) to (g).*
- (3) *The management plan of an authority may include provisions, other than those referred to in subsection (2), which are not inconsistent with the objects of this Part.*
- (4) *The preparation of a management plan shall take place and the implementation of the management plan shall commence without delay and —*
  - (a) *in the case of an authority referred to in section 139(1)(a), (b), (c) or (d), other than an authority which is an institution of tertiary education, on or before such day as is specified in the regulations in respect of that authority and if no day is so specified in respect of an authority on or before the day that is 3 years after the day when this Part comes into operation; and*
  - (b) *in the case of an institution of tertiary education or an authority the subject of regulations under section 139(1)(e), on or before such day as is specified in the regulations.*
- (5) *An authority may, from time to time, amend its management plan.*
- (6) *Each authority shall send a copy of its management plan, and any amendment of the plan, to the Director as soon as practicable after the management plan or the amendment, as the case may be, has been prepared.*

**Strategic Community Plan**

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

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

Strategy 1.1.4 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

**Environment** - None.

**Precedents**

The Shire of Dardanup last endorsed the 2019-2021 Equal Employment Opportunity (EEO) Management Plan 2019-2021 in 2018 (OCM: 339-18).

**Budget Implications** - None.

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

**Council Policy Compliance** - CnG CP014 – Equal Opportunity Employer.

**Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Equal Employment Opportunity (EEO) Management Plan 2022 - 2024
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.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
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 Failure to fulfil requirements of the WA Equal Opportunity Act 1984.
	Reputational The Shire prides itself on being an EEO & Diversity employer. Failure to have an EEO & Diversity Plan would be significantly detrimental to the Shire’s reputation.

**Officer Comment**

To ensure that the Shire of Dardanup remains compliant with Part IX of the Act, the EEO & Diversity Plan has been reviewed and updated.

The updated Equal Employment Opportunity (EEO) Management Plan is attached at [Appendix ORD: 12.4.6B] for Councils consideration.

**Council Role** - Legislative.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation** - No Change.

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

93-22            MOVED -            Cr. M R Hutchinson            SECONDED -            Cr. S L Gillespie

**THAT Council:**

1.        **Endorses the 2022 - 2024 Equal Employment Opportunity (EEO) Management Plan as attached [Appendix ORD: 12.4.6B].**
2.        **Forwards a copy of the Equal Employment Opportunity (EEO) Management Plan to the Director of Equal Opportunity in Public Employment at the Public Sector Commission.**

CARRIED  
8/0

**12.4.7 Title: Bushfire Brigade Amendment Local Law 2022 - Adoption**

<b>Reporting Department:</b>	Corporate & Governance Directorate
<b>Reporting Officer:</b>	Ms Cathy Lee - Manager Governance & HR
<b>Legislation:</b>	Local Government Act 1995
<b>Attachments:</b>	Appendix ORD: 12.4.7A – Risk Assessment Appendix ORD: 12.4.7B – Submission Minister for Emergency Services Appendix ORD: 12.4.7C – Submission from Dept. Local Government Appendix ORD: 12.4.7D – BFB Amendment Local Law 2022 Final

**Overview**

This agenda item recommends to Council the adoption of Bushfire Brigades Amendment Local Law 2022 with amendments, for gazettal.

**Background**

At its meeting held on the 25<sup>th</sup> of January 2022, Council resolved (OCM: 09-22) as follows:

*“THAT Council:*

1. *In accordance with Section 3.12 of the Local Government Act 1995 approves the advertising of the proposed ‘Shire of Dardanup Bush Fire Brigades Amendment Local Law 2022’ [Appendix ORD: 12.4.1B] in order to seek community comment.*
2. *Provides a copy of the proposed Local Law and public notice to the Minister for Local Government and the Minister for Emergency Services.*
3. *After the close of the public consultation period, requests the Chief Executive Officer to submit a report on any submissions received on the proposed Local Law to enable Council to consider the submissions made and to determine whether to make the Local Law in accordance with section 3.12(4).”*

**Legal Implications**

Local Government Act 1995 - S3.12.

Procedure for making local laws:

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2A) *Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
  - (a) *give local public notice stating that —*
    - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*

- (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
- (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;

And

- (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
- (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

[(3a) deleted]

- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.

\* Absolute majority required.

- (5) After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the Gazette the local government is to give local public notice —
  - (a) stating the title of the local law; and
  - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
  - (c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section —

**making** in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

### **Strategic Community Plan**

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

Strategy 1.1.4 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

Strategy 1.4.2 - Maintain, review and ensure relevance of Council's policies and local laws. (Service Priority: Very High)

**Environment** - None.

### **Precedents**

The Shire of Dardanup Bush Fire Brigades Local Law gazetted in 2003, as amended in 2008, was reviewed in 2013, with Council resolving (OCM: 224-13) that the local law remain unchanged. On the 28<sup>th</sup> of April 2021 Council resolved (OCM: 113-21) to repeal the previous local law and adopt the new Shire of Dardanup Bush Fire Brigades Local Law 2021.

Following the Joint Standing Committee on Delegated Legislation consideration of the Local Law, they requested that the Shire of Dardanup undertake to make minor amendments to the recently adopted Local Law.

### **Budget Implications**

Costs associated with the review will be advertising and gazettal of the reviewed local law. There is provision within the budget for advertising and no additional costs will be applied to the budget.

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

### **Council Policy Compliance**

Exec CP090 – Community Engagement Policy.

### **Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Bush Fire Brigades Amendment Local Law 2022 - Adoption
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Failing to carry through on the Joint Standing Committee of Delegated Legislation’s request for undertakings would be a breach of legislation.  Council has a statutory obligation to make laws which are clear and effective.
	Reputational Council will be viewed in a negative light if it fails to discharge its statutory obligation.

### **Officer Comment**

The Minister for Local Government and Minister for Emergency Services were provided with a copy of the Local Law for comment on the 10<sup>th</sup> of February 2022.

The advertising inviting submissions concluded on the 25<sup>th</sup> of March 2022.

The Act provides that after the last day for submissions the Council is to consider any submissions received and cause a report of the review to be prepared and considered by the Council.

There were no submissions received from the public and one submissions received from Minister for Emergency Services [Appendix ORD: 12.4.7B] stating there was no comment from DFES to be made on the proposed Local Law.

The Department of Local Government, Sport and Cultural Industries [Appendix ORD: 12.4.7C] made the following comments on the Local Law:

DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES COMMENTS	OFFICER RECOMMENDATION
<p><b>Additional minister to be notified – Bush Fires Act</b> The Department notes that this local law is made under the <i>Bush Fires Act 1954</i>, in addition to the <i>Local Government Act 1995</i>.</p> <p>The Shire should ensure that it has sent a draft of the local law to the Minister for Emergency Services. If the Minister has not received a copy, the local law’s validity may be affected.</p>	<p>The Shire recorded that the Local Law was in accordance with the Bush Fires Act 1954.</p> <p>A copy of the draft Local Law was provided to the Minister for Emergency Services on the 10<sup>th</sup> of February 2022.</p> <p>No further action required.</p>
<p><b>Clause 6:</b></p> <ul style="list-style-type: none"> <li>○ <i>Change the title to read “Schedule 1 amended”</i></li> <li>○ <i>At the beginning of the clause insert “Schedule 1”</i></li> </ul>	<p>Dardanup’s current Bush Fire Brigade Local Law only goes up to clause 6.4. From that point onward, the rest of the local law is Schedule 1.</p> <p>Schedule 1 Clause 8.1(2) contains the alignment issue. To ensure that the amendment local law is correct, rewording to include the words Schedule 1 has been made.</p> <p>The amendment local law has been changed from:</p> <p style="padding-left: 40px;"><i>6. Clause 8.1 amended</i></p> <p style="padding-left: 40px;"><i>Clause 8.1(2) be properly aligned by justifying.</i></p> <p>To read:</p> <p style="padding-left: 40px;"><i>6. Schedule 1 amended</i></p> <p style="padding-left: 40px;"><i>Schedule 1 Clause 8.1(2) be properly aligned by justifying.</i></p>

**Council Role** - Legislative.

**Voting Requirements** - Absolute Majority.

**Change to Officer Recommendation** - No Change.



**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

94-22                      MOVED -                      Cr. T G Gardiner                      SECONDED -                      Cr. M R Hutchinson

**THAT Council:**

1.                      **Receives the submission received from the Department of Local Government, Sport and Cultural Industries and the Minister for Emergency Services in respect of the *Shire of Dardanup Local Government Bush Fire Brigades Amendment Local Law 2022*.**
2.                      **By Absolute Majority decision, adopts the *Shire of Dardanup Local Government Bush Fire Brigades Amendment Local Law 2022* [Appendix ORD: 12.4.7D] inclusive of the following minor amendment to Clause 6:**

***Changed from:***

*6. Clause 8.1 amended*

*Clause 8.1(2) be properly aligned by justifying.*

***To read:***

*6. Schedule 1 amended*

*Schedule 1 Clause 8.1(2) be properly aligned by justifying.*

3.                      **Publishes a copy of the adopted local law in the government gazette.**
4.                      **Gives a copy of the adopted gazette ready Local Law to the Minister for Local Government and Minister for Emergency Services.**
5.                      **After the local law has been published in the Gazette, gives local public notice as per section 1.7 of the Local Government Act 1995 advising:**
  - **The title of the local law;**
  - **Summarizing the purpose and effect of the local law;**
  - **Specifying the day on which the local law comes into operation; and**
  - **Advising the location of copies of where the local law may be inspected or obtained.**
6.                      **Supplies copies of the local law, Explanatory Memorandum, Statutory Procedures Checklist and other supporting material in accordance with Ministerial Directions, to the WA Parliament's Joint Standing Committee on Delegated Legislation within 10 working days of the gazettal publication date of the local law.**

CARRIED

8/0

*By Absolute Majority*

12.4.8 Title: Monthly Statement of Financial Activity for the Period Ended on the 31<sup>st</sup> of March 2022

Reporting Department:	Corporate & Governance Directorate
Reporting Officer:	Mrs Natalie Hopkins - Manager Financial Services Mr Ray Pryce - Accountant
Legislation:	Local Government Act 1995
Attachments:	Appendix ORD: 12.4.8A – Risk Assessment Appendix ORD: 12.4.8B – Monthly Financial Report – 31 <sup>st</sup> of March 2022

**Overview**

This report presents the monthly Financial Statements for the period ended on the 31<sup>st</sup> of March 2022 for Council adoption.

**Background**

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

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

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

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

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

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

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

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

### **Strategic Community Plan**

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

**Environment** - None.

### **Precedents**

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

### **Budget Implications**

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

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

### **Council Policy Compliance**

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

### **Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Monthly Statement of Financial Activity for the Period Ended 31 <sup>st</sup> March 2022
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Non-compliance with the legislative requirements that results in a qualified audit.
	Reputational Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively.
	Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.

### **Officer Comment**

The Monthly Financial Report for the period ended on the 31<sup>st</sup> of March 2022 is contained in [Appendix ORD: 12.4.8B] and consists of:

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

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

The Statement of Financial Activity includes the end-of-year surplus brought forward from 2020/21 of \$961,190.

Taking into account the larger surplus brought forward, budget amendments adopted by the Council at previous meetings this financial year and officer review of current year-to date performance, the forecast surplus at the 30<sup>th</sup> of June 2022 is currently estimated at \$133,666.

*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 2021/22 for reporting material variances is 5% or \$25,000, whichever is greater.

Most reported variances are due to timing differences between actual project and operating costs and the corresponding budget allocations. Generally, the budget is spread evenly over the year, however, revenue and expenses (especially asset acquisition and receipt of grants) are not occurring on the same regular pattern. Officers will continue to improve this seasonality aspect of presentation of the budget estimates for future reporting.

*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.

The total investment portfolio is currently \$18,114,530, and includes \$3,500,000 in Municipal Fund and \$14,614,530 in Reserve Account term deposit funds. 83% of the portfolio is invested with AA rated Australian banks, with the remaining 17% being lodged with BBB rated financial institutions.

