



CONFIRMED

MINUTES

ORDINARY COUNCIL MEETING

Held

27th of July 2022

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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VISION STATEMENT

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

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COUNCIL ROLE

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

DISCLAIMER

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

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

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

RISK ASSESSMENT

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

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING HELD ON WEDNESDAY, THE 27TH OF JULY 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.

1.1 Senior Sergeant Heath Soutar – Australind Police Station

Shire President, Cr. M T Bennett advised the meeting that:

Senior Sergeant Heath Soutar is the new Officer in Charge for Australind Police Station.

Senior Sergeant Soutar has previously been OIC for Collie, Merredin and Laverton and has a strong desire for continued community engagement.

Senior Sergeant Soutar will attend the meeting at 6pm.

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
Cr. Janice Dow	-	Elected Member
Cr. Stacey Gillespie	-	Elected Member
Cr. Mark Hutchinson	-	Elected Member
Cr. Ellen Lilly	-	Elected Member
Cr. Patricia Perks	-	Elected Member [ATTENDED VIA MICROSOFT TEAMS – 5.58PM]
Cr. Luke Davies	-	Elected Member [5.06PM]
Mr André Schönfeldt	-	Chief Executive Officer
Mr Phil Anastasakis	-	Deputy Chief Executive Officer
Ms Susan Oosthuizen	-	Director Sustainable Development
Mr Theo Naudé	-	Director Infrastructure
Ms Cathy Lee	-	Manager Governance & HR
Mrs Gabriella Hayward	-	Acting Executive Support Officer
Mr Gary Thompson	-	Manager Recreation Centre
Mrs Natalie Hopkins	-	Manager Financial Services

2.2 Apologies

None.

2.3 Leave of Absence

None.

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

4 PUBLIC QUESTION TIME**4.1 Colin Johnston (94 Gardincourt Drive, Henty) – Proposed New Administration Building*****Question 1:***

What amount of the budgeted \$17.4 million (including contingencies and excluding GST) is being contributed by the Shire of Dardanup?

- *How much will be contributed from cash reserves?*
- *How much will be borrowed?*

Response:

Council is planning to borrow \$7.5 million over two years for the administration building project, consisting of a \$6 million loan in 2022/23 and a \$1.5 million loan in 2023/24.

\$9.77 million is provided from Council Reserves over these 2 years, with the land sale proceeds of \$5 million from Citygate forming part of this \$9.77 million.

Question 2:

How much is being budgeted for the repayment of any loans – specifically the total of principal and interest over the life of the loan?

Response:

Council is estimating that approximately \$600,000 will be incurred each year for Principal and Interest repayments, with this estimate based on recent projected loan interest rates provided to Council by WA Treasury Corporation. When the loan is actually drawn down, then the exact interest rate will be known at that time, however it is expected that interest rates will increase a bit further based on current market trends.

Question 3:

What annual cost of the loan repayments will need to be added to the Shires budget? What proportion and interest over the life of the loan?

Response:

The term of the proposed Council loans will be 20 years. Council has been provided information that an estimated rate revenue increase of approximately \$700,000 per annum will be generated through the development of the Citygate shopping centre plan, once the development is fully completed. Council will need to fund the repayments through general rates until this full development is completed.

Note: *Cr. L W Davies joined the meeting [5.06pm].*

5 APPLICATIONS FOR LEAVE OF ABSENCE
--

None.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS
--

None.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING
--

7.1 Ordinary Council Meeting Held on the 22nd of June 2022

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

177-22 MOVED - Cr. T G Gardiner SECONDED - Cr. J Dow

THAT the Minutes of the Ordinary Meeting of Council held on the 22nd of June 2022, be confirmed as true and correct subject to no corrections.

CARRIED
8/0

7.2 Special Council Meeting Held on the 6th of July 2022

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

178-22 MOVED - Cr. J Dow SECONDED - Cr. T G Gardiner

THAT the Minutes of the Special Meeting of Council held on the 6th of July 2022, be confirmed as true and correct subject to the following corrections:

- **Page: 7 - Resolutions 170-22 and 171-22 vote total be amended to read from being carried by a vote of 7/0 as to being carried by a vote of 8/0.**

CARRIED
8/0

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

None.

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

9.1 Title: Fourth Quarter Corporate Performance Report

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

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

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

Note: *Shire President, 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.*

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

11 DECLARATION OF INTEREST

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

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

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

- *Chief Executive Officer, Mr André Schönfeldt declared an Impartiality Interest in Item '12.4.1 –2022/23 Budget Adoption' - Resolution "B" refers to the Eaton Family Centre. Mr André Schönfeldt wife and sons are members of the Eaton Combined Playgroup Association Incorporated - Eaton Family Centre and therefore he has an Impartiality Interest.*
- *Chief Executive Officer, Mr André Schönfeldt declared a Proximity Interest in Item '12.4.1 – 2022/23 Budget Adoption' - Resolution "C". The 2022/23 Budget refers to maintenance and minor expenditure at Garry Engel Park. Mr André Schönfeldt owns property adjacent to the Park and therefore has a Proximity Interest.*
- *Chief Executive Officer, Mr André Schönfeldt declared an Impartiality Interest in Item '12.4.1 –2022/23 Budget Adoption' - Resolution "F". The 2022/23 Budget refers to Donation Expenses, Maintenance and Capital expenditure for the Eaton Family Centre. I declare an Impartiality Interest in this item in relation to the Eaton Family Centre Building, as my wife and sons are members of the Eaton Combined Playgroup Association Incorporated - Eaton Family Centre.*
- *Shire President – Cr. M T Bennett declared a Proximity Interest in Item '12.4.1 - 2022/23 Budget Adoption' - Resolution "A" refers to Millars Creek. Cr. M T Bennett owns property in Millbridge near Millars Creek (R47537) and therefore has a Proximity Interest.*
- *Shire President – Cr. M T Bennett declared an Impartiality Interest in Item '12.4.1 - 2022/23 Budget Adoption' - Resolution "B" refers to the Eaton Bowling Club. Cr. M T Bennett is a member of the Eaton Bowling and Social Club and therefore has an Impartiality Interest.*
- *Shire President – Cr. M T Bennett declared an Impartiality Interest in Item '12.4.1 - 2022/23 Budget Adoption' - Resolution "B" refers to the Eaton Football Clubrooms (Pratt Road). Cr. M T Bennett is a life member of the Eaton Junior Football Club and therefore has an Impartiality Interest.*
- *Shire President, Cr. M T Bennett declared an Impartiality Interest in Item '12.4.1 - 2022/23 Budget Adoption' - Resolution "J" refers to the Eaton Bowling Club Lease Fees. Cr. M T Bennett is a member of the Eaton Bowling and Social Club and therefore has an Impartiality Interest.*

- *Cr. S L Gillespie declared a Proximity Interest in Item '12.4.1 - 2022/23 Budget Adoption' - Resolution "A" refers to Pratt Road Modifications and Pratt Road Footbridge. Cr. S L Gillespie's place of residence is on Pratt Road and therefore she has a Proximity Interest.*
- *Cr. S L Gillespie declared a Proximity Interest in Item '12.4.1 - 2022/23 Budget Adoption' - Resolution "B" refers to Eaton Bowling Club. Cr. S L Gillespie's place of residence is on Pratt Road and therefore she has a Proximity Interest.*
- *Cr. S L Gillespie declared a Proximity Interest in Item '12.4.1 - 2022/23 Budget Adoption' - Resolution "C" refers to the Eaton Foreshore Bore and Landscaping Improvements and the Eaton Foreshore Boardwalk and Boat ramp. Cr. S L Gillespie's place of residence is on Pratt Road and therefore she has a Proximity Interest.*
- *Cr. S L Gillespie declared a Proximity Interest in Item '12.4.1 - 2022/23 Budget Adoption' - Resolution "I" refers to the Eaton Bowling Club. Cr. S L Gillespie's place of residence is on Pratt Road and therefore she has a Proximity Interest.*
- *Cr. S L Gillespie declared a Proximity Interest in Item '12.4.1 - 2022/23 Budget Adoption' - Resolution "J" refers to the Eaton Bowling Club Lease Fees. Cr. S L Gillespie's place of residence is on Pratt Road and therefore she has a Proximity Interest.*
- *Cr. L Davies declared a Financial Interest in 'Item 12.4.1 – 2022/23 Budget Adoption' - Resolution "B" refers to the New Admin / Library Stage 2 – Detailed Design. Cr. L Davies is employed by Coles Pty Ltd that is housed within the Eaton Fair Shopping Centre and therefore has a Financial Interest.*
- *Cr. T G Gardiner declared a Proximity Interest in Item '12.4.1 - 2022/23 Budget Adoption' - Resolution "H" refers to Nyleeta Close which is near property he owns. Cr. T G Gardiner therefore has a Proximity Interest.*
- *Cr. E P Lilly declared a Financial Interest in 'Item 12.4.4 – Eaton Boomers Football Club – Interim Charge for User Agreement Seasonal Use'. The Eaton Boomers Football Club (EBFC) have had functions at the Bull and Bush Tavern, fully paid for by EBFC. Cr. E P Lilly therefore has a Financial Interest.*
- *The following staff have declared a Financial Interest in Item '12.4.5 – Review of Various Motor Vehicle Policies' as staff receive a financial benefit by way of private use of Council Vehicles that relate to the proposed policy changes:*
 - *Deputy Chief Executive Officer – Mr Phil Anastasakis*
 - *Director Infrastructure – Mr Theo Naudé*
 - *Director Sustainable Development – Ms Susan Oosthuizen*
 - *Manager Governance & HR – Ms Cathy Lee*
 - *Manager Financial Services – Mrs Natalie Hopkins*

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 EXECUTIVE REPORTS

12.1.1 Title: Strategic Community Plan and Corporate Business Plan Review - Council Plan 2022 - 2032

<i>Reporting Department:</i>	<i>Executive</i>
<i>Reporting Officer:</i>	<i>Mr André Schönfeldt - Chief Executive Officer</i> <i>Mr Phil Anastasakis – Deputy Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.1.1A – Draft Council Plan 2022 – 2032</i> <i>(Under Separate Cover Document)</i> <i>Appendix ORD: 12.1.1B - Risk Assessment</i>

Overview

This report presents Council with the final Council Plan 2022 – 2032 [Appendix ORD: 12.1.1A – Under Separate Cover Document], which incorporates both the Strategic Community Plan and Corporate Business Plan, for Council’s adoption.

Background

Council adopted its reviewed and updated Strategic Community Plan 2018 – 2028 on the 28th of March 2018, which runs for a 10 year period. This review was conducted 4 years after the development of its first Strategic Community Plan and is consistent with the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and legislative requirements.

A Strategic Community Plan Internal Review was conducted and endorsed by Council on the 27th of May 2020 as part of the legislated requirement to conduct an internal review of the Strategic Community Plan two years after the full review was conducted in 2018.

The Shire of Dardanup Strategic Community Plan reflects a Vision for the future and is the principal strategic guide for future planning and activities. Based on the community engagement, the Plan has set a Vision for the Shire of Dardanup’s future and captured the community’s aspirations and values.

Achieving the community’s Vision and Shire’s strategic objectives requires development of actions to address each strategy contained within the Strategic Community Plan. In addition, achieving these Strategies may require a series of actions over time as they may not be able to be achieved concurrently, taking into account limited financial and other resources. Careful operational planning and prioritisation is required due to the limited availability of resources. This planning process was previously formalised in the Corporate Business Plan.

Corporate Business Plan

The Corporate Business Plan (CBP) contains details of the Actions and resources (human and financial) to achieve each strategy. It is a four year plan which acts as an organisational guide for the Council and management.

The financial capacity to undertake these tasks is evidenced in the then year Long Term Financial Plan for the period. This long term financial planning provides an assurance that the actions contained in the

Corporate Business Plan can be adequately resourced over the next 4 years and highlights the long term consequences of the application of human and financial resources to undertaking various projects.

In accordance with legislative requirements, the Corporate Business Plan 2020/21 – 2023/24 is reviewed annually to assess the progress of projects and realign actions and priorities with current information and funding availability. The first year of the Corporate Business Plan is usually ‘sliced off’ to form the basis of the draft Annual Budget for consideration by the Council.

Linkage with Informing Strategies and Service Plans

The Corporate Business Plan is informed by three other major plans developed in response to the Department of Local Government’s Integrated Planning and Reporting Framework. The Asset Management Plans, Long Term Financial Plan, and Workforce Plan inform the Council as to its resource options and financial circumstances.

It should be noted that the projects and capital works identified within Community Facilities Plans adopted by Council following significant consultation with the Community and relevant place based advisory groups, inform the various Asset Management Plans and therefore indirectly informs the Corporate Business Plan.

Review process

To guide the review process, Council in February 2022 resolved as follows (Res: 40-22):

THAT Council:

1. *Requests the Chief Executive Officer to prepare a Draft Strategic Community Plan and Draft Corporate Business Plan based on the previous Strategic Community Plan and the Community Engagement undertaken over the course of the last 4 years.*
2. *Requests the Chief Executive Officer to present the draft plans prepared as required under Part 1, to Council prior to undertaking community engagement on these plans.*
3. *Cancels the Topic Based Advisory Group meetings scheduled for the first half of 2022 but continues with the Place Based Advisory Groups.*

*CARRIED
9/0*

Council at its Special Council Meeting on the 5th of May 2022 endorsed (Res: 105-22) the Chief Executive Officer to update the Draft Shire of Dardanup 2022/23 – 2032/33 Council Plan and seek public comment.

THAT Council

1. *Adopts the Draft Shire of Dardanup 2022/23 to 2032/33 Council Plan to fulfil the role of both the Strategic Community Plan and Corporate Business Plan [Appendix SCM: 12.2A – Under Separate Cover Document].*
2. *Authorises the Chief Executive Officer to update the plan to reflect any changes that may be required to the content as a result of Council decisions related to the Long Term Financial Plan, Workforce Plan and relevant Asset Management Plans;*
3. *Authorises the Chief Executive Officer to finalise the design of the document and to seek public comment on these documents for the period between the 16th of May 2022 and the 6th of June 2022;*
4. *Requests the Chief Executive Officer bring the outcomes of the consultation along with an updated Council Plan to Council for adoption in June 2022.*

The reviewed Strategic Community Plan together with the reviewed Corporate Business Plan have formed the foundation of the current composite Shire of Dardanup Council Plan 2022 to 2032. Following the consultation period, this report presents Council with the updated *Council Plan* for adoption.

Legal Implications

Local Government (Administration) Regulations 1996:

Division 3 — Planning for the future

[Heading inserted: Gazette 26 Aug 2011 p. 3483.]

19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to—
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
*Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

[Regulation 19C inserted: Gazette 26 Aug 2011 p. 3483-4.]

19DA. Corporate business plans, requirements for (Acts. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and

- (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A Council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
Absolute majority required.
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the Council, the plan or modified plan applies to the district for the period specified in the plan.*

Strategic Community Plan

Strategy 1.3.1 Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High).

Action 1.3.1.2 Review and update annually the Shire of Dardanup Corporate Business Plan.

Environment - None.

Precedents

The current Strategic Community Plan was reviewed and adopted by Council in 2020 and sets out a 10 year timeframe to 2030. The previous Shire of Dardanup four year Corporate Business Plan 2021/22 to 2024/25 was reviewed and adopted last year in accordance with legislative requirements.

The reviewed Strategic Community Plan together with the reviewed Corporate Business Plan have formed the foundation of the current Shire of Dardanup Council Plan 2022 to 2032.

Budget Implications

Council allocated funding of \$25,000 within the 2021/22 budget to undertake a full review of the Strategic Community Plan.

Revenue and expenditure forecasts for the next four years are incorporated within the current Long Term Financial Plan and new Council Plan.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Council Policy CnG CP018 – Corporate Business Plan & Long Term Financial Plan notes that each year with the best endeavours Council aims to consider a draft budget for adoption by the end of June. To achieve this aim the draft Corporate Business Plan (budget) needs to be compiled within the last weeks of May or early June.

The Policy notes:

That year 1 of the Corporate Business Plan shall inform the development of the draft Annual Budget utilising the forecast rate change, loan projections, asset management plans, capital works, operating income and expenditure and reserve transfers.

Council Policy Exec CP090 - Community Engagement sets out the basis for community engagement related to major plans such as this.

The draft Council Plan has been advertised broadly to the community. There were also a number of workshops held with Place based advisory groups in early May specifically with regards to the Place Plans currently being developed for Eaton and Dardanup. The Council Plan was advertised for a period of three weeks from the 16th of May 2022 until the 6th of June 2022. Outcomes of the consultation are contained within this report to Council along with an updated document for adoption at the July 2022 Ordinary Council meeting.

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Strategic Community Plan and Corporate Business Plan Review - Council Plan 2022 - 2032
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Legal and Compliance</p> <p>Financial</p> <p>Reputational</p> <p>Legislative requirements and compliance determine the need for the production of Corporate Business Plan and Strategic Community Plan review.</p> <p>The financial implications associated within the elements of the Corporate Business Plan can affect the financial sustainability of Council.</p> <p>The inclusion of projects and works within the various Plans within the Corporate Business Plan build community expectation.</p>

Officer Comment

In accordance with part of the Special Council Meeting (Res: 105-22), that the Chief Executive Officer released for public comment the Draft Shire of Dardanup 2022-23 – 2032-33 Council Plan.

Authorises the Chief Executive Officer to finalise the design of the document and to seek public comment on these documents for the period between the 16th of May 2022 and the 6th of June 2022;

The information was provided to the Community through an advertising campaign commencing on the 17th of May 2022 and closing on the 6th of June 2022. Advertising was undertaken through the following mediums:

- Website and face book postings
- Media release
- SMS
- Radio (Your say with Nay & Podcasts)
- Community News publication

Copies were also made available through the Shire of Dardanup Administration centres, Eaton Library and Eaton Recreation Centre.

Following the closure of the advertising period a total of 7 submissions were received. Public comments are provided below:

NAME	COMMENTS	OFFICER COMMENT
Wendy Perdon – Chair Ferguson Valley marketing Inc	<p>I would like to thank the Shire of Dardanup for the opportunity to review ‘Our Plan for the Future’.</p> <p>I firstly would like to congratulate the Shire Councillors and Executive for putting together such a detailed, long term plan to lead the Shire over the next 10 years.</p> <p>I am also very pleased to see a key outcome being ‘Outcome 11. A destination of choice for visitors’ under the pillar of Prosperity. It highlights that tourism has been identified as a key economic driver for the Shire over the next 10 years and even more encouraging is the fact that the local community rates the Shire’s tourism product ‘a place to visit’ higher than the industry average.</p> <p>Also the fact that the community has articulated that it ‘would like the Shire to improve local infrastructure and place marketing to attract more visitors’ should pave the way for Councillors and the Executive to provide adequate funding for Ferguson Valley Marketing.</p>	Acknowledged.
	<p>However I would suggest a slight change of wording to objective 12.1.2. Currently it reads; Fund Ferguson Valley Marketing Inc to <i>operate the Ferguson Valley Visitor Centre</i> and to develop and coordinate marketing and promotional programs to attract visitors to the Ferguson Valley and the surrounding Bunbury Geographe region.</p> <p>Given the ongoing funding support from the Shire is less than Ferguson Valley Marketing requested and requires to keep the Ferguson Valley Visitors Centre open long term, I would request the working of 12.1.2 is changed to:</p> <p>Fund Ferguson Valley Marketing Inc to <i>undertake Visitor Servicing</i> and to develop and coordinate marketing and promotional programs to attract visitors to the Ferguson Valley and the surrounding Bunbury Geographe region.</p> <p>This will give Ferguson Valley Marketing the flexibility to still be able to meet the ratepayers wish for marketing to visitors while adapting visitor servicing strategies in line with available funds and visitor servicing trends over the next 10 years.</p> <p>If you wish to discuss this suggested alteration, please feel free to be in contact.</p>	Acknowledged, however it needs to be recognised that the FVM group should be the operator of the Visitor Centre. Recommend to include a change in Council Plan as follows: <i>operate the Ferguson Valley Visitor Centre and undertake Visitor Servicing</i> .
Darline Morgan	<p>Thank you for giving me the opportunity to provide feedback on this document. Here are some of my thoughts.</p> <p><u>Positives</u> The overall document appears to cover a range of objectives/directions/planning in one space. It is a bright, cohesive document.</p>	Noted.

NAME	COMMENTS	OFFICER COMMENT
	<p><u>Thoughts</u> I note the reference: “Advocate: we lead and represent the community on key issues.”</p> <p>I take this as a commitment to listen to the people of this community who have repeatedly raised concern regarding the Waste precinct.</p> <p>“The community would like more community education on sustainable practices and greater use of green energy sources. They would also like more innovative and sustainable waste management solutions, and greater involvement in long-term waste management planning to ensure decisions...” I love this bit.</p> <p>“The Shire’s leadership group is valued and respected for being visionary, professional, equitable and accountable. The community is well informed and highly engaged.” This is important to uphold!</p>	
	<p>I was unable to find mention of Dardanup Conservation Park and Crooked Brook Forest. Perhaps I missed it. If not, it should be included in the document in Outcome 5 as areas requiring preservation and managed responsibly.</p>	<p>These areas are not specifically included in the Plan, as these and other areas are part of the day to day environmental management responsibility of Council.</p>
	<p>Under “Liveable Neighbourhoods” – our discussion group raised a focus for better pedestrian/cycle access around the town, including nearby areas which aren’t eligible for the bus service, yet currently do not have safe cycle paths to get to school. Is this included? Is this part of the “Dardanup Place Plan”?</p>	<p>Outcome 10 includes reference to bike and cycle pathway plans across the Shire.</p>
	<p>Are all the photographs used in the document taken from our region? If so – great. If not – change any that aren’t.</p>	<p>Most of the photographs are sourced locally.</p>
	<p>It seems that some items are listed very specifically, yet others are listed broadly. Eg. The location of watering stations for pets (each location itemised), yet “Dardanup Place Plan” is broad. I gather this plan includes the improvements for Carramar Park and other priorities as discussed at the Advisory group meetings.</p>	<p>The Plan captures comments and priorities at a range of levels, and references more detailed Plans and Strategies in place or to be developed where relevant.</p>
	<p>I don’t know enough about the “South West Food Processing Precinct”. What is it? Where is it? What type of industries/processing is it seeking to attract?</p>	<p>This projects is an economic development opportunity that will be developed in greater detail in the future.</p>
	<p>Something new for consideration....</p> <p>I am aware the Dardanup Primary School will need to obtain land to extend their oval. The land behind the school has been flagged in planning some time ago, but I don’t think it has been raised at any of our meetings. Should this be considered as an inclusion for “The Dardanup Plan”? I’m not sure how schools go about obtaining allocated land for this purpose – knowing the land needs to be purchased from the current owner.</p> <p>Please let me know if more detailed feedback is required.</p>	<p>The Plan notes ongoing advocacy and discussions with the Department of Education relating to future needs.</p>

NAME	COMMENTS	OFFICER COMMENT
IL & J Trigwell PO Box 33 DARDANUP WA 6236	6.3.3 Advocate for Western Power to convert streetlights to LED – this needs to happen sooner than 2026+. Incidentally, parts of Dardanup Townsite are very dark when walking a dog at night	Included in Priority 6.3.3.
	8.2.1 Advocate for government and service providers to provide appropriate utility infrastructure – Can you please prioritise advocating for the upgrade of the Water Corp water supply to Dardanup townsite.	This broader advocacy will occur as part of the Dardanup Community Facilities Plan.
	9.3.3 The Dardanup Shire office and library is recognised on the shire list of heritage sites and is valued by the local community – can you please include some general maintenance actions for the building, with a view to preserving it, in addition to just scoping requirements to renovate it.	Building maintenance and preservation works is included in Council’s annual budget and Asset Management Plan.
	9.3.4 Scope requirements to renovate Dardanup Hall – Like the Shire Office, the Dardanup Hall is part of the very fabric of the townsite, and much revered heritage icon. For years both the community and the council have acknowledged the need to upgrade the inside and outside hall toilets and the kitchen. So where is this in the 10yr plan, other than just scoping renovation requirements? These upgrades actually need to be included in the plan, even if only subject to funding	Building maintenance and preservation works is included in Council’s annual budget and Asset Management Plan. The AMP includes significant upgrade works for the Dardanup Hall in the future.
	9.4 There is no mention of provision of new playground equipment at the Wells Recreation Ground or Carramar Park.	The installation of new and replacement playground equipment is included in Council’s annual budget and Asset Management Plan.
	10.1.3 This does not make sense. Does it mean a continuous path from the Dardanup Hall, across the road and beside the oval to the Wells Recreation Ground Community Centre and associated sporting facilities?	This item has been removed.
	10.3.5 Needs to include advocate Main Roads to include a bicycle and pedestrian underpass for the BORR at the cul de sac at the end of Harris Road. Dardanup is already a popular area for recreational and sports cyclists. A safe means of traversing the new outer ring road and facilitating the use of quieter roads to cycle to, and around, Dardanup needs to be addressed.	Outcome 10 includes reference to the development of bike and cycle pathway plans across the Shire. Discussions relating to the BORR have included reference to cycle and pedestrian paths.
	10.3.6 Advocate for Main Roads to reduce the speed limit on the Boyanup Picton Rd to 100km per hour after completion of the BORR – Is this necessary when the speed limit from Picton to Dardanup is already a maximum of 100km per hour and from Dardanup to Boyanup it is a straight road with few intersecting roads past Garvey Road? Is there anticipation of more or less traffic on the road after completion of the BORR?	Any change to speed limits will be considered with Main Roads input, which examine traffic volumes, vehicle size, amongst other factors.
11.1.6 Provide a Maker Space innovation hub within the new admin building - Given the rapidly increasing costs of building right now, and the escalating anticipated cost of the new Administration building, surely such a hub is not essential in this location or this timeframe. Why not utilise the building currently housing the Eaton library, for a Maker space when the new library is built? Likewise, a community centre within the new administration building - - why? The clubrooms at the oval nearby, and the new Eaton Bowling Club, can surely suffice for the next few years.	The current new Administration/Library building plans include a dedicated Makerspace area. A Value Management Working Group has been formed to evaluate the building design and costs, to assess whether cost savings can be achieved in the design and whether elements within the current design need to change.	

NAME	COMMENTS	OFFICER COMMENT
	<p>Finally, there is no mention of improving the drainage in Carramar Park. It is difficult to get through the waterlogging to the playground and BBQ facilities in the winter.</p> <p>Thank you for the opportunity to make comments.</p>	<p>Parks and Reserve maintenance, preservation and upgrade works is included in Council’s annual budget and Asset Management Plan. Drainage needs for Carramar Park will be considered in this planning.</p>
<p>Jill Cross Dardanup</p>	<p>Hi Andre, staff and Councillors, I wish to make the following comments with regards to the Council Master Plan. Regards Jill Cross</p> <p>2.2.13 Renovate hard courts at Wells – 24/25 – funding needed. Comment – some of the courts are unsafe to play on as severely cracked. Even though it wasn’t many years ago that the Council repaired the courts the issues with the base under the courts wasn’t addresses and consequently this was only a temporary fix and cracks have reappeared. Consider the resurfacing needs to be sooner than 24/25.</p> <p>8.1.6 – Develop a policy to preserve heritage buildings – 23/24 Comment – more than a policy is required so tilt panel style buildings are not permitted in the CBD. The historic view of this area needs to be preserved and new commercial buildings that can be viewed from the street need to constructed so their facade is sympathetic with the current buildings</p> <p>9.3.3, 9.3.4, 9.3.6 – Scope to Renovate the Dardanup Office, 22/23, Scope to renovate the hall 22/23, prepare a master plan for Carramar Park 23/24 – Comment – all of these facilities need to be scoped as one. An overarching plan is required for the development of the Dardanup Civic Precinct.</p> <ul style="list-style-type: none"> • No mention in the Plan of pursuing the lack of water pressure in the Dardanup townsite with Govt authorities • Would like Council to consider the frequency of Shire Advisory meetings as think these should be quarterly. • Shire needs to pursue reduction in speed limit at the intersection of Garvey Rd and Boyanup Picton rd. Slow moving vehicles(horse floats from the Dardanup Equestrian Centre) accessing Boyanup Picton Rd from Garvey Rd are encountering trucks/vehicles at speed making their entry unsafe. 	<p>Acknowledged and Noted.</p> <p>Noted.</p> <p>Acknowledged. The Dardanup Community Facilities Plan provides some master planning for Dardanup. A more detailed Dardanup Place Plan is to be developed in the future.</p> <p>Broader advocacy relating to water needs will occur as part of the Dardanup Community Facilities Plan.</p> <p>Available staff resourcing impacts on the frequency of Advisory Group meetings.</p> <p>Request to amend speed limits is noted and will be evaluated.</p>
<p>Danny Harris Dardanup</p>	<p>Good evening Andre’. Congratulations on your ten year plan. It is always good to document our Shire’s way forward after consulting our various communities. I absolutely support the new Shire Office. It is a very beautiful design and you are working with the very best local builder, Perkins Construction.</p> <p>Whilst I am aware project timing can change, I am very hopeful the Carramar Park/ Old Depot sites can gain high priority as it has been a long period since the depot was removed and a consultant was employed to plan the development. Considerable funds sourced in Dardanup have been allocated to Eaton. We need to see the Carramar Park area in Dardanup being developed.</p> <p>I am very pleased to see the new change rooms at Wells Recreation Pk. under way.</p>	<p>Noted.</p>

NAME	COMMENTS	OFFICER COMMENT
	<p>Also the new Fire Station constructed.</p> <p>Your reference to the Shire office in Dardanup being considered for future use and upgrade is great. Our Dardanup Heritage Collective is ready to go forward collecting and displaying our Heritage. Our community gathering recently identified upgrades needed to complete the Community Consultation. I guess that final report will be out soon.</p> <p>Good luck with your dealings on the Clean a Way rubbish site review. Our town's future development is suffering terrible.</p>	
<p>Danny Harris Vic President Dardanup Heritage Collective</p>	<p>It is very important that the Shire works closely with the Dardanup Heritage Group to restore the Little Street Shire Office to be a place for the group to record, store and present our heritage to the public. The group is a voluntary organisation that has already taken huge steps forward and must be supported by Council. Phil the questions raised by you are all achievable if the will is there. Bunbury Museum and Heritage location in Arthur St. was a primary school that my 76yr. old wife Pam attended. Bunbury City Council recognised the importance of the building and supported the project. Please don't ignore the fact that the Little St. building is listed on the Dardanup Shire Heritage Inventory</p>	<p>Noted. This matter will be considered in the future by Council when the requested additional information has been provided to Council staff.</p>
<p>Trish Sherwood</p>	<p>Well, lots of thought and hard work has gone into that plan. It is well presented too and very lucid.</p> <p>Best wishes in implementing it.</p> <p>Kind regards</p> <p>Trish Sherwood</p>	<p>Acknowledged.</p>
<p>Terri Gibbs</p>	<p>Hello Dardanup Shire council,</p> <ul style="list-style-type: none"> It is rewarding to read the executive message, in particular- We encourage the community to continue getting involved; to collaborate and partner with us as we endeavour to meet local community needs. <p>I am pleased with the council's achievements, such as: New Fire brigade Building at Dardanup and the improvements to the Waterloo Fire Brigade Facilities. Investments in solar energy at Eaton Bowling club and Senior Citizens centre.</p>	<p>Acknowledged.</p>
	<p>6.1.5 Undertake a sustainability audit of Dardanup Civic Precinct and provide recommendations.</p> <p>Dardanup Civic Precinct is very important to the identity of our Town,</p>	<p>Acknowledged.</p>

NAME	COMMENTS	OFFICER COMMENT																												
	<p>For example, the Hall was built by a community pulling together after the builder went broke with brickwork to 1.8 mts. Fundraising one brick at a time, they turned up on weekends to do whatever they could to move the project along.</p> <p>These are not just buildings they embody the spirit and endeavours of a previous generation who worked together for the greater good of our community today. <i>Please also consider the conservation of the gum trees planted by school children in the 1950's on Arbour Day.</i></p>																													
	<p>Glad to see a commitment to</p> <table border="1" data-bbox="443 512 1016 608"> <tr> <td data-bbox="443 512 539 608">6.2.1</td> <td data-bbox="539 512 1016 608">Review the long-term waste management strategy to ensure plans are in the best interests of the local community.</td> </tr> </table> <p style="text-align: center;">and</p> <table border="1" data-bbox="398 619 927 703"> <tr> <td data-bbox="398 619 472 703">7.1.3</td> <td data-bbox="472 619 927 703">Support Wellington Mill Volunteer Bushfire Brigade to attract funding for its new facility and shed.</td> </tr> </table>	6.2.1	Review the long-term waste management strategy to ensure plans are in the best interests of the local community.	7.1.3	Support Wellington Mill Volunteer Bushfire Brigade to attract funding for its new facility and shed.	<p>Acknowledged.</p>																								
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	<table border="1" data-bbox="398 715 1048 788"> <tr> <td data-bbox="398 715 472 788">8.1.6</td> <td data-bbox="472 715 1048 788">Develop a policy to preserve heritage buildings and places.</td> </tr> </table> <p>I enjoy being a member of Dardanup Heritage Collective (DHC), As a Not-for-Profit organisation of volunteers, we are very concerned about preserving the integrity, character, and Heritage of the precinct, while creating a sustainable and worthwhile future for these Buildings in our Community.</p>	8.1.6	Develop a policy to preserve heritage buildings and places.	<p>Acknowledged.</p>																										
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	<p>I feel proud of Dardanup shire actively developing, refreshing, and enhancing these regions thru planning and community consultation while preserving its heritage and natural environment, giving residents a sense of pride, recognition of the past and enjoyment of their surroundings and community for the future.</p> <table border="1" data-bbox="416 1054 1451 1321"> <tr> <td data-bbox="416 1054 472 1107">9.1.1</td> <td data-bbox="472 1054 860 1107">Develop the Dardanup Place Plan.</td> <td data-bbox="860 1054 1106 1107"></td> <td data-bbox="1106 1054 1301 1107">Director Sustainable Development</td> <td data-bbox="1301 1054 1352 1107">●</td> <td data-bbox="1352 1054 1404 1107"></td> <td data-bbox="1404 1054 1451 1107"></td> </tr> <tr> <td data-bbox="416 1107 472 1160">9.1.2</td> <td data-bbox="472 1107 860 1160">Develop the Eaton/Millbridge Place Plan.</td> <td data-bbox="860 1107 1106 1160"></td> <td data-bbox="1106 1107 1301 1160">Director Sustainable Development</td> <td data-bbox="1301 1107 1352 1160">●</td> <td data-bbox="1352 1107 1404 1160"></td> <td data-bbox="1404 1107 1451 1160"></td> </tr> <tr> <td data-bbox="416 1160 472 1212">9.1.3</td> <td data-bbox="472 1160 860 1212">Develop the Burekup Place Plan.</td> <td data-bbox="860 1160 1106 1212"></td> <td data-bbox="1106 1160 1301 1212">Director Sustainable Development/ Strategic Planning Officer</td> <td data-bbox="1301 1160 1352 1212"></td> <td data-bbox="1352 1160 1404 1212">●</td> <td data-bbox="1404 1160 1451 1212"></td> </tr> <tr> <td data-bbox="416 1212 472 1265">9.1.4</td> <td data-bbox="472 1212 860 1265">Develop the Ferguson Valley Place Plan.</td> <td data-bbox="860 1212 1106 1265"></td> <td data-bbox="1106 1212 1301 1265">Director Sustainable Development/ Strategic Planning Officer</td> <td data-bbox="1301 1212 1352 1265"></td> <td data-bbox="1352 1212 1404 1265"></td> <td data-bbox="1404 1212 1451 1265">●</td> </tr> </table>	9.1.1	Develop the Dardanup Place Plan.		Director Sustainable Development	●			9.1.2	Develop the Eaton/Millbridge Place Plan.		Director Sustainable Development	●			9.1.3	Develop the Burekup Place Plan.		Director Sustainable Development/ Strategic Planning Officer		●		9.1.4	Develop the Ferguson Valley Place Plan.		Director Sustainable Development/ Strategic Planning Officer			●	<p>Acknowledged.</p>
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NAME	COMMENTS	OFFICER COMMENT								
	<p>Perhaps this is an opportunity to recognise and highlight the six Noongar seasons with appropriate plantings and accompanying explanatory signage.</p> <table border="1" data-bbox="398 252 1532 435"> <tr> <td data-bbox="398 252 869 344">9.4.6 Prepare a Carramar Park Master Plan to incorporate play equipment, picnic facilities, pathways and drainage.</td> <td data-bbox="869 252 1182 344">Asset Management Plan - Parks & Reserves</td> <td data-bbox="1182 252 1420 344">Manager Infrastructure Planning & Design</td> <td data-bbox="1420 252 1532 344">○</td> </tr> <tr> <td data-bbox="398 344 869 435">9.3.2 Complete landscaping of Dardanup's Civic precinct (old depot side).</td> <td data-bbox="869 344 1182 435">Dardanup Community Facilities Plan 2021; Asset Management Plan</td> <td data-bbox="1182 344 1420 435">Manager Operations</td> <td data-bbox="1420 344 1532 435">●</td> </tr> </table>	9.4.6 Prepare a Carramar Park Master Plan to incorporate play equipment, picnic facilities, pathways and drainage.	Asset Management Plan - Parks & Reserves	Manager Infrastructure Planning & Design	○	9.3.2 Complete landscaping of Dardanup's Civic precinct (old depot side).	Dardanup Community Facilities Plan 2021; Asset Management Plan	Manager Operations	●	<p>Acknowledged.</p>
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	<p>The Dardanup Civic precinct began in 1950 with a purpose built mid-century symmetrical Bungalow office Building for the local Roads Board. By 1961 “the Local Government Act” created the Shire of Dardanup, the Bungalow became the Shire Office. However, by the 1980’s it had outgrown its purpose and was extended and renovated in 1989. Since the opening of Eaton main Offices in 1998, the building has declined, however we are grateful for the library and services it still offers the community. Is it time for another transformation?</p> <p>A cooperative opportunity for the Dardanup Shire Branch office to maintaining its current services while working together with Dardanup Heritage Collective to give more prominence and purpose to this building with the role of storing, displaying, educating, and conserving our heritage, past, present, and future of the Dardanup shire communities.</p> <p>DHC is a volunteer organisation who preserve our community’s identity by the correlation of memories, stories, documents, artefacts, and relics. What we do today is tomorrow’s history.</p> <table border="1" data-bbox="398 927 1144 1023"> <tr> <td data-bbox="398 927 741 1023">9.3.3 Scope requirements to renovate the Shire office in Dardanup with consideration for alternative uses.</td> <td data-bbox="741 927 936 1023">Dardanup Community Facilities Plan 2021; Asset Management Plan - Buildings</td> <td data-bbox="936 927 1144 1023">Manager Operations</td> <td data-bbox="1144 927 1144 1023">●</td> </tr> </table>	9.3.3 Scope requirements to renovate the Shire office in Dardanup with consideration for alternative uses.	Dardanup Community Facilities Plan 2021; Asset Management Plan - Buildings	Manager Operations	●	<p>Acknowledged.</p>				
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	<p>Perhaps the Bunbury repertory club could consider the Dardanup Hall because when built in the 1950’s DA had a very strong local Repertory Club, who influenced its design. In particularly its large, raised stage area with right and left side access doors from the main floor.</p> <p><i>(Incidentally, the stage was built from timber off the old Dardanup Agricultural Hall built in 1894, 128 years ago). Please take such thing into account when considering renovations.</i></p> <table border="1" data-bbox="398 1254 1402 1406"> <tr> <td data-bbox="398 1254 891 1342">9.3.4 Scope requirements to renovate Dardanup Hall.</td> <td data-bbox="891 1254 1173 1342">Dardanup Community Facilities Plan 2021; Asset Management Plan - Buildings</td> <td data-bbox="1173 1254 1402 1342">Manager Operations</td> </tr> <tr> <td data-bbox="398 1342 891 1406">9.3.5 Work with the Bunbury Repertory Club to redevelop Eaton Hall.</td> <td data-bbox="891 1342 1173 1406">Asset Management Plan - Buildings</td> <td data-bbox="1173 1342 1402 1406">Manager Operations</td> </tr> </table>	9.3.4 Scope requirements to renovate Dardanup Hall.	Dardanup Community Facilities Plan 2021; Asset Management Plan - Buildings	Manager Operations	9.3.5 Work with the Bunbury Repertory Club to redevelop Eaton Hall.	Asset Management Plan - Buildings	Manager Operations	<p>Noted.</p>		
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9.3.5 Work with the Bunbury Repertory Club to redevelop Eaton Hall.	Asset Management Plan - Buildings	Manager Operations								

NAME	COMMENTS	OFFICER COMMENT															
	<p>I am concerned about the impact the effect BORR changes will have on traffic - visitors entering Dardanup and Ferguson Valley.</p> <p>I also feel Dardanup area is potentially more disconnected from Eaton and its shire services.</p> <table border="1" data-bbox="398 288 1406 347"> <tr> <td data-bbox="398 288 853 347">10.3.4 Scope requirements to adjust local roads impacted by Bunbury Outer Ring Road works.</td> <td data-bbox="857 288 1077 347">Asset Management Plan - Roads & Bridge</td> <td data-bbox="1081 288 1301 347">Manager Infrastructure Planning & Design</td> <td data-bbox="1305 288 1350 347">●</td> <td data-bbox="1355 288 1406 347">●</td> </tr> </table>	10.3.4 Scope requirements to adjust local roads impacted by Bunbury Outer Ring Road works.	Asset Management Plan - Roads & Bridge	Manager Infrastructure Planning & Design	●	●	<p>Acknowledged.</p>										
10.3.4 Scope requirements to adjust local roads impacted by Bunbury Outer Ring Road works.	Asset Management Plan - Roads & Bridge	Manager Infrastructure Planning & Design	●	●													
	<p>I am pleased to see the “destiny of choice for visitors” section, as this relates to bring in revenue, while supporting the efforts of volunteers like Ferguson Valley Visitors Centre and DHC street signage project. As volunteers we want events and projects to be worthwhile and encouraging locals to taking pride in where they live. Also attracting visitors by telling them stories of our community. Visitors could choice to be residents in the future.</p> <table border="1" data-bbox="398 547 1503 1121"> <tr> <td data-bbox="398 547 954 643">12.1.1 Fund the Bunbury Geographe Tourism Partnership to promote the region and attract visitors to the Shire of Dardanup.</td> <td data-bbox="958 547 1227 643"></td> <td data-bbox="1232 547 1503 643">CEO</td> </tr> <tr> <td data-bbox="398 646 954 810">12.1.2 Fund Ferguson Valley Marketing Inc to operate the Ferguson Valley Visitor Centre and to develop and coordinate marketing and promotional programs to attract visitors to the Ferguson Valley and the surrounding Bunbury Geographe region.</td> <td data-bbox="958 646 1227 810"></td> <td data-bbox="1232 646 1503 810">CEO</td> </tr> <tr> <td data-bbox="398 813 954 882">12.1.3 Develop a prospectus that encourages tourism investment within the Shire.</td> <td data-bbox="958 813 1227 882"></td> <td data-bbox="1232 813 1503 882">Manager Place & Community Engagement</td> </tr> <tr> <td data-bbox="398 885 954 978">12.1.4 Scope visitor signage and information needs across the shire, including welcome signage in Noongar/Wilman languages.</td> <td data-bbox="958 885 1227 978"></td> <td data-bbox="1232 885 1503 978">Manager Infrastructure Planning & Design</td> </tr> <tr> <td data-bbox="398 981 954 1121">12.1.5 Fund major events that bring employment, direct and indirect expenditure into the shire (such as Eaton Foreshore Festival, Bull & Barrel Festival, and Dardanup Arts Spectacular).</td> <td data-bbox="958 981 1227 1121">Place & Community Plan 2020-2030</td> <td data-bbox="1232 981 1503 1121">Manager Place & Community Engagement</td> </tr> </table>	12.1.1 Fund the Bunbury Geographe Tourism Partnership to promote the region and attract visitors to the Shire of Dardanup.		CEO	12.1.2 Fund Ferguson Valley Marketing Inc to operate the Ferguson Valley Visitor Centre and to develop and coordinate marketing and promotional programs to attract visitors to the Ferguson Valley and the surrounding Bunbury Geographe region.		CEO	12.1.3 Develop a prospectus that encourages tourism investment within the Shire.		Manager Place & Community Engagement	12.1.4 Scope visitor signage and information needs across the shire, including welcome signage in Noongar/Wilman languages.		Manager Infrastructure Planning & Design	12.1.5 Fund major events that bring employment, direct and indirect expenditure into the shire (such as Eaton Foreshore Festival, Bull & Barrel Festival, and Dardanup Arts Spectacular).	Place & Community Plan 2020-2030	Manager Place & Community Engagement	<p>Acknowledged.</p>
12.1.1 Fund the Bunbury Geographe Tourism Partnership to promote the region and attract visitors to the Shire of Dardanup.		CEO															
12.1.2 Fund Ferguson Valley Marketing Inc to operate the Ferguson Valley Visitor Centre and to develop and coordinate marketing and promotional programs to attract visitors to the Ferguson Valley and the surrounding Bunbury Geographe region.		CEO															
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Localise were initially appointed in late 2021 to undertake the required full review of the Shire’s Strategic Community Plan and Corporate Business Plan. Catalyze were later appointed in March 2022 to assist with the required full review, which was undertaken in early 2022. Catalyze also undertook a Community Satisfaction Survey in 2021 whereby surveys were sent out to all households within the Shire of Dardanup. The Shire received over 600 responses (more than 10% of surveys sent out) and over 20,000 words in feedback on the surveys. This survey along with the community facility plans, other informing plans such as the Sport and Recreation Plan, Place and Community Plan and Public Health Plan, helped inform the development of the Council Plan.

The one Plan referred to as the Council Plan, is intended to fulfil the function of both the Strategic Community Plan and the Corporate Business Plan. By combining the plans into one Council Plan, it provides greater transparency with regards to what the upcoming projects and actions are that are intended to address community needs and comments received through the consultation processes.

Normally the short to medium term priorities within Council’s Strategic Community Plan are translated into services and facilities that are delivered to the community through the Corporate Business Plan. This ensures strategic priorities are translated into real actions. The Council’s four year Corporate Business Plan is reviewed annually and reported to community through the Annual Report. By combining these two documents it is possible to see how the organisation is intending to deliver on the priorities in one compact document.

Following development and distribution of the draft Council Plan to Councillors in early June 2022, a final Councillor workshop was held on the 15th of June 2022 to review the Priority Projects. Council endorsed the finalisation of this review process by the Shire President and Executive staff. Following this final review and update of the draft Shire of Dardanup 2022-23 – 2032-33 Council Plan, the Plan is now presented to Council for formal adoption.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

179-22 MOVED - Cr. T G Gardiner SECONDED - Cr. P S Robinson

THAT Council adopts the Shire of Dardanup 2022/23 to 2032/33 Council Plan to fulfil the role of both the Strategic Community Plan and Corporate Business Plan [Appendix ORD: 12.1.1A – Under Separate Cover Document].

CARRIED
7/1
By Absolute Majority

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

12.1.2 Title: Bunbury Geographe Economic Alliance (BGEA) Membership

<i>Reporting Department:</i>	<i>Executive</i>
<i>Reporting Officer:</i>	<i>Ms Maddie Darch - Executive Assistant</i> <i>Mr André Schönfeldt - Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>12.1.2A – Risk Assessment</i> <i>12.1.2B – Correspondence from BGEA dated 20/06/2022</i>

Overview

This report recommends renewal of the Bunbury Geographe Economic Alliance (BGEA) membership.

Background

In March 2021 Council resolved (Res: 57-21) that Council continue to participate as a member of the BGEA. The resolution was as follows:

THAT Council:

- 1. Acknowledges the changes to the Bunbury Geographe Economic Alliance Constitution including reduced membership and the Establishment of a Local Government Executive Sub Committee (Appendix ORD: 12.10A);*
- 2. Notes the payment of the 20/21 membership fees; and*
- 3. Agrees to renew its annual membership for the year 21/22 at a cost of \$13,500.00 plus GST.*

The alliance have been operating for 22 years since its inception and was after its completion given the ownership of and responsibility to implement the Bunbury Geographe Growth Plan. In 2019 the association was renamed from Bunbury Wellington Group of Councils to Bunbury Geographe Economic Alliance.

At the AGM in 2019 and in early 2020 there was a move to reduce the representation of local governments on the board and also to increase the fees. As a result it was prudent for Council to signal to BGEA that it would reconsider its membership for future years depending on the outcomes of the 2020 AGM.

Following the November 2020 AGM, in December 2020 the Bunbury Geographe Economic Alliance undertook a review of its Constitution. Changes reflect ongoing discussions around Board Structure (Section 10) and associated changes to meet the current Model rule requirements.

As part of the changes the Board will be reduced in numbers, which will not allow all participating local governments to have representation directly onto the board, however the structure also proposes to have two executive committees to support the board:

- Local Government Executive Committee; and
- Industry Executive Committee.

The BGEA Board seeks to have an 'engaged culture' which is characterised by openness in communication and a willingness to participate, cooperate and add value to activities and projects and to collaborate based on a shared regional vision and shared decision making.

Legal Implications - None.

Strategic Community Plan

Strategy 4.3.1 - Attract and retain major investment in the region. (Service Priority: High)

Environment - None.

Precedents - Council is currently a member of the Bunbury Geographe Economic Alliance.

Budget Implications

The draft 2022/23 budget has an allocation of \$14,000 toward the BGEA under ‘Economic Development’.

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: 12.1.2A] for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Bunbury Geographe Economic Alliance (BGEA) Membership
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	<p>Reputational Not supporting the surrounding Councils in investigating options for economic benefit would negatively impact on the Shire reputational.</p> <p>Financial Not renewing membership would eliminate the cost sharing benefits and opportunities.</p>

Officer Comment

The Chief Executive Officer of the BGEA, Mr Brant Edwards has written to Council regarding renewing its membership [Appendix ORD: 12.1.2B].

Officers recommend that Council continue to participate in BGEA. BGEA continues to work on behalf of its members to facilitate and promote economic development in our Region with a focus both on current issues such as worker shortages and skills gaps, to longer term initiatives such as industrial land readiness and transition to renewable energy and importantly planning for and seizing on opportunities for economic development as a Region.

The membership contributions requested by BGEA from the Shire of Dardanup is still in line with previous contributions.

Based on the above it is recommended that Council continue its support to BGEA for 2022/2023.

Council Role - Review.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

180-22 MOVED - Cr. P S Robinson SECONDED - Cr. T G Gardiner

THAT Council agrees to renew its Bunbury Geographe Economic Alliance annual membership for the year 2022/23 at a cost of \$13,500.00 plus GST.

CARRIED
8/0

12.1.3 Title: Arrangements for Management of Volunteer Bushfire Brigades: Proposed Advocacy Position by WALGA

<i>Reporting Department:</i>	<i>Executive</i>
<i>Reporting Officers:</i>	<i>Mr André Schönfeldt - Chief Executive Officer Ms Melissa Howard – Emergency Management Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Bushfires Act 1954 Emergency Management Act 2005</i>
<i>Attachments:</i>	<i>12.1.3A - Arrangements for Management of Volunteer Bushfire Brigades: Proposed Advocacy Position - WALGA 12.1.3B – Risk Assessment 12.1.3C - Bushfire Volunteers Association Feedback</i>

Overview

The Western Australia Local Government Association (WALGA) is consulting Local Governments on the Proposed Advocacy Position on the Arrangements for Management of Volunteer Bush Fire Brigades (BFBs).

Council are requested to provide WALGA feedback on their Proposed Advocacy Position [Appendix ORD: 12.1.3A] on the Arrangements for Management of Volunteer Bushfire Brigades, section Option 1 ‘Status Quo’.

Background

In Western Australia (WA) 111 Local Governments manage 563 BFBs. The number of BFBs managed by Local Governments varies from one up to 20.

The Bush Fire Service is the largest volunteer emergency service by a significant margin:

- Bush Fire Service: 19,639 volunteers
- Fire and Rescue Service: 2,486 volunteers
- State Emergency Services: 2001 volunteers
- Volunteer Fire and Emergency Services: 926 volunteers
- Emergency Services Cadet Corps: 2,261 volunteers
- Marine Rescue Service: 1,559 volunteers.

DFES manages 14 BFBs within the Kimberley and Pilbara regions under a MOU with relevant Local Governments, which makes DFES responsible for day-to-day management.

WA is the only State in Australia in which Local Governments manage bushfire volunteers (pursuant to the Bush Fire Act 1954).

In 2021 WALGA undertook a comprehensive Local Government Emergency Management Survey to ascertain the sector’s sentiment with respect to their emergency management responsibilities. 104 Local Governments responded to the Survey. Detailed comments provided in the WALGA survey indicated a strong preference for the State Government to be responsible for all emergency management matters in Western Australia, including the management of BFBs.

Legal Implications

The introduction of the *Work Health and Safety Act 2020* has shone a spotlight on Local Government responsibilities for managing Bushfire Brigades. In addition, the State Government is currently drafting the *Consolidated Emergency Services Act*, which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill in early 2023.

Therefore, consultation on a new Advocacy Position with respect to management of BFBs is timely.

Strategic Community Plan

Strategy 3.3.2 - Support volunteer groups within the Shire of Dardanup. (Service Priority: High)
 Strategy 3.4.2 - Maintain appropriate emergency services and planning. (Service Priority: Very High)
 Strategy 1.3.3 - Maximise Shire grant funding received by the Shire. (Service Priority: Flagship)

Environment - None.

Precedents - None.

Budget Implications

Currently the cost of managing the Shires eight BFBs is funded by the Local Government Grants Scheme (LGGs) on an annual application process.

LGGs does not include the cost of Shire staff management time.

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: 12.1.3B] for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Arrangements for Management of Volunteer Bushfire Brigades: Proposed Advocacy Position by WALGA
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Bushfire Volunteers and the local community would be disappointed if the Shire did not contribute/ provide feedback to this important position on the future management of our bushfire brigades.
	Reputational By not providing feedback to WALGA on the Proposed Advocacy Position on the Arrangements for Management of Volunteer Bushfire Brigades, Council loses the opportunity to have their say and contribute to the final position that will be

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.

	presented on behalf of Local Governments at the WALGA State Council in September 2022.
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Officer Comment

The options provided within WALGA’s Proposed Advocacy Position paper include:

Option 1 - Status quo

Continue with the current arrangements for management of BFBs whereby the majority are managed by Local Government and transfer arrangements are negotiated on an ad hoc basis between DFES and Local Governments (or their BFBs).

Option 2 - Improvements

Continue with the current arrangements for Local Government management of BFBs with additional support provided by the State Government with respect to increased funding and better access to training resources and other support.

Option 1 - Hybrid Model

Local Government continues to manage BFBs where they have the capacity, capability and resources to do so; however, where they do not have the capacity, capability and resources, responsibility for management of BFBs is transferred to DFES.

Option 1 - Transfer

Responsibility for management of all BFBs is transferred to the State Government, consistent with the arrangements in other States and Territories.

WALGA concluded that it is appropriate for the association to support the ‘Hybrid Model’ option for the management of BFBs.

The Bushfire Volunteers Association feedback [Appendix ORD: 12.1.3C] stated the association partially support the ‘Status Quo’ option and in full support for the ‘Improvements’ option - with amendments.

Local Government responses are requested by the 31st of July 2022, with the feedback informing a final position to be considered by WALGA State Council in September 2022.

The Chief Executive Officer, Director Development Services, Emergency Service Officer and Shire President met with the Shire’s Chief Bushfire Control Officer, Deputies and Fire Control Officers for their feedback, concerns and general thoughts on the options outlined in WALGA’s Proposed Advocacy Position Paper.

After a robust discussion it was concluded that the ‘Status Quo’ option was first choice of the Brigade members present at the meeting. Those present felt more information was required in relation to the framework to be administered by DFES in managing volunteers ensuring local knowledge and current resources were retained to the current levels, before this option would be considered at all.

However, it was noted that the ‘Hybrid Model’ could also be supported in part for the simple fact that not all Local Governments have the capacity or capability to manage BFBs and should have the choice to transfer their Brigades to DFES if they wish to do so.

It should be noted that two of the Shires FCOs not present at the meeting were supportive of the Bushfire Volunteers Associations position. And one Shire FCO provided feedback that was supportive of the 'Transfer' option of BFBs to DFES.

Shire BFB feedback is summarised in the below table as;

BRIGADE POSITION	PREFERENCE	OPTION NO
CBFCO	Status Quo/ Hybrid	1, 3
DCBFCO - South	Status Quo/ Hybrid	1, 3
DCBFCO - North	Status Quo/ Improvements	1, 2
FCO Dardanup Central	Status Quo/ Improvements	1, 2
FCO Joshua Crooked Brook	Status Quo/ Hybrid	1, 3
FCO Ferguson	Status Quo/ Hybrid	1, 3
FCO Wellington Mills	Transfer	4
FCO Dardanup West	No Feedback Submitted	0
FCO Upper Ferguson	No Feedback Submitted	0

Based on the above it is recommended that Council support option 1 'Status Quo' and provide this feedback to WALGA as requested, and that Council also outline that any option to transition to DFES Will require further information and consultation directly with the Brigades.

Council Role - Advocacy.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

181-22 MOVED - Cr. P S Robinson SECONDED - Cr. E P Lilly

THAT Council advise WALGA that the Shire of Dardanup feedback on their Proposed Advocacy Position on the Arrangements for Management of Volunteer Bushfire Brigades is Option 1 'Status Quo', and that any option to transition to DFES will require further information and consultation directly with the Brigades.

CARRIED
8/0

12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

12.2.1 Title: Youth Development Program Continuation

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Samantha Dixon – Place & Community Officer</i> <i>Mr Gary Thompson – A/Manager Place & Community Engagement</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.1A – Risk Assessment Tool</i> <i>Appendix ORD: 12.2.1B – Innovate Youth Program Review 2021/2022</i>

Overview

The purpose of this report is for Council to consider the continuation of the Bush Adventure Learning Scholarship and the Innovate Youth Development Programs.

Background

During the Ordinary Council Meeting held on the 25th of November 2020 Council were presented with several youth development options to consider for the 2021/22 financial year. Council resolved (Res: 318-20):

THAT Council:

1. *Endorses Option 1 – Bush Adventure Learning Camp Program and Option 4 – Community Engagement Program as the Youth Development Programs for 2021-22.*
2. *Requests the Chief Executive Officer to provide a report to Council at the conclusion of the Youth Development Programs for consideration of its continuation into the future.*
3. *Authorises the following expenditure from GL 08 2 7502 with additional funding to be sourced from corporate sponsorship:*
 - a) *\$1,900 towards two scholarships for the three day Bush Adventure Learning Camp program; and*
 - b) *\$3,000 towards the Community Engagement Program and conference with Youth Leadership Academy Australia.*
4. *Requests the Chief Executive Officer informs Leeuwin Ocean Adventure Foundation of the outcome of this report.*
5. *Requests that the Chief Executive Officer seek sponsorships specifically for Option 1 (Right Foot Forward) to enable a larger number of participants.*
6. *Requests the Chief Executive officer to facilitate the Leeuwin Ocean Adventure Scholarships should external sponsors wish to continue sponsoring this event.*

At the Ordinary Council Meeting held on the 28th of July 2021 Council were asked to further consider the expenditure for the youth development programs for the 2021/2022 financial year and resolved (Res: 231-21):

THAT Council:

1. *Accepts the \$5,000 of funding received from the Department of Communities for the COVID19 Youth Recovery Grant Program;*
2. *Acknowledges and authorises unbudgeted grant revenue of \$5,000 from Department of Communities COVID-19 Youth Recovery Grant Program in GL 0827501 Grant Revenue – Other Welfare;*
3. *Authorises the following expenditure from J08712 with additional funding to be sourced from corporate sponsorship:*
 - a) *\$4,000 towards the three-day Bush Adventure Learning Camp program; and*
 - b) *\$1,000 towards the Innovate Youth Program (previously named Community Engagement Program).*
4. *Notes that the Youth Advisory Group nominees will no longer attend the conference with Youth Leadership Academy Australia unless additional funding can be sourced from corporate and community sponsors.*
5. *Requests that the Chief Executive Officer investigate a regional approach with regard to youth leadership programs and report his conclusions back to Council within 12 months.*

This report responds to point 2 of (Res: 318-20) and point 5 of (Res: 231-21).

Legal Implications - None

Strategic Community Plan

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

Strategy 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)

Strategy 5.2.1 - Encourage Physical Activity by providing services and recreational facilities that encourage our community towards an active and healthy lifestyle. (Service Priority: Very High)

Environment - None.

Precedents - None.

Budget Implications

At the March 2022 meeting, Council endorsed (Res: 57-22) the inclusion of \$10,000, inclusive of \$5,000 grants and/or sponsorship revenue, for youth development programs within the 2022/23 draft budget and Long Term Financial Plan.

Subject to the adoption of the Annual Budget it is recommended to continue allocating \$4,000 towards a Bush Adventure Scholarship, and \$1,000 toward the Innovate Youth Program. Additional funding will be sought through corporate sponsorship and grants to increase the number of placements available on the Bush Adventure program and to expand the reach of the Innovate Youth program.

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: 12.2.1A] for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Youth Development Programs Continuation
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	<p>Financial Council does not accept /approve the inclusion into the 2022/2023 Annual Budget</p> <p>Reputational Not continuing with the Youth Development Program could impact the Shire’s reputation on its support and assistance for youth in the community.</p>

Officer Comment

The Bush Adventure Learning program took place on the 20th and 21st of April 2022. Due to the impacts of COVID-19 and the cancellation of school camps, the program was altered to include two one-day excursions in areas within or surrounding the Shire of Dardanup.

There was a total of 15 applications, eight of whom were residents within the Shire of Dardanup and were eligible and offered a scholarship. Unfortunately two of the successful applicants were not able to attend at short notice, one due to COVID-19 and the other due to a new work commitment.

The two day excursion program covered a range of activities and engagements. The first day included; hiking, team building/ice breakers, Indigenous Culture Sessions with Waljin Consulting in the Crooked Brook Forest. The second day included: hiking, learning how to read and navigate with topographic maps, team building and then swimming and abseiling in the Wellington Forest.

The feedback from parents and participants has been very encouraging; Claire Richards (parent of Kayden Richards) said:

“He was really touched by the hiking on the second day, he said he never thought walking in the bush could be so relaxing and so taxing at the same time. As I mentioned before, he isn’t impressed by much in life but is still mentioning that bush walk.”

Due to the success of the program, it is recommended that the Bush Adventure Scholarship be continued into the future. It is envisaged that in future years the format of the program will revert to the residential three-day Bush Learning Adventure Camp format. Officers are investigating options to host this camp within (or surrounding) the Shire with the Wellington Forest or Crooked Brook cited as potential locations.

The Innovate Youth program was designed to increase the resilience, confidence and ownership in young people and leave them feeling the desire to take action on issues facing young people within their communities. The Innovate Youth Program Report 2021/2022 provides a full review on the program [Appendix ORD: 12.2.1B].

Officers recommend that the Innovate Youth program be modified, proposing that local providers be engaged to assist in the development, training and support of the members and guests of the Youth Advisory Group (YAG).

Hosted by YAG, leadership forums will be held throughout the year with invited local providers and keynote speakers to present and workshop the event. Each of the forums would be designed around personal and leadership development designed in partnership with the YAG. Example topics include: how to write and prepare a resume; how to prepare and sit for an interview; mental health; and leadership and entrepreneurial skills.

Steps have been taken in the last twelve (12) months in regards to connecting with other local government's Youth Advisory Groups as well as Youth Advisory Groups from SWAMS and Headspace in relation to delivering Youth Leadership Programs from a Regional perspective.

In early 2022, the Shire of Dardanup PACE Team and City of Bunbury Community Development Team organized the first combined Youth Advisory Group 'meet and greet' where over fifty (50) young people attended from the Shire of Dardanup, Shire of Capel, Shire of Harvey, City of Bunbury and Headspace.

The success of this initial combined Youth Advisory Group 'meet and greet' has engaged a strong network between the associated Youth Officers and members of each advisory group across the region. Each of the groups across the region have expressed a desire to host these events on a rotational basis throughout the surrounding local governments.

The Youth Officers are meeting in late July 2022 to plan the next combined YAG event and exploring the possibility of devising a calendar that outlines future Youth Leadership Programs and the respective locations across the region.

The devising of this future Youth Leadership Programs calendar across the regions will allow each organization to budget accordingly each financial year the required funds to host the youth leadership programs.

Officers therefore recommend the continuation of the youth development programs including the Bush Adventure Scholarship program and modified Innovate Youth Program.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

182-22 MOVED - Cr. P S Robinson SECONDED - Cr. S L Gillespie

THAT Council:

- 1. Supports the continuation of Youth Development Program inclusive of the Bush Adventure Scholarship Program.**
- 2. Requests an update within 6 months on the regional youth leadership programs.**

CARRIED
8/0

12.2.2 Title: Application for Development Approval for a Shed at Lot 4577 (148) Depiazzi Road, Dardanup

Reporting Department:	<i>Sustainable Development Directorate</i>
Reporting Officer:	<i>Mrs Cecilia Muller – Acting Manager Development Services</i>
Legislation:	<i>Planning and Development Act 2005</i>
Applicant:	<i>Auspan Building Systems Pty Ltd on behalf of David Francis and Peta Maryanne Depiazzi</i>
Attachments:	<i>Appendix ORD: 12.2.2A – Application Letter Appendix ORD: 12.2.2B – Development Plans Appendix ORD: 12.2.2C – Submissions Appendix ORD: 12.2.2D – Risk Assessment</i>

Overview

The purpose of this report is for Council to consider an application for Development Approval under the Shire of Dardanup Town Planning Scheme No. 3 and under the Greater Bunbury Region Scheme for a storage shed to be used incidental to the existing compost facility operations at Lot 4577 (148) Depiazzi Road, Dardanup.

Officers do not have delegation for determining applications for Development Approval within the 'Waste Disposal/Processing' area as identified in the Local Planning Strategy, and therefore this application is presented to Council for determination.

Background

Lot 4577 is approximately 53 hectares in area with Panizza Road dissecting the property into a northern and a southern portion. The northern portion of Lot 4577 is used for an existing compost facility and the southern portion is undeveloped. Lot 4577 is zoned 'General Farming' with an 'Additional Use for Depot for Composting Mill Waste' since 1991. Properties to the north and west are zoned 'General Farming'. A Region Scheme Reserve for 'State Forests' abuts the property's eastern boundary. The lot south of Lot 4577 is zoned 'Special Use' with permitted uses for waste management and extractive industry.

Since the adoption of the Scheme Amendment in 1991, the Composting Waste facility has progressively developed with approvals granted for an office, sheds, hardstands with associated infrastructure and gravel extraction.

Location Plan



Proposal

The application is proposing the construction of a 240m² storage shed for fertiliser and agricultural grains associated with the current compost facility at Lot 4577.

The application letter states the following:

- The shed is to be 12m wide by 20m long (240m²) and 8.1m in height.
- The shed meets the 20m setback requirements for the zone.
- The shed will be made from fabricated structural steel and Zinalume® cladding.
- Used for storage of fertiliser which is to be bought in bulk to reduce costs.
- On average, up to 10 tonnes of fertiliser will be kept per month.
- Fertiliser will consist of Urea, Potash, and Iron Sulphate.
- There will be no additional employment or visitors on the property.
- Due to buying in bulk, it is expected that there will be fewer vehicles going to and from the site.
- No clearing of vegetation is proposed.
- Bushfire requirements relevant to Bushfire Prone Areas do not apply as the proposal is not a habitable building.

A copy of the application letter and plans are contained in [Appendix ORD: 12.2.2A and Appendix ORD: 12.2.2B].

Excerpt of Site Plan demonstrating the location of proposed shed on Lot 4577



The outline of the proposal is as follows:

Greater Bunbury Region Scheme	‘Rural’ zone
Local Planning Scheme No. 3	‘General Farming’ zoning with an ‘Additional Use for Depot for Composting Mill Waste’
Structure Plan/Precinct Plan	N/A
Use Class and Permissibility	Depot for Composting Mill Waste - ‘P’ use
Lot Size	54.2 hectares
Existing Land Use	Composting facility

State Heritage Register	No
Local Heritage	No
Bushfire Prone Area	The footprint of the structure is partly in the BPA

Legal Implications

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

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 meet the diverse community needs. (Service Priority: Flagship)

Environment

The applicant has indicated that no clearing of vegetation will occur. The environmental concerns raised by the Department of Water and Environmental Regulation (DWER) are included for consideration under the "Consultation" section of the report.

Precedents

The following Development Approvals for development on Lot 4577 have previously been granted:

- May 2009 - Shed with lean-to 18m by 24m allowing a 432m² building (P31/09)
- February 2010 - Relocation of transportable office (P13/10)
- May 2013 - Construction of lean-to allowing a 216m² addition (P36/13)
- July 2016 - Depot for Composting Mill Waste (P7/16)
- June 2019 - Extractive industry for gravel extraction and processing (P23/19)

Consultation

Public Consultation

Depot for composting mill waste is a permitted use and no public consultation is required under Town Planning Scheme No.3 and Council Policy 'SDev CP505 – Public Consultation – Planning Matters'.

Consultation with Government/Service Agencies

The application was referred to the following agencies under the Greater Bunbury Region Scheme (GBRS):

- Department of Mines, Industry Regulation and Safety (DMIRS)
- Department of Planning, Lands and Heritage (DPLH)
- Water Corporation
- Department of Biodiversity, Conservation and Attractions (DBCA)
- Department of Water and Environmental Regulation (DWER)

The period for comment was 42 days (concluding on the 8th of July 2022). In response, comments were received from four agencies. Please refer to [Appendix ORD: 12.2.2C] for a copy of the agency comments. The key issues raised by the agencies are summarised below:

AGENCY	ISSUE RAISED	OFFICER COMMENTS
DMIRS	A titanium-zircon mineral resource is located in neighbouring Lot 4576 approximately 100-200m west of the proposed shed. The proposed shed is unlikely to sterilize the resource but rural amenity could be affected if mining was to occur nearby. The department has no objection to the proposal provided the landowner is made aware by the Shire of Dardanup that there is a titanium-zircon resource within 200m west of the shed and mining may occur in future.	An advice note is recommended to advise the applicant of the matter raised by DMIRS.
Water corporation	The Corporation advises the Shire that the subject land is remote from water and wastewater services and therefore has no concerns with the application proceeding.	Noted
DWER	<p>The proposal has the potential for impact on the environment and water resource values.</p> <p>Key issues and recommendations are:</p> <p>Issue 1: The proposal is subject to the Environmental Protection Act 1986 (EP Act)</p> <p>Advice 1:</p> <p>a) In the event the shed and its contents are to be used in the composting, soil blending and mixing, or material screening activities carried out at the subject lot, now or in the future, a works approval or amendment to the licence may be needed</p> <p>b) The application will need to demonstrate compliance with the overarching provision to avoid causing pollution under Part V, Division 1 of the Environmental Protection Act 1986 and related regulations including the Environmental Protection (Noise) Regulations 1997 irrespective of whether the premises is prescribed or not.</p> <p>Issue 2: Water quality protection</p> <p>Advice 2: Appropriate measures be taken to the satisfaction of the Shire to ensure localised flooding or rain does not result in the leaching of nutrients from the fertiliser bags into the groundwater</p>	<p>The applicant after considering the DWER submission provided the following further information:</p> <p>The shed will be raised to avoid any ground flooding going into the shed, and the shed is positioned with the opening facing East. It is less likely that the rain would come from that direction. In the instance where the shed floods, the contaminated water would run towards the front of the shed and onto the concrete apron, where it would be directed into a stormwater catchment that already exists on the property. Depiazzi and Sons understand the importance of keeping any harm away from the environment and have already implemented a plan to ensure any excess or contaminated water remains within the boundaries of their Lot. The gutters on the shed will be connected to down-pipes, which will result in groundwater run-off, to also be retained on the property.</p> <p>In response to other concerns, this shed is only being used for storage. Depiazzi and Sons are not implementing any new practices into their business, they just need a location to store products out of the weather. Unfortunately, fertiliser has become an expensive product to purchase and it ends up being cheaper to buy in bulk, so having a place to store this is essential.</p> <p>The applicant provided amended plans dated 30 June 2022 contained in [Appendix ORD: 12.2.2B].</p>
DBCAs	DBCAs notes that no clearing of trees will be required for the proposed development and has no other comments on this proposal.	Noted

Budget Implications

The applicant has paid the relevant application fee for the Development Application.

Budget – Whole of Life Cost - None.

Council Policy Compliance - SDev CP505 – Public Consultation - Planning Matters.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Development of a shed for fertiliser storage at an existing composting facility at Lot 4577 Depiazzi Road, Dardanup.
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	This could be managed through the imposition of conditions. The applicant has also considered the submission received from DWER and amended the plans on 30 June 2022 to ensure stormwater run-off is contained on-site.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Environment Off-site impacts may occur if noise and stormwater issues are not managed correctly.

Officer Comment

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

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

The following aims and provisions of the *Shire of Dardanup Town Planning Scheme No. 3 (TPS3)* are relevant to this application:

1.3 *Objects of the Scheme*

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

2.2 *Objectives of the Zones*

General Farming Zone

To provide for a wide variety of productive farming activities, ranging from broad acre grazing to horticulture, which are compatible with the capability of the land and retain the rural character and amenity of the locality.

The property is zoned ‘General Farming’ with an ‘Additional Use for Depot for Composting Mill Waste’ permitted on the lot. The composting facility land use has already been considered and approved on the site and it is therefore considered to be compatible with the character of the area.

2.3 *Zones and Uses*

The application seeks approval for a storage shed for fertiliser and agricultural grains at an existing compost facility on land where an additional use for Depot for Composting Mill Waste is permitted. Officers consider the works and use proposed to be incidental to the existing development on Lot 4577.

(c) *Any approved State planning policy*

- *State Planning Policy 2.5 – Rural planning*

The purpose of the policy is to protect and preserve rural land assets due to the importance of their economic, natural resource, food production, environmental and landscape values. Ensuring broad compatibility between land uses is essential to delivering this outcome. The composting facility land use has already been considered and approved on the site and it is therefore considered to be compatible with the character of the area.

- *State Planning Policy 3.7 – Planning in Bushfire Prone Areas*

The proposed building is partially in a Bushfire Prone Area. As the structure is not considered a “habitable structure” it is exempt under Part 10A cl. 78B (1) (b) of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This means that the development does not need consideration under SPP 3.7.

(e) *Any policy of the Commission*

The land is located within the *Greater Bunbury Region Scheme Strategic Minerals and Basic Raw Materials Resource Policy* area. The principal purpose of this policy is to ensure the long-term security of access to minerals and basic raw materials through appropriate land use planning and control of development. The application was referred to DMIRS which is the referral agency under GBRS. The submission received indicated that the construction of the shed is unlikely to sterilise the resource, the submission from DMIRS is contained in the “*Consultation*” section of this report.

Lot 4577 abuts State Forest and under the GBRS the Shire of Dardanup has delegated authority to determine the application under the GBRS, subject to it accepting any advice provided by the Department of Biodiversity Conservation and Attractions (DBCA). The matter was referred to DBCA. The submission received from DBCA confirms it has no objection, this information is contained in the “*Consultation*” section of the report.

(fa) *Any local planning strategy for this Scheme endorsed by the Commission*

The Shire of Dardanup Local Planning Strategy was endorsed by the WAPC on the 4th of May 2015. The site is located within an area identified as a ‘Waste Disposal/Processing’ area. The existing land use and proposed development are consistent with the permitted land use and the Strategy’s future intention for the area.

(g) *Any local planning policy for the Scheme area*

The Shire’s policy ‘*SDev CP505 – Public Consultation – Planning Matters*’ confirms that a permitted use does not require public consultation.

(m) The compatibility of the development with its setting, including –

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

The application is seeking to construct a 240m² storage shed that meets the setbacks of the 'General Farming' zone. Sizes of existing sheds on Lot 4577 vary. The shed to the north of the proposal is approx. 133m² and the shed with lean-to next to the office is approx. 648m². The proposed shed is 8.1m high which is slightly higher (0.351m higher) than the existing large shed next to the office. The size and height of the proposal are not out of character with a rural activity and fit in with the sizes of the existing buildings on the site. The proposed shed is approximately 180m from Depiazzi Road with the shed opening facing away from the road. It is considered that the proposed development is compatible with its setting.

(n) The amenity of the locality including the following –

- (i) environmental impacts of the development
- (ii) the character of the locality
- (iii) social impacts of the development

(o) The likely effect of the development on the natural environment or water resources and any means that are proposed to protect or mitigate impacts on the natural environment or the water resource

A comprehensive stormwater management plan for the entire site has previously been approved (P7/16). The applicant has addressed the environmental concerns raised by DWER under the "Consultation" section of this report and confirmed that stormwater run-off will be directed into a stormwater catchment that already exists on the property.

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

The proposal does not involve the removal/clearing of any vegetation. Previous approval P7/16 required vegetation screening to be maintained at all times to suitably screen the development as viewed from Depiazzi Road. The location of the proposed shed does not impact any of the existing vegetation screening areas and no additional vegetation screening is needed due to the shed being approximately 180m from the road and a structure that is associated with its rural setting.

(s) The adequacy of –

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

(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety

As per the application, the applicant has clarified that there will be no increased traffic movements as a result of the proposal.

(y) Any submissions received on the application.(za) The comments or submissions received from any authority consulted under clause 66

The submissions and comments received are discussed in the 'Consultation' section of this report.

ii) **The Department of Water and Environmental Regulation advises that:**

- **In the event the shed and its contents are to be used in the composting, soil blending and mixing, or material screening activities carried out at the subject lot, now or in the future, a works approval or amendment to the licence may be needed.**
- **The application will need to demonstrate compliance with the overarching provision to avoid causing pollution under Part V, Division 1 of the *Environmental Protection Act 1986* and related regulations including the *Environmental Protection (Noise) Regulations 1997* irrespective of whether the premises are prescribed or not.**

CARRIED
8/0

12.2.3 Title: Eaton Recreation Centre Community Sport, Recreation Facility Funding Application

Reporting Department:	<i>Sustainable Development Directorate</i>
Reporting Officer:	<i>Mr Gary Thompson – Manager Recreation Centre</i>
Legislation:	<i>Local Government Act 1995</i>
Attachments:	<i>Appendix ORD: 12.2.3 – Risk Assessment</i>

Overview

The purpose of this report is to update Council in relation to Eaton Recreation Centre (ERC) Community Sport and Recreation Facility Funding (CSRFF) application that was submitted to the Department of Local Government, Sport and Cultural Industries (DLGSC) in March 2022.

DLGSC have informed the Shire that their CSRFF application in the summer round of funding was unsuccessful but have encouraged the Shire to re-submit their CSRFF application within the winter round of funding (August 2022).

Background

The DLGSC administer the CSRFF program for small, annual and forward planning grants. Applications for the current small grants are to be submitted to the DLGSC's South West Regional Office no later than the 31st of August 2022. Successful applicants are expected to be advised in December 2022.

The CSRFF program operates on a reimbursement system with grants paid to the grantee only. The maximum CSRFF grant approved by the State Government will be no greater than one-third of the total estimated cost of the applicants project and must be matched by the applicants own cash or in-kind contribution. Furthermore, the balance of the final one third of requisite funds required is to be sourced by the applicant.

At the Ordinary Council meeting held on the 23rd of February 2022, Council resolved as follows (Res: 24-22):

That Council supports the Shire of Dardanup CSRFF Small Grants application for \$70,229 from the Department of Local Government, Sport and Cultural Industries for refurbishment of the Eaton Recreation Centre Accessible Toilets and Changing Room Facilities.

When final quotes were sent through as part of the grant application for the renovations it indicated that the project would cost approximately \$300,000 meaning that the CSRFF grant sought was \$100,000.

Officers are again seeking Council's support to submit a CSRFF Small Grants Program application in August 2022 towards the upgrades of the centre's accessible toilets and changing rooms, with project costs identified in the Shire's BAMP – Stage 2 Centre Renovation and Expansion Construction Works.

Legal Implications - None.

Strategic Community Plan

Strategy 5.2.2 - Support healthy lifestyles by the provision of inclusive & supportive multipurpose indoor fitness facilities. (Service Priority: Very High)

Strategy 5.2.1 - Encourage Physical Activity by providing services and recreational facilities that encourage our community towards an active and healthy lifestyle. (Service Priority: Very High)

Strategy 1.3.3 - Maximise Shire grant funding received by the Shire. (Service Priority: Flagship)

Environment - None.

Precedents

The Shire was successful in obtaining \$20,000 in the 2020/2021 CSRFF Small Grants Program towards the Eaton Pump Track. The Shire also submitted a Forward Planning CSRFF application in September 2021 for the R&J Fishwick Pavilion (Eaton Oval Change Rooms and Clubrooms) with the Shire receiving \$700,000 in grant funding.

Budget Implications

The ten (10) year building program contained within the 2022/23 BAMP provides the following allocation for the Stage 2 – Centre Renovation and Expansion Construction Works:

BAMP	PROJECT DETAILS	FINANCIAL YEAR	EXPENDITURE
Stage 2 – Centre Renovation and Expansion Construction Works.	Refurbishment of centres accessible toilets and changing rooms	2022/2023	\$300,000

Quotes and Quantity Survey (QS) costs have identified the total project cost would be \$300,000. The 2022/2023 budget identifies \$300,000 for Stage 2 Centre Renovation and Expansion Construction Works. If the Shire's CSRFF application was successful then the Shire would receive one third of the total estimated cost of this project which would be \$100,000 and would leave the Shire with a total financial contribution of \$200,000 sourced from the Building Reserve.

Budget – Whole of Life Cost

This project will deliver new and renewed assets. Operations and maintenance costs are estimated at 2% of the project value (\$6,000) to be carried out by the Shire. The whole of life costings are not available at this time, but will be included in future 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: 12.2.3] for full assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Eaton Recreation Centre Community Sport, Recreation Facility Funding Application
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 Project exceeds the budget funding allocation.
	Reputational Negative public reaction if upgrades are not conducted due to age of facility.

Officer Comment

The August 2022 Small Grants CSRFF round presents the Shire with an opportunity for Council to seek external funding to progress the development works outlined within the ERC Master Plan in relation to key facility areas of toilets and changing rooms.

Although the Shire's March 2022 Small Grant CSRFF application was not successful the South West DLGSC office did advise that the project was supported within the South West Office and was ranked number two (2) out of the four (4) applications they received, but unfortunately across all of Western Australia there were higher ranked priority projects submitted within this round of funding. The South West DLGSC have encouraged the Shire to re-submit their application in the August 2022 round of funding.

The recent facility upgrades towards the centres reception, staff offices, membership office and foyer have been very well received by the community and staff alike, with it believed that further facility upgrades towards the accessible toilets and changing rooms will provide the community with confidence that the centre continues to strive towards its objective of the ERC being promoted as a high performance recreation centre in the Bunbury Geographe Region.

Refurbishment and upgrades to the above mentioned facilities within the centre will allow for the centre to continue to grow its membership base which at present is over 850 members but also meet the growing needs of all key stakeholders who utilise the facility.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

184-22 MOVED - Cr. M R Hutchinson SECONDED - Cr. J Dow

THAT Council requests the Chief Executive Officer to submit the Shire of Dardanup CSRFF Small Grants application for \$100,000 from the Department of Local Government, Sport and Cultural Industries in August 2022 for refurbishment of the Eaton Recreation Centre Accessible Toilets and Changing Room Facilities in the 2022/23 financial year.

CARRIED
8/0

Note: Mr Gary Thompson – Manager Recreation Centre left the meeting [5.20pm].

12.3 INFRASTRUCTURE DIRECTORATE REPORTS

12.3.1 Title: Regional Road Group Submissions 2023/24

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Sonja Pienaar – Manager Assets</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.3.1A – 5 Year program Appendix ORD: 12.3.1B – Risk Assessment</i>

Overview

Nominations are called annually by the Regional Road Group (RRG) for the funding of projects which meet the criteria under the program guidelines. Council is requested to endorse the submission of the 2023/24 proposed five year program.

Road sections subject of this report are:

ROAD NAME / SECTION	DESCRIPTION START	DESCRIPTION FINISH
Pile Road (SLK 0.05 – SLK 16.78)	Ferguson Road	Mungalup Road
Ferguson Road (SLK 0.00 – SLK 0.27)	Boyanup-Picton	Little Street
Eaton Drive (SLK 0.40 – SLK 1.70)	Blue Wren Drive	Glen Huon Blvd
Ferguson Road (SLK 0.27 – SLK 2.29)	Little Street	Waterloo Road
Moore Road (SLK 0.60 – SLK 1.80)	North of Westpine	South of Westpine
Martin Pelusey Road (SLK 2.79 – SLK 3.39)	South of Depot	SW Highway
Henty Road (SLK 8.0 – SLK 11.0)	Giumelli Road	Pile Road
Dowdells Lines (SLK 3.85– SLK 4.94)	St Helena Road	Simpson Road
Eaton Drive (SLK 0– SLK 0.27)	Forrest Highway	Blue Wren Drive
ROAD NAME / SECTION	Description Start	Description Finish
Pile Road (SLK 0.05 – SLK 16.78)	Ferguson Road	Mungalup Road
Ferguson Road (SLK 0.00 – SLK 0.27)	Boyanup-Picton	Little Street

Background

Only projects on Roads of Regional Significance are considered for this funding program. Roads of Regional Significance are identified in the Roads 2040 Strategy.

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

Council resolved [Res: 146-22] to endorse the submission of Ferguson Road SLK 13.56 – SLK 19.56 to the Black Spot 2023-2024 program as follows:

ROAD NAME / SECTION	PROJECT ESTIMATE	BLACK SPOT FUNDING	LGA CONTRIBUTION	YEAR
Ferguson Road (SLK 13.56 – SLK 19.56) Stage 1	\$210,000	\$140,000	\$70,000	2022-2023
Ferguson Road (SLK 13.56 – SLK 19.56) Stage 2	\$1,190,000	\$793,333	\$396,667	2023-2024
Ferguson Road (SLK 13.56 – SLK 19.56) Stage 3	\$1,600,000	\$1,066,667	\$533,333	2024-2025
TOTAL	\$3,000,000	\$2,000,000	\$1,000,000	

This was possible by amending the Pile Road Project to ensure minimal impact on the endorsed RAMP. This meant that the Shire had to contribute an additional \$33,333 from Reserve to the RAMP over the next four years.

It has therefore been suggested that no further changes be made to RAMP pending the next review in 2023 and that the RRG submission be consistent with the approved RAMP.

The five year program to be submitted for consideration in the 2023/24 funding round is provided [Appendix ORD: 12.3.1A].

Legal Implications

Regional Road Groups exist across the various regions in the State with the purpose of administering funding under the State Road Funds to Local Government Agreement. The funding is insufficient to fund every local government road and it is agreed through the development of the Roads 2040 Strategy to distribute funds to roads, which are deemed to be regionally significant. Project nominations must align with the roads and strategies identified in the Roads 2040 Strategy.

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

Strategic Community Plan

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

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

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

Environment

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

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

These projects are specifically subject to Clearing Permit requirements.