Yield return on major bank term deposit investments remain relatively low, but appear to be in a rising trend. During the last quarter, term deposit interest rates have almost doubled, with some major banks now offering in excess of 1.5% p.a. for a 12 month term. This occurred in response to the announcement that Government and Reserve Bank stimulus are being paired back as well as upwards pressure on rates due in part to higher than expected level of inflation reported in the Consumer Price Index publication at 31<sup>st</sup> of December 2021 and continuing upwards pressure on prices for consumer goods and manufacturing materials.

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

**Council Role** - Review.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation** - No Change.

#### **OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

95-22                      MOVED -                      Cr. L W Davies                      SECONDED -                      Cr. M R Hutchinson

**THAT Council receives the Monthly Statement of Financial Activity [Appendix ORD: 12.4.8B] for the period ended on the 31<sup>st</sup> of March 2022.**

CARRIED  
8/0

**12.4.9 Title: Schedule of Paid Accounts as at the 31<sup>st</sup> of March 2022**

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Ray Pryce – Acting Manager Financial Services</i>
<i>Legislation:</i>	<i>Local Government (Financial Management) Regulations 1996</i>
<i>Attachments</i>	<i>Appendix ORD: 12.4.9 – Risk Assessment</i>

**Overview**

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

**Background**

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

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

**Legal Implications**

Local Government Act 1995

*S6.5. Accounts and records*

Local Government (Financial Management) Regulations 1996

*R11. Payments, procedures for making etc.*

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

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

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

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

**Strategic Community Plan**

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

**Environment** - None.

**Precedents**

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

**Budget Implications**

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

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

**Council Policy Compliance**

Payments are checked to ensure compliance with Council's Purchasing Policy 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: 12.4.9] for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Schedule of Paid Accounts as at the 31 <sup>st</sup> March 2022
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.
	Reputational Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively

**Officer Comment**

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

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation** - No Change.

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

96-22            MOVED -        Cr. T G Gardiner                      SECONDED -        E P Lilly

**THAT Council receives the Schedule of Paid Accounts report from 26/2/2022 to 31/3/2022 as follows:**



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
ELECTRONIC FUNDS TRANSFER					
EFT46492	03/03/2022	A1 Sign Shop	Supply and Install of RV Bay 5 Signs - Burekup Oval RV Site	MUNI	301.25
EFT46493	03/03/2022	Alexis Korhonen	Umpire Recoup 28-02-2022	MUNI	67.50
EFT46494	03/03/2022	Amity Signs	Rural Street Number Sign	MUNI	64.90
EFT46495	03/03/2022	Australind Premix & S & J Excavations	Deliver 10M3 Stabilised Sand- Pile Road	MUNI	1,760.00
EFT46496	03/03/2022	BGC Construction	Repair Damaged Gate	MUNI	181.50
EFT46497	03/03/2022	Blackwoods	Mitywipe Cleaner	MUNI	77.97
EFT46498	03/03/2022	Bluesteel Enterprises Pty Ltd	4 x Oliver Wildland Fire Boots, Gloves, Zips	MUNI	1,030.15
EFT46499	03/03/2022	Boyles Plumbing and Gas	Parts & Labour - Repair Leaking Tap - Eaton Foreshore Public Toilets, Toilet Cistern & Repairs ERC	MUNI	1,048.37
EFT46500	03/03/2022	Brecken Corporate Care	Pre Employment Medical and Audio - Sarah Hornby - Casual Cleaner	MUNI	248.60
EFT46501	03/03/2022	Bunbury Auto One	New Dash Mat - DA8200	MUNI	129.22
EFT46502	03/03/2022	Bunbury City Glass	ERC - Repair to East Glass Window	MUNI	229.45
EFT46503	03/03/2022	Bunbury Coffee Machines	ERC - Cafe Order	MUNI	282.00
EFT46504	03/03/2022	Bunbury Machinery	Hire of Fertiliser Spreader	MUNI	136.18
EFT46505	03/03/2022	Bunbury Mower Service	Honda Mowers Repair Parts	MUNI	305.00
EFT46506	03/03/2022	Bunnings Group Limited	Repair Handle, Tap Parts, Acetone Cleaner, Water Bottles - Depot Stores	MUNI	129.88
EFT46507	03/03/2022	Burekup Cricket Club	Community Grant Payment R1 2021-2022. Council Resolution # 284-21	MUNI	5,000.00
EFT46508	03/03/2022	Carbone Brothers Pty Ltd	50.5 Tonne Limestone Delivered - Venn Road	MUNI	909.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46509	03/03/2022	Cardno (WA) Pty Ltd	Preparation of Dardanup Local Bike Plan, As Per Proposal Dated 17/11/2021	MUNI	4,174.50
EFT46510	03/03/2022	Chloe Scott	Umpire Recoup 02-03-2022	MUNI	44.00
EFT46511	03/03/2022	Christine Worsfold	Umpire Recoup 01-03-2022	MUNI	90.00
EFT46512	03/03/2022	Civil Projects Southwest	Bobcat Hire - Clearing Works, Pile Rd - 14-16/02/2022	MUNI	2,978.25
EFT46513	03/03/2022	Cleanaway Solid Waste Pty Ltd	General Waste Disposal - Transfer Station and Kerbside Collections - 17-23/02/2022	MUNI	2,223.36
EFT46514	03/03/2022	Cohen Thompson	Umpire Recoup 02-03-2022	MUNI	22.00
EFT46515	03/03/2022	Country Landscaping Pty Ltd	Fill Garden Beds and Build Retaining Boards	MUNI	843.70
EFT46516	03/03/2022	Craneford Plumbing	Pump Out Fujjclean System	MUNI	814.00
EFT46517	03/03/2022	Dardanup Rural Supplies	Maintenance Gate & Strainers - Shire Depot	MUNI	1,086.15
EFT46518	03/03/2022	Department of Fire and Emergency Services	2021/22 Emergency Services Levy Collections - 3rd Quarter Payment	MUNI	218,306.66
EFT46519	03/03/2022	Donna Bastow	Umpire Recoup 02-03-2022	MUNI	132.00
EFT46520	03/03/2022	Drainscope	Repair Damage to Water Main Under Newly Constructed Pram Ramp	MUNI	368.50
EFT46521	03/03/2022	Earth 2 Ocean Communications	Removal and Re-Install of Waern Radio - Fire Control Officer Vehicle	MUNI	231.00
EFT46522	03/03/2022	Eaton Netball Association	Refund of Overpaid Debtor # 21893 - Duplicate Payment of Invoices 32633 & 32645	MUNI	1,661.50
EFT46523	03/03/2022	Elavina Williams	Singer for Burekup Australia Day Event 26-01-2022	MUNI	600.00
EFT46524	03/03/2022	Ellen Patricia Lilly	Meeting Attendance	MUNI	1,241.67
EFT46525	03/03/2022	Events West Pty Ltd	Summer Sounds, Dardanup - AV Equipment Hire and Operator	MUNI	2,560.46

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46526	03/03/2022	Flexi Staff Pty Ltd	T. Riley - Labour Hire - 29/11-23/12/2021	MUNI	7,377.48
EFT46527	03/03/2022	Graffiti Reprographics	Photographer, Australia Day 16-01-2022 - Burekup and Dardanup Events	MUNI	825.00
EFT46528	03/03/2022	Heatleys	Ute Cargo Net - DA8200	MUNI	230.16
EFT46529	03/03/2022	Hey Presto	Magician for 26-01-2022 Australia Day Events (Dardanup, Burekup and Eaton)	MUNI	850.00
EFT46530	03/03/2022	Howson Technical	Harris Rd Widening - Project Management	MUNI	2,612.50
EFT46531	03/03/2022	Hynes Contracting	Eaton Bowling Club Temporary Footpath	MUNI	500.00
EFT46532	03/03/2022	Illion Australian Pty Ltd (Tenderlink)	3 x Public Notice Fee	MUNI	627.00
EFT46533	03/03/2022	Integran Pty Ltd	Wanju and Waterloo Development Contributions Plan - Progress Payment	MUNI	7,513.61
EFT46534	03/03/2022	Jacob Dobrich	Reimbursement of Fuel Purchase	MUNI	145.77
EFT46535	03/03/2022	Janice Patricia Dow	Meeting Attendance	MUNI	1,241.67
EFT46536	03/03/2022	John Shafran	Backfill IT Developer Services - February 2022	MUNI	8,415.00
EFT46537	03/03/2022	John Thompson	Umpire Recoup 02-03-2022	MUNI	44.00
EFT46538	03/03/2022	Justine Eichner	Umpire Recoup 02-03-2022	MUNI	88.00
EFT46539	03/03/2022	Karyn Rowe	Umpire Recoup 28-02 & 03-03-2022	MUNI	180.00
EFT46540	03/03/2022	Kenny Pomare	Umpire Recoup 02-03-2022	MUNI	66.00
EFT46541	03/03/2022	Kyle Jones	Umpire Recoup 02-03-2022	MUNI	44.00
EFT46542	03/03/2022	Landgate	Title Searches - January 2022	MUNI	272.00
EFT46543	03/03/2022	Luke Wilkinson	Umpire Recoup 02-03-2022	MUNI	121.00
EFT46544	03/03/2022	Luke William Davies	Meeting Attendance	MUNI	1,241.67

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46545	03/03/2022	Lynn Maree Duzevich	Music and MC - Dardanup Australia Day Breakfast 26-01-2022	MUNI	500.00
EFT46546	03/03/2022	M & J Essential Solutions Pty Ltd	EAP Consultations	MUNI	390.00
EFT46547	03/03/2022	Malatesta Road Paving and Hotmix	Supply & Lay 110 Tonne Asphalt - Hynes Road	MUNI	63,154.46
EFT46548	03/03/2022	Margery Ann Stevens	Umpire Recoup 28-02-2022	MUNI	67.50
EFT46549	03/03/2022	Mark Richard Hutchinson	Meeting Attendance	MUNI	1,241.67
EFT46550	03/03/2022	Marketforce	Extraction and Disposal of Sand- Bunbury South Western Times 13/01/2022	MUNI	355.28
EFT46551	03/03/2022	Mckayhla Pomare	Umpire Recoup 02-03-2022	MUNI	121.00
EFT46552	03/03/2022	Michael Bennett	Local Government Allowance	MUNI	1,112.50
EFT46553	03/03/2022	Natalie Little	Umpire Recoup 25-02 & 01-03-2022	MUNI	97.50
EFT46554	03/03/2022	Officeworks Superstores Pty Ltd	Office Furniture & Stationery - Waterloo BFB	MUNI	2,002.28
EFT46555	03/03/2022	Pack & Send Blackburn	ERC- Scoreboard - Shot Clocks - Delivery	MUNI	4,779.75
EFT46556	03/03/2022	Patricia Rose Perks	Meeting Attendance	MUNI	1,241.67
EFT46557	03/03/2022	Perfect Landscapes	Weekly Reserves Lawn Mowing	MUNI	4,613.23
EFT46558	03/03/2022	Peron Naturaliste Partnership	Peron Naturaliste Partnership Capel to Lesch Chrmap Project 2020-2022- Final 50% of Contribution	MUNI	8,248.35
EFT46559	03/03/2022	Peter Robinson	Log Book Travel Claim - 1988Km @ \$0.68 P/Km	MUNI	2,593.51
EFT46560	03/03/2022	PFI Supplies	Toilet Supplies for 3 x Shire Locations	MUNI	202.90
EFT46561	03/03/2022	Poolwerx Bunbury	Chlorine & Dispenser - Waterloo BFB	MUNI	75.95
EFT46562	03/03/2022	Qmani Pty Ltd	February 2022 Qmani SMS Monthly Charges	MUNI	66.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46563	03/03/2022	Rent A Fence	Temporary Fencing for Softball Field - Games Taking Place Prior to New Higher Fence Being Installed	MUNI	1,338.23
EFT46564	03/03/2022	Schweppes Australia Pty Ltd	ERC- Cafe Order	MUNI	851.60
EFT46565	03/03/2022	Scope Electrical Contracting Pty Ltd	Wellington Mills & Joshua Crooked Brook Bush Fire Brigade - Install Fire Hydrant Pumps	MUNI	6,036.80
EFT46566	03/03/2022	Securepay Pty Ltd	February 2022 Securepay Web & IVR Credit Card Payments	MUNI	6.47
EFT46567	03/03/2022	SMR Psychology	Employee Assistance Program - Counselling	MUNI	187.00
EFT46568	03/03/2022	South West Networking	Pest Control - Eaton Community Library	MUNI	495.00
EFT46569	03/03/2022	Southern Lock and Security	6 x Number 9 Padlocks for Stock Use	MUNI	402.58
EFT46570	03/03/2022	Stacey Gillespie	Meeting Attendance	MUNI	1,241.67
EFT46571	03/03/2022	Stanton International	Probity Services for New Eaton Admin Building	MUNI	290.40
EFT46572	03/03/2022	Stratagreen	Glyphosate - Pulse Penetrant 5L - Chemjet Tree Injector	MUNI	2,306.30
EFT46573	03/03/2022	Suez Recycling & Recovery (Perth) Pty Ltd	February 2022 Recyclable Processing	MUNI	6,756.20
EFT46574	03/03/2022	Suez Recycling & Recovery Pty Ltd	January 2022 Waste Bin Collection Service	MUNI	75,709.08
EFT46575	03/03/2022	Synergy	Electricity Account for Dardanup Hall, Depot & Office	MUNI	1,658.57
EFT46576	03/03/2022	Te Wairimu Elinor Pomare	Umpire Recoup 02-03-2022	MUNI	66.00
EFT46577	03/03/2022	Telstra	Internet Service for Dardanup Central Bush Fire Brigade - 3/2-3/3/2022	MUNI	100.00
EFT46578	03/03/2022	The Print Shop	Printing of 200 x Responsible Pet Ownership Brochures	MUNI	525.80
EFT46579	03/03/2022	Thompson Surveying Consultants	Subdivision of Lot 300 (Reserve 49275) Kerr Road, Picton East	MUNI	4,775.10