Precedents

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

Budget Implications

Projects funded through the RRG funding program are funded on a 2 for 1 contribution basis. This means that the Shire is required to contribute one-third of the cost of the project with the remaining two-thirds funded by the RRG. The funding received through the RRG forms a substantial portion of the Shire's road funding.

The following RRG projects are nominated for the 2023-2024 financial year:

ROAD NAME / SECTION	TOTAL PROJECT COST	RRG FUNDING TO BE RECEIVED	SHIRE OWN FUNDS
Pile Road (SLK 0.05 – SLK 16.78)	\$60,000	\$40,000	\$20,000
Ferguson Road (SLK 0.00 – SLK 0.27)	\$450,000	\$300,000	\$150,000
Eaton Drive (SLK 0.40 – SLK 1.70)	\$375,000	\$250,000	\$125,000
Totals	\$885,000	\$590,000	\$295,000

The following RRG projects are nominated for the 2024-2025 financial year:

ROAD NAME / SECTION	TOTAL PROJECT COST	RRG FUNDING TO BE RECEIVED	SHIRE OWN FUNDS
Pile Road (SLK 0.05 – SLK 16.78)	\$90,000	\$60,000	\$30,000
Totals	\$90,000	\$60,000	\$30,000

The following RRG project are nominated for the 2025-2026 financial year:

ROAD NAME / SECTION	TOTAL PROJECT COST	RRG FUNDING TO BE RECEIVED	SHIRE OWN FUNDS
Pile Road (SLK 0.05 – SLK 16.78)	\$660,000	\$440,000	\$220,000
Ferguson Road (SLK 0.27 – SLK 2.29)	\$750,000	\$500,000	\$250,000
Totals	\$1,410,000	\$940,000	\$470,000

The following RRG projects are nominated for the 2026-2027 financial year:

ROAD NAME / SECTION	TOTAL PROJECT COST	RRG FUNDING TO BE RECEIVED	SHIRE OWN FUNDS
Ferguson Road (SLK 0.27 – SLK 2.29)	\$750,000	\$500,000	\$250,000
Moore Road (SLK 0.60 – SLK 1.80)	\$750,000	\$500,000	\$250,000
Martin Pelusey Road (SLK 2.79 – SLK 3.39)	\$300,000	\$200,000	\$100,000
Henty Road (SLK 8.0 – SLK 11.0)	\$600,000	\$400,000	\$200,000
Totals	\$2,400,000	\$1,600,000	\$800,000

The following RRG projects are nominated for the 2027-2028 financial year:

ROAD NAME / SECTION	TOTAL PROJECT COST	RRG FUNDING TO BE RECEIVED	SHIRE OWN FUNDS
Dowdells Line (SLK 3.85 – SLK 4.94)	\$360,000	\$240,000	\$250,000
Eaton Drive (SLK 0.40 – SLK 1.70)	\$50,000	\$33,333	\$16,667
Totals	\$410,000	\$273,333	\$136,667

Funding to a maximum of \$500,000 per project per annum is available from the RRG. Should expenditure on a project exceed \$750,000 the Shire will need to fund the additional expenditure from its own sources (i.e. RRG funding is capped at \$500,000 per project per annum).

Budget – Whole of Life Cost

The Roads 2040 Strategy is focused on the upgrade/improvement of regionally significant roads. When determining the projects to be nominated for this program, Shire staff aim to coincide road upgrades with renewal works, which are still classed as upgrade/improvement works by the RRG.

Council Policy Compliance - None.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Regional Road Group Submission 2023/24
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Risk that assets are not renewed at the end of their useful lives.
	Financial Risk that assets are not upgraded or created to meet demand.
	Reputational Risk that customer levels of service are reduced or not maintained to meet public expectation.

Officer Comment

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

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

The projects proposed to be submitted within the current 2023/24 round of funding are detailed as follows:

Pile Road (SLK 0.05 - SLK16.78) – On-going improvement project to widen and reconstruct the road from Ferguson Road to Mungalup Road. Treatment also includes line marking, guardrails and enhanced delineation.

This project has reached its 5th and final stage or its original approval, but request can be made to extend the staged approval of this project. If not approved, the project will be submitted as a new 5 stage project.

Scope of work in year 6 and 7 has been reduced due to substantial works to be done on Ferguson Road as part of the State Black Spot Program.

PROJECT YEAR	WORKS DESCRIPTION	STATUS
1 (2018/19)	Survey, detailed design, commence construction works to widen, reconstruct and seal stage 1.	Complete
2 (2019/20)	Construction works, widen, reconstruct and seal stage 2.	Complete
3 (2020/21)	Construction works, widen, reconstruct and seal stage 3.	Complete
4 (2021/22)	Construction works, widen, reconstruct and seal: 5.66 - 6.56 SLK – preparation/clearing/drainage	Complete
5 (2022/23)	Construction works, widen, reconstruct and seal: 5.66 - 6.56 SLK	Funded / Scheduled
6 (2023/24)	Construction works, widen, reconstruct and seal: 6.56 – 8.01 SLK - preparation/clearing/drainage	Proposed and in line with RAMP
7 (2024/25)	Construction works, widen, reconstruct and seal: 9.01 - 9.90 SLK - preparation/clearing/drainage	Proposed with reduced scope OCM 146-22
8 (2025/26)	Construction works, widen, reconstruct and seal: 6.56 – 8.01 SLK - construction	Proposed with reduced scope OCM 146-22
	Construction works, widen, reconstruct and seal: 9.01 - 9.90 SLK - construction	

Ferguson Road (SLK 0.00 – SLK 0.27) – Proposed road preservation project consisting of reconditioning and stabilisation of the upper pavement layer of the 2 traffic lanes of Ferguson Road. This project area spans the section of road between the Boyanup – Picton Road and Little Street and will recondition and correct the existing pavement.

PROJECT YEAR	WORKS DESCRIPTION	STATUS
1 (2022/23)	Testing/detailed design.	Shire Funded / Scheduled
2 (2023/24)	Construction works – Correct pavement and seal.	Proposed and in line with RAMP

Eaton Drive (SLK 0.40 – SLK 1.70) – On-going improvement project to undertake road and intersection upgrades and modifications from Lofthouse Avenue to Glen Huon Boulevard in consultation with MRWA.

This project has reached its 5th and final stage or its original approval, but request can be made to extend the staged approval of this project. If not approved, the project will be submitted as a new project.

PROJECT YEAR	WORKS DESCRIPTION	STATUS
1 (2018/19)	Project analysis / detailed design.	Complete
2 (2019/20)	Project analysis / detailed design.	Complete
3 (2020/21)	Project analysis / detailed design.	Complete
4 (2021/22)	Project analysis / detailed design.	Complete
5 (2022/23)	Project analysis / detailed design in consultation with MRWA	Funded / Scheduled
6 (2023/24)	Construction works – Road intersection treatment	Proposed and in line with RAMP

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

Ferguson Road (SLK 0.27 – SLK 2.29) – Proposed road preservation project consisting of pavement reconstruction of Ferguson Road. This project spans the section of road between Little Street and Waterloo Road and will renew the existing pavement. The project scope will be subject to detail design and costing.		
PROJECT YEAR	WORKS DESCRIPTION	STATUS
1 (2025/26)	Construction works – reconstruct pavement and seal stage 1	Proposed and in line with RAMP
2 (2026/27)	Construction works – reconstruct pavement and seal stage 2	Proposed and in line with RAMP

Moore Road (SLK 0.60 – SLK 1.80) – Proposed road preservation project consisting of carriageway reconstruction of Moore Road to rectify pavement fatigue and associated defects. This project may require to be reviewed due to the impact of BORR.		
PROJECT YEAR	WORKS DESCRIPTION	STATUS
1 (2026/27)	Construction works – reconstruct pavement and seal.	Proposed and in line with RAMP

Martin Pelusey Road (SLK 2.79 – SLK 3.39) – A proposed improvement project to widen, reconstruct and strengthen road. The project scope will be subject to detail design and costing.		
PROJECT YEAR	WORKS DESCRIPTION	STATUS
1 (2026/27)	Construction works – widen, reconstruct and strengthen	Proposed and in line with RAMP

Henty Road (SLK 8.0 – SLK 11.0) – Proposed road improvement project to widen road. The project scope will be subject to detail design and costing.		
PROJECT YEAR	WORKS DESCRIPTION	STATUS
1 (2026/27)	Profiling and asphalt overlay 0-0.3	Proposed and in line with RAMP

Dowdells Line (SLK 3.85 – SLK 4.94) – Proposed road improvement project to widen road. This project may require to be reviewed due to the impact of BORR.		
PROJECT YEAR	WORKS DESCRIPTION	STATUS
1 (2027/28)	Construction works – reconstruct pavement and seal.	Proposed and in line with RAMP

Eaton Drive (SLK 0 – SLK 0.27) – Proposed road preservation project consisting of profiling and asphalt overlay to address surface deterioration. This project may require to be reviewed due to the impact of MRWA recommendations.		
PROJECT YEAR	WORKS DESCRIPTION	STATUS
1 (2027/28)	Profiling and asphalt overlay 0-0.27	Proposed and in line with RAMP

Submissions for the 2023/24 RRG funding round are due for submission to Main Roads WA on 26 August 2022.

Council is requested to endorse the 2023/24 nominations. It should be noted that all projects proposed for future funding are subject to Regional Road Group approval and projects successful in securing funding will be included when reviewing the 2023/24 RAMP works programs.

12.3.2 Title: Yabberup Road – Gate Licence Request

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Nathan Ryder - Manager Infrastructure Planning & Design</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.3.2A – Email request from Mr Pitts Appendix ORD: 12.3.2B – Risk Assessment Tool</i>

Overview

Yabberup Road landowner Mr Anthony Pitts has requested a gate licence for two gates across the road. Council is requested to endorse advertising the proposal for two private gates on Yabberup Road.

Background

A copy of the email from Mr Pitts requesting a gate licence is included in [Appendix ORD: 12.3.2A]. The Shire Officer met in person with Mr Pitts on the 11th of April 2022 to gather more information and further clarify the request in order that the matter could be progressed.

The request is summarised as follows:

Permission requested to have two gates across Yabberup Road, as indicated in the sketch below. Note, the gates are existing. Gate 1 is located at SLK 0.27 and Gate 2 is located at SLK 1.14.

The purpose of the gates across Yabberup Road is for transferring livestock from one area to another from time to time;

The operation of transferring livestock comprises closing both Gates 1 and 2 and the gates need to be closed for up to 6 hours at a time (during daylight hours only). Both gates are then reopened;

Vehicles and persons are able to fully access Yabberup Road during livestock transfer operations by opening and closing the gates;

The frequency of transferring livestock varies throughout the year, being roughly every two weeks on average, but can be as frequent as once per week during peak periods.



Council approval is requested to seek feedback on the proposal via public notice as well as direct feedback from the other landowner and land managers on Yabberup Road (DBCA and DPLH). Once feedback is received, the matter will be brought back to Council for further consideration.

Legal Implications

Landowners are able to request permission to have gates across public thoroughfares. Clause 9 of the *Local Government (Uniform Local Provisions) Regulations 1996* states:

9. Permission to have gate across public thoroughfare — Sch. 9.1 cl. 5(1)

- (1) *A person may apply to the local government for permission to have across a public thoroughfare under the control or management of the local government a gate or other device that enables motor traffic to pass across the public thoroughfare and prevents livestock from straying.*
- (2) *The local government may, before dealing with the application, require the applicant to publish notice of the application in such manner as the local government thinks fit.*
- (3) *Permission granted by the local government under this regulation —*
 - (a) *must be in writing; and*
 - (b) *must specify the period for which it is granted; and*
 - (c) *must specify each condition imposed under subregulation (4); and*
 - (d) *may be renewed from time to time; and*
 - (e) *may be cancelled by giving written notice to the person to whom the permission was granted.*
- (4) *The local government may impose such conditions as it thinks fit on granting permission under this regulation including, but not limited to, conditions on the construction, placement and maintenance of the gate or other device across the public thoroughfare.*
- (5) *The local government may, when renewing permission granted under this regulation or at any other time, vary any condition imposed by it under subregulation (4) and the variation takes effect when written notice of it is given to the person to whom the permission was granted.*
- (6) *The local government may at any time, by written notice given to the person to whom permission was granted under this regulation, cancel the permission and request the person responsible for the gate or other device to remove it within a time specified in the request.*
- (7) *A person to whom a request is made under subregulation (6) must comply with the request. Penalty: a fine of \$5 000.*
- (8) *A local government must keep a register of gates and other devices constructed in accordance with a permission granted under this regulation.*

Note: This regulation is of a kind prescribed in the Local Government Act 1995 Schedule 3.1 Division 2 item 1A. This means that an offender might be given a notice under section 3.25(1)(b) of the Act and if the notice is not complied with the local government may, under section 3.26, itself do what the notice required and recover the cost from the offender.

[Regulation 9 amended in Gazette 1 Feb 2013 p. 425-6.]

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)

Environment - None.

Precedents

Requests for gate licences on public roads are unusual. The Shire received an application for the erection of a gate across Rose Road Burekup at its Ordinary Council meeting held on 25 November 2015 and granted conditional approval.

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: 12.3.2B] for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Yabberup Road – Gate Licence Request
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 Not seeking feedback on a proposal that affects land access on a public road.

Officer Comment

Yabberup Road is a gravel road off Mungalup Road, 2.42kms in length, near the Donnybrook-Balingup boundary. It is a “no-through” road and provides access points to the following:

- Lots 1, 2298, 3382, 5384, 5385 and 5386 - Landowner: Mr Anthony Pitts;
- Lot 3383 - Landowner: Ms Susan Pass;
- State Forest - Land manager: Department of Biodiversity and Attractions (DBCA)
- State Forest - Land manager: Department of Planning, Lands and Heritage (DPLH)

A number of complaints were received by the Shire over the past six months or so in regards to the presence of cattle on Yabberup Road. Shire Rangers dealt with the issue at the time and Mr Pitts attended to a number of fence and gate repairs on his properties in order to contain his livestock.

Due to Mr Pitts’ properties being located on both sides of Yabberup Road, on-going and occasional transfer of livestock from one side to the other is required for Mr Pitts’ business.

An inspection of Yabberup Road was carried out by the Officer on 16 June 2022 (unannounced). The road was found to be in very good condition with no evidence of livestock having been on the road and both existing gates were in the open state. One of the gates has allegedly been in place for over 60 years.

Clause 9(2) of the *Local Government (Uniform Local Provisions) Regulations 1996* states:

(2) The local government may, before dealing with the application, require the applicant to publish notice of the application in such manner as the local government thinks fit.

Under the Regulations, the Shire can grant permission for a gate licence without consultation, however, this is not recommended.

It is recommended to seek feedback on the proposal via public notice (for a minimum period of not less than four weeks) given that the request is for a gate licence over a public road, however, it is not technically required under the Regulations. It is also recommended to seek direct feedback from the other private landowner on Yabberup Road as well as the managing government organisations DPLH and DBCA.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

186-22 MOVED - Cr. T G Gardiner SECONDED - Cr. M R Hutchinson

THAT Council requests that:

1. **The Chief Executive Officer advertises the proposal for a gate licence for two gates across Yabberup Road via a public notice for a period of not less than four weeks, and also seeks direct feedback from the other landowners on Yabberup Road as well as the other relevant land managers (Department of Planning, Lands and Heritage (DPLH) and Department of Biodiversity, Conservation and Attractions (DBCA)); and**
2. **Once feedback relating to a gate licence for two gates across Yabberup Road as outlined in Item 1 is received, the matter be brought back to Council for further consideration.**

CARRIED
8/0

12.3.3 Title: Membership Review – South West Road Safety Alliance (IRSA)

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>M Theo Naudé - Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.3.3 – Risk Assessment</i>

Overview

Council endorsement is being sought to discontinue its representation on the South West Industry Road Safety Alliance (IRSA) at a cost of \$3,000 per annum (excl. GST).

Background

Council at its meeting held on the 29th of August 2018 resolved (Res: 292-18):-

THAT Council:

1. *Accepts the invitation to join the Industry Road Safety Alliance with the option of no cost until 30 June 2019.*
2. *Undertakes a review prior to the 2019/2020 budget deliberations to determine whether to continue with the membership at a cost of \$3000 per annum.*
3. *Appoints Director Engineering & Development Services as its representative to the Industry Road Safety Alliance.*

Subsequently, Council at its meeting held on the 26th of June 2019 resolved (Res: 186-19):-

THAT Council:

1. *Continues its membership with the Industry Road Safety Alliance; and*
2. *Confirms its financial contribution to the Alliance through its expenditure allocation of \$3,000 in the 2019/2020 Budget.*

Since this time the Director Infrastructure has attended the IRSA meetings.

Legal Implications - *None.*

Strategic Community Plan

Strategy 1.5.1 - Participate in and seek collaborative resource sharing opportunities. (Service Priority: High)

Strategy 1.5.2 - Foster strategic alliances with major industry groups and government agencies. (Service Priority: High)

Strategy 3.4.1 - Enable community safety and a sense of security. (Service Priority: Very High)

Environment - *None.*

Precedents - *None.*

Budget Implications

Should Council decide to discontinue with the membership there will be a reduction of the membership cost of \$3,000 per annum to the Shire.

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: 12.3.3] for full assessment document.

TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Industry Road Safety Alliance Membership Review
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 Negative perception of discontinuance of membership.

Officer Comment

The Industry Road Safety Alliance provides a contribution towards road safety at a Regional level. This is something that the previous Roadwise Committee advocated for to assist with resource sharing and advocacy. It provides an opportunity for members to address and advocate for solutions to issues that affect individual members, as well as those that affect the broader membership base and fellow road users.

At the time, an example of an area where there was support from the Alliance was where the Roadwise Committee sought for the reduction in the speed limit on Waterloo Road. Another area of interest and opportunity for support and advocacy was with the heavy haulage operations within the Shire.

The Director Infrastructure has attended the meetings where possible on a bi-monthly basis.

It is now recommended that Council considers the cancellation of the Shire membership for the IRSA. It has been identified over the period of the membership that road safety matters and partnerships are able to be addressed through staff technical expertise and direct liaison with agencies as required and in a timely manner.

Council Role - Advocacy.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

187-22

MOVED - Cr. J Dow

SECONDED -

Cr. E P Lilly

THAT Council:

- 1. Recognises the ongoing commitment of the Industry Road Safety Alliance to road safety within the region; and**
- 2. Advises the Industry Road Safety Alliance of the Shire of Dardanup's decision to discontinue its membership at this time.**

CARRIED
8/0

12.3.4 Title: Determine Tender RFT F0256464 – Mowing and Turf Services – Reserves, Ovals and Open Spaces

Reporting Department:	<i>Infrastructure Directorate</i>
Reporting Officer:	<i>Mr Jason Gick – Manager Operations Mr Allan Hutcheon - Procurement Officer</i>
Legislation:	<i>Local Government Act 1995 Local Government (Functions and General) Regulations 1996</i>
Attachments:	<i>Appendix ORD: 12.3.4 – RFT F0256464 – Mowing and Turf Services – Risk Assessment Tool Confidential Attachment – OCM-R1248972– RFT F0256464 Tender Evaluation Report, circulated as separate confidential attachment as per s.5.23(2)(e)(ii)(iii) Confidential Attachment OCM-R1248992 – Confidential Price Schedule, circulated as separate confidential attachment as per s.5.23(2)(e)(ii)(iii)</i>

Overview

This report provides Council with the results of the evaluation of tenders for Tender RFT F0256464 – Mowing and Turf Services – Reserves, Ovals and Open Spaces (as advertised and recorded in the Tenders Register) and recommends that Council award a contract for this service to the preferred Tenderer, for a term of three (3) years with two x one (1) year extensions, based on contractor performance.

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

Background

The contract for this service expired on the 30th of June 2022. The Contract did not allow for any further extensions. Therefore, under Council Procurement Policy *CnG 034* any expenditure over \$150,000 must be publicly advertised.

TENDER DETAILS		
RFT Number	RFT F0256464	
RFT Title	Mowing and Turf Services Reserves, Ovals and Open Spaces	
Recommended Tenderer	D & S Sissoev Trust T/A Perfect Landscapes	
Contract Term	Initial:	Three years
	Extension Options:	One + One
	Defects Liability Period:	Not Applicable]
Tendered Rates/Cost	Provided in Appendix 12.3.4C to this report (confidential)	
Advertising:	18 June 2022	West Australian
	23 June 2022	South Western Times
Tender Deadline:	04 July 2022	14:00AWST
Tender Opening:	04 July 2022	14:10AWST
Tender Observers:	Two Shire of Dardanup Employees were present	
	Nil members of the public were present	

CONTRACT	
Commencement Date of New Contract:	01 August 2022
Completion Date of New Contract:	30 June 2027
Estimated value of New Contract:	\$1,190,000 (GST Excl)
Price Basis of New Contract:	Rates subject to CPI annual increase

Legal Implications

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

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

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

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

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

Strategic Community Plan

- Strategy 2.1.1 - Protect and preserve open spaces, natural vegetation and bushland. (Service Priority: Very High)
- Strategy 3.2.2 - Deliver a high level Sport & Recreational Services that encourages social connectedness by facilitating community participation in positive social networks, interaction and events. (Service Priority: Very High)
- Strategy 5.2.1 - Encourage Physical Activity by providing services and recreational facilities that encourage our community towards an active and healthy lifestyle. (Service Priority: Very High)

Environment - None.

Precedents

The Shire of Dardanup has previously entered into contracts for the supply of Mowing Services.

Budget Implications

The annual budget makes provision for maintenance of reserves, ovals and public open spaces. The recommended tenderers prices are commensurate with the annual maintenance budget allocations across numerous accounts.

Budget – Whole of Life Cost - None.

Council Policy Compliance

- CnG CP034 Procurement Policy;
- PR045 Procurement Procedure;
- Infr CP074 Asset Management; and
- Infr CP117 Maintenance of Verges by the Shire.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.3.4] for full assessment document.

Tier 3 – ‘High’ or ‘Extreme’ Inherent Risk.											
Risk Event	Open Spaces will deteriorate if not serviced										
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)										
Risk Action Plan (treatment or controls proposed)	Execute contract and proceed with service arrangements										
Residual Risk Rating (after treatment or controls)	Low (1 - 4)										
Risk Category Assessed Against	<table border="0"> <tr> <td>Health</td> <td>Management of herbicide spraying</td> </tr> <tr> <td>Service Interruption</td> <td>Deterioration of service standards</td> </tr> <tr> <td>Financial</td> <td>Budget control</td> </tr> <tr> <td>Reputational</td> <td>Complaints against service standards</td> </tr> <tr> <td>Environment</td> <td>Poor weed and fertiliser control</td> </tr> </table>	Health	Management of herbicide spraying	Service Interruption	Deterioration of service standards	Financial	Budget control	Reputational	Complaints against service standards	Environment	Poor weed and fertiliser control
Health	Management of herbicide spraying										
Service Interruption	Deterioration of service standards										
Financial	Budget control										
Reputational	Complaints against service standards										
Environment	Poor weed and fertiliser control										

Officer Comment

Tender Submissions

Three Tender submissions were received, including alternative and non-conforming Tenders: -

- D & S Sissoev Trust T/A Perfect Landscapes;
- Echo Field T/A Spraymow Services; and
- Environmental Industries.

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

Tender Evaluation Panel

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

- Allan Hutcheon – Procurement Officer/Tender Evaluation Chair;
- Nigel Lyon - Principal Parks & Environment Supervisor; and
- Jason Gick – Manager Operations.

Probity Oversight

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

The Panel have compiled an Evaluation Panel Report, attached at [Confidential Attachment OCM-R1248972] which includes the consensus analysis (not individual Panel Member analysis) of the content of each tender submission against the required selection criteria. In some instances this may result in commentary or scoring that may be critical or a negative reflection on an individual tender submission.

It is this aspect of the Evaluation Panel Report, which is considered to be confidential in accordance with s.5.23(2)(e)(ii) information that has a commercial value to a person, or (iii) information about the business, professional, commercial or financial affairs of a person. The ranking of tender submissions and recommended tenderer in the Evaluation Panel Report is therefore referenced by non-identifying methods.

Evaluation of Tenders

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

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

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

CRITERIA	PERCENTAGE
(a) Sustainable Procurement and Corporate Social Responsibility (as per CnG CP034) <ul style="list-style-type: none"> • Local Economic Benefit • Purchasing from Disability Enterprises • Purchasing from Aboriginal Businesses • Purchasing from Environmentally Sustainable Business 	5%
(b) Price	50%
(c) Relevant Experience, Skills and Key Personnel	25%
(d) Demonstrated Understanding and Resources	20%
TOTAL	100%

Evaluation Justification

The Tender Evaluation Panel recommends Perfect Landscapes based on an assessment of submissions against the predetermined qualitative and price criteria shown above. The submission provided by Perfect Landscapes scored the highest across all of the criteria and was a complete and detailed representation of the services offered.

In determining Perfect Landscapes as the preferred Tenderer, officers have undertaken the following Due Diligence checks:

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

The Evaluation Panel therefore recommends that the contract for the Mowing and Turf Services – Reserves, Ovals and Open Spaces be awarded to perfect Landscapes at the rates listed in [Confidential

12.3.5 Title: Bunbury Outer Ring Road (BORR) Local Road Impact and Discovery Road Towards100 Demonstration Project

Reporting Department:	<i>Infrastructure Directorate</i>
Reporting Officer:	<i>Mr Nathan Ryder - Manager Infrastructure Planning & Design</i>
Legislation:	<i>Local Government Act 1995</i>
Attachments:	<i>Appendix ORD: 12.3.5A – Presentation by South West Gateway Alliance – BORR Update Appendix ORD: 12.3.5B – Risk Assessment Appendix ORD: 12.3.5C – BORR “Towards100” Demonstration Project Implementation Plan</i>

Overview

The purpose of this report is to provide an update of information recently presented to Council by the South West Gateway Alliance (SWGA) regarding the impact of the Bunbury Outer Ring Road (BORR) on the Shire’s local roads and also to present the proposed Discovery Road “Towards100” Demonstration Project for consideration.

Background

At its meeting held on the 25th of August 2021, Council considered the notice from the SWGA in regards to a number of proposed road closures. At this meeting, it was resolved (Res: 260-21):

THAT Council:

1. *Authorises the Chief Executive Officer to issue public notices of the following proposed temporary road closures:*
 - *Golding Crescent between Martin-Pelusey Road and Nicholson Road;*
 - *Wireless Road between Harris Road and South Western Highway;*
 - *Harris Road between Damiani-Italiano Road and Dowdells Line; and*
 - *Martin-Pelusey Road between Copplestone Road and Shire Depot.*

2. *Authorises the Chief Executive Officer to issue public notices of the following proposed permanent road closures:*
 - *Bell Road – cul-de-sac at Wireless Road end;*
 - *St Helena Road – cul-de-sac at Wireless Road end;*
 - *Waterloo Road – closed at the South Western Highway end; and*
 - *Harris Road – both sides where the BORR crosses Harris Road.*

3. *Authorises the Chief Executive Officer to invite submissions through the public notices, including the relevant details of each proposal, the location of the thoroughfare and where, when and why it is proposed to be closed. Public notices shall be open for a period of not less than four weeks. If any submissions are received upon conclusion of the public notice period in relation to one of the above public notices, listed in Items 1 and 2, then the Chief Executive Officer must report back to Council for consideration of approving orders of road closures in accordance with Section 3.50 of the Local Government Act 1995, addressing the following matters:*
 - a) *particulars of the proposed road closure; and*
 - b) *the public consultation undertaken and any submissions received.*

4. *Authorises the Chief Executive Officer to approve an order for road closure in relation to one of the above public notices, listed in Items 1 and 2, in accordance with Section 3.50 of the Local Government Act 1995, in the event that no submissions are received upon conclusion of the public notice period.*

5. *Authorises the Chief Executive Officer to notify the community via the community consultation process in relation to the permanent removal of the direct connection of Wireless Road from South Western Highway that the connection will not be removed until after the BORR project is completed and Wireless Road is reopened from the south.*

Since then, Shire Officers have continued to manage the above road closure processes in collaboration with SWGA, participate in meetings with the SWGA as part of the BORR Local Government Liaison Group, as well as review and provide comment on BORR design documentation.

On the 25th of May 2022, at the request of the Shire, the SWGA made a presentation to Council at the Councillor Forum regarding the Bunbury Outer Ring Road – Local Road Impacts and Scope of Works. Councillors were able to comment and ask questions directly to SWGA about the project. A presentation was also made to the Wanju and Waterloo Advisory Group on the 1st of June 2022. The presentation outlined the project scope and impact on Shire local roads. A copy of the presentation is included in [Appendix ORD: 12.3.5A].

The Sustainability Waste Alliance (SWA) recently wrote to the Shire seeking support for the proposed Discovery Road Demonstration Project. The SWA, together with the SWGA and MRWA, have advised that they are all working to make a real and significant difference with the Discovery Road “Towards100” Demonstration Project. They reported that they believe the communities expect them to deliver more sustainable outcomes in projects and that MRWA has made the commitment to lead the way with projects like the BORR.

Council is requested to consider providing support to the Demonstration Project.

Legal Implications - None

Strategic Community Plan

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

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

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

Environment

The “Towards100” Demonstration Project on Bunbury Outer Ring Road (BORR) will be undertaken to deliver on the goals of the Recycle First Plan. A “Towards 100” approach leads to a shift in thinking. Instead of justifying increasing the amount of recycled content in any given project, an objective of 100% waste derived materials is targeted and any departure from this objective must be justified.

Precedents

The Shire has recently trialled the use of Crushed Recycle Concrete (CRC) as base-course material under a spray seal on an emergency access way between Japonica View and Ferguson Road.

Budget Implications - None.

No budget implications identified at this stage for the proposed demonstration project but there are risks of future budget implications.

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: 12.3.5B] for full assessment document.

TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.		
Risk Event	BORR Local Road Impact and Discovery Road Towards100 Demonstration Project	
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)	
Risk Action Plan (treatment or controls proposed)	Mitigate risks via entering into a deed of agreement for MRWA maintenance or select alternative road for demonstration project	
Residual Risk Rating (after treatment or controls)	Moderate (5 - 11)	
Risk Category Assessed Against	Financial	Early deterioration of pavement structure may result in an early renewal intervention requirement.
	Service Interruption	Discovery Road is a critical vehicle route with limited alternative routes if there are issues with the road
	Reputational	Lack of support for the Discovery Road Towards100 Demonstration Project

Officer Comment

Proposed BORR Demonstration Project – Discovery Road

The Sustainability Waste Alliance (SWA) wrote to the Shire seeking support for a demonstration project within the Shire of Dardanup as part of the “Towards100” Demonstration Projects, using recycling materials in the construction of a section of Discovery Road, one of the new roads that will be constructed as part of the BORR Project.

There are two “Towards100” Demonstration Projects proposed to commence in 2022:

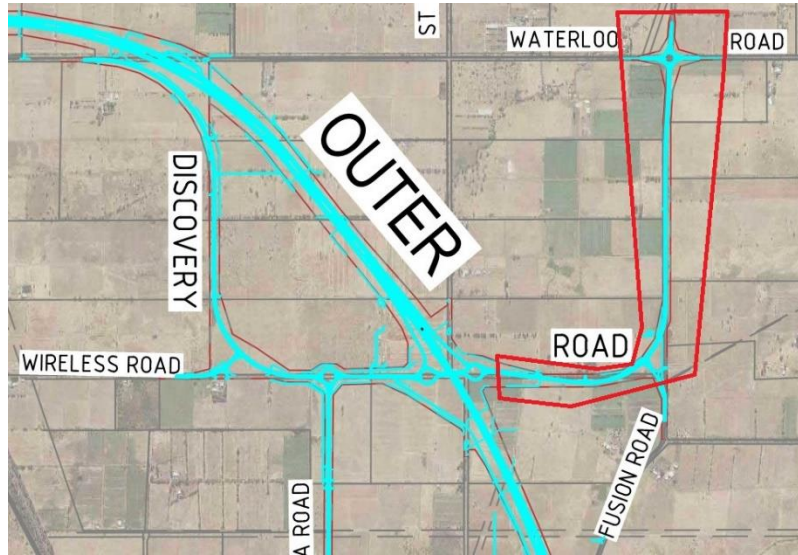
- Demo 1: Discovery Road; and
- Demo 2: Lilydale Road.

The objectives of the BORR Demonstration Projects are:

- To provide a pathway to deliver the Waste Avoidance and Resource Recovery Strategy (WARRS) 2030 and support the transition to a circular economy;
- To demonstrate the use of low-risk existing off-the shelf waste derived and bespoke products in the BORR to the maximum extent possible; and
- To capture the knowledge and embed it back into Main Roads practices and processes.

The proposed location of the Discovery Road demonstration project is on a 2.4km section from the new roundabout on Waterloo Road / Discovery Road and back towards the BORR.

While the design of the demonstration project is still underway and the Shire has not been provided with any information at this point in time other than in the Appendices, the approximate extents of the proposed project are understood to be as depicted below:



The proposal includes portions of new build and widen / overlay along the road. Discovery Road has been designed as granular pavement with two coat seal and asphalt on the roundabout. The majority of the road is un-kerbed with piped drainage at the roundabout (offset behind the kerb due to the side entry arrangements).

SWGA stated that the primary focus is on the use of crushed recycled concrete (CRC) for pavements, geopolymer concrete for non-structural elements, manufactured / recycled sand and lithium by-product blend for fill, crumb rubber in seals, recycled plastic pipe behind kerbs, and a blend of food organics and garden organics (FOGO) for landscaping. Other select recycled material opportunities such as recycled crushed glass may also be considered where appropriate.

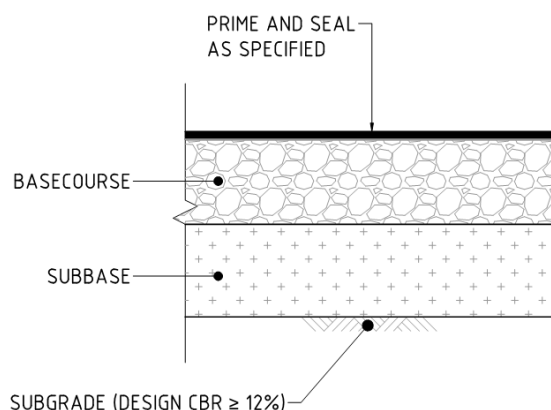
The Discovery Road demonstration project is scheduled to be progressed over a 12- month period. The proposed timeline is:

- Design to be completed by May 2022; and
- Construction to commence by July 2022.

SWGA anticipates that, by late 2022, the findings and learnings from the Discovery Road demonstration can be passed on to Phase 2 of the demonstration, i.e., Lilydale Road, and from late 2022.

Further details are provided in the Implementation Plan included in [Appendix ORD: 12.3.5C]

The Shire previously has not objected to SWGA’s proposal to use CRC in the subbase of the pavement for the Discovery Road demonstration project, however, the current project now proposes to use the CRC, not only in the subbase, but also the base-course layer of the road pavement.



Main Roads WA Guide and Specification

MRWA has released a Reference Guide “Recycled Materials at Main Roads” (January 2021). The guide details a number of technical specifications that it has developed for the use of recycled materials in road projects; including crushed recycled glass, crumb rubber, crushed recycled concrete and reclaimed asphalt pavement. MRWA states “A key aim of the use of these materials in road construction is to support the circular economy in Western Australia (WA) and where possible to support up-cycling, avoid down-cycling and keep materials circulating within the economy, reducing the need for more raw, virgin materials.”

The guide identifies the use of Crushed Recycled Concrete (CRC) for the following applications:

- Subbase under full depth asphalt; and
- Base-course under low traffic local roads.

Waterloo Road is currently a critical transport route within the Shire of Dardanup, carrying a substantial amount of traffic and a relatively high proportion of trucks and heavy vehicle traffic. The section of Discovery Road that is proposed for the demonstration project is expected to attract similar levels to existing traffic along Waterloo Road. As such, Discovery Road would not be considered a low traffic local road.

The guide also states the following in relation to CRC:

Crushed Recycled Concrete is a roadbuilding product derived from construction and demolition waste consisting primarily of concrete, but also containing sand, brick, tile, asphalt and glass. Extensive research and long-term trials have demonstrated the material is suitable for use as subbase under FDA (full-depth asphalt) pavements on the Main Roads network. CRC is a high strength and durable product with self-cementing properties, meaning the stiffness of the product increases over time. Crushed limestone is traditionally used in subbase applications beneath FDA. In addition to improved engineering properties, using CRC instead of limestone reduces greenhouse gas emissions and landfill volumes.

In 2019/2020, Main Roads used over 27,000 tonnes of CRC as subbase under full depth asphalt pavements. Projects utilising this material included the Kwinana Freeway Widening Project between Russell Road and South Street. The Shire is not aware of any examples of the use of CRC as a base-course material under spray seals.

The Main Roads specification for production and construction practices using CRC is included in the current revision of Specification 501 (Pavements). The specification states “Use of CRC is limited to full depth asphalt pavements” and that it may be used as a construction material for subbase and for base-course pavements.

Furthermore, Annexure 501C of MRWA Specification 501 states:

3. *Crushed Recycled Concrete shall not be used in the following locations:*
 - a) *Any location not covered by Full Depth Asphalt pavement*
 - b) *Within 0.5 m of the maximum groundwater level*
 - c) *Within the following locations in Public Drinking Water Source Areas:*
 - *Priority 1 (P1) areas*
 - *Wellhead protection zones*
 - *Reservoir protection zones*

Summary

The main takeaway points of the above are summarised as follows:

- CRC is a high strength and durable product and has been demonstrated to perform well when used appropriately;
- The proposed 2.4km section of Discovery Road for the demonstration project will continue to be a critical transport route within the Shire of Dardanup (as is Waterloo Road currently), and will continue to carry a substantial amount of traffic and a relatively high proportion of trucks and heavy vehicle traffic;
- The new Discovery Road has been designed by SWGA as a granular pavement with a two coat spray seal. Asphalt will be provided on the roundabout at Waterloo Road;
- The MRWA guide on the use of recycled materials in road construction identifies that CRC can be used as (i) Subbase material under full depth asphalt; and (ii) Base-course material under low traffic local roads; and
- The MRWA Pavement Specification does not contemplate the use of CRC as a base-course material under spray seals.

It should be noted that the Shire did trial the use of CRC as a base-course material relatively recently and was used on a bushfire emergency escape route, which is located on private property in an easement between Japonica View and Ferguson Road. The access way was constructed by the Shire with a spray seal in September 2021. Recent inspections by Shire staff indicate that this road is currently holding up well. It should be noted, however, that the primary purpose of the access way is for emergency use as an escape route. Due to the very steep grade (up to 20% grade), it is an imposing and uninviting road and attracts very little through traffic.

While there are clearly benefits in participating in and promoting the use of recycled materials in road construction projects, it must be weighed up against the risks. It is not suggested that the proposed Discovery Road demonstration project would be unsuccessful. However, in the event of an issue with the road surface or pavement, there are possible significant impacts on the Shire's road network due to its criticality as a heavy vehicle route, with limited alternative routes, as well as possible future financial liabilities imposed on the Shire for the repair or reconstruction of the road.

The following are Officer Suggestions for consideration by Council in order to mitigate the risks:

- MRWA to retain ownership of Discovery Road for a particular period of time, however, this is considered unlikely to be acceptable;
- The Shire enters into an agreement with MRWA where MRWA is responsible for all maintenance on the section of road and associated infrastructure for a certain period, for example, 10 years; or
- Select another nearby road within the Shire's network for the demonstration project. One good example would be Railway Road between Wireless Road and Waterloo Road, which is 1.7km in length and a low traffic road.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. Receives the information regarding the Bunbury Outer Ring Road Update and Local Road Impact and advises the South West Gateway Alliance that:
 - a) Wireless Road connection to the South Western Highway to remain open with a view to be considered as a future link road to Wanju Residential and Waterloo Industrial Development Areas with a potential roundabout in place;
 - b) The J-Turn configuration at the Bunbury Outer Ring Road and Discover Road is not supported and Council seeks a roundabout at this location instead;
 - c) The entire section of Moore Road connecting through to Boyanup Picton Road is to be upgraded by South West Gateway Alliance;
 - d) The entire section of Martin Pelusey Road connecting through to South Western Highway is to be upgraded by South West Gateway Alliance; and
 - e) South West Gateway alliance is to monitor the surrounding roads and the potential impacts on these roads as a result of diverting traffic and in particular heavy vehicles onto roads not constructed for such usage (e.g. Dowdell's line) and to contribute to the repair and upkeep of these roads.
2. Confirms its support for the Discovery Road Demonstration Project to Sustainability Waste Alliance;
3. Provides delegated authority to the Chief Executive Officer to enter into an agreement with MRWA such that MRWA will monitor the performance of Discovery Road and that MRWA:
 - a) will be responsible for all maintenance on Discovery Road and associated infrastructure for a period of 10 years; and
 - b) in the event of the road failing will be responsible to reconstruct it using conventional road construction methods.

FURTHER INFORMATION

Note: *Since publishing this report Officers have requested that part 3 of the officer recommended resolution be removed, given the new information received from the Sustainable Waste Alliance (SWA), stating that there is no longer any intention to use Crushed Recycled Concrete (CRC) in the base course of any section of Discovery Road due to the inability to secure sufficient guaranteed supply of CRC and therefore the necessitated performance monitoring, associated maintenance responsibilities and an agreement with MRWA is no longer required.*

12.3.6 Title: Unbudgeted Expenditure – Bridge 4930 – Bridge Replacement

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Theo Naudé - Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.3.6A – Risk Assessment</i> <i>Appendix ORD: 12.3.6B – Unibridge Details – Main Roads WA</i>

Overview

Council is requested to consider a proposal from Main Roads Western Australia (MRWA) for the replacement of Bridge 4930 (commonly known as Krone's bridge) and to consider making a contribution towards the proposed bridge replacement.

MRWA recently (May 2022) conducted a detailed structural assessment of Bridge No. 4930 and as a result of the poor condition of the bridge and in particular a number of piers, advised that a catastrophic failure could occur.

Background

Bridge No. 4930 over the Collie River is a Shire of Harvey (SoH) bridge asset, which is accessed via Collie River Road from the Shire of Dardanup (SoD). The bridge provides access to a short section of road reserve on the Shire of Harvey side of the river, which in turn provides access to a private property and public reserve on the river, both situated in the Shire of Harvey.

The bridge is a single lane timber bridge with an overall length of 55.55m, overall width of 3.50m and headroom of 4.40m. It consists of nine spans. The age of the bridge is unknown; however, based on the nature of its construction and its level of deterioration, officers believe it to be well over 50 years old.

The bridge is in a deteriorated state and currently temporarily propped until more substantial works can be programmed and arranged. The Shire of Harvey has spent a substantial amount of funding over the years for bridge repairs that enabled the bridge to function safely. Throughout the years the Shire of Dardanup agreed to contribute to these ongoing repairs and at its Ordinary Council Meeting held on the 29th of September 2022 Council resolved (Res: 293-21)

THAT Council:

1. *Contributes \$7,207.20 to the Shire of Harvey for the cost of propping hire used on Bridge No. 4930 over the Collie River on Collie River Road (Krone's Bridge).*
2. *Does not contribute any further to the maintenance and repair of the bridge and advises the Shire of Harvey accordingly.*
3. *Authorises the Chief Executive Officer to engage into discussions with the Shire of Harvey regarding the following options and report back to Council for further consideration:*
 - a) *permanently closing the road on the Shire of Harvey side and a small portion on the Shire of Dardanup side;*
 - b) *disposal options for the closed road; and*
 - c) *disposal of the bridge asset.*

A letter was forwarded to the Shire of Harvey on the 29th of October 2021 stating the outcomes of the abovementioned Council resolution and with a request to commence discussion between the two Shires.

Subsequently, the Shire of Harvey Council considered the Shire of Dardanup Council decision at its meeting on the 22nd of March 2022 where the following decision was made:-

That Council:

1. *Advises the Shire of Dardanup that it does not support their position to no longer contribute to any further maintenance and repairs on Bridge No. 4930 over the Collie River (Krone's Bridge) as a portion of the bridge structure is located within the Shire of Dardanup and it has been used by its residents to access the north side of the river reserve for many years.*
2. *Authorises the Chief Executive Officer to:*
 - a) *Enter into discussions with the Shire of Dardanup regarding the preparation of an interim maintenance Memorandum of Understanding for Bridge No. 4930.*
 - b) *Undertake urgent discussions with Main Roads WA, Shire of Dardanup and Dr Krone on possible cost effective options and cost sharing arrangements for the replacement/refurbishment of Bridge No. 4930.*
3. *Supports, in principle, the Shire of Dardanup's suggestions which include permanently closing a portion of Collie River Road including disposal options for the closed road and disposal of the bridge asset, subject to a favourable outcome to Clause 2 above.*
4. *Receives further progress reports on this matter as additional information becomes available.*

The Shire of Harvey further advised that their Council considered that the only way forward was to continue to examine more cost-effective options for the replacement of the bridge jointly funded by the Shire of Harvey / MRWA / Shire of Dardanup / Dr Krone and once the bridge is replaced, then possibly negotiate handing the infrastructure over to Dr Krone including progressing road closures etc. Therefore, in accordance with clause 2 of Council's decision further discussions have been undertaken and the outcomes of these meetings are outlined in the Officer Comment below.

Legal Implications

A recent legal review of the ongoing ownership, operational and maintenance arrangements for the Danjoo Koorliny Bridge (bridge over the Collie River between Millbridge and Treendale) it became evident that assets that span across local government boundaries should actually be shared assets, with costs apportionment based on the amount of the asset within each local government. Bridge No. 4930 is mainly situated within the Shire of Harvey, however, a small portion is situated in the Shire of Dardanup. Aerial photography suggests that if costs were apportioned based on the length of the bridge in each local government area, then the Shire of Dardanup could expect to be liable for approximately 15%. However, this apportionment would need to be accurately determined by a surveyor before considering any ongoing agreement on the matter.

Strategic Community Plan

Strategy 1.1.1 - Ensure equitable, inclusive and transparent decision-making. (Service Priority: 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 - None.

Precedents

Bridge works is a common activity undertaken in local government.

There is a long history spanning more than 25 years relating to this particular bridge, involving its upkeep and maintaining access to the public reserve and property on the Shire of Harvey side of the Collie River. The Shire has contributed to repairs on the bridge on numerous occasions. Contributions have been determined by Council and have ranged from 18% to 50%.

Budget Implications

Council has not included any contribution towards the Krone’s Bridge replacement in the 2022/23 Budget.

A co-contribution of 25% to the estimated installation cost of \$500,000 that amounts \$125,000 could be funded from the Carried Forward Projects Reserve (\$100,520) and the Unspent Grant Reserve (\$24,480) in the 2022/23 financial year.

Budget – Whole of Life Cost

This bridge is a Shire of Harvey asset as per the Main Road’s bridge asset register and this has been generally accepted to be the case by both Councils – in the Shire of Dardanup’s case, the bridge is not registered as one of its bridge assets. However, if the legal review carried out on the Danjoo Koorliny Bridge was applied to Bridge No. 4930, then the Shire may be legally liable for a proportion of the 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: 12.3.6A] for full assessment document.

TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.							
Risk Event	Unbudgeted Expenditure – Bridge 4930 – Bridge Replacement						
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)						
Risk Action Plan (treatment or controls proposed)	Payment of part costs of replacing the bridge and installation costs. Enter into agreement regarding ongoing maintenance, cost sharing and incorporate into forward estimates and budgets. Enter into agreement, which acknowledges and enforces the Shire’s actual liability with the bridge.						
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.						
Risk Category Assessed Against	<table border="0"> <tr> <td>Financial</td> <td>Shire is required to contribute to major refurbishment or replacement of the bridge with little to no warning.</td> </tr> <tr> <td>Service Interruption</td> <td>Inadequate maintenance/repairs result in failure of bridge and inability to access across the river for an extended and unplanned period.</td> </tr> <tr> <td>Legal and Compliance</td> <td>Shire is implicated for lack of support to deal with the safety and accessibility of the bridge</td> </tr> </table>	Financial	Shire is required to contribute to major refurbishment or replacement of the bridge with little to no warning.	Service Interruption	Inadequate maintenance/repairs result in failure of bridge and inability to access across the river for an extended and unplanned period.	Legal and Compliance	Shire is implicated for lack of support to deal with the safety and accessibility of the bridge
Financial	Shire is required to contribute to major refurbishment or replacement of the bridge with little to no warning.						
Service Interruption	Inadequate maintenance/repairs result in failure of bridge and inability to access across the river for an extended and unplanned period.						
Legal and Compliance	Shire is implicated for lack of support to deal with the safety and accessibility of the bridge						

TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.		
	Reputational	Shire is implicated for lack of support to deal with the safety and accessibility of the bridge.

Officer Comment

The bridge remains to be in a poor condition and an assessment from MRWA has deemed the bridge unsafe and requested it to be closed. The Shire of Harvey advised in mid May 2022 that it was subsequently closing the bridge for vehicular access and that they would be placing signs on Collie River road to that effect. Signs were installed at the intersection of Collie River and Shenton Roads to warn of the closure of the bridge.

There have been a number of attempts to either renew the bridge or find alternative means for access to the SoH property accessed across the bridge from the SoD. Over the past 2 years the Shires have been working with MRWA on a suitable and cost effective replacement for the bridge. Main Roads attempted to purchase a second-hand pre-fabricated bridge from the eastern states. This would have been a cost-effective solution that allowed access to the property, although via a bridge of lower serviceability but still commensurate with the type of access required. This bridge would have replaced the timber structure entirely. Unfortunately, Main Roads WA were unsuccessful in their bid for the bridge. However, they have indicated that they will be exploring further opportunities of this nature when they become available in future.

At a recent meeting held on the 23rd of June 2022 between the Shires and MRWA, a proposal was tabled by MRWA of a possible replacement bridge that could be constructed with the assistance and financial contribution of both Shires, MRWA and Dr Krone.

The proposal from MRWA consists of removing the existing timber bridge and replace it with a single lane, single span 45m long bridge with abutments either side. Details of the proposed bridge are attached at [Appendix ORD: 12.3.6B].

MRWA to date reported on the **Current Situation** as follows:

- MRWA has completed a waterways assessment for Bridge 4930 and the cost of this assessment was covered by MRWA.
- The assessment has confirmed that a single span, 45m long bridge will provide the appropriate level of serviceability (i.e. similar to the existing bridge).
- MRWA, in liaison with Unibridge Australasia has identified a suitable, second hand, 45m long Unibridge.
- No design, including geotechnical investigation has been undertaken at this stage. Depending on the ground conditions, different bridge foundations will be required, with resulting cost implications.

MRWA **Replacement Proposal** as follows:

- MRWA could purchase the Unibridge and arrange transport to WA (the bridge is currently on the east coast).
- Subject to the necessary internal approvals, MRWA could fund the cost of the Unibridge including transportation.
- MRWA could also arrange and fund the design and geotechnical investigation.

- Others (Shire of Harvey, Shire of Dardanup and Dr Krone) could then fund the installation of the Unibridge including:
 - Demolition of the existing bridge
 - Embankment construction
 - Reinforced concrete abutment construction (including restraint brackets)
 - Rock protection
 - Installation of the Unibridge (assembly, crane etc.)
 - Off bridge guardrail (the on-bridge guardrail comes with the Unibridge)
 - Overheads (contract management etc.)
- The estimated cost of these activities is \$500,000 noting the rider under “Current Situation” above.

Following the meeting with MRWA on the 23rd of June 2022, the Shire Presidents of both the Dardanup and Harvey Shires met with Dr Krone on 28th of June 2022 to discuss the MRWA proposal and possible funding options to replace the existing timber bridge with a replacement steel structure - Unibridge.

From these discussions there is a strong desire by all parties to progress this option and Dr Krone suggested that he could provide in-kind contribution by way of removing the existing timber bridge structure as well as construction of the new abutments. Should Council approve the bridge replacement and associated funding contribution, further discussions will need to take place with MRWA, the Shire of Harvey and Dr Krone to determine the way forward and also to establish the scope of works, in particular the works that would be undertaken by Dr Krone. All works need to fit within the cost estimate of \$500,000 provided by MRWA and within an agreed cost sharing arrangement, bearing in mind that MRWA would be supplying the Unibridge and undertaking the investigations, design and specifications.

It should be noted that Dr Krone’s offer of “in kind” assistance is noted. However, Worksafe requires that the demolition of public infrastructure must be done by a contractor who has a demolition licence. In addition to the aforementioned, the construction of bridge abutments must be undertaken by a suitably experienced bridge contractor.

This proposal for replacement of Bridge No 4930 with a steel Unibridge supplied by MRWA provides an opportunity to solve the ongoing maintenance issue of the existing timber bridge, which is past its ‘use by date’ for once and for all. Given the proximity of the bridge, it benefits both the Shires by providing access to the river frontage and reserve as well as an escape route and fire access route across the bridge in case of fire and/or emergency. In addition it benefits Dr Krone by way of providing legal access to his property.

With a large contribution from MRWA and contributions from Dr Krone and both the Shires of Dardanup and Harvey it is recommended that a cost sharing agreement is entered into where the Shire of Dardanup contributes up to one quarter of the total installation cost of the Unibridge that is estimated at \$500,000.

By accepting the offer from MRWA and entering into a cost sharing agreement to install the bridge, it presents a real opportunity to solve this ongoing matter, especially taking into account that an alternative would be to construct a conventional new bridge with an approximate cost of \$3m.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. Authorises as Unbudgeted Expenditure an amount of up to \$125,000 in 2022/23 towards the installation costs of Bridge No 4930, funded from the Carried Forward Projects Reserve (\$100,520) and the Unspent Grant Reserve (\$24,480), subject to:
 - a) Main Roads WA fund and undertake geotechnical investigations, project design & specifications and supply the Unibridge on site.
 - b) The Shire of Harvey contributes the balance of the funds required for the installation of the new Unibridge.
 - c) Other Main Roads WA conditions and legislative requirements being met.
 - d) The Shire of Dardanup's contribution being no more than one quarter of the project cost.
2. Enters into a cost share agreement with Main Roads WA and the Shire of Harvey for the delivery of this project.

Discussion:

Cr. J Dow advised she would like to move an Alternate Resolution. The resolution moved was the Officer Recommended Resolution with the exception of part 1d).

FORESHADOWED MOTION

Cr. P S Robinson moved a Foreshadowed Motion that if the alternate resolution moved by Cr. J Dow was lost, that he would put the original officer recommended resolution, with the change to part 1d) to have the words 'one quarter' replaced with '25%'.

COUNCIL RESOLUTION

MOTION MOVED - Cr. J Dow SECONDED - Cr. M R Hutchinson
LOST

THAT Council:

1. Authorises as Unbudgeted Expenditure an amount of up to \$125,000 in 2022/23 towards the installation costs of Bridge No 4930, funded from the Carried Forward Projects Reserve (\$100,520) and the Unspent Grant Reserve (\$24,480), subject to:
 - a) Main Roads WA fund and undertake geotechnical investigations, project design & specifications and supply the Unibridge on site.
 - b) The Shire of Harvey contributes the balance of the funds required for the installation of the new Unibridge.
 - c) Other Main Roads WA conditions and legislative requirements being met.

2. Enters into a cost share agreement with Main Roads WA and the Shire of Harvey for the delivery of this project.

LOST
2/6

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

Note: As the previous motion was lost, the Shire President put the Foreshadowed Motion to the vote.

Change to Officer Recommendation

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

- Amended by changing part 1d) to have the words ‘one quarter’ replaced with ‘25%’.

**FORESHADOWED MOTION
ELECTED MEMBER RESOLUTION & COUNCIL RESOLUTION**

190-22 MOVED - Cr. P S Robinson SECONDED - Cr. T G Gardiner

THAT Council:

1. Authorises as Unbudgeted Expenditure an amount of up to \$125,000 in 2022/23 towards the installation costs of Bridge No 4930, funded from the Carried Forward Projects Reserve (\$100,520) and the Unspent Grant Reserve (\$24,480), subject to:
 - a) Main Roads WA fund and undertake geotechnical investigations, project design & specifications and supply the Unibridge on site.
 - b) The Shire of Harvey contributes the balance of the funds required for the installation of the new Unibridge.
 - c) Other Main Roads WA conditions and legislative requirements being met.
 - d) The Shire of Dardanup’s contribution being no more than 25% of the project cost.
2. Enters into a cost share agreement with Main Roads WA and the Shire of Harvey for the delivery of this project.

CARRIED
8/0

By Absolute Majority

12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

12.4.1 Title: 2022/23 Budget Adoption

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis – Deputy Chief Executive officer</i> <i>Mrs Natalie Hopkins – Manager Financial Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.4.1A – 2022/23 Annual Budget - Under Separate Cover</i> <i>Appendix ORD: 12.4.1B – Risk Assessment</i>

DECLARATIONS OF INTEREST

Please refer to Part 11 ‘Declaration of Interest’ for full details of Declarations of Interest made at the beginning of the meeting.
Elected Members and Staff will leave the room at the appropriate time (if required) during the voting.

Overview

This report presents the final 2022/23 Annual Budget for Council adoption. The 2022/23 Annual Budget papers have been formulated and presented to Council in the statutory format following endorsement of the draft 2022/23 Annual Budget at the 22nd of June 2022 Ordinary Council Meeting.

Background

The 2022/23 budget has been compiled based on the strategic objectives, strategies and actions contained in the Strategic Community Plan and Corporate Business Plan, which together form Council’s current “Plan for the Future”. As part of the Integrated Planning and Reporting cycle, Council has reviewed and updated its Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan, Workforce Plan and various Asset Management Plans. This has resulted in the developed of a new “Council Plan 2022-2032”, incorporating both the 10 year Strategic Community Plan and four year Corporate Business Plan.

Year one of the Corporate Business Plan formed the basis of the draft annual budget, with further deliberations and resolutions of Council occurring at the Integrated Planning Committee and Council meetings during March, April, May and June 2022.

The 2022/23 Annual Budget has been prepared taking into consideration these preceding reviews and incorporates relevant elements of the various strategies, plans and resolutions adopted by Council. The culmination of these strategic reviews resulted in Council considering and resolving to endorse the draft 2022/23 Annual Budget at the 22nd of June 2022 Ordinary Council meeting (Res: 154-22).

This report recommends Council adopt the final Shire of Dardanup 2022/23 Annual Budget, together with the supporting schedules, including the imposition of rates and minimum payments, and related matters arising from the budget [Appendix ORD: 12.4.1A – Under Separate Cover].

Legal Implications

Local Government Act 1995

5.56. Planning for the future

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

Division 2 — Annual budget

6.2. Local government to prepare annual budget

- (1) *During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

** Absolute majority required.*

- (2) *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of—*
 - (a) *the expenditure by the local government; and*
 - (b) *the revenue and income, independent of general rates, of the local government; and*
 - (c) *the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*
- (3) *For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.*
- (4) *The annual budget is to incorporate —*
 - (a) *particulars of the estimated expenditure proposed to be incurred by the local government; and*
 - (b) *detailed information relating to the rates and service charges which will apply to land within the district including —*
 - (i) *the amount it is estimated will be yielded by the general rate; and*
 - (ii) *the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;*

and
 - (c) *the fees and charges proposed to be imposed by the local government; and*
 - (d) *the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and*
 - (e) *details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and*

- (f) *particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and*
 - (g) *such other matters as are prescribed.*
- (5) *Regulations may provide for —*
- (a) *the form of the annual budget; and*
 - (b) *the contents of the annual budget; and*
 - (c) *the information to be contained in or to accompany the annual budget.*

Local Government (Financial Management) Regulations 1996

26. Discounts for early payment etc., information about required

- (1) *The annual budget is to include for each discount or other incentive proposed to be granted for early payment of any money and in respect of each waiver or concession proposed in relation to any money —*
- (a) *in respect of a discount —*
 - (i) *the amount of the discount, or the percentage discount, to be allowed; and*
 - (ii) *the circumstances in which the discount will be granted;*

and

[(b) *deleted*]
 - (c) *in relation to a waiver or concession —*
 - (i) *a brief description of the waiver or concession; and*
 - (ii) *a statement of the circumstances in which it will be granted; and*
 - (iii) *details of the persons or class of persons to whom it is available; and*
 - (iv) *the objects of, and reasons for, the waiver or concession.*
- (2) *The annual budget is to include, separately in relation to all general rates, each specified area rate, each service charge and all fees and charges imposed under the Act or any other written law an estimate of —*
- (a) *the total amount of the discounts which may be granted; and*
 - (b) *the total cost to the local government of each incentive scheme; and*
 - (c) *the total cost, or reduction of revenue, to the local government of a waiver or grant of a concession; and*
 - (d) *the total amount of money to be written off.*
- [Regulation 26 amended: Gazette 20 Jun 1997 p. 2840.]

Local Government Act 1995

6.12. Power to defer, grant discounts, waive or write off debts

- (1) *Subject to subsection (2) and any other written law, a local government may —*
- (a) *when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*
 - (b) *wave or grant concessions in relation to any amount of money; or*
 - (c) *write off any amount of money,*

which is owed to the local government.

** Absolute majority required.*

- (2) *Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*
- (3) *The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*
- (4) *Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.*

[Section 6.12 amended: No. 64 of 1998 s. 39.]

6.16. Imposition of fees and charges

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

** Absolute majority required.*

6.20. Power to borrow

6.28. Basis of rates

- (2) *In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be —*
 - (a) *where the land is used predominantly for rural purposes, the unimproved value of the land; and*
 - (b) *where the land is used predominantly for non-rural purposes, the gross rental value of the land.*
- (4) *Subject to subsection (5), for the purposes of this section the valuation to be used by a local government is to be the valuation in force under the Valuation of Land Act 1978 as at 1 July in each financial year.*

6.32. Rates and service charges

- (1) *When adopting the annual budget, a local government —*
 - (a) *in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either —*
 - (i) *uniformly; or*
 - (ii) *differentially;*

and
 - (b) *may impose* on rateable land within its district —*
 - (i) *a specified area rate; or*
 - (ii) *a minimum payment;*

and
 - (c) *may impose* a service charge on land within its district.*

** Absolute majority required.*

6.34. Limit on revenue or income from general rates

Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to —

- (a) *be more than 110% of the amount of the budget deficiency; or*
- (b) *be less than 90% of the amount of the budget deficiency.*

6.35. Minimum payment**6.37. Specified Area Rates****6.45. Options for Payment of Rates or Service Charges****6.47. Concessions**

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

** Absolute majority required.*

Section 67 of the *Waste Avoidance and Resource Recovery Act 2007* enables local government to impose an annual charge in respect of premises provided with a waste service by the local government.

Section 5.98 and 5.98A of the *Local Government Act 1995* sets out fees and allowances payable to Council members, Presidents and Deputy Presidents.

5.99. Annual fee for council members in lieu of fees for attending meetings

A local government may decide that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings —*

- (a) the annual fee determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B; or*
- (b) where the local government has set a fee within the range for annual fees determined by that Tribunal under that section, that fee.*

** Absolute majority required.*

Strategic Community Plan

Strategy 1.3.1 Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

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

Environment - None.

Precedents

Each year Council prepares an annual budget for the forthcoming financial year. The annual budget is formed from year one of the Shire of Dardanup Council Plan 2022-2032 and the Long Term Financial Plan 2022/23 – 31/32.

As part of the annual budget development process, at the March 2022 Integrated Planning Committee meeting Council considered Elected Member fees and allowances, and subsequently resolved [Res: 55-22]:

THAT Council:

- 1. Sets the Shire President and Elected Member 2022/23 Annual Attendance Fee at 75% of the prevailing maximum band 3 value for the Shire of Dardanup applying from the 1st of July 2022, as determined by the Salaries and Allowances Tribunal.*
- 2. Sets the Shire President and Deputy Shire President 2022/23 Annual Local Government Allowance at 75% of the prevailing maximum band 3 value for the Shire of Dardanup applying from the 1st of July 2022, as determined by the Salaries and Allowances Tribunal.*

3. *Sets the Elected Member 2022/23 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 75% of the prevailing maximum band 3 value for the Shire of Dardanup applying from the 1st of July 2022, as determined by the Salaries and Allowances Tribunal.*
4. *Reimburses child care expenses at the lesser of actual cost or \$30 per hour (as determined by the Salaries & Allowances Tribunal. Reimbursement shall be made upon submission of documentary evidence that the expense has been incurred for.*
5. *Reimburses travel expenses upon documentary evidence of km's travelled or expense incurred in accordance with the Local Government (Administration) Regulations 1996 and Council Policy CnG CP042 - Councillor Fees.*

Budget Implications

The budget has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and *Australian Accounting Standards*.

The budget outlines planned expenditure and revenue and determines the financial parameters for the Shire of Dardanup to operate within for the 2022/23 financial year. Specific budget implications are as outlined in the Schedules and Notes that form part of the budget document.

Main features:

The budget for the year has been prepared on the basis of a 4.0% rate revenue increase (excluding interim rate income), which is forecast to produce an end of year surplus of \$137,167. This in accordance with Council's previous resolution through the adoption of the Long Term Financial Plan and Draft Budget. The small surplus enables Council to withstand any unforeseen financial costs or revenue reductions that may occur during the year.

The current forecast end of year surplus for 2021/22 is \$184,453, which is reflected in the opening surplus at the start of the 2022/23 financial year. This forecast will vary when the final annual financial report is produced for 2021/22, with the final result reflected in the financial statements when the 2022/23 mid-year budget review is conducted in February/March 2023 and through the Monthly Financial Statements.

The fees and charges when adopted will determine the amount of revenue to be received during the 2022/23 financial year for certain areas. The fees and charges revenue has been forecast in the budget income projections, and is based on the decisions of Council at the Ordinary Council Meeting on the 23rd of March 2022, (Res: 58-22), the Special Council Meeting on the 5th of May 2022, (Res: 107-22), and the Ordinary Council meeting on the 22nd of June 2022 (Res: 153-22) were the draft 2022/23 budget was endorsed. Some additional updates to the final proposed 2022/23 Waste Charges have been included to reflect increased FOGO waste disposal costs at the Bunbury Harvey Regional Council.

For the 2022/23 budget it is proposed a total of \$14,551,891 be raised from general property rates, \$264,740 for the Eaton Landscaping Specified Area Rate, and \$109,726 for the Annual Bulk Waste Collection Specified Area Rate. In addition, Council forecast Interim Rate revenue of \$111,668 for the 2022/23 financial year. The expected yield from rates will be sufficient to balance the 2022/23 budget after some adjustments have been made to increase other sources of revenue, reduce operating expenditure and to adjust the amount transferred to or from reserves.

As noted at the draft Budget meeting, there has been a change to both the Gross Rental Value (GRV) and Unimproved Value (UV) valuations for 2022/23 by Landgate. Some GRV and UV properties will receive either an increase or decrease in their rates greater than the projected 4.0% increase due to these recent Landgate revaluations. Valuation methodologies and revaluations are effectively outside of Council's control, however for those GRV and UV rated property owners who do receive an increase greater than

expected, they are able to lodge an appeal with the Valuer General if they believe the increased valuation is not warranted.

Based on a 4.0% rate revenue increase, the Gross Rental Valuation (GRV), Unimproved Valuation (UV) and Minimum Rates are included as follows:

	UNIMPROVED VALUE RATE IN DOLLAR	GROSS RENTAL VALUE RATE IN IN DOLLAR	MINIMUM RATE
2021/22 – Current	\$0.006468	\$0.104016	\$1,547.50
2022/23 – Proposed	\$0.006362	\$0.103260	\$1,547.50

	SPECIFIED AREA RATE BULK WASTE	SPECIFIED AREA RATE EATON LANDSCAPING
2021/22 – Current	\$0.001315	\$0.002925
2022/23 – Proposed	\$0.001315	\$0.002925

The increase applied to GRV and UV properties represents Council's endorsement of a 4.0% rate revenue increase for the 2022/23 budget, with a 0% increase in minimum rates at the Ordinary Council meeting on the 23rd of March 2022 (Res: 59-22). The outcome of the rates modelling required to produce an overall 4.0% rate revenue increase results in an average 4.34% increase in GRV and UV properties not on the minimum rate, with a 0% increase in minimum rates. This 4.34% increase is primarily due to the 0% increase in minimum rates, resulting in the overall 4.0% increased income being generated solely from properties not on minimum rates, with 611 properties moving from a minimum rate in 2021/22 to a GRV rate in 2022/23. The impact of this rate increase will be softened through the 0% increase in the Bulk Waste and Eaton Landscaping Specified Area Rates.

The following table provides a summary of the rates modelling produced, which reflects the percentage increase and shows the mean (average), median (midpoint) and mode (most common) rate for each rating category (excludes Specified Area Rates, Waste Charges and ESL Levy):

GENERAL RATE CATEGORY	VALUE	NUMBER ON MINIMUM RATE	NUMBER ON GENERAL RATE	MEAN RATE	MEAN INCREASE / (DECREASE)	MEDIAN RATE	MODE RATE RANGE
Residential	GRV	834	4,069	\$1,843.84	\$81.99	\$1,825.64	\$1,501 - \$1,601
Commercial	GRV	9	61	\$21,767.06	(\$1,094.68)	\$3,599.13	\$1,501 - \$1,601
Industrial	GRV	49	65	\$8,795.04	\$1,115.50	\$3,539.65	\$1,501 - \$1,601
Small Holdings	GRV	65	369	\$2,287.12	\$86.35	\$2,295.47	\$1,501 - \$1,601
Rural	UV	108	200	\$2,804.00	(\$58.34)	\$1,962.68	\$1,501 - \$1,601
Farmland	UV	22	291	\$3,517.97	\$116.78	\$3,002.86	\$1,501 - \$1,601
Mining	UV	18	0	\$1,547.50	\$0	\$1,547.50	\$1,501 - \$1,601
TOTAL		1,105	5,055	\$2,147.25*	\$74.56	\$1,825.64	\$1,501 - \$1,601

The recurrent operating expenditure budget of \$23,398,608 includes an overall increase in estimated expenditure of \$1,236,609 or 5.58% compared with the previous years' budget (although individual line items may vary from this based on specific factors affecting each of these) and continues to focus on improved service delivery to the community.

Other changes include increasing staffing from 115.27 full-time equivalents (FTE's) employees adopted in the 2021/22 budget to 120.27 in the final 2022/23 annual budget. However, it is noted that during 2021/22 Council endorsed 3.2 additional FTE's. Therefore the overall approved FTE's for 2021/22 was 118.47 FTE's, resulting in an actual increase of 1.8 FTE's in 2022/23. This 1.8 FTE increase relates to increasing the Assistant Accountant hours by 0.6 FTE, engaging an additional 0.5 FTE Building Surveyor, and increasing Cleaning staff hours by 0.5 FTE.

Non-recurrent expenditure of \$858,899 has decreased by \$706,986 or 45.15% and includes items such as special projects expenditure, reduced consultancy expenditure for Wanju and Waterloo Development Contribution (loan funded), reduced grant funded expenditure (capital projects), loss on disposal of assets, community grants, software purchases and insurance claims.

Fees & Charges:

The fees and charges when adopted will determine the amount of revenue to be received during the 2022/23 financial year for certain areas. The 2022/23 fees and charges income of \$3,331,234 has been forecast in the budget income projections, and is \$220,859 or 7.1% higher than 2021/22. In the schedule of 2022/23 Fees and Charges, the majority of the fees and charges have increased by an average of 2% to 3%, partly reflective of CPI and other costing methodologies, with a higher increase of 7% for waste collection fees due to increased FOGO disposal costs.

The level of the fee or charge is set taking into account the cost, the importance to the community and the price of competitors. In each category the fee or charge is subject to a regular assessment to evidence compliance with legislation and to ensure there is no 'revenue leakage' which can result if the underlying costs on which the fee or charge is based exceeds CPI.

At the 22nd of June 2022 Council meeting, the Draft 2022/23 Budget was considered and adopted by Council (Res: 148-22 to 154-22). This included the proposed 2022/23 Schedule of Fees and Charges which incorporated several new fees:

Item 7.3.15 – Application for hairdresser / skin penetration

There is no provision in the Hairdressing or Skin Penetration regulations for collection of fees as part of an application. However, a number of local governments charge an application fee in their Fees & Charges (charged under Sections 6.16 and 6.19 of the Local Government Act). For example, Waroona charge \$167.

The reason being as these establishments are very much a commercial enterprise, and local government officers' spend at least one hour on the regulatory and assessment processes when applications are received.

Item 7.3.16 – Permit to Consume Alcohol

A nominal fee of \$20 has been introduced to cover basic administration costs of processing of applications for permit to consume alcohol on local government property (buildings, reserves etc). The applications typically received are for private events like birthday parties and anniversaries, but also businesses, clubs and groups holding functions that want to serve alcohol.

'Form 50 – Application to Consume Alcohol' is very much an administrative function under the Shire of Dardanup Local Government Properties Local Law. Clause 3.2 – Application for Permit states that applications must be 'Forwarded to the CEO together with any fee imposed or determined by the local government under and in accordance with sections 6.16 and 6.19 of the Local Government Act.'

11.1.6 – Eaton Sports Pavilion Hire / Glen Huon Change Rooms Hire

Hire charges for the Eaton Sports Pavilion and / or the Glen Huon Change Rooms facilities have been included in the 2022/23 Fees and Charges.

11.2.1 – Glen Huon Oval (Use of Oval)

Hire charges for use of the Glen Huon Oval have also been included in the 2022/23 Fees and Charges.

11.2.7 – Event Booking Fees – Not for Profit/Individuals/Community Groups/Sporting Club events

This new fee is introduced as a 50% fee reduction for individuals, not-for-profit community and sporting groups, or events supported by the Shire to encourage activation of places and reduce cost burden on the community.

11.3.1 – Eaton Recreation Centre

The new fee structure for FIFO and Corporate Memberships now includes a fortnightly direct debit option. Additionally, a new membership category is provided for 11 to 14 year olds in the 'Teenfit Membership'.

14.2.2 – Events Application Fee

Introduction of Events Application Fee for larger events (based on the size of the event).

The final Fees and Charges for 2022/23 have been prepared on this basis, with the following noted change:

10.1.1 – Waste Charges

The standard 3 Bin Waste Service incorporates a fortnightly 140 litre domestic waste bin (red lid), fortnightly 240 litre recycling bin (yellow lid) and a weekly 240 litre FOGO (Food Organics Garden Organics) bin (green lid).

Household waste collection charges have changed from 2021/22 where a 3 bin service was provided at a cost of \$229.70 per household. 2022/23 will see increased costs to Council associated with the disposal of FOGO waste collected as part of the three bin service, consisting of food organics, recycling and general waste, and contract cost associated with CPI. This 3 bin service will cost \$246.00 per household, which is a \$16.30 or 7% increase on the previous year's 3 bin service. While the draft budget originally included an increase in this fee of 3%, due to recent advice being received of increased FOGO waste disposal costs being applied from the 1st July 2022, a higher increase is necessary to cover expenditure.

	DOMESTIC REFUSE, RECYCLING & ORGANICS LEVY	DOMESTIC REFUSE, RECYCLING & ORGANICS LEVY - TOTAL REVENUE
2021/22 – Current 3 bin service	\$229.70	\$1,226,598
2022/23 – 3 bin Service	\$246.00	\$1,311,795

Since the initial draft 2022/23 fees and charges were presented to Council, there have been some significant changes to the 2022/23 waste disposal fees for the neighbouring Stanley Road Waste Disposal Site operated by the Bunbury Harvey Regional Council. This will result in an increase cost to the Shire of Dardanup for the disposal of organics waste from the 2021/22 disposal fee of \$42.00 per tonne to \$74.00 per tonne from the 1st of July 2022 – a 76% increase.

While it is estimated that this will result in an increased cost of between \$46,000 – \$68,000 (based on current volume estimates), the original draft budget expenditure of \$90,234 and revenue of \$1,311,795 has been retained due to the late timing of this change. The estimated revenue increase and cost increase will be incorporated into the Monthly Financial Statement forecasts and the mid-year budget review.

As the Stanley Road Waste Disposal Site is the primary alternative site to the Banksia Road Waste Transfer Station, it is proposed to monitor the 2022/23 Banksia Road Waste Transfer Station revenue to assess whether there needs to be a modification of the fees and charges to offset anticipated increased costs and reduce the risk of increased patronage through price differences.

The 2 bin service will continue to be provided in limited circumstances (i.e.: Dardanup West and Bethanie) at a charge of \$224.00 per household. This charge reflects the forecast costs associated with the domestic refuse and kerbside recycling removal contract, plus disposal and other waste related costs, and are itemised in the schedule of Fees & Charges. There has been some minor increases to total revenue due to the growth in the number of properties receiving this service and the increase per household.

Council have also introduced additional waste service fees during late 2021/22, to provide the community with different waste service options, and to enable community members to tailor the waste service to their individual needs. These additional service options have been included in the 2022/23 Schedule of Fees & Charges.

The Executive recently considered the arrangements to manage FOGO contamination by householders. It is recommended that Council introduce a new “Contamination Fee” to deter households from contaminating their FOGO waste bins with other general waste. If a FOGO bin is contaminated with general waste, then the bin will not be picked up and emptied into the FOGO truck, as this would contaminate the whole load which would incur additional waste disposal costs for Council. Contaminated FOGO bins would be left on the verge and another vehicle would be sent to pick up the bin and it will be emptied as general waste. The proposed \$50.00 Contamination Fee charged would be for this additional action to be performed by the contractor. This fee will only come into play on the third offence after the resident has received a letter, education material and a visit from Suez education officer for first two offences.

Below is a summary of the current 2021/22 Fees & Charges, initial Draft 2022/23 Fees & Charges, and the proposed Final 2022/23 Fees & Charges:

GENERAL DESCRIPTION	2021/22 (GST Excl)	DRAFT 2022/23 (GST Excl)	FINAL 2022/23 (GST Excl)
Waste Management			
10.1.1 - Waste Charges			
Standard Service – General Waste/Domestic 3 Bin System (Compulsory Service 140l Domestic, 240l Recycling, 240l FOGO)	\$229.70	\$237.00	\$246.00
Option 1 – Alternative Service – Lid Swap – 240l General Waste Domestic, 240l Recycling, 140l FOGO	\$229.70	\$237.00	\$246.00
Option 2 Alternative Service – General Waste/Domestic (240l bin replacing the existing 140l bin) ie 3 Bin Collection – All 240l	\$229.70	\$237.00	\$250.00
Additional Standard Service – General Waste/Domestic 3 Bin System –(Compulsory Service 140l Domestic, 240l Recycling, 240l FOGO)	\$229.70	\$237.00	\$246.00
Domestic 2 Bin System (Compulsory Service 240l General Waste/Domestic, 240l Recycling Only) - Bethanie and Identified Rural Properties Only	\$208.90	\$215.00	\$224.00
Additional Service – General Waste/Domestic 140l	\$130.55	\$134.00	\$45.00
Additional Service – General Waste/Domestic 240l	\$175.00	\$180.00	\$75.00
Additional Service – Recycling 240l	\$78.35	\$81.00	\$55.00
Additional Service – Recycling 140l	N/A	N/A	N/A
Additional Service – FOGO Waste 240l	\$191.00		\$120.00
Additional Service – FOGO Waste 140l			N/A
Alternative Waste Service Option 1 – Once Off Lid Swap	\$50.00	\$52.00	\$50.00
Alternative Waste Services Option 2 – Once Off Bin Swap	\$182.00		\$195.00
Additional Services FOGO Waste 240l – Once Off setup fee			\$80.00
Additional Service Recycling 240l – Once off setup fee			\$80.00
Additional Service General Waste/Domestic 240l – Once off setup fee			\$115.00
Additional Service – General Waste/Domestic 140l Once off set up fee			\$115.00
Contamination Fee - FOGO bin (charged each time additional action is required)			\$50.00

Capital Works:

\$22,625,364 is to be spent in 2022/23 on the acquisition and/or construction of furniture, equipment, vehicles, plant, buildings, parks and infrastructure assets. Council will allocate \$9,612,251 from Reserves to fund this expenditure, with \$7,000,000 loan funds for the new Council Administration/Library building (\$6m), Eaton Oval Clubrooms (\$700,000) and Glen Huon Reserve Lighting (\$300,000).

It is anticipated that \$5,805,863 will be sourced from external grants and contributions, which if unsuccessful, may not enable the capital works to proceed as planned. The funding balance of \$207,250 which includes wages for asset design staff, will be contributed from Council’s Municipal Fund.

\$5,025,000 is budgeted to be received as proceeds from disposals (\$5.0m Council Admin/Library building land disposal) with \$5m transferred to the Building Maintenance Reserve.

Of the \$22,625,364 capital expenditure budget, the following is the breakdown based on Asset Category:

- Asset Renewal \$2,844,778 (12.6%);
- Asset Upgrade \$1,992,574 (8.8%); and
- New Assets \$17,788,012 (78.6%).

The capital works program for 2022/23 includes a high number of carried forward projects ranging from Capital Road Upgrades and Renewals, Pathways, Building Construction and Parks and Reserves Upgrades and Renewals. All carried forward projects are listed in their respective budget sections: Transport Construction (from page 91), Building Construction (from page 95), and Parks & Reserves Construction (from page 98), and budgeted through either the Carried Forward Projects Reserve, Unspent Grants Reserve or Grant Revenue.

In addition to the carried forward construction works, the final 2022/23 budget incorporates two vehicle changeovers that were budgeted in 2021/22 which are listed from page 100 of the budget document. Due to unavailability of stock, which is outside of Council's control, these utility vehicles are now scheduled for delivery in the 2022/23 financial year. Vehicle and Plant Disposal is included at Appendix H – Disposal of Assets on (page 123) of the budget document. All carried forward net Vehicle and Plant changeovers are budgeted from Council's Plant & Engineering Equipment Reserve.

Loans:

The 2022/23 budget includes the raising of three new loans during the year totalling \$7,000,000. These loans will be utilised to partly fund the following capital works:

1. \$6,000,000 towards the new Council Administration/Library building. An additional loan of \$1.5m is proposed in 2023/24 as part of the total project cost.
2. \$700,000 towards the new Eaton Oval Clubrooms (R&J Fishwick Pavilion); and
3. \$300,000 towards the installation of improved lighting at the Glen Huon Reserve for the Eaton Boomers Football Club and Bunbury & Districts Softball Association.

Most building loans are taken out to fund the project over 20 years. The Shire of Dardanup has a Master Lending Agreement in place with WA Treasury Corporation (WATC), enabling quotes to be obtained on projected future loan interest rates. In addition to interest charges, raising loans through WATC incurs an additional Government Guarantee Fee. The forecast interest rate and charges included in the draft and final budget have been based on interest rates incurred by Council for the most recent FOGO bins loan and a quoted rate of 2.09%. However, it is noted that there has been a number of recent significant interest rate increases that will impact future repayments which are significantly higher than budgeted and forecast in the LTFP. The full cost implications will not be known until the time that the loan is drawn down, either in the first or second half of 2022/23. The estimated cost increase will be incorporated into the Monthly Financial Statement forecasts when determined, the mid-year budget review, and future financial years within the Long Term Financial Plan.

While any interest rate increases will have a negative impact on future loan costs, increased interest income will be earned on cash backed reserves during 2022/23, with 50% of the interest earned to be returned to the municipal fund. The estimated increased interest earnings will be incorporated into the Monthly Financial Statement forecasts when determined, and the mid-year budget review. The expected balance of reserves at 30 June 2023 will be \$12,603,415.

It is expected that Council will receive Local Government Grants Commission General Purpose Grant revenue of \$984,091 and Local Roads Grant revenue of \$538,187, noting that 75% of these grant funds have been received in June 2022, and will be transferred to the Unspent Grants Reserve.

The Commonwealth Roads to Recovery (R2R) Grant program was allocated over 5 years to all Local Governments in Australia; the program was completed in 2018/19 financial year. During this time Council received \$2,020,891. A new round of R2R funding commenced in 2019/20 with a stronger focus on road safety for Roads to Recovery projects. \$316,017 is allocated in 2022/23 from this funding program.

Council has continued to receive grants related to infrastructure with the following grants anticipated for 2022/23:

- \$140,000 for Black Spot works,
- \$1,080,000 from Regional Road Group, and
- \$45,000 for Bridge works.

There have been a number of minor changes made to the draft budget to reflect some of the areas noted above, which are detailed in the Officer Comment section.

After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure. However, it is allowed to adopt a budget that has a deficit or surplus that does not exceed 10% of its rate revenue.

The current forecast end of year surplus for 2021/22 is \$184,453, which is reflected in the opening surplus at the start of the 2022/23 financial year. This forecast will vary when the final annual financial report is produced for 2021/22 with the final result reflected in the Monthly Financial Statements and when the 2022/23 mid-year budget review is conducted in February/March 2023.

A modest end of year surplus of \$137,167 has been forecast in the 2022/23 budget. The net result for the 12 month period of the 2022/23 is therefore a small deficit of \$47,286. The modest surplus as at the 30th of June 2023 is indicative of a tightly constrained budget for the 2022/23 financial year.

Budget – Whole of Life Cost

While the budget contains new assets and infrastructure, this report does not deal directly with the whole of life costs of those items. Consideration of the whole of life costs relevant to those items forms part of the individual project or asset evaluation and justification.

Council Policy Compliance

Council Policy CP018 – *Corporate Business Plan & Long term Financial Plan* notes that each year, with the best endeavours, Council aims to consider a draft budget for adoption by the end of June. This goal will not be achieved this year based on Council's endorsement to adopt the 2022/23 Budget at the 27th of July 2022 Ordinary Council meeting.

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Annual Budget 2022/23
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 Legislative requirements and compliance determine the need for the production of the Annual Budget.
	Financial The financial implications associated within the elements of the Annual Budget can affect the financial sustainability of Council.
	Reputational The inclusion of projects and works within the various plans within the Annual Budget build community expectation.

Officer Comment

Changes from Draft 2022/23 Budget

1. Local Roads & Community Infrastructure (LRCI) Round 3 grant funding of \$45,000 was allocated in the draft budget to the Charlotte Street toilet project (total carried over cost of \$107,036). This did not meet the grant funding criteria, therefore the \$45,000 LRCI 3 funding has been allocated against Job12307 – “Ironstone Road Bridge” works of \$100,000. This has resulted in a change in the funding sources for these two projects and in the draw down from the Building Reserve and Road reserve, however overall there is nil effect on the final End of Year Surplus.
2. A 3% increase in the three bin household Waste Collection charges (increase from \$229.70 to \$237.00) were endorsed by Council in the draft 2022/23 Fees & Charges. As noted earlier in this report, Council has been advised of a significant increase in the costs associated with the disposal of FOGO waste collected as part of the three bin service which applies from the 1st of July 2022. To offset this anticipated increased cost, the three bin Waste Collection charge is proposed to increase to \$246.00 per household. Due to the late advice of this change, the estimated revenue increase and cost increase has not been included in the final 2022/23 budget but will be incorporated into the Monthly Financial Statement forecasts and the mid-year budget review.
3. Whilst no change in the final budget, it is noted that Council has received 75% of the 22/23 LGGC (WA Local Government Grants Commission) in June 2022. These funds have been transferred to the Unspent Grants Reserve in 21/22 which has no impact on Council’s surplus in 21/22. It is forecast in the 22/23 financial year, the Prepaid 75% LGGC grant revenue will be transferred out of the Unspent Grants Reserve for the 22/23 annual budget expenditure.
4. Council Officers have been successful in securing funding of \$2,000 from South 32 to purchase a Defibrillator for the Ferguson Bushfire Brigade. As a result the final budget contains an increase of \$2,000, from a draft budget amount of \$1,000 to \$3,000 in the Bushfire Brigade Expenditure Program (Other Grant Funded Expenditure J05020). The revised expenditure amount is offset by an increase in revenue of the same amount.