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46580	03/03/2022	Tiana Fraser	Umpire Recoup 25-02-2022	MUNI	30.00
EFT46581	03/03/2022	Toni Hotchin	Umpire Recoup 258-02 & 01-03-2022	MUNI	157.50
EFT46582	03/03/2022	Total Eden Pty Ltd	Sprinkler Geardrive - Retic Maintenance - Eaton Foreshore	MUNI	404.45
EFT46583	03/03/2022	Tyrrell Gardiner	Meeting Attendance	MUNI	1,819.09
EFT46584	03/03/2022	Walga	E-Learning Course - Introduction to Local Government - A Tuberes	MUNI	429.00
EFT46585	03/03/2022	Water Corporation	Water Use and Service Charges - Railway Reserve Standpipe 5/11/2021 - 10/01/2022	MUNI	390.25
EFT46586	03/03/2022	Winc Australia Pty Ltd	Stationery Order - Eaton Admin	MUNI	562.49
EFT46587	03/03/2022	Woolworths Group Limited - Openpay Portal	Drinks and Assisting Food Supply for Combined Youth Advisory Group Event - 05-02-2022	MUNI	435.97
EFT46588	03/03/2022	Zipform Pty Ltd	4th Instalment Notice Mailout	MUNI	1,429.06
EFT46589	10/03/2022	Alexis Korhonen	Umpire Recoup 08-03-2022	MUNI	90.00
EFT46590	10/03/2022	Australia Post	Postage February 2022	MUNI	2,554.03
EFT46591	10/03/2022	Australian Tax Office	PAYG - Payrun: 18/02/2022 & 04/03/2022	MUNI	148,762.00
EFT46592	10/03/2022	BCE Surveying Pty Limited	Survey Set Out - Venn Road - Dardanup	MUNI	2,465.03
EFT46593	10/03/2022	BOC Ltd	ERC - Hire of Oxygen Bottle	MUNI	11.69
EFT46594	10/03/2022	Brecken Corporate Care	Pre Employment Medical and Audio - Timothy Riley - 14/12/2021	MUNI	248.60
EFT46595	10/03/2022	Bunbury Bearings	2 x Bearings and 1 x Seal	MUNI	31.90
EFT46596	10/03/2022	Bunbury Bus Hire	Councillors Infrastructure Bus Tour - 23/02/2022	MUNI	561.00
EFT46597	10/03/2022	Bunbury Coffee Machines	ERC- Cafe Order	MUNI	464.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46598	10/03/2022	Bunbury Harvey Regional Council	Disposal of Organic Waste - February 2022	MUNI	7,902.06
EFT46599	10/03/2022	Bunbury Mower Service	20lt Chainsaw Bar Oil, Fuel Cap for Honda Mower	MUNI	141.85
EFT46600	10/03/2022	Bunnings Group Limited	Hose Pipes, Tap Fittings, Cleaning Fluids, Brushes, Batteries and Wall Plugs - Glen Huon Buildings Clean	MUNI	305.05
EFT46601	10/03/2022	Busselton Civil Pty Ltd	Hire of Semi-Side Tipper - South Rd off Ferguson Rd - 02/02/2022	MUNI	2,481.88
EFT46602	10/03/2022	Cameron Baker	Umpire Recoup 09-03-2022	MUNI	66.00
EFT46603	10/03/2022	Carbone Brothers Pty Ltd	Limestone Delivery - Venn Road, Dardanup	MUNI	1,253.05
EFT46604	10/03/2022	Caroline Mears	Chair Yoga - February 2022	MUNI	410.00
EFT46605	10/03/2022	Chloe Scott	Umpire Recoup 09-03-2022	MUNI	22.00
EFT46606	10/03/2022	Christine Worsfold	Umpire Recoup 08-03-2022	MUNI	90.00
EFT46607	10/03/2022	City of Bunbury	Bunbury Geographe Tourism Partnership 2021/22 - Cat Pound Fees	MUNI	22,171.00
EFT46608	10/03/2022	Civil Projects Southwest	Truck Hire - 21 to 22/02/2022	MUNI	3,971.00
EFT46609	10/03/2022	Cleanaway Solid Waste Pty Ltd	General Waste Disposal - February 2022	MUNI	3,316.92
EFT46610	10/03/2022	Cohen Thompson	Umpire Recoup 09-03-2022	MUNI	22.00
EFT46611	10/03/2022	Dardanup Gas	Annual Rental Fee - Gas Bottles x 2 Dardanup Office March 2022 - March 2023	MUNI	52.00
EFT46612	10/03/2022	Dean David Mckay	Crossover Rebate - A11537	MUNI	249.10
EFT46613	10/03/2022	Diesel Force	Vehicle Service - DA698 Grader	MUNI	1,806.59
EFT46614	10/03/2022	Donna Bastow	Umpire Recoup 09-03-2022	MUNI	132.00
EFT46615	10/03/2022	Eve Yoga	ERC - Yoga Sessions Eve Yoga - 23/02 - 05/03/2022	MUNI	240.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46616	10/03/2022	Exetel Pty Ltd	Exetel 200/200Mbit Data Communications - TSF200R2 - March 2022	MUNI	1,250.00
EFT46617	10/03/2022	Fit2Work	February 2022 Invoice for Employee Police Checks	MUNI	153.56
EFT46618	10/03/2022	Flexi Staff Pty Ltd	Plant Operator 21/2 - 12/03/2022	MUNI	3,615.70
EFT46619	10/03/2022	GHD Pty Ltd	Feasibility Study of Forrest Highway Cycle Route - Delivery Phase	MUNI	23,622.06
EFT46620	10/03/2022	Heatleys	Coverall 456 White Box of 50 3XL	MUNI	216.83
EFT46621	10/03/2022	Inez Ehrlich	Crossover Rebate - A11721	MUNI	249.10
EFT46622	10/03/2022	Jennifer Brenda Jays	Rates Refund for Assessment A2281	MUNI	794.00
EFT46623	10/03/2022	Jetline Kerbing Contractors	Supply & Install New Path & Kerb - Charterhouse Street	MUNI	42,370.90
EFT46624	10/03/2022	Jo Jingles South West	February 2022 Jo Jingles: Eaton, Dardanup & Burekup Sessions	MUNI	2,024.00
EFT46625	10/03/2022	John Thompson	Umpire Recoup 09-03-2022	MUNI	66.00
EFT46626	10/03/2022	JP Group - CPSS Pty Ltd	Lease Transfer Station - 1/4/22 to 30/6/22	MUNI	3,283.61
EFT46627	10/03/2022	Justine Eichner	Umpire Recoup 09-03-2022	MUNI	44.00
EFT46628	10/03/2022	K's Home Kitchen	Ordinary Council Meeting Meal - 23-02-2022	MUNI	750.00
EFT46629	10/03/2022	Karyn Rowe	Umpire Recoup 08-03-2022	MUNI	90.00
EFT46630	10/03/2022	Kenny Pomare	Umpire Recoup 09-03-2022	MUNI	44.00
EFT46631	10/03/2022	Kleenit Pty Ltd	Graffiti Removal and Anti-Graffiti Coating - Tourist Wall - Ferguson Road, Dardanup	MUNI	1,430.00
EFT46632	10/03/2022	Luke Wilkinson	Umpire Recoup 09-03-2022	MUNI	132.00
EFT46633	10/03/2022	M & J Essential Solutions Pty Ltd	EAP Sessions	MUNI	260.00



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46634	10/03/2022	Marketforce	Advertising Tenders - Carparks Wells Reserve and Waterloo BFB - Sand Extraction - Print Services, Brigades Local Law	MUNI	5,473.34
EFT46635	10/03/2022	Maurice and Susan Mckay	Rates Refund for Assessment A9730	MUNI	34.04
EFT46636	10/03/2022	McDonald Fencing	Replace 3 Sections of Fencing Due to Vandalism - Glen Huon Playground	MUNI	308.00
EFT46637	10/03/2022	Mckayhla Pomare	Umpire Recoup 09-03-2022	MUNI	132.00
EFT46638	10/03/2022	MJB Industries Pty Ltd	2 x 375mm Precast Headwalls	MUNI	559.59
EFT46639	10/03/2022	Monitored Electronics	Monitoring of Medical Alarms 01/04/2022 - 30/06/2022	MUNI	57.20
EFT46640	10/03/2022	Moore Australia (WA) Pty Ltd	Attendance At 2022 Budget Workshop - Phil Anastasakis and Natalie Hopkins	MUNI	2,112.00
EFT46641	10/03/2022	Natalie Little	Umpire Recoup 04-03-2022	MUNI	30.00
EFT46642	10/03/2022	Nathan Kyle Van Dijk	Rates Refund for Assessment A9067	MUNI	923.85
EFT46643	10/03/2022	Nightguard Security Service	Security Callout Service - ERC - 02/01/2022	MUNI	99.00
EFT46644	10/03/2022	Norma Leslie Gibbs	Cat Cage Refund	MUNI	150.00
EFT46645	10/03/2022	Officeworks Superstores Pty Ltd	Waterloo BFB Stationery Items	MUNI	295.22
EFT46646	10/03/2022	Onlineworkwear.com.au	Covid-19 Items - 8 x High Vis Vest With Covid Marshall Vinyl Print Screen	MUNI	89.10
EFT46647	10/03/2022	Paradigm Cleaning & Professional Services	ERC - Cleaning Cover for Long Service Leave - 7 to 28 February 2022	MUNI	2,745.60
EFT46648	10/03/2022	PFD Food Services Pty Ltd	ERC- Cafe Order	MUNI	489.40
EFT46649	10/03/2022	Phil Anastasakis	CPA Annual Membership 2022 - Partial Reimbursement	MUNI	517.27
EFT46650	10/03/2022	Redback Security	Movies By Moonlight, Eaton - Security Guard for 4 Hrs	MUNI	242.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46651	10/03/2022	Regional Media Specialists P/L	Bunbury Herald & Bunbury Mail Newspapers - Monthly Community News Page - February 2022	MUNI	1,490.50
EFT46652	10/03/2022	Rural Cinema	Movies By Moonlight, Eaton - Outdoor Cinema Equipment, Technician + Screening Licence	MUNI	1,995.00
EFT46653	10/03/2022	Samantha Dixon	Uniform Reimbursement	MUNI	74.00
EFT46654	10/03/2022	Samantha Worsfold	Rates Refund of Credit Balance for Assessment A10808	MUNI	4,900.00
EFT46655	10/03/2022	Spotlight Pty Ltd	Purchase of Materials for Ribbon Cutting Ceremony	MUNI	70.60
EFT46656	10/03/2022	St John Ambulance Western Australia Ltd	Annual Servicing of First Aid Kits - 4 Shire Locations	MUNI	516.03
EFT46657	10/03/2022	Stratagreen	40L Glyphosate 450	MUNI	642.11
EFT46658	10/03/2022	Suzanne Esther Bowater	Cat Cage Refund	MUNI	150.00
EFT46659	10/03/2022	Synergy	Electricity Account for 5 Shire Locations	MUNI	789.18
EFT46660	10/03/2022	Telstra	Internet Service for Waterloo Bush Fire Brigade - February 2022	MUNI	100.00
EFT46661	10/03/2022	The Hatchery (Hub) Pty Ltd	Online Seminar - Cr Michael Bennett - "Driving High Performance With Dare to Lead" - 29/04/2022	MUNI	548.90
EFT46662	10/03/2022	Tiana Fraser	Umpire Recoup 04-03-2022	MUNI	30.00
EFT46663	10/03/2022	Toni Hotchin	Umpire Recoup 08-03-2022	MUNI	90.00
EFT46664	10/03/2022	Vitalis and Venencia Chifamba	Rates Refund for Assessment A9191	MUNI	65.64
EFT46665	10/03/2022	Winc Australia Pty Ltd	ERC - Stationery	MUNI	210.33
EFT46666	10/03/2022	Woodlands	200 Rolls Black OXO300 Degradable Dog Waste Bags With Handles	MUNI	2,420.00
EFT46667	10/03/2022	Woolworths Group Limited - Online Order Only	Dog Food - Schmackos	MUNI	28.00
EFT46668	10/03/2022	Wristband Factory	Covid -19 Items - 7000 X Plain Stock 25Mm Tyvek Wristbands + Postage	MUNI	755.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46669	17/03/2022	1Spatial Australia Pty Ltd	FME Local Government Subscription (Population 1-14999)	MUNI	8,250.00
EFT46670	17/03/2022	A1 Sign Shop	RV Site Closed Sticker - A0 Sign At Burekup Oval	MUNI	31.90
EFT46671	17/03/2022	Advanced Traffic Management WA P/L	Traffic Control - 3 x Shire Locations	MUNI	23,113.23
EFT46672	17/03/2022	Alexis Korhonen	Umpire Recoup 14 & 15-03-2022	MUNI	154.00
EFT46673	17/03/2022	Amity Signs	Items for Road Maintenance - Blue Wren Drive	MUNI	1,631.85
EFT46674	17/03/2022	Ampol Australia Petroleum Pty Ltd	Fuel - February 2022	MUNI	19,847.62
EFT46675	17/03/2022	Ampol Petroleum Distributors Pty Ltd	2 Boxes (48) Grease Cartridges	MUNI	375.32
EFT46676	17/03/2022	Australind Premix & S & J Excavations	2.5M3 Stabilised Sand- Pile Road	MUNI	605.00
EFT46677	17/03/2022	BCE Surveying Pty Limited	Feature Survey - Lot 1111 Council Drive - Eaton, Centreline Survey & Marking Hynes Road - Culvert Setout Pile Road	MUNI	3,258.23
EFT46678	17/03/2022	Blackwoods	6 Jug Coolers 5L - 16 Pair Rigger Gloves	MUNI	147.58
EFT46679	17/03/2022	Brownes Foods Operations Pty Ltd	ERC- Cafe Order	MUNI	96.91
EFT46680	17/03/2022	Bunbury Auto One	2 Jockey Wheels for Tipping Trailer	MUNI	132.60
EFT46681	17/03/2022	Bunbury Harvey Regional Council	Waste Transfer Station - Hook Bin Hire and Servicing - February 2022	MUNI	282.85
EFT46682	17/03/2022	Bunbury Machinery	2 Tractor Broom Wheel Adjuster Shafts for Agrizzi Tractor Broom	MUNI	529.10
EFT46683	17/03/2022	Bunbury Mower Service	Various Parts for Small Plant	MUNI	325.00
EFT46684	17/03/2022	Bunnings Group Limited	Sealant, Drill Bits, Caulking Gun	MUNI	227.56
EFT46685	17/03/2022	Caitlin Welton	Cat Cage Refund	MUNI	150.00
EFT46686	17/03/2022	Catherine Davies	Car Cage Refund	MUNI	150.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46687	17/03/2022	Christine Worsfold	Umpire Recoup 15-03-2022	MUNI	90.00
EFT46688	17/03/2022	Christopher Bluett	Rates Refund for Assessment A9721	MUNI	71.17
EFT46689	17/03/2022	Ciphertel Pty Ltd T/A Gateway Internet Services	Monthly Account for Point to Point Microwave Service Depot and Dardanup - February 2022	MUNI	2,893.00
EFT46690	17/03/2022	Civil Projects Southwest	Bobcat for Pile Road Site Clean - 10-11/03/2022	MUNI	1,985.50
EFT46691	17/03/2022	Cleanaway Solid Waste Pty Ltd	Crooked Brook Rd - General Waste Disposal - 3-9/03/2022	MUNI	4,159.78
EFT46692	17/03/2022	Construction Training Fund : BCITF	BCITF Remittance - February 2022	MUNI	528.85
EFT46693	17/03/2022	Craven Foods	ERC- Cafe Order	MUNI	763.19
EFT46694	17/03/2022	Dardanup Veterinary Centre	Veterinary Consultation and Supply Fees/Charges - 09/03/2022	MUNI	198.90
EFT46695	17/03/2022	Dell Australia Pty Ltd	1 Year Managed Detection and Response Cyber Security Service.	MUNI	21,120.00
EFT46696	17/03/2022	Dell Financial Services Pty Ltd	Lease Contract 009-0141985-004 Network Hardware & Cabling From 1/1/22 to 31/3/22	MUNI	4,475.22
EFT46697	17/03/2022	Department of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BSL Remittance - February 2022	MUNI	3,284.33
EFT46698	17/03/2022	Deputec Pty Ltd	ERC - Deputy Roster Schedule Software - February 2022	MUNI	94.69
EFT46699	17/03/2022	Devon Chang	Reimburse Charles Sturt University Course Fees - Graduate Certificate in Cyber Security	MUNI	930.00
EFT46700	17/03/2022	Eaton Community Pharmacy	ERC- First Aid Supplies for Reception /Crèche/Vac Care	MUNI	162.97
EFT46701	17/03/2022	Eaton Environmental Services	Termite Treatment of Park Bench - Primrose Park	MUNI	110.00
EFT46702	17/03/2022	Eaton Pet Vet	Veterinary Consultation and Supply Fees/Charges	MUNI	95.00
EFT46703	17/03/2022	Element WAR	Ferguson Valley Public Art Trail Concept Plan - Phase 3	MUNI	11,583.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46704	17/03/2022	Elliotts Irrigation Pty Ltd	Iron Filter Services - Millbridge Lakes - February 2022	MUNI	286.00
EFT46705	17/03/2022	Eve Yoga	ERC - Yoga Sessions Eve Yoga - 2-12/02/2022	MUNI	360.00
EFT46706	17/03/2022	Flexi Staff Pty Ltd	Labour Hire Plant Operator - 28/02 - 04/03/2022	MUNI	2,366.71
EFT46707	17/03/2022	Go Go On Hold	On Hold Message Service - February - July 2022	MUNI	455.40
EFT46708	17/03/2022	Grace Records Management	External Records Management Services - Storage, Consumables	MUNI	640.65
EFT46709	17/03/2022	Heatleys	40 Boxes of 50 Force 360 Type Surgical Masks	MUNI	528.00
EFT46710	17/03/2022	Herbert Smith Freehill	Advice: Interpretation of Heads of Agreement Clauses Regarding Payment for A Transfer - Lot 111 Eaton. Matter # 82727507	MUNI	1,379.40
EFT46711	17/03/2022	Hersey's Safety P/L	Depot Supplies and Store Items - Rags, Caution/Danger Tape, Gloves, Bolts	MUNI	1,151.81
EFT46712	17/03/2022	Hills Home Maintenance and Lawn Care	Repair Leaking Roof (Neil Nicolson's Desk)	MUNI	150.00
EFT46713	17/03/2022	HP Financial Services (Australia) Pty Ltd	Lease Contracts - Dell Desktop, Sophos Firewall - 1/4/22 to 30/6/22	MUNI	10,061.70
EFT46714	17/03/2022	International Association for Public Participation - Lap2	IAP2 Virtual Course - Engagement Evaluation - Lucy Owen-Conway	MUNI	850.00
EFT46716	17/03/2022	Integran Pty Ltd	Wanju and Waterloo DCP Awarded Consultant Contract - Progress Claim	MUNI	3,889.88
EFT46717	17/03/2022	JCW Electrical Pty Ltd	Repair Exterior Lights - Side Entry Door - Dardanup Hall	MUNI	435.48
EFT46718	17/03/2022	Jennay House	Refund Dardanup Hall Hire	MUNI	1,040.00
EFT46719	17/03/2022	Jetline Kerbing Contractors	Footpath Repair - Edith Cowan Ave	MUNI	4,235.00
EFT46720	17/03/2022	Jim's Test and Tag	Electrical Test and Tag 2021/22 - Eaton Recreation Centre	MUNI	1,932.30
EFT46721	17/03/2022	John & Marie Campbell	Rates Refund for Assessment A5070	MUNI	760.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46722	17/03/2022	John Thompson	Umpire Recoup 16-03-2022	MUNI	88.00
EFT46723	17/03/2022	Julie Michelle Combes	Umpire Recoup 11-03-2022	MUNI	30.00
EFT46724	17/03/2022	Justine Eichner	Umpire Recoup 16-03-2022	MUNI	88.00
EFT46725	17/03/2022	Karyn Rowe	Umpire Recoup 14-03-2022	MUNI	67.50
EFT46726	17/03/2022	Kings Tree Care	Remove Large Marri With Split in Main Stem - Crooked Brook Rd	MUNI	3,960.00
EFT46727	17/03/2022	Kyle Jones	Umpire Recoup 16-03-2022	MUNI	44.00
EFT46728	17/03/2022	Keen's Truck Driver Training	Half Day HR-A Truck Licence Lessons and Driving Test - Lee Woodmore 10/03/2022	MUNI	775.00
EFT46729	17/03/2022	Local Government Professionals Australia WAR	Finance Professionals Conference - P Anastasakis - 18-03-2022	MUNI	670.00
EFT46730	17/03/2022	Luke Wilkinson	Umpire Recoup 16-03-2022	MUNI	154.00
EFT46731	17/03/2022	M & J Essential Solutions Pty Ltd	EAP Consultations	MUNI	390.00
EFT46732	17/03/2022	Maia Financial Pty Ltd	Lease 25 - Software Contract E6N0163571 1/4/22 to 30/68/22	MUNI	6,912.04
EFT46733	17/03/2022	Malatesta Road Paving and Hotmix	Emulsion - Venn Rd and Crampton Ave	MUNI	800.00
EFT46734	17/03/2022	Margery Ann Stevens	Umpire Recoup 14-03-2022	MUNI	66.00
EFT46735	17/03/2022	Mckayhla Pomare	Umpire Recoup 16-03-2022	MUNI	88.00
EFT46736	17/03/2022	McLeod's Barristers and Solicitors	Cleanaway - Lot 2 Banksia Rd - Planning Offences. Matter # 46139	MUNI	520.44
EFT46737	17/03/2022	MGM Bulk Pty Ltd	Gravel Delivered to Venn Road and Pile Rd	MUNI	19,917.53
EFT46738	17/03/2022	MJB Industries Pty Ltd	Headwalls - 2 Shire Locations	MUNI	3,917.15
EFT46739	17/03/2022	Onsite Rental Group	Transportable Building Lease 26 - 1/2/22 to 28/2/22	MUNI	3,607.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46740	17/03/2022	Perfect Landscapes	Weekly Ovals & Reserves Mowing	MUNI	9,059.33
EFT46741	17/03/2022	PFD Food Services Pty Ltd	ERC- Cafe Order	MUNI	245.70
EFT46742	17/03/2022	PFI Supplies	Accelerator Oven Cleaner 5Lt - Townsites	MUNI	149.85
EFT46743	17/03/2022	Prime Contracting Pty Ltd	Demolition of Fire Station and Site Clean Upon Completion of Works.	MUNI	9,683.00
EFT46744	17/03/2022	Publik Group	50% Deposit for The Fabrication of Signs - Dardanup Heritage Trail.	MUNI	13,150.50
EFT46745	17/03/2022	Quest Conveyancing Pty Ltd	Rates Refund for Assessment A2738	MUNI	506.30
EFT46746	17/03/2022	Quirinus Olsthoorn	Rates Refund for Assessment A12183	MUNI	1,336.58
EFT46747	17/03/2022	Schweppes Australia Pty Ltd	ERC- Cafe Order	MUNI	471.67
EFT46748	17/03/2022	Shire of Dardanup	Return Unclaimed Retention Bond to Muni - Civil Technology	MUNI	85,728.64
EFT46749	17/03/2022	Signs Plus	Name Badges for Shire Staff	MUNI	120.00
EFT46750	17/03/2022	SOS Office Equipment	Photocopier Meter Readings - February 2022 - Eaton Admin/Library and ERC	MUNI	2,859.61
EFT46751	17/03/2022	Stephen Delane	Reimburse Food Purchased for Fire Fighters - Wellington Complex Incident #563203	MUNI	256.38
EFT46752	17/03/2022	Studio Milton	Alex Poad Honour Board - Dardanup Central Fire Station	MUNI	1,150.00
EFT46753	17/03/2022	Synergy	Electricity - 31 Shire Locations	MUNI	11,131.21
EFT46754	17/03/2022	T & V Fencing	Supply and Commission Six Remotes - Electronic Gate - Depot Site	MUNI	554.40
EFT46755	17/03/2022	Telair Pty Ltd	NBN EE - Monthly Fee	MUNI	598.51
EFT46756	17/03/2022	Telstra	Telstra Mobile and iPads - February 2022	MUNI	3,699.35
EFT46757	17/03/2022	Teresa Maree Partridge	Uniform Reimbursement - Teresa Partridge	MUNI	99.80