5. In the Recreation and Culture 'Place Making Activities and Engagement' section of the budget, an increase in both expenditure and revenue has been made to account for a grant of \$2,272 offered by Southern Ports to assist in the delivery of the 2022 Auslan Choir performance at a Shire event. As part of the grant, participants will undertake an 8 week Auslan course to learn songs to be performed at the upcoming Movies by Moonlight (Burekup) to be held in December 2022. The \$2,272 contribution will increase both the Place/Making Events budget (J11917) and grant revenue within the same program.
6. The final budget incorporates part of the carried forward artworks to be completed for the Gnomesville Public Toilet. The additional increase of \$5,802 is funded from the Carried Forward Projects Reserve.

2022/23 Budget Document

The budget document follows a similar format to previous years, as there have not been any significant changes to the relevant Australian Accounting Standards or legislation, other than the removal of the Statement of Comprehensive Income (by Program).

The Moore Australia (WA) budget model has been utilised to generate the 2022/23 budget report as it is a good benchmark of industry standards and requirements, and is reviewed and updated annually. Moore Australia (WA) have adjusted some of the positioning and detail contained within various Notes to provide clearer understanding and readability of the budget.

The 2022/23 budget document includes the following information:

- Financial statements including the Statement of Comprehensive Income (by Nature or Type), Statement of Cash Flows, and Rate Setting Statement.
- Notes to and forming part of the budget, including notes on operating expenditure and revenue, loan borrowings, asset construction / acquisition / disposal, transfers to and from reserves, rating information and grants.
- Detailed Financial Information for each Schedule at account level, with Sundry Notes providing a greater level of detail for each account. This information is formatted with the account number, description and totals for the 2022/23 Budget.

The final 2022/23 budget has been prepared utilising the various elements that Council has previously resolved to adopt. These include:

- Strategic Community Plan;
- Long Term Financial Plan;
 - Debt Management Plan
 - Reserve Funds
 - Rating Strategy
- Corporate Business Plan;
- Workforce Plan;
- Asset Management Plans:
 - Pathways
 - Roads
 - Parks & Reserves
 - Buildings
 - Stormwater Drainage

- Plant & Engineering Vehicles
 - Compliance & Executive Vehicles
 - Information Technology
 - Eaton Recreation Centre Equipment
-
- Elected Member Fees, Expenses & Allowances;
 - Community Budget Requests;
 - Events, Festivals & Community Services Programs;
 - Community Funding Applications;
 - Minor & Community Grants;
 - Elected Member Budget Requests; and
 - Fees & Charges Schedule.

While the 2021/22 financial year calculations are not yet finalised, the 2022/23 Budget document presented to Council represents the current forecast to the 30th of June 2022.

Materiality Limit

The *Local Government (Financial Management) Regulations (Reg 34(5))* require that each financial year a Local Government adopts a Materiality percentage or value, calculated in accordance with the Australian Accounting Standards.

This percentage or value is required to guide the users of financial reports regarding variances in actual to budget expenditures and revenues. Specifically the intention is to highlight variances that are important or significant due to their value and possible impact.

Having regard to the fact that the users of these financial reports are primarily management and Council, a value greater than \$50,000 or 10%, whichever is greater with reporting at the Program or Nature/Type level has historically been considered reasonable for highlighting material variances, however in 2020/21 this was changed to a value greater than \$25,000 or 5%, whichever is greater.

Overall the 2022/23 Budget continues to deliver on strategies and actions identified and prioritised by Council in the Strategic Community Plan and Corporate Business Plan, which in the future will be referred to as the Council Plan. This ensures Council maintains a high level of service across all programs while enabling new asset construction and existing asset upgrade and renewal is undertaken at sustainable levels.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

DECLARATION OF INTEREST – RESOLUTION A

Cr. M T Bennett declared a Proximity Interest in this budget item. Cr. M T Bennett left the room [5.36pm].

Cr. S L Gillespie declared a Proximity Interest in this budget item. Cr. S L Gillespie left the room [5.36pm].

Please refer to Part 11 'Declaration of Interest' for full details.

Note: As the Shire President had left the room, Deputy Shire President, Cr. T G Gardiner assumed the Chair [5.36pm].

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION 'A'

191-22 MOVED - Cr. P S Robinson SECONDED - Cr. M R Hutchinson

MUNICIPAL FUND BUDGET FOR 2022/23 – TRANSPORT CAPITAL EXPENDITURE

THAT Council pursuant to Section 6.2 of the *Local Government Act 1995* and *Part 3 of the Local Government (Financial Management) Regulations 1996*, adopts the Transport Assets Capital Upgrade/Expansion/Renewal Works detailed on pages 91-94 within the 2022/23 Municipal Fund Budget as contained in [Appendix ORD: 12.4.1A – Under Separate Cover] of this Agenda and the Minutes, for the Shire of Dardanup for the 2022/23 financial year.

CARRIED

6/0

By Absolute Majority

Note: Cr. M T Bennett returned to the room and resumed the Chair [5.37pm].

DECLARATION OF INTEREST – RESOLUTION B
<p>Cr. M T Bennett declared Impartiality Interests relating to this budget item. Cr. M T Bennett remained in the room.</p> <p>Cr. S L Gillespie declared a Proximity Interest relating to this budget item. Cr. S L Gillespie continues to remain out of the room.</p> <p>Cr. L W Davies declared a Financial Interest relating to this budget item. Cr. L W Davies left the room [5.37pm].</p> <p>Chief Executive Officer, Mr André Schönfeldt declared an Impartiality Interest in this item. Mr Schönfeldt remained in the room.</p> <p>Please refer to Part 11 ‘Declaration of Interest’ for full details.</p>

OFFICER RECOMMENDED RESOLUTION ‘B’

MOTION MOVED - Cr. T G Gardiner SECONDED - Cr. P S Robinson
LOST

MUNICIPAL FUND BUDGET FOR 2022/23 – LAND & BUILDINGS CAPITAL EXPENDITURE

THAT Council pursuant to Section 6.2 of the *Local Government Act 1995* and *Part 3 of the Local Government (Financial Management) Regulations 1996*, adopts the Land Development & Building Construction Capital Works Expenditure detailed on pages 95-97, and the Building Maintenance and Minor Work expenditure detailed in Appendix C pages 115-116, , and the Building Major Maintenance detailed in Appendix D on page 117, within the 2022/23 Municipal Fund Budget as contained in [Appendix ORD: 12.4.1A – Under Separate Cover] of this Agenda and the Minutes, for the Shire of Dardanup for the 2022/23 financial year.

MOTION LOST
4/2

Absolute Majority Was Not Reached

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

Note: Cr. L W Davies returns to the room [5.51pm].

DECLARATION OF INTEREST – RESOLUTION C

Chief Executive Officer, Mr André Schönfeldt declared a Proximity Interest relating to this budget item.
Mr André Schönfeldt left the room [5.51pm].

Cr. S L Gillespie declared a Proximity Interest relating to this budget item.
Cr. S L Gillespie continues to remain out of the room.

Please refer to Part 11 'Declaration of Interest' for full details.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION 'C'

192-22 MOVED - Cr. P S Robinson SECONDED - Cr. E P Lilly

MUNICIPAL FUND BUDGET FOR 2022/23 – PARKS & RESERVES CAPITAL EXPENDITURE

THAT Council pursuant to Section 6.2 of the *Local Government Act 1995* and *Part 3 of the Local Government (Financial Management) Regulations 1996*, adopts the Parks & Reserves Capital Works Construction Expenditure detailed on pages 98-99, and the Parks & Reserves Maintenance & Minor Expenditure detailed in Appendix E pages 118-119, and the Parks & Reserves Upgrades Expenditure detailed in Appendix F page 120, within the 2022/23 Municipal Fund Budget as contained in [Appendix ORD: 12.4.1A – Under Separate Cover] of this Agenda and the Minutes, for the Shire of Dardanup for the 2022/23 financial year.

CARRIED

7/0

By Absolute Majority

Note: Chief Executive Officer – Mr André Schönfeldt returns to the room [5.52pm]; and Cr. S L Gillespie returned to the room [5.52pm].

DECLARATION OF INTEREST

Chief Executive Officer, Mr André Schönfeldt declared an Impartiality Interest in this budget item.
Mr Schönfeldt remained in the room at this time.

Please refer to Part 11 ‘Declaration of Interest’ for full details.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION ‘F’

195-22 MOVED - Cr. M T Bennett SECONDED - Cr. T G Gardiner

MUNICIPAL FUND BUDGET FOR 2022/23 – OPERATING INCOME & EXPENDITURE

THAT Council pursuant to Section 6.2 of the *Local Government Act 1995* and *Part 3 of the Local Government (Financial Management) Regulations 1996*, adopts the 2022/23 Budget ‘Operating Income and Expenditure presented in Schedules 3 to 14’ within the Municipal Fund Budget as contained in [Appendix ORD: 12.4.1A – Under Separate Cover] of this Agenda and the Minutes, for the Shire of Dardanup for the 2022/23 financial year which includes the following:

- Statement of Comprehensive Income by Nature or type showing a net result for 2022/23;
- Statement of Cash Flows;
- Rate Setting Statement;
- Notes to and Forming Part of the Budget; and
- Budget Program Schedules 3 to 14.

CARRIED
6/2

By Absolute Majority

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

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION ‘G’

196-22 MOVED - Cr. P S Robinson SECONDED - Cr. T G Gardiner

GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

THAT Council:

1. For the purposes of yielding the deficiency disclosed by the Municipal Fund Budget for 2022/23 adopted at Recommendation Resolutions A - F above, Council pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following general rates and minimum rates on Gross Rental and Unimproved Values:

a) General Rates

- **Gross Rental Value (GRV) Rated Properties = \$0.103260**
- **Unimproved Value (UV) Rated Properties = \$0.006362**

b) Minimum Payments

- **Gross Rental Value (GRV) Rated Properties = \$1,547.50**
- **Unimproved Value (UV) Rated Properties = \$1,547.50**

	RATE IN THE DOLLAR	\$ RATE YIELD
Gross Rental Value (GRV)	\$0.103260	\$11,078,322
GRV Minimum	\$1,547.50	\$1,480,958
TOTAL GRV		\$12,559,280
Unimproved Value (UV)	\$0.006362	\$1,763,581
UV Minimum	\$1,547.50	\$229,030
TOTAL UV		\$1,992,611
TOTAL GRV & UV YIELD		\$14,551,891

2. Pursuant to Sections 6.37 of the *Local Government Act 1995* impose the following Specified Area Rates:

a) The Specified Area Rate for “Bulk Waste Collection”

- **Purpose: Levied on developed residential properties within (and adjoining to) the townsites of Eaton, Dardanup and Burekup that are services with Council’s bulk and green waste kerbside pickup to meet the cost of the service and to contribute to the refuse site.**
- **Residential GRV = \$0.001315 per specified assessment to yield \$109,726.**

b) The Specified Area Rate for “Eaton Landscaping”

- **Purpose:** Levied on properties within the townsites of Eaton for the purpose of upgrading and maintaining parks and reserves in Eaton townsite.
 - **Residential GRV = \$0.002925 per specified assessment to yield \$264,740.**
3. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, Council nominates the following dates for the payment in full by instalments:
- **Option 1 (Full Payment)**
 - Full amount of rates and charges including arrears, to be paid on or before the 21st of September 2022 or 35 days after the date of service appearing on the rate notice, whichever is later.
 - **Option 2 (Four Instalments)**
 - 1st instalment to be made on or before the due date of the 21st of September 2022 or 35 days after the date of service appearing on the rate notice, whichever is later and including all arrears and a quarter of the current rates and service charges.
 - 2nd quarterly instalment to be on or before the due date of the 23rd of November 2022, or 2 months after the due date of the first instalment, whichever is later.
 - 3rd quarterly instalment to be on or before the due date of the 25th of January 2023, or 2 months after the due date of the second instalment, whichever is later.
 - 4th quarterly instalment to be on or before the due date of the 29th of March 2023, or 2 months after the due date of the third instalment, whichever is later.
4. Pursuant to Section 6.46 of the *Local Government Act 1995*, Council offers an incentive for the early payment of rates through a rates prize draw of \$1,500 to those ratepayers who pay their rates in full and have no outstanding balance by 4.00pm on the 21st of September 2022.
5. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$14.00 for each instalment after the initial instalment is paid (\$42.00 for four (4) instalment option).
6. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 5.5% where the owner has elected to pay rates (and service charges) through an instalment option.

7. Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995* and Regulation 70 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 7.0% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

CARRIED

6/2

By Absolute Majority

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

Note: Cr. P R Perks joined the meeting via Teams [5.58pm].

DECLARATION OF INTEREST – RESOLUTION H
Cr. T G Gardiner declared a Proximity Interest in this budget item. Cr. T G Gardiner left the room [5.59pm].
Please refer to Part 11 ‘Declaration of Interest’ for full details.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION ‘H’

197-22 MOVED - Cr. P S Robinson SECONDED - Cr. S L Gillespie

GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

THAT Council pursuant to Section 6.47 of the *Local Government Act 1995*:

- 1) Grant in 2022/2023 a concession on the local government uniform rate charge to each of the following assessments, for which Council previously resolved (Ordinary Council Meeting of the 24th of June 2020, Council Resolution 156-20, based on an 80% concession in 2020/21, a 60% concession in 2021/22, a 40% concession in 2022/23, a 20% concession in 2023/24 and a 0% concession in 2024/25) to change the method of valuation from UV to GRV:

#	OWNER	PROPERTY ADDRESS
A10593	GA and SM Brookes	(Lot 502) Moore Road Dardanup West
A10748	LG and TG Coram	14675 (Lot 78) South Western Highway Picton East
A11342	CPSS Pty Ltd	(Lot 81) Marginata Close Crooked Brook
A8109	EJM Suter	2 (Lot 1) Charlotte Street Dardanup
A8241	J & P Corporation Pty Ltd	(Lot 2) Banksia Road Crooked Brook
A8282	GR Ballantyne	14723 (Lot 6) South Western Highway Picton East
A8289	EC and W Garlick	14707 (Lot 5) South Western Highway Picton East
A8297	RW, TR and AL Britza	14677 (Lot 12) South Western Highway Picton East
A8300	SA and PS Graham	14743 (Lot 11) South Western Highway Picton
A8301	SA Clark	(Lot 8) South Western Highway Waterloo
A8304	Twinstorm Pty Ltd	14799 (Lot 1) South Western Highway Picton East
A9427	JD and J Hatch	74 (Lot 1) Nyleeta Close Ferguson
A9428	PR Barnett and LD Skeers	70 (Lot 2) Nyleeta Close Ferguson

; and

2) Calculate the afore-mentioned 2022/2023 concession as follows:

- a) Where the 2022/2023 rating charge levied at rate billing (based on the GRV in force at 1 July 2022) less that which would have been charged in 2022/2023 based on the UV in force before the change of method of valuation is:
- i) less than, or equal to, \$0.00, then no concession be calculated;
- or,
- ii) greater than \$0.00, then 40% of the difference is to be granted as a concession; and,
- b) Where an interim valuation impacts the total 2022/2023 rating charge levied, then recalculate clause 8(b)(i) using the total 2022/2023 rating charge levied.

CARRIED
8/0

By Absolute Majority

Note: Cr. T G Gardiner returned to the room [6.00pm].

DECLARATION OF INTEREST – RESOLUTION J
<p>Shire President, Cr. M T Bennett declared an Impartiality Interest in this item. Cr. M T Bennett remained in the room.</p> <p>Cr. S L Gillespie declared a Proximity Interest relating to this budget item. Cr. S L Gillespie continued to remain out of the room</p> <p>Please refer to Part 11 ‘Declaration of Interest’ for full details.</p>

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION ‘J’

199-22 MOVED - Cr. P S Robinson SECONDED - Cr. T G Gardiner

GENERAL FEES AND CHARGES FOR 2022/23

THAT Council pursuant to Section 6.16 of the *Local Government Act 1995* and other relevant legislation, adopts the Fees & Charges as contained in the 2022/23 Budget included as [Appendix ORD: 12.4.1A – Under Separate Cover] of the Agenda and Minutes.

CARRIED
7/1
By Absolute Majority

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

Note: Cr. S L Gillespie returned to the room [6.03pm].

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION 'K'

200-22 MOVED - Cr. M T Bennett SECONDED - Cr. M R Hutchinson

OTHER STATUTORY FEES FOR 2022/23

THAT Council:

1. Pursuant to Section 53 of the *Cemeteries 1986*, Council adopts the Fees & Charges for the Dardanup and Ferguson Cemetery as contained in the 2022/23 Budget included as [Appendix ORD: 12.4.1 – Under Separate Cover] of the Agenda and Minutes.
2. Pursuant to Section 245A(8) of the *Local Government (Miscellaneous Provisions) Act 1960*, Council adopts the swimming pool inspection fee as contained in the 2022/23 Budget included as [Appendix ORD: 12.4.1 – Under Separate Cover] of the Agenda and Minutes.
3. Pursuant to Section 67 of the *Waste Avoidance and Resource Recovery Act 2007*, Council adopts the Fees & Charges for the removal and deposit of domestic and commercial waste as contained in the 2022/23 Budget included as [Appendix ORD: 12.4.1 – Under Separate Cover] of the Agenda and Minutes.
* (Simple Majority required)
4. Pursuant to Section 67 of the *Waste Avoidance and Resource Recovery Act 2007* and Section 6.16 of the *Local Government Act 1995*, Council adopts the Fees & Charges for the deposit of domestic and commercial waste as contained in the 2022/23 Budget included as [Appendix ORD: 12.4.1 – Under Separate Cover] of the Agenda and Minutes.

CARRIED

9/0

By Absolute Majority

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION 'L'

201-22 MOVED - Cr. M R Hutchinson SECONDED - Cr. S L Gillespie

MATERIAL VARIANCE REPORTING FOR 2022/23

THAT Council In accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 101 Presentation of Financial Statements*, the level to be used in statements of financial activity in 2022/23 for reporting material variances shall be 5% or \$25,000, whichever is greater.

CARRIED

9/0

12.4.2 Title: Proposed Shire of Dardanup Cemeteries Local Law 2022

Reporting Department:	<i>Corporate & Governance Directorate</i>
Reporting Officer:	<i>Ms Cathy Lee - Manager Governance & HR</i>
Legislation:	<i>Local Government Act 1995</i>
Attachments:	<i>Appendix ORD: 12.4.2A – Risk Assessment Appendix ORD: 12.4.2B – Current Cemeteries Local Law 2014 Appendix ORD: 12.4.2C – Draft Cemeteries Local Law 2022</i>

Overview

This report seeks Council approval to make the Shire of Dardanup Cemeteries Local Law 2022 for the purpose of public advertising.

Background

The *Cemeteries Act 1986* (Cemeteries Act) provides for the declaration and management of cemeteries, the establishment, constitution and functions of cemetery boards (which includes local governments), the licencing of funeral directors, regulation of burials and connected purposes. The Cemeteries Act and Local Government Act provide local governments with the heads of power to make local laws that are necessary or convenient for the purpose of its functions under the Cemeteries Act.

In accordance with *S3.16 of the Local Government Act 1995*, the Shire of Dardanup has carried out its review of its local laws and has determined that the Shire of Dardanup Cemeteries Local Law 2014 should be amended (Res: 124-22) of Ordinary Council Meeting 25th of May 2022. This report provides for making a new local law in accordance with *Local Government Act 1995 S3.12* which will result in repealing the 2014 local law.

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 made the current *Cemeteries Local Law in 2014*. Following gazettal the Joint Standing Committee on Delegated Legislation [JSCDL] requested an undertaking to make the following changes at its next review of the *Cemeteries Local Law 2014*:

- *In clause 1.5- Interpretation:*
"Board means the district of the local government" to be amended to state: **"Board means the local government"**.
"local government means the district of the Shire of Dardanup" to be amended to state: **"local government means the Shire of Dardanup"**.
- *In clause 5.8 - Ashes held by the Board, there is a reference to clause "5. 12" but no such clause exists. This will be amended to read clause "5.7"*.

- *In clause Schedule I - Modified Penalties the following 4 numbering errors will be amended:*

At Item 7, the reference to clause 8.3 should be 8.2.

At Item 8, the reference to clause 8.5 should be 8.4.

At Item 9, the reference to clause 8.6 should be 8.5.

At Item 10, the reference to clause 8.7 should be 8.6.

These undertakings will be considered when making the new local law, however as the current local law is being repealed, the requested amendments will no longer be relevant.

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: 12.4.2A] for full assessment document.

The Proposed Cemeteries Local Law does not involve any significant changes from current practices and is therefore considered low risk, with no risks of a medium or higher level identified.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Proposed Shire of Dardanup Cemeteries Local Law 2022
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 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

A copy of the current Shire of Dardanup *Cemeteries Local Law 2014* is attached [Appendix ORD: 12.4.2B] for reference.

The proposed draft Shire of Dardanup *Cemeteries Local Law 2022* is based on the City of Busselton’s Local Law and the WA Local Government Association’s [WALGAs] Model Local Law. The proposed local law is attached [Appendix ORD: 12.4.2C] for Council consideration. Note: The previous undertakings given to the JSDL have been considered in drafting the local law.

Purpose and Effect

The first requirement of the local law-making process is for Council to resolve that a proposed local law be advertised for public consultation. At that meeting, it is necessary under *section 3.12(2)* of the *Local Government Act 1995* for the person presiding to give notice to the meeting of the purpose and effect of the proposed local law.

The purpose and effect of the Shire of Dardanup *Cemeteries Local Law 2022* is as follows:

Purpose of the local law:

To repeal Shire of Dardanup *Cemeteries Local Law 2014* and to extend to the Council the control which exists under the *Cemeteries Act 1986* over the cemeteries vested under the care, control and management of the Shire of Dardanup.

Effect of the local law:

To provide the Council, in respect of the cemeteries vested under the care, control and management of the Shire of Dardanup, with controls and regulatory measures for prescribing the areas set aside for burials and placement of ashes, types of memorials permitted in different areas of the cemeteries, specifications and materials for memorials, licencing of monumental masons and management of funerals and burials. Offences are created for non-compliance with certain provisions of the local law.

National Competition Policy

Since the early 1990's State, Territory and Commonwealth Heads of Government through the Council of Australian Governments (COAG) initiated a commitment to achieve a nationally consistent approach to competition policy in Australia. This resulted in the adoption of the National Competition Policy (NCP) which requires, among other things, that local governments ensure that all new local laws which restrict competition are consistent with the following requirements:

- The benefits of the restriction to the community as a whole outweigh the costs; and
- The objectives of the local laws can only be achieved by restricting competition.

In accordance with the *National Competition Local Law Review Guidelines* local governments are however not required to do an assessment against the NCP of a local law based on a WALGA model local law and adopted by Council without substantial change. As the Proposed Cemeteries Local Law is based on the WALGA Model Cemeteries Local Law an assessment against the NCP is therefore not required.

Cemeteries Act

Under the Cemeteries Act local governments are provided with legislative powers and controls in relation to matters such as licencing of funeral directors and issuing of single funeral permits, setting aside areas of the cemetery for burials (including burials of persons of a particular religious denomination), setting aside areas for crematoria, chapels, parks/gardens and other buildings or works required for the effective operation of a cemetery, granting, transferring and surrendering rights of burial, approval of the location and types of memorials and establishing and maintaining a register (with details of all burials and grants of right of burial in a cemetery) and plans (showing the location of all burials in a cemetery).

Local Laws

The Cemeteries Act also extend to local governments the power to regulate by way of a local law matters such as prescribing types of memorials permitted in different areas of the cemetery, prescribing the location, dimensions and preparation of graves, prescribing specifications and materials for memorials, prescribing requirements for burials, funerals and disposal of ashes, regulating the entry to and use of vehicles in a cemetery and prescribing the procedures with respect to applications for issuing of licences, permits and permissions required under the Cemeteries Act or a local law. Under a local law local governments also have the power to create offences for noncompliance with the provisions of a local law, to issue infringement notices and to set modified penalties for that purpose.

It is considered that, rather than amending the Current Cemeteries Local Law, it would be more appropriate to repeal the local law and make a new local law based on the current WALGA Model Cemeteries Local Law and the Shire of Busselton's Local Law.

The Proposed Cemeteries Local Law is based on the relevant WALGA model and is considered to be consistent with the empowering provisions under the Cemeteries Act. The Proposed Cemeteries Local Law is structured as follows:

- *Part One*

The preliminary section of the local law deals with matters of a more technical nature including the official title of the local law, the commencement date, the areas to which the local law shall apply, repealing the Current Cemeteries Local Law and defining terminology used in the local law.

- *Part Two*

Under this section of the local law the Shire's Chief Executive Officer is authorised to exercise all powers and functions of the local government. There is also a requirement for the Shire to establish and maintain a plan of each cemetery, showing the location of areas set aside for burials and placement of ashes (including areas to be used only for burials of persons of a particular religious denomination), the location of different areas to which different requirements for memorials apply and the location of areas set aside for buildings and other works.

- *Part Three*

Under this section the times when burials will be allowed, the procedure for applying for funerals and requirements for identification of the deceased, are determined. The times for burials are also determined which, unless special permission has been obtained, will only be allowed on week days between the hours of 9am to 3pm.

- *Part Four*

Licensing of funeral directors and issuing of single funeral permits to persons other than funeral directors are dealt with under the Cemeteries Act. This section of the local law only determines the expiry date of funeral directors' licenses (on the 30th of June of each year) and require that applications for single funeral permits include coffin specifications and details of the vehicle transporting the dead body to the grave site.

- *Part Five*

This section specifies the types of coffins that are allowed and requirements in relation to the condition and identification of coffins. It also provides for payment of a set fee if the fixed time for a burial is not punctually observed. Access to the cemeteries by vehicles forming part of the funeral procession is limited to the hearse, official mourning coaches, vehicles transporting persons with a disability and prams, baby carriages, strollers or similar devices. Vehicles may only be used on vehicle access ways or constructed road ways and the Shire has the ability to designate speed limits by way of signage.

In terms of *section 22 of the Cemetery Act* a local government may, in addition to funeral directors or other persons to whom single funeral permits may be issued, conduct funerals at its own instance. This part of the local law provides the Shire with certain powers and functions when conducting funerals under section 22.

This part of the local law also allows for disposal of the ashes of a deceased person in the Shire of Dardanup cemeteries, on condition that prior approval has been obtained.

- *Part Six*

The dimensions of a "standard grave" is specified in this section of the local law. A person may not bury a dead body other than in a standard grave or dig or fill a grave unless the Shire's permission has been obtained. This section also regulates the depth of graves and prohibits burial of more than two dead bodies in the same grave. It also requires Shire approval for construction of vaults or mausoleums and specifies the process for obtaining such approval.

- *Part Seven and Schedule 2*

Part 7 of the local law deals with memorials and other works. The Cemeteries Act requires from a person who wishes to place or erect a memorial to apply to the Shire, specifying the proposed location, design and materials of which the memorial is to be composed. Under this section works for erection of memorials are regulated, which include requiring removal of rubbish, sand, soil or loam from the cemetery, setting the times during which memorial works can be carried out and requiring supervision when memorial works are being carried out.

Under this section the Shire also has the power to determine the types of memorials permitted in different areas of the cemetery, to specify the dimensions of each type of memorial and to specify the materials from which memorials have to be made of. In general, three different types of memorials are allowed, that is "headstones", which are memorials designed for placement at the head of a grave in the lawn and general sections of a cemetery, "monuments", which provide for more traditional tomb stones, sculptures or statues to be allowed in the general section of the cemetery only and "memorial plaques" which could be a panel, plate or tablet used for purposes of bearing commemorative inscription and which can either be attached to a headstone or monument or placed on a stand-alone base mounting.

Schedule 2, read with the provisions under Part 7 of the local law, lists the different areas of the cemeteries and specifies the types of memorials permitted in these areas and the dimensions of each of these memorials (e.g. height and width).

This section also regulates the application for and expiry and cancellation of monumental licences, sets out the responsibilities of the holder of such a licence and requires that only duly licenced persons may carry out monumental work within a cemetery.

- *Part Eight*

This section of the Local Law deals with general matters. Under this section, unless the Shire's approval has been obtained, a person shall not bring an animal or the carcass or remains of a deceased animal into a cemetery, a person shall not connect any device to or alter or interfere with utility services located in a cemetery or place or display a sign or advertisement within a cemetery. It also prohibits damaging or removing any object or thing on/from a grave or memorial or damaging or removing any plant in a cemetery, breaking any glass or other material in a cemetery or depositing any refuse other than in a receptacle provided for that purpose.

Under this section the Shire has the power to close the cemetery or any part of it for purposes of a funeral, public convenience or safety or maintenance or redevelopment of the cemetery and to order a person failing to comply with provisions of the local law or behaving inappropriately, to leave the cemetery.

- *Part Nine and Schedules 1, 3 and 4*

This section of the Proposed Cemeteries Local Law deals with enforcement. It stipulates that a person who commits a breach of any provisions of the local law commits an offence and also creates a range of modified penalties (specified in Schedule 1), a template infringement notice (Schedule 3) and a template withdrawal of infringement notice (Schedule 4).

Conclusion

The Shire's Current Cemeteries Local Law is to be repealed and replaced by an updated local law consistent with the Cemeteries Act and in line with current needs, expectations and operations. It is considered that the Proposed *Cemeteries Local Law 2022* will integrate in a seamless manner with relevant provisions under the Cemeteries Act to provide the Shire with adequate and effective controls for the purpose of managing the cemeteries under the Shire's management and control.

The local law will be advertised in accordance with *Section 3.12(3)* for a period of at least 6 weeks from the date that notice is given for the public to make submissions. A copy of the local law will also be provided to the Minister for Local Government.

Following this process, the proposed local law will then be referred back to the Council for consideration of any submissions received in relation to the local law and for the Council to resolve whether or not to make the local law by absolute majority decision.

Council Role - Legislative.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

202-22 MOVED - Cr. T G Gardiner SECONDED - Cr. M T Bennett

THAT Council:

1. In accordance with *Section 3.12* of the *Local Government Act 1995* approves the advertising of the proposed '*Shire of Dardanup Cemeteries Local Law 2022*' [Appendix ORD: 12.4.2C] in order to seek community comment.
2. Provides a copy of the proposed Local Law and public notice to the Minister for Local Government.
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).

CARRIED

9/0

By Absolute Majority

12.4.3 Title: Proposed Shire of Dardanup Extractive Industries Local Law 2022

Reporting Department:	<i>Corporate & Governance Directorate</i>
Reporting Officer:	<i>Ms Cathy Lee - Manager Governance & HR</i>
Legislation:	<i>Local Government Act 1995</i>
Attachments:	<i>Appendix ORD: 12.4.3A – Risk Assessment Appendix ORD: 12.4.3B – Current Extractive Industries Local Law Appendix ORD: 12.4.3C – Draft Extractive Industries Local Law 2022</i>

Overview

This report seeks Council approval to make the Shire of Dardanup *Extractive Industries Local Law 2022* for the purpose of public advertising.

Background

In accordance with S3.16 of the *Local Government Act 1995*, the Shire of Dardanup has carried out its review of its local laws and has determined that the Shire of Dardanup Extractive Industries Local Law should be amended (Res: 124-22) of Ordinary Council Meeting 25th of May 2022. This report provides for making a new local law in accordance with *Local Government Act 1995 S3.12* which will result in repealing the current Extractive Industries Local Law.

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 Principal Extractive Industries Local Law was adopted in October 1996. There have been three amendments to the local law since that time, being March 1998, February 2008 and April 2014.

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: 12.4.3A] for full assessment document.

The Proposed Extractive Industries Local Law does not involve any significant changes from current practices and is therefore considered low risk, with no risks of a medium or higher level identified.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Proposed Shire of Dardanup Extractive Industries Local Law 2022
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 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

A copy of the current Shire of Dardanup Extractive Industries Local Law (consolidated version) is attached [Appendix ORD: 12.4.3B] for reference.

The proposed draft Shire of Dardanup *Extractive Industries Local Law 2022* is based on the WA Local Government Association’s [WALGAs] Model Local Law. The proposed local law is attached [Appendix ORD: 12.4.3C] for Council consideration.

Purpose and Effect

The first requirement of the local law-making process is for Council to resolve that a proposed local law be advertised for public consultation. At that meeting, it is necessary under *section 3.12(2)* of the *Local Government Act 1995* for the person presiding to give notice to the meeting of the purpose and effect of the proposed local law.

The purpose and effect of the Shire of Dardanup Extractive Industries Local Law 2022 is as follows:

Purpose of the local law:

The purpose of this local law is to establish requirements and conditions with which extractive industries within the district must comply.

Effect of the local law:

The effect of this local law is to provide for the regulation, control and management of extractive industries.

The justification for the local law is to ensure the local law is relevant, effective, up-to-date, and meets community needs.

National Competition Policy

Since the early 1990’s State, Territory and Commonwealth Heads of Government through the Council of Australian Governments (COAG) initiated a commitment to achieve a nationally consistent approach to competition policy in Australia. This resulted in the adoption of the National Competition Policy (NCP) which requires, among other things, that local governments ensure that all new local laws which restrict competition are consistent with the following requirements:

- The benefits of the restriction to the community as a whole outweigh the costs; and
- The objectives of the local laws can only be achieved by restricting competition.

In accordance with the *National Competition Local Law Review Guidelines* local governments are however not required to do an assessment against the NCP of a local law based on a WALGA model local law and adopted by Council without substantial change. As the Proposed Local Law is based on the WALGA Model Local Law an assessment against the NCP is therefore not required.

Conclusion

Under a local law local governments also have the power to create offences for noncompliance with the provisions of a local law, to issue infringement notices and to set modified penalties for that purpose. Schedule 1 outlines the increased modified penalties in line with contemporary practice.

It is considered that, rather than amending the Current Extractive Industries Local Law that has undergone three previous amendments, it would be more appropriate to repeal the local law. The updated local law will be in line with current needs, expectations and operations.

The local law will be advertised in accordance with *Section 3.12(3)* for a period of at least 6 weeks from the date that notice is given for the public to make submissions. The submission period must run for a minimum period of six weeks after which Council, having considered any submissions received, may resolve to make the local law as proposed or make a local law that is not significantly different from what was proposed.

A copy of the local law will also be provided to the Minister for Local Government.

Following this process, the proposed local law will then be referred back to the Council for consideration of any submissions received in relation to the local law and for the Council to resolve whether or not to make the local law by absolute majority decision.

Council Role - Legislative.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

203-22 MOVED - Cr. M R Hutchinson SECONDED - Cr. T G Gardiner

THAT Council:

1. In accordance with Section 3.12 of the *Local Government Act 1995* approves the advertising of the proposed '*Shire of Dardanup Extractive Industries Local Law 2022*' [Appendix ORD: 12.4.3C] in order to seek community comment.
2. Provides a copy of the proposed Local Law and public notice to the Minister for Local Government.
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)*.

CARRIED

9/0

By Absolute Majority

12.4.4 Title: Eaton Boomers Football Club – Interim Charge for User Agreement Seasonal Use

Reporting Department:	Corporate & Governance Directorate
Reporting Officer:	Mr Phil Anastasakis - Deputy CEO Mrs Aly Smith – Building Property Management Officer
Legislation:	Local Government Act 1995
Attachments:	12.4.4 – Risk Assessment

DECLARATION OF INTEREST

Cr. E P Lilly declared a Financial Interest in this item. Cr. E P Lilly left the room [6.06pm].

Please refer to Part 11 'Declaration of Interest' for full details.

Overview

At the 22nd of June 2022 Council meeting, Council considered a report on the proposed Eaton Boomers Football Club interim charge for the 2022 Seasonal Use of the Glen Huon oval, football change rooms and Eaton Sports Pavilion. Council resolved to defer the matter to the 27th of July 2022 Ordinary Council Meeting (Res: 157-22).

Council is requested to consider and endorse an Individual Seasonal User Fee for the Eaton Boomers Football Club use from 1st of January 2022 to 9th of October 2022 for the Eaton Sports Pavilion, Change Rooms and Glen Huon Oval.

A future Seasonal User Fee has been proposed for consideration within the 2022/2023 Schedule of Fees and Charges at the 27th of July 2022 Ordinary Council Meeting which will apply to the 2023 football season.

Background

The Eaton Boomers Football Club lease over the Eaton Sports Pavilion and Change Rooms was extinguished by the Council in December 2021. In lieu of the lease agreement, a User Agreement was entered into with the Club in January 2022, for the period from the 10th of January 2022 to the 9th of October 2022.

Legal Implications

Local Government Act 1995

Division 2 — Annual budget**6.2. Local government to prepare annual budget**

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

* Absolute majority required.

- (2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of—
- the expenditure by the local government; and
 - the revenue and income, independent of general rates, of the local government; and

- (c) *the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*
- (3) *For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.*
- (4) *The annual budget is to incorporate —*
- (a) *particulars of the estimated expenditure proposed to be incurred by the local government; and*
- (b) *detailed information relating to the rates and service charges which will apply to land within the district including —*
- (i) *the amount it is estimated will be yielded by the general rate; and*
- (ii) *the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;*
and
- (c) *the fees and charges proposed to be imposed by the local government; and*
- (d) *the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and*
- (e) *details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and*
- (f) *particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and*
- (g) *such other matters as are prescribed.*
- (5) *Regulations may provide for —*
- (a) *the form of the annual budget; and*
- (b) *the contents of the annual budget; and*
- (c) *the information to be contained in or to accompany the annual budget.*

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 - None.

Budget Implications

The 2021/22 Fees and Charges do not provide for a User Fee for the Pavilion, Change Rooms or Glen Huon Oval. Council endorsement of an interim Seasonal User Fee charge will see an increase in revenue based on the fee provided for in the Council resolution.

Budget – Whole of Life Cost

Each year Council prepares an annual budget for the forthcoming financial year. Fees and Charges form part of the annual budget. User Fees in the 2022/23 Budget form part of the Council's revenue and the proposed seasonal charge for the 2022/23 period will be:

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

Booking of the Glen Huon oval for scheduled fixture football games by the South West Football League are separate and in addition to the User Agreement oval usage for training and related activities by the Eaton Boomers Football Club.

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: 12.4.4] for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Eaton Boomers Football Club – Interim Charge for User Agreement Seasonal Use
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 Possible loss of revenue. Legal and Compliance Compliance with User Agreement. Reputational Reputational impact of fees charged.

Officer Comment

The current Shire of Dardanup 2021/22 Fees and Charges do not include a User Agreement Fee for the Eaton Sports Pavilion, Change Rooms or Glen Huon Oval. Council entered into a Seasonal User Agreement with the Eaton Boomers in January 2022 for the period of the 10th of January 2022 to the 9th of October 2022. The Agreement included provision of a User Fee charge as per the Council’s Fees and Charges for this period.

To accommodate the charging of a fee for the 2022 season, an individual Seasonal User Fee is required to be endorsed by Council to enable invoicing for this period.

The following 2023 Seasonal charges are proposed in the draft 2022/23 Schedule of Fees & Charges, which were endorsed by Council at the 23rd of March 2022 Council meeting (Res: 58-22):

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

This proposed 2023 User Fee for the Eaton Boomers Football Club is similar to the proposed Annual Lease Fee to be charged to the Bunbury & Districts Softball Association when their current lease expires in 2027.

Based on the above future proposed Seasonal charges (which would apply for the 2023 football season), the User Fee payable by the Boomers for the 2022 season would have been less than or equal to \$7,000 (plus GST). As this is a new arrangement between the Eaton Boomers and the Shire of Dardanup, Officers are proposing to charge a reduced interim User Fee of \$2,600 plus GST for the 2022 season.

This fee is equivalent to the fee charged to the Bunbury & Districts Softball Association, who are provided a building and oval usage in their lease agreement, and would provide additional time for the Eaton Boomers Football Club to budget for this future fee.

12.4.5 Title: Review of Various Motor Vehicle Policies

Reporting Department:	<i>Corporate & Governance Directorate</i>
Reporting Officer:	<i>Mr Phil Anastasakis - Deputy CEO</i>
Legislation:	<i>Local Government Act 1995</i>
Attachments:	<i>Appendix ORD: 12.4.5A – Exec CP122 – Private Use of Motor Vehicles – Principal Compliance Officers</i> <i>Appendix ORD: 12.4.5B – AP007-Payment in Lieu Provision of Motor Vehicles – Compliance Officer</i> <i>Appendix ORD: 12.4.5C – AP009-Private Motor Vehicle Use – Directors & Managers</i> <i>Appendix ORD: 12.4.5D – AP020-Loss of Drivers Licence</i> <i>Appendix ORD: 12.4.5E – AP043 – Fuel Cards</i> <i>Appendix ORD: 12.4.5F – Motor Vehicle Use Agreement – Tool of Trade</i> <i>Appendix ORD: 12.4.5G Risk Assessment</i>

DECLARATION OF INTEREST

Director Infrastructure – Mr Theo Naudé
 Director Sustainable Development – Ms Susan Oosthuizen
 Manager Governance & HR – Ms Cathy Lee
 Manager Financial Services – Ms Natalie Hopkins
 Have declared a Financial Interest in this item and left the room [6.15pm].

Deputy Chief Executive Officer – Mr Phil Anastasakis remained in the room.

Refer to the list of Declarations of Interest at Item 11 for further details.

Overview

On the 23rd of February 2022 Council received the Fleet Advisory Fleet Review – Consulting Report and the Fleet Review – Strategic Solutions Report. As part of the review, Council supported the merging of existing Policies, Exec CP122, AP007, AP009, AP020 and AP043 into a proposed new Motor Vehicle Policy, [*Exec CP203 – Light Vehicle Fleet*] encompassing the main topics identified in the Fleet Advisory Review Reports – July 2021.

This report presents to Council the outcomes of this review process, with these Policies merged into a proposed new Policy; *Exec CP203 – Light Vehicle Fleet*, and seeks Council endorsement of the proposed new Policy.

Background

A review of the Shire’s Motor Vehicles was conducted in 2017, with a report presented to Council in May 2018. Council resolved (Res: 176-18) to endorse the proposed new Motor Vehicle Policy “*CP122 - Use Of Motor Vehicle – Senior And Compliance Officers*”, and for the Shire of Dardanup motor vehicle fleet to be regularly reviewed to minimise cost.

In July 2021 Fleet Advisory were appointed as an external consultancy to review the Shire of Dardanup light vehicle fleet and policies. They provided their findings to Council through a workshop on the 9th of February 2022, which was subsequently presented to Council for endorsement at the 23rd of February 2022 Ordinary Council Meeting. Council resolved the following (Res: 39-22).