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46758	17/03/2022	Therese Price	Umpire Recoup 14 & 15-03-2022	MUNI	180.00
EFT46759	17/03/2022	Tiana Fraser	Umpire Recoup 11-03-2022	MUNI	30.00
EFT46760	17/03/2022	Toll Transport - Ipec Pty Ltd	January 2022 Postage & Freight	MUNI	35.07
EFT46761	17/03/2022	Toni Hotchin	Umpire Recoup 15-03-2022	MUNI	67.50
EFT46762	17/03/2022	Total Eden Pty Ltd	Reticulation Maintenance - 3 Shire Locations	MUNI	2,180.80
EFT46763	17/03/2022	Tutt Bryant Hire	Hire of Multi-Tyre Roller, Trailer, Vibrating Plate	MUNI	8,314.67
EFT46764	17/03/2022	WA Distributors Pty Ltd	ERC - Cafe Order	MUNI	107.60
EFT46765	17/03/2022	Water Corporation	Water Use and Service Charges - 17 Shire Locations	MUNI	14,563.94
EFT46766	17/03/2022	Whitly Pruiti	Rates Refund for Assessment A10771	MUNI	1,461.76
EFT46767	17/03/2022	Woolworths Group Limited - Online Order Only	Stock for Staff Kitchen & Depot	MUNI	433.15
EFT46768	17/03/2022	Work Clobber	Michael Harnett - Tradie Pants & Boots	MUNI	378.90
EFT46769	17/03/2022	Zipform Pty Ltd	1000 A4 Rate Notice Base Stock Plus Delivery	MUNI	634.34
EFT46770	24/03/2022	Access Wellbeing Services	Employee Assistance Program Consultations	MUNI	187.00
EFT46771	24/03/2022	Advanced Traffic Management WA P/L	Traffic Control - 3 Shire Locations	MUNI	3,590.54
EFT46772	24/03/2022	Alexis Korhonen	Umpire Recoup - 21-03-2022	MUNI	67.50
EFT46773	24/03/2022	All Aussie Truck and Bobcat Services	Waste Transfer Station Maintenance - Banksia Road - 05-28/02/2022	MUNI	1,320.00
EFT46774	24/03/2022	All The Lights	Movies By Moonlight - Eaton - Performance and 1hr Hoops Workshop Plus Travel From Perth	MUNI	970.00
EFT46775	24/03/2022	Anita De Montigny-Olsthoorn	Rates Refund for Assessment A12058	MUNI	258.62



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46776	24/03/2022	Australian Barbell Company	Cable Attachment Accessory Rack & Freight	MUNI	1,073.50
EFT46777	24/03/2022	Australian Tax Office	PAYG - Payrun: 18/03/2022	MUNI	75,424.00
EFT46778	24/03/2022	Australind Landscaping Supplies	Ground Maintenance Lawn Mix - Eaton Foreshore	MUNI	70.00
EFT46779	24/03/2022	B & B Street Sweeping Pty Ltd	Glen Huon Reserve - Acid Wash & Carpark Sweeping. Sweeping Eaton Drive	MUNI	3,866.50
EFT46780	24/03/2022	Baileys Fertilisers	Fertiliser for Eaton Parks	MUNI	5,296.50
EFT46781	24/03/2022	Barry Allen Electrical Services	Investigate & Repair Middle Light Tower - Wells Recreation Park (Dardanup Oval)	MUNI	330.00
EFT46782	24/03/2022	BCE Surveying Pty Limited	Feature Survey of Panizza Road, Dardanup	MUNI	3,245.00
EFT46783	24/03/2022	Blackwoods	30 x Hat Broad Brim Navy	MUNI	1,155.37
EFT46784	24/03/2022	Blue Vane Scoreboards Pty Ltd	6 x New Scoreboards ERC	MUNI	37,092.00
EFT46785	24/03/2022	Brandicoot	Monthly Web Hosting for 5 x Shire Locations	MUNI	907.00
EFT46786	24/03/2022	Brownes Foods Operations Pty Ltd	ERC- Cafe Order	MUNI	192.06
EFT46787	24/03/2022	Bunbury Coffee Machines	ERC - Cafe Goods	MUNI	294.00
EFT46788	24/03/2022	Bunbury Plumbing Service	Repairs to Glen Huon Reserve Main Gas Pipe, Dardanup Hall Toilet & Ferguson Hall Toilet	MUNI	3,415.09
EFT46789	24/03/2022	Bunbury Subaru	46000Km Service DA0	MUNI	473.75
EFT46790	24/03/2022	Bunnings Group Limited	Event Storage Items & Fire Extinguisher, ERC Cleaning Equipment, Parts for Repairs Hunter Park & Dardanup Oval Toilet	MUNI	1,341.72
EFT46791	24/03/2022	C & D Agnew Superannuation Fund	Rates Refund for Assessment A4157	MUNI	565.07
EFT46792	24/03/2022	Castledine Gregory	Cleanaway vs SOD Sat Mediation Process - Stockpiles Lot 2 Banksia Rd, Crooked Brook - Matter # 0463-0007	MUNI	860.20

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46793	24/03/2022	Chloe Scott	Umpire Recoup - 23-03-2022	MUNI	44.00
EFT46794	24/03/2022	Christine Worsfold	Umpire Recoup - 22-03-2022	MUNI	67.50
EFT46795	24/03/2022	Civil Projects Southwest	Bobcat - Pile Road Site Clean	MUNI	2,978.25
EFT46796	24/03/2022	CJ & JL Hazelden	2 x Musical Groups - Australia Day Breakfast - Dardanup 2022	MUNI	1,100.00
EFT46797	24/03/2022	Cleanaway Solid Waste Pty Ltd	General Waste Disposal - Crooked Brook Rd	MUNI	2,097.84
EFT46798	24/03/2022	Connect Call Centre Services	After Hours Call Centre Service - February 2022	MUNI	386.10
EFT46799	24/03/2022	Country Landscaping Pty Ltd	Mainline Repairs - Eaton Foreshore	MUNI	1,176.31
EFT46800	24/03/2022	Country Water Solutions	Reticulation Repairs - 4 Shire Locations	MUNI	1,862.75
EFT46801	24/03/2022	Dannielle Annette Read	Rates Refund for Assessment A10284	MUNI	1,160.62
EFT46802	24/03/2022	Dapco Tyre and Auto Centre	Replacement of Tyres and Wheel Alignment - DA563, Service DA8222	MUNI	1,912.08
EFT46803	24/03/2022	Daryl Fishwick	Umpire Recoup - 23-03-2022	MUNI	88.00
EFT46804	24/03/2022	Data #3 Limited	Microsoft CSP Azure Consumption Charges January 2022	MUNI	12.98
EFT46805	24/03/2022	David Wells Builder	Supply and Install Concrete Hardstand- Dardanup War Memorial	MUNI	5,385.60
EFT46806	24/03/2022	Department of Water and Environmental Regulation	Dardanup Waste Transfer Station - Environmental Protection Act 1986 - Annual Licence Renewal	MUNI	324.80
EFT46807	24/03/2022	Diesel Force	Repairs to Grader - DA698, New BP60 Pump & Service Truck DA9513	MUNI	8,096.03
EFT46808	24/03/2022	Donna Bastow	Umpire Recoup - 23-03-2022	MUNI	154.00
EFT46809	24/03/2022	DS Agencies Pty Ltd	Watson Reserve and Charlotte St Toilets - Mall Table, Mall Dad Seats, Bin Frame Enclosure	MUNI	9,636.00
EFT46810	24/03/2022	Eaton Fair Pty Ltd	Refund Bond - Eaton Fair Christmas Carnival Fireworks	MUNI	500.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46811	24/03/2022	Eaton Pet Vet	Animal Management Program (Sterilisation)	MUNI	35.00
EFT46812	24/03/2022	Elliotts Irrigation Pty Ltd	New Aeration Pump Including Installation - Watson Reserve	MUNI	1,567.50
EFT46813	24/03/2022	Flexi Staff Pty Ltd	Labour Hire - K Clarke - 22-26/11/2021, K Rowe 08-09/03/2022, T Riley 22-26/11/2021	MUNI	5,406.79
EFT46814	24/03/2022	Fremantle Esplanade Hotel Ltd	Accommodation and Parking for IPWEA Conference - Theo Naudé - 10 -11 March 2022	MUNI	342.00
EFT46815	24/03/2022	Garage Doors South West	ERC - Far Wall Roller Door Service	MUNI	165.00
EFT46816	24/03/2022	Greenacres Turf Group	Turf Replacement - Glen Huon & Eaton Oval	MUNI	17,780.91
EFT46817	24/03/2022	Greg Harewood	Venn Rd Tree Fauna Survey and Reporting	MUNI	335.50
EFT46818	24/03/2022	Hanson Construction Materials Pty Ltd	Spalls & Aggregate - Pile Road & Crooked Brook Road	MUNI	902.08
EFT46819	24/03/2022	Heatleys	12 x Disposable Respirator Masks Box 10	MUNI	462.00
EFT46820	24/03/2022	Herbert Smith Freehill	Advice On Heads of Agreements Re: Land Swap and New Building - Matter # 82734046	MUNI	23,420.15
EFT46821	24/03/2022	Hills Home Maintenance and Lawn Care	Repair Box Gutter - Eaton Administration Building	MUNI	3,875.00
EFT46822	24/03/2022	Howson Technical	Harris Rd Widening - Project Management - 1-15/03/2022	MUNI	2,299.00
EFT46823	24/03/2022	Isubscribe Pty Ltd	ECL Magazine Subscriptions	MUNI	959.15
EFT46824	24/03/2022	IVC Computer Services	HDMI Cables & Adaptor Cables	MUNI	427.50
EFT46825	24/03/2022	Inspired Development Solutions	Professional Development of Leadership Team 01/02/2022 & 04/03/2022	MUNI	5,566.00
EFT46826	24/03/2022	Jayne Lee Performance & Entertainment	Storytime in The Park - Burekup Hall Park 23 Feb 22	MUNI	250.00
EFT46827	24/03/2022	JCW Electrical Pty Ltd	Light Repairs At Eaton Foreshore Public Toilets	MUNI	686.40

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46828	24/03/2022	Jetline Kerbing Contractors	Pratt Rd & Bobin St - Path Re-Alignment	MUNI	16,826.15
EFT46829	24/03/2022	Jim's Test and Tag	Electrical Test and Tag 2021/22 - Eaton Administration Office	MUNI	4,748.23
EFT46830	24/03/2022	John Shafran	Consultancy Services - Project: Hive Chain of Management & Tardis Security - March 2022	MUNI	3,506.25
EFT46831	24/03/2022	John Thompson	Umpire Recoup - 23-03-2022	MUNI	88.00
EFT46832	24/03/2022	Justine Eichner	Umpire Recoup - 23-03-2022	MUNI	88.00
EFT46833	24/03/2022	Karyn Rowe	Umpire Recoup - 21 & 22-03-2022	MUNI	225.00
EFT46834	24/03/2022	Kmart	Furniture for ECL	MUNI	323.00
EFT46835	24/03/2022	Kyle Jones	Umpire Recoup - 23-03-2022	MUNI	44.00
EFT46836	24/03/2022	Les Mills Asia Pacific	ERC - Monthly Licence Fees - March 2022	MUNI	1,435.92
EFT46837	24/03/2022	Links Modular Solutions Pty Ltd	SMS Credits - 10,000	MUNI	990.00
EFT46838	24/03/2022	Localise Pty Ltd	Strategic Community Plan Review & Frameworks	MUNI	8,683.00
EFT46839	24/03/2022	M & J Essential Solutions Pty Ltd	EAP Consultations	MUNI	260.00
EFT46840	24/03/2022	Malatesta Road Paving and Hotmix	Emulsion - Dowdells Line	MUNI	400.00
EFT46841	24/03/2022	Marece Hetaraka	Umpire Recoup - 23-03-2022	MUNI	88.00
EFT46842	24/03/2022	Margery Ann Stevens	Umpire Recoup - 21-03-2022	MUNI	67.50
EFT46843	24/03/2022	Matthew Pieter Mangano	Reimburse Uniform Purchase	MUNI	149.00
EFT46844	24/03/2022	Mckayhla Pomare	Umpire Recoup - 23-03-2022	MUNI	44.00
EFT46845	24/03/2022	Midalia Steel Pty Limited	Angle Iron, Mesh, Rhys Steel for Water Valves Cage - Eaton Bowling Club	MUNI	563.88

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46846	24/03/2022	NGIS Australia Pty Ltd	GIS Services Contract - February 2022	MUNI	4,372.50
EFT46847	24/03/2022	Nightguard Security Service	Security Callout Service - ERC - 22-02-2022	MUNI	99.00
EFT46848	24/03/2022	O'Brien Glass Industries Limited	Windscreen Repairs - DA005	MUNI	500.00
EFT46849	24/03/2022	Officeworks Superstores Pty Ltd	Rapidline Flip Table Beech - Waterloo BFB, Tally Counters ERC	MUNI	2,560.60
EFT46850	24/03/2022	Onsite Rental Group	Movies By Moonlight - 25-02-2022 - Light Tower Hire Plus Delivery and Pick Up	MUNI	324.47
EFT46851	24/03/2022	Orbit Fitness Equipment	10kg Slam Ball	MUNI	52.00
EFT46852	24/03/2022	Perfect Landscapes	Reserves Lawn Mowing for Week Commencing 14/03/2022	MUNI	4,446.10
EFT46853	24/03/2022	PFI Supplies	Cleaning Supplies for 4 Shire Sites	MUNI	527.20
EFT46854	24/03/2022	Procad Pty Ltd	Renewal of Autocad Contracts 110002129556 and 110001631213 to 30-06-2022	MUNI	971.17
EFT46855	24/03/2022	Rawlinsons (W.A.)	QS Services for New Administration, Library and Community Hub - Jan - Feb 2022	MUNI	4,092.00
EFT46856	24/03/2022	SMR Psychology	Employee Assistance Program - Counselling	MUNI	187.00
EFT46857	24/03/2022	SOS Office Equipment	Monthly Rental 10 x Shire Printers and AWMS Software - 11/03-10/04/2022	MUNI	4,785.00
EFT46858	24/03/2022	South West Septics	ERC- Emptying Grease trap On 03-03-2022	MUNI	264.00
EFT46859	24/03/2022	South West Tree Safe	Tree Pruning - 3 Shire Locations	MUNI	5,280.00
EFT46860	24/03/2022	Southern Lock and Security	ERC - Front Door Latch Service & Lock Body Replacement	MUNI	260.00
EFT46861	24/03/2022	Spraymow Services	Weed Spraying of Rural & Urban Roads	MUNI	15,556.81
EFT46862	24/03/2022	Suez Recycling & Recovery Pty Ltd	February 2022 Waste Collection Service	MUNI	72,217.19
EFT46863	24/03/2022	Synergy	Electricity 7 Shire Locations and Street Lighting February 2022	MUNI	46,622.58

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46864	24/03/2022	T & V Fencing	Remove Existing Fence and Supply and Install 120M New Black PVC Chainmesh Fence - Eaton Softball Club	MUNI	64,269.70
EFT46865	24/03/2022	Telstra	Telephones - Eaton Admin Centre - Includes Directory Charges and Link to Library - February 2022	MUNI	6,104.84
EFT46866	24/03/2022	Tennant Australia	ERC - Floor Cleaner Service and Required Parts	MUNI	396.03
EFT46867	24/03/2022	The Cafe Merchant	Brigade Meals - Incident: 563078 - Wellington Complex Bushfires	MUNI	270.00
EFT46868	24/03/2022	Therese Price	Umpire Recoup - 21-03-2022	MUNI	90.00
EFT46869	24/03/2022	Tiana Fraser	Umpire Recoup - 18 & 22/03/2022	MUNI	82.00
EFT46870	24/03/2022	Toll Transport - Ipec Pty Ltd	Postage & Freight	MUNI	1,178.36
EFT46871	24/03/2022	Total Eden Pty Ltd	Sprinkler Repairs - Lofthouse Ave & Dardanup Oval	MUNI	2,639.38
EFT46872	24/03/2022	Walga	Self-Administered Rapid Antigen Tests	MUNI	8,030.00
EFT46873	24/03/2022	Water Corporation	Water Service & Usage Charges - 5 Shire Locations	MUNI	441.64
EFT46874	24/03/2022	Western Australia Treasury Corporation	Loan 65 - Eaton Admin Centre Extensions	MUNI	23,151.26
EFT46875	24/03/2022	Winc Australia Pty Ltd	Stationery - Eaton Admin Office	MUNI	575.87
EFT46876	24/03/2022	Work Clobber	Protective Clothing - Rice, Herbert & Woodmore	MUNI	1,209.50
EFT46877	24/03/2022	Wren Oil	Collect Waste Oil and Waste Oil Materials	MUNI	16.50
EFT46878	31/03/2022	A & L Printers Pty Ltd	Timesheet Books - 2 to View - 50 in Duplicate	MUNI	1,234.00
EFT46879	31/03/2022	ABC Filter Exchange	ERC - Filter Clean	MUNI	50.60
EFT46880	31/03/2022	Advanced Traffic Management WA P/L	Traffic Control - 2 Shire Locations	MUNI	3,629.87
EFT46881	31/03/2022	Alexis Korhonen	Umpire Recoup 30-03-2022	MUNI	66.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46882	31/03/2022	Aliesha Edwards	Refund Unused Court Hire - 21/03/2022	MUNI	68.00
EFT46883	31/03/2022	AMD Audit and Assurance Pty Ltd	2022 Financial Management Systems Review	MUNI	10,505.00
EFT46884	31/03/2022	Amity Signs	White & Blue Guide Posts, Signage Venn Road & 6 Street Name Plates	MUNI	5,827.80
EFT46885	31/03/2022	Anthony Peter Augimeri	Rates Refund for Assessment A3387	MUNI	546.85
EFT46886	31/03/2022	Anthony Shaw	Crossover Rebate - A11974	MUNI	489.20
EFT46887	31/03/2022	Aquila Food Forest	Sustainable Living Workshop	MUNI	230.00
EFT46888	31/03/2022	Australind Premix & S & J Excavations	Supply & Deliver 3M3 8% Stabilised Sand- Venn Rd	MUNI	616.00
EFT46889	31/03/2022	BCE Surveying Pty Limited	Survey to Confirm Final Levels of Amended Pathway	MUNI	474.98
EFT46890	31/03/2022	Bell Fire Equipment Company Pty Ltd	Maintenance Repair - West Dardanup Brigade	MUNI	2,255.00
EFT46891	31/03/2022	Brownes Foods Operations Pty Ltd	ERC- Cafe Order	MUNI	112.02
EFT46892	31/03/2022	Bunbury Mower Service	Honda Wx15 Pump to Replace Broken Water Pump	MUNI	664.05
EFT46893	31/03/2022	Bunbury Plumbing Service	Clear Blockage to Internal Female Toilets At Eaton Administration Centre	MUNI	104.50
EFT46894	31/03/2022	Bunnings Group Limited	Timber, Bolts, Steel, Large Washers & Welding Rods for Repairs to Seat - Lofthouse Park	MUNI	595.27
EFT46895	31/03/2022	Cardno (WA) Pty Ltd	Progress Payment - Preparation of Local Bike Plan	MUNI	4,136.00
EFT46896	31/03/2022	Catherine Jane Brandis	Reimburse Work Trouser Cost	MUNI	49.00
EFT46897	31/03/2022	Chloe Scott	Umpire Recoup 30-03-2022	MUNI	112.50
EFT46898	31/03/2022	Christine Worsfold	Umpire Recoup 29-03-2022	MUNI	90.00
EFT46899	31/03/2022	Civitest Pty Ltd	Road Material Testing - Venn Road	MUNI	778.25