THAT Council:

1. *Receives the Fleet Advisory Fleet Review – Consulting Report [Appendix ORD: 12.4.2A] and the Fleet Review – Strategic Solutions Report [Appendix ORD: 12.4.2B];*
2. *Supports the merging of existing Policies, Exec CP122, AP007, AP009, AP020 and AP043 into a proposed new Motor Vehicle Policy, encompassing the main topics identified in the Fleet Advisory Review Reports – July 2021, with the new Policy to be considered at the June 2022 Ordinary Council Meeting;*
3. *Review of the existing Policy Exec CP008 encompassing the main topics identified in the Fleet Advisory Review Reports – July 2021, with the new Policy to be considered at the May 2022 Ordinary Council Meeting;*
4. *Supports the development of a Fleet Management Plan based on the adopted new Motor Vehicle Policy, incorporating a ‘safety first’ culture where the fleet is 100% 5-star ANCAP rated, and transitional steps towards Battery Electric Vehicles;*
5. *Supports the engagement of an external Fleet Management agency to develop the Fleet Management Plan, and review every two years the Plan and proposed new Motor Vehicle Policy to ensure that the Vehicle Types remains ‘Fit for Purpose’ and have the most advantageous whole of life cost, including minimising Fringe Benefit Tax and consideration of suitable Battery Electric Vehicles.*
6. *Supports an exception to Council’s moratorium on the replacement of vehicles and replaces the following two vehicles as soon as practicable in 2021/22:*
 - a) DA9406 2014 Mitsubishi Triton GLX
 - b) DA648 2014 Ford Ranger

and authorises the additional capital expenditure in the 2021/2022 Annual Budget to undertake the vehicle replacements, with additional funding sourced from the Plant & Engineering Equipment and Compliance & Executive Vehicles Reserve.

A report was presented to the 25th of May 2022 Council meeting where Council adopted the updated *Exec CP008 – Private Use of Council’s Motor Vehicle by the CEO.*

A review of existing Policies; Exec CP122, AP007, AP009, AP020 and AP043 has also recently been undertaken, with the aim being to merge these various policies into a proposed new Motor Vehicle Policy; *Exec CP203 – Light Vehicle Fleet Policy*, based on the main topics identified in the Fleet Advisory Review Reports – July 2021.

Legal Implications

As an employer the Shire of Dardanup has taxation obligations in terms of Fringe Benefits Tax (FBT), any salary sacrifice arrangements, and PAYE tax. The Council also has contractual obligations with employees in regards to the provision of certain benefits such as the provision of a motor vehicle and the level of private use.

Benefits flowing to employees cannot be unilaterally changed without consultation and compensation if a change is made. An employee cannot be seen as being worse off due to the change in employment remuneration. Change can occur and be implemented gradually as new staff are employed, or through negotiation and agreement with the current employees impacted.

- *Local Government Act 1995 – S5.39, 6.2, 6.5*
- *Local Government (Financial Management) Regulation 1996 – Reg 22.*

Strategic Community Plan

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)

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

Strategy 2.1.4 - Be Climate Change Aware. (Service Priority: Moderate)

Environment

Any move towards Hybrid or electric vehicles in the future has the potential to reduce carbon emissions over time.

Precedents

A Light Vehicle Fleet Review and Motor Vehicle Policy review was conducted in 2017, with changes implemented as a result. An updated review of the Motor Vehicle Policies and Fleet Review has also occurred in July 2021.

Budget Implications

The proposed changes to the Policy are designed to reduce the costs to the annual budget and the ten year Long Term Financial Plan. The 2021/22 Budget included the following expenditure estimates for the 31 Light Vehicle Fleet vehicles:

- Annual Budgeted Operating expenses (includes fuel, tyres, repairs, servicing, licenses, insurance and depreciation) = \$280,742. The Actual 2020/21 expenditure for these selected vehicles was \$255,649.
- Fringe Benefits Tax applied to the 31 motor vehicles = \$124,473.

Budget – Whole of Life Cost

The changes proposed in this agenda item and through the proposed new policy are aimed at reducing the whole of life costs to the overall budget and LTFP. The Fleet Advisory reports have also included an assessment of the whole of life financial impacts of various vehicle types and models.

Council's existing Guide on Plant & Vehicle Acquisitions and Disposal provides replacement triggers for vehicle changeovers. These triggers were developed so that vehicles are changed over at the optimal point in their operating life, which will then minimise the overall life cycle cost, and are based on the following:

- | | |
|-----------------------------------|-----------------------|
| - Compliance & Executive Vehicles | 3 years or 80,000 km |
| - Utilities | 4 years or 120,000 km |

The proposed new policy recommends that these light vehicle changeover triggers be changed to:

- | | |
|---|-----------------------|
| - Passenger Vehicles (Compliance & Executive) | 4 years or 100,000 km |
| - Light Commercial Vehicles (Utilities) | 5 years or 125,000 km |

In addition, future replacement vehicles will include options for hybrid vehicles to enable any savings on fuel and servicing to be factored into the whole-of-life cost comparison, as new electric vehicles are improved and pricing becomes more competitive.

Council Policy Compliance

Council currently has the following Policies relating to Motor Vehicles:

Exec CP008 – Private Use of Council’s Motor Vehicle by the CEO.

This Policy was recently updated at the May 2022 Council meeting.

Exec CP122 – Private Use of Motor Vehicles – Principal Compliance Officers [Appendix ORD: 12.4.5A].

This Policy came in after the last Motor Vehicle Review and applies to new staff appointed or promoted into roles designated as Principal Compliance Officers such as the Environmental Health Officer or Building Surveyor. To date this has not been applied due to existing staff not moving from their previous roles.

The following Administrative Policies currently exist or have been in place in prior years:

AP007 – Payment in Lieu Provision of Motor Vehicles – Compliance Officer [Appendix ORD: 12.4.5B].

This is an old Administration Policy that does not apply to any staff at this time.

AP009 - Private Motor Vehicle Use – Directors & Managers [Appendix ORD: 12.4.5C].

This is an old Administration Policy that is still current and applies to all staff with MV use.

AP020 - Loss of Drivers Licence [Appendix ORD: 12.4.5D].

AP043 – Fuel Cards [Appendix ORD: 12.4.5E].

This is an old Administration Policy that is still current and applies to all staff with Motor Vehicle use.

Motor Vehicle Use Agreement – Tool of Trade [Appendix ORD: 12.4.5F]

Motor Vehicle Policy – Types of Motor Vehicles

As an outcome of the Council Report in May 2018 (Res: 176-18), a Memo was distributed to all staff from the CEO advising that all motor vehicle purchases were to be managed by the Procurement Officer, and specifying the standards and types of motor vehicles apply to specific positions.

It is proposed that a new Administrative Light Vehicle Fleet Policy be developed to complement the new Council Policy Exec CP203, which will define in greater detail the administrative aspects associated with the Policy. This includes the allocation of specific vehicles against nominated roles, including the level of private use, and what positions are only eligible to have a vehicle provided by Council due to the ‘Shared’ or ‘Pool’ use requirement within the work area.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the Officer recommendation. Please refer to [Appendix ORD: 12.4.5G] for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Review of Various Motor Vehicle Policies
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 Potential risk of the financial whole-of-life cost of fleet management exceeding expectations.
	Legal and Compliance Risk of Council breaching the Local Government Act 1995 – Breach of Procurement Policy.
	Reputational Loss of reputation through non-compliance or mismanagement of funds.
	Environment Move towards electric vehicles improving greenhouse gas emissions.

Officer Comment

The following table summarises the existing Policies and Conditions relating to light vehicle provision, replacement and management, with the proposed changes endorsed by Council on the 23rd of February 2022 as part of the Fleet Advisory and management review:

	EXISTING CONDITION OR POLICY	PROPOSED CONDITION OR POLICY AS PER FLEET ADVISORY REVIEW
1	Vehicle Turnover Compliance & Executive Vehicles 3 years or 80,000km	Vehicle Turnover Passenger Vehicles 4 years or 100,000km
2	Vehicle Turnover Utility Vehicles 4 years or 120,000km	Vehicle Turnover Light Commercial Vehicles (Utes) 5 years or 125,000km
3	Vehicle Type: Principal Officers where AP008 applies: - Toyota Rav4 GX AWD, - Subaru Forester 2.5i-L AWD or - Nissan X-Trail ST 4WD.	Vehicle Type: Principal Officers. FBT Base limit = \$36,000, Life Cycle Ownership Cost limit = \$58,000: - Nissan X-Trail ST 2WD Petrol - Toyota Rav4 GX 2.0L 2WD Petrol - Toyota Rav4 GX Hybrid 2.5L 2WD Under a Novated lease, the employee could select their own motor vehicle of choice.
4	Vehicle Type: Principal Officers, Senior Officers or Officers who are allocated a 4x4 Dual Cab Utility in accordance with AP008, AP010 or AP011: - Toyota Hilux Dual Cab Workmate, - Ford Ranger XL Dual Cab PX Mk11, or - Mitsubishi Triton GLX Dual Cab MQ.	Vehicle Type: Principal Officers, Senior Officers or Officers who are allocated a Light Commercial Vehicle (Utility [U] or Cab Chassis [CS]). Selection of 2WD or 4WD based on assessment of need to perform the role: - Single Cab 2WD CS – Isuzu D-Max SX High Ride 3.0L Diesel - Single Cab 2WD CS – Mitsubishi Triton GLX 2.4L Diesel - Single Cab 4WD CS – Isuzu D-Max SX High Ride 3.0L Diesel - Single Cab 4WD CS – Mitsubishi Triton GLX 2.4L Diesel - Dual Cab 2WD U – Toyota Hilux Workmate Hi-Rider 2.4L Diesel - Dual Cab 2WD U – Isuzu D-Max SX High Ride 3.0L Diesel - Dual Cab 2WD CS – Isuzu D-Max SX High Ride 3.0L Diesel - Dual Cab 4WD U – Isuzu D-Max SX High Ride 3.0L Diesel

	EXISTING CONDITION OR POLICY	PROPOSED CONDITION OR POLICY AS PER FLEET ADVISORY REVIEW
		- Dual Cab 4WD CS – Isuzu D-Max SX High Ride 3.0L Diesel - Single Cab 4WD U – Mitsubishi Triton GLX 2.4L Diesel
5	<p>Vehicle Type: Managers where AP009 applies: - Hyundai Santa Fe Active 4x4 Diesel, - Subaru Outback 2.5i AWD, or - Holden Equinox LTZ EQ AWD.</p>	<p>Vehicle Type: Managers. FBT Base limit = \$45,000, Life Cycle Ownership Cost limit = \$72,000: - Subaru Outback 2.5i AWD Petrol - Hyundai Santa Fe 7S AWD Diesel</p> <p>Under a Novated lease, the employee could select their own motor vehicle of choice.</p>
6	<p>Vehicle Type: Directors allocated a vehicle based on Employment Contracts: - Directors – Toyota Prado 4WD GXL or equivalent based on AP009.</p>	<p>Vehicle Type: Directors based on Employment Contracts. FBT Base limit = \$61,000, Life Cycle Ownership Cost limit = \$91,000: - Volkswagon Tiguan Allspace AWD Diesel - Toyota Kluger GXL Hybrid - Toyota Prado GXL 4WD Diesel</p> <p>Under a Novated lease, the employee could select their own motor vehicle of choice.</p>
7	<p>Vehicle Provision Options: Council supplied Vehicle based on employee benefit attached to position or the needs of the role.</p> <p>Only limited Options – Purchase of the majority of the assets by Council. Employee contributions made under Exec CP203.</p> <p>Use of employees own vehicle for Council activities, paid a per km allowance (Grey Fleet).</p>	<p>Vehicle Provision Options: Where an ‘Employee Benefit’ is attached to the position and it is a Passenger Vehicle (ie: Principal Officers, Managers, Directors), offer a choice to both new and existing employees of:</p> <p>Option 1 – Purchase of asset by Council based on permissible Vehicle Type; or</p> <p>Option 2 - Novated lease for ‘Benefit’ vehicles (Value based on Motor Vehicle Annual Ownership Cost value); or</p> <p>Option 3 – Payment of a ‘Motor Vehicle Annual Allowance’ in lieu of a Council supplied vehicle (Allowance based on Motor Vehicle Annual Ownership Cost value).</p> <p>Where an employee is provided a vehicle that is ‘Fit for Purpose’ and based on the needs of the role (ie: utility or cab chassis):</p> <p>Option 1 – Purchase of asset by Council based on permissible Vehicle Type.</p> <p>Ensure that the use of any ‘grey fleet’ vehicle paid as a “Motor Vehicle Per Km Allowance’ are limited in their age and have acceptable ANCAP and Co2 emission ratings. Eliminate the use of grey fleet vehicles in the future by offering shared vehicles and salary packaging, unless for COVID response.</p>

The following provides further explanation about the Novated Lease, Motor Vehicle Annual Allowance and Motor Vehicle per Km Allowance Options:

Novated Leases

Where a Novated Lease arrangement is entered into with an employee, all of the costs associated with the provision of the vehicle are to be incorporated into the salary sacrificed novated lease agreement (including any FBT).

- i.) Where employees enter into a Novated lease and they do not have a vehicle provided by Council as an 'employee benefit', then all of the costs of a Novated Lease are managed by the employee through pre-tax salary sacrifice and post-tax contributions. The vehicle is to be the sole responsibility of the employee and not available for use by other Council employees, and any vehicle type can be selected.

In February 2022 (Res: 39-22), Council supported the introduction of this option to all Council employees in this employment category. By extending this option to all employees, Council not only gives employees the option of taking up this benefit, but it acts as a broader employee attraction and retention initiative.

- ii.) Where employees enter into a Novated lease and they do have a vehicle provided by Council as an 'employee benefit', then all of the costs of a Novated Lease are managed by the employee through pre salary sacrifice and post-tax contributions. Under these circumstances, it is proposed that in lieu of the provision of a vehicle by Council that a Motor Vehicle Annual Allowance be paid to staff.

The maximum amount contributed by Council towards the Novated lease (paid as an Annual Motor Vehicle Allowance) for the purposes of the agreement is to be based on 100% of the Motor Vehicle Annual Ownership Cost value as per the July 2021 Fleet Advisory review report, or as updated in the future. The vehicle is to be the sole responsibility of the employee and not available for use by other Council employees.

Employees entering into a Novated lease may also be required to contribute towards the cost of the vehicle via a fortnightly payroll deduction, depending on the type of vehicle selected, employee benefit entitlement, and individual circumstances.

While the Fleet Advisory report suggests that Council consider introducing an employee contribution for new staff where a vehicle is provided as an 'Employee Benefit', Council endorsed the recommendation to not include this in the new Policy. This is primarily due to the inequity this would create across the organisation, and the potential to diminish the attractiveness of a Council provided vehicle within the remuneration package.

Motor Vehicle Annual Allowance

Where a Motor Vehicle Annual Allowance is paid to an employee in lieu of the provision of a motor vehicle by Council, the employee is responsible for all of the costs associated with the provision of a motor vehicle for their personal and business use (i.e.: fuel, insurance, maintenance, etc.). Vehicles should be limited in their age and have acceptable ANCAP and Co2 emission ratings. The Allowance is paid through the payroll system and is taxable income for the employee.

The employee in this circumstance is to use their own personal vehicle for conducting their functions as an employee of Council (Grey Fleet), and should not in normal circumstances utilise another Council vehicle. The maximum amount paid by Council as a Motor Vehicle Annual Allowance is to be based on 100% of the Motor Vehicle Annual Ownership Cost value as per the July 2021 Fleet Advisory review report, or as updated in the future.

Motor Vehicle per Km Allowance

Where a Motor Vehicle Per Km Allowance is paid to an employee in lieu of the provision of a motor vehicle by Council, the employee is responsible for all of the costs associated with the provision of a motor vehicle for their personal and business use (i.e.: fuel, insurance, maintenance, etc.). Vehicles should be limited in their age and have acceptable ANCAP and Co2 emission ratings. The Allowance is paid through the payroll system and is taxable income for the employee.

The employee in this circumstance is to use their own personal vehicle for conducting their functions as an employee of Council (Grey Fleet), but wherever possible should utilise a Council vehicle as a first preference.

The maximum amount paid by Council as a Motor Vehicle per kilometre allowance is to be based on the *National (Federal) Award Local Government Industries 2020*, set at \$0.91 per kilometre. It is anticipated that those Local Governments covered by the Federal Award will be moving to the State Award within the next year or two. Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* (currently \$0.6866 per kilometre for a vehicle with an engine displacement of between 1600 to 2600cc in the South West Land Division, \$0.9554 per kilometre for a vehicle with an engine displacement over 2600cc).

The establishment of this arrangement is undertaken through a formal application process to ensure any 'Grey Fleet' use is approved in advance based on established safety assessments, Policy requirements, and employee declarations.

Hybrid and Battery Electric Vehicles

The review identified a number of Hybrid vehicles that would be suitable to introduce into Council's fleet. The gradual acquisition of these Hybrid vehicles can be undertaken in a cost effective manner and will enable Council to assess the full operating and life cycle cost, while also determining their suitability for Council's operations.

The report noted that there is currently a very limited range of Battery Electric Vehicles (BEV) available in the Australian market, and none comparable with vehicles currently utilised by the Council. The whole of life costs of Battery Electric Vehicles are also costly compared to existing vehicles, but this is expected to change in the next 2-3 years. For this reason, Council supported in February 2022 (Res: 39-22) the recommendation that the viability of BEV's be assessed as part of a two yearly review of the Fleet Management Plan.

Conclusion

The adoption of the proposed new amalgamated *Exec CP203 – Light Vehicle Fleet Policy* is anticipated to have a positive financial impact on future budgets once fully implemented.

There have been initial savings due to the changes implemented from the 2017 Fleet Review, with additional gradual savings anticipated as current staff leave their current positions and replacement staff are appointed with reduced private use benefits. In addition, the type of vehicles purchased will also be changed to minimise operating and whole of life costs in line with the assessment undertaken as part of the Fleet Advisory review.

Through this proposed new *Exec CP203 – Light Vehicle Fleet Policy* and as existing employees leave various positions, the conditions and options outlined in this report can be implemented, enabling an optimisation of the light vehicle fleet and a minimisation of operating and capital costs.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Note: Cr. M R Hutchinson left the room [6.15pm] and returned [6.18pm].

Discussion:

FORESHADOWED MOTION

Cr. J Dow Foreshadowed a motion to amend the policy having the following changes:

Page 123 of Agenda/Policy - Under heading "Shire of Dardanup Responsibilities" be changed from:

- Support the engagement of an external Fleet Management agency to review every **two** years the

To read:

- Support the engagement of an external Fleet Management agency to review every **four** years the

Page 124 of Agenda/Policy - Under heading "Shire of Dardanup Responsibilities" be changed from:

- Passenger Vehicles (sedans/wagons) – replace every 4 years or **100,000km**.

To read:

- Passenger Vehicles (sedans/wagons) – replace every 4 years or **120,000km**.

Page 126 of Agenda/Policy - Under heading "Employee Responsibilities" be changed from:

- The employee must obtain written approval from the Chief Executive Officer to take the vehicle outside of **Western Australia** or above the 26th parallel.

To read:

- The employee must obtain written approval from the Chief Executive Officer to take the vehicle outside of the **State** or above the 26th parallel.

DECLARATION OF INTEREST

Deputy Chief Executive Officer – Mr Phil Anastasakis having declared a Financial Interest in this item, left the room [6.20pm].

Refer to the list of Declarations of Interest at Item 11 for further details.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

205 -22 MOVED - Cr. M T Bennett SECONDED - Cr. T G Gardiner

THAT Council:

- Deletes existing Exec CP122 [Appendix ORD: 12.4.5A] and replaces with the following new Policy Exec CP203:**



COUNCIL POLICY NO:-

Exec CP203– LIGHT VEHICLE FLEET

GOVERNANCE INFORMATION			
Procedure Link:	TBA	Administrative Policy Link:	TBA

ADMINISTRATION INFORMATION								
Version:	1	New	OCM	27/07/2022	Res:	203-22	Synopsis:	Policy created.
Version:								

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

- To establish the rules regarding the provision, management and use of Light Vehicles that apply to all employees of the Shire of Dardanup, other than the CEO, including Directors, Managers, Coordinators, Supervisors, Compliance Officers, Principal Officers, Senior Officers or any other Officer, in their use and care of Council vehicles.
- To minimise motor vehicle operational and capital replacement costs through the establishment of an optimal motor vehicle and fleet replacement cycle, endorsed vehicle styles (i.e.: 4 cyl sedan, ute, 4x4) and makes/models (i.e.: Isuzu D-Max RDX).
- As an Employee attraction and retention strategy, establish options available for the provision of a Council motor vehicle including novated leases, motor vehicle annual allowances, and motor vehicle per km allowances.
- To establish the availability of salary sacrificed novated leases for all Shire of Dardanup employees.
- To support the managed introduction of electric and hybrid vehicles into Council's fleet.

3. REFERENCE DOCUMENTS

Local Government Act 1995 5.39, 5.36

4. POLICY

The Shire of Dardanup provides Council vehicles to authorised employees, which may be used for temporary use or on an ongoing basis. This Policy covers all employees supplied with a Council vehicle, all employees who may from time to time be required to use their own private vehicle for work related purposes, and those employees who wish to establish a voluntary salary sacrifice motor vehicle novated lease.

Shire of Dardanup Responsibilities:

In order to achieve the Objectives of this Policy, the Shire of Dardanup will:

- Support the development of a Fleet Management Plan based on incorporating a 'safety first' culture where the fleet is 100% 5-star ANCAP rated, incorporating transitional steps towards the introduction of Battery Electric Vehicles.

- Support the engagement of an external Fleet Management agency to review every two years the Fleet Management Plan and Light Vehicle Policy to ensure that the Vehicle Types remains 'Fit for Purpose' and have the most advantageous whole of life cost, including minimising Fringe Benefit Tax and consideration of suitable Battery Electric Vehicles.
- Ensure vehicles are registered and adequately insured.
- Ensure vehicles are serviced and maintained as per manufacturers specifications.
- Ensure vehicles are audited on a regular basis.
- Assign a Council vehicle to the following nominated employee classes, based on the following defined make/model and level of private use:

Vehicle Type – Tool of Trade Vehicles:

Principal Officers, Senior Officers or Officers who are allocated a Light Commercial Vehicle (Utility [U] or Cab Chassis [CS]) that is to be 'Fit for Purpose' and based on the needs of the role. Selection of 2WD or 4WD is to be based on assessment of the need to perform the role by the Procurement Officer:

- Single Cab 2WD CS – Isuzu D-Max SX High Ride 3.0L Diesel
- Single Cab 2WD CS – Mitsubishi Triton GLX 2.4L Diesel
- Single Cab 4WD CS – Isuzu D-Max SX High Ride 3.0L Diesel
- Single Cab 4WD CS – Mitsubishi Triton GLX 2.4L Diesel
- Dual Cab 2WD U – Toyota Hilux Workmate Hi-Rider 2.4L Diesel
- Dual Cab 2WD U – Isuzu D-Max SX High Ride 3.0L Diesel
- Dual Cab 2WD CS – Isuzu D-Max SX High Ride 3.0L Diesel
- Dual Cab 4WD U – Isuzu D-Max SX High Ride 3.0L Diesel
- Dual Cab 4WD CS – Isuzu D-Max SX High Ride 3.0L Diesel
- Single Cab 4WD U – Mitsubishi Triton GLX 2.4L Diesel

Vehicle Type – Employee Benefit Vehicles:

Principal Officers' who are allocated a Passenger Vehicle (sedan, wagon):

- Nissan X-Trail ST 2WD Petrol
- Toyota Rav4 GX 2.0L 2WD Petrol
- Toyota Rav4 GX Hybrid 2.5L 2WD

Vehicle Type – Employee Benefit Vehicles:

Managers' who are allocated a Passenger Vehicle (sedan, wagon):

- Subaru Outback 2.5i AWD Petrol
- Hyundai Santa Fe 7S AWD Diesel

Vehicle Type – Employee Benefit Vehicles:

Directors' who are allocated a Passenger Vehicle (sedan, wagon) based on Employment Contracts:

- Volkswagen Tiguan Allspace AWD Diesel
- Toyota Kluger GXL Hybrid
- Toyota Prado GXL 4WD Diesel

- Replace motor vehicles based on the following defined turnover periods:

Passenger Vehicles (sedans/wagons) – replace every 4 years or 100,000km, whichever comes first

Light Commercial Vehicles (Utes) – replace every 5 years or 125,000km, whichever comes first

The purchase and replacement/changeover of vehicles will be administered in accordance with Council policy and coordinated through the Procurement Officer.

- Where an 'Employee Benefit' is attached to the position (ie: Managers, Directors) and it is a Passenger Vehicle and it is a designated 'Shared Use' or 'Pool' vehicle, then Council will purchase a Motor Vehicle based on the permissible Vehicle Type, and the use is based on Council Policy and the Contract of Employment.

- Where an 'Employee Benefit' is attached to the position (ie: Principal Officers, Managers) and it is a Passenger Vehicle and is not a designated 'Shared Use' or 'Pool' vehicle, offer a choice to both new and existing employees of:

Option 1 – Purchase of a Motor Vehicle by Council based on the permissible Vehicle Type, and the use is based on Council Policy and the Contract of Employment;

OR

Option 2 – Enter into a Novated lease with the employee for the provision of a vehicle (contribution by Council based on actual cost up to a maximum value – capped at the position's Motor Vehicle Annual Ownership Cost value as per the July 2021 Fleet Advisory review report (indexed annually based on CPI: All Groups – National Jan - Dec), or as updated in the future);

OR

Option 3 – Payment of a 'Motor Vehicle Annual Allowance' in lieu of a Council supplied vehicle (Payment of the Allowance based on 100% of the position's Motor Vehicle Annual Ownership Cost value as per the July 2021 Fleet Advisory review report (indexed annually based on CPI: All Groups – National Jan - Dec), or as updated in the future).

The implementation of any change from Option 1 or between Options will subject to negotiation and the prior written approval of the Chief Executive Officer.

- Where an employee is provided a Light Commercial Vehicle as a Tool of Trade, that is 'Fit for Purpose' and based on the needs of the role (ie: utility or cab chassis), purchase a motor vehicle by Council based on the permissible Vehicle Type (ie: 4x2, 4x4, single cab, dual cab).
- All employees, other than those not permitted under this or any other Council Policy, may elect to enter into a salary sacrificed Novated lease arrangement for the provision of a vehicle of their choosing (no contribution made by Council). All costs associated with the Novated lease are to be borne by the employee either as pre-tax or post tax salary contributions.
- Ensure that the use of any 'Grey Fleet' vehicles paid as a "Motor Vehicle per Km Allowance" are limited in their age and have acceptable ANCAP and Co2 emission ratings. Council will aim to eliminate the use of grey fleet vehicles in the future by offering shared vehicles and salary packaging, unless for COVID or any other Pandemic response.
- Shire of Dardanup branding is not to be applied to Council vehicles, except where the vehicle is used 100% for business purposes. No third party signage, stickers, banners or the like is to be applied to any vehicle without the written approval of the Chief Executive Officer.

- **Fuel Card**

A fuel card is provided to the employee for a Council provided vehicle and the employee is responsible for the security and correct use of the assigned fuel card. The provision of a fuel card enables WALGA negotiated discounts to be applied to the cost per litre incurred by Council.

- **Fringe Benefits Tax**

Other than under a Novated lease arrangement where the employee is responsible, the Council is responsible for the administration and payment of Fringe Benefits Tax associated with the private use of Council provided motor vehicles.

- **Insurance**

Other than under a Novated lease arrangement or where a Motor Vehicle Allowance is paid to the employee (employee is responsible), the Council is responsible for maintaining adequate insurance coverage for the vehicle and driver. In the event of an accident or where damage has occurred to the vehicle, Council will administer the claim and repair process through LGIS insurance and will pay the excess attributed to each claim (unless wilful or grossly negligent damage).

- **Electric and Hybrid Vehicles**

Council recognises that there is currently a very limited range of Battery Electric Vehicles (BEVs) available in the Australian market, which are subject to a considerable price premium. Transitional steps towards the introduction of Battery Electric Vehicles will be considered as part of Council's Fleet Management Plan, with the introduction of Hybrid vehicles providing a transition to full BEVs in the future where possible.

Employee Responsibilities:

In accordance with designated employee contracts of employment (and letters of engagement), a motor vehicle is provided by Council for the private use of designated employees. All Shire of Dardanup employees must comply with the following terms and conditions of use when operating a Council provided vehicle for, or in connection with, work:

- During normal working hours the vehicle is to be solely available for employees of Council within each Directorate.
- The employee acknowledges that where a Council vehicle is provided to the employee:
 - a) It is to be in-lieu of travel/mileage claims otherwise claimable by the employee for use of his/her personal vehicle.
 - b) Can be used for approved private purposes, but not for any commercial purpose.
- The employee is to hold current and necessary licences for the type of Shire of Dardanup vehicle driven. The employee must advise the Council as soon as practicable if their relevant licence is suspended, cancelled or expired for any reason.
- The employee is to comply with all relevant State and Territory road safety legislation and regulations pertaining to the use and operation of motor vehicles. This includes complying with road speed limits and not driving while in an intoxicated condition above the alcohol legal limit or under the influence of illicit substances.
- The employee must be medically fit to operate a Shire of Dardanup vehicle. Drivers must take adequate rest breaks during long distance driving to prevent driver fatigue.
- The employee is to ensure that at all times the driver of the vehicle is known and identified. The employee takes full responsibility for any infringement relating to the vehicle including any demerit points or fines incurred. In the case that a traffic infringement has been issued and where the driver cannot be identified, the employee takes full responsibility for any penalties or infringement incurred.
- The employee must obtain written approval from the Chief Executive Officer to take the vehicle outside of Western Australia or above the 26th parallel.
- The employee is responsible for the washing and cleaning of the vehicle, and keeping the vehicle in a clean and tidy state. Smoking is not permitted in or near a Shire of Dardanup vehicle.
- When the vehicle is used by other Officers, the employee is to ensure that the Vehicle Use Register (logbook) is completed as required by the Shire's Governance Procedures.
- The employee is responsible for ensuring the vehicle is in a roadworthy condition when used (checking for any visual signs of wear or damage), and will ensure the vehicle is serviced as required and the tyres are maintained in a roadworthy state. Scheduled servicing and maintenance is undertaken in conjunction with the Fleet Manager who should be advised when the vehicle is nearing its schedule service period. The Fleet Manager should be advised of any damage, accidents or incidents involving a vehicle or if police were required to attend an accident, who will work with insurance staff to process any insurance claim.
- The type/standard of vehicle to be provided to the employee is to be of the Make/Model/standard in accordance with the Shire of Dardanup provision of Light Vehicle Fleet policy. A lesser value/standard vehicle may be provided as agreed by the employee and the Chief Executive Officer.

- **Fuel Card**

The employee is responsible for the security and correct use of any assigned fuel card. The employee is to utilise the assigned fuel card provided only for the purchase of fuel for vehicle business use and for approved private use/times.

All fuel purchased for the vehicle during any period of annual, long service, and other leave, and also for private weekend use is to be the employee's responsibility. (The intent of the "weekend" condition is for fill-ups on long private weekend trips to be at the employee's cost.)

If the fuel card is unable to be used for business use due to the unavailability of the relevant service station, then the employee is able to be reimbursed for the cost of fuel purchased, subject to the production of a receipt or tax invoice.

- **Approved Drivers**

The vehicle is to be driven only by the employee, other Council employees or Council members unless with specific prior approval of the Chief Executive Officer. The employee's spouse and family may drive the vehicle after work hours subject to the approval of the employee. The employee's immediate family members may in exceptional circumstances drive the vehicle providing they are no longer probationary drivers, and the use is authorised by the employee.

- **Security**

Whenever the vehicle is at the employee's home, it should be parked in a secure location on the property, on the verge immediately adjacent to the property or parking bay designated to the property.

- **Accident or Wilful Damage**

The employee will be responsible for paying the excess attributed to each claim where it is demonstrated that the damage has occurred due to a wilful or grossly negligent act of the employee. If there is an accident that is the employee's fault and Council's insurer does not cover expenses the employee is responsible for those repairs.

- **Breach of Employee Responsibilities**

Any breach of the Employee Responsibilities under this Policy by the employee will be assessed by the Shire of Dardanup based on the circumstances and severity of each case, and may result in disciplinary action, which may include summary termination of employment.

All Shire of Dardanup employees must do the following when operating a private vehicle for, or in connection with, work, and where a Motor Vehicle Allowance is paid:

- During normal working hours the employee's private vehicle is to be available solely to the employee for their business use. No other Council employees are entitled to use the private vehicle of the employee for business purposes.
- Employees should not use other Council vehicles unless their vehicle is unavailable due to repairs or servicing occurring. If the employee requires the use of a Council vehicle, the employee should approach other employees within the same work area of the relevant Directorate (i.e.: town planning staff use the Manager Development Services vehicle; customer service staff use the Manager Governance & HR vehicle). Such use is to be authorised by the relevant employee or line Manager prior to use.
- Where a Motor Vehicle Allowance is paid to an employee in lieu of the provision of a motor vehicle by Council, the employee is responsible for all of the costs associated with the provision of a motor vehicle for their personal and business use (i.e.: fuel, insurance, maintenance, etc.). The Allowance is paid through the payroll system and is taxable income for the employee.
- The type/standard of vehicle provided by the employee for business purposes is to be of the Make/Model/standard that will meet the objectives of the Shire of Dardanup Light Vehicle Fleet policy. Vehicles should be limited in their age and have acceptable ANCAP and Co2 emission ratings. The purchase and replacement/changeover of the vehicle will be the responsibility of the employee.
- The maximum amount paid by Council as a Motor Vehicle Allowance is to be based on 100% of the Motor Vehicle Annual Ownership Cost value as per the July 2021 Fleet Advisory review report, or as updated in the future.
- A Council fuel card is not provided to the employee.
- The employee is responsible for the washing and cleaning of the vehicle, and keeping the vehicle in a clean and tidy state.
- The employee is responsible for ensuring the vehicle is in a roadworthy condition when used (checking for any visual signs of wear or damage), and will ensure the vehicle is serviced as required and the tyres are maintained in a roadworthy state. Scheduled servicing and maintenance is the responsibility of the employee.
- The employee is to comply with all laws and regulations pertaining to the business use and operation of the motor vehicle. This includes complying with road speed limits and not driving while in an intoxicated condition above the alcohol legal limit.
- The employee is responsible for any traffic or other infringements relating to the vehicle.

- **Accident or Damage**

The employee will be responsible for the maintaining adequate insurance coverage for the vehicle and driver. In the event of an accident or where damage has occurred to the vehicle, the employee is responsible for administering the claim and repair process through their insurer and will pay the excess attributed to each claim.

Definitions:

Novated Lease means a three way agreement between the Employer, Employee and Lessor for the procurement of an asset – in this case a Motor Vehicle. The Employer effectively agrees to deduct the cost of the lease payments as part of the Employees salary packaging arrangements, while employment is maintained. The lease payment remains the responsibility of the Employee if employment ceases with the Shire of Dardanup. Under a Novated Lease, the Employee is able to purchase the type of vehicle they want, choose a suitable lease term, negotiate their own purchase price, and take advantage of the salary packaging benefits associated with the use of pre-tax dollars.

Passenger Vehicle means a motor vehicle designed and constructed primarily for the carriage of persons and their luggage, including electric powered cars and vehicles, mini vans, sports utility vehicles, but, excluding those vehicles with a load capacity of one (1) ton or more.

Light Commercial Vehicle means a commercial carrier vehicle with a gross vehicle weight of no more than 3.5 metric tons. Qualifying light commercial vehicles include pickup trucks, utilities, vans and all commercially based goods or passenger carrier vehicles used for the purpose of route service, inspections, maintenance or repairs, construction, gardening, or carrying tools or equipment to a job site. The Light Commercial Vehicles most commonly used in the Shire of Dardanup are Utility [U] or Cab Chassis [CS] vehicles.

Grey Fleet means any vehicle other than the Employer’s vehicle, used occasionally or regularly by employees for work purposes, including their own personal vehicles and hire cars.

2. Notes that Administration Policies AP007, AP009, AP020 and AP043 are deleted following adoption of New Policy EXEC CP203.

CARRIED

8/1

By Absolute Majority

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

*Note: Director Infrastructure – Mr Theo Naudé;
 Director Sustainable Development – Ms Susan Oosthuizen;
 Manager Governance & HR – Ms Cathy Lee;
 Manager Financial Services – Ms Natalie Hopkins; and
 Deputy Chief Executive Officer – Mr Phil Anastasakis - Returned to the room [6.23pm].*

12.4.6 Title: Monthly Statement of Financial Activity for the Period Ended on the 30th of June 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: 12.4.6A – Risk Assessment Appendix ORD: 12.4.6B – Monthly Financial Report – 30 th of June 2022

Overview

This report presents the monthly Financial Statements for the period ended on the 30th of June 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: 12.4.6A] for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Monthly Statement of Financial Activity for the Period Ended 30 th of June 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 30th of June 2022 is contained in [Appendix ORD: 12.4.6B] 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 from last year, budget amendments adopted by the Council at previous meetings this financial year and officer review of year-to-date performance, the forecast surplus at the 30th of June 2022 is currently estimated at \$184,453.

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.

Additional details are provided in Note 2 with the reasons for revenue or expenditure variances between the budget and actual results exceeding the minimum reportable variance level for the various reporting programs and asset classes.

Most reported variances are due to timing differences between actual 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.

Please note that although the financial report and analysis is for the 30th of June 2022, it is not the finalised annual accounts and is subject to possible changes, including June 2022 supplier invoices not yet received, end of year accrual adjustments, assessment of contract liabilities for grant revenue and Reserve Account transfers.

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 \$12,614,530, and includes \$1,500,000 in Municipal Fund and \$11,114,530 in Reserve Account term deposit funds. 91% of the portfolio is invested with AA rated Australian banks, with the remaining 9% being lodged with BBB rated financial institutions.

Yield return on major bank term deposit investments remain relatively low, but with changing economic conditions and recent Reserve Bank decisions to raise interest rates, rates are forecast to be on a rising trend. Some major banks now offering in excess of 3.5% for a 12 month term. At the same time last year, interest rates for a comparable deposit were less than 0.5%.

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

206-22 MOVED - Cr. M T Bennett SECONDED - Cr. E P Lilly

THAT Council: receives the Monthly Statement of Financial Activity [Appendix ORD: 12.4.6B] for the period ended on the 30th of June 2022.