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46900	31/03/2022	Cleanaway Solid Waste Pty Ltd	General Waste Disposal - Crooked Brook Rd	MUNI	2,073.07
EFT46901	31/03/2022	Cohen Thompson	Umpire Recoup 30-03-2022	MUNI	50.00
EFT46902	31/03/2022	Craven Foods	ERC- Cafe Order	MUNI	330.66
EFT46903	31/03/2022	Crown Perth	Accommodation - P Anastasakis - 2022 Finance Professionals Conference - 17 March 2022	MUNI	189.00
EFT46904	31/03/2022	Dahl-Maree Garrigan	Rates Refund of Credit Balance for Assessment A9260	MUNI	3,000.00
EFT46905	31/03/2022	Dapco Tyre and Auto Centre	Supply and Fit Brake Pads - DA0 2018 Subaru Outback	MUNI	257.45
EFT46906	31/03/2022	Daryl Fishwick	Umpire Recoup 30-03-2022	MUNI	50.00
EFT46907	31/03/2022	Debra Jane Archdeacon	Rates Refund for Assessment A8234	MUNI	122.00
EFT46908	31/03/2022	Dell Australia Pty Ltd	3 x Dell Latitude 7420, 1 x Mobile Workstation, Keyboard & Mouse	MUNI	12,892.00
EFT46909	31/03/2022	Dell Financial Services Pty Ltd	Lease 23 - Contract 009-0141985-005 From 1/2/22 to 30/4/22	MUNI	1,265.12
EFT46910	31/03/2022	Donna Bailye	Reimbursement for Uniform	MUNI	93.00
EFT46911	31/03/2022	Donna Bastow	Umpire Recoup 30-03-2022	MUNI	100.00
EFT46912	31/03/2022	Doreen Lee	Rates Refund for Assessment	MUNI	611.00
EFT46913	31/03/2022	Eaton Vet Clinic	Cat Veterinary Consultation	MUNI	35.00
EFT46914	31/03/2022	Erin Hutchins	Refund Uniform Cost	MUNI	128.00
EFT46915	31/03/2022	Fortus Group	Grader Blades - DA698 & DA9774	MUNI	3,604.35
EFT46916	31/03/2022	Fulton Hogan Industries WAR	Pre Mix 8 Tonne - Crooked Brook Road	MUNI	1,614.80
EFT46917	31/03/2022	Go Electrical Contracting	ERC - Investigate and Repair Security Camera Fault	MUNI	412.50



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46918	31/03/2022	Hanson Construction Materials Pty Ltd	48 Tonne of Fill Aggregate - Wellington Mill Rd	MUNI	516.44
EFT46919	31/03/2022	Heatleys	140 Boxes - 50 Force 360 Surgical Masks	MUNI	1,320.00
EFT46920	31/03/2022	HW & Associates	Eaton Skate Park - Lighting Funding Estimate	MUNI	1,056.00
EFT46921	31/03/2022	Jacko's Window Cleaning	Window, Inside Partitioning and Glass Door Cleaning At Depot Building	MUNI	210.00
EFT46922	31/03/2022	Jaycar Electronics	2 Amber Flashing Lights	MUNI	397.90
EFT46923	31/03/2022	Jodie Nicole Clifford	Cat Cage Refund	MUNI	150.00
EFT46924	31/03/2022	John & Jaynee Fielding	Rates Refund for Assessment A2091	MUNI	842.54
EFT46925	31/03/2022	John Paul Grubissa	Refund Difference Between 'Request for Planning Info' & 'Copy of Building Plans' Fees	MUNI	32.00
EFT46926	31/03/2022	John Thompson	Umpire Recoup 30-03-2022	MUNI	50.00
EFT46927	31/03/2022	Justine Eichner	Umpire Recoup 30-03-2022	MUNI	22.00
EFT46928	31/03/2022	Karyn Rowe	Umpire Recoup 28 & 29-03-2022	MUNI	135.00
EFT46929	31/03/2022	Kenny Pomare	Umpire Recoup 30-03-2022	MUNI	50.00
EFT46930	31/03/2022	Kings Tree Care	Remove / Prune Trees At 5 Shire Sites	MUNI	8,965.00
EFT46931	31/03/2022	Kyle Jones	Umpire Recoup 30-03-2022	MUNI	62.50
EFT46932	31/03/2022	Landgate	GRV Interim Valuations - 19/02 - 18/03/2022	MUNI	632.83
EFT46933	31/03/2022	Ligda Celeste Rodriguez Lozada	Reimburse Uniform Cost	MUNI	384.81
EFT46934	31/03/2022	Local Government Professionals Australia WAR	Ignite Leadership Program - Coordinator Library Services - 09/05/2022	MUNI	3,300.00
EFT46935	31/03/2022	M & J Essential Solutions Pty Ltd	EAP Consultations	MUNI	130.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46936	31/03/2022	Malatesta Road Paving and Hotmix	Supply & Apply Bitumen & Aggregate - Venn Rd & Collie River Rd	MUNI	23,351.98
EFT46937	31/03/2022	Mantrac	Firebreak Installation - R1083	MUNI	330.00
EFT46938	31/03/2022	Margery Ann Stevens	Umpire Recoup 28-03-2022	MUNI	88.00
EFT46939	31/03/2022	Marlene Sheila Brass	Rates Refund for Assessment A9100	MUNI	794.00
EFT46940	31/03/2022	Mckayhla Pomare	Umpire Recoup 30-03-2022	MUNI	75.00
EFT46941	31/03/2022	MJB Industries Pty Ltd	2 x 1400mm x Sq Grated Cover Flush	MUNI	966.04
EFT46942	31/03/2022	Office of The Auditor General	Audit Fee for Shire of Dardanup Financial Year Audit 30 June 2021 (20/21)	MUNI	38,060.00
EFT46943	31/03/2022	Officeworks Superstores Pty Ltd	Dardanup Central BFB Fitout Items	MUNI	1,931.42
EFT46944	31/03/2022	Perfect Landscapes	Weekly Reserves Mowing	MUNI	2,418.03
EFT46945	31/03/2022	PFD Food Services Pty Ltd	ERC- Cafe Order	MUNI	879.65
EFT46946	31/03/2022	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	Repair Tyre On Cat Grader	MUNI	418.00
EFT46947	31/03/2022	Prime Supplies	P2 Pro Respirator Masks	MUNI	1,725.24
EFT46948	31/03/2022	Ramesh Kannan Pillay	Rates Refund for Assessment A11523	MUNI	638.05
EFT46949	31/03/2022	Richard Tyley	Rates Refund for Assessment A2392	MUNI	720.00
EFT46950	31/03/2022	Risk Management Technologies Pty Ltd	12 Month Chem Alert Subscription Renewal - 18-05-2022 - 18-05-2023	MUNI	4,577.10
EFT46951	31/03/2022	SMR Psychology	Employee Assistance Program - Counselling	MUNI	374.00
EFT46952	31/03/2022	South Regional Tafe	Manual for Auschem Course - 11-12/05/2022 - Nickolas Farnsworth	MUNI	75.00
EFT46953	31/03/2022	South West Fire	Waterloo Lt & 3.4 - (Incident: 563078) - Labour and Materials - Job 25157	MUNI	2,898.11


PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT46954	31/03/2022	South West Isuzu	Scan and Repair Diesel Burn Off Function - DA8370	MUNI	664.00
EFT46955	31/03/2022	South West Rubber Stamps	25 Dater Self Inking Stamps	MUNI	1,245.00
EFT46956	31/03/2022	Southern Lock and Security	Install 3 x Pin Pad Locks - Office 1, Office 2, Store Room 1, Store Room 2	MUNI	1,388.00
EFT46957	31/03/2022	Spencer Signs	No Parking Sign for Dardanup Oval Gate	MUNI	49.50
EFT46958	31/03/2022	St John Ambulance Western Australia Ltd	First Aid Training CPR 16-11-2021 - Samantha Dixon	MUNI	89.00
EFT46959	31/03/2022	Susan Amy Wells	Refund Hall Hire Bond	MUNI	540.00
EFT46960	31/03/2022	T-Quip	Maintenance and Parts - Toro Mower DA10105	MUNI	1,095.40
EFT46961	31/03/2022	Telstra	Internet Service for Dardanup Central Bush Fire Brigade	MUNI	225.65
EFT46962	31/03/2022	Therese Price	Umpire Recoup 28 & 29-03-2022	MUNI	157.50
EFT46963	31/03/2022	Tiana Fraser	Umpire Recoup 25-03-2022	MUNI	60.00
EFT46964	31/03/2022	Toni Hotchin	Umpire Recoup 28-03-2022	MUNI	90.00
EFT46965	31/03/2022	Vestone Capital Pty Limited	Lease 20 Contract DAR01072020 - 1/4/2022 to 30/6/22	MUNI	1,505.24
EFT46966	31/03/2022	Western Australia Treasury Corporation	Loan 59 - Eaton Recreation Centre	MUNI	51,715.78
EFT46967	31/03/2022	Winc Australia Pty Ltd	Stationery Expense - Eaton Admin Office	MUNI	923.62
EFT46968	31/03/2022	Woodlands	Woodlands Litter Receptacles - Gary Engel Park & Cadell Park	MUNI	6,022.50
EFT46969	31/03/2022	Woolworths Group Limited - Online Order Only	Stock for Chambers, Depot & Staff Kitchen	MUNI	287.80
EFT46970	31/03/2022	Work Clobber	Renee Thomson - Protective Clothing	MUNI	251.20
EFT46971	31/03/2022	WSP Australia Pty Ltd	Banksia Rd Landfill - Groundwater Monitoring Round 1	MUNI	6,129.20

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
<b>CHEQUES</b>					
30	04/03/2022	Department of Transport	Payment for DA Plates 987, 988, 993, 994, 995, 996, 997	MUNI	213.50
31	10/03/2022	Shire of Dardanup - Please Pay Cash	Petty Cash Recoup - Eaton Admin	MUNI	251.65
<b>TRUST</b>					
<b>BPAY</b>					
DD16316.1	02/03/2022	linet Ltd	March 2022 - Monthly NBN Charge	MUNI	174.94
DD16316.2	02/03/2022	Mine Super	Presidential Allowance	MUNI	3,000.00
DD16339.1	10/03/2022	Edith Cowan University - Joondalup	FBL5030 Fundamentals of Value Creation - Natalie Hopkins Semester 1 2022	MUNI	4,217.25
DD16362.1	17/03/2022	Australian Communications and Media Authority	Communications License Renewal, LandMobile/LandMobile System > 30Mhz - Waterloo Depot	MUNI	224.00
DD16362.2	17/03/2022	Department of Transport	Department of Transport - Vehicle Licensing Information Searches	MUNI	32.80
<b>CREDIT CARD</b>					
DD16326.1	28/02/2022	Mailchimp	Monthly Subscription and Charge for Electronic Newsletters February 2022	MUNI	125.03
DD16326.2	28/02/2022	SurveyMonkey Europe	Subscription to Survey Service - Survey Monkey Online 19/02/2022-18/02/2022	MUNI	111.00
DD16397.1	29/03/2022	Dreamscape Networks Fz-Llc - Crazydomains.Com.Au	Fergusonvalley.com Domain Name Renewal for 2 Years	MUNI	43.00
DD16397.2	29/03/2022	Mailchimp	Monthly Subscription and Charge for Electronic Newsletters March 22	MUNI	122.16
DD16397.3	29/03/2022	Zoom	Annual License 31-01-2022 to 30-01-2023 - Standard Pro Annual x 6 and Webinar 100Gb Annual	MUNI	2,092.47
<b>DIRECT DEBIT</b>					

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
INTERNATIONAL					
DD16377.1	24/03/2022	Pentalogic Technology Ltd	Annual Support and Maintenance Highlighter Single WFE (27.02.2022 to 26.02.2023)	MUNI	280.00
PAYROLL					
DD16321.1	04/03/2022	Aware Super Pty Limited	Payroll Deductions	MUNI	32,798.06
DD16321.2	04/03/2022	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	175.81
DD16321.3	04/03/2022	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	278.35
DD16321.4	04/03/2022	One Path Masterfund	Superannuation Contributions	MUNI	79.97
DD16321.5	04/03/2022	Suncorp Brighter Super	Superannuation Contributions	MUNI	234.28
DD16321.6	04/03/2022	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	463.43
DD16321.7	04/03/2022	ANZ Australian Staff Superannuation Scheme	Superannuation Contributions	MUNI	239.10
DD16321.8	04/03/2022	Local Government Super	Superannuation Contributions	MUNI	245.92
DD16321.9	04/03/2022	Commonwealth Essential Super	Superannuation Contributions	MUNI	274.22
DD16366.1	18/03/2022	Aware Super Pty Limited	Payroll Deductions	MUNI	33,103.30
DD16366.2	18/03/2022	Hostplus	Payroll Deductions	MUNI	1,253.09
DD16366.3	18/03/2022	MLC Super Fund	Superannuation Contributions	MUNI	869.77
DD16366.4	18/03/2022	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	168.48

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD16366.5	18/03/2022	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	504.80
DD16366.6	18/03/2022	One Path Masterfund	Superannuation Contributions	MUNI	100.33
DD16366.7	18/03/2022	Suncorp Brighter Super	Superannuation Contributions	MUNI	221.02
DD16366.8	18/03/2022	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	479.61
DD16366.9	18/03/2022	ANZ Australian Staff Superannuation Scheme	Superannuation Contributions	MUNI	230.47
DD16321.10	04/03/2022	Hesta Super Fund	Payroll Deductions	MUNI	564.11
DD16321.11	04/03/2022	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,021.45
DD16321.12	04/03/2022	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	1,051.00
DD16321.13	04/03/2022	Sunsuper Pty Ltd	Superannuation Contributions	MUNI	109.59
DD16321.14	04/03/2022	Australian Ethical Superannuation	Superannuation Contributions	MUNI	155.68
DD16321.15	04/03/2022	The Bro Code Super Fund	Payroll Deductions	MUNI	34.97
DD16321.16	04/03/2022	Rest Superannuation	Payroll Deductions	MUNI	1,235.76
DD16321.17	04/03/2022	Media Super	Superannuation Contributions	MUNI	544.91
DD16321.18	04/03/2022	Australiansuper	Superannuation Contributions	MUNI	5,268.26
DD16321.19	04/03/2022	Construction & Building Industry Super	Superannuation Contributions	MUNI	117.01
DD16321.20	04/03/2022	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	321.45
DD16321.21	04/03/2022	Hostplus	Superannuation Contributions	MUNI	496.32
DD16321.22	04/03/2022	MLC Super Fund	Superannuation Contributions	MUNI	905.43
DD16366.10	18/03/2022	Local Government Super	Superannuation Contributions	MUNI	245.31

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD16366.11	18/03/2022	Commonwealth Essential Super	Superannuation Contributions	MUNI	274.22
DD16366.12	18/03/2022	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	678.36
DD16366.13	18/03/2022	Hesta Super Fund	Payroll Deductions	MUNI	613.03
DD16366.14	18/03/2022	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,021.45
DD16366.15	18/03/2022	Unisuper	Superannuation Contributions	MUNI	94.89
DD16366.16	18/03/2022	Sunsuper Pty Ltd	Superannuation Contributions	MUNI	90.72
DD16366.17	18/03/2022	Australian Ethical Superannuation	Superannuation Contributions	MUNI	155.68
DD16366.18	18/03/2022	Australian Super	Superannuation Contributions	MUNI	96.63
DD16366.19	18/03/2022	Rest Superannuation	Payroll Deductions	MUNI	1,671.93
DD16366.20	18/03/2022	The Bro Code Super Fund	Superannuation Contributions	MUNI	75.20
DD16366.21	18/03/2022	Media Super	Superannuation Contributions	MUNI	544.91
DD16366.22	18/03/2022	Construction & Building Industry Super	Superannuation Contributions	MUNI	117.01
DD16366.23	18/03/2022	Australiansuper	Superannuation Contributions	MUNI	5,343.68
DD16366.24	18/03/2022	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	80.44
DD16366.25	18/03/2022	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	321.46

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
<b>REPORT TOTALS</b>					<b>2,033,849.48</b>
EFT	1,927,990.81		<b>CERTIFICATE OF CHIEF EXECUTIVE OFFICER</b>  This schedule of accounts to be passed for payment, covering vouchers as above which was submitted to each member of Council has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings and the amounts shown are due for payment    <b>MR ANDRÉ SCHÖNFELDT</b> Chief Executive Officer		
Muni Cheque	465.15				
Trust	0.00				
Payroll	94,970.87				
Credit Card	2,493.66				
Direct Debit	0.00				
International	280.00				
BPAY	7,648.99				
<b>TOTAL</b>	<u>2,033,849.48</u>				

CARRIED  
8/0



**12.5 COMMITTEES****12.5.1 Title: Integrated Planning Committee Meeting Minutes held on the 13<sup>th</sup> of April 2022**

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

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

**Officer Comment**

The Minutes of the Integrated Planning Committee Meeting held on the 13<sup>th</sup> of April 2022 [Appendix ORD: 12.5.1A] are attached.

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

97-22            MOVED -            Cr. T G Gardiner            SECONDED -            Cr. J P Dow

**THAT Council receives the Minutes [Appendix ORD: 12.5.1A] of the Integrated Planning Committee Meeting held on the 13<sup>th</sup> of April 2022.**

CARRIED  
8/0

**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 items 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

98-22

MOVED -

Cr. S L Gillespie

SECONDED -

Cr. J P Dow

**THAT in accordance with the Local Government Act 1995, S 5.23, sections (2)(a), (2)(e)(iii) and (2)(c) Council goes Behind Closed Doors [6:15pm].**

CARRIED  
8/0

**16.1 Title: Third Quarter Corporate Performance Report**

Reporting Department: Executive

Reporting Officer: Mr André Schönfeldt - Chief Executive Officer

Legislation: Local Government Act 1995

**REPORT UNDER SEPARATE COVER**

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

**DECLARATION OF INTEREST**

Cr. M T Bennett declared an Impartiality Interest in this item.

Refer to the list of Declarations of Interest.

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

99-22            MOVED -        Cr. E P Lilly                                  SECONDED -        Cr. T G Gardiner

**THAT Council:**

- 1. Receives the Third Quarter Corporate Performance Report as per [Appendix BCD: 16.1A – Confidential Attachment Corporate Performance Report 2021/22 Quarter 3 - April 2022]; and**
- 2. Allows part of the [Appendix BCD: 16.1A – Confidential Attachment Corporate Performance Report 2021/22 Quarter 3 - April 2022] to be made public which relates to the Shire’s performance against the Corporate Business Plan, Capital Works Program and Grants Register, and for the remaining part of the document related to the Chief Executive Officer’s KPIs to remain confidential.**

CARRIED  
8/0

16.2 Title: Determine Tender RFT-F0245334 Managed Print Services (MPS)

*Reporting Department:* Corporate & Governance Directorate  
*Reporting Officer:* Mr Chris Murray – Manager Information Services  
 Mr Allan Hutcheon - Procurement Officer  
*Legislation:* Local Government Act 1995  
 Local Government (Functions and General) Regulations 1996

**REPORT UNDER SEPARATE COVER**

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

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

100-22            MOVED -            Cr. M R Hutchinson            SECONDED -            Cr. P S Robinson

**THAT Council:**

1. **Accepts the tender submission for RFT-F0245334 Managed Print Services (MPS) as advertised and recorded in the Tenders Register, received from, Laserfax Pty Ltd ATF B & T Unit Trust T/A Scope Business Imaging as named as in the Evaluation Panel Report recommendation detailed in Confidential Attachment as the most advantageous, for a lump sum value of \$202,512 (GST Excl).**
2. **Delegates by Absolute Majority to the Chief Executive Officer in accordance with s.5.42(1) of the Local Government Act 1995, to negotiate minor variations to the contract for RFT-F0245334/2022 Managed Print Services (MPS) as advertised and recorded in the Tenders Register before and / or after its execution in accordance Regulations 20 and 21A of the Local Government (Functions and General) Regulations 1996.**
3. **If within 6 months of this resolution a contract is unable to be formed for RFT-F0245334 Managed Print Services (MPS) as advertised and recorded in the Tenders Register with the Respondent identified in Evaluation Panel Report recommendation shown in [Appendix ORD: 16.2C] as the most advantageous, then the Council accepts the tender submission received from, Futuretech Business Systems Pty Ltd T/A SOS Office Equipment identified as the next most advantageous in the Evaluation Panel Report recommendation shown in Confidential Attachment.**
4. **Authorises the Chief Executive Officer to execute the contract for awarding RFT-F0245334 Managed Print Services (MPS) as advertised and recorded in the Tenders Register in accordance with s.9.49A of the Local Government Act 1995.**

CARRIED  
8/0

*By Absolute Majority*

16.3 Title: RFT F0269517 – Design and Construction of Playground Equipment (Cadell Park and Lofthouse Park)

*Reporting Department:* Infrastructure Directorate  
*Reporting Officer:* Mr Jason Gick – Manager Operations  
 Mr Allan Hutcheon - Procurement Officer  
*Legislation:* Local Government Act 1995  
 Local Government (Functions and General) Regulations 1996

**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.

**ELECTED MEMBER RESOLUTION & COUNCIL RESOLUTION**

101-22      MOVED -      Cr. M T Bennett      SECONDED -      Cr. T G Gardiner

**THAT Council:**

1. **Accepts the tender submission for RFT F0269517 Design and Construction of Playground Equipment as advertised and recorded in the Tenders Register, received from A-Space as the most advantageous, for a lump sum value of \$199,000 (GST Excl).**
2. **Delegates to the Chief Executive Officer in accordance with s.5.42(1) of the *Local Government Act 1995*, by Absolute Majority, authority to negotiate minor variations to the contract for RFT F0269517/2022 as advertised and recorded in the Tenders Register before and / or after its execution in accordance Regulations 20 and 21A of the *Local Government (Functions and General) Regulations 1996*.**
3. **Authorises the Chief Executive Officer to execute the contract for awarding F0269517/2022 Design and Construction of Playground Equipment as advertised and recorded in the Tenders Register in accordance with s.9.49A of the *Local Government Act 1995*.**

CARRIED  
 8/0  
 By Absolute Majority

16.4 Title: Determine Tender [Tender RFT F0268714 Sale of Sand– as advertised and recorded in the Tenders Register]

Reporting Department: Infrastructure Directorate  
 Reporting Officer: Mr Jason Gick – Manager Operations  
 Mr Allan Hutcheon - Procurement Officer  
 Legislation: Local Government Act 1995  
 Local Government (Functions and General) Regulations 1996

**REPORT UNDER SEPARATE COVER**

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

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

102-22          MOVED -          Cr. J P Dow                                  SECONDED -          Cr. T G Gardiner

**THAT Council:**

1.          **Acknowledges the tender submissions received from MGM Bulk Pty Ltd and BCP Civil Pty Ltd for RFT F0268714 Sale of Sand.**
2.          **Declines to accept any tenders received in response to RFT F0268714 Sale of Sand as advertised and recorded in the Tenders Register, in accordance with Functions and General Regulation 18(5).**

CARRIED  
8/0

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

103-22          MOVED -          Cr. S L Gillespie                                  SECONDED -          Cr. J P Dow

**THAT Council return from Behind Closed Doors [6.23pm].**

Note: In accordance with Standing Order 5.2(6) the Presiding Officer did not cause the motion passed by Council whilst behind closed doors to be read out.

CARRIED  
8/0

**17 CLOSURE OF MEETING**

The Presiding Member, Cr. M T Bennett advised that the date of the next:

- Special Meeting of Council will be Thursday, the 5<sup>th</sup> of May 2022, commencing at 3.30pm at the Shire of Dardanup – Administration Centre Eaton.
- Ordinary Meeting of Council will be Wednesday, the 25<sup>th</sup> of May 2022, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business Cr. M T Bennett declared the meeting closed at 6.23pm.

**CONFIRMATION OF MINUTES**

**“As the person presiding at the meeting at which these minutes were confirmed on the 25<sup>th</sup> of May 2022, I certify that these minutes have been confirmed as a true and accurate record of proceedings”.**

**Signature:** 

**Email:** michael.bennett@dardanup.wa.gov.au