CARRIED
9/0

12.4.7 Title: Schedule of Paid Accounts as at the 30th June 2022

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
<i>Legislation:</i>	<i>Local Government (Financial Management) Regulations 1996</i>
<i>Attachments</i>	<i>Appendix ORD: 12.4.7 – 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: 12.4.7] for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Schedule of Paid Accounts as at the 30 th June 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

SHIRE of DARDANUP
30-06-2022 Schedule of Paid Accounts

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
ELECTRONIC FUNDS TRANSFER					
EFT47645	02/06/2022	3D Print Specialist	Prusha I3 3D Printer & Tool Kit - ECL	MUNI	2,238.50
EFT47646	02/06/2022	Arrow Bronze	Supply Single Bronze Plaque	MUNI	268.68
EFT47647	02/06/2022	Australian Tax Office	PAYG - Payrun: 27/05/2022	MUNI	81,281.00
EFT47648	02/06/2022	Bailey Harkness	Umpire Recoup - 27-05-2022	MUNI	45.00
EFT47649	02/06/2022	Benara Nurseries	Plants & Delivery Fee	MUNI	1,935.77
EFT47650	02/06/2022	Bluesteel Enterprises Pty Ltd	PPE - 4 x Shire Brigades	MUNI	3,036.00
EFT47651	02/06/2022	Booktopia Pty Ltd	Selection of Books	MUNI	920.23
EFT47652	02/06/2022	Boyanup Botanical	Nursery Plant List for 2022 Season	MUNI	7,960.44
EFT47653	02/06/2022	Brownes Foods Operations Pty Ltd	ERC- Cafe Order	MUNI	107.69
EFT47654	02/06/2022	Bunbury Holden	Mitsubishi Ute 15,000Km Service DA988	MUNI	399.00
EFT47655	02/06/2022	Bunbury Plastics	3 x Sneeze Guards for Eaton Recreation Centre	MUNI	940.50
EFT47656	02/06/2022	Bunbury Plumbing Service	Investigate and Unblock Disabled Public Toilet at Burekup Oval	MUNI	104.50
EFT47657	02/06/2022	Bunnings Group Limited	Wood, Plaster, Mouldings for Wall Repairs at Dardanup Community Centre	MUNI	986.93
EFT47658	02/06/2022	Cameron Baker	Umpire Recoup - 01-06-2022	MUNI	44.00
EFT47659	02/06/2022	Catherine Jane Brandis	Reimburse Uniform Purchase	MUNI	89.97
EFT47660	02/06/2022	Challis Builders	ERC Stage 1 - 50% Development Works - Refurbishment of Reception, Meeting Room, Staff & Membership Office and Entrance	MUNI	77,605.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT47661	02/06/2022	Christine Worsfold	Umpire Recoup - 31-05-2022	MUNI	67.50
EFT47662	02/06/2022	Cleanaway Solid Waste Pty Ltd	General Waste Disposal - 2 x Shire Locations	MUNI	2,090.66
EFT47663	02/06/2022	Cohen Thompson	Umpire Recoup - 01-06-2022	MUNI	44.00
EFT47664	02/06/2022	Craven Foods	ERC- Cafe Order	MUNI	1,582.02
EFT47665	02/06/2022	Daryl Fishwick	Umpire Recoup - 01-06-2022	MUNI	66.00
EFT47666	02/06/2022	Data #3 Limited	Year 2 & 3 Reservation M365 - Coverage: 05/03/2021 - 30/09/2022	MUNI	7,509.94
EFT47667	02/06/2022	Dell Australia Pty Ltd	Secureworks Sled Only Taegis VDR - Vulnerability Scanning Service	MUNI	7,375.50
EFT47668	02/06/2022	Department of Transport	Community Jetty Renenwal Fee - May 2022 to May 2023	MUNI	42.95
EFT47669	02/06/2022	Donna Bastow	Umpire Recoup - 01-06-2022	MUNI	88.00
EFT47670	02/06/2022	Dormakaba Australia Pty Ltd	Preventative Maintenance on Front Sliding Doors - Eaton Admin	MUNI	198.00
EFT47671	02/06/2022	Ductworks Australia Bunbury & Busselton Air	Service and Inspection - Air Conditioning Units - Depot	MUNI	528.00
EFT47672	02/06/2022	Eaton - Australind Fire and Rescue Service	Reimbursement for Catering Expense - MAF Prescribed Burn	MUNI	159.24
EFT47673	02/06/2022	Eaton Bowling and Social Club Inc	Shire Contribution to Official Opening of The New Bowling Club Building - Catering - 28/04/2022	MUNI	1,000.00
EFT47674	02/06/2022	Ellen Patricia Lilly	Meeting Attendance	MUNI	1,241.67
EFT47675	02/06/2022	Emma Mellowship	Reimbursement of Vacation Care Fees Due to Change in CCS Rebate	MUNI	18.86
EFT47676	02/06/2022	Eve Yoga	ERC - Yoga Sessions Eve Yoga - 14-21/05/2022	MUNI	180.00
EFT47677	02/06/2022	Gabriella Hayward	Reimburse Uniform Purchase	MUNI	309.45
EFT47678	02/06/2022	Go Electrical Contracting	ERC - Replace 2 x Faulty External Lights & Repair 4 x Light Fittings in Gym & Toilets	MUNI	804.10

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT47679	02/06/2022	IVC Computer Services	2 x USB-C Male to HDMI Male	MUNI	76.00
EFT47680	02/06/2022	Janice Patricia Dow	Meeting Attendance	MUNI	1,241.67
EFT47681	02/06/2022	JCW Electrical Pty Ltd	Call Out - Car Park Floodlighting Not Working - Depot	MUNI	400.19
EFT47682	02/06/2022	Jetline Kerbing Contractors	Supply & Lay Path and Paving of Island & Pram Ramp - Council Dr	MUNI	41,758.20
EFT47683	02/06/2022	Jim's Test and Tag	Electrical Test and Tag 2021/22 - Pratt Rd Oval	MUNI	145.72
EFT47684	02/06/2022	Karyn Rowe	Umpire Recoup - 30 & 31-05-2022	MUNI	135.00
EFT47685	02/06/2022	Kathleen Hoult	Reimburse Uniform Purchase	MUNI	149.90
EFT47686	02/06/2022	Kilmore Group Pty Ltd	Wells Recreation Park Change Rooms and Cricket Nets - Progress payment	MUNI	58,710.58
EFT47687	02/06/2022	Kurt Krispyn	Eco Con Event - Innovate Youth - Guest Speaker Fee & Travel - 12/04/2022	MUNI	480.00
EFT47688	02/06/2022	Landgate	GRV Interim Valuation - 08/01-18/02/2022	MUNI	1,211.56
EFT47689	02/06/2022	Lauren Casey Moloney	Reimbursement of Vacation Care Fees Due to Change in CCS Rebate	MUNI	54.00
EFT47690	02/06/2022	Local Government Professionals Australia Wa	South West Professional Development Forum - 10-08-2022 - Ella Rafferty	MUNI	670.00
EFT47691	02/06/2022	Luke Wilkinson	Umpire Recoup - 01-06-2022	MUNI	66.00
EFT47692	02/06/2022	Luke William Davies	Meeting Attendance	MUNI	1,241.67
EFT47693	02/06/2022	M & J Essential Solutions Pty Ltd	EAP Consultations	MUNI	260.00
EFT47694	02/06/2022	Maguire Glass and Aluminium	ERC - Reglaze East Side Panel	MUNI	313.50
EFT47695	02/06/2022	Mantrac	Earthworks - 3 x Shire Locations	MUNI	1,542.75
EFT47696	02/06/2022	Margery Ann Stevens	Umpire Recoup - 30-05-2022	MUNI	66.00
EFT47697	02/06/2022	Mark Richard Hutchinson	Meeting Attendance	MUNI	1,241.67

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT47698	02/06/2022	Mckayhla Pomare	Umpire Recoup - 01-06-2022	MUNI	44.00
EFT47699	02/06/2022	MGM Bulk Pty Ltd	Gravel to Be Delivered to Venn Road	MUNI	44,095.89
EFT47700	02/06/2022	Michael Bennett	Local Government Allowance	MUNI	1,112.50
EFT47701	02/06/2022	Michael Jeffery	Reimburse Vehicle Fuel Costs, Quad Bike Nozzle	MUNI	261.48
EFT47702	02/06/2022	Nutrition Systems	ERC- Cafe Order	MUNI	387.20
EFT47703	02/06/2022	Officeworks Superstores Pty Ltd	Stilford Screen & Delivery - Donna Bailye	MUNI	307.95
EFT47704	02/06/2022	Onsite Rental Group	Electrical Works to Transportable, Supply and Installation of GPO's	MUNI	1,221.77
EFT47705	02/06/2022	Patricia Rose Perks	Meeting Attendance	MUNI	1,241.67
EFT47706	02/06/2022	Perfect Landscapes	Weed Control & Weekly Lawn Mowing - Millbridge & Eaton Reserves	MUNI	7,106.10
EFT47707	02/06/2022	Peter Robinson	Meeting Attendance	MUNI	1,241.67
EFT47708	02/06/2022	PFD Food Services Pty Ltd	ERC- Cafe Order	MUNI	584.00
EFT47709	02/06/2022	Phillip Leonard Kay	Rates Refund for Assessment A1514	MUNI	1,512.89
EFT47710	02/06/2022	Rachael Hardwicke	Umpire Recoup - 01-06-2022	MUNI	44.00
EFT47711	02/06/2022	Rachel O'Donoghue	Reimburse Uniform Purchase	MUNI	47.96
EFT47712	02/06/2022	Roldan Tomas	Umpire Recoup - 01-06-2022	MUNI	22.00
EFT47713	02/06/2022	Scope Business Imaging	Dardanup Central BFB and Waterloo BFB - Photocopier/ Printer	MUNI	4,950.00
EFT47714	02/06/2022	Seek Limited	4 x Seek Advertisements - 11/11/2021 ERC Centre Supervisor and Infrastructure Assets Officer - 15/11/2021 IT Team Members	MUNI	1,551.00
EFT47715	02/06/2022	Sharon Lillian Calgaret	Rates Refund for Assessment A1648	MUNI	1,325.00
EFT47716	02/06/2022	Shaun and Annette Scholes	Rates Refund for Assessment A9301	MUNI	3,458.88

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT47717	02/06/2022	Shire of Dardanup	50% ESL Charge for 21/22 of Glenhuon Pavilion. Shire Took Over Facility 01/01/2022 Eaton Boomers Club Vacated 31/12/2022	MUNI	484.50
EFT47718	02/06/2022	South West Networking	Investigate and Repair Rain Water Leak - Eaton & Dardanup Shire Offices	MUNI	1,000.00
EFT47719	02/06/2022	St John Ambulance Western Australia Ltd	3 x Sets of Replacement Defibrillator Pads (Eaton Admin, ERC, ECL)	MUNI	523.00
EFT47720	02/06/2022	Stacey Gillespie	Meeting Attendance	MUNI	1,241.67
EFT47721	02/06/2022	Synergy	Electricity Consumption - 19/04-17/05/2022 - Lot 501 Recreation Drive, Eaton	MUNI	1,856.17
EFT47722	02/06/2022	Spurling Engineering	3 x 300-350Mm Bridge Pile Bands	MUNI	610.50
EFT47723	02/06/2022	Telstra	Telephone Account for Wellington Mills Bush Fire Brigade	MUNI	143.79
EFT47724	02/06/2022	Teresa Maree Partridge	Reimburse Uniform Purchase	MUNI	211.72
EFT47725	02/06/2022	The Workwear Group	Uniform Purchase - Various Administration Staff	MUNI	1,005.30
EFT47726	02/06/2022	Therese Price	Umpire Recoup - 27, 30 & 31-05-2022	MUNI	195.00
EFT47727	02/06/2022	Tranen Pty Ltd	Day Rate for 2 People Typha Slashing at Shier Rise Reserve	MUNI	2,681.80
EFT47728	02/06/2022	Tylinn Carter	Umpire Recoup - 01-06-2022	MUNI	66.00
EFT47729	02/06/2022	Tyrrell Gardiner	Meeting Attendance	MUNI	1,819.09
EFT47730	02/06/2022	Vogue Furniture	Supply 2 x Corner Desks/ Workstations	MUNI	970.00
EFT47731	02/06/2022	Walga	Walga Elected Member Course - Professionally Speaking 13/07/2022 - Cr. Stacey Gillespie	MUNI	590.00
EFT47732	02/06/2022	Water Corporation	Water Use and Service Charges - 2 x Shire Locations	MUNI	107.57
EFT47733	02/06/2022	Wellington Mill Community Association	Community Grant Funding L2 Round 2 2021-2022	MUNI	2,172.00
EFT47734	02/06/2022	West Oz Linemarking	Remove Existing White Lines, Supply & Install Thermoplastic Disabled Yellow Hatching & Acrod Logos	MUNI	1,980.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT47735	02/06/2022	Woolworths Group Limited - Online Order Only	Coffee/Tea/Water/Milk/Biscuits/Plates/Napkins Order	MUNI	81.20
EFT47736	02/06/2022	Woolworths Group Limited - Openpay Portal	General Items Purchased (Milk, Grocery, Etc)	MUNI	168.38
EFT47737	02/06/2022	Work Clobber	Protective Clothing - Nicolas Farnsworth	MUNI	312.45
EFT47738	09/06/2022	About Bunting	Customised Event Bunting	MUNI	830.50
EFT47739	09/06/2022	Advanced Traffic Management WA P/L	Traffic Control - 2 x Shire Locations	MUNI	5,275.62
EFT47740	09/06/2022	Amity Signs	Rural Street Number Signs	MUNI	53.90
EFT47741	09/06/2022	Amy Helen Lawrence	Reimburse Uniform Purchase	MUNI	89.92
EFT47742	09/06/2022	Andrea Strapp	Reimburse Working With Children Renewal	MUNI	87.00
EFT47743	09/06/2022	Australia Post	Mail and Postage - May 2022	MUNI	1,221.67
EFT47744	09/06/2022	Australind Landscaping Supplies	Mini Skidsteer Hire 18-05-2022 - Sindhi Park	MUNI	250.00
EFT47745	09/06/2022	B & B Street Sweeping Pty Ltd	Street Sweep 5 x Shire Locations	MUNI	7,854.00
EFT47746	09/06/2022	Baileys Fertilisers	Baileys NPK Blue Mini Pril (Inc Delivery)	MUNI	5,346.00
EFT47747	09/06/2022	BCE Surveying Pty Limited	Feature Survey - Council Drive - Eaton. Additional Survey	MUNI	1,727.00
EFT47748	09/06/2022	Bluesteel Enterprises Pty Ltd	Oliver Structural Firefighter Boots & Gloves	MUNI	364.07
EFT47749	09/06/2022	Boyanup Botanical	Plants for Replanting	MUNI	2,120.58
EFT47750	09/06/2022	Brandstand Australia Pty Ltd	8 Panel - Portable Display Frame & Carry Bag	MUNI	2,546.16
EFT47751	09/06/2022	Brecken Corporate Care	Pre Employment Medical Examination - Ranger	MUNI	171.60
EFT47752	09/06/2022	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	159.33
EFT47753	09/06/2022	Bunbury Auto One	New Battery for Fuel Trailer Pump	MUNI	122.69

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT47754	09/06/2022	Bunbury Harvey Regional Council	Disposal of Organic Waste - May 2022	MUNI	9,121.31
EFT47755	09/06/2022	Bunbury Machinery	Hire of Fertilizer Spreader - Eaton Oval	MUNI	68.09
EFT47756	09/06/2022	Bunbury Mower Service	Drill, Auger & Handle	MUNI	1,092.75
EFT47757	09/06/2022	Bunbury Plumbing Service	Repairs to Drink Fountain - Hazelgrove Park	MUNI	381.98
EFT47758	09/06/2022	Bunnings Group Limited	Hardware for Building Repairs - Library Doors - ERC Toilets - Dardanup Office Maintenance	MUNI	698.56
EFT47759	09/06/2022	BUSS Group	Routine Bridge Maintenance 2021/22	MUNI	24,423.58
EFT47760	09/06/2022	Cameron Baker	Umpire Recoup - 08/06/2022	MUNI	44.00
EFT47761	09/06/2022	CB Traffic Solutions	Supply 2 x Traffic Controller and 1 Vehicle for Marri Reserve Mitigation Burn	MUNI	989.18
EFT47762	09/06/2022	Charle Xu	Reimburse Uniform Purchase	MUNI	297.98
EFT47763	09/06/2022	Chloe Scott	Umpire Recoup - 08/06/2022	MUNI	66.00
EFT47764	09/06/2022	Christine Worsfold	Umpire Recoup - 07/06/2022	MUNI	67.50
EFT47765	09/06/2022	City of Bunbury	Outcome Measurement Workshop - 2 x Staff Members	MUNI	802.52
EFT47766	09/06/2022	Cleanaway Solid Waste Pty Ltd	General Waste Disposal - 4 x Shire Locations	MUNI	6,132.90
EFT47767	09/06/2022	Cohen Thompson	Umpire Recoup - 08/06/2022	MUNI	22.00
EFT47768	09/06/2022	Craven Foods	ERC - Cafe Goods	MUNI	398.66
EFT47769	09/06/2022	Cross Security Services	Alarm System Monitoring - Shire of Dardanup Administration Building - 01/04-30/06/2022	MUNI	572.00
EFT47770	09/06/2022	Danny Harris	Rates Refund for Assessment A11058	MUNI	5,060.00
EFT47771	09/06/2022	Dapco Tyre and Auto Centre	Trailer Tyre - DA9529	MUNI	205.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT47772	09/06/2022	Darby Sidebotham	Umpire Recoup - 07/06/2022	MUNI	45.00
EFT47773	09/06/2022	Dardanup Rural Supplies	Rapid Set Concrete 6 x Shire Locations	MUNI	405.00
EFT47774	09/06/2022	Data #3 Limited	Microsoft CSP Azure Consumption Charges - April 2022	MUNI	12.23
EFT47775	09/06/2022	Department of Communities	ERC - Education and Care Regulatory Unit - Annual Service Fee	MUNI	329.00
EFT47776	09/06/2022	Department of Fire and Emergency Services	2021/22 ESL Quarter 4 Contribution	MUNI	72,768.88
EFT47777	09/06/2022	Donna Bastow	Umpire Recoup - 08/06/2022	MUNI	176.00
EFT47778	09/06/2022	Eaton - Australind Fire and Rescue Service	MAF 2707 - Marri Reserve - Prescribed Burn	MUNI	1,325.00
EFT47779	09/06/2022	Eaton Bowling and Social Club Inc	Community Grant Funding L2 Round 2 2021-2022	MUNI	3,036.00
EFT47780	09/06/2022	Elliotts Irrigation Pty Ltd	Service and Checks Millbridge Lakes Iron Filter - Gary Engel Park	MUNI	940.50
EFT47781	09/06/2022	Engineering Technology Services Pty Ltd	Provision of Closure of Fishing Jetty Approach to Public Access, Including Fencing, Signage and Labour	MUNI	998.38
EFT47782	09/06/2022	Evolt Ioh Pty Ltd	Evolt Insights - 12 Month Subscription	MUNI	1,320.00
EFT47783	09/06/2022	Evolved Sound	12 Months Music and Content - 22/06/2022-22/06/2023	MUNI	3,120.00
EFT47784	09/06/2022	Exetel Pty Ltd	Exetel 200/200Mbit Data Communications - April 2022	MUNI	1,250.00
EFT47785	09/06/2022	Flexi Staff Pty Ltd	Labour Hire General Hand 09-13/05/2022	MUNI	2,060.74
EFT47786	09/06/2022	Flick Anticimex Pty Ltd	ERC- Spider Treatment in Creche and Vacation Care Room	MUNI	220.00
EFT47787	09/06/2022	Fortus Group	8 x Grader Blades & Freight - Less Credit on Account	MUNI	39.28
EFT47788	09/06/2022	Grace Records Management	External Records Management Services - Storage, Consumables	MUNI	600.08
EFT47790	09/06/2022	Hardhat Media Pty Ltd	Time Lapse Photography of Wells Reserve Construction Project	MUNI	4,955.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT47791	09/06/2022	Heatleys	60 x Coverall Disposable Type 456	MUNI	653.40
EFT47792	09/06/2022	Hynes Contracting	Remove 15 Bollards and Replace With 2nd Hand Units - Hunter Park Millbridge	MUNI	1,500.00
EFT47793	09/06/2022	JCW Electrical Pty Ltd	Install Security Lighting at Dardanup West Bushfire Brigade	MUNI	2,151.00
EFT47794	09/06/2022	John Thompson	Umpire Recoup - 08/06/2022	MUNI	22.00
EFT47795	09/06/2022	Jtagz Pty Ltd	1700 x Dog Registration Tags	MUNI	710.60
EFT47796	09/06/2022	Justine Eichner	Umpire Recoup - 08/06/2022	MUNI	44.00
EFT47797	09/06/2022	Karyn Rowe	Umpire Recoup - 07/06/2022	MUNI	45.00
EFT47798	09/06/2022	Kings Tree Care	Westen Power Tree Pruning Dardanup Tip Road	MUNI	1,375.00
EFT47799	09/06/2022	Korrine Bennell	Elders Consultation, Fees and Travel - Eaton Master and Place Plan - 10/05/2022	MUNI	561.74
EFT47800	09/06/2022	Lions Club of Millbridge	2021-2022 Silent Super Hero Payment - Pat & Mike Forrest	MUNI	300.00
EFT47801	09/06/2022	Luke Wilkinson	Umpire Recoup - 08/06/2022	MUNI	88.00
EFT47802	09/06/2022	M & J Essential Solutions Pty Ltd	EAP Consultations	MUNI	130.00
EFT47803	09/06/2022	Marketforce	Advertisements - Public Notices - Tenders - May 2022	MUNI	3,207.42
EFT47804	09/06/2022	Mckayhla Pomare	Umpire Recoup - 08/06/2022	MUNI	66.00
EFT47805	09/06/2022	Mcleods Barristers and Solicitors	Transfer and Amalgamation of Lot 300 (Reserve 49275) Kerr Road, Picton East	MUNI	583.58
EFT47806	09/06/2022	Michaela Jane Hayden	Reimburse Books & DVD's Purchased for Library	MUNI	717.83
EFT47807	09/06/2022	NSCO Consulting	Facilitation of Coaching Sessions - Staff Member	MUNI	264.00
EFT47808	09/06/2022	Officeworks Superstores Pty Ltd	Printing & Stationery Expense - Admin Office	MUNI	231.91
EFT47809	09/06/2022	Perfect Landscapes	Weekly Reserves Lawn Mowing	MUNI	2,418.03

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT47810	09/06/2022	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	448.20
EFT47811	09/06/2022	Plant Supply Company	Delivery of Plant Stock to 35 Martin Pelusey Road in Waterloo	MUNI	275.00
EFT47812	09/06/2022	Prime Supplies	General Purpose Spill Kits for Bush Fire Brigades	MUNI	2,728.00
EFT47813	09/06/2022	Publik Group	Payment for Graphic Design Component of Dardanup Heritage Trail Signage	MUNI	4,554.00
EFT47814	09/06/2022	Robert Ian Gibson	Rates Refund for Assessment A4264	MUNI	1,456.00
EFT47815	09/06/2022	Signs Plus	Name Badges for Shire Staff	MUNI	79.50
EFT47816	09/06/2022	SOS Office Equipment	Monthly Rental 1X APC7785, 1X APC6685, 7X APC3371, 1X APC2276 and AWMS Software - 11/05-10/06/2022	MUNI	4,785.00
EFT47817	09/06/2022	South West Septics	Toilet Pump Out of Both Toilets at Gnomesville & Tipping Fees	MUNI	630.00
EFT47818	09/06/2022	Spencer Signs	Eaton Bowling & Social Club and Senior Citizens Building - Sign	MUNI	1,872.20
EFT47819	09/06/2022	Stacey Gillespie	Child Care Reimbursements - Council Meetings & Presentation Event - May 2022	MUNI	225.00
EFT47820	09/06/2022	Stratagreen	Tree Guards & Stakes	MUNI	1,889.16
EFT47821	09/06/2022	Suez Recycling & Recovery (Perth) Pty Ltd	Recyclable Processing - May 2022	MUNI	155.21
EFT47822	09/06/2022	Suez Recycling & Recovery Pty Ltd	Hire and Collection of Skip Bin - Cardboard - May 2022	MUNI	187.31
EFT47823	09/06/2022	Synergy	Auxillary Lighting, Streetlights and Irrigation Control - 02/05-01/06/2022	MUNI	386.71
EFT47824	09/06/2022	Telstra	Telephone Use for West Dardanup BFB	MUNI	40.00
EFT47825	09/06/2022	The Cafe Merchant	Bushfire Training Catering - Ferguson	MUNI	220.00
EFT47826	09/06/2022	The Good Guys	Dardanup Central BFB - TV, Urn, Sandwich Grill, Kettle, Vac	MUNI	2,423.00
EFT47827	09/06/2022	Therese Price	Umpire Recoup - 07/06/2022	MUNI	67.50
EFT47828	09/06/2022	Tiana Fraser	Umpire Recoup - 03/06/2022	MUNI	60.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT47829	09/06/2022	Toll Transport - Ipec Pty Ltd	2021- 2022 Postage & Freight	MUNI	164.89
EFT47830	09/06/2022	Total Eden Pty Ltd	Reticulation Repairs - Eaton Oval & Hunter Circle	MUNI	798.91
EFT47831	09/06/2022	Tranen Pty Ltd	2 Days Slashing at Duck Reserve Lake for Weed Management	MUNI	2,681.80
EFT47832	09/06/2022	Visimax	Microchip Reader, Pouch & Freight	MUNI	451.69
EFT47833	09/06/2022	Vogue Furniture	2 x Mobile Pedestals - Admin Office	MUNI	515.00
EFT47834	09/06/2022	WA Isports Inc	Community Grant Funding L2 Round 2 2021-2022	MUNI	1,000.00
EFT47835	09/06/2022	Waterloo Bushfire Brigade	MAF 2707 - Marri Reserve - Prescribed Burn (Total 13Hrs Burn/Mop)	MUNI	1,325.00
EFT47836	09/06/2022	Winc Australia Pty Ltd	Stationery Expense - Admin Office	MUNI	620.40
EFT47837	09/06/2022	Woodlands	2 x Double Bin Surrounds With Shire Logo & Freight - Skate Park	MUNI	10,268.50
EFT47838	09/06/2022	Woolworths Group Limited - Online Order Only	ERC- Cafe Order	MUNI	164.96
EFT47839	09/06/2022	Work Clobber	Kristie Rice - Steel Cap Boots	MUNI	151.25
EFT47840	16/06/2022	A1 Sign Shop	Supply and Install Two Non-Potable Water Signs at The Gnomesville Public Toilets	MUNI	269.20
EFT47841	16/06/2022	Advanced Traffic Management WA P/L	Traffic Control - 4 x Shire Locations	MUNI	6,666.43
EFT47842	16/06/2022	All Aussie Truck and Bobcat Services	Waste Transfer Station Maintenance - Banksia Road Site	MUNI	1,650.00
EFT47843	16/06/2022	Amity Signs	Revegetation & Warning Signage	MUNI	616.00
EFT47844	16/06/2022	Ampol Australia Petroleum Pty Ltd	Fuel - Shire vehicles - May 2022	MUNI	20,802.82
EFT47845	16/06/2022	Angela Winter	CPR Refresher Training - 15 x Staff	MUNI	825.00
EFT47846	16/06/2022	Australian Tax Office	PAYG - Payrun: 10/06/2022	MUNI	79,253.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT47847	16/06/2022	B & B Street Sweeping Pty Ltd	Sweep Kerb Line on various Millbridge Streets Also Including Centre Islands on Millbridge Boulevard	MUNI	1,188.00
EFT47848	16/06/2022	Bailey Harkness	Umpire Recoup 14-06-2022	MUNI	45.00
EFT47849	16/06/2022	BCE Surveying Pty Limited	Boundary Re-Establishment Survey - Boyanup-Picton Road Dardanup - Ascon Setup Venn Road	MUNI	4,029.94
EFT47850	16/06/2022	BGC Construction	Repair Sunken Pavers at Eaton Bowling Club (Non Defect)	MUNI	242.00
EFT47851	16/06/2022	BOC Ltd	ERC - Hire of Oxygen Bottle	MUNI	12.95
EFT47852	16/06/2022	Boyles Plumbing and Gas	RPZD Device Testing and Submission of Paperwork to Water Corporation - 1 Pratt Road Eaton	MUNI	198.00
EFT47853	16/06/2022	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	199.59
EFT47854	16/06/2022	Bunbury Machinery	Hire of Mini Excavator - 02-03/06/2022	MUNI	245.45
EFT47855	16/06/2022	Bunbury Mower Service	Repair Parts for 2 x HT131 Polesaws	MUNI	237.50
EFT47856	16/06/2022	Bunbury Truck Sales and Service Centre	2 Front Position Led Lights for Repairs to Tip Truck	MUNI	49.60
EFT47857	16/06/2022	Bunnings Group Limited	Fence Panel, Metal. Brackets, Padbolts, Caps for Library	MUNI	399.83
EFT47858	16/06/2022	Burekup Developments Pty Ltd	Defects Liability Bond - WAPC-154553	MUNI	2,550.55
EFT47859	16/06/2022	Cameron Baker	Umpire Recoup 15-06-2022	MUNI	88.00
EFT47860	16/06/2022	Castledine Gregory	Sat Mediation Process - Lot 2 Banksia Road - Amended Ldp Refusal. Matter # 0463-0005	MUNI	6,628.60
EFT47861	16/06/2022	Chloe Scott	Umpire Recoup 15-06-2022	MUNI	88.00
EFT47862	16/06/2022	Christine Worsfold	Umpire Recoup 14-06-2022	MUNI	67.50
EFT47863	16/06/2022	Ciphertel Pty Ltd T/A Gateway Internet Services	Monthly Account for Point to Point Microwave Service Depot and Dardanup - May 2022	MUNI	2,893.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT47864	16/06/2022	Civil Projects Southwest	Digger Hire - Giumelli Road and Pile Road	MUNI	4,023.25
EFT47865	16/06/2022	Cleanaway Solid Waste Pty Ltd	General Waste Disposal - 2 x Shire Locations	MUNI	2,176.19
EFT47866	16/06/2022	Construction Training Fund : BCITF	BCITF Remittance - May 2022	MUNI	3,276.54
EFT47867	16/06/2022	Country Landscaping Pty Ltd	Reticulation and Landscaping - Eaton Drive Median - Carramar Park	MUNI	32,527.95
EFT47868	16/06/2022	Craven Foods	ERC - Cafe Goods	MUNI	456.84
EFT47869	16/06/2022	Cross Security Services	Alarm System Monitoring - Little Street Dardanup Office Building - 01/01-03/06/2022	MUNI	286.00
EFT47870	16/06/2022	Darby Sidebotham	Umpire Recoup 14-06-2022	MUNI	45.00
EFT47871	16/06/2022	Dardanup Heritage Collective	Community Grant Payment 2021-2022 Round 1. Installation of Signs - Dardanup Heritage Trail Project	MUNI	5,000.00
EFT47872	16/06/2022	Data #3 Limited	Individual Seat for Enterprise Cloud Administration (ECA) Course	MUNI	5,319.85
EFT47873	16/06/2022	Dell Australia Pty Ltd	Serrvice & Repair Equipment - Eaton Admin	MUNI	331.77
EFT47874	16/06/2022	Department of Biodiversity, Conservation and Attractions	Lease Rental Bush Fire Brigade Site - 01/05/2022 - 30/04/2023	MUNI	172.48
EFT47875	16/06/2022	Department of Fire and Emergency Services	Refund Covid-19 WA Recovery Stimulus Funding Grant for Wellington Mills Bfb - Ablutions. 50% of Grant Paid	MUNI	33,111.82
EFT47876	16/06/2022	Department of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BSL Remittance - May 2022	MUNI	7,660.54
EFT47877	16/06/2022	Department of Premier and Cabinet	Gazettal of Change of Rates Valuation Basis UV to GRV for DP41839 and DP418766	MUNI	93.60
EFT47878	16/06/2022	Deputec Pty Ltd	ERC - Deputy Roster Schedule Software - May 2022	MUNI	99.50
EFT47879	16/06/2022	Diesel Force	Service for Cat Grader	MUNI	1,512.26
EFT47880	16/06/2022	Donna Bailye	Reimburse Uniform Purchase	MUNI	125.93
EFT47881	16/06/2022	Donna Bastow	Umpire Recoup 15-06-2022	MUNI	154.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT47882	16/06/2022	Dormakaba Australia Pty Ltd	Repair of Faulty Automatic Entry Door Including Travel, Callout Fee and Microhead Motion Sensor	MUNI	1,229.71
EFT47883	16/06/2022	Eaton Pet Vet	2021-2022 Animal Management Program (Sterilisation)	MUNI	35.00
EFT47884	16/06/2022	Elliotts Irrigation Pty Ltd	3 x Plasite Actuators & Millbridge Lake Iron Filter Service	MUNI	3,432.00
EFT47885	16/06/2022	Environmental and Agricultural Testing Services	Bore Water Major Components Analysis - 10 x Shire Locations	MUNI	3,190.00
EFT47886	16/06/2022	Equans Mechanical Services (WA) Pty Ltd	ERC - Quarterly Maintenance - March 2022	MUNI	522.50
EFT47887	16/06/2022	Fit2Work	Monthly Invoice for Employee Police Checks	MUNI	230.34
EFT47888	16/06/2022	Flight Centre Travel Group Limited	3 x \$1000, 2 x \$250 and 1 x \$100 Gift Cards for Promotions and Prizes ERC	MUNI	3,611.00
EFT47889	16/06/2022	Forestvale Trees Pty Ltd	39 Trees of Two Varieties for Eaton Foreshore	MUNI	3,217.50
EFT47890	16/06/2022	Geographe Community Landcare Nursery Inc.	Plant Species List for 2022 Planting Season	MUNI	5,892.50
EFT47891	16/06/2022	GHD Pty Ltd	Feasibility Study of Forrest Highway Cycle Route - Progress Invoice	MUNI	9,400.85
EFT47892	16/06/2022	Harcher	ERC - Cleaning Products	MUNI	1,276.44
EFT47893	16/06/2022	Herbert Smith Freehill	Legal Advice on Land Exchange Deed and Revisions to D&C Contract. Matter # 82716823	MUNI	2,032.80
EFT47894	16/06/2022	Howson Technical	Project Management Support for Eaton Drive / Peninsula Lakes Drive Project - 16-31/05/2022	MUNI	731.50
EFT47895	16/06/2022	ID Consulting Pty Ltd	Forecast Id - Annual Subscription June 2022 - June 2023	MUNI	14,300.00
EFT47896	16/06/2022	Illion Australian Pty Ltd (Tenderlink)	3 x Tenderlink Public Tenders	MUNI	627.00
EFT47897	16/06/2022	IT Vision Australia Pty Ltd	Manual Pensioner/Senior Rebate Claim Program Add-On to Synergysoft	MUNI	275.00
EFT47898	16/06/2022	Integran Pty Ltd	Wanju and Waterloo DCP Awarded Consultant Contract (Rft-F0233817) Progress Claim	MUNI	7,187.82

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT47899	16/06/2022	James Reilly	Reimburse Uniform Purchase	MUNI	245.97
EFT47900	16/06/2022	Jane Elizabeth Skipworth	Reimburse Food Purchased for Bushfire Training	MUNI	79.86
EFT47901	16/06/2022	John Thompson	Umpire Recoup 15-06-2022	MUNI	22.00
EFT47902	16/06/2022	JP Group - CPSS Pty Ltd	Lease 2 - Period 1/7/2022 to 30/9/2022	MUNI	3,283.61
EFT47903	16/06/2022	JRB Consultancy	Property Valuation Service for The Land Aquisitions on Ferguson Road for Road Upgrade/Widening.	MUNI	5,129.50
EFT47904	16/06/2022	Justine Eichner	Umpire Recoup 15-06-2022	MUNI	22.00
EFT47905	16/06/2022	Karyn Rowe	Umpire Recoup 13-06-2022	MUNI	112.50
EFT47906	16/06/2022	Kathryn Rob	Reimburse Vacation Care Fees Due to Change in CCS Rebate	MUNI	59.84
EFT47907	16/06/2022	Kings Tree Care	Tree Removal & Pruning - 5 x Shire Locations	MUNI	5,456.00
EFT47908	16/06/2022	Kmart	Winter Launch Decorations ERC	MUNI	112.00
EFT47909	16/06/2022	Landgate	Rural UV General Revaluation 2022/2023	MUNI	12,190.60
EFT47910	16/06/2022	Les Mills Asia Pacific	ERC - Monthly Lisence Fees - April 2022	MUNI	1,435.92
EFT47911	16/06/2022	Local Government Professionals Australia WA	LG Professionals Conference Attendance - D Bailye	MUNI	1,410.00
EFT47912	16/06/2022	Luke Wilkinson	Umpire Recoup 15-06-2022	MUNI	88.00
EFT47913	16/06/2022	M & J Essential Solutions Pty Ltd	EAP Consultations	MUNI	390.00
EFT47914	16/06/2022	Mantrac	Box Out 2 x Shire Locations - Slashing at Henty Road Old Tip Site	MUNI	4,357.65
EFT47915	16/06/2022	Margery Ann Stevens	Umpire Recoup 13-06-2022	MUNI	88.00
EFT47916	16/06/2022	Market Creations Agency Pty Ltd	Website Redesign	MUNI	62,510.32

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT47917	16/06/2022	Marketforce	Advertising - May 2022	MUNI	2,300.80
EFT47918	16/06/2022	Martins Environmental Services Pty Ltd	Typha Control at Peninsular Lakes Reserve, Brushcutting, Removal and Herbicide Control	MUNI	14,960.00
EFT47919	16/06/2022	Mckayhla Pomare	Umpire Recoup 15-06-2022	MUNI	66.00
EFT47920	16/06/2022	Melanie Young	Reimburse Uniform Purchase	MUNI	39.00
EFT47921	16/06/2022	MJ Goods	ERC - Cafe Goods	MUNI	66.10
EFT47922	16/06/2022	Monumental Services Pty Ltd	Eaton Recreation Centre - Business Case for Additional Indoor Multi-Use Courts Final Invoice	MUNI	25,712.50
EFT47923	16/06/2022	Natalie Hopkins	Reimburse Uniform Purchase	MUNI	56.42
EFT47924	16/06/2022	Naturaliste Hygiene	Sharps Disposal Service June 2022 - Watson Street Reserve & Eaton Foreshore Public Toilets	MUNI	165.00
EFT47925	16/06/2022	Nutrien Ag Solutions	Glyphosate 450 Panzer 20L - 4 x Shire Locations	MUNI	3,036.00
EFT47926	16/06/2022	Officeworks Superstores Pty Ltd	Stationery Expense - Admin O/H	MUNI	52.41
EFT47927	16/06/2022	Onsite Rental Group	Lease 26 Transportable Building From 1/5/22 to 31/5/22	MUNI	3,993.53
EFT47928	16/06/2022	Peel Resource Recovery P/L	Medium Grade Mulch Delivered to 5 x Shire Locations	MUNI	9,174.00
EFT47929	16/06/2022	Perfect Landscapes	Weekly Reserves & Millbridge Lawn Mowing	MUNI	4,446.10
EFT47930	16/06/2022	Peta Nolan	Leaving Gift for Jacquie Nichol	MUNI	100.00
EFT47931	16/06/2022	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	728.70
EFT47932	16/06/2022	PFI Supplies	Cleaning Supplies - 5 x Shire Locations	MUNI	764.75
EFT47933	16/06/2022	Promote You	Embroidery of Staff Uniforms	MUNI	72.60
EFT47934	16/06/2022	Perkins WA Pty Ltd	Phase 2 15% Schematic Design Work - Council Offices and Library Building	MUNI	33,000.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT47935	16/06/2022	Regional Media Specialists P/L	Advertising Space in Bunbury Mail & Bunbury Herald - May 2022	MUNI	1,490.50
EFT47936	16/06/2022	Schweppes Australia Pty Ltd	ERC - Cafe Goods	MUNI	1,152.21
EFT47937	16/06/2022	Securepay Pty Ltd	Bank Fees - May 2022 Securepay Web & IVR Credit Card Payments	MUNI	4.88
EFT47938	16/06/2022	Seek Limited	Seek Advertising Monthly Plan - May 2022	MUNI	657.25
EFT47939	16/06/2022	Shire of Boddington	Industry Road Safety Alliance Membership Contribution to 31/12/2022	MUNI	3,300.00
EFT47940	16/06/2022	Shire of Dardanup	Repayment Funds Paid to City of Busselton - SW Regional Waste Group Project - Per BGGC Meeting 14/12/2020	MUNI	4,688.55
EFT47941	16/06/2022	Shire of Harvey	Shire of Dardanup Contribution to The Reconciliation Breakfast (National Reconciliation Week)	MUNI	1,500.00
EFT47942	16/06/2022	SMR Psychology	Employee Assistance Program - Counselling	MUNI	187.00
EFT47943	16/06/2022	Statewide Cleaning Supplies Pty Ltd	Wow Wipes Carton of 4 - Plus Delivery Fee	MUNI	1,745.28
EFT47944	16/06/2022	Steann Pty Ltd	Bi-Annual Greenwaste Kerbside Collection - 23-27/05/2022	MUNI	24,197.02
EFT47945	16/06/2022	Steve Miller	Reimbursement for Fuel Purchased for Fire Truck During Incident 559961 (Hester)	MUNI	126.52
EFT47946	16/06/2022	Stratagreen	Jarrah Tree Stakes & Transport - 2 x Shire Locations	MUNI	2,098.80
EFT47947	16/06/2022	Suez Recycling & Recovery Pty Ltd	Monthly Bin Collection/Repairs - May 2022	MUNI	78,023.05
EFT47948	16/06/2022	Synergy	Electricity - Street Lighting and 4 x Shire Buildings	MUNI	33,336.52
EFT47949	16/06/2022	Telair Pty Ltd	NBN Ee - Monthly Fee - May 2022	MUNI	658.90
EFT47950	16/06/2022	Telstra	Phone & Internet - 6 x Shire Services Including Mobile Phones	MUNI	3,761.05
EFT47951	16/06/2022	The Cafe Merchant	Various Catering - Bush Scholarship Presentation - CEO Review - Ferguson Bushfire Training Catering	MUNI	1,045.00
EFT47952	16/06/2022	The Print Shop	Permit to Set Fire Books	MUNI	547.80

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT47953	16/06/2022	The Workwear Group	Uniform Purchase - 3 x Staff	MUNI	638.91
EFT47954	16/06/2022	Therese Price	Umpire Recoup 13 & 14-06-2022	MUNI	157.50
EFT47955	16/06/2022	Tiana Fraser	Umpire Recoup 10-06-2022	MUNI	60.00
EFT47956	16/06/2022	Tutt Bryant Hire	Hire of Multi-Tyre Roller for Shoulder Grading Works - 3 x Shire Locations	MUNI	3,019.50
EFT47957	16/06/2022	Ultron Developments Pty Ltd	Puskar Kandell Sharepoint Services 2019 Migration Project - 16-29/05/2022	MUNI	3,400.00
EFT47958	16/06/2022	Walga	Head of Agencies Breakfast - 06/05/2022 - Cr Mick Bennett	MUNI	65.00
EFT47959	16/06/2022	Werewere Tom Dean Davey	Umpire Recoup 13-06-2022	MUNI	45.00
EFT47960	16/06/2022	West Oz Linemarking	Linemarking - Polwarth Way and Waterloo BFB Car Park	MUNI	2,761.00
EFT47961	16/06/2022	Woolworths Group Limited - Online Order Only	ERC - Cafe Goods, Eaton Admin Supplies	MUNI	590.68
EFT47962	16/06/2022	Woolkabunning Kiaka Aboriginal Corporation	Consultation With Elders - Eaton Master and Place Plan - 10/05/2022	MUNI	571.02
EFT47963	23/06/2022	Advanced Traffic Management WA P/L	Traffic Control - 4 x Shire Locations	MUNI	6,046.99
EFT47964	23/06/2022	All Aussie Truck and Bobcat Services	Waste Transfer Station Weekly Clean Up - Banksia Road	MUNI	2,310.00
EFT47965	23/06/2022	Alyson Smith	Reimburse Uniform Purchase	MUNI	89.99
EFT47966	23/06/2022	Amity Signs	Concealed Driveway Signs and Posts/ Fittings	MUNI	693.55
EFT47967	23/06/2022	Animal Pest Management Services	Euthanasia of Rogue Bull in Burekup	MUNI	198.00
EFT47968	23/06/2022	Aquila Food Forest	Sustainable Living Workshop - 09-06-2022	MUNI	230.00
EFT47969	23/06/2022	Ash Chowdhury	Reimburse Uniform Purchase	MUNI	379.45
EFT47970	23/06/2022	BCE Surveying Pty Limited	Survey Road Levels at Ferguson Road	MUNI	2,219.98
EFT47971	23/06/2022	Boyles Plumbing and Gas	Brooksy Place Burekup - Rprd Device Testing. Test and Submit Paperwork to Water Corporation	MUNI	198.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT47972	23/06/2022	Brandicoot	Monthly Web Hosting for 5 x Shire Addresses	MUNI	907.00
EFT47973	23/06/2022	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	183.52
EFT47974	23/06/2022	Bunbury Coffee Machines	ERC - Cafe Goods	MUNI	282.00
EFT47975	23/06/2022	Bunbury Machinery	Diesel Fuel Hose for Trailer Pod & Fertiliser Spreader	MUNI	402.82
EFT47976	23/06/2022	Bunbury Mower Service	Plant Repair and Parts	MUNI	380.00
EFT47977	23/06/2022	Bunnings Group Limited	Drill Kit for Patching Truck, Toilet Door Lock, Drill Combo Kie, Globes, Paint, Stain & Sanding Items for Don Hewison Centre	MUNI	1,057.80
EFT47978	23/06/2022	Cameron Baker	Umpire Recoup - 22/06/2022	MUNI	44.00
EFT47979	23/06/2022	Chloe Scott	Umpire Recoup - 22/06/2022	MUNI	66.00
EFT47980	23/06/2022	Christine Worsfold	Umpire Recoup - 20 & 21/06/2022	MUNI	157.50
EFT47981	23/06/2022	City of Bunbury	May 2022 Dog & Cat Pound Sustenance Fees	MUNI	475.00
EFT47982	23/06/2022	Cleanaway Solid Waste Pty Ltd	General Waste Disposal - 2 x Shire Locations	MUNI	2,451.20
EFT47983	23/06/2022	Connect Call Centre Services	After Hours Call Centre Service May 2022	MUNI	485.49
EFT47984	23/06/2022	Country Landscaping Pty Ltd	Reticulation Parts & Repairs - Gary Engel & Carramar Parks	MUNI	4,221.45
EFT47985	23/06/2022	Country Water Solutions	Reticulation Maintenance - 3 x Shire Locations	MUNI	281.28
EFT47986	23/06/2022	Crooked Brook Forest Association	2021-22 Budget Allocation - Grant	MUNI	1,000.00
EFT47987	23/06/2022	Dardanup Rural Supplies	Strainers and Gate Clamps	MUNI	406.50
EFT47988	23/06/2022	Data #3 Limited	Certified Administrator Self-Study Elearning Training - Xg Firewall & Central (Sophos)	MUNI	1,576.49
EFT47989	23/06/2022	Dell Australia Pty Ltd	Dell Latitude 7330 Computer	MUNI	2,414.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT47990	23/06/2022	Department of Premier and Cabinet	Gazettal of Change of Valuation Basis UV to GRV for DP418333	MUNI	93.60
EFT47991	23/06/2022	Donna Bailye	Reimburse Uniform Purchase	MUNI	203.48
EFT47992	23/06/2022	Donna Bastow	Umpire Recoup - 22/06/2022	MUNI	176.00
EFT47993	23/06/2022	DX Print Group Pty Ltd	DLX Printed Window Face Envelopes x 10,000 & Business Cards	MUNI	3,806.00
EFT47994	23/06/2022	Eaton Bowling and Social Club Inc	Staff Team Building Session - Tree Planting Exercise	MUNI	290.00
EFT47995	23/06/2022	Ellen Patricia Lilly	Meeting Allowance	MUNI	1,241.67
EFT47996	23/06/2022	Elliotts Irrigation Pty Ltd	May Filter Service - Watson Reserve	MUNI	286.00
EFT47997	23/06/2022	Emerge Associates	Ferguson Road Widening - Flora & Fauna Surveys	MUNI	14,190.00
EFT47998	23/06/2022	GHD Pty Ltd	Review of Electrical, IT and Associated Works Design Drawings - New Shire of Dardanup Civic Building	MUNI	51,119.20
EFT47999	23/06/2022	Hanson Construction Materials Pty Ltd	96 Tonne of Spalls	MUNI	3,476.72
EFT48000	23/06/2022	Harvey Norman	Netgear Dual Band USB 2.0 Nano Adapter, 10 x Logitech Wired Mouse	MUNI	524.50
EFT48001	23/06/2022	Heatleys	40 Coverall Disposable Type 456 White	MUNI	435.60
EFT48002	23/06/2022	Herbert Smith Freehill	Legal Advice on Land Exchange Deed and Revisions to D&C Contract. Matter # 82734046	MUNI	1,504.80
EFT48003	23/06/2022	Hooleys Catering Company	Ordinary Council Meeting Dinner - 22/06/2022	MUNI	689.00
EFT48004	23/06/2022	Jacko's Window Cleaning	Window Clean - Dardanup Community Centre	MUNI	250.00
EFT48005	23/06/2022	James Reilly	Reimburse Uniform Purchase	MUNI	143.43
EFT48006	23/06/2022	Janice Patricia Dow	Meeting Allowance	MUNI	1,419.15
EFT48007	23/06/2022	Jo Jingles South West	May 2022 Jo Jingles: Eaton, Dardanup & Burekup Sessions	MUNI	3,476.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT48008	23/06/2022	John Thompson	Umpire Recoup - 22/06/2022	MUNI	22.00
EFT48009	23/06/2022	Justine Eichner	Umpire Recoup - 22/06/2022	MUNI	44.00
EFT48010	23/06/2022	Karyn Rowe	Umpire Recoup - 20 & 21/06/2022	MUNI	180.00
EFT48011	23/06/2022	Kenny Pomare	Umpire Recoup - 22/06/2022	MUNI	44.00
EFT48012	23/06/2022	Kylie Blair	Reimburse Cafe Goods Purchased	MUNI	69.98
EFT48013	23/06/2022	Landgate	GRV General Revaluation 2021/2022	MUNI	135,090.26
EFT48014	23/06/2022	Luke Wilkinson	Umpire Recoup - 22/06/2022	MUNI	66.00
EFT48015	23/06/2022	Luke William Davies	Meeting Allowance	MUNI	1,241.67
EFT48016	23/06/2022	Lynette Osborne	Rates Refund for Assessment A3835	MUNI	960.00
EFT48017	23/06/2022	Margery Ann Stevens	Umpire Recoup - 20/06/2022	MUNI	88.00
EFT48018	23/06/2022	Mark Richard Hutchinson	Meeting Allowance	MUNI	1,241.67
EFT48019	23/06/2022	Mccormick's City Lighting	Spotlights for Ligthing Soldier	MUNI	99.90
EFT48020	23/06/2022	Mckayhla Pomare	Umpire Recoup - 22/06/2022	MUNI	44.00
EFT48021	23/06/2022	Michael Bennett	Meeting Allowance	MUNI	1,112.50
EFT48022	23/06/2022	MJB Industries Pty Ltd	6 x 450 Class 4 Pipes	MUNI	1,384.28
EFT48023	23/06/2022	Monitored Electronics	Monitoring of Medical Alarms From 01/07/2022 to 30/09/2022	MUNI	57.20
EFT48024	23/06/2022	Nutrien Ag Solutions	Ken Up 500 Flexi	MUNI	401.50
EFT48025	23/06/2022	Patricia Rose Perks	Meeting Allowance	MUNI	1,241.67
EFT48026	23/06/2022	Peter Robinson	Meeting Allowance	MUNI	1,241.67

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT48027	23/06/2022	PFI Supplies	Cleaning Supplies - Martin-Pelusey Rd Depot	MUNI	191.50
EFT48028	23/06/2022	QK Technologies Pty Ltd	ERC Quikkids Invoicing - December 2021	MUNI	0.53
EFT48029	23/06/2022	Rawlinsons (W.A.)	QS Services for New Civic Centre	MUNI	15,801.50
EFT48030	23/06/2022	Recordpoint Software Apac Pty Ltd	Recordpoint Software Maintenance (01/07/22 - 30/06/23)	MUNI	18,005.53
EFT48031	23/06/2022	Samantha Dixon	Reimburse Uniform Purchase	MUNI	216.00
EFT48032	23/06/2022	Samuel & Claudette Boshoff	Rates Refund for Assessment A9895	MUNI	2,177.81
EFT48033	23/06/2022	Shadewest	Repair to Burekup Oval Playground Shade Sail	MUNI	135.00
EFT48034	23/06/2022	Simon Peter King	Reimburse Uniform Purchase	MUNI	149.00
EFT48035	23/06/2022	SMR Psychology	Employee Assistance Program - Counselling	MUNI	187.00
EFT48036	23/06/2022	South West Networking	Supply & Install Commercial Door Closer to External Exit Door From Kitchen to Courtyard - Admin Office	MUNI	395.00
EFT48037	23/06/2022	Southern Lock and Security	Replace Broken Lock at Eaton Foreshore & ECC Switchboards	MUNI	295.00
EFT48038	23/06/2022	Stacey Gillespie	Meeting Allowance	MUNI	1,241.67
EFT48039	23/06/2022	Synergy	Electricity Account for Landfill Site, Lot 1 Banksia Road - 01/04-14/06/2022	MUNI	1,897.36
EFT48040	23/06/2022	Tara Louise Dillon	Reimburse Food Purchase - Steve Delaney Morning Tea	MUNI	126.59
EFT48041	23/06/2022	Telstra	Telephone and Various Lines for Eaton Admin Centre	MUNI	5,999.99
EFT48042	23/06/2022	The Cafe Merchant	Ferguson Training - Fire Fighting Skills - Catering	MUNI	230.00
EFT48043	23/06/2022	Therese Price	Umpire Recoup - 20 & 21/06/2022	MUNI	157.50
EFT48044	23/06/2022	Tiana Fraser	Umpire Recoup - 17/06/2022	MUNI	60.00
EFT48045	23/06/2022	Toll Transport - Ipec Pty Ltd	2021- 2022 Postage & Freight - Admin Office & Environmental Health	MUNI	599.44

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT48046	23/06/2022	Total Eden Pty Ltd	Reticulation Repairs - 3 x Shire Locations	MUNI	892.69
EFT48047	23/06/2022	Total Hygiene	Service 5 x Sanitary Bins & 1 x Nappy Bin	MUNI	99.00
EFT48048	23/06/2022	Tutt Bryant Hire	Multi-Tyre Roller Hire for Shoulder Grading Works - 31/05-08/06/2022 - 3 x Shire Locations	MUNI	1,207.80
EFT48049	23/06/2022	Tyrrell Gardiner	Meeting Allowance	MUNI	1,819.09
EFT48050	23/06/2022	Univerus Software Pty Ltd	Data Hierarchy Workshop and Configuration of Integration	MUNI	1,705.00
EFT48051	23/06/2022	Winc Australia Pty Ltd	Stationery - Admin Office	MUNI	860.18
EFT48052	23/06/2022	Work Clobber	ERC- Uniforms	MUNI	4,038.30
EFT48053	30/06/2022	Advanced Traffic Management WA P/L	Traffic Control - 2 x Shire Locations	MUNI	1,896.40
EFT48054	30/06/2022	Amity Signs	Townsites Road Signs	MUNI	2,778.60
EFT48055	30/06/2022	Angela Winter	CPR Refresher Course 27/06/2022 - 5 x Shire Employees	MUNI	275.00
EFT48056	30/06/2022	Australian Tax Office	PAYG - Payrun: 24/06/2022	MUNI	75,091.00
EFT48057	30/06/2022	Australind Landscaping Supplies	Blue Metal - Lofthouse Park	MUNI	600.00
EFT48058	30/06/2022	Bailey Harkness	Umpire Recoup 28-06-2022	MUNI	45.00
EFT48059	30/06/2022	Barry Allen Electrical Services	Supply and Install Two Replacement Exit Signs At Eaton Library	MUNI	547.03
EFT48060	30/06/2022	Boyles Plumbing and Gas	New Zip Filter for The Zip Heater - Depot	MUNI	460.55
EFT48061	30/06/2022	Brennan IT Pty Ltd	Port Poe+ Switch, 24 Port Poe, Catalyst 9200L 24-Port Poe+, 4 x 1G, 3 Years Dna Essentials, Second PSU	MUNI	5,616.41
EFT48062	30/06/2022	Bunbury and Districts Softball Association	Community Grant Payment, Round 1 2021-2022.	MUNI	5,150.00
EFT48063	30/06/2022	Bunbury Auto One	Trailer Lights Repair Items (Mowing Trailer)	MUNI	75.70

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT48064	30/06/2022	Bunbury Holden	15,000Km Service - DA994	MUNI	490.00
EFT48065	30/06/2022	Bunbury Mower Service	1 USG Hedge Trim Swivel kit, 1 Stihl Grinder Kit, 1 Stihl Polesaw & 2 Stihl Blowers	MUNI	3,856.45
EFT48066	30/06/2022	Bunnings Group Limited	Pallet of Rapid Set Concrete - Depot Tools Handles & Parts - Timber for Workbench	MUNI	1,667.71
EFT48067	30/06/2022	Carbone Brothers Pty Ltd	Harris Road Widening and Reconstruction - Progress & Retention Payment	MUNI	253,615.84
EFT48068	30/06/2022	Catalyse Pty Ltd	Strategic Community Plan Review & Frameworks, Corporate Business Plan & Desktop Publishing B	MUNI	13,200.00
EFT48069	30/06/2022	Chloe Scott	Umpire Recoup 29-06-2022	MUNI	44.00
EFT48070	30/06/2022	Christine Worsfold	Umpire Recoup 28-06-2022	MUNI	67.50
EFT48071	30/06/2022	Civil Projects Southwest	Bobcat Hire - 3 x Shire Locations	MUNI	2,194.50
EFT48072	30/06/2022	Cleanaway Solid Waste Pty Ltd	General Waste Disposal - 2 x Shire locations	MUNI	2,074.67
EFT48073	30/06/2022	Coastal Rowing WA Inc	2021-2022 Silent Super Hero Payment - Lynette Sleight	MUNI	300.00
EFT48074	30/06/2022	Country Landscaping Pty Ltd	Control Cable Replacement - 2 x Shire Locations	MUNI	2,276.48
EFT48075	30/06/2022	Country Water Solutions	Reticulation Maintenance - Carramar Park	MUNI	192.95
EFT48076	30/06/2022	Craven Foods	ERC - Cafe Goods	MUNI	784.05
EFT48077	30/06/2022	CSSTECH Group Pty Ltd	Migration and Upgrade of Shoretel PBX	MUNI	2,532.38
EFT48078	30/06/2022	CWA River Valley Belles	2021-2022 Silent Super Hero Payment - Rosemary Pittard	MUNI	300.00
EFT48079	30/06/2022	Dapco Tyre and Auto Centre	4 x New Tyres + Wheel Alignment DA993 - Trailer Tyre - Replace Tyre DA004 - Puncture Repair 008DA	MUNI	1,330.00
EFT48080	30/06/2022	Darby Sidebotham	Umpire Recoup 28-06-2022	MUNI	22.50
EFT48081	30/06/2022	Dardanup Art Spectacular	2021-2022 Silent Super Hero Payment - Clare Clements	MUNI	150.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT48082	30/06/2022	Dardanup Heritage Collective	2021-2022 Silent Super Hero Payment - Janice Calcei	MUNI	300.00
EFT48083	30/06/2022	Daryl Fishwick	Umpire Recoup 29-06-2022	MUNI	132.00
EFT48084	30/06/2022	Data #3 Limited	Indesign - Pro for Enterprise. 5 Months Co-Termed. Expiry 01/12/2022	MUNI	368.04
EFT48085	30/06/2022	David John Leek T/A Acefire	Supply & Install 2 Fire Extinguishers (1 x 4.5Kg Abce, 1 x 2L Wet Chem) & 6 Info Signs at Softball Pavilion	MUNI	209.00
EFT48086	30/06/2022	Diesel Force	Service/Repairs - Truck DA325, Grader DA9774 & Patching Truck DA8457	MUNI	8,790.10
EFT48087	30/06/2022	Donna Bastow	Umpire Recoup 29-06-2022	MUNI	132.00
EFT48088	30/06/2022	Eaton Family Centre	2021-2022 Silent Super Hero Payment - Ashlea Bluett	MUNI	300.00
EFT48089	30/06/2022	Eaton Junior Football Club	2021-2022 Silent Super Hero Payment - Brendan Billett	MUNI	300.00
EFT48090	30/06/2022	Eaton Pet Vet	2021-2022 Animal Management Program (Sterilisation)	MUNI	35.00
EFT48091	30/06/2022	Eaton Senior Citizens Association	Rates Refund for Assessment A2989	MUNI	205.53
EFT48092	30/06/2022	Elizabeth Ann Joyce	Rates Refund for Assessment A2161	MUNI	848.54
EFT48093	30/06/2022	Engineering Technology Services Pty Ltd	Provision of Diving Inspections and Assessment of Compliance - Old Coast Road Bridge Fishing Jetty	MUNI	3,850.00
EFT48094	30/06/2022	Flexi Staff Pty Ltd	Labour Hire - Various Shire Locations - 16/05-17/06/2022	MUNI	12,745.70
EFT48095	30/06/2022	Fulton Hogan Industries WAR	20Kg Ez Street - Eaton Drive	MUNI	531.30
EFT48096	30/06/2022	Gareth Webber	Reimburse Uniform Purchase	MUNI	389.40
EFT48097	30/06/2022	Hancock Memorials	Dardanup WA Memorial Rising Sun Emblem - Deposit for Plaque Only	MUNI	651.68
EFT48098	30/06/2022	Hanson Construction Materials Pty Ltd	Scalps, Aggregate - 4 x Shire Locations	MUNI	4,785.09
EFT48099	30/06/2022	Heatleys	10 x Disposable Respirator Box 10	MUNI	291.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT48100	30/06/2022	Hynes Contracting	Kerbing/Footpath and Pram Ramp - Glen Huon Car Park	MUNI	24,010.00
EFT48101	30/06/2022	IVC Computer Services	3 Pin Mains Plug Male to Female	MUNI	102.00
EFT48102	30/06/2022	JCW Electrical Pty Ltd	Assessment of Depot Flood Lights Not Working	MUNI	323.40
EFT48103	30/06/2022	Jessica Forsyth	Reimburse Uniform Purchase	MUNI	99.00
EFT48104	30/06/2022	Jo Jingles South West	June 2022 Jo Jingles: Eaton, Dardanup & Burekup Sessions	MUNI	2,530.00
EFT48105	30/06/2022	John Thompson	Umpire Recoup 29-06-2022	MUNI	44.00
EFT48106	30/06/2022	Jacksons Drawing Supplies Pty Limited	1 x \$200 Voucher - Enlighten Projection	MUNI	200.00
EFT48107	30/06/2022	Kenny Pomare	Umpire Recoup 29-06-2022	MUNI	44.00
EFT48108	30/06/2022	Kilmore Group Pty Ltd	Progress Payment - Wells Recreation Park Change Rooms and Cricket Nets	MUNI	119,366.91
EFT48109	30/06/2022	Kings Tree Care	Tree Removal/Pruning - 5 x Shire Locations	MUNI	8,415.00
EFT48110	30/06/2022	Kyle Jones	Umpire Recoup 29-06-2022	MUNI	44.00
EFT48111	30/06/2022	Leschenault Steelers Softball Club	2021-2022 Silent Super Hero Payment - Ena Curtis	MUNI	150.00
EFT48112	30/06/2022	Leschenault Timber Industry Club	LTIC Dinner Meeting - 28/06/2022 - Shire President	MUNI	45.00
EFT48113	30/06/2022	Local Government Professionals Australia Wa	SW Professional Development Forum - Mr P Anastasakis - 10-11 August 2022	MUNI	630.00
EFT48114	30/06/2022	Luke Wilkinson	Umpire Recoup 29-06-2022	MUNI	88.00
EFT48115	30/06/2022	M & J Essential Solutions Pty Ltd	EAP Consultations	MUNI	130.00
EFT48116	30/06/2022	Mainline Plumbing	Investigate & Restore Hot Water to All Changerooms - Glen Huon Reserve	MUNI	417.56
EFT48117	30/06/2022	Malatesta Road Paving and Hotmix	Asphalt Repair Dardanup West Road - Lay Asphalt Dowdells Line - Emulsion Crooked Brook Road	MUNI	29,322.78

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT48118	30/06/2022	Margery Ann Stevens	Umpire Recoup 27-06-2022	MUNI	66.00
EFT48119	30/06/2022	Mark Atherton	Refund Gas Bottle Purchase for Depot	MUNI	32.00
EFT48120	30/06/2022	Market Creations Agency Pty Ltd	Website Redesign Progress Payment	MUNI	64,613.23
EFT48121	30/06/2022	Mitchell Dillon Maibaum	Rates Refund for Assessment A3503	MUNI	112.19
EFT48122	30/06/2022	Moore Australia (WA) Pty Ltd	On-Line PAYG Training - 15/07/2022 - Suzette Sutton	MUNI	770.00
EFT48123	30/06/2022	Nightguard Security Service	Alarm Response May 2022 - 4 x Shire Locations	MUNI	1,463.00
EFT48124	30/06/2022	NSCO Consulting	Facilitation of Coaching Sessions - 1 x Staff Member 14 & 21 June 2022	MUNI	528.00
EFT48125	30/06/2022	Officeworks Superstores Pty Ltd	Dardanup Central BFB - Stationery	MUNI	129.13
EFT48126	30/06/2022	Perfect Landscapes	Weekly Lawn Mowing - Millbridge & Eaton Reserves	MUNI	6,864.13
EFT48127	30/06/2022	PFI Supplies	T/Rolls - 7 Ctns of 48 Rolls	MUNI	349.30
EFT48128	30/06/2022	Promote You	Name Badge on Ranger Tops	MUNI	60.23
EFT48129	30/06/2022	PVR Industrial Pty Ltd	Replace Bore Pump Control Panel Cabinet - Depot	MUNI	3,295.48
EFT48130	30/06/2022	Perkins WA Pty Ltd	Eaton Library and Administration Building - Progress Claim 1	MUNI	708,338.40
EFT48131	30/06/2022	Plantrite	Renewal Program - Renew Plantings	MUNI	2,018.50
EFT48132	30/06/2022	Regional Media Specialists P/L	Jump Into July Newspaper Advertisement - Bunbury Herald and Mail - June 2022	MUNI	653.95
EFT48133	30/06/2022	Schweppes Australia Pty Ltd	ERC - Cafe Goods	MUNI	980.17
EFT48134	30/06/2022	Scope Business Imaging	Set of Ink Cartridges for New Large Format Plotter Scanner/Printer	MUNI	1,551.00
EFT48135	30/06/2022	Scope Electrical Contracting Pty Ltd	BBQ Repairs - Beaufort Loop	MUNI	1,108.01
EFT48136	30/06/2022	Shire of Dardanup	Rates Refund for Assessment A11137	MUNI	133.51

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT48137	30/06/2022	Silent Sounds	10 x Silents Sounds Headphones, 2 x Transmitters, Headphone Charger, Storage Case & Delivery	MUNI	1,639.00
EFT48138	30/06/2022	SMR Psychology	Employee Assistance Program - Counselling	MUNI	187.00
EFT48139	30/06/2022	SOS Office Equipment	Monthly Rental 1X APC7785, 1X APC6685, 7X APC3371, 1X APC2276 and AWMS Software	MUNI	7,362.22
EFT48140	30/06/2022	South West Networking	Remove & Replace 2 x Exit Doors at Dardanup Hall	MUNI	3,820.97
EFT48141	30/06/2022	Spraymow Services	Broad Leaf Weed Control - 6 x Shire Locations	MUNI	6,676.84
EFT48142	30/06/2022	Synergy	Electricity Account - 4 x Shire Locations	MUNI	6,493.30
EFT48143	30/06/2022	T-Quip	Toro 3060 - Top93-4803 Roller-Deck	MUNI	126.75
EFT48144	30/06/2022	Telstra	Phone & Internet - 3 x Shire Services	MUNI	225.65
EFT48145	30/06/2022	The Dardanup Bull and Barrel Festival	2021-2022 Silent Super Hero Payment - Clare Clements	MUNI	150.00
EFT48146	30/06/2022	The Workwear Group	Uniform Order - Cathy Lee, Joanna Hanson & Chris Murray	MUNI	535.69
EFT48147	30/06/2022	Therese Price	Umpire Recoup 27 & 28-06-2022	MUNI	135.00
EFT48148	30/06/2022	Tiana Fraser	Umpire Recoup 24, 28 & 30-06-2022	MUNI	142.00
EFT48149	30/06/2022	Toll Transport - Ipec Pty Ltd	2021- 2022 Postage & Freight - Ferguson BFB	MUNI	11.86
EFT48150	30/06/2022	Total Eden Pty Ltd	Reticulation Repairs - Eaton & Dardanup Ovals	MUNI	453.22
EFT48151	30/06/2022	Town Team Movement Ltd	Placemaking Training : 'Making IT Happen in Local Governments' - 2 x Officers	MUNI	550.00
EFT48152	30/06/2022	Tricia Richards	Reimburse Uniform Purchase	MUNI	144.10
EFT48153	30/06/2022	Westbooks	Library Book Stock	MUNI	598.18
EFT48154	30/06/2022	Winc Australia Pty Ltd	Library Stationery	MUNI	395.28

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT48155	30/06/2022	Woolworths Group Limited - Online Order Only	Staff & Council Chambers Consumable Supplies	MUNI	455.25

CHEQUES

TRUST

BPAY

DD16528.1	02/06/2022	Mine Super	Presidential Allowance	MUNI	3,000.00
DD16545.1	09/06/2022	inet Ltd	Monthly Charge for NBN - 01/05-01/07/2022	MUNI	349.88
DD16558.1	14/06/2022	Department of Transport	Department of Transport - Vehicle Licensing Information Searches	MUNI	12.30
DD16574.1	23/06/2022	Mine Super	Presidential Allowance	MUNI	3,000.00
DD16585.1	28/06/2022	Engineers Australia	Engineers Australia Membership Renewal and National Engineering Register Renewal - Theo Naude	MUNI	684.00
DD16587.1	29/06/2022	inet Ltd	Monthly Charge for NBN Wireless 4 Service & Business NBN 100	MUNI	174.94

CREDIT CARD

DD16591.1	28/06/2022	Department Of Transport	Vehicle Licence For DA2833 to Align The Licence Expiry Date to 31 July - Organisation Code B423	MUNI	92.40
DD16591.2	28/06/2022	Mailchimp	Monthly Subscription and Charge for Electronic Newsletters - June 2022	MUNI	137.13
DD16591.3	28/06/2022	Canva Pty Ltd	Annual License - Online Subscription to Canva Graphic Design Tool 14-6-2022 To 14-6-23	MUNI	164.99
DD16591.4	28/06/2022	Department Of Transport	Shire Of Dardanup - Special Series Number Plate Application - 0004DA	MUNI	200.00
DD16591.5	28/06/2022	Facebook Ireland Limited	Place Making Activities And Engagement - Social Media Marketing - Enlighten	MUNI	434.05

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DIRECT DEBIT					
INTERNATIONAL					
PAYROLL					
DD16547.1	10/06/2022	Aware Super Pty Limited	Payroll Deductions	MUNI	32,599.71
DD16547.2	10/06/2022	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	175.81
DD16547.3	10/06/2022	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	406.51
DD16547.4	10/06/2022	One Path Masterfund	Superannuation Contributions	MUNI	87.24
DD16547.5	10/06/2022	Suncorp Brighter Super	Superannuation Contributions	MUNI	221.02
DD16547.6	10/06/2022	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	887.67
DD16547.7	10/06/2022	ANZ Australian Staff Superannuation Scheme	Superannuation Contributions	MUNI	175.32
DD16547.8	10/06/2022	Local Government Super	Superannuation Contributions	MUNI	244.82
DD16547.9	10/06/2022	Commonwealth Essential Super	Superannuation Contributions	MUNI	178.02
DD16570.1	24/06/2022	Aware Super Pty Limited	Payroll Deductions	MUNI	32,683.42
DD16570.2	24/06/2022	Hughes Superannuation Fund	Superannuation Contributions	MUNI	52.46
DD16570.3	24/06/2022	MLC Super Fund	Superannuation Contributions	MUNI	1,086.15
DD16570.4	24/06/2022	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	180.18

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD16570.5	24/06/2022	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	416.50
DD16570.6	24/06/2022	One Path Masterfund	Superannuation Contributions	MUNI	123.59
DD16570.7	24/06/2022	Suncorp Brighter Super	Superannuation Contributions	MUNI	221.02
DD16570.8	24/06/2022	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	891.51
DD16570.9	24/06/2022	ANZ Australian Staff Superannuation Scheme	Superannuation Contributions	MUNI	165.34
DD16547.10	10/06/2022	Hesta Super Fund	Payroll Deductions	MUNI	564.11
DD16547.11	10/06/2022	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,021.46
DD16547.12	10/06/2022	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	678.36
DD16547.13	10/06/2022	Sunsuper Pty Ltd	Superannuation Contributions	MUNI	126.91
DD16547.14	10/06/2022	Australian Ethical Superannuation	Superannuation Contributions	MUNI	155.68
DD16547.15	10/06/2022	Australian Super	Superannuation Contributions	MUNI	105.23
DD16547.16	10/06/2022	Rest Superannuation	Payroll Deductions	MUNI	1,961.71
DD16547.17	10/06/2022	The Bro Code Super Fund	Payroll Deductions	MUNI	17.49
DD16547.18	10/06/2022	Media Super	Superannuation Contributions	MUNI	632.10
DD16547.19	10/06/2022	Construction & Building Industry Super	Superannuation Contributions	MUNI	117.01
DD16547.20	10/06/2022	Hostplus	Superannuation Contributions	MUNI	1,420.75
DD16547.21	10/06/2022	Australiansuper	Superannuation Contributions	MUNI	5,558.56
DD16547.22	10/06/2022	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	270.07
DD16547.23	10/06/2022	MLC Super Fund	Superannuation Contributions	MUNI	1,139.76

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD16570.10	24/06/2022	Local Government Super	Superannuation Contributions	MUNI	244.82
DD16570.11	24/06/2022	Commonwealth Essential Super	Superannuation Contributions	MUNI	133.40
DD16570.12	24/06/2022	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	678.36
DD16570.13	24/06/2022	Hesta Super Fund	Payroll Deductions	MUNI	613.03
DD16570.14	24/06/2022	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,021.46
DD16570.15	24/06/2022	Unisuper	Superannuation Contributions	MUNI	128.91
DD16570.16	24/06/2022	Sunsuper Pty Ltd	Superannuation Contributions	MUNI	164.42
DD16570.17	24/06/2022	Australian Ethical Superannuation	Superannuation Contributions	MUNI	155.68
DD16570.18	24/06/2022	Australian Super	Superannuation Contributions	MUNI	150.38
DD16570.19	24/06/2022	Rest Superannuation	Payroll Deductions	MUNI	1,656.57
DD16570.20	24/06/2022	The Bro Code Super Fund	Payroll Deductions	MUNI	11.66
DD16570.21	24/06/2022	Media Super	Superannuation Contributions	MUNI	544.91
DD16570.22	24/06/2022	Construction & Building Industry Super	Superannuation Contributions	MUNI	117.01
DD16570.23	24/06/2022	Hostplus	Superannuation Contributions	MUNI	1,420.75
DD16570.24	24/06/2022	Australiansuper	Superannuation Contributions	MUNI	5,398.21
DD16570.25	24/06/2022	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	75.78
DD16570.26	24/06/2022	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	270.08

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
REPORT TOTALS					3,118,929.85
EFT					3,013,329.24
Muni					0.00
Cheque					
Trust					0.00
Payroll					97,350.92
Credit Card					1,028.57
Direct Debit					0.00
International					0.00
BPAY					7,221.12
TOTAL					3,118,929.85

CERTIFICATE of Chief Executive officer

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

0.00 

ANDRÉ SCHÖNFELDT
Chief Executive Officer

CARRIED
9/0

12.5 COMMITTEES

None.

13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13.1 Title: Request to Waive Hall Hire Fee – Dardanup Art Spectacular & Bull & Barrel Festival

Reporting Department: Elected Members
Elected Member: Cr. Tyrrell Gardiner – Deputy Shire President
Legislation: Local Government Act 1995
Attachments: Appendix ORD: 13.1 - Correspondence Trail Between Committee and Shire

DECLARATION OF INTEREST

Cr. M T Bennett declared a Financial Interest in this item as his wife takes part in both events.
 Cr. M T Bennett left the room [6.25pm].

As the Shire President had left the room, Deputy Shire President, Cr. T G Gardiner assumed the Chair [6.25pm]

Cr. E P Lilly declared a Financial Interest in this item as she sells honey at the Bull & Barrel Festival.
 Cr. E P Lilly left the room [6.25pm].

Overview

Council is requested to support the ongoing waiving of hall hire fees for the Bull and Barrel Festival and the Dardanup Art Spectacular.

Background

Correspondence from the Dardanup Art Spectacular was received in April 2022 requesting that “the use of the hall hire from the 6th to the 12th of June hire fees be in-kind from the Shire as in previous years.”

At its Ordinary Council Meeting held on the 31st of March 2021, Council resolved (Res: 55-21) as follows regarding the Dardanup Art Spectacular funding:

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

55-21 *MOVED -* Cr. T G Gardiner *SECONDED –* Cr. C N Boyce

THAT Council:

1. Supports the request from Dardanup Art Spectacular (Appendix ORD: 12.8B) for a Regional Event grant contribution of \$3,100 to be allocated from the 2020-2021 Regional Event Grant Funding Budget (GL1312501);

2. Supports the request from Dardanup Horse and Pony Club (Appendix ORD: 12.8C) for a Regional Event grant contribution of \$3,000 to be allocated from the 2020-2021 Regional Event Grant Funding Budget (GL1312501);
3. Supports the sponsorship request from South West Future Jobs and Skills Forum (Appendix ORD: 12.8D) by taking up a Minor Partnership Package of \$3,000 to be allocated from the 2020-2021 Regional Event Grant Funding Budget (GL1312501);
4. Supports funding of the following events annually from 2021/22 onwards from the Tourism & Events Grants budget, noting they will not require an application under the competitive Regional Events category of SDev CP044 'Community and Event Grants Policy':
 - Bull and Barrel Festival for \$5,000.
 - Dardanup Art Spectacular for \$7,100.
 - Eaton Foreshore Festival for \$3,000.
5. Acknowledges that if any event does not proceed, the funds are to be returned in full to the Shire of Dardanup.
6. Requests the Chief Executive Officer includes an increased amount for the Tourism & Events Grants budget to \$35,000 into the 2021/22 budget for Council's final consideration when the formal budget is to be adopted.

CARRIED

5/2

Council in April 2022 resolved (85-22) as follows:

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

Legal Implications

Local Government Act 1995, s.6.12 Power to defer, grant discounts, waive or write off debts.

Council to Chief Executive Officer Delegation 1.2.32 *Defer, Grant Discounts, Waive or Write Off Debts*, reads as follows:

1. Waive a debt which is owed to the Shire of Dardanup [s.6.12(1)(b)].
2. Grant a concession in relation to money which is owed to the Shire of Dardanup [s.6.12(1)(b)].
3. Write off Shire of Dardanup an amount of money which is owed to the Shire of Dardanup [s.6.12(1)(c)]

Sub-delegate conditions:

- Deputy CEO - \$3,000
- Manager Financial Services - \$100

- Accountant - less than \$5.00
- Finance Coordinator - less than \$5.00

Please note there is currently no limit on the CEO's delegation to waive fees.

Strategic Community Plan

Strategy 3.1.1 - To foster Creativity in the community through our public spaces and urban environment.
(Service Priority: High)

Strategy 3.1.2 - Promote Creative Participation by supporting the development of opportunities for artists and creative minds. (Service Priority: High)

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

Environment - None.

Precedents

In previous years the CEO under delegation waived hall hire fees associated with the Dardanup Art Spectacular and the Bull and Barrel Events.

Budget Implications

Dardanup Art Spectacular

The correspondence between Kerry Lowe, Dardanup Arts Spectacular (DAS) and the Shire of Dardanup detailing the request for the fee waiver and reasons for a 70% fee waiver provided, is attached for Council consideration [Appendix ORD: 13.1]. Based on the level of use requested by the DAS (estimated to be 64 hours @ \$60 per hour = \$3,840.00 [GST included] plus Hall bond = \$250 and Key Bond = \$40), the calculated hall hire fees was \$4,130.00. The application of a 70% discount (\$2,891.00) resulted in the DAS being asked to contribute \$1,239.00 towards hall hire. Of which they would receive \$290 back from the bonds.

Therefore the Dardanup Art Spectacular hall hire fees were \$3,840 excluding bonds of which the Deputy CEO agreed to waive \$2,891. This report seeks Council's support for the outstanding amount of \$949 to also be waived for the 21/22 financial year. Please note the bonds have been discounted as these would have been returned on satisfactory meeting of the obligations.

Bull and Barrel Festival

Council's current cash contribution to the Bull and Barrel Festival is \$5,000. In addition Council has in the past agreed to waive fees and allow in-kind contributions. The total cost to Council associated with the 2021 Bull and Barrel event, including the in-kind contributions and waivers associated with hall hire is outlined in the table below:

2021 EVENT	COST
Bobcat and truck hire	\$1,881
Limestone (36 ton @ \$17 p/ton)	\$612
Shire labour (8 hours) Shire bobcat and truck	\$428
Dardanup Hall fees (bonds, hire fees) waived	\$10,000
Cash Contribution from Council (allocated funding)	\$5,000
TOTAL IN-KIND + CASH CONTRIBUTION	\$17,921

In addition to the above there was also sand and water made available for the event which has not been costed.

The Bull and Barrel Festival Committee has asked for a waiver of their hall hire fees for the 2022 event. The Hall is intended to be hired for 11 days, on average annually the hall is used for the festival over a two week period.

The total cost for Hall hire in 2022 will be \$5,520 exclusive of the deposit. The CEO intended to waive this fee before being made aware of the elected member motion seeking Council consideration of the matter.

Funding Options

Council has the following options to deal with these associated costs:

Option 1: Council could continue with the practice of providing in kind support and waiving hall hire fees. Please note as the income was not received in the past, it is also not anticipated in the 2022/23 Annual Budget or Long Term Financial Plan at this stage as income moving forward.

Option 2: Council could increase the direct cash grants to the relevant groups with conditions stipulating that the groups are to pay for the in-kind works and/or hall hire fees from these grants or their own money.

Option 3: Council could increase the grants given to the groups indirectly by accounting for the hall hire fees as an internal transaction but not paying this out to the groups. In doing so, Council could set a dollar value or number of hours / days that the hall would be made available for. To achieve this Council could utilise one of the available grant accounts to effectively pay itself across the amount.

For option 2 and 3 Council has the option to use one of the following two Budget Allocations:

- *Tourism & Events grants – GL#1312501.*

The Tourism & Events Grants account has \$25,000 allocated in the draft 2022/23 budget which is available for pre-committed events as per *Council Policy SDev CP044* and the remainder is available for contestable Tourism Events. The pre-committed events include:

EVENT	AMOUNT
The Bull & Barrel Festival	\$5,000
Eaton Foreshore Festival	\$3,000
Dardanup Arts Spectacular	\$7,100
Dardanup Arts Spectacular	\$5,000
Sub Total Committed	\$15,100
Plus Total available for Contestable Grants	\$4,900
Total Allocation in 22/23 budget	\$25,000

Please note last year this allocation was \$35,000 and in 20/21 and 21/22 the Lost and Found event was awarded \$10,000 each year.

To cover the costs for Hall Hire, Council could increase the funding to both the Dardanup Art Spectacular by \$4,400, and the Bull and Barrel Festival by \$5,500. This would require and additional \$5,000 be allocated to this account and will leave no funds available for contestable Tourism or Events grants from this account.

- **Minor Community Event Assistance – GL#0817003.**

There is \$20,000 allocated for Minor Community Event Assistance – GL#0817003. Last year this allocation was \$25,000 of which \$13,573 was spent with \$11,427 remaining unspent. Council could vary Policy CP044 to provide direct assistance to the Dardanup Art Spectacular and Bull and Barrel Festivals from this account. This will reduce the amount available to other minor community events.

Alternatively, Council could utilise Tourism & Events grants – GL#1312501, as explained above and then still reduce Minor Community Event Assistance – GL#0817003 by \$10,000 and increase Tourism & Events grants – GL#1312501 to still allow \$5,000 of contestable Tourism & Events Projects.

Budget – Whole of Life Cost - None.

Council Policy Compliance - Council Policy SDev CP044.

Risk Management

The Risk Management Governance Framework has been considered in arriving at the recommendation.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Request to Waive Hall Hire Fee – Dardanup Art Spectacular and Bull and Barrel Festival
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 has a commitment to support its community and would be perceived in an ill light if we required payment from a not for profit group.
	Financial The cost should be considered an in-kind contribution.

Elected Member Comment

There has been a request from the Dardanup Art Spectacular Committee to have their hall hire fees waived at 100% rather than the 70% provided for by Council staff. I am happy for us to take such money from the tourism funding for this event. In addition, I would like to extend the hall hire fee waiver to the Bull and Barrel Festival Committee which has the hall for about two weeks during their event. I propose that as both events bring thousands of people to visit the Shire, that the contribution to the Shire’s hall hire fee would be considered an ‘in-kind’ payment.

Both committees are unable to fund the cost and I believe Council has a huge responsibility to keep these events going. We have funding available in the budget for events and the money for the hall hire for the Bull and Barrel and Art Spectacular events could easily come from this money and be transferred to the fees and charges account.

I propose that this would be a permanent yearly line item.

Deputy CEO Comment

The benefits of the Dardanup Arts Spectacular provides for the community and Shire as a whole are recognised.

The response to the DAS was provided with the 'User Pays' principle in mind taking into consideration the benefit received by the entire community, together with the \$3,000 delegation limit applied by Council or the Chief Executive Officer to the Deputy CEO. Further, the Council has recently gone through the process of reviewing all of its Fees & Charges for the usage of various facilities across the Shire of Dardanup, and has across the board sought to increase Fees & Charges by the CPI in most cases.

This increase in fees and charges is aimed at covering the increasing cost of electricity, water, insurance, and maintenance of these facilities by Council, particularly as a number of these facilities are aging and require increasing maintenance or upgrade. The Dardanup Hall is one of these facilities, which has over \$40,000 in general maintenance budgeted for 2022/23, which includes insurance, water and electricity costs. An additional \$50,000 is included in the 2022/23 budget for roof repairs and renovation works to the Dardanup Hall, with a major renovation planned for 2029/29 costing over \$1 million.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

ELECTED RECOMMENDED RESOLUTION

THAT Council

1. Waives the \$949.00 charged to Dardanup Art Spectacular for hall hire fees in the 2021/22 financial year;
2. Increases the grant allocations to Bull and Barrel Festival by \$5,500 and Dardanup Art Spectacular by \$4,400 from GL#1312501 - Tourism & Events grants for 22/23.
3. Allocates the following direct grants in 2023/24, 2024/25 and 2025/26 Long Term Financial Plan for the:
 - a) Dardanup Bull & Barrel Festival - \$10,500
 - b) Dardanup Arts Spectacular - \$11,500
4. Inform the relevant event organisers that the grant funding is to also cover hall hire fees which will not be waived during these four financial years.
5. In the 22/23 Annual Budget reduces Minor Community Event Assistance – GL#0817003 by \$10,000 and increase Tourism & Events grants – GL#1312501 by \$10,000.

FURTHER INFORMATION

Note: *Since publishing this report Officers and Cr. Gardiner have requested that the following changes be made to part 1 of the resolution so that it reads:*

1. Waives *and Refunds* the ~~\$949.00~~ **\$1,239.00** charged to Dardanup Art Spectacular for hall hire fees in the 2021/22 financial year;

Note: Manager Governance & HR, Ms Cathy Lee, left the meeting [6.27pm].

FORESHADOWED MOTION

Cr. P S Robinson foreshadowed a motion if the elected member resolution was not passed. The motion to be:

“THAT Council Waives and Refunds the \$1,239.00 charged to Dardanup Art Spectacular for hall hire fees in the 2021/22 financial year.”

Change to Officer Recommendation

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

- Part 1 of the resolution amended to add the words “and Refunds”; and amend the amount of \$949 to read \$1,239.00.

ELECTED RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

208-22 MOVED - Cr. T G Gardiner SECONDED - Cr. P R Perks

THAT Council

1. Waives and Refunds the \$1,239.00 charged to Dardanup Art Spectacular for hall hire fees in the 2021/22 financial year;
2. Increases the grant allocations to Bull and Barrel Festival by \$5,500 and Dardanup Art Spectacular by \$4,400 from GL#1312501 - Tourism & Events grants for 22/23.
3. Allocates the following direct grants in 2023/24, 2024/25 and 2025/26 Long Term Financial Plan for the:
 - a) Dardanup Bull & Barrel Festival - \$10,500
 - b) Dardanup Arts Spectacular - \$11,500
4. Inform the relevant event organisers that the grant funding is to also cover hall hire fees which will not be waived during these four financial years.
5. In the 22/23 Annual Budget reduces Minor Community Event Assistance – GL#0817003 by \$10,000 and increase Tourism & Events grants – GL#1312501 by \$10,000.

CARRIED
6/1

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

Note: Cr. M T Bennett and Cr. E P Lilly returned to the room and resumed the chair [6.40pm].

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

None.

15 PUBLIC QUESTION TIME

Note: Shire President M T Bennett asked the Gallery if they would like to ask any further questions

15.1 Mr Colin Johnston (94 Gardincourt Drive, Henty) – Proposed New Administration Building

Question:

Would the Shire of Dardanup still receive \$700,000 in estimated rate revenue increase if we were not building the New Library, Administration and Community Building?

Cr. M T Bennett Response

Council undertook extensive research in 2013 and later received an offer from Citygate for a proposed land swap.

Council have no guarantees that the Shire will receive that revenue amount but as time goes by we can see more of the development plans for Eaton Fair and the additional shops/buildings (Car Wash, Cinema complex, etc.) that will come to our community.

Citygate also has land located next to the current Shire Building and Eaton Fair may also be developed further in that location in the future.

16 MATTERS BEHIND CLOSED DOORS

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

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

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

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

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

209-22

MOVED -

Cr. T G Gardiner

SECONDED -

Cr. M R Hutchinson

THAT in accordance with the Local Government Act 1995, S 5.23, sections (2)(a), (2)(e)(iii) Council goes Behind Closed Doors [6.44pm].

CARRIED

9/0

16.1 Title: Fourth Quarter Corporate Performance Report

Reporting Department: Executive
 Reporting Officer: Mr André Schönfeldt - Chief Executive Officer
 Legislation: Local Government Act 1995
 Attachments: Appendix BCD: 16.1A - Corporate Performance Report
 2021/22 Quarter 4 – April-June 2022
 Appendix BCD: 16.1B – Risk Assessment

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

210-22 MOVED - Cr. T G Gardiner SECONDED - Cr. S L Gillespie

THAT Council:

1. **Receives the Fourth Quarter Corporate Performance Report as per [Appendix BCD: 16.1A – Confidential Attachment Corporate Performance Report 2021/22 Quarter 4- April-June 2022]; and**
2. **Allows part of the [Appendix BCD: 16.1A – Confidential Attachment Corporate Performance Report 2021/22 Quarter 4 – April-June 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
9/0

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

211-22 MOVED - Cr. S L Gillespie SECONDED - Cr. M R Hutchinson

THAT Council return from Behind Closed Doors [6.48pm].

CARRIED
9/0

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.

17 CLOSURE OF MEETING**17.1 Convening a Special Council Meeting – 27th of July 2022**

In accordance with the *Local Government Act 1995 S5.4*; and the *Shire of Dardanup Standing Orders Local Law Section 2.5(2)*. The Shire President, Cr. M T Bennett and the Chief Executive Officer, Mr André Schönfeldt advised that a Special Council Meeting was convened to be held at 7.00pm to consider the 'Municipal Fund Budget for 2022/23 – Land and Buildings Capital Expenditure'.

17.2 Closure of Meeting

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

- Ordinary Meeting of Council will be Wednesday, the 24th of August 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 [6.48pm].

**CONFIRMATION OF MINUTES**

“As the person presiding at the meeting at which these minutes were confirmed on the 24th of August 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